

# Nedap Now webhelp

## Content

<b>Login page</b> .....	<b>2</b>
<b>Nedap Now introduction</b> .....	<b>2</b>
<b>Open a Nedap Now application</b> .....	<b>3</b>
<b>Manage your user account</b> .....	<b>3</b>
Update your user profile .....	3
Change password .....	3
Reset password .....	4
<b>Manage your company account</b> .....	<b>4</b>
Invite a user to your company .....	4
Remove a user from your company .....	4
Create a role .....	5
Add users to a role .....	5
Change the company address .....	5
<b>Switch company</b> .....	<b>6</b>
<b>Leave company</b> .....	<b>6</b>
<b>Switch to dark mode</b> .....	<b>6</b>



## Login page

Nedap Now is a cloud application that can be accessed only by registered users. Access is further limited to users who are invited to join a company.

### Create a new account

You have received an email to invite you to use Nedap Now. The first time you open the Nedap Now website, you have to create an account:

1. Enter your first name, last name and e-mail address. Use the **same** email address the invitation was sent to.
2. Read and accept the privacy disclaimer.
3. Click on the **Register** button.  
Your account is created and an e-mail is sent to your e-mail address.
4. Open your mailbox and find the e-mail from Nedap Now:
  - a. Click on the **Activate** button in the e-mail.  
The **Activate your account** window opens.
  - b. Enter your password.
  - c. Confirm your password.
  - d. Click on the **Save** button.
5. Re-open the e-mail with an invitation to join a company. Click on the link to join the company and login with your e-mail and password.
6. Accept the invitation, the company homepage will open.

### Login

Nedap Now can be accessed via the email address that was used in the invitation you received to join a company. If you no longer have access to this email contact the owner of the company and ask for a new invitation.

## Nedap Now introduction

Nedap Now offers a user-friendly platform to manage your company. All animals on the farm(s) of your company can be managed from one platform.



*If you have received an invitation to Nedap Now and access the application for the first time you have to create an account first, see Login page (page 2).*

A company in Nedap Now can consist of one or multiple farms, each with their own address and time zone (if applicable). A farm in Nedap Now will have one or more Nedap installations.



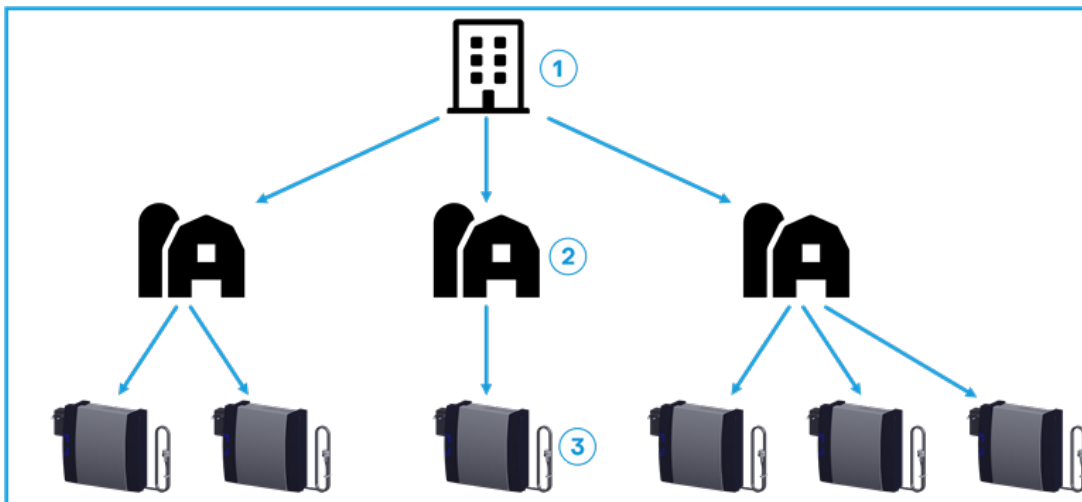



Figure 1: Example of a company structure in Nedap Now

1. Company  
2. Farms


3. Installations

 A farm can be split in multiple locations like barns, sections or pens. Some installations can operate in multiple locations of a farm.

The Nedap Now applications of your company are shown as clear icons on the Nedap Now home screen. Administrators can invite other users and decide on their access rights.

## Open a Nedap Now application


The procedure to open an application in Nedap Now depends on the page you are on:

1. **Nedap Now homepage:** Click on the icon of the application.
2. **Within another application:**
  - a. Click on the Nedap Now apps icon  in the upper right corner of the screen. A side window is opened showing all applications.
  - b. Click on the icon of the application you want to open.

## Manage your user account

### Update your user profile

You can change the details of your user profile or completely remove your account from Nedap Now:

1. To open the **Profile** window:
  - a. When you are on the Nedap Now homepage click on the e-mail address in the upper right corner.
  - b. When you are in an application click on the Nedap Now apps icon  in the upper right corner. In the Nedap Now window that is opened, click on the e-mail address in the lower right corner.
2. To update your user profile: Change the user data, time zone, time format or measurement system and click **Save**.
3. To remove your account: Click **Delete account**.

### Change password

1. Click on your e-mail address in the upper right corner of the Nedap Now homepage.
2. Select **Change password**.  
The **Change password** window opens.



3. Enter your current password and new password (2 times).
4. Click **Save**.

## Reset password

When you have forgotten your password, you can reset the password:

1. In the Nedap Now **Login** window go to **Forgot your password?**
2. Enter your e-mail address.
3. Click **Send**.
4. Go to your mailbox and find the e-mail from Nedap Now.
5. Follow the instructions in the e-mail to reset your password.
6. Use the new password in the Nedap Now **Login** window.

## Manage your company account

When a company is created in Nedap Now, the administrator role is automatically assigned to the owner. The administrator can start creating new roles and users and decides which role is assigned to each user.

1. Click on **Manage company**.  
The **Company** window opens, showing the following options:
  - a. **Users:** See Invite a user to your company (page 4) or Remove a user from your company (page 4)
  - b. **Invitations:** This option shows a status overview of all the user invitations that were sent.
  - c. **Roles:** See Create a role (page 5) and Add users to a role (page 5)
  - d. **Company details:** Change the company address (page 5)

## Invite a user to your company

When the company is created in Nedap Now, the owner is registered as the first user of the system. You can add more users to Nedap Now:

1. Go to **Users** in the **Company** window.  
The list with users is shown.
2. Click on **Invite user:**
  - a. Enter the e-mail address and name of the new user.



### Caution

*Use the correct e-mail address of the new user. The user can only accept the Nedap Now invitation on this e-mail account.*

- b. Select the preferred language for the user.
- c. Select the role of the user.



*When you have not created the correct roles yet, you can assign the role afterwards (see Create a role (page 5)).*

- d. Click **Send invitation**.  
An invitation is sent to the e-mail address of the new user.
- e. Use the **Invitations** option in the **Company** window to follow the status of the user invitation.



### Caution

*When the user accepts the invitation and no role has been assigned to this user, the user cannot perform any tasks in Nedap Now.*


## Remove a user from your company

You can remove a user from your company in Nedap Now:

1. Go to **Users** in the **Company** window.





The list with users is shown.

2. Select the user that must be removed and click on the  icon.  
The user is removed from the list.

## Create a role

When a company is created in Nedap Now, the administrator role is automatically assigned to the owner. You can create new roles and decide which role is assigned to each user.

1. Go to **Roles** in the **Company** window.  
A list of all roles with their number of applications and users is shown.
2. Click on **Add** to create a new role.
3. Enter a name for the new role and click **Add**.
4. In the **Applications** tab click on **Add application**:  
Click on the  icon and select an application in the dropdown list.
5. Select if the user gets **Full** or **Restricted** access to the application:
  - a. **Restricted** access: Select which options in the application are allowed for this user.
6. Repeat step 4 and 5 to assign multiple applications to this role, if required.
7. In the **Users** tab, you can assign a user to the role you have just created by using the **Add user** option.
8. Edit a role by clicking on the name of the role or delete a role by clicking on the  icon.



*The company owner can assign the administrator role to another user or assign multiple users as administrators, if required.*

## Add users to a role

When you have created new users for your company, you must assign a role to each user.

1. Go to **Users** in the **Company** window.  
The list with users is shown.
  - a. Click on the name of the user.  
The **Edit user** window opens.
  - b. Select the correct role in the list of roles.
  - c. Click **Save**.
2. Alternatively, go to **Roles** in the **Company** window.  
A list of all roles with their number of applications and users is shown.
  - a. Click on a role.  
The **Edit role** window opens.
  - b. In the **Users** tab, click on **Add user**.  
The **Users for role** window opens.
  - c. Select the user(s) that must be assigned to this role.
  - d. Click **Save**.

## Change the company address


1. Click on **Manage company**.  
The **Company** window opens.
2. Go to **Company details**.
3. Click on **Edit company**.
4. Change the name and/or address of the company.
5. Click **Save**.



## Switch company

If you have access to multiple companies (because the owner of another company has invited you too), you can switch easily from one company to another:


1. In the upper right corner of the Nedap Now homepage select **Switch company**.  
The **Switch company** window opens with a list all companies linked to your user account.
2. Select a company in the list.  
You are now connected with the selected company.
3. Use the **Search** option if you cannot find the company in the list.

 *Each company has its own selection of Nedap Now applications. When you switch from one company to another, applications can appear or disappear.*

## Leave company

If you were invited to a company of another owner and you are no longer interested, you can remove the company from your user account:




1. Click on your e-mail address in the upper right corner of the Nedap Now homepage.
2. Select **Leave company**.  
The **Leave company** window opens with a warning message.
3. Type the name of the company you want to leave.

 **Caution**  
*When you leave the company accidentally, you have to be invited again to rejoin the company.*

4. Click **Leave company**.

## Switch to dark mode

The standard background of Nedap Now is a white background. You can easily switch to a dark background:

1. Go to the Nedap Now homepage by clicking on the Nedap Now apps icon  in the upper right corner of the screen.
2. Click on the Adjust icon  at the bottom of the homepage.  
The homepage goes in dark mode.
3. Click on the Adjust icon  again to return to the light mode.

 *The dark mode setting is saved on your device (PC, tablet, smartphone). You can use different settings for each device.*

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