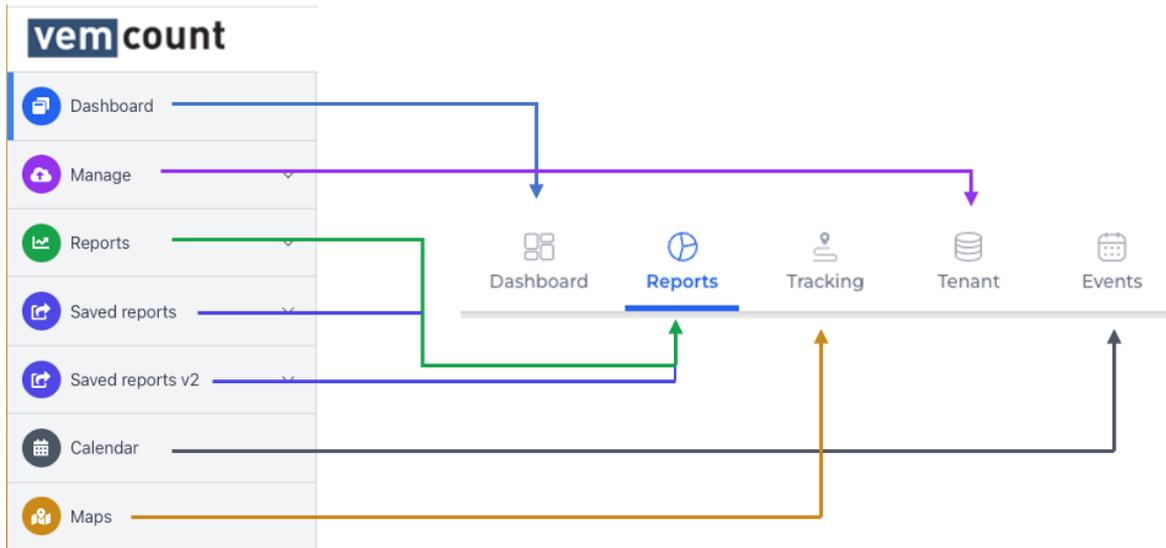


# Introduction to The New Navigation System



In the new navigation system, some of the menu points have been merged into one menu point.

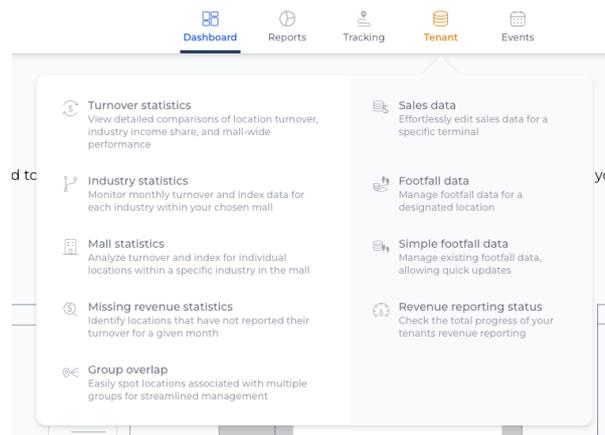
The *Dashboard* remains the same

The *Calendar* is renamed to *Events*

*Maps* is renamed to *Tracking*

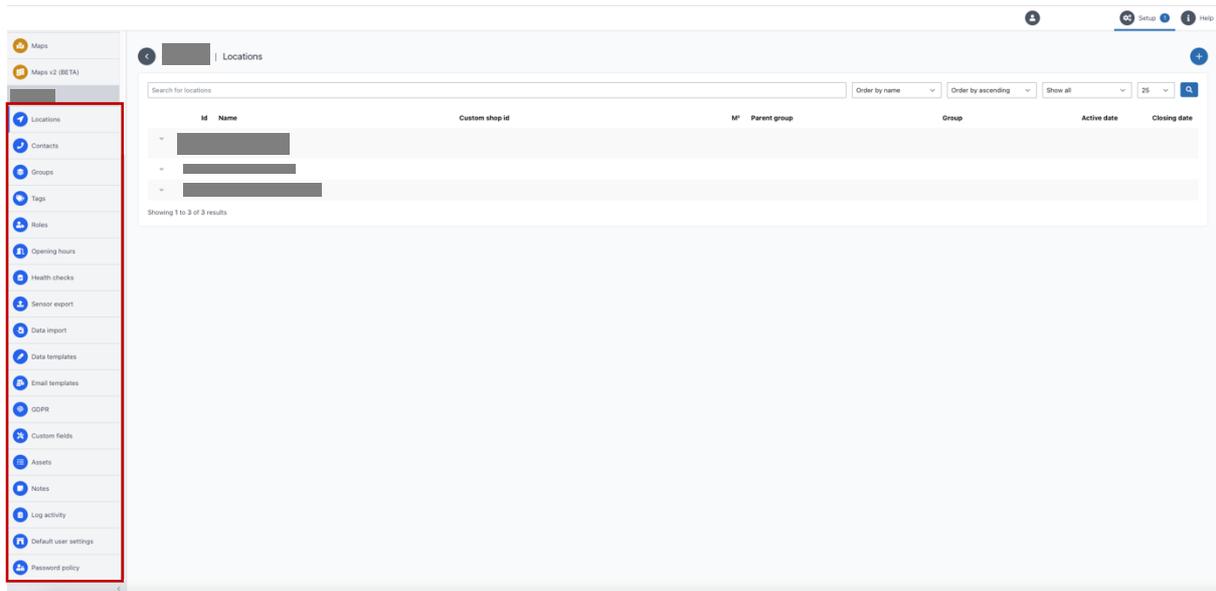
*Manage* is renamed to *Tenant* and will include:

- Turnover statistics
- Industry statistics
- Mall statistics
- Missing revenue statistics
- Group overlap
- Sales data
- Footfall data
- Footfall data simple
- Revenue reporting status

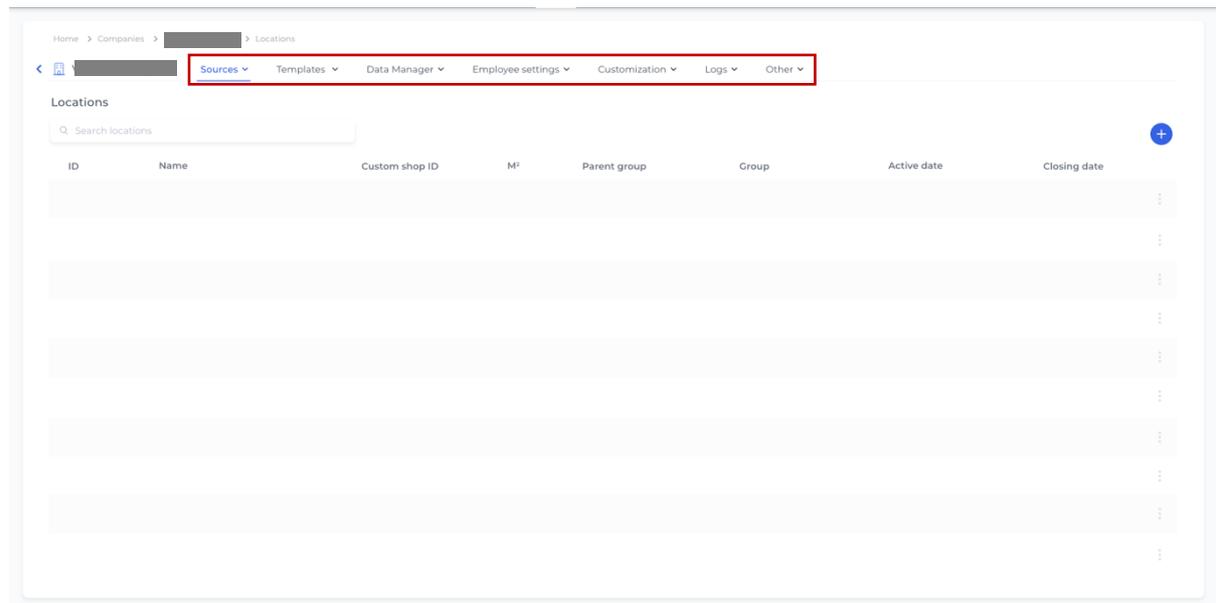


*Reports + Saved reports + Saved reports v2 + Shared reports* are merged into one system → *Reports*, which is further explained in the section "Introduction to The New Folder System".

# Setup Pages



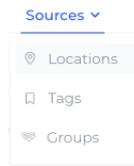
The menu points shown on the picture above have been moved from the side to the top middle as shown on the picture below.



Some menu items have been grouped together:

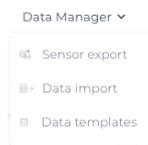
In **Sources** you will find:

- Locations
- Tags
- Groups



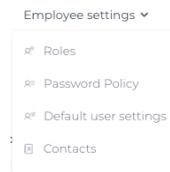
In **Data manager** you will find:

- Sensor export
- Data import
- Data templates



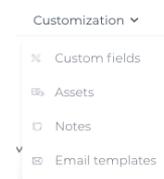
In **Employee settings** you will find:

- Roles
- Password Policy
- Default user settings
- Contacts



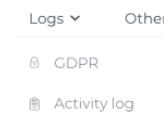
In **Customization** you will find:

- Custom fields
- Assets
- Notes
- Email templates



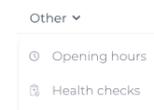
In **Logs** you will find:

- GDPR
- Activity log



In **Other** you will find:

- Opening hours
- Health checks



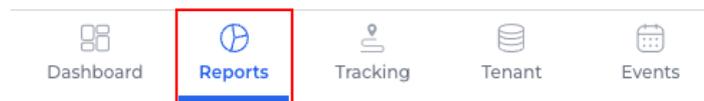
The other pages which also have a side menu like in the location list, for example *Users*, *Views*, *Services* and more will have the same layout as the picture shown above.

# Introduction to The New Folder System

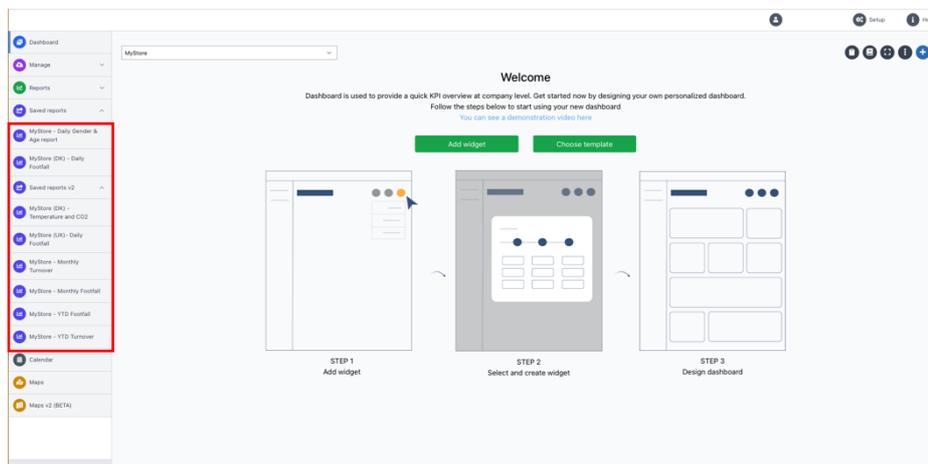
## Where will the legacy/existing reports be placed in the new folder system?

All legacy/existing reports will be placed inside *My Files* which can be found inside the Reports.

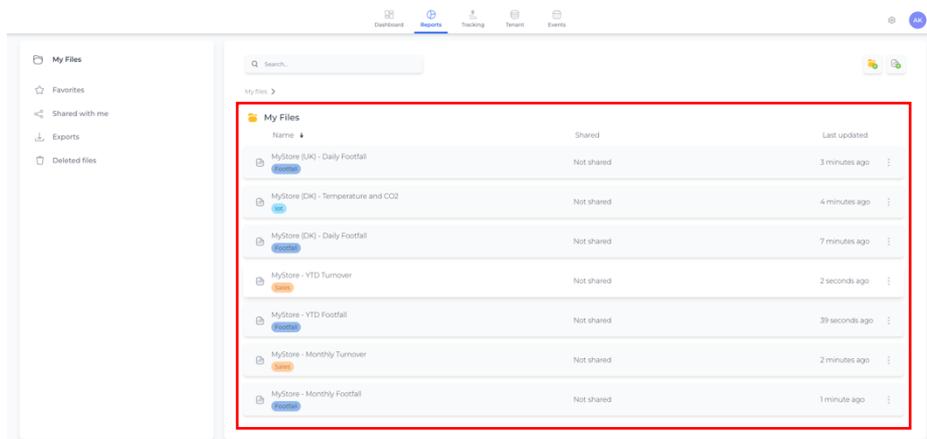
Press the Reports button and all reports will be shown (See picture *New Version*).



Old Version



New Version



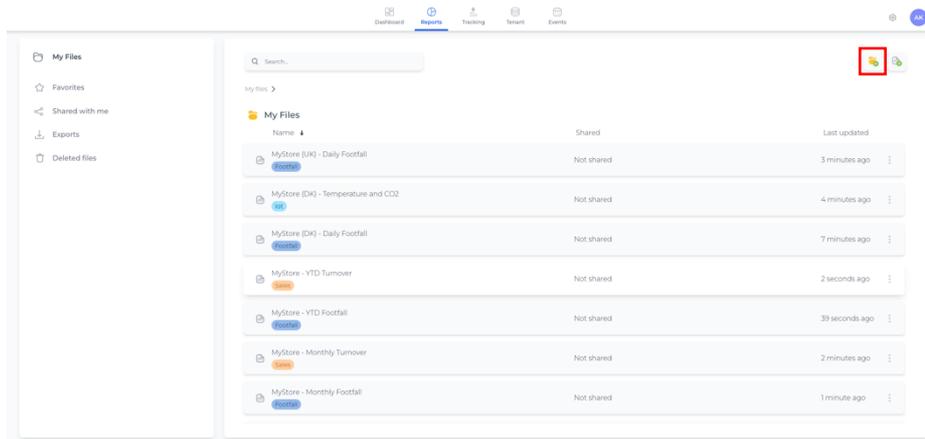
The users will be able to create their own folders and place their reports in which ever structure they want.

## Creating a new folder

To create a new folder simply click the folder button on the top right corner.

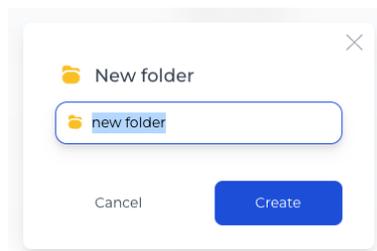


*New folder button placement*



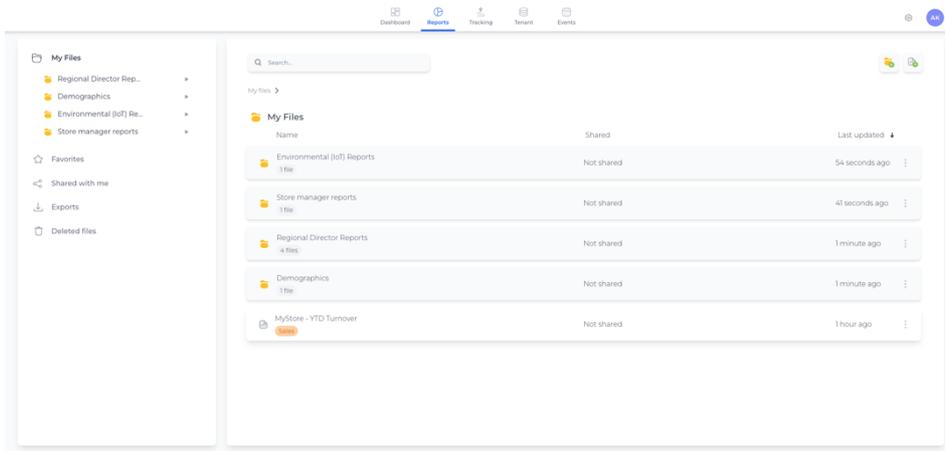
A pop up will appear, where you will be able to enter a folder name and then create the folder.

*Modal/Pop up – enabling you to type a folder name*



Through this feature, the users will be able to create their own folder structure and will enable the users to have a storing system, where they easily can find and sort their reports.

*An example of a folder structure*



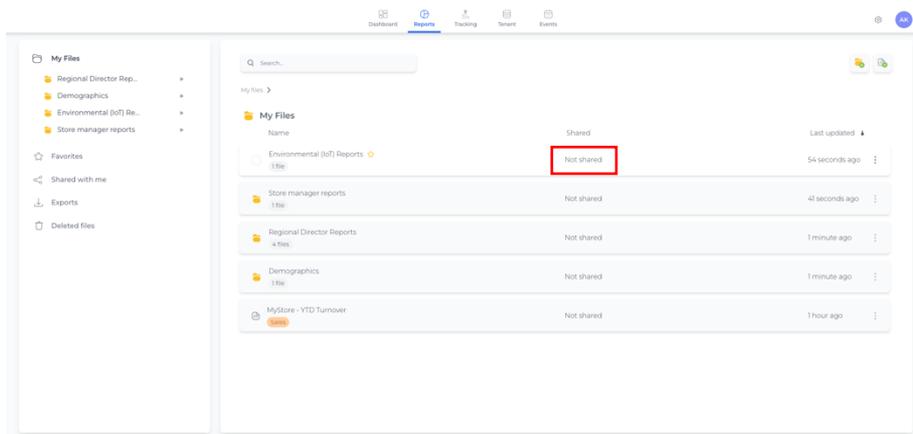
## Sharing a folder or report

In this update, the users will be able to share all their reports to roles and users no matter which report version they have.

If a folder is shared, all the folders content will automatically be shared with whoever the folder is shared with.

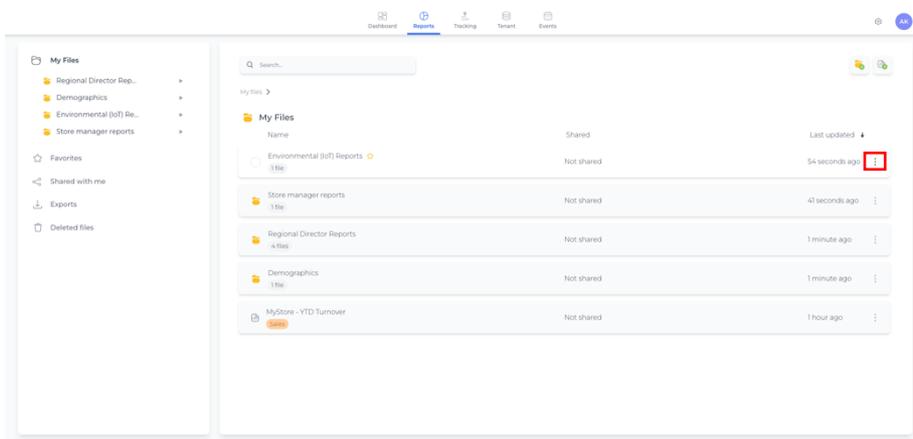
There are multiple ways to share a folder or report. You can click either on the specific report/folder share status (see picture below)

Clicking the "Not shared" highlighted with a red box, a share modal/box will appear

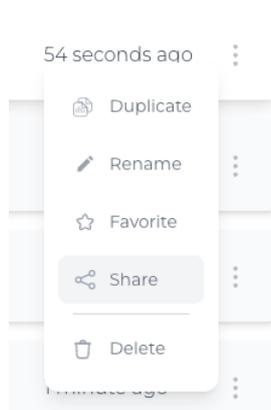


OR you can click on the icon with the three dots to the far right on the folder/report and from there click on the share button (see picture below).

*The icon with the three dots*

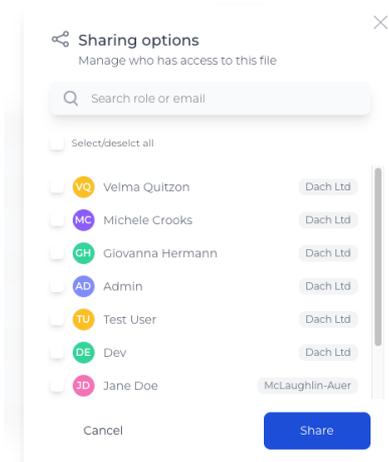


*The menu pop up which will appear after pressing the icon with the three dots*



A modal/pop up will appear where the users will see a list with all roles and users, they can share the folder or report with. Simply select the users or roles and click the share button.

*Share modal/pop up with a list of roles and users*



## Drag n Drop

Folders and reports are draggable, enabling users to easily move their folders and reports to any folder.

Simply click and hold the mouse button down and then release the button once you are hovering over the folder you wish to place the folder/report in.

## Multiselect

The users are also able to multiselect reports and folders, allowing to move or delete multiple reports and folders at the same time.

