CatchSmart Oversee administrator manual

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1 CatchSmart Oversee Administrator pannel

The CatchSmart Oversee Admin Panel is a Web system designed to manage the activities and feature set in the CatchSmart Oversee application. This admin panel will make daily changes, application management, and statistics reporting easier and faster.
The essence of this document is to provide a clear understanding of the day-to-day performance of functions in the admin panel. In case of any doubts, contact the supervisor, but if the functionality does not work, contact technical support. The documentation may be updated over time, so sections may change.
The functionality and structure of the system is described below.

1.1 CatchSmart Oversee Administrator account

To manage the CatchSmart Oversee system, you need to use the dedicated admin panel available at: https://timber.catchsmart.com

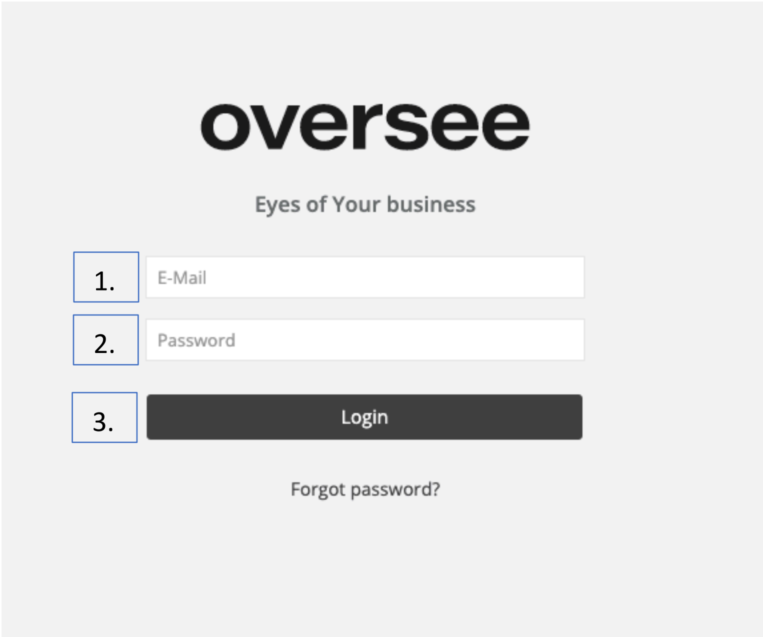
1.2 Administrator account possibilities

- Administer profile and company or department information
- Add new companies
- Add employees, jobs, and subworkers
- Packing slip and package flow accounting
- Importing and assigning new packing slips to packages
- Manage quality control data
- Chemical accounting and quality control
- Statistics on operations performed in the system
- Building and controlling repair applications
- Create planned rounds and tasks
- Records of the use of the vehickles
- Monitoring of activities and movement by employees
- Recording of the operation of cutting tools
- Planning and monitoring of security work
- Line downtime tracking
- Forvarders operational accounting
- Browse system analytics
- Visually displaying business activities in graphs and views
- User feelings and arrivals in the area of tracking

2 Access your system account

To access your CatchSmart Quality Control account created by your employer:

- Go to the https://timber.catchsmart.com
- Enter e-mail
- Enter password
- Click on the Login button “Login”

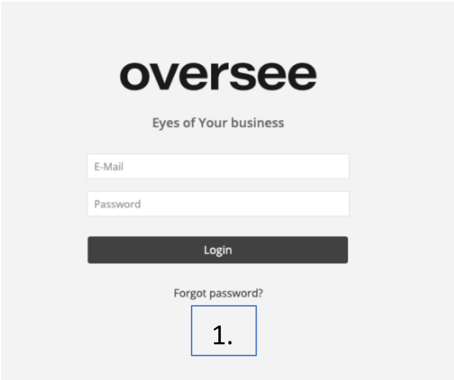


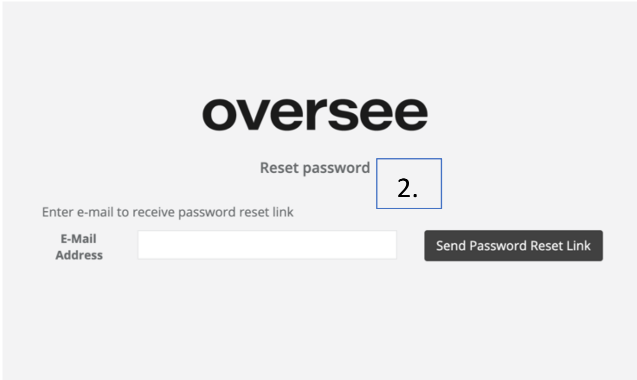
**If you, unable to access your account or have other technical problems, report it to those responsible or contact technical support*

2.1 Restore your password

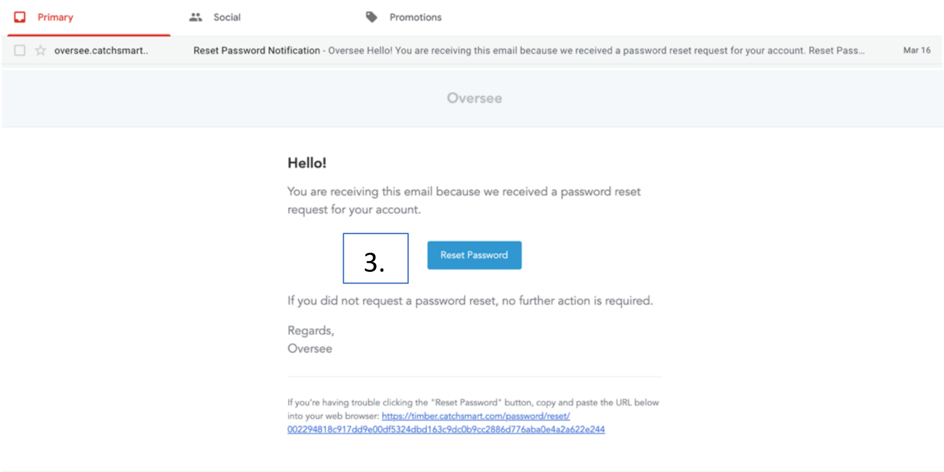
If you have forgotten your password, then:

- Click "Forgot password"
- Enter your email address with which you are registered and click "Send password reset link"

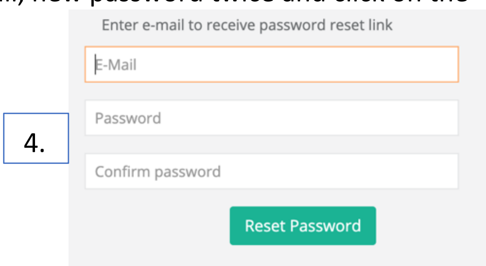




1. Open the received email and click "Reset password" or copy the link to the browser if the button does not work**



- Enter your email, new password twice and click on the "Reset password" button

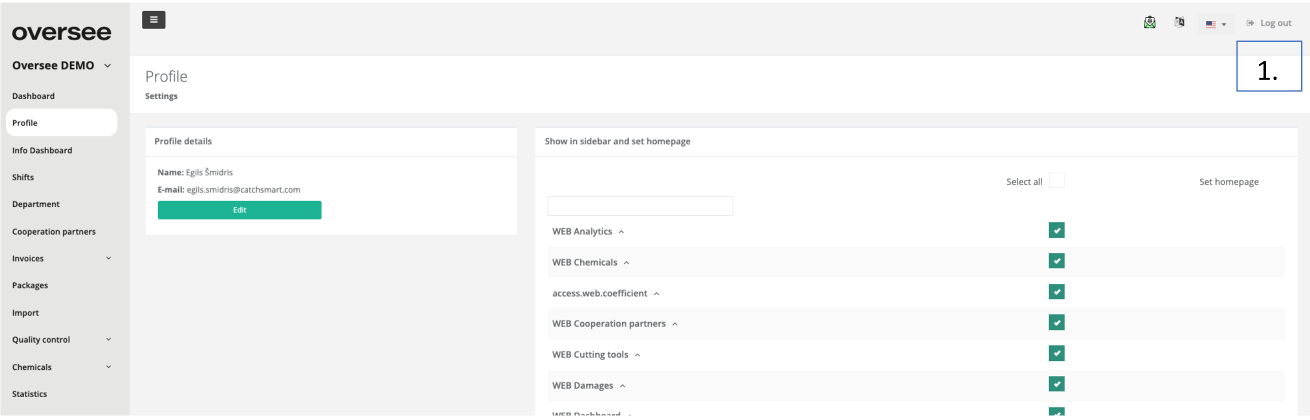


*** Password recovery email is valid for 24 hours!*

2.2 Loging-ot of an account

If you want to safely leave the administrator panel, you must log out of your account. To load from the system:

1. Click the "Log out"button inthe upper-right corner
   - If you see the CatchSmart Oversee home page, you have successfully log out of the system



3 Transactions in system account sections

In your system account, you can perform various actions and manage ongoing processes. All processes are subordinate to parcel quality control and accounting. The following paragraphs will discuss all possible steps in your administrator system account.

3.1 System panel "Dashboard"

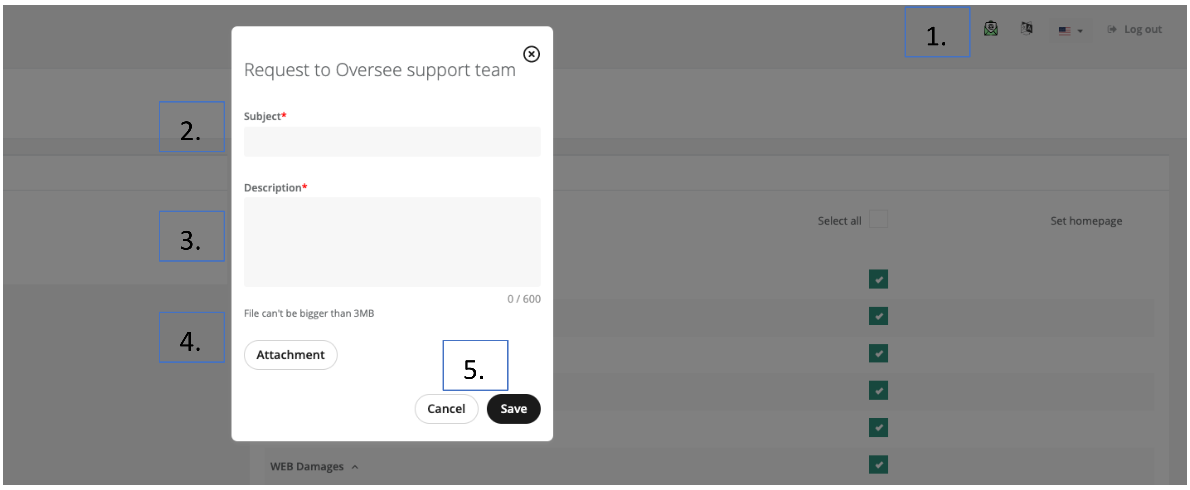
The first section on the left is the System Dashboard panel, which is the default view when you log in to your account. It provides you with current packing slip and package flow information - a package list of package status checks and Package Damage applications "Claim". The main role of this view is to display the quality control data for the active label and packages.

4 Damage/ Application sending

To guarantee the best performance and quality of the system, at any time in the system it is possible to send an application with errors that you have detected, questions related to the system or recommendations, how in the future we can improve the operation and convenience of the system.

You can add an application:

1. In the upper-right corner of the view, you click the green letter icon there
   - You 'll see a new window
2. Enter the subject of the letter, briefly describing what happened or what you want to guess
3. In the description field, enter the most detailed description of the situation, question, or recommendation (The more information we provide the sooner we can help)
   - For example, in case of an error, describe:
     - Your User Account (Email)
     - What actions where taken
     - Who buttons where pressed
     - What data did you enter
     - What were the actions taken before now
4. Click the "Attachment" button and add a photo, if possible, with a visual outline of the problem or recommendation. (This field is optional, but recommended)
5. When all you want has been entered click "Save" to finish the job, or "Cancel" to close without saving

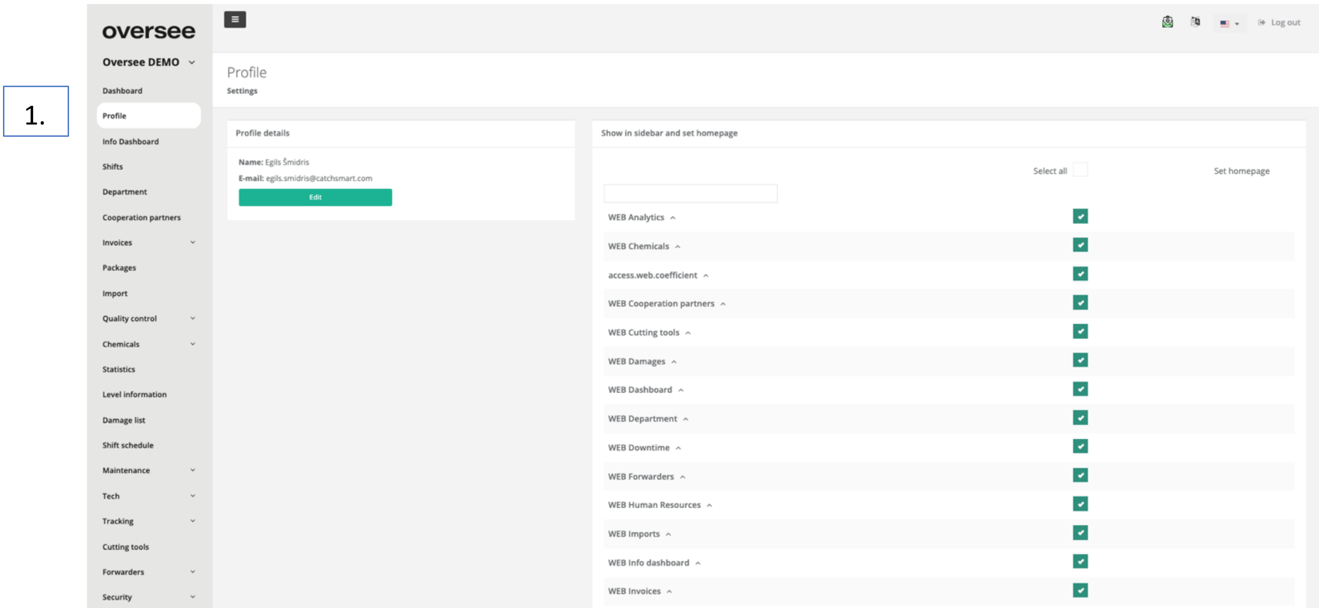


5 Profile

The profile section is designed to see your account information. Account information consists of name and email. In addition, you can perform specific actions in this view:

1. Change your password
2. Set up home/ main section
3. Hide section views

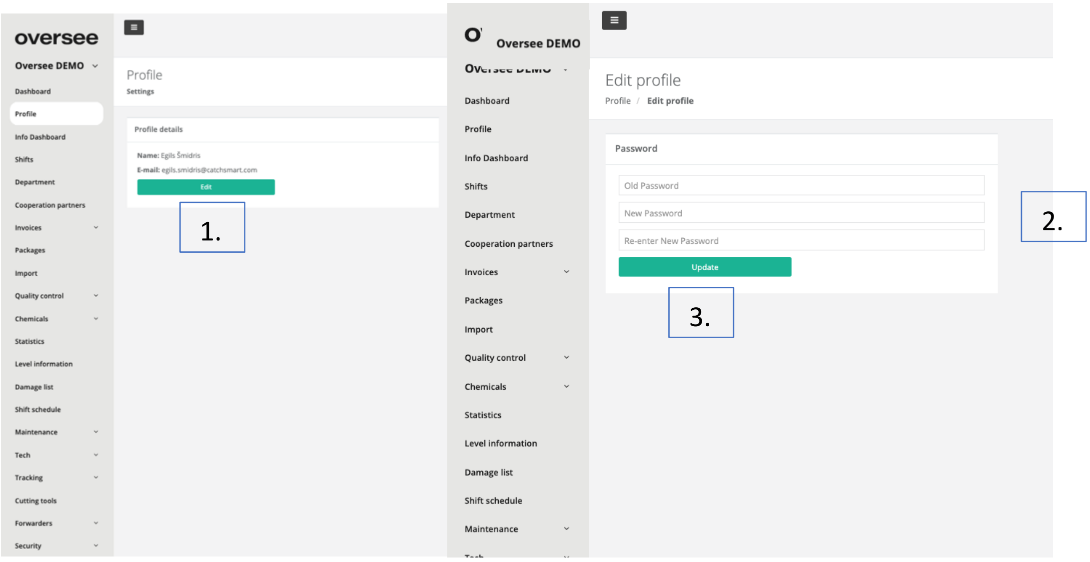
- You can get started in this section with the "Profile" section in the main view



5.1 Change your password

To change your password:

1. click the “Edit” button
   - Password change view opens
2. Fill in the following fields with the information that is indicated inside the field
   - Old password
   - New password
   - New password repeatedly
3. To save the changed password, click the “Update” button
   - You have successfully changed your password!

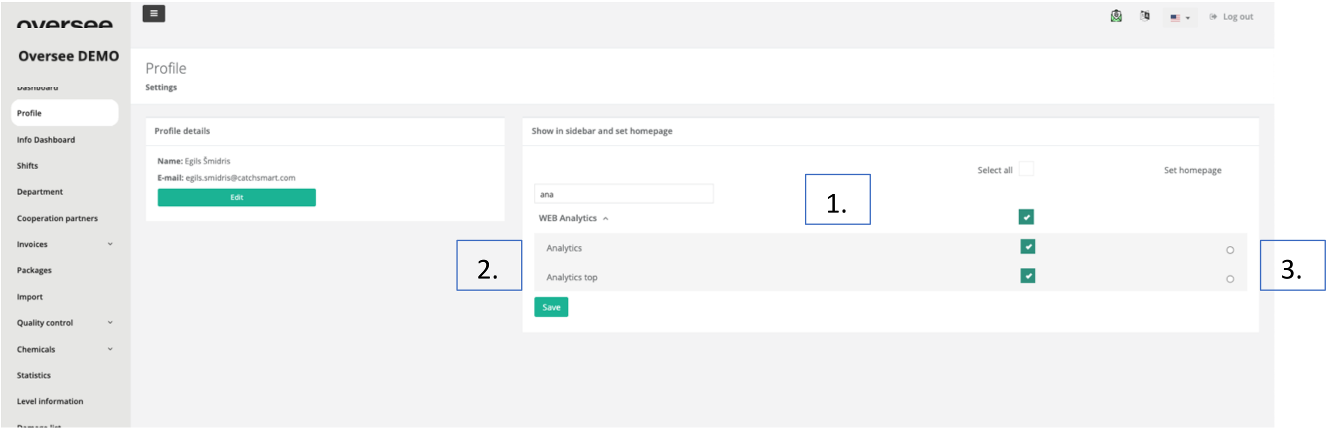


5.2 Set up home/ main section

With these actions you can set up one of the sections available to you as your landing page, or the page that will open to you when you connect to the Oversee system.

To set up a landing page:

1. "Profile" on the right side of the o broo keeps you in, find the section you want to set
   - You can find the section you want faster at the top of the view by entering a section name in the search bar
2. Click on the desired section name
   - When it has opened a little wider on the right side you will see a wee circle
3. Press the circle and if everything is done correctly, the page will reload and the next time you connect you will be taken to the selected page immediately. *

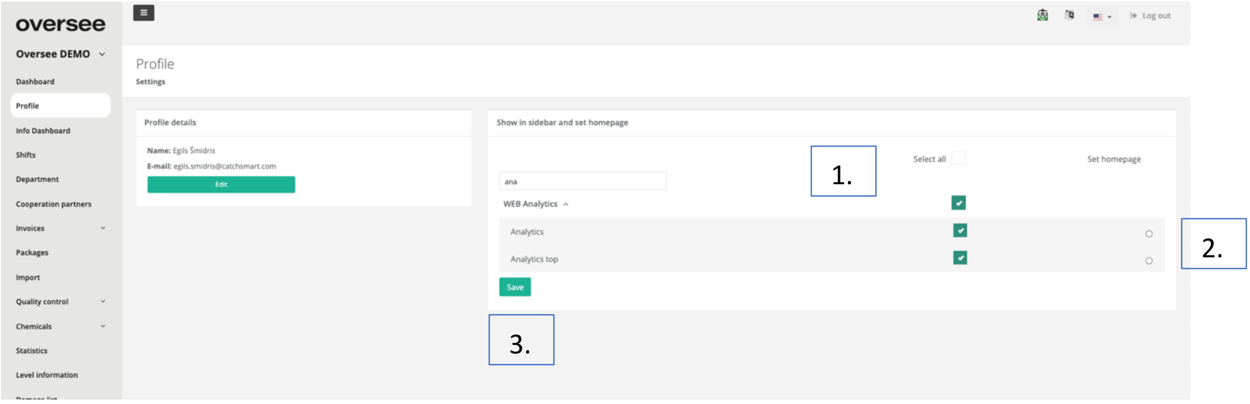


In case the page you have set up has been removed or disabled, you will be taken to the "Profile" page.

5.3 Hide section views

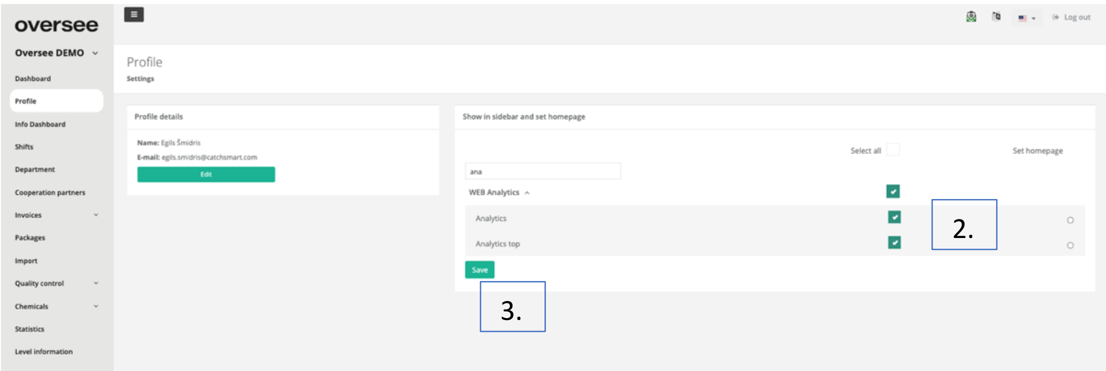
If you encounter a situation where you need to hide views that you don't need or interfere with, you can hide them. If you want to hide views:

1. "Profile" on the right side of the password reset, find the section you want to set
   - You can find the section you want faster at the top of the view by entering a section name in the search bar
2. Next to the section you want to hide, click on the green square.
3. When sections are marked, then on the right side of the view, under all sections, press the button "Save"



If you need to turn on the sections:

1. Just as before, press the empty square next to the selected section, changing it to green.
2. When sections are marked, press the "Save" button below all sections on the right side of the view.

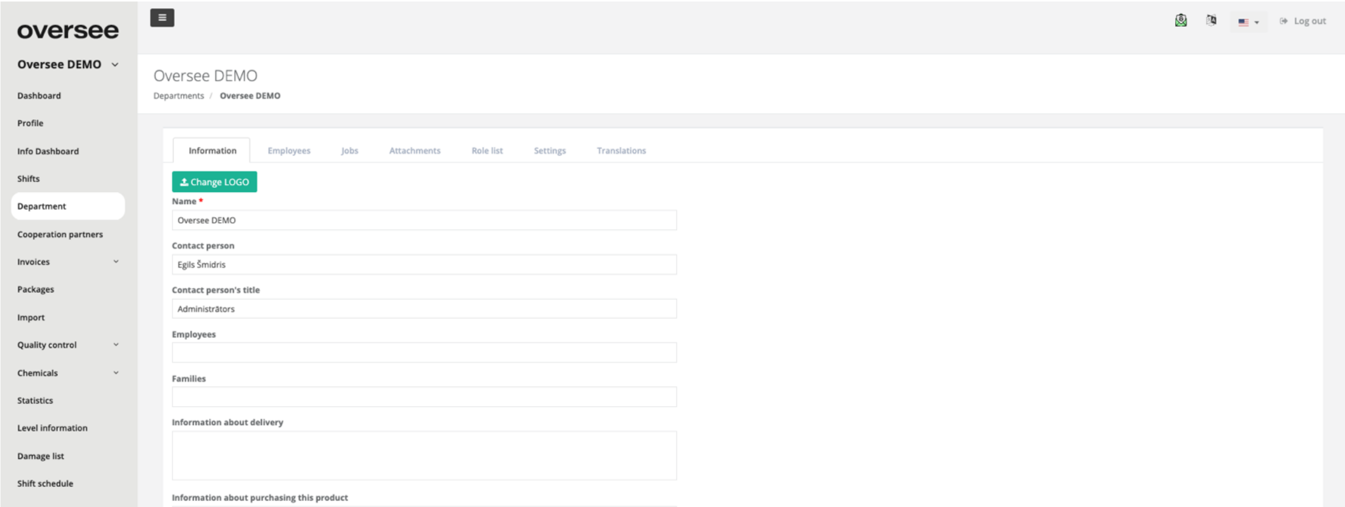


6 Departments

To add, delete, manage departments, employee access to the system, and to-dos, visit the "Department" section. In this section you will see all departments attached to your account, the employees connected to them and the work that has been assigned to the employee. Departments and staff can also be set up and managed from CatchSmart.com platform.

This section contains sub sections for specific actions:

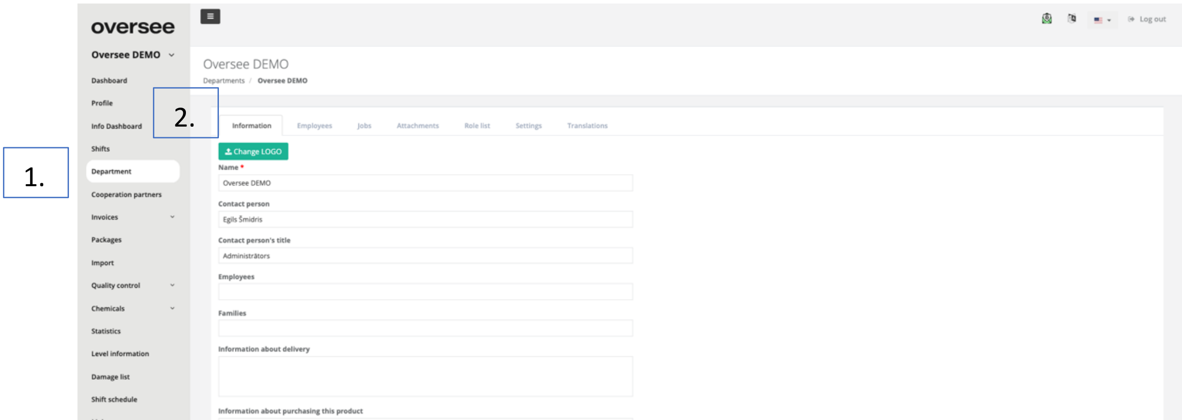
- Information — Departmental data management
- Employees — Management of employees and their data
- Jobs - Create and manage work to be linked to users
- Attachements – Manage all files that need to be confirmer
- Role List - Manage Roles for Users
- Settings - Manage various department settings
- Translations – Create and supplement translations for the department

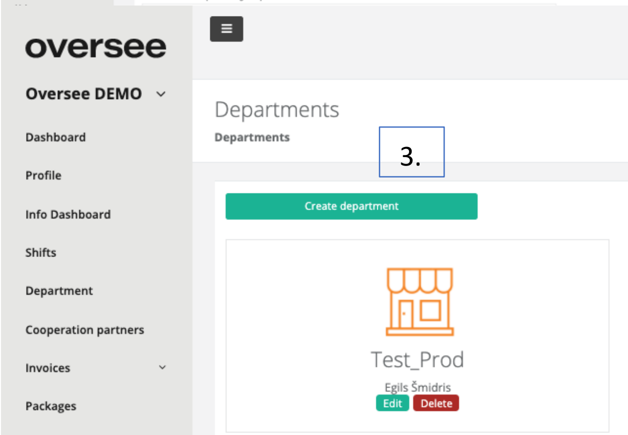


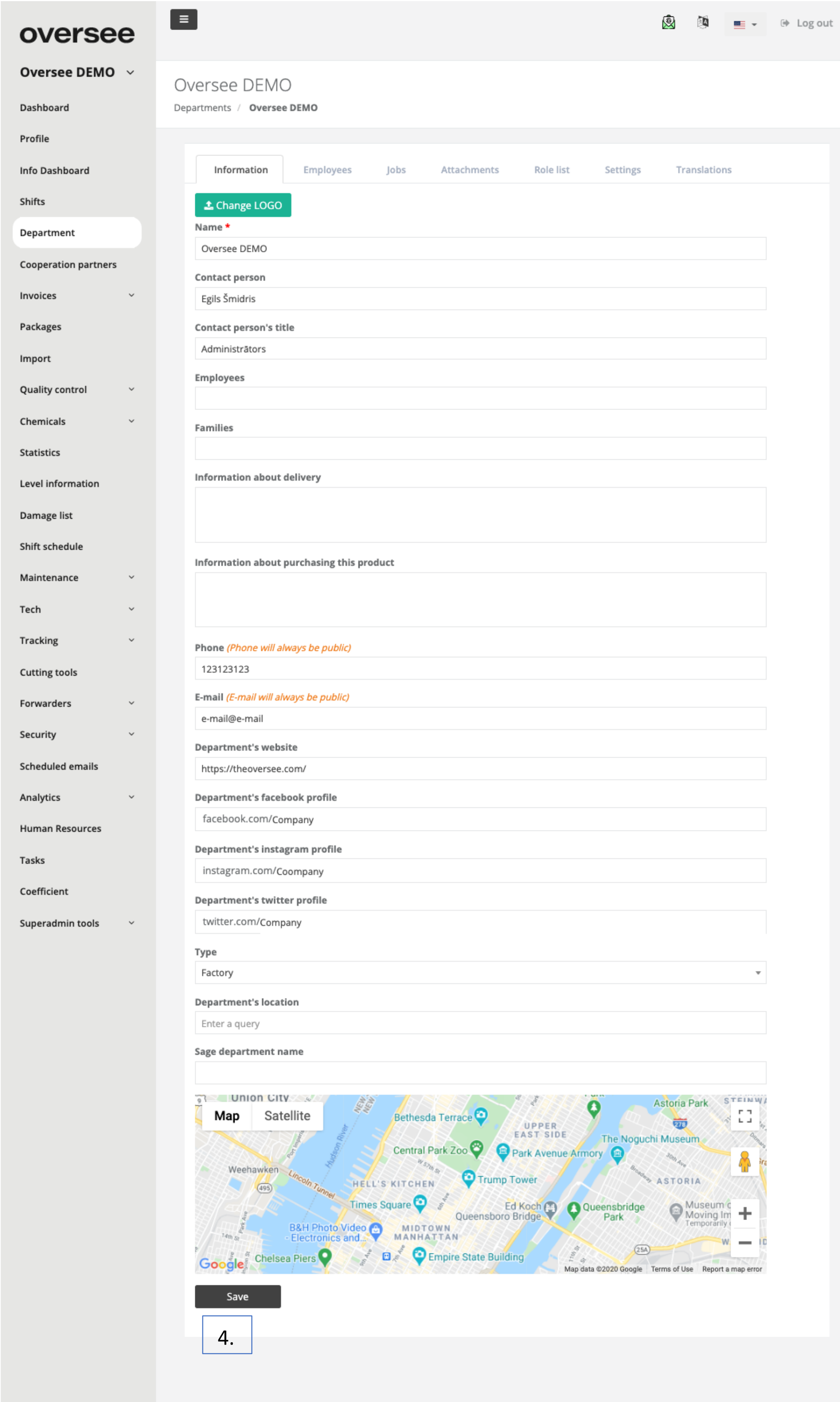
6.1 Setting Up a New Department

To add a new Department to the system:

1. Click the "Departments" section
2. In the "Department" section, click on the "Create Department" text above the title
3. Enter all the necessary information
   - Name (Required)
   - Contact
   - Contact's salutation
   - Number of employees
   - Number of families
   - Delivery information
   - Product purchase information
   - Phone number (Always publicly visible)
   - E-mail (Always publicly visible)
   - Departmental website
   - Department FaceBook page
   - Department's Instagram page
   - Department's Twitter page
   - Department type (Defines departmental rights and capabilities)
   - Department address
4. Click the "Save" button






oversee
Oversee DEMO
Dashboard
Profile
Info Dashboard
Shifts
Department
Cooperation partners
Invoices
Packages
Import
Quality control
Chemicals
Statistics
Level information
Damage list
Shift schedule
Maintenance
Tech
Tracking
Cutting tools
Forwarders
Security
Scheduled emails
Analytics
Human Resources
Tasks
Coefficient
Superadmin tools
Log out
Oversee DEMO
Departments / Oversee DEMO
Information
Employees
Jobs
Attachments
Role list
Settings
Translations
Change LOGO
Name *
Oversee DEMO
Contact person
Egils Šmidris
Contact person's title
Administrātors
Employees
Families
Information about delivery
Information about purchasing this product
Phone (Phone will always be public)
123123123
E-mail (E-mail will always be public)
e-mail@e-mail
Department's website
https://theoversee.com/
Department's facebook profile
facebook.com/Company
Department's instagram profile
instagram.com/Coompany
Department's twitter profile
twitter.com/Company
Type
Factory
Department's location
Enter a query
Sage department name
Map
Satellite
Google
Map data ©2020 Google
Terms of Use
Report a map error
Save

4.

6.2 Employees

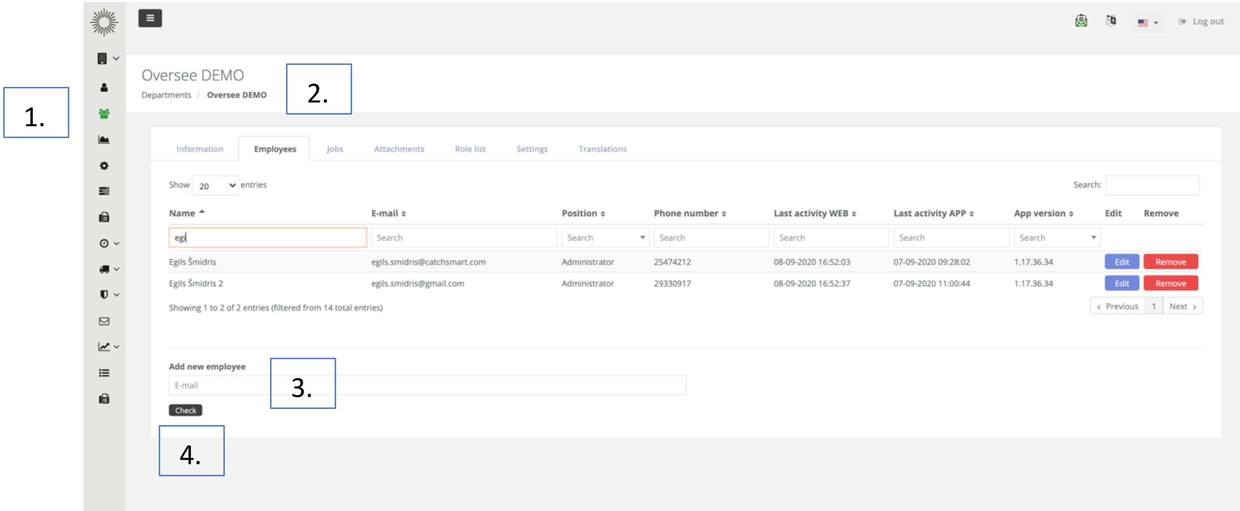
The primary application of the “Employees” section is to manage all employees in the selected department. Actions that can be carried out under the following subsection:

1. Add new employees
2. Delete employees
3. Edit employees

6.2.1 Add a new employee to the system

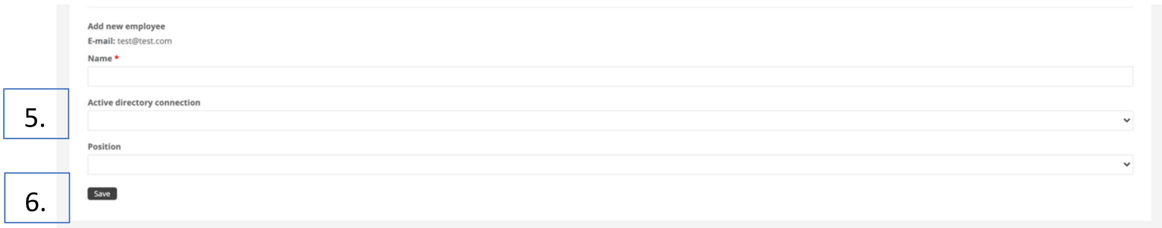
To add a new employee to the system:

1. Click the "Departments" section
2. Click the "Employees" sub section
3. Under the employee list, enter the employee's e-mail in the "Add new employee" *
4. Click the "Check" button



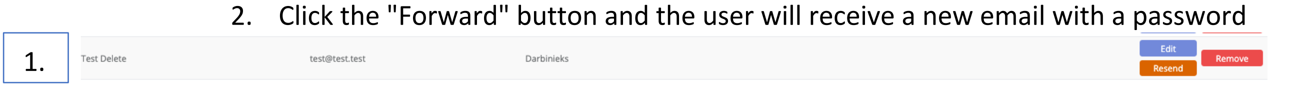
If everything is right you will see new fields

5. Fill in the fields:
   - Name – How do you want this person to be displayed in the Department
   - Active Directory Connection – Do you want to enable the user to connect to other systems with these connection data
   - Role – What actions and rights will the user receive
6. Click the "Save" button to add the user



In case the user has not received the e-mail:

1. In the main employee list, locate the desired
   - On the right side, the user has several buttons with options
2. Click the "Forward" button and the user will receive a new email with a password



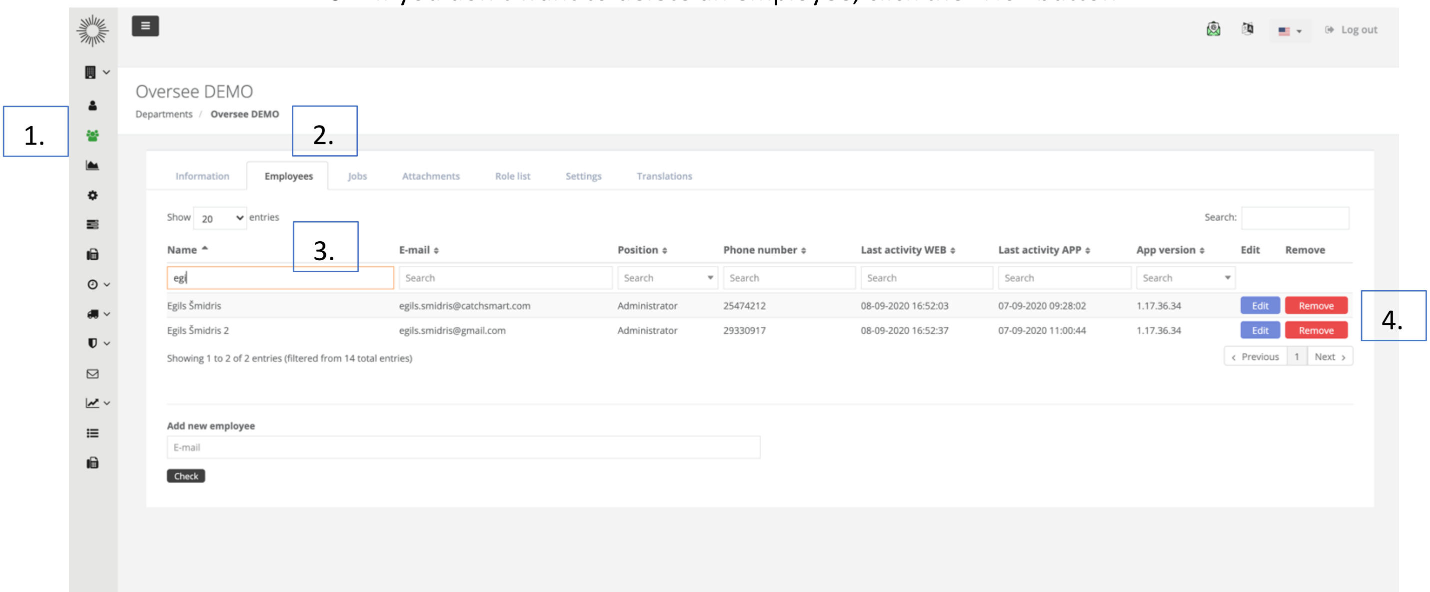
**This field with a button will not be displayed to you if you do not have the appropriate rights in this department*

6.2.2 Deleting an employee from the system

To delete a user from the system:

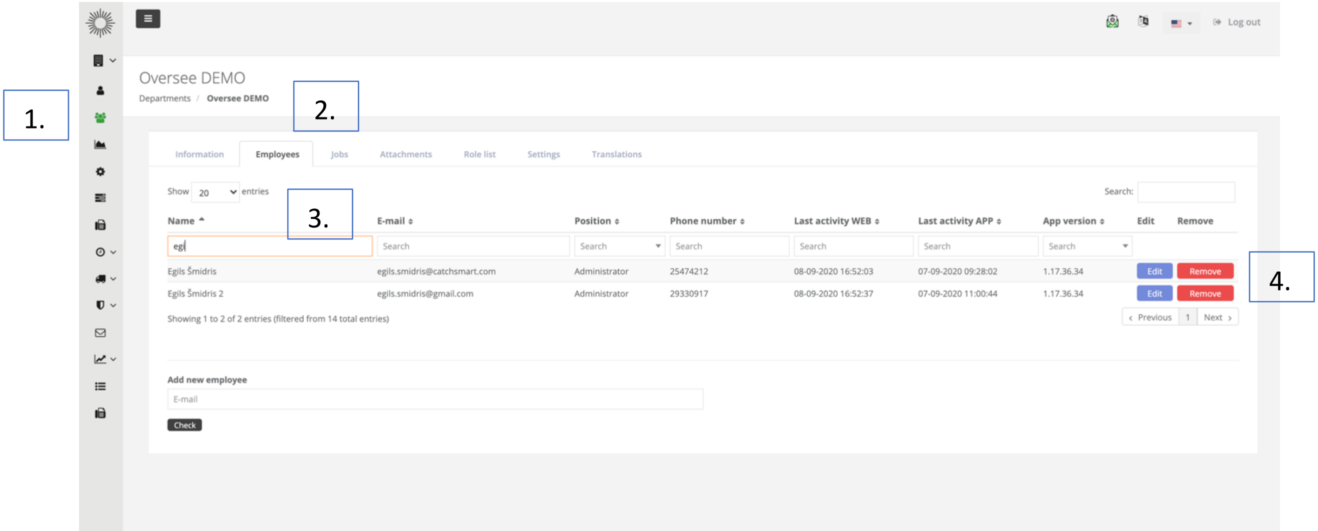
1. Click the "Departments" section
2. Click the "Employees" subsection
3. Find the employee you want in the list
4. Click the "Remove" button

- A window will appear to confirm that you really want to delete the employee
  - To finish deleting an employee, click the "Yes" button
  - If you don't want to delete an employee, click the "No" button



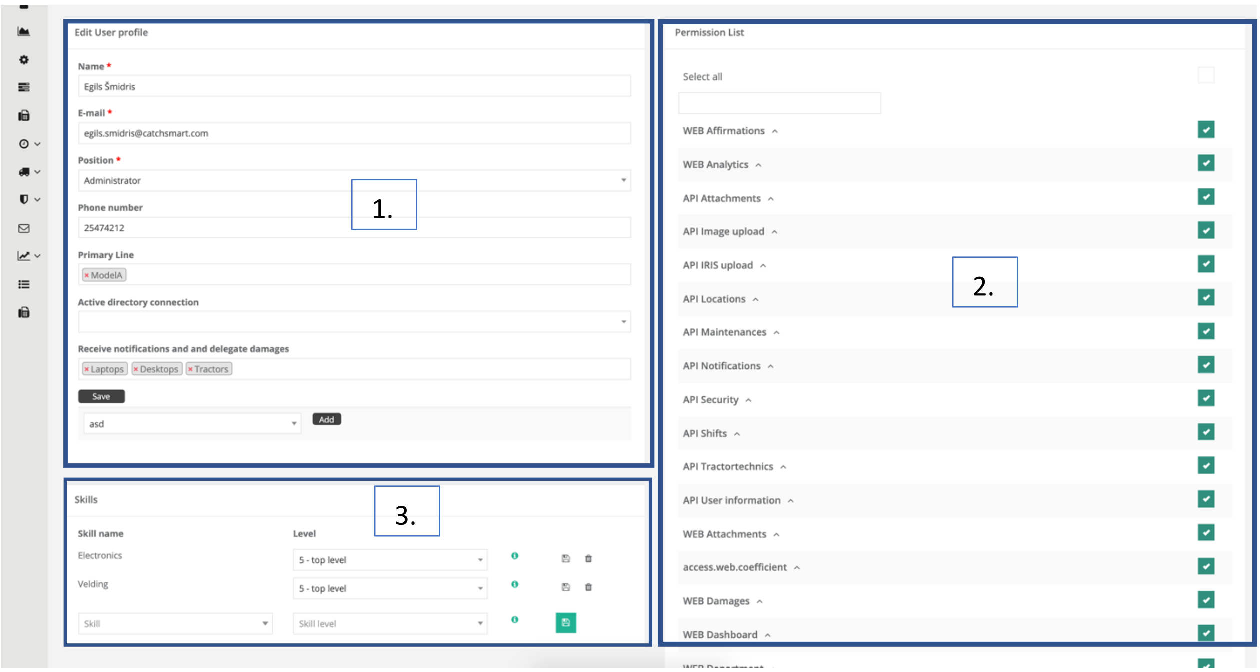
6.2.3 Change/update employee information

1. Click the "Departments" section
2. Click the "Employees" subsection
3. Find the employee you want in the list
4. Click the "Edit" button
   - You 'll see a new view



The view is divided into three zones:

1. Edit user profile – Information that affects how the user is displayed and what actions the user will be able to perform in the department
2. Skills – What skills does the employee have and what skills the employee will be able to perform
3. Permission list – Changes user rights in WEB and App environments



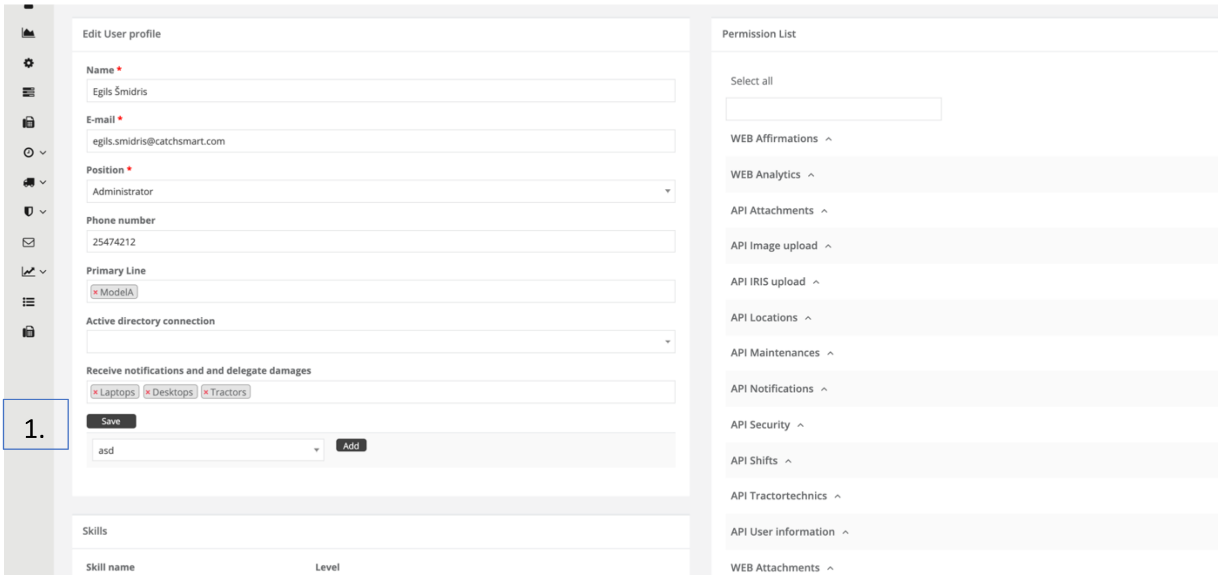
6.2.3.1 Edit user Information

In this zone, information related to the user may be added or modified.

You can change:

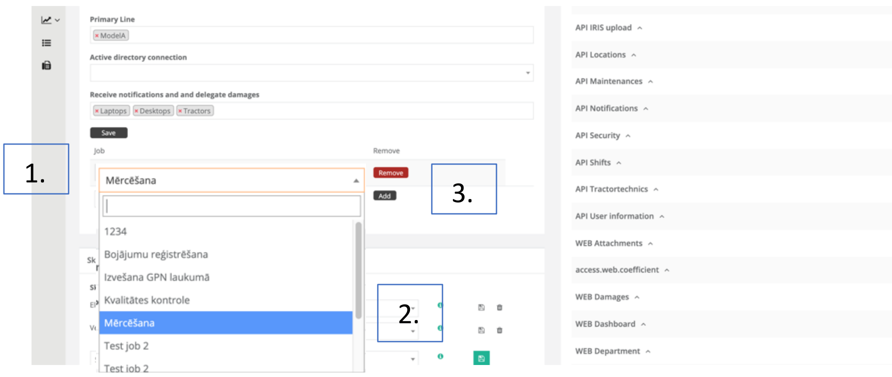
- Name – Change how the account is displayed in the system
- E-mail – Change account's e-mail address
- Role – Selecting user rights and actions on pre-established criteria
- Telephone number – Contact phone through which the user can reach.
- Primary line – Attracts user to a specific line (Required for Shift Schedule and Deterrent Apigate functionality)
- Active Directory Connection – Choose or allow account data to connect to other systems
- Receive notifications and delegate applications – Specify the levels at which the user will be able to delegate jobs to the WEB and for which levels and their applications will receive notifications

1. When one of these windows is changed or updated, press the "Save" button below the windows on the left.



The relation to the "Work", steps are different. Work - Specifies the jobs associated with the user in the system. To add a job:

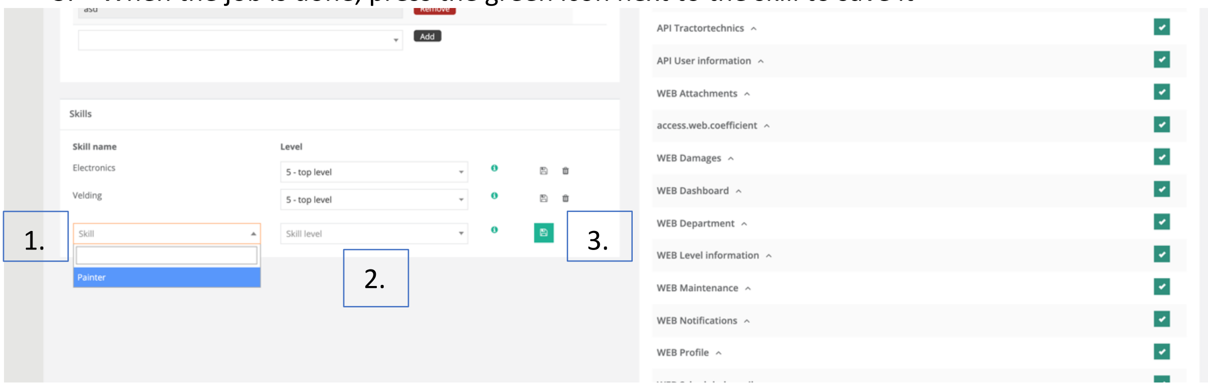
1. Press the empty window in the work area
- You 'll see all the jobs that are available
2. Click on the desired work
3. To connect it and save it, press the "Add" button next to the window
- If you need to remove any of the jobs, press the "Remove" button next to the unwanted



6.2.3.2 Skills

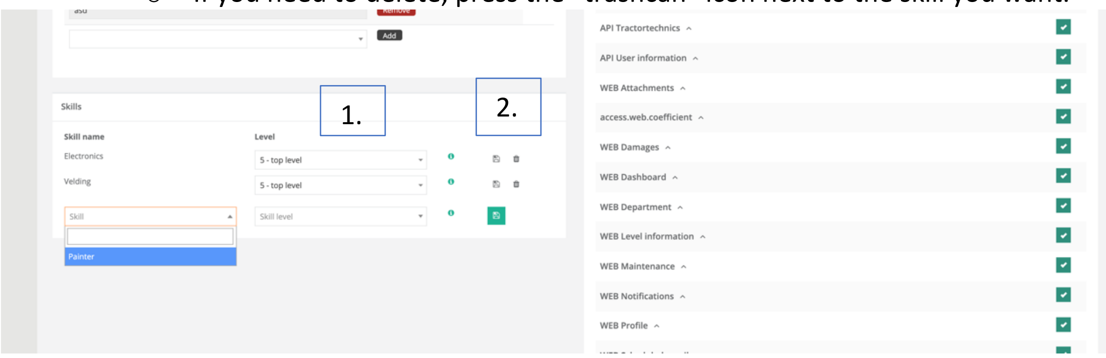
Skills are allocated to users with the primary goal of giving jobs to employees with all the most relevant skills. You can set the skills on the left under the "User Information" zone to select the skill:

1. By pressing the first window on the left and selecting the appropriate skill (Required field if skills are set)
2. When the skill is selected, if necessary, set the skill level (Optional)
3. When the job is done, press the green icon next to the skill to save it



If you want to delete or edit:

1. For a created skill, you can change the level by clicking on it and replacing it with another
2. When you made changes, press the small "floppy disk" icon next to the window
    - If you need to delete, press the "trashcan" icon next to the skill you want.



6.2.3.3 Permission List

The Permissions directly concern activities and views throughout the system to which the user will have access. If the right is in front of the WEB, then it will apply to the features and views of the WEB page, but if there is an API, then it will apply to activities and capabilities in the app environment. If there is a desire to change the permissions:

1. On the right, locate the desired permission

- If you need to find your preferred one more quickly, you can search by name at the top of the table

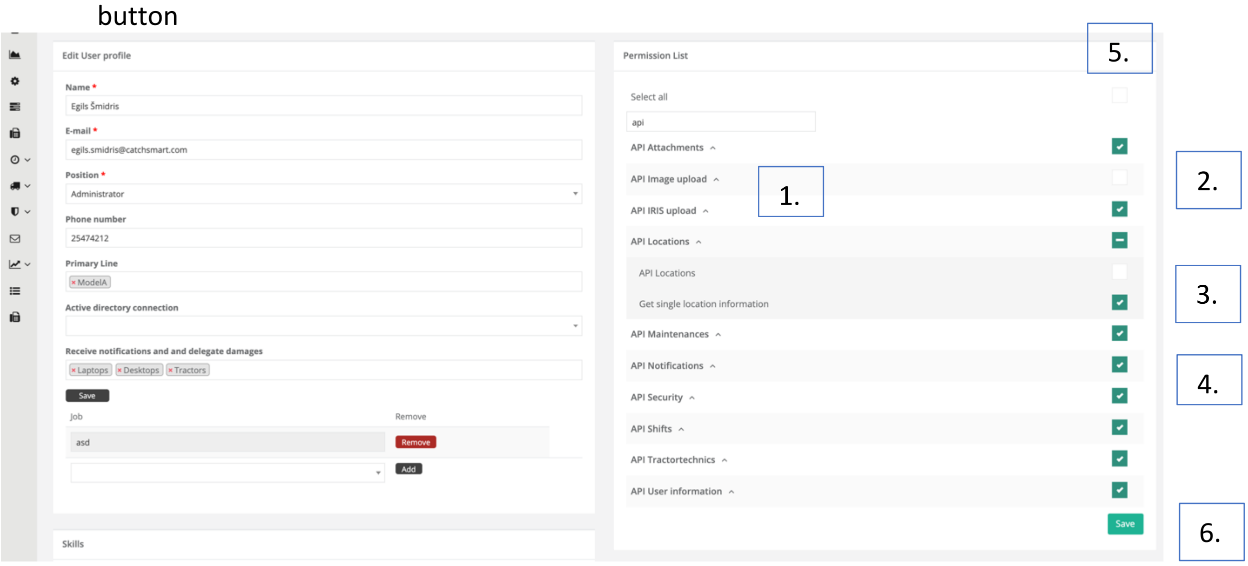
2. If you want to disable or connect the full rights, next to the right name, click on the

- If the field is "Green" – The permission is on
- If the field is "White" – The permission is disabled

3. If you want to disable only part of the right, click on the right name,

- This will open up a full range of sub- permission.

4. Click on the green square next to the right to unlock it
5. If you need to add or unlock or connect all rights, press the blank box at the top of the table and all fields will be changed to its field status
6. When the job is done, go to the very bottom of the view and press the "Save" button



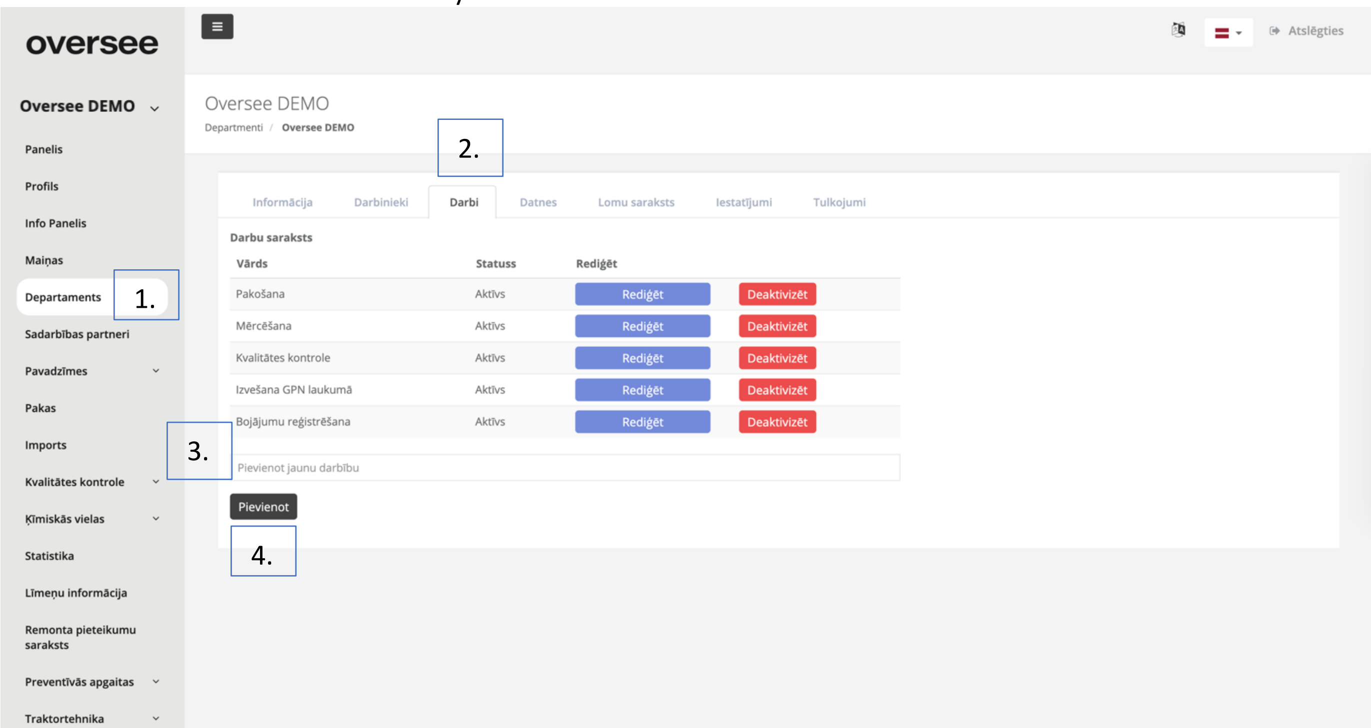
6.3 Jobs

The primary application of the "Jobs" subsection is to manage jobs that can subsequently be assigned to any employee in the department. Actions that can be carried out under the following subsection:

1. Add new job
2. Delete job
3. Edit Job
4. Activate/ Deactivate job

6.3.1 Create jobs

1. Click the "Departments" section
2. Click the "Jobs" subsection
3. Enter a name for the work to be done and click the "Add" button
4. You have successfully created the "Job"

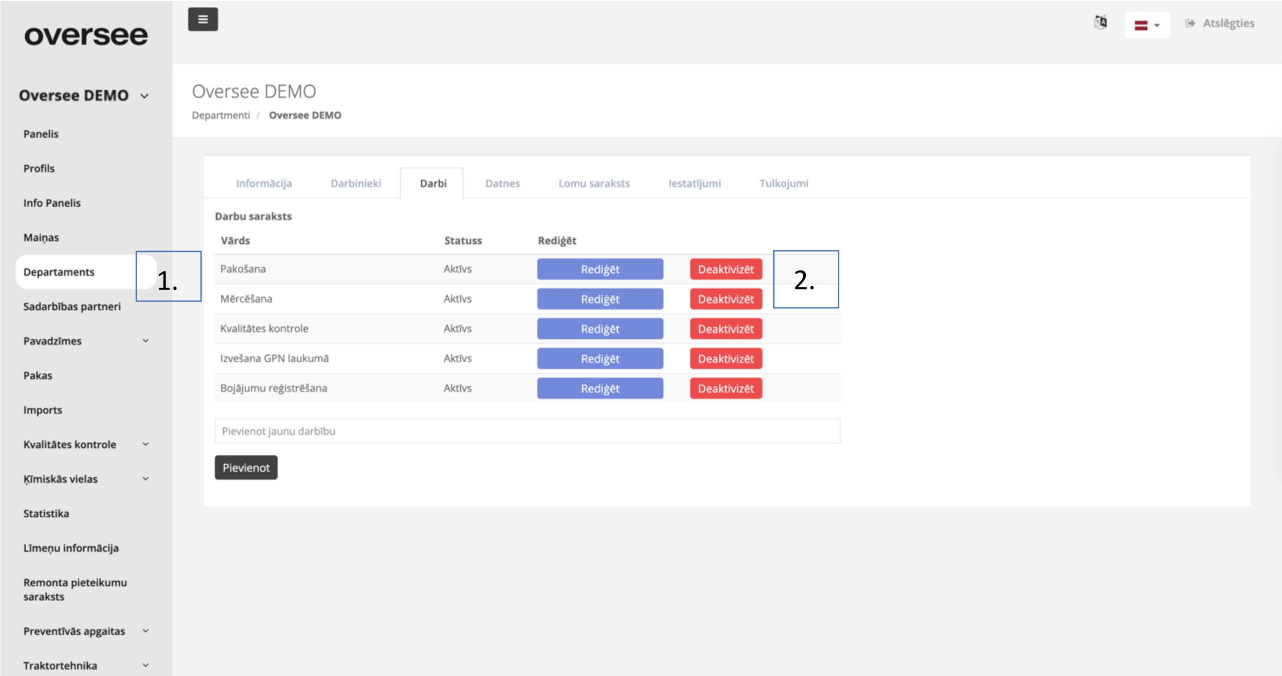


6.3.2 Deactivate jobs

1. Find the job you want to deactivate in the "Job" subsection
2. Click the "Deactivate" button next to the job

- You will see a pop-up window confirming that you want to deactivate the

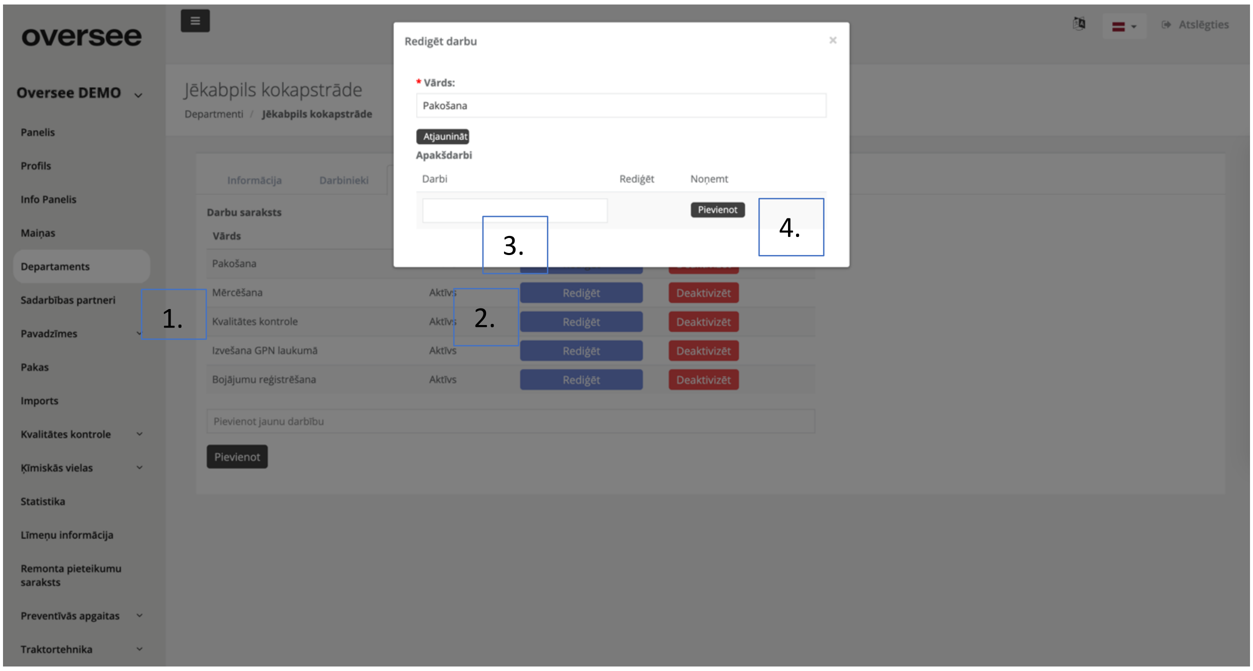
To activate must perform exactly the same actions, only for a job that is deactivated press the "Activate" button



6.3.3 Add sub-jobs to jobs

To add an additional description to the job, or "Subwork"

1. Find the job you want under "Jobs"
2. Click the "Edit" button next to the job you want
   - You 'll see a new window
3. In the "Sub-jobs" section, type a sub-job name in the blank window
4. Click the "Add" button



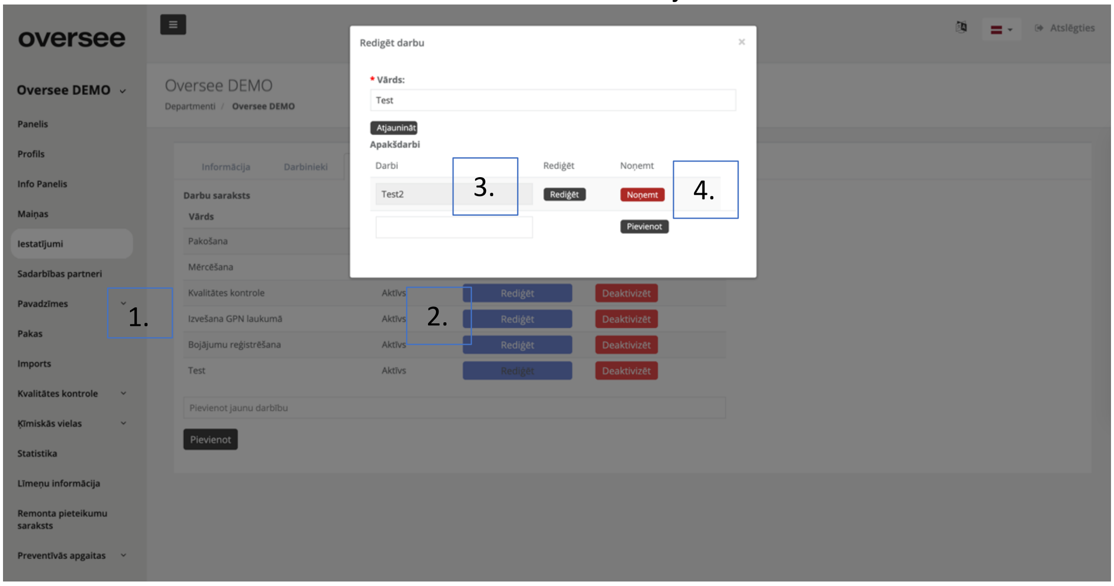
6.3.4 Delete sub-job

To delete an additional description/job for a job, or "Sub-job"

1. Find the job you want under "Jobs"
2. Click the "Edit" button next to the job you want

- You 'll see a new window

3. In the "Sub-jobs" section, find the subjob you want
4. Click the "Remove" button next to the job



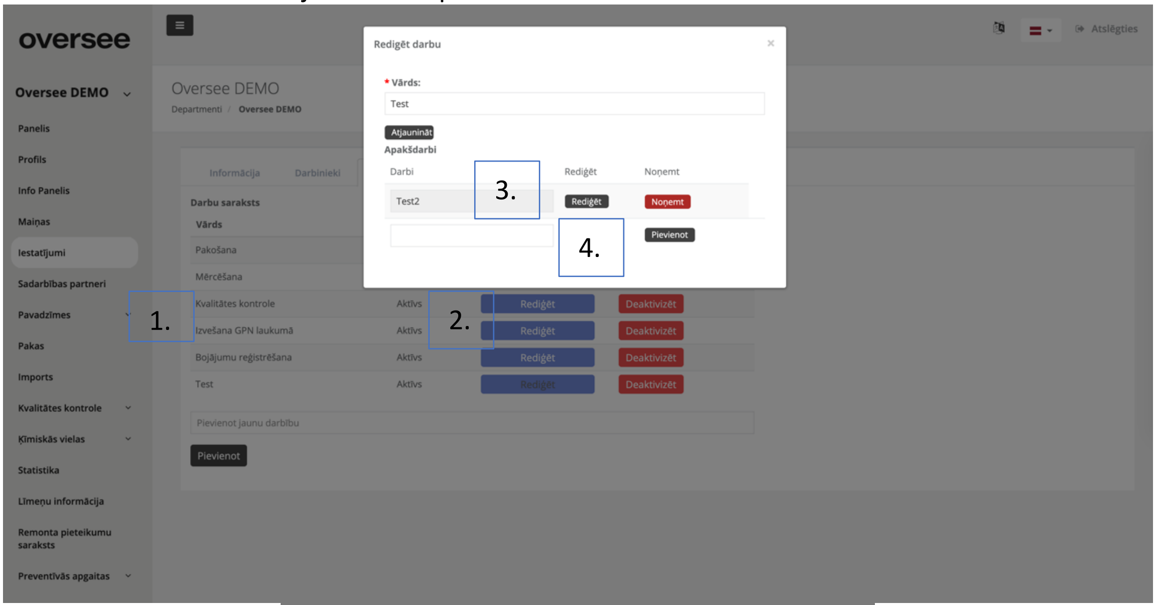
6.3.5 Edit a sub-job name

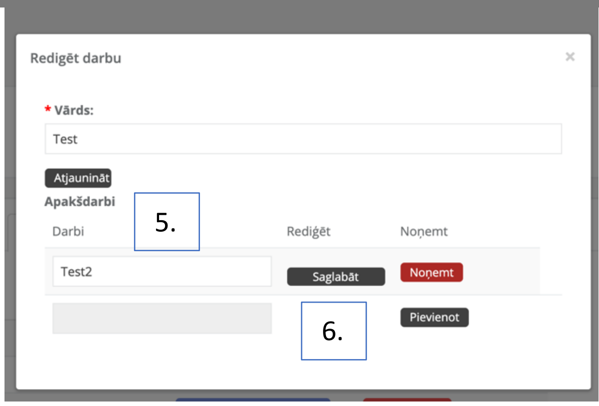
To correct the name for a sub-job:

1. Find the job you want under "Jobs"
2. Click the "Edit" button next to the job you want

- You 'll see a new window

3. In the "Sub-jobs" section, find the subjob you want
4. Click the "Edit" button next to the sub-job
5. Enter or replace the sub-job name
6. When the job is done press the "Save" button





6.4 Files

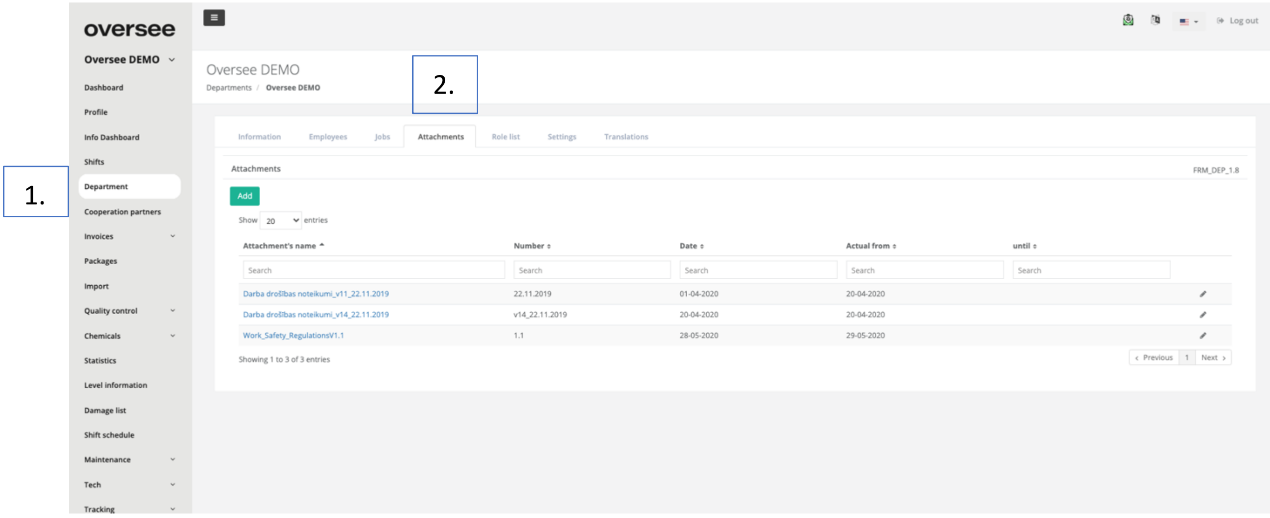
The primary use of the file section is to store documents and files for attestation functionality.

The following steps may be taken in the sub-section:*

1. Add new files
2. Edit Existing
3. Delete inactive files

This section can be accessed by:

1. Pressing “Department” in the main menu
2. Click the subsection titled "Attachments”



Please note that this section will only be available to you with the relevant rights

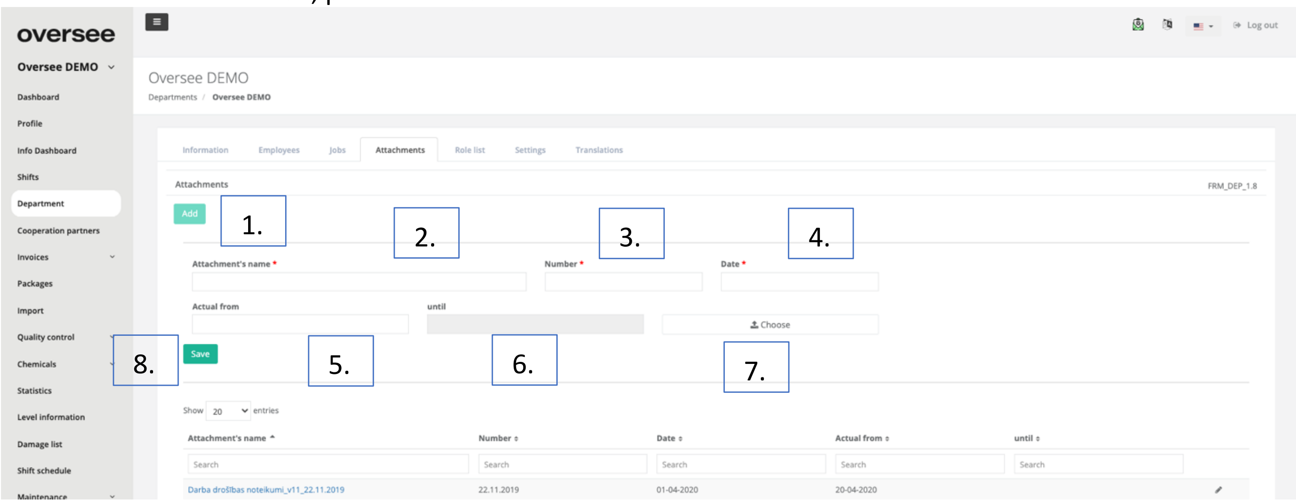
6.4.1 Adding files

To add a file:(Fields marked with "*" are required)

1. At the top of the view, press the "Add" button

- You'll expand the view, with fields to fill in

2. File name – Enter the name with which you want to display the file in the document
3. File number or ID - Enter the voucher number or its version
4. Date – Click and select the date when the document is created from the pop-up window
5. Current from - Click and select the current date date of the document from the pop-up window
6. Current till - This field will be inactive until the file is fully attached.
7. Click the "Choose" button and you will open a new window where you can attach a file from your system (File must be in ".pdf" format)
8. When it's finished, press the "Save" button



6.4.2 Edit and delete files

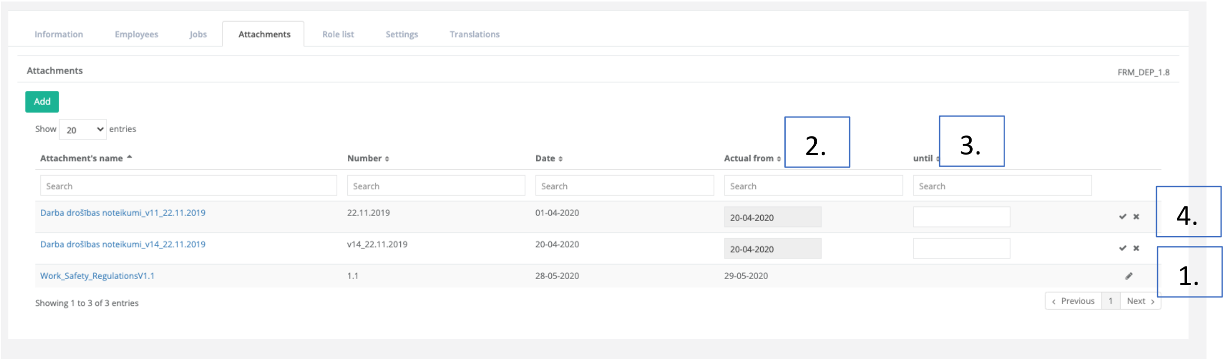
To edit a file:

1. At the end of the file you want, press the "pencil" icon

- File fields in the table will become active

2. Click the "Actual from" field (If the actual date was added, the field will be inactive)
3. By clicking in the Field, you can add and edit the end date of the spotlight field (If the date highlights, this field will no longer be edited, and this field determines how long the document will be displayed in the app)
4. When the input is complete, press the "✓" symbol to confirm the change

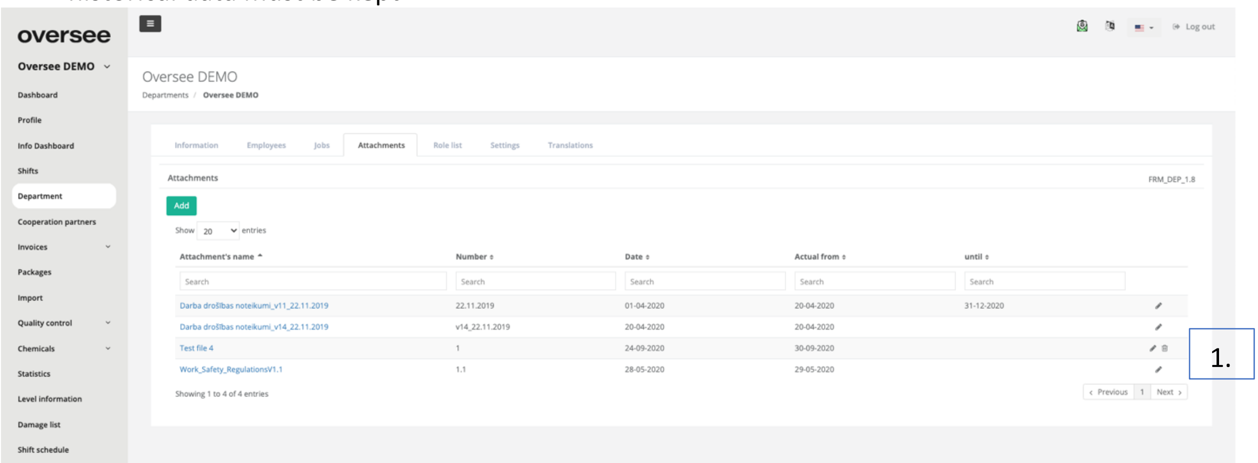
- If you want to cancel changes press the "X" symbol



You can delete the desired file:

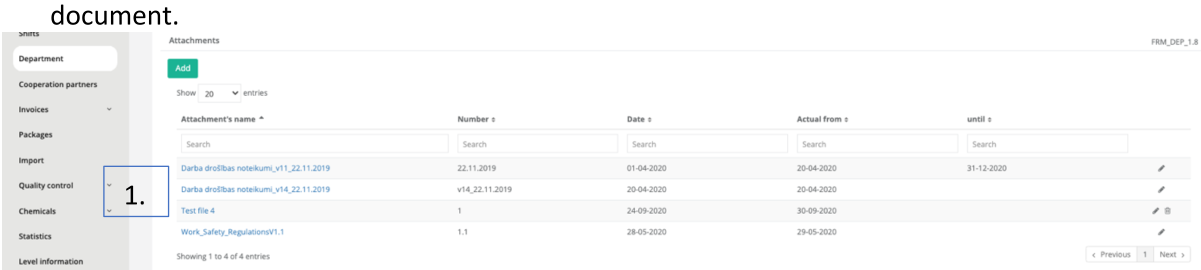
1. At the end of the desired file, press the trash icon and the file will be deleted immediately

- If the file is already active or expired, it is not possible to delete the file because historical data must be kept



If you want to download one of the documents to your computer:

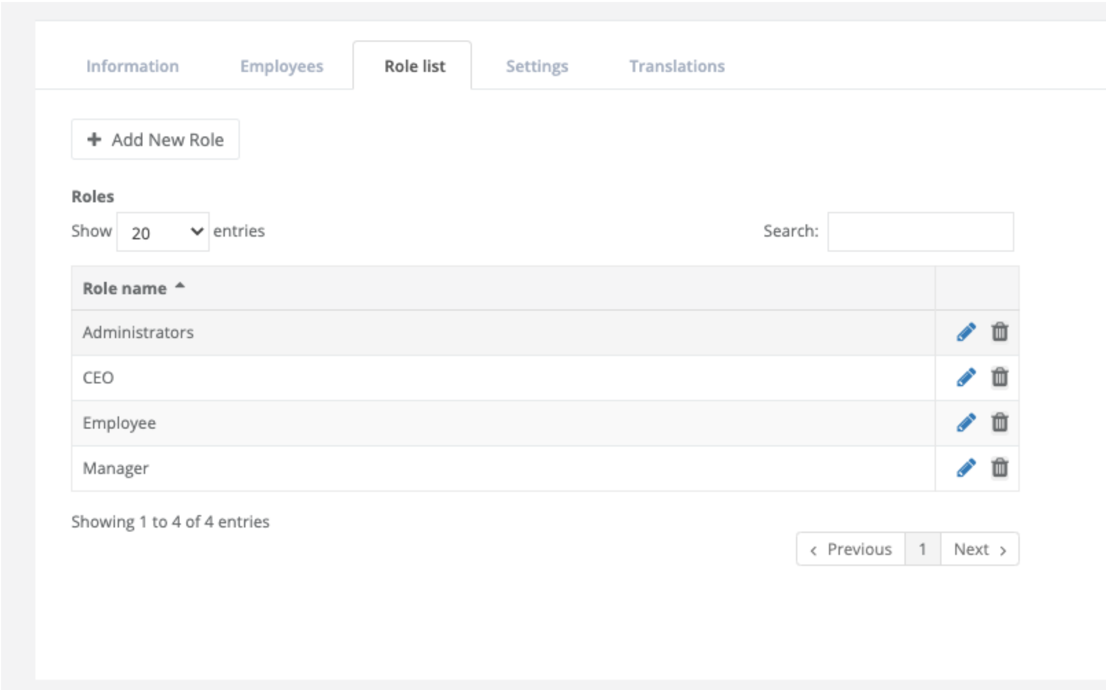
1. Click on the file name (blue) and you will immediately begin downloading the document.



6.5 Role List

The "role list" in the primary steps is to create and manage user-associated roles in the department. In the sub-section you can:

- Create role
- Edit Role
- Delete role

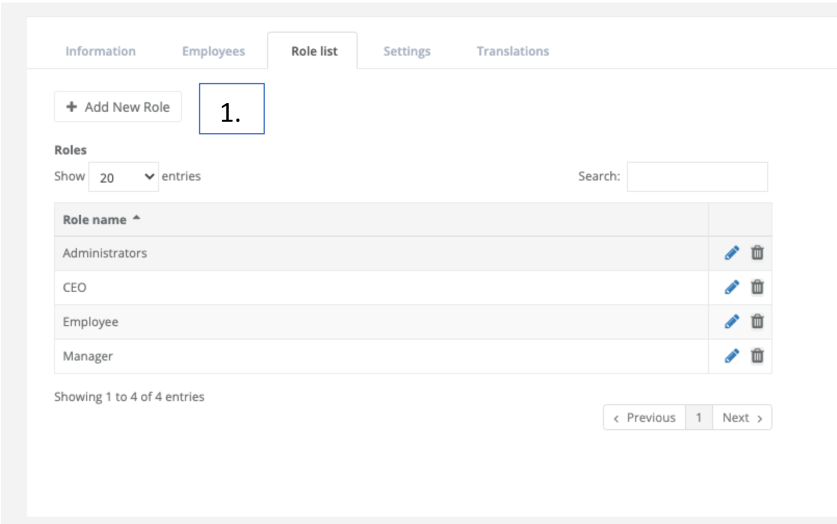


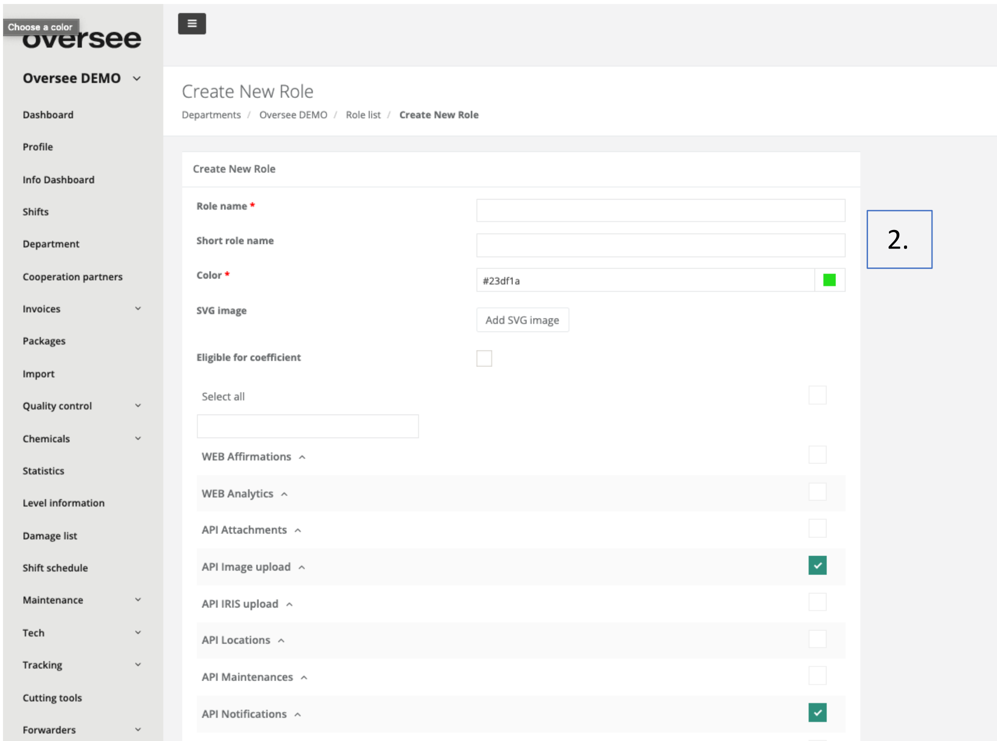
**Please note that this section will only be available to you with the relevant rights*

6.5.1 Create a role

To add a new role:

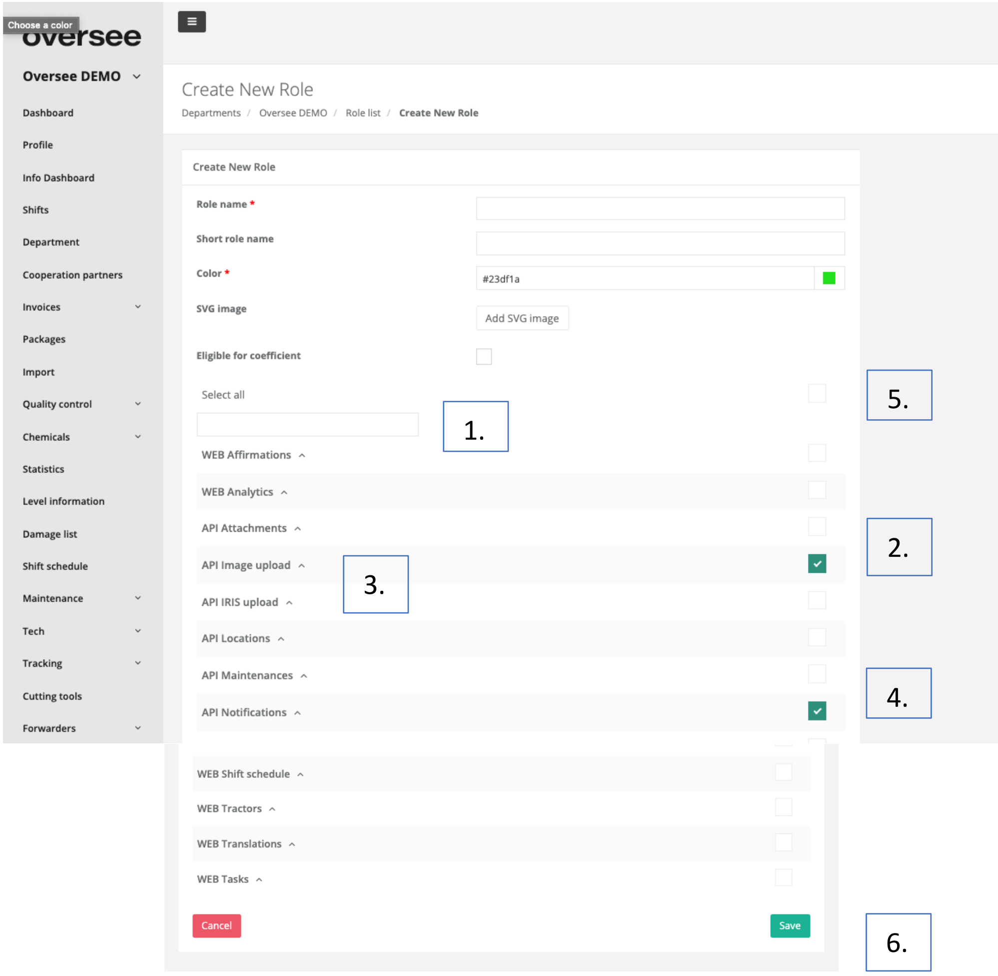
1. Click the "Add new role" button on the top side of the "Role List" section
   - You 'll see a new view
2. At the top of the view, fill in the windows with the information next to the labeled (Fields with the "*" symbol are required)
   - Role name
   - Roles shortened name
   - Color - is automatically set to green. If you want to change the HEX combination or press the small color box next to the field
   - SVG picture – Allows you to add a photo with the ".svg" format
   - Factor calculation – Users with this role will count and create an efficiency factor





To enter the roles permissions

1. Find the permission you want below
   - If you need to find your sertain one, you can search by name at the top of the table
2. If you want to unlock or connect the full permission, next to the permission name, click on the square
   - If the field is "Green" – The permissionis is active
   - If the field is "White" – The permissionis disabled
3. If you want to disable only part of the permission, click on the permission name,
   - This will open up a full range of sub-permissions.
4. Click on the square next to the right you want to activate
5. If you need to activate or deactivate all permissions, press the blank box at the top of the table and all fields will be changed to its field status
6. When the job is done, go to the bottom of the view and click the "Save" button, but "Cancel" if you want to cancel the actions taken



6.5.2 Edit roles

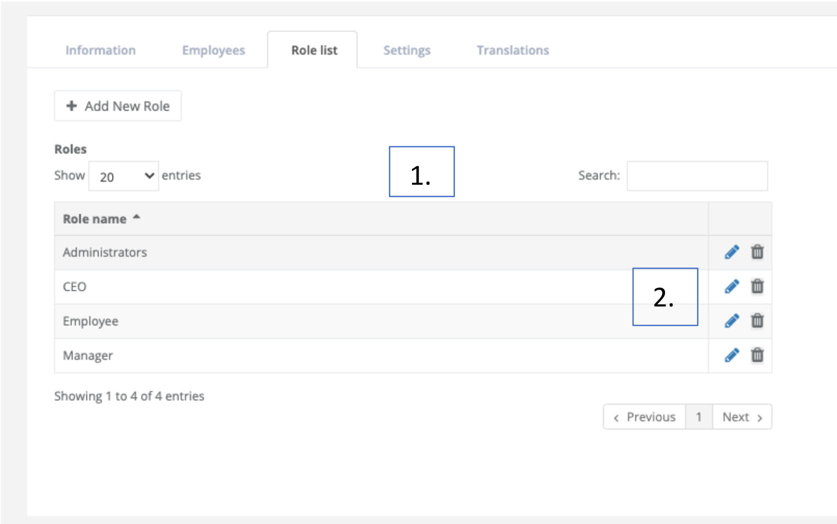
To edit any role:

1. Find the role you want in "Role List view"

- You can use the search window to search by name

2. When a role is found, press the "Pencil" icon on the right

You'll be taken to the edit view of the role, where the steps you want to perform are the same as creating a role



6.5.3 Delete a role

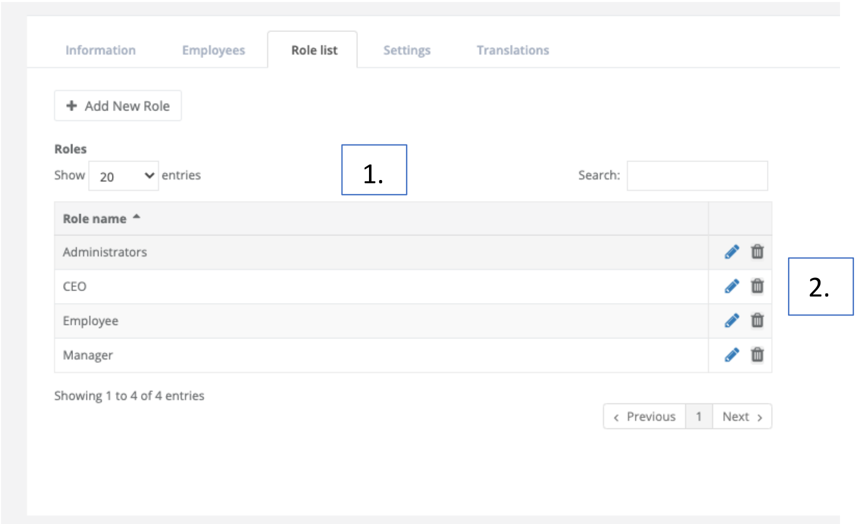
To delete any role:

1. Find the role you want in "Role List view"

- You can use the search window to search by name

2. When a role is found, press the "Trashcan" icon on the right side of the

- The role will be deleted immediately



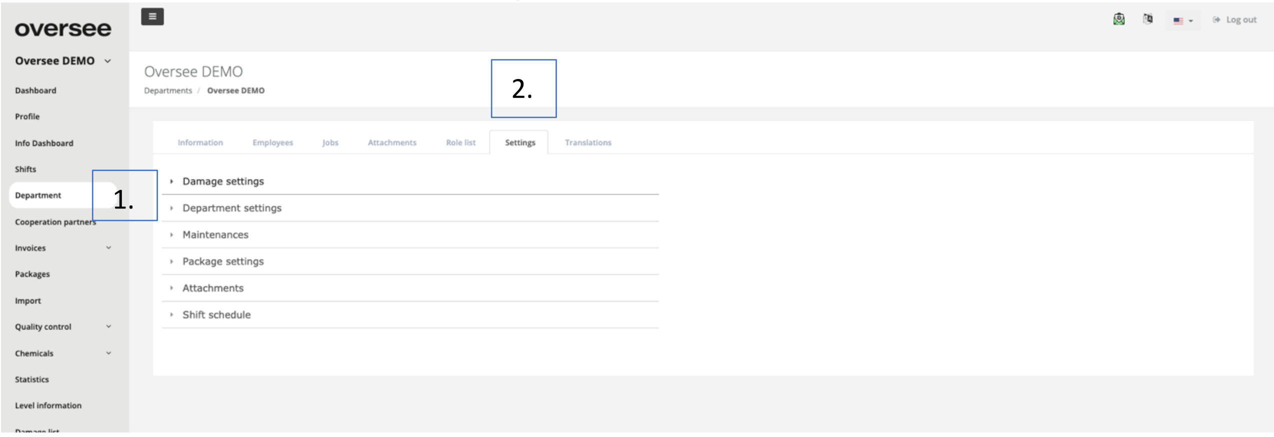
6.6 Settings

In the subsections, "Settings" it is primarily used as a set of important settings where you can change and restore them all in one place. This subsection contains sets of several settings:

- Repair application settings
- Department settings
- Maintenance settings
- Package settings
- Files
- Shift schedule

This section can be accessed by:

1. In the main menu, pressing "Department"
2. Click the subsection named "Settings"



Any of the settings can me viewed by clicking on it!

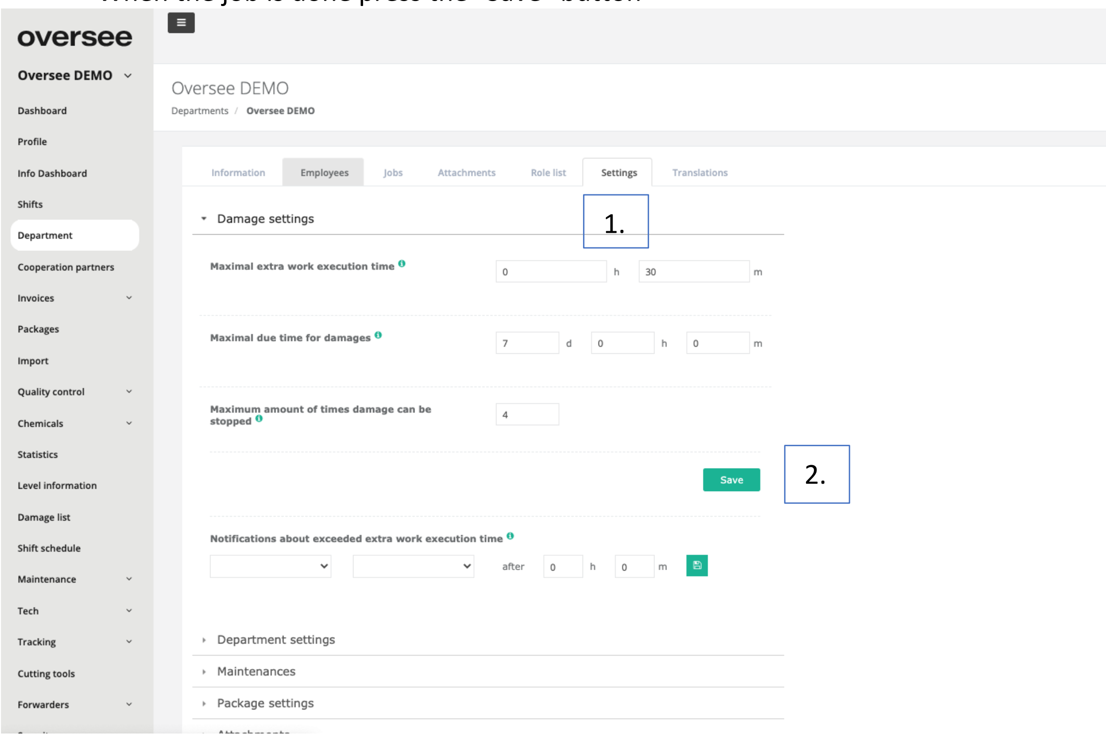
6.6.1 Repair application settings

The following settings set the settings for repair applications (If you need additional setup information, click the small "i" symbol next to the setting name):

- Maximum emergancy task duration – How long the emergancy task has to be finished
- Maximum period of execution of repair applications – what period of time any repair application must be finished
- Maximum number of application terminations – Indicates the number of times it is possible to stop/ set a task to "Job not completed"
- Notifications of overrunning incorrectly organized work – users who will receive notifications of tasks with over time

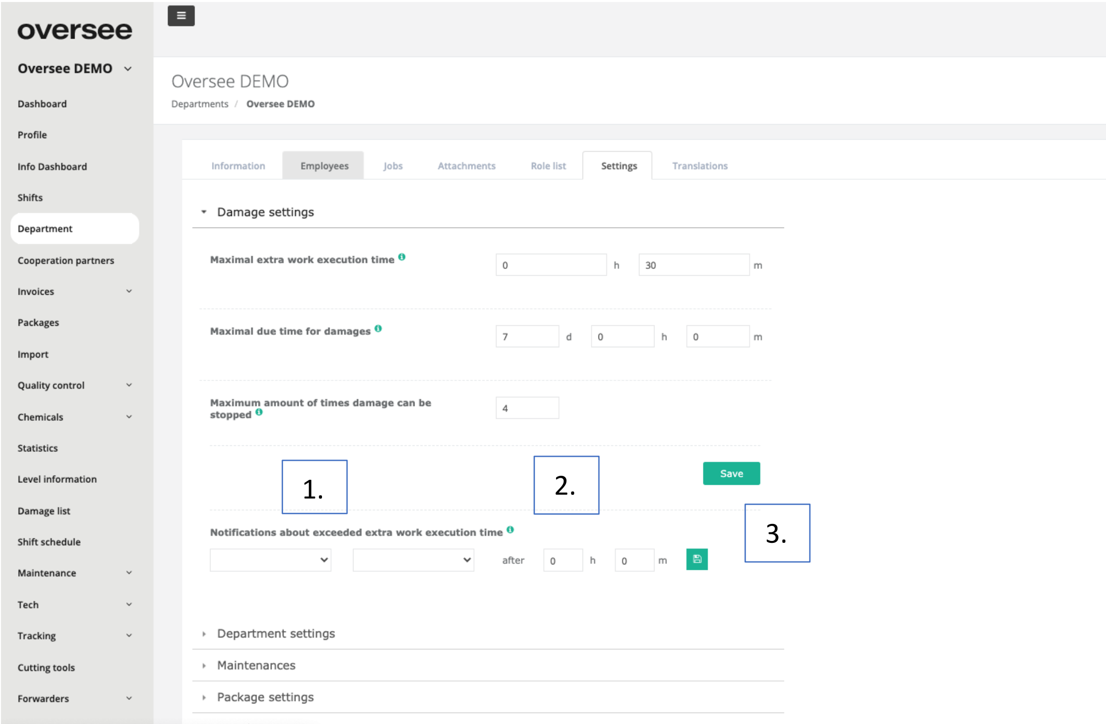
You can edit "Maximum extra work execution time" "Maximum due time for damages" and "Maximum amount of times damage can be stopped"

- By entering numbers in fields next to the setting name
- The fields are indicated by letters which mean:
    - "d" - Days
    - "h" - Hours
    - "m" – Minutes
- When the job is done press the "Save" button



If you want to edit "Notifications about exeeded extra work execution time"

1. Under the name, select the person by clicking on the "Role" and "Employee" fields and selecting the relevant person from the list ("Employee" field is required)
   - When you press fields, a blank field appears at the top of the list, where you can filter by name
2. Next to the user, enter the numbers in the fields after how long the person will receive overrun notifications
3. When the job is done press the green button to save the
   - If you want to edit this setting just make changes to the employee you want and press the “Save” icon next to the user.
   - If you want to delete the press "Trashcan" button next to the user



6.6.2 Department settings

At the moment, the primary activity is the settings of skills. Currently, the settings are (If you need additional setup information, click the small "i" symbol next to the setting name):

1. Employee skills assessors – Person or persons who will be responsible for users' skills and their levels. These people will periodically receive a notification to evaluate users.
2. Skill list – Describe the level of each skill
3. Skills – Create skills that can be linked to users

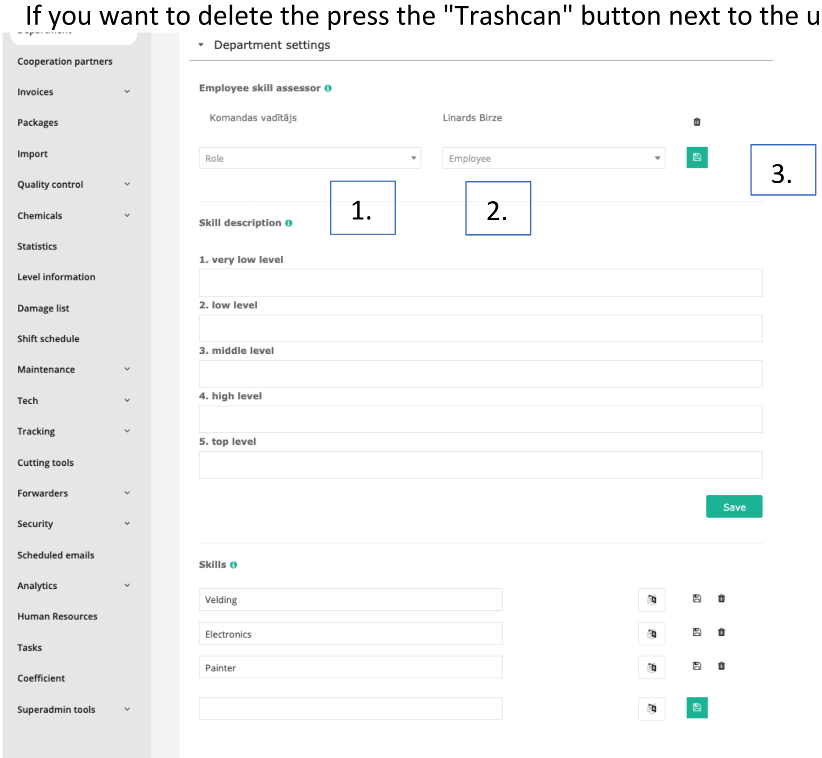
If you want to edit "Employee Skills Assessors":

1. Under the name, select the person by clicking on the "Role" and "Employee" fields and selecting the person concerned from the list ("Employee" field is required)

- When you press fields, a blank field appears at the top of the list, where you can filter by name

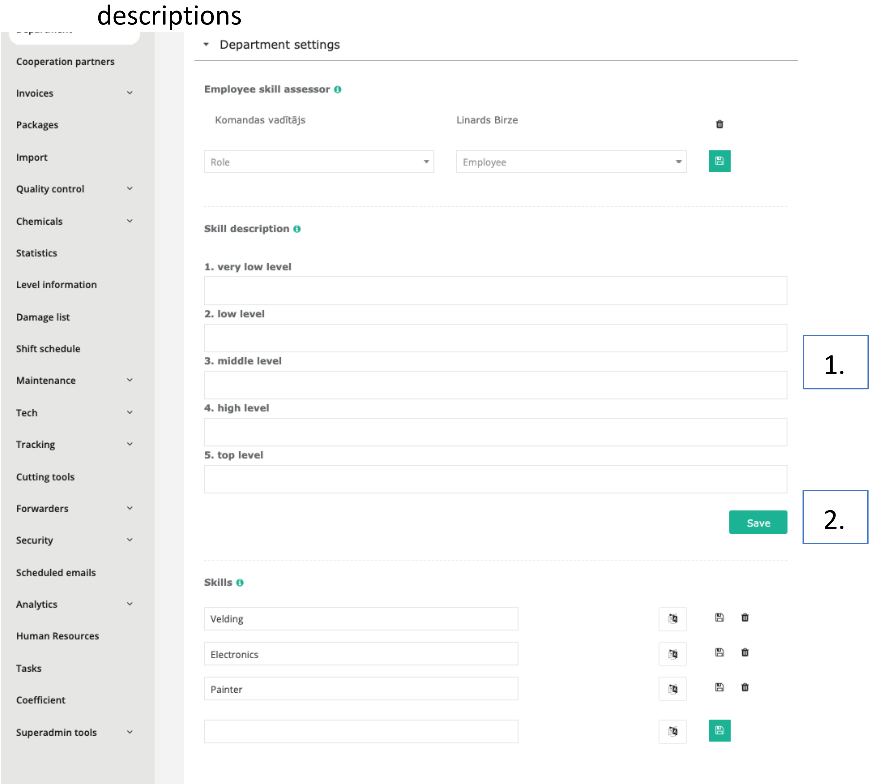
2. When the job is done press the green button to save the

- If you want to edit this setting just make changes to the employee you want and press the save icon next to the user.
- If you want to delete the press the "Trashcan" button next to the user



If you want to edit "Skill Description":

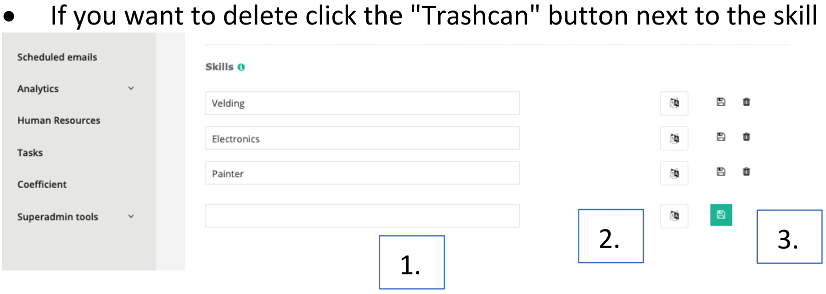
1. Under each level, enter a description of its skill level in the field
2. When descriptions are entered click on the button “Save” below the level descriptions



If you want to edit "Skills":

1. Under the name, enter a skill name
2. When the skill is entered, on the right side of the name press the "Book" symbol to open the translation windows for other languages in your department and enter the translation for the languages
3. When the work is done press the green button to maintain the skill

- If you want to edit this skill, simply make changes to the employee you want and press the save icon next to the user.
- If you want to delete click the "Trashcan" button next to the skill



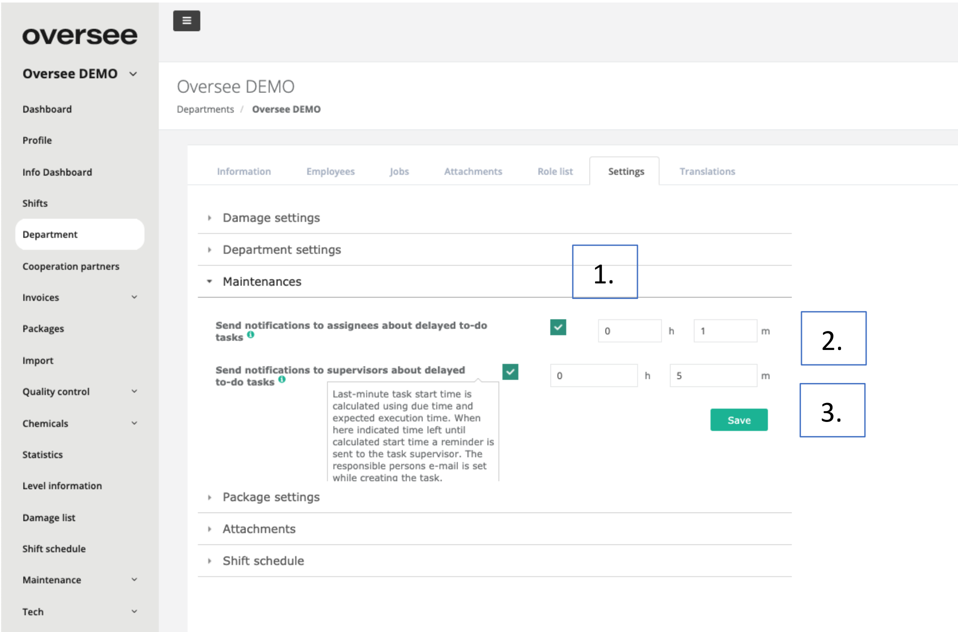
6.6.3 Maintenances

At the moment, the primary action is the settings for preventive notifications. Currently, the settings are: (If you need additional setup information, click the small "i" symbol next to the setting name):

- Send notifications to completed tasks not started in time
- Send notifications to managers about tasks not started in time

If you want to edit Deterrent Bypass Settings

1. If you want to disable or enable the setting, next to the setting name, click the field
   - If the field is "Green" - the settings are turned on
   - If the field is "White" – the settings are disabled
2. Enter the time for the notifications in fields next to the setting name
   - The fields are indicated by letters which mean:
     - "h" - Hours
     - "m" – Minutes
3. When the job is done press the "Save" button

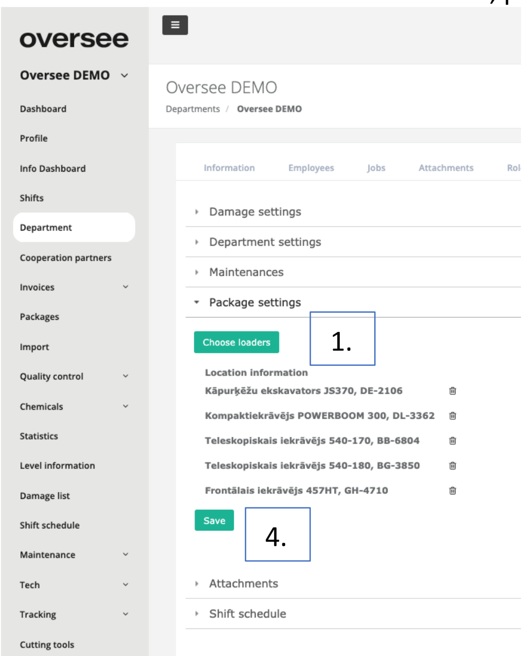


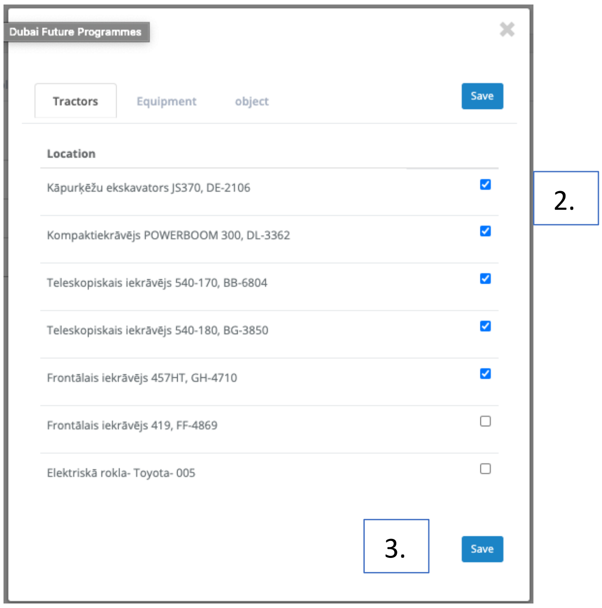
6.6.4 Package settings

The primary action of these settings is to mark, or specify which vehickles can perform package loading jobs.

If you want to set up loaders:

1. Click on the "Choose loaders" button
   - You'll see a new window
2. In the window next to the vehickle, mark the fields
   - If the field is "Blue" – The technique will be able to
   - If the field is "White" – The technique will not be able to
3. When the job is finished in the window, click the "Save" button at the top or bottom of the view
4. When all actions have been taken, press the "Save" button





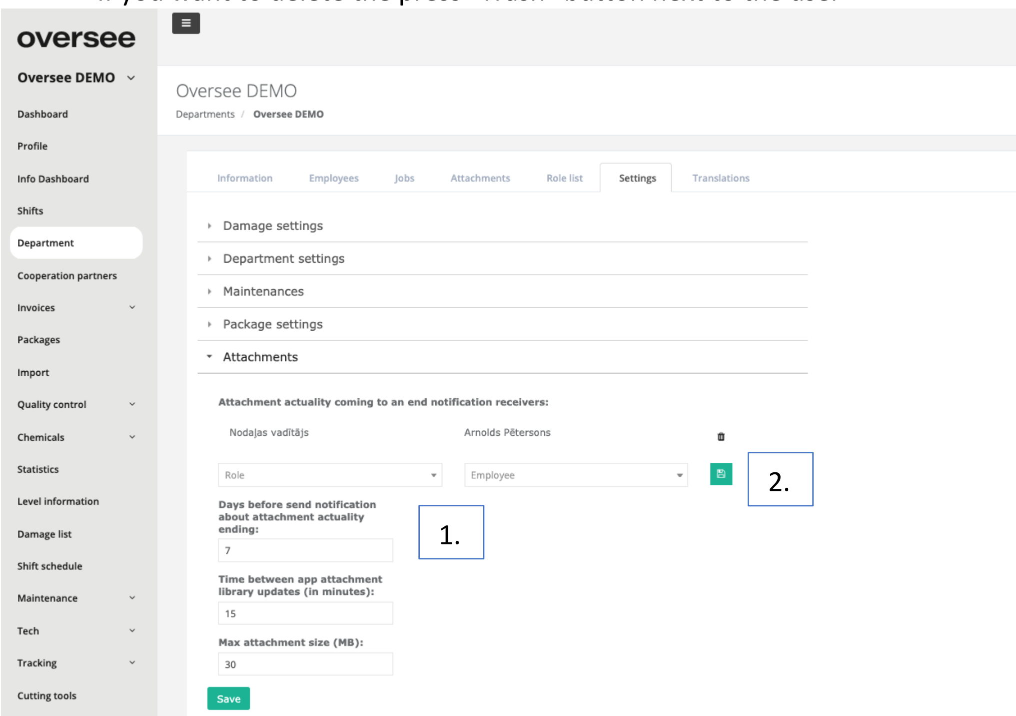
6.6.5 Files

The primary activity of these settings is to manage file notification sending and file restrictions. The setting options are:

- End of file validity approaching notification recipient – Person who will receive notification of file statuses.
- Days before sending file update notification – How many days will the person responsible be notified before the file expires
- Time between updating the file library – After how long the files wills be updated
- Maximum file size – Maximum file size in megabytes (MB)

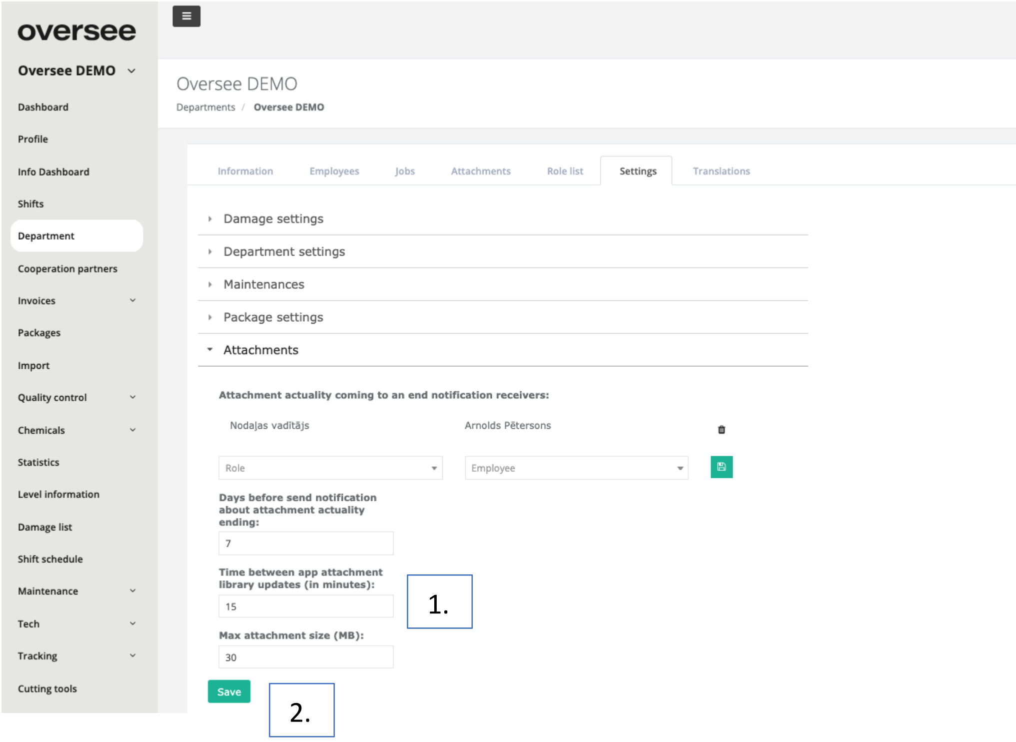
To set "Attachement actuality coming to an end notifications recivers":

1. Under the name, select the person by clicking on the "Role" and "Employee" fields and selecting the relevant person from the list ("Employee" field is required)
- When you press fields, a blank field appears at the top of the lists, which you can filter by name
2. When the job is done press the green button to save the
- If you want to delete the press "Trash" button next to the user



To set "Days before send notifications about attachement actuality ending", "Time between applibrary updates in app" and "Maximum attachement size":

1. Under the appropriate name, in the field, type a number that will apply to the setting (Numbers only)
2. When you made your changes, press the "Save" button below the settings.



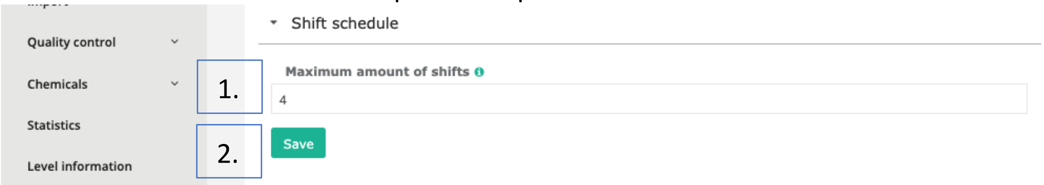
6.6.6 Shift schedule

These settings related to “Meintenances” and “Shift schedule” functionality. In these Settings you can:

- Set maximum number of shifts
- Set up and edit current shifts and their types
- Browse previous shift settings
- Set up and edit user shift types

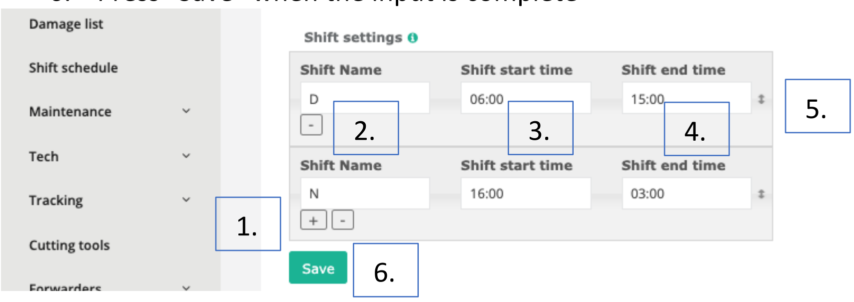
If you want to set the maximum numberof shifts: (Important! – If you change these settings, the preset shift schedule will be deleted)

1. Click the field and enter the desired number
2. Press "Save" when the input is complete



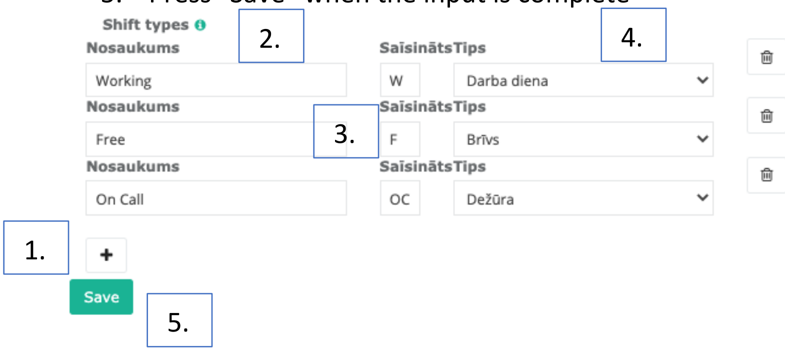
If you need to set up or edit the shift types:

1. Press the "+" symbol to add a shift, or a "-" symbol to delete (the minimum number of shifts is one)
2. Enter a name for the shift
3. Click in the field and enter or select the start time for the shift
4. Click in the field and enter or select the end time for the shift
5. Press and drag the small arrows to change the order of the shifts, if needed
6. Press "Save" when the input is complete



You can set up shift types users:

1. Pressing the "+" symbol to add a new type
   - Pressing "Trashcan" symbol and the type will be deleted
2. Enter a name for the type
3. Enter abbreviation for type (Max two characters)
4. Select the user shift type by pressing in the field
5. Press "Save" when the input is complete



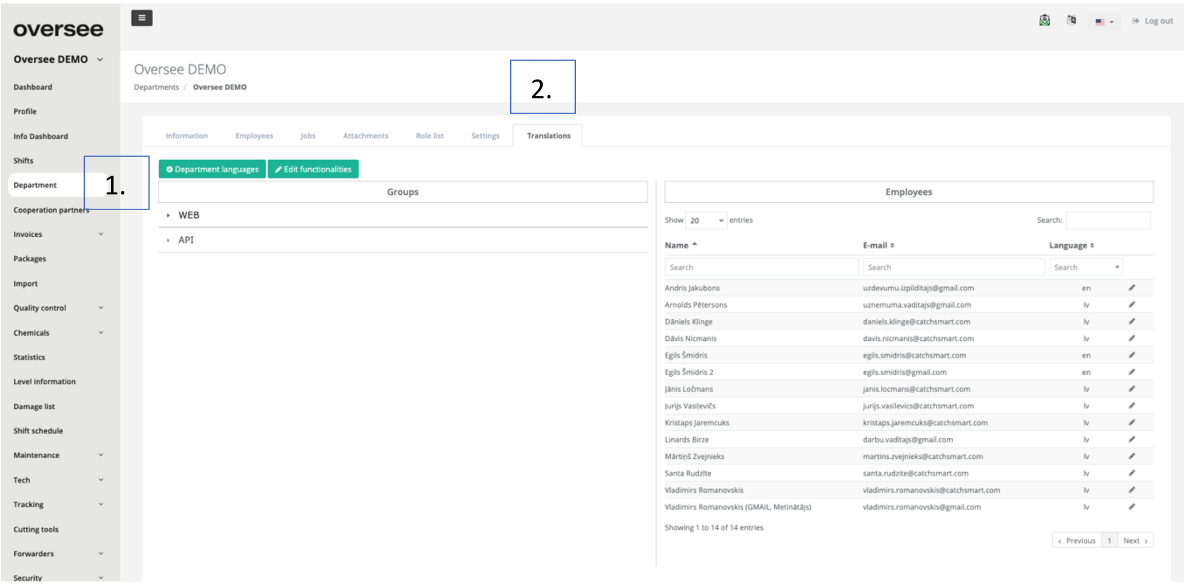
6.7 Translations

In short, "Translations" is a functionality by which it is possible for an individual department to make corrections and change translations, predefined languages, change the logo, define user languages or even choose which languages can be used. In this subsection it is possible to:

- Departmental languages – Set which languages are available to the department
- Edit Functionality - You can change the functional name names of the main view
- Groups – Edit language translations
- Employees – Browse employee languages and edit the language set

This section can be accessed by:

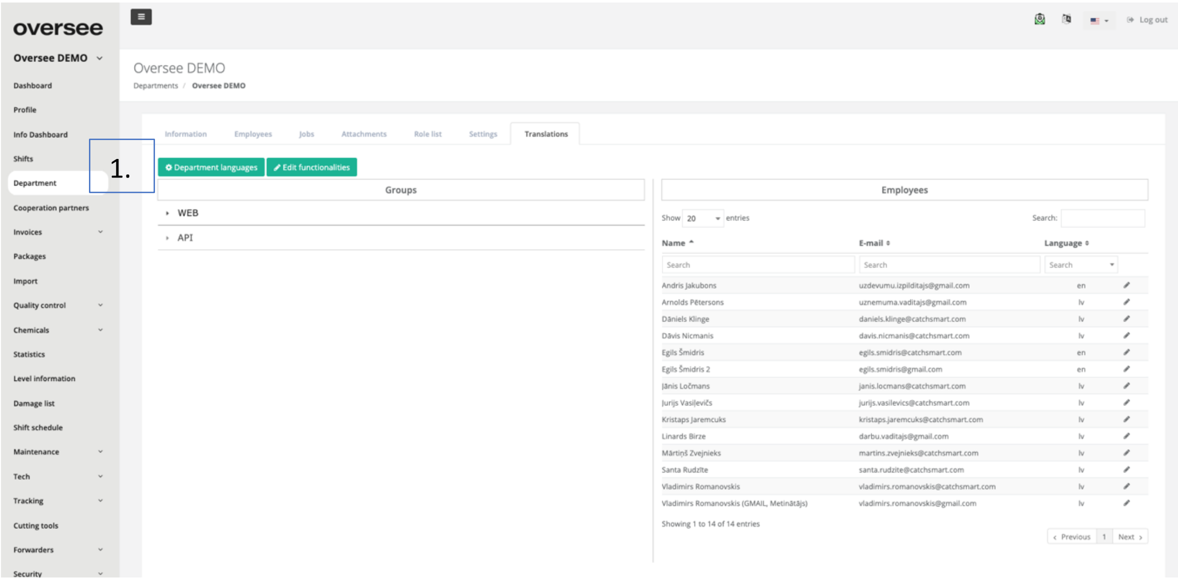
1. In the main menu pushing "Department"
2. Click the subsection named "Translations"



6.7.1 Departmental languages

To get started:

1. Press the button at the top of the table called "Departmental Languages"



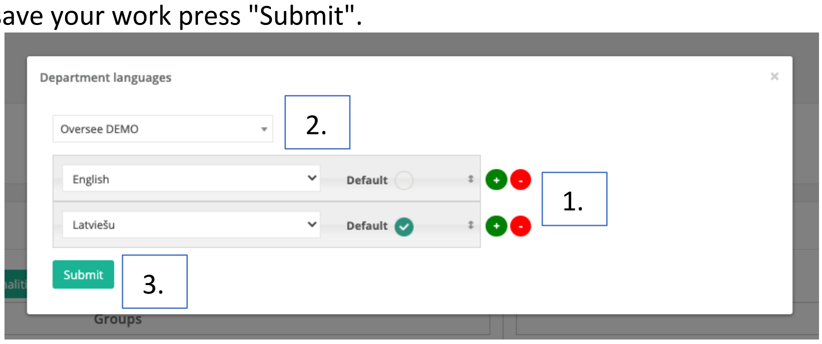
You will have a window with the languages available to users of your department. At the top of the window, you can select the department for which the available languages will be changed. (If you administer only one department, you will only have access to that department). Below it will be visible the currently active languages for this department.

This window has four main functions:

- Add languages
- Delete languages
- Setting the default language
- Changing the language order

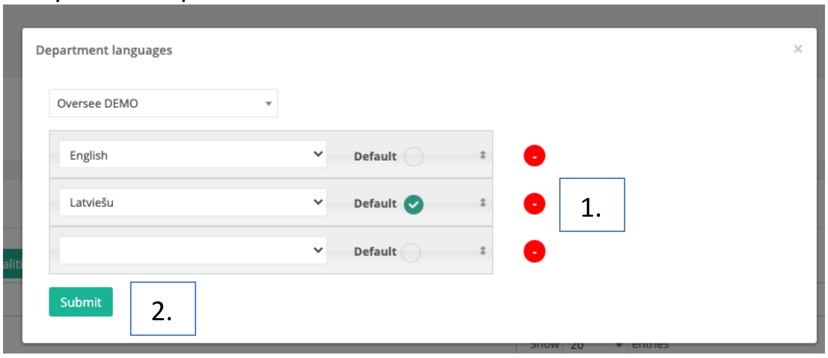
Add/Delete Language:

1. Next to the languages you set, press the green circle. (You cannot add languages that have not been created for the department)
- There will be added a new field with a blank selection field in the middle
2. Click on the selection field and select the desired language from the list
3. To save your work press "Submit".



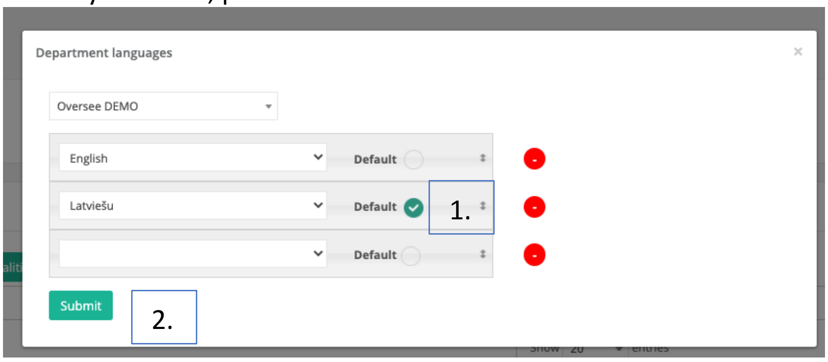
Delete a Language:

1. Next to the language you want to delete, press the red circle
- Language will be deleted immediately (The last language cannot be deleted because at least one language must be in the department)
2. To save your work press "Submit".



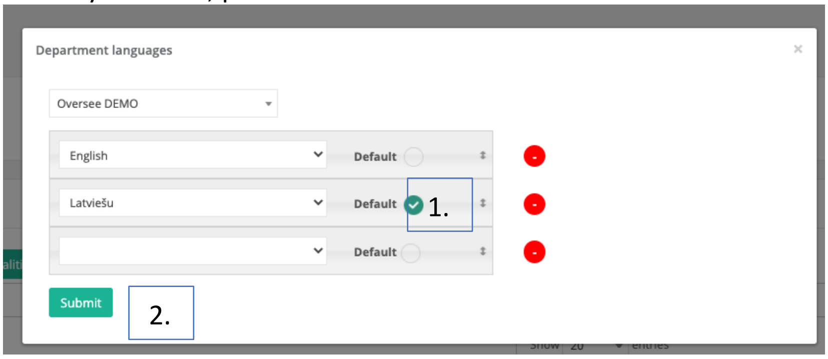
Set a default language:

1. Next to the languages you want to set, click in the circle next to the word "Default"
- For the language for which this circle is filled with green with the name "Default" will be set as the default language for the department (If a new user is registered, a page will be set in that language when on the page)
2. To save all your work, press "Submit".



Change the Language Order:

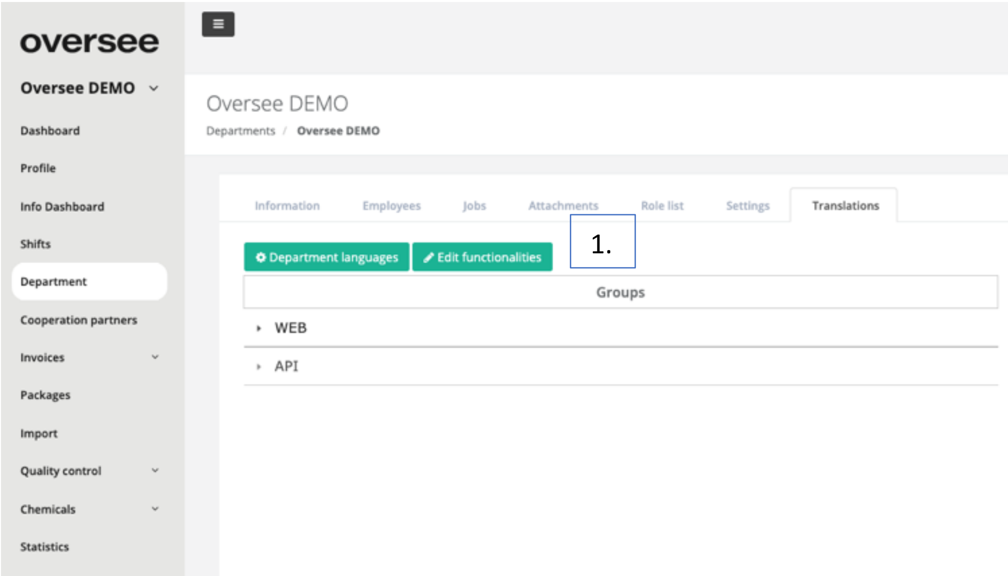
1. Press the gray field and hold down the mouse click, drag the language to change its position
2. To save all your work, press "Save".



6.7.2 Edit functionality translations

To get started:

1. Press the button at the top of the table called "Edit functionality"



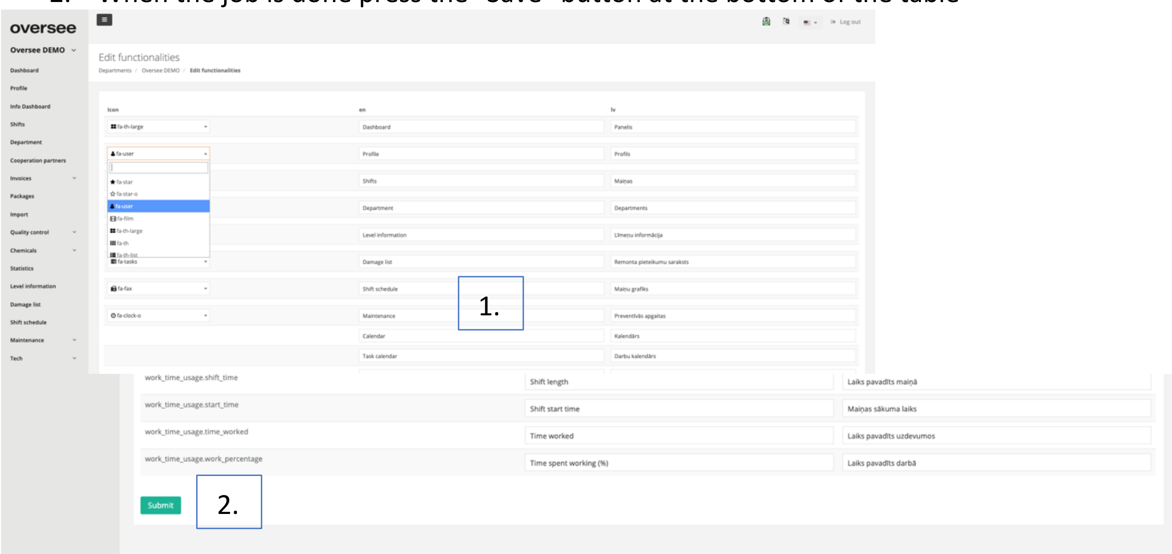
You'll see a new view that shows all the functional name and language translations set by your department in the form of the table.

This window has two main functions:

- Add language translation to department languages – How functionality translations will be displayed in the main design
- Add an icon for each functionality – An icon that will be displayed when the main selection is in compressed format/reduced format

To add a language translation to the department's languages:

1. Enter the translation required for each language mark below each window (Language abbreviations appear at the top of the table for each column)
2. When the job is done press the "Save" button at the bottom of the table

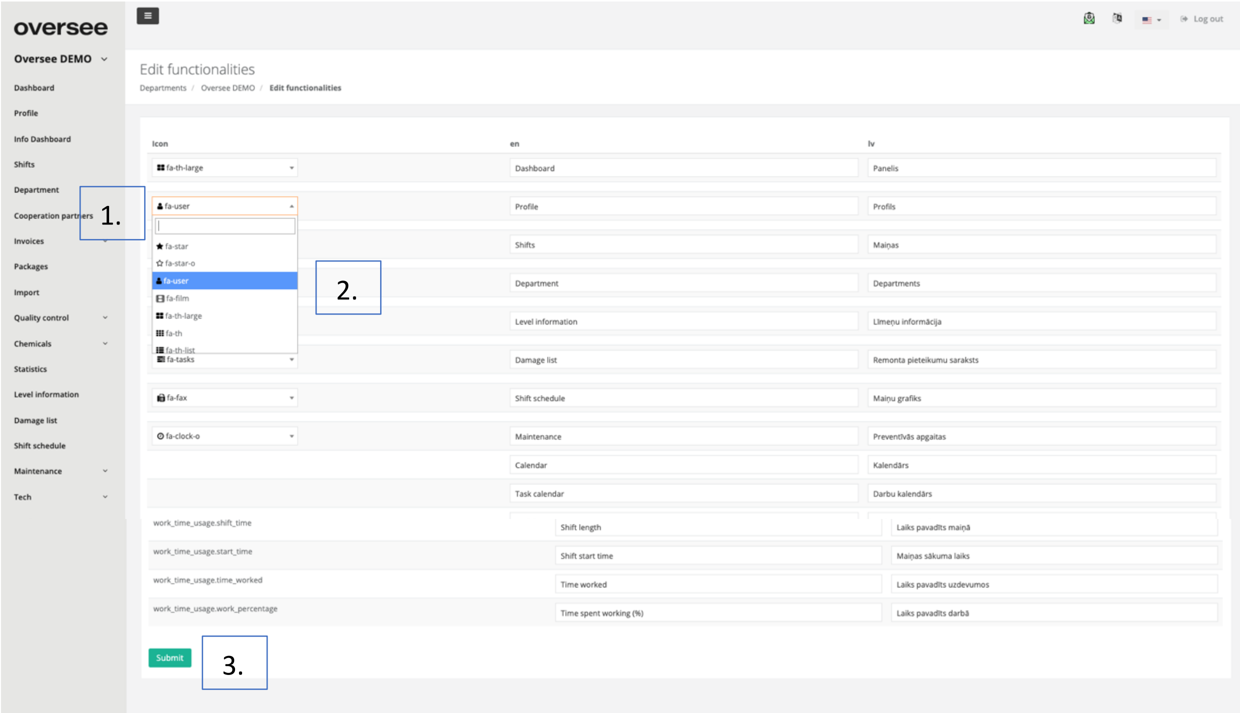


To add an icon to each functionality:

1. Click below in the left column the window that matches the functionality you want

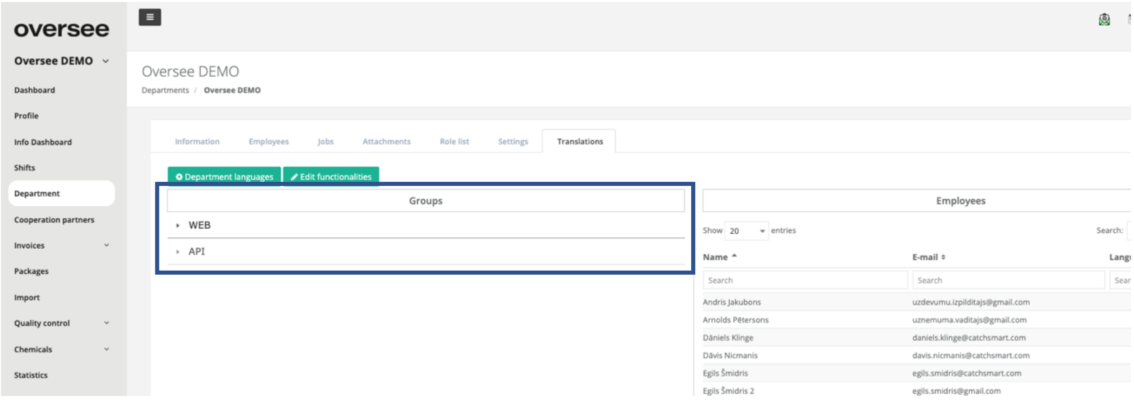
- You will open a window with a selection of icons where you can search for icons by name if necessary

2. Choose an icon to set for functionality
3. When the job is done press the "Save" button at the bottom of the table



6.7.3 Groups

The "Groups" table appears in the main "Translations" view to the left of the center. All groups are divided into two parts, with the help of these groups it is possible to change all, visible to the user, translations in both the website and the application environment. Group names directly reflect which section or functionality they affect.

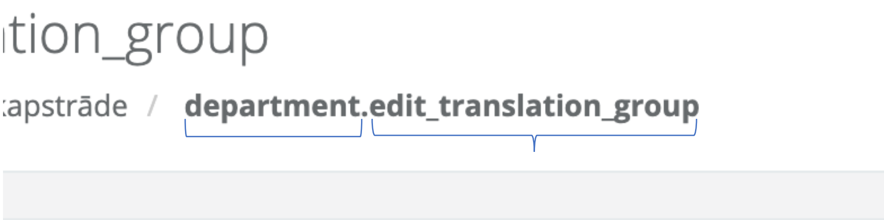


The groups are graded into two over-groups:

- WEB – Translations related to the text of the website
- Mobile app – Translations related to mobile app text

Before starting work with translation groups, it is necessary to define the key

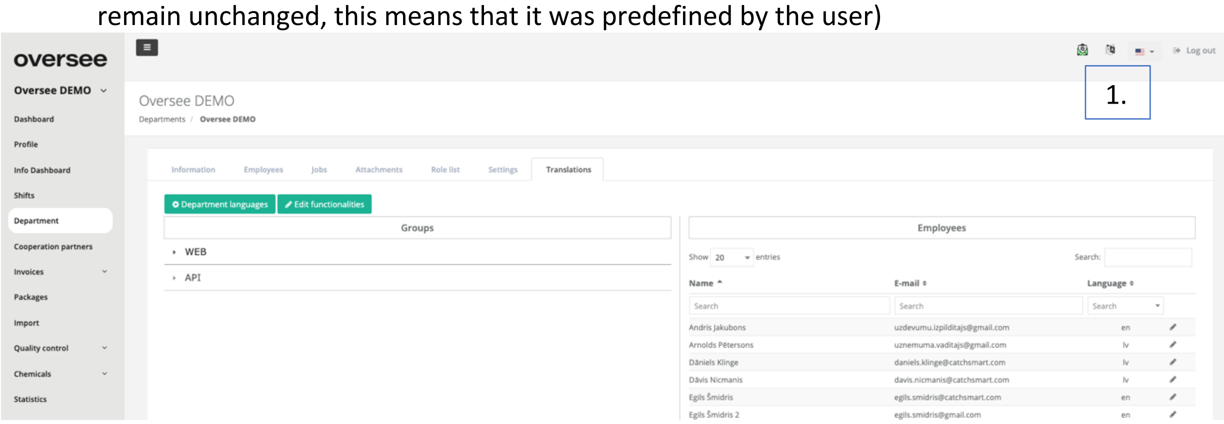
- Key – The key represents the functional notation of the word. Thanks to this, the system knows what you have renamed in any language. Each key has two main parts:
  - Grupa – Indicates which group the key is in
  - Key - The code to which the translations are associated

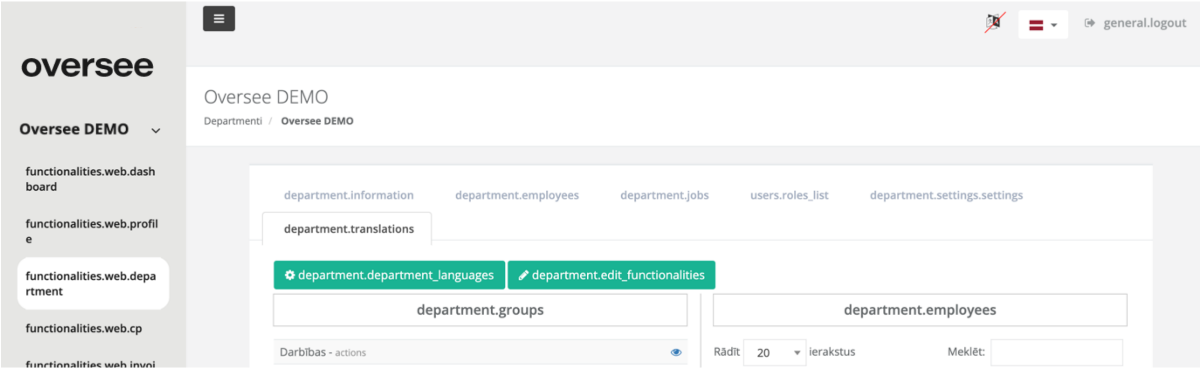


To find out the key for any text to translate:

1. At the top right corner of the page press the translation of the "book" symbol

- All the texts on the page that you can translate will become their keys. (If certain texts remain unchanged, this means that it was predefined by the user)

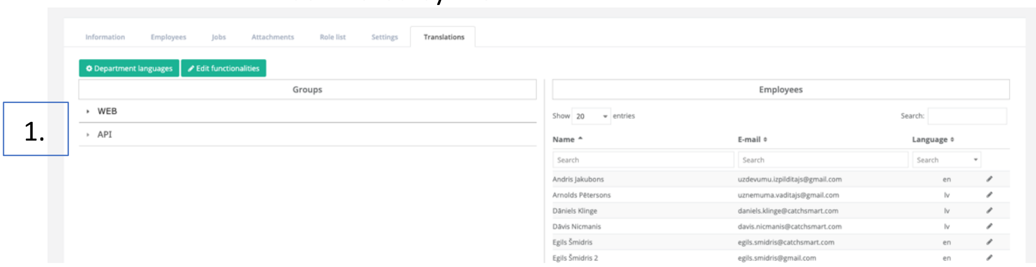




To get started with groups:

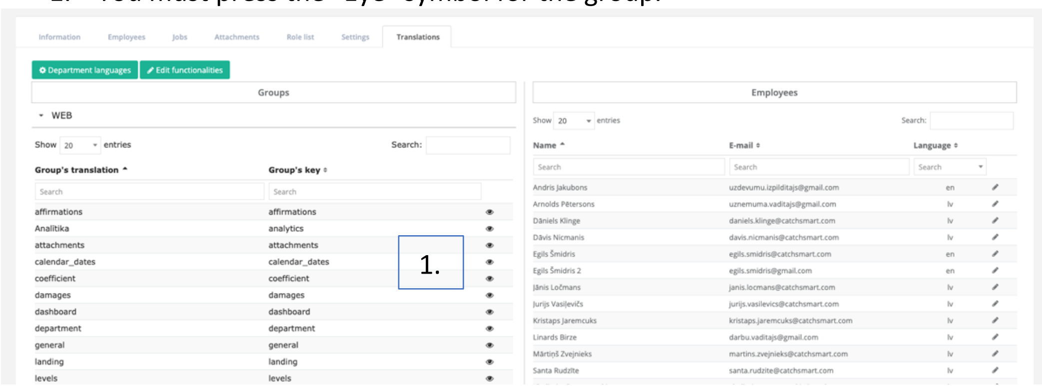
1. Click the over-group you want to change

- It will open with all available subgroups
    - Additionally, if you want to search for a specific group by translation or key, the columns at the top appear in the windows where the groups you enter will be filtered by the



To edit any of the visible groups:

1. You must press the "Eye" symbol for the group.



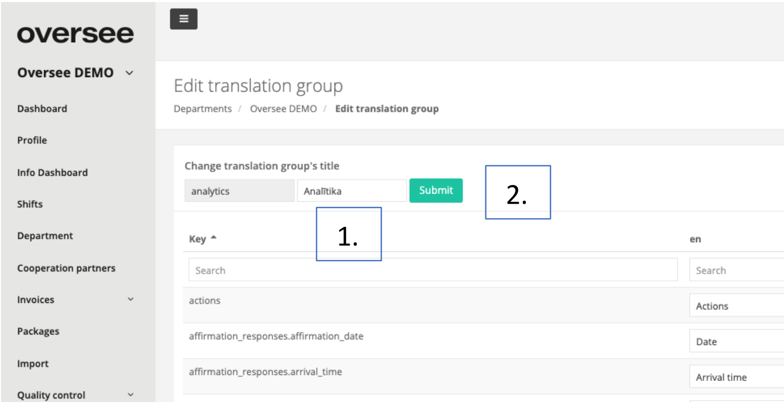
A group has two actions that you can perform:

- Change the name of a translation group
- Change translations

To change the name of a translation group:

- At the top of the table there are two windows with the name of this group

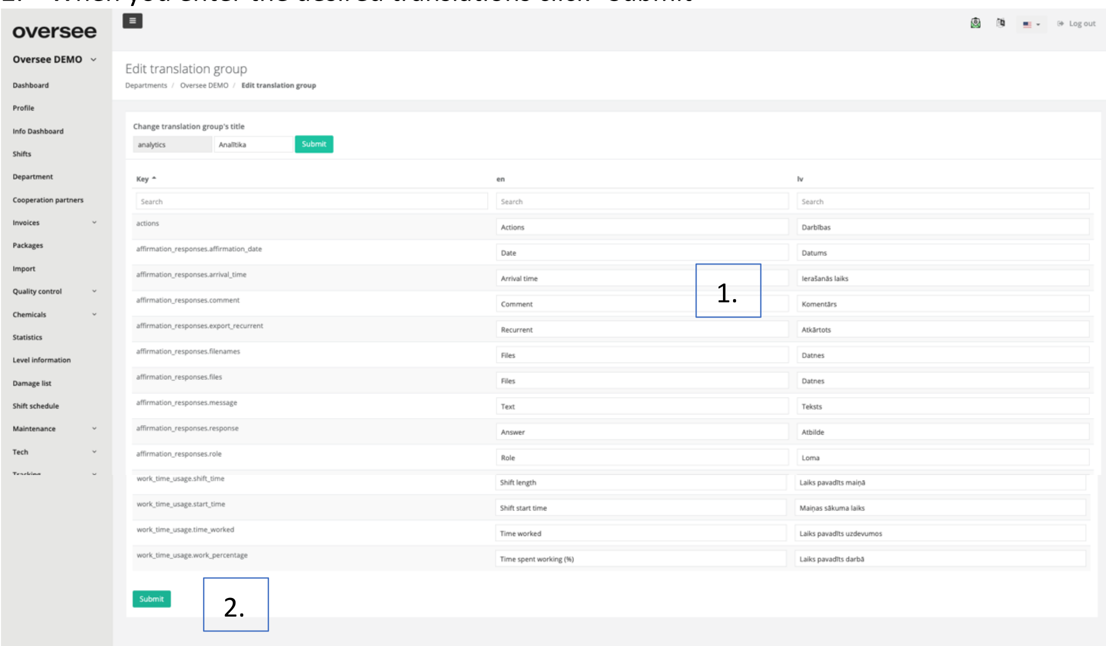
1. Click in the white window and add or replace the name with the label you want
2. When you have finished entering the transcript press "Save"(This button saves only the name)



You can change the translations:

- If you need to find a specific key or translation, you'll always see a search window at the top of the columns, where you can filter by what you enter

1. Next to the keys, in the window under the desired language, enter the translation
2. When you enter the desired translations click "Submit"

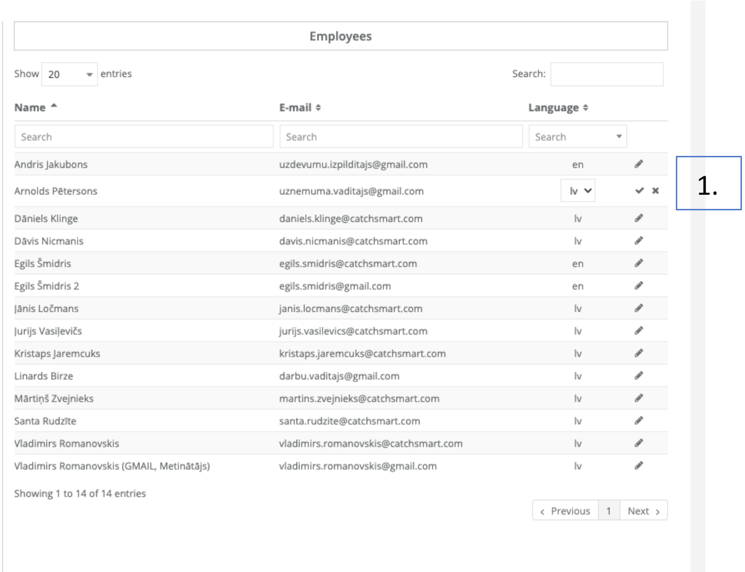


6.7.4 Employees

You can edit user languages:

1. On the right, in front of the user name you want to edit, press the "Pencil" icon

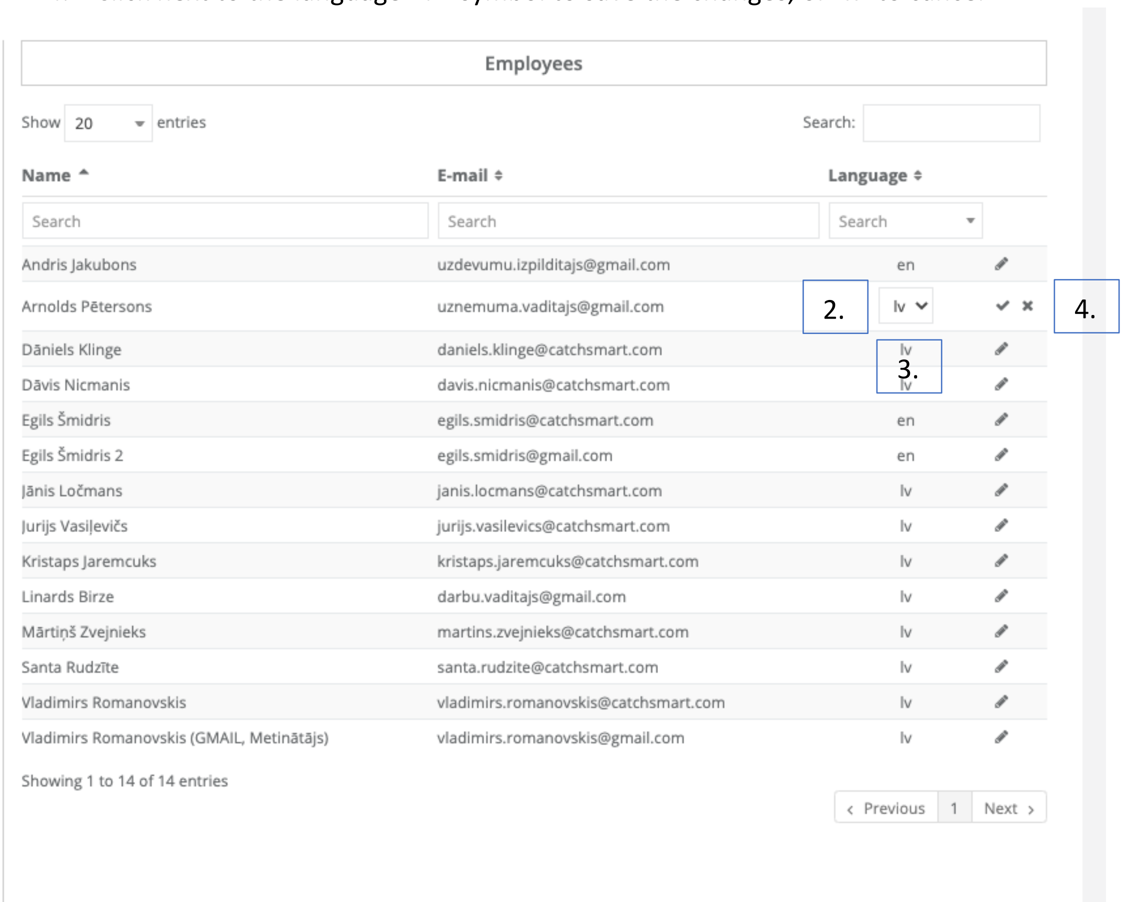
- If necessary, it is possible to sort the user by his or her data by entering the desired user data in the search windows at the top of the table



2. Click on the user's language

- You'll see a pop-up window with all the languages of the department

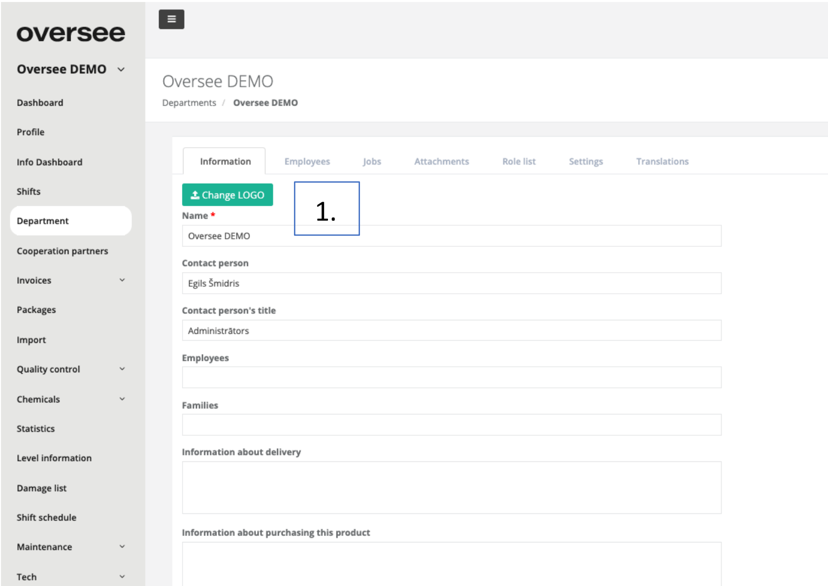
3. Select the language you want to set
4. Click next to the language "✓" symbol to save the changes, or "x" to cancel



6.7.5 Logo change

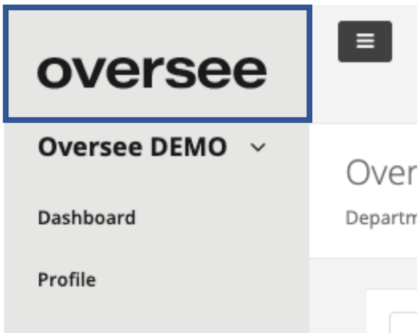
You can change the department logo:

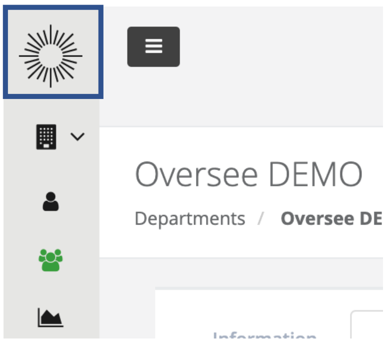
1. In the "Department" section, under "Information" in the upper-right corner, you press the "CHANGE LOGO" button.



By pressing this button, you will open a page with two buttons in two pairs and two logo reviews:

- LOGO –Represents the logo, which will be displayed when the main selection bar is fully open
- LOGO (small) – This refers to the logo that is displayed when the main selection bar is displayed in a reduced format





If you want to change the logo:

1. Click the "Choose" button after which a window will open where you choose the logo you want to see*
2. Press "Save" and the selected images will be set

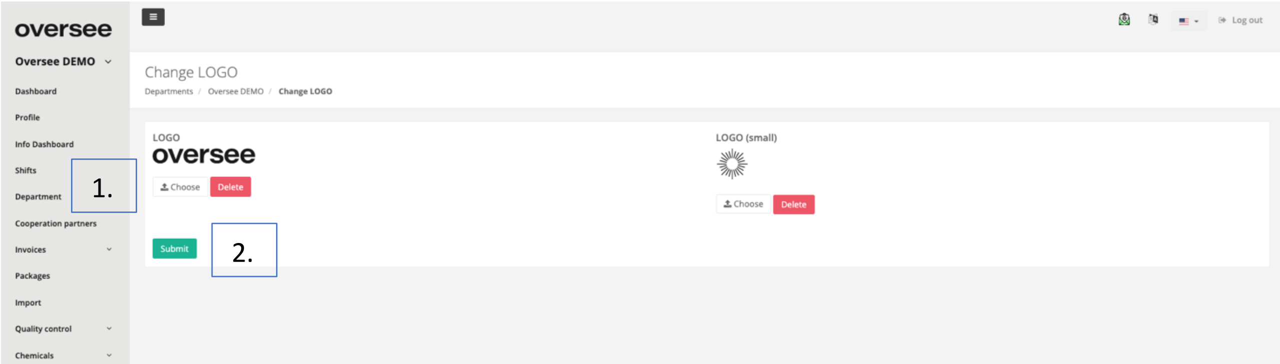


**Photo must be in ".svg" format*

7 Analytics

The main principle of the analytics section is to collect and display all the data in one place. The analysis consists of two sub-sections:

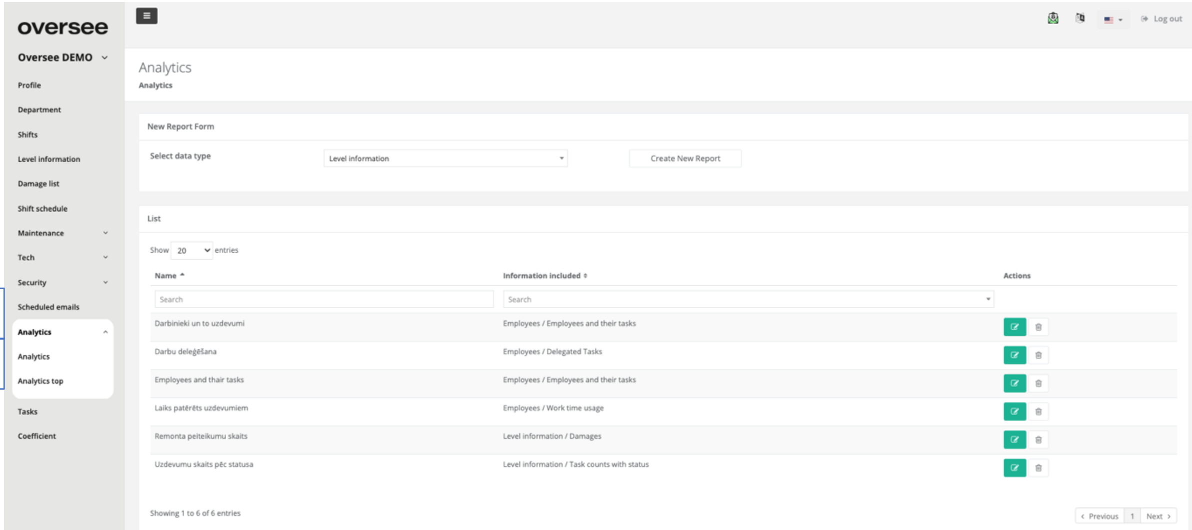
- Analytics - Section for reporting and systematic display
- Analytics tops – Visual display of key data in graphs

7.1 Analytics

The section can be accessed by:

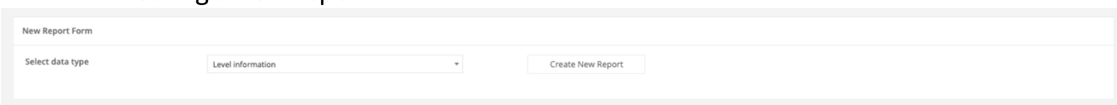
1. Pressing "Analytics" in the main menu
2. Pressing "Analytics" from the pop-up window

1.
2.

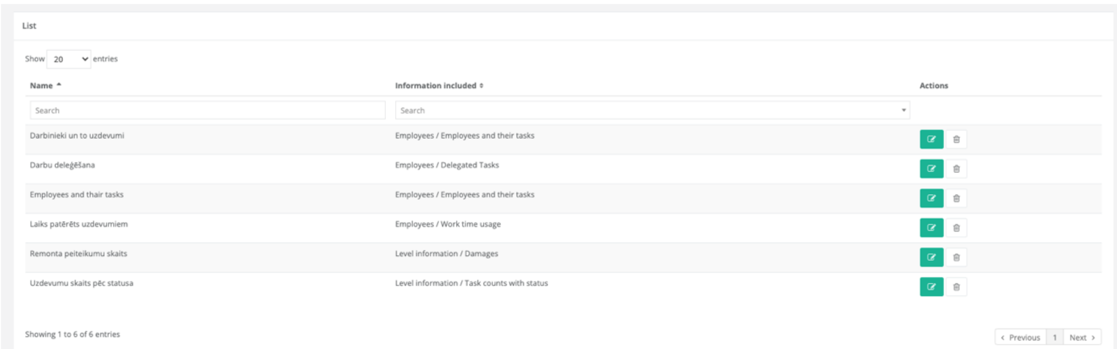


When you open the "Analytics" section you will see two sections at the top at once:

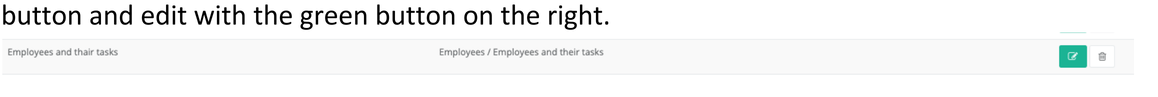
- "Creating a new report"



- “List”



"List" it is possible to see what reports are created, delete with the tip of the visible button and edit with the green button on the right.



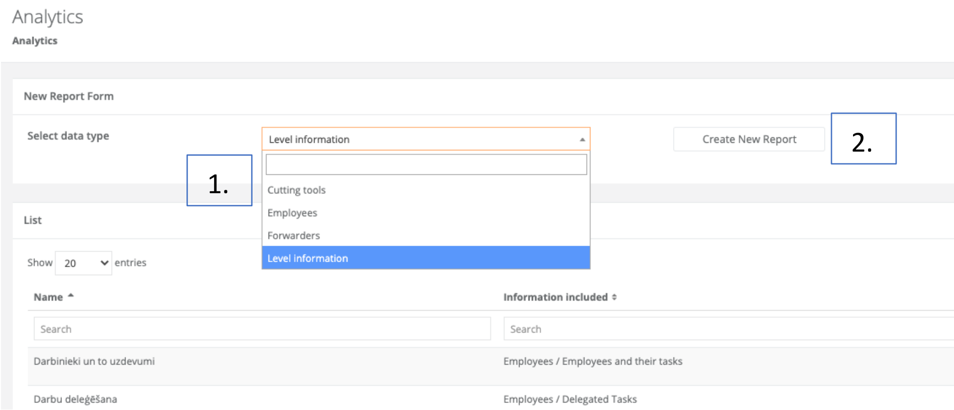
7.2 Create a report

To create a new report in the "Create new report" section:

1. Click the field next to the “Select data type” and that will show a dropdown of possible analytics

- level information
- Employees
- Cutting tools

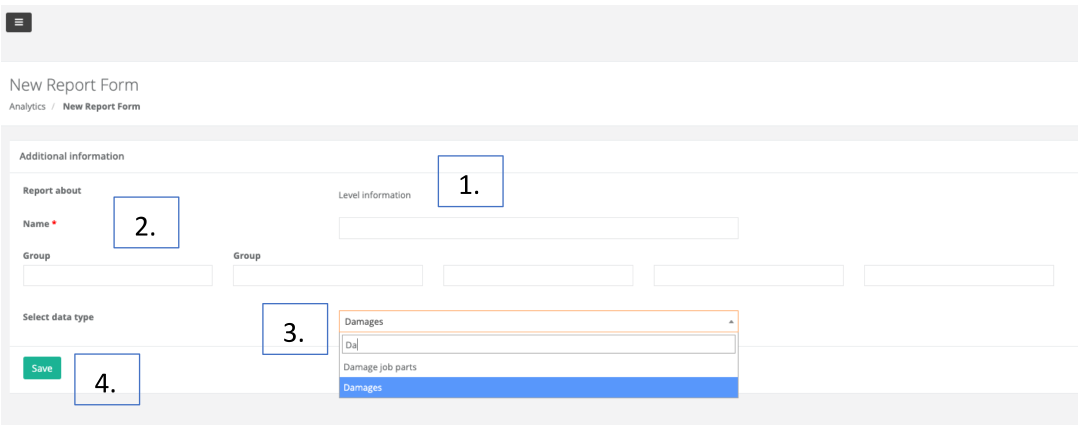
2. Once you have selected one of the options, click the "Create new" button



Depending on your choice, you will be taken to a window with options that refer to the information you choose*: (*When you choose "Select data type" it cannot be changed after you save the selection*)*

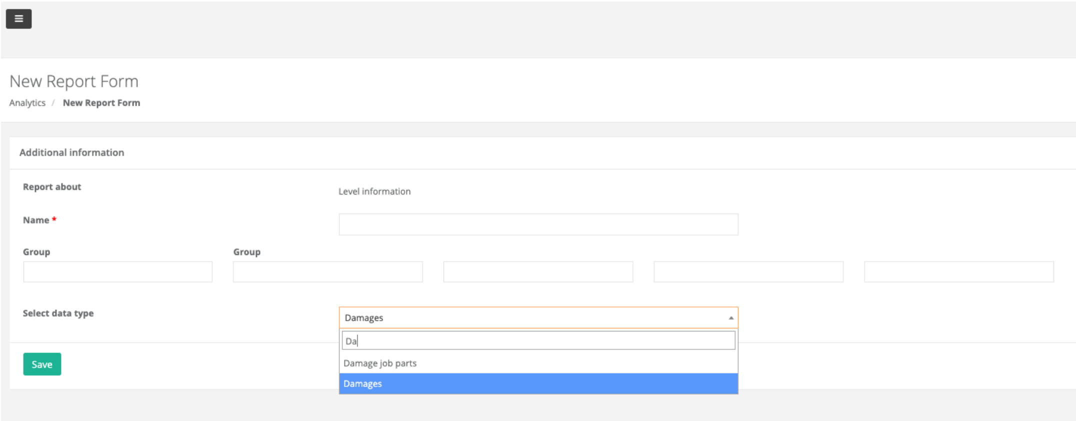
To Complete Creation:

1. Enter a report name (Required)
2. Choose additional information if this report has fields
3. Click the window next to " Select data type "
4. When all the information is selected, press the "Save" button at the bottom of the view

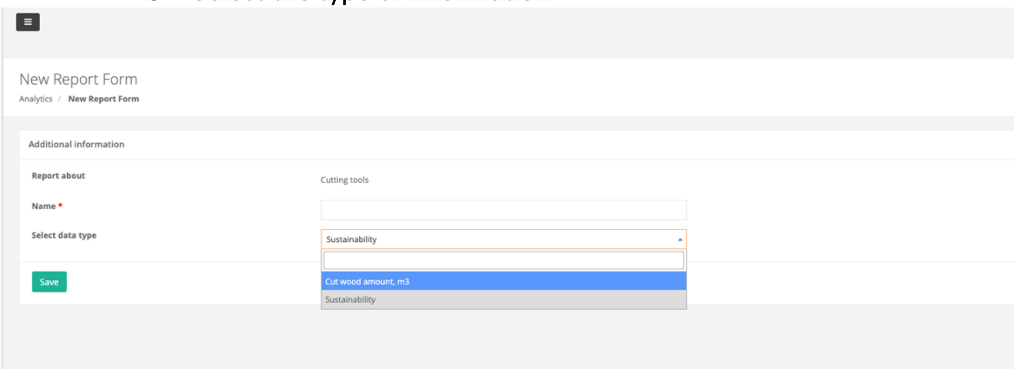


7.2.1 Reports and their views

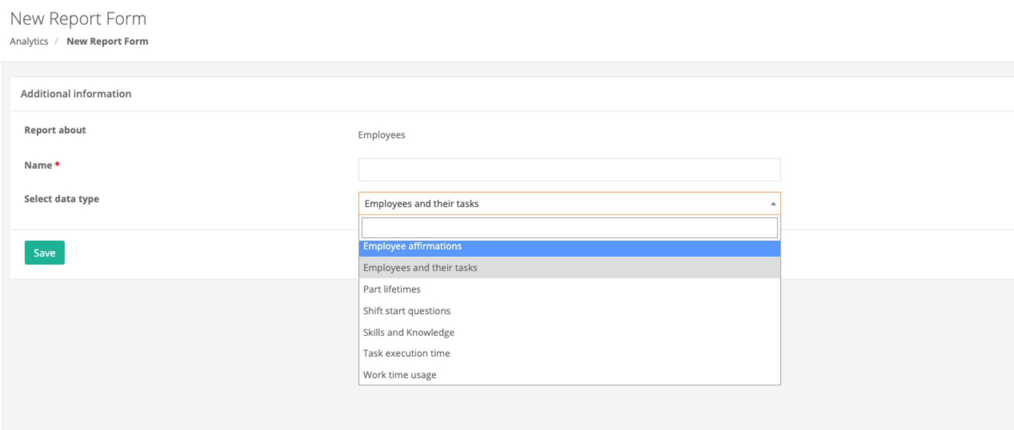
- Level information: In this section you can enter:
    - The name of the table
    - "Group": From the left you can select each next level of information, or you can enter and find by name for the level you want
    - Select a type of information: You can choose the line you specify for what information will be displayed.



- Cutting tools: In this section you can enter:
    - Name
    - Select the type of information



- Employees: In this section you can enter:
    - The name of the table
    - Select the type of information



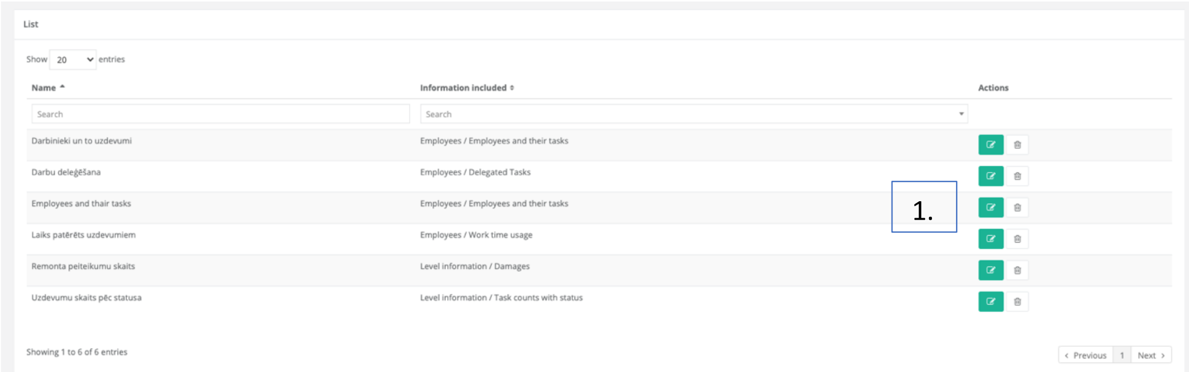
Clicking "Save" will create the report and you will be taken back to the report.

7.2.2 Open/edit/delete a report

7.2.2.1 Opening/ Editing

To edit or open any report:

1. Press the green "Edit" button on any report or press the green icon

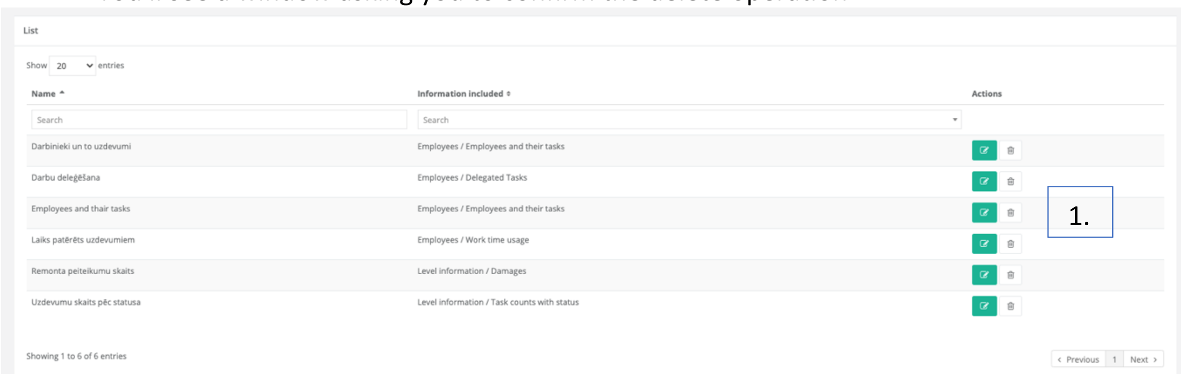


7.2.2.2 Delete

To Delete a Report:

1. At the end of any report, press the white button with the "trashcan" symbol.

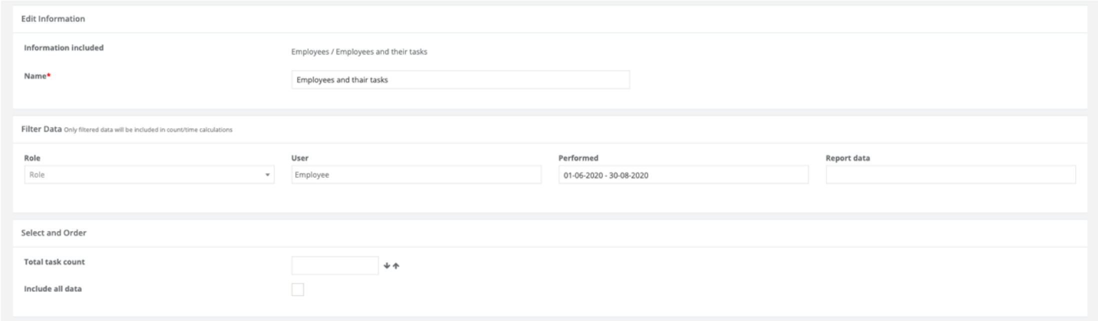
- You'll see a window asking you to confirm the delete operation



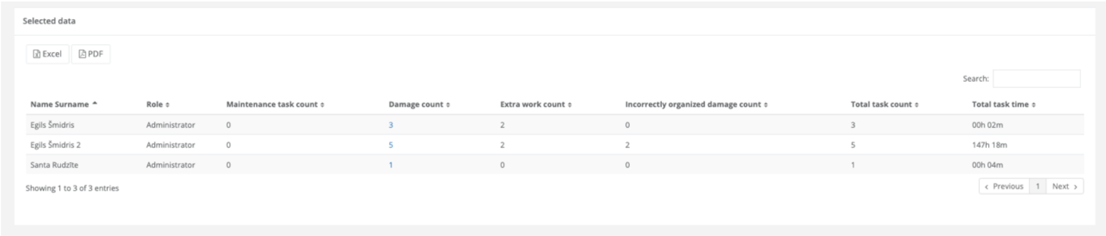
7.2.3 Report Information

When you open, you see the selected analysis, you see two main sections:

- Report Filters (In this section, you can edit the information that appears)

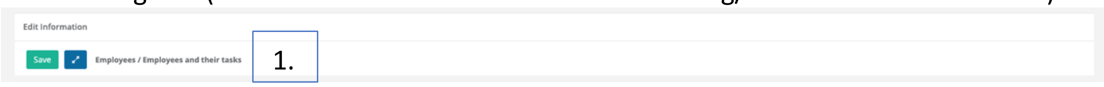


- Selected data (The information selected by criteria will be selected and displayed here in tabular format)



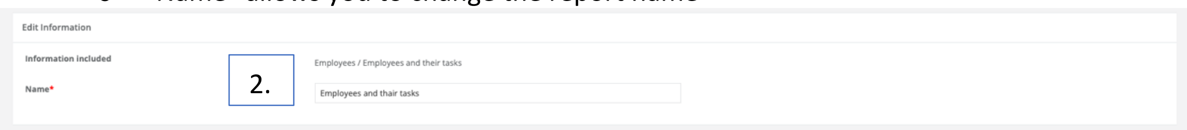
To get started with "Report Filters":

1. Above the "Report Data" section, press the blue button with arrows placed on the diagonal (This button extends the information editing/criteria selection window)

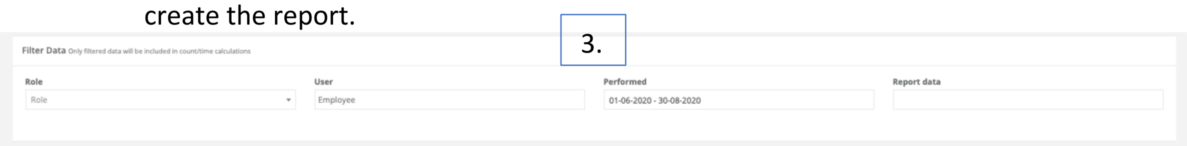


When you open the edit section, you'll see three parts:

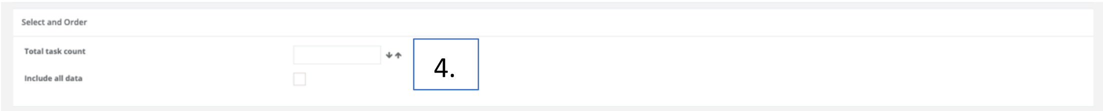
2. Report information
   - "Included information" can be seen in the group of information that was selected for the report
   - "Name" allows you to change the report name



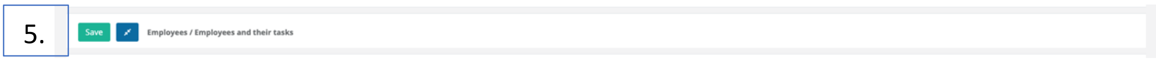
3. Filter Data (Allows you to select data for relevant filters)
   - This section shows all windows that let you filter out report information. This field may vary depending on the group of information that you choose to create the report.



4. Select and sort (You can choose the layout of your data and the number of tasks)
    - The "Total task cout" is possible in the adjacent window, record the number of tasks as you want to see.
    - Next to the count field, you see two arrows that sort the data in ascending or descending order (Down – Ascending; Up – Descending)
    - "Include all data" inside the data also displays archived data



5. When you have finished entering data in the Report Information Area, click the "Save" button



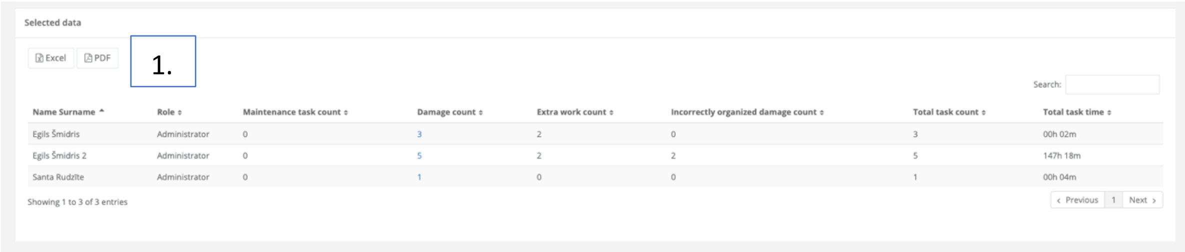
7.2.4 Data overview

The "Selected data" table will display the data for the data selected in the report and report filters, respectively.

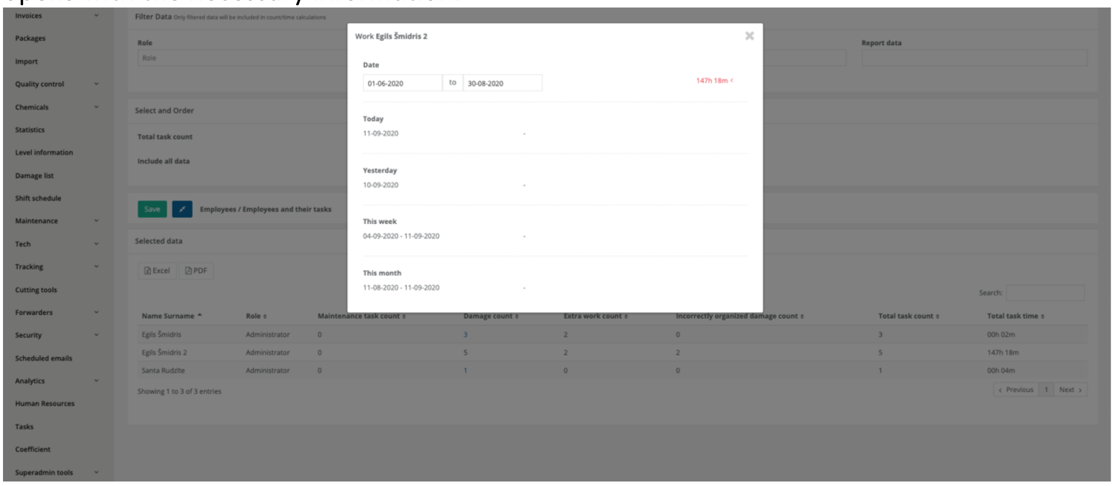
You can export the current analytics report:

1. By pressing the top-right corner of the table button

- Excel (Creates and downloads a key .Excel format)
- PDF (Creates and downloads a report in .PDF format)



Sometimes the data shown in the table is open to outline the details that may be required. This data is colored in Blue and sometimes red. When you click on this data, a modal window opens with the necessary information.

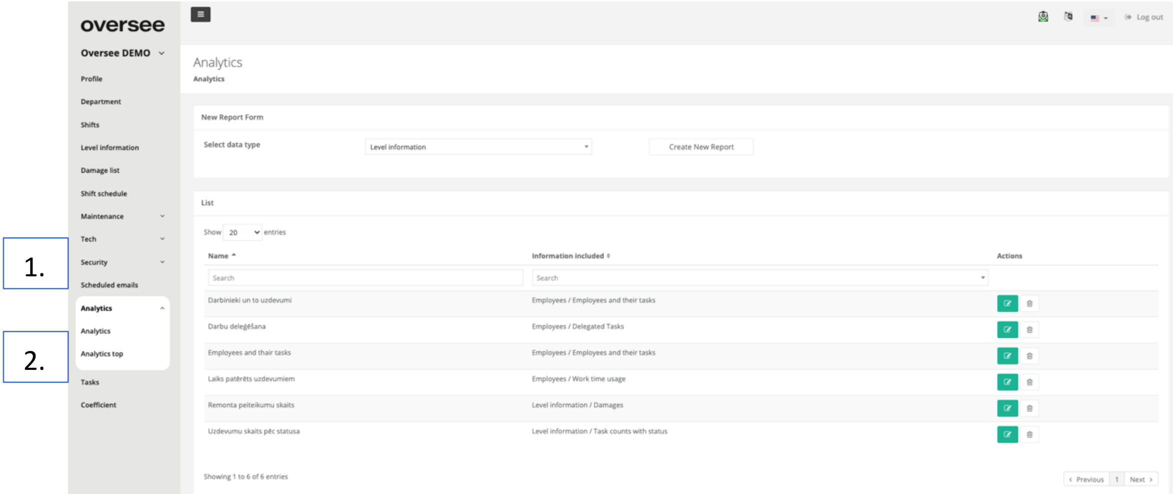


7.3 Analytics Tops

"Analytics Tops" is a section where you can visually review key information.

The section can be accessed by:

1. In the main menu, pressing "Analytics"
2. From the drop-down window push "Analytics top"



In total, there are six graphs:

- Repair applications
- Repair parts
- Total number of tasks
- Total time consumption for tasks
- Cuttingtool longevity
- Cuttingtool cut m3

7.3.1 Editing

Because these tables cannot be deleted or added new, reports have the ability to edit the information that is displayed.

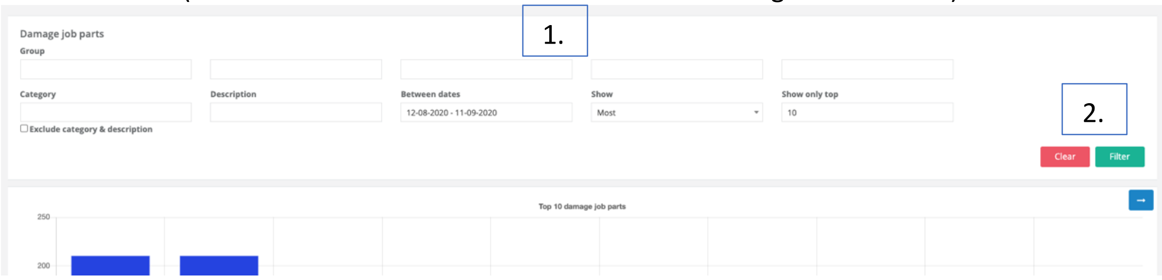
Each schedule has filters that allow you to display the information you want. These filters may vary for graphics, but they are always on top of the schedule.

To Select Data in Graphs:

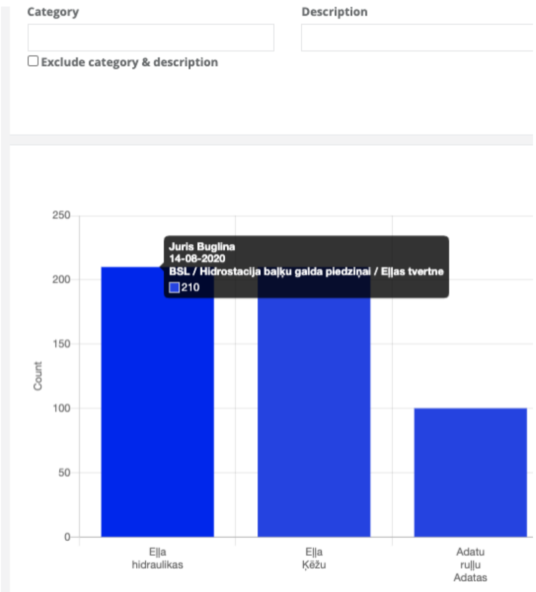
1. Enter the desired data in filter fields
2. When data is entered above the schedule, the filters on the right are two buttons:

- Selects (Selects the filters you enter and displays in the graphic)

- Delete (Deletes all selected filters and inserts base settings for schedule)

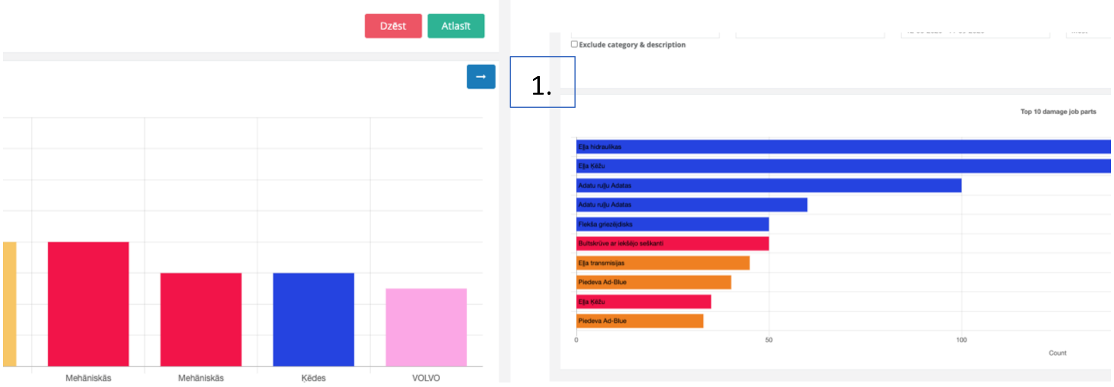


All graphics poles have the option to hover with a cursor that will open a modal window with a description that is directly visible for the selected column.



If you need to rotate the stakes in the graphic:

1. Press the blue button in the upper right corner with an arrow.



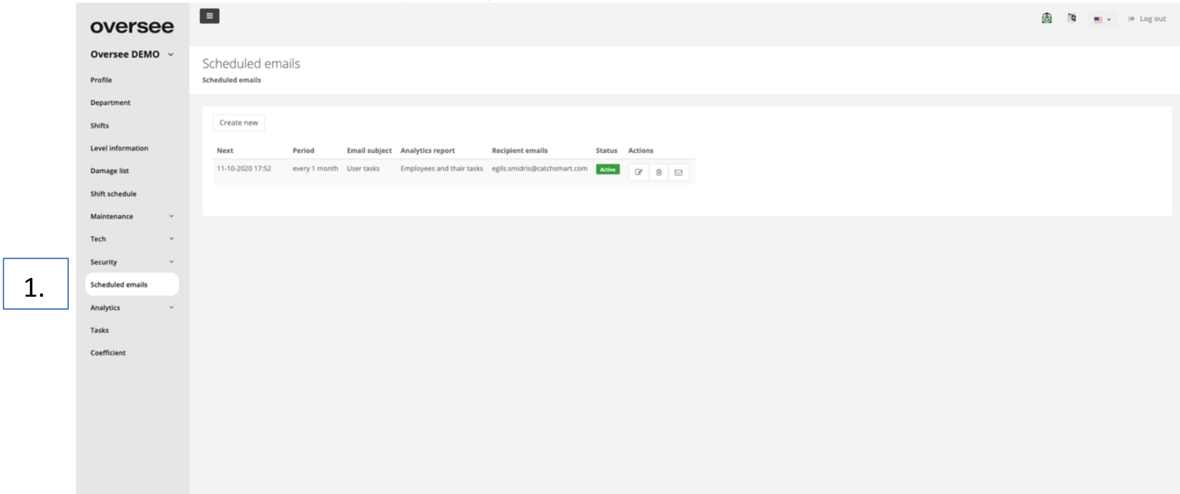
8 Scheduled emails

8.1 Description

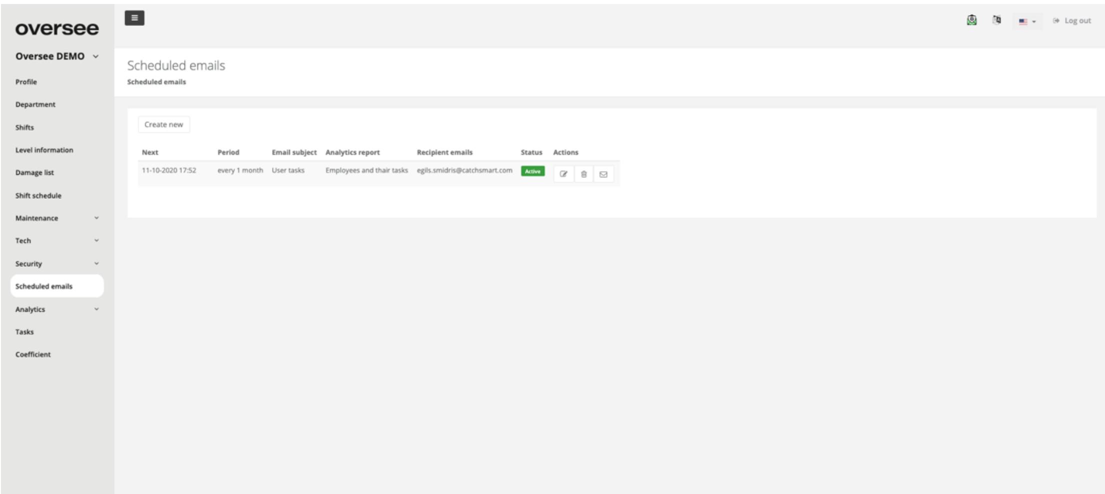
"Scheduled emails" means a section for automated sending of standardized reports

The section can be accessed by:

1. In the main menu, pressing "Scheduled emails"



The "Planned emails" section shows all currently scheduled emails with all the important information.

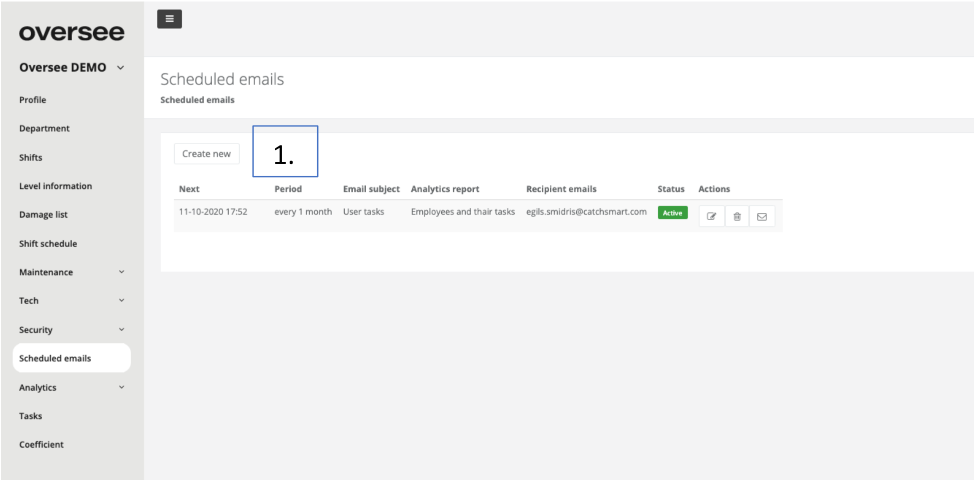


8.2 Create and edit scheduled e-mails

8.2.1 Create

To Start Creating A Scheduled E-mail:

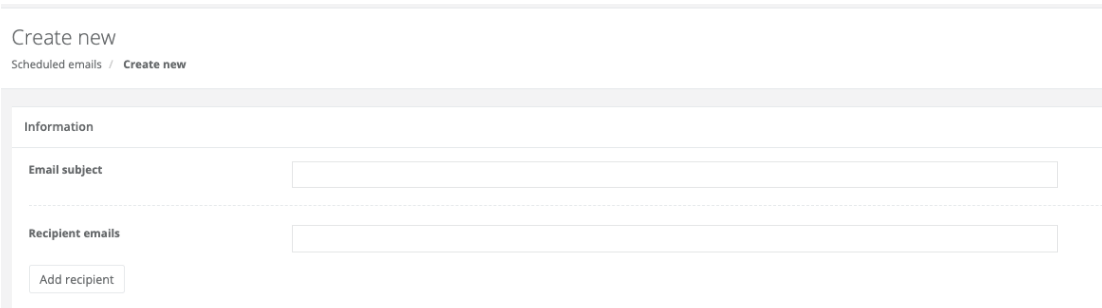
1. Click the "Create New" button in the top left corner.



To Create A Planned E-mail you must fill in all the visible points:

1. E-mail subject – Enter the e-mail subject that will be specified to the recipient
2. Receiving e-mails – Indicates the e-mails of the persons who will receive the reports

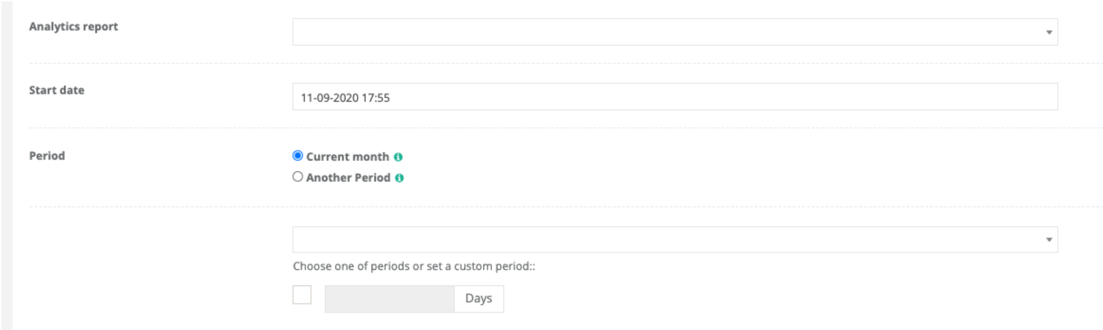
- You can specify one or more recipients.
- Pressing the "Add e-mail address" button adds an additional window where you can enter additional e-mail addresses.
- If you want to delete the attached address, there will be an icon with a "trashcan" on the left that will delete the window next to it.



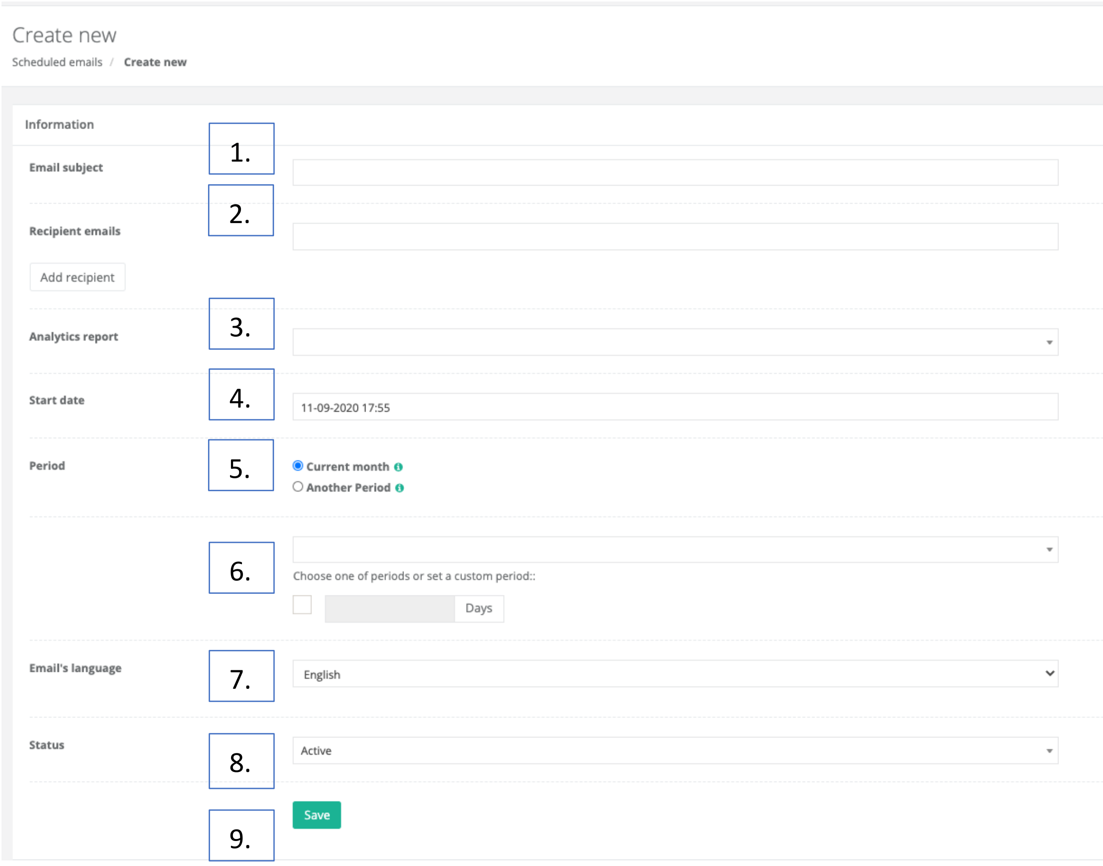
3. Analytics report – By clicking on the window you can select an analysis report that has already been created, which will be sent to the specified e-mail addresses.
4. Starting Date – Enter the date and time at which reports will start to be sent out. (Emails will be sent at the specified time)
5. Period – Choose between two period types (When you enter with a mouse on the "i" symbol you will see additional information):

- Current month - data will be sent for the current month (on the first date for the previous month, and on other dates for data from the first day of the month to today)
- Other period - data will be sent for the specified period up to today

6. Under the period choices, you can select predefined parameters in the window. If these periods are not right for your needs, tick the small box and enter the period you want in the window next to the “days” box



7. E-mail language – Click on the window and select from the pop-up window what language the e-mail will be sent to the user
8. Status – click on the field and select the desired one from the pop-up window.
- "Active" e-mail is sent
- "Inactive" email is not sent.
9. When all the data is entered press the "Save" button

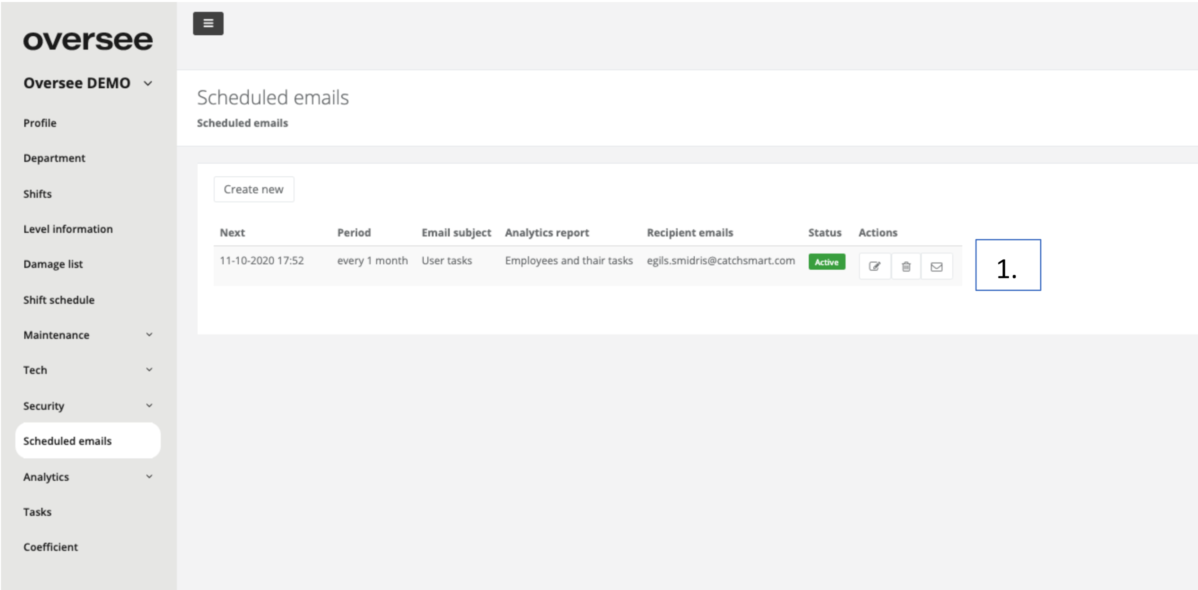


8.2.2 Extra possibilities

In the "Planned emails" section, on the right side, for each planned email, there are three buttons at the end.

1. When you press these buttons

- First button – Pressing the "Edit" icon will open an edit view that is exactly the same as the create view
- Second button – Pressing the "Trashcan" icon permanently deletes planned emails
    - You'll see a window confirming the delete action
- Third button – Pressing the "Envelope" icon immediately sends out an e-mail, even if its set as inactive

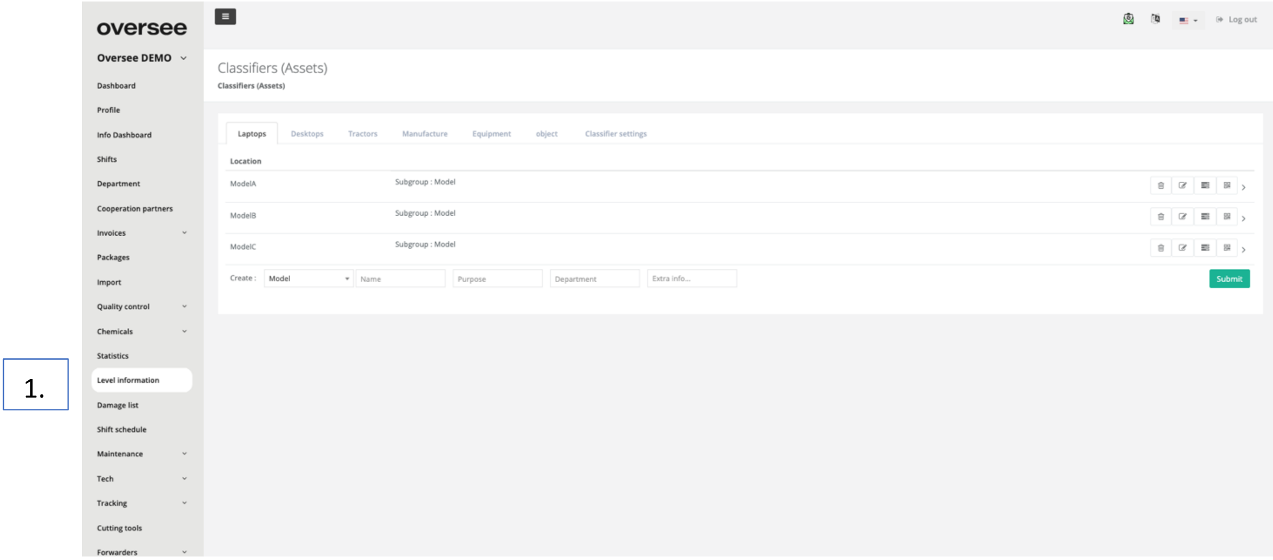


9 Level information

The primary purpose of level information is to connect repair applications to any location or point line so that there is no misunderstanding in the execution of the works.

The section can be accessed by:

1. In the main menu, pressing "Level information"

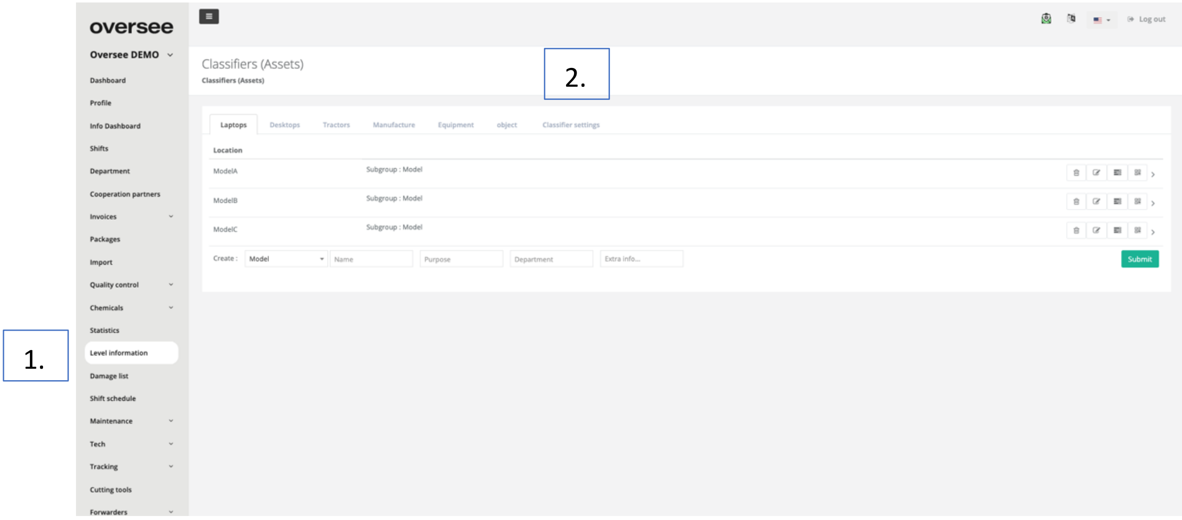


9.1 Level settings

The "Level settings" subsection introduces the option to edit, add, and delete level information for groups and levels

At the bottom you can get to:

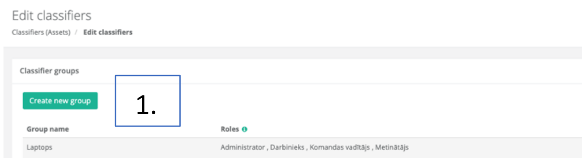
1. In the main menu, pressing "Level information"
2. In the view that opened, press "Level settings"



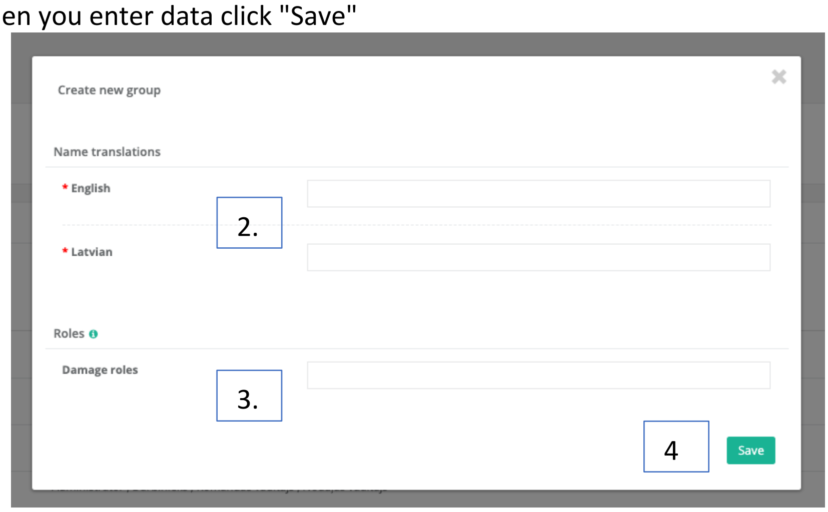
9.1.1 Add a new group

To add a new group:

1. Click the button on the top right "Create a new group"
- You 'll see a new window



2. Enter group name translations for the language next to the language name
3. Associate roles that will be able to perform actions at this level by pressing the field next to "Repair Application fulfillers" and pressing roles from the pop-up window (If additional information is required, press the "i" symbol next to the "role" name)
4. When you enter data click "Save"

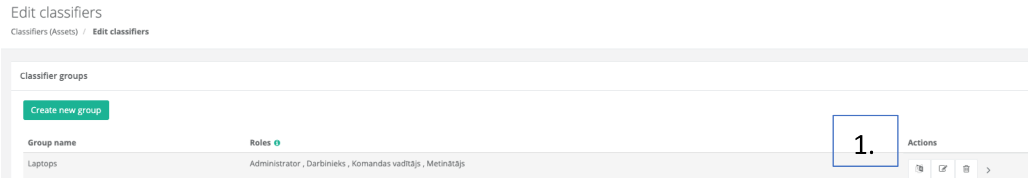


9.1.2 Edit group names

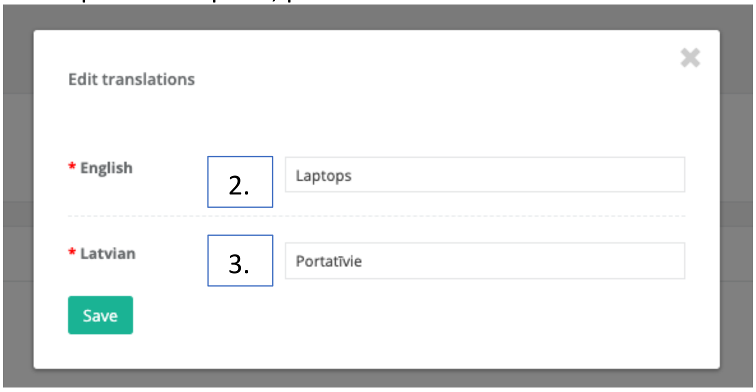
To Edit Group/Subgroup Names:

1. You must press the "book" symbol on the left side of the group/subgroup.

- You 'll see a modal window



2. In the window, type a name for the group/ level next to the language
3. When the steps are complete, press the Save button to finish



9.1.3 Add/ Deleting new groups

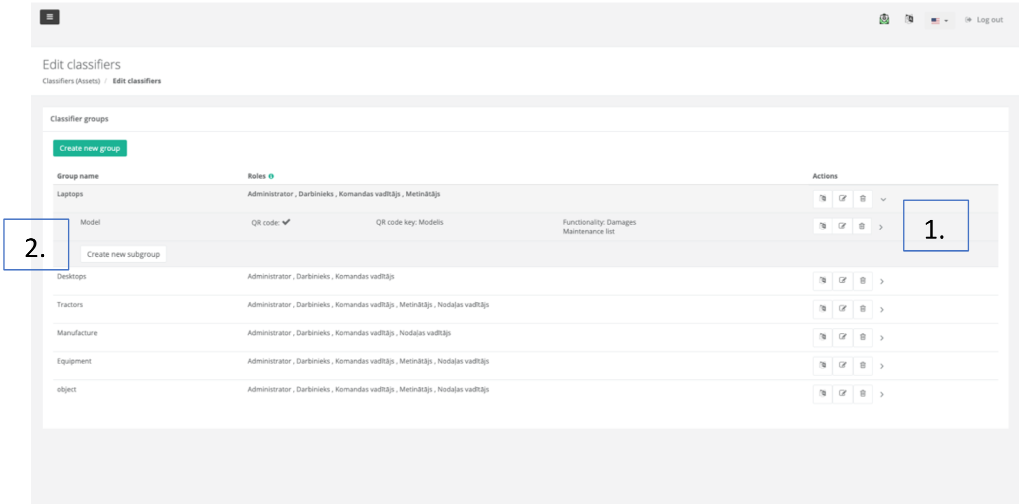
9.1.4 Add a subgroup

Subgroups are used to collect specific levels

To add a new subgroup:

1. To add a group, you want to press the ">" symbol on the right
2. You can create a new subgroup by pressing the "Create new group" button

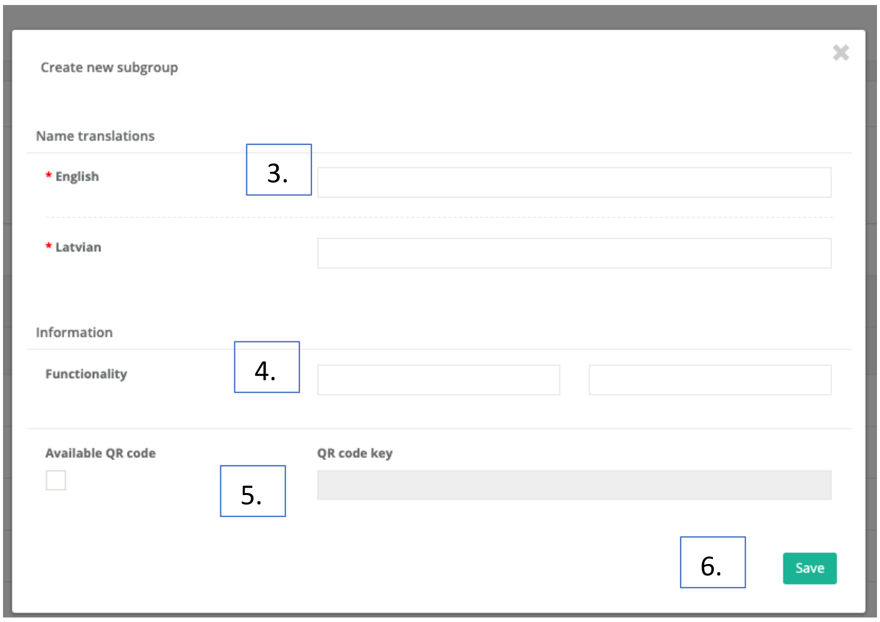
- A new view will open



3. Subgroup Name - Next to the language, in the text field, enter the subgroup name
4. Funkcions – Click in the left window and choose from the pop-up window which functionality will see the levels created in this subgroup
5. QR code – If you want each level in the subgroup to have a QR code:

- Mark the box on the left
- Enter "Key", or the legend by which the codes will be generated (Letters and numbers, without long signs using the Latin alphabet)

6. When all the data entered press the button "Save" and a subgroup will be created



If you want to add another subgroup to the subgroup you have created:

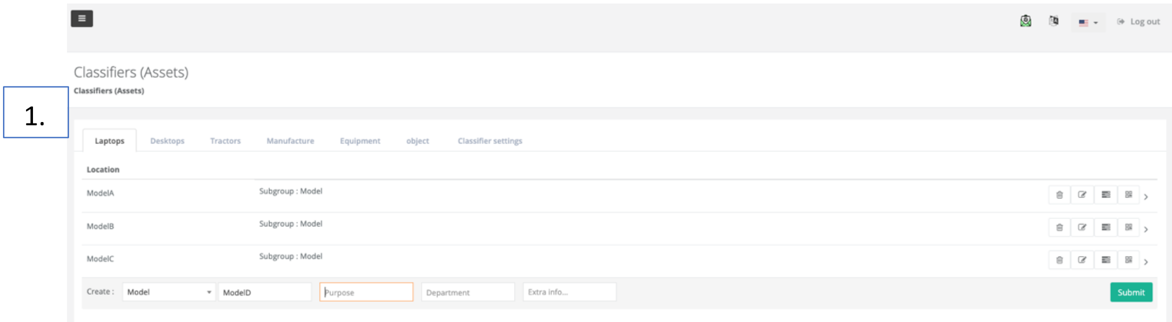
1. Section should be expanded by pressing the ">" symbol
2. Click "Create a new subgroup" and follow the steps above.

9.2 Level groups

9.2.1 Add a level

To Start Adding Levels:

1. By selecting the desired group from the sections in the Level Information view

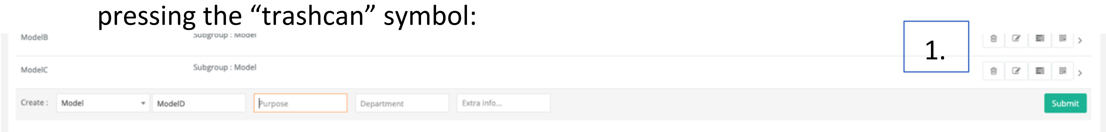


2. When a group is opened, you can register the sub-levels by entering the relevant information in the fields:

- The first field will always show which level group is created at the bottom level or subgroup
- Name – Sub-level name (This field is required)
- Purpose – Purpose Line
- Sector — Sub-level sector
- More information - Additional information and comments

3. When the job is finished press the "Save" button

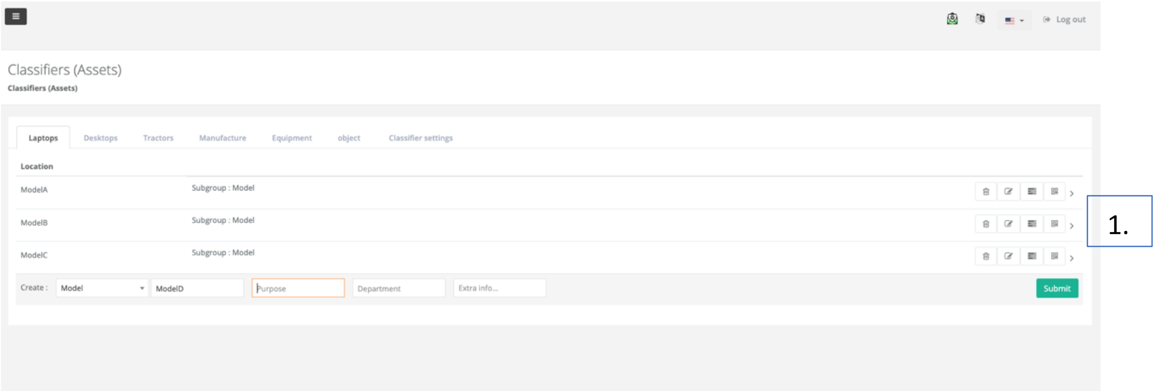
1. The option to delete the created levels/sub levels has been introduced by pressing the “trashcan” symbol:



9.2.2 Add new sub-levels

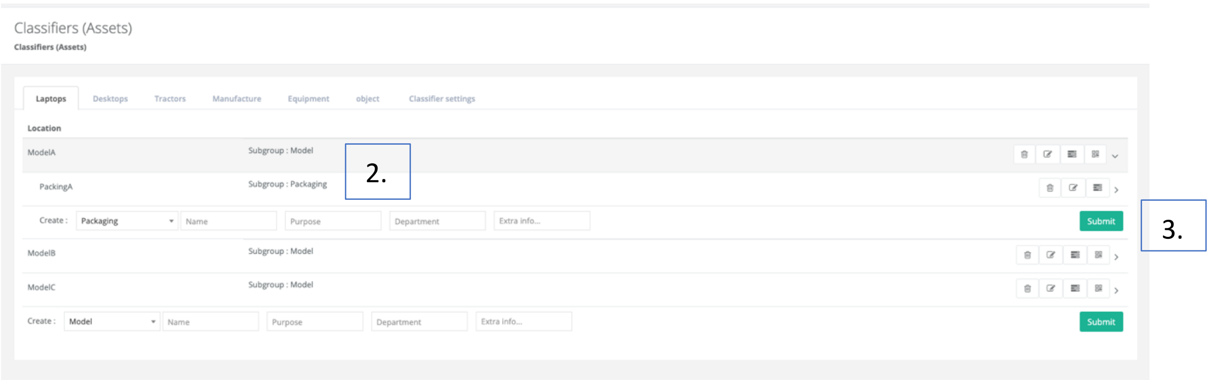
To add an additional sub-level to any of the levels:

1. Click on the ">" symbol below which level you want to register a new sector or node



- Levels that are recorded below the selected line will appear.
- The last field below the open line is the "Create" field.

2. Fill in empty fields to registera new line below the selected line
3. Press "Save" when the job is finished

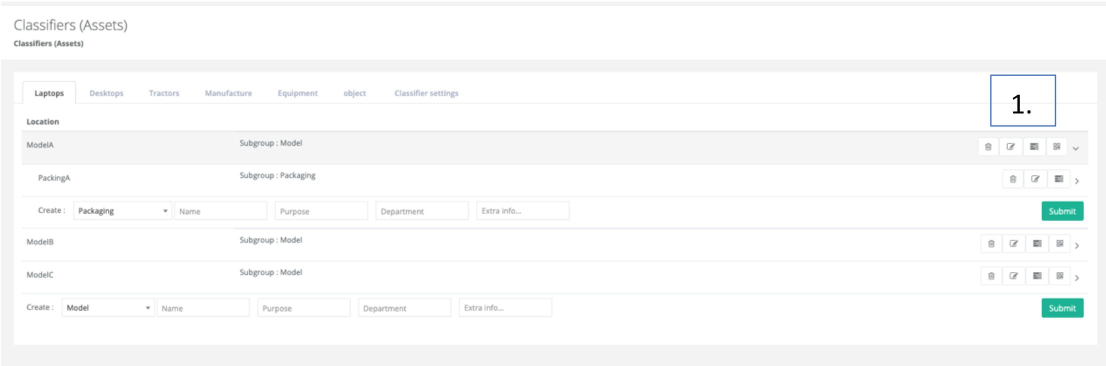


By performing the same steps, you can add a sub-level below any other sub-level.

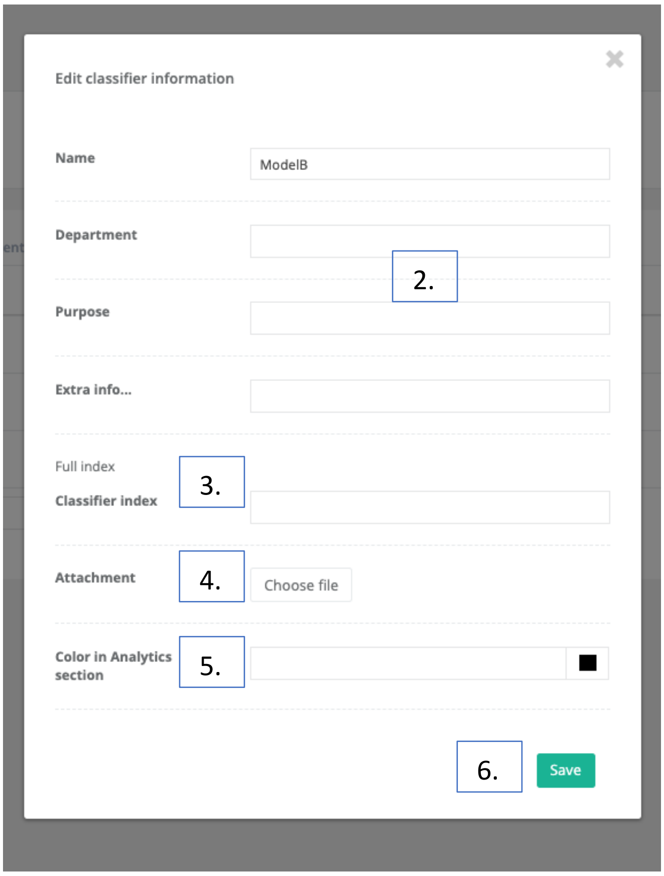
9.2.3 Edit lines

If you want to edit any of the levels you added:

1. Press the "Pencil" symbol at the end of the line
- You 'll see a new window



2. Change the fields you entered to create the level
3. Enter a level index if necessary
- Index sample will be displayed above the field
4. Add file level by pressing "Choose file"
- If the file is already attached you will have options
  - Change File – Enables you to replace the file
  - Delete File - Deletes the set file
5. Select a color when entering a HEX color combination or by pressing the small square next to the field
1. When the information is changed press the "Save" button



9.2.4 Additional level options

Additional options are available at the end of the levels:

1. By pressing the "Trashcan" icon, you can delete the level
2. By clicking the "Book" icon, you can open repair applications with this level
3. By pressing the "QR" icon, you can open a new page for the QR code of this line
4. By clicking the "Photo" or "File" icon, you can view and download a file tied to this line