

NOOM

Business software

User guide

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1. Interface overview

1.1. Login

After opening the program, a user login window will open. To gain access to NOOM, all fields must be filled.



Image 1. Login window

- **Database** - the database in use
- **Workplace** - the computer workplace name in NOOM
- **Username** - personal username for using NOOM
- **Password** - user password

By default, only Username and Password fields can be changed by the user.

1.2. Interface

After login, NOOM main interface will open:

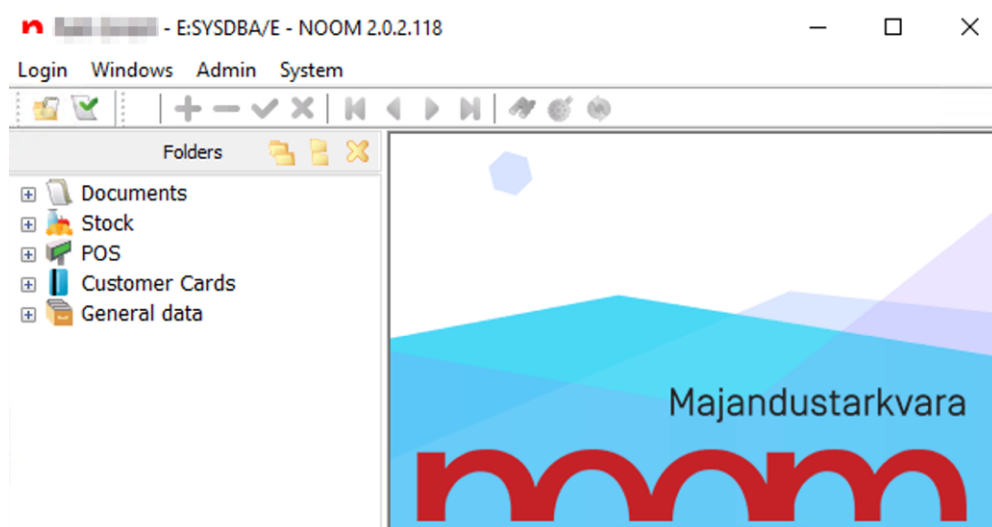


Image 2. Main interface

1.2.1. Dropdown Navigation Bar

The Dropdown Navigation Bar is located in the upper left corner of NOOM:

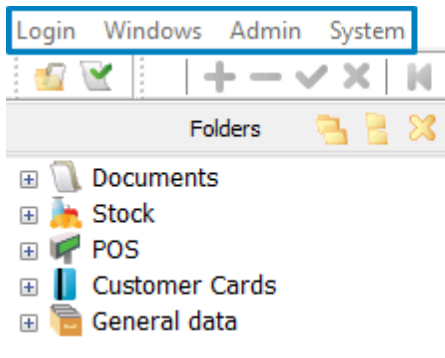


Image 3. Dropdown Navigation Bar

1.2.1.1. Login

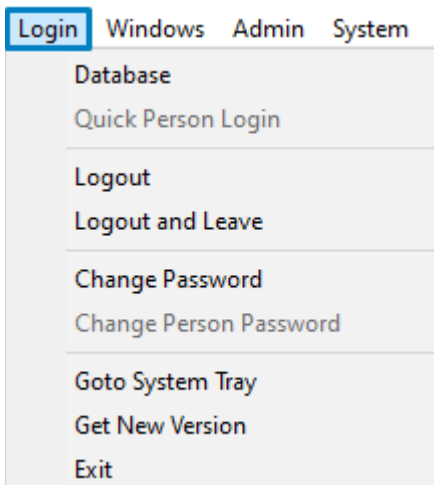


Image 4. Login dropdown menu

The Login menu has the following options:

- **Database** - opens the logout window, remembering the last logged in username and password
- **Logout** - opens the logout window, remembering the last logged in username
- **Logout and Leave** - opens the logout window, remembering the last logged in username

- **Change Password** - prompts a "Modify user" window for the current user.

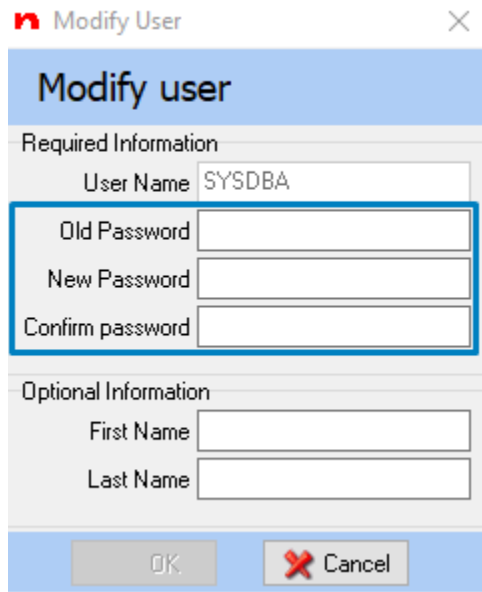


Image 5. Change Password - Modify user

- **Go to System Tray** - minimizes NOOM to System Tray
- **Get New Version** - downloads the latest available version of NOOM
- **Exit** - logs out the user and closes NOOM

1.2.1.2. Windows

In the Windows menu, the user can adjust the visibility of the toolbars and different windows in NOOM.

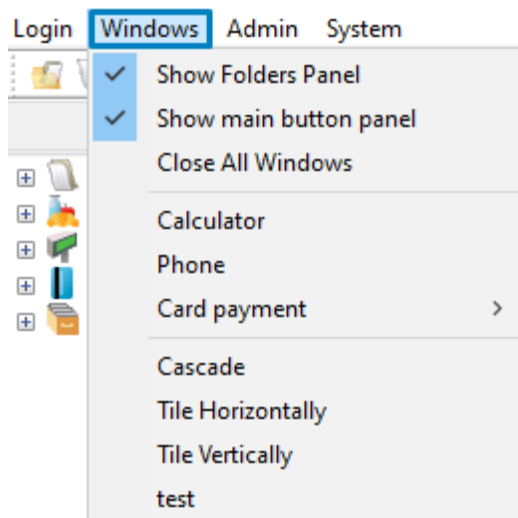


Image 6. Windows dropdown menu

- **Show Folders Panel** - shows or hides the Folders Panel

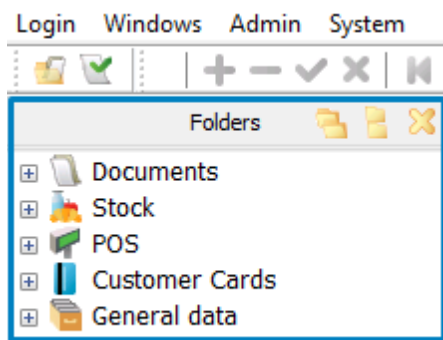


Image 7. Windows - Folders Panel

- **Show Main Button Panel** - shows or hides the Main Button Panel

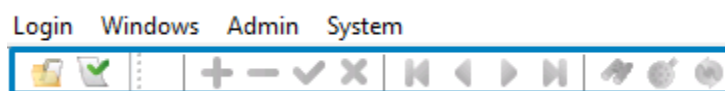


Image 8. Windows - Main Button Panel

- **Close All Windows** - closes all open windows in NOOM at once
- **Calculator** - opens the built-in calculator
- **Card Payment** - opens options for card payment batch send or printing the last receipt

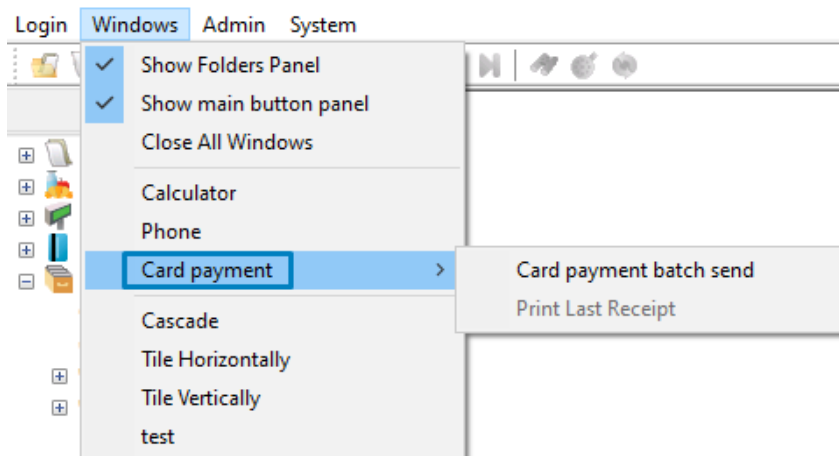


Image 9. Windows - Card payment

- **Cascade** - cascades all open windows
- **Tile Horizontally** - tiles all open windows horizontally
- **Tile Vertically** - tiles all open windows vertically

If any windows are open in NOOM, then they are also listed in the Windows dropdown menu:

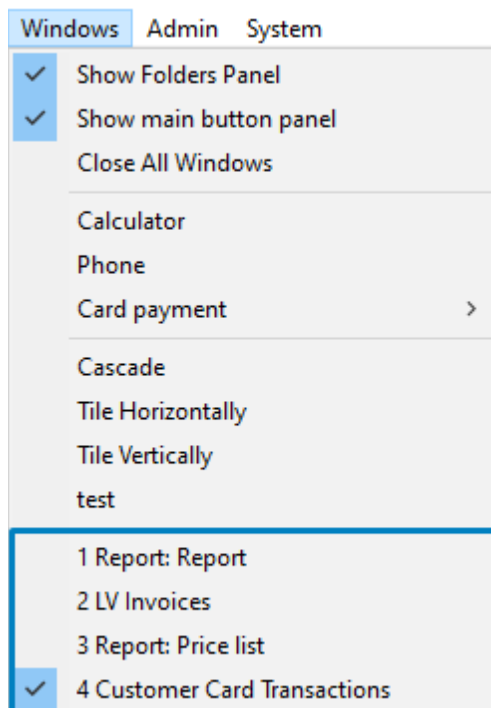


Image 10. Opened windows in the Windows dropdown menu

1.2.1.3. Admin and System menus

Access to Admin and System menus depends on the user's privileges. For most users, these menus are closed.

1.2.2. Main Button Panel

1.2.2.1. User-definable shortcuts

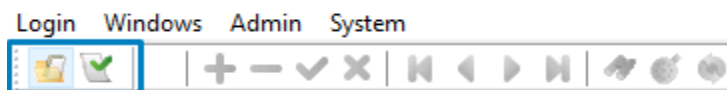


Image 11. Main Button Panel-User-definable shortcuts

User-definable shortcuts allow quick access to different folders in the Folders Panel.

To create a shortcut, click on the desired folder icon in the Folders Panel and drag it to the Main Button panel next to the existing shortcuts.

User-defined shortcuts are workplace-based.

1.2.2.2. Data Processing Panel

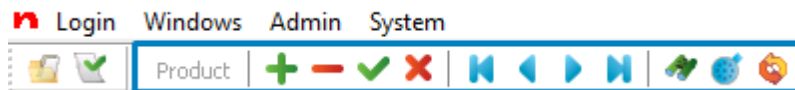













Image 12. Data Processing Panel

The Data Processing Panel becomes active when the user opens a table from the Folders Panel. The name of the active table is also shown next to the buttons.

For example, the folder "Product" contains a table and therefore, opening the folder activates the Data Processing Panel (the activation the buttons may vary, depending on the actions the user is performing).

The meanings of buttons in the Data Processing Panel:

-  - adds a new item to the active table
-  - deletes an active item from the active table
-  - confirms changes made in the active table
-  - revokes changes made in the active table
-  - moves the active row to the beginning of the active table
-  - moves the active row to the previous item in the active table
-  - moves the active row to the next item in the active table
-  - moves the active row to the end of the active table
-  - opens the search window for finding items from the fields of the active table
-  - opens the filter window for setting filters to the active table
-  - refreshes the contents of the active table from the database server

1.2.3. Folders Panel

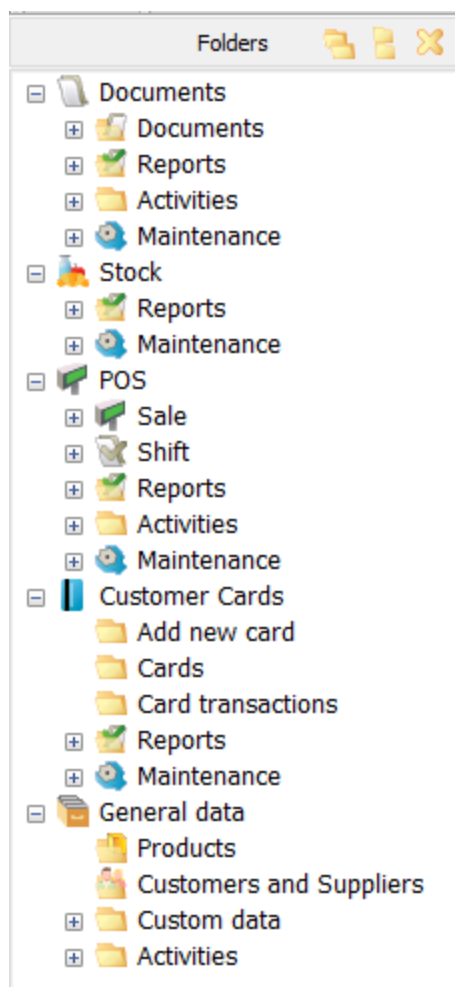
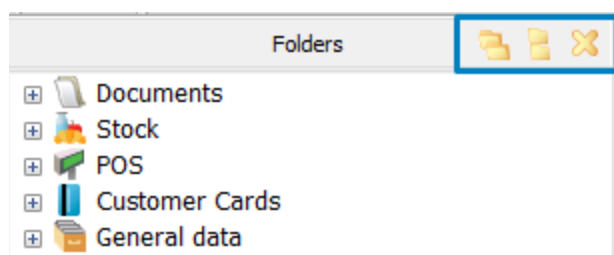





Image 13. Folders Panel

The buttons in the header of the Folders Panel allow the user to open or close the whole tree of modules at once:



The meanings of buttons:

-  - opens the whole tree of modules
-  - closes the tree of modules
-  - hides the Folders Panel

If the Folders Panel is hidden, all the folders are made available in the Data Processing Panel.



Image 14. Folders Panel icons

To make the Folders Panel visible again, go to **Windows** → **Show Folders Panel**.

Users may see differences in the modules and folders of the Folders Panel, depending on their privileges.

1.2.4. Windows Panel

With the Folders Panel visible, all the open windows are visible in the bottom left corner.

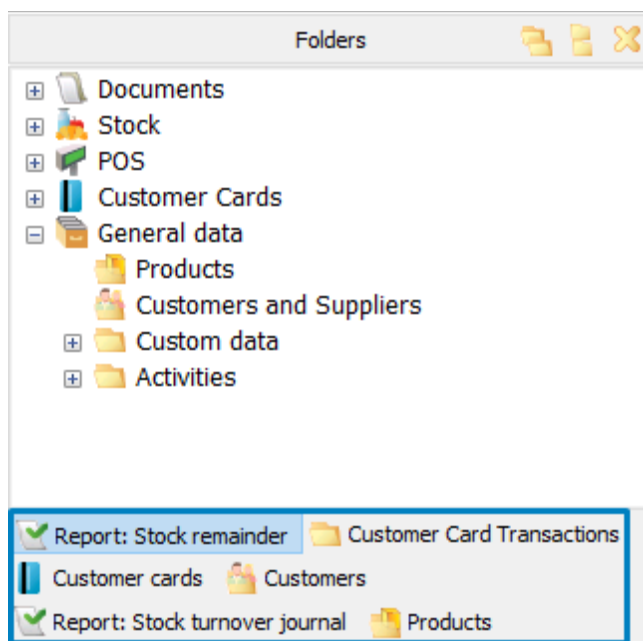


Image 15. Windows Panel (Folders Panel visible)

If the Folders Panel is hidden, all the open windows are visible under or next to the Data Processing Panel.

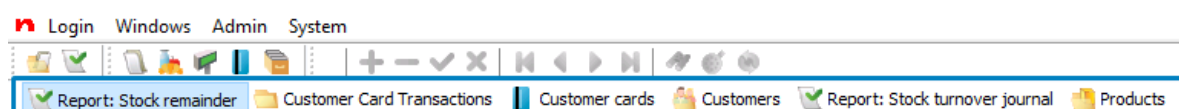


Image 16. Windows Panel (Folders Panel hidden)

All the buttonpanels can be moved under or next to each other by dragging them from the little dots located next to the icons.

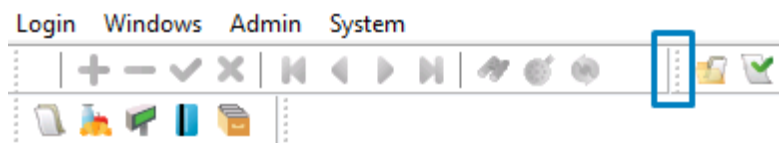


Image 17. "The handles" for moving buttonpanels

1.3. Keyboard Shortcuts (Hot Keys)

The functions of the hot keys may differ among the modules of NOOM.

The most useful keyboard shortcuts in NOOM are the following:

- **F2** - opens a choice from a table
- **F3** - the 'Execute' button
- **F4** - activates/deactivates the 'Edit' button
- **F5** - adds a new item to the table
- **F6** - copies the active item and adds it to the table
- **F7** - opens the search window to find an item from an active table
- **F8** - deletes the active line in a table
- **F9** - confirms changes made in the active table; closes Stock
- **F10** - opens a print form preview
- **Ctrl+F4** - closes an active window inside of NOOM
- **Ctrl+F6** - moving between open windows
- **Ctrl+F10** - opens Stock
- **Ctrl+R** - refreshes the contents of the active table
- **Alt+F** - opens the Fast Filter
- **Alt+F3** - opens the built-in calculator
- **Alt+F4** - opens the logout window
- **Ctrl+Alt+Home** - closes all open windows and logs out from NOOM
- **Ctrl+Alt+Esc** - minimizes NOOM to System Tray
- **Ctrl+Alt+F11** - hides the Main Button Panel