

// Get started with **Mamut One**

Useful tips to help you quickly
get started with the system

Welcome to Mamut One

Mamut One contains a series of business solutions that help you to manage the tasks in your business in the most efficient manner. The solution provides e-mail, accounting, CRM, website and webshop, as well as Microsoft Office 365, all gathered in one user-friendly package.

The core of the system is the locally installed application, Mamut Business Software that contains modules for accounting, invoicing, reporting, logistics, payroll and much more. Once you have activated Mamut Online, you will also get online access to components of this information and functionality.

What's more, you will also find a number of additional services, such as publishing tools for the company's website and online backup. Microsoft Office 365 gives you the possibility of mobile e-mail access, online sharing of documents and information, along with access to Office application.



Mamut One includes:

- Mamut Business Software: locally installed ERP system with modules for accounting, invoicing, CRM, logistics and much more
- Mamut Online: web based access to information and functionality from Mamut Business Software
- Mamut Online Backup: backup of your files and folders
- Microsoft Office 365: future productivity platform that brings together Microsoft Office, SharePoint Online, Exchange Online and Lync Online in one solution, available locally and via the Internet

Get Started with Mamut One

Welcome as a Mamut One user.

This guide aims to provide you with a brief introduction to Mamut One and the main components included within this new and comprehensive solution. The guide is designed for both new users and those who wish to evaluate the system.

The guide is structured so that it first shows you how to install and setup Mamut Business Software, the main software component in this solution.

Furthermore, we will show you how to get started with invoicing in the program, which illustrates supplementary modules within the program. You will also get a brief introduction to the other modules within the program.

Subsequently, we will introduce you to the main services that are included in Mamut One, among other things, myMamut, Mamut Online and Microsoft Office 365, and give you a brief introduction to how to get started with these.

Finally, you will find more information about where you can get help and training in Mamut One. We recommend that you follow the correct order within this guide.

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Before you get started

Before you install and start using your Mamut system, you should consider the following:

System Requirements

It is important that you check and ensure that your computer meets the system requirements. Minimum/recommended requirements for a single-user: 1.6 GHz / 2 GHz processor, 1 GB / 2 GB RAM, Windows XP SP3 / Windows 8, Office 2007 or higher, 1500 MB / 4 GB free space, SQL Server 2005 Express / SQL Server 2008 R2 Express or later. See the complete system requirements at www.mamut.com/uk/system.

Allow Enough Time

It is important that you set aside enough time. It will not take long to get started, but in order for you to get the most out of the program, it is important that you allow the required time to go through the necessary settings and customise the program to suit your needs. You can use the example database in order to test the system.

Mamut User Agreement

It is important that you read through the Mamut One user agreement before or during the installation. Here you will get an overview over the contractual terms and conditions that apply between you as a customer, and Mamut Ltd. as supplier. You will find the Mamut user agreement within the program package or online at www.mamut.com/uk/licence. By installing the program, you accept the terms and conditions of the Mamut user agreement.

Evaluate/Register the System

If you wish to evaluate the system, select which Mamut product you wish to evaluate during startup of the system. The evaluation version works as a licenced version with full functionality in all modules. However, it can only be used for 30 days with a maximum of 15 logins. If you are a new Mamut user, you will receive a licence number via e-mail once you have paid the invoice. If you have not yet received the licence number, you can use the evaluation version until you obtain your licence number.

>> NOTE!

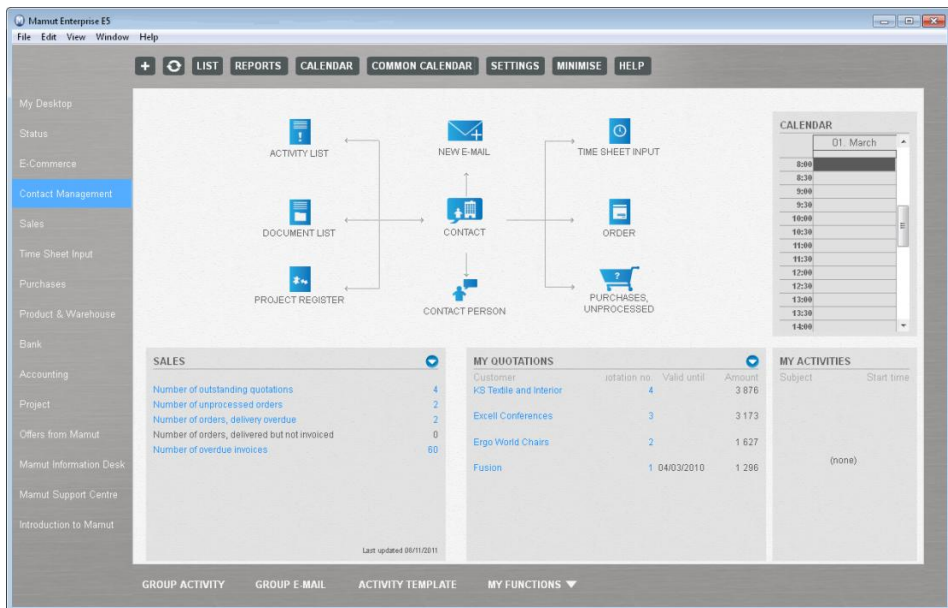
This guide may refer to services and/or functions that are not included within your solution. If you wish to order or get more information, please contact us by sending an e-mail to info@mamut.co.uk or ring us on 0800 032 5616.

Mamut Business Software

Mamut One is made up of two elements, a software component and a services component, often referred to as Software + Services. This combination gives you full working freedom and flexibility.

The software component, Mamut Business Software, is installed locally, and is the core of your Mamut One solution. Depending on your solution, Mamut Business Software may contain all or a combination of the areas listed below:

- Financials/Accounting
- Contact Management/CRM
- Sales support
- Purchasing/Logistics
- Payroll and Human Resources
- Project Management/Time Sheet Input
- Website/E-Commerce



The award winning usability of the program, reduces the time used for implementation and training to a minimum.

Installation and first time startup

The below instructions are for a single-user installation, that is, installation of the program and database on one computer, by following these instructions you can ensure an easy and accurate installation/startup so that you can quickly get started with the system.

If you wish to perform a server or client installation, please refer to the documentation that came with the product or www.mamut.com/uk/getstarted. Here you will also find more detailed guidelines for single-user installation.

>> IMPORTANT!

Check the system requirements before you install, refer to www.mamut.com/uk/system. You should also close all other applications and run Windows update on your computer before you begin the installation.

- 1 Start:** Insert your Mamut DVD or download the latest version, www.mamut.com/uk/download
If you download from the Internet, continue from point 4.
- 2 Select Country** and then **Install Mamut programs**.
- 3 Choose program to install** according to your licence.
- 4 User Agreement:** Read and accept the user agreement.
- 5 Select Installation type:** Select **Single-user** and click **Next**.
- 6 Start installation** by clicking **Install**.
- 7** The program uses Microsoft SQL Server. If you have not installed this, a free version of Microsoft SQL Server 2008 R2 Express edition will be installed.
- 8 Program is installed:** This process can take some time, do not cancel this process. Click **Complete**. We recommend rebooting your computer before starting Mamut Business Software.
- 9 Start the program** from the Start menu or by clicking on the shortcut on the desktop.
- 10 Select version:** If you have the licence number available, select **Register licence**, if not, select **Evaluation version**.
- 11 Select Document directory:** We recommend that you use the suggested file path.
- 12 Create a user profile:** This will be your profile in the system.
- 13 Register the program** by entering all relevant information about yourself and your company. Enter licence number.
- 14 Create new company database** by entering all relevant settings and information.
- ✓ Once the company database has been setup, you can log in with your username and password that you created earlier.

Important Settings

Before you start using the system, you should go through all of the settings and customise the system to suit your needs. The first time you startup the system, a wizard will automatically appear that will help you with the most important settings that need to be defined within your company database. The settings can also be defined manually as described below. Some settings cannot be changed once you have entered data, so it is important that these are carefully thought through. These include the fiscal year start (point 3), and choice of number series (point 4).

1 General company settings: Select **View – Settings – Company**. These settings will be opened automatically during the creation of a company database. The information registered here, will be retrieved during the creation of quotations and orders and reflected on reports containing company information.

2 Financial information:
Under **View – Settings – Company – Financial Settings** you can register the company reg. no., bank account no., and account no. on invoices. Here you can define if the company is liable for VAT, and the main currency you wish to use.

3 Accounting settings:
When creating a new company database, you define the start of the accounting year. In most instances this will be January, even though you may start using the system in April. With deviating accounting years, define the desired start month. Under **View – Settings – Accounting** you will find additional tabs where you can define the settings for use in the accounting module in the program.

Click through these tabs and ensure that the settings match your needs.

4 Number series:
If you wish to use your own number series in the program, you should define this before you start using the system. The settings for this can be found under **View – Settings – Company – Number Series**. It is possible to enter the first number until you have recorded data, then only the last number can be adjusted.

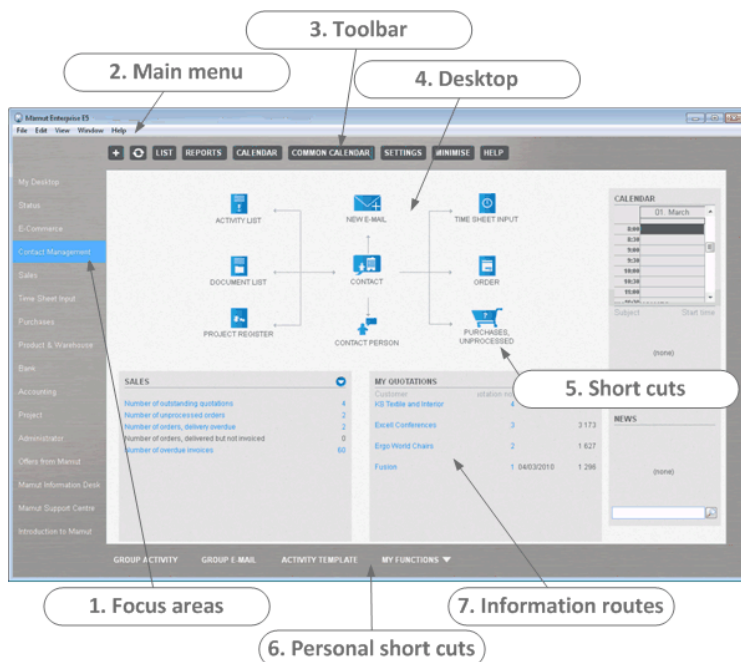
5 User settings:
Under **View – Settings – User**, each user can customise modules and windows to suit their own use. These settings are also available via the **User settings** button in each module.

>> TIP!

You can, at any time, press the **[F1]** key to open help, where you will find more detailed information regarding the relevant window.

Finding your way in the program


Mamut has always focussed on user friendliness, which has resulted in an intuitive design, many shortcuts and self explanatory functions. These functions can be customised to meet each user's needs, both in terms of how the functions are activated and how the screens, buttons and menus are displayed.

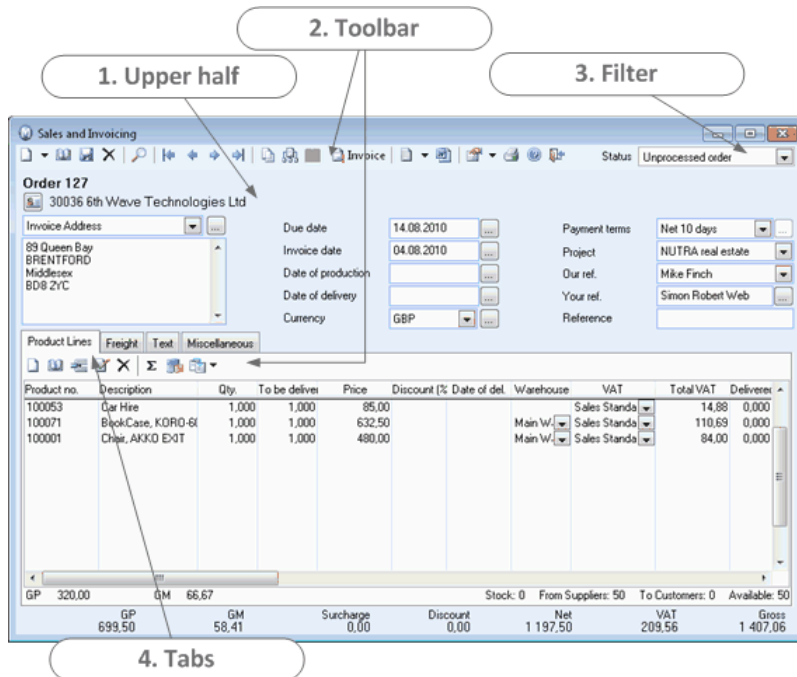


- 1 The **focus areas** on the left, gives you quick access to a set of functions that naturally belong together, usually in the form of a flow chart showing how they belong together.
- 2 From the **main menu** you can open a module and get access to the main functions in the program.
- 3 The **toolbar** gives you quick and easy access to the most common features.
- 4 The **desktop** can be customised so that each focus area contains the desired information and links.
- 5 The buttons in each focus area give an overview of the process flow in the module. The buttons also function as **short cuts** within the relevant module.
- 6 Your **personal short cuts** function as short cuts to the different registers or functions that are relevant to the active focus area. You can customise the buttons that will be displayed.
- 7 The desktop also shows a number of **information routes** that contain key information extracted from your data.

Windows in the program

When you open a module, a new window will open for this module. The windows in the program are built around the same template design in all modules. This makes it easier for you as a user to be able to familiarise yourself with the different functions that are available in a new module, without also having to orientate yourself, from scratch, with a new window.

 Each window can usually also be customised via the **user settings**.



1 In the **upper half** of the window is the fixed content. This includes fields that will be available no matter how you scroll through the tabs.

2 The **toolbar** contains the standard buttons for creating a new item, deleting, duplicating etc.; buttons for scrolling forwards and back through the register, along with buttons for functions that naturally fall within the processing of an item. Each tab will often also have its own toolbar.

3 The drop-down list for status functions as a **filter** for the window.

4 The **tabs** are part of a window. The tabs contain special functionality that may be relevant for the individual item. The first tab is usually the most commonly used.

>> TIP!

You can change or add values for several of the drop-down lists in the program by right clicking and selecting **Change in properties register**.

Create a customer/supplier

We will now show you how to get started with invoicing and basic accounting in Mamut. The first thing that you need to do is to register a customer.

When you create a customer, select the type of contact this is. In this way a contact can be both a customer and a supplier without having to register them twice.

First Name	Surname	Salutation	Telephone	Fax	Mobile phone	E-mail	Job Title
Simon	Web		020 7836 797	020 7836 818	020 7836 7976	Info@Exprezz.com	(none)
Karen	Holder		020 7836 7978	020 7836 8183	020 7836 7978	Info@Exprezz.com	Customer c

- 1 Select **View – Contacts – Contact Management**.
 - 2 Click **New** in the top left.
 - 3 Fill in the fields with the relevant information.
 - 4 Select if the contact is a **customer** and/or a **supplier**. The contact can also be defined as **private** or **partner**.
 - 5 In the **contact persons** tab you can also register different contact persons that are connected to the contact.
 - 6 Finally, click **Save**.
- ✓ The contact has now been created.

>> TIP!

Use **group**, **status** and **user-defined fields** within the contact card to segment your contacts. You can then at a later stage create reports based on these fields.

Via the tabs within the contact card, you can also reach most of the other modules within the program. Therefore, make yourself familiar with the different tabs so that you can work more efficiently.

You can read more about the organisation and maintenance of contacts in the programs Help [F1].

Create a new product

Before you can invoice, you must also have created a product. Through the product register you have a full overview over stock, prices, discounts, suppliers, income etc. for all of your products.

Here you can also, if desired, create product bundles that are products that are composed of several components, or product variations, that are products that are available in several versions (for example, different colours or sizes).

- 1 Go to **View – Product – Product Register**.
- 2 Click **New** in the top left, and select which type of product you wish to create.
- 3 Fill out the fields with the relevant information. If you wish to override the product number for this product, you must do so before you click the **Save** button, as this cannot be changed later.
- 4 In the tabs at the bottom of the product card, you can add

information about price, supplier, warehouse, product information and more.

- 5 Finally, click **Save**.
- ✓ The product has now been created.

>> TIP!

You have the possibility to import products from Microsoft Excel or other formats by going to **File – Import**.

Create an order

You are now able to invoice within your Mamut system.

An invoice is based on an order. An order requires therefore that you have registered the customer in the contact register and that the products that you shall invoice are registered within the product register.

The screenshot shows the 'Sales and Invoicing' window with the following details:

- Order 116**: 30000 The Furniture Store
- Invoice Address**: Berkeley Gardens, London, W1T 6LT
- Due date**: 12/11/2008
- Payment terms**: Net 14 days
- Project**: (none)
- Dur ref.**: John Chesik
- Your ref.**: Elizabeth Brown
- Reference**:
- Currency**: GBP

Product no.	Description	Qty	Delivery	Price	Discount (%)	Date of del.	Warehouse	VAT	Total VAT	Deliverer
100066	Book/Cass. AKKO E	1.000	1.000	320.00	5.00				53.20	0.000
100030	Book/Cass. PEGASU	1.000	1.000	762.00	5.00		Main W.	Sales Standa	126.68	0.000
100023	Table Top. KORO	1.000	1.000	252.00	5.00		Main W.	Sales Standa	41.90	0.000
100033	Table Top. KORO	1.000	1.000	62.55	5.00		Main W.	Sales Standa	10.40	0.000
100038	Table Top. KORO	1.000	1.000	270.00	5.00		Main W.	Sales Standa	44.89	0.000

Summary:

GP	144.00	GM	47.37						
GP	970.20	GM	61.28	Surcharge	0.00	Discount	83.33	Net	1.583.22
								VAT	277.06
								Gross	1.860.28

- 1 Select **View – Sales/Invoicing – Order Registration**.
- 2 Click **New** in the top left.
- 3 Select the customer in the list that appears, by highlighting the relevant customer and then click **OK**. The system retrieves information from the contact record, but you can override the address, contact person, payment terms and currency if desired.
- 4 Add the relevant products in the tab **Product Lines** by clicking **New** and entering the product number, or by clicking **Show Product List** and

selecting the product from the product list.


- 5 Add any other relevant information within the other tabs.
- 6 Finally, click **Save**.
✓ An order with the status **Unprocessed order** has now been created and is ready for invoicing.

>> TIP!

You can edit the appearance of an order/invoice or add a logo by editing the report (**View – Settings – Reports – Report/Label Editor**).

Create an invoice

In order to invoice the order, the order must be processed and printed out. When an order is processed and approved, an invoice will be printed on paper, file or e-mail and the invoice will automatically be transferred and recorded in the ledgers.

- 1 Go to **View – Sales/Invoicing – Order Registration**, and find the unprocessed order that you wish to invoice.
- 2  Click **Invoice** in the toolbar.
- 3 Select the form and print medium, and provide any other settings, for example, if you wish to test the print out or invoice copy.
- 4 Finally, click **OK**.
- 5 If you selected **test print to screen**, this will now be shown. Note that the due date and KID will not be shown on the test print, this is generated during invoicing. Click **Print report** to print it out, or **Close preview** to close the window.
- 6 You will then be asked if the order should be invoiced. If you answer **Yes**, the order will be processed. Meaning it will be printed out on the chosen print medium, and at the same time be recorded in the ledgers.
- 7 Finally, you will be asked if the order is approved. If there is an error with the statement, you can answer **No**. Then you can print the original invoice again. Once the

invoice is correct, you can answer **Yes**.

- 8 You will subsequently only be able to print out the original invoice for the invoice that you have not approved. You can find this by going to **View – Sales/Invoicing – Non-printed Invoices**.
- ✓ The order has now been invoiced and printed out.

>> TIP!

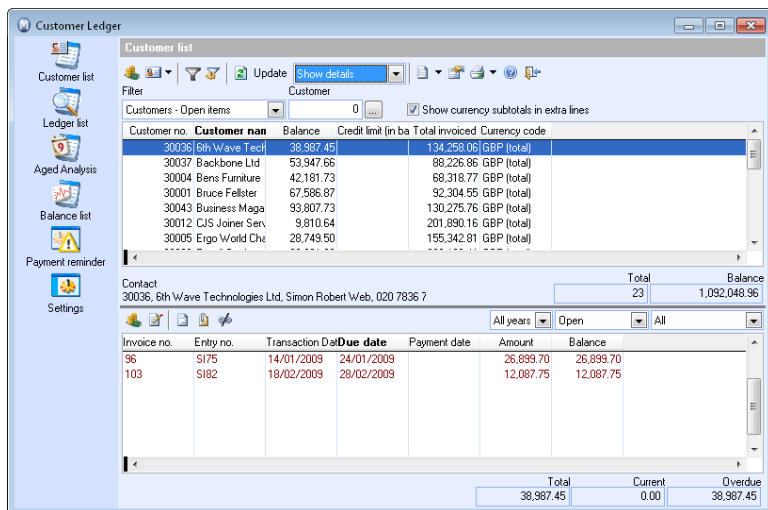
If you wish to print a copy of the invoice, select to process it again. The print will then be marked as a **copy**.

With Mamut it is easy to send invoices as PDF attachments to e-mails. Simply select **E-mail** in the drop-down list for **Send to** when invoicing.

It is also possible to group and collect invoices with Mamut.

Register a payment

Registration of payments from customers can either be done via the **Customer and Supplier Ledger** or via **Journal Entry**. The following procedure is done via the Customer/Supplier module. The process can also be started directly from the Customer/Supplier button within the contact card.



How to register payments within the Customer or Supplier Ledger

- 1 Go to **View – Accounting – Customer/Supplier Ledger**.
- 2 Ensure that **Customer – Open items** and **Show details** are selected in the top toolbar.
- 3 Click **Receipts/payments** in the toolbar in the lower window.
- 4 Check that the **Payment date** matches the date you received the payment on.
- 5 Select the item(s) to be paid and ensure that all values are correct. You can also make a part payment by overriding the amount for the selected item.
- 6 Click **OK** to register the payment.
 - ✓ The payment will now be updated in the Nominal ledger and Customer or Supplier ledger.

>> TIP!

Familiarise yourself with the buttons in the menu to the left of the Customer/Supplier ledger window. Here, you will find extended functionality. If you have multiple part payments that you wish to link together into one payment, you can do so via the **Match/Link** button.

Introduction to Accounting

The accounting module within the program includes all of the features that are necessary to satisfy the needs of someone working with accounting, in one complete solution. What's more, it is composed of easy-to-follow screen shots and a user-friendly structure that provides you with the perfect overview. Below we will provide you with a brief overview over the most important features within the accounting module. If you would like more information, you can take advantage of the sources mentioned under "Where can I find more information?" on page 31 of this guide.

Journal Entry

In the module for **Journal Entry**, you are able to register journals before you transfer them to **Financials**. As long as the journals are in the journal entry, you can change the journal date, type, period, account, VAT, amount and more. But once the journals have been transferred to Financials, they are locked for such extensive changes. If you need to make a change once transferred, limited changes can be made by activating the functionality **Edit posted invoices and journals**. Journal Entry has been setup in a user-friendly manner, with a standardised chart of accounts that can be customised to suit your business needs. Journal templates and automatic posting makes bookkeeping effective, with among other things, automatic accrual and VAT accounting.

Customer & Supplier Ledger

In the Customer and Supplier Ledger module, all information is gathered about the customer and supplier invoices that are registered within the system. Here, you will find a full overview over all outstanding debts and liabilities for your suppliers. Received payments from customers are recorded continuously and you can generate bank payments of your outstanding balances with suppliers.

Financials

All accounting data is collected within **Financials**. It functions as your window into all registered accounting data. Here you have several options for selecting numbers based on periods, journal types, departmental and project accounts, key figures and more. It is also possible to see different presentations and reports connected to key figures, profit/loss and balance sheet.

Integrated modules

The program is set up with integrated modules, and one of the many great advantages with this is that much of the posting of journals is done automatically. For example, the generation of an invoice will create a journal within financials in the standard sales account; you simply need to ensure that the products are registered with the correct VAT codes.

Backup

The importance of backing up your data cannot be emphasised enough. Unfortunately, many do not understand the importance of this reality before it is too late. This can for example be after a computer crash, theft or fire. If you do not have a backup that you can restore, you will lose all information that was registered within the program, and must therefore begin from scratch.

Backup of the program

Mamut Business Software allows you to define how often you wish to take backups of the program. By default, you will be prompted to take a backup each time you close the program. If you answer **Yes** to this, you will always have an up-to-date backup available.

You will find the settings for backup via **File – Backup – Settings**.

You can also take manual backups, and will then be able to customise each backup. You can, for example, select if you wish to take a backup of one or several company databases at a time, and whether to include documents and system files.

External backup with Mamut Online Backup

Backups taken within the system will by default be saved to the hard drive. It is recommended that you keep at least one full backup separate from the computer where the program is used, in case the computer is damaged or stolen.

Mamut Online Backup is an additional service that is included within your Mamut One Agreement. You can choose which files and folders you wish to backup, and when you change, delete or add files to the folders you have chosen to backup, your changes will be saved and backed up automatically. The data is encrypted on your computer and transferred securely to our server, where the data is stored encrypted.

Read more about Mamut Online Backup at www.mamut.com/uk/onlinebackup.

Further possibilities with Mamut Business Software

Mamut Business Software is a comprehensive system, and in this guide we have only shown a small selection of functionality in the individual modules. On top of the modules described earlier, we recommend that you take a look at those below.

>> TIP!

You will find more information about these features in the program's help [F1]. Mamut also offers various manuals and educational videos. Read more about these under "Where can I find more information?" on page 31 of this guide.

CRM/Activity Management

The program includes a CRM solution that is rich in functionality, this makes it easy for you to administer and organise, your phone conversations, e-mails, calendars, meetings, activities and documents. All history is also immediately available.

Website and E-Commerce

Mamut Business Software allows you to create your own website and webshop online, it is simple and straightforward so no prior knowledge is required. Orders and inquiries coming in through your website can be imported into Mamut so that they can be executed consecutively. The webshop can be found via the focus area E-Commerce on the left hand side of the application window.

Purchases

It is just as simple to generate a purchase order as it is to generate an invoice. As long as you have registered all of your suppliers in the contact register and all of the products your business is purchasing within the product register, you can easily create your order in the purchase module.

Payroll and Human Resources

In the same way that you register contacts and products; you can also register all of your employees within the Employee Register. In Mamut it is easy to generate salary payments with accompanying print outs of wage slips and salary lists. What's more, it is easy to remit salary via electronic file transfer to the bank. The accounting information will be directly transferred to financials.

Time Sheet Input

Time sheet module provides a complete overview of time management and registered hours, with the automatic generation of orders and invoices. You can make registrations for employees, projects, contacts, activities, products, periods, departments and easily adjust all registered data. It is also possible to automatically transfer to payroll.

Reports

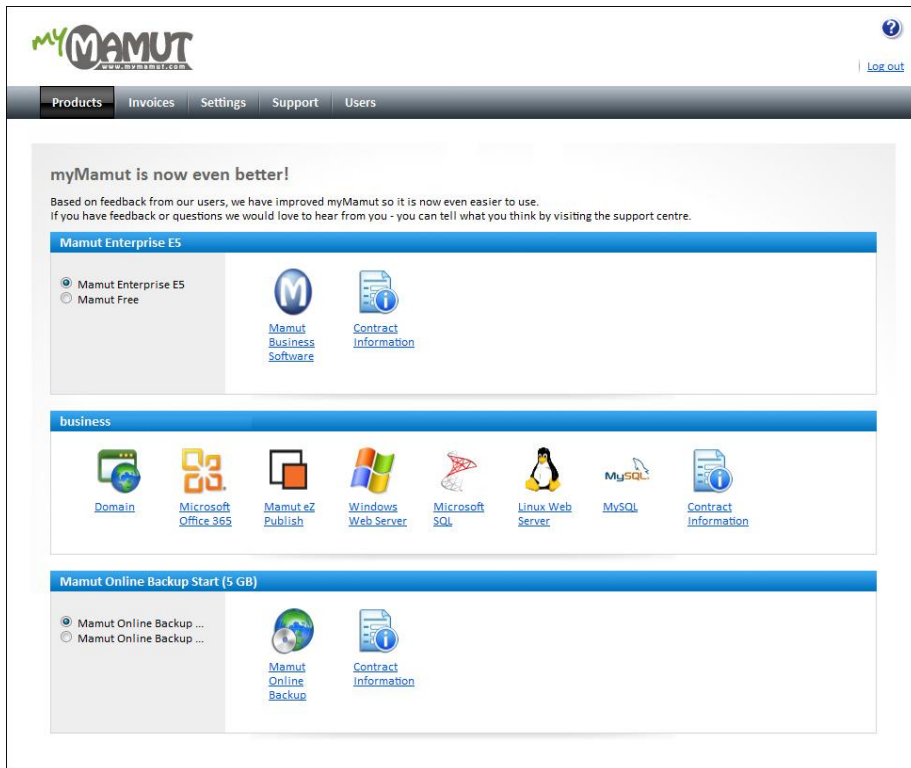
Mamut Business Software contains a comprehensive report module with hundreds of reports. Choose an arbitrary focus area, to the left of the application, and click **Reports** at the top of the window. Reports can easily be sent to files (for example Microsoft Excel or Word), e-mail or print.

myMamut

myMamut is a web based portal for all Mamut customers. Here you are able to create and follow-up on support cases, get an overview over your customers within Mamut, as well as pay outstanding invoices.

You are also able to administrate users of, for example, Mamut Online Backup and Microsoft Office 365. The possibilities in myMamut will continuously be expanded, and we recommend that you get started with this service as soon as you get access to myMamut.

The access rights for each user in myMamut is dependent on the role they have been assigned. A company administrator will have access to all areas and features, while a user of, for example, Mamut Online Backup or Microsoft Office 365 will have limited access.

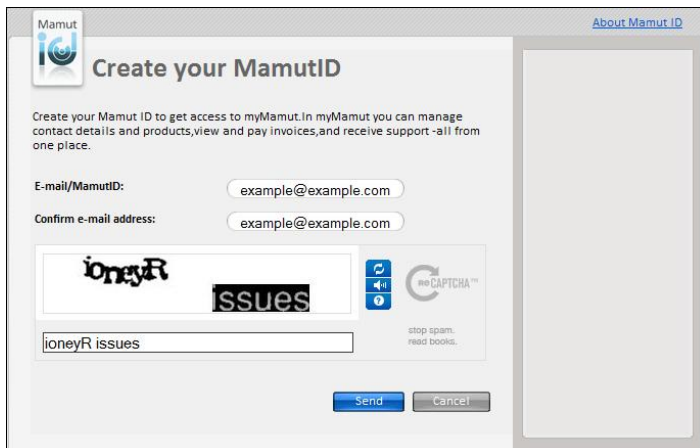


Getting started with myMamut

In order to get access to myMamut, you must first create a Mamut ID. Mamut ID is your unique identification as a user of services provided by Mamut, including Mamut Online and Mamut Online Backup.

You will receive a link to create your Mamut ID once the invoice has been paid. Once the payment has been registered, you will receive an e-mail containing information about how to create your Mamut ID. Note that the user that creates the Mamut ID via the link in the e-mail, will automatically be assigned as the administrator in myMamut.

You can then log in to myMamut via www.mymamut.com, and start using the services available within myMamut.



The screenshot shows a web form titled "Create your MamutID" with the Mamut logo in the top left. A link "About Mamut ID" is in the top right. The form contains the following elements:

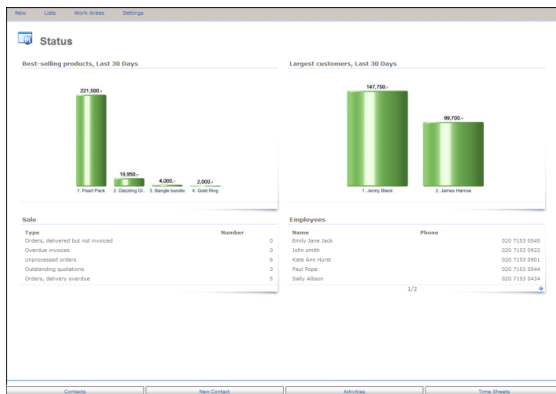
- A paragraph: "Create your Mamut ID to get access to myMamut. In myMamut you can manage contact details and products, view and pay invoices, and receive support - all from one place."
- Two input fields for "E-mail/MamutID:" and "Confirm e-mail address:", both containing "example@example.com".
- A CAPTCHA section with a distorted image of "ioneyR issues" and a text input field below it containing "ioneyR issues". To the right of the CAPTCHA is a "reCAPTCHA" logo and the text "stop spam. read books."
- Two buttons at the bottom: "Send" (highlighted in blue) and "Cancel".

Mamut Online

Mamut Online provides you with web based access to the information and functionality from your Mamut system, along with other online services included within Mamut One. You can, among other things, create orders, enter time sheets, and check the development of key figures in your business.

With Mamut Online you can read, create and edit information from any computer that has an Internet connection, anywhere and at anytime. Registrations that are done via a browser in Mamut Online and locally within your system, are continuously being synchronised. Your company will therefore always have access to up-to-date information.

You will find more information about the different services by clicking **Help** within Mamut Online.



To activate Mamut Online, we recommend that you have the latest version of Mamut Business Software installed.

>> NOTE!

You cannot evaluate Mamut Online with the example database in Mamut Business Software. Mamut Online is not available as an evaluation version.

Synchronisation

Synchronisation is run from one of the computers in your network. By default, it will start from the computer you connect with. This can be changed at a later date within the Company settings for Mamut Online. In a multi-user database, we recommend that you use the computer where the system database is located for synchronisation.

Getting started with Mamut Online

Prerequisites for getting started

- Your computer must be connected to the Internet. We recommend that you use Internet Explorer version 8 or newer, Firefox version 4 or newer, but we also support other browsers such as Safari and Chrome.
- The user in Mamut Business Software must be defined as a Super user.
- Any additional information can be entered when connecting to Mamut Online. This applies to the company's registration number, address, telephone number and e-mail address as well as to the link between super user and employee.

How to connect to Mamut Online

- 1 Open Mamut Business Software.
 - 2 Click **Connect to Mamut Online** on the Desktop toolbar or in the relevant modules and then click **Connect**.

---Or---
Open **View – Settings – Settings per Module – Mamut Online**. Click **Connect** and **Next**.
 - 3 The system checks if you have fulfilled the criteria for connection. If not, a window where you can enter the required information will be displayed. Once done, click **OK**.
 - 4 The system checks the system prerequisites. A window will be shown if not all prerequisites are in place. Click **Next** to continue or **Cancel** if there are errors that must be solved.
 - 5 Create your Mamut ID via the link **Create Mamut ID**, or enter your **username** (Mamut ID) and **password** if you have one already.
 - 6 Then click **Connect**.
 - 7 Check the company information, and click **Next**. The information is fetched from the company settings within Mamut Business Software.
 - 8 Select from which computer the synchronisation will be launched and when you wish to start it, and click **Next**.
 - 9 Click **Complete**.
- ✓ Once you are connected, a status window will be displayed confirming your connection to Mamut Online. The synchronisation will run continuously.

>> TIP!

On our website you will also find an introduction video that demonstrates how to connect to Mamut Online. You will find this video, along with other video tutorials, at www.mamut.com/uk/tutorials.

Log in and invite users

You are able to log in to Mamut Online directly via a web browser, at www.mamutonline.com, or via the Mamut Online focus area within Mamut Business Software.

Via user administration in Mamut Online (**Settings – Account Administration – User Administration**) you can provide other users access to the company database in Mamut Online. Note that each user must have a licence to gain access.

Access is granted by sending an invitation that the user must accept before they can begin. During the invitation process, you define the access rights the user will have.

How to invite new users

- 1 Select **Settings – Account Administration – User Administration** in Mamut Online.
 - 2 Under **User Administration** you will find a list over all of your users who are eligible for an invitation to Mamut Online (see note box below). Here you will also be able to see how many users can be invited. Click the name of the user you wish to invite.
 - 3 Click **Invite user** in the toolbar in the **Edit user** window.
 - 4 Enter the relevant information in the screen that is displayed, and define the access rights.
 - 5 When you have assigned access, click **Send** in the upper left-hand corner of the screen.
 - 6 Click **Close** to complete the process and go back to the **User Administration** screen.
- ✓ The invitation has now been sent and the recipient will receive an e-mail containing information about how to access Mamut Online.

>> NOTE!

The people you invite must be registered as both a user and employee in your local version of Mamut Business Software. You can create a user via **View – Settings – Security – User Administration - New**. Then choose an existing employee in the drop-down list, **Link to employee**, or select **Create employee** to automatically create the user as an employee.

The invitation will only be available for a limited number of days. If the user tries to register after the invitation has expired, the person in question will be notified that the link is invalid. You can resend/void the invitation from the **User Administration** window.

Some of the most important functions in Mamut Online:



Status brings you up-to-date key figures and information with an overview of the best selling products and largest customers over the last 30 days, along with key information regarding the company's sales and employees.



In the **Contact** work area you can view and create contacts and contact persons that are already registered in Mamut Business Software, along with create new.



Time Sheet in Mamut Online provides you with an online overview of your company's time sheets, allowing you and your employees to create, view and edit your time sheets, anywhere and at anytime.



Company Dashboard gives you an overview of your company's most important data. It is a visual tool for presenting the company's financial status, based on information retrieved from Mamut Business Software.



The **Equipment Register** in Mamut Online provides you with an online overview of your organisation's equipment. Here you are able to loan and return equipment, as well as create, view and edit.



Business Year Planner enables you to create a structured and refined Year Plan of your company. It is designed to help you identify the company's goals and outlines the analysis, strategies and planning required to meet them.



Activity and Calendar: Mamut Online gives you an online overview of activities concerning your company and employees. Create, edit and view activities online and keep track via the online calendar or activity list.



In the **Accounting** work area in Mamut Online you can register journal entries - anywhere and anytime: You can define e.g. different types of invoices, stock movements and journals in different currencies.



The **Sales** work area gives you online access to sales functionality: The online functionality supports the complete sales process from the quotation and sales order to the invoice and, if needed, credit note.

Microsoft Office 365

Microsoft Office 365 includes e-mail, collaboration and communication tools as well as the familiar Office programs. As a Mamut One user, you will get access to Microsoft Exchange Online (e-mail), SharePoint Online (interaction) and Lync Online (communication). In addition, you will also get online access to familiar tools such as Word, Excel and PowerPoint through Microsoft Web Apps.

You can get started with Microsoft Office 365 through myMamut, by clicking on the Microsoft Office 365 logo. Read more in myMamut help.

Microsoft Office 365

With Microsoft Office 365 you will receive Office 2010 delivered as a web based service. With the Microsoft Office Web Apps you will get access to Microsoft Word, Excel, PowerPoint and OneNote, both online and on your PC – so you can work from multiple locations simultaneously, both from your local PC and via the web browser.

Microsoft SharePoint Online

Microsoft SharePoint Online provides a central online location to create, store, share and work with information. This makes it easier to work with files and documents wherever you are, which facilitates better cooperation. What's more, you can control access based on users, projects and groups.

Microsoft Lync Online

Microsoft Lync Online is an online communication tool that allows you to communicate with colleagues, customer and partners regardless of where you are. With Microsoft Lync Online you can share text, videos, audio, hold meetings, presentations, and video conferences online – all you need is a web browser.

Microsoft Exchange Online

Microsoft Exchange Online is based on the familiar Microsoft Exchange Server 2010 platform, and gives you access to e-mail, calendars and contacts from absolutely anywhere. In addition, you get 25 GB of storage per account. What's more, you do not need to worry about data security and operation – we take care of this!

Mamut Online Backup

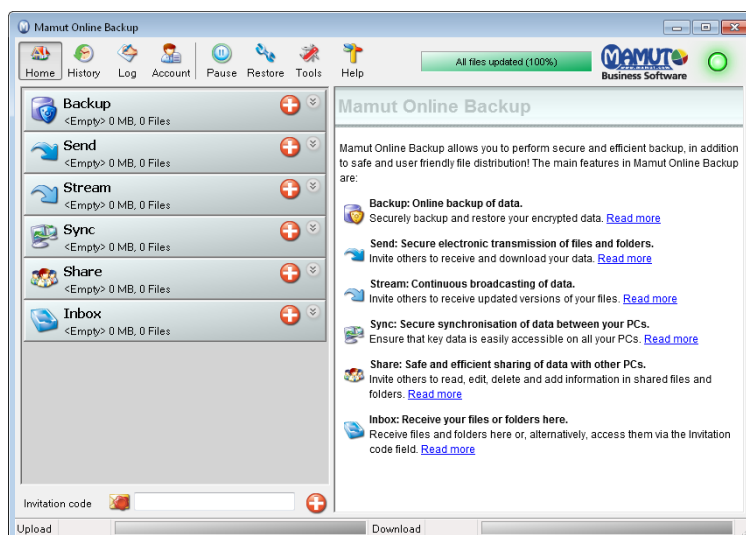
Many of us have unfortunately experience how easy it is to lose data. If a computer breaks down, is stolen, or if you delete or edit files by mistake, it can be extremely difficult to retrieve the data – unless you have taken a backup.

Mamut Online Backup is an additional program that is included in your Mamut One agreement. The program functions as your “electronic safety deposit box” that safely, quickly and easily takes care of your data, and ensures that it is safely stored out of house so that you are also insured against fire and theft.

What’s more, you can use the same user account on multiple computers, for example, both for your work computer and home computer, as long as you do not exceed the available storage space. You can choose which files and folders that you wish to backup, and when you change, delete or add files to the folders you have selected, the changes are automatically backed up. The data is encrypted on your computer and is transferred securely to Microsoft’s Azure platform, which offers some of the most secure and reliable storage that is available.

With Mamut Online Backup you can, for example, ensure that the backups created via your Mamut program, are also stored externally. In this way, you will always have an updated backup of the program available if something should happen to your computer, so that you can easily restore data with the help of the restore function.

If you regret a change that you have made to a document, you also have the option to restore the document to how it looked yesterday, or last week. You can even find a document you deleted a few days ago, despite the fact that you have emptied the Recycle Bin on your computer. The file is still safely stored on the Mamut Online Backup Server.



Get Started

In order to download and get started with Mamut Online Backup, you must create your Mamut ID. You need this in order to log in to both myMamut and Mamut Online Backup. Read more about Mamut ID in the myMamut section above.

- 1 Log into myMamut via www.mymamut.com, and select Mamut Online Backup from the drop-down list.
- 2 If you already have user access, you can click directly on **Download** to start the installation. If you do not have user access, you must click on **Mamut Online Backup** and then **Add me as a user**. Then click **>Back**, and **Download**.
- 3 Then click **Run**, and select **Install** to start the installation.
- 4 When the program opens, select your language, and enter your **Mamut ID** and **Password**.
- 5 Read through the user agreement and select **I accept the User Agreement**.
- 6 Click **Login**.
- 7 Enter a computer name, and click **Next**. This is for you to identify the computer in question, when you use the service from multiple computers.
- 8 Create a Mamut Key, e.g. "example10", and click **Next**. **Mamut Key** is used to extract the files when you backup, so make sure you store it in a safe place so you remember it.
- 9 Finally, select that you have saved the Mamut Key in a safe place, and click **Finish**.
- ✓ The installation is now complete, and you can continue with the setup of the backup.

>> NOTE!

If you have a licence for multiple users, they must first be added as users in myMamut before you can give them user access to Mamut Online Backup. Then they can log in to myMamut and download the program as described.

The program creates a shortcut on your desktop to the Mamut Online Backup folder in My Documents. This is proposed as the default area for data you receive from others via your inbox. Data you share with others using the **Share** function can only be shared from this area.

Backing up files and folders

The backup is started immediately after you have selected a task, and will take place in real time. Each time you change the contents of one of the folders you have selected for backup, the changes will be saved on the server. If you are unsure about what to backup, we recommend first and foremost that you use the storage space for important information that you cannot afford to lose, and then where the content is often changed. For example, the Mamut Business Software database and Microsoft Word and Excel files.

How to set up backup

- 1 Log into Mamut Online Backup in the usual way.
- 2 Click on the plus-icon next to **Backup**, and select the folders you wish to backup.
We recommend that you select Mamut here, so that the backup taken via your Mamut program, are also saved externally.
Note! This option will only be available if a backup already exists on your local computer.
- 3 If you wish to exclude parts of the contents of a folder, you can click on **Edit task** and remove the check mark for the folder(s) you want to exclude.
- 4 Click **Next** when you have selected all the folders and files you wish to backup.
- 5 Ensure that the total size of the selected folders does not exceed the available storage space for your account.
- 6 Click **Finish**.
✓ The program will now create these folders under Backup as a task. Backup will start immediately.

>> TIP!

Most predefined tasks can be found under Backup, corresponding folders under C:\Users\[your name] in Windows. You can also backup files from other areas on your computer by using the function **Add folder**.

Once a backup has been setup, you can easily restore individual files or folders with the help of the **History** function, or all backed up data with the help of the **Restore** function.

Further Possibilities

With Mamut Online Backup you also get a tool for safe and user-friendly distribution of your files:



Send: Secure electronic transmission of files and folders

Invite others to receive and download your data.



Stream: Continuous broadcasting of data

Invite others to continuously receive updated versions of your files.



Sync: Secure synchronisation of data between your PCs

Ensure that your key data is easily accessible on all your PCs.



Share: Safe and efficient sharing of data with other PCs

Invite others to read, edit, delete and add information in shared files and folders.



Inbox: Receive your files or folders here

Use the inbox to receive files and folders with Share, Stream, or Send.



Old Tasks: List of old tasks

Data from earlier versions of the program will be stored here.

Where to find more information

This introductory guide is intended to help you get started with the functionality within Mamut One. If you would like more information regarding the functionality or on how to take advantage of your products and services, you will find more information below:

Introduction manuals and additional documentation

The introduction manuals provide you with a detailed introduction to the possibilities of Mamut One, and cover all areas of the functionality. You can download these free of charge from www.mamut.com/uk/download, or purchase a printed copy via Mamut's online store.

In addition to the introductory manuals, Mamut also produces additional documentation that is continuously being updated in accordance with new and improved functionality within the program. Here you will find the **Mamut Knowledge Series**, among others, which consist of guides covering selected topics. This documentation series goes more in-depth, and provides more examples of procedures that demonstrate how to do things within the system. The documentation can be downloaded from our website: www.mamut.com/uk/download.

Online help

All products and services from Mamut include comprehensive help, which can be opened by clicking Help within the relevant applications. In Mamut Business Software you can also, at anytime, press the function key **[F1]** to open a detailed help screen for the current window you are working in.

Online tutorials

Mamut also offers you the possibility to watch tutorials on our homepage. Mamut's online tutorials provide you and your colleague's access to short videos covering Frequently Asked Questions (FAQs) free of charge. These videos include short and easy-to-follow instructions demonstrating different processes within the system. You can access a list of available online tutorials at www.mamut.co.uk/tutorials.

Article search

On www.mamut.co.uk/support, you also have access to our Article search, where you can find specific tips and tricks that can help you with problems you may have encountered within the program. Here you will also find links to the 10 newest and 10 most read support articles.

Mamut Support Centre

The Mamut Support Centre offers an extensive personal service programme to assist you whenever you may need help. We recommend that you take advantage of the various sources described on the previous page of this guide before you contact us.

How to get in touch with the Mamut Support Centre?

Get in touch via the program

Via the focus area **Mamut Support Centre** in the program, you are able to search for answers and send new queries. The status of and answers to your query can be found in the same place. In order to utilise this feature within the program, you must be connected to the Internet.

Get in touch over the phone: 02071530900

The phone lines are open between 9.00 am – 5.00 pm weekdays. The majority of questions will be answered in the course of the conversation, but for special cases we may note your question and contact you once a solution has been found.

Get in touch by e-mail

If you cannot find the answer you are looking for, you can send an e-mail to support@mamut.co.uk.

Get in touch via myMamut

You can also get in touch via myMamut. Here you can create new queries, along with find the status and response to your previous queries, all in one place.

Need more functionality?

Mamut delivers a wide range of different products and services that are designed for small and medium sized businesses in the majority of markets. Your Mamut One solution can easily be expanded or changed without the need for additional installations or moving information.

Read more about what your solution contains and which possibilities you have at **www.mamut.com/uk/product**.

Founded in 1994, Mamut (OSE "MAMUT") is a leading European provider of complete, integrated software solutions and internet services for SME's. Mamut offers complete and user-friendly solutions at the best value for money, integrating CRM, sales force, logistics, accounting, e-Commerce, domains, email, web hosting and security. More than 400,000 European customers simplify their daily business with solutions from Mamut. Further information about Mamut and the company's products can be found at www.mamut.co.uk

Mamut Software LTD, 90 Long Acre, Covent Garden, London, WC2E 9RZ, United Kingdom
Phone: 0800 032 5616 • e-mail: info@mamut.co.uk • www.mamut.co.uk

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