

COVR B.V.B.A.

# Release Notes

cmOffice – Release 2.85

<b>Author</b>	COVR BVBA
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## Introduction

These Release Notes provide the latest information about new features, enhancements and defects fixed in any of the builds of cmOffice version 2.85.

## cmOffice – General

### USE OF COUNTERS

Counters are used to create formatted numbers in cmOffice. A formatted number can exist out of three parts being a year, a sequence number and some extra text. The number of digits to use for the sequence number part in the formatted number can be set in the definition of the counter.

There are counters that are only valid during a specific year and there are counters that can be used over multiple years.

Until now cmOffice always tried automatically to create a new counter if the counter needed for a formatted number didn't exist yet.

Starting from cmOffice 2.85, cmOffice won't create automatically a new counter anymore but will show an alert when the formatted number can't be created because the relevant counter isn't defined yet.

There are five different types of numbers:

- Invoice number
- Conference invoice number
- ID for external Word documents
- Exhibition number
- Customer ID for the accountancy

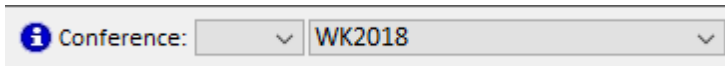
If the counter for the invoice number is not defined, the invoice will be created but without invoice numbers and memo. These can still be created after the counter has been defined. More

information with respect to the invoice – and conference invoice number can be found in (ADD REFERENCE)

The numbers “ID for external Word documents”, “Exhibition number” and “Customer ID for the accountancy” are created by Covr whenever a database is setup for a (new) customer.

**CONFERENCE INFO**

You will notice that if you select a conference, an “Information” icon appears next to the conference bar.



A click on that icon reveals a lot of information and graphics on the conference regarding the abstracts and regarding the participants.

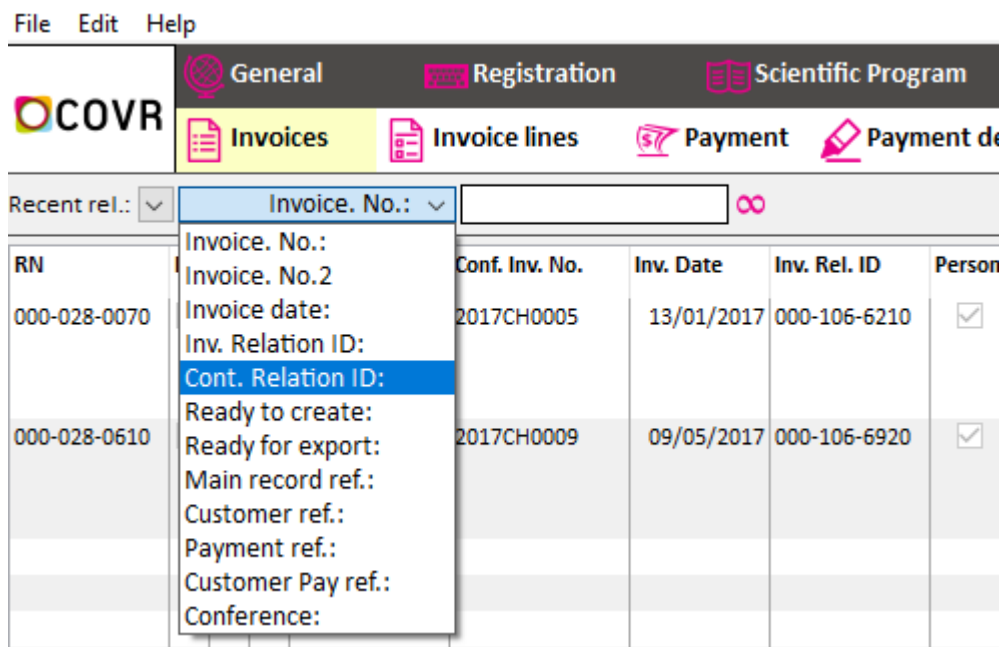
The “Abstracts” tab shows ....

The “participants” tab shows ....

**cmOffice – Financial**

**SEARCH INVOICES**

The search function applied on invoice records is extended with a search for the “contact relation ID”.



## cmOffice – Relation Manager

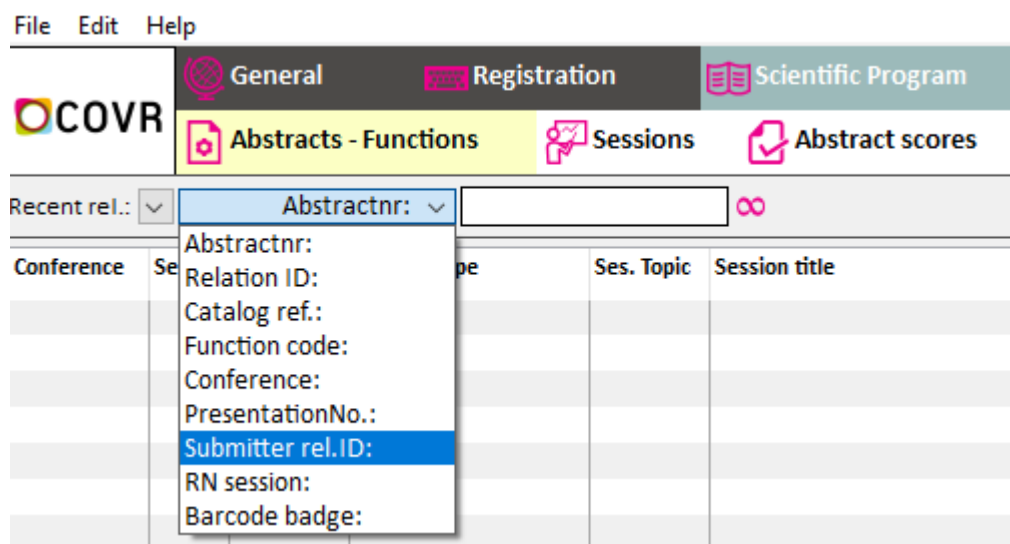
### BIOGRAPHY

If a person updates his/her biography via the online manage account functionality, then this triggers a synchronization of the data in the cmOffice database towards the JSON files (used in the scientific program and in exports for mobile apps)

## cmOffice – Scientific program

### SEARCH ABSTRACT FUNCTIONS


The search function applied on abstract - function records is extended with a search for the “submitter relation ID”. All submitted abstracts of person X (having the specified submitter relation ID) for the chosen congress Y will be displayed.



Note that a search on the “relation ID” displays all the abstracts of which person XX (having the specified relation ID) is the presenter.

## VISUALISATION OF THE SCIENTIFIC PROGRAM

### SESSIONS

If you step into the “Scientific Program / Sessions” module and click on the “person’s icon” , then the program schedule of the congress first day is displayed.

Monday, 15 June 2015

File Edit Help

	Lisbon	Guimaraes	Coimbra	Braga	Evora	Auditorium 1	Auditorium 2
08:00							
09:00	IS01: Session 01: Robert G. Edwards' memorial keynote session						
10:00	OC01: Session 02: New perspectives on embryo scoring	OC04: Session 05: Basic science in female infertility	OC03: Session 04: Testis function: Diagnosis and risks	OC05: Session 06: Endometrial receptivity	OC06: Session 07: Safety for ART children: Birth and beyond		press: Press conference
11:00							
14:00	ISP2: Industry sponsored symposium - Merck- Serono	IS08: Session 14: The end of the end? Telomeres in human reproduction	IS07: Session 13: Are you sure it is endometriosis?		OC07: Session 15: Nursing interventions in clinical practice		
15:00							
16:00	OC08: Session 16: Embryo culture systems and outcome	OC11: Session 19: Advances in diagnosis and prevention of miscarriage	OC10: Session 18: Predictor factors in female infertility	OC12: Session 20: Reproductive surgery	OC13: Session 21: Stress in infertility and endometriosis		ISS2: Industry sponsored session - Illumina
17:00							
18:00	ISP3: Industry sponsored symposium - Finox	IS11: Session 24: Long-term consequences of treated childhood	IS10: Session 23: How to organize early pregnancy care in your department		OC14: Session 25: Paramedical selected oral session - Laboratory		
19:00							

Show:  Session ID  Session Type  Session Topic

A double click on one of the sessions in the schedule, opens the session record. With the arrows one can navigate to the next or previous day of a congress.

## ABSTRACT FUNCTIONS

If you step into the “Scientific Program / Abstracts - Functions” module and double click on one of the sessions in the schedule, then all the abstract records belonging to that session are displayed in the selection window.

## cmOffice – Sponsorship

### FLOORPLAN

The Covr’s cmHost application cmFloorplanmanager allows the exhibitors to fill out online their product info and company details (a logo, a banner etcetera).

This information is visualised in the Sponsorship / Sales and Floorplan module in cmOffice. Where is the information stored? Follow these steps:

1. Open (double click) a record in the Sponsorship / Sales and Floorplan module
2. Open (double click) one of the product records
3. Select the “Extra info” tab

cmOffice: Covr: Sales & Floorplan

File Edit Help

Exhibition: ESHRE 2017 / Geneva

Extra info Invoices/Payments

Edit exhibition. 000-001-7860

Conference: ESHRE 2017 / Geneva

Contact ID: 000-120-8040 Gybels, Kristof

Invoice ID: 000-120-8040 Gybels, Kristof

Company:

VATno.: Customer ref.:

Alt. VATno.: Cust. Pay ref.:

Invoiced: 0,00 Paid: 0,00 Currency: EUR

Credited: 0,00 To Pay: 688,80

Fin. status: Waiting for Payment

Fin. status date: 21/08/2018

WEBlink: www.google.be

CC email: kristof@covr.be

Remark:

Exhibition detail Extra info

Web URL 2:

Promotional text: kllk1k1

Field	Value
email:	kristof@covr.be
contactname:	kristof
contact lastname:	Gybels
contact firstname:	Kristof
street:	street
street2:	
pobox:	PoBox1 h h
zip:	zip
county:	
city:	city1
phone:	001
countryname:	Algeria
promotional text:	promo text
world premiere:	yes
web url 2:	
exhibition categories:	ANS5
company products:	ANS3

m2: 6,0 Total Excl.: 580,00 Incl.: 688,80 EUR

The value of each of these parameters can be changed by double clicking on the data in the field. Any document that has been uploaded in the online exhibition form of the floorplanManager can be checked by clicking on the “cloud” button (right hand bottom corner).

## cmOffice – Registration

### VERIFICATION INVOICE ADDRESS – CMOFFICE BACKEND

It's possible to let cmOffice check if an invoice address still exists in cmOffice and that the address is valid to be used as invoice address before an invoice is created.

This function is available for Registrations, Member registrations, Exhibitions and Invoices.

If the address doesn't exist anymore in cmOffice or the address isn't valid, cmOffice tries to select another valid address of the relevant relation. cmOffice first tries to find a valid 'main contact address'. If this can't be found cmOffice checks the other addresses of this relation starting with the most recent created address.

If a valid address is available, this address will be used for the invoice.

If it's not a final invoice (with number and memo) the original invoice address in the main record (Registration, Member registration, Exhibition or Invoice) will also be replaced by this address. If it's the creation of a final invoice, the original invoice address in the main record won't be replaced.

It can be defined that this replacement will be done automatically or that a confirmation dialog will be shown in which the user can decide what needs to be done.

In the latter case there are three options:

- a) Replace the address and create the invoice
- b) Don't replace the address and create the invoice with the original address
- c) Don't replace the address and don't create the invoice

An address is considered as invalid if some of its fields aren't filled in. Which fields need to be filled in to have a valid address can be defined by the user.

The possible fields are:

- Address line (street field 1)
- Address line2 (street field 2)
- City
- Zip
- Country

Default no verification of the invoice address will be done.

If you want that there is one of these verifications, please contact Covr support.

## cmOffice – admin

TITLE

To be continued



General info | Printing Sync and Prescriber | Online functions | User access | 000-000-0030 [✓] [✗]

Conference code: 10137 | Sort: 20 | Company: UITP

Description: Global Public Transport Summit 2019 |  Do not show in cmOffice

**Badge printing**

Type badge printing: [▼] [ ] | Print vouchers: 0 | 0= do not print  
1= print continu  
2= print and complete page for each record

Select layout: [▼] [ ]

Seperate name and firstname |  Show firstname on voucher  
 Show firstname on badge |  include Title in name on badge

**SQL Synchronization**

Synchronize to SQL database

Sync. Participants | Start SQL sync. all Participants  
 Sync. cmLead | Start SQL sync. all Registrations

Sync. Registrations | Start SQL sync. all Invoices  
 Sync. Invoices | Start SQL sync. all Exhibition  
 Sync. Exhibition | Start SQL sync. all Sessions  
 Sync. Sessions | Start SQL sync. all Functions  
 Sync. Functions | Start SQL sync. all Functions

Conference code to combine data in SQL  
(leave empty-special cases only): [ ]

**Prescriber setup**

Code	Description	On badge

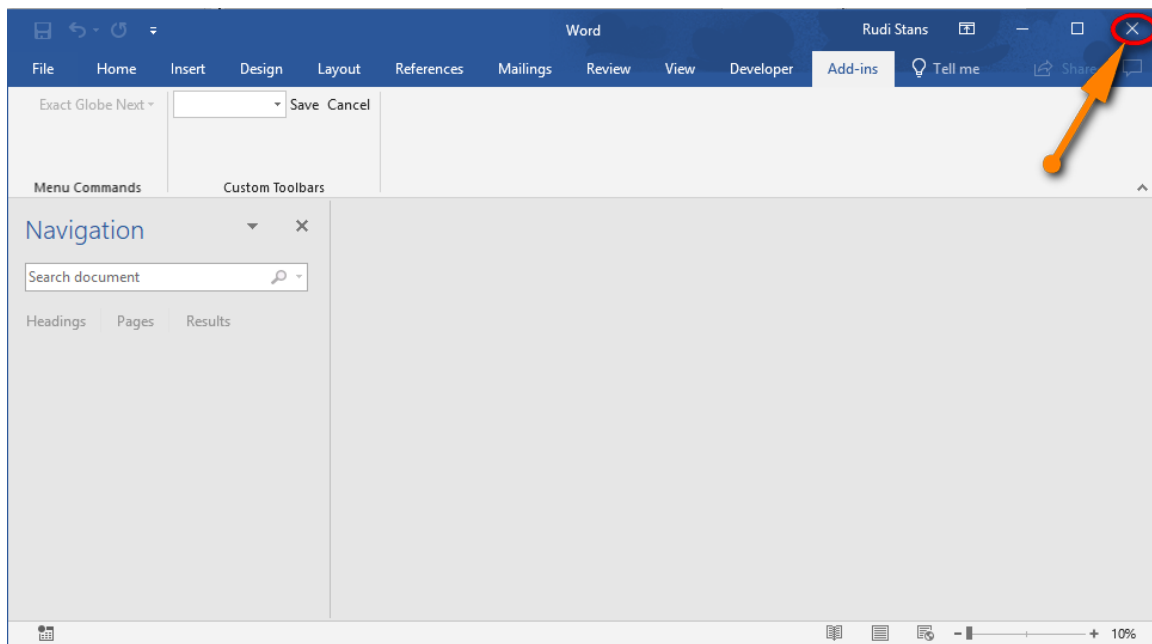
[+] [🗑️]

## cmDocument

### BUG FIX

Sometimes cmDocument loses the connection towards Word in the processing of stylesheet or in the mail merge. The result was that the Word document is not closed properly even if the “Add-ins – Save or cancel” function was used. The remedy was to stop Word via the program manager, to stop cmOffice and to start again.

We were able to bring in an improvement: in case Word is not closed you can now use the “X” in the upper right corner to close Word. No need any more to stop Word via the program manager. No need any more to stop cmOffice.

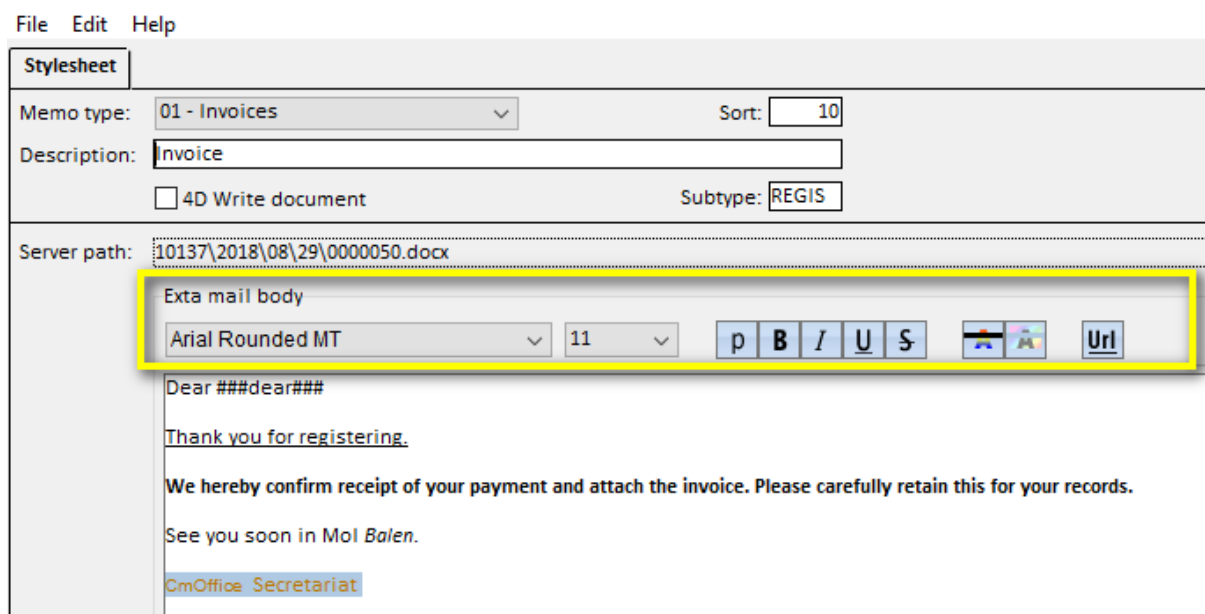


## cmOffice - Stylesheet

### FORMATTING THE MAIL BODY

#### WORD STYLESHEETS

If you do use the option to send the stylesheet in PDF, you can define a content for the associated mail. In this new version you do have the possibility to format the content of your mail. The (limited) formatting functions are similar to functions used in other text editors.



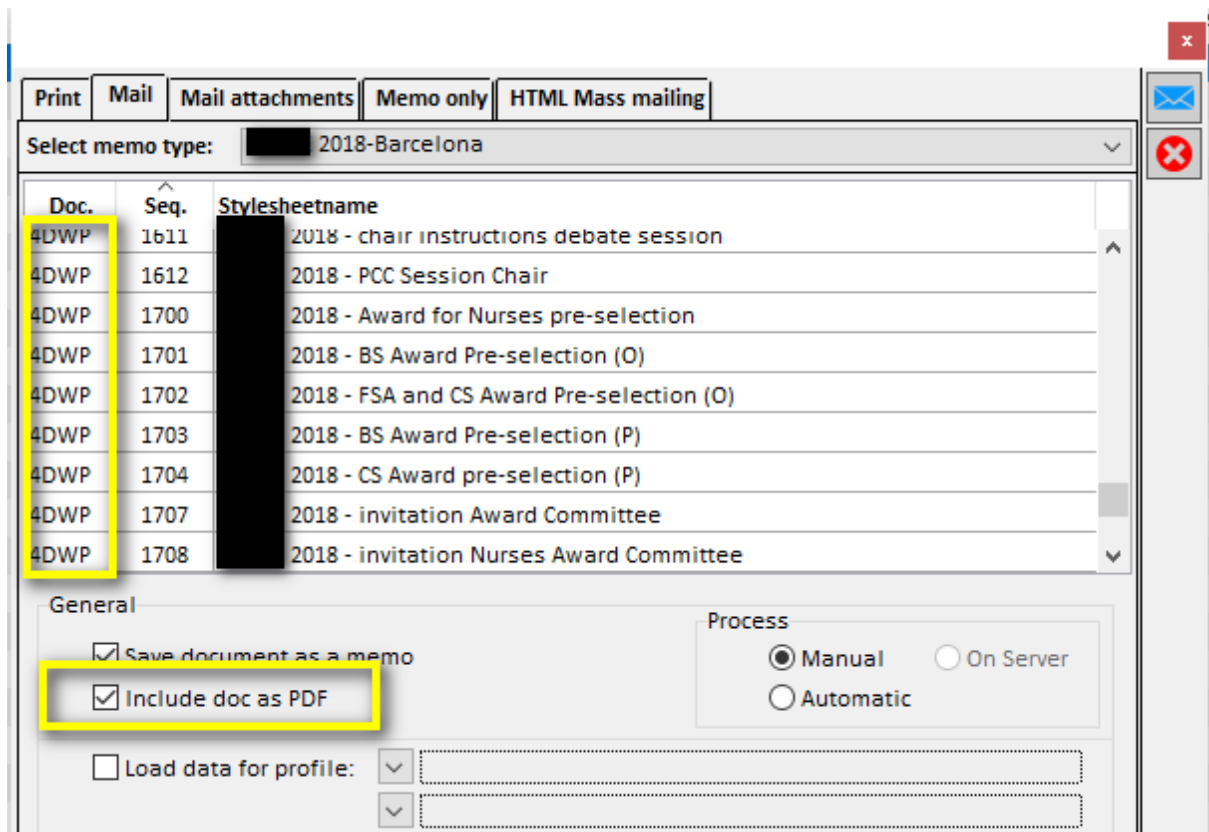
## 4DWRITE STYLESHEETS

This formatting functionality is also available for 4DWrite stylesheets behind the extra tab named “Extra email body”.




## 4DWRITE STYLESHEET IN PDF

The “Mail – Merge” functionality now allows to create a PDF of a 4DWrite stylesheet. Till now it was only possible to make a PDF of a Word stylesheet.



## cmOffice - Memo

### PDF - 4DWRITE MEMO

One can now generate a PDF of a 4DWrite memo. How? Simple, just open a 4DWrite memo (double click on a 4DWrite memo record) and use the PDF icon  at the right hand side. The PDF file will be created and can be opened in your PDF tool that has been set as default on your PC.

## cmOffice - Conference

### PRESCRIBER

The screenshot displays the 'Prescriber' configuration window in cmOffice. The window has tabs for 'General info', 'Printing Sync an', 'Prescriber' (highlighted), 'Online functions', and 'User access'. The 'Prescriber' tab is active, showing various settings:

- Conference code:  Sort:  Company:
- Description:   Do not show in cmOffice
- Badge printing section:
  - Type badge printing:
  - Select layout:
  - Seperate name and firstname
  - Show firstname on badge
  - Print vouchers:  0= do not print, 1= print continu, 2= print and complete page for each record
  - Show firstname on voucher
  - include Title in name on badge
- SQL Synchronization section:
  - Synchronize to SQL database
    - Sync. Participants
    - Sync. cmLead
    - Sync. Registrations
    - Sync. Invoices
    - Sync. Exhibition
    - Sync. Sessions
    - Sync. Functions
  - Conference code to combine data in SQL (leave empty-special cases only):
- Prescriber setup table:

Code	Description	On badge