

## Manual for the sScale™-Server

Version 3.1.1 Stand March 2017

This manual describes all of the functions of the sScaleT-Server that are currently available.

The first section contains a description of the standard functions, which are available to all users of the server, and the second section contains additional functions that are only available to users with extended user rights.

Also note that some functions are fundamentally unavailable if you have received access to this server as the commercial partner of a customer of Dralle. If, as an external customer, you should have any questions regarding the limited functionalities of the server then please contact your commercial partner first.

Kontakt:

Dralle A/S

Venlighedsvej 4

2970 Hørsholm

Dänemark

dralle.dk

sales@dralle.dk

### 1. General functions

#### 1.1 General

##### 1.1.1 Logging into the server

You access the login page under the web address

[www.sscale.dk/Servername](http://www.sscale.dk/Servername)

This server name was provided to you when you concluded the lease agreement. Enter your user name in the “Username” field and your password in the “Password” field and click on “Login”. If you have forgotten your password, contact your administrator or Dralle A/S.



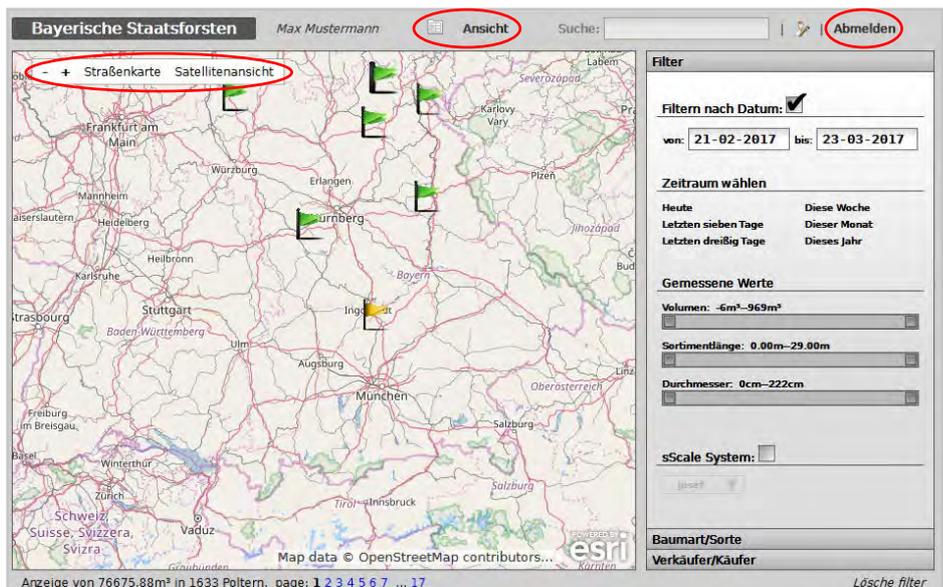
The login form for sScale 3.0 features the following elements:

- Logo: **sScale<sup>3.0</sup>** Dralle A/S © 2010 Bayerische Staatsforsten
- Username field:
- Password field:
- Login button:

##### 1.1.2 Overview of the server interface

At the top left you will find the name of your organisation and your user name (in this case “Bayerische Staatsforsten” and “Max Mustermann”).

Below this, you will see the digital street map. You can change between the map and satellite image view by clicking on “street map” or “satellite view”. Change the scale by scrolling with the mouse wheel or clicking on the “+” or “-” symbols beneath the organisation name. You can move the map by holding down the left mouse button and dragging with the cursor.



Using the icon on the right next to your user name, you can switch from the map view to the list view. Here, you will find all stacks shown in the map view and you can execute various actions (see below).

By clicking on “View” you can load stacks with different statuses and different map views (see below).

In the right section you will find various filter functions (see below).

Bottom left you will find an overview of all stacks displayed in the map or list. The total volume in cubic meters and the number of stacks are displayed.

To log out click on “Log out” at the top right of the page.

### 1.1.3 Changing the user data

As with all online applications, changing the password regularly is recommended for security reasons. To do so, click on the man icon, top right.

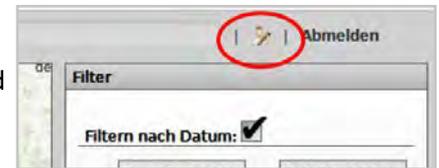
The adjacent screen will open to change your user data. Change your password by entering the new password in the "Password" field and confirm this in the "Password repeat" field. If the passwords are not identical due to an error during entry, both fields will be displayed with a red border.

You can change your real name in the "Full name" field. This name will be displayed on the main server page and with all actions that are connected with your user account (for example the registration of a lumber stack).

It is not possible to change the user name. You can store your email address and telephone number in the "Email" and "Phone" fields.

Save the changes by clicking on "Save". Your changes will be discarded if you click on "cancel".

In the bottom section of the screen you will see the user rights assigned to you. If you require additional user rights, please contact your administrator. If you do not know the person responsible, you can request their name from Dralle A/S.



Edit user

Username:

Full name:

Password:

Password repeat:

Email:

Phone:

Administrator:  Administrators can edit export and pdf templates, create and edit users, delete measurements and more.

Registration:  Check this if this user is allowed to register stacks.

Assignment:  Check this if this user is allowed to assign measurement orders to the scaling vehicles.

Operator:  Check this if this user is going to be operating the scaling vehicle. Only users with the operator role will appear in the operator selection list in the vehicle.

API Access:  Check this if this user is allowed to access the system using the API's. If you do not understand what this means, then it should probably be left unchecked.

### 1.2 Datenmanagement

The sScaleT-Server offers you numerous functions for the simple management of your stack data. In addition to diverse filter functions, you can generate a PDF for each measured stack, which can be freely configured. Furthermore, it is possible to generate various export formats, e.g. .csv, .txt or .xml files.

For an improved overview, each stack has a colour code, which provides a quick overview of the status of the respective stack:

Red flag: Stack has only been registered

Yellow flag: Stack has been assigned a scaling vehicle

Green flag: Stack has already been measured

Warning sign: Stack was assigned a scaling vehicle and was rejected

The following section contains an explanation of the various possibilities for executing rapid data management.

### 1.2.1 "View" menu

#### Stack status

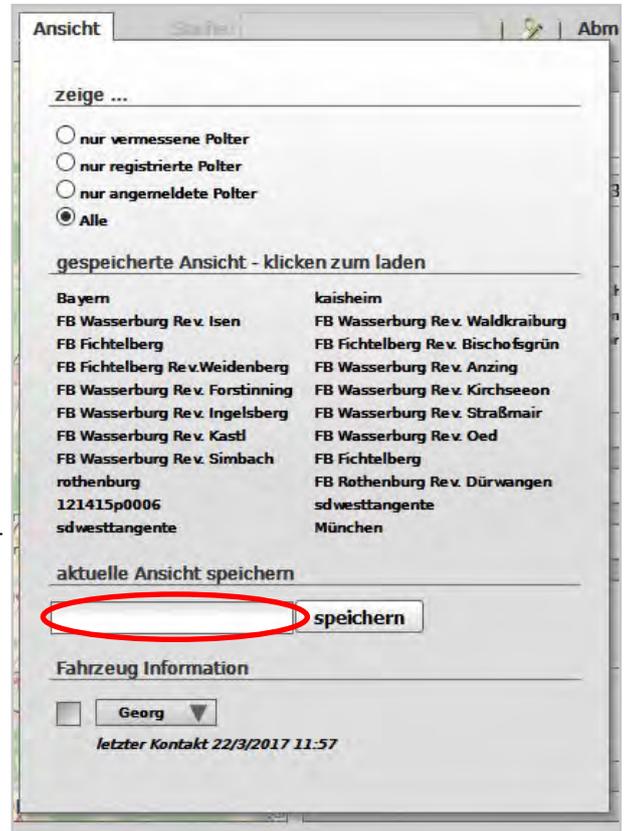
Clicking on "View" opens the adjacent menu. In the top section you are able to display lumber stacks with a specific status only:

- Measured stacks: Only green flags are displayed
- Registered stacks: Only red flags are displayed
- Assigned stacks: Only yellow flags are displayed
- All: All stacks are displayed

#### Displaying and saving predefined map views

In the middle section you can load predefined map views by clicking on one of the list entries. In this way you can quickly call up specific areas for example.

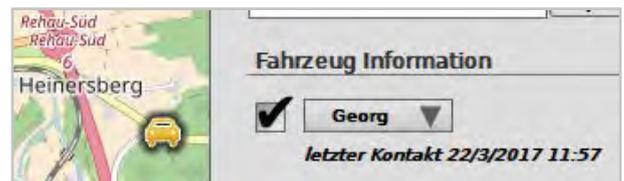
You can also save additional map views, which are not yet available in the list. To do so, position the map at the required point with the desired zoom factor and enter a name in the marked field. Click on "save" to insert the new map view in the list. It may be necessary to reload the page, in order for the entry to appear. However, please note that a saved map view is visible for all users and is not login-specific. With intensive use of this function, the list of available map views can become excessive.



#### Vehicle information

In the bottom menu section you can display individual scaling vehicle information regarding location and last server contact. Choose the respective vehicle from the list and you will see the date and time of the most recent contact displayed below (in this case, 22nd March 2017 at 11:57 hrs).

In order to display the last available position of the vehicle in the map, check the box to the left of the vehicle name. The vehicle will be displayed in the map as shown opposite.



### 1.2.2 Search function

By entering a stack ID you can search directly for individual stacks. If your stack numbers have the same digits for area assignment for example, you can also enter these digits only and receive a stack group. Please note that the search algorithm for stack groups only searches for the stack ID using the starting digits. Example: Search "22" → Results: 2234 or 2235, but not 3422. While you are using the search function, the filter functions will be greyed out. Clicking on the filter functions re-activates these.



### 1.2.3 Filter functions

On the right side of the server interface you will find numerous filter functions. The individual filters can be freely combined with each other and also consider any selection of certain stacks with the aforementioned selection via the stack status in the "View" menu. The individual filters function in both the map and list view. The individual filter functions are subdivided into three main blocks:

- Filter
- Tree species/kind
- Seller/buyer

Click on the respective line to change between the blocks. The settings in the filter blocks that are not visible are always considered in the stack selection display too.

#### "Date" filter block

Activate the "Date" filter block by clicking on the marked box. It is possible to define an arbitrary time frame using the two date fields. Additionally, six predefined time frames are offered. The time frame "this week" starts on the Monday of the current week.

#### "Measured values" filter block

Using this filter you can group your data according to stack characteristics. It is possible to filter according to stack volume, assortment length or average diameter. These filters are naturally also freely combinable.

By clicking, holding and sliding the small squares it is possible to set arbitrary values. The minimum and maximum values are determined based on respective stacks shown in the map view. In this example, only stacks with a volume of between 65 Fm and 170 Fm are displayed.

#### "sScale System" filter block

The filter is activated by clicking on the box. Clicking on the button below opens a list of all available scaling vehicles. Select the desired vehicle by clicking on it. Using these filters it is firstly possible to display all stacks that have been measured by a certain system (green flags) and secondly the stacks that have been assigned for measurement by a certain system (yellow flags).

### “Tree species/kind” and “Seller/buyer” filter blocks

The contents of these filters are customer-specific and can be changed by your administrator. All entries are selected as standard. In order to select a list entry, click on it. It is possible to select an arbitrary number of entries. Clicking again deselects a selected entry. If you wish to select all entries again, click on “All” (only visible if one or more list entries have been selected). Entries that are not selected are displayed in grey, selected entries are shown in black.

Selected in this example are:

Tree species: BU and EI  
 Kind: All  
 Seller: Baysf  
 Buyer: All

**Filter**

**Baumart/Sorte**

**Wähle Baumart** **Alle**

<b>BU</b>	DGL
<b>EI</b>	FI
KIE	LAE
SLH	SNH
STR	TA

**Wähle Sorte**

BH	BS
EH	ER
IE	IL
IS	L
S	SH
SL	SL
SO	ZH

**Verkäufer/Käufer**

*Lösche filter*

**Filter**

**Baumart/Sorte**

**Verkäufer/Käufer**

**Wähle Verkäufer** **Alle**

<b>Baysf</b>	Binder
Gelo	Heggenstaller
ILIM	Klausner
Ladenburger	Lenzing
Rettenmaier	Schwaiger
Weinzierl	

**Wähle Käufer**

Baysf	Bien-Holz
Binder	Binder Fügen
Binder Kösching	Egger
German Pellets	HCR Holz Centrum
Heggenstaller	ILIM
ILIM TIMBER	Kaindl
KHT	Klausner
Krenzer	Ladenburger
Lenzing	Nettingdorfer
Pfeifer Lauterb.	Pfeifer Ubb
Pfleiderer	preNARO Gmbh
Pröbstl	Rauch
Rettenmaier	Rettenmeier Hirschb
Rettenmeier Ramstein	Rettenmeier Wilburgst
SCA Grafic Laak	Schilling
Schöbwendter	Schwaiger
Schweighofer Fiber	Sparber Holz GmbH

*Lösche filter*

### Resetting filters

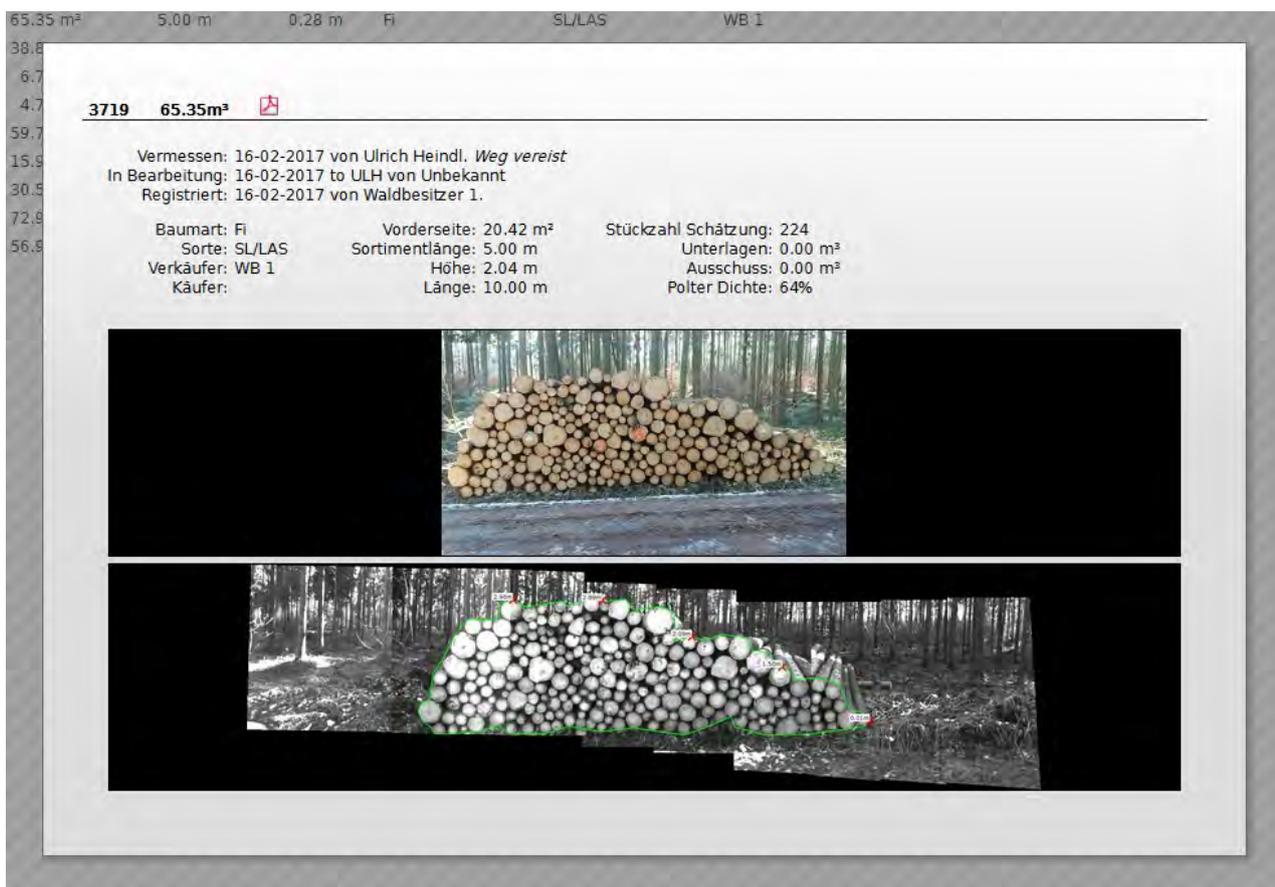
By clicking on “delete filter” beneath the filter blocks, it is possible to reset all filters to the standard values.

### 1.2.4 Displaying stack details

You can display the details for each stack in both the map and the list view. Click in the map view on the respective flag. A pop-up window opens and the server interface is displayed in grey.

In the list view it is possible to click on an arbitrary point in the respective line to call up the detailed pop-up window. Here too, the original server interface is displayed in grey.

Close the pop-up window by clicking at an arbitrary point on the grey server interface.



The detailed window shows the most important stack parameters. At the top you will find the stack ID and the volume of the stack in cubic metres. Beneath this is the measurement history of the stack: When and by whom the stack was registered, assigned and measured. Notes of the respective user may be displayed in italics after the entries “registered” and “measured” (in this example: “track icy”).

Under the measurement history you will find an overview of the most important stack data, as well as a colour photo of the stack and the measurement image for the stack if available. Please note that the value “Height” refers to the mean height of the stack (calculated from the values “Front” and “Length”).

Clicking on the colour photo or measurement image opens this in a new tab or window. Here you can examine the image more closely with the zoom function of your browser.

Further data, such as the diameter distribution, can be obtained via the export functions.

### 1.3 Data export

You have various options for exporting stack data. It is possible to generate PDFs, as well as files for further data processing, e.g. in Excel. The formats .csv, .txt., .xml or .kml are available to you for this. Because both the PDF and the export files are programmed on a customer-specific basis, it is only possible to provide an example of the various export methods here. Please ask your administrator for the properties of the individual file types.

#### 1.3.1 Creating PDFs

##### Creating an individual PDF

You can only create PDFs from measured stacks (green flags). If you wish to create a PDF from a single stack, you have two options available to you. You can initiate a PDF from the detailed view of a stack or from the list view. If you call up the detailed view of a stack, click on the Adobe icon in the top line (next to the stack volume). Depending on the settings in your browser, the PDF will be automatically saved in your standard download folder or opened with your PDF viewer, or a selection dialogue will be displayed, asking whether you wish to save or open the PDF.



In the list view, click on the Adobe icon on the left next to the stack ID. The above applies accordingly.

	Polster ID	Datum	Volumen	Sortime	Durchm	Filter
<input type="checkbox"/>	172208P0300-10	27-03-2017	169,14 m³	5,00 m	0,22 m	
<input type="checkbox"/>	173915-970-663-C	27-03-2017	7,20 m³	4,00 m	0,19 m	
<input type="checkbox"/>	173915P0244-03	27-03-2017	30,39 m³	3,00 m	0,17 m	
<input type="checkbox"/>	173915-970-128-C	27-03-2017	27,20 m³	3,60 m	0,23 m	
<input type="checkbox"/>	173915P0243-04	27-03-2017	27,69 m³	2,00 m	0,15 m	
<input type="checkbox"/>	173915P0240-06	27-03-2017	63,75 m³	4,00 m	0,20 m	
<input type="checkbox"/>	173611P0158-01	27-03-2017	211,48 m³	5,00 m	0,24 m	
<input type="checkbox"/>	173915P0244-04	27-03-2017	9,31 m³	3,00 m	0,19 m	
<input type="checkbox"/>	173915P0245-05	27-03-2017	19,42 m³	4,00 m	0,17 m	
<input type="checkbox"/>	173915-970-664-C	27-03-2017	9,13 m³	4,00 m	0,20 m	

##### Creating collective PDFs

In the list view you have the option of consolidating multiple stacks in one PDF. Each stack will be shown on a separate page here. To do this, check the box on the far left to mark the line of each stack that you wish to include in the PDF. If you wish to create a collective PDF for all displayed stacks, click in the box at the top in the table header. As soon as you check a box, the word "Export" will be displayed above the list on the right, next to "View". Click on this and then on



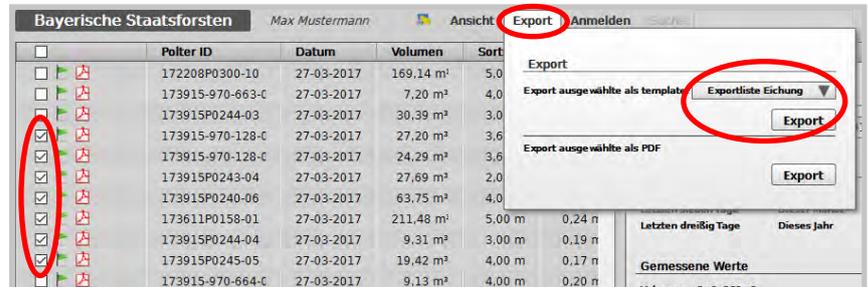
"Export" in the menu that opens under the entry "Export selected as PDF". Depending on the settings in your browser, the PDF will be automatically saved in your standard download folder or opened with your PDF viewer, or a selection dialogue will be displayed, asking whether you wish to save or open the PDF. Please note that it may take a moment to create the PDF depending on the number of marked stacks.

### 1.3.2 Creating other export files

The process is similar to the creation of collective PDFs. Switch to the list view and mark the desired stacks with the boxes in the left margin. The word “Export” appears in the top margin. Click on this and then select the desired export format from the drop-down list under the entry “Export selected as template”.

Now click on “Export”. Depending on the settings in your browser, the PDF will be automatically saved in your standard download folder or opened with your PDF viewer, or a selection dialogue will be displayed, asking whether you wish to save or open the PDF.

Ask your administrator which export format contains what data and what functions it fulfils.



### 2. Expanded functions

The functions described in the following are only available with the corresponding user rights. In chapter 1.1.3 you can view the rights assigned to you. If you should require additional rights in order to use one of the following functions, please contact your administrator.

#### 2.1 Registering a stack

User rights required: "Registration"

##### Searching for the stack position

Search on the map view for the rough position of your stack. Then switch to the detailed position determination on the satellite image view. Specify the position of the stack as precisely as possible. In areas with dense track networks or in steep mountain locations in particular, the driver of the scaling vehicle may otherwise expend extensive additional effort in locating the stack.

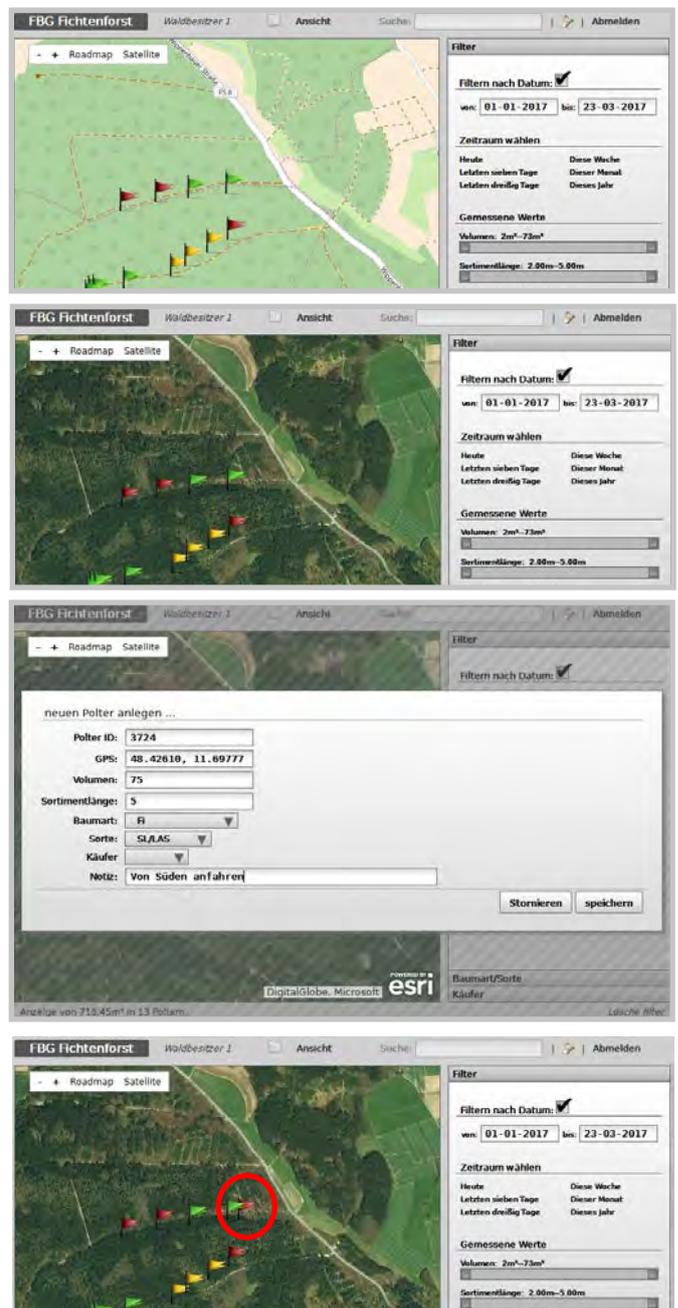
Once you have found the position of the stack, open the screen for the stack registration by double-clicking with the left mouse button. The position of the mouse cursor defines the position of the stack here.

##### Registering the stack

The adjacent registration screen is an example, because the screen is created on a customer-specific basis. Mandatory fields may also be present, which will have a red border if they are not filled in.

The stack ID can be freely assigned although it must be identical to the number of the stack in the forest. The GPS field is pre-filled. You can enter an estimated volume for the stack and the assortment length. The tree species, kind and buyer can be selected from a drop-down list. The notes field is freely available for you to add remarks/ notes.

By clicking on "save", a new red flag is created in the map. The GPS position and the poss. quoted estimated volume is automatically corrected after measurement has taken place.



### 2.2 Assigning a stack for measurement

User rights required: "Assignment"

Assignment is the process of assigning a registered or rejected stack to a scaling vehicle and sending it to the vehicle.

To do this, switch to the list view and select "only registered stacks" in the "View" menu. Subsequently check the box on the right next to the red flag to mark the stack that you wish to assign to a scaling vehicle. If you wish to mark all stacks, click in the box at the top in the table



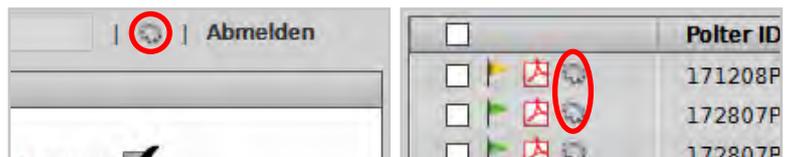
header. The word "Assignment" appears in the top margin (next to "View" and "Export"). Select the desired scaling vehicle from the drop-down list and confirm your stack and vehicle selection by clicking on "OK". The successful process is confirmed with a message in the top left margin.

If you click on "Cancel", your vehicle selection will be discarded. However, the stack selection remains intact.

### 2.3 Administrator functions

User rights required: "Administrator"

As an administrator, you possess extensive rights for data management and user administration. The following section contains a brief description of the individual functions. All functions are either accessed by clicking on the gear wheel icon in the top right margin or in the list view next to the Adobe icon in each individual line.

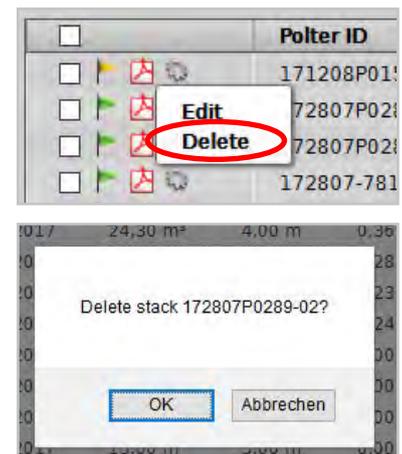


#### 2.3.1 Data management

Deleting existing stacks

In order to delete stacks - irrespective of their status - click in the list view on the gear wheel icon in the line of the stack to be deleted, and then select "Delete". You will be prompted to confirm deletion in a pop-up window. Click on "OK" to do so. If you do not wish to proceed with deletion, click on "Cancel".

The measurement data is still stored on the scaling vehicle, but it cannot be sent to the server again. With regards to data availability on the server, deleting a stack is therefore final and cannot be undone.



### Editing existing stacks

As an administrator, you also have the option of changing the stack master data after stack registration - irrespective of the status. This may be necessary if the user inputs an incorrect entry. The following data can be changed:

- Tree species
- Kind
- Buyer
- Seller

Due to the manipulation protection of sScaleT, data that is included in the volume calculation cannot be retrospectively amended.

In order to edit an existing stack, click in the list view on the gear wheel icon for the respective stack and select "Edit". An editing screen appears, in which you can implement the respective changes. Select the correct entry from the respective drop-down list and confirm your changes with "save". If you wish to discard your changes, click on "Cancel".



### 2.3.2 Server administration

By clicking on the gear wheel icon in the top right of the page, you open the menu for extended server administration functions. You can set the start view of the server, create and manage export formats, edit the existing PDF, create and amend users, tree species, kinds and organisations. Furthermore, it is possible to check and if necessary delete the map views created by every server user.

The individual functions are explained in the following, whereby editing and the new creation of existing export formats or editing the existing PDFs should not take place without prior consultation with Dralle A/S, because special knowledge of the central database and the programming language used is required. Documentation of these two functions would far exceed the scope of this manual. For this reason, please contact your local customer service representative from Dralle A/S in case of definitive change requirements.

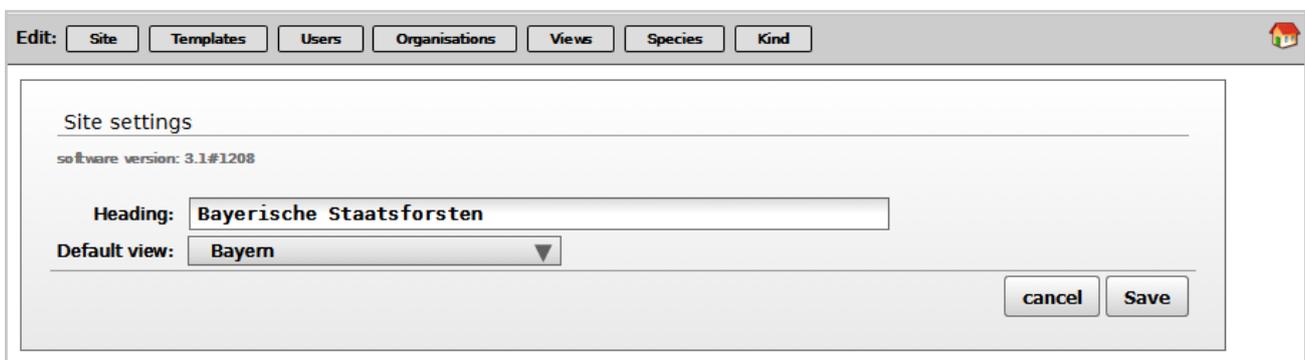
After clicking on an arbitrary entry in the administrator menu, you access the central administration level of the sScale™-Server.



### “Localisation” menu item

The “Localisation” item takes you to the “Site” sub-menu. Here, you have the option of setting the map view that should be displayed after logging into the server, as well as the name of the server. This setting is global in nature and applies to all users. Select the required view from the list of existing map views and confirm your selection with “Save”.

If the right map view is not yet available, proceed as described in chapter 1.2.1 to save the respective map view. In order to return to the server map view, click on “cancel” or on the house icon, top right.

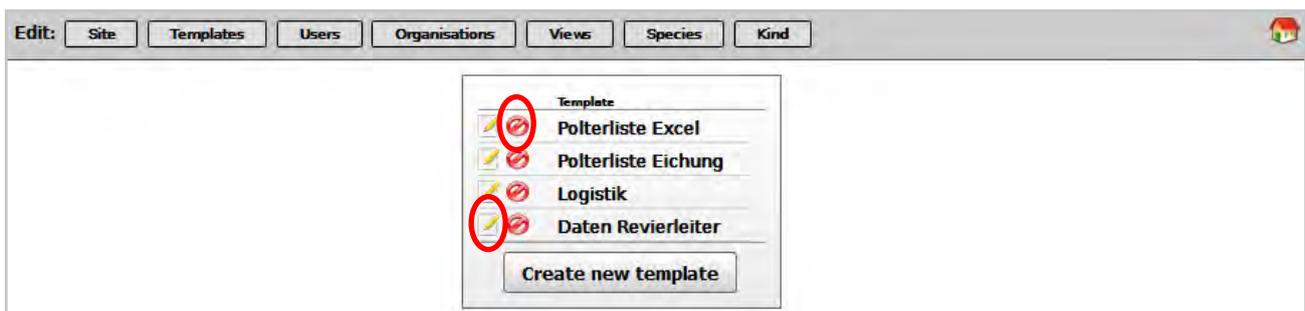


### “Export formats” menu item

The “Export formats” item takes you to the “Templates” sub-menu. All available export formats are displayed here. By clicking on the delete icon you can delete existing export formats. Deleting an export format must be confirmed by clicking on “OK” in a pop-up window. However, this cannot be undone and accidental deletion requires reprogramming of the export format by Dralle A/S, which is subject to a charge.

If you wish to change an existing export format, click on the paper/pen icon for the respective export format. Please contact your respective customer service representative from Dralle A/S, if you are not sure about the individual editing functions.

If you wish to add new export formats and you possess the requisite knowledge, click on “Create new template”. Programming a new template is documented elsewhere. Clicking on the house icon, top right, returns you to the map view of the server.



### "PDF" menu item

The "PDF" item takes you directly to the editing mode of the PDF. Please contact your respective customer service representative from Dralle A/S, if you are not sure about the individual editing functions. Even the smallest changes can lead to a fault in the PDF function.

### "User" menu item

The "User" item takes you to the "Users" sub-menu. Here, you will see all users of the server and the respective rights assigned to them. The rights can be freely combined and are not conditional on each other. By clicking on the paper/pen icon you can edit the data and rights of the respective user. By clicking on the delete icon it is possible to delete the user after confirming this in a pop-up window. You create a new user by clicking on "Add new user" in the screen that now opens (see next page). Clicking on the house icon, top right, returns you to the map view of the server.



	Full name	Username	Administrator	Registration	Assignment	Operator	API Access
 	admin	admin	✓	✓	✓	✓	✓
 	Ulrich Heindl	Ulrich	✓	✓	✓	✓	-
 	Olivia Kreyling	Olivia	-	✓	✓	✓	-

[Add new user](#)

### New user

Username

Full name

Password

Password repeat

---

Email

Phone

---

**Administrator:**   
Administrators can edit export and pdf templates, create and edit users, delete measurements and more.

**Registration:**   
Check this if this user is allowed to register stacks.

**Assignment:**   
Check this if this user is allowed to assign measurement orders to the scaling vehicles.

**Operator:**   
Check this if this user is going to be operating the scaling vehicle. Only users with the operator role will appear in the operator selection list in the vehicle.

**API Access:**   
Check this if this user is allowed to access the system using the API's. If you do not understand what this means, then it should probably be left unchecked.

### Creating a new user

Assign a unique user name in the “Username” field. It is not possible to subsequently change this and it must not have been assigned already.

Enter the real name of the user in the “Full name” field. The user can subsequently change this themselves. The real name will be displayed for all users on the server against the associated user actions (for example in the measurement history of a stack).

The fields “Password” and “Password repeat” allow the creation of an initial password and must contain the same characters. There are no restrictions regarding the characters used and no minimum requirements for password security. The user can subsequently change the password themselves.

In the “Email” and “Phone” fields it is possible to enter the email address and telephone number of the user. Both fields are optional and can be changed by the user at a later point in time.

The user rights are assigned in the bottom section of the screen. The following rights are available here:

- Administrator  
Rights:
  - ◆ Creating, editing and deleting users
  - ◆ Creating and editing export file templates and PDF templates
  - ◆ Editing and deleting stacks
  - ◆ Creating and editing tree species, kinds and organisations
  - ◆ Editing and deleting map views
- Registration  
The user can register stacks.
- Assignment  
The user can assign measuring systems to stacks and release measurement in this way.
- Operator  
The user is classified as the operator of a measuring system and is displayed on the measuring systems as a possible measurer. Refer also to the documentation for the measuring systems.
- API Access  
The user gains access to the central database via external software solutions. These rights should only be assigned in agreement with Dralle A/S .

The “Administrator” rights do not include the other rights. If no rights have been assigned then the user can use all filter options and generate PDFs or export files.

Save the new user by clicking on “Save”. Clicking on “cancel” discards your entries and you return to the user list.

### "View" menu item

The "View" menu item takes you to the "Views" sub-menu. Here, you have the possibility of managing the map views saved by the individual users. By clicking on the delete icon you can delete existing map views. Deleting a map view must be confirmed by clicking on "OK" in a pop-up window and cannot be undone.

The map view set as the starting view in the "Site" sub-menu cannot be deleted.

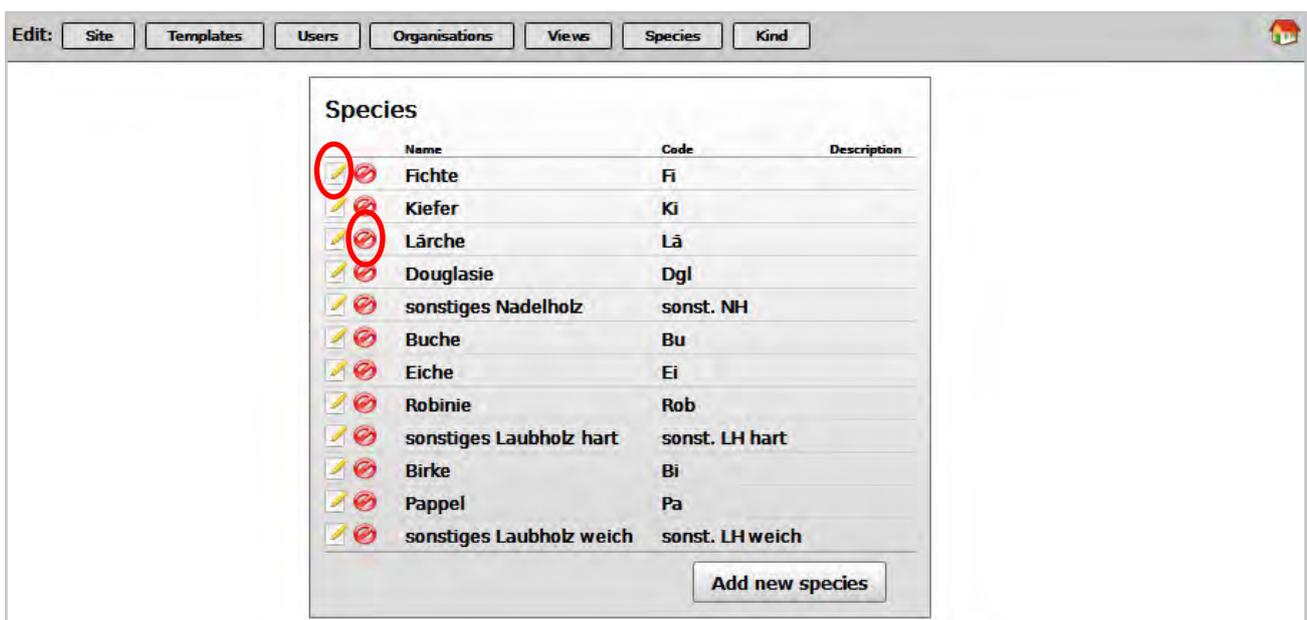
Clicking on the house icon, top right, returns you to the map view of the server.



### "Tree species" menu item

The "Tree species" menu item takes you to the "Species" sub-menu. Here, you have the option of managing the list of tree species. By clicking on the paper/pen icon you can edit existing tree species. By clicking on the delete icon you can delete existing tree species. Deleting a tree species must be confirmed by clicking on "OK" in a pop-up window and cannot be undone. If you wish to add new tree species, click on "Add new species" (see next page). Changes to the list of tree species are also applied to the tree species list shown in the measuring system.

Clicking on the house icon, top right, returns you to the map view of the server.



### Creating a new tree species

Enter the real name of the tree species in the “Name” field and a unique ID in the “Code” field. This ID will be used in the tree species list of the filter block, in the scaling vehicle and in the export files and PDFs.

In the “Description” field you can add a description or note (optional).

Save the new tree species by clicking on “Save”. Clicking on “cancel” discards your entries and you return to the tree species list.



New species

Name

Code

Description

### "Kind" menu item

The “Kind” menu item takes you to the “Kind” sub-menu. Here, you have the option of managing the list of kinds. By clicking on the paper/pen icon you can edit existing kinds. By clicking on the delete icon you can delete existing kinds. Deleting a kind must be confirmed by clicking on “OK” in a pop-up window and cannot be undone. If you wish to add new kinds, click on “Add new kind” (see next page). Changes to the list of kinds are also applied to the kinds list shown in the measuring system.

Clicking on the house icon, top right, returns you to the map view of the server.



Edit:        

**Kind**

	Name	Code	Description
 	Standardlängen/ LAS	SL/LAS	
 	Industrieholz lang	IL	
 	Industrieholz kurz	IS	
 	Industrieholz	IS-NF	
 	Industrieholz	IS-NK	
 	Industrieholz	IS-FK	
 	Palette	PAL/LAK	
 	Energieholz	Energie	
 	Brennholz	Brennholz	
 	sonstiges	sonst.	

### Creating a new kind

Enter the real name of the kind in the “Name” field and a unique ID in the “Code” field. This ID will be used in the kind list of the filter block, in the scaling vehicle and in the export files and PDFs.

In the “Description” field you can add a description or note (optional).

Save the new kind by clicking on “Save”. Clicking on “cancel” discards your entries and you return to the kind list.



The screenshot shows a web form titled "New kind". It has three input fields: "Name" with the value "Industrieholz", "Code" with the value "IS", and a larger "Description" field which is currently empty. At the bottom right of the form are two buttons: "cancel" and "Save".

### "Organisations" menu item

The “Organisations” menu item takes you to the “Organisations” sub-menu. Here, you have the option of managing the list of organisations. Organisations are buyers or sellers of stacks. By clicking on the paper/pen icon you can edit existing organisations. By clicking on the delete icon you can delete existing organisations. Deleting an organisation must be confirmed by clicking on “OK” in a pop-up window and cannot be undone. If you wish to add new organisations, click on “Add new organisation” (see next page). Changes to the list of organisations are also applied to the list of organisations shown in the measuring system.

Clicking on the house icon, top right, returns you to the map view of the server.



### Creating a new organisation

Enter the real name of the organisation in the “Name” field and a unique ID in the “Code” field. This ID will be used in the buyer/seller list of the filter block, in the scaling vehicle and in the export files and PDFs.

In the bottom fields you can enter optional contact details for the organisation. The entries are assigned as follows:

- Address 1 → Address line 1
- Address 2 → Address line 2
- City → Town/city
- Zip code → Postcode
- Country → Country
- Phone → Telephone number

In the “Role” field you are required to select whether the organisation is a seller (“Source”) or a buyer (“Destination”). With this setting, you decide whether the organisation appears in the buyer or seller list.

Save the new organisation by clicking on “Save”. Clicking on “cancel” discards your entries and you return to the list of organisations.

New organisation

Name

Code   
The "code" is the value that will show up in the scaling vehicle and in selection lists on the server. It should preferably be an abbreviation or a short name.

Address 1

Address 2

City

Zip code

Country

Phone

Role: