

## Drägerware.Address Management User Manual from Version 2016.1





# Contents

<b>1</b>	<b>Introduction .....</b>	<b>3</b>
1.1	For your safety .....	3
1.1.1	General safety information .....	3
1.1.2	Definitions of alert icons .....	3
1.2	Description .....	4
1.2.1	Feature description .....	4
1.2.2	Intended use .....	4
1.3	Hardware requirements .....	4
1.4	Information on this manual .....	5
1.5	Field types and field functions in the programs .....	6
1.6	Function keys for ease of operation .....	8
1.7	Abbreviation of buttons .....	9
<b>2</b>	<b>Main window of the application .....</b>	<b>10</b>
2.1	Operating elements in the main window .....	10
2.2	Selection of the address category .....	10
2.3	List of addresses for the category selected on the left .....	10
2.4	Entering address data .....	10
2.4.1	Data .....	11
2.4.2	Additional information .....	11
2.4.3	Accessibility .....	11
2.4.4	Bank account (Version 7000 only) .....	11
2.4.5	Additional addresses (Version 7000 only) .....	11
2.5	Notes tab .....	12
2.5.1	Create note .....	12
2.5.2	Read note .....	12
2.5.3	Print note .....	13
<b>3</b>	<b>The menu bar functions .....</b>	<b>14</b>
3.1	File menu .....	14
3.1.1	Import addresses .....	14
3.1.2	Import Drägerware.Personnel Management .....	14
3.1.3	Exit .....	14
3.2	Addresses menu .....	14
3.2.1	Duplicate address .....	14
3.3	Functions menu .....	14
3.3.1	Address in clipboard .....	14
3.4	Lists menu .....	15
3.4.1	Record card .....	15
3.4.2	Lists .....	15
3.4.3	Selection list .....	15
3.4.4	Preview .....	15
3.4.5	Preview with options .....	15

<b>4</b>	<b>Settings menu .....</b>	<b>16</b>
4.1	System settings .....	16
4.1.1	Menu editor.....	16
4.1.2	User management .....	16
4.1.3	Display paths/change paths .....	16
4.2	System-wide settings .....	17
4.2.1	Additional fields .....	17
4.3	User settings.....	17
4.3.1	Automatic log-in.....	17
4.3.2	Activate deactivated notes.....	17
<b>5</b>	<b>User menu .....</b>	<b>18</b>
5.1	Change user .....	18
5.2	Change password.....	18
5.3	Active users/licences .....	18
5.3.1	Disconnect user.....	18
<b>6</b>	<b>Help menu.....</b>	<b>19</b>
6.1	Help .....	19
6.2	Contact form .....	19
6.3	Info.....	19

# 1 Introduction

## 1.1 For your safety

### 1.1.1 General safety information

- Before using this software, carefully read the user manual.
- Strictly follow the user manual. The user must fully understand and strictly observe the instructions.
- Do not dispose of the user manual. Ensure that it is retained and appropriately used by the product user.
- Only trained and competent users are permitted to use this software.
- Comply with all local and national rules and regulations associated with this software.
- Do not use faulty or incomplete software.
- Do not make any changes to the software.
- Notify Dräger in the event of any faults or failure of the software.

### 1.1.2 Definitions of alert icons

The following alert icons are used in this document to identify and highlight areas of the associated text that require a greater awareness by the user.

A definition of the meaning of each icon is as follows:



#### **ATTENTION**

Indicates a potential situation in which data could be accidentally modified or deleted.

If this situation is not avoided, data may be corrupted or lost with no possibility of restoration, requiring data to be input again.

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#### **NOTICE**

Indicates additional information on how to use the software.

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## **1.2 Description**

### **1.2.1 Feature description**

Drägerware.Workshop products are software for technical workshops in various organisations and industrial establishments.

They are used for inventory and support the administration and service of devices, systems, equipment, power units and vehicles in a central data pool and for all workshop areas of an organisation, including at different sites.

The software can be used to plan, perform and record services. Testing and monitoring processes can be set up.

Dräger test devices can be integrated via interfaces.

Additional test devices for other workshop areas, such as pump and hose test stands, can also be integrated into the service process.

### **1.2.2 Intended use**

Drägerware.Workshop is software for installation on computers with the requirements described in Chapter 1.4 for support with inventory and service of technical safety equipment.

The Personnel Management program is used to manage the user's fire brigade personnel. Persons can belong to different sites or organisational units or be structured within an organisational unit by departmental associations such as firefighter operations department, professional fire brigade, company fire brigade or any other departments. Training, qualifications or also suitability and verifications that are relevant for service can be recorded with the personnel management. This supports the breathing apparatus entry control as per Fire Service 7 or monitors and documents other verifications that must be performed regularly. The integration of basic personnel data in the workshop application also means loan processes are possible in Drägerware.Workshop – for example for contractors in an industrial operation.

## **1.3 Hardware requirements**

The general minimum requirements for workstations and servers are described in the list of hardware and software requirements.

The hardware requirements of each individual program are described in detail in the respective specifications included in the scope of delivery.

## 1.4 Information on this manual

All Drägerware.Workshop applications are operated in the same way.

The special characteristics of a workshop program are dealt with in separate sections or supplementary sections which the customer receives with the purchase of the Drägerware.Workshop application.



### NOTICE

This manual describes all the functions of the software.

If functions that you cannot call up are explained, they have not been purchased.

The scope of the respective installation is described on the delivery note and in the specifications.

Optional functions can be added to the Drägerware.Workshop basic package at any time (modular principle). They can be ordered directly from Dräger.

This manual can be accessed as an aid in the program and with the **<F1>** function key. It serves as reference, not as a training manual.


Dräger recommends having software updates performed exclusively by Dräger or authorised Dräger partners.

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## 1.5 Field types and field functions in the programs

The same field types and field functions are used in all the Drägerware programs for processing data.

They are listed in the following table:

<b>Alphanumerical fields</b>	The standard input fields permit the entry of all characters.
<b>Numerical fields</b>	Numerical fields only permit the entry of numbers (e.g. personnel number, account number).
<b>Selection fields</b>	With a few exceptions, selection fields comprise alphanumerical or numerical fields. Selection fields are used to retrieve a user menu (user table) using the <b>&lt;F4&gt;</b> function key. Tables which simplify data acquisition are saved in the user menus so that recurring texts do not need to be entered via the keyboard and spelling mistakes are avoided.
<b>Output fields</b>	Unmodifiable data are referred to as output fields. The field content of output fields is shown in grey and cannot be processed via the input field.
<b>Date fields</b>	<p>Date fields accept the date format: "01.01.2003". The day and month must always be entered using two digits. The dot between day, month and year is automatically entered by the program. The first two digits of the year are automatically assigned the first two places of the current year if the year is entered using two digits. Please take care that the <b>&lt;Caps Lock&gt;</b> key is not pressed when making the entry as otherwise no entry is possible.</p> <p>Date fields contain special input functions. Press the "T" key (today) to import today's date into the date field; press the "Y" key (yesterday) to import yesterday's date, and press the "M" key (tomorrow) to import tomorrow's date. In addition, by entering the "+" or "-" character, a number and the identifier "D" (for days), "M" (for months) or "Y" (for years), the currently specified date is increased or reduced. So, in the case of the following entry: +3w the date currently displayed in the input field is moved forward three weeks.</p> <p>Pressing the <b>&lt;F4&gt;</b> function key or the  key next to a date field opens a perpetual calendar. A date can be selected in the calendar, which is then included in the date field. Users can scroll forward and back through days and weeks with the arrow keys and forward and back through months with the <b>&lt;Page Up/Down&gt;</b> key.</p>
<b>Time fields</b>	Time fields require the entry of a time. The current time is entered by pressing "N" (Now). The colon between the minutes and hours is automatically entered by the program. In addition, by entering the "+" or "-" character, a number, and the identifier "h" (for hours) or "m" (for minutes), the current time is increased or reduced. So, in the case of the following entry: -3h the current time indicated in the display field is moved back by three hours.



<b>Logical fields</b>	These fields only accept "Y" for Yes and "N" for No. These fields can be edited using the space bar - Y, N, blank field appear automatically.
<b>Memo fields</b>	These fields are used to save additional information. Additional information in plain text can be saved for every data set.
<b>Mandatory fields</b>	Mandatory fields are identified in the program by a red asterisk next to the field. An input in a mandatory field is necessary before a data set can be saved. If a user menu is saved for a mandatory field, it is displayed automatically if the user tries to skip a mandatory field without making an entry. When trying to save a data set without fully completed mandatory fields, the user is prompted to fill the blank fields. Examples of mandatory fields are a person's first name and surname or the type of application.
<b>Exact fields</b>	Exact fields are displayed with a grey background in the program. An entry in an exact field must correspond exactly to an entry in the user menu. The fields are also case-sensitive. If the field contents entered do not match a menu item, the following message appears: "Entry is not in the user menu!". This type of field is necessary so that fields for which an evaluation can be performed can be populated uniformly and can be fully evaluated. If it is necessary to expand the user menu, this takes place via the "Create Entry" user menu if the necessary privilege was assigned.
<b>User menu</b>	Freely definable tables which the user can call up and also change with the corresponding authorisations. Retrievable with the <b>&lt;F4&gt;</b> function key, among others.
<b>User menu with address link</b>	User menu that provides the option of linking addresses to Drägerware.Address Management, if the Drägerware.Address Management program has been licensed. A user menu with address links is identified by the  icon.
<b>Radio button</b>	Radio buttons are round buttons, usually combined in groups. Only one radio button from a group of radio buttons can be selected at a time.
<b>Checkbox</b>	In contrast to radio buttons, checkboxes are square. Multiple selections can be made from a group of checkboxes.
<b>Pull-down menu</b>	Menus that can drop down using the mouse to select a function. If using a keyboard, a pull-down menu is opened with an Alt + <b>&lt;key&gt;</b> combination (e.g. Alt + D for the pull-down menu file). The key to be activated together with <b>&lt;Alt&gt;</b> can be seen from the underlined letter in the menu title.

## 1.6 Function keys for ease of operation

The following keys or key combinations can be used in many dialogue windows:

Key or key combination	Scope of application	Meaning
<b>F1</b>	Everywhere	Calls up Help.
<b>F4</b>	Selection fields	Opens the user menu to select an entry.
<b>h</b>	Date fields	Enters today's date.
<b>j</b>	Time fields	Enters the current time.
<b>g</b>	Date fields	Enters the date of the previous day.
<b>m</b>	Date fields	Enters the date of the following day.
<b>+/-xD</b>	Date fields	Takes the current date and adds or subtracts x days.
<b>+/-xW</b>	Date fields	Takes the current date and adds or subtracts x weeks.
<b>+/-xM</b>	Date fields	Takes the current date and adds or subtracts x months.
<b>+/-xH</b>	Time field	Takes the current time and adds or subtracts x hours.
<b>+/-xM</b>	Time field	Takes the current time and adds or subtracts x minutes.

The default Microsoft Windows® keys or key combinations remain valid.

You can also change the column width of tables for a clearer view. This is done by moving the respective column divider in the header with the mouse. Press and hold the left mouse button to drag the column to the required width.
















The program is not case-sensitive (e.g. for user menus and identification).

If the keyboard is preferred to the mouse, the **<TAB>** key can be used to move between the fields.

## 1.7 Abbreviation of buttons

The application contains the following icons. However, not all icons are activated on every page and in this case will not be active.

The icons available in the application are listed in the following table:

Symbol	Meaning
	Opens a data set and also provides an overview display.
	Saves a data set.
	Creates a new data set.
	Copies data sets.
	Scroll back to previous data set.
	Scroll forward to the next data set of the prior selection.
	Deletes data sets.
	Calls up the Help function.
	Reset filter (list selection).
	Preview.
	Prints a data set.
	Open saved database (e.g. item database).
	Remove entry.
	Add entry.
	Edit dialogue.



### NOTICE

Scrolling forward and back only works if a piece of equipment or a test has been selected via Selection or Overview. If a piece of equipment has been selected via identification, scrolling is not possible.

## 2 Main window of the application

### 2.1 Operating elements in the main window

The main window of the **Drägerware.Address Management** is divided into three areas:

- Left: Selection of the address categories
- Middle: List of addresses for the category selected on the left
- Right: Details of the address selected in the middle

### 2.2 Selection of the address category

The categories can be deleted by right-clicking on them and pressing the left mouse button. Only categories without addresses can be deleted.

New categories can be created by accessing the user menu from the **Category** field for an address in the **Data** tab and creating a new category.

### 2.3 List of addresses for the category selected on the left

#### Search

You can search for any text with this function. The addresses that match the input will be displayed.

**New**

Before creating a new address, a category must be selected in the left area.

### 2.4 Entering address data

The address details are shown on the right side of the main window in the following tabs:



#### NOTICE

The additional fields to be provided can be defined in the System-wide settings (see **Chapter 4.2**).

---

### 2.4.1 Data

This is where the basic address data are entered.

Before creating a new address (**New** in the middle section), a category must be selected in the left area.

The program first directs the user to the mandatory fields. These are **Name 1** and **Category**. If these fields are edited, the data set must be saved.

After saving, the other address fields can be edited.

#### Save

This button is used to save a data set.

#### Delete

This function removes the currently displayed data set from the database.

Before data sets are deleted, a security prompt follows the plausibility check to ensure that the user really wants to delete the selected data set.

### 2.4.2 Additional information

This tab provides a free text field for entry.

#### Load text

This button can be used to import a text from a file to this tab.

#### Save text

This button can be used to save the text from this tab in a file.

### 2.4.3 Accessibility

Additional availabilities (mobile phone number, email addresses, fax number, etc.) can be entered in this tab.


### 2.4.4 Bank account (Version 7000 only)

Various bank accounts can be entered in this tab.

### 2.4.5 Additional addresses (Version 7000 only)


Additional addresses (private address, other locations etc.) can be entered in this tab.

## 2.5 Notes tab

The **Notes** tab provides an internal application information system. The tab is shown or hidden in the header with the  **Notes** button. The information system allows users to exchange messages within the system (similar to the functions of an email program).


### 2.5.1 Create note

Click on the  **New** button to open a new window in which a message can be written.

The receiver of the message can be selected with the  **Recipient** button.

This window also shows the available user groups from the user management, which makes it quick and easy to send messages to multiple users. Multiple recipients can be selected using the default Windows keys **<Shift>** or **<Ctrl>**.



It is also possible to send a note to oneself in the form of a reminder.

In addition to using the **Subject** and **Note** fields, a PDF file can also be attached to the message. Use the  button for this.

### 2.5.2 Read note

If a new message has been sent, it is displayed in bold. Drägerware.Workshop software programs also start automatically in the Notes tab if a new message is pending.

The message can be answered directly with the  **Reply to sender** button.

If a note has an attachment, it can be displayed with the  icon. It can be opened with the  **Open attachment** button.




#### NOTICE

A PDF viewer (e.g. Acrobat Reader) is required to open the attachment.

---

The message is marked as read with the  **Note read** button and the icon disappears.

The message is deleted after confirmation of the security prompt with the  **Delete note** button.

The view is refreshed and notes are called up again with the  **Refresh** button.

### 2.5.3 Print note

The **Print** button opens a context menu.

#### **Preview**

Clicking on Preview opens a preview window in which the marked note can be printed.

#### **Print**

Click on Print to send the message directly to the default Windows printer for printing.

#### **Designer**

This opens the list designer, which can be used to edit the layout of the list.



#### **NOTICE**

The list designer is a component integrated into Drägerware and supplied by combit GmbH. The list designer can be used to adapt existing lists to meet user requirements. Dräger Service does not support this program. Modification of the lists prepared by Dräger requires very good IT skills and background knowledge of the functions of the list designer. A help tool for the list designer can be opened by pressing the **<F1>** key. Alternatively, Dräger Service offers an economical option for creating your required print layout.

---

## 3 The menu bar functions

The pull-down menus of the menu bar in the main window can be pulled down using the mouse and with **Alt + <underlined letter>**. Next, the individual functions of the menu bar are explained.

### 3.1 File menu



#### 3.1.1 Import addresses

Addresses can be imported from an Excel file (.xlsx). An import template can be provided by Drägerware Service if necessary.

The following conditions must be observed:

- All fields marked with an asterisk \* are mandatory fields and must be entered for every address in the import file.
- All addresses must be assigned to precisely one category by the import. The categories do not need to be created first, they are automatically created.
- Column headings must not be changed in the Excel file. (Exception: Accessibilities)
- Additional accessibilities can be created by new columns with the prefix "ERB\_". The accessibilities do not first have to be created in the associated user menu.

#### 3.1.2 Import Drägerware.Personnel Management

This function can be used to import address data of persons from **Drägerware.Personnel Management** to Address Management. After selecting the relevant persons and clicking the  **Open data set** button, the dialogue for selecting an address category is shown. After clicking the  **Start import** button, the addresses are imported.

#### 3.1.3 Exit

Exits the program.

### 3.2 Addresses menu

#### 3.2.1 Duplicate address

This function can be used to duplicate a previously selected address.

### 3.3 Functions menu

#### 3.3.1 Address in clipboard

This function is used to write the most important letterhead data of the current data set directly to the clipboard. You can insert the data at the current cursor position in a Windows word processing program, e.g. Microsoft® Word, with **Ctrl + V** or with the **Paste** button.



## 3.4 Lists menu

Record cards and lists can be selected in the **Lists** menu.

### 3.4.1 Record card

All address data are output to a record card.

### 3.4.2 Lists

The following permanent lists are available:

- Address list,
- Address labels (Version 7000 only),
- Birthday list (Version 7000 only),
- Accessibilities

### 3.4.3 Selection list

For the lists, the various criteria for list output can be selected via **Selection** and **Sort**. If a field is blank, this field is not used as a filter for the address data, i.e. if all fields are blank, all address data sets are output.

### 3.4.4 Preview

Click on "Preview" to view the result of the currently selected list (possibly several pages) and print out if required. A preview of the printout with the selected data will be displayed.

### 3.4.5 Preview with options

Click on "Preview with options" to open the "Output settings" window. This is where the output medium and additional print options can be defined and the document printed.

## 4 Settings menu

### 4.1 System settings

#### 4.1.1 Menu editor

The user menus used in the application can be edited with this menu item. To do so, the user must have the **User menu** authorisation.

#### 4.1.2 User management

##### 4.1.2.1 Create user, change user, delete user

To create a user, enter the values for **User**, **Abbreviation**, **Minimum password length**, **Password** and **Confirm password**. The **Allowed identifiers**, **Organisation**, **Telephone**, **Fax** and **Email** fields are optional fields and need not necessarily be filled in. To delete a user, enter the user name or select the user from the user menu, click **Delete user** and confirm the security prompt.

##### 4.1.2.2 Create user group, change user group, delete user group, user group assignment

To create a user, enter the values for **Group**, **Abbreviation** and **Organisation**. To delete a group, click **Delete user group** and confirm the security prompt. One or more users can be assigned to a specific group with **User group assignment**.



#### NOTICE

You cannot login with a group. To edit the data for a group, you must always assign one or more users to this group.

---

Groups are useful for distributing function-dependent notes to multiple employees or creating templates for user authorisations. The user has the authorisations of the single user and the authorisations of the group to which the user belongs.

##### 4.1.2.3 Granting authorisations


Here, the access authorisations of the users and groups for the current program can be granted. First, select the user or group and select **Granting authorisations**. The required authorisations are now activated by a double-click or pressing <Enter>. The access authorisation is shown by the green tick and **no access authorisation** by the red cross. The following authorisations can be granted for every tab: **Change**, **Create**, **Read**, **Delete**. If one of these authorisations is enabled, the user can perform the enabled function for the corresponding persons in **Drägerware.Address Management**.

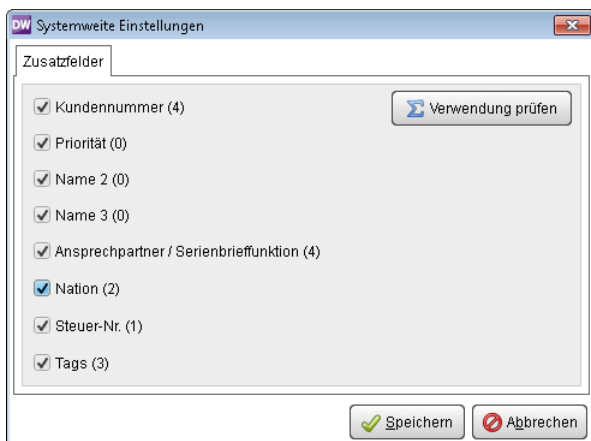
##### 4.1.3 Display paths/change paths

See the Administrator manual for a more detailed description of this function with the paths and buttons in the dialogue.

## 4.2 System-wide settings

### 4.2.1 Additional fields

This tab can be used to determine which additional fields are to be used within **Drägerware.Address Management**. The  **Check use** button can be used for existing data, to check the fields in which data was managed. If there is data, this will be shown by a number in brackets.



System-wide settings - additional fields

## 4.3 User settings

### 4.3.1 Automatic log-in

If automatic log-in is enabled (checkmark before the menu item), the user only needs to log into one Drägerware program. All other programs in the "Management" module group can then be started without logging in. The automatic log-in is not available for the "Administrator" user.

### 4.3.2 Activate deactivated notes

All deactivated notes (Save, Exit etc.) can be reactivated in this menu item. The notes can be deactivated in the notes dialogue.

## 5 User menu

### 5.1 Change user

If this function is selected, the current user is logged out and the log-in dialogue appears.

When the administrator logs in for the first time, the password is **administrator**. If there is no access available, i.e. a user has not yet been created, the Administrator must create a new user and allocate the required authorisations. The Administrator also allocates the authorisations for access to programs and program areas.

### 5.2 Change password

The password can be changed in this dialogue.

### 5.3 Active users/licences

In network installations, the users that are logged in to Drägerware can be displayed here. For example, this is important for versions of Drägerware software with restricted licences.

#### 5.3.1 Disconnect user

Users of a **Drägerware.Address Management** network installation can be disconnected from the program with this menu item. If a user is disconnected, the program is automatically terminated for this user with a corresponding message.

## 6 Help menu

### 6.1 Help


The  **Help** menu item opens this manual as a PDF document. A PDF viewer (e.g. Acrobat Reader) is required to open this document.

The help function in the form of the manual can also be opened by pressing **<F1>**.

### 6.2 Contact form

This menu item can be used to send suggestions and problems to Dräger if an internet connection is present.

### 6.3 Info

The  Info menu item opens the info window, which contains three tabs.

#### **Licence owner**

The licence owner data are displayed here.

#### **Support information**

The manufacturer's data are displayed here.

#### **Licensed products**

The licensed programs and additional modules are displayed here.

#### **Remote maintenance**

Click on the arrow to open an application for remote maintenance. This allows Dräger Service to perform maintenance after consultation (see the **Data Backup and Maintenance** chapter in the **Administration Manual**).



#### **NOTICE**

The information shown here is required by Dräger Service.

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**Dräger Safety AG & Co. KGaA**

Revalstraße 1

23560 Lübeck

Germany

Tel +49 451 882 0

Fax +49 451 882 20 80

[www.draeger.com](http://www.draeger.com)

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