GTAnswer

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1. GTAnswer: User Guide
2. 1 Disclaimer

The GTAnswer module is the user module of Gathering Tools. It is used by users as well as managers and validators.

This document focuses on the use of GTAnswer as a user.

2. Discover GTAnswer

For users, GTAnswer is the tool for accessing forms and dashboards, it also allows the transmission of data entered.

GTAnswer allows you to access documents intended for you.

It allows you to manually enter the data you need to provide or to import them from an Excel export.
GTAnswer also allows you to save your forms, either as a draft accessible to other users for collaboration, or as a draft on your hard disk and thus available locally.

Finally, GTAnswer allows you to publish your answers once the form has been completed. This is done by default directly in the tool, by logging into your account. If you don't have an account or if you can't log in, a "backup" connection can be set up by the project developer to allow you to publish your answer by email.
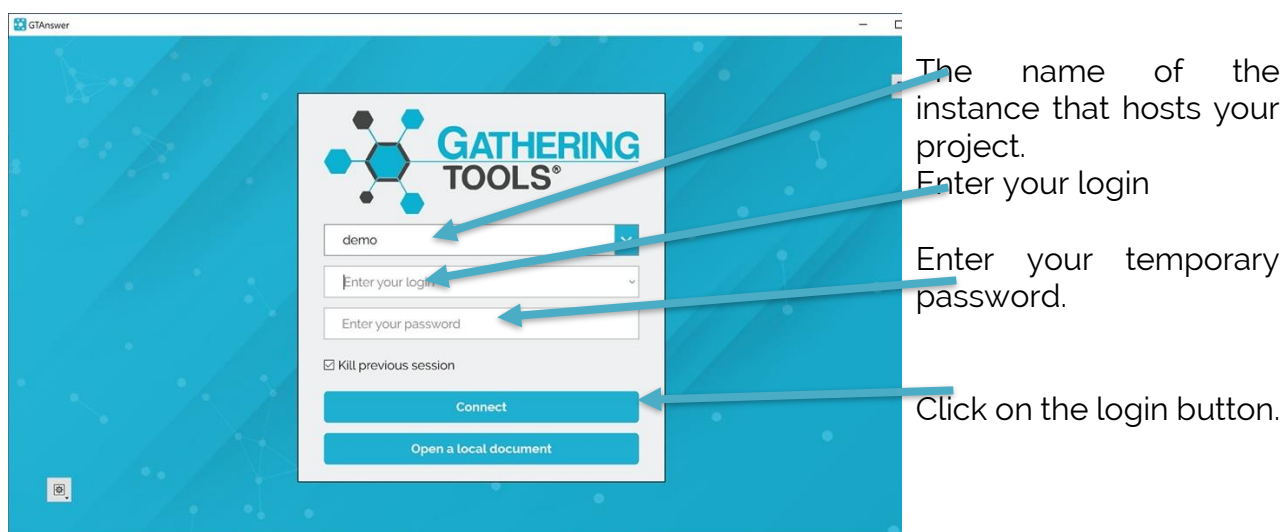
1. First access to your account

Once the GTAnswer module is installed, you will need an account to access your project instance. This account will be created by your project administrator.
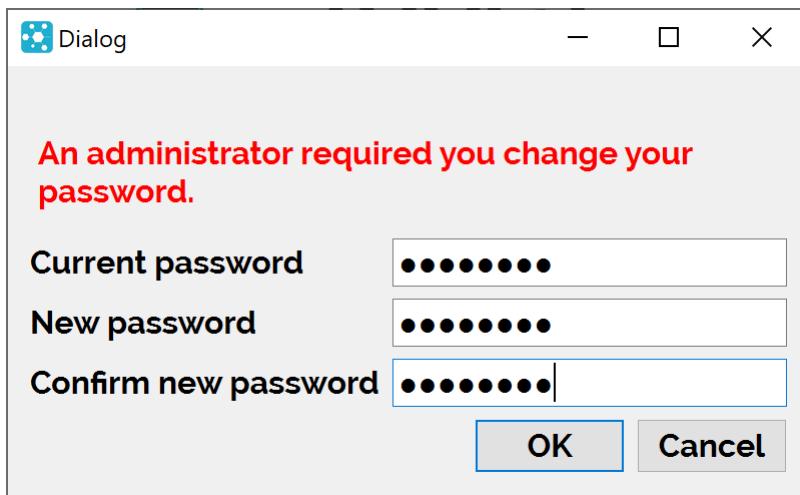
Once your account is created, you will receive an email notification, which should look like this:

The subject and text of the message are set by the project developer and will probably be different. However, you will necessarily receive the 3 pieces of information that are essential to you at this stage:

- Your username (login)

- A temporary password

- A hyperlink connection

Click on the link. This will add the settings of your project instance in GTAnswer and take you to the login page.

The name of the instance that hosts your project.
Enter your login

Enter your temporary password.

Click on the login button.

You will then need to replace the temporary password provided to you with a new password.

Enter then confirm your password and click on "Ok": you are connected!

2 Personalizing your account

Once logged in, you can customize your account. To do so, click on the profile photo at the top right of the interface and then, in the drop-down menu, choose the "Profile" item.
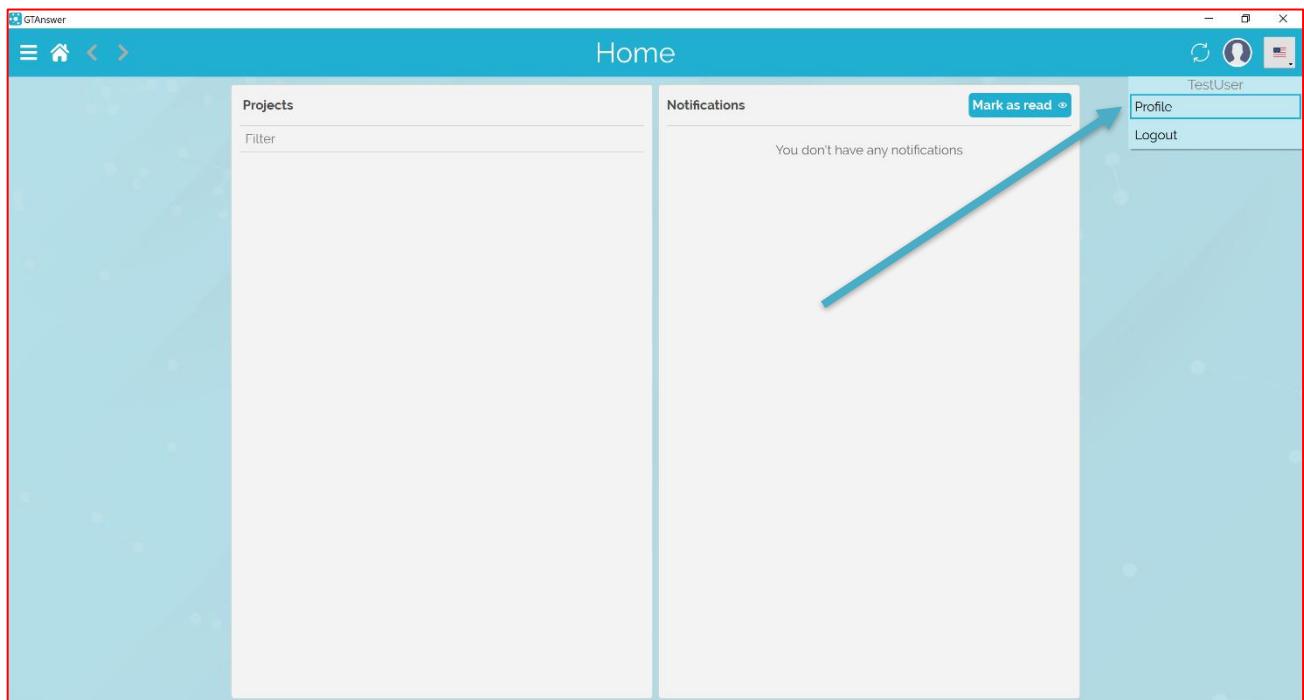
You can add or edit the photo associated with your profile. This photo will be used in the threads.
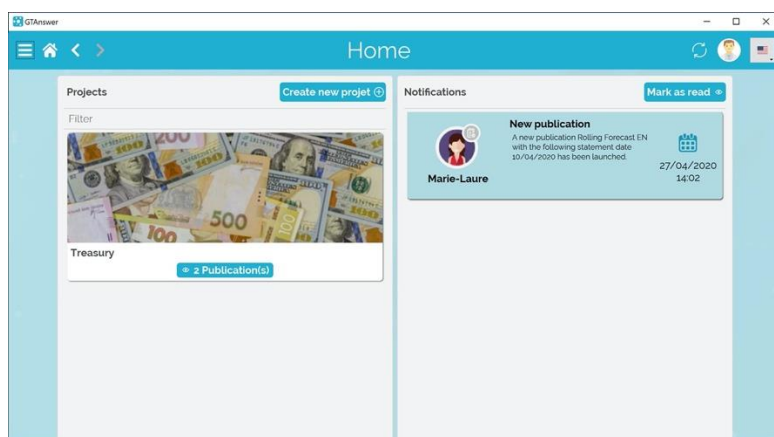
You can also change your password.

Finally, you can choose not to receive email notifications anymore.

In this case, don't forget to log in regularly to check your notifications!

2. Notifications - Access to documents

When you are asked to view or complete a document published in Gathering Tools, you will receive an email message inviting you to log in.
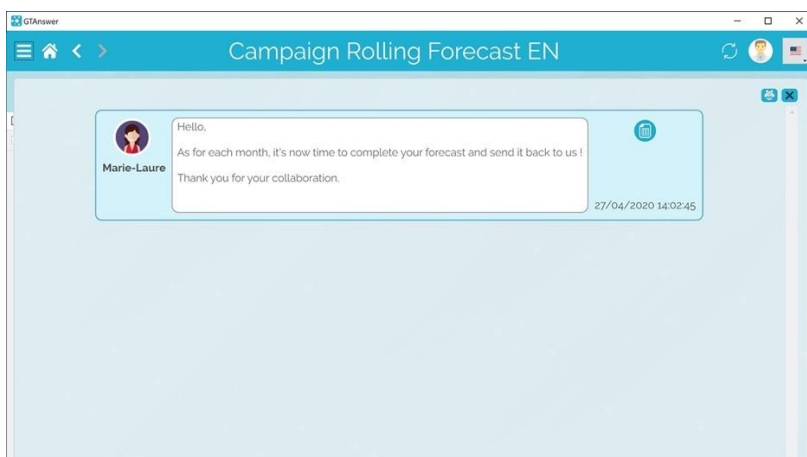

Once logged in, you will arrive on the home screen, which displays 2 panels:
▪On the left, the list of the projects in which your documents are located.

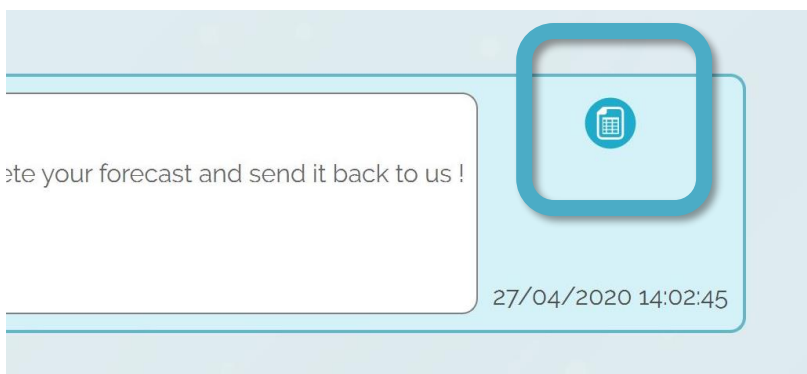▪On the right, the publication notification
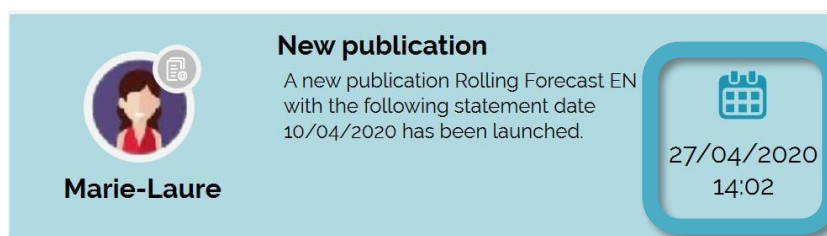
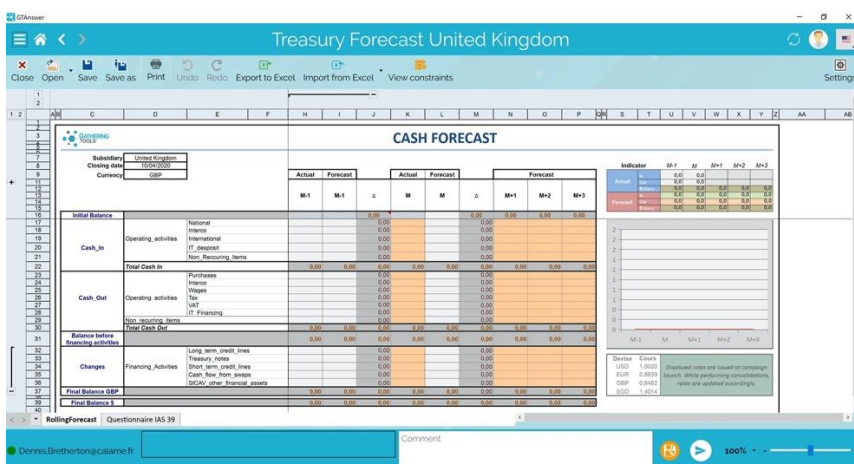Double-click on the publication date to access the thread.

The discussion thread presents all the exchanges between the actors, for a given entity.

Each element of this discussion is in the form of a message, possibly accompanied by a document.

To access the document, simply click on the document icon.

The document will then open

3. Access to documents without an account / Offline

If you do not have an account, or you cannot log in, you will still be able to access the documents and transmit your data. In this case, you will use the "backup connection" by e-mail.

When a document is published, you will be able to obtain your document using the notification message that you will receive by e-mail.
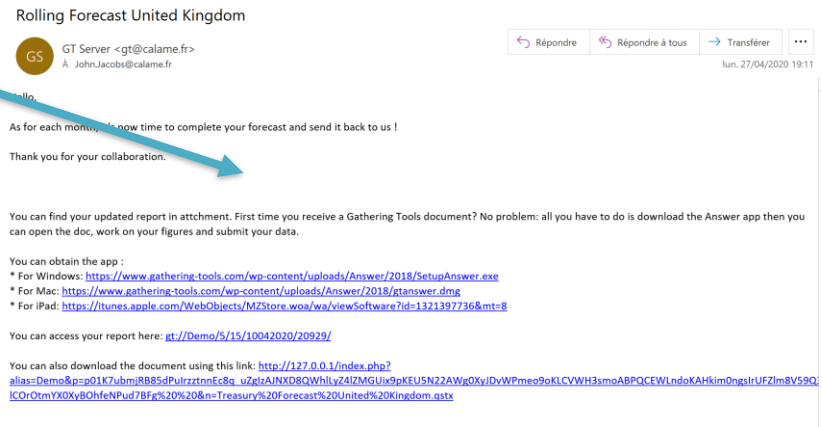
2 cases may arise:

1: Download hyperlink

The e-mail contains a hyperlink.

Click on the link to download the file.

Rolling Forecast United Kingdom

GS GT Server <gt@calame.fr>
À John.Jacobs@calame.fr

↩ Répondre ↩ Répondre à tous → Transférer ...

lun. 27/04/2020 19:11

Hello,

As for each month, it's now time to complete your forecast and send it back to us !

Thank you for your collaboration.

You can find your updated report in attchment. First time you receive a Gathering Tools document? No problem: all you have to do is download the Answer app then you can open the doc, work on your figures and submit your data.

You can obtain the app :
* For Windows: https://www.gathering-tools.com/wp-content/uploads/Answer/2018/SetupAnswer.exe
* For Mac: https://www.gathering-tools.com/wp-content/uploads/Answer/2018/gtanswer.dmg
* For iPad: https://itunes.apple.com/WebObjects/MZStore.woa/wa/viewSoftware?id=1321397736&mt=8

You can access your report here: gt://Demo/5/15/10042020/20929/

You can also download the document using this link: http://127.0.0.1/index.php?alias=Demo&p=p01K7ubmjRB85dPuIrzztnnEc8q_uZgIzAJNXD8QWhlLyZ4lZMGUix9pKEU5N22AWg0XyJDvWPmeo9oKLCVWH3smoABPQCEWLndoKAHkim0ngsIrUFZlm8V59QJlCOrOtmYX0XyBOhfeNPud7BFg%20%20&n=Treasury%20Forecast%20United%20Kingdom.qstx

2: Attachment

The mail contains the document as an attachment

Rolling Forecast United Kingdom

GS GT Server <gt@calame.fr>
À John.Jacobs@calame.fr

↩ Répondre ↩ Répondre à tous → Transférer ...

lun. 27/04/2020 19:29

Treasury Forecast United Kingdom.qstx
27 KB

Hello,

As for each month, it's now time to complete your forecast and send it back to us !

Thank you for your collaboration.

You can find your updated report in attchment. First time you receive a Gathering Tools document? No problem: all you have to do is download the Answer app then you can open the doc, work on your figures and submit your data.

You can obtain the app :
* For Windows: https://www.gathering-tools.com/wp-content/uploads/Answer/2018/SetupAnswer.exe
* For Mac: https://www.gathering-tools.com/wp-content/uploads/Answer/2018/gtanswer.dmg
* For iPad: https://itunes.apple.com/WebObjects/MZStore.woa/wa/viewSoftware?id=1321397736&mt=8

Documents exported from Gathering Tools have the extension ".qstx" and can be opened in 2 ways:

- By double-clicking on the file from Windows Explorer (or the mail client)
- By clicking on the "Open a local document" button from the login page
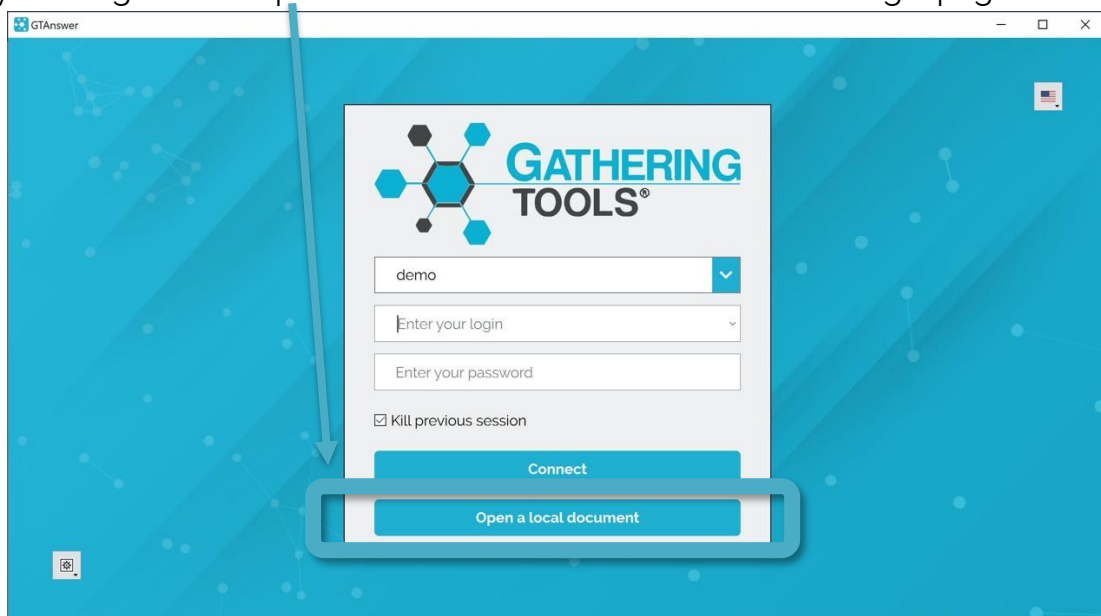
4. Saving a document

Gathering Tools documents can be large and you may not always be able to complete them all at once. GTAnswer offers 2 methods for saving a current document:

- Shared drafts

- The exported documents

Using shared drafts

Shared drafts allow you to send your responses even if your documents are incomplete or do not comply with business rules. Responses published in this way are not visible to managers or validators and cannot be integrated into the database.

On the other hand, other users who have access to the document can access and complete it. That way, shared drafts allow a document to be entered collaboratively.

Note: to use shared drafts, you must have an account and be logged in.
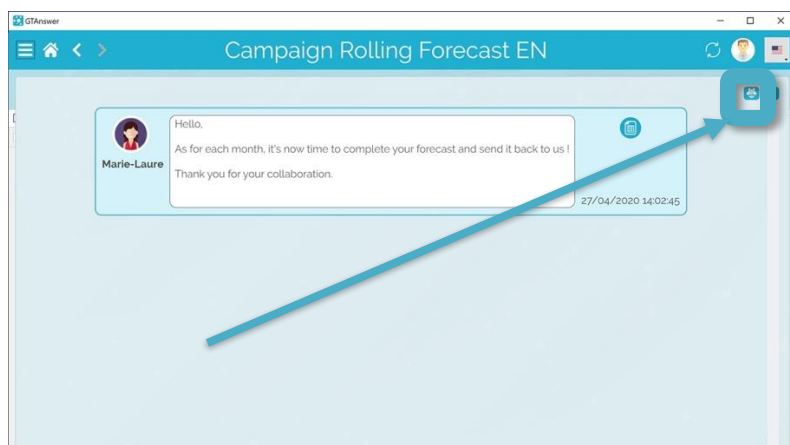
In the thread, display the list of participants of the entity by clicking on the button
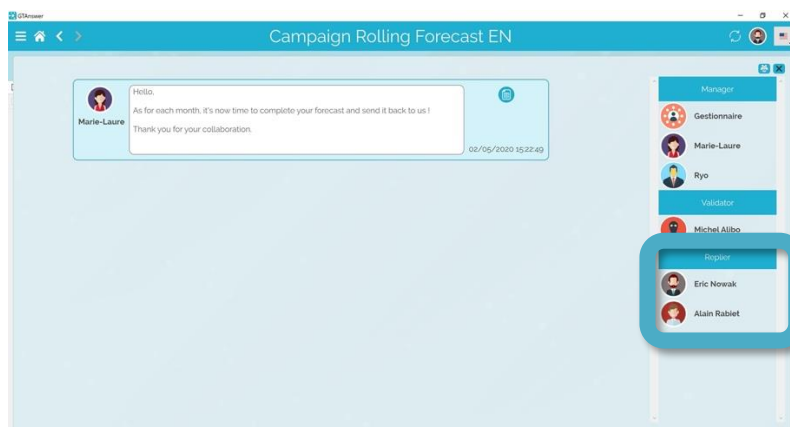
The application then displays the list of participants on the entity. In the example, we see that there are 2 respondents :
The user currently logged in (Eric Nowak)
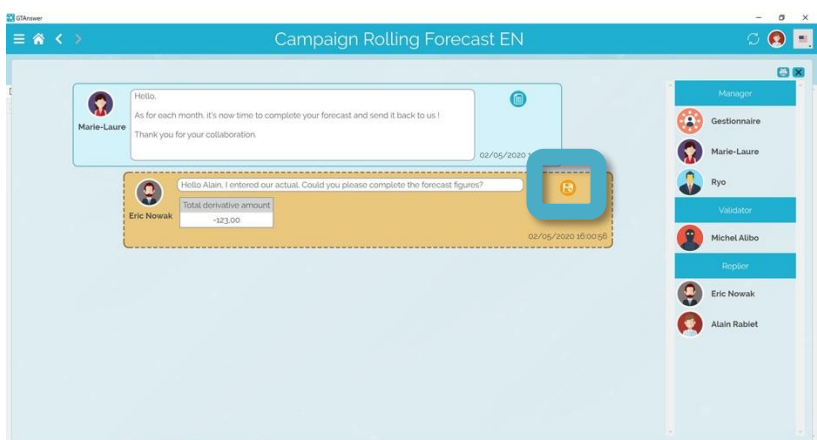
Another user (Alain Rabiet)
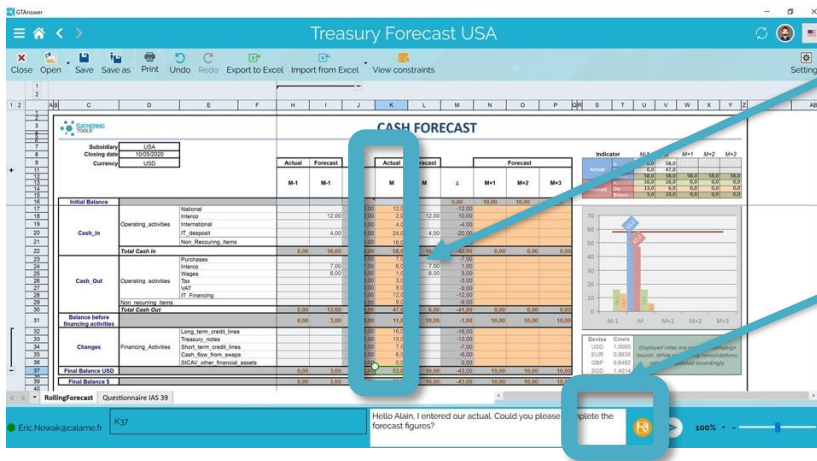
The user has filled in the Actual column, but not the Forecast columns.
He will therefore write a comment where he asks the other user to complete the document.
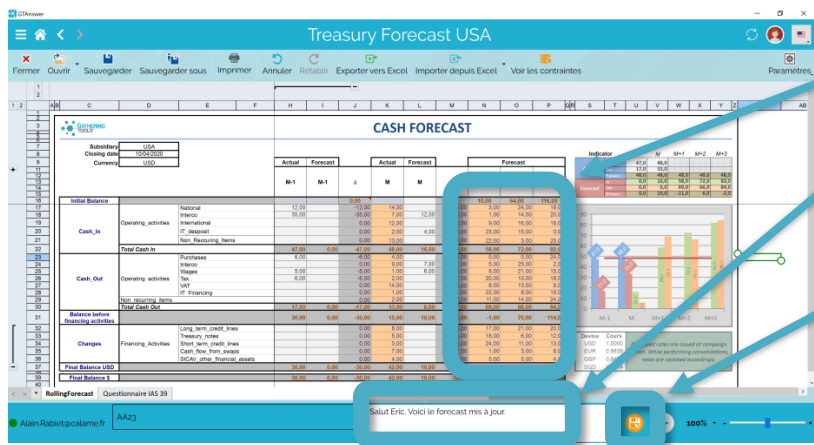Finally, he saves the draft
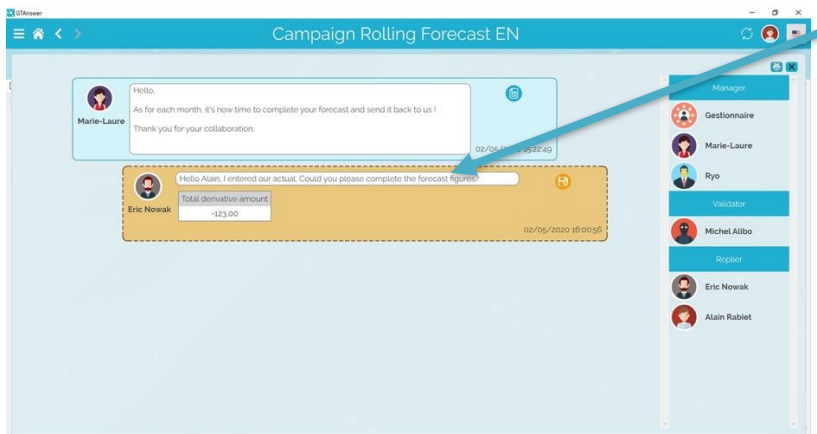
In the updated thread, you can see the shared draft. It will only be visible to respondents.
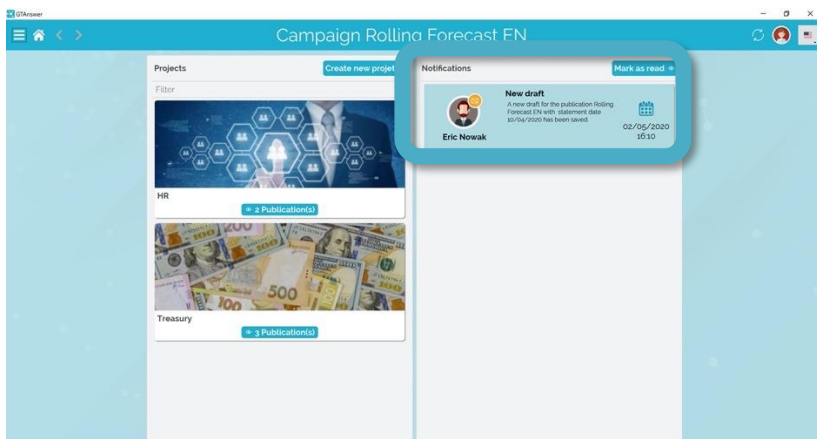
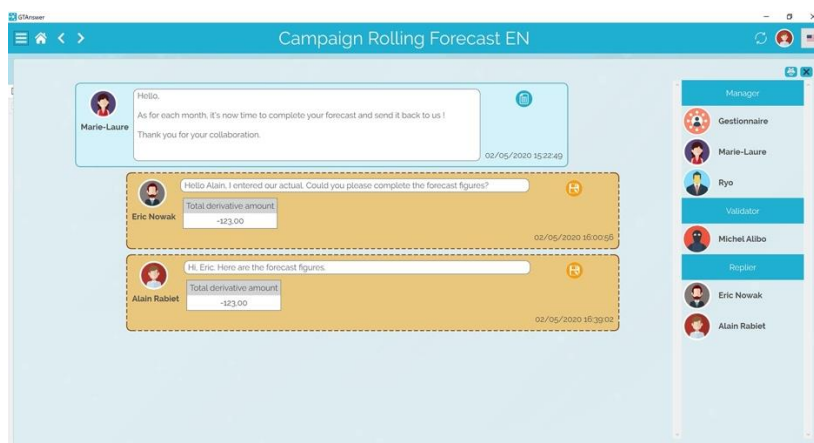The other user is then notified that a new draft is available.

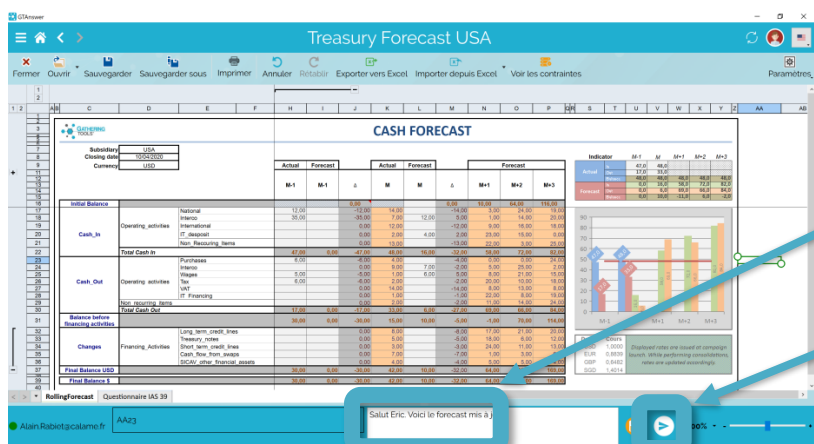He can then open the draft by clicking on the draft icon.
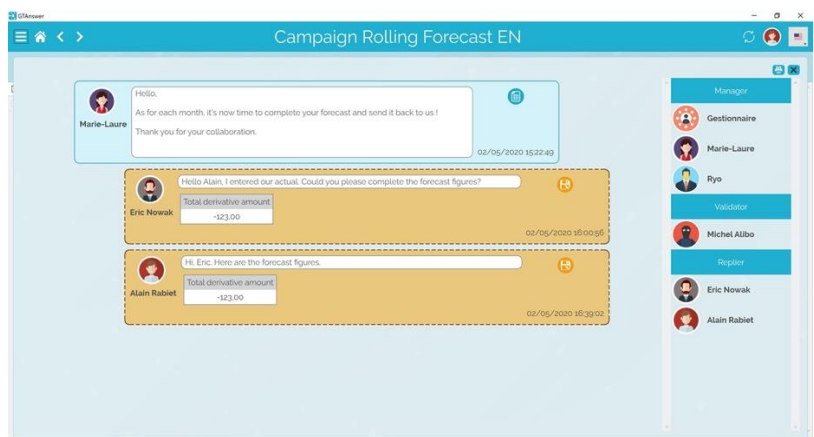
He will then update the forecast columns

Enter a comment describing his action

and then save again as a draft, so that the first user can check the data
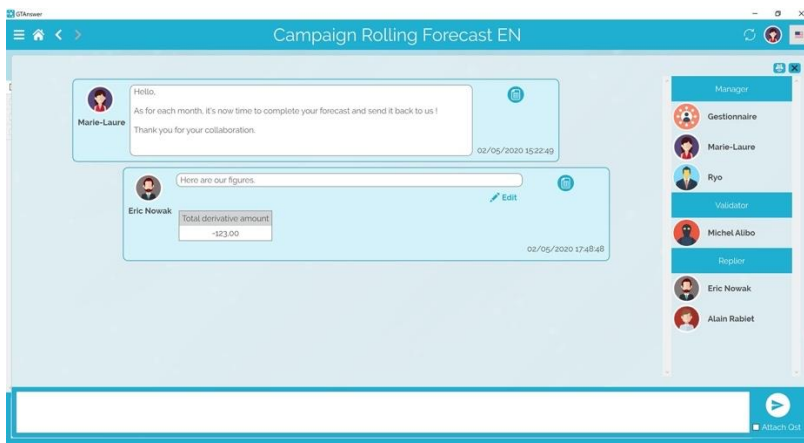

The new draft is now published. Once again, it will only be visible to respondents

The first user can now open the new draft. If he has nothing to change, he can simply add a comment for the validator and post the reply.

Here is the updated thread, as seen by the respondents

...And here is the same thread seen by managers and validators: drafts are not visible.

Using exported documents

Exporting a document can be useful in several cases:
- If you plan to work on the document in offline mode
- If you want to transfer the document to another user. Note that the developer can prevent an unauthorized user from accessing the document, based on his or her validated e-mail address.
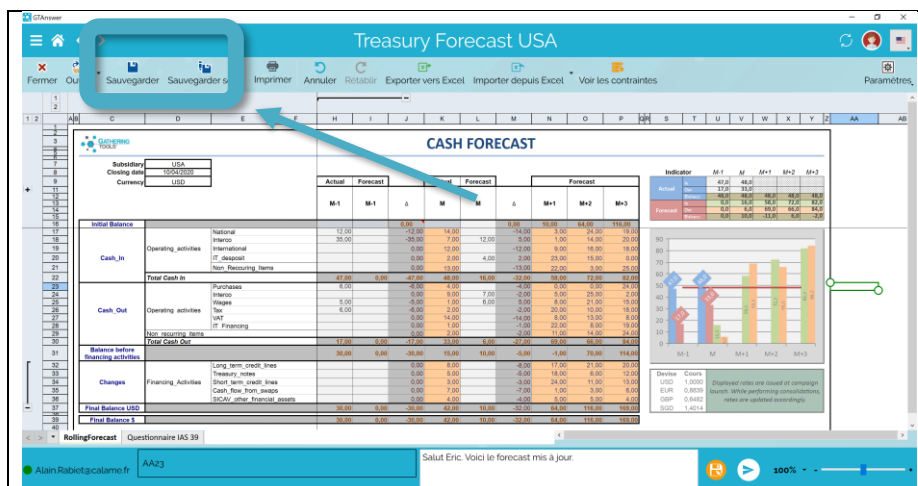
To export your document, click on "Save" or "Save As...".

Gathering Tools documents (.qstx extension) can be opened by double-clicking on the file, or from the login screen by clicking on the "Open local document" button.

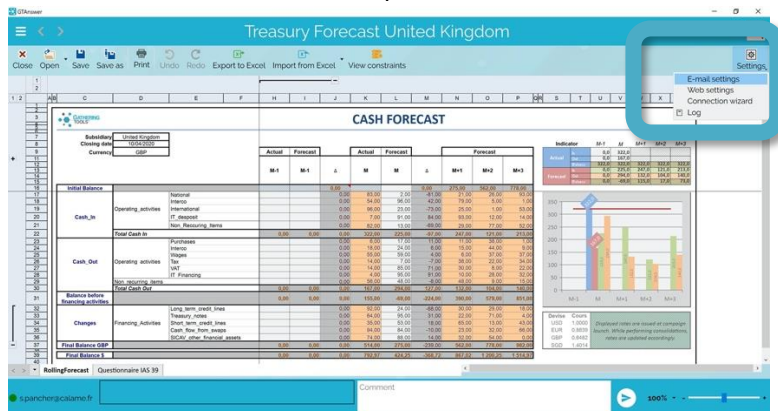## 5. Transmission of answers by e-mail

If you don't have an account on the project instance, or you can't log in, you can use the "backup connection" to send your answers by email. To do this, you will need:

1. To set up the connection to your email client.
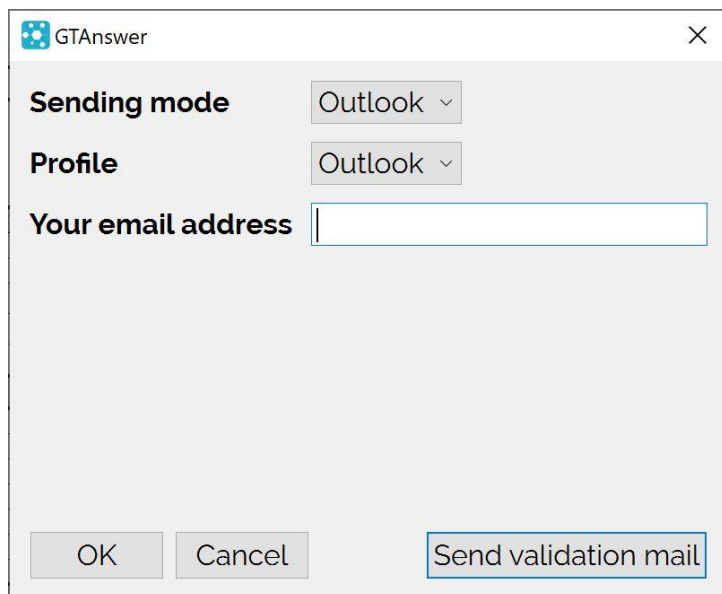2. Validate your address.
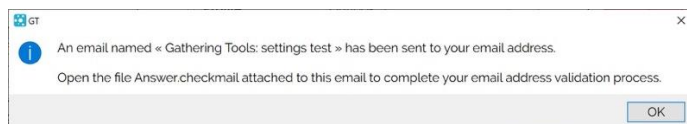
We will now detail these operations

Click on the "Settings" button and select the "Email Settings" item from the pop-up menu.

In "Sending Type", select "Outlook" if you have an Outlook client installed on your computer. Under "Profile", select the profile you wish to use. If several accounts are set up in your Outlook application, choose the one that corresponds to your usual e-mail account.
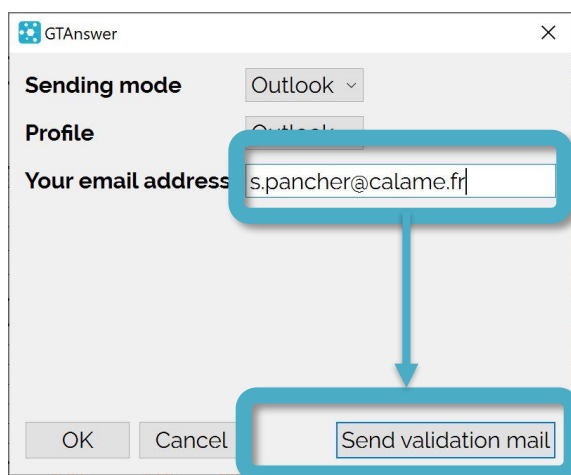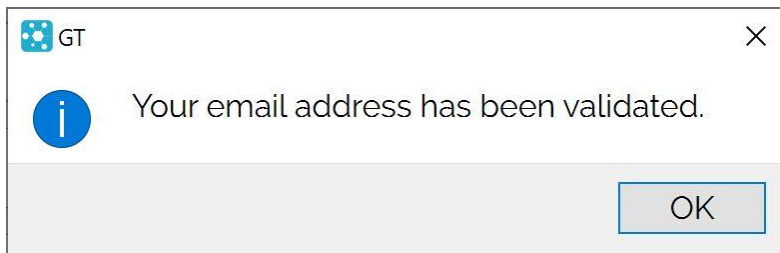

Enter your email address in the appropriate field then click on the button "Send validation email".
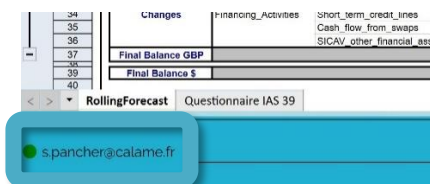

A message describes the next step: click on "Ok".

Gathering Tools : Test des paramètres

GT...........@calame.fr>

Répondre | Répondre à tous | Transférer | ...

sam. 02/05/2020 16:17

Answer.checkmail
13 KB

Bonjour,

Afin de procéder à la validation de votre adresse mail, il vous suffit d'exécuter le fichier "Answer.checkmail" qui figure en pièce attachée à ce mail.
Une fois le fichier exécuté, une boite de dialogue affichant le message "Votre adresse a été validée" apparaitra.
La procédure de validation sera alors terminée.

Go to your mailbox. You will receive an email entitled "Gathering Tools: Test Settings". This email has an attachment titled "Answer.checkmail". Open the attachment.

GT

×

ⓘ Your email address has been validated.

OK

The application then tells you that your email address is validated.

34	Changes	Financing_Activities	Short_term_credit_lines
35			Cash_flow_from_swaps
36			SICAV_other_financial_asse
37	Final Balance GBP		
38			
39	Final Balance $		
40			

RollingForecast | Questionnaire IAS 39

s.pancher@calame.fr

From now on, when you open a document, your validated email address will appear in the lower left corner of the application.
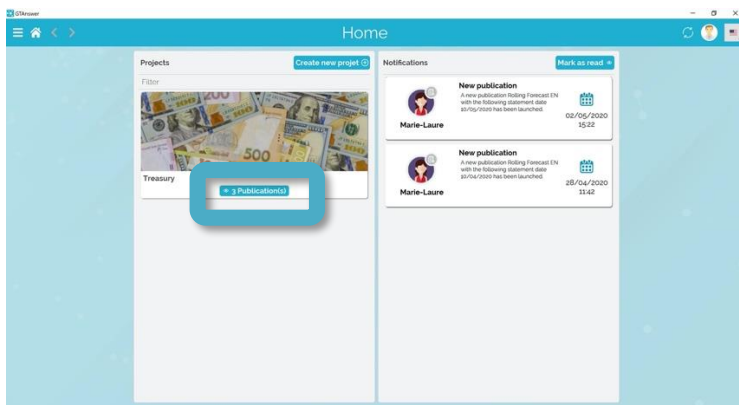
6. Find your old answers

If you have an account on the project instance, it is not necessary to keep the notification emails you receive: all notifications are saved in the instance, along with all related documents.
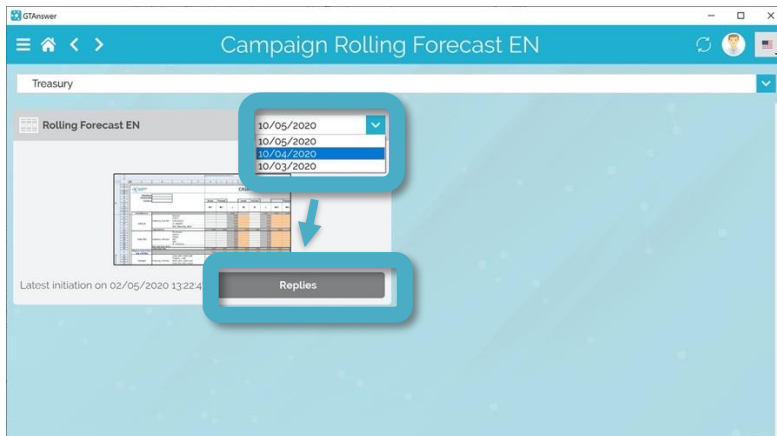2 methods are available to find your answers:

Through the threads
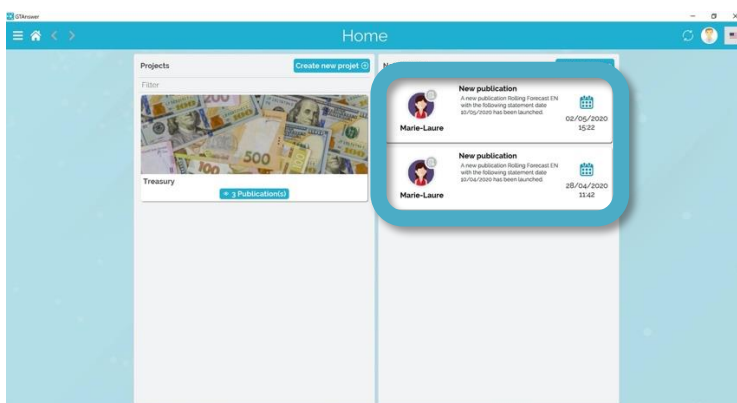
The notifications are arranged on the right column. They cannot be deleted.

The documents are in the projects. Their list is on the left column. For each project, a button displays the number of publications.

Click on the number of publications to access it.

On this page, you will find a list of the document templates on which publications are based as well as the publication deadlines.
Select the closing date of your choice and then click on the "Answers" button.
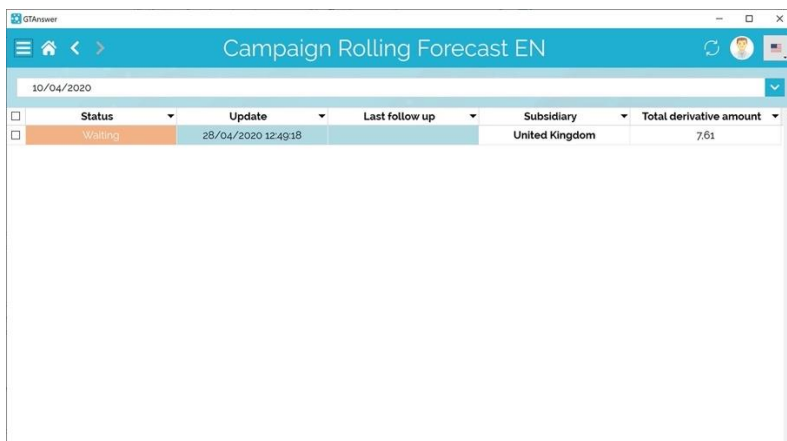
This screen shows the list of entities in the publication for which you have read rights.

The example shows only one entity (United Kingdom).

Double-click the entity to access the corresponding thread.

The thread contains all the messages exchanged.

Click on any document icon to access the corresponding document.

Through the history of the responses
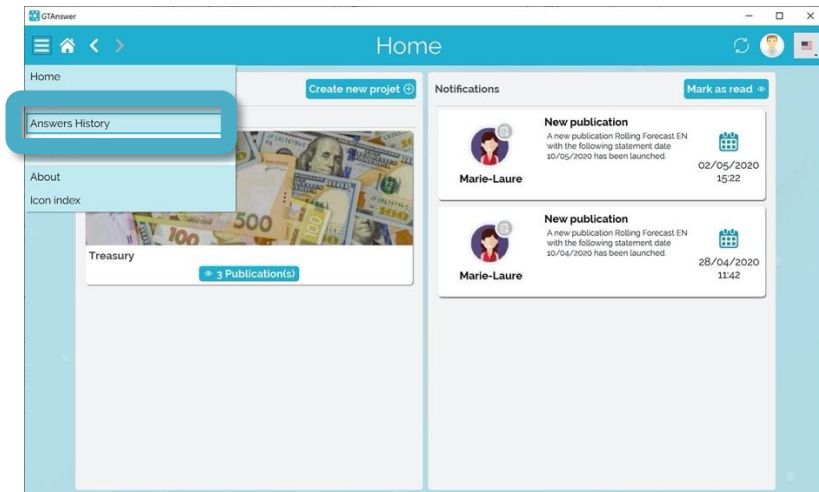
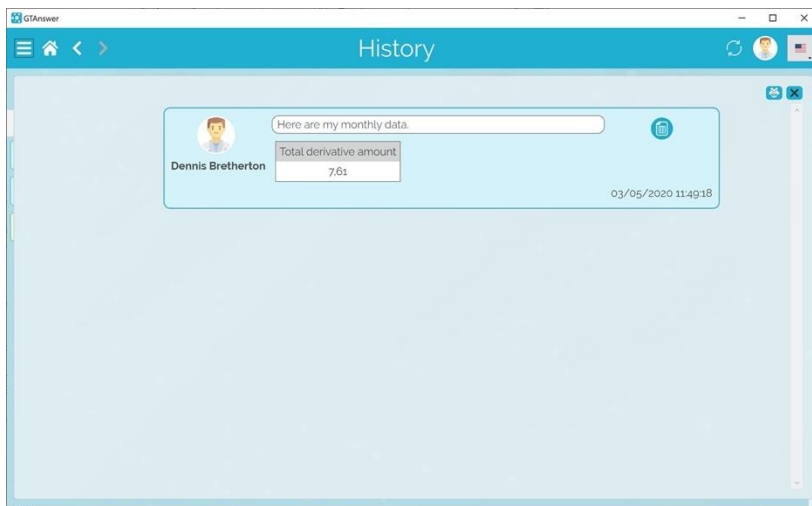From the main menu, select the "Response History" item.
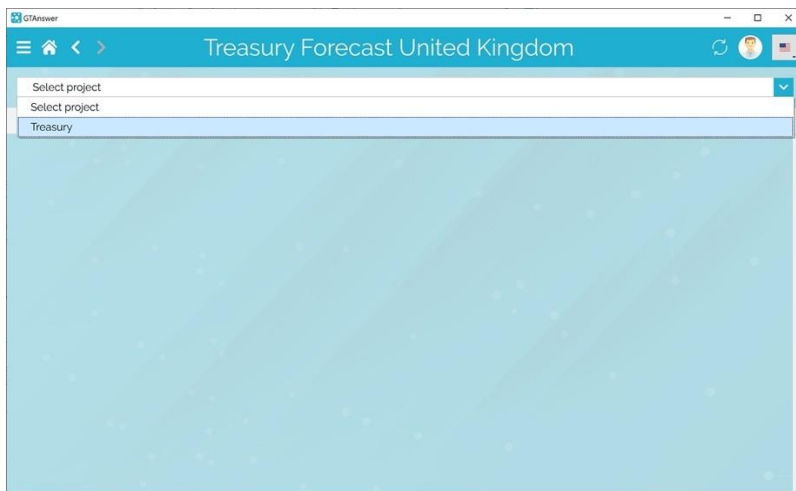
From the dropdown list, select your project

The list of answers appears. Note that the color indicates the release status. For example, in the example, the answer for 03/10/2020 is validated, the others are awaiting validation.

Double-click on the desired answer to display the corresponding thread.

Note that the thread is reduced to the selected answer only. However, if the response is validated or invalidated, the validation or invalidation comment is also displayed.

3. Entry and transmission of responses

Enter the required data and then   Finally, click on te submit button

provide a comment
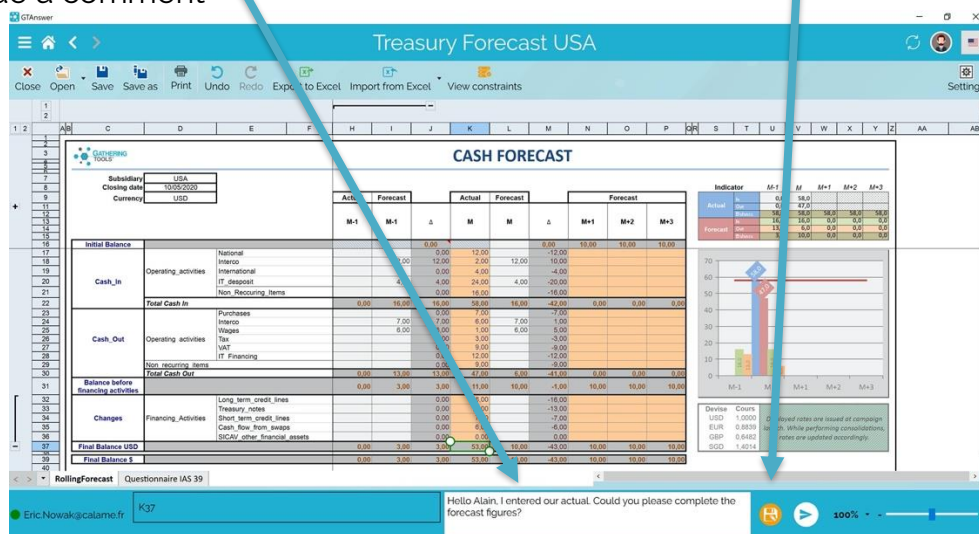
Once you submit your reply, the document is automatically closed and the application takes you back to the updated thread.
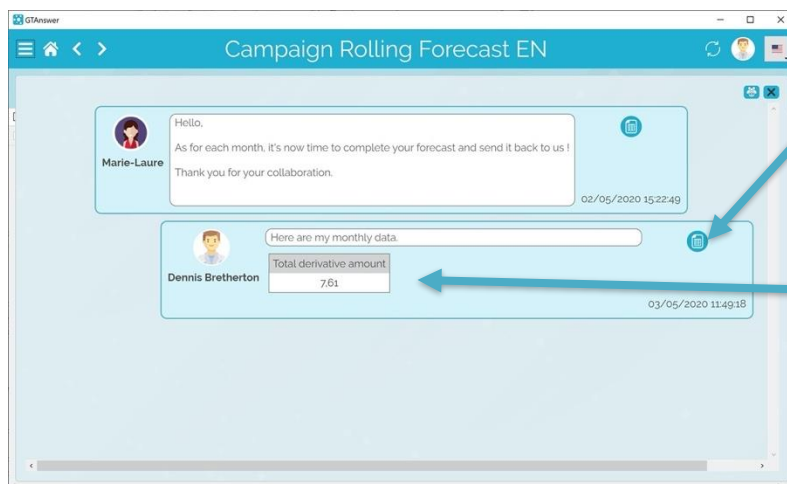
You can reopen your answer at any time by clicking on the corresponding "document" icon.

This data corresponds to the Key Indicators of your response (KPIs).

They allow everyone to better evaluate the main values of the different versions during the discussion.

1 Entrying in a pattern

Patterns are tables whose number of lines may vary.
- Either on your own initiative (you can add or delete lines)
- Either from the initiative of the server (during document generation or synchronization)

Note: by default, the basic element of a pattern is the line, but the developer can create complex patterns in which the basic element consists of several lines.

In this case, each addition / deletion will add or remove several lines.

When you select a cell belonging to a pattern, a tooltip appears.

Clicking on the bubble displays the available actions on the pattern.

If the pattern allows adding and deleting lines, you can add and delete as many lines as you want. However, a pattern must always contain at least one line.

1. Sorting and filtering

To sort the data in a pattern column, right-click a pattern cell (not the column header). Sorting depends on the type of the field :

Sorting on alphanumeric column

Sorting on numerical column

Sort by date column

Note: it is not possible to "combine" successively several sorts.

To filter the data in a column, select a cell in the column and choose

Right click on the cell.

Finally, choose "Filter..." from the context menu.

Only the items you check will appear in the pattern, all others will be hidden.

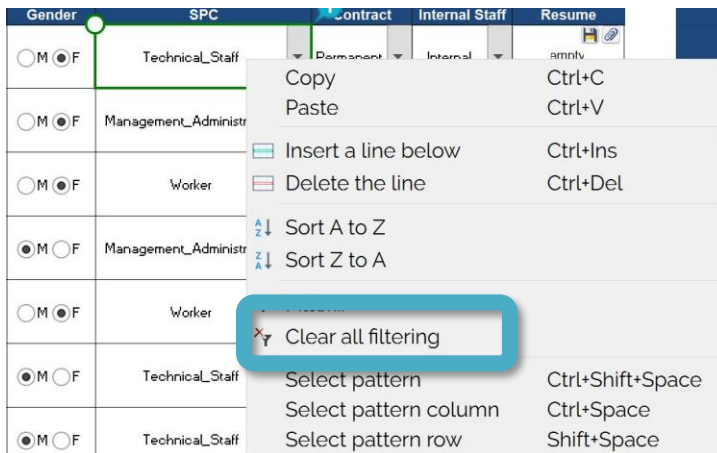Note: the filter is applied as soon as the selection is made.

You can also filter using the search box :
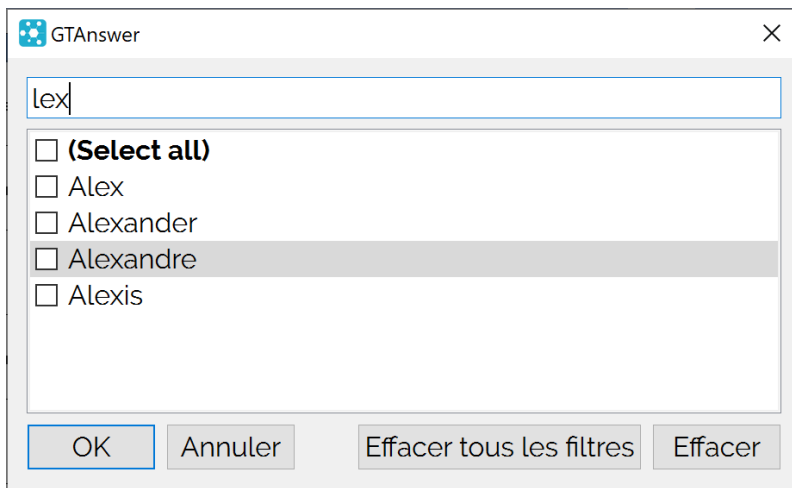
Here, a column containing a list of first names is filtered.

By entering "lex" in the search box, only first names containing "lex" are displayed.

All you have to do is tick the items you want to appear in the pattern.

To remove the filters, right-click in one of the pattern cells and select the item "Clear all filters".

2. Consistency checks

The project developer may have added a number of business rules. These rules are intended to prevent the transmission of incomplete or inconsistent data. If the data you have entered does not comply with all of the rules in the document, you will not be able to submit your responses. When you click on the submit button, a window will appear listing the data to be corrected. Each error to be corrected is presented as follows:
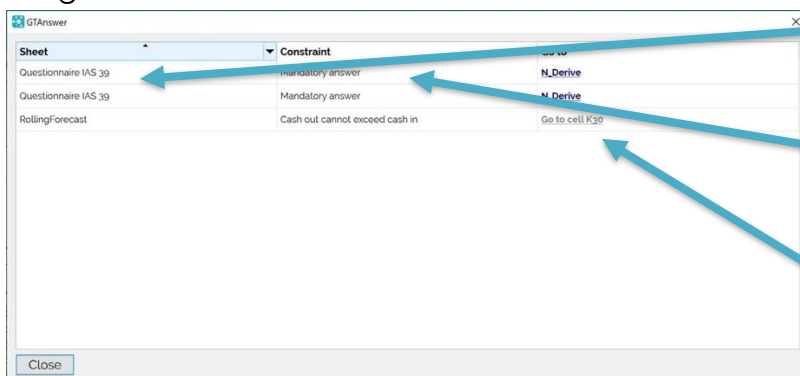
- The tab where the error ls located

- The wandering message

- A hyperlink leading to the cell to be corrected.
- (Some errors may generate multiple hyperlinks)

Click on the hyperlink to go to the cell (or one of the cells) causing the error.
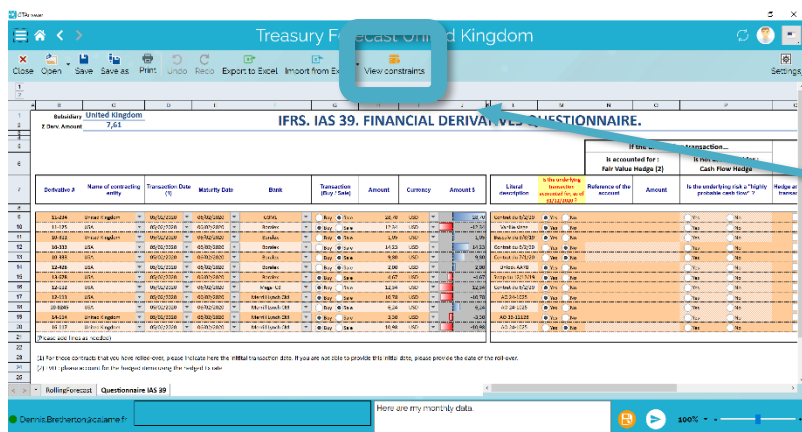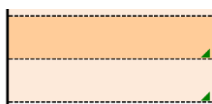
Data verification is performed during transmission but you can trigger it at any time by clicking on the "View Constraints" button.

3. The different types of transmission errors
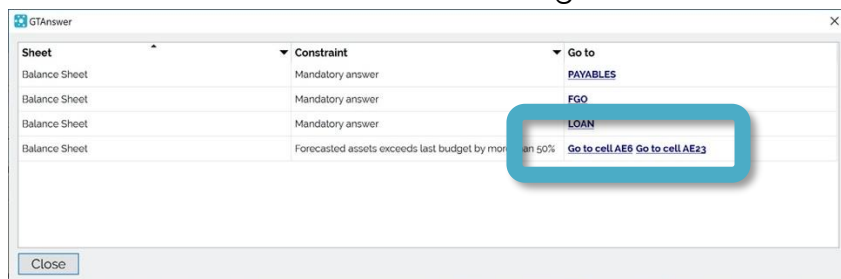
3.1.1. Mandatory cells

Mandatory cells are manifested in the interface by a green chamfer in the lower right corner of the cell.

2. mandatory cells. Note the green chamfer

3.1.2.   Constraints

Constraints are business rules involving several cells

Where appropriate, the message corresponding to a constraint will contain several hyperlinks

4. Working with Excel: Export and Import

. For some documents, it can be convenient to prepare your data in Excel and then import it back into your PC document. This is particularly useful if you already have some of the data requested in the PC document, and the data you have is in one or more Excel workbooks.

Note that the project developer can disallow this feature.

4.1.1. Exporter vers Excel
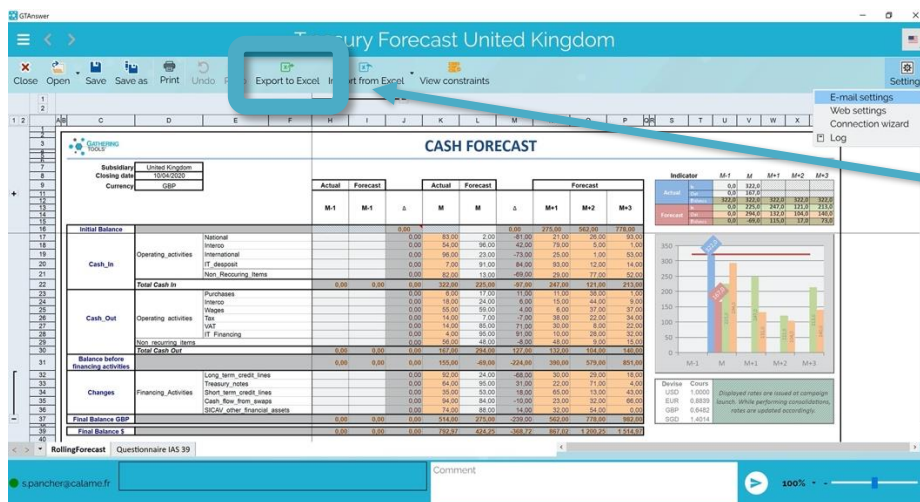
You can export your document to Excel by clicking on the "Export Excel" button.

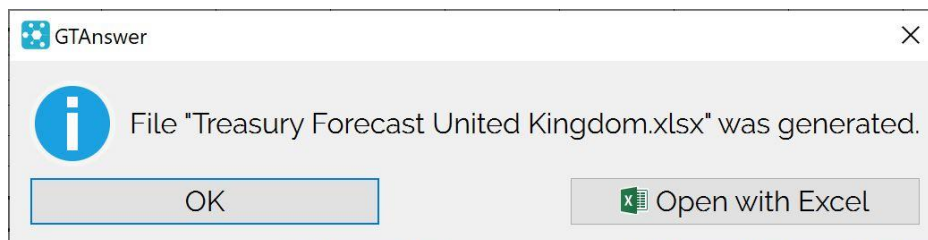The application then asks you to save the exported file in the directory of your choice.

Once the file has been exported, a dialog box confirms that the file has been generated.
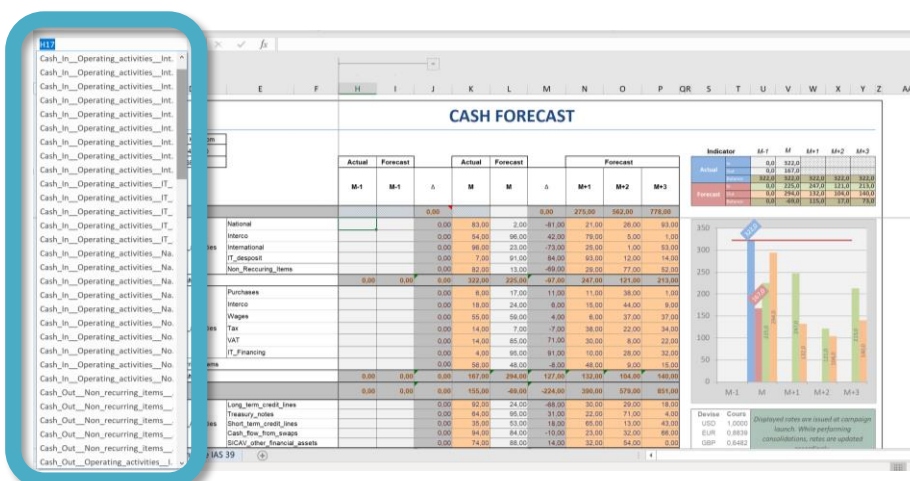
You can now click on the "Open with Excel" button to start working on the file.

Note : ».The exported Excel file is sometimes called "Input Matrix".

4.1.2.   work with the exported Excel file

The exported file contains several characteristics that must be taken into account to be able to correctly import your data afterwards.

Preserve named areas

In the exported Excel file, each cell whose value can be imported is given a name.

The file therefore potentially contains a very large number of names that should not be changed.

In the exported Excel file, each cell whose value can be imported is given a name.

The file therefore potentially contains a very large number of names that should not be changed.

Adding Lines in Patterns

Patterns are tables in which you can add or delete rows. In the exported Excel file, each pattern has a footer. The footer is an Excel name of the form [Pattern name].FOOTER

The footer is essential for importing data because it is the footer that delimits where the import stops for the reason concerned. In other words, not all the lines after the footer will be imported.

In this example, the footer is in cell B21 and is named "Derivatives.FOOTER".

This means that the import of the "Derivatives" pattern data will stop at line 21.

If you want to add lines in the exported workbook, make sure you insert them all before the footer, otherwise the lines after the footer will not be imported.

4.1.3.   Import from Excel

To import the data you have entered into the exported Excel file, first make sure that you have saved the file.
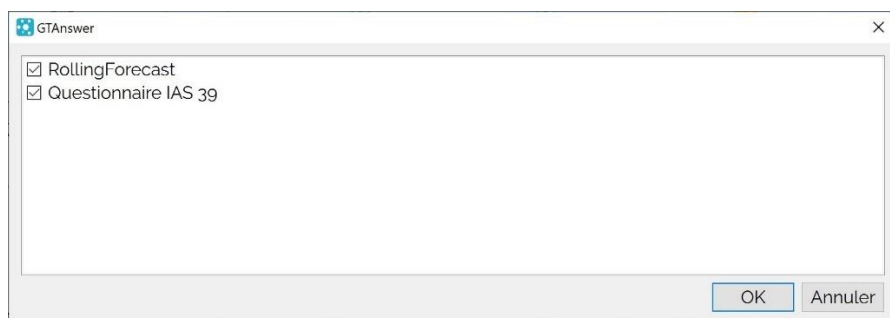

Then, click on the « Import from Excel »

A dialog box then opens, allowing you to select the Excel file you want to import your data from.

Note that the application remembers the last imported files. So, if you want to import a file several times in a row, just select it from the list.

Once the file to be imported has been chosen, the application offers you to select the sheets of the Excel file from which the data will be imported.

Deselect any sheets whose data you do not wish to import and click the "OK" button.
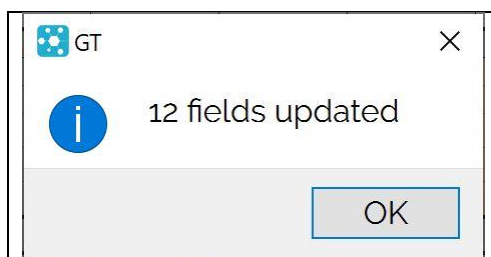
Once the import is complete, the application informs you of the number of cells that have actually had their values updated.

If the Excel workbook contains values that do not respect the type constraints or the bounds of the cells to be updated, the application will display the error list :
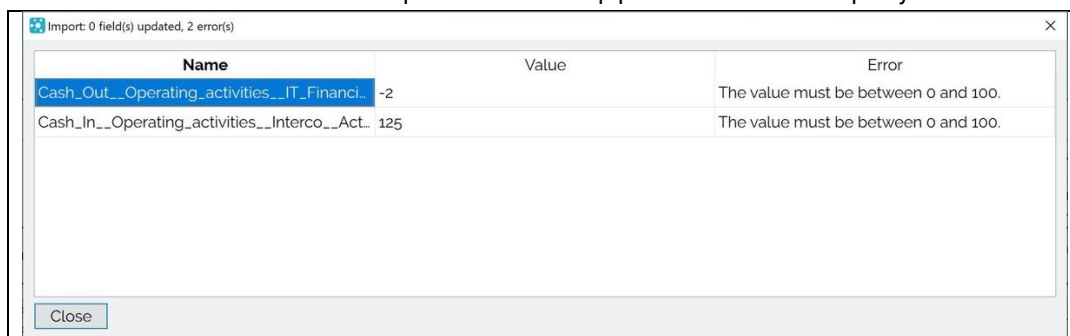
The cells concerned are not updated

To correct the values in the Excel workbook, proceed as follows:

1. Select the field name from the list, then copy it (Ctrl+C)

Note 1: The Excel import updates all the cells of the document for which an equivalent exists in the Excel file. If values existed in the document, they are replaced by the values from the Excel file.

Note 2: the Excel import works like a copy/paste. It replaces the values in the document with the values from the file in the order of the file.

2. in Excel, paste the name in the Name Area. Excel then selects the relevant cell.
3. Correct the cell value, save your workbook then import once again.
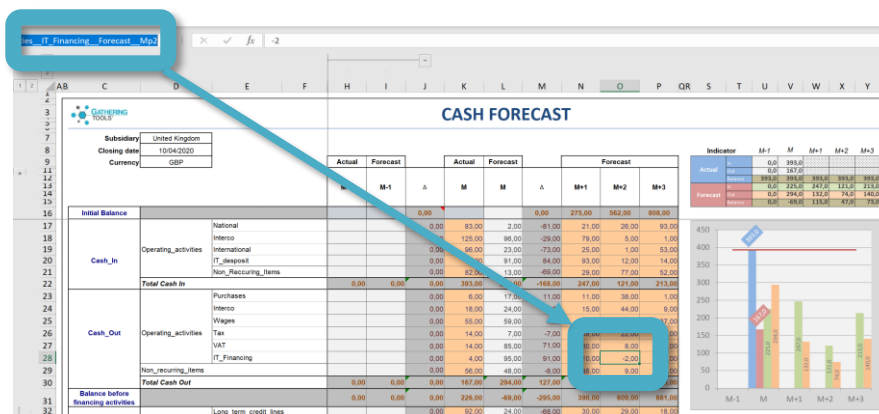

Thus, if you feed this document, which is intended to inform the population of the world's largest cities, and in which only the "Population" column can be entered.

..Through this file, in which the cities are in a different order...

	A	B
1	City	Population
2	Mexico	21 671 908
3	Sao Paulo	21 846 507
4	Shangai	26 317 104
5	Delhi	29 399 141
6	Tokyo	37 435 191

City	Population
Tokyo	21 671 908
Delhi	21 846 507
Shangai	26 317 104
Sao Paulo	29 399 141
Mexico	37 435 191

The result will be as follows. Indeed, as the "City" column is not seizable, only the "Population" column is updated, in the order in which it appears in the Excel file.

In this case, notify the project developer so that he can put in place rules to handle this type of case.

Note also that while the Excel import allows you to add rows in the patterns, it does not allow you to remove them.

2. Synchronization

Synchronization allows you to refresh the data to ensure that you have the most up-to-date information. Synchronization is only available if the developer has enabled it, and can be done in 3 ways:

1. Automatic synchronization when opening the document
2. Automatic synchronization during transmission of responses
3. Manual sync.
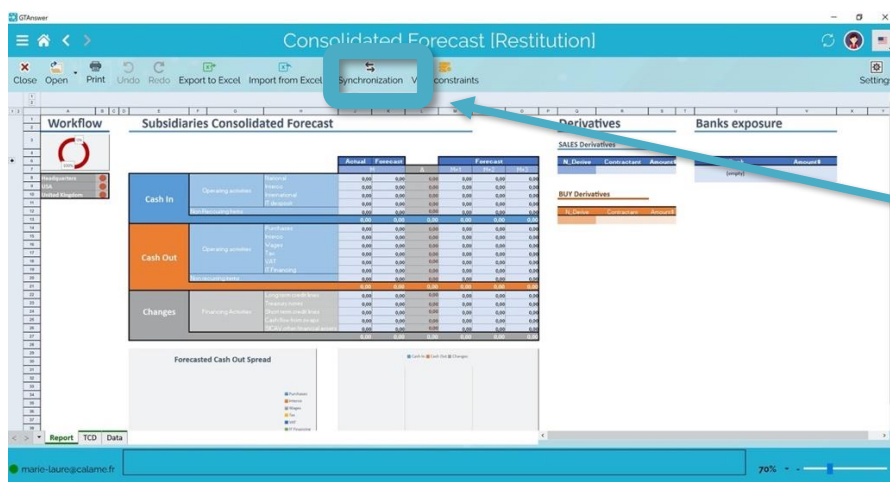
Here is an example of a dashboard.

By clicking on the "Synchronization" button...
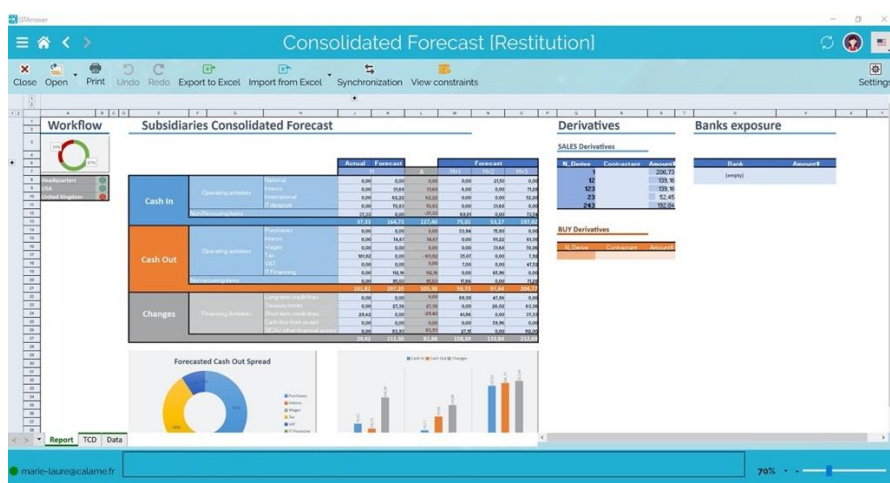
The document is then updated.

3. Copy / Paste cell ranges

You can copy/paste values within a PC document (only values are copied). You can also copy from Excel to PC.

3.1.1. Copy / paste to "normal" cells (out of pattern)

Only editable cells will be updated. Values that cannot be pasted will be ignored.

If we copy this track from Excel...

..To this cell of a GT document in which only salmon-colored cells are editable.

It can be seen that only the first and last columns are pasted.

Note that if the copied range or the destination range contains merged cells, these cells must be in the same place in the source and destination, otherwise the application will generate an error message:

Here, if you try to copy the next range (where the cells A1:B2 are merged) to the document shown above...
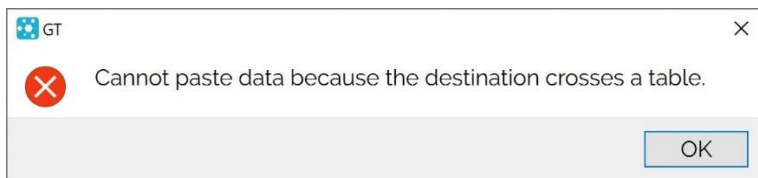
…You will get this error message because there are no merged cells in the destination range.

3.1.2. Copy / Paste to a pattern

he copy/paste to a pattern works in the same way as the Excel import: the data is imported in the original order.

Apples	10	1,2	Ok
Pears	15	1,3	Ok
Strawberries	20	1,4	Ok

So, if we copy this range of data…

	A	B	C	D	E	F
1						
2		Product	Quantity	Price	Turnover	
3					0	
4						
5						
6						

..In this pattern with only 3 columns that can be entered (the last column is a formula)

GTAnswer

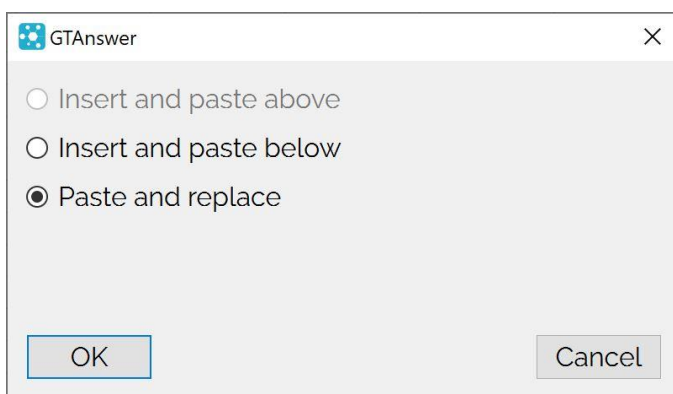○ Insert and paste above

○ Insert and paste below

◉ Paste and replace

OK   Cancel

First we have to choose where the new lines will be inserted. Leaving the default choice for paste and replace…

	A	B	C	D	E	F
1						
2		Product	Quantity	Price	Turnover	
3		Apples	10	1,2	12	
4		Pears	15	1,3	19,5	
5		Strawberries	20	1,4	28	
6						

…We get the following result. Note that the last column of data (which contained "Ok") has been ignored since this pattern has only 3 columns that can be entered.

Note that the cell from which you make your collage is important. By default, the application expects you to paste from the first column of the pattern.

	A	B	C	D	E
1					
2		Product	Quantity	Price	Turnover
3					0
4					

Thus, if one tries to paste the 4 columns of data from column C…

GT

The selected zone overflows a table.

OK

You get an error message since it would have been possible to paste more data by pasting from column B

	Apples	10	1,2	Ok
	Pears	15	1,3	Ok
	Strawberries	20	1,4	Ok

On the other hand, if you only copy two columns…

	A	B	C	D	E
1					
2		Product	Quantity	Price	Turnover
3			10	1,2	12
4			15	1,3	19,5
5			20	1,4	28

……and stick them from cell C3, it won't be a problem.

Apples	10	1,2	Ok
Pears	15	1,3	Ok
Strawberries	20	1,4	Ok

So, if you copy all four columns of data…

	A	B	C	D	E
1					
2		Product	Quantity	Price	Turnover
3					0
4					

…And that you're trying to paste them from cell A3

GT	×
❌ Cannot paste data because the destination crosses a table.	
	OK
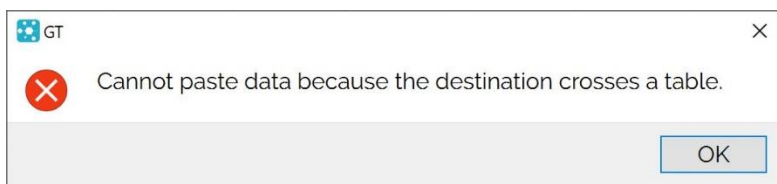
.You will get an error message because cell A3 is not part of the pattern