

CatMan Solution

CatMan Next

How to use CatMan Next Workspace App

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Writer

Nina Winther Overby

Documents versions

Version	Date	Initials	Section	Changes
1.1	21-08-2018	NWO		21-08-2018
1.2	29-08-2018	NWO		29-08-2018
1.3	13-09-2018	NWO	1	When you access Apps, tap "Get Apps"

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Thank you for using CatMan Next

This guide contains information on how to use CatMan Next Workspace Apps.

1 The Workspace Apps

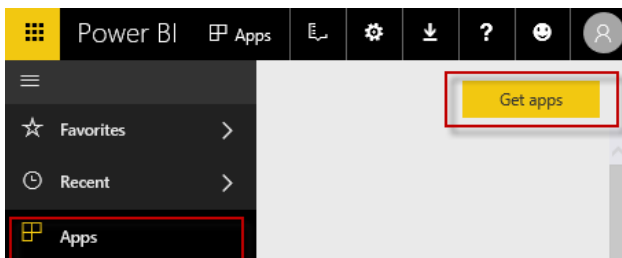
When you access CatMan Next, it must be through Apps.

This is a shortcut to the most widely used reports.

Members from your company have access to Apps.

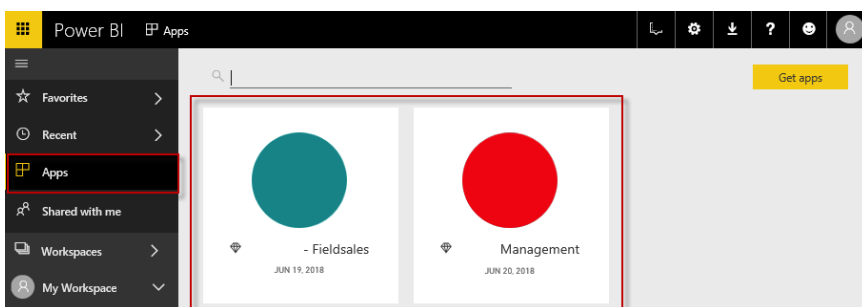
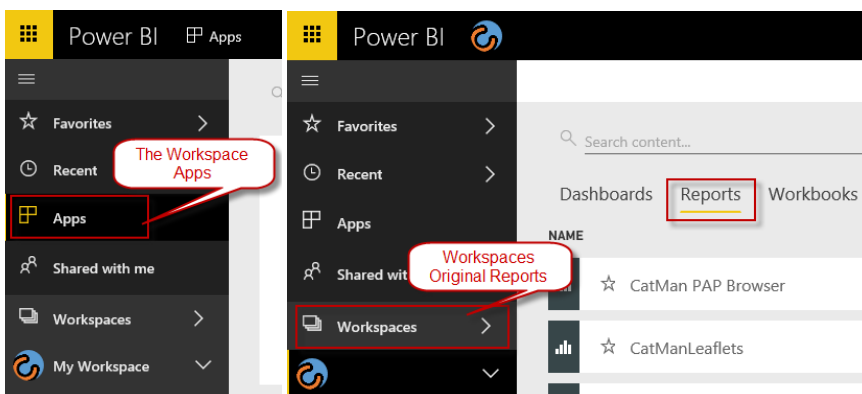
Admin users from your company have access to Workspace (with the original reports and where you can choose to include the App).

When you access Apps, tap “Get Apps” – The yellow button in the center of the page or in the top right corner.



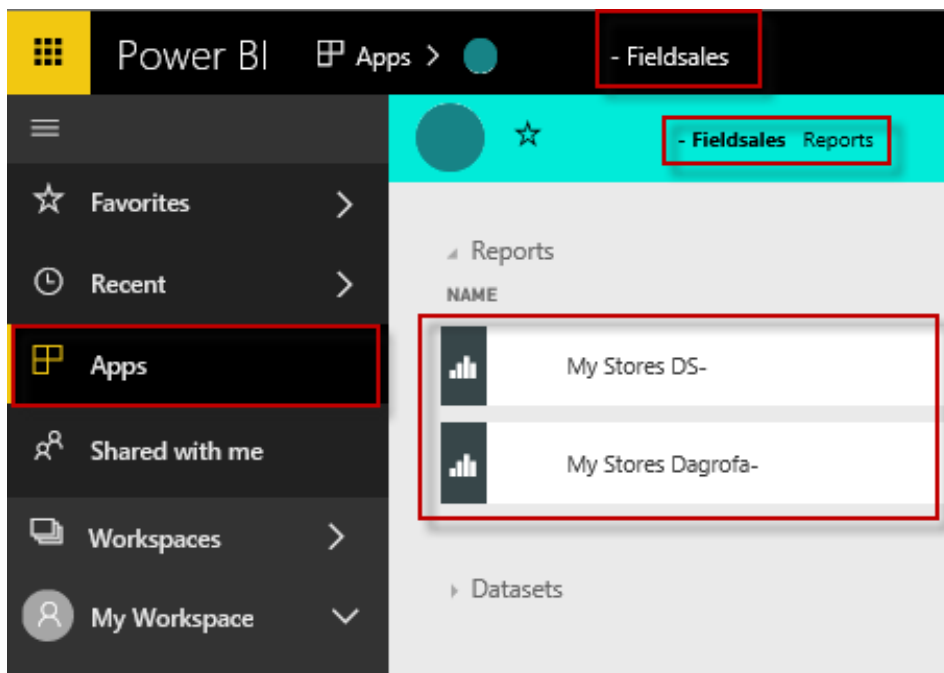
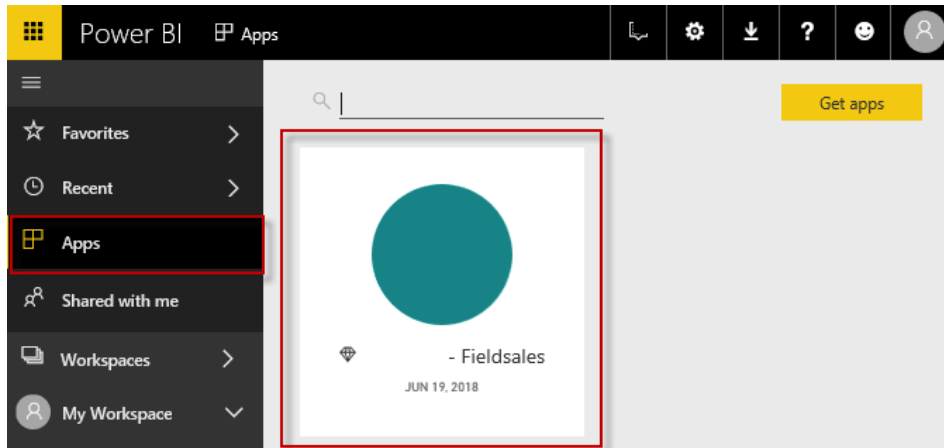
There are two options, depending on which setup and access you have:

- A. Fieldforce – Fieldforce can only access Fieldforce
- B. Management – Management can apply to both Fieldforce and Management.



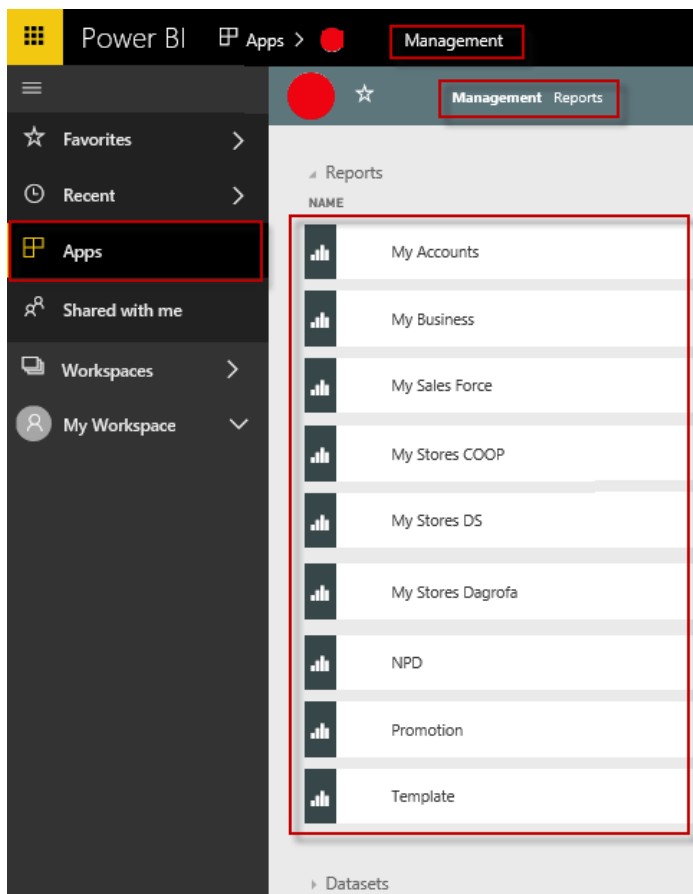
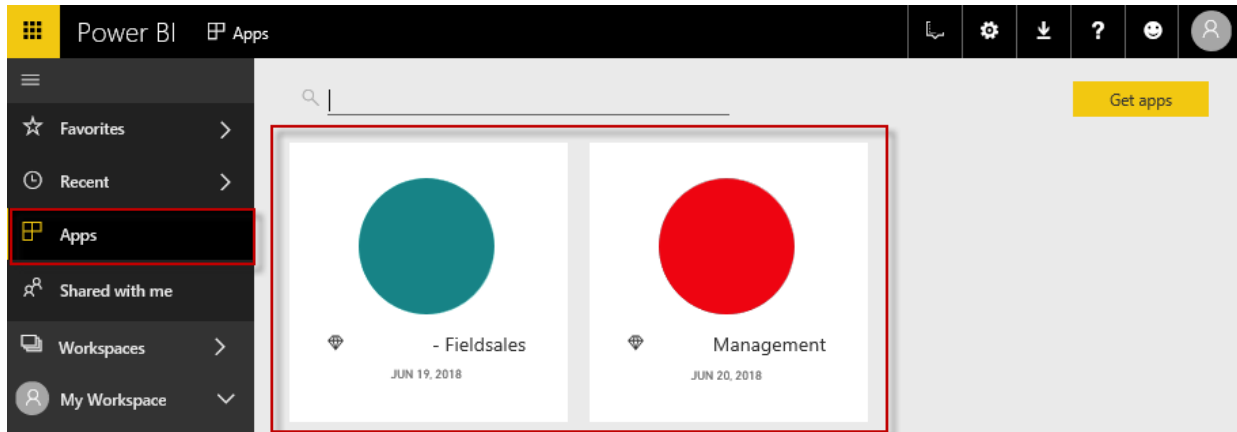
1.1 Fieldforce

If you have chosen to access the Fieldforce App, you can select the desired report. Fieldforce can only access Fieldforce App.



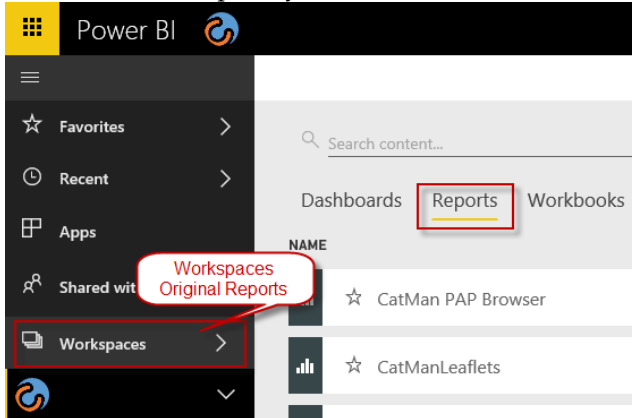
1.2 Management

If you have access to the Management App, you can select the desired report. Management can access both Fieldforce and Management Apps.



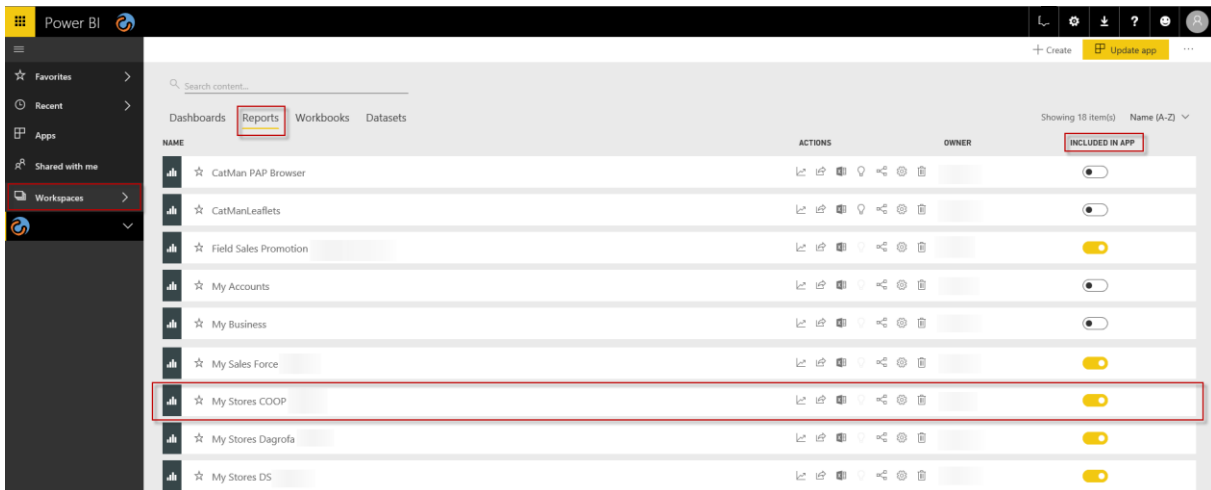
2 The Workspaces Original Reports – only for admin users

To select which reports you want to be listed in the App, start in Workspaces Original Reports.



2.1 Included in App – only for admin users

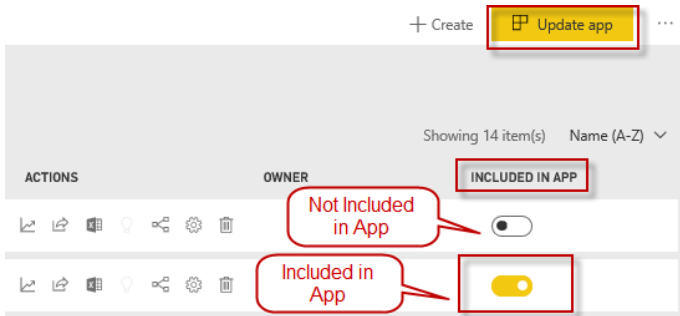
This is determined by selecting the "Included in App" button in Workspaces Original Reports. Yellow, means it is "Included in App" and white means it is not "Included in App".



2.2 Update App – General – only for admin users

The Workspaces App is a copy of the Original Reports, since the last Original Reports was updated. If subsequent changes / modifications have been made to the Original Report, they will not be automatically displayed in the report app. This means that you can have two different views of the same report.

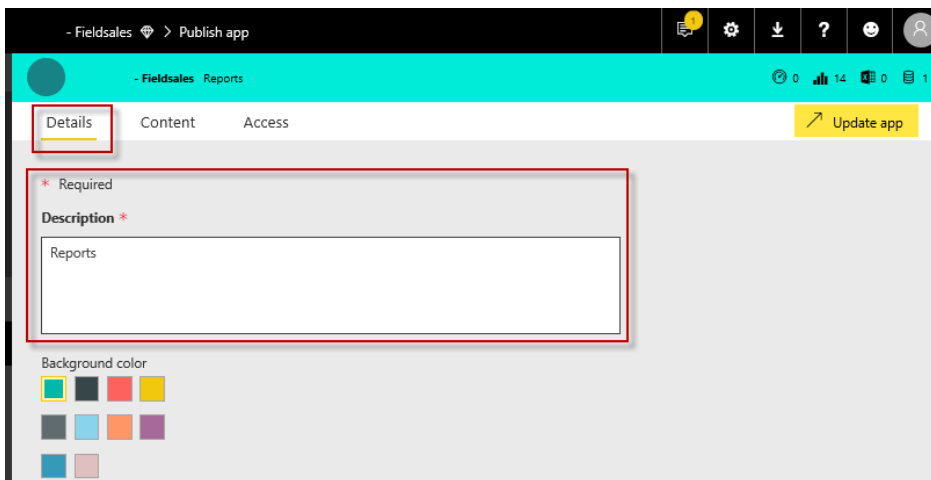
Therefore, if you have made changes to the Original Report, remember to "Update App" from the Original Reports. This is done by pressing "Update App" in the top right corner of the Original Reports.



2.3 Update App – Details – only for admin users

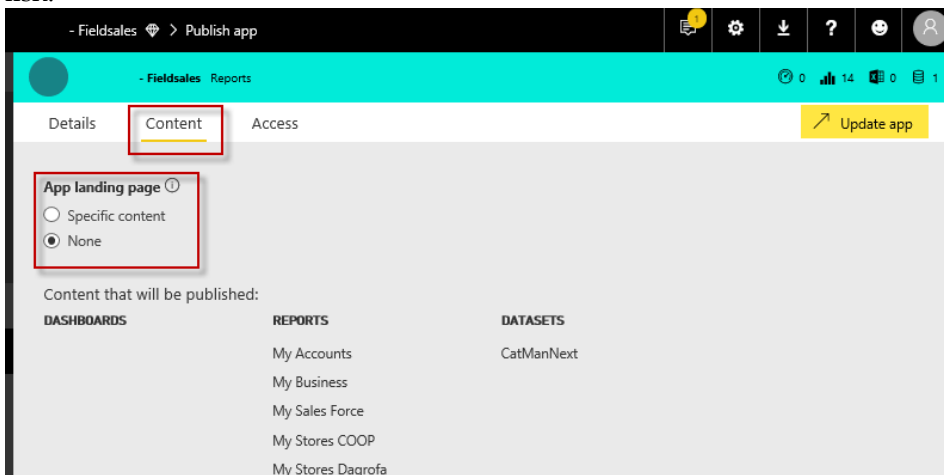
When selected "Include App" press "Update App" - the yellow button on the top right. Write description under "Details".

You can also choose a background color.



2.4 Update App – Content – Only for admin users

We recommend that you have the App landing page standing in "None". Then all content/reports will be published. If you select "Specific content" you also have to choose which report, you want to publish.



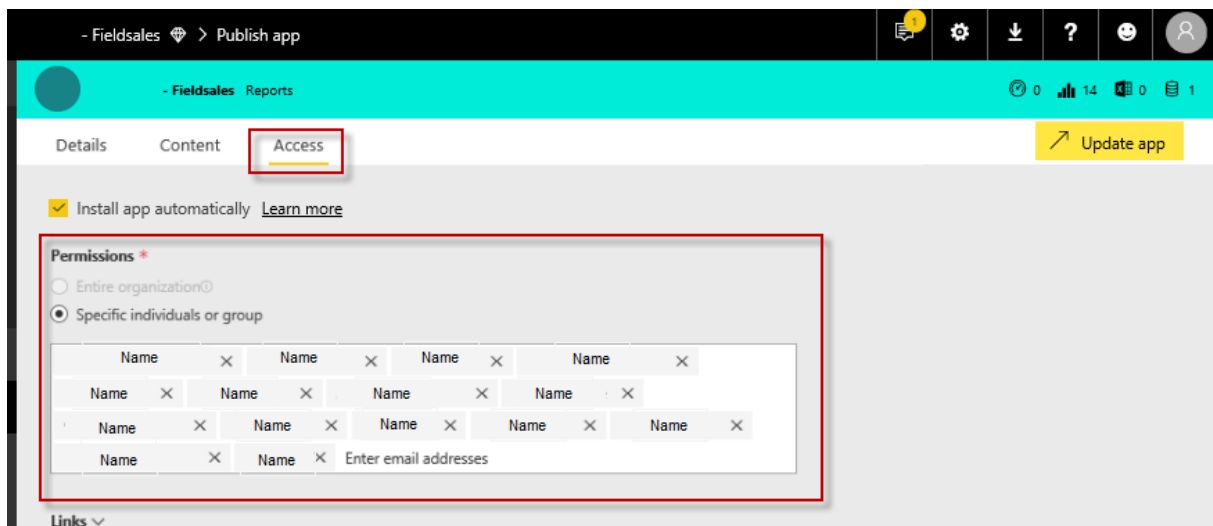
2.5 Update App – Access – Only for admin users

We recommend that you have a checkmark in "Install app automatically".

Here you can edit, add or remove users.

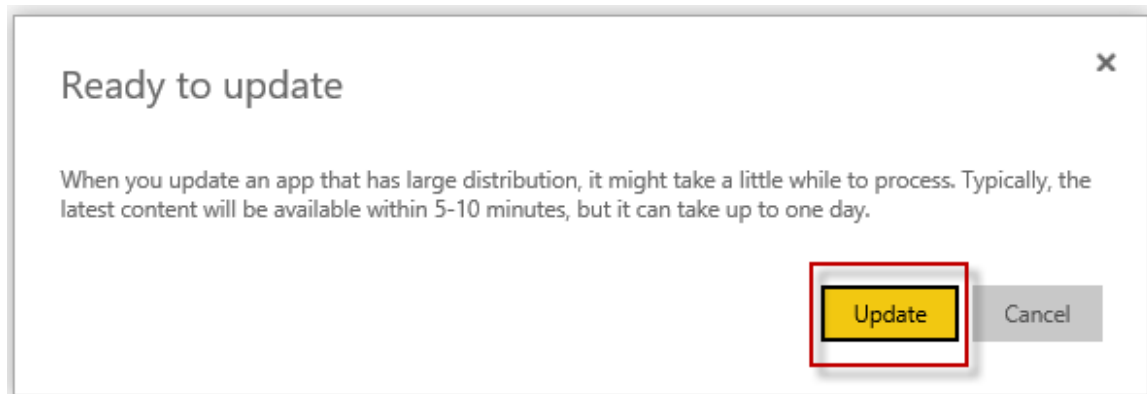
To delete users, tap the checkmark at the name.

To add users, enter name or email address.



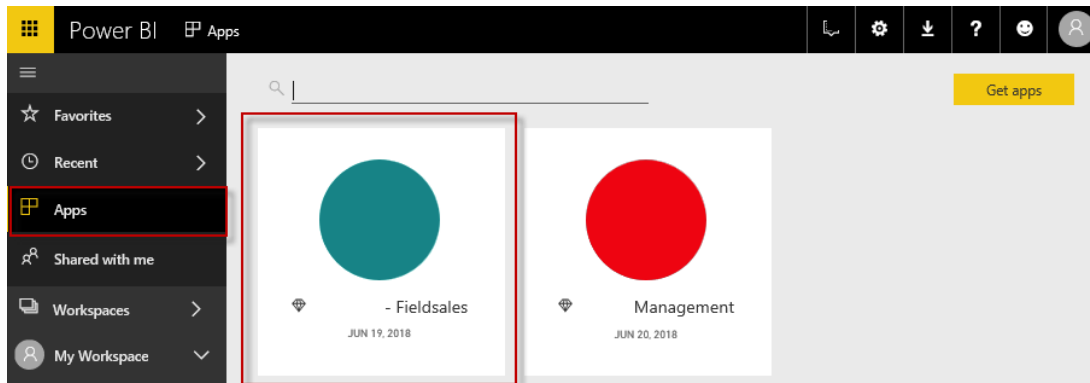
2.6 Update App

After your additions, you are now ready to update. Select "Update".

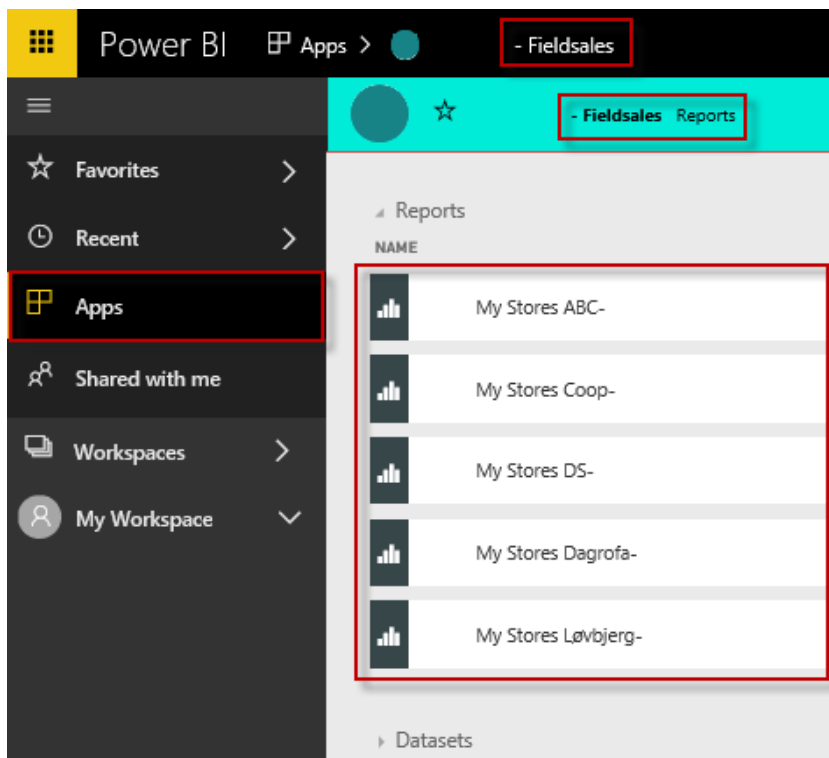


3 The Workspaces App – after "included in App"

When you or one with admin user access have included the reports in App, from The Workspace Original Reports, you can now find the reports that are "Included in App" (yellow button).

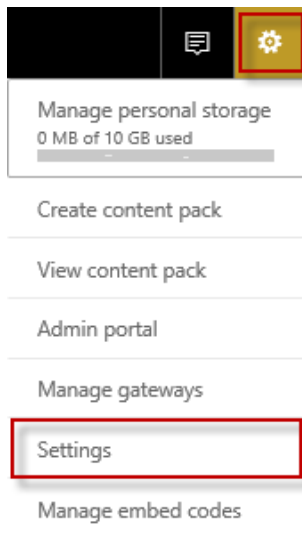
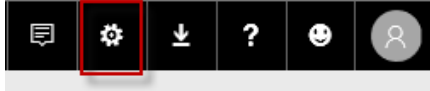


Click on your App and the reports you have "Included in App" are visible and can now be accessed. E.g. in Fieldforce there are now more reports available.



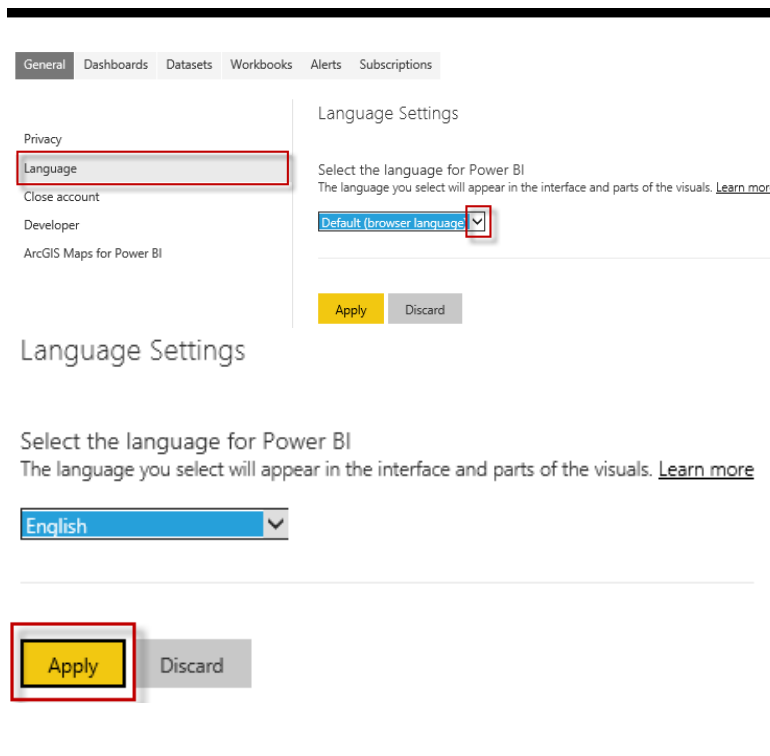
4 Language settings

To change language, select settings at the top right and scroll down to Settings.



4.1 Choose language and apply

Choose language on the left side, press the arrow to select the desired language. Remember to Apply.



Language Settings

Select the language for Power BI
The language you select will appear in the interface and parts of the visuals. [Learn more](#)

Default (browser language)

العربية

Basque

Български

català

中文(简体)

中文(繁體)

hrvatski

čeština

dansk

Nederlands

English

eesti

suomi

français

galego

Deutsch

Ελληνικά

ת״ר

हिंदी

magyar

Bahasa Indonesia

italiano

日本語

Қазақ

한국어

latviešu

lietuvių

Bahasa Melayu

norsk (bokmål)

5 Support and assistance in CatMan Next – CatMan Solution Support

If you need support and assistance, please contact CatMan Solution Support at:

E-mail: cms.support@catmansolution.com – Tel.: + 45 29 11 29 15

Our opening hours are Monday – Friday from 8.30 to 16.00.

5.1 When is CatMan Next and Pictures and Plans (PAP) updated?

If your sales data has been submitted to us correct and on time (usually Tuesday and/or Wednesday), you can count on the following:

Power BI updates every day approx. at 9.00.

Pictures and plans is updated weekly with sales data.

Please note that PAP can be updated every hour without sales data (if this is agreed with your contact sales person at CatMan Solution).

Read more at our Website: "About us – "FAQ": <http://www.catmansolution.com/about-us/faq/>

6 Changes and modifications in CatMan Next

If your inquiry concern changes and/or modifications in CatMan Next models, please contact CatMan Solution Sales Team.

Contactperson's at CatMan Solution:

Martin Saaby – CSO – Sales Director

E-mail: msa@catmansolution.com – Tel.: +45 31 13 60 31

Flemming Waldhauer – Customer Manager Denmark

E-mail: fw@catmansolution.com – Tel.: +45 51 27 66 26

Nils Thott – Country Manager Sweden

E-mail: nils.thott@catmansolution.com – Tel.: +46 76 536 80 99

7 Licenses at CatMan Solution – member and admin user

The Sales Team concludes the agreement concerning licenses.

There are two licenses at CatMan Next: member and admin user. Most are members. If you have Pictures and Plans App (PAP), you must also have a license for each user.

Member licenses can't make changes in the setup or PBI reports.

Admin user access gives you editing rights and allows you to change the setup and PBI reports. Please be aware that all changes made by admin. user is at your own risk and will have some costs with assistance from CatMan Solution – which can be expensive depending on the outcome.

The agreement concerning licenses is made between the CatMan Solution Sales Team and the company or customer.

Enjoy CatMan Next!

Best Regards

The CatMan Solution Team