



AGORA V3 ADMIN User Guide

<http://www.agoraplus.com>

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1 FOREWORD

1. PURPOSE OF THIS DOCUMENT

The purpose of this document is to provide a quick introduction to the tool for AGORA PLUS V3 administrators.

It is not intended to replace the various help and support portals set up by AGORA SAS. For more information and assistance, please contact support directly at support@agoraplus.com

2. DOWNLOAD AND UPDATE

If your organization allows you to install the application on your workstation, you can install the application directly by clicking on:

<http://adminagorav3.agoraplus.com/Solmis.Client.Admin.application>

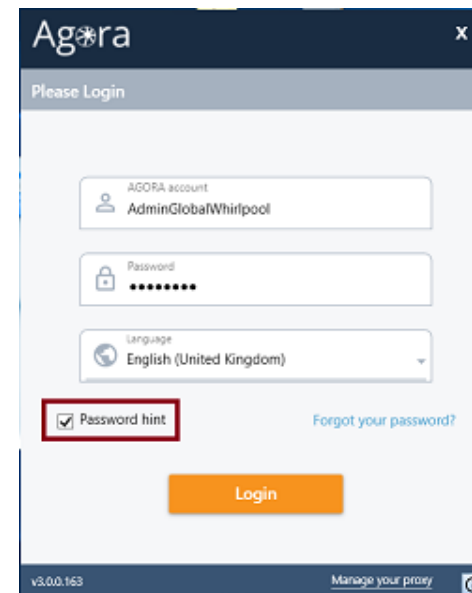
If your organization does not allow you to download the application in this way, you can save the following zip file:

<http://adminagorav3.agoraplus.com/zippedinstall/install.zip>

Then, simply extract the files from this archive, then click on « setup » to launch the application.

3. USE OF THE APPLICATION AND LOGIN

The administration tool can be used on as many workstations as desired. No information is saved on your computer other than your login information. If your computer is shared, we recommend that you don't save your connection information by unchecking the box provided for this purpose on the authentication test pattern.



2. THE BANNER

The functions displayed in the banner are contextual, i.e. they are linked to the object category handled in the active work page.

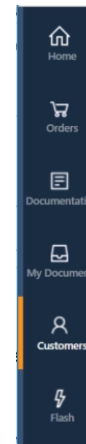
Example: when choosing the documentation, the banner will show the functions related to the documentation.

NB: the functions are greyed out when they are not accessible.



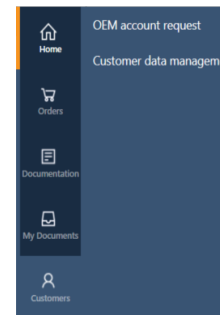
Figure 3: Banner

3. THE NAVIGATION BAR



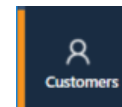
It allows you to choose a category of object to manipulate in the workspace.

Figure 4: Navigation bar



This bar can propose sub-menus, the category "Customers" proposes a sub-menu.

Figure 5: Customers Sub-menu



The « active » category in the work page can be identified by an orange vertical bar.

Figure 6: Active category

4. THE TAB

As soon as a category is selected, a new work page is opened and a new tab is automatically added.

The active tab is orange.

CAUTION :
THE TAB DATA ARE ONLY UPDATED WHEN THE PAGE IS CREATED AND NOT AT EACH TIME IT IS SELECTED ;

For example, if you validate an order in the work page, but an order tracking tab is already open, the order status will not be updated in this tab.

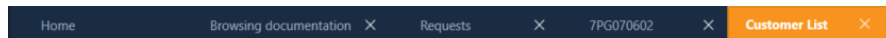


Figure 7: Tabs

5. THE SEARCH BAR

To the right of the workspace, if a list is present in the workspace or if a search is required (a product reference for example), a search bar / filter space appears.

Depending on the type of search, different filters are available to refine the search.

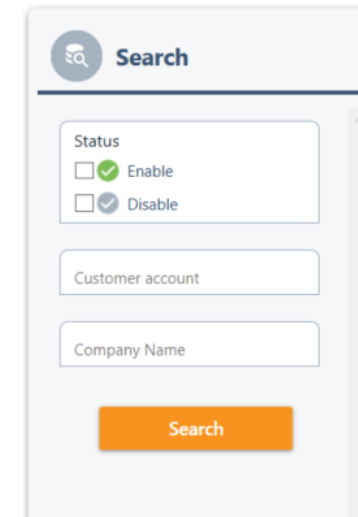


Figure 8 : Search bar

3 CUSTOMERS MODULE

The purpose of this module is to manage your customers' rights and access to the AGORA PLUS platform.

The module allows you to manage connections to your ERP (usually SAP), consult customers files, and put yourself in a customer's shoes to check his access and prices.

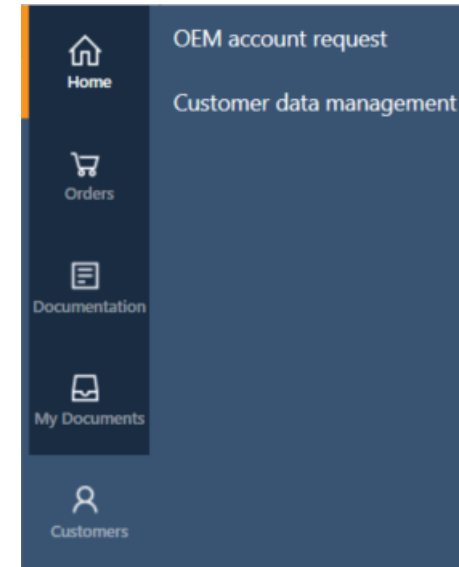


Figure 9: Customers module

1. HOW TO MANAGE AN OEM ACCOUNT REQUEST?

In the category **Customers**
then **OEM account Request**

- ⇒ Displaying the list of OEM requests
- ⇒ double-click on a request to open it

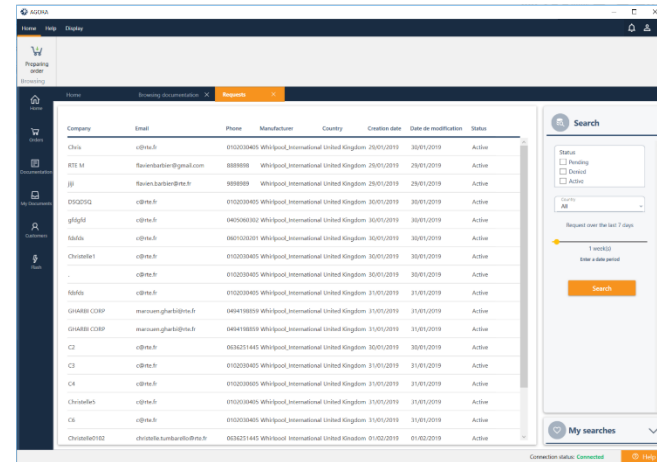


Figure 10: OEM requests list

- ⇒ Enter the account number
- ⇒ Enter the code
 - ⇒ Then click on «**allow access**» in the banner

Note : Customer account informations are not accessible until the request has been processed.

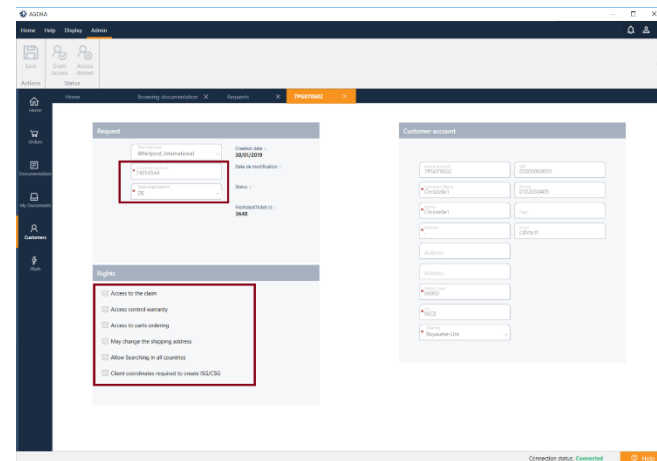


Figure 11: OEM account request

2. HOW TO ACCESS THE CUSTOMER FILE?

In the category **Customers**
then **Customer data management**

- ⇒ Display of the list of customers
- ⇒ double-click on a customer to open his file

By pointing on a customer, the following actions that appear in the banner are possible :

- Create a new customer
- Disable a customer
- Delete a customer

By double-clicking on a customer, the customer sheet is opened :

In this sheet, it is possible :

- To modify certain customer informations, (then click on « **Save** » in the banner)
- To delete the customer
- To deactivate the customer's account

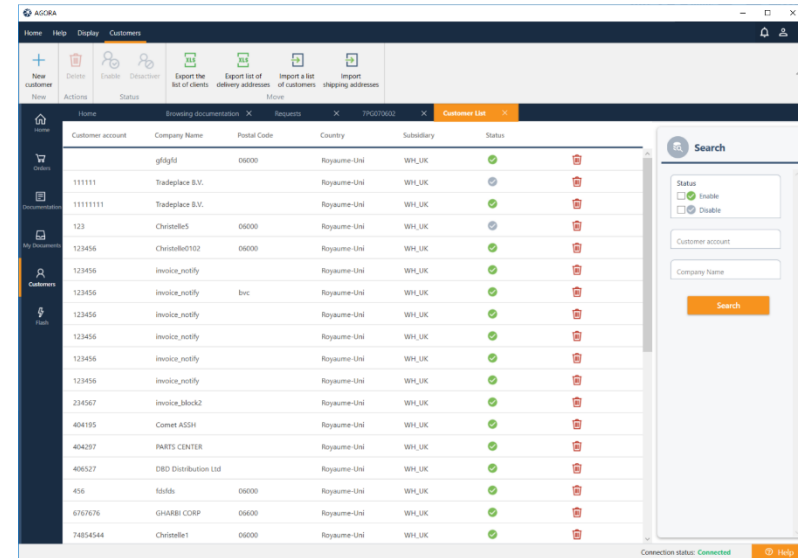


Figure 12: Customers list

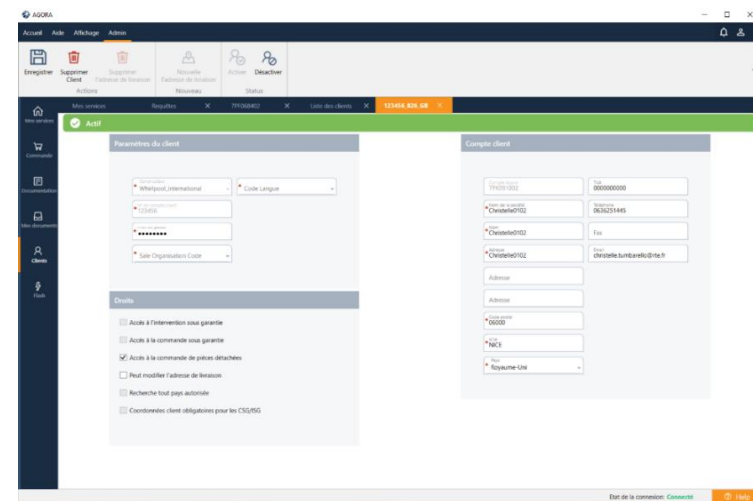


Figure 13: Customer sheet

3. HOW TO CONNECT AS AN END-USER ?

This function allows you to log in as an end user by entering his account information.

From the home page, position yourself on the card «Impersonate»:

- ⇒ Enter the **ERP** Account then click on the orange magnifying glass
If the account is not found, it will be necessary to fill in all fields.
- ⇒ Click on **Impersonate**

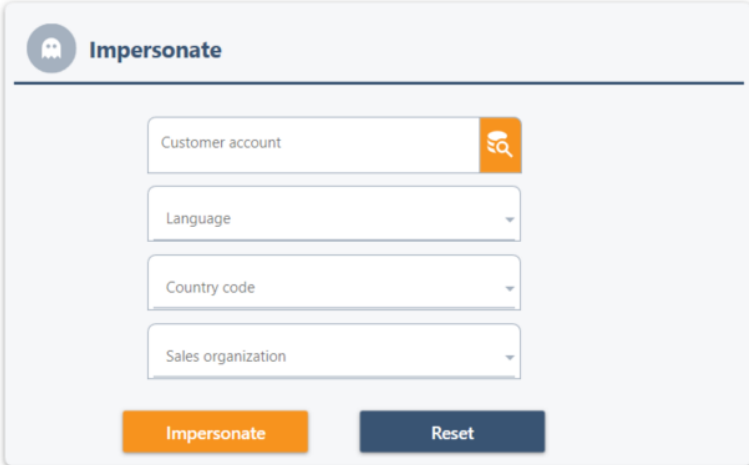
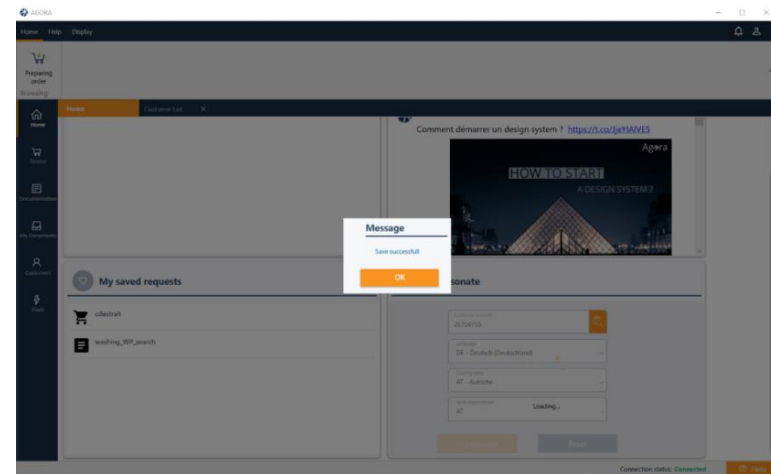


Figure 14: "Impersonate" card



4 HOW DO I SAVE MY SEARCHES ?

You can save your searches at the bottom of the search bar in "My Searches" by assigning a name to it.

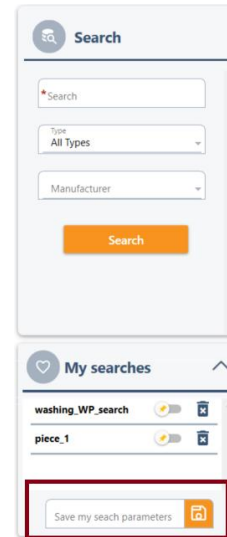


Figure 15: My searches

The saved searches appear on the home page, in the "My saved requests" card.

By double-clicking on a saved search, you can directly access the desired search.

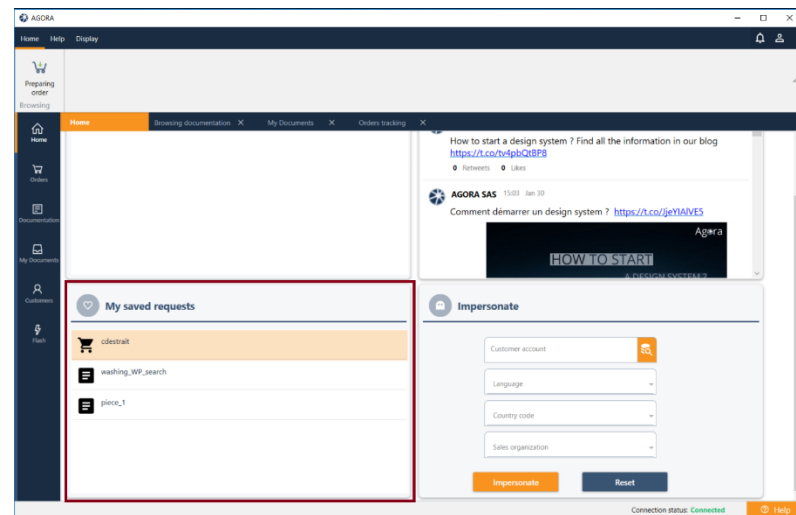


Figure 16: My saved requests