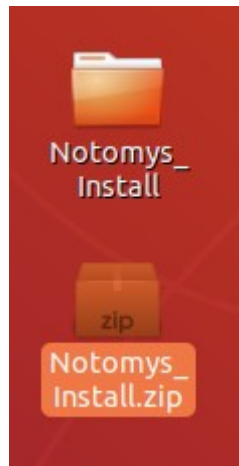


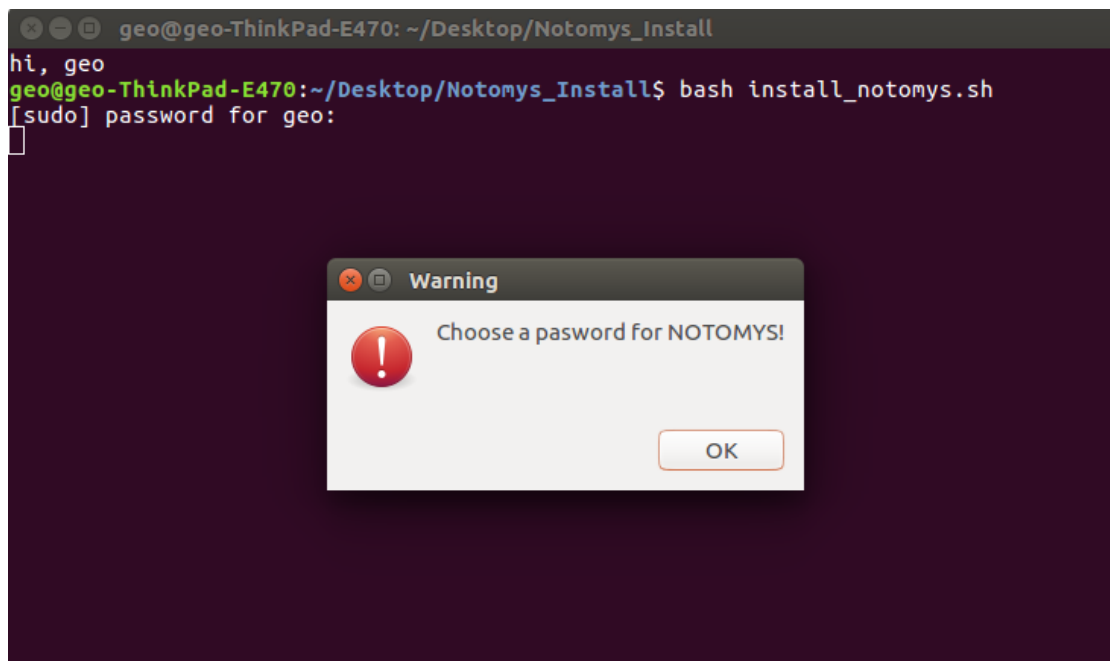
WELCOME TO NOTOMYS!

First of all, extract from the archive **Notomys_.zip** the folders: **Notomys_Install**.



Then open Notomys_Install and run in a terminal the command: **bash install_notomys.sh**

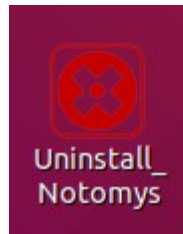
Your computer password will be required, then you will have to choose a password to protect the program and a mail address for password recovery. You can't skip these steps.



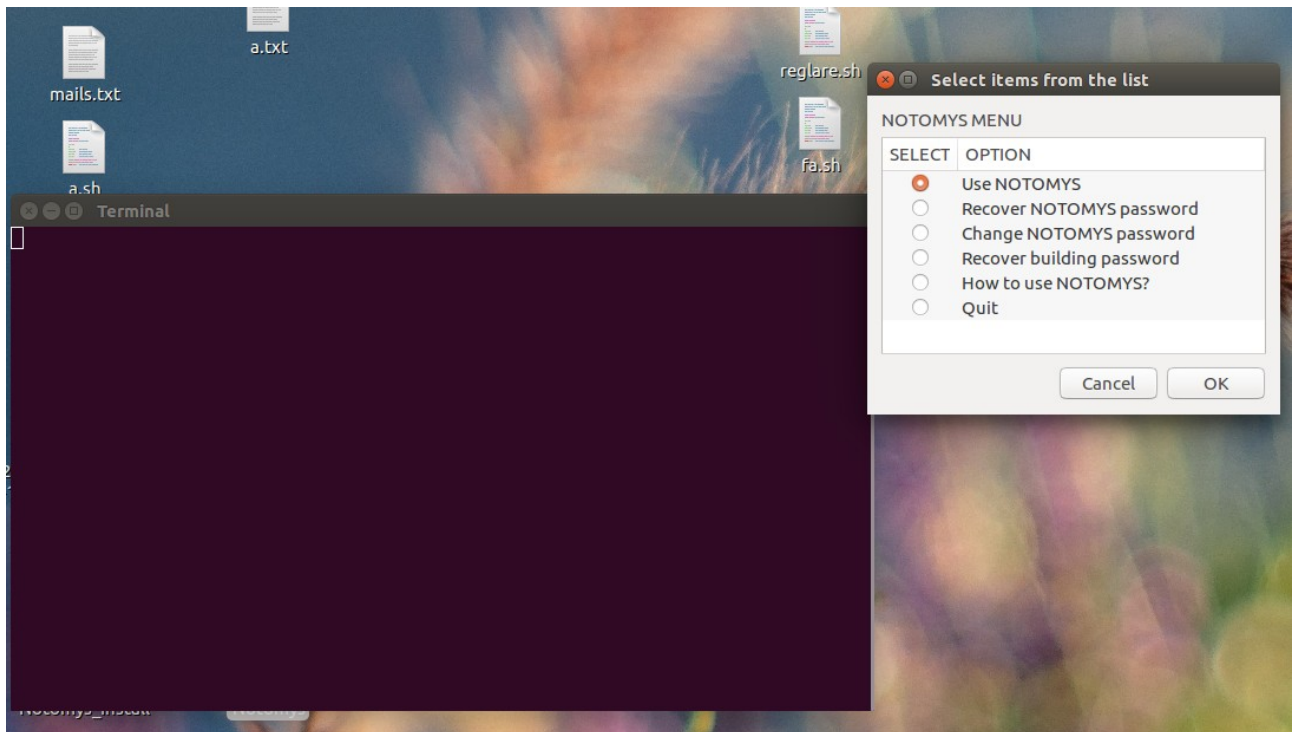
Now, two icons of your applications will be displayed on Desktop:



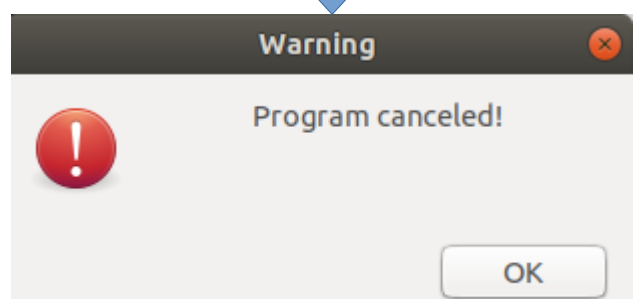
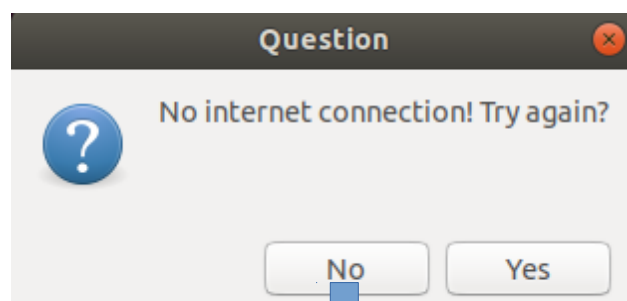
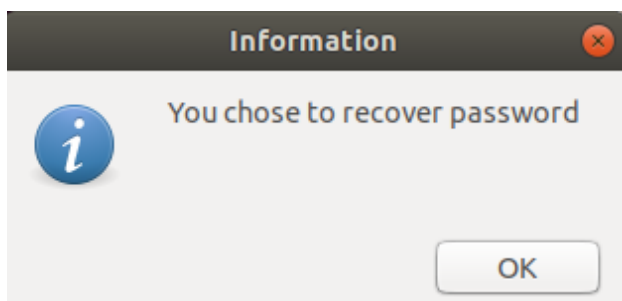
If you want to uninstall the program, click the **Uninstall_Notomys** icon. Then you will have to enter the sudo password.



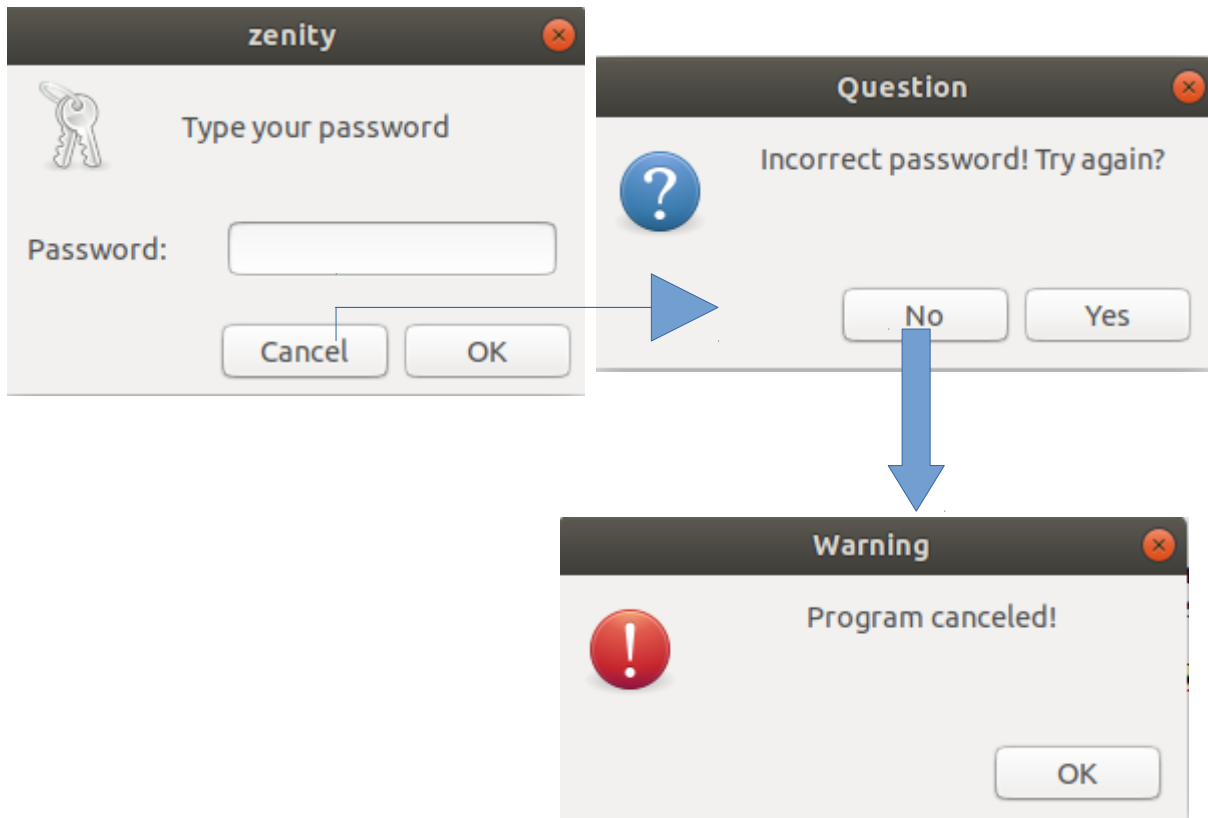
When you want to use the program, a menu window where you can choose your option and a terminal will open.



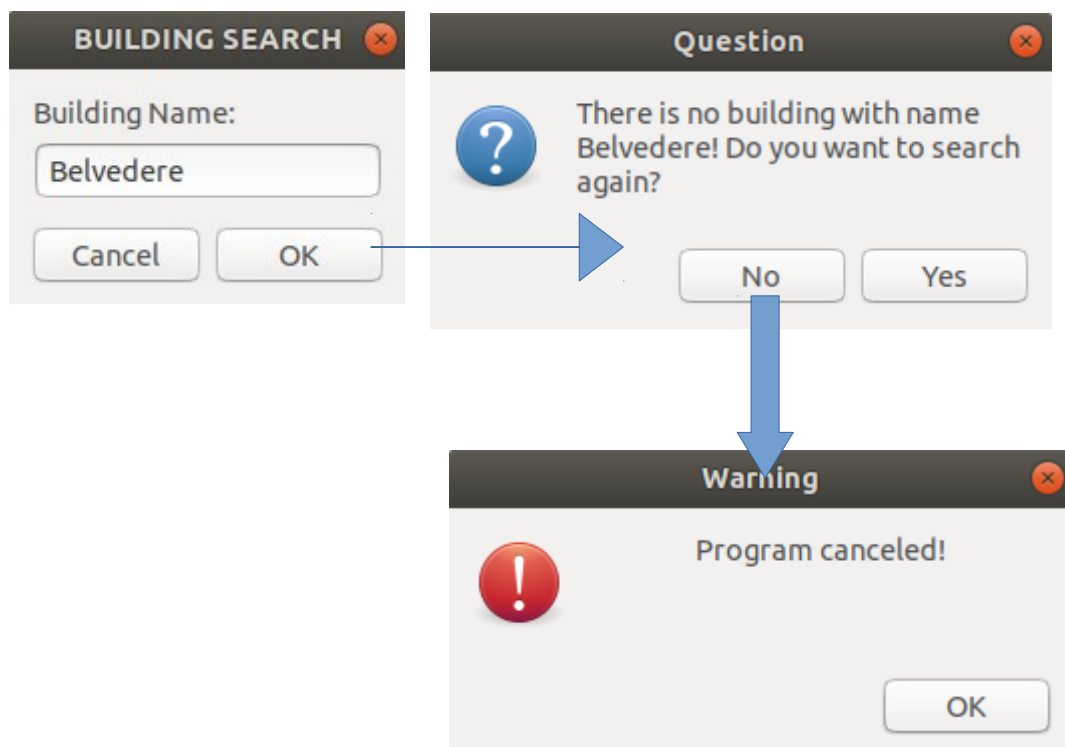
If you select to recover the password, you will receive a mail with the password. If you don't have internet connection you will be announced. If you decide to cancel, you will return to **NOTOMYS** menu, else you will be asked from time to time if to try again or not. If you decide to try again and the connection is established, the mail will be sent to you.



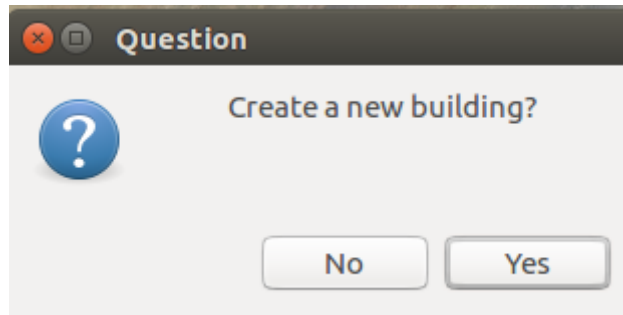
If you want to change the **NOTOMYS** password, you will be asked to type the actual password, then to type the new one. If you selected to change the password and you changed your mind, you can do it, unless you typed the actual password:



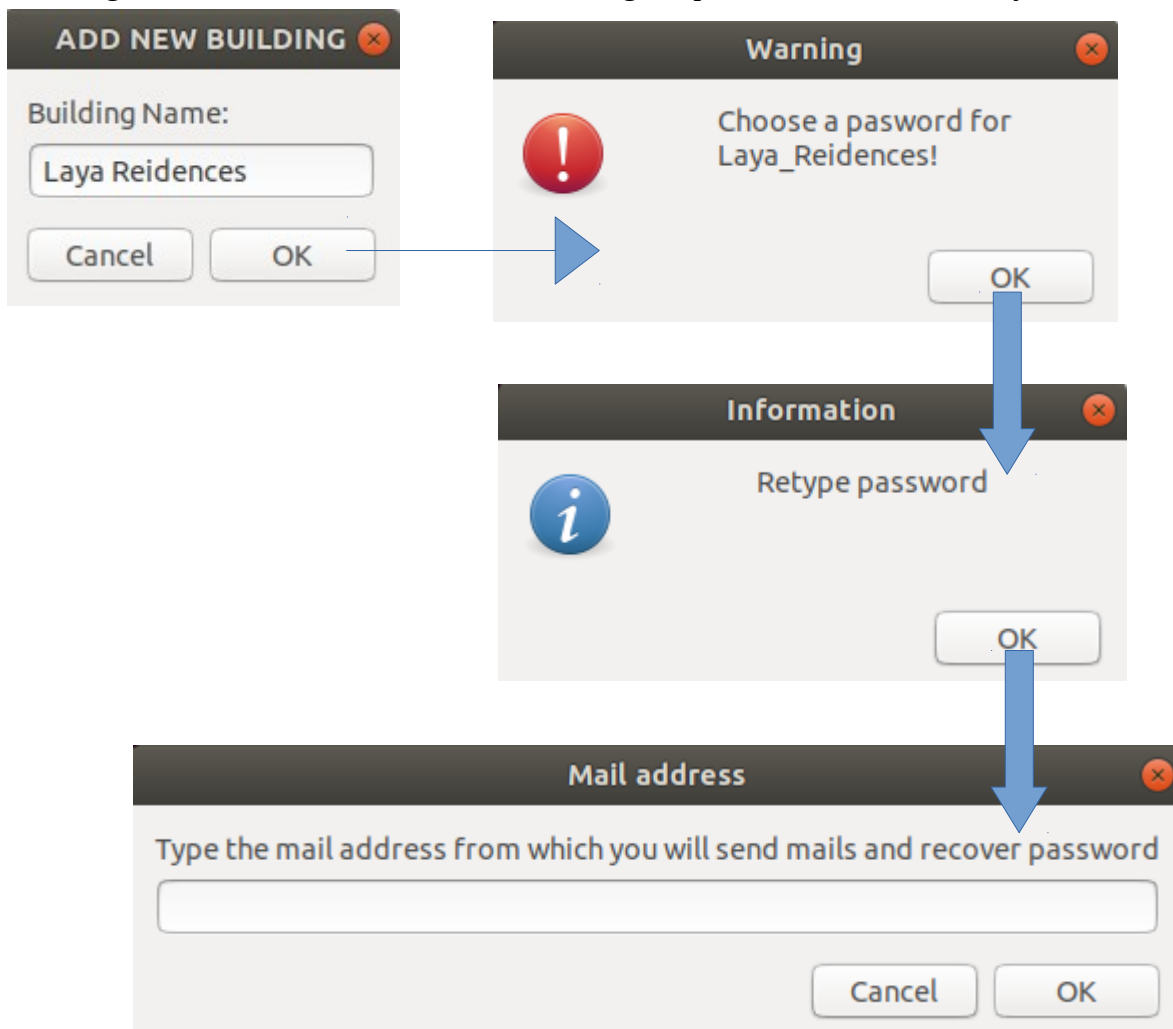
If you want to recover a building's password, you have to enter its name correctly. If there is no building with the name you entered, you will be announced, else you will receive a mail with the password (you have to check the mail for building password recovery!!). If you don't have internet connection you will be announced. If you decide to cancel, you will return to **NOTOMYS** menu, else you will be asked from time to time if to try again or not. If you decide to try again and the connection is established, the mail will be sent to you.



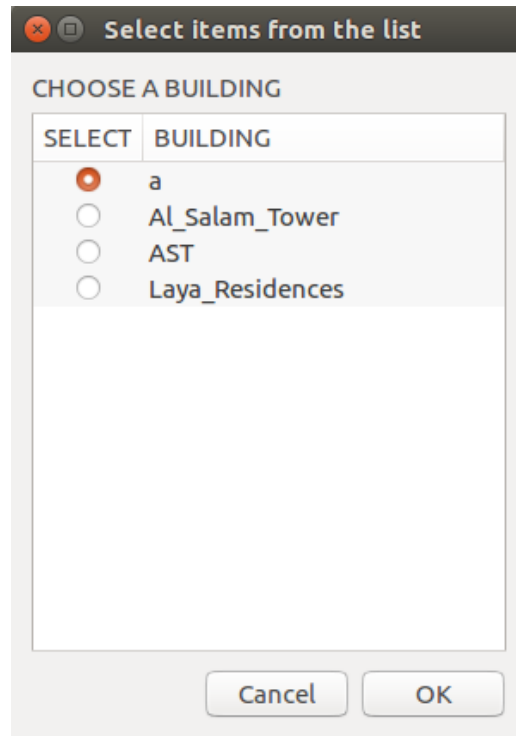
If you choose “**Use NOTOMYS**”, the computer password might be required, then you will have to enter the **NOTOMYS** password and then you will be asked if you want to create a new building.



If you type “yes”, you have to add the building’s name, to choose a password for that building, to add an e-mail address for recovering the password if it is necessary.



After you create the new building, the following menu will appear:

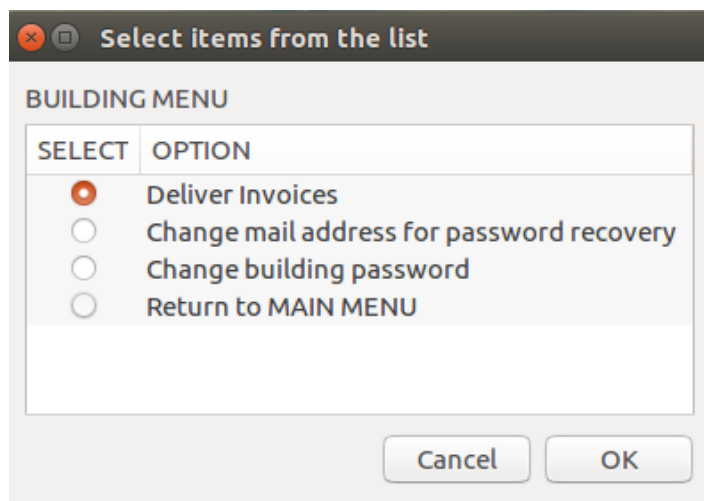


If you don't want to add a new building, just click on cancel button and you will access directly this menu.

Now you can choose between the listed buildings. You CAN'T access a. If you try, you will be redirected to the **NOTOMYS** menu. Also, if you click on cancel button, you will go to the **NOTOMYS** menu.

WARNING: DON'T select a! If you select it, you will get back to the NOTOMYS menu

After you decide what building you want to access, the question: "Are you sure?" will be displayed. If you changed your mind, you would be redirected to the **NOTOMYS** menu. If you tap on yes, you will see the following menu:



In this moment, as you can see, you have 4 options.

If you want to change mail address for password recovery, you will be asked to enter the building's password, then to type the new mail address for password recovery.

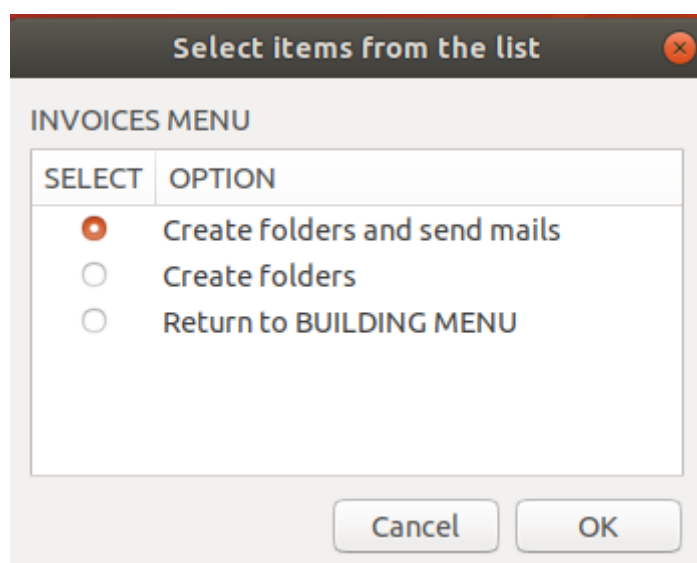
If you decide to change the building's password, you will be asked to enter the current password, then you have to type the new password.

If you click on Return to MAIN MENU, you will be redirected to the **NOTOMYS** MENU.

If you want to deliver the invoices, you must know the following **rules**:

- There must be a single pdf and a single xlsx file on Desktop
- The 2nd column of the xlsx must be the unit's number
- The 40th column of the xlsx must be the customer's name
- The 44th column of the xlsx must be the customer's phone number
- The 46th column of the xlsx must be the customer's mail address
- Each customer must have a maximum of 2 mail addresses

After you select to deliver invoices, you will see the following menu:



If you want to exit this menu, you have to select to return to BUILDING MENU.

If you choose to create folders, the pdf on desktop will be split into single paged pdfs. Each small pdf will be put in *Desktop/CNSB/BUILDINGS/[BUILDING's NAME]/[UNIT NUMBER]*. If there are differences between the customer's name in the invoice and the name in the computer, you will be asked if they are the same person or not. If you say "yes", the process will continue normally. If you say "no", the unit will be freed(all the data will be moved in *Desktop/CNSB/BUILDINGS/[BUILDING's NAME]/Archive/[UNIT NUMBER]/[OLD CUSTOMER NAME]*) and the new data will be put in the freed space.

If you choose to create folders and send mails, the pdf on desktop will be split into single paged pdfs. Each small pdf will be put in *Desktop/CNSB/BUILDINGS/[BUILDING's NAME]/[UNIT NUMBER]*. If there are differences between the customer's name in the invoice and the name in the computer, you will be asked if they are the same person or not. If you say "yes", the process will continue normally. If you say "no", the unit will be freed(all the data will be moved in *Desktop/CNSB/BUILDINGS/[BUILDING's NAME]/Archive/[UNIT NUMBER]/[OLD CUSTOMER NAME]*) and the new data will be put in the freed space. After all these steps, each customer will receive a mail with the invoice. If you don't have internet connection or if you loose it during the sending process, you will be announced and you can choose between canceling and trying again. If you decide to try again and the connection is established, the program sends the rest of mails

automatically. If you decide to cancel the process until you will connect to internet and then to send again the mails, the program will do so.

WARNING: If you have unfinished processes(not all the mails were sent) and you want to send other mails, you will destroy NOTOMYS!

After you split the pdf, the pdf and the xlsx will be moved in
Desktop/CNSB/BUILDINGS/[BUILDING's NAME]/[DATE]