

VM3COP20.72 - The Systems

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IntraStats

The most important system used at Viamed is IntraStats. Our aim is to incorporate every need of every department. Most information can be found here and it is vital to keep it up-to-date with new information.

Logging in

On the desktop of your computer, there should be a shortcut to the login page. Double click the icon to open it.



If the shortcut cannot be found, open your preferred browser and navigate to <https://www.vmsecure.me.uk/login.php>

In case of internet failure, navigate to <https://192.168.1.2/login.php> and ignore any warnings about certificates.

The login page will open. Enter your username and password, then press the, 'Enter' key, or click the, 'Log In' button.



If you have not been given your username and password, contact the I.T. Department.



Opera



Opera is the accounts package used by Viamed, Vandagraph and Vandagraph Sensor Technologies (VST). There is a separate application for each company. All orders, proformas, quotations, pricing, stock, purchase orders, invoicing and accounts are completed through Opera. Each customer and supplier has their own account within Opera.

Logging in

There should be shortcuts to Opera on your desktop. Double-click on the icon to open it.



If Opera cannot be found, download the shortcuts from Doc ID 23978 as per the Lost or missing icons section on page 5.

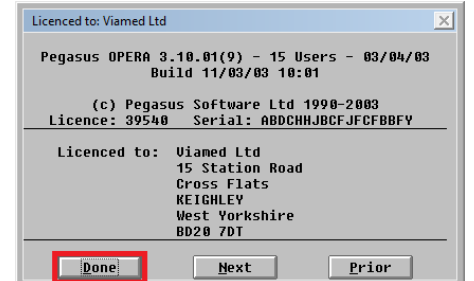
When you have selected the version of Opera you would like to open, a dialog box will open.

Click 'Run' to proceed.



The application will open and another dialog box will be displayed.

Click 'Done' to proceed.



You will now be asked to sign in, enter your username and password, and then press the 'Enter' key.



If you have not been given your username and password, contact the I.T. Department.

GoldMine

GoldMine is a Customer Relationship Management (CRM) application utilised by all the companies except Humanmed. It is used alongside the CRM in IntraStats and all customers, suppliers and contacts need to be entered into GoldMine. See VM3COP20.081 for information on how to do this.

Logging in

There should be shortcuts to GoldMine on your desktop. Double-click on the icon to open it.



If GoldMine cannot be found, download the shortcuts from Doc ID 23978 as per the Lost or missing icons section on page 5.

When you have opened GoldMine, a dialog box will open.

Click 'Run' to proceed.



Another dialog will be displayed, enter your username and password at the bottom, and then click the 'OK' button.



If you have not been given your username and password, contact the I.T. Department.

Gmail

Gmail is an online email system used by all companies to send and receive emails.

Logging in

Open your preferred browser, e.g. Internet Explorer, Mozilla Firefox or Google Chrome, by clicking on its icon.



A shortcut may be found on your desktop. Double-click on the icon to open it.



There may be links in your task bar.

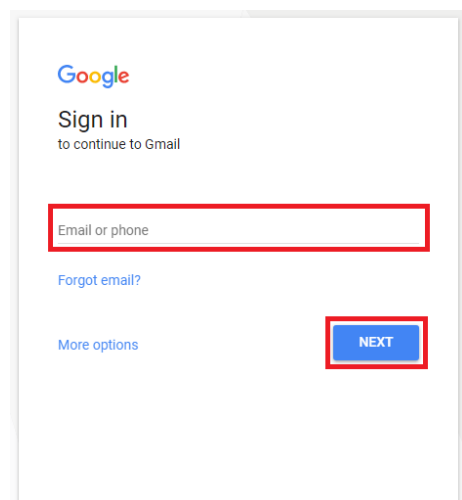


If none of the browsers can be found, contact the I.T. department to ask for assistance.

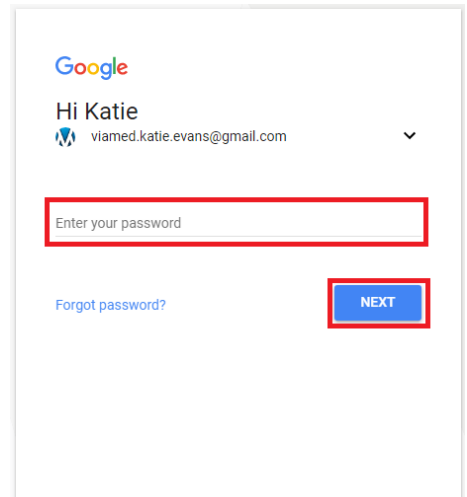
When opened, enter the address in to the browser's location bar and press the 'Enter' key. The address is: <https://www.google.com/gmail>



The login page will open. Enter your email address and click the 'Next' button.



You will then be asked for your password, enter it here and click the 'Next' button.

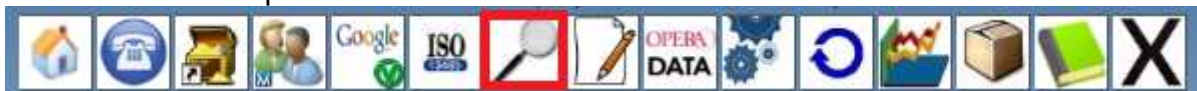


If you have not been given your username and password, contact the I.T. Department.

To learn how to use Gmail for sending and receiving emails, visit <https://gsuite.google.com/learning-center/products/gmail/get-started/>

Lost or missing icons


If the Opera or GoldMine icons cannot be found on your desktop, log into IntraStats as per page 1 and click on the 'lookup' icon.



Type '23978' into the 'Document Index' field and press the 'Enter' key.

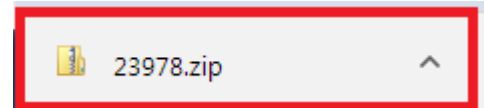


Click on the 'Download File' icon

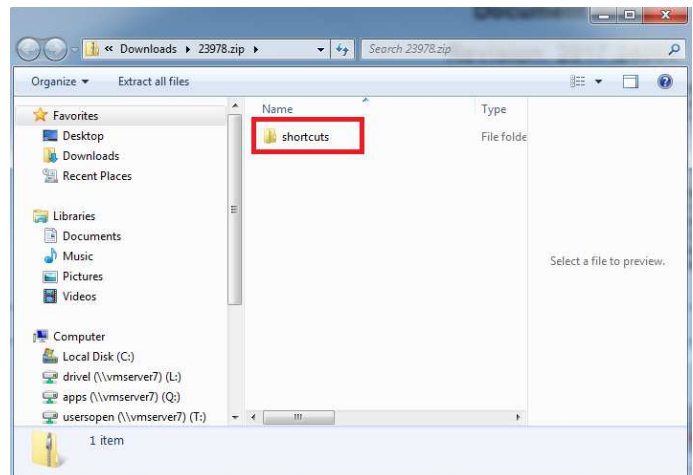
Company ISO Manual Files Index							
	Document ID	Type	Description	More	Useage	Added	Expires
	23978	Miscellaneous Documents	Goldmine and Opera Shortcuts	Details	Internal use only	16 Nov 2017	

Download File

When it has downloaded, click on the file to open it.



This will open Windows Explorer; double click on the file to open it.



The shortcut links can be found inside, these can be copied and pasted to your desktop for ease.

