



Navicat Charts Viewer

Version 1 User Guide



Table of Contents

Chapter 1 - Introduction	2
About Navicat Charts Viewer	2
Installation	2
Registration	3
Migration / Upgrade	4
End-User License Agreement	5
Chapter 2 - User Interface	12
Main Window	12
Workspace Window	13
Chapter 3 - Collaboration	14
About Collaboration	14
Manage Cloud	14
Navicat Cloud	14
On-Prem Server	16
Push Synchronization	18
Cache and Local Copies	18
Projects	19
Work With Projects	19
Manage Members	20
Chapter 4 - Workspace Handling	21
Open Workspace	21
Present Dashboard	22
Print & Export Dashboard	22
Chapter 5 - Other Advanced Tools	23
Useful Features	23
Search Filter	23
Dark Theme	23
Chapter 6 - Configurations	25
Options Settings	25
General	25
File Locations	25
Connectivity	25
Environment	26
Advanced	27
Chapter 7 - Hot Keys	28
Charts Viewer Hot Keys	28
Chapter 8 - Trace Logs	29
Log Files	29

Chapter 1 - Introduction

About Navicat Charts Viewer

Navicat Charts Viewer is an easy-to-use tool for viewing Charts workspace files. With its friendly Graphical User Interface (GUI), Navicat Charts Viewer allows you to navigate workspaces designed by Navicat's Charts feature or Navicat Charts Creator. You can access local workspace files, or workspace files stored in Navicat Cloud or Navicat On-Prem Server.

Navicat Charts Viewer allows you to share workspace files with someone who does not have Navicat and Navicat Charts Creator running on his computer but has Navicat Charts Viewer installed. It highly increases the flexibility and convenience for viewing workspace files. It also gives you the ability to export dashboards to PDF files and other image file formats.

Navicat Charts Viewer is available on three platforms - Microsoft Windows, macOS and Linux.

For details, visit our website: <https://www.navicat.com>

System Requirements

Windows

- Microsoft Windows 7, Windows 8, Windows 8.1, Windows 10, Windows 11, Server 2008, Server 2012, Server 2016, Server 2019, Server 2022

macOS

- macOS 10.14 Mojave, macOS 10.15 Catalina, macOS 11 Big Sur, macOS 12 Monterey

Linux

- Debian 9, Debian 10, Debian 11, Ubuntu 18.04, Ubuntu 20.04, Fedora 33, Fedora 34, Fedora 35, Linux Mint 19, Linux Mint 20, Deepin 20

Installation

We strongly suggest that you shut down any opened applications. This will help ensure a smooth installation.

Installation for Download Version

1. Download Navicat Charts Viewer Windows version.
2. Open the **.exe** file.
3. Click **Next** at the Welcome Screen.
4. Read the License Agreement. Accept it and click **Next**.

5. Accept the location of the program icons by clicking **Next**. If you wish to change the destination of the folder for Navicat Charts Viewer program click **Browse**.
6. Follow the remaining steps.

Installation for CD Version

1. Load the Navicat Charts Viewer CD Installation disk into the CD-ROM drive.
2. Open the **.exe** file.
3. Click **Next** at the Welcome Screen.
4. Read the License Agreement. Accept it and click **Next**.
5. Accept the location of the program icons by clicking **Next**. If you wish to change the destination of the folder for Navicat Charts Viewer program click **Browse**.
6. Follow the remaining steps.

Registration

When the trial period is finished, Navicat Charts Viewer requires a license key or a subscription plan to continue using the features.

Note: Perpetual License and Subscription Plan cannot be used at the same Navicat Charts Viewer. Before changing the registration method, you need to deactivate the license key or sign out your Navicat ID.

Perpetual License

If you have purchased a perpetual license, you will receive a license key for activating Navicat Charts Viewer.

In the **Perpetual License** section, paste your license key (16 digits) and click the **Activate** button. Navicat Charts Viewer contacts our licensing server to activate the license key. If the activation process is successful, the license key details are displayed.

Manual Activation

Manual activation is available when your computer does not have an internet connection. You will need another computer with an internet connection to complete this activation process.

1. If the online activation is failed, click **Manual Activation**.
2. Copy the Request Code in the **Copy the Request Code Here:** box.
3. Open web browser on a computer with an internet connection and then go to https://customer.navicat.com/manual_activate.php.
4. Paste/Enter the Request Code into the left box.

5. Click **Get Activation Code**.
6. Copy the generated Activation Code in the right box.
7. Go back to the computer where you are activating Navicat Charts Viewer.
8. Paste the Activation Code into the **Paste the Activation Code Here:** box.
9. Click **Activate**.

Subscription Plan

If you have subscribed a plan, you can sign in your Navicat ID to use Navicat Charts Viewer during the subscription term.

Note: Navicat ID is the Email address that you used to subscribe the plan.

In the **Subscription** section, provide your **Navicat ID** and **Password**. After signed in, the subscription plan details are displayed.

Navicat Charts Viewer contacts our licensing server once per hour to auto reload the plan by default. If you have updated your plan in the portal site, you can use the **Reload Plan** button to force reloading the new plan.

Note: Each Navicat ID can connect to only one Navicat Charts Viewer. If you sign in your Navicat ID in another Navicat Charts Viewer, you will be signed out from the current Navicat Charts Viewer.

Migration / Upgrade

Migrate Navicat Charts Viewer to a new computer

1. In Navicat Charts Viewer, choose **Help -> Registration**.
2. [Perpetual License] Click **Deactivate** to online deactivate the license key.
3. [Subscription Plan] Click **Sign Out** to sign out your Navicat ID.
4. Uninstall Navicat Charts Viewer from the existing computer.
5. Re-install Navicat Charts Viewer in the new computer.

Upgrade Navicat Charts Viewer

If you want to upgrade an installed copy of Navicat Charts Viewer to the latest release, please choose **Help -> Check For Updates** to start the Updater. It will automatically check your installed version. If there is a new version, simply follow the steps in the Updater to upgrade your Navicat Charts Viewer. It will replace your previous Navicat Charts Viewer and your current settings will remain unchanged.

Or, you can submit your registered email address on the [Customer Center](#) to download the latest version installer.

End-User License Agreement

Note: For the License Agreement of Navicat Cloud service, please click [here](#).

IMPORTANT: THIS SOFTWARE END USER LICENSE AGREEMENT ("EULA") IS A LEGAL AGREEMENT BETWEEN YOU (EITHER AN INDIVIDUAL OR, IF PURCHASED OR OTHERWISE ACQUIRED BY OR FOR AN ENTITY, AN ENTITY) AND PREMIUMSOFT CYBERTECH LTD..READ IT CAREFULLY BEFORE COMPLETING THE INSTALLATION PROCESS AND USING THE SOFTWARE. IT PROVIDES A LICENSE TO USE THE SOFTWARE AND CONTAINS WARRANTY INFORMATION AND LIABILITY DISCLAIMERS. BY INSTALLING AND USING THE SOFTWARE, YOU ARE CONFIRMING YOUR ACCEPTANCE OF THE SOFTWARE AND AGREEING TO BECOME BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO BE BOUND BY THESE TERMS, THEN DO NOT INSTALL THE SOFTWARE AND RETURN THE SOFTWARE TO YOUR PLACE OF PURCHASE. THIS EULA SHALL APPLY ONLY TO THE SOFTWARE SUPPLIED BY PREMIUMSOFT CYBERTECH LTD. HEREWITH REGARDLESS OF WHETHER OTHER SOFTWARE IS REFERRED TO OR DESCRIBED HEREIN.

1. Definitions

- a. "Non-commercial Version" means a version of the Software, so identified, for use by i) the individual who is a natural person and not a corporation, company, partnership or association or other entity or organization (ii) the individual who is a student, faculty or staff member at an educational institution, and (iii) staff of a non-profit organization or charity organization only. For purposes of this definition, "educational institution" means a public or private school, college, university and other post secondary educational establishment. A non-profit organization is an organization whose primary objective is to support an issue or matter of private interest or public concern for non-commercial purposes.
- b. "Not For Resale (NFR) Version" means a version, so identified, of the Software to be used to review and evaluate the Software, only.
- c. "PremiumSoft" means PREMIUMSOFT CYBERTECH LTD. and its licensors, if any.
- d. "Software" means only the PremiumSoft software program(s) and third party software programs, in each case, supplied by PremiumSoft herewith, and corresponding documentation, associated media, printed materials, and online or electronic documentation.
- e. "Unregistered version", "Trial version" or "Demo version" means an unregistered copy of the SOFTWARE ("UNREGISTERED SOFTWARE") which may be used by the USER for evaluation purposes for a period of fourteen (14) days following the initial installation of the UNREGISTERED SOFTWARE. At the end of the trial period ("TRIAL PERIOD"), the USER must either register the SOFTWARE or remove it from his system. The UNREGISTERED SOFTWARE may be freely copied and distributed to other users for their evaluation.
- f. "Navicat Essentials" means a version of the Software, so identified, to be used for commercial purpose.

2. License Grants

The licenses granted in this Section 2 are subject to the terms and conditions set forth in this EULA:

- a. Subject to Section 2(b), you may install and use the Software on a single computer; OR install and store the Software on a storage device, such as a network server, used only to install the Software on your other computers over an internal network, provided you have a license for each separate computer on which the Software is installed and run. Except as otherwise provided in Section 2(b), a license for the Software may not be shared, installed or used concurrently on different computers.
- b. In addition to the single copy of the Software permitted in Section 2(a), the primary user of the computer on which the Software is installed may make a second copy of the Software and install it on either a portable computer or a computer located at his or her home for his or her exclusive use, provided that:
 - A. the second copy of the Software on the portable or home computer (i) is not used at the same time as the copy of the Software on the primary computer and (ii) is used by the primary user solely as allowed for such version or edition (such as for educational use only),
 - B. the second copy of the Software is not installed or used after the time such user is no longer the primary user of the primary computer on which the Software is installed.
- c. In the event the Software is distributed along with other PremiumSoft software products as part of a suite of products (collectively, the "Studio"), the license of the Studio is licensed as a single product and none of the products in the Studio, including the Software, may be separated for installation or use on more than one computer.
- d. You may make one copy of the Software in machine-readable form solely for backup purposes. You must reproduce on any such copy all copyright notices and any other proprietary legends on the original copy of the Software. You may not sell or transfer any copy of the Software made for backup purposes.
- e. You agree that PremiumSoft may audit your use of the Software for compliance with these terms at any time, upon reasonable notice. In the event that such audit reveals any use of the Software by you other than in full compliance with the terms of this Agreement, you shall reimburse PremiumSoft for all reasonable expenses related to such audit in addition to any other liabilities you may incur as a result of such non-compliance.
- f. Your license rights under this EULA are non-exclusive.

3. License Restrictions

- a. Other than as set forth in Section 2, you may not make or distribute copies of the Software, or electronically transfer the Software from one computer to another or over a network.
- b. You may not alter, merge, modify, adapt or translate the Software, or decompile, reverse engineer, disassemble, or otherwise reduce the Software to a human-perceivable form.

- c. Unless otherwise provided herein, you may not rent, lease, or sublicense the Software.
- d. Other than with respect to a Trial / Demo Version, Non-commercial Lite Version or a Not For Resale Version of the Software, you may permanently transfer all of your rights under this EULA only as part of a sale or transfer, provided you retain no copies, you transfer all of the Software (including all component parts, the media and printed materials, any upgrades, this EULA, the serial numbers, and, if applicable, all other software products provided together with the Software), and the recipient agrees to the terms of this EULA. If the Software is an upgrade, any transfer must include all prior versions of the Software from which you are upgrading. If the copy of the Software is licensed as part of the whole Studio (as defined above), the Software shall be transferred only with and as part of the sale or transfer of the whole Studio, and not separately. You may retain no copies of the Software. You may not sell or transfer any Trial / Demo Version, Non-commercial Lite Version or Not For Resale Version of the Software.
- e. Unless otherwise provided herein, you may not modify the Software or create derivative works based upon the Software.
- f. Non-commercial Versions of the Software may not be used for, or distributed to any party for, any commercial purpose.
- g. Unless otherwise provided herein, you shall not
 - A. in the aggregate, install or use more than one copy of the Trial / Demo Version and Non-commercial Lite Version of the Software,
 - B. download the Trial / Demo Version and Non-commercial Lite Version of the Software under more than one username,
 - C. alter the contents of a hard drive or computer system to enable the use of the Trial / Demo Version of the Software for an aggregate period in excess of the trial period for one license to such Trial / Demo Version,
 - D. disclose the results of software performance benchmarks obtained using the Trial / Demo Version or Non-commercial Lite Version to any third party without PremiumSoft prior written consent, or
 - E. use the Trial / Demo Version of the Software for a purpose other than the sole purpose of determining whether to purchase a license to a commercial or education version of the software; provided, however, notwithstanding the foregoing, you are strictly prohibited from installing or using the Trial / Demo Version or Non-commercial Lite Version of the Software for any commercial training purpose.
- h. You may only use the Not for Resale Version of the Software to review and evaluate the Software.

- i. You may receive the Software in more than one medium but you shall only install or use one medium. Regardless of the number of media you receive, you may use only the medium that is appropriate for the server or computer on which the Software is to be installed.
- j. You may receive the Software in more than one platform but you shall only install or use one platform.
- k. You shall not use the Software to develop any application having the same primary function as the Software.
- l. In the event that you fail to comply with this EULA, PremiumSoft may terminate the license and you must destroy all copies of the Software (with all other rights of both parties and all other provisions of this EULA surviving any such termination).
- m. This program may include Oracle Instant Client (OCI). You agree that you shall
 - 1. not use of the Oracle Instant Client to the business operations;
 - 2. not assign, give, or transfer the Oracle Instant Client or an interest in them to another individual or entity;
 - a. make the Programs available in any manner to any third party for use in the third party's business operations; and
 - b. title to the Programs from passing to the end user or any other party;
 - 3. not reverse engineer, disassemble or decompilation the Oracle Instant Client and duplicate the Programs except for a sufficient number of copies of each Program for your licensed use and one copy of each Program media;
 - 4. discontinue use and destroy or return to all copies of the Oracle Instant Client and documentation after termination of the Agreement;
 - 5. not publish any results of benchmark tests run on the Programs;
 - 6. comply fully with all relevant export laws and regulations of the United States and other applicable export and import laws to assure that neither the Oracle Instant Client, nor any direct product thereof, are exported, directly or indirectly, in violation of applicable laws;
 - 7. allow PremiumSoft to audit your use of the Oracle Instant Client;

4. Upgrades

If this copy of the Software is an upgrade from an earlier version of the Software, it is provided to you on a license exchange basis. You agree by your installation and use of such copy of the Software to voluntarily terminate your earlier EULA and that you will not continue to use the earlier version of the Software or transfer it to another person or entity unless such transfer is pursuant to Section 3.

5. Ownership

The foregoing license gives you limited license to use the Software. PremiumSoft and its suppliers retain all rights, title and interest, including all copyright and intellectual property rights, in and to, the Software (as an independent work and as an underlying work serving as a basis for any application you may develop), and all copies thereof. All rights not specifically granted in this EULA, including Federal and International Copyrights, are reserved by PremiumSoft and its suppliers.

6. LIMITED WARRANTY AND DISCLAIMER

- a. Except with respect to Trial / Demo Version, Non-commercial Lite Version and Not For Resale Version of the Software, PremiumSoft warrants that, for a period of thirty (30) days from the date of delivery (as evidenced by a copy of your receipt): the physical media on which the Software is furnished will be free from defects in materials and workmanship under normal use. The Software is provided "as is". PremiumSoft makes no warranties, express or implied, arising from course of dealing or usage of trade, or statutory, as to any matter whatsoever.
- b. PremiumSoft provides no remedies or warranties, whether express or implied, for Trial / Demo version, Non-commercial Lite version and the Not for Resale version of the Software. Trial / Demo version, Non-commercial Lite version and the Not for Resale version of the Software are provided "as is".
- c. Except as set Forth in the foregoing limited warranty with respect to software other than Trial/ Demo version, Non-commercial Lite version and Not for Resale version, PremiumSoft and its suppliers disclaim all other warranties and representations, whether express, implied, or otherwise, including the warranties of merchantability or fitness for a particular purpose. Also, there is no warranty of non-infringement and title or quiet enjoyment. PremiumSoft does not warrant that the Software is error-free or will operate without interruption. The Software is not designed, intended or licensed for use in hazardous environments requiring fail-safe controls, including without limitation, the design, construction, maintenance or operation of nuclear facilities, aircraft navigation or communication systems, air traffic control, and life support or weapons systems. PremiumSoft specifically disclaims any express or implied warranty of fitness for such purposes.
- d. If applicable law requires any warranties with respect to the Software, all such warranties are limited in duration to thirty (30) days from the date of delivery.
- e. No oral or written information or advice given by PremiumSoft, its dealers, distributors, agents or employees shall create a warranty or in any way increase the scope of ANY warranty PROVIDED HEREIN.

7. LIMITATION OF LIABILITY

(a) Neither PremiumSoft nor its suppliers shall be liable to you or any third party for any indirect, special, incidental, punitive or consequential damages (including, but not limited to, damages for the inability to use equipment or access data, loss of business, loss of profits, business interruption or the like), arising out of the use of, or inability to use, the Software and based on any theory of liability including breach of contract, breach of warranty,

tort (including negligence), product liability or otherwise, even if PremiumSoft or its representatives have been advised of the possibility of such damages.

8. Third Party Software

The Software may contain third party software which requires notices and/or additional terms and conditions. By accepting this EULA, you are also accepting the additional terms and conditions of the third party software.

9. General

No PremiumSoft dealer, agent or employee is authorized to make any amendment to this EULA.

This EULA contains the complete agreement between the parties with respect to the subject matter hereof, and supersedes all prior or contemporaneous agreements or understandings, whether oral or written. You agree that any varying or additional terms contained in any purchase order or other written notification or document issued by you in relation to the Software licensed hereunder shall be of no effect. The failure or delay of PremiumSoft to exercise any of its rights under this EULA or upon any breach of this EULA shall not be deemed a waiver of those rights or of the breach.

If any provision of this EULA shall be held by a court of competent jurisdiction to be contrary to law, that provision will be enforced to the maximum extent permissible, and the remaining provisions of this EULA will remain in full force and effect.

10. Basis of Bargain

The Limited Warranty and Disclaimer and Limited Liability set forth above are fundamental elements of the basis of the agreement between PremiumSoft and you. PremiumSoft would not be able to provide the Software on an economic basis without such limitations. Such Limited Warranty and Disclaimer and Limited Liability inure to the benefit of PremiumSoft's licensors.

11. Term

By downloading and/or installing this SOFTWARE, the Licensor agrees to the terms of this EULA.

This license is effective until terminated. Licensor has the right to terminate your License immediately if you fail to comply with any term of this License.

"as is". Licensor makes no warranties, express or implied, arising from course of dealing or usage of trade, or statutory, as to any matter whatsoever. In particular, any and all warranties or merchantability, fitness for a particular purpose or non-infringement of third party rights are expressly excluded.

12. Governing Law

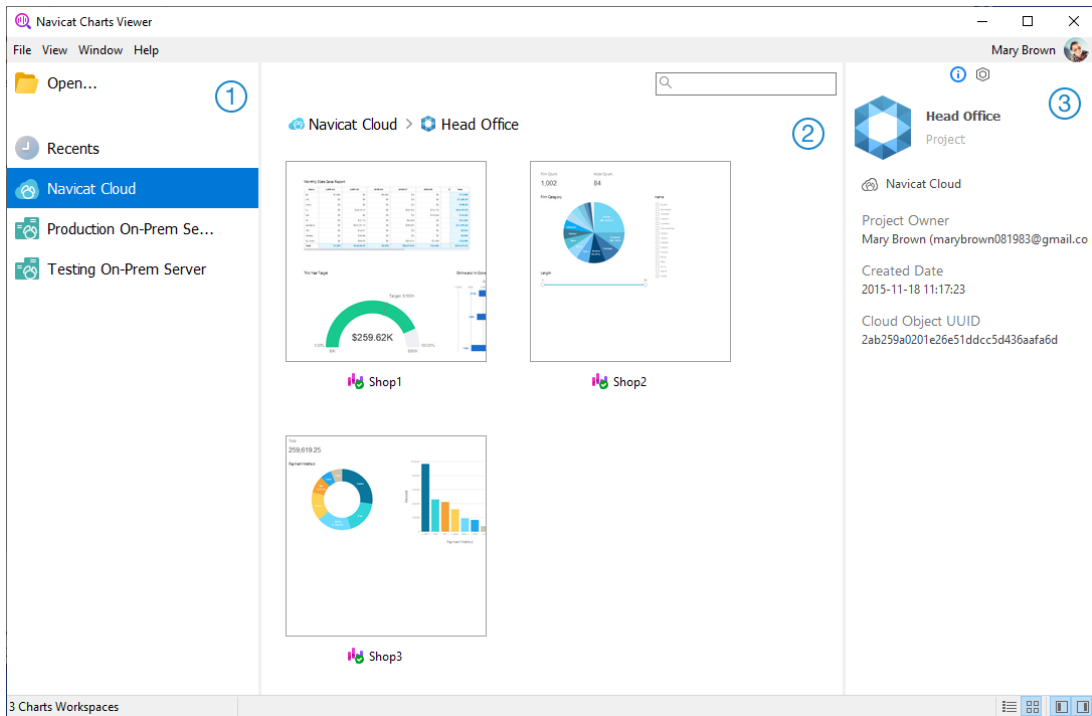
This License will be governed by the laws in force in Hong Kong. You hereby consent to the non-exclusive jurisdiction and venue sitting in Hong Kong to resolve any disputes arising under this EULA.

Should you have any questions concerning the validity of this License, please contact: licensing@navicat.com. If you desire to contact the Licensor for any other reason, please contact support@navicat.com.

PremiumSoft and other trademarks contained in the Software are trademarks or registered trademarks of PremiumSoft CyberTech Ltd. in the United States and/or other countries. Third party trademarks, trade names, product names and logos may be the trademarks or registered trademarks of their respective owners. You may not remove or alter any trademark, trade names, product names, logo, copyright or other proprietary notices, legends, symbols or labels in the Software. This EULA does not authorize you to use PremiumSoft or its licensors names or any of their respective trademarks.

Chapter 2 - User Interface

Main Window



① Navigation Pane

The Navigation pane allows you to open local workspace files, recently opened workspace files, or workspace files in Navicat Cloud / On-Prem Server. If the Navigation pane is hidden, choose **View -> Show Navigation Pane** from the menu bar.

② Content Pane

The Content pane contains the workspaces that are in the selected section of Navigation pane. To change the view, click the **Detail** or **Icon** buttons.

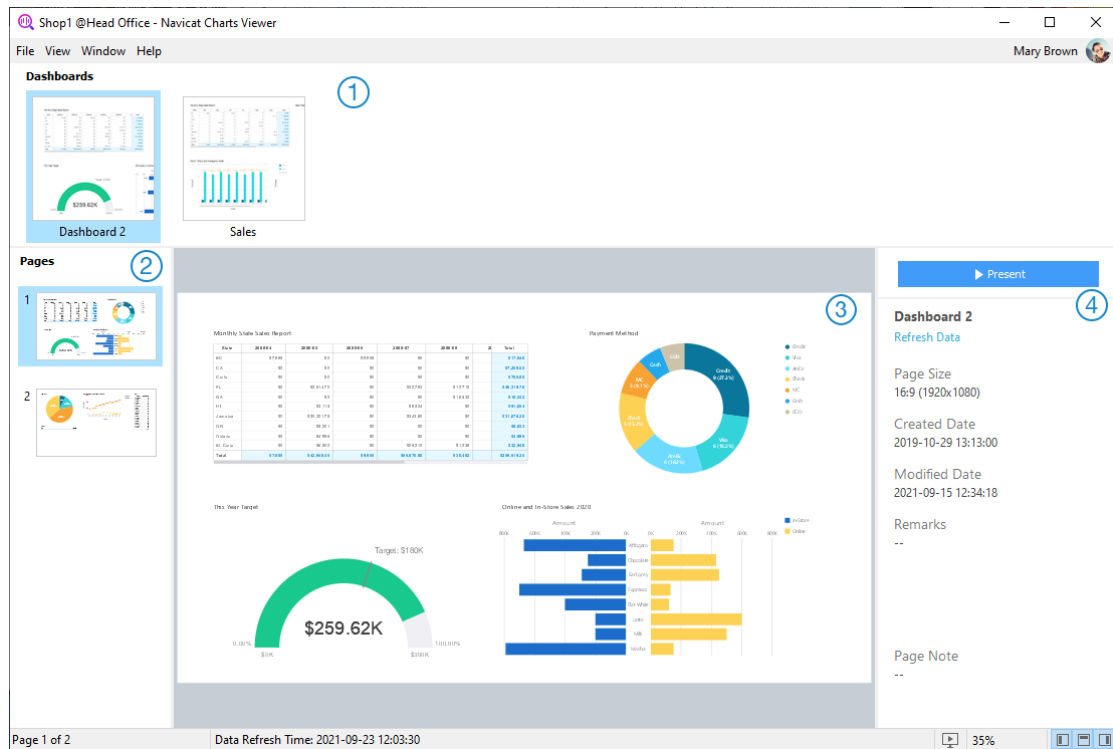
③ Information Pane

The **General** tab shows the general information of the workspace or the selected item.

The **Project** tab shows the project members and the project activities done by the members. Click **+** to add members to the project.

If the Information pane is hidden, choose **View -> Show Information Pane** from the menu bar.

Workspace Window



1 Dashboard List Pane

The Dashboard List pane shows all dashboards in the workspace. Click on the dashboard to open it. If the Dashboard List pane is hidden, choose **View -> Show Dashboard List** from the menu bar.

2 Pages Pane

The Pages pane shows thumbnail images of each page in the dashboard. If the Pages pane is hidden, choose **View -> Show Pages** from the menu bar.

3 Dashboard Pane

The Dashboard pane shows the selected dashboard page. You can hover over a data point on a chart to view the tooltip.

4 Properties Pane

The Properties pane shows the detailed information of the dashboard. If the Properties pane is hidden, choose **View -> Show Properties** from the menu bar.

Chapter 3 - Collaboration

About Collaboration

Navicat Charts Viewer allows you to synchronize connections, workspaces and virtual groups from Navicat Charts Creator, other Navicat family members, different machines and different platforms. You can use Navicat Cloud to host the files. Or, if you have installed our another product, Navicat On-Prem Server, in your environment, you can hosts everything in-house.

Our collaboration feature allows you to give your teammates access to your projects when they log into their accounts. That way, you and your teammates can work on the same project without revealing your username and password. You can even choose to restrict the type of access your teammates have to your project.

Manage Cloud

Navicat Cloud

Navicat Cloud is a cloud service provided by PremiumSoft for synchronizing connections, queries, snippets, models, workspaces and virtual groups.

Navicat Cloud could not connect and access your databases. By which it means, it could only store your connection settings, queries, snippets, models, workspaces, and virtual groups; your database passwords and data (e.g. tables, views, etc) will not be stored to Navicat Cloud.

Note: You can only sign in to one Navicat Cloud account in the software. PremiumSoft will keep all synchronized files strictly confidential, and all employees are prohibited from viewing/accessing content of files you may store in your Navicat Cloud account.

Create Navicat Cloud Account

1. In the menu bar, choose **File** -> **Manage Cloud**.
2. In the Manage Cloud window, select **Navicat Cloud**.
3. Click **Create Navicat ID**.
4. Enter the required information and click **Sign Up**. A verification email will send to your email address.
5. Click the link in the email to verify the new account.

Hint: You can sign in with the same Navicat ID you use for the Navicat Customer Center.

Sign In Navicat Cloud

1. In the menu bar, choose **File** -> **Manage Cloud**.
2. In the Manage Cloud window, select **Navicat Cloud**.

3. Enter your **Navicat ID** and **Password**.
4. Click **Sign In**.
5. If you enabled two-step verification in [Navicat Cloud Portal](#), a code will be sent to your phone via your mobile app. Enter the received code to sign in.

Sign Out Navicat Cloud

1. Close all workspaces in Navicat Cloud.
2. At the top right, click your avatar.
3. In the Manage Cloud window, select **Navicat Cloud**.
4. Click **Sign Out**.

View Usage

1. At the top right, click your avatar.
2. In the Manage Cloud window, select **Navicat Cloud**.
3. Your usage and current plan will be shown.

Change Your Picture

1. At the top right, click your avatar.
2. In the Manage Cloud window, select **Navicat Cloud**.
3. Click your avatar.
4. Choose an image file.

Manage Your Account

You can change your password, enable Two-Step Verification, upgrade Cloud Plan, etc in [Navicat Cloud Portal](#).

1. At the top right, click your avatar.
2. In the Manage Cloud window, select **Navicat Cloud**.
3. Click **Manage Account**.
4. A web browser will automatically open up to Navicat Cloud Portal.

On-Prem Server

Navicat On-Prem Server is an on-premise solution that provides you with the option to host a cloud environment for storing Navicat objects (connection settings, queries, snippets, models, workspaces, and virtual groups) internally at your location.

Before you can add an On-Prem Server, you must first set up Navicat On-Prem Server in your environment.

Note: You can add multiple On-Prem Server in the software.

Add New On-Prem Server

1. In the menu bar, choose **File -> Manage Cloud**.
2. In the Manage Cloud window, click **+ New On-Prem Server**.
3. Enter your On-Prem Server login information.

Option	Description
On-Prem Server Name	Enter the name to describe your On-Prem Server.
Host	The host name or IP address of your On-Prem Server.
Port	The port number of your On-Prem Server.
Verify Server Certificate	Enable this option to verify the server certificates.
Enable Push Synchronization	Navicat Charts Viewer receives a silent push notification whenever its files stored in your On-Prem Server changes.

4. Click **OK**.

Sign In On-Prem Server

1. In the menu bar, choose **File -> Manage Cloud**.
2. In the Manage Cloud window, select the On-Prem Server.
3. Enter your **Username** and **Password**.
4. Click **Sign In**.
5. If you enabled two-step verification, a code will be sent to you via the verification method you have selected. Enter the received code to sign in.

Sign Out On-Prem Server

1. Close all workspaces in your On-Prem Server.
2. At the top right, click your avatar.
3. In the Manage Cloud window, select the On-Prem Server.

4. Click **Sign Out**.

Edit On-Prem Server

1. Close all workspaces in your On-Prem Server.
2. At the top right, click your avatar.
3. In the Manage Cloud window, select the On-Prem Server.
4. Click **Sign Out**.
5. Right-click your server and select **Edit On-Prem Server**.
6. Edit the On-Prem Server information.
7. Sign in your server.

Remove On-Prem Server

1. Close all workspaces in your On-Prem Server.
2. At the top right, click your avatar.
3. In the Manage Cloud window, select the On-Prem Server.
4. Click **Sign Out**.
5. Right-click your server and select **Remove On-Prem Server**.
6. Click **Delete**.

View Usage

1. At the top right, click your avatar.
2. In the Manage Cloud window, select the On-Prem Server.
3. Your usage will be shown.

Change Your Picture

1. At the top right, click your avatar.
2. In the Manage Cloud window, select the On-Prem Server.
3. Click your avatar.
4. Choose an image file.

Manage Your Account

You can change your password, enable Two-Step Verification, etc in your On-Prem Server web portal.

1. At the top right, click your avatar.
2. In the Manage Cloud window, select the On-Prem Server.
3. Click **Manage Account**.
4. A web browser will automatically open up to your On-Prem Server web portal.

Push Synchronization

Push Synchronization enables Navicat Charts Viewer to receive a silent push notification whenever the files stored in Navicat Cloud or On-Prem Server changes.

Enable Push Synchronization

1. At the top right, click your avatar.
2. In the Manage Cloud window, right-click Navicat Cloud or your On-Prem Server.
3. Turn on **Enable Push Synchronization**.

Disable Push Synchronization

1. At the top right, click your avatar.
2. In the Manage Cloud window, right-click Navicat Cloud or your On-Prem Server.
3. Turn off **Enable Push Synchronization**.

Cache and Local Copies

When you logged into Navicat Cloud or your On-Prem Server, Navicat Charts Viewer saves the cloud object files and some information in the local computer. The cache and local copies use to make sure your changes are saved in the cloud.

Clear Cache and Local Copies

1. At the top right, click your avatar.
2. In the Manage Cloud window, select Navicat Cloud or your On-Prem Server.
3. Click **Sign Out**.
4. Right-click Navicat Cloud or your On-Prem Server and select **Clear Cache and Local Copies**.

5. Click **Clear**.

Open Containing Folder

1. In the main window, select Navicat Cloud or your On-Prem Server.
2. Open your project.
3. Right-click anywhere in the project and select **Open Containing Folder**.

Projects

Work With Projects

A project is a way to structure and organize Navicat objects. You can put related objects in one project, and then share the project with other accounts for collaboration if necessary.

Create New Projects

1. In the main window, select **Navicat Cloud** or your On-Prem Server.
2. Click **+ New Project**.
3. Enter the name of the new project.
4. Click **OK**.

Manage Existing Projects

To rename a project

1. In the main window, right-click the project and select **Rename**.
2. Enter a new project name.

Note: Only the project owner and the members with the *Can Manage & Edit* right can rename the project.

To delete a project

1. In the main window, right-click the project and select **Delete Project**.
2. Click **Delete**.

Note: Only the project owner can delete the project.

Note: Before you delete the project, you must remove all objects in the project.

To quit a project

1. In the main window, right-click the project and select **Quit Project**.

2. Click **Quit**.

Manage Members

Add Members

1. In the main window, right-click the project and select **Manage Members**.
2. Click **Add Members**.
3. [Navicat Cloud] Enter the member's Navicat ID and press ENTER.
4. [On-Prem Server] Check the boxes of the users that you want to add.
5. Select the member right.
6. Click **Add**.

Member Rights	Privileges
Can Manage & Edit	Read Objects, Write Objects, Manage Members and Rename Projects
Can Edit	Read Objects and Write Objects
Can View	Read Objects

Manage Existing Members

To edit the right of a member

1. In the main window, right-click the project and select **Manage Members**.
2. Use the drop-down list next to the member to change the right.
3. Click **Apply**.

To remove a member from a project

1. In the main window, right-click the project and select **Manage Members**.
2. Click the **X** icon next to the member.
3. Click **Apply**.

Chapter 4 - Workspace Handling

Open Workspace

There is not necessary to establish server connections to view your workspace file if the data sources are set to the archive mode. However, please bear in mind that all data sources in the archive mode will not contain the most up-to-date data.

Open Local Workspace File

If you have been provided with a workspace file (.ncharts), you are allowed to view its dashboards.

1. In the menu bar, choose **File -> Open -> Workspace**.
2. Browse your workspace file.
3. Enter the passwords for connecting the servers set in the data sources.

Hint: You can clear all saved passwords in a workspace by choosing **File -> Clear All Passwords in Workspace**.

Open Workspace in Navicat Cloud

If you have logged in Navicat Cloud, you can open the workspace files that are synchronized to your Navicat ID.

1. In the main window, select Navicat Cloud in the Navigation pane.
2. Open a project.
3. Open your workspace file.
4. Enter the passwords for connecting the servers set in the data sources.

Hint: You can clear all saved passwords in a workspace by choosing **File -> Clear All Passwords in Workspace**.


Open Workspace in On-Prem Server

If you have added and logged in your On-Prem Server, you can open the workspace files that are synchronized to your user account.

1. In the main window, select your On-Prem Server in the Navigation pane.
2. Open a project.
3. Open your workspace file.
4. Enter the passwords for connecting the servers set in the data sources.

Hint: You can clear all saved passwords in a workspace by choosing **File -> Clear All Passwords in Workspace**.

Present Dashboard



You can present the dashboard using the whole screen. The title bar, Dashboards pane, Pages pane and Properties pane will be hidden while in this mode. To open a dashboard in present view, click  or **Present** in the Properties pane.

If the dashboard contains a control chart, you can filter the data series of all charts by using the control.

To exit present view, press the ESC key and the workspace window will be returned to its previous state.

Sort Chart

In the Present mode, you can organize your data in a chart with one click. You can sort data series by a value.

1. Hover over a chart until you see the  icon in the upper-right corner.
2. Click the  icon to sort on a different value and select the sorting order.

Print & Export Dashboard

Print to a printer

Choose **File** -> **Print** to send your dashboard pages directly to the printer. You can set the printer option in the pop-up window.

Export to a file

Choose **File** -> **Export To** and choose the file format to create a PDF, PNG, SVG or JPG file of your dashboard pages.

Chapter 5 - Other Advanced Tools


Useful Features

Navicat Charts Viewer provides variety of tools that improve user experience when working on workspaces.

- [Search Filter](#)
- [Dark Theme](#)

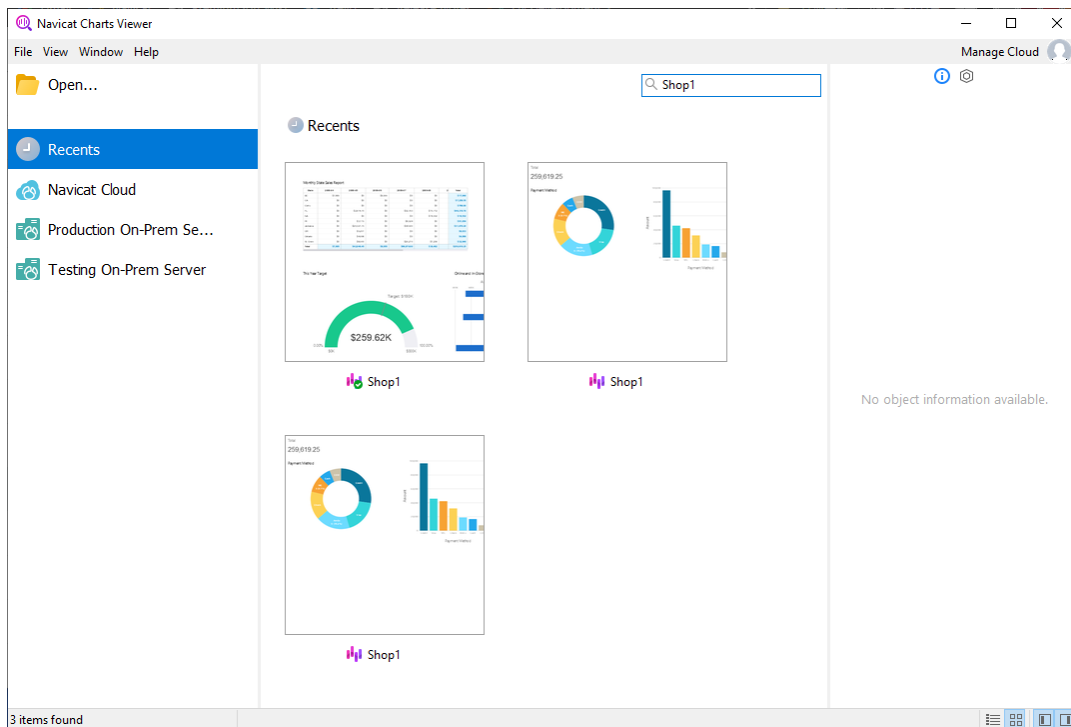
Search Filter

Navicat Charts Viewer provides search filters for searching your objects in the main window and tree structures.

In the main window, enter a search string in the  **Search** text box.

In the tree structures, click on the tree to focus and enter a search string directly.

You can remove the filter by deleting the search string.



Dark Theme

In Dark Theme, Navicat Charts Viewer uses a darker color palette for all windows, views, menus, and controls. It works on all supported versions of Windows.

To change your theme, choose **File -> Options -> General**. Then, select **Dark**.

Shop1 @Head Office - Navicat Charts Viewer

File View Window Help

Mary Brown

Dashboards

Dashboard 2 Sales

Pages

1

2

Dashboard 2

Refresh Data

Page Size
16:9 (1920x1080)

Created Date
2019-10-29 13:13:00

Modified Date
2021-09-15 12:34:18

Remarks
--

Page Note
--

Present

Monthly Sales Report

Year	2019 Q1	2019 Q2	2019 Q3	2019 Q4	2020 Q1	2020 Q2	2020 Q3	2020 Q4	Year
Jan	10000	12000	15000	18000	15000	18000	20000	22000	65000
Feb	12000	15000	18000	20000	18000	22000	25000	28000	83000
Mar	15000	18000	22000	25000	20000	25000	30000	35000	105000
Apr	18000	22000	25000	30000	25000	30000	35000	40000	125000
May	20000	25000	30000	35000	30000	35000	40000	45000	145000
Jun	22000	28000	35000	40000	35000	40000	45000	50000	165000
Jul	25000	30000	38000	45000	40000	45000	50000	55000	185000
Aug	28000	35000	42000	50000	45000	50000	55000	60000	205000
Sep	30000	38000	45000	55000	50000	55000	60000	65000	225000
Oct	32000	40000	48000	60000	55000	60000	65000	70000	245000
Nov	35000	42000	50000	65000	60000	65000	70000	75000	265000
Dec	38000	45000	55000	70000	65000	70000	75000	80000	285000
Total	250000	300000	350000	400000	350000	400000	450000	500000	2500000

Payment Method

This Year Target

Order and In-Store Sales 2020

Page 1 of 2

Data Refresh Time: 2021-09-23 12:08:16

34%

Chapter 6 - Configurations

Options Settings

Navicat Charts Viewer provides several options for customizing its user interface and performance.

To open the Options window, choose **File -> Options** from the menu bar.

General

General

Theme

Choose to use the theme of your Windows OS or a Dark theme.

Hint: Restart Navicat Charts Viewer to take effect.

Check for updates on startup

Check this option to allow Navicat Charts Viewer checks for new version when it starts.

Usage Data

Share Usage Data

Check this option to let your device sends us information about how you use Navicat Charts Viewer to help us improve it. You can view the information being shared by clicking the **Usage Data** button.

File Locations

Logs Location

Navicat Charts Viewer provides number of [log files](#) to keep track on the actions have been performed in Navicat Charts Viewer and they are located in the Logs Location path.

Profiles Location

The internal files of Navicat Charts Viewer are located in the Profiles Location path.

Connectivity

General

Verify server certificate against CA

Enable this option to verify that the server certificate against the list of trusted CA.

Proxy

Enable the **Use proxy** option to configure Navicat Charts Viewer to use proxy in order to make its network connections.

Proxy Type

Specify the type of your proxy server: HTTP or SOCKS5.

Host

The host name of your proxy server.

Port

The port number of your proxy server.

User Name / Password

If your proxy server requires authentication, you can enter a username and a password.

Connectivity Diagnosis

Click **Test Connectivity** to test the network connectivity between the web service and your machine.

Environment

OCI Environment

OCI library (oci.dll)

Specify the location for the OCI library (oci.dll) for Oracle connection. By default, it is set to the bundled one in Navicat Charts Viewer installation folder.

Hint: Restart Navicat Charts Viewer to take effect.

Oracle Instant Client is the simplest way to deploy a full Oracle Client application built with OCI, OCCI, JDBC-OCI, or ODBC drivers. It provides the necessary Oracle Client libraries in a small set of files. You can also download Oracle Client / Oracle Instant Client through -

[Oracle Client](#)

[Oracle Instant Client](#)

Download the appropriate Instant Client packages for your platform and the CPU. All installations REQUIRE the Basic or Basic Lite package. Unzip the packages and set the path points to it.

Advanced

Enable diagnostic logging

Generate a log file in [Logs Location](#) to assist with tracking down any problems in Navicat Charts Viewer.

Hint: Restart Navicat Charts Viewer to take effect.

Chapter 7 - Hot Keys

Charts Viewer Hot Keys

Keys	Action
F11	Present Dashboard
CTRL+P	Print Dashboard
CTRL+TAB	Next Window

Chapter 8 - Trace Logs

Log Files

Navicat Charts Viewer provides number of log files to keep track on the actions have been performed in Navicat Charts Viewer and they are located in the **logs** directory, e.g. C:\Users\Guest\Documents\Navicat Charts Viewer\logs\. You are allowed to change the log files location under [Options](#).

File	Description
history.log	Store the statements or scripts of all operations executed over databases and database objects in Navicat Charts Viewer. Note: This log will be overwritten while Navicat Charts Viewer is being restarted.
navicat.log	Store information to assist with tracking down any problems in Navicat Charts Viewer. You can enable this log in Options . Note: This log will be overwritten while Navicat Charts Viewer is being restarted.