

CatchSmart Oversee administrator manual

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1 CatchSmart Oversee Administrator pannel

The CatchSmart Oversee Admin Panel is a Web system designed to manage the activities and feature set in the CatchSmart Oversee application. This admin panel will make daily changes, application management, and statistics reporting easier and faster. The essence of this document is to provide a clear understanding of the day-to-day performance of functions in the admin panel. In case of any doubts, contact the supervisor, but if the functionality does not work, contact technical support. The documentation may be updated over time, so sections may change. The functionality and structure of the system is described below.

1.1 CatchSmart Oversee Administrator account

To manage the CatchSmart Oversee system, you need to use the dedicated admin panel available at: <https://timber.catchsmart.com>

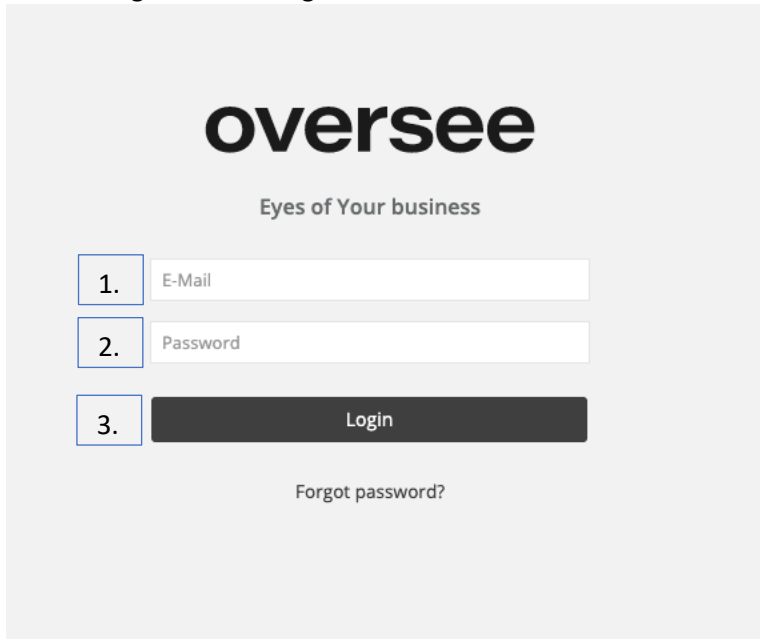
1.2 Administrator account possibilities

- Administer profile and company or department information
- Add new companies
- Add employees, jobs, and subworkers
- Packing slip and package flow accounting
- Importing and assigning new packing slips to packages
- Manage quality control data
- Chemical accounting and quality control
- Statistics on operations performed in the system
- Building and controlling repair applications
- Create planned rounds and tasks
- Records of the use of the vehickles
- Monitoring of activities and movement by employees
- Recording of the operation of cutting tools
- Planning and monitoring of security work
- Line downtime tracking
- Forvarders operational accounting
- Browse system analytics
- Visually displaying business activities in graphs and views
- User feelings and arrivals in the area of tracking

2 Access your system account

To access your CatchSmart Quality Control account created by your employer:

- Go to the <https://timber.catchsmart.com>
- Enter e-mail
- Enter password
- Click on the Login button “Login”



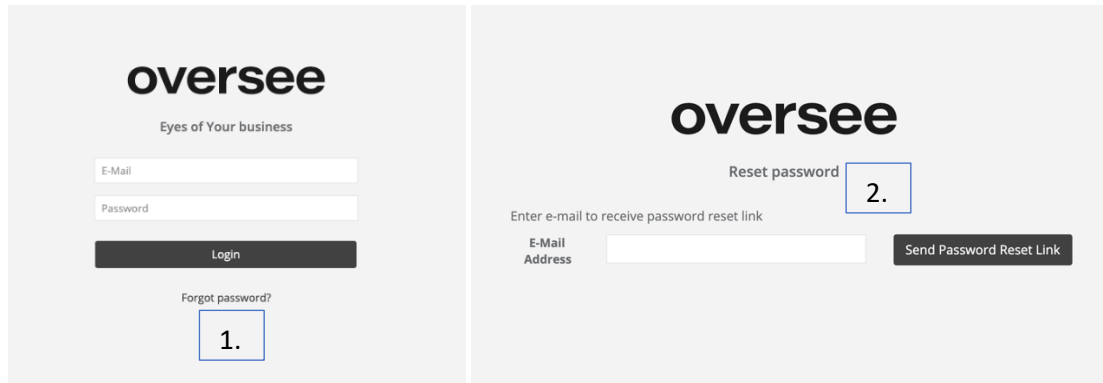
The screenshot shows a login interface for 'oversee'. At the top, the word 'oversee' is written in a large, bold, black font. Below it, the tagline 'Eyes of Your business' is centered. The login form consists of three main elements: an 'E-Mail' input field, a 'Password' input field, and a dark grey 'Login' button. Each of these elements is preceded by a small blue box containing a number: '1.' for E-Mail, '2.' for Password, and '3.' for the Login button. Below the 'Login' button, there is a link that says 'Forgot password?'.

**If you, unable to access your account or have other technical problems, report it to those responsible or contact technical support*

2.1 Restore your password

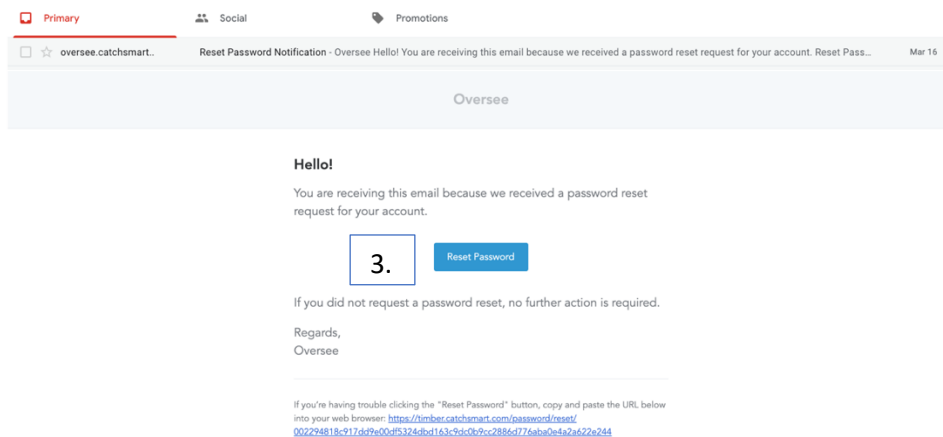
If you have forgotten your password, then:

- Click "Forgot password"
- Enter your email address with which you are registered and click "Send password reset link"

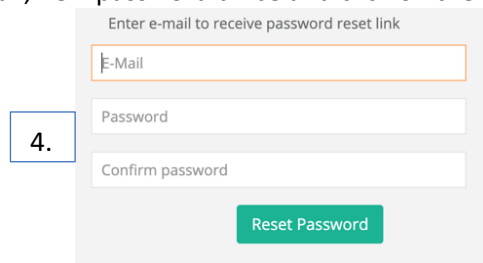


The left screenshot shows the 'oversee' login page with the tagline 'Eyes of Your business'. It features input fields for 'E-Mail' and 'Password', a 'Login' button, and a 'Forgot password?' link highlighted with a blue box containing the number '1.'. The right screenshot shows the 'Reset password' page with the heading 'Reset password' and a blue box containing the number '2.' next to it. Below the heading is the instruction 'Enter e-mail to receive password reset link', an 'E-Mail Address' input field, and a 'Send Password Reset Link' button.

1. Open the received email and click "Reset password" or copy the link to the browser if the button does not work**



- Enter your email, new password twice and click on the "Reset password" button



The screenshot shows a form titled 'Enter e-mail to receive password reset link'. It contains three input fields: 'E-Mail', 'Password', and 'Confirm password'. A green 'Reset Password' button is located at the bottom of the form. A blue box containing the number '4.' is positioned to the left of the form.

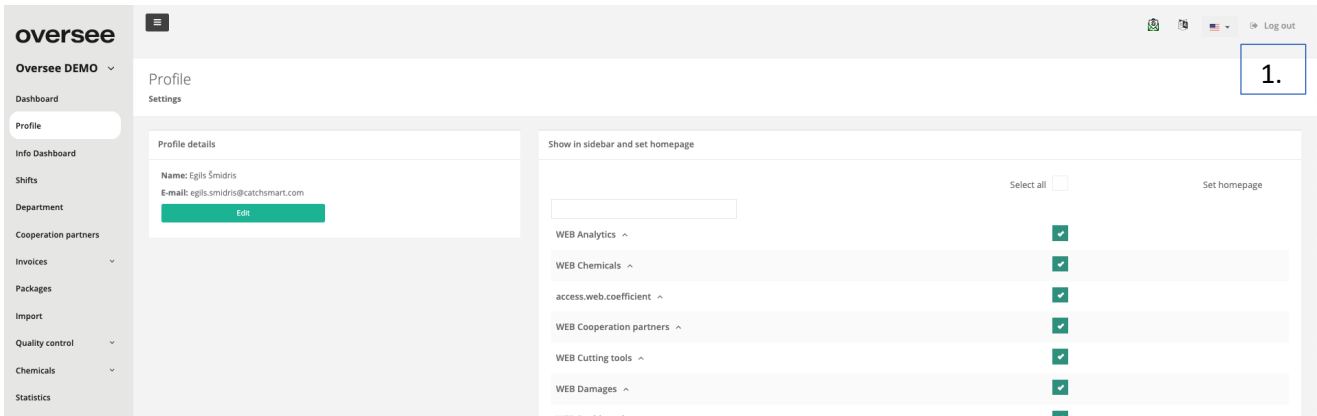
** Password recovery email is valid for 24 hours!

2.2 Logging-out of an account

If you want to safely leave the administrator panel, you must log out of your account.

To load from the system:

1. Click the "Log out" button in the upper-right corner
 - If you see the CatchSmart Overseer home page, you have successfully log out of the system



3 Transactions in system account sections

In your system account, you can perform various actions and manage ongoing processes. All processes are subordinate to parcel quality control and accounting. The following paragraphs will discuss all possible steps in your administrator system account.

3.1 System panel "Dashboard"

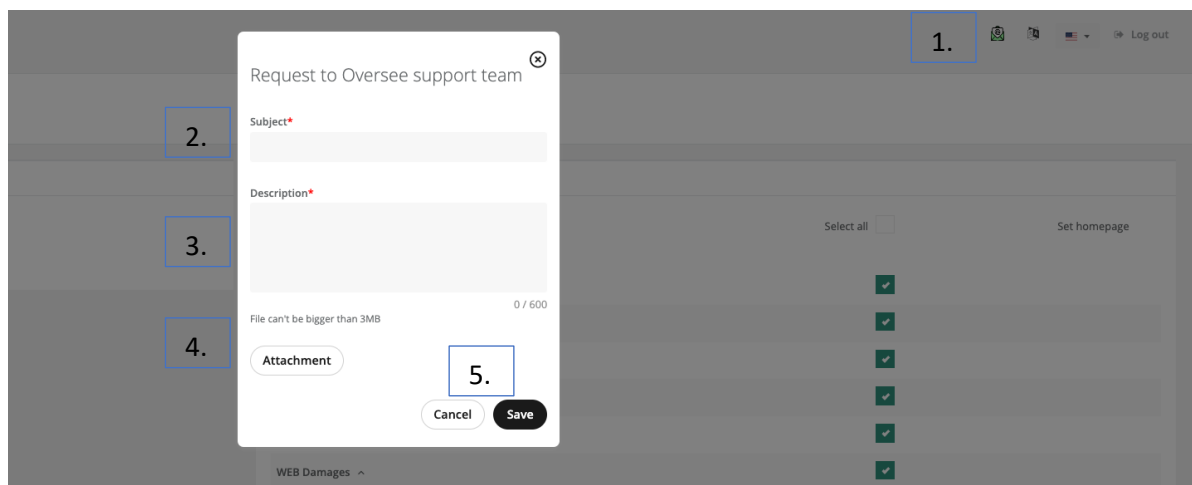
The first section on the left is the System Dashboard panel, which is the default view when you log in to your account. It provides you with current packing slip and package flow information - a package list of package status checks and Package Damage applications "Claim". The main role of this view is to display the quality control data for the active label and packages.

4 Damage/ Application sending

To guarantee the best performance and quality of the system, at any time in the system it is possible to send an application with errors that you have detected, questions related to the system or recommendations, how in the future we can improve the operation and convenience of the system.

You can add an application:

1. In the upper-right corner of the view, you click the green letter icon there
 - You 'll see a new window
2. Enter the subject of the letter, briefly describing what happened or what you want to guess
3. In the description field, enter the most detailed description of the situation, question, or recommendation (The more information we provide the sooner we can help)
 - For example, in case of an error, describe:
 - Your User Account (Email)
 - What actions where taken
 - Who buttons where pressed
 - What data did you enter
 - What were the actions taken before now
4. Click the "Attachment" button and add a photo, if possible, with a visual outline of the problem or recommendation. (This field is optional, but recommended)
5. When all you want has been entered click "Save" to finish the job, or "Cancel" to close without saving



5 Profile

The profile section is designed to see your account information. Account information consists of name and email. In addition, you can perform specific actions in this view:

1. Change your password
2. Set up home/ main section
3. Hide section views
 - You can get started in this section with the "Profile" section in the main view

1.

The screenshot displays the 'oversee' application interface. The top navigation bar includes the 'oversee' logo, a hamburger menu icon, and a 'Log out' button. The main content area is titled 'Profile' and contains two sections: 'Profile details' and 'Show in sidebar and set homepage'.

Profile details:

- Name: Egils Šmidris
- E-mail: egils.smidris@catchumart.com
- Buttons: Edit

Show in sidebar and set homepage:

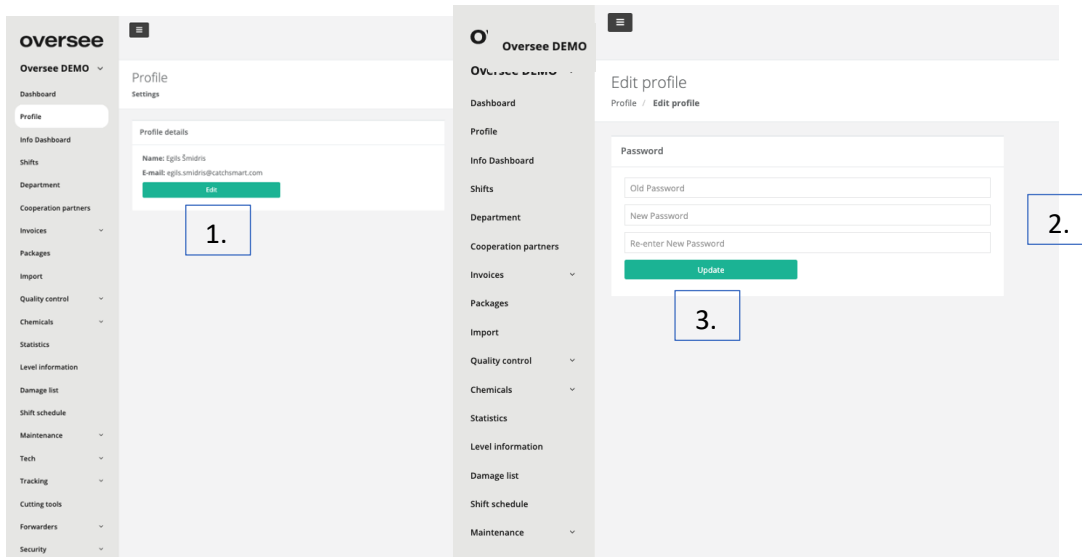
Select all Set homepage

Section	Visible
WEB Analytics	<input checked="" type="checkbox"/>
WEB Chemicals	<input checked="" type="checkbox"/>
access.web.coefficient	<input checked="" type="checkbox"/>
WEB Cooperation partners	<input checked="" type="checkbox"/>
WEB Cutting tools	<input checked="" type="checkbox"/>
WEB Damages	<input checked="" type="checkbox"/>
WEB Dashboard	<input checked="" type="checkbox"/>
WEB Department	<input checked="" type="checkbox"/>
WEB Downtime	<input checked="" type="checkbox"/>
WEB Forwarders	<input checked="" type="checkbox"/>
WEB Human Resources	<input checked="" type="checkbox"/>
WEB Imports	<input checked="" type="checkbox"/>
WEB Info dashboard	<input checked="" type="checkbox"/>
WEB Invoices	<input checked="" type="checkbox"/>

5.1 Change your password

To change your password:

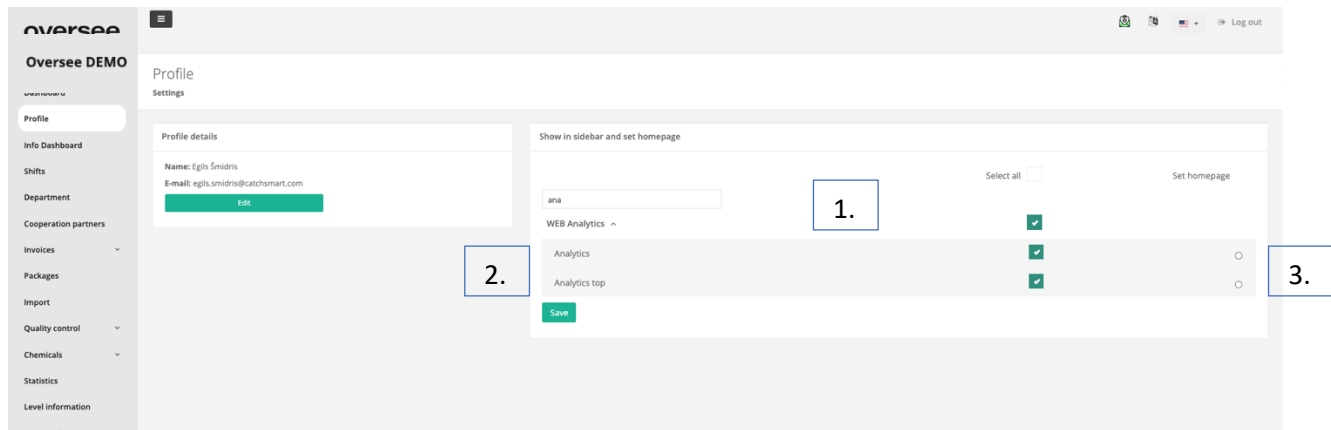
1. click the “Edit” button
 - Password change view opens
2. Fill in the following fields with the information that is indicated inside the field
 - Old password
 - New password
 - New password repeatedly
3. To save the changed password, click the “Update” button
 - You have successfully changed your password!



5.2 Set up home/ main section

With these actions you can set up one of the sections available to you as your landing page, or the page that will open to you when you connect to the Oversee system. To set up a landing page:

1. "Profile" on the right side of the o broo keeps you in, find the section you want to set
 - You can find the section you want faster at the top of the view by entering a section name in the search bar
2. Click on the desired section name
 - When it has opened a little wider on the right side you will see a wee circle
3. Press the circle and if everything is done correctly, the page will reload and the next time you connect you will be taken to the selected page. *

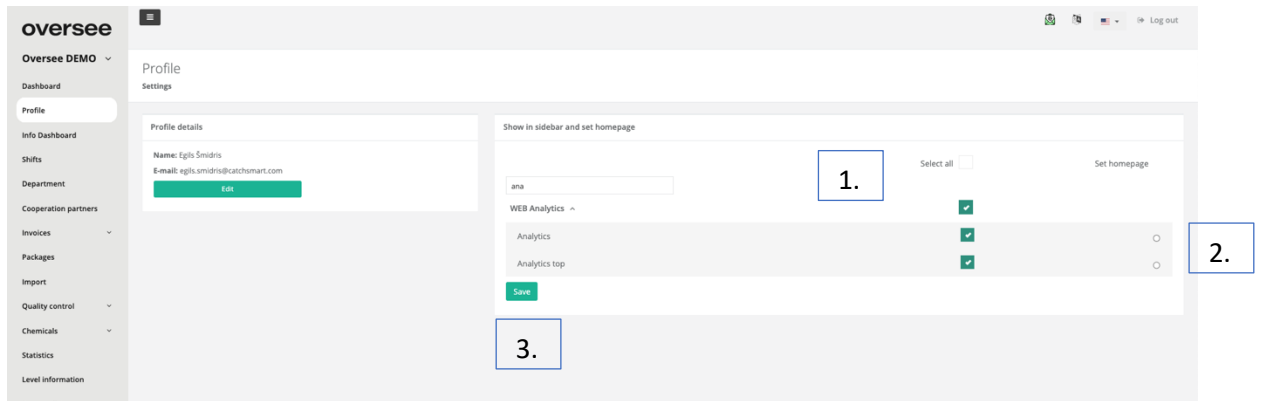


**In case the page you have set up has been removed or disabled, you will be taken to the "Profile" page.*

5.3 Hide section views

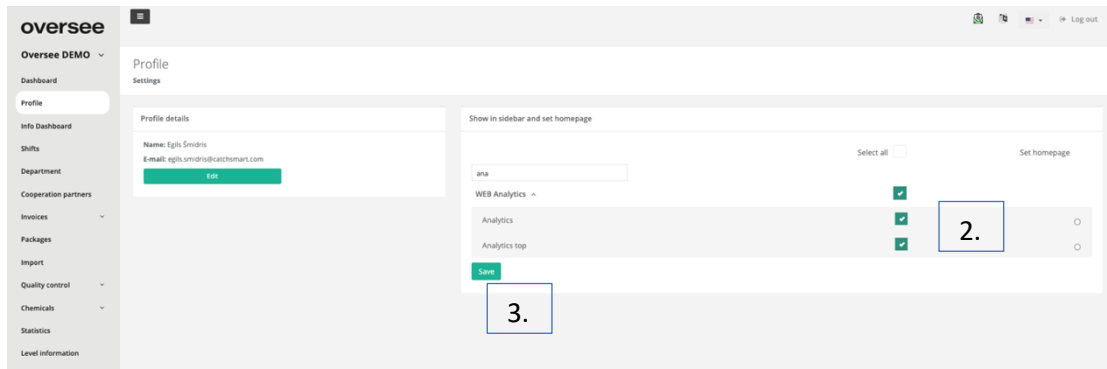
If you encounter a situation where you need to hide views that you don't need or interfere with, you can hide them. If you want to hide views:

1. "Profile" on the right side of the password reset, find the section you want to set
 - You can find the section you want faster at the top of the view by entering a section name in the search bar
2. Next to the section you want to hide, click on the green square.
3. When sections are marked, then on the right side of the view, under all sections, press the button "Save"



If you need to turn on the sections:

1. Just as before, press the empty square next to the selected section, changing it to green.
2. When sections are marked, press the "Save" button below all sections on the right side of the view.



6 Departments

To add, delete, manage departments, employee access to the system, and to-dos, visit the "Department" section. In this section you will see all departments attached to your account, the employees connected to them and the work that has been assigned to the employee. Departments and staff can also be set up and managed from CatchSmart.com platform.

This section contains sub sections for specific actions:

- Information — Departmental data management
- Employees — Management of employees and their data
- Jobs - Create and manage work to be linked to users
- Attachments – Manage all files that need to be confirmed
- Role List - Manage Roles for Users
- Settings - Manage various department settings
- Translations – Create and supplement translations for the department

The screenshot displays the 'Oversee DEMO' interface for department management. The left sidebar contains a navigation menu with various options. The main content area shows the 'Information' tab selected, with a form containing several input fields and a 'Change LOGO' button. The form fields are: Name (Oversee DEMO), Contact person (Egils Šmīdriņš), Contact person's title (Administrators), Employees, Families, Information about delivery, and Information about purchasing this product.

6.1 Setting Up a New Department

To add a new Department to the system:

1. Click the "Departments" section
2. In the "Department" section, click on the "Create Department" text above the title
3. Enter all the necessary information
 - Name (Required)
 - Contact
 - Contact's salutation
 - Number of employees
 - Number of families
 - Delivery information
 - Product purchase information
 - Phone number (Always publicly visible)
 - E-mail (Always publicly visible)
 - Departmental website
 - Department FaceBook page
 - Department's Instagram page
 - Department's Twitter page
 - Department type (Defines departmental rights and capabilities)
 - Department address
4. Click the "Save" button

The image consists of two screenshots from the 'oversee' web application. The top screenshot shows the 'Create Department' form. A blue box labeled '1.' points to the 'Department' menu item in the left sidebar. Another blue box labeled '2.' points to the 'Create department' button at the top of the form. The form fields include: Name (with a red asterisk), Contact person (Egils Šmidris), Contact person's title, Administrators, Employees, Families, and Information about delivery. The bottom screenshot shows the 'Departments' list. A blue box labeled '3.' points to the 'Create department' button above the list. The list contains one entry: 'Test_Prod' with the contact 'Egils Šmidris' and 'Edit' and 'Delete' buttons.

Oversee DEMO

Departments / **Oversee DEMO**

- Information
- Employees
- Jobs
- Attachments
- Role list
- Settings
- Translations

Change LOGO

Name *
Oversee DEMO

Contact person
Egils Smidris

Contact person's title
Administrators

Employees

Families

Information about delivery

Information about purchasing this product

Phone (Phone will always be public)
123123123

E-mail (E-mail will always be public)
e-mail@e-mail

Department's website
https://theoversee.com/

Department's facebook profile
facebook.com/Company

Department's instagram profile
instagram.com/Company

Department's twitter profile
twitter.com/Company

Type
Factory

Department's location
Enter a query

Sage department name



Save

4.

6.2 Employees

The primary application of the "Employees" section is to manage all employees in the selected department. Actions that can be carried out under the following subsection:

1. Add new employees
2. Delete employees
3. Edit employees

6.2.1 Add a new employee to the system

To add a new employee to the system:

1. Click the "Departments" section
2. Click the "Employees" sub section
3. Under the employee list, enter the employee's e-mail in the "Add new employee" *
4. Click the "Check" button

1. 2. 3. 4.

If everything is right you will see new fields

5. Fill in the fields:
 - Name – How do you want this person to be displayed in the Department
 - Active Directory Connection – Do you want to enable the user to connect to other systems with these connection data
 - Role – What actions and rights will the user receive
6. Click the "Save" button to add the user

5. 6.

In case the user has not received the e-mail:

1. In the main employee list, locate the desired
 - On the right side, the user has several buttons with options
2. Click the "Forward" button and the user will receive a new email with a password

1. Edit Resend Remove

**This field with a button will not be displayed to you if you do not have the appropriate rights in this department*

2.

6.2.2 Deleting an employee from the system

To delete a user from the system:

1. Click the "Departments" section
2. Click the "Employees" subsection
3. Find the employee you want in the list
4. Click the "Remove" button
 - A window will appear to confirm that you really want to delete the employee
 - To finish deleting an employee, click the "Yes" button
 - If you don't want to delete an employee, click the "No" button

1.

2.

3.

4.

Oversee DEMO
Departments / Overseer DEMO

Information Employees Jobs Attachments Role list Settings Translations

Show 20 entries Search:

Name ^	E-mail ^	Position ^	Phone number ^	Last activity WEB ^	Last activity APP ^	App version ^	Edit	Remove
egil	Search	Search	Search	Search	Search	Search		
Egils Smidris	egils.smidris@catchsmart.com	Administrator	25474212	08-09-2020 16:52:03	07-09-2020 09:28:02	1.17.36.34	Edit	Remove
Egils Smidris 2	egils.smidris@gmail.com	Administrator	29330917	08-09-2020 16:52:37	07-09-2020 11:00:44	1.17.36.34	Edit	Remove

Showing 1 to 2 of 2 entries (filtered from 14 total entries) < Previous | 1 | Next >

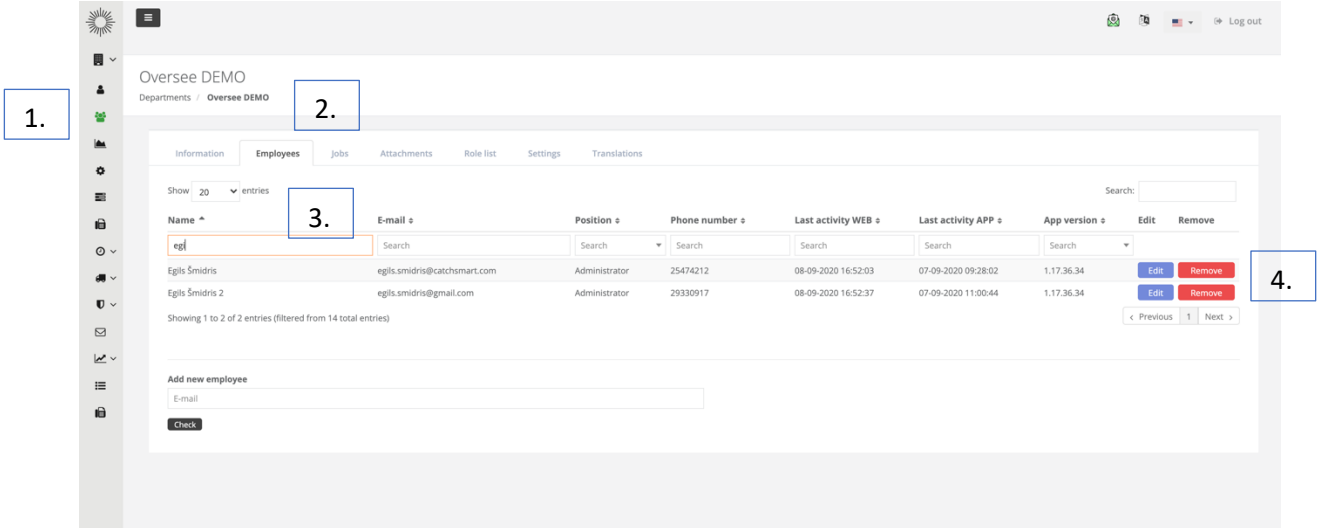
Add new employee

E-mail

Check

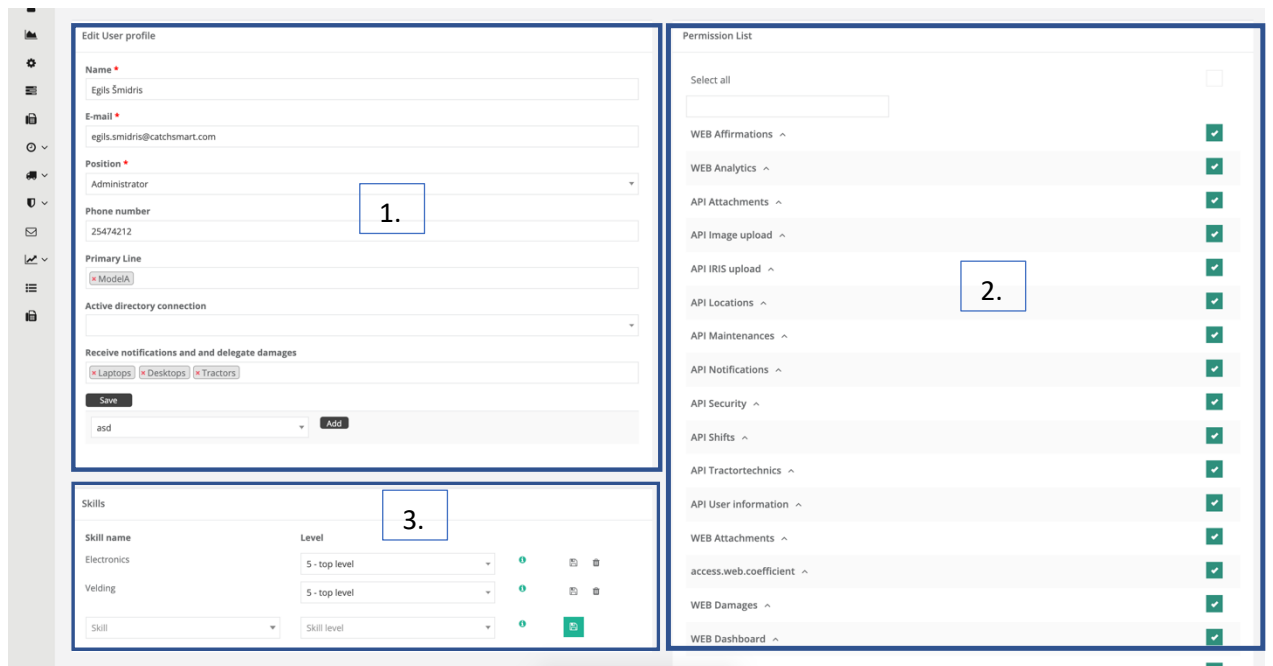
6.2.3 Change/update employee information

1. Click the "Departments" section
 2. Click the "Employees" subsection
 3. Find the employee you want in the list
 4. Click the "Edit" button
- You 'll see a new view



The view is divided into three zones:

1. Edit user profile – Information that affects how the user is displayed and what actions the user will be able to perform in the department
2. Skills – What skills does the employee have and what skills the employee will be able to perform
3. Permission list – Changes user rights in WEB and App environments



6.2.3.1 Edit user Information

In this zone, information related to the user may be added or modified.

You can change:

- Name – Change how the account is displayed in the system
 - E-mail – Change account's e-mail address
 - Role – Selecting user rights and actions on pre-established criteria
 - Telephone number – Contact phone through which the user can reach.
 - Primary line – Attracts user to a specific line (Required for Shift Schedule and Deterrent Apigate functionality)
 - Active Directory Connection – Choose or allow account data to connect to other systems
 - Receive notifications and delegate applications – Specify the levels at which the user will be able to delegate jobs to the WEB and for which levels and their applications will receive notifications
1. When one of these windows is changed or updated, press the "Save" button below the windows on the left.

The screenshot shows the 'Edit User profile' interface. On the left, there is a sidebar with navigation icons. The main area contains a form with the following fields: Name (Egils Šmidris), E-mail (egils.smidris@catchsmart.com), Position (Administrator), Phone number (25474212), Primary Line (ModelA), Active directory connection, and Receive notifications and delegate damages (Laptops, Desktops, Tractors). A 'Save' button is located below the form. To the right, there is a 'Permission List' section with a 'Select all' button and a list of permissions including WEB Affirmations, WEB Analytics, API Attachments, API Image upload, API IRIS upload, API Locations, API Maintenances, API Notifications, API Security, API Shifts, API Tractortechinics, API User information, and WEB Attachments. A '1.' callout points to the 'Save' button.

The relation to the "Work", steps are different. Work - Specifies the jobs associated with the user in the system. To add a job:

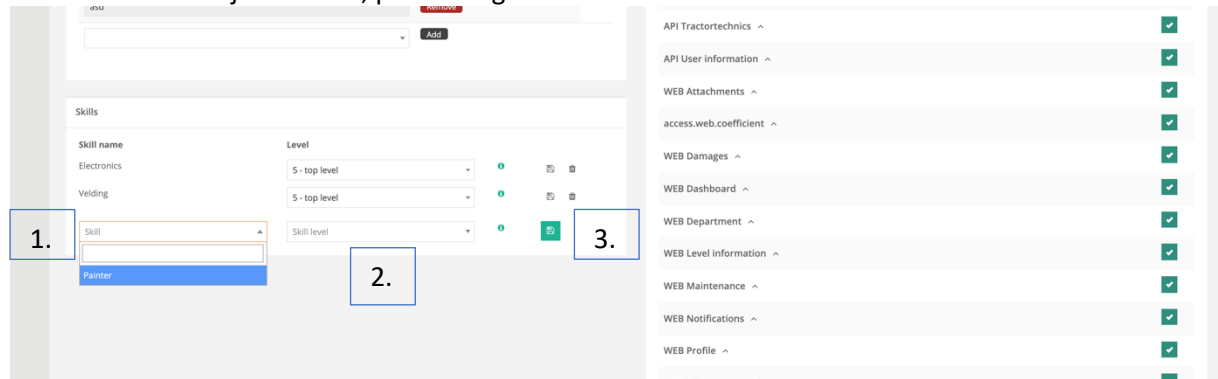
1. Press the empty window in the work area
 - You 'll see all the jobs that are available
2. Click on the desired work
3. To connect it and save it, press the "Add" button next to the window
 - If you need to remove any of the jobs, press the "Remove" button next to the unwanted

The screenshot shows the 'Edit User profile' interface with the 'Job' selection process. The 'Receive notifications and delegate damages' section is expanded, showing a list of jobs. A dropdown menu is open, displaying a list of jobs including 'Mērcēšana', '1234', 'Bojājumu reģistrēšana', 'Izvešana GPN laukumā', 'Kvalitātes kontrole', 'Mērcēšana', 'Test job 2', and 'Test job 2'. A '1.' callout points to the dropdown, a '2.' callout points to the selected job, and a '3.' callout points to the 'Add' button.

6.2.3.2 Skills

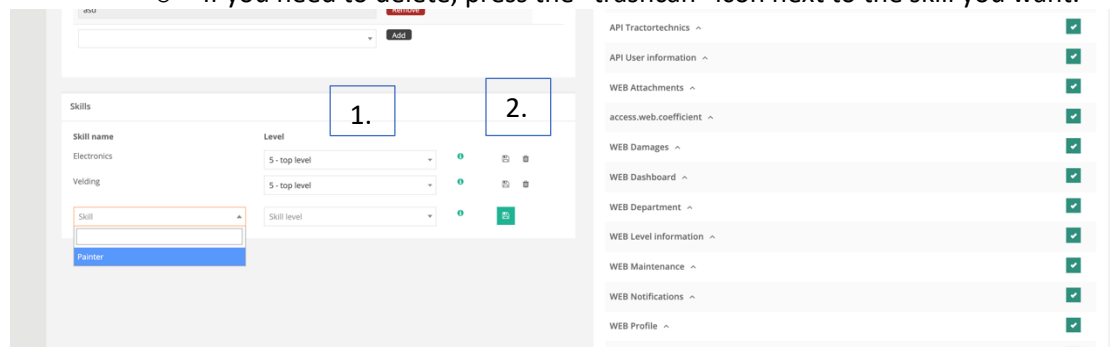
Skills are allocated to users with the primary goal of giving jobs to employees with all the most relevant skills. You can set the skills on the left under the "User Information" zone to select the skill:

1. By pressing the first window on the left and selecting the appropriate skill (Required field if skills are set)
2. When the skill is selected, if necessary, set the skill level (Optional)
3. When the job is done, press the green icon next to the skill to save it



If you want to delete or edit:

1. For a created skill, you can change the level by clicking on it and replacing it with another
2. When you made changes, press the small "floppy disk" icon next to the window
 - If you need to delete, press the "trashcan" icon next to the skill you want.



6.2.3.3 Permission List

The Permissions directly concern activities and views throughout the system to which the user will have access. If the right is in front of the WEB, then it will apply to the features and views of the WEB page, but if there is an API, then it will apply to activities and capabilities in the app environment. If there is a desire to change the permissions:

1. On the right, locate the desired permission
 - If you need to find your preferred one more quickly, you can search by name at the top of the table
2. If you want to disable or connect the full rights, next to the right name, click on the
 - If the field is "Green" – The permission is on
 - If the field is "White" – The permission is disabled
3. If you want to disable only part of the right, click on the right name,
- This will open up a full range of sub- permission.
4. Click on the green square next to the right to unlock it
5. If you need to add or unlock or connect all rights, press the blank box at the top of the table and all fields will be changed to its field status
6. When the job is done, go to the very bottom of the view and press the "Save" button

The screenshot displays the 'Edit User profile' and 'Permission List' interface. The 'Edit User profile' section on the left includes fields for Name (Eglis Smidris), E-mail (eglis-smidris@catchsmart.com), Position (Administrator), Phone number (25474212), Primary Line (ModelA), and Active directory connection. Below these are notification preferences for Laptops, Desktops, and Tractors, and a job management section with 'asd' listed and 'Add' and 'Remove' buttons. The 'Permission List' section on the right shows a table of permissions with checkboxes for 'Select all', 'api', 'API Attachments', 'API Image upload', 'API IRIS upload', 'API Locations', 'API Locations', 'Get single location information', 'API Maintenances', 'API Notifications', 'API Security', 'API Shifts', 'API Tractortechnics', and 'API User Information'. A 'Save' button is at the bottom right. Numbered callouts 1 through 6 are placed on the interface: 1. points to the search box, 2. points to the 'API Image upload' row, 3. points to the 'API Locations' row, 4. points to the 'API Notifications' row, 5. points to the 'Select all' checkbox, and 6. points to the 'Save' button.

6.3 Jobs

The primary application of the "Jobs" subsection is to manage jobs that can subsequently be assigned to any employee in the department. Actions that can be carried out under the following subsection:

1. Add new job
2. Delete job
3. Edit Job
4. Activate/ Deactivate job

6.3.1 Create jobs

1. Click the "Departments" section
2. Click the "Jobs" subsection
3. Enter a name for the work to be done and click the "Add" button
4. You have successfully created the "Job"

The screenshot shows the 'oversee' web application interface. The sidebar on the left contains navigation options, with 'Departments' highlighted by a blue box and the number '1.'. The main content area shows the 'Jobs' subsection, with 'Darbi' selected in the top navigation bar and highlighted by a blue box and the number '2.'. Below this is a table of jobs with columns for 'Vārds', 'Statuss', and 'Rediģēt'. The table lists five jobs: 'Pakošana', 'Mērcēšana', 'Kvalitātes kontrole', 'Izvešana GPN laukumā', and 'Bojājumu registrēšana'. Each job has a blue 'Rediģēt' button and a red 'Deaktivizēt' button. Below the table is a form to add a new job, with the text 'Pievienot jaunu darbību' and a 'Pievienot' button highlighted by a blue box and the number '3.'. The number '4.' is placed below the 'Pievienot' button, indicating the final step of creating a job.

Vārds	Statuss	Rediģēt
Pakošana	Aktīvs	Rediģēt Deaktivizēt
Mērcēšana	Aktīvs	Rediģēt Deaktivizēt
Kvalitātes kontrole	Aktīvs	Rediģēt Deaktivizēt
Izvešana GPN laukumā	Aktīvs	Rediģēt Deaktivizēt
Bojājumu registrēšana	Aktīvs	Rediģēt Deaktivizēt

6.3.2 Deactivate jobs

1. Find the job you want to deactivate in the "Job" subsection
 2. Click the "Deactivate" button next to the job
- You will see a pop-up window confirming that you want to deactivate the
- To activate must perform exactly the same actions, only for a job that is deactivated press the "Activate" button

The screenshot shows the 'oversee' web application interface. The left sidebar contains a navigation menu with items like 'Oversee DEMO', 'Panelis', 'Profils', 'Info Panelis', 'Mainas', 'Departaments', 'Sadarbības partneri', 'Pavadzīmes', 'Pakas', 'Imports', 'Kvalitātes kontrole', 'Ķīmiskās vielas', 'Statistika', 'Līmeņu informācija', 'Remonta pieteikumu saraksts', 'Preventīvās apkalnes', and 'Traktortehnika'. The main content area is titled 'Oversee DEMO' and shows a 'Darbi' (Jobs) tab. A table lists jobs with columns for 'Vārds' (Name), 'Statuss' (Status), and 'Rediģēt' (Edit). The 'Deaktivizēt' (Deactivate) buttons are highlighted with a blue box labeled '2.'. The 'Departaments' menu item is highlighted with a blue box labeled '1.'. Below the table is a search bar with the text 'Pievienot jaunu darbību' and a 'Pievienot' button.

Vārds	Statuss	Rediģēt
Pakošana	Aktīvs	Rediģēt Deaktivizēt
Mērcēšana	Aktīvs	Rediģēt Deaktivizēt
Kvalitātes kontrole	Aktīvs	Rediģēt Deaktivizēt
Izvešana GPN laukumā	Aktīvs	Rediģēt Deaktivizēt
Bojājumu reģistrēšana	Aktīvs	Rediģēt Deaktivizēt

6.3.3 Add sub-jobs to jobs

To add an additional description to the job, or "Subwork"

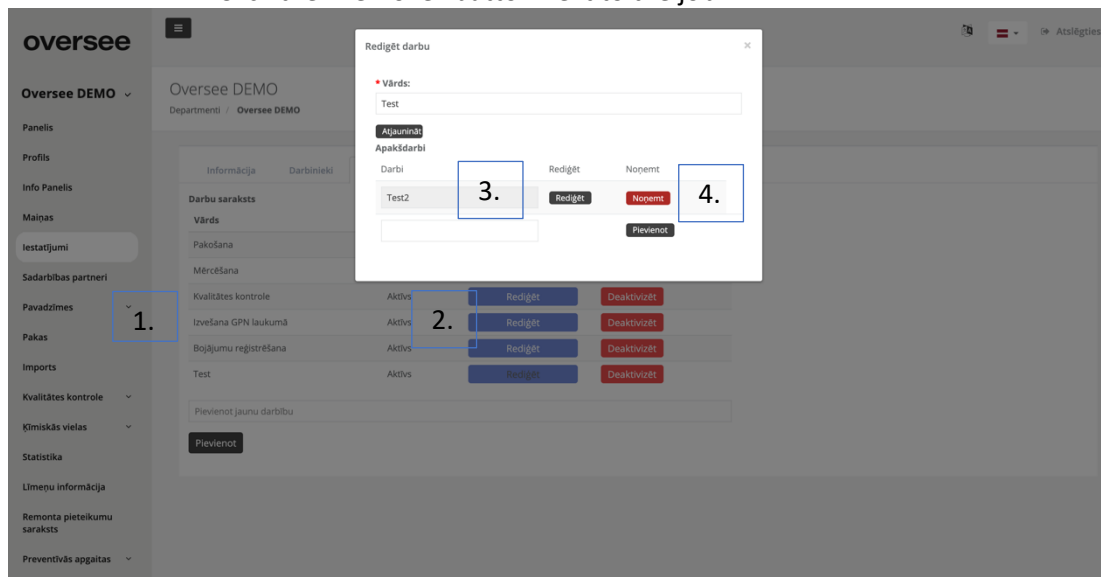
1. Find the job you want under "Jobs"
2. Click the "Edit" button next to the job you want
 - You'll see a new window
3. In the "Sub-jobs" section, type a sub-job name in the blank window
4. Click the "Add" button

The screenshot displays the 'oversee' application interface. On the left is a sidebar with a menu. The main content area shows a list of jobs under the heading 'Jēkabpils kokapstrāde'. A modal window titled 'Rediģēt darbu' is open, allowing for job editing. The modal includes a 'Vārds' field containing 'Pakošana', an 'Atjaunināt' button, and a 'Pievienot' button. The background job list has 'Rediģēt' and 'Deaktivizēt' buttons for each entry. Blue boxes with numbers 1 through 4 indicate the steps: 1. Clicking the 'Sadarbības partneri' menu item; 2. Clicking the 'Rediģēt' button; 3. Typing into the 'Darbi' input field; 4. Clicking the 'Pievienot' button.

6.3.4 Delete sub-job

To delete an additional description/job for a job, or "Sub-job"

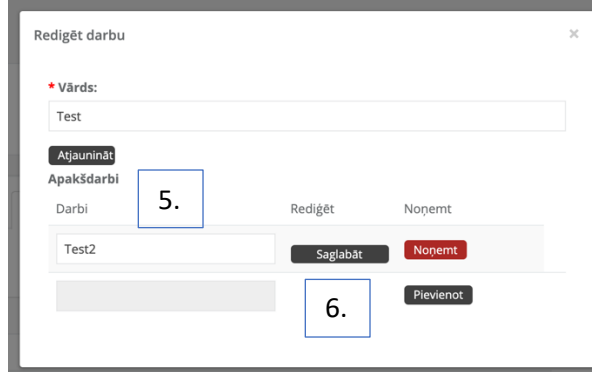
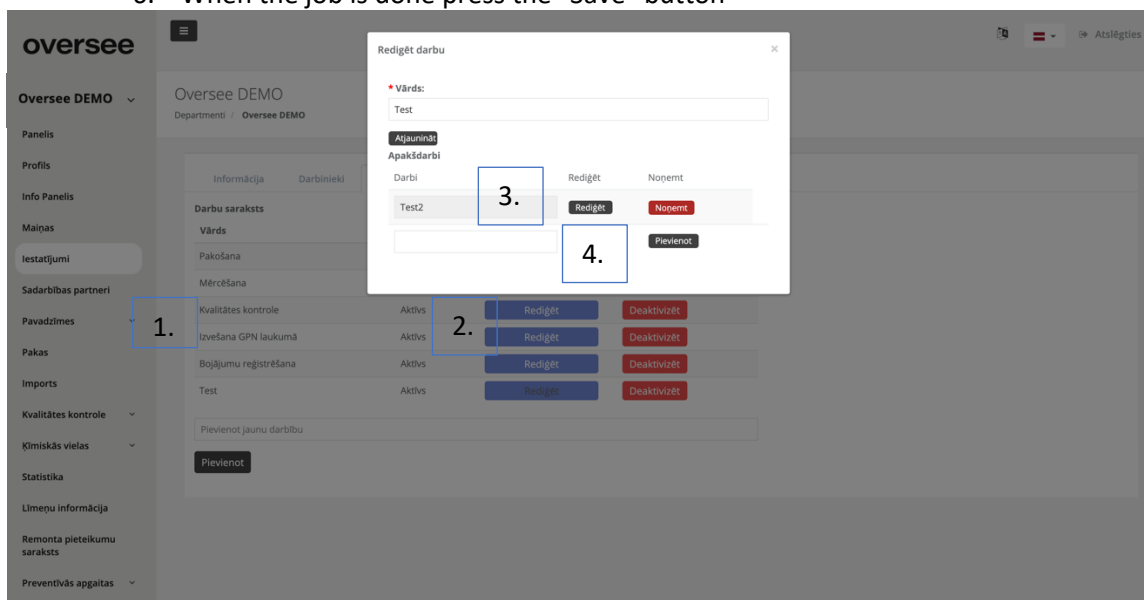
1. Find the job you want under "Jobs"
2. Click the "Edit" button next to the job you want
- You will see a new window
3. In the "Sub-jobs" section, find the subjob you want
4. Click the "Remove" button next to the job



6.3.5 Edit a sub-job name

To correct the name for a sub-job:

1. Find the job you want under "Jobs"
2. Click the "Edit" button next to the job you want
- You will see a new window
3. In the "Sub-jobs" section, find the subjob you want
4. Click the "Edit" button next to the sub-job
5. Enter or replace the sub-job name
6. When the job is done press the "Save" button



6.4 Files

The primary use of the file section is to store documents and files for attestation functionality.

The following steps may be taken in the sub-section:*

1. Add new files
2. Edit Existing
3. Delete inactive files

This section can be accessed by:

1. Pressing “Department” in the main menu
2. Click the subsection titled "Attachments”

The screenshot shows the Oversees web application interface. On the left sidebar, the 'Department' menu item is highlighted with a blue box labeled '1.'. The main content area shows the 'Attachments' section for the 'Oversee DEMO' department. The 'Attachments' tab is highlighted in the top navigation bar with a blue box labeled '2.'. The Attachments table lists three entries:

Attachment's name	Number	Date	Actual from	until
Darba drošības noteikumi_v11_22.11.2019	22.11.2019	01-04-2020	20-04-2020	
Darba drošības noteikumi_v14_22.11.2019	v14_22.11.2019	20-04-2020	20-04-2020	
Work_Safety_Regulationsv1.1	1.1	28-05-2020	29-05-2020	

**Please note that this section will only be available to you with the relevant rights*

6.4.1 Adding files

To add a file:(Fields marked with "*" are required)

1. At the top of the view, press the "Add" button
- You'll expand the view, with fields to fill in
 2. File name – Enter the name with which you want to display the file in the document
 3. File number or ID - Enter the voucher number or its version
 4. Date – Click and select the date when the document is created from the pop-up window
 5. Current from - Click and select the current date date of the document from the pop-up window
 6. Current till - This field will be inactive until the file is fully attached.
 7. Click the "Choose" button and you will open a new window where you can attach a file from your system (File must be in ".pdf" format)
 8. When it's finished, press the "Save" button

The screenshot shows the 'oversee' web application interface. The main content area is titled 'Attachments' and contains a form for adding new attachments. The form fields are: 'Attachment's name *', 'Number *', 'Date *', 'Actual from', and 'until'. There is a 'Choose' button next to the 'until' field. Below the form is a 'Save' button. A table below the form shows a list of attachments with columns for 'Attachment's name', 'Number', 'Date', 'Actual from', and 'until'. The table contains one entry: 'Darba drošības noteikumi_v11_22.11.2019' with number '22.11.2019', date '01-04-2020', and 'Actual from' '20-04-2020'. The interface includes a sidebar with navigation options like 'Dashboard', 'Profile', 'Info Dashboard', 'Shifts', 'Department', 'Cooperation partners', 'Invoices', 'Packages', 'Import', 'Quality control', 'Chemicals', 'Statistics', 'Level Information', 'Damage list', 'Shift schedule', and 'Maintenance'. The top right corner has a 'Log out' button.

6.4.2 Edit and delete files

To edit a file:

1. At the end of the file you want, press the "pencil" icon
- File fields in the table will become active
2. Click the "Actual from" field (If the actual date was added, the field will be inactive)
3. By clicking in the Field, you can add and edit the end date of the spotlight field (If the date highlights, this field will no longer be edited, and this field determines how long the document will be displayed in the app)
4. When the input is complete, press the "✓" symbol to confirm the change
- If you want to cancel changes press the "X" symbol

Attachment's name	Number	Date	Actual from	until	
Darba drošības noteikumi_v11_22.11.2019	22.11.2019	01-04-2020	20-04-2020		✓ x
Darba drošības noteikumi_v14_22.11.2019	v14_22.11.2019	20-04-2020	20-04-2020		✓ x
Work_Safety_RegulationsV1.1	1,1	28-05-2020	29-05-2020		

You can delete the desired file:

1. At the end of the desired file, press the trash icon and the file will be deleted immediately
- If the file is already active or expired, it is not possible to delete the file because historical data must be kept

Attachment's name	Number	Date	Actual from	until	
Darba drošības noteikumi_v11_22.11.2019	22.11.2019	01-04-2020	20-04-2020	31-12-2020	
Darba drošības noteikumi_v14_22.11.2019	v14_22.11.2019	20-04-2020	20-04-2020		
Test file 4	1	24-09-2020	30-09-2020		
Work_Safety_RegulationsV1.1	1,1	28-05-2020	29-05-2020		

If you want to download one of the documents to your computer:

1. Click on the file name (blue) and you will immediately begin downloading the document.

Attachment's name	Number	Date	Actual from	until	
Darba drošības noteikumi_v11_22.11.2019	22.11.2019	01-04-2020	20-04-2020	31-12-2020	
Darba drošības noteikumi_v14_22.11.2019	v14_22.11.2019	20-04-2020	20-04-2020		
Test file 4	1	24-09-2020	30-09-2020		
Work_Safety_RegulationsV1.1	1,1	28-05-2020	29-05-2020		

6.5 Role List

The "role list" in the primary steps is to create and manage user-associated roles in the department. In the sub-section you can:

- Create role
- Edit Role
- Delete role

The screenshot shows a web interface for managing roles. At the top, there are navigation tabs: Information, Employees, Role list (selected), Settings, and Translations. Below the tabs is a button labeled '+ Add New Role'. Underneath, the section is titled 'Roles'. It includes a 'Show' dropdown menu set to '20' entries and a search input field. A table lists the roles: Administrators, CEO, Employee, and Manager. Each role has edit and delete icons. At the bottom, it says 'Showing 1 to 4 of 4 entries' and has navigation buttons for '< Previous', '1', and 'Next >'.

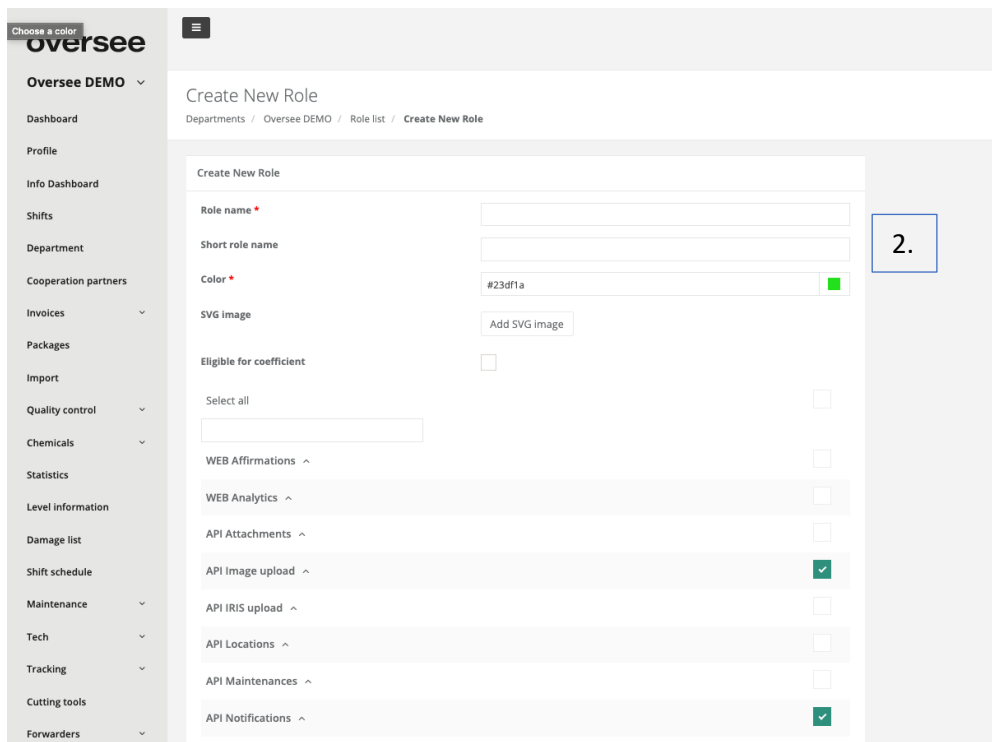
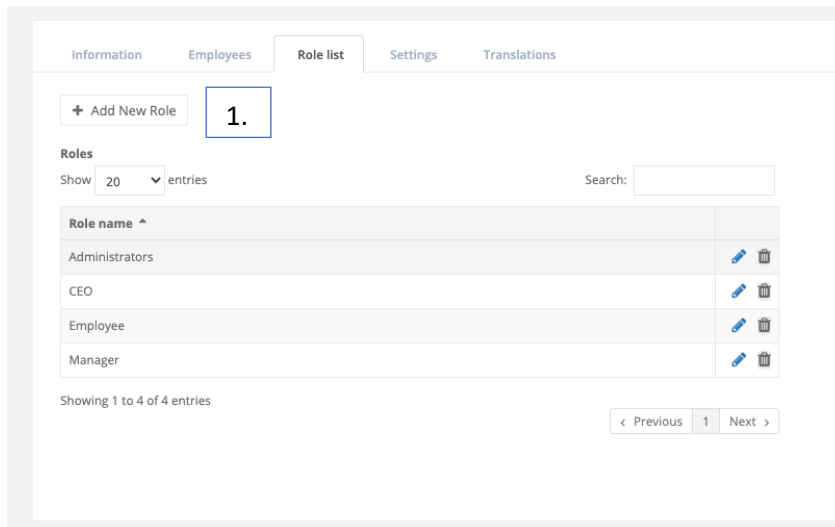
Role name ^	
Administrators	
CEO	
Employee	
Manager	

**Please note that this section will only be available to you with the relevant rights*

6.5.1 Create a role

To add a new role:

1. Click the "Add new role" button on the top side of the "Role List" section
 - You'll see a new view
2. At the top of the view, fill in the windows with the information next to the labeled (Fields with the "*" symbol are required)
 - Role name
 - Roles shortened name
 - Color - is automatically set to green. If you want to change the HEX combination or press the small color box next to the field
 - SVG picture – Allows you to add a photo with the ".svg" format
 - Factor calculation – Users with this role will count and create an efficiency factor



To enter the roles permissions

1. Find the permission you want below
 - If you need to find your certain one, you can search by name at the top of the table
2. If you want to unlock or connect the full permission, next to the permission name, click on the square
 - If the field is "Green" – The permission is active
 - If the field is "White" – The permission is disabled
3. If you want to disable only part of the permission, click on the permission name,
 - This will open up a full range of sub-permissions.
4. Click on the square next to the right you want to activate
5. If you need to activate or deactivate all permissions, press the blank box at the top of the table and all fields will be changed to its field status
6. When the job is done, go to the bottom of the view and click the "Save" button, but "Cancel" if you want to cancel the actions taken

The screenshot shows the 'Create New Role' form in the 'Oversee DEMO' application. The form is titled 'Create New Role' and is located in the 'Departments / Oversee DEMO / Role list / Create New Role' section. The form includes the following fields and options:

- Role name ***: A text input field.
- Short role name**: A text input field.
- Color ***: A color picker showing '#23df1a' with a green square.
- SVG image**: A button labeled 'Add SVG image'.
- Eligible for coefficient**: A checkbox.
- Select all**: A checkbox with a corresponding search box.
- WEB Affirmations**: A checkbox.
- WEB Analytics**: A checkbox.
- API Attachments**: A checkbox.
- API Image upload**: A checked checkbox.
- API IRIS upload**: A checkbox.
- API Locations**: A checkbox.
- API Maintenances**: A checkbox.
- API Notifications**: A checked checkbox.
- WEB Shift schedule**: A checkbox.
- WEB Tractors**: A checkbox.
- WEB Translations**: A checkbox.
- WEB Tasks**: A checkbox.

At the bottom of the form, there are two buttons: 'Cancel' (red) and 'Save' (green). Numbered callouts (1-6) highlight specific UI elements:

1. Search box for permissions.
2. API Attachments checkbox.
3. API Image upload checkbox.
4. API Notifications checkbox.
5. Select all checkbox.
6. Save button.

6.5.2 Edit roles

To edit any role:

1. Find the role you want in "Role List view"
- You can use the search window to search by name
2. When a role is found, press the "Pencil" icon on the right
- You'll be taken to the edit view of the role, where the steps you want to perform are the same as creating a role

Information Employees **Role list** Settings Translations

+ Add New Role

Roles

Show 20 entries Search:

Role name ^	
Administrators	
CEO	
Employee	
Manager	

Showing 1 to 4 of 4 entries

< Previous 1 Next >

6.5.3 Delete a role

To delete any role:

1. Find the role you want in "Role List view"
- You can use the search window to search by name
2. When a role is found, press the "Trashcan" icon on the right side of the
- The role will be deleted immediately

The screenshot shows the 'Role list' view. At the top, there are tabs for 'Information', 'Employees', 'Role list', 'Settings', and 'Translations'. Below the tabs is a '+ Add New Role' button. The main content area is titled 'Roles' and includes a 'Show 20 entries' dropdown and a search box. A table lists the roles: Administrators, CEO, Employee, and Manager. Each row has edit and delete icons. A 'Showing 1 to 4 of 4 entries' message and pagination controls are at the bottom.

Role name ^	
Administrators	
CEO	
Employee	
Manager	

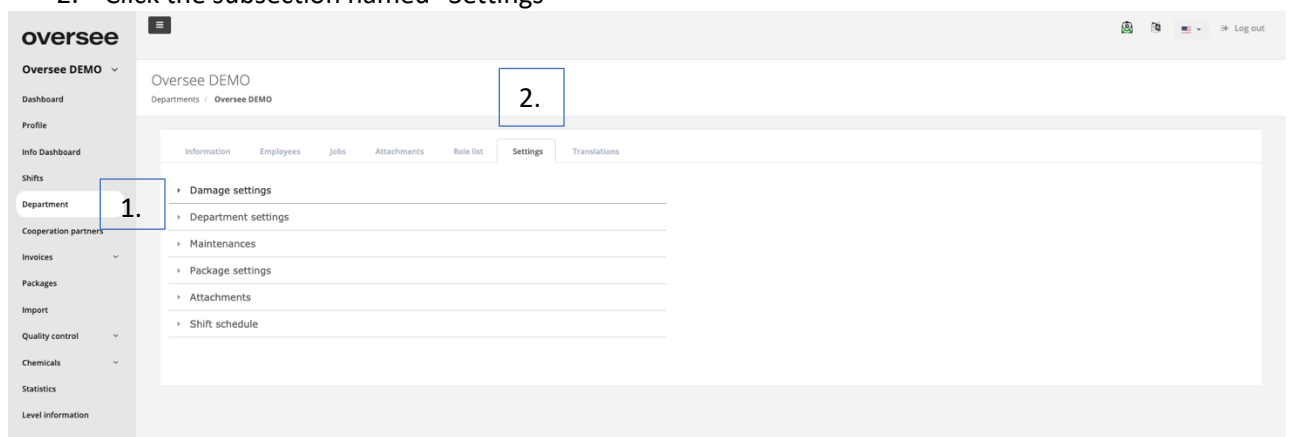
6.6 Settings

In the subsections, "Settings" it is primarily used as a set of important settings where you can change and restore them all in one place. This subsection contains sets of several settings:

- Repair application settings
- Department settings
- Maintenance settings
- Package settings
- Files
- Shift schedule

This section can be accessed by:

1. In the main menu, pressing "Department"
2. Click the subsection named "Settings"



Any of the settings can me viewed by clicking on it!

6.6.1 Repair application settings

The following settings set the settings for repair applications (If you need additional setup information, click the small "i" symbol next to the setting name):

- Maximum emergency task duration – How long the emergency task has to be finished
- Maximum period of execution of repair applications – what period of time any repair application must be finished
- Maximum number of application terminations – Indicates the number of times it is possible to stop/ set a task to "Job not completed"
- Notifications of overrunning incorrectly organized work – users who will receive notifications of tasks with over time

You can edit "Maximum extra work execution time" "Maximum due time for damages" and "Maximum amount of times damage can be stopped"

- By entering numbers in fields next to the setting name
- The fields are indicated by letters which mean:
 - "d" - Days
 - "h" - Hours
 - "m" – Minutes
- When the job is done press the "Save" button

The screenshot shows the 'oversee' application interface. On the left is a navigation sidebar with categories like 'Dashboard', 'Profile', 'Info Dashboard', 'Shifts', 'Department', 'Cooperation partners', 'Invoices', 'Packages', 'Import', 'Quality control', 'Chemicals', 'Statistics', 'Level information', 'Damage list', 'Shift schedule', 'Maintenance', 'Tech', 'Tracking', 'Cutting tools', and 'Forwarders'. The main content area is titled 'Oversee DEMO' and includes tabs for 'Information', 'Employees', 'Jobs', 'Attachments', 'Role list', 'Settings', and 'Translations'. The 'Settings' tab is active, showing 'Damage settings' with three configuration fields: 'Maximal extra work execution time' (0 h 30 m), 'Maximal due time for damages' (7 d 0 h 0 m), and 'Maximum amount of times damage can be stopped' (4). A green 'Save' button is located below the settings. A blue box with the number '1.' is positioned over the 'Settings' tab, and another blue box with the number '2.' is positioned over the 'Save' button.

If you want to edit "Notifications about exceeded extra work execution time"

1. Under the name, select the person by clicking on the "Role" and "Employee" fields and selecting the relevant person from the list ("Employee" field is required)
 - When you press fields, a blank field appears at the top of the list, where you can filter by name
2. Next to the user, enter the numbers in the fields after how long the person will receive overrun notifications
3. When the job is done press the green button to save the
 - If you want to edit this setting just make changes to the employee you want and press the "Save" icon next to the user.
 - If you want to delete the press "Trashcan" button next to the user

The screenshot displays the 'oversee' web application interface. On the left is a sidebar with a navigation menu including 'Dashboard', 'Profile', 'Info Dashboard', 'Shifts', 'Department', 'Cooperation partners', 'Invoices', 'Packages', 'Import', 'Quality control', 'Chemicals', 'Statistics', 'Level information', 'Damage list', 'Shift schedule', 'Maintenance', 'Tech', 'Tracking', 'Cutting tools', and 'Forwarders'. The main content area is titled 'Oversee DEMO' and shows the 'Settings' tab for 'Oversee DEMO'. Under the 'Damage settings' section, there are three main settings: 'Maximal extra work execution time' (0 h 30 m), 'Maximal due time for damages' (7 d 0 h 0 m), and 'Maximum amount of times damage can be stopped' (4). Below these is a section for 'Notifications about exceeded extra work execution time' with a dropdown menu, a 'Save' button, and a 'Save' button next to the notification settings. Three numbered callouts (1, 2, 3) are overlaid on the interface to guide the user through the process of editing the notification settings.

6.6.2 Department settings

At the moment, the primary activity is the settings of skills. Currently, the settings are (If you need additional setup information, click the small "i" symbol next to the setting name):

1. Employee skills assessors – Person or persons who will be responsible for users' skills and their levels. These people will periodically receive a notification to evaluate users.
2. Skill list – Describe the level of each skill
3. Skills – Create skills that can be linked to users

If you want to edit "Employee Skills Assessors":

1. Under the name, select the person by clicking on the "Role" and "Employee" fields and selecting the person concerned from the list ("Employee" field is required)
 - When you press fields, a blank field appears at the top of the list, where you can filter by name
2. When the job is done press the green button to save the
 - If you want to edit this setting just make changes to the employee you want and press the save icon next to the user.
 - If you want to delete the press the "Trashcan" button next to the user

The screenshot displays the 'Department settings' page. On the left is a sidebar with various menu items. The main content area is titled 'Department settings' and contains an 'Employee skill assessor' section. This section includes a name 'Linards Birze', a 'Role' dropdown menu, and an 'Employee' dropdown menu. Below these are five text input fields labeled '1. very low level' through '5. top level'. A green 'Save' button is located at the bottom right of this section. Below the 'Employee skill assessor' section is a 'Skills' section with a list of skills: 'Velding', 'Electronics', and 'Painter'. Each skill has a trash icon and a save icon next to it. Three blue boxes with numbers 1, 2, and 3 are overlaid on the image: box 1 points to the 'Skill description' field, box 2 points to the 'Employee' dropdown menu, and box 3 points to the 'Save' button.

If you want to edit "Skill Description":

1. Under each level, enter a description of its skill level in the field
2. When descriptions are entered click on the button "Save" below the level descriptions

The screenshot shows the 'Employee skill assessor' interface. On the left is a sidebar with various menu items. The main content area is titled 'Department settings' and 'Employee skill assessor'. It shows the user 'Komandas vadītājs' and 'Linards Birze'. There are dropdown menus for 'Role' and 'Employee'. Below this is the 'Skill description' section with five input fields labeled '1. very low level', '2. low level', '3. middle level', '4. high level', and '5. top level'. A 'Save' button is located below these fields. A 'Skills' section is also visible at the bottom with input fields for 'Velding', 'Electronics', and 'Painter', each with a 'Book' icon and a 'Trashcan' icon. A green 'Save' button is at the bottom right of the skills section.

If you want to edit "Skills":

1. Under the name, enter a skill name
2. When the skill is entered, on the right side of the name press the "Book" symbol to open the translation windows for other languages in your department and enter the translation for the languages
3. When the work is done press the green button to maintain the skill
 - If you want to edit this skill, simply make changes to the employee you want and press the save icon next to the user.
 - If you want to delete click the "Trashcan" button next to the skill

The screenshot shows the 'Skills' section of the interface. It has a sidebar on the left. The main content area is titled 'Skills' and has four input fields for skill names: 'Velding', 'Electronics', 'Painter', and an empty field. To the right of each input field are three icons: a 'Book' icon, a 'Trashcan' icon, and a 'Save' icon. A green 'Save' button is located at the bottom right of the skills section. Three blue boxes with numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1. points to the input field, 2. points to the 'Book' icon, and 3. points to the green 'Save' button.

6.6.3 Maintenances

At the moment, the primary action is the settings for preventive notifications. Currently, the settings are: (If you need additional setup information, click the small "i" symbol next to the setting name):

- Send notifications to completed tasks not started in time
- Send notifications to managers about tasks not started in time

If you want to edit Deterrent Bypass Settings

1. If you want to disable or enable the setting, next to the setting name, click the field
 - If the field is "Green" - the settings are turned on
 - If the field is "White" – the settings are disabled
2. Enter the time for the notifications in fields next to the setting name
 - The fields are indicated by letters which mean:
 - "h" - Hours
 - "m" – Minutes
3. When the job is done press the "Save" button

The screenshot shows the 'oversee' application interface. The sidebar on the left contains navigation options: Dashboard, Profile, Info Dashboard, Shifts, Department, Cooperation partners, Invoices, Packages, Import, Quality control, Chemicals, Statistics, Level information, Damage list, Shift schedule, Maintenance, and Tech. The main content area is titled 'Oversee DEMO' and has tabs for Information, Employees, Jobs, Attachments, Role list, Settings, and Translations. The 'Settings' tab is selected, showing a 'Maintenance' section. Under 'Maintenance', there are two settings:

- 'Send notifications to assignees about delayed to-do tasks' with a checked checkbox and input fields for 0 hours and 1 minute.
- 'Send notifications to supervisors about delayed to-do tasks' with a checked checkbox and input fields for 0 hours and 5 minutes.

A tooltip for the second setting reads: 'Last-minute task start time is calculated using due time and expected execution time. When here indicated time left until calculated start time a reminder is sent to the task supervisor. The responsible persons e-mail is set while creating the task.' A 'Save' button is located at the bottom right of the settings area. Three blue boxes with numbers 1, 2, and 3 are overlaid on the interface to indicate the steps described in the text.

6.6.4 Package settings

The primary action of these settings is to mark, or specify which vehicles can perform package loading jobs.

If you want to set up loaders:

1. Click on the "Choose loaders" button
 - You'll see a new window
2. In the window next to the vehicle, mark the fields
 - If the field is "Blue" – The technique will be able to
 - If the field is "White" – The technique will not be able to
3. When the job is finished in the window, click the "Save" button at the top or bottom of the view
4. When all actions have been taken, press the "Save" button

The image shows two screenshots from the 'oversee' application. The left screenshot displays the 'Package settings' section in the 'Oversee DEMO' interface. A green button labeled 'Choose loaders' is highlighted with a box containing the number '1.'. Below it, a list of location information is shown, including 'Kāpurķēžu ekskavators JS370, DE-2106', 'Kompaktiekrāvējs POWERBOOM 300, DL-3362', 'Teleskopiskais iekrāvējs 540-170, BB-6804', 'Teleskopiskais iekrāvējs 540-180, BG-3850', and 'Frontālais iekrāvējs 457HT, GH-4710'. A green 'Save' button is highlighted with a box containing the number '4.'. The right screenshot shows a modal window titled 'Dubai Future Programmes' with tabs for 'Tractors', 'Equipment', and 'object'. A 'Save' button is in the top right. A table lists various equipment with checkboxes: 'Kāpurķēžu ekskavators JS370, DE-2106' (checked), 'Kompaktiekrāvējs POWERBOOM 300, DL-3362' (checked), 'Teleskopiskais iekrāvējs 540-170, BB-6804' (checked), 'Teleskopiskais iekrāvējs 540-180, BG-3850' (checked), 'Frontālais iekrāvējs 457HT, GH-4710' (checked), 'Frontālais iekrāvējs 419, FF-4869' (unchecked), and 'Elektriskā rokla- Toyota- 005' (unchecked). A 'Save' button is at the bottom right, highlighted with a box containing the number '3.'. A box with the number '2.' is positioned to the right of the modal window.

6.6.5 Files

The primary activity of these settings is to manage file notification sending and file restrictions. The setting options are:

- End of file validity approaching notification recipient – Person who will receive notification of file statuses.
- Days before sending file update notification – How many days will the person responsible be notified before the file expires
- Time between updating the file library – After how long the files will be updated
- Maximum file size – Maximum file size in megabytes (MB)

To set "Attachment actuality coming to an end notifications receivers":

1. Under the name, select the person by clicking on the "Role" and "Employee" fields and selecting the relevant person from the list ("Employee" field is required)
- When you press fields, a blank field appears at the top of the lists, which you can filter by name
2. When the job is done press the green button to save the
- If you want to delete the press "Trash" button next to the user

The screenshot shows the 'oversee' application interface. On the left is a sidebar with navigation options: Dashboard, Profile, Info Dashboard, Shifts, Department (selected), Cooperation partners, Invoices, Packages, Import, Quality control, Chemicals, Statistics, Level information, Damage list, Shift schedule, Maintenance, Tech, Tracking, and Cutting tools. The main content area is titled 'Oversee DEMO' and shows a breadcrumb 'Departments / Oversee DEMO'. Below this are tabs for Information, Employees, Jobs, Attachments, Role list, Settings (selected), and Translations. The 'Settings' section is expanded to show 'Attachment actuality coming to an end notification receivers'. This section includes a dropdown for 'Nodajas vadītājs' (Arnolds Pētersons) and a trash icon. Below are two dropdown menus: 'Role' and 'Employee'. A green 'Save' button is at the bottom. Two blue boxes with numbers '1.' and '2.' are overlaid on the page. Box '1.' points to the 'Days before send notification about attachment actuality ending:' field, and box '2.' points to the green 'Save' button.

To set "Days before send notifications about attachment actuality ending", "Time between applibrary updates in app" and "Maximum attachment size":

1. Under the appropriate name, in the field, type a number that will apply to the setting (Numbers only)
2. When you made your changes, press the "Save" button below the settings.

oversee

Oversee DEMO

Departments / Oversee DEMO

Information Employees Jobs Attachments Role list **Settings** Translations

› Damage settings

› Department settings

› Maintenances

› Package settings

▼ Attachments

Attachment actuality coming to an end notification receivers:

Nodajas vadītājs Arnolds Pētersons

Role Employee

Days before send notification about attachment actuality ending: 7

Time between app attachment library updates (in minutes): 15

Max attachment size (MB): 30

Save

6.6.6 Shift schedule

These settings related to “Meintences” and “Shift schedule” functionality. In these Settings you can:

- Set maximum number of shifts
- Set up and edit current shifts and their types
- Browse previous shift settings
- Set up and edit user shift types

If you want to set the maximum number of shifts: (Important! – If you change these settings, the preset shift schedule will be deleted)

1. Click the field and enter the desired number
2. Press "Save" when the input is complete

Shift schedule

Maximum amount of shifts ⓘ

4

Save

If you need to set up or edit the shift types:

1. Press the "+" symbol to add a shift, or a "-" symbol to delete (the minimum number of shifts is one)
2. Enter a name for the shift
3. Click in the field and enter or select the start time for the shift
4. Click in the field and enter or select the end time for the shift
5. Press and drag the small arrows to change the order of the shifts, if needed
6. Press "Save" when the input is complete

Shift settings ⓘ

Shift Name	Shift start time	Shift end time
D	06:00	15:00
N	16:00	03:00

Save

You can set up shift types users:

1. Pressing the "+" symbol to add a new type
 - Pressing "Trashcan" symbol and the type will be deleted
2. Enter a name for the type
3. Enter abbreviation for type (Max two characters)
4. Select the user shift type by pressing in the field
5. Press "Save" when the input is complete

Shift types ⓘ

Nosaukums	SaisinātsTips	
Working	W	Darba diena
Free	F	Brīvs
On Call	OC	Dežūra

Save

6.7 Translations

In short, "Translations" is a functionality by which it is possible for an individual department to make corrections and change translations, predefined languages, change the logo, define user languages or even choose which languages can be used. In this subsection it is possible to:

- Departmental languages – Set which languages are available to the department
- Edit Functionality - You can change the functional name names of the main view
- Groups – Edit language translations
- Employees – Browse employee languages and edit the language set

This section can be accessed by:

1. In the main menu pushing "Department"
2. Click the subsection named "Translations"

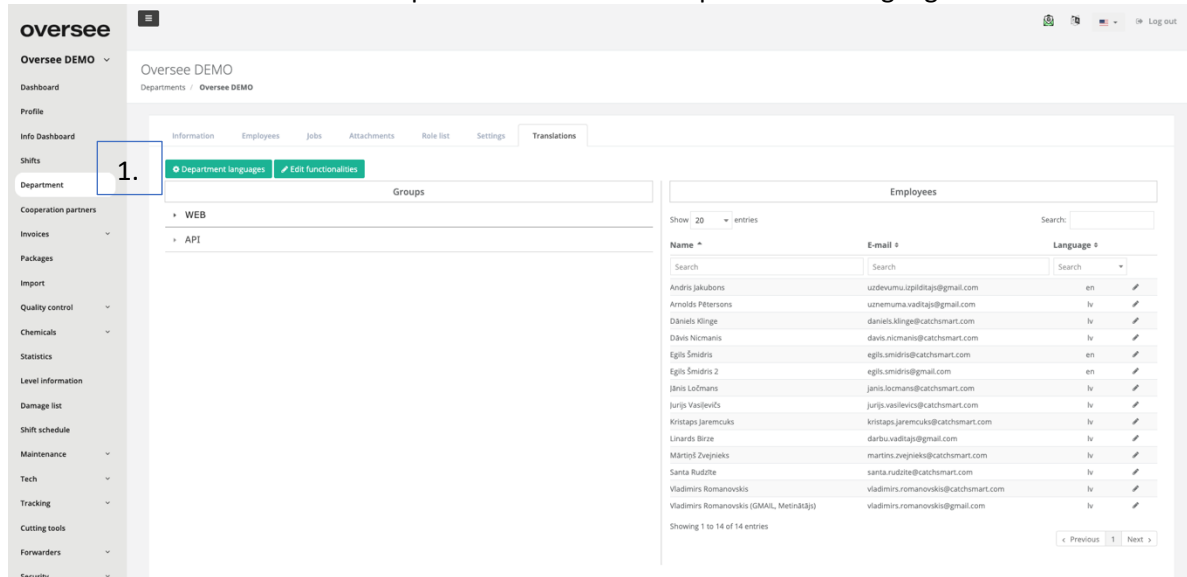
The screenshot shows the Oversee DEMO interface. The left sidebar contains a menu with 'Department' highlighted by a red box labeled '1.'. The main content area has a breadcrumb 'Departments / Oversee DEMO' and a 'Translations' tab highlighted by a red box labeled '2.'. Below the breadcrumb, there are two buttons: 'Department languages' and 'Edit functionalities'. The 'Employees' section is visible on the right, showing a table with columns for Name, E-mail, and Language. The table contains 14 entries, each with a name, email address, and language code (en or lv), along with an edit icon.

Name	E-mail	Language
Andris Jakubsons	uzdevkums.izliditajs@gmail.com	en
Arnolds Ptersons	uznemuma.vaditajs@gmail.com	lv
Dāniels Klīngs	daniels.klinge@catchsmart.com	lv
Dāvis Nicmanis	davis.nicmanis@catchsmart.com	lv
Egils Šmidris	egils.smidris@catchsmart.com	en
Egils Šmidris 2	egils.smidris@gmail.com	en
Jānis Ločmans	janis.locmans@catchsmart.com	lv
Jurģis Vasilevičs	jurģis.vasilevics@catchsmart.com	lv
Kristaps Jaremcuks	kristaps.jaremcuks@catchsmart.com	lv
Linaros Birze	darbu.vaditajs@gmail.com	lv
Mārtiņš Zvejnieks	martins.zvejnieks@catchsmart.com	lv
Santa Rudzīte	santa.rudzite@catchsmart.com	lv
Vladimirs Romanovskis	vladimirs.romanovskis@catchsmart.com	lv
Vladimirs Romanovskis (GMAIL, Meīnhārtājs)	vladimirs.romanovskis@gmail.com	lv

6.7.1 Departmental languages

To get started:

1. Press the button at the top of the table called "Departmental Languages"



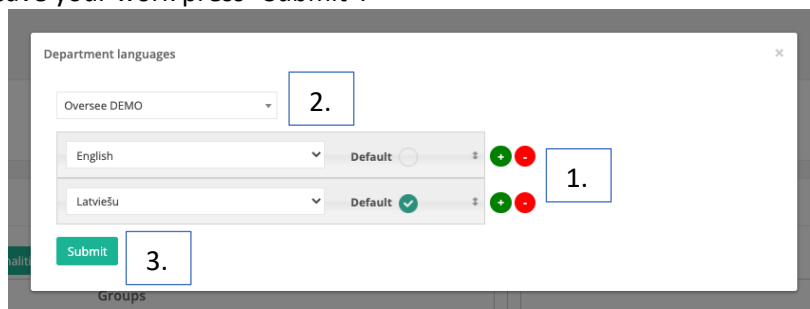
You will have a window with the languages available to users of your department. At the top of the window, you can select the department for which the available languages will be changed. (If you administer only one department, you will only have access to that department). Below it will be visible the currently active languages for this department.

This window has four main functions:

- Add languages
- Delete languages
- Setting the default language
- Changing the language order

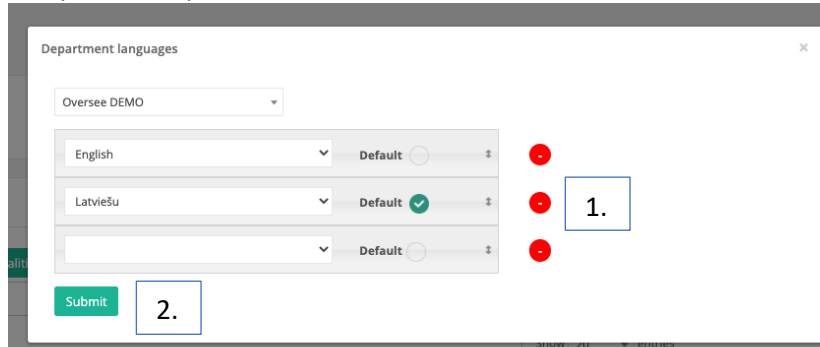
Add/Delete Language:

1. Next to the languages you set, press the green circle. (You cannot add languages that have not been created for the department)
- There will be added a new field with a blank selection field in the middle
2. Click on the selection field and select the desired language from the list
3. To save your work press "Submit".



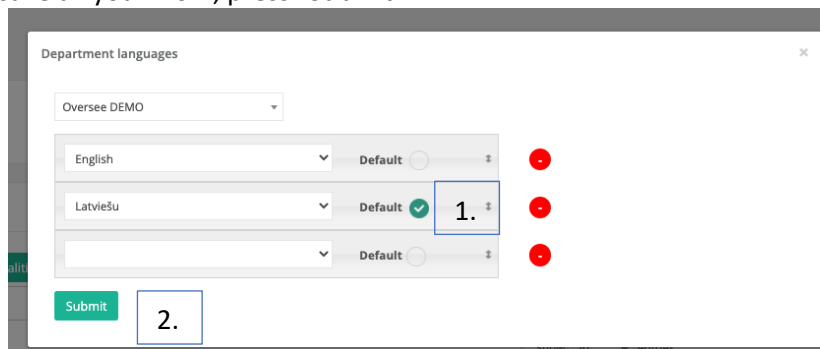
Delete a Language:

1. Next to the language you want to delete, press the red circle
 - Language will be deleted immediately (The last language cannot be deleted because at least one language must be in the department)
2. To save your work press "Submit".



Set a default language:

1. Next to the languages you want to set, click in the circle next to the word "Default"
 - For the language for which this circle is filled with green with the name "Default" will be set as the default language for the department (If a new user is registered, a page will be set in that language when on the page)
2. To save all your work, press "Submit".



Change the Language Order:

1. Press the gray field and hold down the mouse click, drag the language to change its position
2. To save all your work, press "Save".

Department languages

Oversee DEMO

English	Default	1.	-
Latviešu	Default	1.	-
	Default	1.	-

Submit

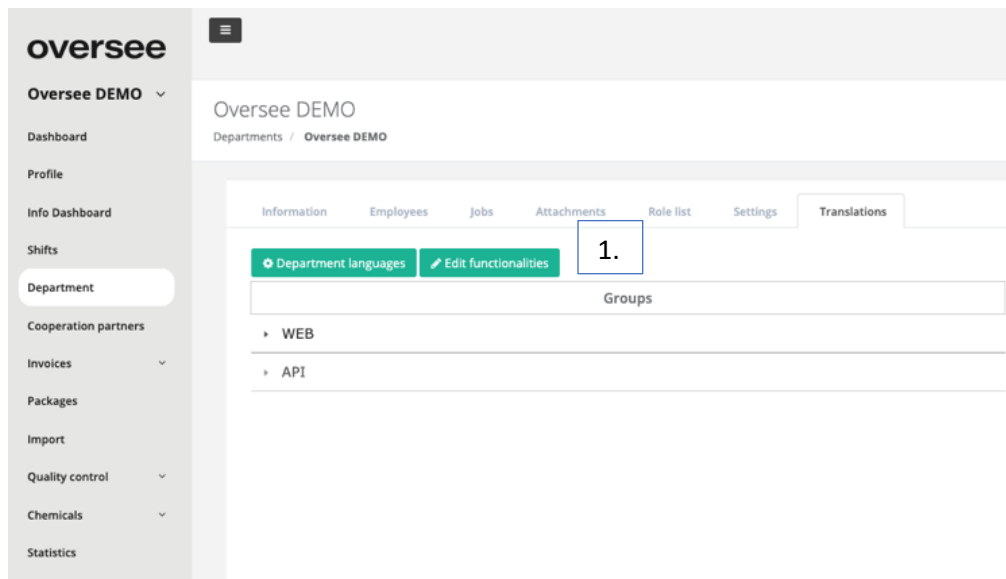
2.

SHOW 20 entries

6.7.2 Edit functionality translations

To get started:

1. Press the button at the top of the table called "Edit functionality"



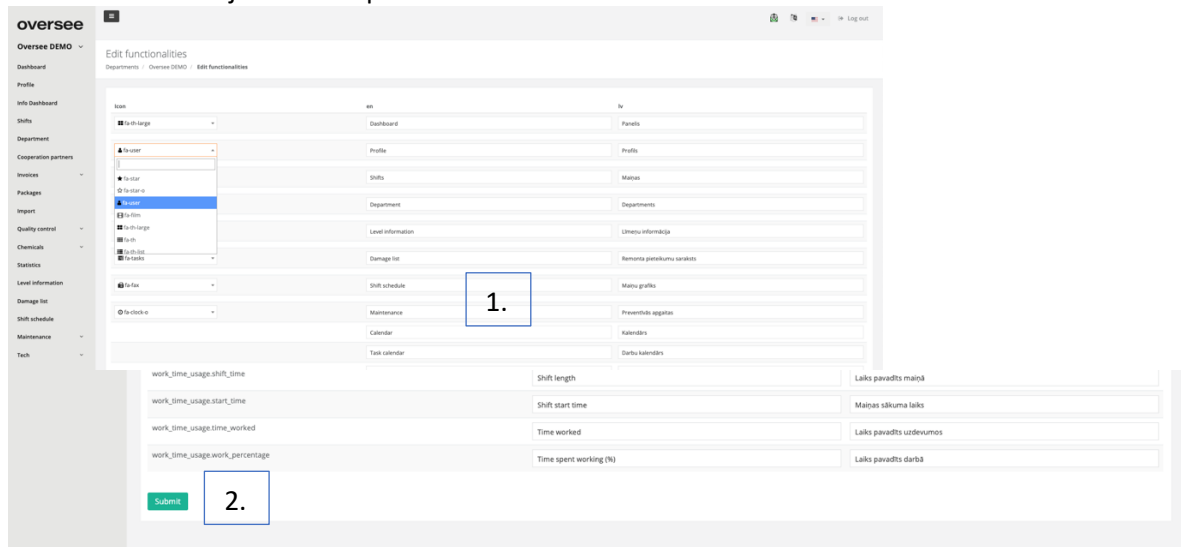
You'll see a new view that shows all the functional name and language translations set by your department in the form of the table.

This window has two main functions:

- Add language translation to department languages – How functionality translations will be displayed in the main design
- Add an icon for each functionality – An icon that will be displayed when the main selection is in compressed format/reduced format

To add a language translation to the department's languages:

1. Enter the translation required for each language mark below each window (Language abbreviations appear at the top of the table for each column)
2. When the job is done press the "Save" button at the bottom of the table



To add an icon to each functionality:

1. Click below in the left column the window that matches the functionality you want

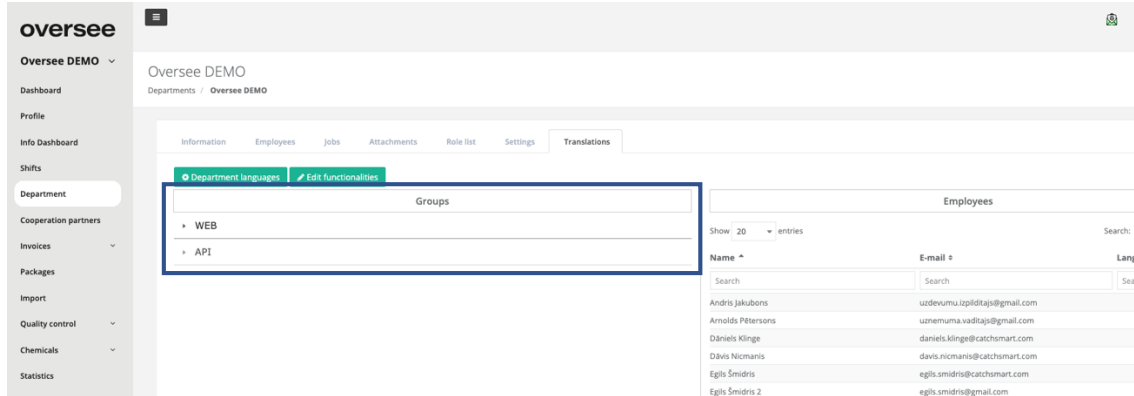
- You will open a window with a selection of icons where you can search for icons by name if necessary
- 2. Choose an icon to set for functionality
- 3. When the job is done press the "Save" button at the bottom of the table

The screenshot shows the 'oversee' web application interface. The sidebar on the left contains navigation options: Dashboard, Profile, Info Dashboard, Shifts, Department, Cooperation partners, Invoices, Packages, Import, Quality control, Chemicals, Statistics, Level information, Damage list, Shifts schedule, Maintenance, and Tech. The main content area is titled 'Edit functionalities' and contains a table with three columns: 'Icon', 'en', and 'lv'. The table lists various functionalities such as 'Dashboard', 'Profile', 'Shifts', 'Department', 'Level information', 'Damage list', 'Shift schedule', 'Maintenance', 'Calendar', and 'Task calendar'. At the bottom of the table is a green 'Submit' button. Three numbered callouts are present: '1.' points to the 'Cooperation partners' dropdown menu, '2.' points to the 'fa-user' icon in the dropdown, and '3.' points to the 'Submit' button.

Icon	en	lv
fa-th-large	Dashboard	Panelis
fa-user	Profile	Profils
fa-star	Shifts	Maiņas
fa-film	Department	Departments
fa-th-large	Level information	Līmeņu informācija
fa-th-list	Damage list	Remonta pieteikumu saraksts
fa-fax	Shift schedule	Maiņu grafiks
fa-clock-o	Maintenance	Preventīvās apgaitas
	Calendar	Kalendārs
	Task calendar	Darbu kalendārs
work_time_usage.shift_time	Shift length	Laiks pavadīts maiņā
work_time_usage.start_time	Shift start time	Maiņas sākuma laiks
work_time_usage.time_worked	Time worked	Laiks pavadīts uzdevumos
work_time_usage.work_percentage	Time spent working (%)	Laiks pavadīts darbā

6.7.3 Groups

The "Groups" table appears in the main "Translations" view to the left of the center. All groups are divided into two parts, with the help of these groups it is possible to change all, visible to the user, translations in both the website and the application environment. Group names directly reflect which section or functionality they affect.



The groups are graded into two over-groups:

- WEB – Translations related to the text of the website
- Mobile app – Translations related to mobile app text

Before starting work with translation groups, it is necessary to define the key

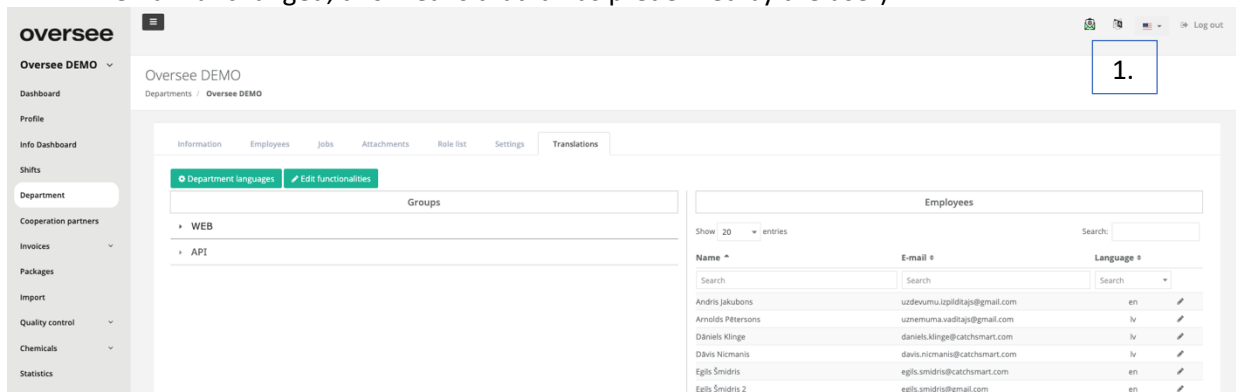
- Key – The key represents the functional notation of the word. Thanks to this, the system knows what you have renamed in any language. Each key has two main parts:
 - Grupa – Indicates which group the key is in
 - Key - The code to which the translations are associated

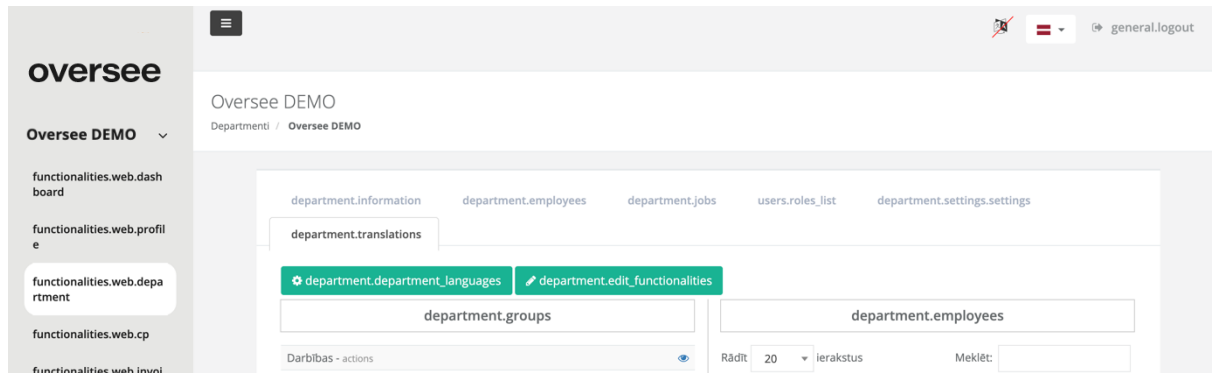
translation_group

department.edit_translation_group

To find out the key for any text to translate:

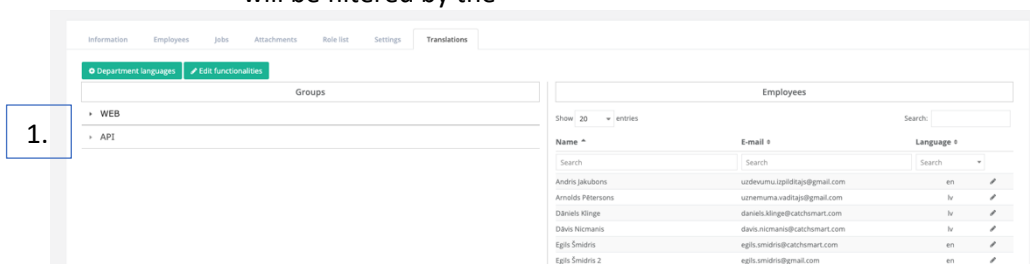
1. At the top right corner of the page press the translation of the "book" symbol
 - All the texts on the page that you can translate will become their keys. (If certain texts remain unchanged, this means that it was predefined by the user)





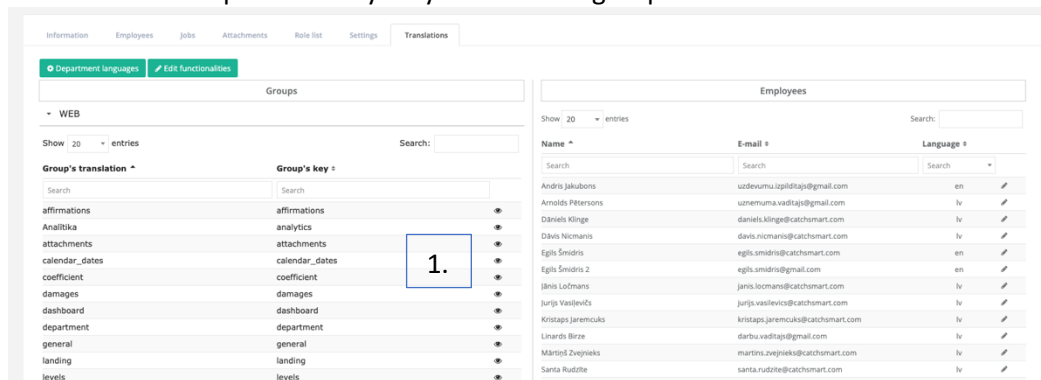
To get started with groups:

1. Click the over-group you want to change
 - It will open with all available subgroups
 - Additionally, if you want to search for a specific group by translation or key, the columns at the top appear in the windows where the groups you enter will be filtered by the



To edit any of the visible groups:

1. You must press the "Eye" symbol for the group.



A group has two actions that you can perform:

- Change the name of a translation group
- Change translations

To change the name of a translation group:

- At the top of the table there are two windows with the name of this group
1. Click in the white window and add or replace the name with the label you want
 2. When you have finished entering the transcript press "Save"(This button saves only the name)

oversee

Oversee DEMO

Dashboard

Profile

Info Dashboard

Shifts

Department

Cooperation partners

Invoices

Packages

Import

Quality control

Edit translation group

Departments / Oversee DEMO / Edit translation group

Change translation group's title

analytics Analitika Submit

1.

2.

Key	en	fr
actions	Actions	Darbības
affirmation_responses.affirmation_date	Date	Datums
affirmation_responses.arrival_time	Arrival time	Ieršanās laiks
affirmation_responses.comment	Comment	Komentārs
affirmation_responses.export_recurrent	Recurrent	Aikārtots
affirmation_responses.filenames	Files	Datnes
affirmation_responses.files	Files	Datnes
affirmation_responses.message	Text	Teksts
affirmation_responses.response	Answer	Atbilde
affirmation_responses.role	Role	Loma
work_time_usage.shift_time	Shift length	Laiks pavadīts mainā
work_time_usage.start_time	Shift start time	Maiņas sākuma laiks
work_time_usage.time_worked	Time worked	Laiks pavadīts uzturēšanos
work_time_usage.work_percentage	Time spent working (%)	Laiks pavadīts darbā

You can change the translations:

- If you need to find a specific key or translation, you'll always see a search window at the top of the columns, where you can filter by what you enter
1. Next to the keys, in the window under the desired language, enter the translation
 2. When you enter the desired translations click "Submit"

oversee

Oversee DEMO

Dashboard

Profile

Info Dashboard

Shifts

Department

Cooperation partners

Invoices

Packages

Import

Quality control

Chemicals

Statistics

Level information

Damage list

Shift schedule

Maintenance

Tech

Log out

Edit translation group

Departments / Oversee DEMO / Edit translation group

Change translation group's title

analytics Analitika Submit

1.

Key	en	fr
actions	Actions	Darbības
affirmation_responses.affirmation_date	Date	Datums
affirmation_responses.arrival_time	Arrival time	Ieršanās laiks
affirmation_responses.comment	Comment	Komentārs
affirmation_responses.export_recurrent	Recurrent	Aikārtots
affirmation_responses.filenames	Files	Datnes
affirmation_responses.files	Files	Datnes
affirmation_responses.message	Text	Teksts
affirmation_responses.response	Answer	Atbilde
affirmation_responses.role	Role	Loma
work_time_usage.shift_time	Shift length	Laiks pavadīts mainā
work_time_usage.start_time	Shift start time	Maiņas sākuma laiks
work_time_usage.time_worked	Time worked	Laiks pavadīts uzturēšanos
work_time_usage.work_percentage	Time spent working (%)	Laiks pavadīts darbā

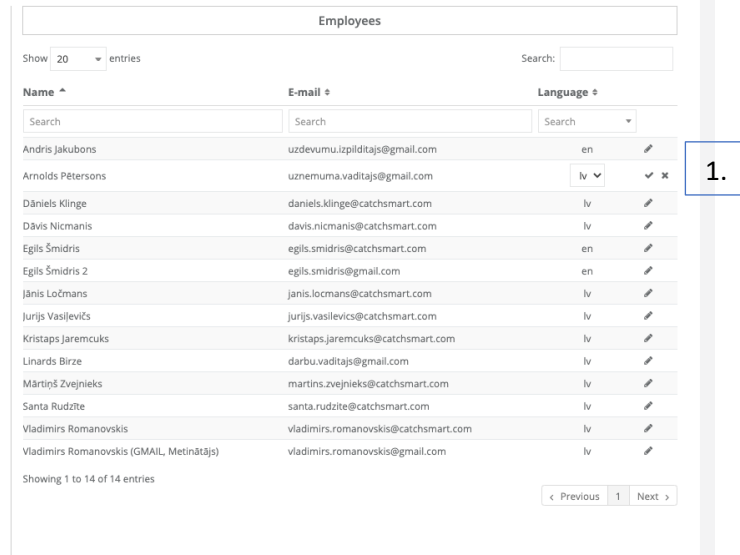
Submit

2.

6.7.4 Employees

You can edit user languages:

1. On the right, in front of the user name you want to edit, press the "Pencil" icon
 - If necessary, it is possible to sort the user by his or her data by entering the desired user data in the search windows at the top of the table

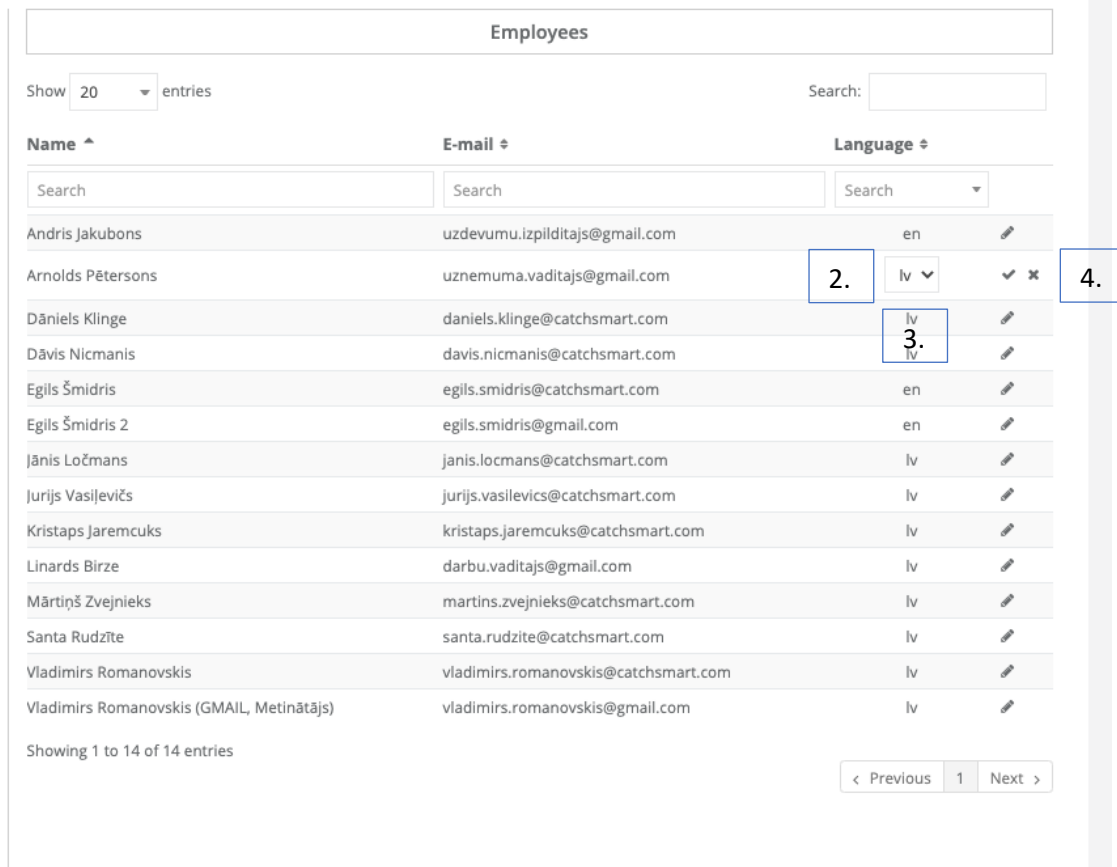


Employees		
Show 20 entries	Search:	
Name ^	E-mail ^	Language ^
Search	Search	Search
Andris Jakubons	uzdevumu.izpilditajs@gmail.com	en
Arnolds Pētersons	uznemuma.vaditajs@gmail.com	lv
Dāniels Klinge	daniels.klinge@catchsmart.com	lv
Dāvis Nicmanis	davis.nicmanis@catchsmart.com	lv
Egils Šmidris	egils.smidris@catchsmart.com	en
Egils Šmidris 2	egils.smidris@gmail.com	en
Jānis Ločmans	janis.locmans@catchsmart.com	lv
Jurijs Vasilevičs	jurij.vasilevics@catchsmart.com	lv
Kristaps Jaremcuks	kristaps.jaremcuks@catchsmart.com	lv
Linards Birze	darbu.vaditajs@gmail.com	lv
Mārtiņš Zvejnieks	martins.zvejnieks@catchsmart.com	lv
Santa Rudzīte	santa.rudzite@catchsmart.com	lv
Vladimirs Romanovskis	vladimirs.romanovskis@catchsmart.com	lv
Vladimirs Romanovskis (GMAIL, Metinātājs)	vladimirs.romanovskis@gmail.com	lv

Showing 1 to 14 of 14 entries

< Previous 1 Next >

2. Click on the user's language
 - You'll see a pop-up window with all the languages of the department
3. Select the language you want to set
4. Click next to the language "✓" symbol to save the changes, or "x" to cancel



Employees		
Show 20 entries	Search:	
Name ^	E-mail ^	Language ^
Search	Search	Search
Andris Jakubons	uzdevumu.izpilditajs@gmail.com	en
Arnolds Pētersons	uznemuma.vaditajs@gmail.com	lv
Dāniels Klinge	daniels.klinge@catchsmart.com	lv
Dāvis Nicmanis	davis.nicmanis@catchsmart.com	lv
Egils Šmidris	egils.smidris@catchsmart.com	en
Egils Šmidris 2	egils.smidris@gmail.com	en
Jānis Ločmans	janis.locmans@catchsmart.com	lv
Jurijs Vasilevičs	jurij.vasilevics@catchsmart.com	lv
Kristaps Jaremcuks	kristaps.jaremcuks@catchsmart.com	lv
Linards Birze	darbu.vaditajs@gmail.com	lv
Mārtiņš Zvejnieks	martins.zvejnieks@catchsmart.com	lv
Santa Rudzīte	santa.rudzite@catchsmart.com	lv
Vladimirs Romanovskis	vladimirs.romanovskis@catchsmart.com	lv
Vladimirs Romanovskis (GMAIL, Metinātājs)	vladimirs.romanovskis@gmail.com	lv

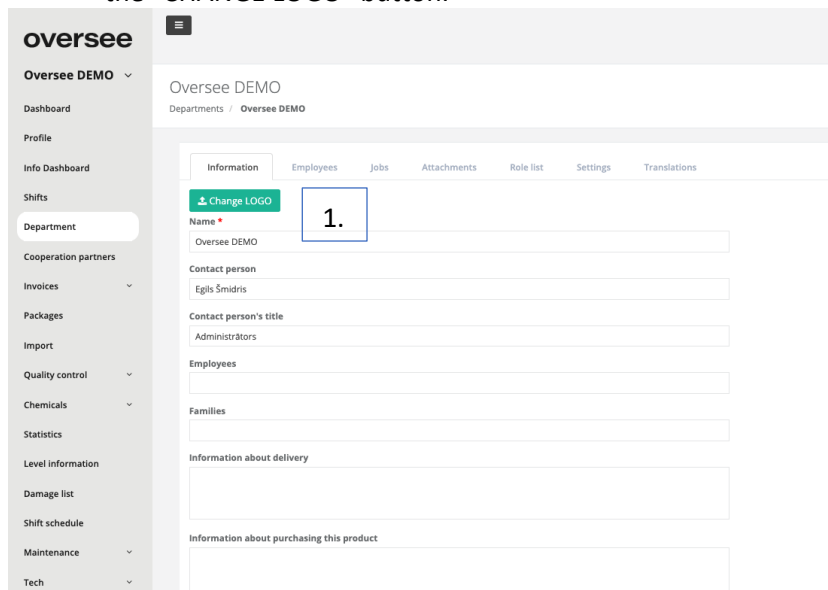
Showing 1 to 14 of 14 entries

< Previous 1 Next >

6.7.5 Logo change

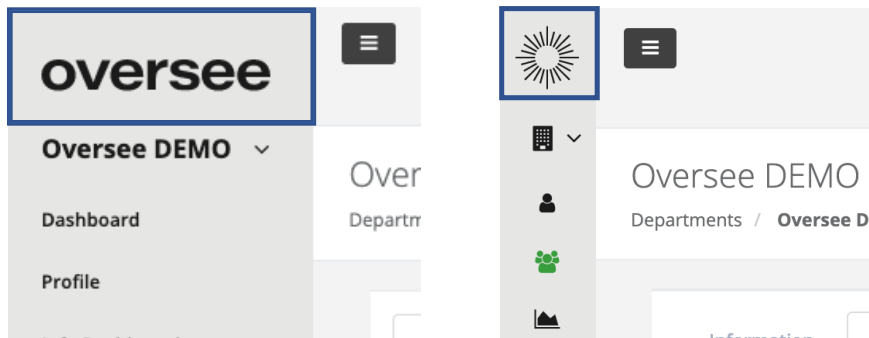
You can change the department logo:

1. In the "Department" section, under "Information" in the upper-right corner, you press the "CHANGE LOGO" button.



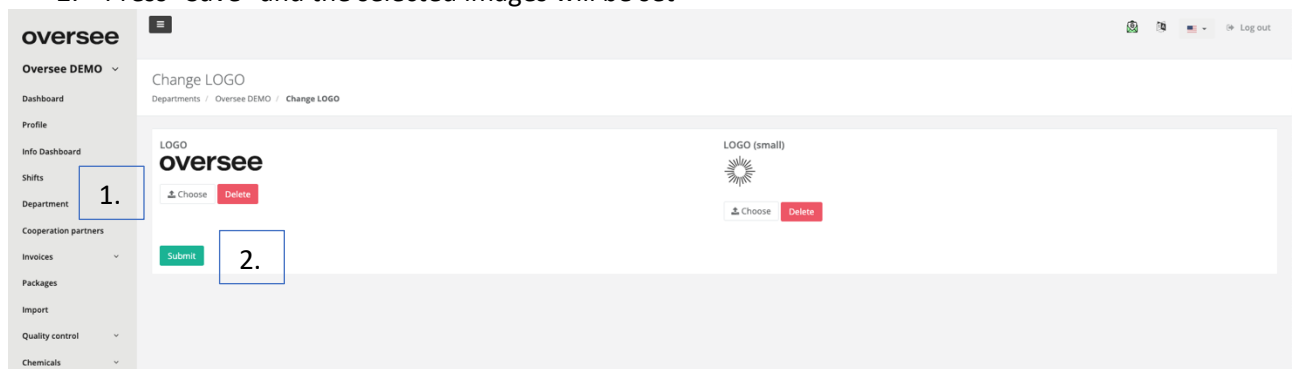
By pressing this button, you will open a page with two buttons in two pairs and two logo reviews:

- LOGO –Represents the logo, which will be displayed when the main selection bar is fully open
- LOGO (small) – This refers to the logo that is displayed when the main selection bar is displayed in a reduced format



If you want to change the logo:

1. Click the "Choose" button after which a window will open where you choose the logo you want to see*
2. Press "Save" and the selected images will be set



**Photo must be in ".svg" format*

7 Analytics

The main principle of the analytics section is to collect and display all the data in one place. The analysis consists of two sub-sections:

- Analytics - Section for reporting and systematic display
- Analytics tops – Visual display of key data in graphs

7.1 Analytics

The section can be accessed by:

1. Pressing "Analytics" in the main menu
2. Pressing "Analytics" from the pop-up window

The screenshot shows the Overseer Analytics dashboard. On the left, a sidebar menu lists various sections, with 'Analytics' and 'Analytics top' highlighted. A callout box with '1.' and '2.' points to these items. The main content area features a 'New Report Form' at the top, which includes a 'Select data type' dropdown menu set to 'Level information' and a 'Create New Report' button. Below this is a table titled 'List' showing a grid of analytics reports. The table has columns for 'Name', 'Information included', and 'Actions'. The 'Name' column includes search filters. The 'Information included' column lists categories like 'Employees / Employees and their tasks'. The 'Actions' column contains green edit icons and grey delete icons. The table lists six entries: 'Darbinieki un to uzdevumi', 'Darbu deleģšana', 'Employees and their tasks', 'Laiks patērēts uzdevumiem', 'Remonta pabeikumu skaits', and 'Uzdevumu skaits pēc statusa'. At the bottom, it indicates 'Showing 1 to 6 of 6 entries' and has navigation buttons for 'Previous', '1', and 'Next'.

When you open the "Analytics" section you will see two sections at the top at once:

- "Creating a new report"

This close-up screenshot shows the 'New Report Form' section. It features a 'Select data type' dropdown menu currently set to 'Level information' and a 'Create New Report' button to its right.

- "List"

This close-up screenshot shows the 'List' table. It includes a 'Show 20 entries' dropdown, search filters for 'Name' and 'Information included', and a table with columns for 'Name', 'Information included', and 'Actions'. The table lists six entries: 'Darbinieki un to uzdevumi', 'Darbu deleģšana', 'Employees and their tasks', 'Laiks patērēts uzdevumiem', 'Remonta pabeikumu skaits', and 'Uzdevumu skaits pēc statusa'. At the bottom, it indicates 'Showing 1 to 6 of 6 entries' and has navigation buttons for 'Previous', '1', and 'Next'.

"List" it is possible to see what reports are created, delete with the tip of the visible button and edit with the green button on the right.

This close-up screenshot shows a single row from the 'List' table. The row is for 'Employees and their tasks' and shows the 'Information included' as 'Employees / Employees and their tasks'. To the right of the row are two buttons: a green edit icon and a grey delete icon.

7.2 Create a report

To create a new report in the "Create new report" section:

1. Click the field next to the "Select data type" and that will show a dropdown of possible analytics
 - level information
 - Employees
 - Cutting tools
2. Once you have selected one of the options, click the "Create new" button

Analytics
Analytics

New Report Form

Select data type

Level information

Cutting tools

Employees

Forwarders

Level information

Create New Report

1.

2.

List

Show 20 entries

Name

Information included

Darbinieki un to uzdevumi

Employees / Employees and their tasks

Darbu deleģšana

Employees / Delegated Tasks

Depending on your choice, you will be taken to a window with options that refer to the information you choose: (When you choose "Select data type" it cannot be changed after you save the selection)

To Complete Creation:

1. Enter a report name (Required)
2. Choose additional information if this report has fields
3. Click the window next to " Select data type "
4. When all the information is selected, press the "Save" button at the bottom of the view

New Report Form

Analytics / New Report Form

Additional Information

Report about

Level information

Name

Group

Group

Select data type

Save

Damages

Damage job parts

Damages

1.

2.

3.

4.

7.2.1 Reports and their views

- Level information: In this section you can enter:
 - The name of the table
 - "Group": From the left you can select each next level of information, or you can enter and find by name for the level you want
 - Select a type of information: You can choose the line you specify for what information will be displayed.

The screenshot shows the 'New Report Form' interface for 'Level information'. The page title is 'New Report Form' with a breadcrumb 'Analytics / New Report Form'. Under the 'Additional information' section, there are two columns: 'Report about' and 'Level information'. The 'Report about' column has a 'Name' field with a red asterisk and a 'Group' field. The 'Level information' column has a 'Name' field and a 'Group' field. Below these fields is a 'Select data type' dropdown menu. The dropdown is open, showing a list of options: 'Damages', 'Dal', 'Damage job parts', and 'Damages' (highlighted in blue). A green 'Save' button is located at the bottom left of the form.

- Cutting tools: In this section you can enter:
 - Name
 - Select the type of information

The screenshot shows the 'New Report Form' interface for 'Cutting tools'. The page title is 'New Report Form' with a breadcrumb 'Analytics / New Report Form'. Under the 'Additional information' section, there are two columns: 'Report about' and 'Cutting tools'. The 'Report about' column has a 'Name' field with a red asterisk and a 'Select data type' dropdown menu. The 'Cutting tools' column has a 'Name' field. The dropdown menu is open, showing a list of options: 'Sustainability', 'Cut wood amount, m3' (highlighted in blue), and 'Sustainability'. A green 'Save' button is located at the bottom left of the form.

- Employees: In this section you can enter:
 - The name of the table
 - Select the type of information

The screenshot shows the 'New Report Form' interface for 'Employees'. The page title is 'New Report Form' with a breadcrumb 'Analytics / New Report Form'. Under the 'Additional information' section, there are two columns: 'Report about' and 'Employees'. The 'Report about' column has a 'Name' field with a red asterisk and a 'Select data type' dropdown menu. The 'Employees' column has a 'Name' field. The dropdown menu is open, showing a list of options: 'Employees and their tasks', 'Employee affirmations' (highlighted in blue), 'Employees and their tasks', 'Part lifetimes', 'Shift start questions', 'Skills and Knowledge', 'Task execution time', and 'Work time usage'. A green 'Save' button is located at the bottom left of the form.

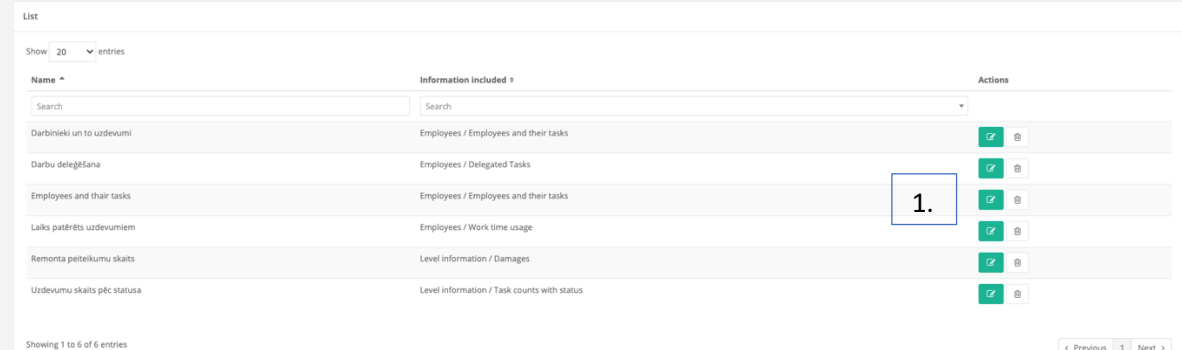
Clicking "Save" will create the report and you will be taken back to the report.

7.2.2 Open/edit/delete a report













7.2.2.1 Opening/ Editing

To edit or open any report:

1. Press the green "Edit" button on any report or press the green icon



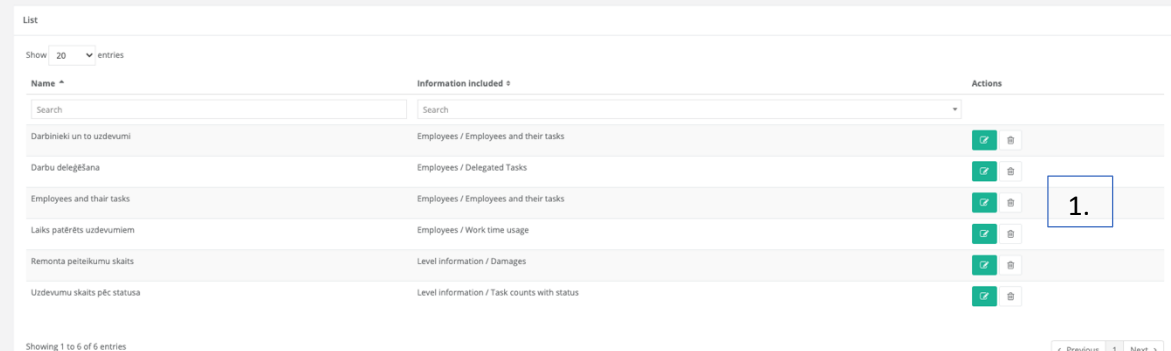
The screenshot shows a web interface titled "List" with a table of reports. At the top left, there is a "Show 20 entries" dropdown. The table has three columns: "Name", "Information included", and "Actions". The "Name" column has a search input. The "Information included" column has a dropdown menu. The "Actions" column contains a green "edit" icon and a white "trash" icon for each row. The row "Employees and their tasks" has a blue box with the number "1." pointing to its green edit icon. At the bottom left, it says "Showing 1 to 6 of 6 entries". At the bottom right, there are navigation buttons: "< Previous 1 Next >".

Name ^	Information included ▾	Actions
Darbinieki un to uzdevumi	Employees / Employees and their tasks	 
Darbu deleģēšana	Employees / Delegated Tasks	 
Employees and their tasks	Employees / Employees and their tasks	 
Laiks patērēts uzdevumiem	Employees / Work time usage	 
Remonta pabeikumu skaits	Level information / Damages	 
Uzdevumu skaits pēc statusa	Level information / Task counts with status	 













7.2.2.2 Delete

To Delete a Report:

1. At the end of any report, press the white button with the "trashcan" symbol.
 - You'll see a window asking you to confirm the delete operation



The screenshot shows the same web interface as above. The row "Employees and their tasks" has a blue box with the number "1." pointing to its white trash icon. The rest of the interface is identical to the previous screenshot.

Name ^	Information included ▾	Actions
Darbinieki un to uzdevumi	Employees / Employees and their tasks	 
Darbu deleģēšana	Employees / Delegated Tasks	 
Employees and their tasks	Employees / Employees and their tasks	 
Laiks patērēts uzdevumiem	Employees / Work time usage	 
Remonta pabeikumu skaits	Level information / Damages	 
Uzdevumu skaits pēc statusa	Level information / Task counts with status	 

7.2.3 Report Information

When you open, you see the selected analysis, you see two main sections:

- Report Filters (In this section, you can edit the information that appears)

- Selected data (The information selected by criteria will be selected and displayed here in tabular format)

Name Surname	Role	Maintenance task count	Damage count	Extra work count	Incorrectly organized damage count	Total task count	Total task time
Egils Šmīdriņš	Administrator	0	3	2	0	3	00h 02m
Egils Šmīdriņš 2	Administrator	0	5	2	2	5	147h 18m
Santa Rudzīte	Administrator	0	1	0	0	1	00h 04m

To get started with "Report Filters":

1. Above the "Report Data" section, press the blue button with arrows placed on the diagonal (This button extends the information editing/criteria selection window)

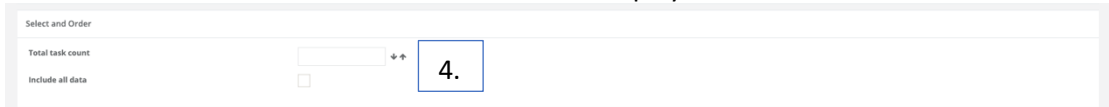
When you open the edit section, you'll see three parts:

2. Report information
 - "Included information" can be seen in the group of information that was selected for the report
 - "Name" allows you to change the report name

3. Filter Data (Allows you to select data for relevant filters)

- This section shows all windows that let you filter out report information. This field may vary depending on the group of information that you choose to create the report.

4. Select and sort (You can choose the layout of your data and the number of tasks)
- The "Total task count" is possible in the adjacent window, record the number of tasks as you want to see.
 - Next to the count field, you see two arrows that sort the data in ascending or descending order (Down – Ascending; Up – Descending)
 - "Include all data" inside the data also displays archived data

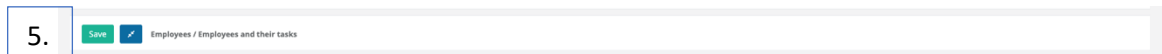


Select and Order

Total task count ↕↕

Include all data

5. When you have finished entering data in the Report Information Area, click the "Save" button



5. ✓ Employees / Employees and their tasks

7.2.4 Data overview

The "Selected data" table will display the data for the data selected in the report and report filters, respectively.

You can export the current analytics report:

1. By pressing the top-right corner of the table button
 - Excel (Creates and downloads a key .Excel format)
 - PDF (Creates and downloads a report in .PDF format)

Selected data

Excel PDF 1. Search:

Name Surname *	Role *	Maintenance task count *	Damage count *	Extra work count *	Incorrectly organized damage count *	Total task count *	Total task time *
Egils Šmīdriņš	Administrator	0	3	2	0	3	00h 02m
Egils Šmīdriņš 2	Administrator	0	5	2	2	5	147h 18m
Santa Rudzīte	Administrator	0	1	0	0	1	00h 04m

Showing 1 to 3 of 3 entries

< Previous 1 Next >

Sometimes the data shown in the table is open to outline the details that may be required. This data is colored in **Blue** and sometimes **red**. When you click on this data, a modal window opens with the necessary information.

Work Egils Šmīdriņš 2

Date: 01-06-2020 to 30-09-2020 147h 18m

Today: 11-09-2020 -

Yesterday: 10-09-2020 -

This week: 04-09-2020 - 11-09-2020 -

This month: 11-08-2020 - 11-09-2020 -

Report data

Filter Data (Only filtered data will be included in count/time calculations)

Role: Role

Select and Order

Total task count

Include all data

Save Employees / Employees and their tasks

Selected data

Excel PDF

Name Surname *	Role *	Maintenance task count *	Damage count *	Extra work count *	Incorrectly organized damage count *	Total task count *	Total task time *
Egils Šmīdriņš	Administrator	0	3	2	0	3	00h 02m
Egils Šmīdriņš 2	Administrator	0	5	2	2	5	147h 18m
Santa Rudzīte	Administrator	0	1	0	0	1	00h 04m

Showing 1 to 3 of 3 entries

< Previous 1 Next >

7.3 Analytics Tops

"Analytics Tops" is a section where you can visually review key information.

The section can be accessed by:

1. In the main menu, pressing "Analytics"
2. From the drop-down window push "Analytics top"

The screenshot shows the 'oversee' dashboard. On the left, a sidebar menu is visible with 'Analytics' and 'Analytics top' highlighted. The main content area is titled 'Analytics' and contains a 'New Report Form' with a 'Select data type' dropdown set to 'Level information' and a 'Create New Report' button. Below this is a table with the following data:

Name	Information included	Actions
Darbinieki un to uzdevumi	Employees / Employees and their tasks	[Check] [Close]
Darbu deleģšana	Employees / Delegated Tasks	[Check] [Close]
Employees and their tasks	Employees / Employees and their tasks	[Check] [Close]
Laika patēriets uzdevumiem	Employees / Work time usage	[Check] [Close]
Remonta pabeikumu skaits	Level information / Damages	[Check] [Close]
Uzdevumu skaits pēc statusa	Level information / Task counts with status	[Check] [Close]

In total, there are six graphs:

- Repair applications
- Repair parts
- Total number of tasks
- Total time consumption for tasks
- Cuttingtool longevity
- Cuttingtool cut m3

7.3.1 Editing

Because these tables cannot be deleted or added new, reports have the ability to edit the information that is displayed.

Each schedule has filters that allow you to display the information you want. These filters may vary for graphics, but they are always on top of the schedule.



To Select Data in Graphs:

1. Enter the desired data in filter fields
2. When data is entered above the schedule, the filters on the right are two buttons:
 - Selects (Selects the filters you enter and displays in the graphic)

- Delete (Deletes all selected filters and inserts base settings for schedule)

1.

2.

All graphics poles have the option to hover with a cursor that will open a modal window with a description that is directly visible for the selected column.

Category

Description

Exclude category & description

Count

210

Jurta Buglina
34-08-2020
BSL / Hidrostacija balķu galda piedzīņai / Eļļas tvertne

Category	Description	Count
Eļļa hidraulikas		210
Eļļa ķēžu		180
Adatu rullu Adatas		100

If you need to rotate the stakes in the graphic:

1. Press the blue button in the upper right corner with an arrow.

Dzēst

Atlasīt

1.

Exclude category & description

Top 10 damage job parts

Category	Description	Count
Eļļa hidraulikas		210
Eļļa ķēžu		180
Adatu rullu Adatas		100
Mehāniskās		80
Ķēžu		60
Mehāniskās		50
Adatu rullu Adatas		40
Eļļa ķēžu		30
Eļļa ķēžu		20
Adatu rullu Adatas		10

Count

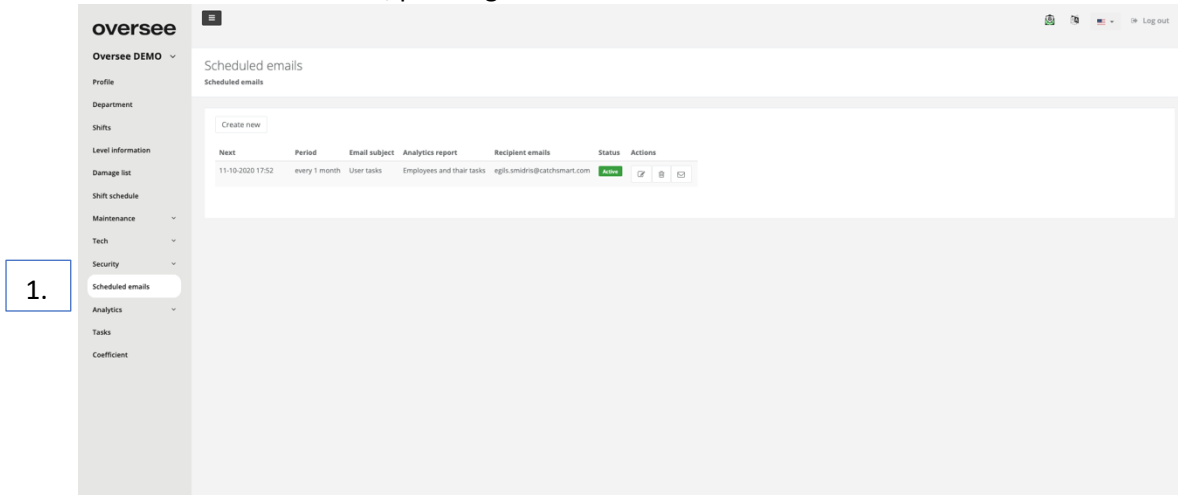
8 Scheduled emails

8.1 Description

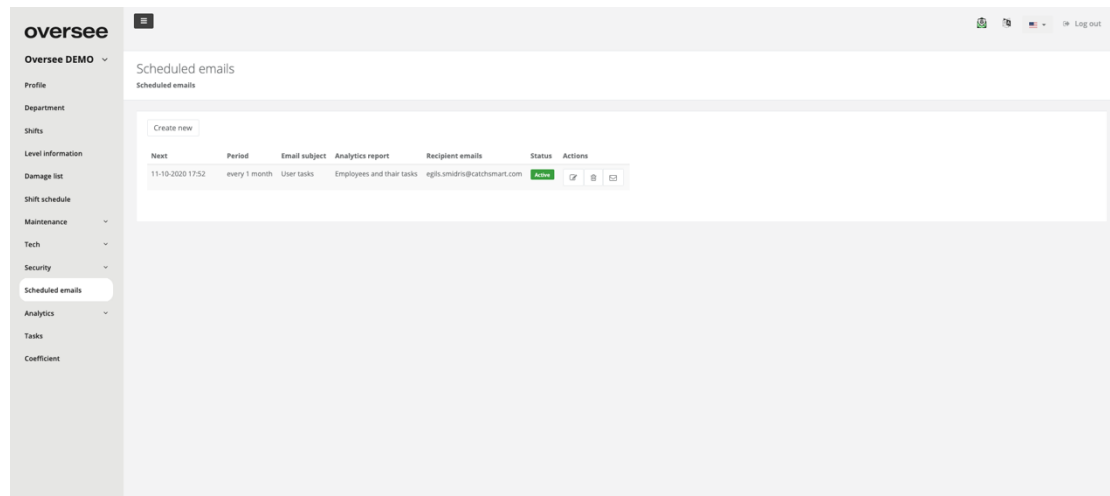
"Scheduled emails" means a section for automated sending of standardized reports

The section can be accessed by:

1. In the main menu, pressing "Scheduled emails"



The "Planned emails" section shows all currently scheduled emails with all the important information.

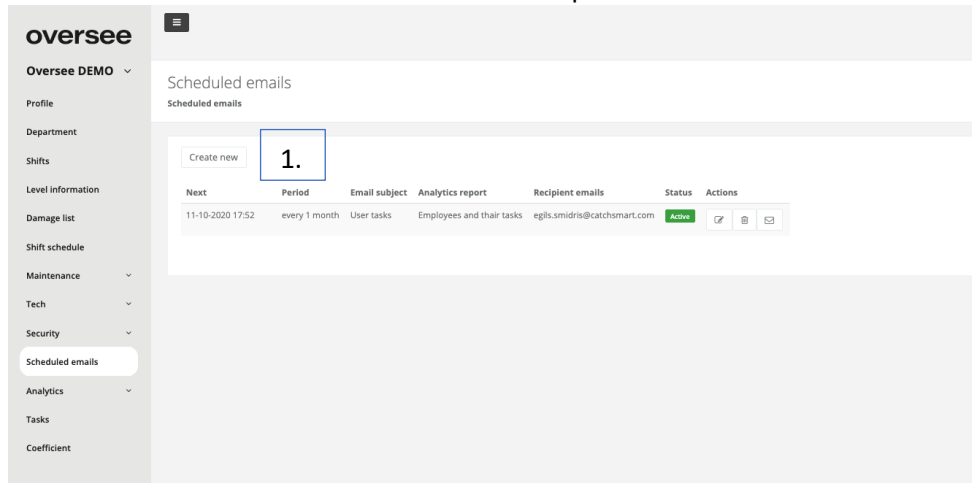


8.2 Create and edit scheduled e-mails

8.2.1 Create

To Start Creating A Scheduled E-mail:

1. Click the "Create New" button in the top left corner.



To Create A Planned E-mail you must fill in all the visible points:

1. E-mail subject – Enter the e-mail subject that will be specified to the recipient
2. Receiving e-mails – Indicates the e-mails of the persons who will receive the reports
 - You can specify one or more recipients.
 - Pressing the "Add e-mail address" button adds an additional window where you can enter additional e-mail addresses.
 - If you want to delete the attached address, there will be an icon with a "trashcan" on the left that will delete the window next to it.

The image shows a 'Create new' form for scheduled emails. At the top, it says 'Create new' and 'Scheduled emails / Create new'. Below this is a section titled 'Information' with two input fields: 'Email subject' and 'Recipient emails'. There is an 'Add recipient' button below the 'Recipient emails' field.

3. Analytics report – By clicking on the window you can select an analysis report that has already been created, which will be sent to the specified e-mail addresses.
4. Starting Date – Enter the date and time at which reports will start to be sent out. (Emails will be sent at the specified time)
5. Period – Choose between two period types (When you enter with a mouse on the "i" symbol you will see additional information):
 - Current month - data will be sent for the current month (on the first date for the previous month, and on other dates for data from the first day of the month to today)
 - Other period - data will be sent for the specified period up to today
6. Under the period choices, you can select predefined parameters in the window. If these periods are not right for your needs, tick the small box and enter the period you want in the window next to the "days" box

Analytics report

Start date

Period Current month Another Period

Choose one of periods or set a custom period::

Days

7. E-mail language – Click on the window and select from the pop-up window what language the e-mail will be sent to the user
8. Status – click on the field and select the desired one from the pop-up window.
 - "Active" e-mail is sent
 - "Inactive" email is not sent.
9. When all the data is entered press the "Save" button

Create new

Scheduled emails / Create new

Information

1. Email subject

2. Recipient emails

3. Analytics report

4. Start date

5. Period Current month Another Period

6.

Choose one of periods or set a custom period::

Days

7. Email's language

8. Status




9.

8.2.2 Extra possibilities

In the "Planned emails" section, on the right side, for each planned email, there are three buttons at the end.

1. When you press these buttons
 - First button – Pressing the "Edit" icon will open an edit view that is exactly the same as the create view
 - Second button – Pressing the "Trashcan" icon permanently deletes planned emails
 - You'll see a window confirming the delete action
 - Third button – Pressing the "Envelope" icon immediately sends out an e-mail, even if its set as inactive

The screenshot shows the 'oversee' application interface. On the left is a sidebar with the 'oversee' logo and a navigation menu. The main content area is titled 'Scheduled emails' and contains a table with one row of data. The table has columns for 'Next', 'Period', 'Email subject', 'Analytics report', 'Recipient emails', 'Status', and 'Actions'. The 'Status' column shows 'Active' in a green box. The 'Actions' column contains three icons: a pencil (edit), a trash can (delete), and an envelope (send). A blue box highlights the number '1.' in the Actions column.

Next	Period	Email subject	Analytics report	Recipient emails	Status	Actions
11-10-2020 17:52	every 1 month	User tasks	Employees and thair tasks	egils.smidris@catchsmart.com	Active	   1.

9 Level information

The primary purpose of level information is to connect repair applications to any location or point line so that there is no misunderstanding in the execution of the works.

The section can be accessed by:

1. In the main menu, pressing "Level information"

1.

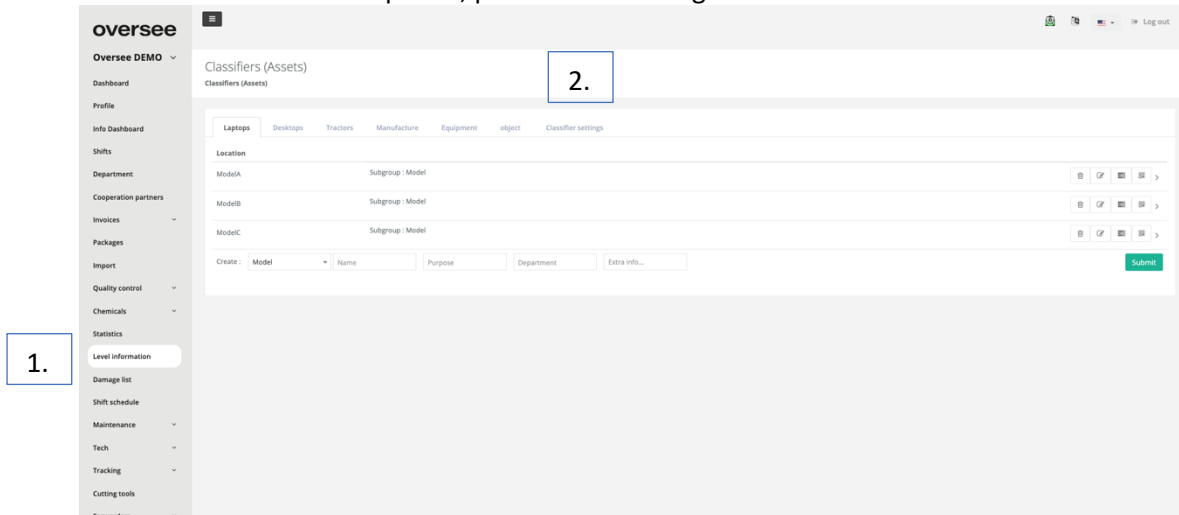
The screenshot displays the 'oversee' web application interface. The top navigation bar includes the 'oversee' logo, a hamburger menu icon, and a 'Log out' button. The left sidebar menu is expanded, showing various options such as 'Dashboard', 'Profile', 'Info Dashboard', 'Shifts', 'Department', 'Cooperation partners', 'Invoices', 'Packages', 'Import', 'Quality control', 'Chemicals', 'Statistics', 'Level information' (which is highlighted with a blue box and the number '1'), 'Damage list', 'Shift schedule', 'Maintenance', 'Tech', 'Tracking', 'Cutting tools', and 'Forwarders'. The main content area is titled 'Classifiers (Assets)' and features a sub-header 'Classifiers (Assets)'. Below this, there are tabs for 'Laptops', 'Desktops', 'Tractors', 'Manufacture', 'Equipment', 'object', and 'Classifier settings'. The 'Laptops' tab is active, showing a table with columns for 'Location', 'Model', and 'Subgroup'. The table contains three rows: 'ModelA', 'ModelB', and 'ModelC', each with a 'Subgroup: Model' and a set of action icons (edit, delete, add, refresh). At the bottom of the table, there is a 'Create' form with fields for 'Model', 'Name', 'Purpose', 'Department', and 'Extra info...', followed by a green 'Submit' button.

9.1 Level settings

The "Level settings" subsection introduces the option to edit, add, and delete level information for groups and levels

At the bottom you can get to:

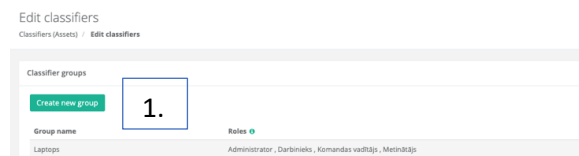
1. In the main menu, pressing "Level information"
2. In the view that opened, press "Level settings"



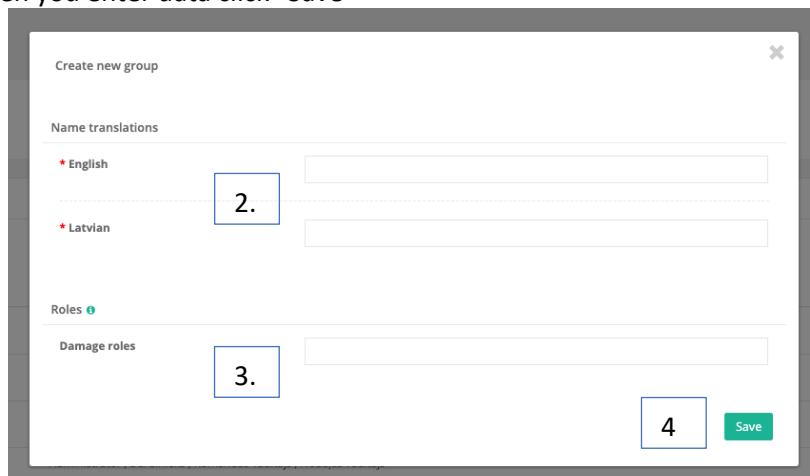
9.1.1 Add a new group

To add a new group:

1. Click the button on the top right "Create a new group"
- You'll see a new window



2. Enter group name translations for the language next to the language name
3. Associate roles that will be able to perform actions at this level by pressing the field next to "Repair Application fulfillers" and pressing roles from the pop-up window (If additional information is required, press the "i" symbol next to the "role" name)
4. When you enter data click "Save"

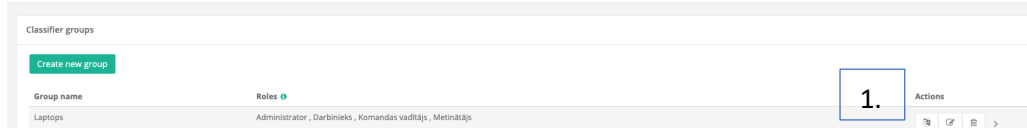


9.1.2 Edit group names

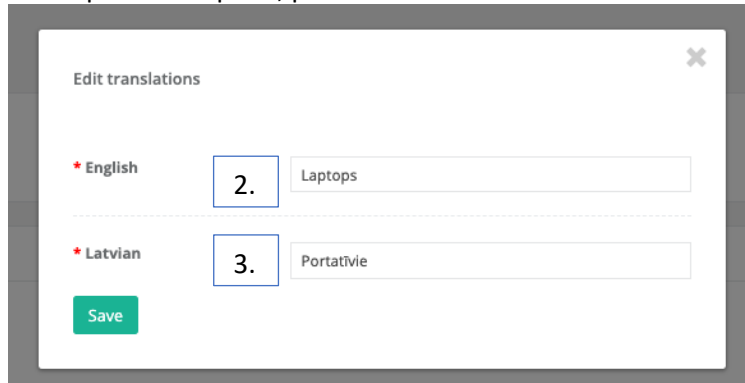
To Edit Group/Subgroup Names:

1. You must press the "book" symbol on the left side of the group/subgroup.
 - You 'll see a modal window

Edit classifiers
Classifiers (Assets) / Edit classifiers



2. In the window, type a name for the group/ level next to the language
3. When the steps are complete, press the Save button to finish



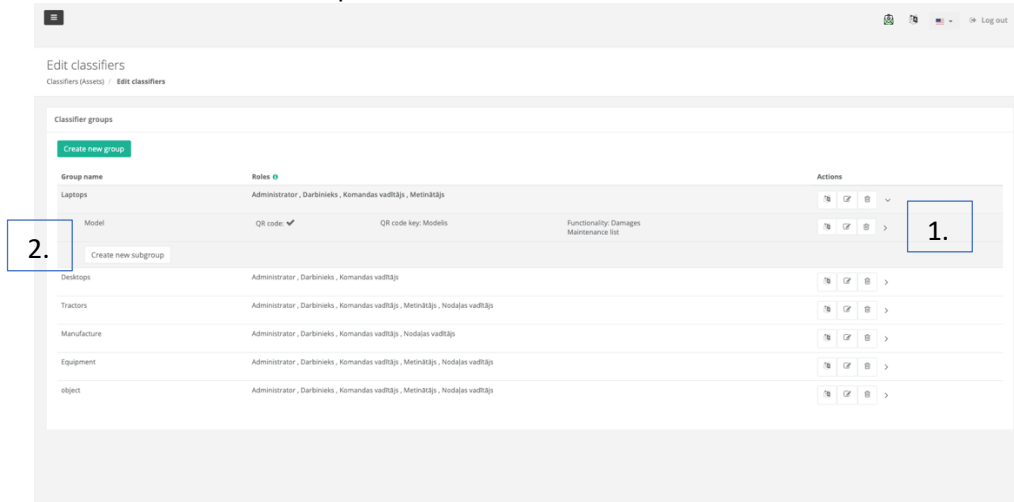
9.1.3 Add/ Deleting new groups

9.1.4 Add a subgroup

Subgroups are used to collect specific levels

To add a new subgroup:

1. To add a group, you want to press the ">" symbol on the right
2. You can create a new subgroup by pressing the "Create new group" button
 - A new view will open

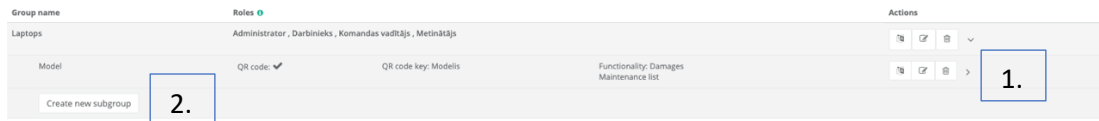


3. Subgroup Name - Next to the language, in the text field, enter the subgroup name
4. Funkcijas – Click in the left window and choose from the pop-up window which functionality will see the levels created in this subgroup
5. QR code – If you want each level in the subgroup to have a QR code:
 - Mark the box on the left
 - Enter "Key", or the legend by which the codes will be generated (Letters and numbers, without long signs using the Latin alphabet)
6. When all the data entered press the button "Save" and a subgroup will be created

The screenshot shows the 'Create new subgroup' form. It has a title bar with a close button. The form is divided into several sections: 'Name translations' with fields for 'English' (labeled '3.') and 'Latvian'; 'Information' with a 'Functionality' field (labeled '4.'). Below this is a section for 'Available QR code' with a checkbox (labeled '5.') and a 'QR code key' field. At the bottom right, there is a 'Save' button (labeled '6.').

If you want to add another subgroup to the subgroup you have created:

1. Section should be expanded by pressing the ">" symbol
2. Click "Create a new subgroup" and follow the steps above.

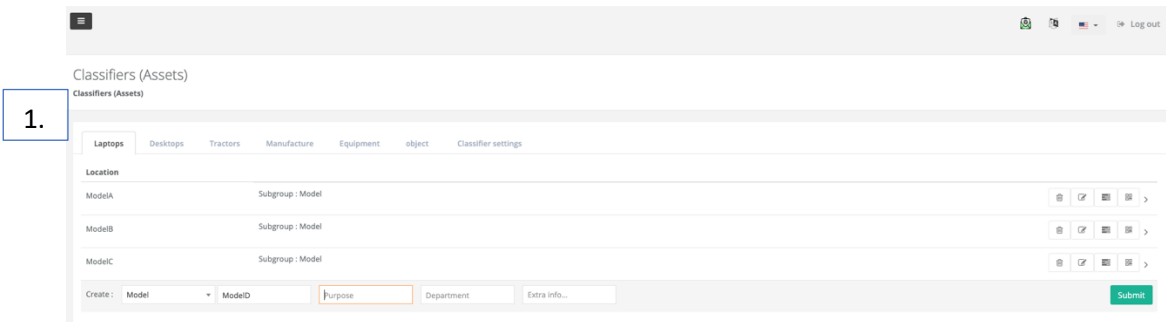


9.2 Level groups

9.2.1 Add a level

To Start Adding Levels:

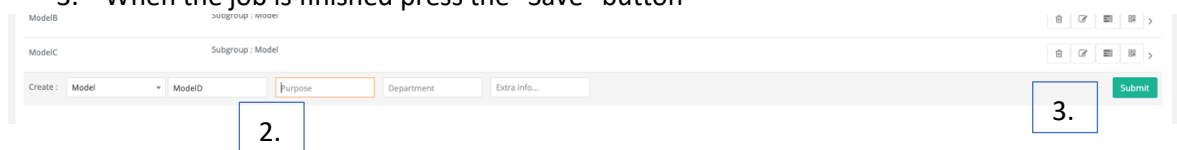
1. By selecting the desired group from the sections in the Level Information view



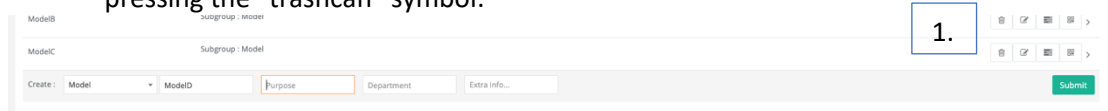
2. When a group is opened, you can register the sub-levels by entering the relevant information in the fields:

- The first field will always show which level group is created at the bottom level or subgroup
- Name – Sub-level name (This field is required)
- Purpose – Purpose Line
- Sector — Sub-level sector
- More information - Additional information and comments

3. When the job is finished press the "Save" button



1. The option to delete the created levels/sub levels has been introduced by pressing the "trashcan" symbol:



9.2.2 Add new sub-levels

To add an additional sub-level to any of the levels:

1. Click on the ">" symbol below which level you want to register a new sector or node

The screenshot shows the 'Classifiers (Assets)' interface. At the top, there are navigation tabs: Laptops, Desktops, Tractors, Manufacture, Equipment, object, and Classifier settings. Below this is a table with the following structure:

Location	
ModelA	Subgroup : Model
ModelB	Subgroup : Model
ModelC	Subgroup : Model

Below the table is a 'Create' form with the following fields: Model (dropdown), ModelID, Purpose, Department, and Extra info... A green 'Submit' button is located to the right of the form. A blue box labeled '1.' highlights the right-side action icons of the first row in the table.

- Levels that are recorded below the selected line will appear.
 - The last field below the open line is the "Create" field.
2. Fill in empty fields to register a new line below the selected line
 3. Press "Save" when the job is finished

The screenshot shows the 'Classifiers (Assets)' interface after a new sub-level has been added. The table now has four rows:

Location	
ModelA	Subgroup : Model
PackagingA	Subgroup : Packaging
ModelB	Subgroup : Model
ModelC	Subgroup : Model

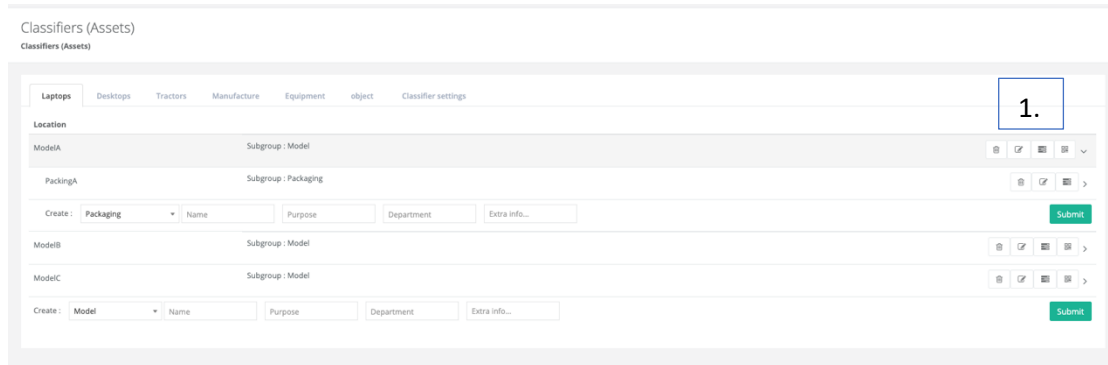
The 'Create' form below the table now has 'Packaging' selected in the dropdown menu. The fields are: Packaging (dropdown), Name, Purpose, Department, and Extra info... A green 'Submit' button is located to the right of the form. A blue box labeled '2.' highlights the 'Packaging' dropdown, and another blue box labeled '3.' highlights the 'Submit' button.

By performing the same steps, you can add a sub-level below any other sub-level.

9.2.3 Edit lines

If you want to edit any of the levels you added:

1. Press the "Pencil" symbol at the end of the line
 - You 'll see a new window



2. Change the fields you entered to create the level
 3. Enter a level index if necessary
 - Index sample will be displayed above the field
 4. Add file level by pressing "Choose file"
 - If the file is already attached you will have options
 - Change File – Enables you to replace the file
 - Delete File - Deletes the set file
 5. Select a color when entering a HEX color combination or by pressing the small square next to the field
1. When the information is changed press the "Save" button

The 'Edit classifier information' dialog box contains the following fields and elements:

- Name:** Text input field containing 'ModelB'.
- Department:** Text input field.
- Purpose:** Text input field.
- Extra info...:** Text input field.
- Full index:** Text input field.
- Classifier index:** Text input field.
- Attachment:** Text input field with a 'Choose file' button.
- Color in Analytics section:** Text input field with a small black square color selector.
- Save:** Green button at the bottom right.

Blue boxes labeled 1 through 6 highlight the following elements:

1. Name field
2. Department field
3. Classifier index field
4. Attachment field
5. Color in Analytics section field
6. Save button

9.2.4 Additional level options

Additional options are available at the end of the levels:

1. By pressing the "Trashcan" icon, you can delete the level
2. By clicking the "Book" icon, you can open repair applications with this level
3. By pressing the "QR" icon, you can open a new page for the QR code of this line
4. By clicking the "Photo" or "File" icon, you can view and download a file tied to this line

