Basics

Release 15.4.2.4

CONTACT Software

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Contents

CHAPTER 1

Introduction

CONTACT Basics provides carefully selected cross-application functions such as calendars, currencies, batch operations, semantic links and the Audit Trail.

CHAPTER 2

Calendar

With the assignment of a *calendar profile*, each employee gets a personal *calendar* in which he can record his own *calendar entries*, for example, to indicate that he will be absent for a certain period for a certain reason (holiday, illness, weekend, official holiday, short-time work, etc.) or will make less capacity available.

2.1 Calendar entries

With the *Calendar entries* operation the employees of the company can manage their presences and absences in a more targeted manner. This operation primarily manages the annual holidays of the employees. Furthermore, the *Calendar entries* operation can be used to show, for example, if an employee will be going on parental leave, or has expressed willingness to work overtime for a certain period. For each of these cases, he or she can use a *calendar entry* to adjust his or her *calendar profile* according to personal considerations.

2.1.1 Creating a calendar entry

In the navigation area, go to the entry *Organizations* → *Persons*. By right-clicking *Persons* you can call up the *Search...* operation in the pop-up menu.

With the *Person (Search)* dialog you can search for your personal data. Double-click the entry with your username to open the data sheet with your personal data. In the personal data sheet, enable the *Calendar entries* tab (for details on this, refer to the *CONTACT Elements Client Reference*). Right-click the *Calendar entries* field range to get to the *New...* operation in the context menu.

Define a new calendar entry in the *Calendar entry (New)* dialog.

From Specify the beginning of the validity range for the *calendar entry* here.

Until Specify the end of the validity range for the *calendar entry* here.

Person The system enters the name of the logged-in user here. The field cannot be edited if the dialog was opened as a tab in the personal data sheet. The field can be edited if the *Calendar entry (New)* dialog was called up via the navigation area *Administration/Configuration* → *Administration* → *Calendar* → *Calendar entries*.

Day type Define a *Day type* here. It is selected from a list of options of all defined day types.

Capacity Here, the system automatically enters the value that is specified according to the selection in the *Day type* field. If an expansion of capacity (for example, overtime) is to be defined, the *Workday* value is selected

in the *Day type* field and the value for the total capacity is entered here, thus the normal working time plus the anticipated overtime.

Description Here, the user can describe particularities for the *calendar entry*.

Click the `New` button to create the *calendar entry*.

CHAPTER 3

Semantic links

3.1 Introduction

Semantic links are a universal tool for linking technical objects. In a semantic link between two technical objects, one technical object is always the *Subject* and the other is the *Object*; a *Verb* expresses the semantics of the link between subject and object, e.g.:

> **Requirement X** (subject) **specifies** (verb) **Part Y** (object)

In the system, the system administrator can configure links between semantic elements and technical objects to customer specifications. If a technical object can be linked with other technical objects, then this object has a *Semantic Links* relationship.

The technical objects linked to one another via this relationship can be accessed under the tab of the same name in the participating technical objects data sheet. Under this tab, new semantic links can be created, changed and deleted.

To create a semantic link, the *Object* is usually dragged to the *Semantic links* tab of the *Subject* via Drag&Drop. In the data sheet that opens the verb describing the semantic elements must be selected from the *Semantic* catalog.

Note: The system administrator can configure that a mirror links automatically generate for selected semantic links upon being created. In these mirror links, the subject and object are switched and the verb form (passive or active) is changed accordingly (just like during deletion).

The *Link Graph* can also be used to visualize navigation through semantic networks.

3.2 Link Graph

3.2.1 Introduction

The *Link Graph* is a multi-purpose application for visualization and navigation through the semantic networks between any business objects, e.g. between requirements, articles and project tasks in requirements management.

Note: The system administrator can configure links between certain semantic elements and technical objects to customer specifications.

The *Link Graph* can be called up from the context of these technical objects via the context operation of the same name. These technical objects can semantically linked with other technical objects. Then, the *Link Graph* shows a node highlighted in yellow in the center for the called-up technical object. If necessary, additional nodes are connected to this central technical object in a direct radius (Radius = 1) via so-called edges, which represent the objects that have direct semantic links to the central technical object, and the edge labels show the semantic elements of each link. This process continues in the same manner for each of these connected nodes, depending on the currently set size of the *Radius* (see below *Radius setting*).

In addition, the Link Graph provides the operating functions described below:

3.2.2 Functions

Radius setting

You can use the *Radius* button in the title range of the application to adjust how far from the calling-up technical object the semantic network is to be opened.

Filter

Use the adjacent button: guilabel: `Filter` to specify which object types and semantics you want to display. Please note that the settings can only be made globally and not selectively for different radii.

Further node information

Click (left mouse button) on a node to select it. Depending on the object, further information about it appears in the detailed view on the right-hand side. With a double-click the selected subject object is used as the starting point of the graph.

Open Link Graph

With a mouse click (left mouse button) in the context menu of a subject object on *Link Graph* the *Link Graph* for the corresponding subject object opens in a separate window.

Zoom

If a large *Radius* (see above *Radius setting*) is set, the corresponding semantic network to be represented can quickly become too large for the screen view. You can move the *mouse wheel* to adjust the view to the necessary size.

CHAPTER 4

Audit Trail

4.1 Introduction

Audit Trail is a component for capturing and comparing changes to business objects. In addition to creating, deleting and modifying, status changes in the *Audit Trail* are also recorded by default if the subject has a status log. The .guilabel:`Audit Trail` can replace the previous change log and status log, if desired. Unless configured otherwise, it can be accessed via the *Audit Trail* tab.

4.2 Functions

4.2.1 Display

The *Audit Trail* is displayed in a tree view. The following information is displayed in the first level:

- ***Object*** Object description
- ***Index*** If applicable, index display of the object
- ***Action*** The executed action, e.g. Create.
- ***Executed on*** The time at which this action was performed.
- ***Executed by*** The person who carried out this action.

If entries contain further information, e.g. for new installations, changes, etc., these can be expanded using the arrow to the left of the object description. On this, the next level, you then receive the following additional information:

- ***Attribute*** The assigned or changed attribute.
- ***Old Value*** The old value of the attribute.
- ***New Value*** The new value of the attribute.

There is also a selection box in the first column for comparable entries. Clicking it will open a detailed view of the *Textual Differences* on the right side. If desired, this can be enlarged or reduced (separator between search view and detailed view). You can also compare two entries using multiple selection. In the detailed view, *Source* and *Target* specify the direction of the comparison.

The table can be individually adapted, e.g. by moving or grouping. When grouping, the view changes automatically to a table view.

4.2.2 Search

The search can be used in the *Audit Trail* of the selected business object to search for time periods or occupancy in the above-mentioned table columns and the search can be saved as a favourite if necessary. The search works similar to the web search and you can use the parameters known from the client.

If a search is performed on table columns that do not contain any values in the first level (not expanded), the already mentioned *TreeTable* is automatically switched to a table view.

4.2.3 Table Functions

Several buttons are available in the title area of the search:

- ***Filter*** Analogous to the filter functionality from the client.
- ***Change table view*** Switching between standard and tree view.
- ***Expand*** Expand by x levels (only in the tree view).
- ***Settings*** Saving and resetting user-specific table settings.

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