



# USER'S GUIDE

*I-Catcher*  
*Database for Visit Reports*

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## 1. What is it?

→ *I-Catcher* uses the Sharepoint solution. Its objective is to make available all the visit reports to the persons who need them.

- This system permits to **standardise** their layout and to **simplify** their reading.
- It permits to **archive** them into one sole database in order to **facilitate** the flow of information and the **search** of previous visit reports.
- Thanks to an authentication system, it also permits to keep the data **confidential**.

## 2. How does it work?

→ The author of the report will be able to post his report directly on the website. Therefore, the interference of an admin is not needed.

→ To each report are allocated some simple criteria. These criteria will be defined during the saving of the reports and will help classify them in the database.

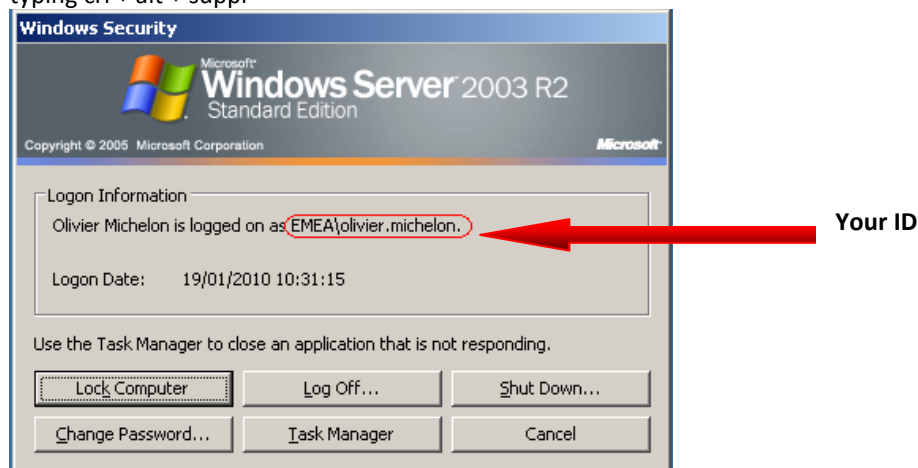
→ Once the report published, the authorized users will be able to consult all the visit reports on the website. A research system to look up for previous reports is available and will be described later on.

## 3. How to access the website?

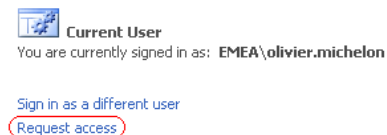
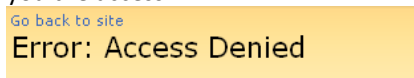
To access the website, click on the following link:

<http://era-w3k-spsw.emea.ecm.era/sites/Alliages/visitreports/default.aspx>

You will be asked to fill in your IDs. These are the one you use when logging on your PC. You can get your ID by typing `ctrl + alt + suppr`



→ If you get the below message, click on “Request access”. An email will be sent to the admin who will give you the access.



→ If you get the below message, please contact your hotline to configure your proxy.

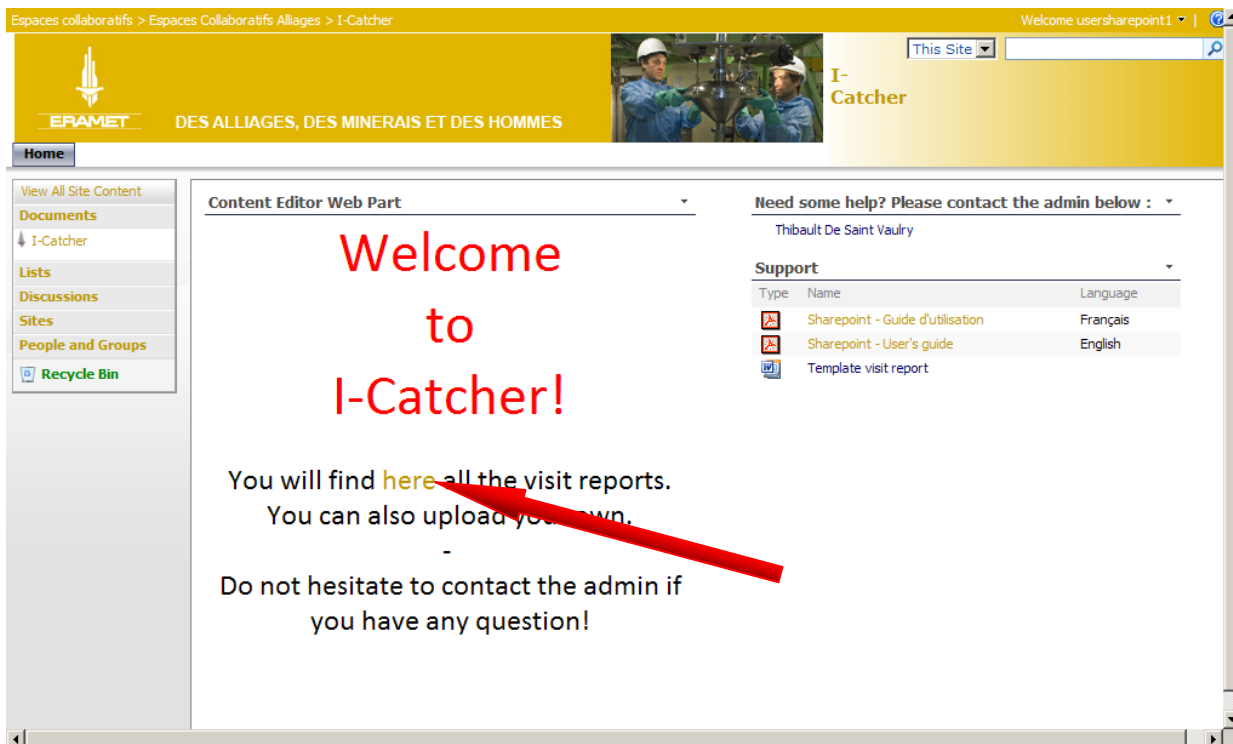


## No Authorization

Your request for the URL "http://www.google.fr/" has been blocked by Webwasher because you have not been authorized and authorization is required.

If you have any question, do not hesitate to contact [Thibault de Saint-Vaulry](#) who has developed the website.

Get to the documents database by clicking on *here*.



→ You are now on *I-Catcher*. You can save this page on your browser to make it a favourite.

## 4. How to upload a visit report?




### 4.1. Requirements:

#### Format:

You can use the format you prefer (.doc, .pdf, .ppt). However, we strongly invite you to use the template (.dot) available on the homepage (cf. below).

#### I-Catcher

To download a document click on the file menu. Then click on Send to > Download a Copy

Type	Name	Language
	Sharepoint - Guide d'utilisation	Français
	Sharepoint - User's guide	English
	Template visit report <b>NEW</b>	

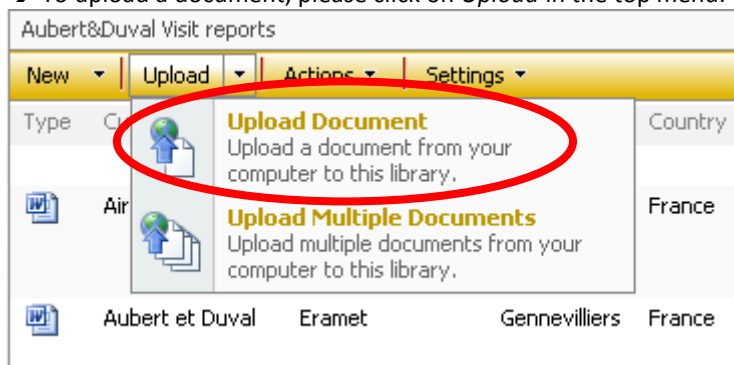
To save the file on your computer, you will have to click on the file menu, then on Send to > Download a Copy.

#### Name of the file:

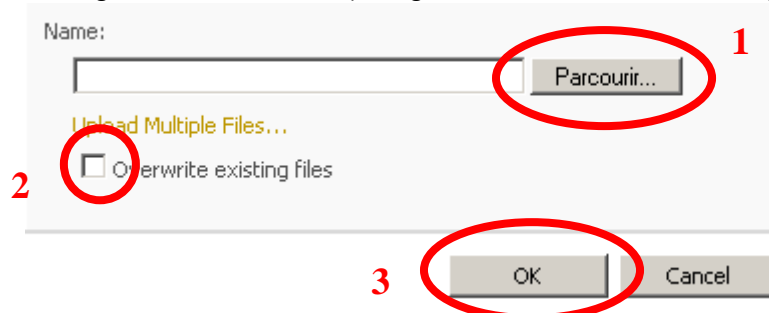
We invite you to use the following format: Date of the visit (YYYY.MM.DD)\_Customer's name\_Author of the report.

### 4.2. How to upload a document?


→ To upload a document, please click on *Upload* in the top menu.

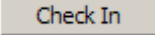


→ Then click on *Parcourir* (or *Browse*) to select the file from your computer. Uncheck the box "Overwrite existing files". Then, click *OK*. (Disregard the box "Version comments").





→ You will now get to a page that invites you to fill in the following criteria.  
Boxes marked with a \* must be filled in.

◇ <b>Customer's Name*</b> :	Select in the list the name of the customer. If not in the list, fill in the box "specify your own value. If the visit was an exhibition, specify here its name.
◇ <b>Customer's Group</b> :	If possible, indicate the group of the Customer
◇ <b>Date of the visit*</b> :	Select the date of the visit using the calendar (click on  )
◇ <b>Visit type*</b> :	You will have to specify the purpose of the visit.
◇ <b>Market*</b> :	Please specify the market. You can check several boxes.
◇ <b>Author of the report*</b> :	Select in the list the author of the report. If not in the list, specify in the dedicated box (Specify your own value).

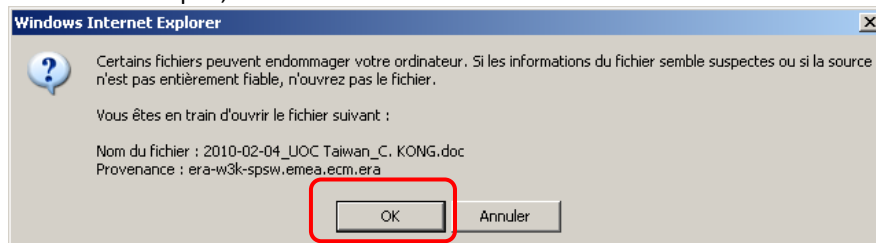
→ Once all these criteria defined, please click on .  
The report is now uploaded and available on I-Catcher!

## 5. How to consult a visit report?

→ On the main page, in the column *Name* (first column), click on the name of the file as below:

Type	Name	Customer's name	Customer's group	Date of the visit	Visit type	Market(s)	Author of the report	Created
<b>Count = 21</b>								
	2010-02-04_UOC Taiwan_C. KONG 	UOC		04/02/2010	Visit report - Commercial and/or technical	Specialties - Medical	KONG Clement	15/04/2010 16:18

A window will open, click on *Ok*.



Depending of the configuration of your computer, the document may open on your browser (Internet Explorer or Firefox) or in Word.

- If the document is opens in your browser, the document is formatted as « Read Only ». You will not be able to save the modifications on the website's version.

→ If you make a modification, when closing the file a box will appear asking you if you want to save them. In case you click Yes, you will have to save the document on your own computer. The document on the website will remain unchanged.

- If the document opens in Word :

You will be able to modify the document and to change the original version if the owner has not protected the document. In that case, please make sure to never save the document. In case you do it accidentally, please contact the admin who will be able to restore the previous version.

## 6. How to search for a report?

### 6.1. The search by column:

→ These below are the different columns available. They will help you to classify and search for a report:

Type	Name	Customer's name	Customer's group	Date of the visit	Visit type	Market(s)	Author of the report	Created
------	------	-----------------	------------------	-------------------	------------	-----------	----------------------	---------

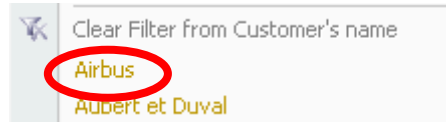
You can organize the documents by alphabetical order. To do so, click on a column and click on the icon below.



→ This option is mainly in useful to classify document by name of client or by date of the visit.

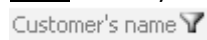
→ It is also possible to select only one criterion in a column. This means that you can select reports from a particular customer for example. To do so, you will have to click on the column and then click on the criterion you want to show up.

For example, if you want to show up reports from Airbus, click on the "Customer Name" column and then on "Airbus" as below:



→ You can also add some additional filters. To continue with the same example, you can select, within reports from Airbus, those who where written by a particular IC. In that case, select a name in the column "Author of the report".

**Note:** When you select a criteria, the icon will appear next to the name of the column such as here :



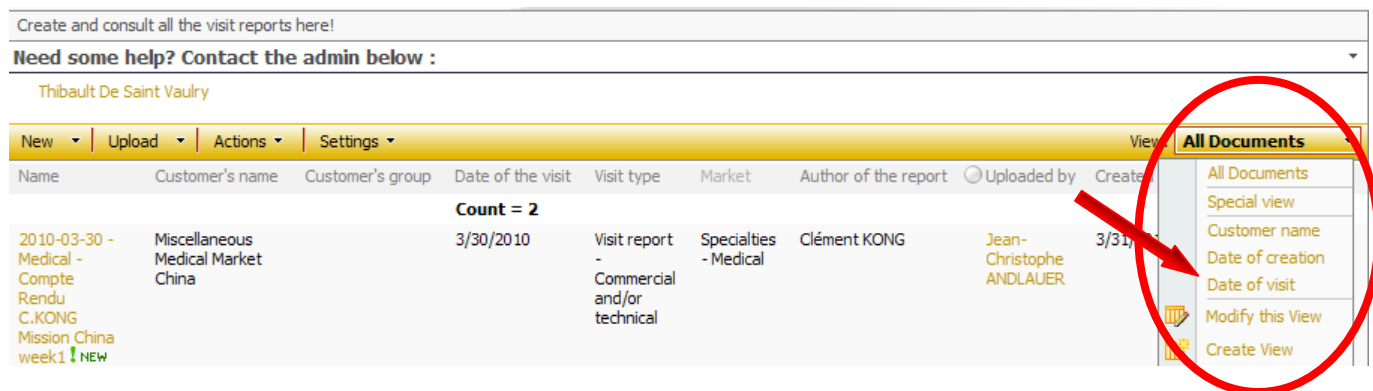
→ If you want to deactivate a filter, from the related list, click on the icon below :



This will only deactivate the filter from this list. The filters in the other columns will remain.

### 6.2. The search by date of creation or visit:

You can also search by date using a calendar. To do so, you will have to change the view by clicking the menu on the right of your screen:



You can either select a calendar by date of creation (upload) of the file or by date of visit. You can then select if you want to see the result by day, week or month on the top menu :



### 6.3. The search by keywords:

It is also possible to search inside the documents (except for .pdf) by key words. The research box is on top right of your screen:



- ➔ Click on the magnifying glass once you have entered the word you want to search for. The word will be searched inside every document from the library (not only in the title).
- ➔ The result will appear as a list of documents. They will be classified by relevance rate. You can know what the file refers to by reading its name. In fact, they will all use the format: *Date of the visit\_Customer's Name\_Author of the report.*

## FAQ:

### **Can everyone see my reports?**

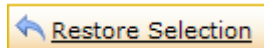
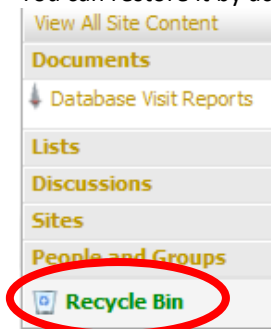
An authentication system permits to control the access. Only the persons allowed can see your reports.

### **I accidentally modified a document and saved it, how can I restore it?**

In that case, please contact an admin; he will restore the previous version.

### **I accidentally deleted a document, what can I do?**

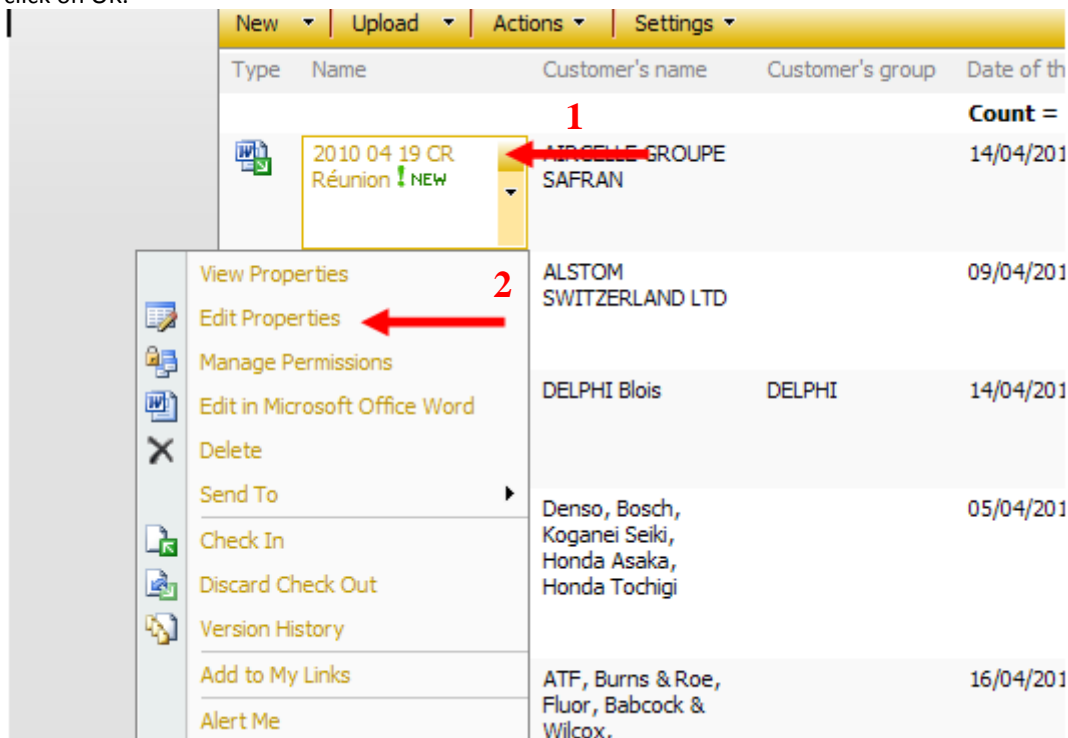
You can restore it by accessing to the left menu clicking on *Recycle Bin*:




Select the document you want to restore then click on

### **How can I modify a criterion (column) of a document?**

To do so, click on the file menu and then on "Edit properties" (as below). Make the modifications you want and click on OK.



Type	Name	Customer's name	Customer's group	Date of th
	2010 04 19 CR Réunion ! NEW	MIRCELLE GROUPE SAFRAN		14/04/201
		ALSTOM SWITZERLAND LTD		09/04/201
		DELPHI Blois	DELPHI	14/04/201
		Denso, Bosch, Koganei Seiki, Honda Asaka, Honda Tochigi		05/04/201
		ATF, Burns & Roe, Fluor, Babcock & Wilcox,		16/04/201

Context menu options:

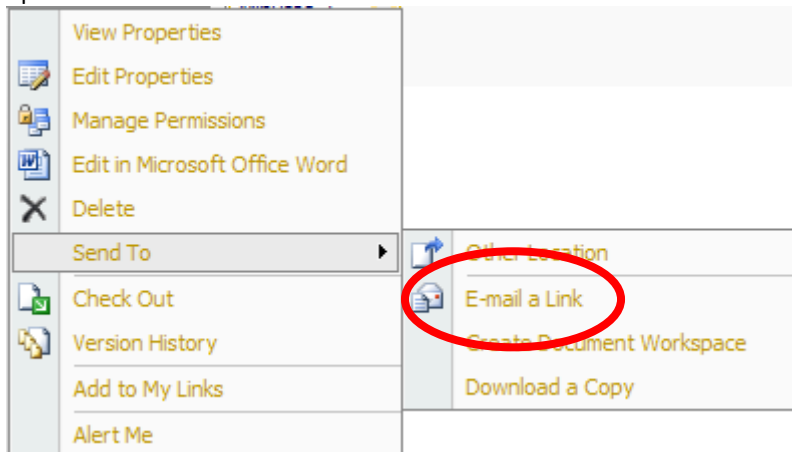
- View Properties
- Edit Properties
- Manage Permissions
- Edit in Microsoft Office Word
- Delete
- Send To
- Check In
- Discard Check Out
- Version History
- Add to My Links
- Alert Me

**How can I protect my document so nobody can modify it?**

This is at the moment not possible in Sharepoint. However, you can upload your file as a .pdf or activate the protection of the document in Word (Tool>enable protection).

**How do I send a direct link to the document by mail?**

Click on the menu in the file menu. Then click on *Send to* and on *Email a link*. A new email with the link will open in Lotus.




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**If you have any additional questions or queries, do not hesitate to contact the admin.**

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