

vintia **V**

INSPIRED ACCESS

# UI-UX Recreatex

Vintia

Ypres, Belgium

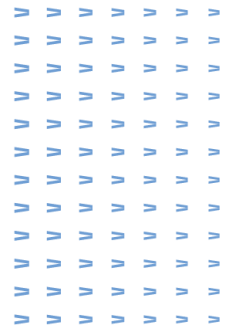
London, UK

Lille, France

Nieuwegein, The Netherlands

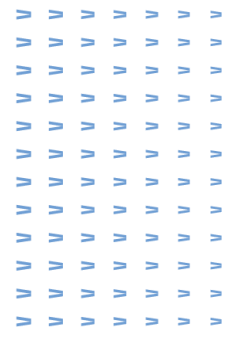
Andernach, Germany

[vintia.com](http://vintia.com)



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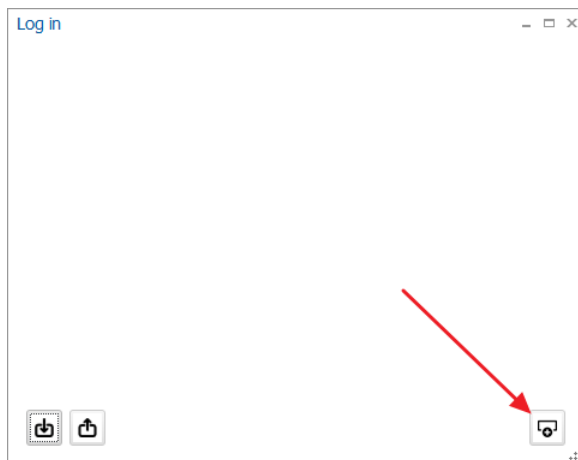
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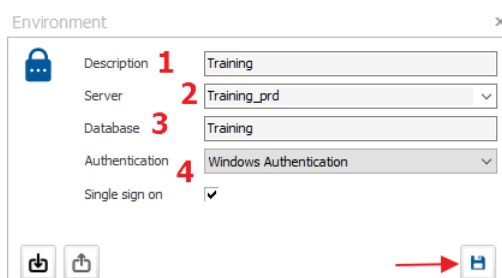
# 1 Start up Recreatex

Since the 7.1.0 version of Recreatex, the software package got a more modern look. The new login window of Recreatex is also part of this.

When you log into Recreatex for the first time, you will see the blank login window below:

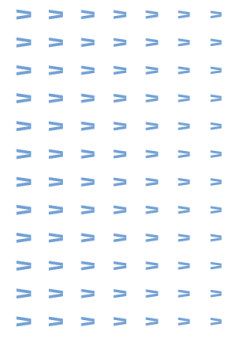


Click the button at the bottom right (with the plus sign).

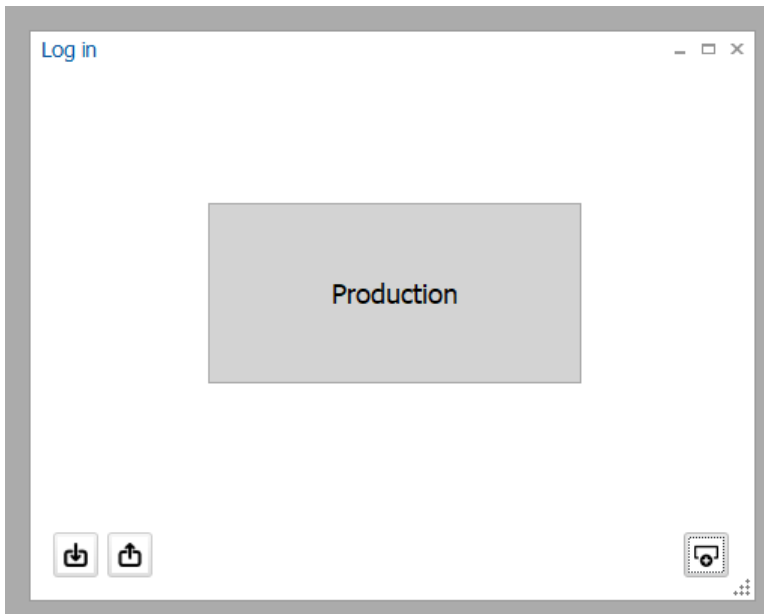


The pop-up window above will appear in which you can fill in the following data:

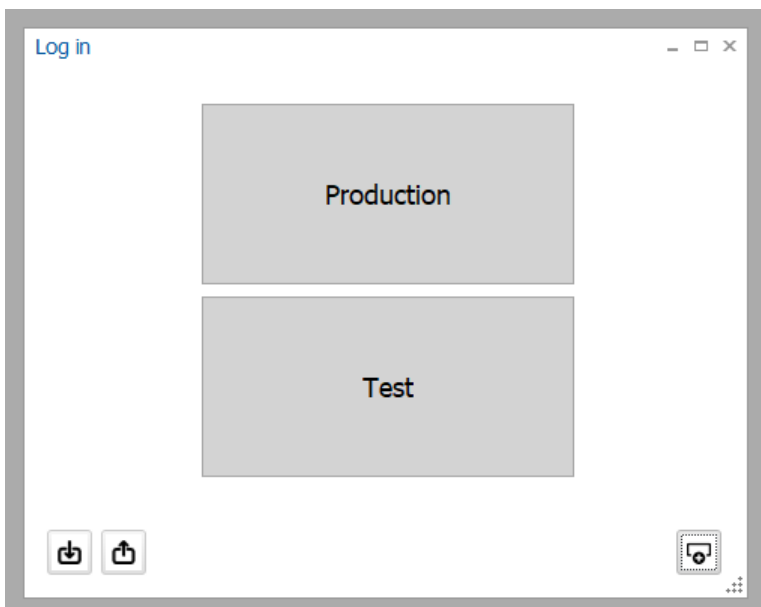
1. Description: the name you want to give the button (ex: production / TEST / Shop / ...)
2. The server on which the database is installed (*datasenaam\_prd* for production or *datasenaam\_tst* for test)
3. Database is the name of the database
4. How can you login? The old possibility of database authentication no longer exists, and was replaced by the new one (see Windows authentication)

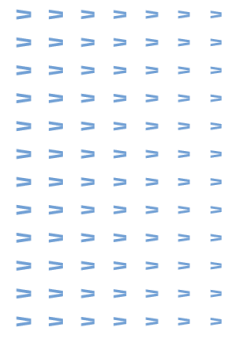


Once the button has been created, it is saved and you can simply click it to log in the next time.



In this way, you can easily put two buttons next to each other, one for the production environment and one for the test environment.





## 2 SydAdmin

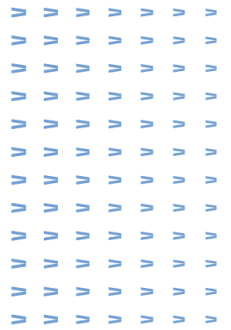
### 2.1 Log into sydadmin

You can log into SydAdmin in the same way as into Recreatex. However, only users that are administrator have access to SydAdmin. This is determined in SydAdmin itself,

The screenshot shows a 'Modify user' window with several tabs: 'Users', 'Start up screen', 'User group', and 'Allowed divisions'. The 'Users' tab is active. Fields include Name (EN), Password, Confirmat, Language (EN, English), Windows user name, E-mail, and Last login (dinsdag 4 januari 2022, 10:53). A red box highlights the 'Administrator' checkbox, which is checked. Buttons at the bottom include 'SQL synchronisation', 'Save', 'Delete', and 'Close'.

or in Recreatex if the user was linked to an employee.

The screenshot shows the 'Employees - Empl1' form with a grid of tabs: Personal data, Company data (highlighted), Cashier data, Various, Leave, Skills, and Diploma. Below the tabs are various input fields for employee details. A red box highlights the 'User' field, which contains 'EN' and 'EN' with a dropdown arrow. Below it, the checkbox 'User can login in SydAdmin?' is checked.

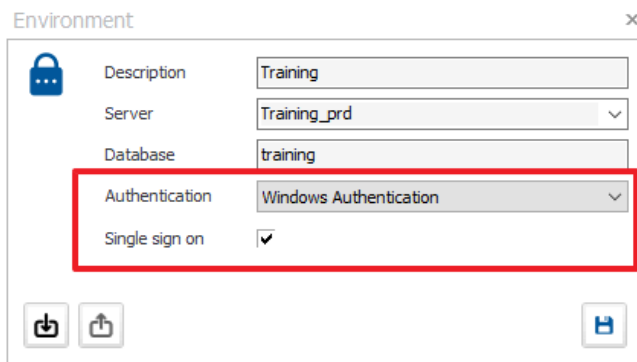


## 2.2 Users

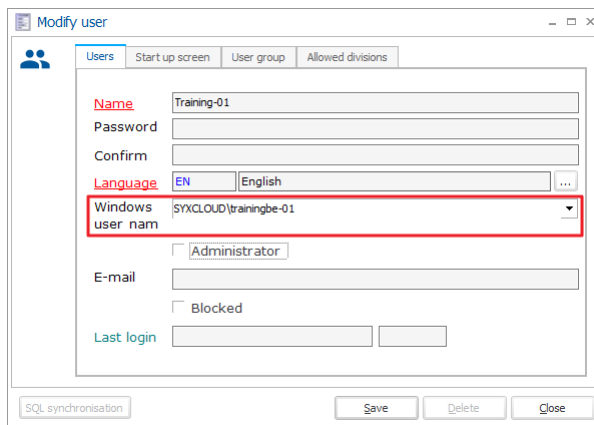
### 2.2.1 Windows authentication single sign on

The user is linked to the user in the SyxCloud.

Configuration in the login window in Recreatex:

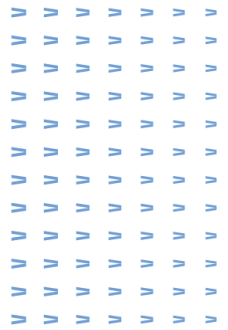


Configuration in SydAdmin:



Fill in the correct SyxCloud user next to Windows user name.

**REMARK:** SQL synchronisation is not necessary – this is no longer authorised in the Cloud environment.



## 2.2.2 Windows authentication

The user is not linked to the user in the SyxCloud.

The system does check if the SyxCloud user has access to this database.

Configuration in the login window in Recreatex:

The screenshot shows the 'Environment' configuration window. It contains the following fields:

- Description: Training
- Server: Training\_prd
- Database: training
- Authentication: Windows Authentication (highlighted with a red box)
- Single sign on:

At the bottom, there are icons for refresh, share, and save.

Configuration in SydAdmin:

The screenshot shows the 'Modify user' window in SydAdmin. It contains the following fields:

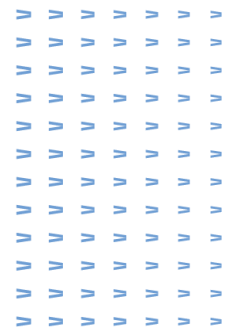
- Name: Trainer
- Password: [Redacted]
- Confirm: [Redacted]
- Language: EN (English)
- Windows user name:  Administrator
- E-mail: trainer@gantner.com
- Blocked:  Blocked
- Last login: [Empty]

At the bottom, there are buttons for 'SQL synchronisation', 'Save', 'Delete', and 'Close'.

Fill in the correct password next to Password and next to Confirm.

With this name and password the user can log into Recreatex.

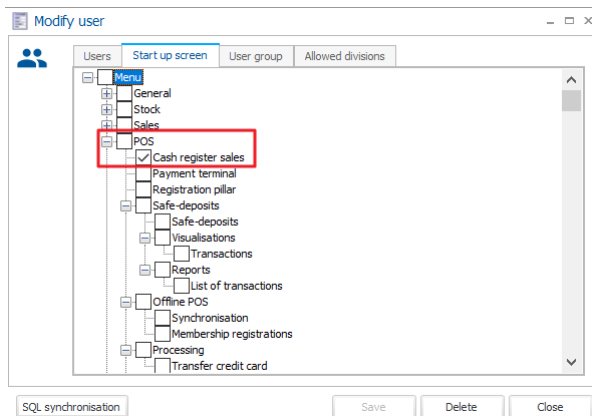
**REMARK:** SQL synchronisation is not necessary – this is no longer authorised in the Cloud environment.



### 2.2.3 Start-up screen

You can make sure that when a user logs in, he/she automatically sees the window that he/she uses the most. Under the tab Start-up screen, you can choose (tick) **one** window that will automatically open when logging in.

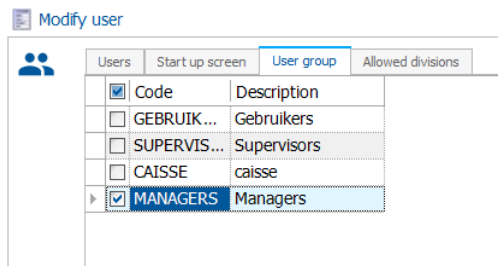
Ex. For a cashier we make sure that the POS screen automatically opens.



### 2.2.4 User group

The user can immediately be linked to the correct user group.

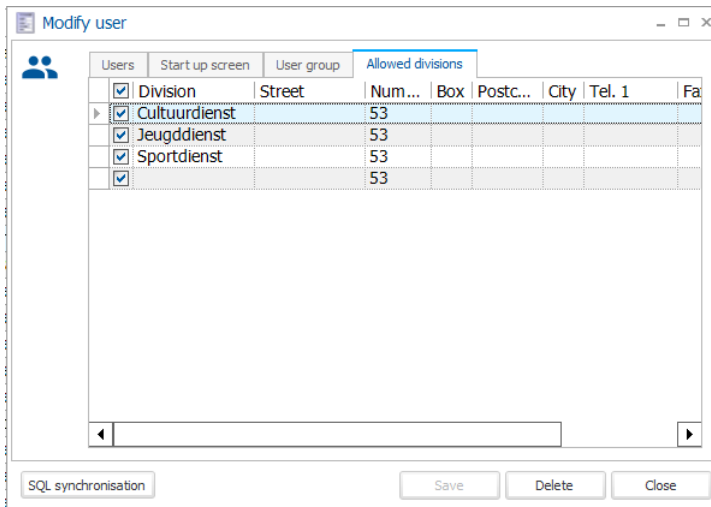
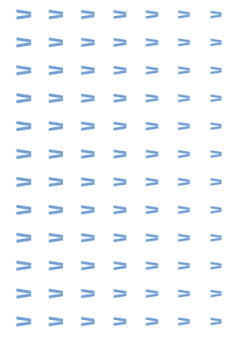
The user group determines which rights a user has in Recreatex and if he/she can see a navigator in Recreatex.



### 2.2.5 Division

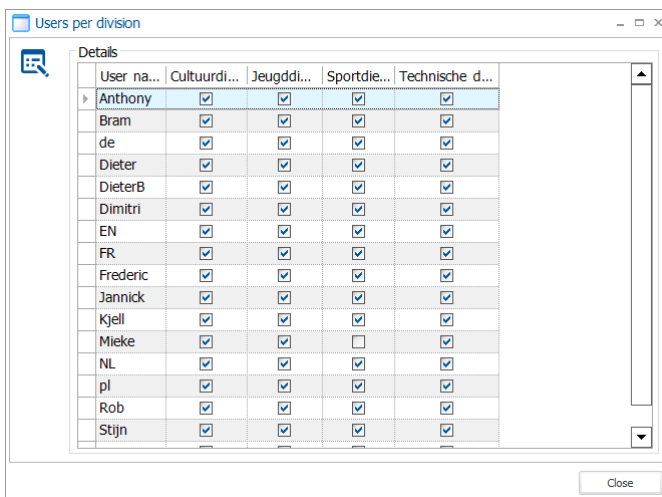
The last step in the configuration of a user, is indicating which divisions a user is allowed to log into:

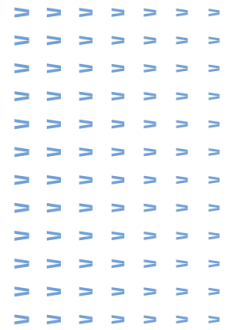




**REMARK:** you have to select at least one division, otherwise the user will not be able to login.

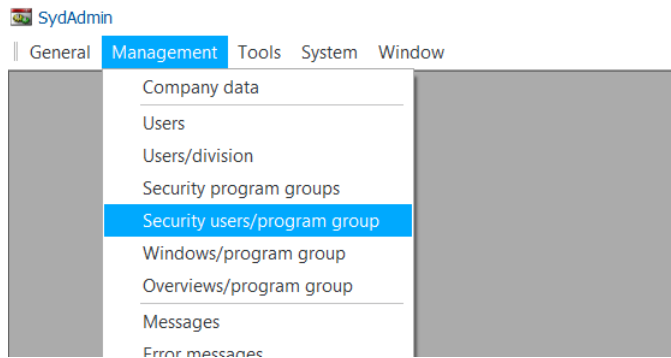
Under Management – Users/division, you can always check if all users have access to the correct divisions.





## 2.3 Security users / program group

In SydAdmin, under Management – Security users/program group, you can create new groups.



Here you can determine which types of groups there are in Recreatex, and link rights to those groups because not everyone is allowed to do everything in Recreatex.

Ex. A cashier is only allowed to start up a POS shift, to register sales at the cash register, to close a POS shift. That cashier is for example not allowed to create invoices, nor to register room bookings.

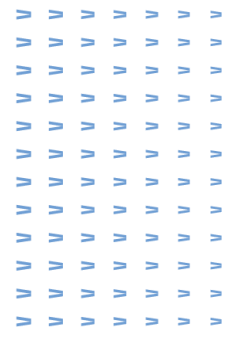
As an application administrator, it is thus important to have a clear overview within the system of the different security groups that are needed.

Example of a standard structure:

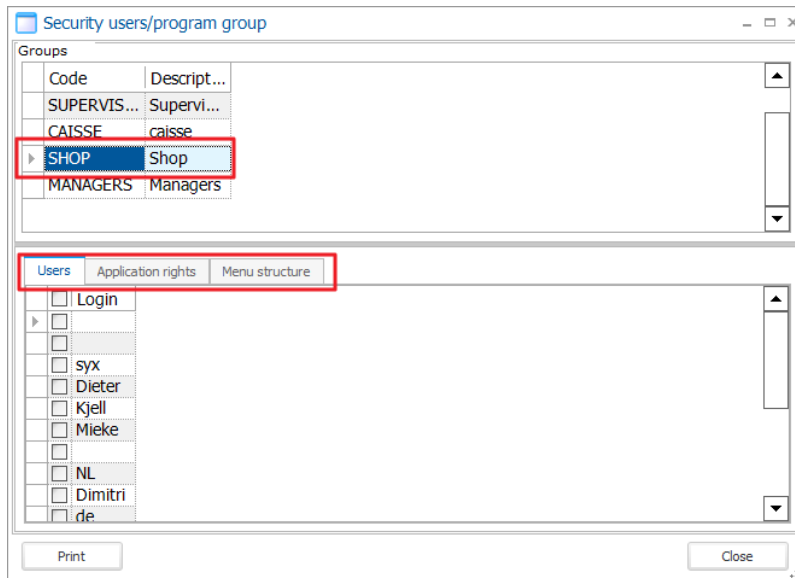
- POS (essence: only register sales at the cash register)
- Shop (essence: register sales at the cash register + manage stock)
- Hospitality (essence: only register sales at the cash register + party planning)
- Administration (essence: create and modify bookings)
- Financial service (essence: create invoices and make exports)

The overview window of Security users/program group consists of two parts.

On top you can see the different groups. Per group that we select in the upper part of the window, we can link the users in the lower part of the window (tab users) and determine the application rights and menu structure per group.

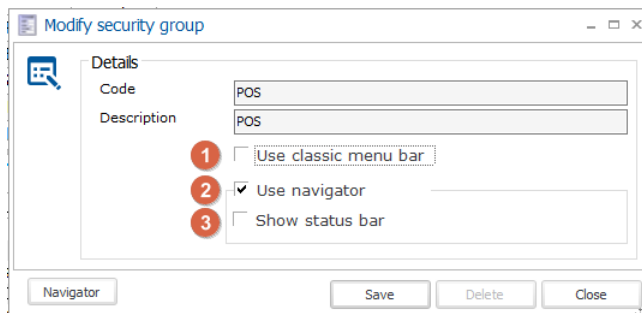


First, create the group in the upper part of the window.

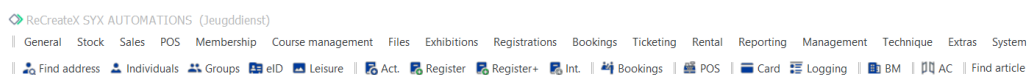


### 2.3.1 Group

Simply create a new group or modify an existing one. Give it a clear name. Per group, you can configure a number of things that determine what Recreatex will look like for users within that security group.

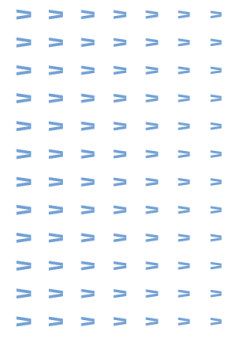


1. Use the classic menu bar: this is the menu bar at the top of Recreatex



2. Use navigator: this is the background with buttons in Recreatex (see Navigator)
3. Show status bar: this is the bar at the bottom of Recreatex



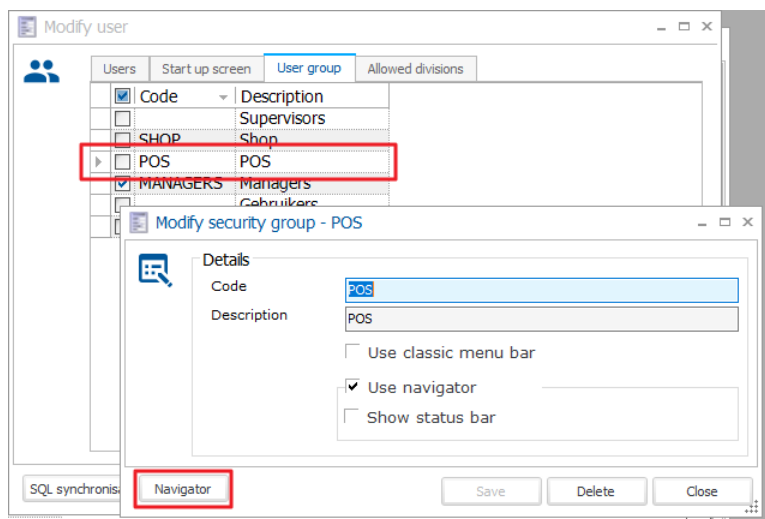


Ex. For the security group POS, we can make sure that the classic menu bar doesn't show, the status bar is not necessary for them either. They only need a navigator containing the right functions they have to use within Recreatex.

### 2.3.2 Navigator

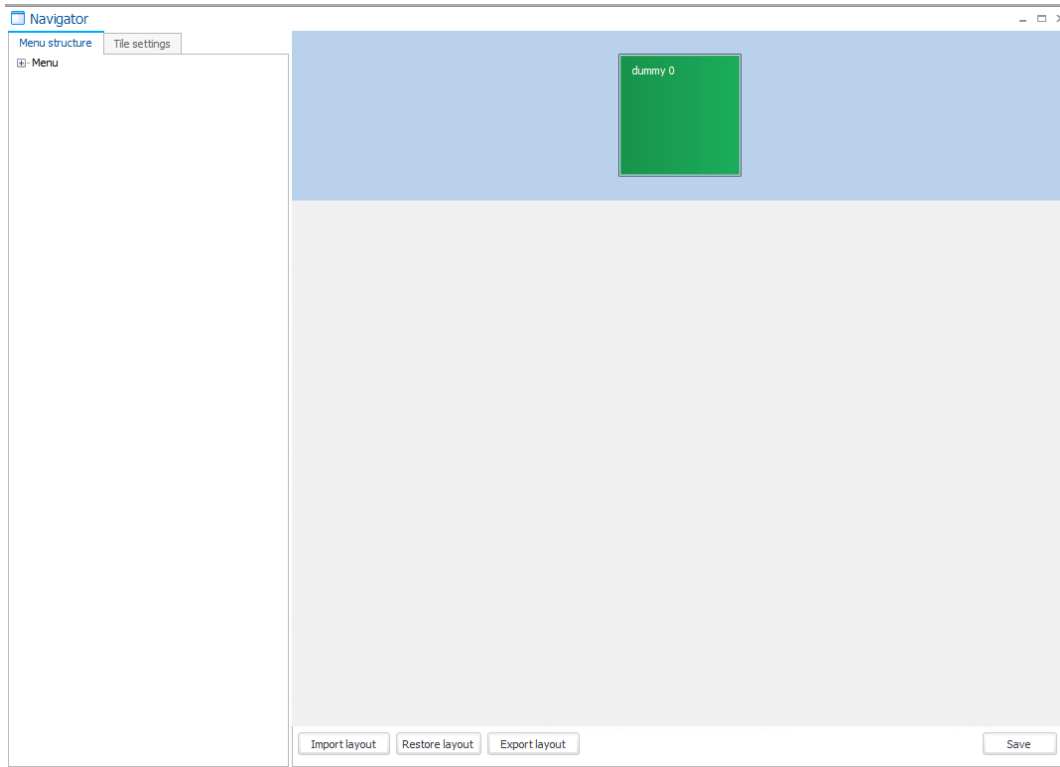
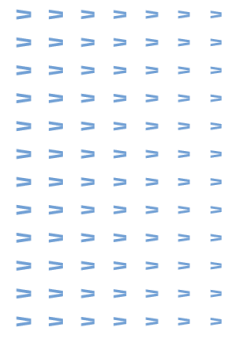
The navigator is the background that is visible in Recreatex. This can be a nice picture to brighten up your Recreatex or a series of buttons containing the most commonly used functions for that security group.

Go to the user details – tab user group – double-click the user group – click the button Navigator to go to the navigator.

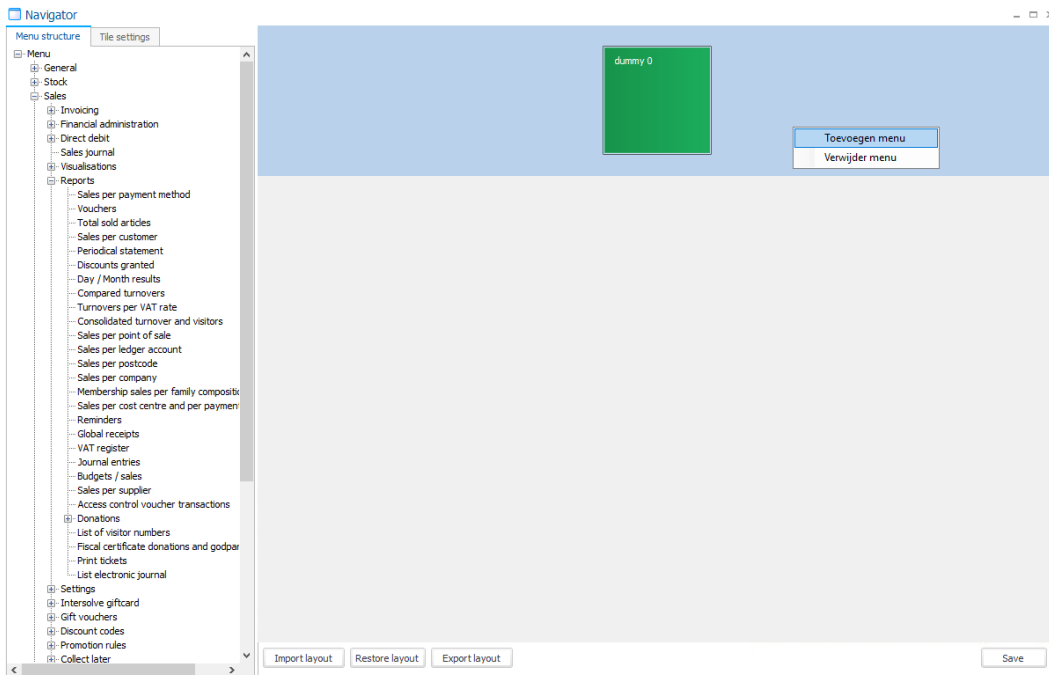


Or go to Management – Security users/program group – double-click a group – button Navigator.

If you have never made a navigator before, a blank navigator page will appear:

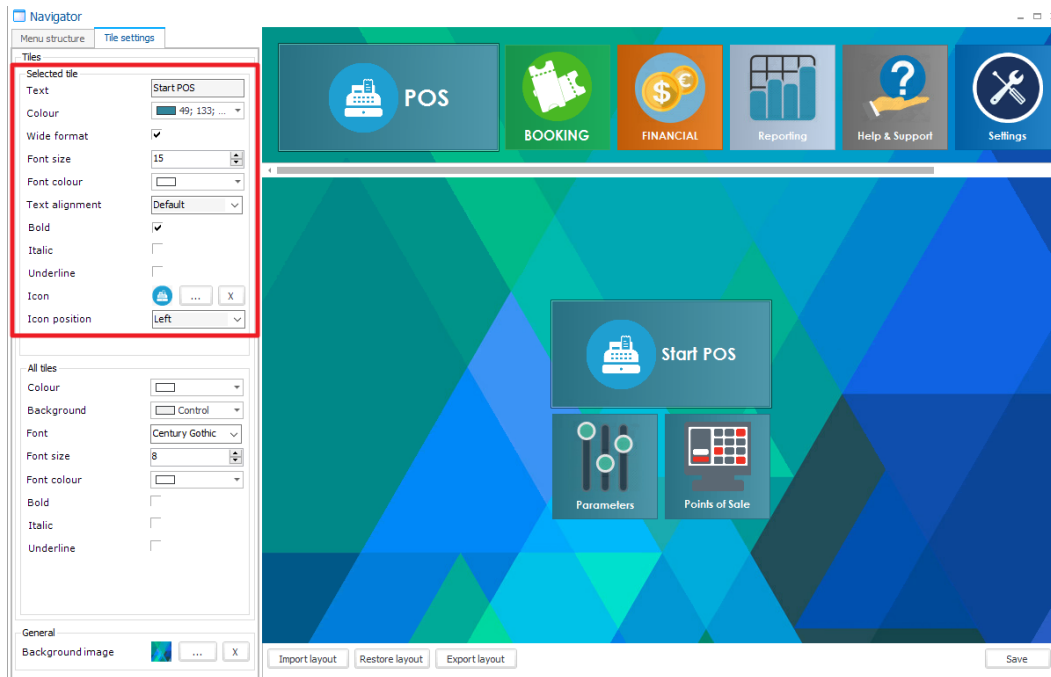
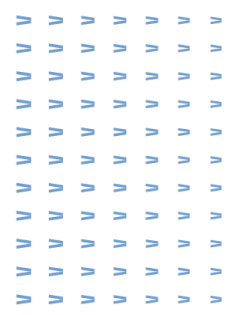


The navigator is very easy to work with, the **blue area** is a menu bar, it is possible to create a kind of basic menu, just right click and choose add menu.



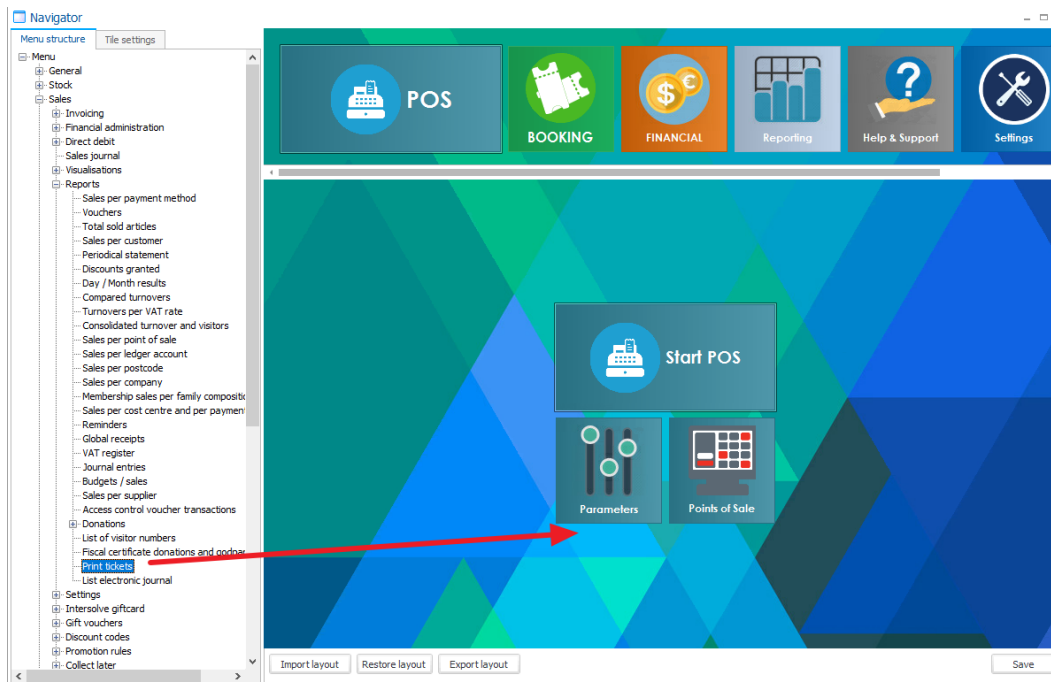
You can modify the look of the tile and change its name under the **tab Tile settings**:

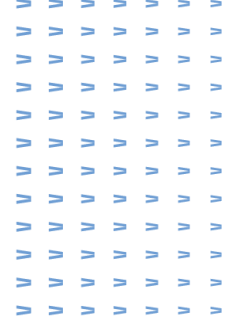
SALTO **W**ECOSYSTEM



**REMARK:** pay attention that the tile you want to modify is selected.

Under each menu bar you can place the most commonly used functions for that specific security group. Under the **tab Menu structure** you can look for the correct function, and drag and drop it in the middle of your screen.

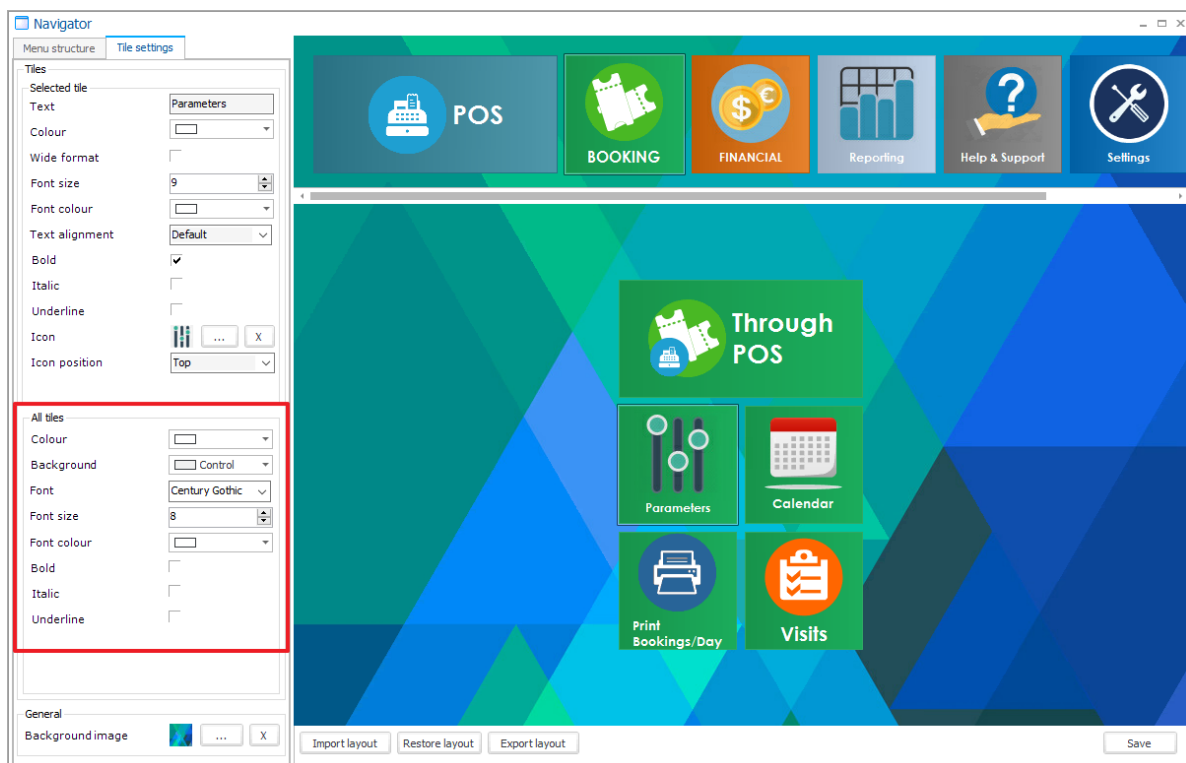




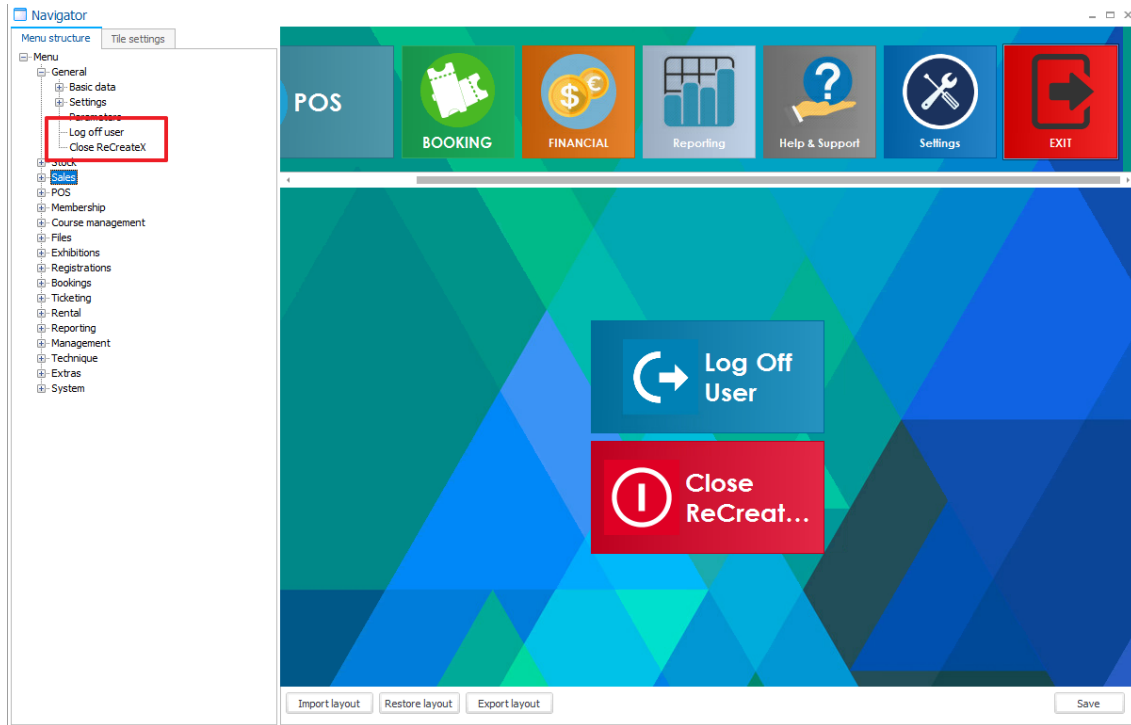
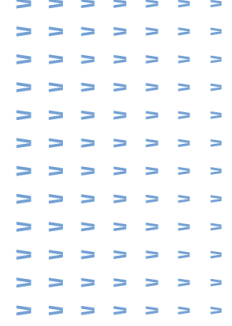
Again, you can **select that tile** and go to the tile settings to modify it according to your taste and wishes. In this way you can easily create a navigator per security group, adapted to the specific needs and wishes of each group.

**Do not forget** to regularly **save** your design by clicking the button Save at the bottom right.

It is also possible to modify several tiles in one go, you can do this by selecting a tile in a specific group, go to **All tiles** where you can adapt the colour, font, font style, ... all in once.



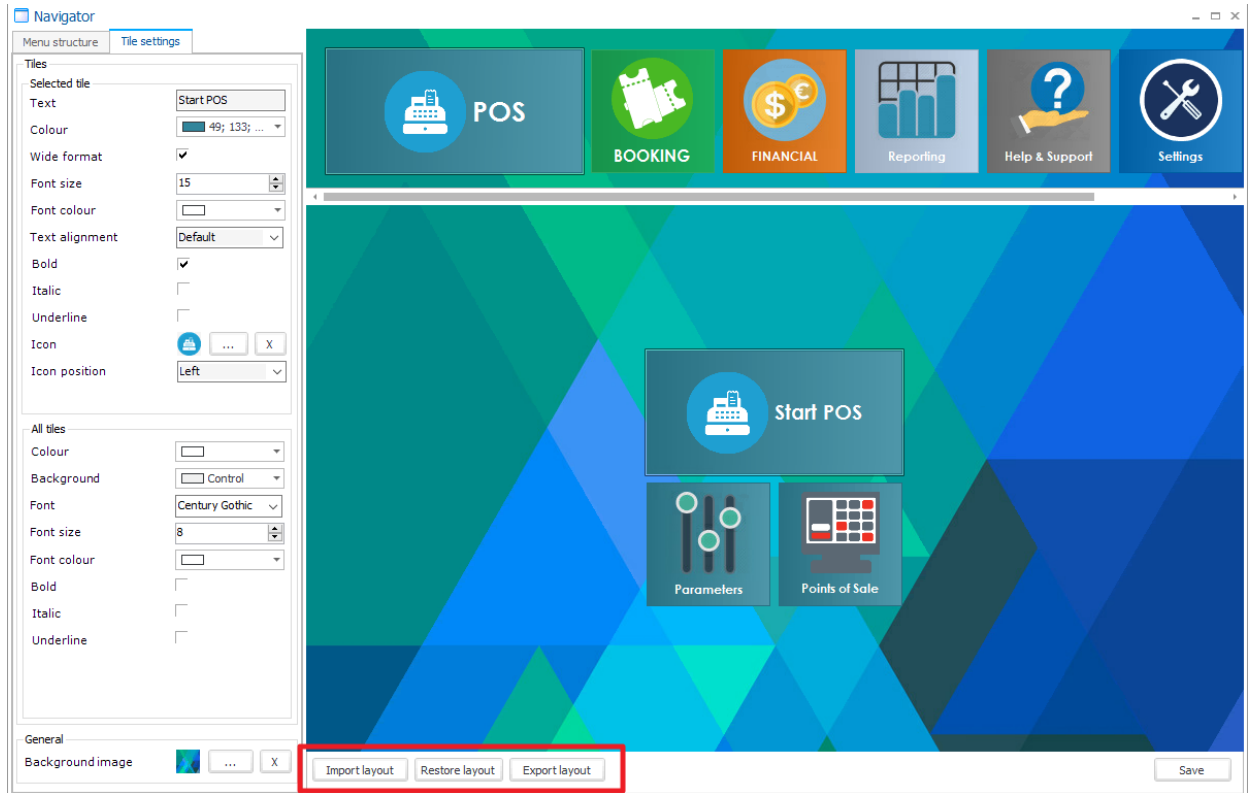
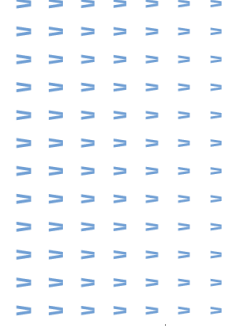
**REMARK:** in case the security group only uses the navigator, you must not forget to add an exit button with the function 'log out' and 'close Recreatex'.



The buttons at the bottom allow you to import and export a lay-out. So if you already have a lay-out, you can easily export it and then import it for your group.

Moreover, Vintia has a collection of default navigators, so feel free to ask the helpdesk or a consultant for a default navigator.

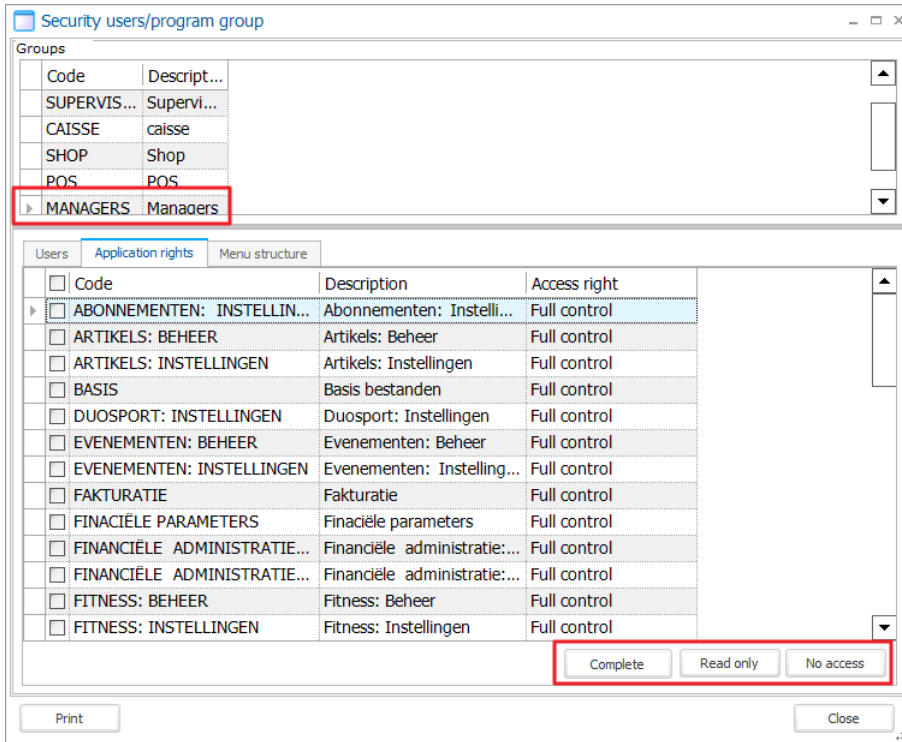
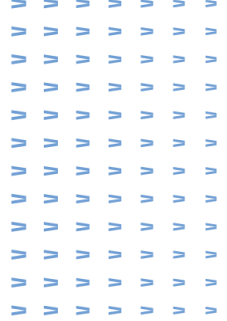




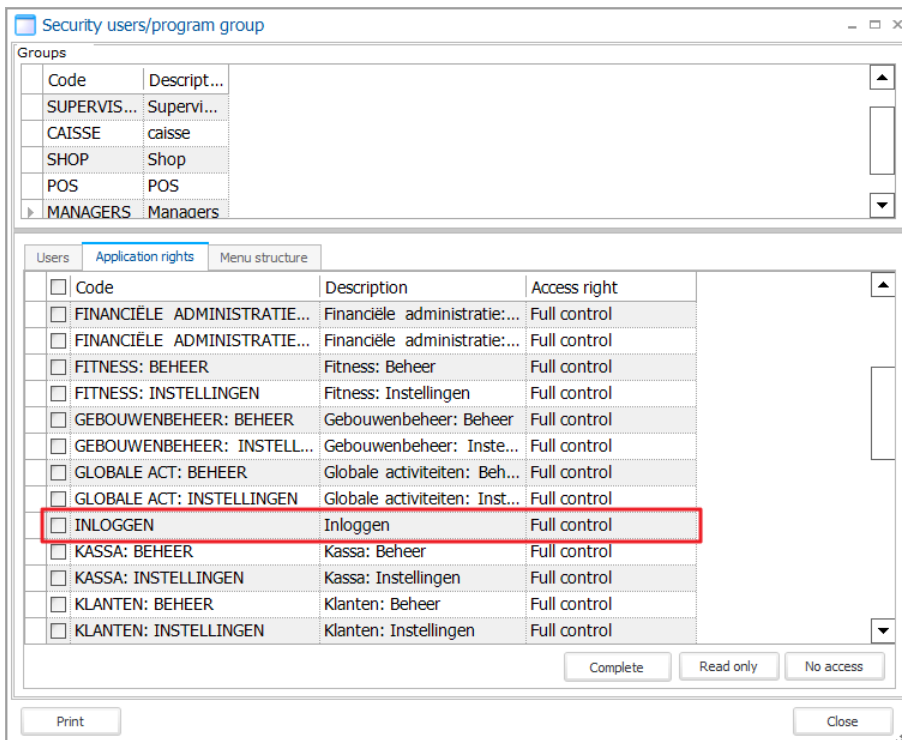
### 2.3.3 Application rights

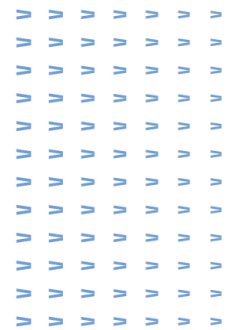
You can link the correct rights to each group: full rights, read only or no access.

Select the group in the upper part of the window, select the module in the lower section and then click the rights you want to apply:



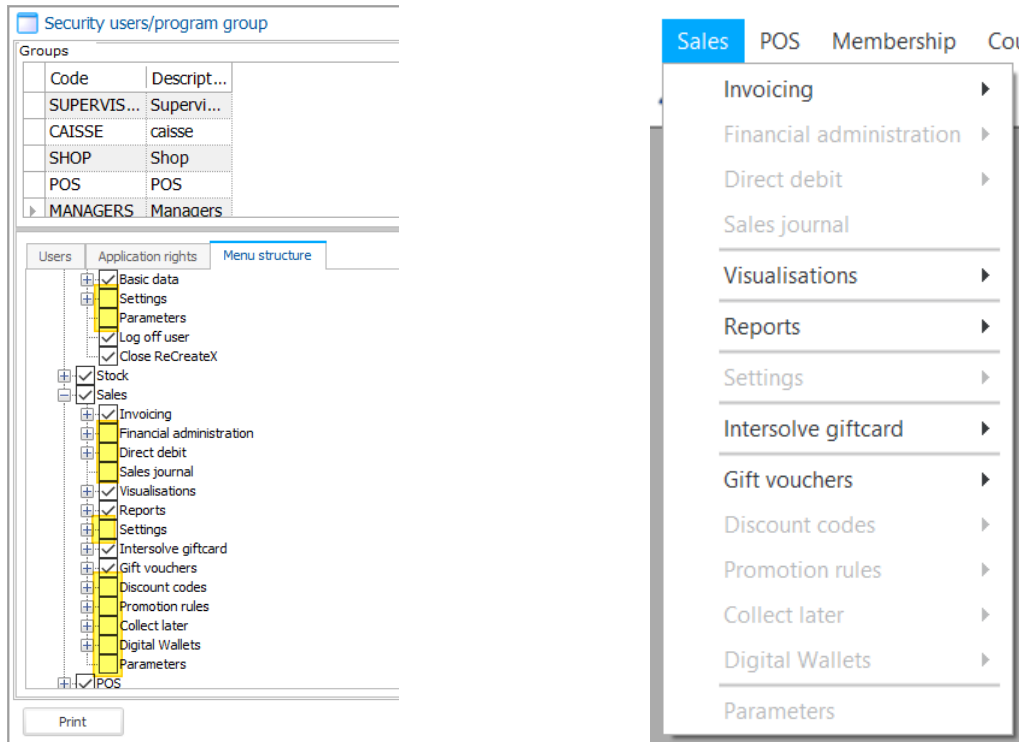
**REMARK:** never modify the rights of the part 'login', otherwise the complete security group will not be able to login.



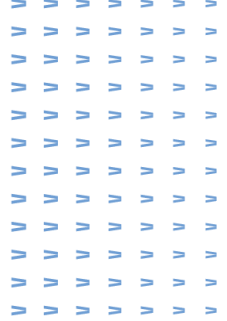


### 2.3.4 Menu structure

This is an extra tool to block access to specific parts for certain employees. In this case, the specific part is greyed out so that users of that group will not be able to click it in Recreatex.



**REMARK:** it is perfectly possible to use this function for a group that only uses a navigator, but the function / tile will not be greyed out. Nothing will happen if you click the tile.

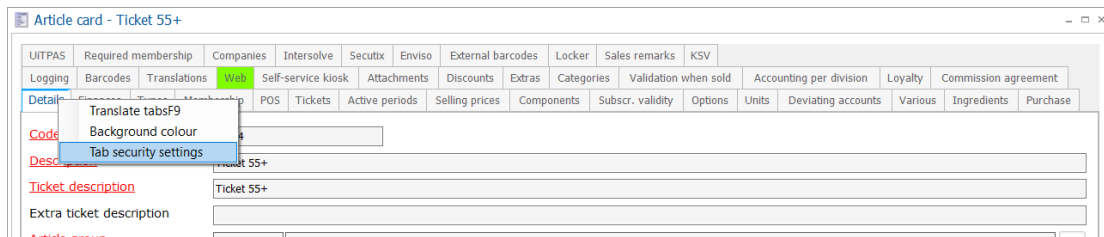


## 2.4 Framework / security in Recreatex

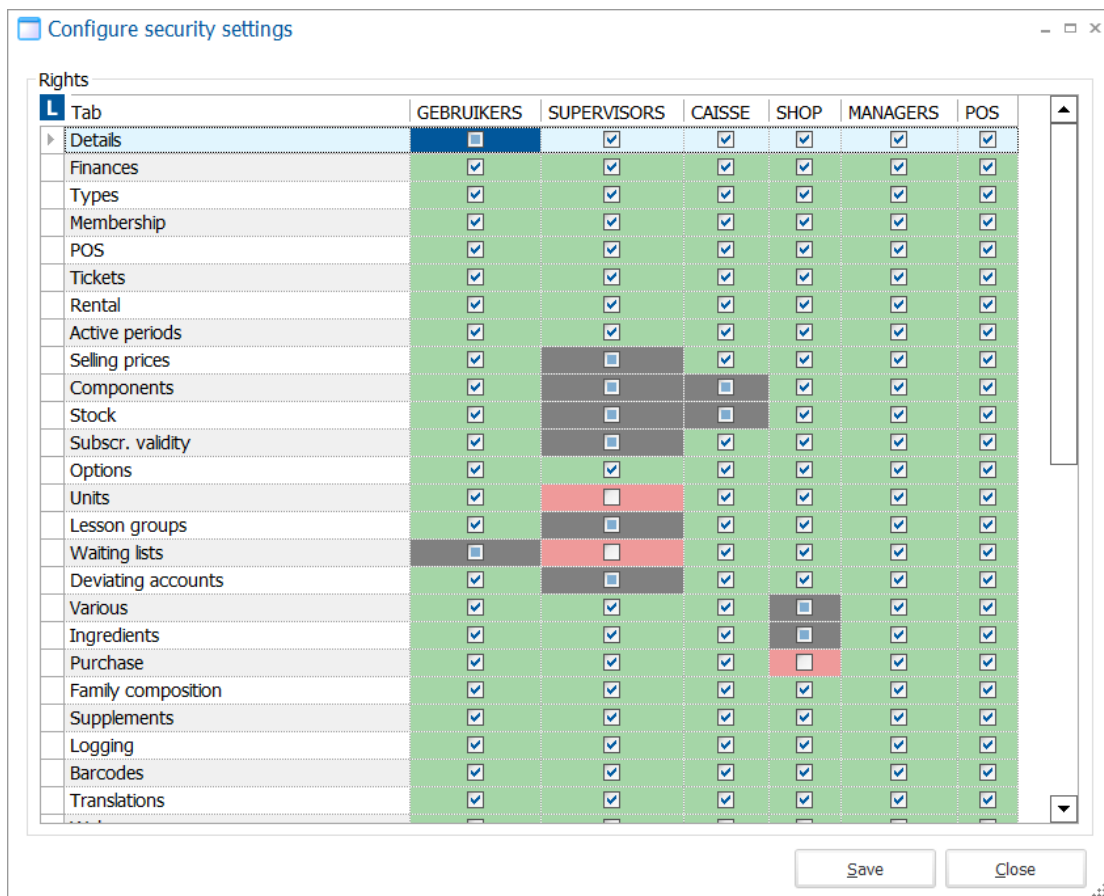
Per security group, it is possible to make a non-necessary tab invisible in Recreatex.

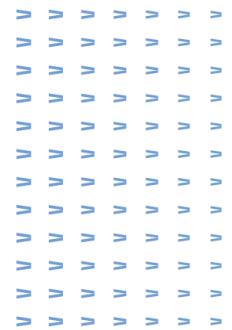
### 2.4.1 Make tabs invisible

Right click the tab and choose Tab security settings.



Here, you can make tabs invisible per security group by clicking in the field. Do not forget to save when you're finished.





Green: all rights = the tab will be visible

Grey: read only = the tab will be visible, but you will not be able to make modification (everything is greyed out)

Red: no access = the tab will not be visible.

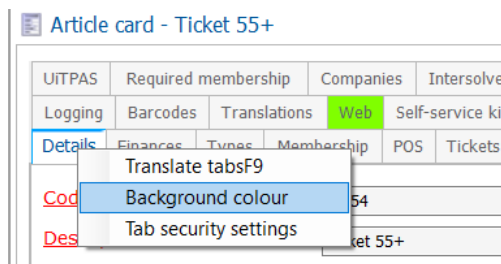
Make sure that your user is marked as an “**administrator**”. If not, this option will not be visible when clicking a tab with the right mouse button.

### 2.4.2 Mark the tab with a colour

Marking tabs in a certain colour is a personal setting. Every user can set this up for himself.

You can find more information in the online help:

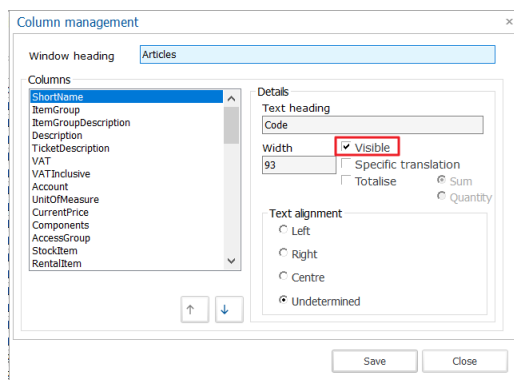
<https://help.vintia.com/recreatex/en/windows.html>

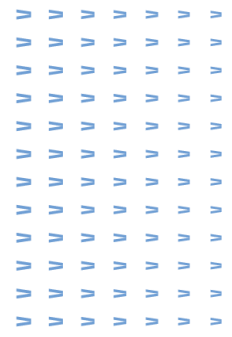


### 2.4.3 Hide columns / make them visible / move columns

Columns can be hidden and made visible again using the function key F9 (column management) where you indicate per column if the column has to be visible or not. Every user can set this up for himself.

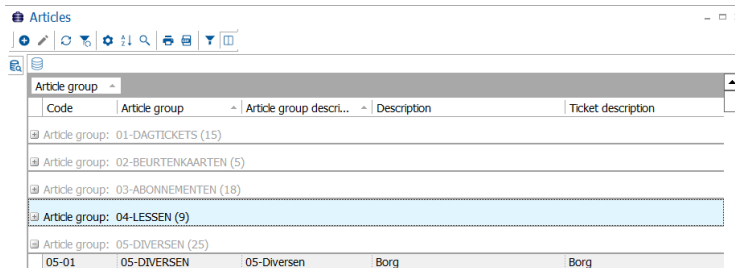
More info: <https://help.vintia.com/recreatex/en/windows.html>





## 2.4.4 Group

Grouping an overview can be helpful to get a clearer overview per locality, country, article group, ... Every user can set this up for himself.



More info: <https://help.vintia.com/recreatex/en/windows.html>

## 2.4.5 Set up fields as mandatory

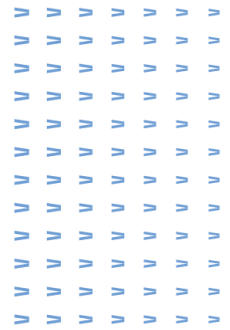
It is advised to make a number of fields obligatory, so that users do not forget to fill in those fields.

You can do this in **Sydadmin** as follows:

- Go to System – Mandatory fields
- Mandatory fields are marked in red in Recreatex

Address card - Peter Janssen

Code	PJ
Customer group	EMPLOYÉS   Employees   ...
Name	Janssen
Middle name	s
First name	Peter
Initials	
Title	MR   De heer   ...
City	BE 8900   Ieper   ...
Street	Kerkstraat
Number	18a
Box	2
National register n°	



Extra option: only in the customer card other obligatory fields can be filled in based on the **customer group**.

Address card - Peter Janssen

Customer follow-up	Renewal propositions	Credits	Price groups	Attachment
e-purse	Lesson history	Ticketing	Invoicing	Rental
Remarks	Subcategory			
Details	Finances	Bookings	Registrations	Memberships and cards
Relation				

Code: PJ

**Customer group**: EMPLOYÉS | Employees | ...

**Name**: Janssen

Middle name: s

First name: Peter

Initials:

Title: MR | De heer | ...

City: BE | 8900 | Ieper | ...

Street: Kerkstraat

Number: 18a

Box: 2

National register n°:

More info on customer groups: <https://help.vintia.com/recreatex/en/settings-157149.html#UUID-28abb358-e87b-6160-26a5-a2b9e32720dd>

Fields that are underlined in red, are fields that have been configured as mandatory by development and this cannot be changed.

Details	Finances	Types	Membership
<b>Code</b>	02-66		
<b>Description</b>	25-beu		
<b>Ticket description</b>	25-beu		
Extra ticket description			
<b>Article group</b>	02-BE		

For more info: <https://help.vintia.com/recreatex/en/windows.html>