



WebManager

<English>



LOGIN

<https://web.vermo.cloud>



Log in

forgot Password?

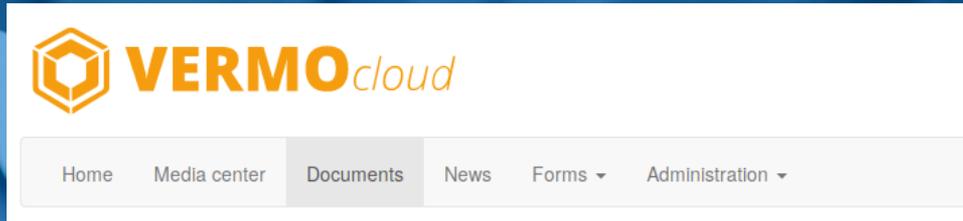
revision: be7c | [Impressum](#)

The VERMO cloud WebManager is a tool for managing your VERMO cloud App.  
The WebManager is accessed using a browser on your PC.

Use the VERMO cloud WebManager to upload documents that you can showcase on the App or create questionnaires for gathering customer-data. You can also use the WebManager to customize the appearance of the App according to your needs.

Access the VERMO cloud WebManager by clicking the Login-Button at the top right hand corner of the VERMO cloud Homepage.  
Alternatively you can type the URL into the adressbar of your browser to directly access the WebManager.

Login using the same login details that are used to access the App.



## MEDIA CENTER

This is where you set which documents are made public in the App and how they are being displayed. Create categories and subcategories and assign the documents from the document-section to them.

## DOCUMENTS

This is the pool of all your documents in which you can upload and manage your media files.

## NEWS

The News-section lets you create news posts which can then be seen as „News of the day“ in the App.

## FORMS

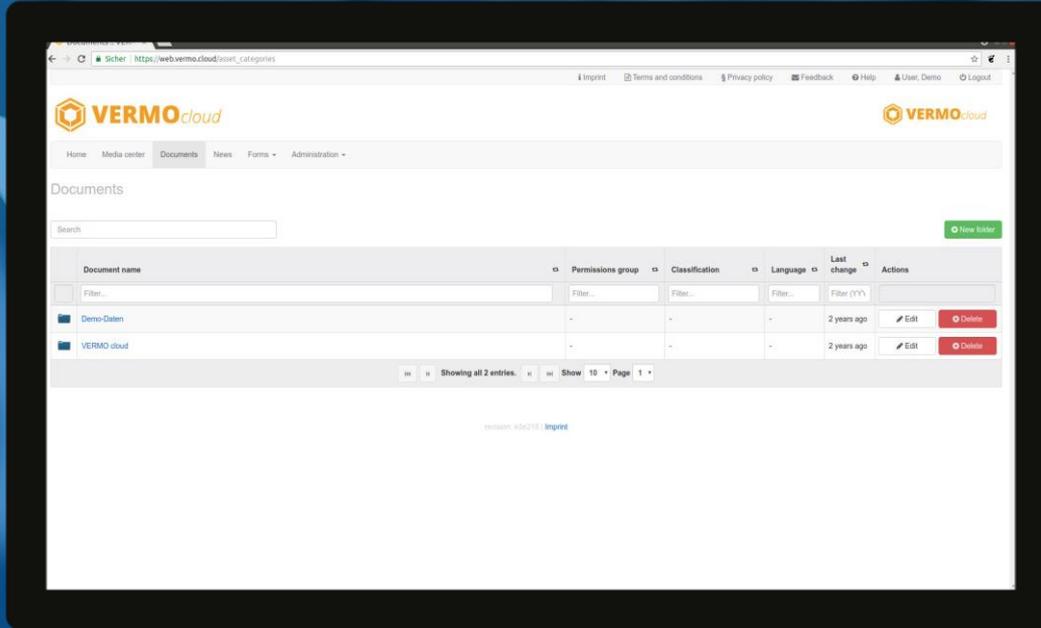
Create questionnaires for easy acquisition of customer data e.g for the usage at exhibitions or at customer meetings.

## ADMINISTRATION

This section allows you to change the appearance of the app according to your wishes.

This is also where you manage your groups and users and view your statistics.

# UPLOAD DOCUMENTS



## DOCUMENTS POOL

In order to use documents in the App they first have to be uploaded to the documents pool in the **Documents** section.

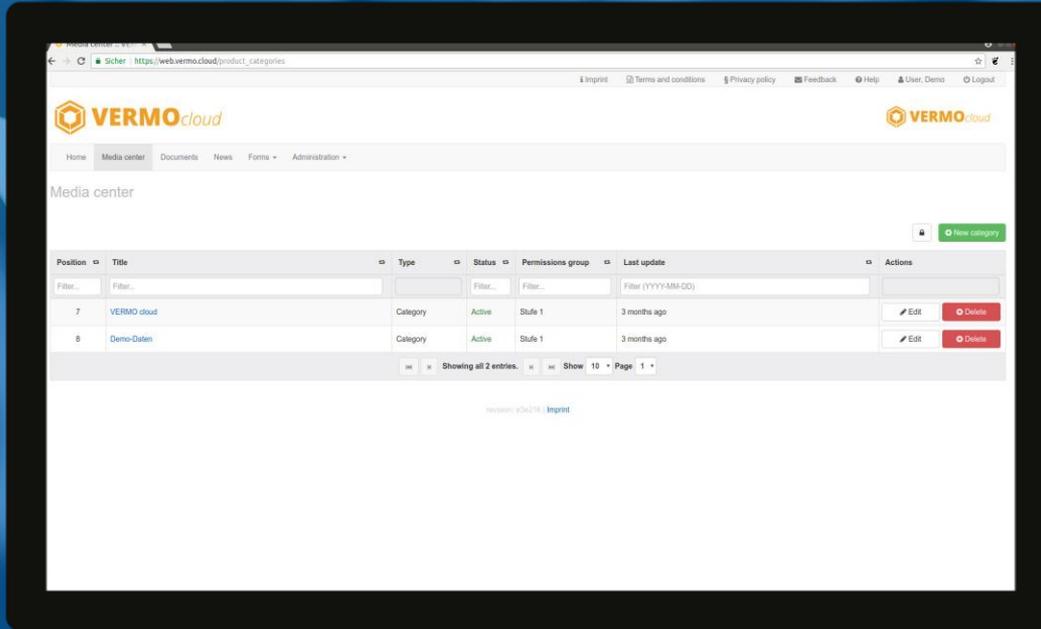
## FOLDERS

Assign your documents to folders and subfolders so that you can easily find them again whenever you need them.

## UPLOADING DOCUMENTS

Clicking on any folder name in the list of folders brings you to the documents this folder contains.

At this point you can upload a new document (pdf, pp, jpg, png, gif, videos up to 200 MB), create a subfolder, or edit/delete your existing documents.



## CATEGORIES

Categories and subcategories determine the display of the media center. The categories in the root of the media center are displayed in the sidebar-menu within the app. Each category can contain subcategories and documents from the documents-pool.

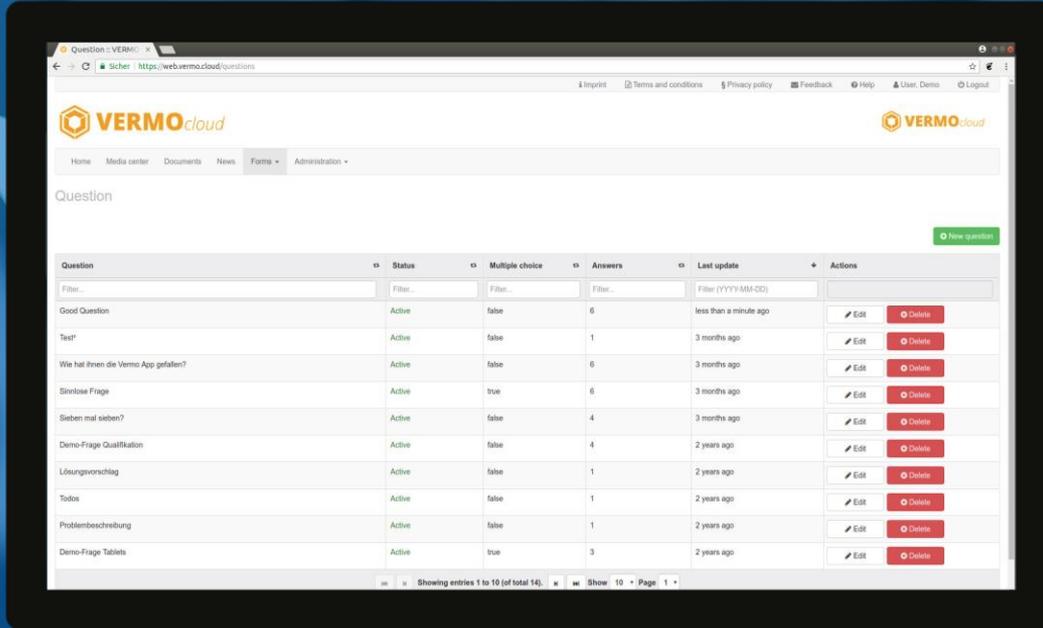
## CREATING SUBCATEGORIES

Clicking on the name of a category brings you to its list of documents and sub-categories. Use the „New category“ button to create a subcategory.

## ASSIGNING DOCUMENTS

While creating a new category or by using the edit button of an existing category you can find the **document selection** near the bottom of the page. The „Add Documents“ Button opens a selection window with the folders and documents from the documents-pool.

# CREATING QUESTIONNAIRES



## FORMS

Create helpful questionnaires with the forms-editor. Use them to easily gather customer data with the App.

## QUESTIONS

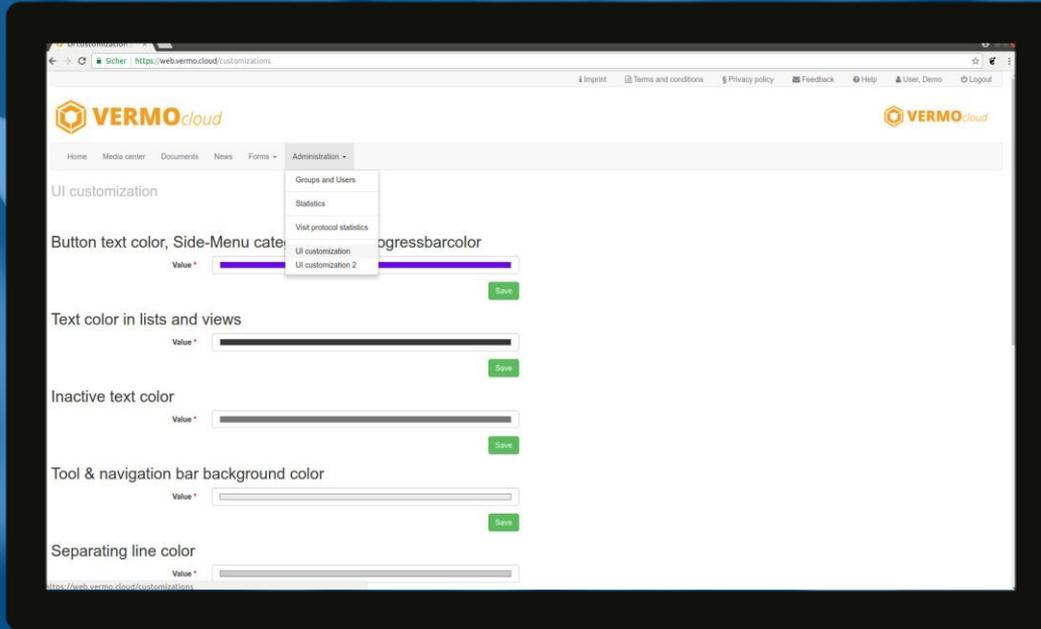
The first step to creating a questionnaire is creating the questions together with their corresponding answer options. You will be able to pick questions for your questionnaire from this pool of questions in the next step.

## QUESTIONNAIRES

The second step consists of creating the questionnaire. You are able to create a questionnaire for each *Area of Application* eg. for exhibition A, for exhibition B, for customer meetings, etc. Each questionnaire can have multiple sections that contain questions which belong to a certain topic.

## AREAS OF APPLICATION

The last step is defining a *Area of Application* and assigning the fitting questionnaire to it. The area of application can then be chosen in the login process.



## UI CUSTOMIZATION

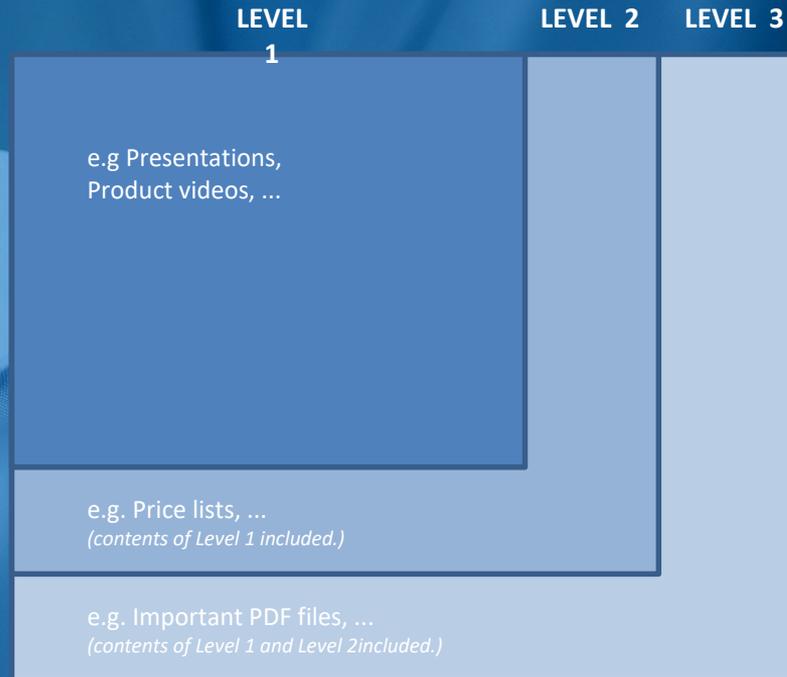
The **UI Customization** menu point brings you to the User Interface Editor. Here you can change the appearance of your app to fit your company's CI and upload the logo of your company logo.

## COLOR

Clicking on a colored bar opens a color selection window. The changes respectively apply to the areas of their headline.

## LOGO

Choose a file from your PC and upload it so that it can be displayed in the app in the sidebar-menu, in the login screen and in the update screen.



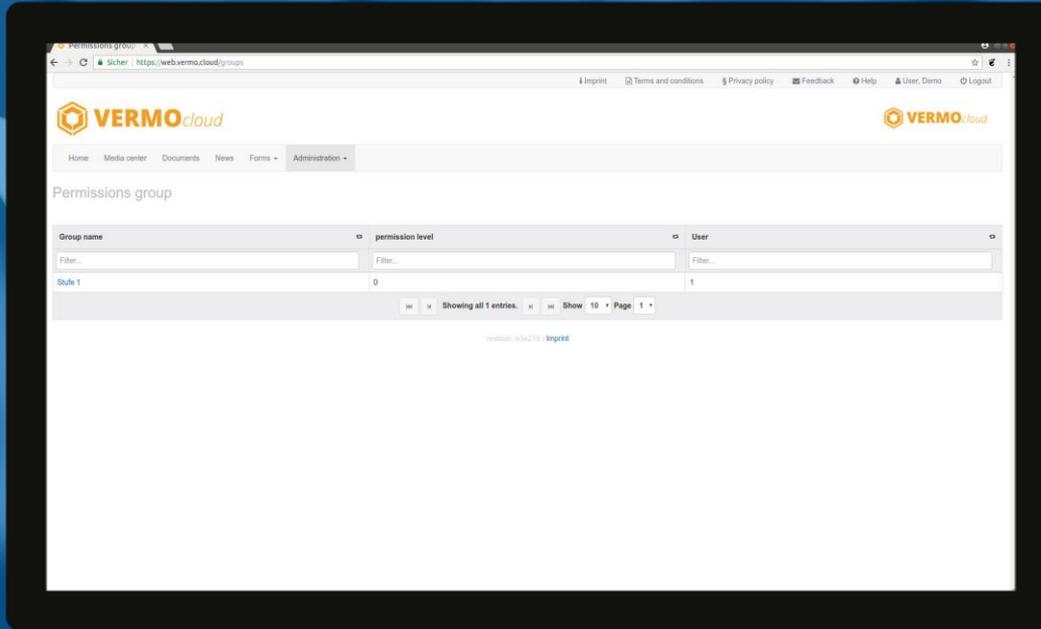
## ASSIGNING PERMISSIONS

User permissions determine what content a user has access to or what content is displayed on his tablet app. A user gets permissions by assigning him to a permission group. Permission groups are structured into levels hierarchically. That means permission groups of a higher level include the permissions of the those with a lower level.

Example:

A user that is assigned to a permission group with Level 1 has the permission to access presentations and product videos.

Another user that is assigned to a permission group with Level 2 has the permission to access these same presentations and product videos but also has permission to access price lists.



## GROUPS AND USERS

The *groups and users* section lets you create and edit Users, organize users in groups and control user permissions. Checking a box on the edit-page of a user lets you decide whether or not this user can access certain types of content.

## STATISTICS

The *Statistics* section lets you generate and download several types of statistics within a chosen timeframe.





Thank you!