

User Guide

Adding cells, coloring, job tracking, sharing and exporting
— walked through step by step on a real example map.

L**Example map: Lojistik**

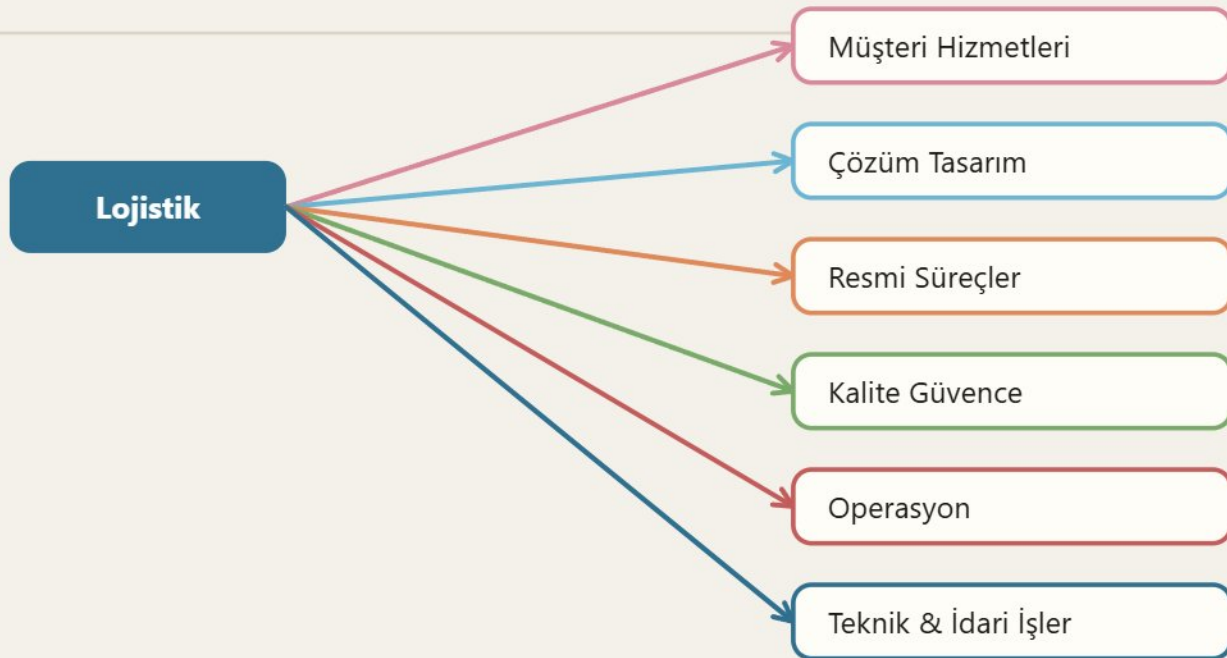
Explained using a real operations map

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How does a map work?

Every map starts from a root cell; sub-cells branch off from it. Here is the top level of the Lojistik example map:



1 Box (cell)

Each rectangle is a cell: it represents a topic, task, or line item.

2 Arrow (link)

Connects a cell to its parent; its color usually follows the branch color.

3 Branch

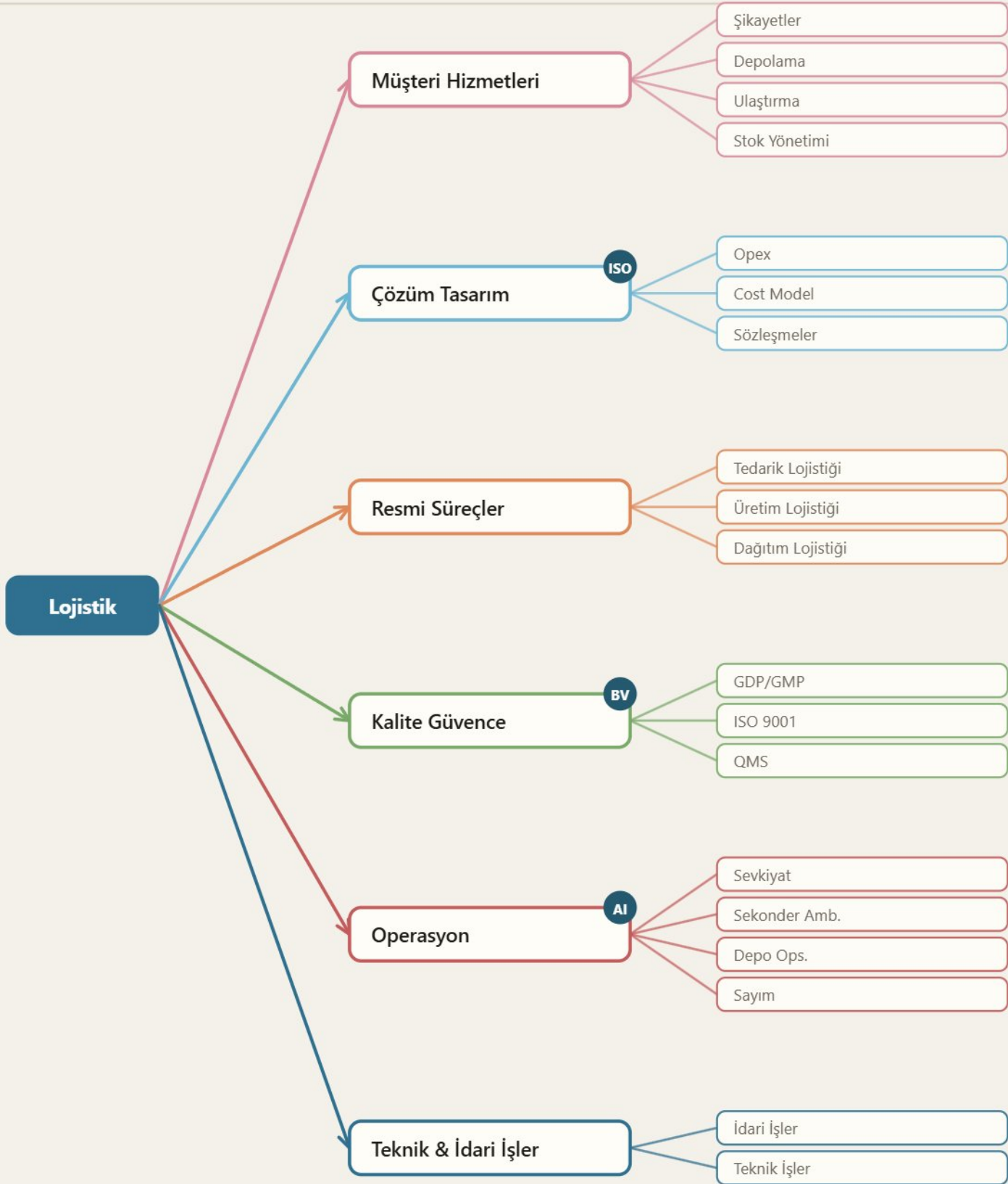
A cell and all of its sub-cells; color and sharing are managed per branch.

4 Page

Any cell can become its own independent sub-map with 'Open as page'.

A finished example: the Lojistik map

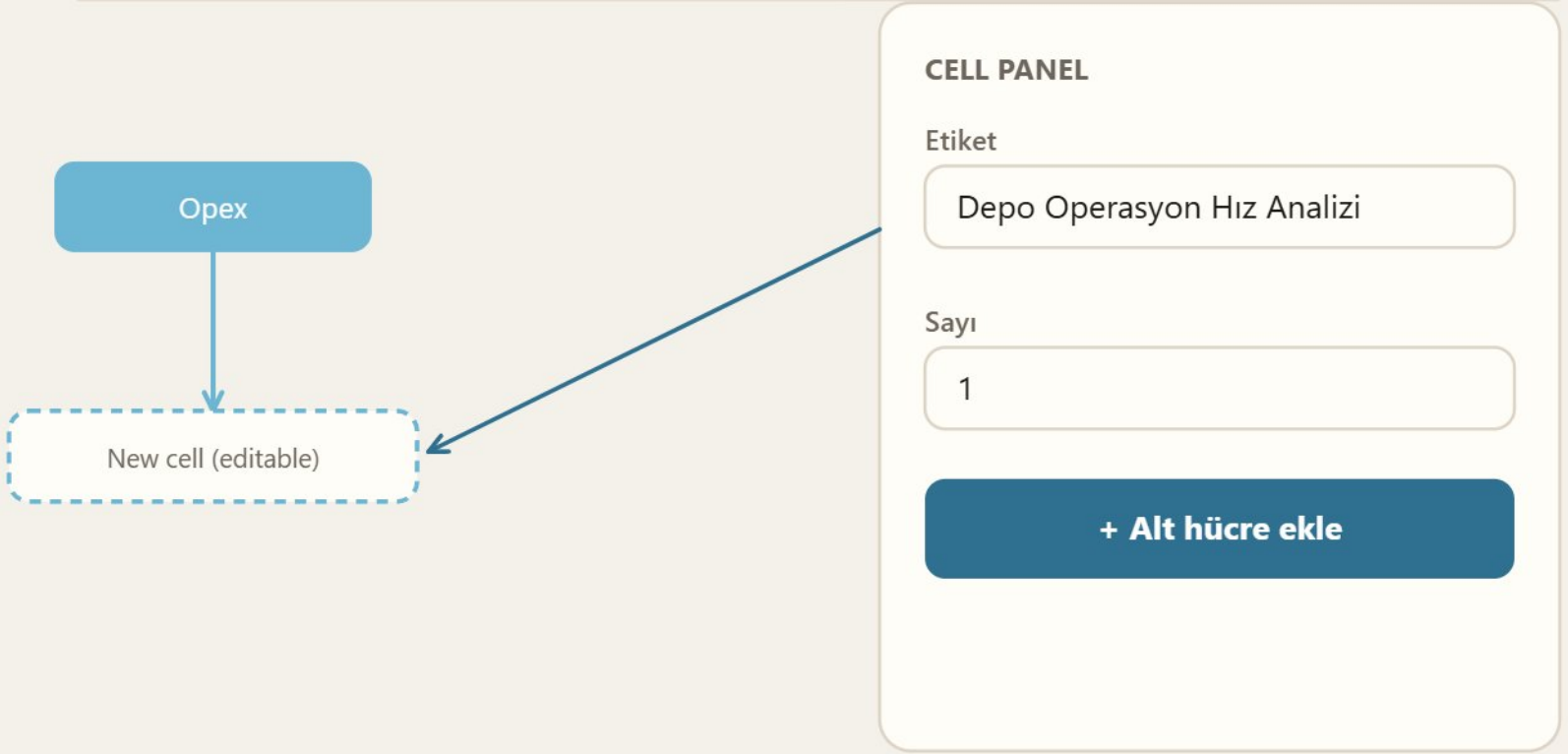
Using the same methods, a real map grows over time, branches out, gets colored, and gets tagged with bubbles — this is what it ends up looking like.



- Each color represents one branch; sub-cells inherit the color.
- The AI / ISO / BV bubbles are short tags on cells; they can be filtered with one click from the side panel.
- This map wasn't built in one sitting — it grew piece by piece with 'Add sub-cell' as needed.

Adding cells and sub-cells

Select any cell, then click 'Alt hücre ekle' (add sub-cell) in the panel on the right. The new cell is added under the one you selected — and you can add a sub-cell to a sub-cell the exact same way, as deep as you like.



- Drag a box to change its position.
- Clicking the [+] mark expands or collapses a branch (hides its sub-cells).
- Select a sub-cell and click 'Add sub-cell' again to add a child to it — a branch can go as deep as you need.
- 'Sil' (delete) removes the cell and everything below it.

Cell details

Everything you can edit in the right-hand panel once a cell is selected:

Etiket (Label)

The cell's title.

Baloncuk yazısı (Bubble text)

A short tag (e.g. AI, ISO, BV) — shown as a small bubble above the box.

Baloncuk boyutu (Bubble size)

Scale the bubble from 60% to 200%.

Kutu fotoğrafı (Box photo)

Optionally attach a photo and adjust its size.

Sayı / Değer (Count / Value)

Count is a simple tally; Value is a cost/metric field with a unit (e.g. kg, \$). Sub-cell totals roll up automatically to the parent.

Genişlik / Yükseklik — px (Width / Height)

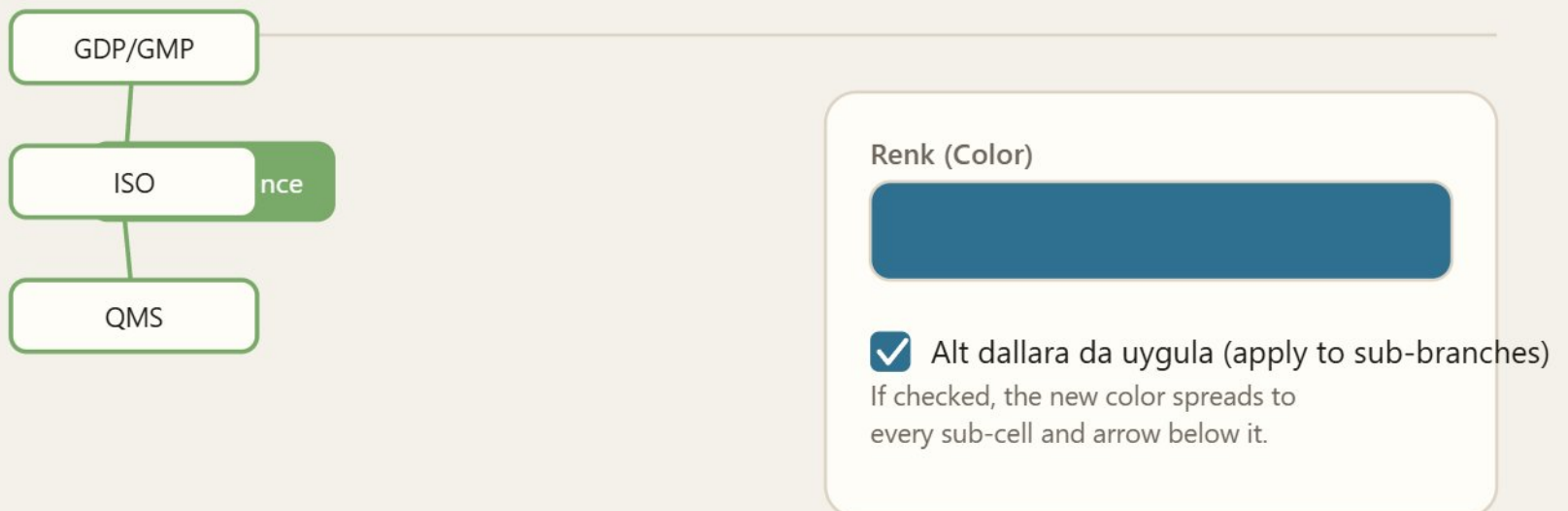
Leave blank for automatic sizing, or type a number to give each cell its own exact size.

Renk (Color)

The color of the box and its arrow (more on the next page).

Managing arrows and color

The arrow leading into a cell takes on that cell's color. To change it, select the cell and pick a new color in the 'Renk' (Color) field.



The diagram illustrates a hierarchical structure of cells. On the left, a vertical flow shows three cells: 'GDP/GMP' at the top, 'ISO' in the middle, and 'QMS' at the bottom. Arrows connect 'GDP/GMP' to 'ISO' and 'ISO' to 'QMS'. The 'ISO' cell has a green tag labeled 'nce' next to it. To the right of this hierarchy is a control panel titled 'Renk (Color)'. It features a large blue rectangular color picker. Below the picker, there is a checked checkbox (indicated by a blue square with a white checkmark) followed by the text 'Alt dallara da uygula (apply to sub-branches)'. A descriptive sentence below the checkbox states: 'If checked, the new color spreads to every sub-cell and arrow below it.'

Example: every sub-cell under Kalite Güvence shares the same green.

- A color choice applies only to that one cell unless 'apply to sub-branches' is checked — otherwise sub-cells keep their own inherited color.
- Giving different branches different colors makes it easy to see at a glance which section a cell belongs to in a crowded map.
- Clicking a bubble tag (e.g. AI) in the bubble-filter panel brings only cells with that tag to the front.

What is job tracking, and what is it for?

Switch to the 'Yapılacak işler' (to-do) tab at the top. Gray cells have pending jobs; a cell's color always reflects whichever job is currently open. This isn't

Mevcut durum (Current state)

Yapılacak işler (selected)

JOB TRACKING — Example: "Depo Operasyon Hız Analizi"

1 ☐ Bitti (Done)

Talep (Request)

API düzeltmesi

Bitmesi beklenen tarih (Due date)

01/09/2026

Kişi veya grup (Person or group)

Olivia Bennett

Yazışma (Thread)

Request · Admin: "Can you take care of this?"

- 'Yeni talep' (new request) at the bottom of the panel adds a job to the queue; each request can have an assignee and a due date.
- The requester and the assignee message each other right inside the thread — no separate chat app needed.
- Checking 'Bitti' (done) automatically moves to the next job in line; the cell's color always reflects whichever job is currently open.
- The alerts panel (top left) automatically lists requests that are due soon or overdue.

Sharing: the whole map or one branch

The same panel handles both — the only difference is WHICH CELL YOU HAVE SELECTED.

1 To share the whole map

Select the root cell (the very top of the map, e.g. 'Lojistik'), then open the 'Bölümü göster' (show this section) panel.

2 To share just one branch

Select that sub-cell instead (e.g. 'Kalite Güvence') — the person you share with will only see that cell and everything below it, not the rest of the map.

BÖLÜMÜ GÖSTER (SHOW THIS SECTION)

Not a task assignment: you're choosing who can see this branch. Sharing 2/12 · 10 left

Kime görünsün (Who can see it)

E-posta ile davet et (Invite by email)

Davet et (Invite)

Noah Carter can see this branch

[Kaldır \(Remove\)](#)

Exporting

Use the 'Dışa aktar' (export) button in the left panel to download the whole map, or just the selected branch, in four formats.

Tüm harita • xmap (Whole map • xmap)

A full backup file that opens on another computer.

Seçili dal • xmap (Selected branch • xmap)

Saves only the cell you selected, and everything below it.

Tüm harita • PNG (Whole map • PNG)

An image you can paste into a presentation.

Seçili dal • PNG (Selected branch • PNG)

An image of just the selected section.

Tüm harita • SVG (Whole map • SVG)

An editable vector image.

Seçili dal • SVG (Selected branch • SVG)

A vector image of just the selected section.

Tüm harita • PDF (Whole map • PDF)

A printable, shareable document.

Seçili dal • PDF (Selected branch • PDF)

A PDF of just the selected section.

- To use a 'Selected branch' option, click a cell in the map first; if nothing is selected, the whole map is exported.
- xmap is TACTIX's own format and also opens in the desktop app — use it to back up, not to share in another tool.

Creating an Excel file

Any cell can have its own table (Sheet). Select the cell, then click 'Sheet' among the tabs below it.

NotSheetPDFResimVideoSesPPTTasarım

A	B	C	D	E
elma	araba	uçak		

Table 1Excel (CSV)

- The Sheet tab is a full table editor: cells, formulas (=), formatting, and multiple tables (Table 1, Table 2...) are all supported.
- The 'Excel (CSV)' button downloads that table as a .csv file — open it directly in Excel or Google Sheets.
- A cell can hold more than one table; each one gets its own 'Excel (CSV)' button.

Tips and shortcuts

Small details that make working with the map noticeably faster.

1 Sığdır (Fit)

Fits the whole map to the screen — the first button to reach for so you don't get lost in a big map.

2 Tümünü aç (Expand all)

Expands every collapsed branch at once.

3 Baloncuk filtresi (Bubble filter)

Click a bubble like AI / BV / ISO to bring only cells with that tag to the front; click again to clear the filter.

4 Sayfa olarak aç (Open as page)

Turns any cell into its own independent sub-map; its layout and positions belong only to that page.

5 Merges (bridge)

Shift-click several cells to connect them with a dashed 'merge' arrow — shows a cross-relationship without breaking the tree structure.

6 Dala taşı (Move to branch)

The fast way to move a cell (and everything below it) under a different branch.

7 Çöp (Trash)

Deleted maps aren't gone instantly — they move to Trash, and can be restored from there.

8 Value total / unit

Define a unit (e.g. kg, \$) in the side panel and every cell's Value field is summed into that unit at the root.

Questions? You can always reach this guide from the Help menu inside the app.

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