Demo - SERP - MyStandard

Preparation

1. Have your webpage open at: https://mystandard.hansaworld.com/loginpage
2. Make sure you have a valid StandardID
3. Make sure you have a valid Password

Script

Welcome to this short tutorial about working with the MyStandard web page.

To access the MyStandard page please go to https://mystandard.hansaworld.com

You will need a Standard ID to be able to log in.
If you don't know your Standard ID, you can find it in Standard ERP by navigating to the System Module, selecting the Persons register, and looking in the Standard ID field.

If you don't have an email address specified in the Standard ID field, please fill in your email address, save the record and then select 'Validation email' from the Create Menu.

A verification email will be sent to your mailbox containing a link, that will allow you to verify your email address as your Standard ID, and to specify the password that you will use to login to the MyStandard page.

Please note that only verified email addresses can be used to log in to the MyStandard page.

When you log in to the MyStandard page, you will see the companies that you have access to listed in the panel on the left. Select the company you wish to manage to get started.

'Manage Users' allows you to administer users and access rights for the company selected.
Select this option to see a list of users who have access to the server through the MyStandard page, together with their access rights.
If you wish to add another user to your company through the MyStandard page, press the 'Add User' button.
Fill in the user's Standard ID, tick the rights that the user should have, and press Done.

The 'Server Activity' log gives you information about changes made to the server via the MyStandard page. Examples of information stored in this file are, which user stopped a server, started a server, downloaded or uploaded files to the server. The file also logs which user has given additional users access to the server. You can also filter specific information activities in the log.

Under the 'Server Management' heading, you will see general information about the selected server, including the Status of the server, IP Address and ports, the current version you are on, free disk space available, and Cloud Node where this server is located.

Below you'll see the various options that you have to manage your company. Let's go through them one by one:

Select 'Stop' to stop a running server.
Select 'Start' to start a non-running server.

If you would like to Restart a running server please choose 'Restart'. If there are some users logged into the system, you can choose to stop the server without notifying the users, or you can send a message that the system will be stopped.

Select 'Force Stop' to force a server to stop. This is useful if your server has an issue stopping.

The 'Update Version' option will allow you to update your server to the newest version.
The system will automatically select your country, but you can change it if you wish so.
In the 'Db Cache' field, enter how much of the server's cache you use for import. It is used normally for Databases of considerable size.
If required upload the new HAL files from the browse button. Select the version you wish to update to, from a release version or a different version.

The window on MyStandard will close and you will see the status of the server change from 'Running' to 'Updating'. Once it has been updated successfully it will restart and run again.

Once your Server is on the newest version, your clients will automatically update to the same version when they connect to your server. We recommend always being on the latest version.

The 'List Backups' option lists the backups that are stored on the server. When you choose this option, the backups from the last month will be displayed, with the latest at the top.
Change the period if you need to see older backups.
The name of each backup file consists of 'TB' for text backup and the date of the backup. You will also see more information related to each backup such as Database Size, Date and Time, and Location.

If you need to revert to a backup, highlight it in the list and then press the 'Reset to Backup' button.
This will set your server database back to the state of that backup. In other words, the existing server database will be renamed, adding the current date, and saved in File Manager, and the backup will be imported into a new database. You can also download a backup to your local machine.

The 'Create Backup' option allows you to create a new backup that will be stored on the server. This option can only be selected when the server is not running.

'Rebuild Database' - Perform Export-Import option. Users can also run an export-import from MyStandard, therefore rebuilding their server's database.

Use the 'File Manager' when you need to upload files such as logos or HAL files to the server.
Selecting this option will open a window, that lists the folders and files in your server folder. Select a folder to open it, and press 'Back' to go back to the previous level. Press any of the buttons at the top of the list to activate a task, and then tick the files that the task is to be applied to.

For example, to rename a file, press the 'Rename' button. Enter the new name, tick the folder or file that is to be renamed, and then press Submit.

The 'View Log' option allows you to see various logs displaying your server's activity. This includes information about when backups were created, and when users connected to and disconnected from the system.

'Revert to Previous Version' option, allows you to revert to the latest version used before the update, in case you are not comfortable with it. This option can only be selected when the server is not running. This can take some minutes depending on how much bigger your Database is. Press the 'Submit' button to proceed.
You will see in 'Server Management' information that your server version changed.

It is also possible to 'Launch a Test System'. This allows customers to test different versions before updating to them. From here, you can select the version you want to test, and if you want the same access right to be copied. Press 'Submit', and a new server will be created with this test version.

Whenever you have an issue with your server use the '**Watchpoints**' option. From here is it possible to set up alerts if a certain action applies.

The '**Parameters**' option allows you to add additional commands to the server.
To add a Parameter to the server, select 'Add Parameter', and add the command in the Parameters box.
You can add an additional commend to the Parameter for future reference.
Once added, you can maintain which Parameters should apply on the server, by selecting the Enabled or Disabled option. Then select Submit.

Use the '**Change Server Data**' option, if you would like to change the Server Name, Backup Time, Port, and HTTPS Port.

Here You can also change the time zone of the server.

If you press '**Connect**', you will be able to choose either to download a client, which will be connected to your server or to connect using a web client from your browser.
These options mean you can connect to your server from anywhere at any time.

In the '**Contract Info**' section, you'll be able to manage invoices, subscriptions, and your enabler.

By Selecting '**Invoices**', a new page will open which will display all your invoices for the period listed.
Due invoices will be displayed in red.
By selecting the invoice number, the invoice can be downloaded from your browser.

The '**Subscriptions**' section will allow you to manage your subscriptions.
Once selected, you have the option to change invoicing period, add additional subscriptions, stop current subscriptions, or view your current configuration.
To Change invoicing period, choose it and then select the period you would like to change to, then press submit.

To add subscriptions, simply select the 'Subscribe' button, or add a number of needed packages to quantity fields. An automatic invoice will be generated to your invoice address, and you'll be able to use the new functionality right after it's paid.

To stop a current subscription, select the 'Stop Subscribing' option, enter the end date for when you would like the subscription to stop, and select 'Submit'

You can also view your current configuration from this section, by selecting 'View Configuration', which will show you all the items you are subscribed to, as well as your invoiceable information.

To view your enabler details, select '**Enablers**'.
This will show you information as to the last date an enabler was requested, until when your enabler is valid, and also allow you to request a short-term enabler.
If you select "request short-term enabler", you will be asked to choose the reason for the request.
Depending on the option selected, you can also upload supporting documentation or enter the number of days you are requesting an enabler for.

You can also close your current internet enabler registration by selecting the 'Close Registration' field.

The page will also display the history of your closed and active registrations. Once closed you will need to re-register for Automatic Internet Enablers in the System Module.

I hope you enjoyed this short tutorial. If you have any more questions about the MyStandard page or any other functionality in Standard ERP, please visit our forum or read the FAQ on our website at www.hansaworld.com