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# Opmetrix CMS Administration Guide

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Version 4.3 onwards

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August 2014

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## Contents

Introduction .....	4
Admin Overview.....	4
Login Process.....	5
Login .....	5
Logout .....	6
Site Map .....	7
Opmetrix CMS Navigation and Tabs .....	8
Navigation .....	8
Saved Reports .....	8
Email Queue Indicator .....	8
Print Queue Indicator .....	8
Export Queue .....	9
Admin.....	9
Logout .....	9
Tab Overview .....	10
Search Options / Filters.....	11
Filters.....	11
Print and File Export.....	12
Reports Tab.....	13
Budget Maintenance.....	13
Geocode Maintenance.....	13
Transaction Workflow.....	13
Surveys Tab .....	14
Promotions Tab.....	14
Objectives Tab.....	14
Activity Tab.....	15
Contacts Maintenance .....	15
Journey Plan Maintenance .....	15
Admin .....	15
Overview .....	15
Logins .....	16

Login Maintenance .....	16
System Logs.....	22
Email Log.....	22
Opmetrix CMS Access Log.....	22
Print Log .....	22
Mobile User Transfer Log.....	22
Server Statistics.....	23
Advanced Settings.....	23
Catalogue Maintenance.....	23
Master Data File Manager .....	23
System Settings.....	23
Tax Code.....	23
Standard Notes .....	23
Vendors.....	24
Credit Reasons .....	24
Merch Positions .....	25
Wholesaler .....	26
Calling Card Activities.....	27
Calling Card Types.....	28
Store Visit Types.....	29
Position Maintenance .....	29
Department Maintenance .....	30
Badge Scan Maintenance.....	30
Workflow Maintenance .....	30
Other Guides.....	31

## Introduction



This manual describes the admin and reporting functions within Opmatrix CMS module.

Opmatrix CMS is a web browser based and can be used in the office or out in the field.

## Admin Overview

An Opmatrix CMS Administration login allows the administrator to configure settings and access reports including logs to monitor usage data flow.

Administrators can load content (Eg Journey Plans, Change in Reps, Creating Surveys) that then appear on the Mobile users system.

Typically one person within the organisation will be nominated to configure and maintain the system. This job requires ongoing checks and audits to ensure Opmatrix is running optimally.

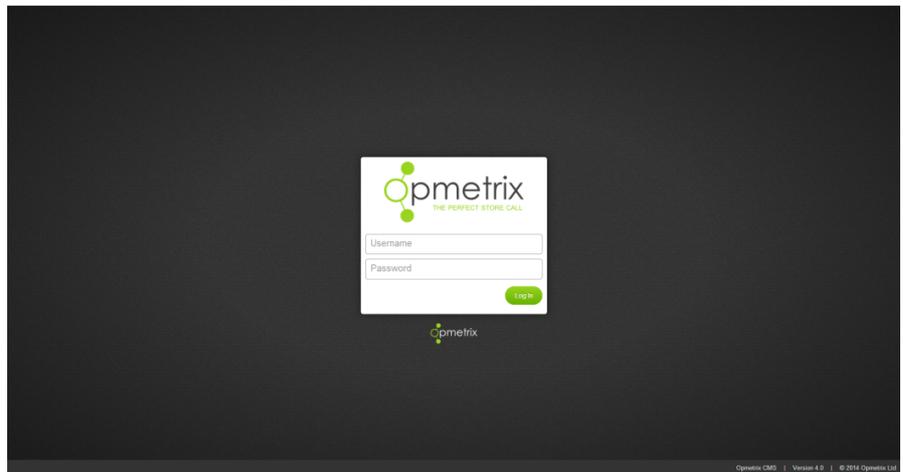
The following pages outline the Admin functions available within each tab.

## Login Process

### Login

Opmetrix CMS can be accessed via your web browser on your computer. Opmetrix CMS is optimized for the Google Chrome browser but will also work on the following browsers

- Google Chrome - preferred
- Safari
- Mozilla FireFox



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**Start Opmetrix CMS** Open a compatible Web Browser application on your computer

**Enter Web Address** Enter your Opmetrix CMS URL to navigate to the Opmetrix CMS Login screen

**My URL is** \_\_\_\_\_

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Opmetrix CMS has different logins for different access levels. The following access levels are supported

Access Level	Information Available
Administrator	Access to all data and administration settings
Executive	Access to all data
Supervisor	Access to all data and reports pertaining to the mobile users assigned to them.
Mobile User	Access to all data and reports pertaining to one mobile user.



The image shows the Opmetrix login interface. At the top is the Opmetrix logo with the tagline 'THE PERFECT STORE CALL'. Below the logo are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a green 'Log In' button. At the bottom of the interface is a dark grey bar with the Opmetrix logo.

*Username and password is not case sensitive. You can use either upper or lower case.*

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### Login

Enter your Username and Password then click Login.

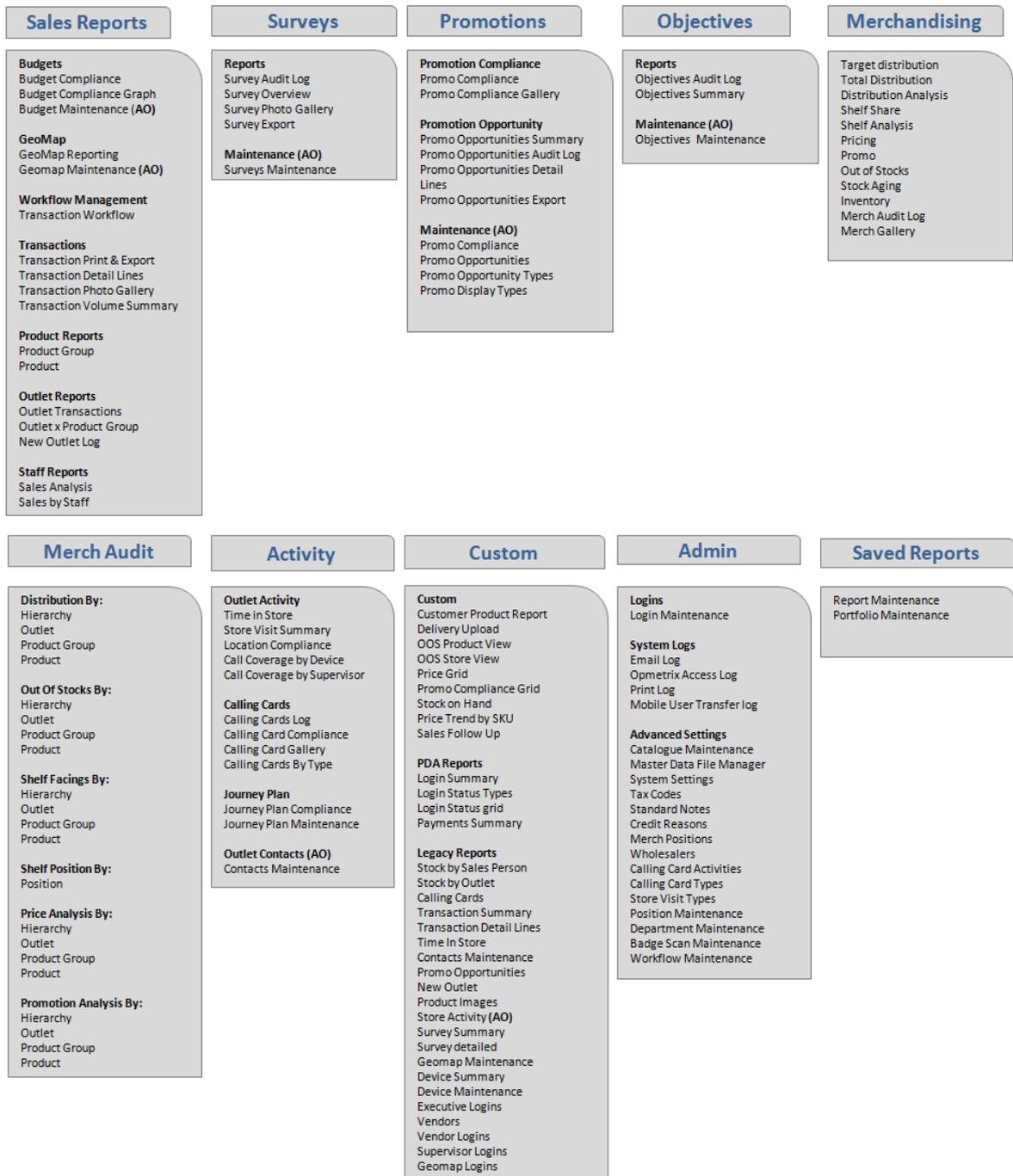
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### Logout

Logout of Opmetrix CMS by selecting the Logout option from any screen or by simply closing your browser Tab or Window.

# Site Map

This site map details the tabs and functions / reports within each tab. This training manual will cover the Admin functions within each of these tabs.



## Opmetrix CMS Navigation and Tabs

### Navigation

Every page has the following navigation available.

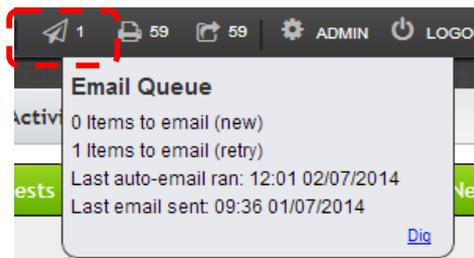


### Saved Reports

Select Saved reports to view list of saved reports.

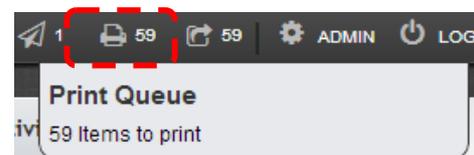
Saved Reports has a separate Admin Guide available.

### Email Queue Indicator



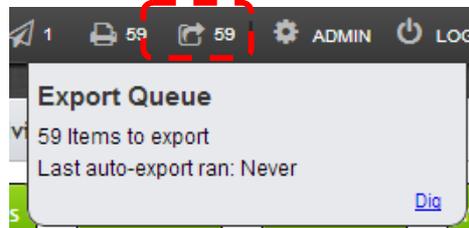
Click the Email Queue Indicator to get a breakdown on the status of emails.

### Print Queue Indicator



Click the Print Queue Indicator to show number of items to be sent to printer.

## Export Queue



Click the Export Queue Indicator to show number of items to be exported and when the last export ran.

Note: Select Dig to view list of items to export in the Transaction Print and Export Report.

## Admin

Select **Admin** to view restricted, Administrator's Only, features.

Refer to pages 14 - 33 for functionality within this section

## Logout

Select Logout to exit Opmatrix CMS.

## Tab Overview

Once logged in, the main window with a series of modules (tabs) across the top of the screen is displayed. Executive (Administrator) logins have access to all Tabs and functions.



Each Opmatrix Tab listing will vary depending on system configuration and the modules utilized.

Below is a summary of available tabs and whether they have reporting and/or administration functions.

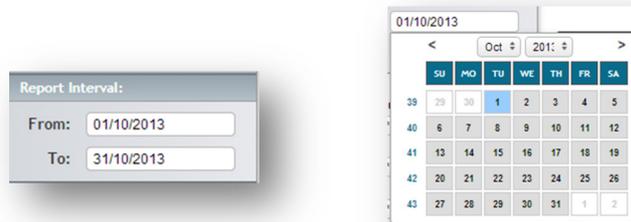
Opmatrix CMS Tab	Reporting	Admin
Sales	✓	✗
Reports	✓	✓
Surveys	✓	✓
Promotions	✓	✓
Objectives	✓	✓
Merch	✓	✗
Merch History	✓	✗
Activity	✓	✓
Custom	On request	✗

## Search Options / Filters

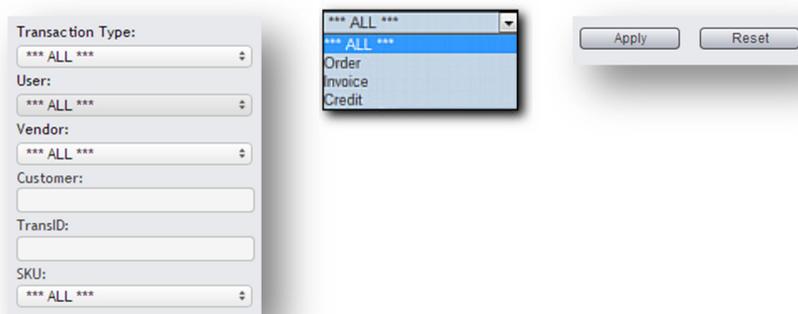
### Filters

When selecting reports, apply filters to specify the relevant information. On the Sales screen, types of filters and how they work include:

**Dates :** Select a From or To date to restrict data to within those dates. Either enter the date manually or select the date and pick the date from the dropdown calendar.



**Drop Down list:** Select a filter dropdown then select from the list. Then select the Apply or Update button for the filter to take effect

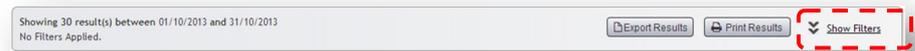


**Column Headers:** Any column header can be selected to show ascending – descending / descending to ascending. Eg : Select Total \$ to display highest to lowest sales for a period of time.

ID	Img	Deliv. Date	Synchronised	Device	Time Taken	Outlet ID	Outlet	Vendor	Type	Total (\$)
BZ424		09/10/2013	09/10/2013 22:39:58	CubeDemo	00:01:23	1073	Warehouse Paraparaumu	Bayer	Quote	1040.26
CT24		09/10/2013	09/10/2013 11:47:46	Renee	00:00:11	1099	Caltex Blockhouse Bay	Condura	Order	43.90
CT22		09/10/2013	09/10/2013 11:47:45	Renee	00:00:21	1099	Caltex Blockhouse Bay	Bayer	Order	317.45
CT20		09/10/2013	09/10/2013 10:47:48	Renee	00:00:26	1049	Gladstone Hotel	Bayer	Quote	1570.16
CT19		09/10/2013	09/10/2013 09:46:08	Renee	00:00:11	1019	Coles Brandon Pk	Bayer	Order	173.80

**Dig Option:** Wherever the word “Dig” appears users can drill down to the next level of information.

**Filter Option:** On tabs a filter option is available. Select **Show Filters** to display the full filter options.



Users can select as many filters as required to refine the report view. Keep adding or removing filters and select Update the report view to refresh and update.

## Print and File Export

Opmatrix CMS has four reporting options

- View on screen in Web Browser
- Export Results to Excel Spreadsheet.
- Print Results
- Email Results

Printing from different browsers (Eg Chrome, Firefox) can have different printing capabilities however most will allow users to preview, format and print the page as it displays on screen.

Where available, reports can be saved to file by selecting “**Save**” or exported to file by selecting “**Export**” or printed by selecting “**Print**” and emailed using the “**Email**” button

## Reports Tab

There are three Admin functions in this tab – Budget and Geocode Maintenance, and Transaction Workflow

### Budget Maintenance

Budget Maintenance allows users to maintain the rep's monthly budget that is visible in the Budget Tab.

Select 'Budget Maintenance' from the budgets menu

Beside each rep, enter in their budget in the appropriate month. Once completed, click on 'Save'

**Budget Maintenance**  
Year: 2011

Login:	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Camaron - Camaron Batty	0	0	0	0	0	0	0	0	0	0	0	0
CubeDemo - Cube Demo Login	0	0	0	0	0	0	0	0	0	0	0	0
David - David Barley	0	0	0	0	0	0	0	0	0	0	0	0
Demo - Demo	0	0	0	0	0	0	0	0	0	0	0	0
DJ - DJ Comber	0	0	0	0	0	0	0	0	0	0	0	0
Emily - Emily Walt	0	0	0	0	0	0	0	0	0	0	0	0
Jeremy - Jeremy Lawson	0	0	0	0	0	0	0	0	0	0	0	0
Matt - Matthew	0	0	0	0	0	0	0	0	0	0	0	0
Mike - Nick R	0	0	0	0	0	0	0	0	0	0	0	0
Nick - Nick Brass	0	0	0	0	0	0	0	0	0	0	0	0
Oliver - Oliver Huggins	10000	15000	20000	25000	25000	25000	30000	30000	25000	25000	25000	13500
Renee - Renee Heath	0	0	0	0	0	0	0	0	2500	2500	0	0
Rod - Rodney Bate	0	0	0	0	10000	10000	10000	0	0	0	0	0
Romesh - Romesh Wijemanne	0	0	0	0	0	0	0	0	0	0	0	0
Scott - Scott Birley	0	0	0	0	0	0	0	0	0	0	0	0
Tony - Tony Lewis	0	0	0	0	0	0	0	0	0	0	0	0

Save

### Geocode Maintenance

There is one Admin function in the Geomap section of this tab.

The separate GPS Integration Guide includes Geocode Maintenance.

### Transaction Workflow

The Transaction Workflow is a separate module and requires consultation.

## Surveys Tab

There is one Admin function in the maintenance section of this tab – Survey Maintenance.

The Survey Module has a separate Admin guide.

## Promotions Tab

There are four Admin function in the maintenance section of this tab.

The Promotions Module has a separate Admin guide.

## Objectives Tab

There is one Admin function in the maintenance section of this tab – Objectives Maintenance.

The Objectives Module has a separate Admin guide.

## Activity Tab

There are two Admin functions in this section Activity – Journey Plan Maintenance and Contacts Maintenance

### Contacts Maintenance

This function is used to maintain store contacts from Head Office.

Use the Add Contact, Edit or Delete options to manage contacts.

Contacts Maintenance ? Info

Showing 268 result(s)  
No Filters Applied.

Email Save Export Print Show Filters

+ Add Contact

Customer Name	First Name	Last Name	Position	Department	Email	Device	Edit	Delete
Bl-Lo Banora Pt	Dis	House&garden				Rod		
Bl-Lo Banora Pt	Dis	Andrew			andrew.millen@b...	CubeDemo		
Bl-Lo Banora Pt	Dis	Matt			Matthew@ttink...	Demo		
Bl-Lo Banora Pt	Dis	Alan	Brown	Salesperson	Sales	ab@ab.com.au...		

### Journey Plan Maintenance

The Journey Plan Module has a separate Admin guide.

## Admin

### Overview

Many Administration functions are located in the Admin section of Opmetrix CMS as highlighted below.

The screenshot shows the Opmetrix CMS navigation menu. The 'Admin' section is highlighted with a red dashed box. The menu items are: Sales, Reports, Surveys, Promotions, Objectives, Merch, Merch History, Activity, Custom, and Admin. The 'Admin' section is located in the top right corner of the navigation bar.

There are three sections within Admin:

- Logins
- System Logs
- Advanced Settings

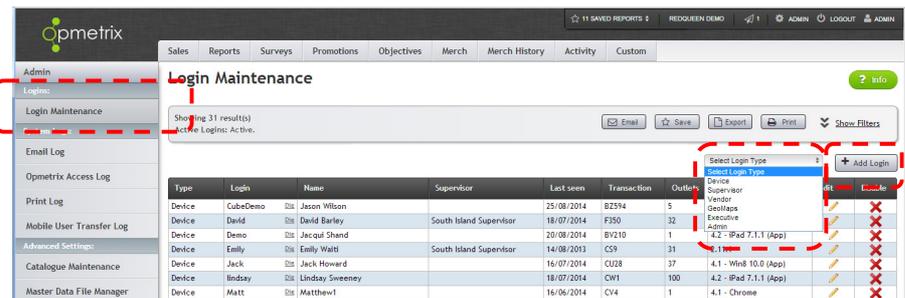
## Logins

### Login Maintenance

Login Maintenance provides a full listing of all login types. Maintenance is used to Add, Edit and Disable user logins.

There are six types of logins which can be selected from the Login Type drop down and are as follows:

- Devices
- Supervisors
- Vendor
- Geomap
- Executive
- Admin



The following pages relate to these login types

### Add Device Login

To add a device login, select Device from the Login Type drop down and then select the + Add Login button. The screen below will now appear.

Please note that this screen has five sections and it is important that all relevant sections are completed

#### Add Device

**Login Details**

Login:

Name:

App Password:

CMS Password:

Supervisor:

Default Branch:   Lock

Email Address:

Column	Function
Login	First three letters of first name plus first three letters of surname. Eg Sally Smith becomes 'SalSmi'.
Name	The name of the Mobile User
App Password	Up to an 8 digit password used to access the system.
CMS Password	As above
Supervisor	The supervisor assigned to this mobile user
Default Branch / Lock	By default this is set to none. If using multiple branches, set correct branch. Option to Lock Branch for field users
Email Address	Enter the users email address

Shared Journey Plans

\*\*\* Select a journey plan \*\*\*

✖

Opmetrix App Allocation

\*\*\* Select an allocation \*\*\*

✖

Opmetrix CMS Allocation

\*\*\* Select an allocation \*\*\*

✖

Branch Filters

\*\*\* Select a branch \*\*\*

✖

Column	Function
Shared Journey Plans	Allocates Journey Plan to mobile user
Opmetrix App Allocation	Allocates all territories (and therefore customers) that this rep may call on
Opmetrix	Allocates all territories that this rep is

CMS Allocation	accountable/responsible for.
Branch Filters	Not Applicable (Used for PDA solution only)

Select **Save** to finalize all settings.

### Important Notes

Each user must have their own unique login. Logins can not be shared.

The recommended format for a login code is First three letters of first name plus first three letters of surname. Eg Sally Smith becomes 'SalSmi'. Passwords are numeric/numbers only.

### Add Supervisor Login

Supervisor Logins allows Users to login and see activity from their direct reports / rep team.

To add a new Supervisor, select **Supervisor** from the Login Type drop down and then select the **+ Add Login** button. The screen below will now appear

**Add Supervisor** ✕

Login Details

Login:

Name:

CMS Password:

Email Address:

Column	Function
Login	Unique Alpha / Numeric login required
Name	The name of the Executive User
CMS Password	Alpha / Numeric login required
Email Address	Enter the users email address

Select **Save** to finalize new Supervisor

## Add Vendor Login

Vendor Logins allow Customer's Vendors to have full access to a Vendor's unique transactions and reports.

To Add a Vendor, select **Vendor** from the Login Type drop down and then select the **+ Add Login** button. The screen below will now appear

**Add Vendor** ✕

**Login Details**

Vendor:

CMS Password:

Email Address:

Column	Function
Vendor	Select Vendor from dropdown
CMS Password	Alpha / Numeric login required
Email Address	Enter the users email address

Select **Save** to finalize new Vendor Login

## Add Geomap Login

GeoMap Logins are for Users that are only able to update the Geo Coordinates eg. A Temp employed to update geomap details.

To add a Geomaps Login, select **Geomap** from the Login Type drop down and then select the **+ Add Login** button. The screen below will now appear

### Add GeoMaps User

**Login Details**

Login:

Name:

CMS Password:

Email Address:

Column	Function
Login	Unique Alpha / Numeric login required
Name	The name of the Executive User
CMS Password	Alpha / Numeric login required
Email Address	Enter the users email address

To finalize GeoMaps user select **Save**.

### Add Executive Login

Executive Logins allow the user to have full access to Opmatrix CMS reporting.

To add an Executive login, select **Executive** from the Login Type drop down and then select the **+ Add Login** button. The screen below will now appear

**Add Executive**

**Login Details**

Login:

Name:

CMS Password:

Email Address:

Column	Function
Login	Unique Alpha / Numeric login required
Name	The name of the Executive User

CMS Password	Alpha / Numeric login required
Email Address	Enter the users email address

Select **Save** to finalize new Executive Login

### Add Admin Login

Admin Logins allow the user to have full access to Opmatrix CMS including Administrative rights.

To add an Admin login, select **Admin** from the Login Type drop down and then select the **+ Add Login** button. The screen below will now appear

**Add Admin** ✕

Login Details

Login:

Name:

CMS Password:

Email Address:

Column	Function
Login	Unique Alpha / Numeric login required
Name	The name of the Executive User
CMS Password	Alpha / Numeric login required
Email Address	Enter the users email address

Select **Save** to finalize new Admin Login.

## System Logs

### Email Log

The Email log shows when an email of the order has been successfully sent.

Editing email settings requires assistance from Opmetrix.

Date/Time	Type	Recipient	Subject	Status	Next Retry (CubeMailer only)
12:44:56pm 11/10/2013		"Andrew" <andrew@prv.co.nz>	Order: BZ411 Order No:	Sent	
10:35:59pm 09/10/2013		"Best Health Products" <romesh@tlink.co.nz>	Calling Card: For: Countdown Greenlane Left by: Cube Demo Login	Sent	
10:35:59pm 09/10/2013		"David Barley" <david@tlink.co.nz>	Quote: BZ424 Order No:	Sent	

### Opmetrix CMS Access Log

Opmetrix CMS Login History shows successful and failed attempts to login to the Opmetrix CMS system listed by individual user.

Username	Date/Time	Access Level	IP Address	Successful
	1:06:14pm 11/10/2013		150.70.75.28	✗
	1:05:49pm 11/10/2013		150.70.97.112	✗
	1:05:48pm 11/10/2013		150.70.172.111	✗
	1:01:44pm 11/10/2013		150.70.172.104	✗

### Print Log

Print Log displays information on printing for google cloud print users

### Mobile User Transfer Log

Mobile User Transfer Log displays information on syncs / transfers.

Log Date/Time	User	Type	Code	Message
12:58:27pm 11/10/2013	CubeDemo	Info	1023	Disconnecting client
12:58:27pm 11/10/2013	CubeDemo	Info	1014	Sending data to device
12:58:25pm 11/10/2013	CubeDemo	Info	1014	Preparing data for device
12:58:25pm 11/10/2013	CubeDemo	Info	1016	Processing surveys.
12:58:25pm 11/10/2013	CubeDemo	Info	1016	Processing promotional opportunities.
12:58:25pm 11/10/2013	CubeDemo	Info	1016	Processing calling cards.
12:58:25pm 11/10/2013	CubeDemo	Info	1016	Processing customer contacts.
12:58:25pm 11/10/2013	CubeDemo	Info	1016	Processing promo compliance.

### **Server Statistics**

Utilized by Opmetrix to analyse system data / connectivity

Editing system settings can result in an unusable system. Do not edit any settings without technical advice from Opmetrix.

## Advanced Settings

### **Catalogue Maintenance**

Catalogue Maintenance has a separate Admin guide.

### **Master Data File Manager**

Master Data File Manager is for sites that manage their own master files (non integrated to accounting system).

### **System Settings**

System Settings control configuration for mobile users.

Editing system settings can result in an unusable system. Do not edit any settings without technical advice from Opmetrix.

### **Tax Code**

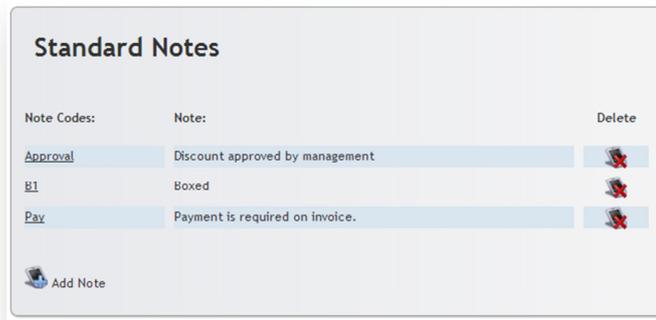
Tax Codes are utilized for some Opmetrix users.

Editing tax codes requires assistance from Opmetrix.

### **Standard Notes**

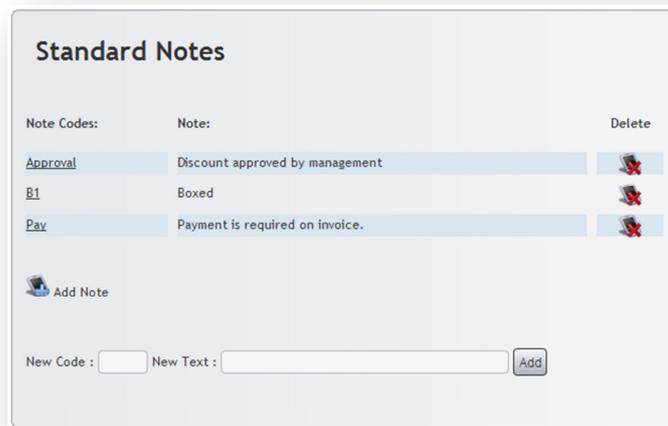
Standard Notes maintains a list of notes the reps can access on their Opmetrix device.

Select 'Standard Notes' from the menu. This will show a list of Standard Notes in the system.



From here delete a new note by selecting the Delete icon.

To add a new note, select the Add Note icon. Enter a unique code followed by the new text and select 'add'. This will appear on the rep's device once a transfer has been completed.



## Vendors

Utilized by Opmatrix for customers who are selling on behalf of third party vendors.

## Credit Reasons

Utilized by customers who allow credits to be processed in the field. Credit Reasons maintains a list of reasons that are displayed as a dropdown on the header screen if credits is enabled.

Select 'Credit Reasons' from the Advanced menu. This will show a list of Credit Reasons in the system.



**Maintain Credit Reasons**

Reason Code	Description		
FLT	Faulty Product	<a href="#">Edit</a>	<a href="#">Delete</a>
OOD	Out of Date	<a href="#">Edit</a>	<a href="#">Delete</a>
PRICE	Pricing Issue	<a href="#">Edit</a>	<a href="#">Delete</a>
SD	Short Dated	<a href="#">Edit</a>	<a href="#">Delete</a>
PICK	Picking Issue	<a href="#">Edit</a>	<a href="#">Delete</a>

 [Add Credit Reason](#)

From here Edit / Delete a Credit Reason by selecting the Edit / Delete icon.

To add a new Reason, select the 'Add Credit Reason' icon. Enter a unique code followed by the new text and select 'Save'. This will appear on the rep's device once a transfer has been completed.



**Maintain Credit Reasons**

Reason Code

Description

## Merch Positions

Utilized by customers who record merchandising checks.

### Maintain Merch Positions

Position		
Top Shelf	<a href="#">Edit</a>	<a href="#">Delete</a>
Middle Shelf	<a href="#">Edit</a>	<a href="#">Delete</a>
Bottom Shelf	<a href="#">Edit</a>	<a href="#">Delete</a>
Dump stack	<a href="#">Edit</a>	<a href="#">Delete</a>
Upright fridge	<a href="#">Edit</a>	<a href="#">Delete</a>
Freezer	<a href="#">Edit</a>	<a href="#">Delete</a>
Aisle end	<a href="#">Edit</a>	<a href="#">Delete</a>
Checkout	<a href="#">Edit</a>	<a href="#">Delete</a>
Main Shelves	<a href="#">Edit</a>	<a href="#">Delete</a>
Chillers	<a href="#">Edit</a>	<a href="#">Delete</a>
Display	<a href="#">Edit</a>	<a href="#">Delete</a>

 [Add Position](#)

### Maintain Merch Positions

Position

To add a new Position, select **Add Position** and then **Save**.

For reporting integrity we do not recommend editing positions once merchandising checks have been made active.

## Wholesaler

Utilized by Opmatrix for customers who are selling on behalf of third party wholesalers.

## Calling Card Activities

Calling Card Activities maintains a list of activities that are displayed as a dropdown in Calling Cards.

Select 'Calling Card Activities' from the Master files menu. This will show a list of Calling Card Activities in the system.

**Maintain Calling Card Activity Options**

Activity		
Assembled POS	<a href="#">Edit</a>	<a href="#">Delete</a>
Competitor Check	<a href="#">Edit</a>	<a href="#">Delete</a>
Face to face	<a href="#">Edit</a>	<a href="#">Delete</a>
Merchandising	<a href="#">Edit</a>	<a href="#">Delete</a>
No order required	<a href="#">Edit</a>	<a href="#">Delete</a>
Order	<a href="#">Edit</a>	<a href="#">Delete</a>
Tasting	<a href="#">Edit</a>	<a href="#">Delete</a>
Training	<a href="#">Edit</a>	<a href="#">Delete</a>
new prospect call	<a href="#">Edit</a>	<a href="#">Delete</a>
oderering on line	<a href="#">Edit</a>	<a href="#">Delete</a>

 [Add Activity](#)

From here Edit / Delete a Calling Card by selecting the Edit / Delete icon.

To add a new Calling Card Activity, select the 'Add Activity' icon. Enter the new text and select 'Save'. This will appear on the rep's device once a transfer has been completed.

**Maintain Calling Card Activity Options**

Activity

## Calling Card Types

Calling Card Types maintains a list of Call Types that are displayed as a dropdown in Calling Cards.

Select 'Calling Card Types' from the Master files menu. This will show a list of Calling Card Types in the system.



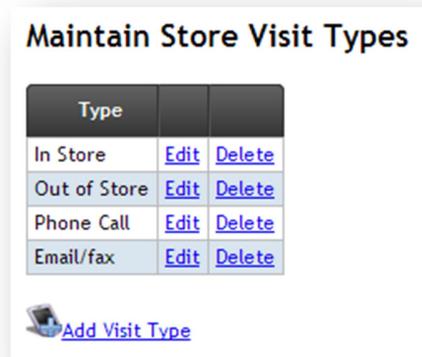
From here Edit / Delete a Calling Card by selecting the Edit / Delete icon.

To add a new Calling Card Type, select the 'Add Call Type' icon. Enter the new text and select 'Save'. This will appear on the rep's device once a transfer has been completed.



### Store Visit Types

Store Visits times can be reported on. Therefore store visit types can be set up so that users can select in store / out of store options.



### Position Maintenance

When staff enter contact details consistency with job titles allows for better filtering in Opmetrix CMS eg. Select all Owners and also allows the ability to streamsend to a targeted group eg. Buyers.



To add a new Position, select the 'Add Position' icon. Enter the new text and select 'Save'. This will appear on the rep's device once a transfer has been completed.



## Department Maintenance

When staff enter contact details consistency with department details allows for better filtering in Opmatrix CMS eg. Select all Owners and also allows the ability to streamsend to a targeted group eg. Bakery

Department Maintenance ? Info

Showing 8 result(s)  
No Filters Applied. Email Save Export Print Show Filters

+ Add Department

Department	Edit	Delete
Admin		
Bakery		
Butchery		
Dairy		
Frozen		
Grocery		
Produce		
Wine & Beer		

To add a new Department, select the 'Add Department' icon. Enter the new text and select 'Save'. This will appear on the rep's device once a transfer has been completed.

Add Department Switch X

Department

Name:

Cancel Save

## Badge Scan Maintenance

The Badge Scan Maintenance is a separate module and requires consultation.

## Workflow Maintenance

The Transaction Workflow is a separate module and requires consultation.

## Other Guides

Function	Guide
Image Catalogue	Image Catalogue Maintenance 4.2
Journey Plans	Journey Plan Maintenance 4.2
Saved Reports	Saved Reports & Portfolios 4.2
Portfolios	Saved Reports & Portfolios 4.2
GPS Integration	GPS Integration 4.2
Objectives	Objectives Module Maintenance 4.2
Surveys	Survey Manual 4.2
Field User	Field User Manual 4.2
Executive	Executive Overview Opmetrix CMS 4.2
Promo Ops	Promo Opportunities Module 4.2
Metcash	Metcash Admin Guide 4.0
Streamsend	Streamsend Integration Guide 4.0