EVA Office manual

Document

Document type	User manual
Document version	1.0
Created on	23 Feb. 16
Created by	EVA Team
Modification date	12 May 16

Contact information

Visit address	
Phone number	
E-mail address	customer-service@eva-distribution-solutions.com

Introduction

EVA Office software is *the* distribution system for selling electronic vouchers. In this manual we will explain how to use the Office software and start managing the system.

Index

Creating a new user account

To create a new user account please login as "manager"

***NOTE*:** *If you do not remember the password please look up the password in Exact under debtor number 00000 (Optional)*
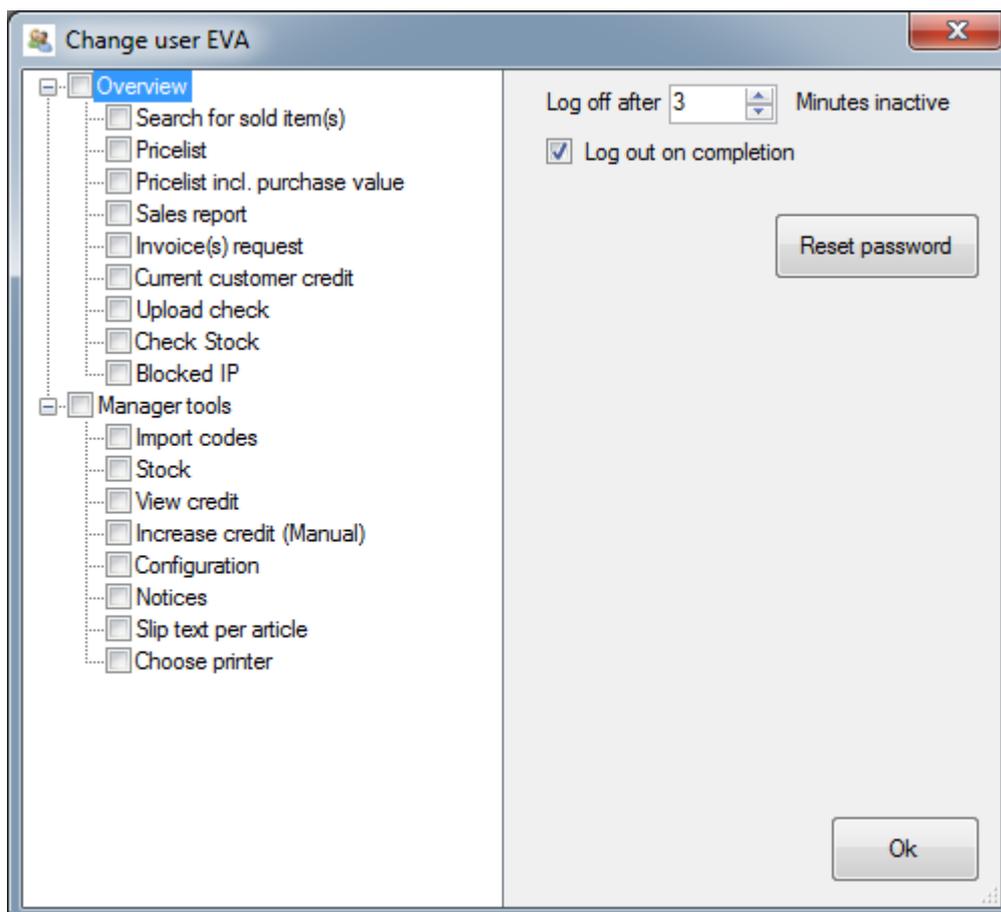
Go to **Manager tools** > **Add user**.

Create a username and click "**Ok"**.

Rights and configuration settings for user accounts

In this screen the rights and configurations options for a user account can be selected.

Rights

Rights	Description
Overview	Allows the user to see menu item "Overview".
Search for sold item(s)	Allows the user to search through all sold vouchers.
Pricelist	Allows the user to see the pricelist with all the products and retail price.
Pricelist incl. purchase value	Allows the user to see the pricelist with all the products, retail & wholesale prices.
Sales report	Allows the user to access sales reports
Invoice(s) request	Allows the user to see all invoices and print them.
Current customer credit	Allows the user to see the current customers credit
Upload check	Allows the user to access the voucher import information.
Check Stock	Allows the user to check the stock
Blocked IP	Allows the user to see all blocked IP numbers and to unblock them if required.
Manager tools	Allows the user to see the menu item "Manager tools".
Import codes	Allows the user to import new voucher codes. (stock)
Stock	Allows the user to view the stock.
View credit (Manual)	Allows the user to change balances from sub stores.
Configuration	Allows the user to change the configuration settings.
Notices	Allows the user to change notification messages.
Slip text per article	Allows the user to view and change slip text(s).
Choose printer	Allows the user to change the default printer.

Configuration settings

Configuration	Description
Log off after (x) Minutes inactive	The software will automatically log off the user after (x) amount of minutes of inactivity with a max of 600 minutes.
Log out on completion	The software will automatically log off the user after completion of an action.
Reset password	The password reset button can be used to reset the password. This is not required when creating a new user account.

After the correct rights are selected and the configuration settings are completed for the new user, Please click "**Ok".**
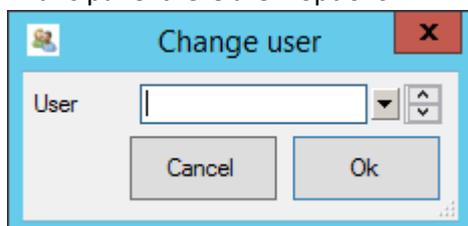The password for the new user will appear.

NOTE: The password will appear only once, so please write down the password.

Password reset

To reset the password for a user please login as "manager".
Go to **Manager tools** > **Change existing user**.

In this panel there are 2 options.

1. Type in the username and click "**Ok**"
2. Click on the small arrow next to the textbox. A list of all users will appear and select the user you want to edit.
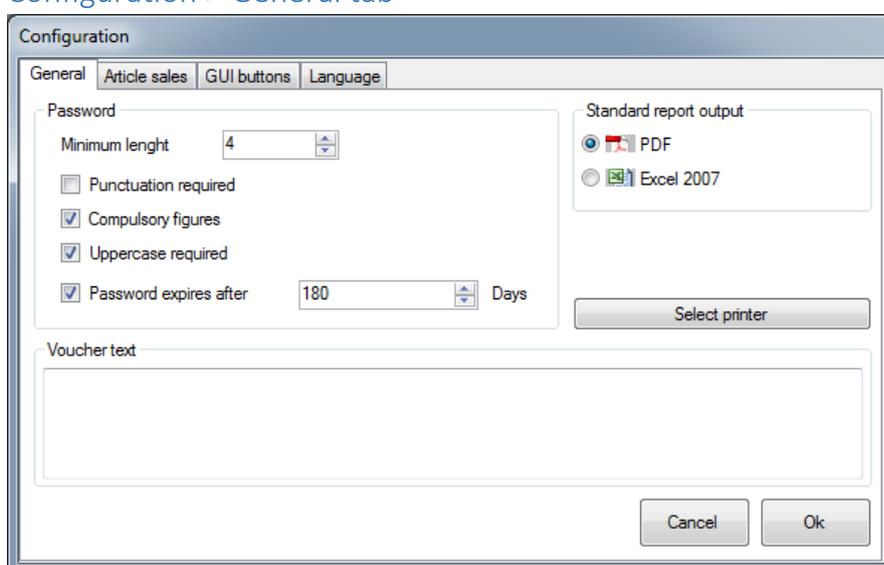
Click "**Ok**" and select the **Reset password** button in the next screen. Please write down the password before closing the password screen.

Configure your application

To get to the EVA Client configuration screen, please login as "manager".
Go to **Manager tools** > **Configuration**.

Configuration > General tab

Password

Options	Description
Minimum length	This will set a mandatory minimum required length.
Punctuation required	This will set a mandatory non-numeric and a non-alphabetic character. *Example characters: ( ) - : & ! @ ? ;*
Compulsory figures	This will set a mandatory numeric character.
Uppercase required	This will set a mandatory (at least 1) uppercase character.
Password expires after	This will set the number of days before a user has to reset his password.

Printer settings

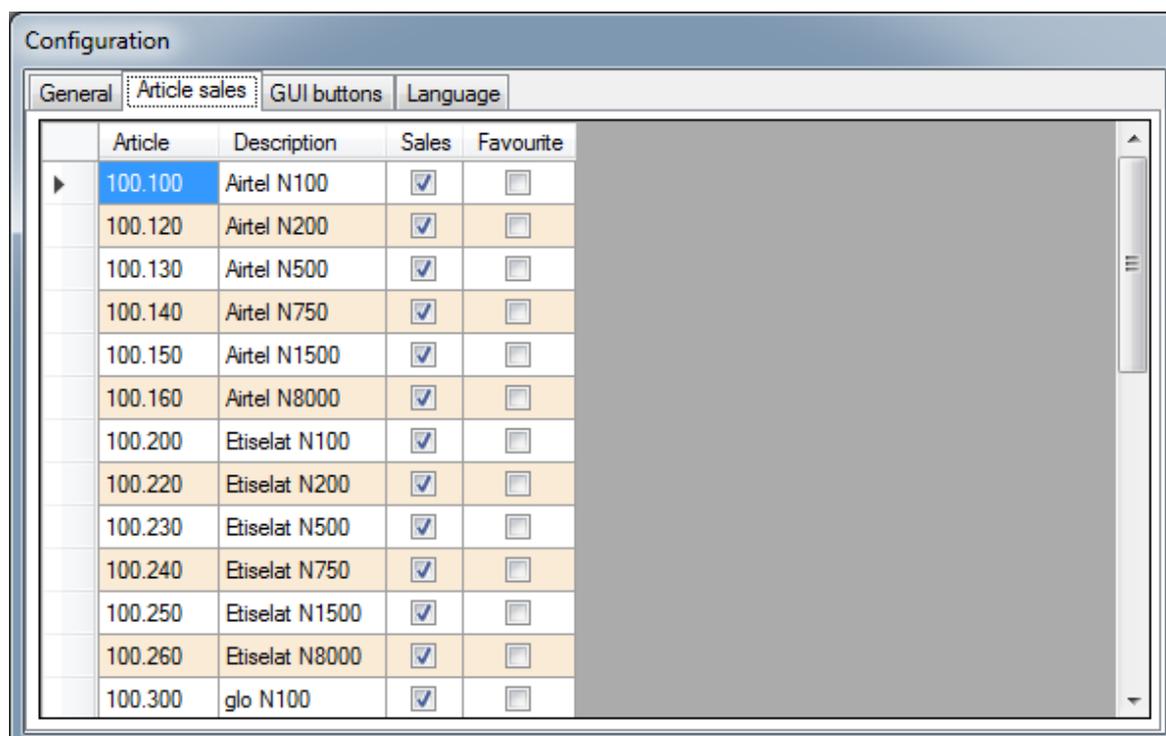| Options	Description
Standard report out	This will select the default printer for all reports within EVA. Another printer can also be selected before printing out a report.
Select printer	This will select the default printer.

Other settings

Option	Description
Voucher text	This allows the user to change or add custom text under each voucher.

Configuration > Article sales

This is a list of all products available to your clients and will appear in the sales panel.

Select "Favourite" to activate "Favourite" on/off per product.

Configuration > GUI buttons

In this screen the button configuration can be selected for the EVA Client software. These buttons will be displaying the voucher products in the EVA Client Sales screen.

When this is changed, please return to the General tab and click "**Ok".**

Restart the software before the changes will be effective.
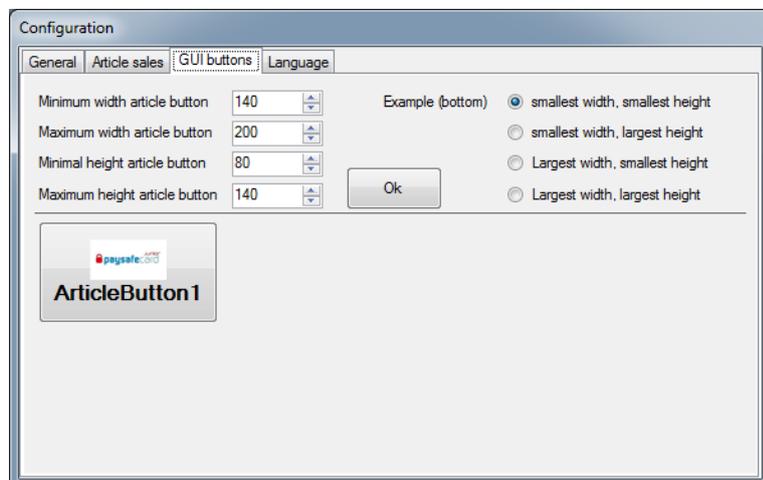
Setting option	Description
Minimum width article button	This is the minimum width allowance of a button displayed on the sales screen.
Maximum width article button	This is the maximum width allowance of a button when displayed on the sales screen.
Minimum height article button	This is the minimum height allowance of a button displayed on the sales screen.
Maximum height article button	This is the maximum height allowance of a button displayed on the sales screen.
Smallest width, smallest height	This is a pressed based example button in your settings.
Smallest width, largest height	This is a pressed based example button in your settings.
Largest width, smallest height	This is a pressed based example button in your settings.
Largest width, largest height	This is a pressed based example button in your settings.

Configuration > Language

In this screen the language will be set for the EVA Client software. When this is changed, please return to the General tab and click "**Ok".** Restart the software for the changes to be effective.
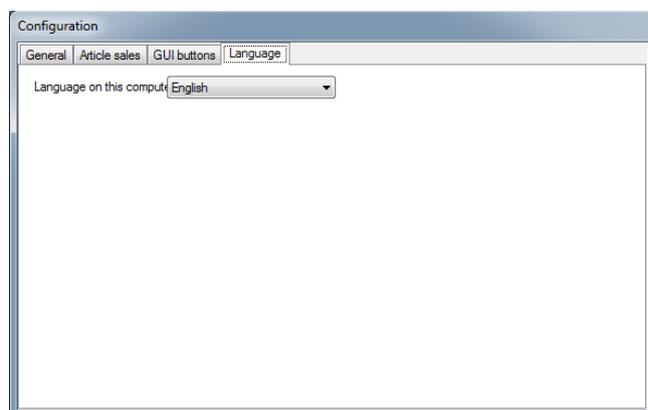
The Future

Electronic-Vouchers-Application