



xplore

digital catalog software



Admin Task

Change password, Backup etc.



Data Creation

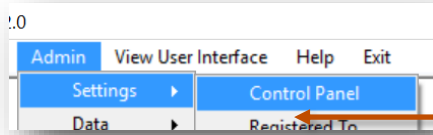
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Control Panel

Control Panel enables you to configure your application settings like

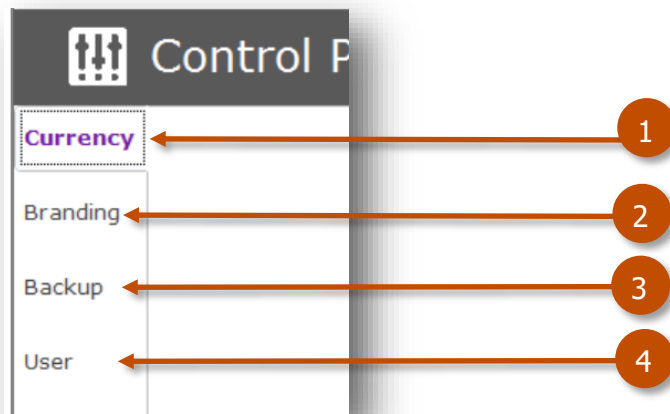
- Currency symbol
- Add your company's branding image in the User Interface splash screen
- Database backup settings
- Change user password



Go to following menu

Admin- Settings- Control Panel

Application Settings that can be changed from Control panel

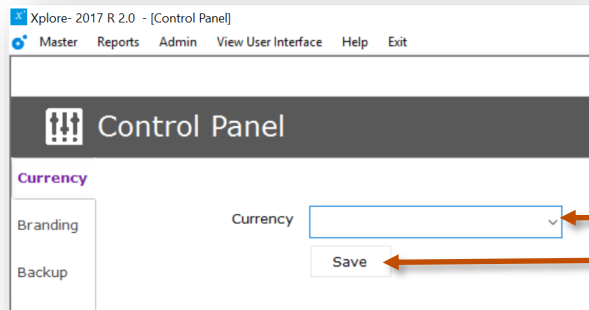


1. Currency
2. Branding
3. Backup Path
4. User Password

1.a Currency

The currency symbol would be displayed in User Interface for Product Browsing You can select the currency symbol from the list.

If your currency symbol is not available in the list, simply type the symbol in the dropdown box and save the details.



Select the currency from the drop down list

Click on **Save**



Note

you can also type your currency if this is not available in the list

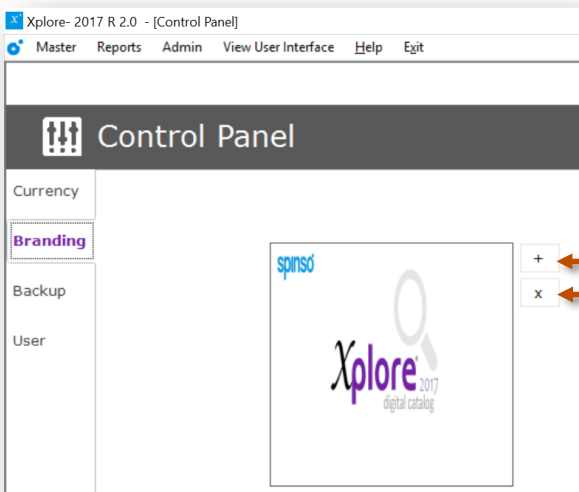
1.b Branding

You can add your company's branding image in the splash screens.

For example your company's logo or any other image related to branding. Branding splash screen appears when the customer/user logs off or logs on to the User Interface



Note
Branding is disabled in trial version



Click on + button to add the image

Click on x button to remove the image

1.c Backup

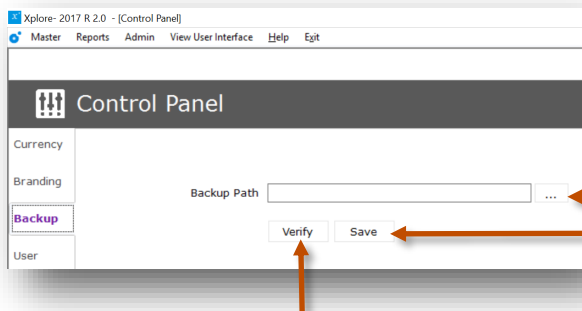
Here you can set the system data backup path.

You can take the backup from admin login from following menu
Admin - Data - Backup



Note

- folder would be created for month and year, under which backup file (.bup) will be created EG. **June2017**
- Backup file would be a full backup of data and images
- We recommend to store backup in separate folder other than c: drive. In case if the disk is formatted it can be easily retrieved.



You can select the path by clicking on ...
Browse button or pasting the path

Click on **Save** button to set the path

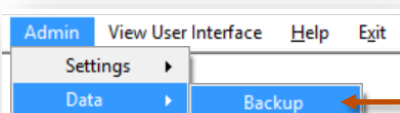
Click on **Verify** button to check path



Note

We recommend you to verify the path first before saving

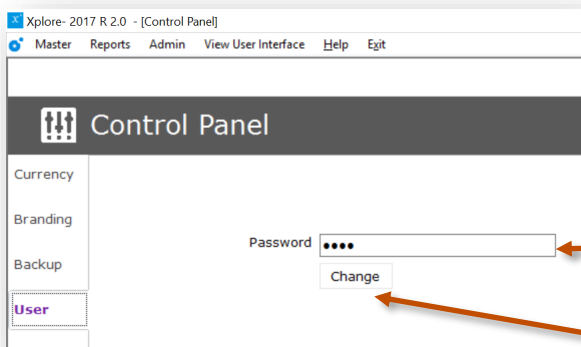
Option to take the backup



To take backup go to the following menu
Admin—Data—Backup

1.d User - Change password

The application has a default user "admin". The user id of the application cannot be changed. However you can reset/change the password.



Enter you new password here

Click on **Change** button to save the new password

Other software's

EQMS

Sales CRM

Manage your leads in 3 easy steps
Leads, Follow up & closure

TimeTracker

Project Timesheet

Manage employee timesheet, project cost, expense, holiday & leave tracking

servicedesk

Service Management software

Manage service contracts & customer complaints

Organizer

No. 1 Software for Air-Conditioner Dealer

Manage inventory, billing, payment, card & complaints

spinso

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