



System Overview

English

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Version: v1.0

System Overview

In this chapter, you will be presented with a detailed manual explaining how each main page in the system works as well as explaining all the main functionalities of the system.



Important information

Please be aware that some menu items that are shown in this part of the manual might not be available to you; this will directly depend on the rights that you have in the system.

General Principles

General navigation principles for all tables

Example of a table:

Released Documents							
Incoming Documents				Outgoing Documents			
Show 10 entries				Search			
Name	Released (in time-frame)	Released (total)	Released Amount (in time-frame)	Released Amount (total)	Oldest released (in time-frame)	Oldest released (total)	
Tom Kieffer (tk@extractional.com)	0	1	0.0 €	58207.12 €		2024-07-02	
Renaud Kieffer (rk@extractional.com)	0	1	0.0 €	58207.12 €		2024-07-01	
Unassigned Documents	0	3	0.0 €	47745.22 €		2025-02-03	
Andre Wellnitz (andre.wellnitz@kieffer.com)	0	1	0.0 €	48.79 €		2024-07-09	
Marie Schmidt (ms@extractional.com)	0	2	0.0 €	0.0 €		2023-07-25	
Manfred Muench (admin@bala-media.com)	1	1	0.0 €	0.0 €	2025-08-06	2025-08-06	
Showing 1 to 6 of 6 entries							
First Previous 1 Next Last							

To enhance usability for all tables, several navigation features are available:

- To switch between **Incoming** and **Outgoing** documents, use the tabs at the top of the table.
- To **sort table elements** by a specific column, click on the column header. An icon will indicate the current sorting order (ascending or descending). Clicking repeatedly toggles between the sorting options or removes the sorting.
- To search for a specific row, use the search bar in the top-right corner of the table. Searches are conducted based on the information visible in the table.
- To adjust the number of rows displayed per page, click on the current items-per-page indicator at the top of the table and select your preferred amount.
- To navigate between pages, use the pagination controls at the bottom of the table.

