

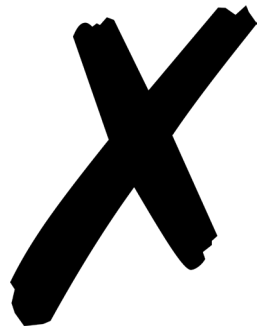
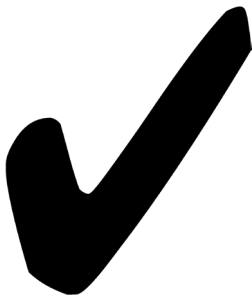
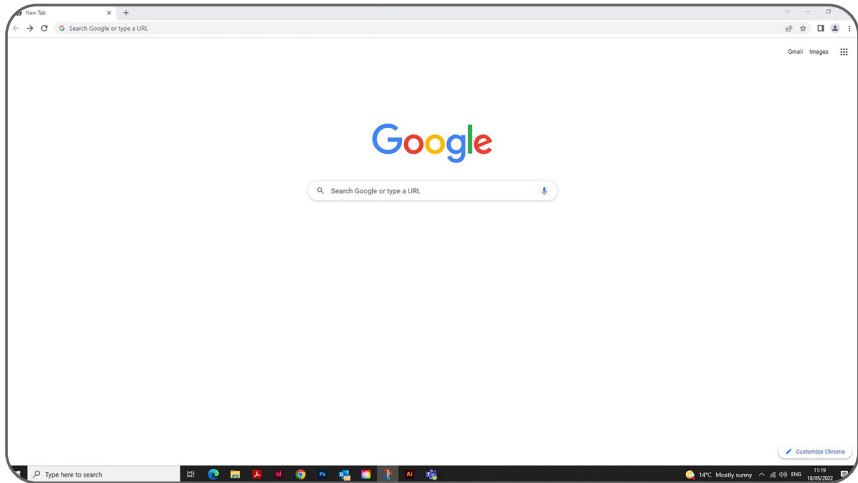
# Chorus Training



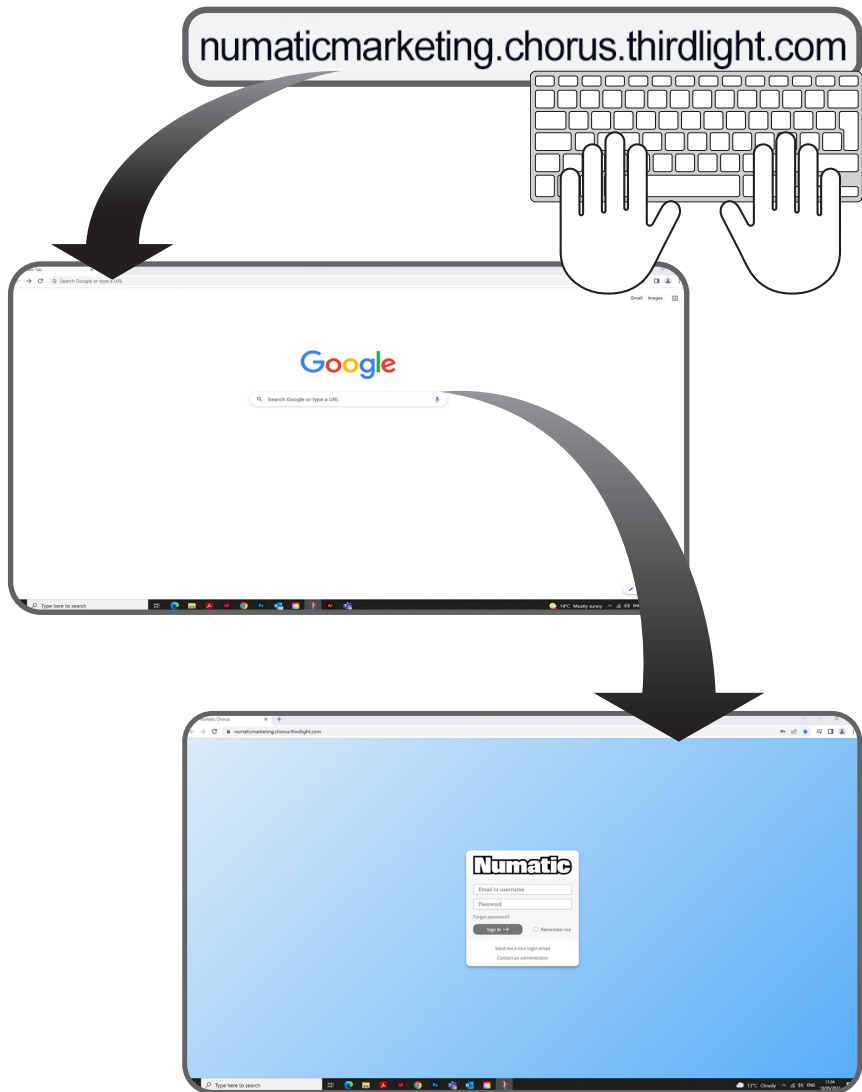
For further details or questions regarding CHORUS please contact us:  
[DigitalSupport@numatic.co.uk](mailto:DigitalSupport@numatic.co.uk) Web: [numaticsupport.com](http://numaticsupport.com)

# **Numatic**

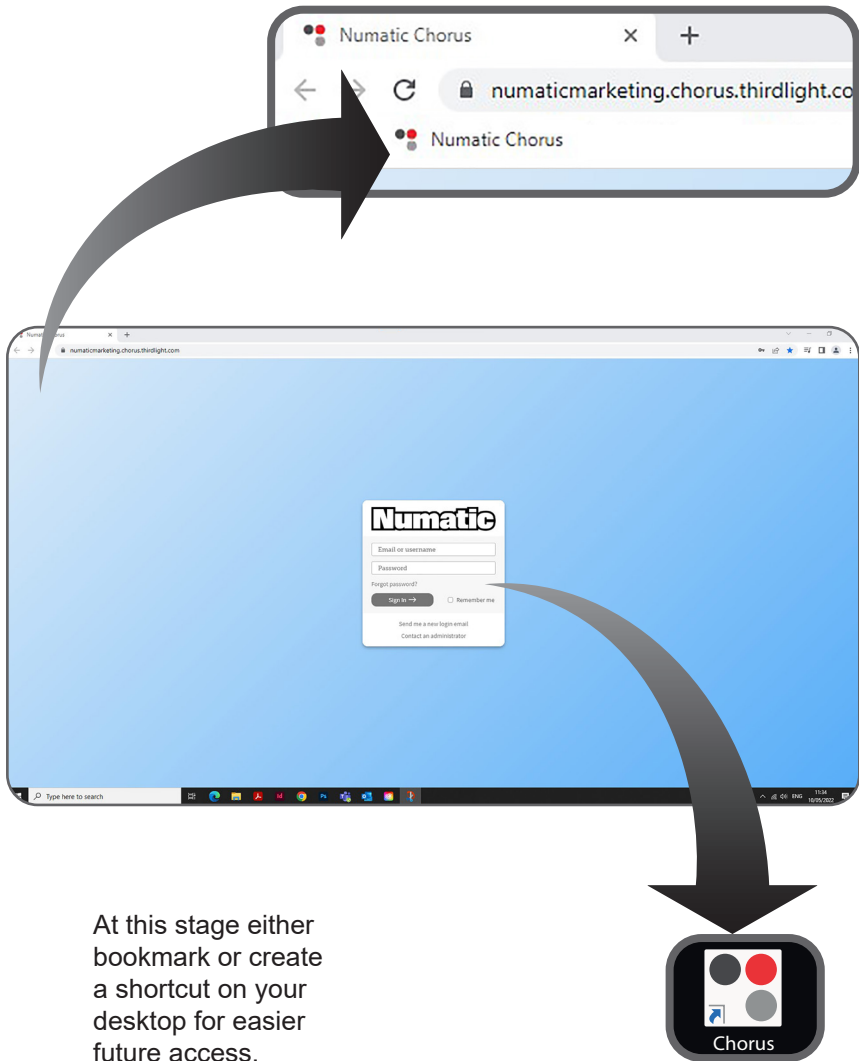
# Logging in to Chorus



## Logging in to Chorus



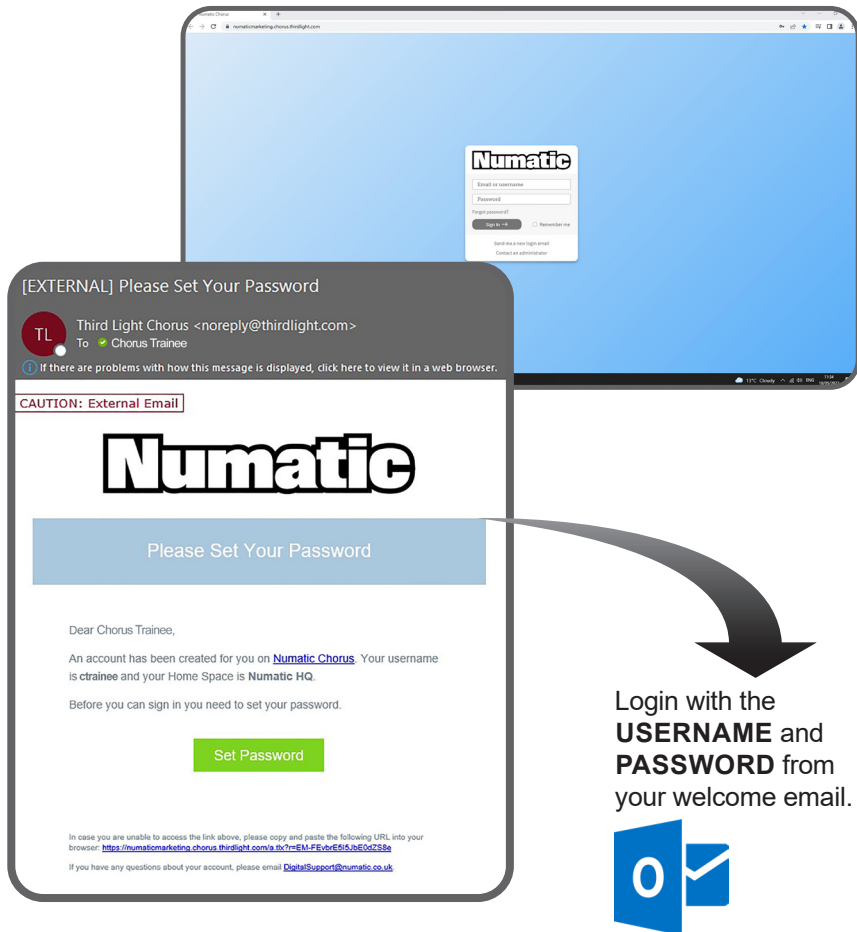
## Logging in to Chorus



At this stage either bookmark or create a shortcut on your desktop for easier future access.



## Logging in to Chorus



The image shows a web browser window displaying the Numatic login page. The page has a blue header with the Numatic logo and a login form with fields for 'Email or username', 'Password', and 'Forgot password?'. Below the form are links for 'Sign in' and 'Remember me'. A message at the bottom says 'Send me a test login email' and 'Contact an administrator'.

Overlaid on the browser window is an email client window showing an email from 'Third Light Chorus <noreply@thirdlight.com>' to 'Chorus Trainee'. The email subject is '[EXTERNAL] Please Set Your Password'. The email body contains the Numatic logo, a 'Please Set Your Password' button, and a message: 'Dear Chorus Trainee, An account has been created for you on [Numatic Chorus](#). Your username is **ctrainee** and your Home Space is **Numatic HQ**. Before you can sign in you need to set your password.' Below this is a green 'Set Password' button. At the bottom, it provides a URL for access: <https://numaticmarketing.chorus.thirdlight.com/07mFL4FEorF65-9f60C59a> and an email for support: [DigitalSupport@numatic.co.uk](mailto:DigitalSupport@numatic.co.uk).

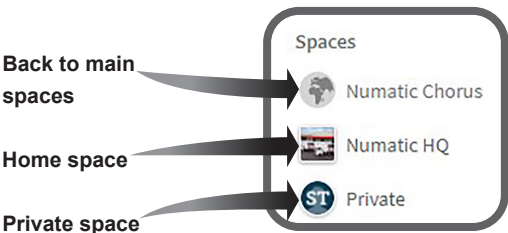
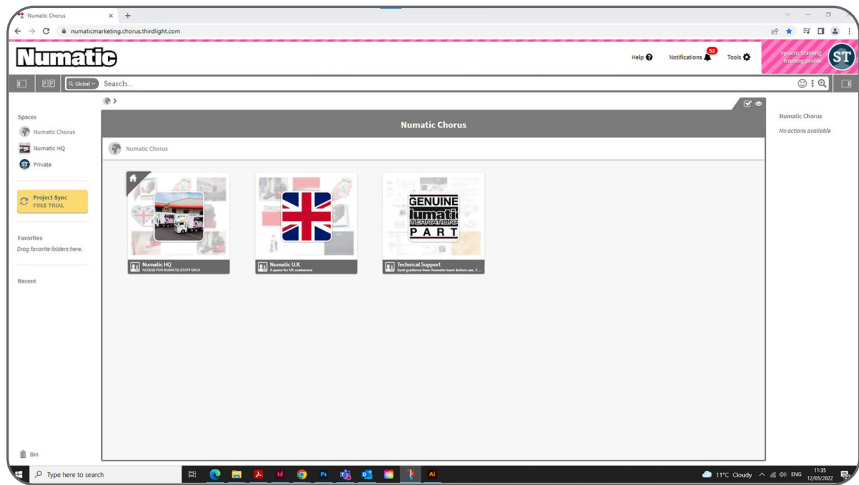
An arrow points from the email to the login page, indicating the next step in the process.

Login with the  
**USERNAME** and  
**PASSWORD** from  
your welcome email.



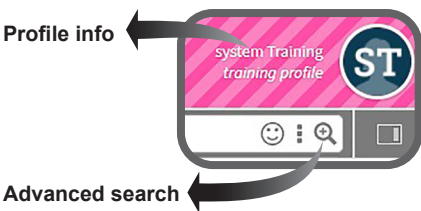
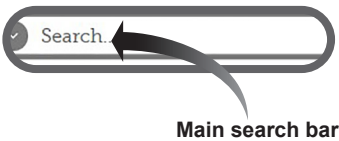
**PASSWORD** can be reset at this point but **USERNAME** cannot be changed.

# Opening screen

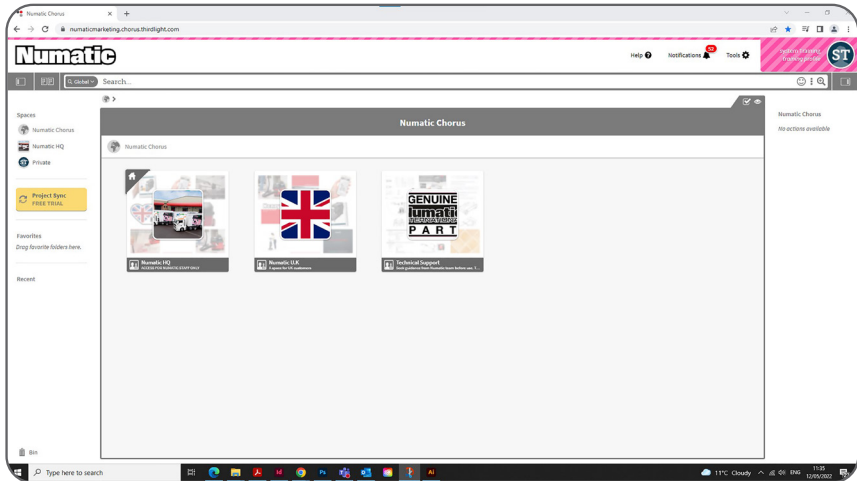


This is the screen where you can start to search for any assets you require.

**PRIVATE SPACE** can only be accessed by yourself and admin. This is where you can save photos and collections you have created.



## Opening screen



The opening screen will show the **SPACES** you have access to depending on your region and position.

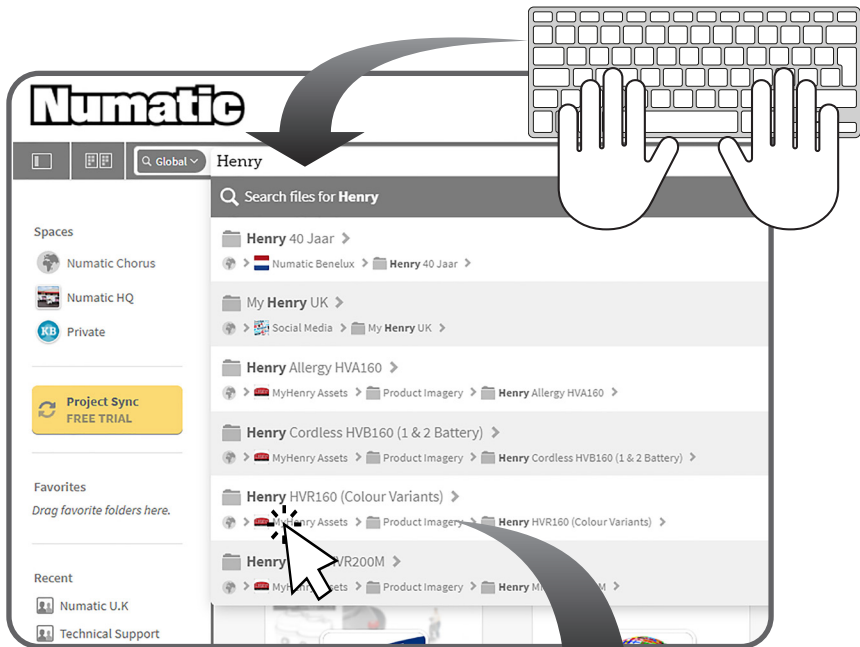


The house icon represents your **HOME SPACE**.

### Permitted spaces



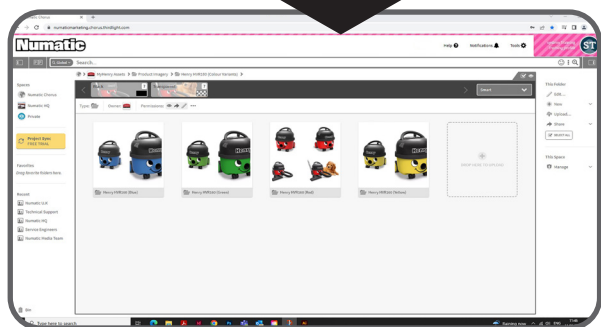
## Search functions



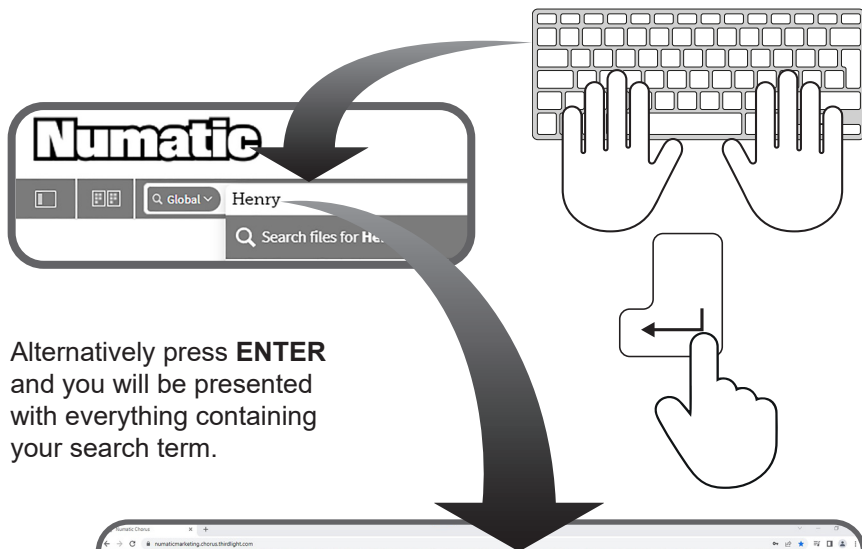
Enter a search term in the **MAIN SEARCH BAR**.

You will be presented with a drop down list of folders containing the search term.

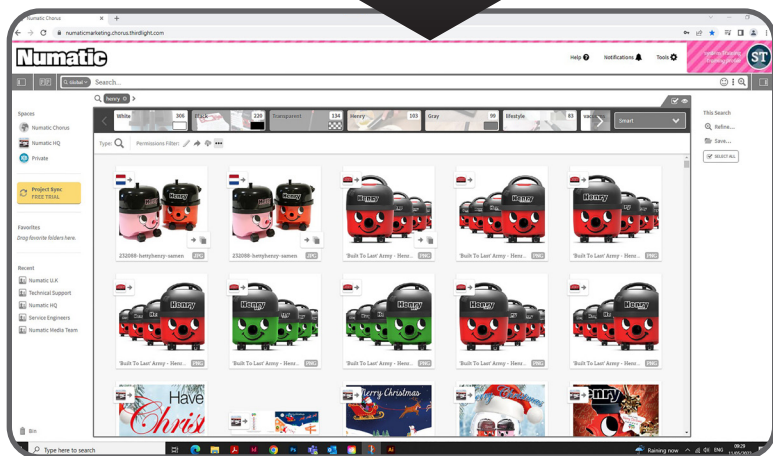
You can click on one of these folders to open it.



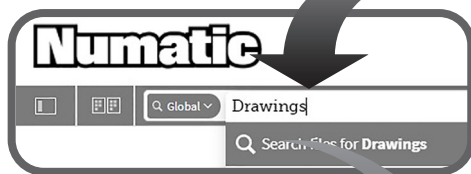
## Search functions



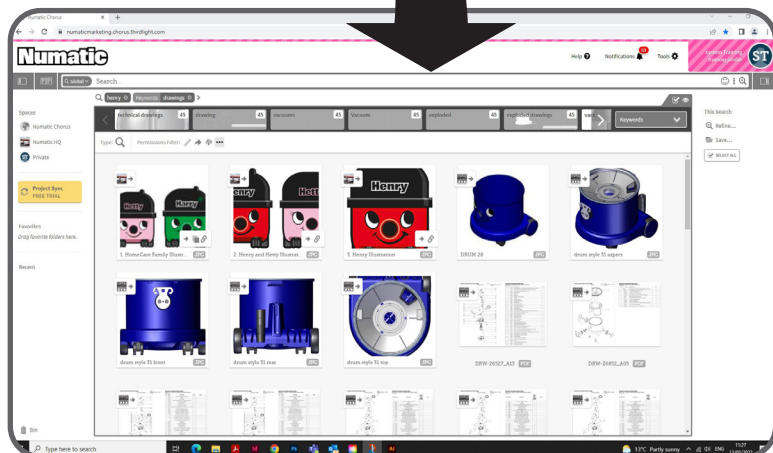
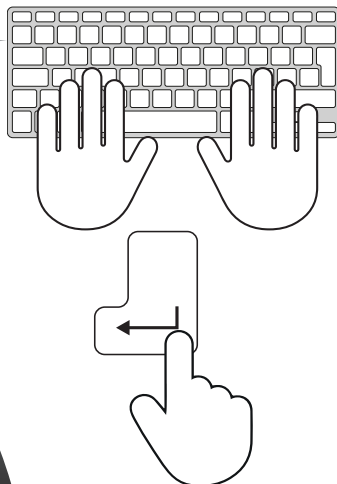
Alternatively press **ENTER**  
and you will be presented  
with everything containing  
your search term.



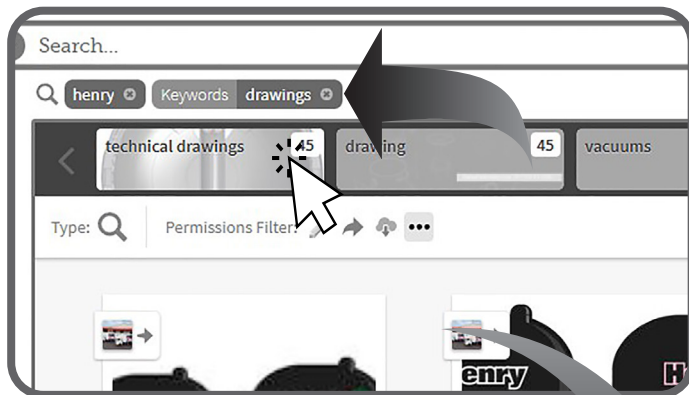
## Search functions



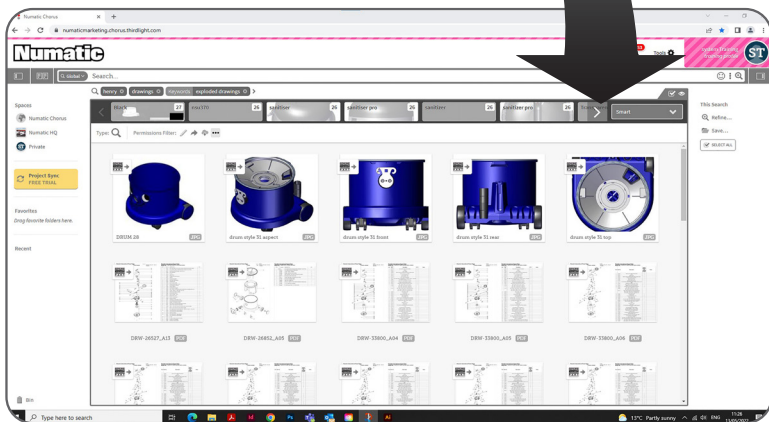
This can be further broken down by entering further search terms or by clicking on one of the **INTELLIGENT SEARCH BOXES** located above the viewing pane.



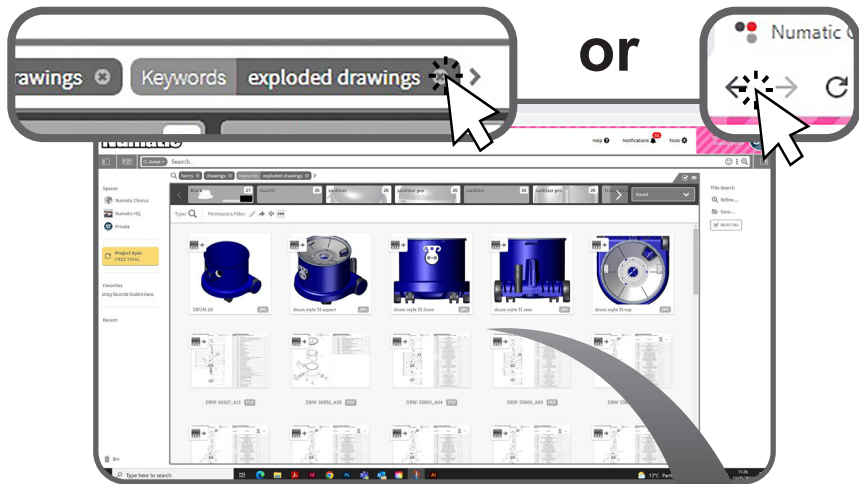
## Search functions



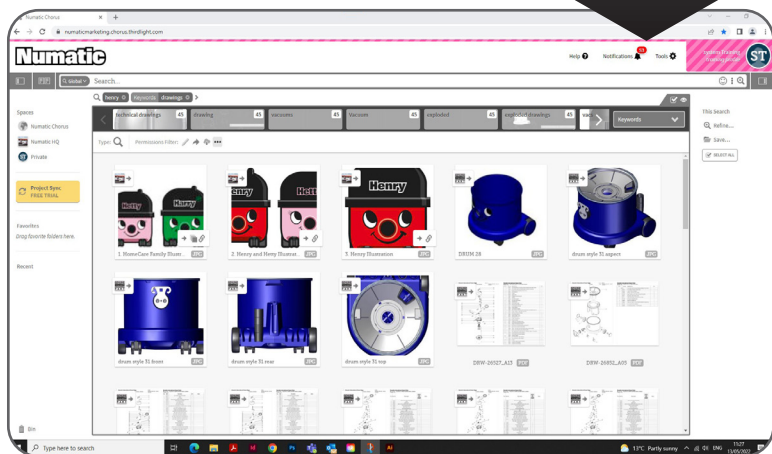
You can continue narrowing down the search in these ways until you find the required asset.



# Search functions

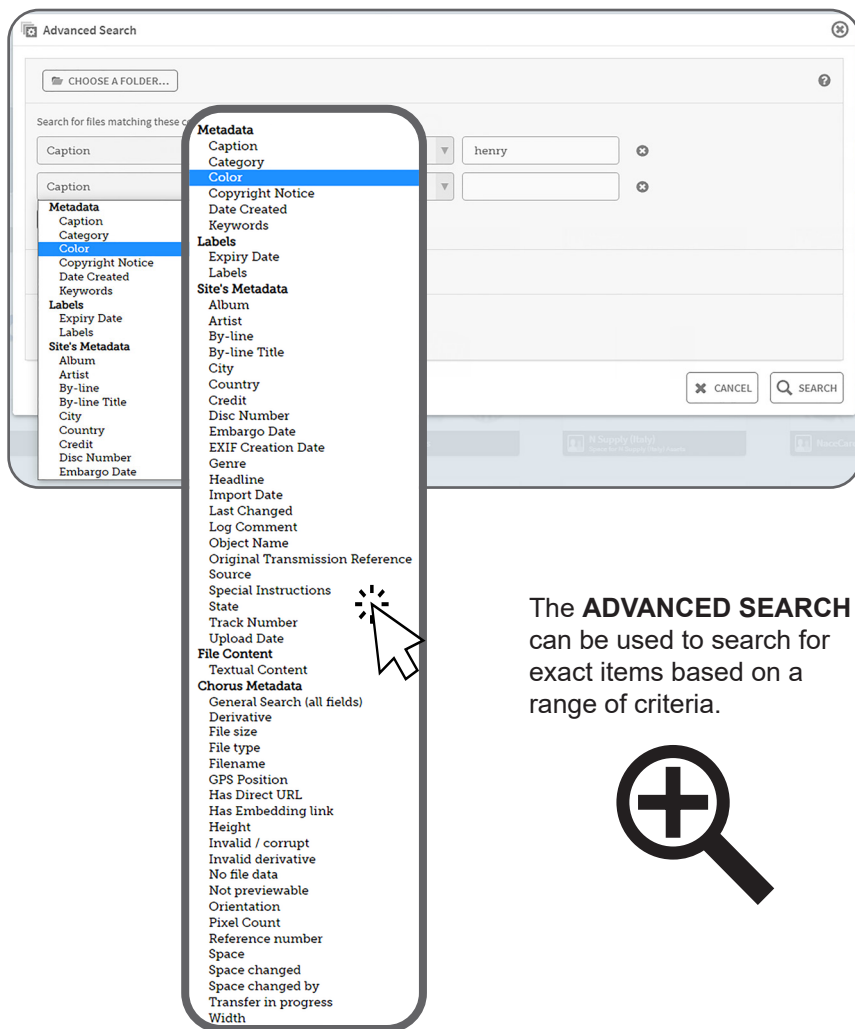


If you want to take a step back at any time either click the **X** next to the last keyword or click the back arrow at the top of the browser.





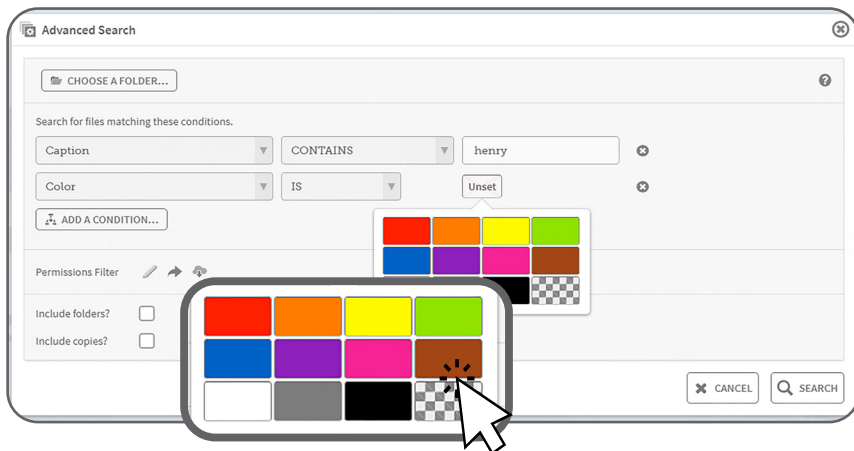
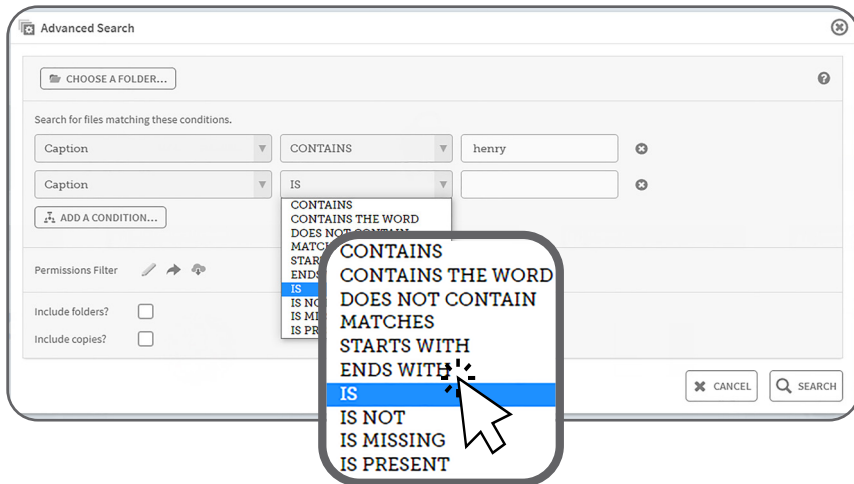
## Advanced search using conditions



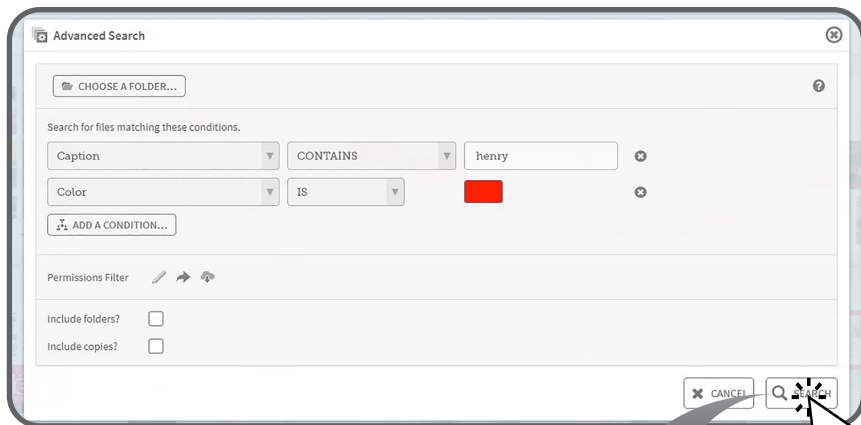
The **ADVANCED SEARCH** can be used to search for exact items based on a range of criteria.



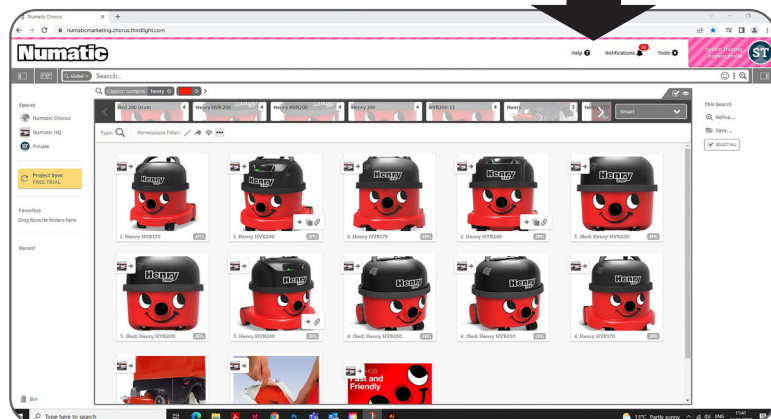
## Advanced search using conditions



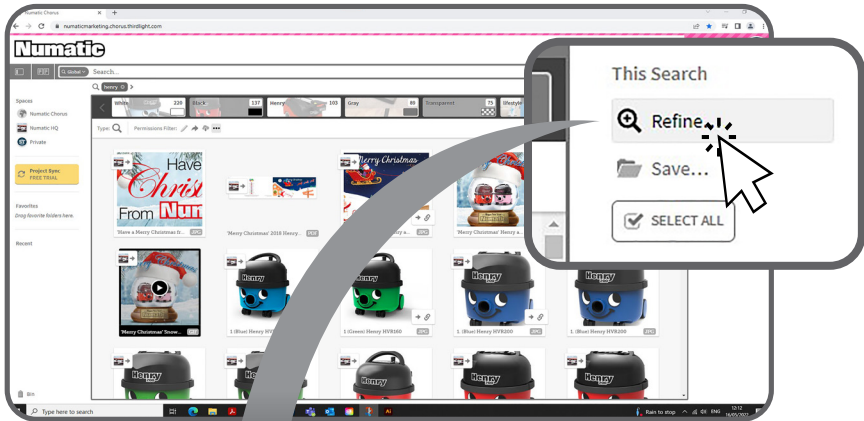
## Advanced search using conditions



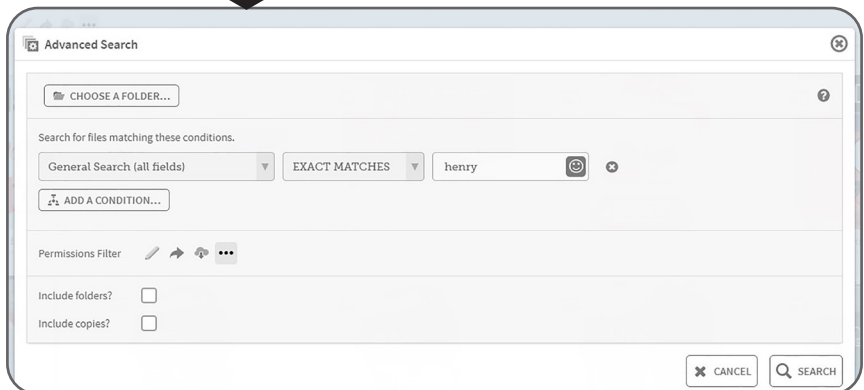
After selecting all your search criterias click **SEARCH** to close the window and display the assets.



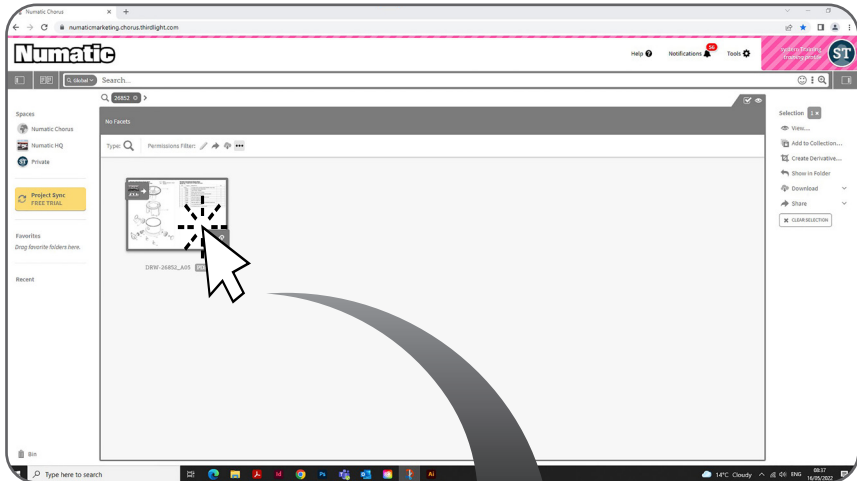
## Advanced search using conditions



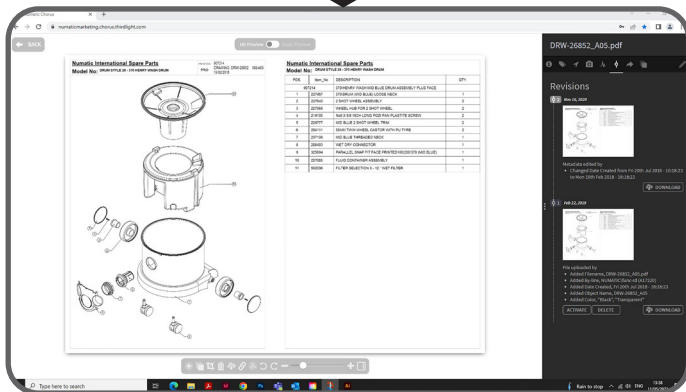
**ADVANCED SEARCH** can also be accessed via the **REFINE** button in the side menu. This will only be available after an initial search.



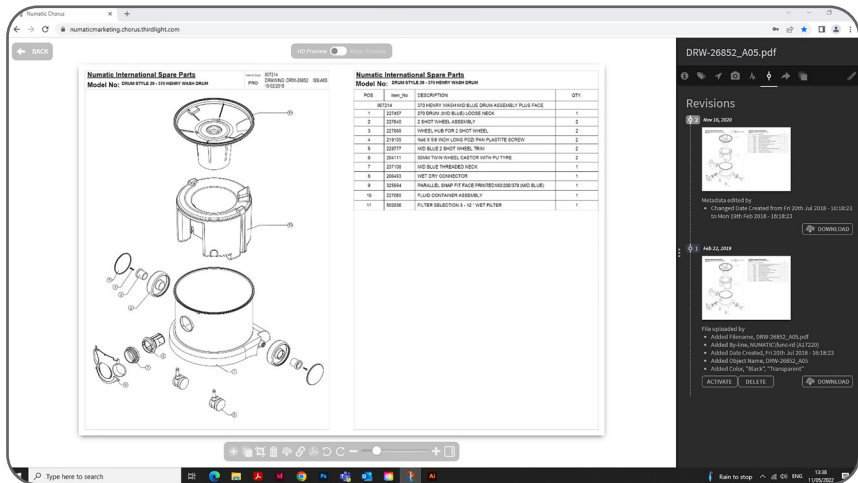
## Viewing, downloading, sharing documents



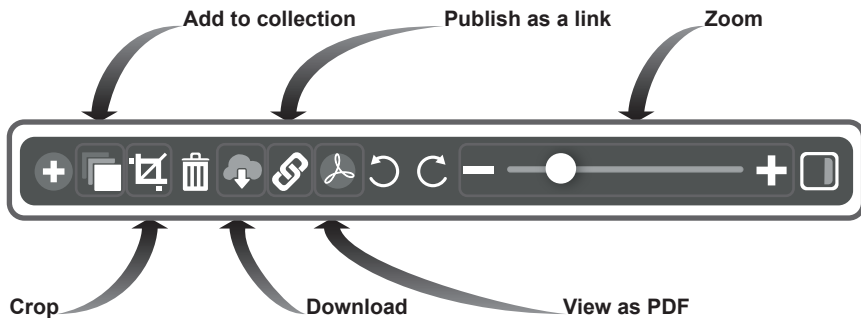
Once you have found the asset you require double click it to open it.



## Viewing, downloading, sharing documents

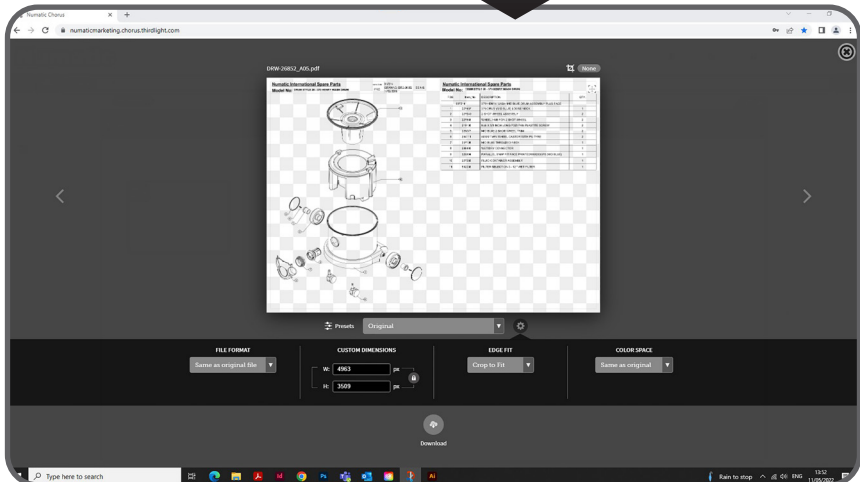
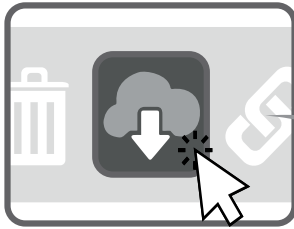


The **TOOLBAR** at the bottom of the screen is where you can select your options. The options available may differ dependant on type of document and your given permissions.

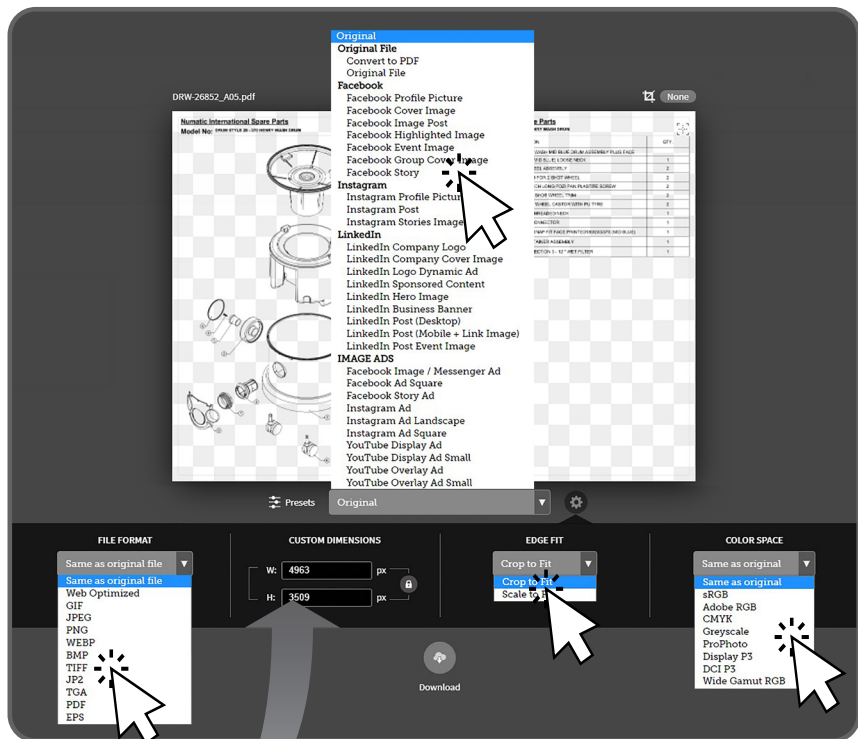


## Downloading documents

To **DOWNLOAD** an asset click the download icon. This will make your selected asset to appear in a window with a series of options.



## Downloading documents

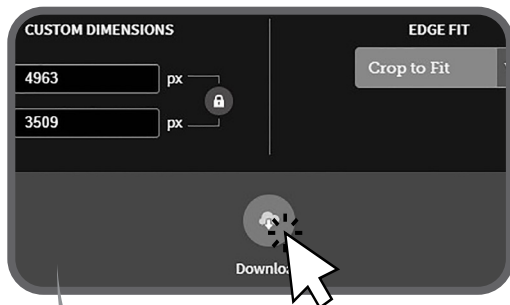


You can change the **FILE FORMAT**, **DIMENSIONS**, whether to **CROP** or **SCALE** the document and your desired **COLOUR SPACE**.

Alternatively you can select one of the **PRESETS** from the drop down menu to automatically make these changes for you.

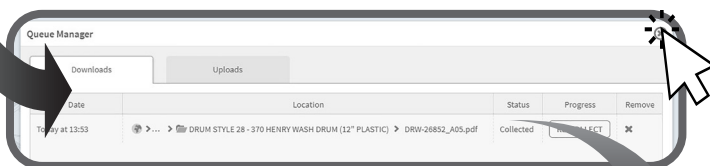


## Downloading documents

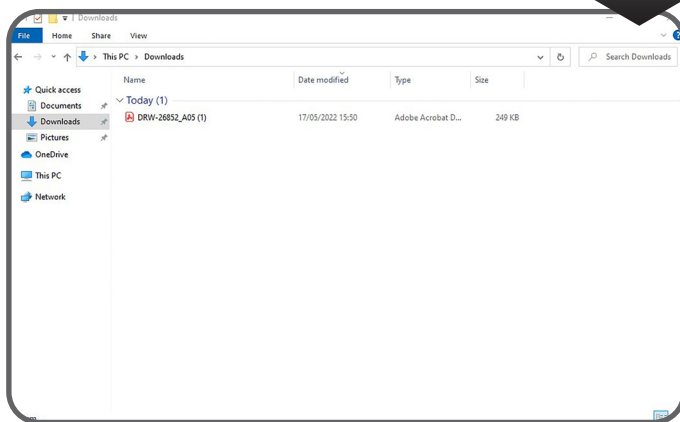


Once all the settings are correct click the **DOWNLOAD** button to begin the file download.

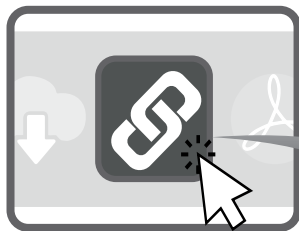
The **QUEUE MANAGER** will open, showing the progress of your download. When it has the word **COLLECTED** under the **STATUS** it is complete.



Once the download is complete click the **X** in the corner of the **QUEUE MANAGER** to return to the previous screen. You will then be able to access the file on your computer.



## Sharing documents



To share a link to the document click on the **PUBLISH AS LINK** option.

A screenshot of a web application dialog box titled "Create Shared Link". At the top, there are two buttons: "Get a public link" (highlighted) and "Email the link". Below this is a section "Shared Link" with a "Link Name" field containing "Test Drawing" and a green checkmark icon. Underneath is a "Link Contents" section showing a thumbnail of a technical drawing and the text "1 file" and "DRW-26852\_A05.pdf". At the bottom is a "Link Settings" section with a "Theme" dropdown set to "Default Theme", and three toggle switches for "Vanity URL", "Embargo", and "Expiry", all of which are currently turned off. On the right side of the dialog, there is a sidebar with a warning icon and the text "1 unsaved change", a "Name" field, a red "SAVE AND CREATE LINK" button, and a "CANCEL" button.

Get a public link

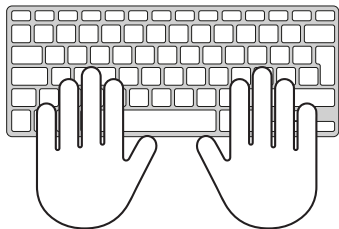
Email the link

You will be given 2 options.  
Either select **GET A PUBLIC LINK**  
or **EMAIL THE LINK**.

## Get a public link

Get a public link

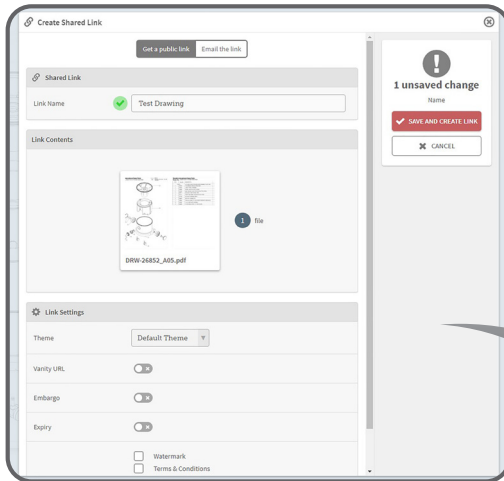
Email the link



Enter a descriptive name for the link then click **SAVE AND CREATE LINK**.

A screenshot of the 'Create Shared Link' web interface. The interface is divided into several sections: 'Shared Link' at the top with a 'Link Name' field containing 'Test Drawing' and a green checkmark; 'Link Contents' in the middle showing a thumbnail of a PDF file named 'DRW-26852\_A05.pdf'; and 'Link Settings' at the bottom with options for Theme, Vanity URL, Embargo, Expiry, Watermark, and Terms & Conditions. On the right side, there is a sidebar with a warning icon and the text '1 unsaved change', followed by 'Name' and two buttons: 'SAVE AND CREATE LINK' (highlighted in red) and 'CANCEL'. A large black arrow points from the keyboard illustration to the 'Link Name' field.

## Get a public link

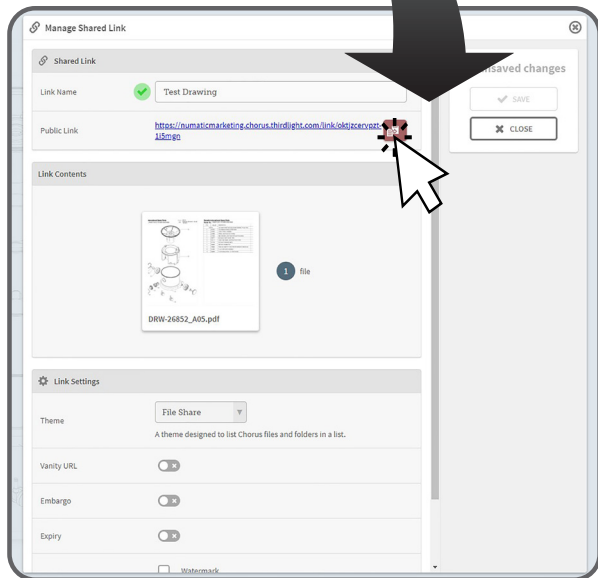


A link will be created. Click the **COPY** button to save this link to the clipboard.



This link can be pasted into an email to send directly to others.

It can also be used as a HTTP link from a website directly to the link and public security options can be set.



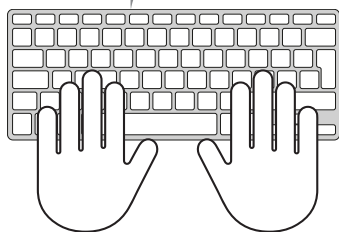
## Email the link

Get a public link

Email the link

Enter a descriptive name for the link.

The screenshot shows the 'Create Shared Link' window. At the top, there are two tabs: 'Get a public link' and 'Email the link'. The 'Email the link' tab is selected. Below the tabs, there is a 'Shared Link' section with a 'Link Name' field containing 'Test Drawing'. Below this is a preview of a PDF file named 'DRW-26852\_A05.pdf'. Further down is the 'Link Settings' section with an 'Email To' field containing 'an.example@numatic.co.uk' and a 'Message' text area. On the right side, there is a sidebar with a warning icon and the text '2 unsaved changes'. Below this, there are two buttons: 'SAVE AND SEND EMAIL' and 'CANCEL'. A mouse cursor is pointing at the 'SAVE AND SEND EMAIL' button. Three large curved arrows originate from a keyboard icon at the bottom left and point to the 'Link Name', 'Email To', and 'Message' fields respectively.

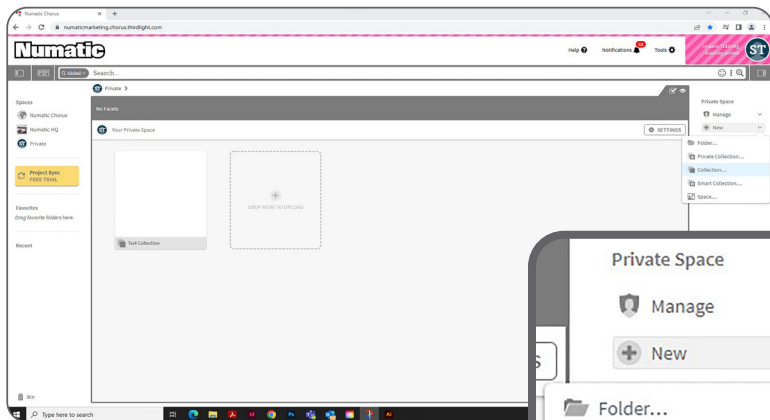


Enter the recipient's email address. This can be multiple recipients.

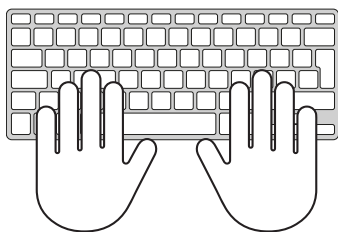
Enter any notes or a message to be sent with the link.

Click **SAVE AND SEND EMAIL** when you are happy with the link.

## Creating a collection

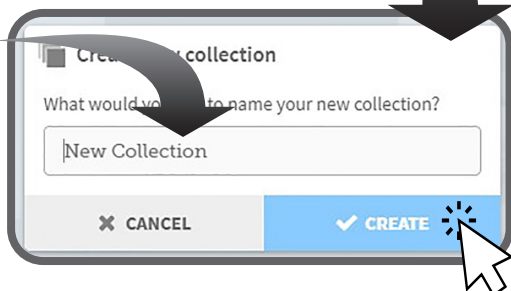


A **COLLECTION** is a folder that you can create in your **PRIVATE SPACE** to save numerous documents. The **COLLECTION** can then be shared when complete with customers and colleagues.



Select your **PRIVATE SPACE** from the main screen.

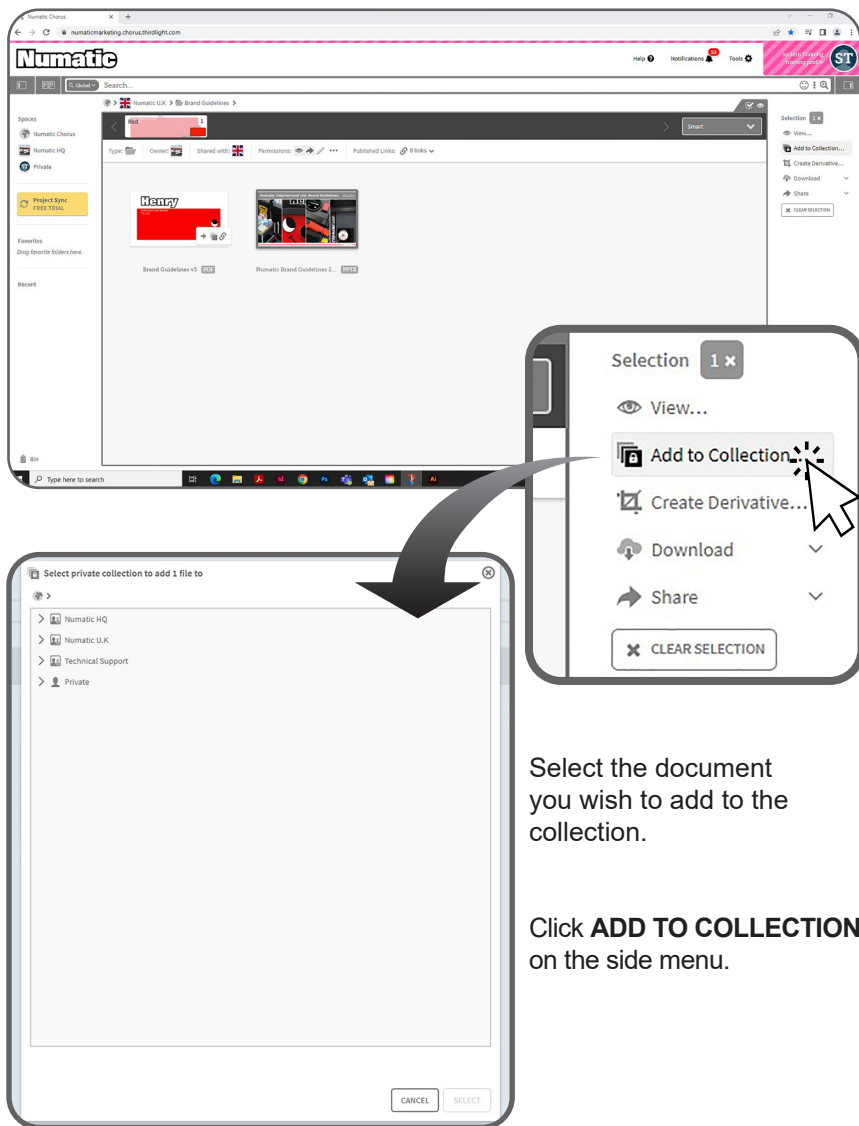
Select **NEW** then select **COLLECTION** from the drop down menu.



Enter a name for the **COLLECTION** when prompted then click **CREATE**.

The **COLLECTION** will now be visible in your **PRIVATE SPACE**.

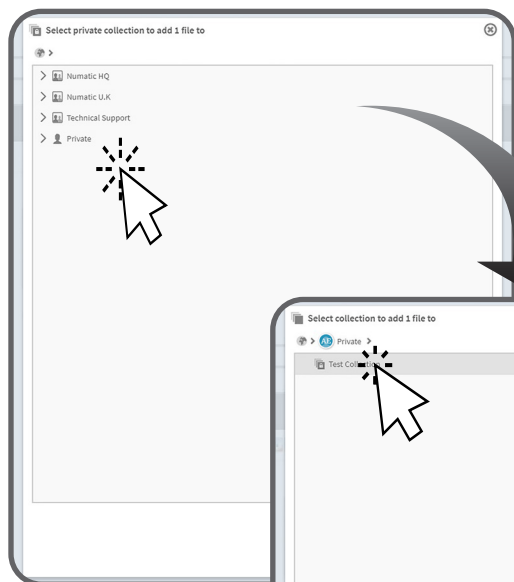
## Adding to a collection



Select the document you wish to add to the collection.

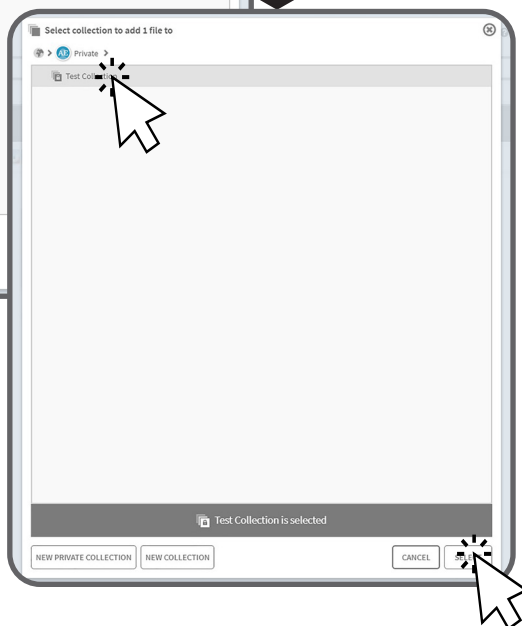
Click **ADD TO COLLECTION** on the side menu.

## Adding to a collection



Click on the **COLLECTION** you want the document to be added to.

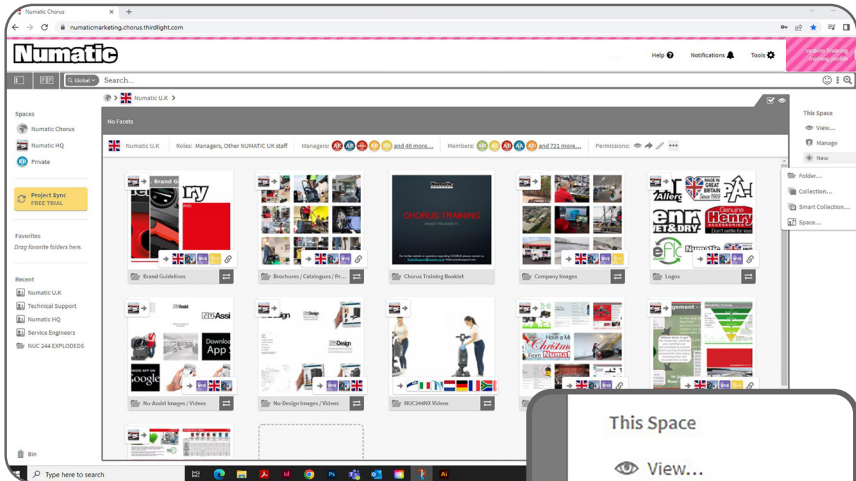
Click **SELECT** at the bottom of the screen to add to **COLLECTION**.



If a **PADLOCK** symbol appears on the **ADD TO COLLECTION** button or the warning **CAN NOT BE ADDED TO COLLECTION** appears then you do not have permission to share or create collections.



## Space manager permissions

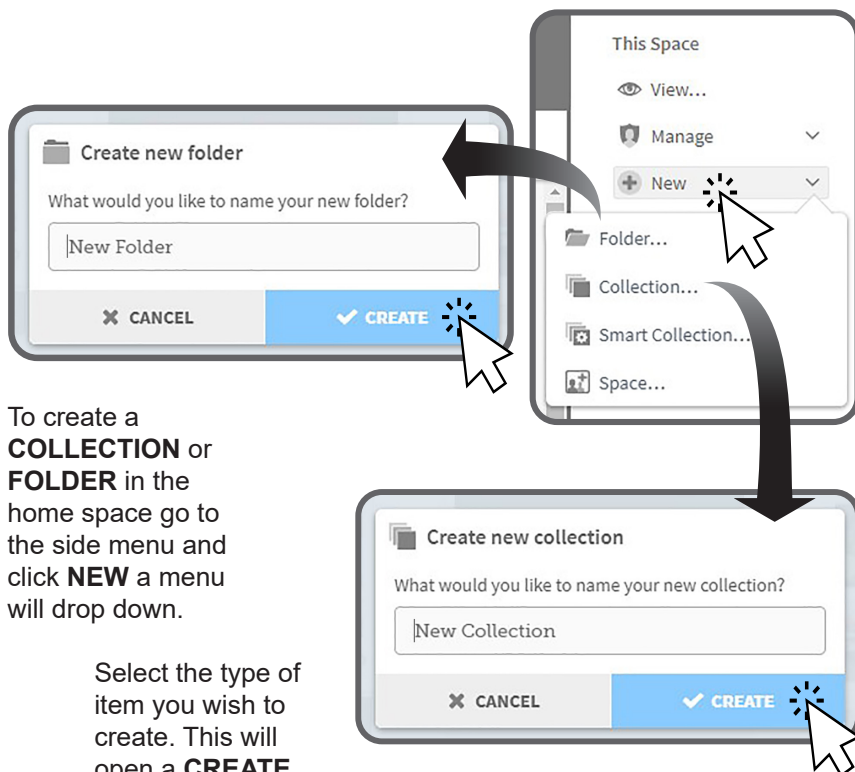


As a **SPACE MANAGER** you will have added permissions in your home space .One of these permissions is to **CREATE FOLDERS** and **COLLECTIONS** in your home space.

This is not advised unless the collection is to benefit the whole business. Always try to use your **PRIVATE SPACE** for this purpose. Once you have created a folder or collection in your home space you cannot delete it .

**ONLY ADMIN HAVE PERMISSION TO DELETE SITE ASSETS.**

# Space manager permissions



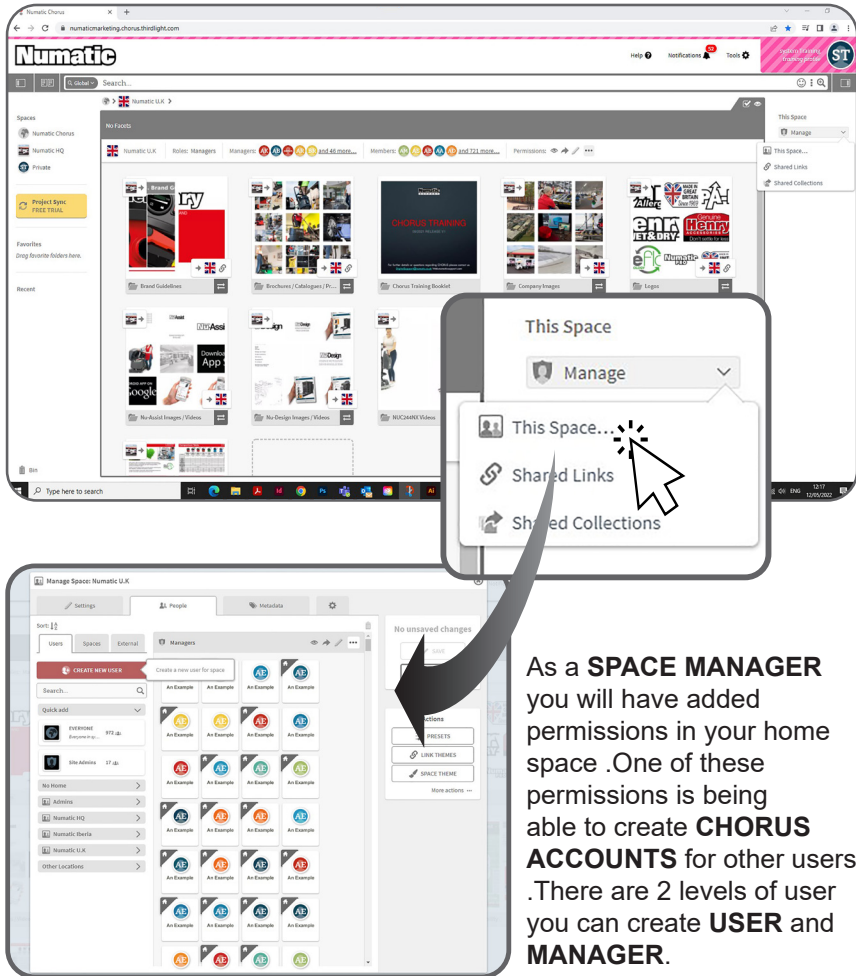
To create a **COLLECTION** or **FOLDER** in the home space go to the side menu and click **NEW** a menu will drop down.

Select the type of item you wish to create. This will open a **CREATE NEW** window.

Give the **COLLECTION/ FOLDER** an appropriate descriptive name and click **CREATE**.

You can now add to the folder /collection in the same way as described in the **USER** section.

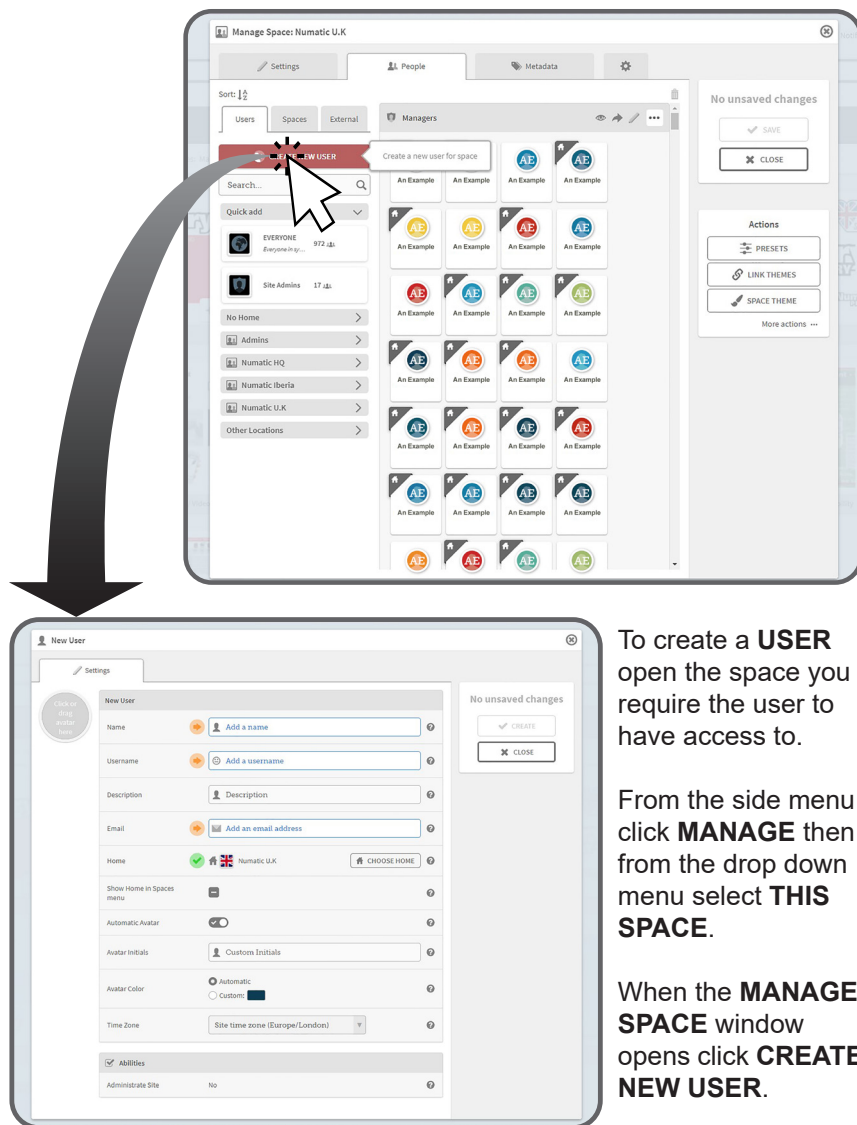
## Creating a new user



As a **SPACE MANAGER** you will have added permissions in your home space .One of these permissions is being able to create **CHORUS ACCOUNTS** for other users .There are 2 levels of user you can create **USER** and **MANAGER**.

All customers outside of Numatic should be created as USER profiles, only senior levels of user should be created as **MANAGERS**.

## Creating a new user



To create a **USER** open the space you require the user to have access to.

From the side menu click **MANAGE** then from the drop down menu select **THIS SPACE**.

When the **MANAGE SPACE** window opens click **CREATE NEW USER**.

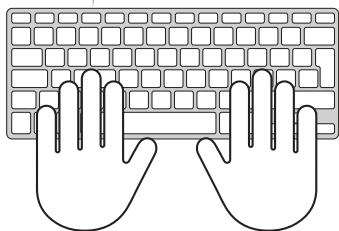
## Creating a new user

The screenshot shows the 'New User' form in the Numatic system. The form is titled 'New User' and has a 'Settings' tab. The form contains several fields with green checkmarks indicating they are filled or valid:

- Name:** An Example
- Username:** aexample
- Description:** User
- Email:** an.example@numatic.co.uk
- Home:** Numatic U.K.
- Home in Spaces:** (toggle)
- Automatic Avatar:** (toggle)
- Avatar Initials:** Custom Initials
- Avatar Color:** Automatic
- Time Zone:** Site time zone (Europe/London)
- Abilities:**
  - Administrate Site: No

On the right side of the form, there is a sidebar with a warning icon and the text '4 unsaved changes'. Below this, there are two buttons: 'CREATE' and 'CANCEL'.

A callout bubble points to the 'Name' field with the text 'Click or drag avatar here'.



Add the Users **FULL NAME** into the **NAME** field and press ENTER

The system will automatically create a **USERNAME** but this can be edited if required.

Enter the users **JOB DESCRIPTION** and **COMPANY NAME** in description.

Add the users contact **EMAIL ADDRESS**.

## Creating a new user

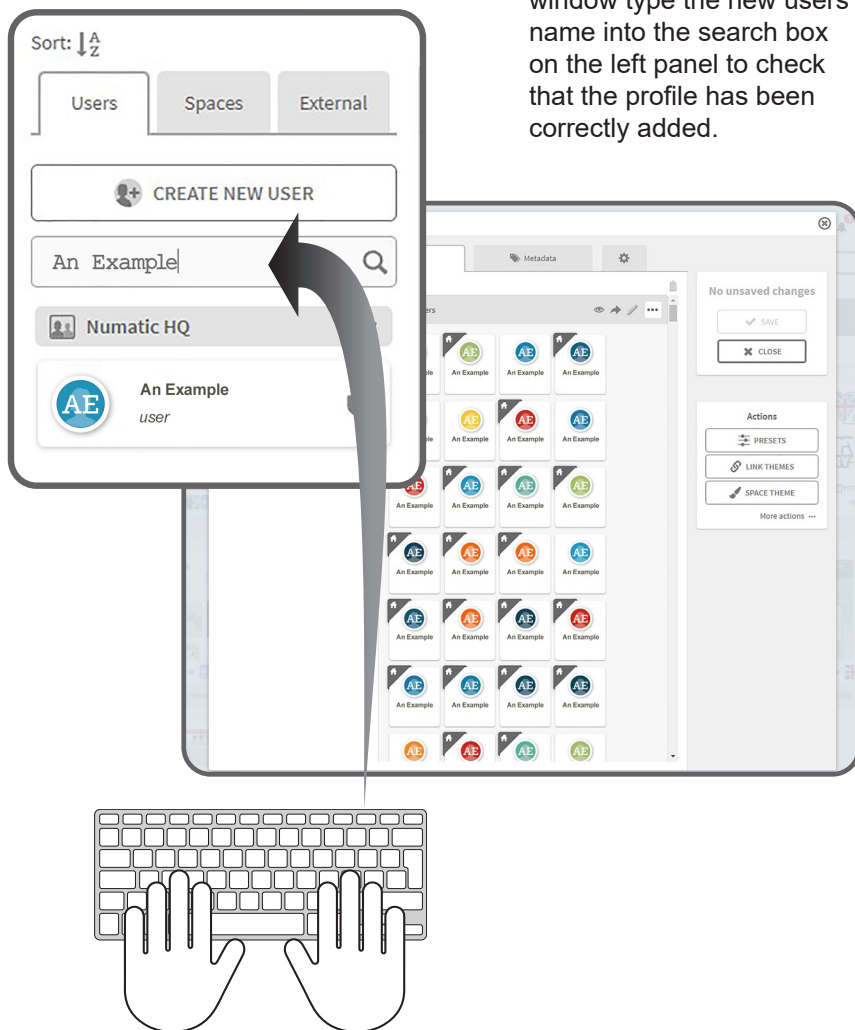


Choose the users **HOME SPACE** as seen above. You can only assign a space that you are already a member of.

Select **CREATE** from the side menu the system will send a welcome email to the new user.

## Creating a new user

In the **MANAGE SPACE** window type the new users name into the search box on the left panel to check that the profile has been correctly added.



For further details or questions regarding CHORUS please contact us:  
[DigitalSupport@numatic.co.uk](mailto:DigitalSupport@numatic.co.uk) Web:[numaticsupport.com](http://numaticsupport.com)

**Numatic**