

## Introduction

This Quick guide will show you how to create a new launch. The data that needs to be added is; name, customer(s), product(s) and you have to import figures into the launch. In the end you have created a new launch.

## Quick guide concept

Through a number of easy steps you learn how to use the software.

Each step is numbered and defines a phase. Each phase contains a short description and an illustration to show how to navigate or operate in the software. The guide ends with a Q&A.



The guide may contain important general notices. These will be marked with an exclamation icon.



Tips and tricks are marked with an Info-icon.



Questions & Answers note relevant to the topic at hand.

# Creating launches

## 1 Open Launch list

Click Launch list in the ribbon



You can also add a new launch to the specific customer. Open customer, and select Launches in the menu to the left.

## 2 New launch

Click New launch in the ribbon. A new launch will be added to the list. Open it by double-clicking in the launch ID. Give the launch a name and you can choose to enter a description in the field next to the name, if you want.

## 3 Add Customer

Click Add customer in the ribbon to add customer(s) to the launch. Mark the customer(s) you need by using Ctrl or Shift. When you are done marking, you click Add and close.

## 5 Add Product

Click Add product in the ribbon to add product(s) to the launch. Mark the product(s) you need by using Ctrl or Shift. When you are done marking, you click Add and close.

## Import figures to launch

You can import a previously exported launch and use it as template. Check "Import launch as template" on the following page.

## Export launch

You can export a launch to use it as template for future use. Then you can import it any time when you want a template.

## 1 Export launch

Click Export in the ribbon to export the launch to your computer. By doing this, you can import it again later as a template for future use.

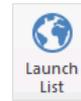
## 2 Check what to export

In the pop-up window, check the elements you want to export and click Export.

## 3 Save the launch

Now you can select what to do with the document. This looks different depending on your browser. (Here we use Internet Explorer).

Click Save as to select a folder where you want to save the launch, and now you have to save it like you save any other document on your computer.



Launch Name:  Description:



Add and close



Add and close



Name  
 Description  
 Item number  
 Customer number  
 Approved by kam  
 Launch cost  
 Year

Export

Save Save as Cancel

## Import launch as template

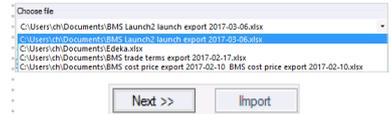
### 1 Import launch

Click Import in the ribbon to import a previously exported launch to use as template.

### 2 Select file for import

Below Choose file, select a file you want to import to the launch in the drop-down list.

Click Next twice and Import at the last tab, where you can see how many launches that will be updated, and how many that will be imported.





*What happens if I import the same launch twice?*

Nothing. The only change is that your forecast will be updated.