



**akuiteo**  
BUSINESS SOFTWARE

General Guide

# LAUNCHER

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# 1 Preface

## 1.1 REVISIONS

|                   |   |
|-------------------|---|
| <b>Revision 1</b> | Published in January 2022<br>First publication. |
|-------------------|---|

## 1.2 HELP DESK

Akuiteo S.A.S. highly values your satisfaction.

To share your feedback or contact the help desk, feel free to visit our website page:

<https://www.akuiteo.fr/akuiteo.clients/>

## 2 Introduction to the Launcher

Akuiteo's Launcher is a home page that enables you to quickly access all your Akuiteo web applications:

- the Web Portal (**Employee**, **CRM** and **Manager** modules),
- the Customer Portal,
- the Project Portal,
- the Administration console,
- Agile Factory,
- the Akuiteo Mobile application,
- the Training Portal.

The Launcher gathers all your Akuiteo web applications in one screen to let you switch from one application to another in just a few clicks.


# 3 Setting up the Launcher

To be able to use the Launcher, links to the desired Akuiteo applications must be initialized from the Administration console.

- 1 From the Administration console, click on the **Portals** menu.
- 2 Click on the **Initialize portals** button.
- 3 In the initialization window, fill in the base URL for the Akuiteo server in the **Base URL** field (for example *https://akuiteo-test.akuiteo.com/*).

## Note

For a dynamic configuration, it is recommended to use a slash ("/") as the base URL. This way, links will be initialized with the server address defined in the `serveurs.xml` file, that can be accessed from the Administration console > **Connections** > **Servers list**.

- 4 Click on **Validate**.  
 Links to the Akuiteo applications are initialized and can now be accessed as buttons from the Launcher.

To only modify one link, modify the desired URL then click on **Save** to save the modifications.

# 4 Using the Launcher

## Important

To use the Launcher, links to the web applications must be initialized from the Administration console. For more information, refer to [Setting up the Launcher \(p. 6\)](#).

## 4.1 ACCESSING THE LAUNCHER

In a web browser, enter the address in the following format:

*https://domainname/servername/apps/launcher/* to access Akuiteo's Launcher then fill in your Akuiteo's login information to log in.

### Example of address

*https://www.akuiteo.com/akuiteo/apps/launcher/*

The Launcher displays the different applications available to the user as customized buttons.

To change the interface's language, click on the connected user's picture in the header then click on the flag for the desired language. The language in the interface is automatically updated.


To log out from the portal, click on the connected user's picture in the header, then click on **Logout**.

## 4.2 BROWSING INTO THE LAUNCHER

From the Launcher screen, click on a button to access the relevant web application.

The following DMFs are required to access the different applications:

- **Employee** module of the Web Portal: 1901\*\*
- **CRM** module of the Web Portal: 1914\*\* or 1915\*\*
- **Manager** module of the Web Portal: 1906\*\* or 1907\*\* or 1908\*\* or 1909\*\* or 1910\*\*
- Customer Portal: 21\*\*\*\*
- Project Portal: 25\*\*\*\*
- Administration console: 0902\*\*
- Agile Factory: 24\*\*\*\*
- Akuiteo Mobile application: 50\*\*\*\*
- Training Portal: 18\*\*\*\*

From the Web Portal, the Project Portal, Agile Factory and the Administration console, a shortcut is also available to switch from one application to another. To do this, click on  on the left of the connected user's picture in the header to open a pop-up of the Launcher. From this pop-up, click on a button to directly access the relevant web application.

## 4.3 ADDING THIRD-PARTY APPLICATIONS TO THE LAUNCHER

|     |   |
|-----|---|
| DMF | 090602 ADMINISTRATOR CUSTOMER PORTAL LAUNCHER |
|-----|---|


The Launcher also enables you to add links to other third-party applications (web applications other than Akuiteo's or websites). A third-party application can be added:


- From the Application Desktop: in this case, the link is available to all users of the company but can only be modified or deleted from the Desktop.
- From the Launcher: in this case, only the user can access the added link.

### Adding third-party applications for all users

- 1 From the Application Desktop, go to the **Customer portal** setup menu > **Launcher** > **Third-party applications**.

↳ A search results screen displays the list of all the third-party applications set up for the company of the connected user.

- 2 Click on  in the action bar to create a new application and fill in the following fields:

| Field        | Description   |
|--------------|---|
| <b>Label</b> | Give a name to the third-party application. This label will be displayed below the relevant button in the Launcher.   |
| <b>URL</b>   | Fill in the URL to access the third-party application. The relevant button in the Launcher will therefore direct to this URL.   |
| <b>Color</b> | Click on the field to select a color. The selected color will be used as the button's background color in the Launcher.<br><br>Click on  to remove the selected color. |

- 3 Save the application.



↳ The link to the third-party application is added to the Launcher and is available to all users of the company.

To modify or remove a third-party application added from the Application Desktop, you must do so from the **Third-party applications** setup menu.

### Adding my own third-party applications

- 1 From the Launcher, click on **+ Add an external link** at the bottom of the screen.
- 2 Fill in the following fields:



| Field   | Description  |
|---|--|
| <b>Web address</b>  | Fill in the URL to access the third-party application. The relevant button in the Launcher will therefore direct to this URL.  |
| <b>Name</b>   | Give a name to the third-party application. This label will be displayed below the relevant button in the Launcher.  |
| Colored sticker   | Click on the colored sticker to select the desired color. The selected color will be used as the button's background color in the Launcher.  |
|  | Click on  to select the custom icon for the relevant button in the Launcher. <div> <p><b>Note</b></p> <p>For some of the Web Portal screens that were developed in another technology (for example the <b>Timesheets &amp; schedules</b> or <b>Leave Requests</b> modules), custom icons cannot be displayed. In this case, the custom icon is replaced by a standard one but the button still has its custom color.</p> </div> |


### 3 Click on **Add**.

↳ The link to the third-party application is added to the Launcher and is only available to the user who created that link.

## 4.4 ORGANIZING THE LAUNCHER APPLICATIONS

The order of the applications and the added third-party applications can be modified. This order is used for the Launcher page as well as the Launcher pop-up in the different portals.

From the Launcher, click on **Organize page** at the bottom of the screen:

- Select an application then drag and drop it to move the application and get the desired order.
- To delete a third-party application, click on  at the top left of the relevant application.

### Note

The Launcher button can be moved but it is only available in the pop-up of the different portals, and not in the Launcher screen.

Click on **Exit customization** to go back to the Launcher screen.