

User Manual – Administrator

Intelligent search in product records

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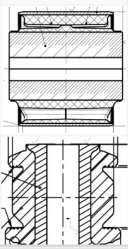
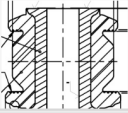
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User interface overview

Main screen – Search tab (First search)

1. Application tabs
2. Import / Change password / Log out buttons
3. Filters
4. Clear all filters button
5. Search button

Search tab (Second search)

Submitt	Add Cate...	Part number	Customer	Part name	Category	Drawing	Rubber	Diameter AT	Diameter AT TOL	Length L AT	Length L AT TOL	Diameter IT	Length L IT	Length L IT TOL	Diameter ZT	Diameter ZT TOL	Length L ZT	Length L ZT TOL	Cr Steg	Cr Niere	Ca	Ct
		712.335.15...		GUMMILA...	Other com...																	
		714.126.13...		GUMMILA...	Other com...																	
		714.126.13...		GUMMILA...	Without ca...		45 5NA	Ø 60.25	0.05 -0.15	Ø 50.0	0.5	Ø 12.2	±0.15	Ø 60.0	-0.25				1300 N/mm	700 N/mm	210 N/r	
		714.126.13...		GUMMILA...	Conventio...		45 5NA	Ø 60.25	0.05 -0.15	Ø 50.0	0.5	Ø 12.2	±0.15	Ø 60.0	-0.25				1050 N/mm	1050 N/mm	210 N/r	

1. Activate / Hide column(s)
2. Filters
3. Search result list
4. Back button (back to First search)

5. Confirm / Save search
6. Checkbox for selecting desired search result(s)
7. Edit category button

History tab (Main)

The screenshot shows the 'History tab (Main)' interface. At the top, there are tabs for 'Search', 'History', 'User Management', and 'Category Management'. Below these are filter options: 'Filter by category' and 'Filter by users', each with a dropdown menu and a 'Clear' button. A 'Refresh' button (circular arrow icon) is on the left, and three action buttons (clear all, open row, delete rows) are in the center. A table of search history is displayed, with columns for User, Categories, Rubber, Diameter AT, Length LAT, Diameter IT, Length LIT, Diameter ZT, Length LZT, Cr steg, Cr nlsre, Ca, Ct, Ck, and Date. The table contains 19 rows of data. At the bottom, there are 'Previous' and 'Next' page buttons, a 'Page 1 / 3' indicator, and a 'Next / Previous page buttons' label.

User	Categories	Rubber	Diameter AT	Length LAT	Diameter IT	Length LIT	Diameter ZT	Length LZT	Cr steg	Cr nlsre	Ca	Ct	Ck	Date
user	-	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 22:32:18
admin	All categories	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 21:07:41
admin	-	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 21:06:47
admin	All categories	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 20:48:22
admin	All categories	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 20:46:23
admin	Without category	1	1.0	1.0	1.0	1.0	1.0	1.0	1	1	1	1.0	1.0	26.12.2022 00:00:00
user	Other components	2	2.0	2.0	2.0	2.0	2.0	2.0	2	2	2	2.0	2.0	25.12.2022 00:00:00
admin	Conventional Bushing	3	3.0	3.0	3.0	3.0	3.0	3.0	3	3	3	3.0	3.0	24.12.2022 00:00:00
user	Top Mount	4	4.0	4.0	4.0	4.0	4.0	4.0	4	4	4	4.0	4.0	23.12.2022 00:00:00
admin	Conventional Subframe	5	5.0	5.0	5.0	5.0	5.0	5.0	5	5	5	5.0	5.0	22.12.2022 00:00:00
user	Hydraulic Bushing	6	6.0	6.0	6.0	6.0	6.0	6.0	6	6	6	6.0	6.0	21.12.2022 00:00:00
admin	Hydraulic Subframe	7	7.0	7.0	7.0	7.0	7.0	7.0	7	7	7	7.0	7.0	20.12.2022 00:00:00
user	Plastics	8	8.0	8.0	8.0	8.0	8.0	8.0	8	8	8	8.0	8.0	19.12.2022 00:00:00
admin	Powertrain Hydraulic Mount	9	9.0	9.0	9.0	9.0	9.0	9.0	9	9	9	9.0	9.0	18.12.2022 00:00:00
user	Without category	10	10.0	10.0	10.0	10.0	10.0	10.0	10	10	10	10.0	10.0	17.12.2022 00:00:00
admin	Other components	11	11.0	11.0	11.0	11.0	11.0	11.0	11	11	11	11.0	11.0	16.12.2022 00:00:00
user	Conventional Bushing	12	12.0	12.0	12.0	12.0	12.0	12.0	12	12	12	12.0	12.0	15.12.2022 00:00:00
admin	Top Mount	13	13.0	13.0	13.0	13.0	13.0	13.0	13	13	13	13.0	13.0	14.12.2022 00:00:00
user	Conventional Subframe	14	14.0	14.0	14.0	14.0	14.0	14.0	14	14	14	14.0	14.0	13.12.2022 00:00:00
admin	Hydraulic Bushing	15	15.0	15.0	15.0	15.0	15.0	15.0	15	15	15	15.0	15.0	12.12.2022 00:00:00
user	Hydraulic Subframe	16	16.0	16.0	16.0	16.0	16.0	16.0	16	16	16	16.0	16.0	11.12.2022 00:00:00
admin	Plastics	17	17.0	17.0	17.0	17.0	17.0	17.0	17	17	17	17.0	17.0	10.12.2022 00:00:00
user	Powertrain Hydraulic Mount	18	18.0	18.0	18.0	18.0	18.0	18.0	18	18	18	18.0	18.0	09.12.2022 00:00:00
admin	Without category	19	19.0	19.0	19.0	19.0	19.0	19.0	19	19	19	19.0	19.0	08.12.2022 00:00:00

1. Filters
2. History list
3. Refresh list
4. Clear all filters button
5. Open selected row button
6. Delete selected row(s) button
7. Page information
8. Next / Previous page buttons

History tab (Detail)

Intelligent search

Search | History | User Management | Category Management

Import | Change Password | Log out

Customer | Part name | Category | Drawing | Rubber | Diameter AT | Diameter AT TOL | Length L AT | Length L AT TOL | Diameter IT | Diameter IT TOL | Length L IT | Length L IT TOL | Diameter ZT | Diameter ZT TOL | Length L ZT | Length L ZT TOL | Cr step | Cr niere | Ca

Length L IT | Length L IT TOL | Diameter ZT | Diameter ZT TOL | Length L ZT | Length L ZT TOL | Cr step | Cr niere | Ca

Export to Excel | Export to PDF

Customer	Part	Category	Drawing	Rubber	Diameter AT	Diameter AT TOL	Length L AT	Length LAT TOL	Diameter IT	Diameter IT TOL	Length L IT	Length L IT TOL	Diameter ZT	Diameter ZT TOL	Length L ZT	Length L ZT TOL	Cr step	Cr niere	Ca
<unknown>	GUMM...	Other co...																	
<unknown>	KUGEL...	Conventio...																	
Ford	INS AS...	Conventio...			74.7		60.7	±0.15	28.9	±0.3	80.0						3500	1400	85
Mercedes...	FAHRS...	Conventio...							20.0	0.3							5000	3000	120

1. Part list
2. Activate / Hide column(s)
3. Export to PDF / Excel
4. Back button (back to History (Main))

User management tab

Intelligent search

Search | History | User Management | Category Management

Import | Change Password | Log out

Enabled

Suspended

admin

jell

lucy

user

+

⊘

⊘

⊘

jerry

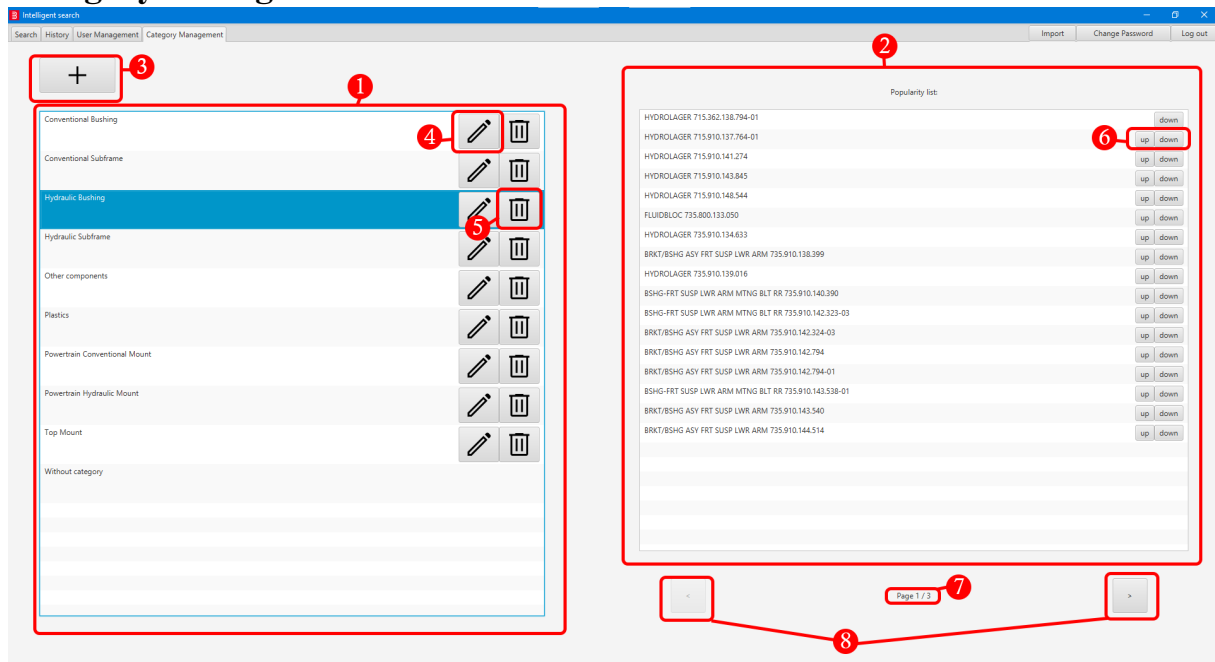
johann

✓

✓

1. Enabled accounts list
2. Suspended accounts list
3. Add new account button
4. Suspend account button
5. Enable account button

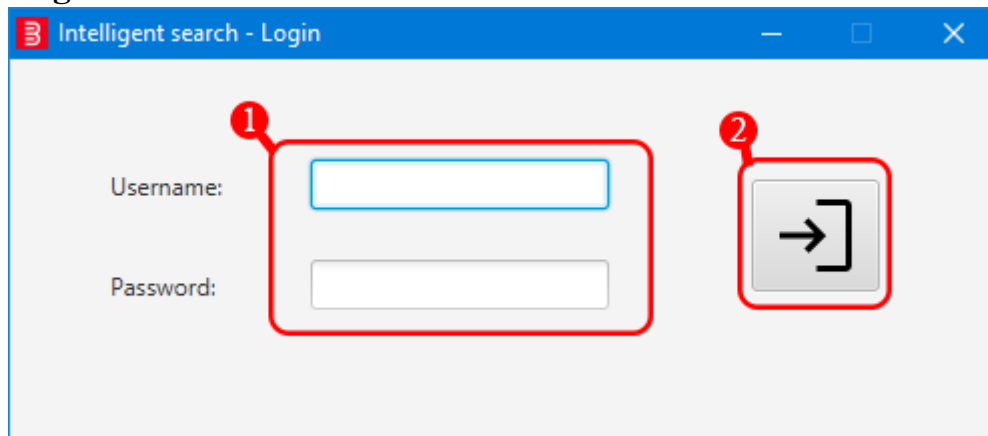
Category management tab

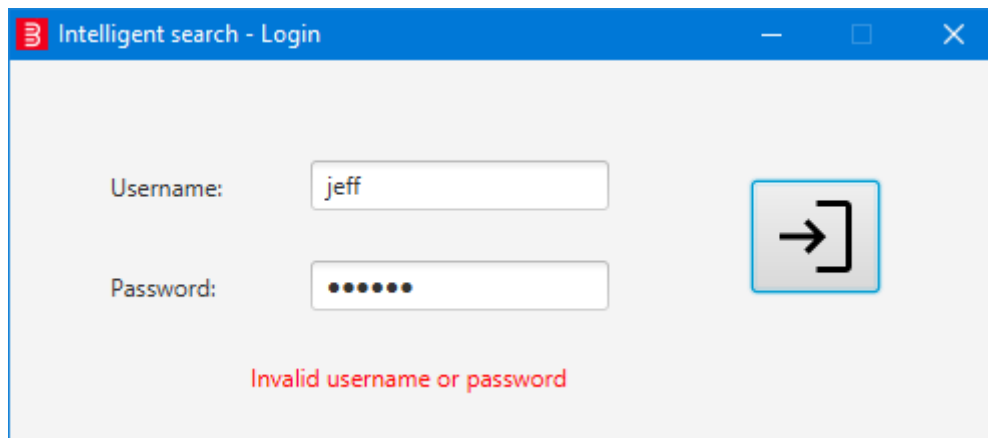


1. Category list
2. Popularity list for selected category
3. Add new category button
4. Rename category button
5. Delete category button
6. Up / Down buttons for popularity adjustments
7. Page information
8. Next / Previous page buttons

Log in/out and password management

Log in

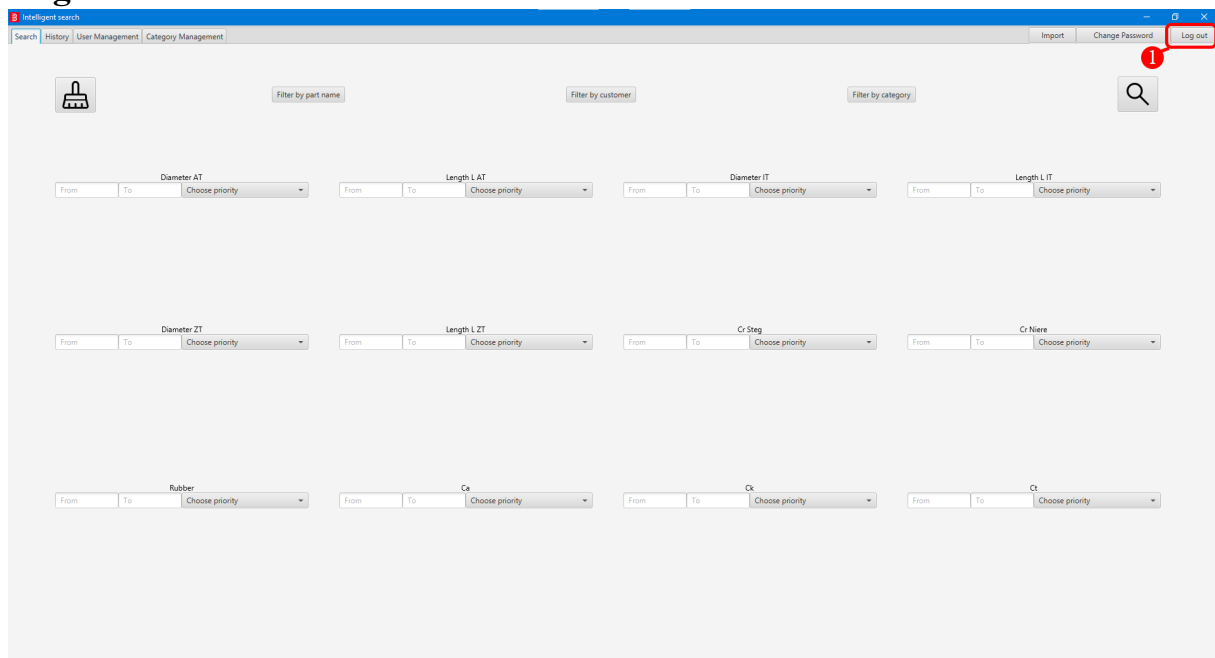




The image shows a login window titled "Intelligent search - Login". It has a blue header bar with the title and standard window controls. The main area is light gray. On the left, there are two labels: "Username:" and "Password:". Next to "Username:" is a text input field containing the text "jeff". Next to "Password:" is a password input field with seven black dots. To the right of these fields is a blue square button with a white right-pointing arrow and a closing bracket "]", representing a "Log in" button. Below the password field, the text "Invalid username or password" is displayed in red.

1. Type in **your username** and **password**.
2. Click on **log in icon** or press **Enter** key on your keyboard. In case of an error, a text message will be shown.

Log out



The image shows the main interface of the "Intelligent search" application. The title bar is blue and says "Intelligent search". Below it is a navigation bar with tabs: "Search" (selected), "History", "User Management", and "Category Management". On the right of the navigation bar are buttons for "Import", "Change Password", and "Log out" (highlighted with a red box and a red "1"). The main area is light gray. At the top left is a building icon. To its right are three filter buttons: "Filter by part name", "Filter by customer", and "Filter by category". On the right side of the main area is a search icon (magnifying glass). Below these are several filter sections, each with a "From" and "To" input field and a "Choose priority" dropdown menu. The sections are: "Diameter AT", "Length L AT", "Diameter IT", "Length L IT", "Diameter ZT", "Length L ZT", "Gr Steg", "Cr Niere", "Rubber", "Ca", "Ok", and "Ct".

1. Click the **Log out** button located at the top right corner. Window will close and you will be greeted with log in window.

Change password

Intelligent search

Search | History | User Management | Category Management

Import Change Password Log out

Filter by part name Filter by customer Filter by category

Diameter AT Length L AT Diameter IT Length L IT

Diameter ZT Length L ZT Cr Steg Cr Niere

Rubber Ce Ok Ct

Change password

Change your password

Old password:

New password:

New password:

Change Password

Change password

Change your password

Old password:

New password:

New password:

Change Password

Invalid password for User: user

1. Click the **Change password** button located at the top right corner, new window will open.
2. Type in your **old password**.
3. Type in your **new password 2x**.
4. Click on **Change password**. In case of an error, a text message will be shown. Otherwise, the window will close and your **password will be changed**.

Search

Performing search

Intelligent search

Search History User Management Category Management

Filter by part name Filter by customer Filter by category

Search

From To Choose priority

Diameter AT

From To Choose priority

Length L AT

From To Choose priority

Diameter IT

From To Choose priority

Length L IT

From To Choose priority

Diameter ZT

From To Choose priority

Length L ZT

From To Choose priority

Cr Stag

From To Choose priority

Cr Niene

From To Choose priority

Rubber

From To Choose priority

Ca

From To Choose priority

Ok

From To Choose priority

Ct

From To Choose priority

1. Click on the **Search** tab.
2. (Optional) Apply **filters**.
 - a. (Optional) Click on **Filter by part name** button, new window will open, select desired part name(s) and confirm your choice. When filter is applied button background is darker, indicating that filter is active.

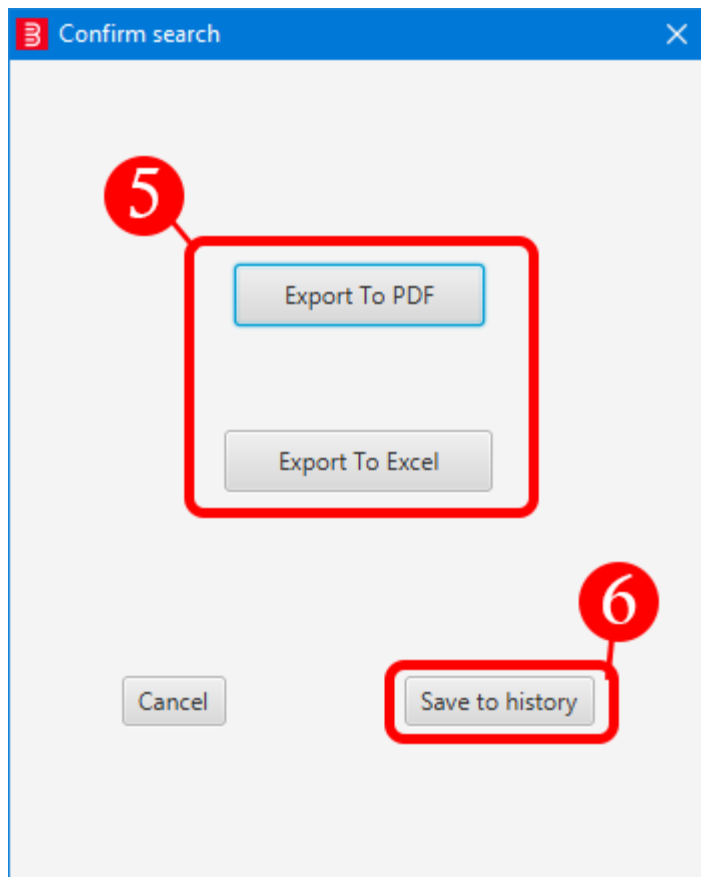
- b. (Optional) Click on **Filter by customer** button, new window will open, select desired customer(s) and confirm your choice. When filter is applied button background is darker, indicating that filter is active.
- c. (Optional) Click on **Filter by category**, new window will open, select desired category(es) and confirm your choice. When filter is applied button background is darker, indicating that filter is active.
- d. (Optional) Type in values in text fields of any desired parameter(s).
- e. (Optional) Assign priority for any desired parameter(s).

Note: When searching by rubber, the search will ignore parts that do not have rubber as a number

3. Click on **Search** button. Results of your search will be shown on your screen.

Saving search results

Submit	Add Cate...	Part number	Customer	Part name	Category	Drawing	Rubber	Diameter AT	Diameter AT TOL	Length L AT	Length L AT TOL	Diameter IT	Diameter IT TOL	Length L IT	Length L IT TOL	Diameter ZT	Diameter ZT TOL	Length L ZT	Length L ZT TOL	Cr step	Cr niere	Ca
<input checked="" type="checkbox"/>		712.335.13...	GUMMILA...	Other com...																		
<input type="checkbox"/>		714.126.13...	GUMMILA...	Other com...																		
<input type="checkbox"/>		714.126.13...	GUMMILA...	Without ca...			45 ShA	Ø 60.25	0.05 -0.15	Ø 50.0	0.5	Ø 12.2	±0.15	Ø 60.0	-0.25					1300 N/mm	700 N/mm	210 N/r
<input type="checkbox"/>		714.126.13...	GUMMILA...	Conventio...			45 ShA	Ø 60.25	0.05 -0.15	Ø 50.0	0.5	Ø 12.2	±0.15	Ø 60.0	-0.25					1050 N/mm	1050 N/mm	210 N/r



1. **Perform search.** Check **Performing search** chapter for more details.
2. (Optional) Result **ordering**. Following options are **mutually exclusive**.
 - a. (Optional) Order your results by **priority**.
 - b. (Optional) Order your results by **popularity**.
3. Navigate the result(s) and **select desired parts** by clicking on the **checkbox(es)**.
4. Click on the **save** button, new window will open.
5. (Optional) Click on **Export to PDF** or **Export to Excel** to **export** your results. You will be prompted to **select location** where it will be **exported**.
6. Click on **Save to history** button to **save your search** and **finish the search**. After that you will be returned to main screen - First search.

Exporting

1. Exporting is associated with **searching**. Check **Performing search** and **Saving search results** chapters for more details.

Note: For export to work, path to save file cannot contain diacritics, i.e. ´ or ˇ

History

Browse history

User	Categories	Rubber	Diameter AT	Length LAT	Diameter IT	Length LIT	Diameter ZT	Length LZT	Cr step	Cr niere	Ca	Ct	Ck	Date
user	-	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 22:32:18
admin	All categories	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 21:07:41
admin	-	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 21:06:47
admin	All categories	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 20:48:22
admin	All categories	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 20:46:23
admin	Without category	1	1.0	1.0	1.0	1.0	1.0	1.0	1	1	1	1.0	1.0	26.12.2022 00:00:00
user	Other components	2	2.0	2.0	2.0	2.0	2.0	2.0	2	2	2	2.0	2.0	25.12.2022 00:00:00
admin	Conventional Bushing	3	3.0	3.0	3.0	3.0	3.0	3.0	3	3	3	3.0	3.0	24.12.2022 00:00:00
user	Top Mount	4	4.0	4.0	4.0	4.0	4.0	4.0	4	4	4	4.0	4.0	23.12.2022 00:00:00
admin	Conventional Subframe	5	5.0	5.0	5.0	5.0	5.0	5.0	5	5	5	5.0	5.0	22.12.2022 00:00:00
user	Hydraulic Bushing	6	6.0	6.0	6.0	6.0	6.0	6.0	6	6	6	6.0	6.0	21.12.2022 00:00:00
admin	Hydraulic Subframe	7	7.0	7.0	7.0	7.0	7.0	7.0	7	7	7	7.0	7.0	20.12.2022 00:00:00
user	Plastics	8	8.0	8.0	8.0	8.0	8.0	8.0	8	8	8	8.0	8.0	19.12.2022 00:00:00
admin	Powertrain Hydraulic Mount	9	9.0	9.0	9.0	9.0	9.0	9.0	9	9	9	9.0	9.0	18.12.2022 00:00:00
user	Without category	10	10.0	10.0	10.0	10.0	10.0	10.0	10	10	10	10.0	10.0	17.12.2022 00:00:00
admin	Other components	11	11.0	11.0	11.0	11.0	11.0	11.0	11	11	11	11.0	11.0	16.12.2022 00:00:00
user	Conventional Bushing	12	12.0	12.0	12.0	12.0	12.0	12.0	12	12	12	12.0	12.0	15.12.2022 00:00:00
admin	Top Mount	13	13.0	13.0	13.0	13.0	13.0	13.0	13	13	13	13.0	13.0	14.12.2022 00:00:00
user	Conventional Subframe	14	14.0	14.0	14.0	14.0	14.0	14.0	14	14	14	14.0	14.0	13.12.2022 00:00:00
admin	Hydraulic Bushing	15	15.0	15.0	15.0	15.0	15.0	15.0	15	15	15	15.0	15.0	12.12.2022 00:00:00
user	Hydraulic Subframe	16	16.0	16.0	16.0	16.0	16.0	16.0	16	16	16	16.0	16.0	11.12.2022 00:00:00
admin	Plastics	17	17.0	17.0	17.0	17.0	17.0	17.0	17	17	17	17.0	17.0	10.12.2022 00:00:00
user	Powertrain Hydraulic Mount	18	18.0	18.0	18.0	18.0	18.0	18.0	18	18	18	18.0	18.0	09.12.2022 00:00:00
admin	Without category	19	19.0	19.0	19.0	19.0	19.0	19.0	19	19	19	19.0	19.0	08.12.2022 00:00:00

1. Click on the **History** tab. (History should be refreshed automatically on entering this tab, if no use manual refresh, see History tab (Main) section)
2. (Optional) History **filtering**.
 - a. (Optional) Click on **Filter by category** button, new window will open, select desired category(es) and confirm your choice. When filter is applied button background is darker, indicating that filter is active.
 - b. (Optional) Click **Filter by users** button, new window will open, select desired user(s) and confirm your choice. When filter is applied button background is darker, indicating that filter is active.
3. View results.

History detail

Intelligent search

Search | History | User Management | Category Management

Filter by category: from [] Clear

Filter by users: to [] Clear

Icons: [Refresh] [Print] [Open Row] [Export]

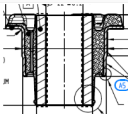
User	Categories	Rubber	Diameter AT	Length L AT	Diameter IT	Length L IT	Diameter ZT	Length L ZT	Cr steg	Cr niere	Ca	Ct	Ck	Date
user	-	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 22:32:18
admin	All categories	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 21:07:41
admin	-	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 21:06:47
admin	All categories	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 20:48:22
admin	All categories	-	-	-	-	-	-	-	-	-	-	-	-	27.01.2023 20:46:23
admin	Without category	1	1.0	1.0	1.0	1.0	1.0	1.0	1	1	1	1.0	1.0	27.01.2023 20:00:00
user	Other components	2	2.0	2.0	2.0	2.0	2.0	2.0	2	2	2	2.0	2.0	25.12.2022 00:00:00
user	Conventional Bushing	3	3.0	3.0	3.0	3.0	3.0	3.0	3	3	3	3.0	3.0	23.12.2022 00:00:00
user	Top Mount	4	4.0	4.0	4.0	4.0	4.0	4.0	4	4	4	4.0	4.0	23.12.2022 00:00:00
admin	Conventional Subframe	5	5.0	5.0	5.0	5.0	5.0	5.0	5	5	5	5.0	5.0	22.12.2022 00:00:00
user	Hydraulic Bushing	6	6.0	6.0	6.0	6.0	6.0	6.0	6	6	6	6.0	6.0	21.12.2022 00:00:00
admin	Hydraulic Subframe	7	7.0	7.0	7.0	7.0	7.0	7.0	7	7	7	7.0	7.0	20.12.2022 00:00:00
user	Plastics	8	8.0	8.0	8.0	8.0	8.0	8.0	8	8	8	8.0	8.0	19.12.2022 00:00:00
admin	Powertrain Hydraulic Mount	9	9.0	9.0	9.0	9.0	9.0	9.0	9	9	9	9.0	9.0	18.12.2022 00:00:00
user	Without category	10	10.0	10.0	10.0	10.0	10.0	10.0	10	10	10	10.0	10.0	17.12.2022 00:00:00
admin	Other components	11	11.0	11.0	11.0	11.0	11.0	11.0	11	11	11	11.0	11.0	16.12.2022 00:00:00
user	Conventional Bushing	12	12.0	12.0	12.0	12.0	12.0	12.0	12	12	12	12.0	12.0	15.12.2022 00:00:00
admin	Top Mount	13	13.0	13.0	13.0	13.0	13.0	13.0	13	13	13	13.0	13.0	14.12.2022 00:00:00
user	Conventional Subframe	14	14.0	14.0	14.0	14.0	14.0	14.0	14	14	14	14.0	14.0	13.12.2022 00:00:00
admin	Hydraulic Bushing	15	15.0	15.0	15.0	15.0	15.0	15.0	15	15	15	15.0	15.0	12.12.2022 00:00:00
user	Hydraulic Subframe	16	16.0	16.0	16.0	16.0	16.0	16.0	16	16	16	16.0	16.0	11.12.2022 00:00:00
admin	Plastics	17	17.0	17.0	17.0	17.0	17.0	17.0	17	17	17	17.0	17.0	10.12.2022 00:00:00
user	Powertrain Hydraulic Mount	18	18.0	18.0	18.0	18.0	18.0	18.0	18	18	18	18.0	18.0	09.12.2022 00:00:00
admin	Without category	19	19.0	19.0	19.0	19.0	19.0	19.0	19	19	19	19.0	19.0	08.12.2022 00:00:00

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Intelligent search

Search | History | User Management | Category Management

☒ Customer ☒ Part name ☒ Category ☒ Drawing ☒ Rubber ☒ Diameter AT ☒ Diameter AT TOL ☒ Length L AT ☒ Length L AT TOL ☒ Diameter IT ☒ Diameter IT TOL ☒ Length L IT ☒ Length L IT TOL ☒ Diameter ZT ☒ Diameter ZT TOL ☒ Length L ZT ☒ Length L ZT TOL ☒ Cr steg ☒ Cr niere ☒ Ca ☒ Ct ☒ Ck

Customer	Part	Category	Drawing	Rubber	Diameter AT	Diameter AT TOL	Length L AT	Length L AT TOL	Diameter IT	Diameter IT TOL	Length L IT	Length L IT TOL	Diameter ZT	Diameter ZT TOL	Length L ZT	Length L ZT TOL	Cr steg	Cr niere	Ca
<unknown>	GUMM...	Other co...																	
<unknown>	KUGEL...	Conventio...																	
Ford	INS AS...	Conventio...			74.7		60.7	±0.15	28.9	±0.3	80.0						3500	1400	85
Mercedes...	FAHRS...	Conventio...							20.0	0.3							5000	3000	120

1. **Browse history.** Check **Browse history** chapter for more details.
2. Click on desired row. Selected row will be **highlighted**.
3. Click on open row button (**Button is only enabled when only one row is selected**).

Or

4. Double click on the desired row.
5. History detail will be shown on your screen.
6. (Optional) Click on **Export to PDF** or **Export to Excel** to export.

Deleting history

The screenshot shows a web application interface for deleting history. At the top, there are tabs for 'Search', 'History', 'User Management', and 'Category Management'. Below these are filters for 'Filter by category' and 'Filter by users'. A toolbar contains several icons, including a 'Bin' icon (highlighted with a red circle and number 1) and a 'Confirm' button (highlighted with a red circle and number 2). The main area is a table with 15 columns: User, Categories, Rubber, Diameter AT, Length L AT, Diameter IT, Length L IT, Diameter ZT, Length L ZT, Cr steg, Cr nire, Ca, Ct, Ck, and Date. The table contains 19 rows of data. A red box highlights a group of rows (rows 4-11) in the table. The bottom of the interface shows 'Page 1 / 3' and navigation arrows.

1. **Browse history.** Check **Browse history** chapter for more details.
2. **Row selection.**
 - a. To select only one row, left click on the row. Selected row will be highlighted.
 - b. To select multiple rows from start to end, left click on any row to select the start, then while holding the left Shift key left click on the end row. Selected row(s) will be highlighted.
 - c. To select multiple rows, while holding the left Shift key left click on any other row you wish to add to your selection. Selected row(s) will be highlighted.
3. Click on the **Bin icon**, new window will open.
4. Click the **confirm** button to **confirm the deletion**. Selected row(s) will be **permanently deleted**.

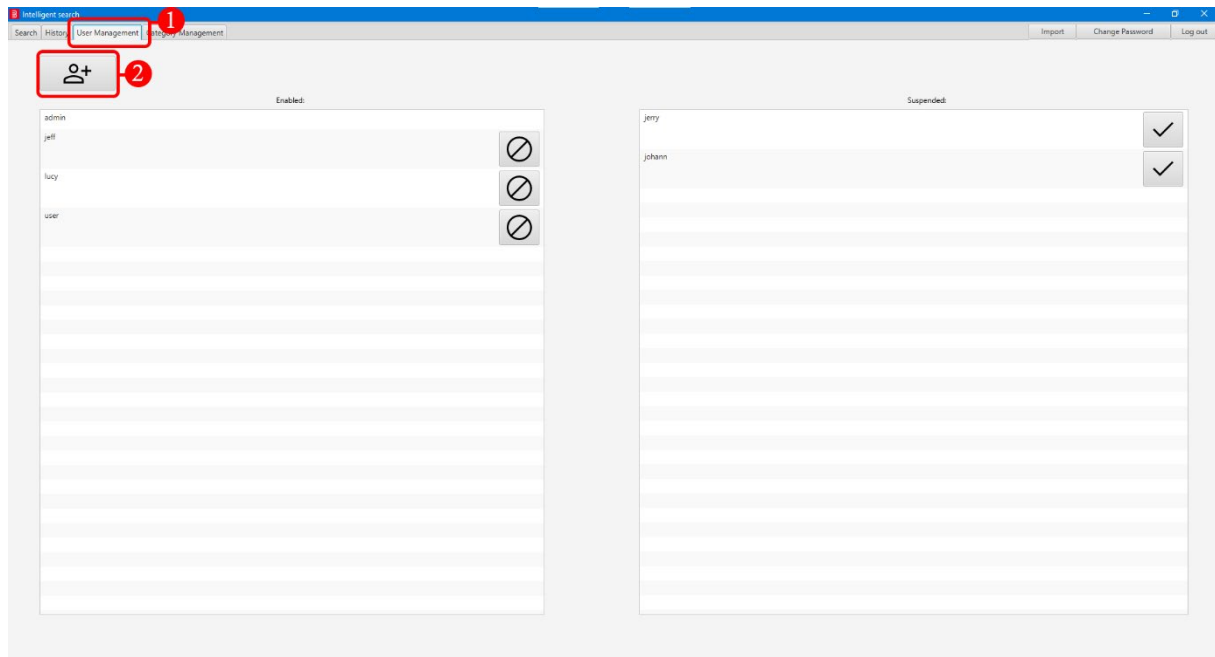
Exporting

1. Exporting is associated with **History detail**. Check **History detail** chapter for more details.

Note: For export to work, path to save file cannot contain diacritics, i.e. ´ or ˇ

User management

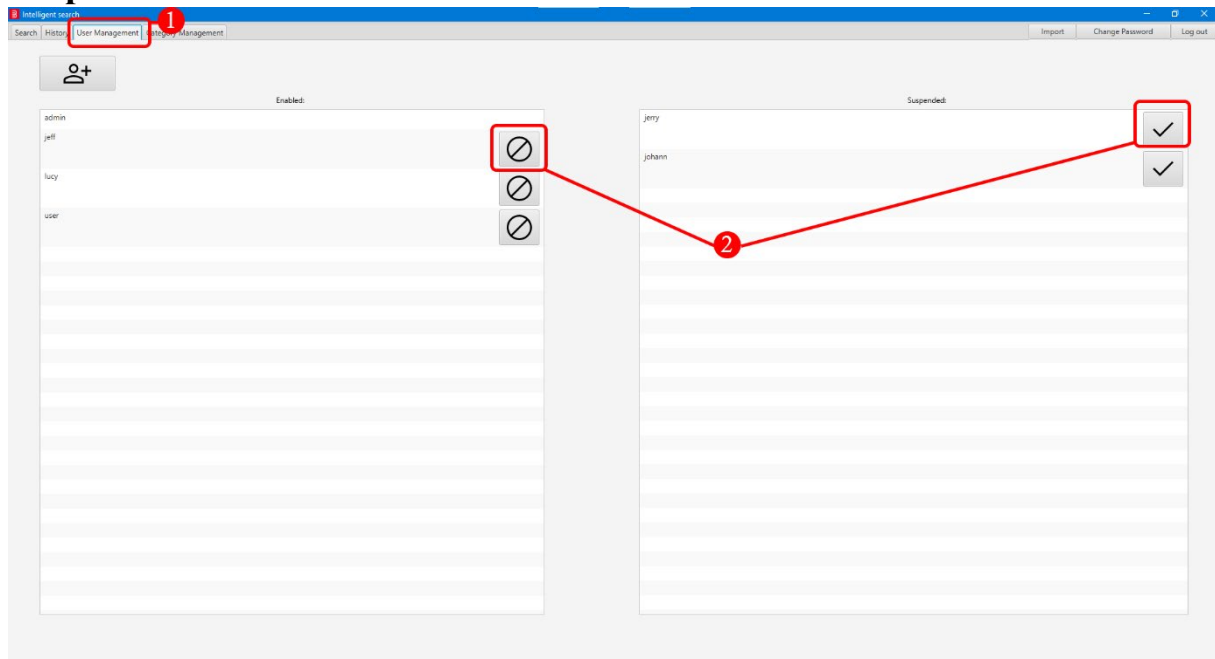
Add user



This screenshot shows the 'Add user' dialog box. It contains three input fields: 'User name:', 'Password:', and 'Password:'. A red box with a '3' highlights the 'User name' field. Another red box with a '4' highlights the 'Add user' button. The 'Back' button is also visible on the left.

1. Click on the **User management** tab.
2. Click on **add user icon**, new window will open.
3. Type in **new username** and **2x new user password**.
4. Click on **Add user** button. In case of an error, a text message will be shown. Otherwise, the window will close and you will see the **new user** in the user list.

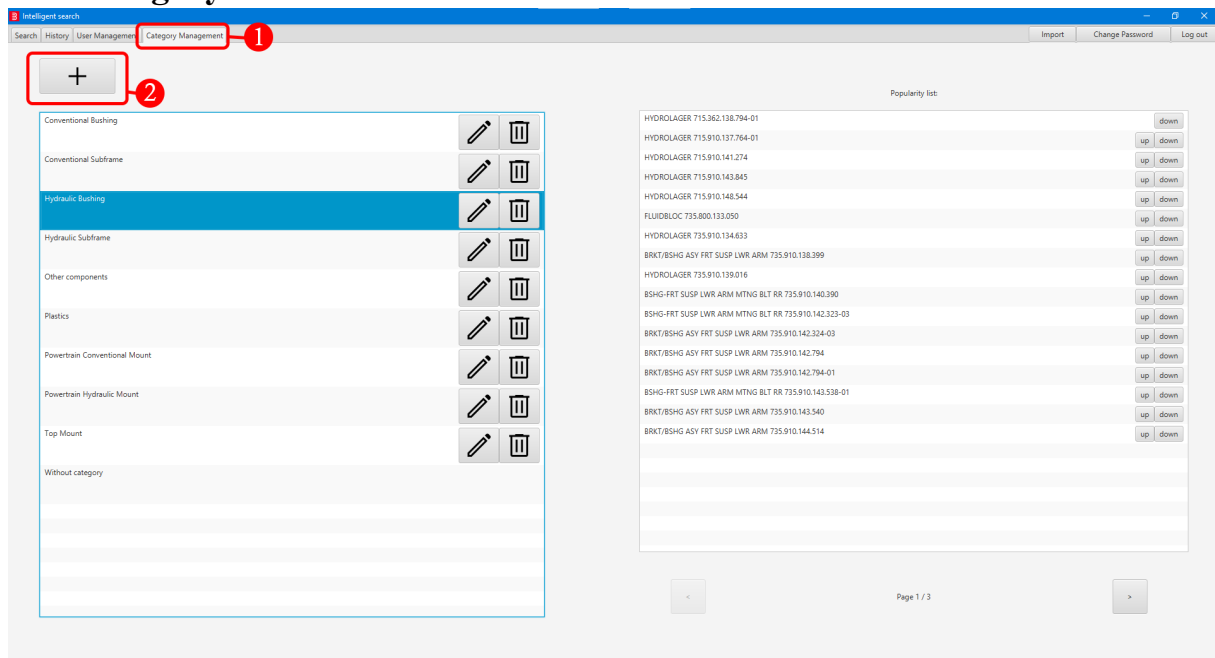
Suspend/Enable user



1. Click on the **User management** tab.
2. Click on **disable user icon** or **enable user icon**.

Category management

Add category



1. Click on the **Category Management** tab.
2. Click on + button, new window will open.
3. Type in **new category name**.
4. Click on **Add category** button. In case of an error, a text with error message will be shown. Otherwise, the window will close and new category will be added.

Note: If you type in **incorrect** name, you **can rename** this category. For more details check the **Rename category** section.

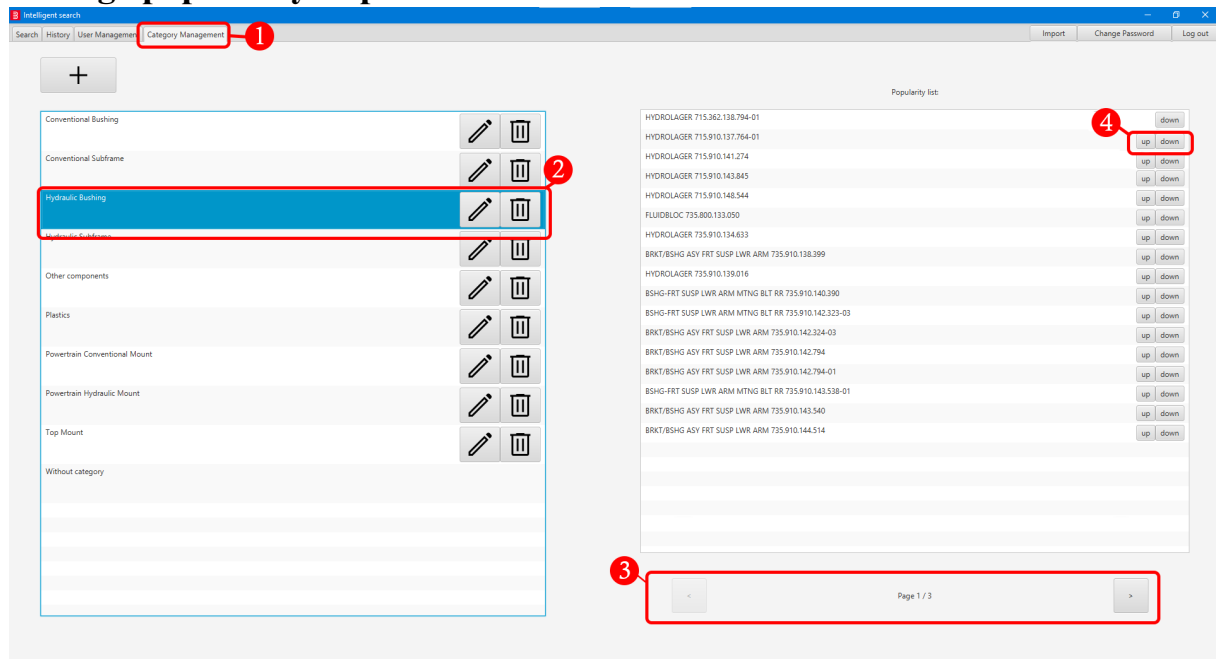
Rename category

1. Click on the **Category Management** tab.
2. Click on the **pen icon** to edit the category name, new window will open.
3. Type in **new category name**.
5. Click on **Rename category**. In case of an error, a text with error message will be shown. Otherwise, the window will close and category will be renamed.

Delete category

1. Click on the **Category Management** tab.
2. Click on the **trash bin icon** to remove the category.
3. New window will open and you will be prompted to confirm your action. Click on **Delete category** to delete the category. Any parts that had this category will remain but will be **without category**.

Change popularity of part



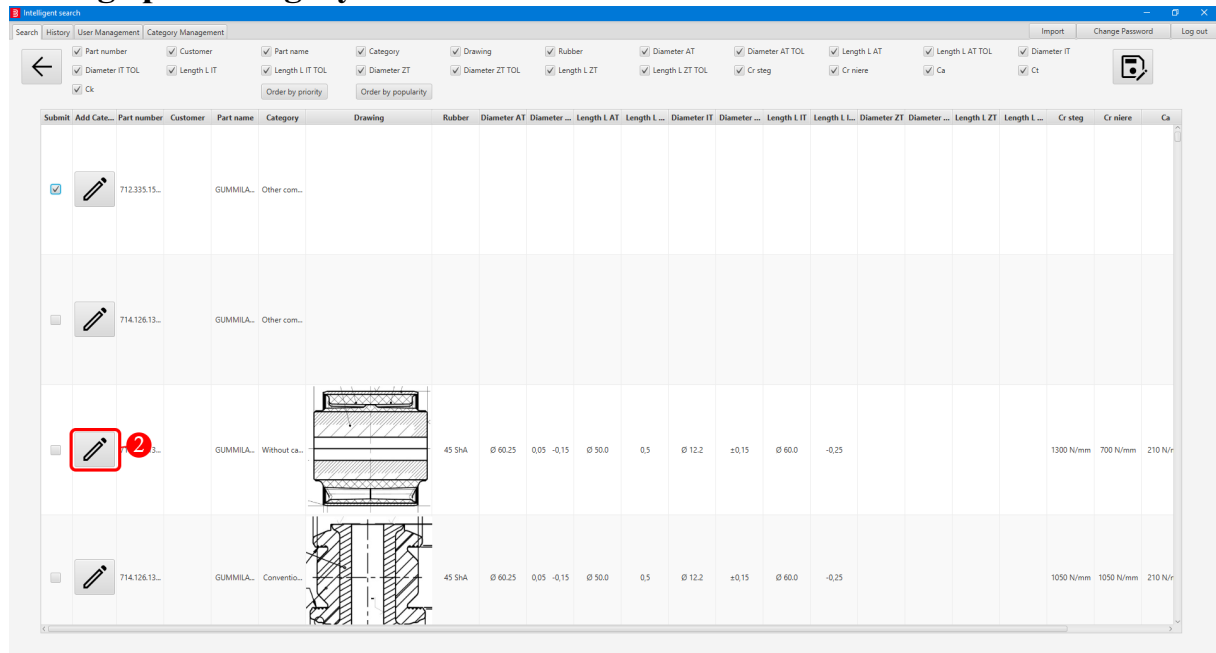
1. Click on the **Category Management** tab.

2. Select **category** you wish to change its **parts popularity**. Selected category will be **highlighted**.

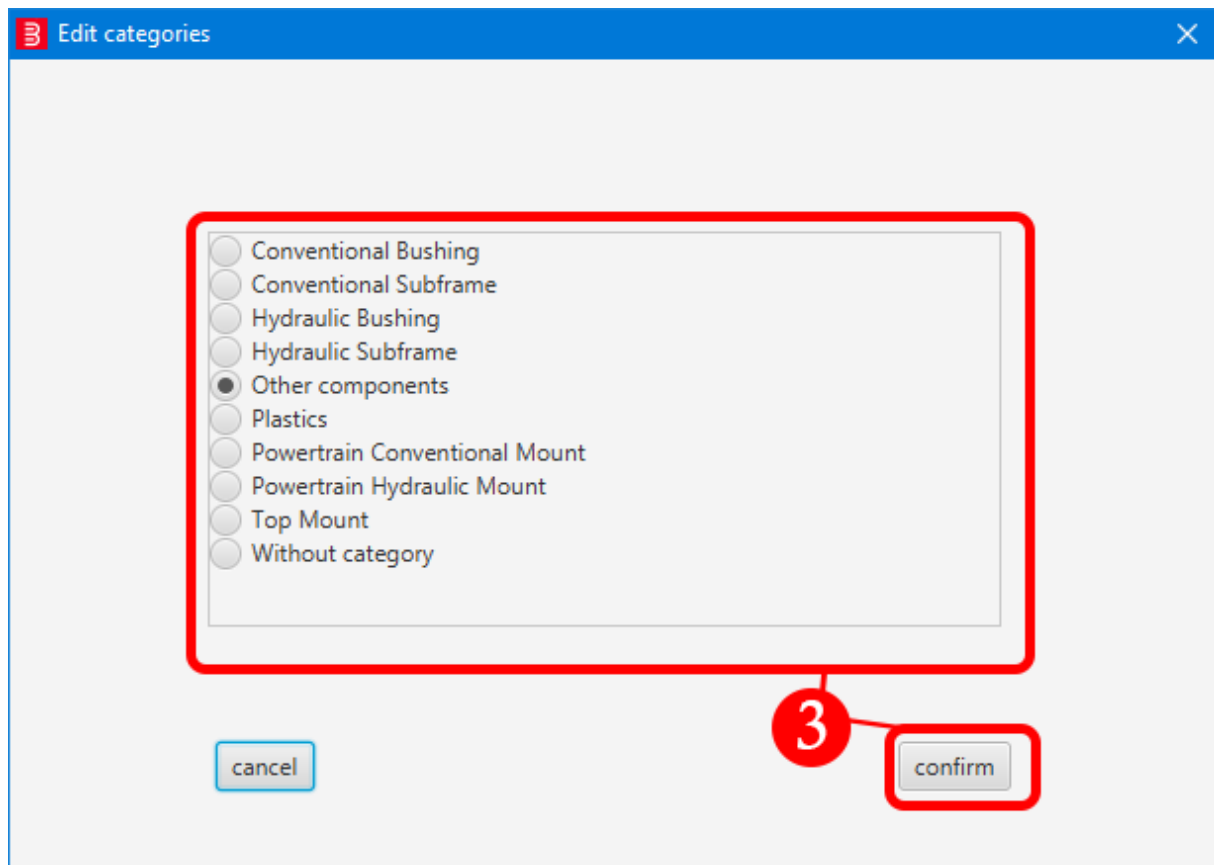
3. Use < or > buttons to navigate through pages.

4. Click the **Up** or **Down** button to move **part** in the **popularity list**.

Change part category



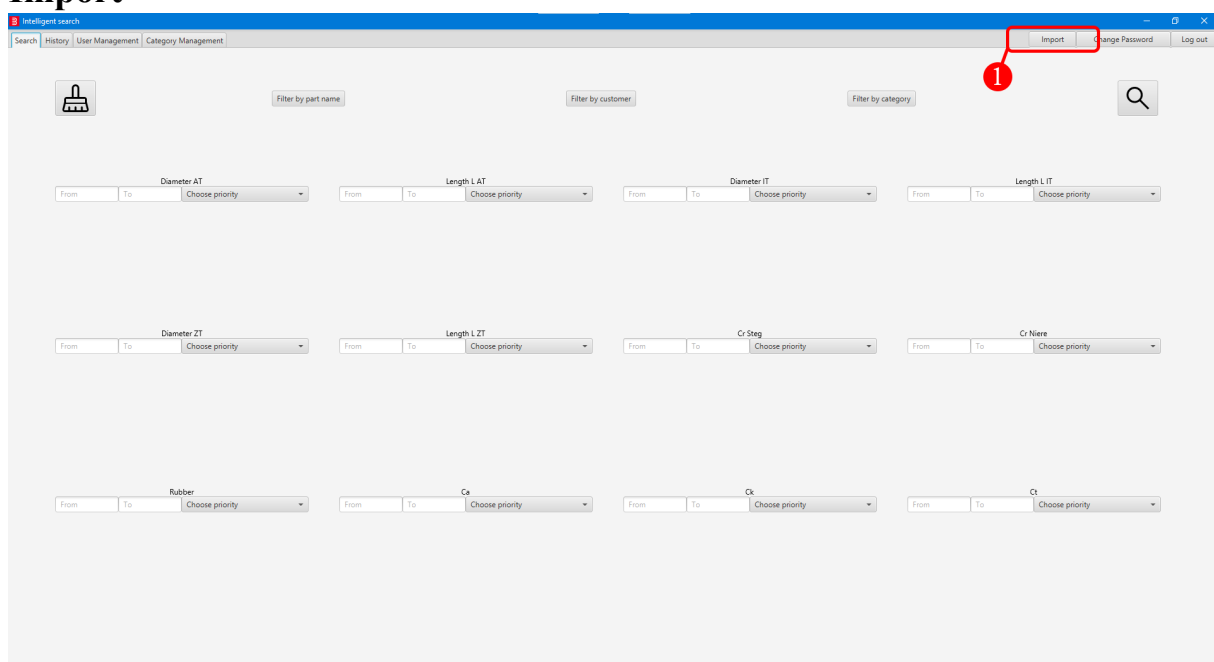
Submit	Add Cate...	Part number	Customer	Part name	Category	Drawing	Rubber	Diameter AT	Diameter ...	Length L AT	Length L ...	Diameter IT	Diameter ...	Length L IT	Length L ...	Cr steg	Cr niere	Ca
<input checked="" type="checkbox"/>		712.335.15...		GUMMILA...	Other com...													
<input type="checkbox"/>		714.126.13...		GUMMILA...	Other com...													
<input type="checkbox"/>		714.126.13...		GUMMILA...	Without ca...		45 SHA	Ø 60.25	0.05 -0.15	Ø 50.0	0.5	Ø 12.2	±0.15	Ø 60.0	-0.25	1300 N/mm	700 N/mm	210 N/r
<input type="checkbox"/>		714.126.13...		GUMMILA...	Conventio...		45 SHA	Ø 60.25	0.05 -0.15	Ø 50.0	0.5	Ø 12.2	±0.15	Ø 60.0	-0.25	1050 N/mm	1050 N/mm	210 N/r

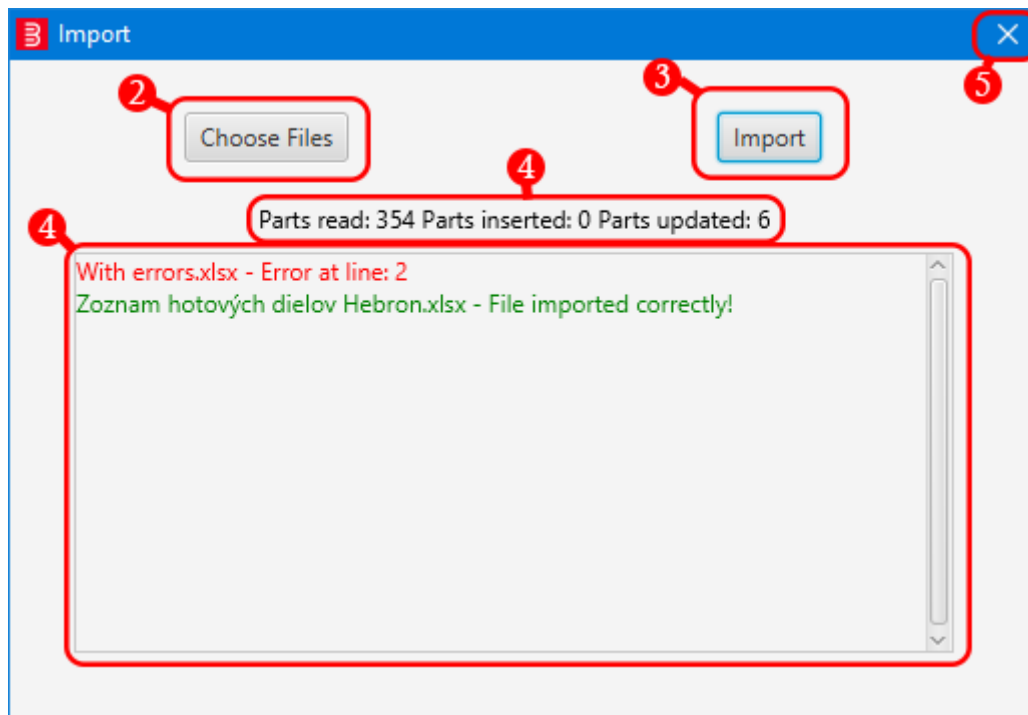


1. **Perform search.** Check **Performing search** chapter for more details.
2. Locate **Add Category** column and click on the **edit icon**, new window will open.
3. Select **new category** from the list and **confirm** your choice. The window will close and part category will be updated.

Import

Import





1. Click the **Import** button located at right top corner.
2. Click on **Choose Files** button and select file(s) to be imported. Selected file(s) will be displayed in the box below.
3. Click the **Import** button to start importing. While importing a text saying „Importing...” will be shown.
4. After the **import process** finishes a text displaying how many parts were read/inserted/updated will be shown. Since article numbers are not unique, parts updated counter might not show 0 even if you did not perform any update in the imported file(s). For more details check **Updating parts** chapter. **Correctly imported file(s)** will turn **green**, failed to import red. To learn how to deal with file(s) that failed to import check **Handling errors** section.
5. Close the window.

Updating parts

1. **Some parts will be always updated**, since they share **the same article number**.
2. **When two or more parts share the same article number**, they will be **merged** into one part.
3. **When two or more parts share the same article number** and there is **a conflict in one or more parameters** (Diameter AT, Rubber, Length L AT, etc.). **Data of the part located lower in the imported file will be used.** (e.g., on row 8., a part with article number 123.456.789 has Rubber=5. On row 16., another part with the same article number 123.456.789 has Rubber=26. These two parts will be merged into one with Rubber=26)
4. **When two or more parts share same article number in two or more imported files**, the process is similar, **data of the part from a file imported later will be used** (e.g., on row 8., a part with article number 123.456.789 has Rubber=5. On row 16., another part with the same article number 123.456.789 has Rubber=26. In another file imported after this file. On row 2., a part with the same article number 123.456.789 has Rubber 14. These three parts will be merged into one with Rubber=14).

Handling errors

1. Take a note of the file(s) that **failed** to import along with the **error message**. This message contains information where the error occurred during the import process.

2. Check the file(s) at line (row) displayed in the **error message**.
3. Check **software documentation** whether the file(s) you are trying to import are in **correct format**.