
Comergent eBusiness System

Release 7.0.2

Administration Guide

Sterling Commerce
An IBM Company

Comergent eBusiness System Administration Guide

Documentation part number: 1-7.0.2-1-01

© 1998-2006 by Comergent Technologies, Inc. All Rights Reserved.

This manual, as well as the software described in it, is furnished under license and may only be used or copied in accordance with the terms of such license. The information in this manual is furnished for information use only, is subject to change without notice, and should not be construed as a commitment by Comergent Technologies. Comergent Technologies assumes no responsibility or liability for any errors or inaccuracies that may appear in this book.

Except as permitted by license, no part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form, or by any means, electronic, mechanical, recording, or otherwise, without the prior written permission of Comergent Technologies.

Comergent and the Comergent logo are registered trademarks of Comergent Technologies. Comergent Distributed E-Business System, Comergent eBusiness System, **C3** Commerce Manager, **C3** Advisor, **C3** Analyzer, **C3** Configurator, **C3** Integrator, **C3** Promotions, **C3** MarketLink, **C3** Marketplace, **C3** Orders, **C3** Partner.com, **C3** Pricing, **C3** Product Manager, **C3** Profile Manager, **C3** Quotes, **C3** Returns, and Comergent Message Adapters are trademarks of Comergent Technologies. All other company and product names may be trademarks of the respective companies with which they are associated.

Actuate and e.Analysis are registered trademarks of Actuate Corporation. Java and all Java-based marks are trademarks or registered trademarks of Sun Microsystems, Inc. in the U.S. and other countries. All other company and product names may be trademarks of the respective companies with which they are associated. Docushare is a registered trademark of Xerox Corporation. This product includes software developed under the auspices of the Apache Software Foundation (<http://www.apache.org/>).

Preface

Welcome to the Comergent eBusiness System. This *Administration Guide* and the associated documentation provides all the information required for you to manage the Comergent eBusiness System at your site.

This guide provides step-by-step information for administering the Comergent eBusiness System. Before reading this guide, you should verify that the system is up and running, and that the system has passed the basic connectivity tests outlined in the *Comergent eBusiness System Implementation Guide*.

Audience

This guide presupposes a reasonable level of information systems knowledge and familiarity with basic network and database concepts. Channel administrators, user administrators, and partner administrators reading this should have a basic understanding of the Comergent eBusiness System before starting their tasks.

Availability

This guide is also provided in the form of online help. At any time while using the Comergent eBusiness System, you can click **Help** to view this guide through your browser.

Conventions

Throughout this guide, we will use the following conventions shown in Table 1, "Conventions", on page iv:

TABLE 1. Conventions

Type	Convention
File names	Sample.txt
Paths and directory names	/top_level/next_level/next_level/destination_directory/
Sample code extracts	<code>public void method(String s)</code>
Values to be provided	<i><value supplied by developer></i>

Comments

We welcome your feedback. Our aim is to provide our customers with the best quality documentation possible. Let us know about any inaccuracies or missing information in our documentation. We also welcome suggestions for enhancements to our documentation. Our email address is:

`support@comergent.com`

Contents

CHAPTER 1 Introduction	1
Managing the Sales Channel	2
<i>Indirect and Direct Partners</i>	2
<i>Partner Profiles</i>	2
<i>Profile Hierarchy</i>	3
<i>Partner Users</i>	4
<i>Profile Statuses</i>	5
<i>Order Approvals</i>	5
<i>Moving Users Between Levels in a Partner Hierarchy</i>	6
<i>Associating Products with Partners</i>	7
<i>Applying Discounts and Special Prices to Partners</i>	7
<i>Viewing Quote Activity for a Partner</i>	7
<i>Exporting Partner Information</i>	7
<i>Account Limits</i>	8
Using C3 Partner.com.....	8
<i>Partner.com Partners and Storefront Partners</i>	8
<i>Customers and Their Users</i>	9
<i>Products, Pricing, and Product Availability</i>	11
<i>Business Rules</i>	12
<i>Partner Administrator Tasks</i>	13
Users, Roles, and Functions	13

<i>Organizational Functions</i>	13
<i>Creating Users</i>	14
<i>Assigning Functions</i>	15
<i>Pre-defined Functions</i>	16
<i>Managers</i>	18
<i>User Statuses</i>	18
Administering the Product Catalog	19
Guided Selling	19
Using the Visual Modeler	20
Setting Prices for Products	20
<i>Price Lists</i>	20
<i>Price List Line Item Effectivity Dates</i>	22
<i>How Prices are Calculated</i>	23
<i>Entitlement and Pricing</i>	24
<i>Price Lists and Products</i>	24
<i>Assigning Prices</i>	24
<i>Making Price Lists Available to Customers</i>	25
<i>Price Lists Managed by Partners</i>	27
<i>Enterprise Master Price List</i>	27
Sales Contracts	28
<i>Workflow to Manage Sales Contracts</i>	28
Payment Processing and Credit Cards	29
<i>Payment Gateways</i>	29
<i>Payment Transactions</i>	29
Using Carts	29
<i>Carts</i>	29
<i>Life Cycle of a Cart</i>	30
Serving Promotions	31
<i>Promotions Served by an Enterprise</i>	31
<i>Promotions Served by a Partner</i>	31
<i>Promotions as Viewed by a Customer</i>	31
<i>How Promotions Are Implemented</i>	32
Customer Service	34
<i>Order Management</i>	34
<i>Account Management</i>	35
<i>Returns Management</i>	35
<i>Quotes Management</i>	35
Invoice Management	36
<i>Invoice Statuses</i>	36

<i>Access to Invoices</i>	37
<i>Credit and Debit Memos</i>	38
Leads Management	38
<i>Opportunity</i>	38
<i>Functions</i>	39
<i>Contacts</i>	39
<i>Proposals</i>	40
<i>Assigning Functions for Managing Leads</i>	40
<i>Creating the Leads through the User Interface</i>	41
<i>Uploading Leads</i>	41
<i>Assigning Leads</i>	42
<i>Recommended Partners and the Business Rule</i>	42
<i>Working the Leads</i>	43
<i>Converting Leads to Orders</i>	43
<i>Closing a Lead</i>	43
Campaigns Management	43
<i>Campaigns and Locales</i>	43
Program Management and Payment Accounts	44
<i>Programs</i>	44
<i>Activities</i>	45
<i>Payment Accounts</i>	45
<i>Approval Requests and Claims</i>	45
Task Management	46
Inventory and Demand	46
<i>Inventory Collection</i>	46
<i>Reseller Forecasting</i>	47
Data Analysis Using C3 Analyzer	47
<i>C3 Analyzer: Analyzing the Results</i>	48
Internationalizing the Comergent eBusiness System	48
Franchise Model and Suppliers	48
Configuring the Comergent eBusiness System	49
<i>System Administration</i>	50
<i>Business Rules</i>	50
<i>Job Scheduling</i>	50

CHAPTER 2 Introduction to Product Administration...51

Administering the Product Catalog	51
<i>Categories and Products</i>	52

<i>Guidelines for Creating a Product Catalog</i>	52
<i>Creating Categories and Products</i>	53
<i>Product Statuses</i>	53
<i>Products Sold Separately</i>	54
<i>Service Products</i>	55
<i>Aggregated Products</i>	55
<i>Feature Management in C3 Product Manager</i>	56
<i>Managing Assemblies</i>	59
<i>Managing Configurable Products</i>	59
<i>Superseding One Product with Another</i>	60
<i>Moving Products to Another Category</i>	61
<i>Exporting Product Data</i>	61
<i>Importing Product Data</i>	62
<i>Categories and Products Managed by Partners</i>	62
<i>Product Suppliers</i>	62
Product Entitlements	63
<i>Item Precedence</i>	63
<i>Assignment Precedence</i>	64
<i>Suppliers</i>	64
<i>Inheritance</i>	65
<i>Pricing</i>	65
Managing Availability Information	65
Displaying the Product Catalog	66
<i>Associating Display Styles with Product Categories</i>	66
<i>Customizing the Look-and-Feel of Catalog Pages</i>	66
<i>Suppressing Display of Empty Product Categories</i>	66
Using the Visual Modeler	67
<i>Terminology</i>	68
<i>Model Group Hierarchy</i>	69
<i>Associating a Product with a Model, an Option Class, or Option Item</i> 70	
<i>How the Visual Modeler Works</i>	71
<i>Creating a Tab-Based User Interface</i>	71
<i>Option Classes and Option Items</i>	72
<i>Groups and Sub-Models</i>	72
<i>Properties</i>	73
<i>Lists</i>	76
<i>Rules in Visual Modeler</i>	77
<i>Managing Option Constraints</i>	85
<i>Testing and Compiling the Model</i>	86
<i>Copying and Embedding</i>	86

<i>Importing and Exporting</i>	88
<i>Searching</i>	92
<i>Reporting</i>	92

CHAPTER 3 Administration Interface.....95

Accessing the Administration Interface	95
General Navigation Tips.....	96
<i>Navigation Bar</i>	97
<i>Content Panel</i>	97
Search Capabilities	99

CHAPTER 4 Introduction to C3 Advisor.....101

Feature Types and Features	101
Resources and Resource Types.....	102
Questions and Answers	102
<i>Questions</i>	102
<i>Answers</i>	104
Questionnaire Pages	105
Rules in C3 Advisor	105
The C3 Advisor Questionnaire.....	106
About the Questionnaire.....	106
<i>How the Questionnaire Works</i>	107
<i>Components of the Questionnaire</i>	107
<i>Rules for Creating the Questionnaire</i>	108
Rules in the C3 Advisor	108
<i>Rule Authoring Tips</i>	115
Designing the Questionnaire	117
<i>Conceptual Design of the Questionnaire</i>	118
<i>Laying Out the Questionnaire</i>	119
<i>An Example of Questionnaire Design</i>	120
<i>Keeping the Customer in Mind</i>	127
Building the Questionnaire.....	128
<i>Questionnaire Construction Tasks</i>	128

CHAPTER 5 Administration Interface in C3 Advisor 131

Basic C3 Advisor Administration Page	131
<i>About the Navigation Panel</i>	132
<i>About the Content Panel</i>	134
Types of Content Panels.....	135
<i>List Panels</i>	135
Create Object Panels	135
Tabbed Panels.....	136
<i>General Tabs</i>	137
<i>Assignment Tabs</i>	138
<i>Resources Tabs</i>	139

CHAPTER 6 User Administration 141

Managing Users	141
To Create a New Enterprise User	142
To Modify an Enterprise User Profile	145
To Delete an Enterprise User	145
To Search for an Enterprise User	145
To Search for Any User	146
Defining Functions and Roles.....	148

CHAPTER 7 Channel Administration..... 149

Profile Detail Page	150
<i>Info Tab</i>	151
<i>Addresses Tab</i>	153
<i>Detail Tab</i>	154
<i>Business Tab</i>	155
<i>Hierarchy Tab</i>	156
<i>Logo Tab</i>	157
<i>Commerce Tab</i>	158
<i>Assigned To</i>	159
<i>Pricelists Tab</i>	160
<i>Product Entitlements Tab</i>	160
<i>Notes Tab</i>	161
Profile Administration Tasks.....	161
To Search for a Profile	162

To Export Profile List Information	164
To Create a New Profile	164
To Create a Profile as a Child of a Parent Profile	166
To Move a Child Profile to Another Parent	168
To Create Customers	169
To Upload a Partner Logo	170
To Create Profile Addresses	171
To Delete Profile Addresses	173
To Create a New Partner User	173
To Move Users Between Levels in a Profile Hierarchy	177
To Modify an Existing Profile	179
To Assign a Price List to a Profile	180
To Assign a Product Entitlement to a Profile	181
To Enable a Profile for C3 Partner.com	183
To Set Up a Payment Gateway	185
To View Cart Activity for Selected Profiles	186
Payment Accounts	188
To Create an MDF Payment Account	188
To Create an Co-op Payment Account	190
To Add Funds to a Payment Account	192
To Remove Funds From a Payment Account	193

CHAPTER 8 Account Administration 195

Overview	195
<i>Managers</i>	197
<i>Drawing Accounts from Pool</i>	198
Assigning Accounts to Enterprise Nodes	198
To Assign an Account to an Enterprise Node	198
To Unassign an Account from an Enterprise Node	199
Assigning Accounts to Users.....	199
To Assign an Account to a User	199
To Unassign an Account from a User	200
To Draw Accounts from the Pool	201
To Return Accounts to the Pool	202

CHAPTER 9 Administration Performed by Partner Users 205

Profile Administration for Partners	207
To Maintain Your Profile	208

To Create a Profile in Your Partner Hierarchy	209
<i>Logo Tab</i>	210
To Upload Your Logo File	210
<i>Forecast Tab</i>	211
<i>Forecast File</i>	212
To Create a Forecast File	212
To Upload a Forecast File	213
<i>Commerce Tab</i>	214
<i>Print Templates Tab</i>	215
To Create a Template Group	215
To Upload a New Proposal Template	215
User Administration for Partners	217
To Create a User	217
To Create a User at Another Level in a Profile Hierarchy	221
To Modify a User	224
To Modify a User at Another Level in the Partner Hierarchy	226
To Move a User from the Top Level in a Profile Hierarchy	228
To Move a User from a Level Below the Top Level in a Profile Hierarchy	230
To Delete a User	233
To Delete a User at Another Level in the Profile Hierarchy	234
To Recover Carts	237
Product Administration for Partners	238
To Maintain Product Information	238
<i>Managing Availability Information</i>	240
Pricing Administration for Partners	240
To Maintain Pricing Information	240
To Assign Price Lists to Partners	241
Opportunity Administration by Partners	241
To Create Partner Sales Representatives	242
To Accept an Opportunity	242
To Decline an Opportunity	243
To Delegate an Opportunity	244
To Add or Modify General Opportunity Information	246
To Prepare a Proposal for a Contact	248
To Create an Order from an Opportunity	250
To Add Notes About An Opportunity	253
To Close an Opportunity	255
To Create a New Proposal by Copying an Existing Proposal	256
To Create a New Proposal and New Opportunity	257
Invoice Administration by Partners	259
To View an Invoice	259
Program Administration by Partners.....	261

To Submit an Approval Request	261
To Submit a Claim	262
Managing the C3 Partner.com Environment	263
<i>Managing Customer profiles</i>	263
To Create Customers	263
<i>Managing Product Information</i>	265
To Upload Product Mapping	265
To Download Products	266
To Update Product Mappings	267
<i>Managing Prices</i>	269
To Assign Price Lists to Partners	269
<i>Managing Email Templates</i>	271
To Set Your Email Templates	271
<i>Managing Inbound Orders</i>	272
To View Inbound Orders	273

CHAPTER 10 Product Administration.....275

Product Management Interface.....	277
To Access the Product Manager Page	277
Product Category Administration Tasks.....	279
To Create a Product Category	279
To Modify a Product Category	281
To Assign or Remove Products	287
To Move a Product to Another Category	288
To Reconcile Feature Mismatch	290
To Delete a Product Category	291
To Enable Access Control	292
To Change the Display of a Product Category	294
Product Administration Tasks	295
To Create a Product	296
To Create A Product As a Child of an Aggregated Product	299
To Copy a Product	303
To Modify a Product	304
To Delete a Product	310
To Assign Products as Children to an Aggregated Product	311
To Unassign Child Products from an Aggregated Product	313
To Find and Select a Product in the Navigation Panel	314
Pricing Products.....	315
To Add a Product to a Price List	315
To Change Prices for a Product	316
To Change All Prices for a Product	317

Related Products	319
To Relate One Product to Another	320
Superseding a Product.....	320
To Supersede a Product	320
To Remove a Superseding Product	322
Managing Assemblies	322
To Define the Parts in an Assembly	322
To Modify a Line Item in an Assembly	325
To Define or Relocate Hot Spots in a Parts Diagram	326
To Delete a Hot Spot	330
To Delete an Item from an Assembly	331
Managing Pre-Configured Products.....	332
To Pre-configure a Configurable Product	332
To Delete a Configuration for a Pre-Configured Product	334
Importing Products.....	335
To Create an Import Set	335
To Delete an Import Set	340
To Import a Catalog Immediately	340
To Import a Catalog Using a Cron Job	341
<i>Importing Partner Product Information</i>	343
<i>Posting CatalogRequest Messages</i>	344
To Update the Product Catalog using CatalogRequest	344
Exporting the Product Catalog.....	344
To Create an Export Set	345
To Add or Remove Categories and Products from the Export Set	347
To Add Feature Types and Features to an Export Set	349
To Delete an Export Set	350
To Export the Catalog Immediately	351
To Export the Catalog Using a Cron Job	351
Suppressing Empty Product Categories	353
To Suppress Display of Empty Product Categories	353
Product Availability	354
Using the Hierarchical Entity Chooser	355
To Select Products from the Product Hierarchy	355
To Search for Products in the Hierarchical Entity Chooser	356
Administering Advanced Search	357
<i>Overview</i>	357
<i>Administration Tasks</i>	359
To Build a New Index	360
To Build Indexes Using a Cron Job	360
To Build an Index Incrementally	361
To Activate an Index Set	362

To Change the Index and Search Settings	363
To Update Dictionary Definitions	365
<i>Using XML Messages to Manage Search Indexes</i>	365
<i>Supported Search Syntax</i>	367

CHAPTER 11 Product Entitlement.....369

Managing Product Entitlements	370
To Search for a Product Entitlement	370
Managing Product Entitlements	373
To Create a Product Entitlement	373
To Modify a Product Entitlement	375
To Delete a Product Entitlement	375
To Assign a Product Entitlement	375
To Unassign a Product Entitlement	377

CHAPTER 12 Managing Availability Information.....379

To Upload Product Availability	379
To Download Product Availability	381
To Update Product Availability	382

CHAPTER 13 Managing Features in C3 Product Manager.....385

Working with Feature Type Groups	386
To Create a Feature Type Group	386
To Modify a Feature Type Group	388
To Delete a Feature Type Group	389
Working with Feature Types.....	389
To Create a Feature Type within a Feature Type Group	389
To Create an Unassigned Feature Type	392
To Modify a Feature Type	395
To Assign a Feature Type to a Product Category	398
To Unassign a Feature Type from a Product Category	400
To Assign a Feature Type to a Feature Type Group	401
To Unassign a Feature Type from a Feature Type Group	402
To Delete a Feature Type	403
Working with Features.....	404
To Create a Feature	404

To Modify a Feature	406
To Modify a Feature from the Feature Type Detail Panel	408
To Delete a Feature	411
To Assign a Feature to a Product Category	412
To Unassign a Feature from a Product Category	414
To Assign a Feature to a Product	415
To Unassign a Feature from a Product	417
Assigning Resources to Feature Type Groups, Feature Types, and Features	418
To Assign a Resource to an Entity	418
To Unassign a Resource from an Entity	420

CHAPTER 14 Using the Visual Modeler..... 423

Visual Modeler Interface.....	423
To Access the Visual Modeler	427
Working with Model Groups	430
To Create a Model Group	430
To Modify a Model Group	431
To Delete the Children of a Model Group	432
To Copy a Model Group	433
Working with Models.....	435
To Create a Model	435
To Modify an Existing Model	437
To Delete a Model	438
To Delete the Children of a Model	438
To Associate a Product with a Model, Option Class, or Option Item	438
To Copy a Model	439
To Copy a Model Reference	441
To Embed a Model	443
Working with Option Classes and Option Items.....	444
To Create an Option Class	444
To Modify an Option Class	446
To Add Option Items to an Option Class	447
To Copy an Option Class	448
To Modify an Option Item	450
To Copy an Option Item	451
To Delete an Option Class	453
To Delete the Children of an Option Class	453
Working with Option Class Groups and Option Item Groups	454
To Create a Group	455
To Modify a Group	455

To Copy an Option Class Group	456
To Embed an Option Class Group	458
To Copy an Option Item Group	459
To Embed an Option Item Group	461
To Attach a Group to a Model or Another Group	462
To Attach a Model, Option Class Group, or Option Item Group to an Option Class	464
To View the Structure of an Attached Group	465
To Copy an Option Class Group Attachment	466
To Copy an Option Item Group Attachment	468
To Delete a Group	469
To Delete the Children of a Group	470
Including Sub-Models in Models	470
To Include a Sub-Model in a Model	470
Testing a Model	472
To Test a Model	472
Compiling a Model	473
To Compile a Model	474
To Compile All Models	475
Searching the Product Catalog for a Product ID	475
Working with a Tabbed User Interface	476
To Create a Tabbed User Interface	476
To Modify a Tab	478
To Delete a Tab	480

CHAPTER 15 Advanced Visual Modeler Concepts481

Properties	482
<i>Working With Properties</i>	482
To Define a Property	482
To Attach a Property	485
To Use the Property Editor Window	487
To Modify or Remove an Attached Property	489
To Modify or Delete a Property Definition	490
<i>Using Worksheets</i>	492
To Create a Worksheet	493
To Modify a Worksheet	493
To Export a Worksheet	494
To Import a Worksheet	495
<i>Properties as Variables</i>	495
<i>Comergent eBusiness System Properties</i>	496

Lists	497
<i>Working With Lists</i>	498
To Define a List	498
To Modify a List	499
To Delete a List	500
Rules.....	500
<i>Working With Rules</i>	501
To Define a Rule	501
To Modify a Rule	503
To Create a Rule Classification	505
To Attach a Rule	506
To View the Details of an Attached Rule	507
To View Rule Attachments	509
To Unattach a Rule	511
To Delete a Rule	511
To Move or Copy a Rule	512
<i>Rule Firing</i>	513
To Specify the Rule Firing Sequence	513
To Review Rule Firing	513
<i>Controlling Rule Firing</i>	514
To Force Multiple-Pass Rule Testing	515
Fragments.....	515
<i>Working With Rule Fragments</i>	516
Example: To Create a Simple Level of Fragments	518
Example: To Create Nested Fragments	522
To Modify a Fragment	528
To Delete a Fragment	529
<i>Working with Rule Actions</i>	530
To Create a Message Action	531
To Create an Expansion Action	532
To Create an Assignment Action	534
Option Constraints	537
<i>Working With Constraints</i>	537
To Create a Constraint Table	537
To Modify a Constraint Table	539
To Define Option Constraints	540
To Modify an Option Constraint	544
To Delete Option Constraints	545
To Delete a Constraint Table	546
Importing and Exporting Models.....	546
<i>Importing Model Groups and Models</i>	546
To Import Model Groups and Models	547
<i>Exporting Model Groups and Models</i>	548

To Export a Model Group or Model	549
Searching	549
To Search for Entities	550
Reporting	552
To Run A Report	552

CHAPTER 16 Visual Modeler UI Concepts 555

UI Properties.....	555
<i>Working with Display Properties.....</i>	<i>556</i>
<i>Comergent eBusiness System UI Properties.....</i>	<i>556</i>
Display Properties	564
To Define Display Property Values	564
Tabular Display of Properties	570
To Display Properties in a Tabular Form	570
To Display Properties in a Tabular Form	571
Image Properties.....	573
<i>Models and Option Classes.....</i>	<i>573</i>
<i>Option Items.....</i>	<i>573</i>
User-Entered Values	573

CHAPTER 17 Pricing Administration..... 575

Searching for and Displaying Price Lists	576
To Search for a Price List	576
<i>Advanced Search for Price Lists.....</i>	<i>582</i>
Managing Price Lists.....	584
To Create a Price List	584
To Modify a Price List	585
To Delete a Price List	586
To Duplicate a Price List	586
To Import a Price List	587
Setting Prices for Products	590
To Set Prices for Products as a Mass Update	591
To Set Prices for Individual Products	593
<i>Conditional Pricing.....</i>	<i>595</i>
To Set Conditional Prices for a Product	595
Downloading Pricing Information.....	598
To Download Pricing Information for All Products in a Price List ...	598

Assigning Price Lists to Partners	598
To Assign a Price List to a Partner using C3 Profile Manager	599
To Assign a Price List to All Partners Using C3 Pricing	600
To Unassign a Price List from All Partners Using C3 Pricing	600

CHAPTER 18 Advanced Pricing Administration..... 601

Overview	602
<i>Rule Types</i>	602
<i>Coupons</i>	603
Pricing Rule Tasks.....	603
To Create a Pricing Rule	603
To Delete a Rule	608
Coupon Administration.....	608
To Create a Coupon	609
To Delete a Coupon	612

CHAPTER 19 C3 Promotions Administration 613

Managing Promotions	613
<i>Promotion Administration List Page</i>	613
<i>Managing Promotions</i>	615
To Create or Duplicate a Promotion	616
To Modify a Promotion	619
To Delete a Promotion	620
To Disable a Promotion	620

CHAPTER 20 Managing Features in C3 Advisor..... 621

Working with Feature Type Groups	621
To Create a Feature Type Group	621
To Modify a Feature Type Group	623
To Delete a Feature Type Group	624
Working with Feature Types	625
To Create a Feature Type	626
To Modify a Feature Type	629
To Delete a Feature Type	629
Working with Features	630
To Create a Feature	631

To Modify a Feature	633
To Delete a Feature	634

CHAPTER 21 Managing Resources in C3 Advisor 635

Working with Resource Types.....	635
To Create a Resource Type	636
To Modify a Resource Type	637
To Delete a Resource Type	639
Working with Resources.....	640
To Assign a Resource to an Entity	640
To Unassign a Resource from an Entity	642

**CHAPTER 22 Managing Questionnaire Pages in C3
Advisor..... 645**

Working with Questionnaire Pages	645
To Create a Questionnaire Page	646
To Modify a Questionnaire Page	650
To Delete a Questionnaire Page	652
To Assign Questions and Sequence Questions	653
To Set the Start Page	655

**CHAPTER 23 Managing Questions and Answers in C3
Advisor..... 657**

Working with Questions	657
To Create a Question	657
To Modify a Question	659
To Delete a Question	661
Working with Answers	662
To Create an Answer	662
To Modify an Answer	665
To Assign a Feature to an Answer	668
To Unassign a Feature from an Answer	669
To Delete an Answer	670

CHAPTER 24 Rule Management in C3 Advisor..... 673

Working with Rules..... 673
 To Create a Rule673
 To Modify a Rule676
 To Delete a Rule678

CHAPTER 25 Cart and Commerce Administration.... 679

Working with Carts 679
 To Search for a Cart679
 To Download Cart Information683
 To View Cart Activity for Selected Partners684
Working with Quotes 684
 To Search for a Quote684
 To View Cart Activity for Selected Partners685

CHAPTER 26 Customer Service..... 687

Viewing and Modifying Order Information..... 688
 Simultaneous Changes to an Order..... 688
 To Search for Orders 689
 To Modify Price and Quantity Information692
 To Modify Order Header Information694
 To Modify Header Information for a Line Item697
 To View Order History 701
Ordering On Behalf Of Customers 702
 To Create Orders On Behalf of Customers 703
 To Download Order Information 706
 To Email Order Information 708
Processing Return Requests 709
 To Search for Return Requests 709
 To Process Return Requests 712
Processing Quotes 713
 To Search for Quotes 713
 To Process Quotes 715
 To Modify a Quote 716
 To Approve a Quote 717
 To Reject a Quote 718
Creating Tasks From Commerce Objects 718

To Create a Task from a Commerce Object	718
---	-----

CHAPTER 27 Inventory Collection..... 721

Setting Up Inventory Collection.....	721
To Perform Inventory Collection	721

CHAPTER 28 C3 Leads..... 723

Creating and Modifying Leads	723
To Create a Lead	723
To Upload a Lead	726
To Modify a Lead	728
To Search for a Lead	730
To Add or Modify Lead Information	731
To Add or View Notes About a Lead	734
To Add Product Information to a Lead	736
Assigning Leads	738
To Assign Leads Manually from the Leads Management List	738
To Assign a Lead Manually from Lead Header Page	741
To Assign a Lead Automatically	743
To Retract a Lead	744
Viewing Partner Activity	745
To View Partner Activity	745
Closing a Lead	748
To Close a Lead	748

CHAPTER 29 C3 Campaigns..... 751

Creating and Modifying Campaigns	751
To Create a Campaign	751
<i>Mailing Lists</i>	756
To Create a Mailing List by Uploading a File	756
To Create a Mailing List by Specifying Selection Criteria	757
Campaigns Cron Job.....	758

CHAPTER 30 C3 Partner Programs..... 761

Creating and Modifying Programs.....	762
To Create a Program	762
To Add an Activity	763
To Upload a Marketing Plan	765
To Assign a Program to a Partner	765
Creating Forms.....	766
To Create an Approval Form	766
To Create a Claim Form	768
Managing Approval Requests and Claims.....	771
To Manage Approval Requests	771
<i>Managing Claims</i>	774
To Manage a Claim	774
To Manage Claims for an Activity	776
Managing Payment Accounts	778
To Upload Co-op Account Information	778
To Download a Co-op Account Update Template File	780

CHAPTER 31 Sales Contracts 783

Creating and Modifying Sales Contracts	783
To Create a Sales Contract	783
To Submit a Sales Contract	786
To Search for a Sales Contract	787

CHAPTER 32 Payment Transactions 791

Viewing and Modifying Payment Transactions.....	791
To View a Payment Transaction	791
To Make a Manual Transaction	792

CHAPTER 33 Task Management..... 795

Creating Tasks.....	795
To Create a Task	795
To Update an Existing Task	798
Automated Task Creation.....	799

CHAPTER 34 Invoice Administration..... 801

Invoice Administration	801
To View an Invoice	802
To Modify an Invoice	804
To View the History of an Invoice	804
Memo Administration	805
To Create a Credit Memo	805
To Create a Debit Memo	805

CHAPTER 35 C3 Analyzer..... 807

Viewing Reports	807
To View a Report	807
Refreshing the Dashboard Graphs.....	809
To Schedule Refreshing the Dashboard Graphs	809
Exporting and Printing Reports	810
To Save a Report in PDF Format	810
To Export a Report to Excel Format	810
Analyzing Report Results with e.Analysis.....	811
To Analyze Reports Using e.Analysis	811
Prices in Reports.....	816

CHAPTER 36 C3 Analyzer Reports..... 819

Terminology and Useful Information	819
<i>Storefront Partners</i>	820
Order Management Dashboard.....	820
<i>E-Commerce</i>	821
PRM Dashboard	830
<i>Sales and Inventory</i>	831
<i>Lead Management</i>	835
Catalog Dashboard	843
<i>Sales and Inventory</i>	844
<i>Catalog and Advisor</i>	845

CHAPTER 37 System Administration..... 849

System Administration Tasks.....	849
To Modify System Settings	849
Configuration Properties	850
<i>Locale Settings</i>	851
To Define the Display Names	851
Job Scheduler Settings	852
Frequently Used System Administration Settings	853
<i>Commerce Manager</i>	853
<i>Application Settings</i>	854
<i>Orders</i>	854
<i>Product Manager</i>	855

CHAPTER 38 Business Rules Administration 857

Business Rules Administration Tasks	857
To Manage Business Rules	857
Frequently Used Business Rules.....	859
<i>Advisor</i>	859
<i>Configurator</i>	859
<i>Coupons</i>	860
<i>Leads</i>	860
<i>Marketing</i>	861
<i>Orders</i>	861
<i>Pricing</i>	861
<i>Product Manager</i>	862
<i>Quotes</i>	862

CHAPTER 39 Job Scheduling Administration..... 865

Job Scheduling Tasks	865
To Display a Scheduled Job	866
To Create a Job	867
To Modify a Job	868
To Run a Cron Job Immediately	870
To Delete a Job	870
To View the History of a Cron Job	870
Cron Jobs.....	871

Cache Cleanup.....	871
CommerceOne PO.....	872
Export Catalog.....	872
Inventory Collection.....	872
Import Catalog.....	873
Index Builder.....	873
OrdersToERP.....	874
Update Catalog.....	874
Creating the Pricing Source for Mobile Configurator.....	875

APPENDIX A File Formats.....877

CatalogRequest DTD.....	877
Category Display Style.....	878
Proposal Templates.....	879
Search Configuration Parameters.....	881
Product Mapping File Format.....	885
Product Availability File Format.....	886
Co-op Account Update File Format.....	887

Index.....889

This guide provides a comprehensive manual for administering the Comergent eBusiness System. The main topics covered in this chapter are:

- "Managing the Sales Channel" on page 2
- "Using C3 Partner.com" on page 8
- "Users, Roles, and Functions" on page 13
- "Administering the Product Catalog" on page 19
- "Guided Selling" on page 19
- "Using the Visual Modeler" on page 20
- "Setting Prices for Products" on page 20
- "Sales Contracts" on page 28
- "Payment Processing and Credit Cards" on page 29
- "Using Carts" on page 29
- "Serving Promotions" on page 31
- "Customer Service" on page 34
- "Leads Management" on page 38
- "Campaigns Management" on page 43

- "Program Management and Payment Accounts" on page 44
- "Task Management" on page 46
- "Inventory and Demand" on page 46
- "Data Analysis Using C3 Analyzer" on page 47
- "Internationalizing the Comergent eBusiness System" on page 48
- "Franchise Model and Suppliers" on page 48
- "Configuring the Comergent eBusiness System" on page 49

Managing the Sales Channel

Your sales partners are the heart of the sales channel and so it is important to maintain partner information as accurately as possible. At least one employee of the enterprise, known as the *channel administrator*, is responsible for managing your sales partners information.

Indirect and Direct Partners

Earlier releases of the Comergent eBusiness System distinguished between two types of partners: *indirect commerce* and *direct commerce*.

- A user belonging to an indirect partner logs into the enterprise Web site and adds products to a cart. The user can compare price and availability for the products between two or more distributors. Finally, the user selects a distributor from among a list of partners. The cart is transferred to the distributor and the order is placed. At that moment, transactions between the partner and the user become direct.
- A user associated with a direct partner logs into the enterprise Web site and adds products (maintained at the enterprise site) to a cart. The user then submits the order directly to the enterprise.

In this release, all partners support both modes of commerce and so the Comergent eBusiness System no longer distinguishes between these two types of partner.

Partner Profiles

CHAPTER 7, "Channel Administration" describes the tasks you use to manage your channel partners.

The *channel administrator* uses the Partner Profile pages to provide the information required to integrate the partner with your Comergent eBusiness System. The

information is maintained using the **C3** Profile Manager application and the information is stored in the Knowledgebase.

The information you provide includes:

- whether the partner is a distributor, reseller, Original Equipment Manufacturer (OEM), Retailer, systems integrator, or system partner,
- the customer type,
- whether the partner is gold, silver, or platinum level.

This information becomes important when you define your price lists. For example, when you define a price list, you can define pricing rules that enable special prices for partners who have a particular level or customer type. See "Making Price Lists Available to Customers" on page 25 for more information.

When you create the profile, you can also enable the partner for **C3** Partner.com. See "Using C3 Partner.com" on page 8 for more information.

Profile Hierarchy

Your partners may have their companies divided into complex organizational structures. For example, a partner may comprise management companies, divisions, locations, and departments. A partner could even have more complicated structures such as franchises and retail outlet chains. In Release 6.0 or higher, you can mirror these complex structures by creating not simply a partner but a hierarchy belonging to a partner.

For example, in Figure 1 on page 4, Partner A comprises four divisions: three immediately below it in the hierarchy and a fourth division as a child of Division A3. The enterprise for which Partner A is a partner can set up a profile for each of these entities that reflects the hierarchy.

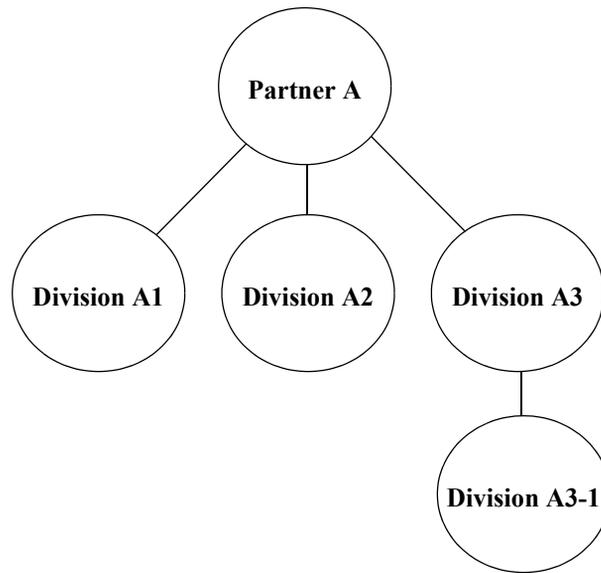


FIGURE 1. Partner Hierarchy

To do this, you create the Partner A profile first, then within the Partner A profile, a **Hierarchy** tab enables you to create a profile for each of the children: A1, A2, A3. The profile for Division A3 contains a **Hierarchy** tab, where you can create a profile for its child, Division A3-1. The hierarchy structure supports an unlimited number of nodes.

See CHAPTER 7, "Channel Administration" for a step-by-step description of the tasks involved.

Partner Users

In addition to creating and maintaining profiles for each partner in the sales channel, the *channel administrator* creates, for each partner, one partner user with the profile administrator function. This partner user then becomes the partner administrator who creates the other partner users for their organization.

Partner administrators can log into the enterprise site to maintain partner information. They can create partner users and modify their partner profile as necessary. The partner administrator can assign a locale for each user, as well as maintain products and prices.

In addition to the *DirectUser* user type, direct commerce partners can be assigned another user type: *ProcurementUser*. The *ProcurementUser* user type is assigned to a user that is created to facilitate punchin from an external system. See the *Comergent eBusiness System Implementation Guide* for more information about punchin from an external system.

Profile Statuses

Every profile and every partner user has a status: they determine what partner users can do. See "User Statuses" on page 18 for more details about user statuses.

In Release 7.0.2 the following profile statuses are defined:

- Open: no restrictions on a partner user's activities.
- On Hold: partner users can log in, but they cannot place orders.
- On Credit Hold: partner users can log in, but they cannot place orders.
- Closed: partner users cannot log in. If a business relationship ends, then you can set the partner status to Closed.

Functionally, On Hold and On Credit Hold have the same effect, but the intention is that you use On Credit Hold to manage issues associated with orders being bought on account whereas On Hold should be used for more general business issues.

Inheriting Status

When a partner is a child of another partner, then the effective status of the child partner is inherited from the parent's profile status. For example, suppose that Partner B is the child of Partner A, and that the status of Partner B is Open. If you set the status of Partner A to On Credit Hold, then even though you have not changed the status of Partner B, the effective status of Partner B is inherited to be On Credit Hold. Consequently, Partner B users cannot place orders.

A parent's profile status overrides a partner's profile status if the parent's status is more restrictive: In the example above, if the profile status of Partner A is set to Closed, then the effective profile status of Partner B is also Closed, irrespective of the profile status of Partner B.

Order Approvals

In Release 6.0 and higher, there is a business rule which enables you to set spending limits for partner users who are either self-registered or direct commerce users.

Along with the limits, you define approvers for these users who can approve orders above the spending limit. For the approver name, you must enter a valid username

within the same hierarchy as the user for whom you are establishing the spending limit.

Note: You must enter both a spending limit and an approver for the approval process to take effect.
--

These users, in turn, have their own spending limits and their own approvers. See "To Create a User" on page 217 for instructions on creating a partner user.

When a user places an order whose value is above their spending limit, the designated approver can accept or reject the order. If the approver accepts the order, but if the order value is above their spending limit, then the order moves to that person's designated approver, and so on until an appropriate level is reached. At that point, the order is finally placed.

Proxy for Approvals

When you create or modify a user, you can designate that user as being a proxy for approvals for certain users. You enter these user's usernames in a Proxy for Approvals field in the user profile. When you do so, you are designating that the user defined by the profile can approve any orders for which the users listed in the Proxy for Approvals field are approvers.

Moving Users Between Levels in a Partner Hierarchy

Occasionally, in a partner hierarchy, a user belonging to a partner needs to be moved between levels in a hierarchy. For example, a user in one division is transferred to another division. Typically, this is something a partner administrator would do. If necessary, however, the enterprise administrator can perform this function. See "To Move Users Between Levels in a Profile Hierarchy" on page 177.

Functions Assigned to a Moved User

If you move a user between two node levels of a partner hierarchy, then the function assigned to the user before the move are retained. If you move a user from the partner level to a node level (or the reverse), then the functions assigned to the user revert to the default functions assigned at the destination.

Carts and Orders

Moving a user does not move any carts, orders, and so on, associated with the user. When you move a user to another level in the partner hierarchy, notify the administrator for the level from which the user has been moved. The administrator for that level can recover these carts, orders, and so on, using the steps described in "To Recover Carts" on page 237.

Associating Products with Partners

The users associated with a partner must have a means to order products in the product catalog. As shown in Figure 2 on page 7, the price lists provide this means. A price list consists of a list of products and can be assigned to one or more partners. In this way, the user sees the products in the price lists assigned to the partner.

See "Setting Prices for Products" on page 20 for a more detailed discussion about price lists and pricing.

Applying Discounts and Special Prices to Partners

The price list assignment to partner also enables you to maintain special prices for certain partners. This is done through conditional rules, that is, defining certain prices depending on certain qualities of the partner (for example, membership level, and so on.). See "Setting Prices for Products" on page 20 for a more detailed discussion of conditional pricing.

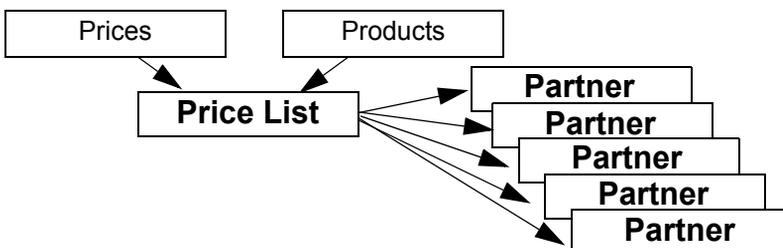


FIGURE 2. Products, Prices, and Partners

Viewing Quote Activity for a Partner

Once the *channel administrator* has added all the partners to the Comergent eBusiness System, and once users begin creating carts and placing orders, you can examine the business generated. You do this by searching for one or more partners and viewing the carts created by customers. In this way, you can get an idea of the kinds of products customers are buying. See "To View Cart Activity for Selected Profiles" on page 186.

Exporting Partner Information

From within *C3 Profile Manager*, you can also search for one or more partners, then select them for downloading to a tab-delimited text file. This enables you to open the files in a spreadsheet application, or even email the information as necessary.

Account Limits

You can set up a partner so that its users can place orders on account. See "Payment Options" on page 159. In this release of the Comergent eBusiness System, you can set an account limit on a partner. Initially, their outstanding credit is set to the same amount. When users of this partner place orders on account, then the amount of their order is subtracted from their partner's outstanding credit. If the outstanding credit falls below zero, then the current order is placed on hold, and subsequent orders placed on account are also placed on hold.

Orders placed on hold can be approved by users that have been assigned the Finance function. Partner users can continue to place orders by credit card, but they cannot place any more orders on account until the outstanding credit is increased above zero again.

The outstanding credit amount can be increased by posting XML messages into the Comergent eBusiness System. Contact your Comergent Technologies, Inc. representative for details.

Using C3 Partner.com

Some of your selling partners may not have the infrastructure to maintain their own e-commerce Web site. However, these partners can still participate in e-commerce through a deployment enabled for **C3 Partner.com**. You, as the enterprise, or one of Comergent's application service provider (ASP) partners may host **C3 Partner.com** for your partners.

Partner.com Partners and Storefront Partners

In Release 6.0 and higher, partners are enabled for **C3 Partner.com** either as a Partner.com Partner or as a Storefront Partner.

- The Partner.com Partner gains the same advantages of e-business as other partners in the Comergent eBusiness System. End-users can log into the enterprise site, select products, and then be able to select the Partner.com Partner for price and availability checks or cart transfers. With the ability to create their own partners called customers, the Partner.com Partner can give special prices and access to additional products to users belonging to these customers. When a partner is enabled for **C3 Partner.com**, their customers can log into a dedicated location to obtain order information.
- Storefront Partners support the same capabilities as Partner.com partners, and, in addition, they can operate a storefront for their customers. End-users created for these customers can access the storefront URL,

defined when the Storefront Partner is enabled, and order products directly from the storefront. In addition, the Storefront Partner can participate in the indirect selling experience described for the Partner.com Partner, providing special pricing and products to end-users belonging to their customers.

Storefront administrators can manage the emails that are sent to their customers when they place orders so that the email messages are customized for their storefront. See "Managing Email Templates" on page 271.

You enable a partner as either a Partner.com Partner or as Storefront Partner using the **Commerce** tab in their partner profile. See "To Enable a Profile for C3 Partner.com" on page 183.

Customers and Their Users

A customer is a partner created by an administrator for a partner enabled for **C3** Partner.com. Once a partner is enabled for **C3** Partner.com, an enterprise administrator or a partner administrator can create partners called customers using the procedure described in "To Create Customers" on page 169 (enterprise administrator) or "To Create Customers" on page 263 (partner administrator).

As described earlier ("Managing the Sales Channel" on page 2), the enterprise administrator creates partners in the sales channel. They create a partner administrator for each partner who, in turn, creates partner users. These users log in to the enterprise site using the usernames and passwords assigned to them by the partner administrator.

Storefronts receiving price-and-availability requests and list transfers might be partners enabled for **C3** Partner.com. These partners might want to give some of the users access to additional products and special pricing. To do this, they create a customer profile for each of these partners. This profile is distinct from the profile created by the enterprise administrator. This profile represents the partner as viewed by the **C3** Partner.com-enabled partner.

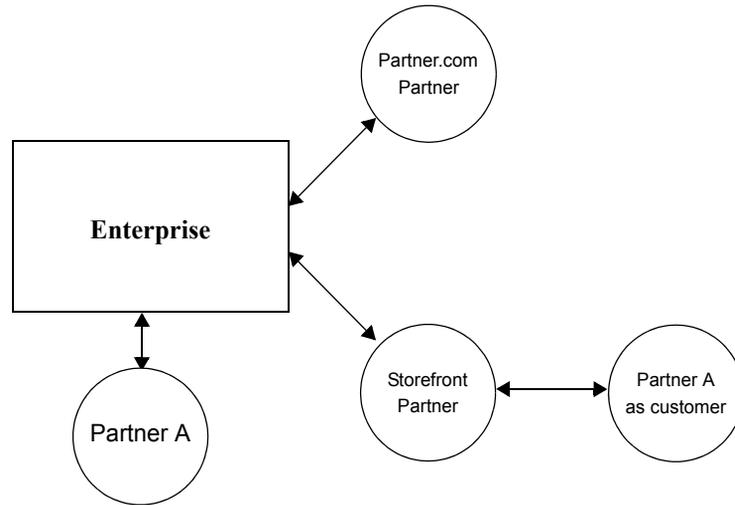


FIGURE 3. C3 Partner.com-enabled Partners with Customers

For each customer, the partner administrator for a Partner.com Partner creates the users who will get access to products or special pricing. These users represent some or all of the users described earlier, who already have a user profile created for them by their own partner administrator. In this case, however, they are given unique usernames and passwords that gives them access to the special products or pricing.

The process is similar for a Storefront Partner. However, for each customer, the Storefront Partner creates a user assigned the Profile Administrator function. This storefront administrator, in turn, creates the other users with the unique usernames and passwords.

When these users log into the enterprise site, they use the username and password assigned to them in their user profile as enterprise partners. They select products and fill a cart. When they perform price-and-availability checks, they can either use the enterprise username and password, or they can use the username and password assigned to them as users belonging to the customer. They would use the latter to get the special pricing.

In addition, these end-users can log directly into the Web site maintained for the Storefront Partner and get access to additional products, as well as order products directly from the storefront. Anonymous users, not affiliated with any customer, can also browse this storefront, browse the product catalog, and access product information. Then, when these anonymous users are ready to order products, they can register themselves and, as registered users, order products.

Products, Pricing, and Product Availability

Storefront partners must keep their product and pricing information current in the Comergent eBusiness System. Partner administrators create products through **C3** Product Manager. When they create a product, they assign a product ID that will be a reference in the enterprise product catalog. Through **C3** Pricing, they create and maintain price lists for these enterprise product IDs. The partner administrator identifies partners of the enterprise to whom the partner administrator wants to assign the price lists (that is, to whom the partner administrator wants to make the products on those price lists available). Since only the enterprise administrator can assign price lists to enterprise partners, the partner administrator notifies the enterprise administrator to assign the lists to these partners.

Once the partner administrator has done this, Comergent recommends that partners identify the availability of the product for their own product IDs ("Product Availability File" on page 11). Partners can also provide a file that maps the enterprise product IDs to their own product IDs ("Product Mapping File" on page 12).

Product Availability File

Once they have created the products and price lists, and ensured that their price lists have been assigned, Comergent recommends that **C3** Partner.com-enabled partners provide product availability information for their own product IDs.

<p>Note: A product for which no availability information is provided is displayed to the end-user with an available quantity of zero.</p>
--

Partners provide availability by creating a file with the availability information then uploading it. As described in "Product Availability File Format" on page 886, the file includes such information as warehouse location, availability, and restock quantity. Partners can create an availability file using their preferred text editor. Alternatively, if they create the data using a spreadsheet other than Microsoft Excel, then they can simply export the data as a tab-delimited file. Follow the instructions provided by the spreadsheet application for further details.

Once the file is uploaded, partners can modify the availability information in one of two ways:

- Download the file, modify the current entries or add new ones, then upload the modified file.
- Update individual availability information from within the Comergent eBusiness System.

See "Managing the C3 Partner.com Environment" on page 263 for the procedures for uploading, downloading, or updating.

Product Mapping File

Partners can create a product mapping between the enterprise product ID and their own product ID. Product mappings may be uploaded to the Comergent eBusiness System in a product mapping file. The format of the file is a tab-delimited file as described in "Product Mapping File Format" on page 885. They can use their preferred text editor to create or modify the file. Alternatively, if they create the data using a spreadsheet other than Microsoft Excel, then they can simply export the data as a tab-delimited file. Follow the instructions provided by the spreadsheet application for further details.

<p>Note: Providing a Product Mapping file is optional. The partner's product ID is displayed to the end-user along with the enterprise product ID. If no mapping is provided, then only the enterprise product ID is displayed.</p>
--

Once the file is uploaded, partners can modify the mapping information in one of two ways:

- Download the mapping file, modify the current entries or add new ones, then upload the modified file.
- Update individual mapping information from within the Comergent eBusiness System.

Business Rules

The partner administrator of a C3 Partner.com-enabled partner use business rules to define the following:

- A default name to be used in the URL
As described earlier, the partner's name is used as part of the URL into which the end-user can log. This business rule defines a default.
- The location of the temp directory
- Whether the Partner.com server is resident or non-resident
- The name of the manufacturer

- Should the **C3** Partner.com-enabled partners be loaded at start-up or discovered at run-time?

Partner Administrator Tasks

Administrators of each partner enabled for **C3** Partner.com perform administration tasks to manage their sites. These tasks include the basic administration tasks that enterprise administrators perform to manage their partners and users. See

- CHAPTER 6, "User Administration"
- CHAPTER 7, "Channel Administration"

They can also view their order (commerce) activity, manage their price lists, products. See:

- CHAPTER 10, "Product Administration"
- CHAPTER 17, "Pricing Administration"
- CHAPTER 25, "Cart and Commerce Administration"
- CHAPTER 38, "Business Rules Administration"

In addition, these partner administrators must manage some tasks that are specific to the **C3** Partner.com environment. See "Managing the C3 Partner.com Environment" on page 263.

Users, Roles, and Functions

The first step towards using the Comergent eBusiness System is to assign the necessary functions within your organization that will administer the various parts of the enterprise site. Once you have done that, the second step is to create the users who will perform these functions and assign access privileges for that purpose.

The tasks for this purpose are presented in CHAPTER 6, "User Administration".

Organizational Functions

Once your company has installed the enterprise edition of the Comergent eBusiness System, it is useful to assign the following functions in your organization:

- *Accounts Receivable Representative*: This person manages invoices for the enterprise site.
- *Business Rules Manager*: This person has access to the Business Rules Manager module and controls the business rules for the enterprise site.

- *Channel Administrator*: This person creates and maintains the profiles for each partner. In addition, this person is responsible for creating a partner administrator for each profile. This partner administrator is an employee of a partner who is responsible for creating and maintaining their own partner users.
- *Commerce Administrator*: This person is responsible for monitoring all cart activity at the enterprise or **C3** Partner.com partner site.
- *Customer Service Representative*: This person is responsible for creating and updating orders on behalf of customers, monitoring orders, and for monitoring any product return requests. Typically, products returns have internal rules that guide whether to approve or reject a return. When a decision must be made manually, however, this person has the authority to make that decision.
- *Enterprise Lead Administrator*: This person creates and assigns leads to one or more partners. The enterprise lead administrator also closes the lead.
- *Promotion Administrator*: This person is responsible for managing promotions.
- *Product Administrator*: This person is responsible for all the products at the enterprise site, including setting the correct prices for those products and associating them with the appropriate partners.
- *Sales Manager*: this person manages the sales representatives and is responsible for delegating leads to them.
- *Sales Representative*: this person handles leads that are delegated to them.
- *System Administrator*: This person maintains the system configuration by having access to the System Administration module.
- *User Administrator*: This person is responsible for creating and maintaining all the users at the enterprise site.

Creating Users

The *user administrator* is the person at the Comergent installation responsible for adding users to the system and giving them access to the areas appropriate for them to perform their function. In general, user administrators do not have any privileges associated with partners. In particular, they cannot create partner users. (The only enterprise employees who can create partner users is the *channel administrator*.)

When you create users, you must assign them a username and password. The username you assign must be unique. Each username is checked for uniqueness when the user is created: if the username is already in use, then the user administrator must choose a different username. When a user is deleted from the Comergent eBusiness System, their username is not: that is, once a username is in use, it can never be re-used.

As you create users, you must also assign access privileges by assigning one or more functions.

You can also set a preferred locale for each user. See "Internationalizing the Comergent eBusiness System" on page 48 for more information.

Assigning Functions

In the Comergent eBusiness System, *entitlement functions and roles* explicitly define the access that users have to business objects and the functions they can perform such as updating users or creating price lists. These functions and roles are listed in the **Entitlements.xml** configuration file which is read by the Comergent eBusiness System server on startup. The file comes with several entitlement functions and roles pre-defined (see "Pre-defined Functions" on page 16), but you can customize access by editing this configuration file to create more roles and edit the privileges of existing roles.

Roles are grouped into functions: functions are intended to correspond quite closely to the business functions within an organization: finance, sales, and so on. Each function has a label: this is what is displayed in the browser when you perform user administration.

It is important to distinguish these *entitlement functions* from the *organizational functions* described in the earlier section. Any person in your organization may have one or more organizational functions that they perform to complete their job responsibilities: system administrator, product manager, sales manager, and so on. These may or may not correspond to the entitlement functions defined in the Comergent eBusiness System.

Consequently, the entitlement functions defined in your implementation of the Comergent eBusiness System may serve as "umbrella" roles that cover more than one organizational function. For example, to provide them with the proper access, you may need to assign the same entitlement function to the *channel administrator* and the *user administrator*. At implementation time, your system integrators determine appropriate groupings of organizational functions into entitlements functions. These entitlement functions are defined in the **Entitlements.xml** configuration file.

However, note that only those roles present in the access policies and access control lists (ACLs) or in the **Entitlements.xml** file have any effect on the privileges users have. Refer to the *Comergent eBusiness System Reference Guide* for more information.

Pre-defined Functions

The **Entitlements.xml** configuration file that is implemented with the Comergent eBusiness System comes with the following pre-defined functions:

TABLE 1. Pre-defined Enterprise Functions

Function/Label	Description of Access
EnterpriseProgramManagement/ Program Management	Includes Pricing, Product, Model, Coupons, Advisor, and Promotion Management. Also includes reporting, job scheduling, inventory collection, and editing of system properties and business rules.
EnterpriseFinancials/Financials	Includes the ability to remove Credit Holds from Partners, Users and Orders. Also includes the ability to view and edit invoices.
EnterpriseCommerce/Commerce	Includes the ability to create carts, place orders, create quotes on behalf of customers.
EnterpriseSales/Sales	Includes the ability to work with opportunities and proposals as well as being able to create carts, quotes, and orders.
EnterpriseSalesExecutive/ Sales Executive	Adds the ability to act as sales manager to the EnterpriseSales function. Sales managers assign opportunities to other users and can also work opportunities themselves.
EnterpriseLeadAdministratorSales/ Lead Administration	Can manage leads for the enterprise.
EnterpriseBasicAdministration/ Basic Profile Maintenance	Performs limited user and profile administration at or below their node. Can only assign functions to other users that they have.
EnterpriseAdministration/ Profile Administration	Performs full user and profile administration at or below their node. You must ensure that at least one enterprise user has the EnterpriseAdministration function.

For partners, the following table summarizes their functions:

TABLE 2. Pre-defined Partner Functions

Function/Label	Description of Access
PartnerProgramManagement/ Program Management	Includes Pricing, Product, Promotion Management. Also includes creation of email templates, SKU and availability management.
DirectFinancials/Financials	The ability to view and edit invoices.
DirectCommerce/Commerce	Includes the ability to create carts, place orders and create quotes.
DirectCommerceExecutive/ Commerce Executive	Includes the ability to create carts, place orders, perform order approvals, and create quotes.
Commerce	Includes the ability to create and transfer carts.
DirectSales/Sales	Includes the ability to work with leads and opportunities apart from being able to create carts, quotes, and orders.
DirectSalesExecutive/Sales Executive	Includes the ability to work with opportunities apart from being able to create carts, quotes, and orders.
Sales	Includes the ability to work with leads and opportunities as well as being able to create and transfer carts.
Sales Executive	Includes the ability to work with leads and opportunities apart from being able to create and transfer carts.
PartnerBasicAdministration/ Basic Profile Maintenance	Performs limited user and profile administration at or below the node.
PartnerAdministration/ Profile Administration	Performs full user and profile administration at or below the node.
StorefrontCustomerBasicAdministration /Basic Profile Maintenance	Performs limited user and profile administration at the node. Can only assign functions to other users that they have.
StorefrontCustomerAdministration/ Profile Administration	Performs full user and profile administration at the node.

Managers

Users can be marked as managers. Managers are entitled to navigate to child nodes of their node to perform the same tasks as they can at their own node. They can also view and modify the activity of other users at their node. For example, an enterprise user with the Commerce function and marked as a manager can navigate to a child node in the enterprise hierarchy and view the orders created by EnterpriseCommerce users at the child node.

An enterprise user who is a manager can access all the accounts assigned to their enterprise node and nodes below this node. That is, managers do not have to explicitly draw accounts from the pool of accounts assigned to their node: they can work on any account assigned to their node.

User Statuses

Every user has a status. Together with the profile status of their partner, this determines what the partner user can do. See "Profile Statuses" on page 5 for more details on partner profile statuses.

In Release 7.0.2 the following user statuses are defined:

- Open: no restrictions on a user's activities.
- On Credit Hold: users can log in, but they cannot place orders.
- On Hold: users can log in, but they cannot place orders.
- Closed: users cannot log in.

When you set a user status to closed, or if their effective status becomes closed because you close their partner, this does not affect the carts, orders, returns, and other objects that the user has been working on. These remain in their current status until another partner user or enterprise user changes them.

Note that only partner users can be assigned the On Credit Hold and On Hold statuses. Only enterprise users with the Financials function can set partner users on On Credit Hold status. An enterprise user can re-open an On Hold partner user, but only enterprise users with the Financials function can re-open On Credit Hold partner users.

Inheriting Status

Each user belongs to a partner, and the user's effective status is inferred from their user status and their partner's effective status. For example, suppose that User 1 is a partner user of Partner B and that the effective status of Partner B is Open. Then if User 1's status is Open, then there is no restriction on the user's activities. If you

change the profile status of Partner B to On Hold, then even though you have not changed the status of User 1, their effective status changes to On Hold, and so they can log in, but they cannot place orders.

Suppose that Partner B is the child of Partner A, and that the status of Partner B is Open. If you set the status of Partner A to On Credit Hold, then even though you have not changed the status of Partner B, the effective status of Partner B is inherited to be On Credit Hold. Consequently, the effective status of Partner B users is On Hold, and so they cannot place orders.

A partner's status overrides a user's status if the partner's status is more restrictive: In the example above, if the status of Partner B is set to Closed, then the effective status of User 1 is also Closed, irrespective of the status of User 1.

Administering the Product Catalog

Your product catalog organizes all your products into product categories that reflect the way in which you want to present your products to your customers. By grouping your products in to categories, you can help customers find products quickly. You can define a product as an assembly and provide a parts diagram to help customers learn what your product provides. You can assign features and resources to products to help product comparison and to provide additional information such as data sheets, and product photographs. In addition, you can enable customers to search for products by their product ID, name, and other attributes.

See "Administering the Product Catalog" on page 51 for a complete introduction to the concepts involved in administering the product catalog.

Guided Selling

If your catalog is large or complex, then you want to help customers select products that most exactly meet their needs. Using the Comergent eBusiness System, you can create a series of pages that interactively ask customers about the sorts of products they are looking for: for example, the usage they plan for the product, the performance characteristics they require, or specific features that they need. As customers respond to these questions, you can ensure that each customer sees only those products that meet their requirements and at any time customers can compare products to see which best fits what they are looking for.

See CHAPTER 4, "Introduction to C3 Advisor" for a complete overview of C3 Advisor.

Using the Visual Modeler

Complex products may need to be configured before they can be bought by customers and they have optional components that customers can configure based on their needs. The Comergent eBusiness System provides the ability for you to create models that define the configurable options of a product and to associate the products with these models. In doing so, you can provide a seamless experience for customers between selecting and configuring their product selections.

See "Using the Visual Modeler" on page 67 for a complete introduction to the Visual Modeler and its concepts.

Setting Prices for Products

An integral part of an e-commerce system is to display accurate and up-to-date prices to customers as they select products on your Web site. The **C3** Pricing application provides a graphically intuitive user interface to maintain prices for products through your Web browser. See CHAPTER 17, "Pricing Administration" for the tasks associated with pricing.

Bear in mind the distinction between list prices and extended prices:

- **List price:** this is the unit price for an item. It does not take into account volume discounts, special pricing rules, or anything else that may affect the price that the user pays.
- **Extended price:** this is the price that the user pays for a given line item. It depends upon the list price, quantity bought, and pricing rules.

For example, in the following line item, the first price displayed is the list price (\$9.95), and the second price is the extended price.

Product ID	List Price	Quantity	Extended Price
MXWS-1000	\$9.95	120	\$1194.00

The precision to which prices are displayed is controlled by system properties. See "Application Settings" on page 854 for more information.

Price Lists

The Comergent eBusiness System uses price lists to manage the access that customers have to products and to display appropriate prices to each customer. As shown in Figure 4 on page 22, a price list is a combination of products and prices. The process for creating price lists is as follows:

1. Create products.

See "Administering the Product Catalog" on page 19.

2. Create the price list and assign products to the list.

Enter basic information about the price list such as effectivity dates, and so on. During creation, you decide which products you want to assign to the price list, depending on criteria such as customer type, and so on. See "To Create a Price List" on page 584.

Each price list has a supplier ID associated to it. The supplier ID is used to determine how price lists are used when calculating the price to be displayed to a user as follows:

- If you associate a supplier ID of "1", then the price list is an *enterprise price list*: it is used to price products when users access the enterprise as direct commerce users.
- If you associate a supplier ID of a partner, then the price list is used to price products if the partner is selected as the supplier of the product, or if a cart is transferred to the supplier's storefront, or when a storefront customer user logs into the storefront.
- If a product is on price lists that belong to more than one supplier, then no price is displayed until the user has selected which supplier they want to supply the product. Instead, a range of prices is displayed. The user is prompted to select a supplier in order to get a firm price from that supplier's price lists.

<p>Note: This behavior is different from earlier releases of the Comergent eBusiness System: previously, the owner of each price list was used to determine whether the price list was used in direct commerce or in a storefront.</p>

If a partner administrator creates a price list, then the supplier ID is pre-populated as a read-only field. If an enterprise administrator creates a price list, then they can accept the default supplier ID which is "1". They can choose to enter the partner key of any partner: if they do this, then the price list is used when the partner is selected as the supplier for a product.

3. Set prices for the products.

You can set the prices by category or by individual product. You can also set special prices by creating special pricing rules for product categories or for individual products. These rules make a price conditional on qualities belonging to a partner or order. See "Conditional Pricing" on page 595.

- Assign the price list to one or more partners.

This is how you enable customers to see products. When users log into the Web site, they see only the products on price lists associated with their partner. See "To Assign a Price List to a Profile" on page 180.

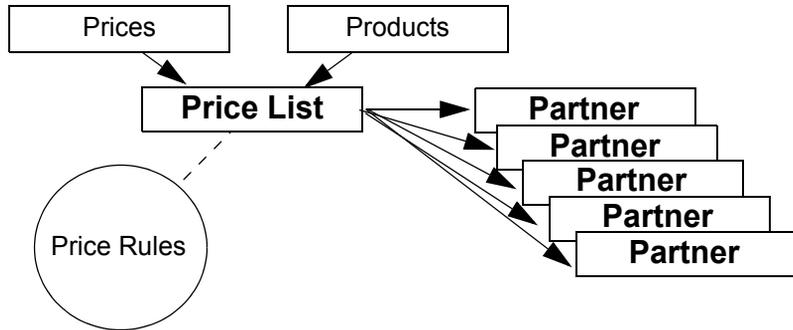


FIGURE 4. Products, Prices, and Partners

Price List Line Item Effectivity Dates

In this release, you can set effectivity dates at the line item level. By default, the price of a line item is effective for the effective period of the price list. However, if you override the price list effectivity dates by specifying effectivity dates at the line item level, then you can specify a special price for a particular period. This means that the same product ID can be present more than once on the same price list. If a product ID shows up more than once, then its price is derived by taking the lowest of the effective prices.

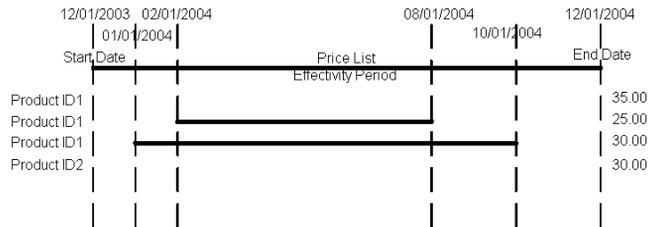


FIGURE 5. Price List Line Item Effectivity Dates

In an example, illustrated by the Figure "Price List Line Item Effectivity Dates" on page 22, a price list is effective from 12/01/2003 through to 12/01/2004. One product ID, ProductID1, is listed three times:

- the first entry defines a price of \$35.00 and does not define effectivity dates and so its effectivity dates are taken to be the same as the price list effectivity dates.
- the second entry defines a price of \$25.00 and effectivity dates from 02/01/2004 to 08/01/2004.
- the third entry defines a price of \$30.00 and is effective from 01/01/2004 to 10/01/2004.

The following table provides prices for ProductID1 on various dates.

TABLE 3. Price List Line Item Effectivity Dates Example

Date	Price
11/15/2003	Price not available from this price list: the price list is not effective
12/02/2003	\$35.00: only the first entry is effective
01/03/2004	\$30.00: the first and third entries are effective and the third provides the lowest price
05/16/2004	\$25.00: all three entries are effective and the second provides the lowest price
09/20/2004	\$30.00: the first and third entries are effective and the third provides the lowest price
11/02/2004	\$35.00: only the first entry is effective

Note that throughout this time period, ProductID2 continues to be priced at \$30.00.

How Prices are Calculated

This section describes how prices are calculated when they are displayed to a user.

1. First, the list of appropriate price lists is determined:
 - a. Start with the list of all active, effective price lists.
 - b. Reduce this set to the price lists that are assigned to the user's partner.
 - c. If the user is shopping at a storefront, then reduce this set to only those whose supplier ID is the storefront's partner key.

- d. Reduce this set by considering only price lists that match the user's current selection of customer type and currency.
2. Using this list, calculate the lowest available price taking into account price list line item effectivity dates and any conditional pricing rules on each price list.

Entitlement and Pricing

If your company uses its own pricing engine to determine prices, instead of the Comergent eBusiness System pricing engine, then you can set a business rule to "Entitlement Only" instead of "Entitlement and Pricing". When you set the rule for entitlement only, you still add products to price lists. You still assign the price lists to partners, but only as a means of determining which products the partner is entitled to view and purchase. You do not use the price lists to assign prices to the products since the prices are derived from your company's own pricing engine. See the *Comergent eBusiness System Implementation Guide* for information about configuring your system to get prices from an external source.

Price Lists and Products

You create and maintain price lists from within the Price List Detail page in the Pricing Administration module. The first step is to populate the list with products. You must decide what kind of products should be included in this list.

You add products to the list by moving through a product hierarchy of product categories and products. You can either select a category and assign all the products to the list, or you can select individual products from the category. When you are done adding products from one category, you can move on to another category, and so on until you have added all the products you want.

The Product List Detail frame (where your selections are displayed) displays one category of products at a time. As you click another category, the frame will refresh itself. If the price list already contains products from that category, then the products will appear in the Product List Detail frame.

Assigning Prices

The previous section described how products are assigned to price lists. Once you have assigned products to lists, you assign the prices to the products. You assign prices in two ways: a default price that applies if none of the conditions are met, and a price applied by determining if certain conditions are met.

Note:	The number of decimal places supported by C3 Pricing is a configurable parameter. See "Setting Prices for Products" on page 590 for more information.
--------------	---

Assigning Default Prices

You assign default prices in the Price List Detail frame using one or both of the following methods:

- You assign category price information. In this case, you assign all the products in the category on the price list the same category price information.
- You assign price information to individual products within each category on the price list.

The price information includes a list price, a +/- discount percentage, and a +/- absolute amount. You can use one or both of the above-named methods. For example, an easy way to assign prices might be to assign category price information, then modify individual products in the category as necessary.

Creating Conditional Prices

In addition to the default prices, you can create conditional prices dependent on one or two factors relating to partners or orders. For example, you can set price information that applies only if the partner's membership level is gold and the order quantity is between 5 and 10 units.

You can create rules that apply to all the products on the price list within a product category. You can create rules that apply only to a specific product within a category. You can create multiple rules for a category or product. In a case where a customer satisfies more than one rule, the lowest price applies.

Making Price Lists Available to Customers

Once you have created the price lists, making them available to customers is a two step process. The first step is to make the price list "active" by checking the Active box on the Price List Detail page. Once you have done that, the second step is to assign the price list to one or more partners. "To Assign a Price List to a Profile" on page 180 describes the step-by-step process for making price lists available.

You can assign zero or more price lists to each partner. When a customer belonging to the partner enters your Web site, the price lists determine (a) the products that the customer is able to view and (b) the prices that are displayed when the customer adds products to a cart.

You can assign an inactive price list to a customer. That is, you can assign a price list whose Active box is not checked. Inactive price lists have no effect on the customer's buying experience until you activate them by checking the Active check box.

Each price list has a unique currency associated with it and a unique customer type. Using the price lists, you can determine that not all products are available in a particular currency. Similarly, not all products are sold to a particular customer type.

When a customer first logs in, they are assigned an initial customer type and currency based on their partner. You can let customers change either the currency or customer type or both as they navigate through your Web site. If you do so, then bear in mind that the prices that they see can change.

Making Price Lists Sharable with Child Profiles

If one of your profiles is a parent in a hierarchy of profiles, then you can assign price lists to the parent so that those price lists are automatically assigned to any profiles below the parent in the hierarchy. For example, in Figure 6 on page 26, Partner A is parent to Partner B and Partner C. Partner C is parent to Partner D and Partner E. If you assign a price list to Partner A and mark that price list as sharable, then that price list is automatically assigned to Partner B and Partner C and, in addition, to Partner D and Partner E.

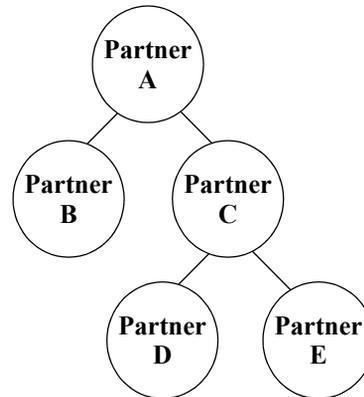


FIGURE 6. Sharable Price Lists

When assigning price lists to the child partner of a parent, you will notice a dollar sign (\$) next to any list that is shared with the parent (and therefore automatically assigned to the child). However, you can still assign that price list to the child and mark it as sharable. This guarantees that the price list will still be assigned to the child (and to its children), even after the assignment is removed from the parent.

Assigning Price Lists to the AnonymousUserPartner

The AnonymousUserPartner is a partner profile that come predefined with the Comergent eBusiness System. The existence of this partners enables anonymous users to “log in” and select products. Note that the user does not realise that they have been logged in: this happens invisibly to the user so that session can be maintained as they navigate through the Comergent eBusiness System.

When an anonymous user logs in, they see prices and products determined by the price lists assigned to the AnonymousUser Partner. If an enterprise administrator changes the assignment of price lists to the AnonymousUserPartner, then the changes take effect immediately. As new anonymous users “log in”, they see prices determined by the new assignment. Existing anonymous users, that is users already browsing the product catalog anonymously at the time the assignment is changed, will continue to see the old prices.

Price Lists Managed by Partners

Partner administrators can also create and maintain price lists for any products to which their partner has access. These products include products maintained by the partner (see "Categories and Products Managed by Partners" on page 62) as well as products created by enterprise administrators

<p>Note: Partner administrators can create price lists, but cannot assign price lists to partners. When a partner administrator creates a price list, it is automatically assigned a supplier ID whose value is the partner key.</p> <p>Only enterprise administrators can assign the price lists to partners. When they have created a price list, partner administrators should notify an enterprise administrator.</p>
--

See CHAPTER 9, "Administration Performed by Partner Users" for more information.

Enterprise Master Price List

When you implement the Comergent eBusiness System, an Enterprise Master Price List is automatically created and automatically assigned to the enterprise. This price list is used to provide prices for reporting purposes, but it can also be assigned to profiles just like any other price list.

Typically, the Enterprise Master Price List should contain all the products in your product catalog. When you create a new product, or when you import new products into your catalog, you add these new products to the Enterprise Master Price List (in addition to any other assignable price lists). In this way, the products can be picked up by the reports if the Enterprise Master Price List is designated as the

reporting price list. This is the default setup: if you want to change to a different reporting price list, then see "Prices in Reports" on page 816 for more information.

The currency of the Enterprise Master Price List is referred to as the *Enterprise currency*. If it is being used as the reporting price list, then it is used in reports in which values are calculated, but where no currency has been specified.

Sales Contracts

Release 7.0 and higher support the capability of creating *sales contracts* for your partners. These are pre-approved carts which specify prices and quantities for customers. When you create a sales contract, you specify the partner for which it is intended, and users from this partner can make use of the contract while the contract is effective. See "Sales Contracts" on page 783 for details on sales contract-related tasks.

Workflow to Manage Sales Contracts

This is the basic flow of how sales contracts are managed:

1. An enterprise user creates a sales contract. Enterprise users must be assigned the Commerce function to be able to create sales contracts. As the enterprise user creates the sales contract, they specify the target partner, and this is saved as part of the header information of the sales contract. The header information also determines the start and end dates for the sales contract, some other contractual information, and the offer expiry date: this is the date by which the partner must accept the sales contract.
2. Having created the sales contract header, the enterprise user then builds up the line items of the sales contract. These comprise product IDs, quantities, and prices. Each line item is a commitment that the designated partner can buy that product ID for the specified price.
3. Once the sales contract is created, the enterprise user submits the contract to the designated partner. The contract is in the Pending state: orders cannot yet be placed from the contract, but the designated partner now has access to the contract.
4. Before partner users can use the contract, it must be accepted by the partner. Only partner users who have been assigned the Commerce Executive function can accept contracts. A Commerce Executive partner user must accept the sales contract before the offer expiry date. Once a sales contract is accepted it is in the Active state.

5. Once the sales contract has been accepted, then any Commerce partner user from the designated partner can use the contract to create orders.

Payment Processing and Credit Cards

Release 7.0 and higher support credit card transactions. This includes:

- "Payment Gateways" on page 29
- "Payment Transactions" on page 29

Payment Gateways

To support credit card transactions, you must specify the payment gateways to be used to process each transaction. A payment processor, such as CyberSource, provides the external service through which the credit card information is passed to capture transactions and to pass back authorization and transaction codes.

Each partner, including the enterprise, can set up a payment gateway. Typically, this includes specifying the payment processor, the merchant ID for the partner, and the location of the merchant key (used to identify the merchant with the payment processor). See "To Set Up a Payment Gateway" on page 185 for more information.

Payment Transactions

Enterprise users can review payment transactions, and they can make manual adjustments. See CHAPTER 32, "Payment Transactions" for more information.

Using Carts

Carts

A cart is the basic unit of e-commerce. Customers and partner employees purchase items by placing them into a cart and then either placing the cart as an order or transferring the cart to a storefront for processing or ordering. Multiple items can be placed in a cart, and items can be added and removed from a cart before transferring it. Depending on the capabilities of the distributor site, a cart can be modified on the storefront even after the transfer has occurred.

Each line in the display of a cart is a cart line. *Parent lines* are displayed for items that carry prices whereas *child lines* display subsidiary items. Both parent and child line items are priced for configured products. However, the child line items are not priced for assemblies.

Enterprise users of the Comergent eBusiness System may view information about the cart activity on their system. By doing so, they can monitor commerce activity on their Web site.

Life Cycle of a Cart

Typically a cart goes through one of the following processes during its lifetime.

Direct Commerce

1. A user creates a cart and places items in it. Once a cart is created it is referred to as an *active* cart.
2. Individual items may be configured while in an active cart. Users can duplicate an active cart to create another cart. You can also delete an active cart.
3. Users can save carts as quotes: the prices saved with a quote are valid for a time that can be configured as part of system configuration. Users can also make requests for quotes: that is, they can submit the cart with requested prices to see if one of your customer service representatives approves the request.
4. The user can place the cart as an order. Registered users are asked to verify shipping information, while unregistered (anonymous) users are asked to register.

Note that previous releases of the Comergent eBusiness System also supported an “indirect commerce” flow. This worked as described below, but is no longer supported.

Indirect Commerce

1. A user creates a product inquiry list and places items in it. Once a list is created and before it is transferred it is referred to as an *active* list.
2. Individual items may be configured while in an active product inquiry list. Users can duplicate an active list to create another list. Users can make a template from an active list for similar purchases. Templates can be used to make new active lists. You can also delete an active list.
3. A price and availability request is made to obtain prices from a distributor. The details of the line items are transferred by the Comergent eBusiness System to a distributor, and price and availability information is returned to populate the appropriate fields of the product inquiry list.
4. The product inquiry list is transferred to a distributor to complete the transaction. Once a list has been transferred it is no longer active on the enterprise side and it is called a *transferred* product inquiry list.

Serving Promotions

The *C3 Promotions* application enables you to serve promotions to customers as they select products for their cart, or as they obtain price and availability information from your site. By associating promotions to products (through their product IDs), you are able to take advantage of “up-sell” or “cross-sell” opportunities that are closely related to products that the customer has selected already. The *promotion administrator* manages all information related to promotions.

Promotions Served by an Enterprise

When your installation of the Comergent eBusiness System is serving as an enterprise site, it can provide cart functionality for your e-commerce site. Users can create carts in their workspace and place products in their carts prior to obtaining price and availability information or transferring the cart to a partner or ordering from your site.

You can enhance the cart environment by adding promotions. When a customer adds a product to a cart, the enterprise server can display a “sale” icon next to the item to indicate that a promotion is available for this line item.

Promotions Served by a Partner

When the Comergent eBusiness System is installed at an enterprise that responds to price and availability requests, it can respond to price and availability requests received from enterprise servers. Typically, the response to the request is a price and availability reply message that provides a price element and an availability element for each line item in the request. You can, however, enhance a price and availability reply message by associating promotions with certain products. When the enterprise site displays the price and availability information to the customer, a “sale” icon indicates that a promotion is available for this line item.

Promotions as Viewed by a Customer

Promotions are served up dynamically: they are not tied to particular pages or templates in the Comergent eBusiness System. As soon as you create and configure a promotion (by associating it with products), then the promotion is available to be served up to a customer. Similarly, any changes that you make to a promotion can take effect immediately. Alternatively, you may specify a range of effectivity dates so that a promotion is served only for some pre-defined period of time.

In addition, promotion controls are used to determine which promotion(s) (if any) are to be displayed as part of a cart display. Promotion controls associate a

promotion with one or more products and determine when a particular promotion is served.

Each promotion is indicated by a “sale” icon next to a product ID in a customer’s cart. By moving the mouse over the icon, a small piece of text is displayed describing the promotion.

Clicking on the icon opens a new browser window showing the promotion to the customer. The customer can click on **Previous** and **Next** to view additional promotions associated with the products contained in the customer’s cart.

In addition, for promotions served by an enterprise server, the customer can click **Add to List** and immediately add the promotion item to the cart. This functionality is available if you have configured the promotion with the optional properties: Add to List Product and Add to List Quantity. (See "To Create or Duplicate a Promotion" on page 616) This button is not available on partner promotions.

How Promotions Are Implemented

A promotion comprises three general parts: promotion content, promotion control, and promotion event.

Promotion Content

The content of a promotion is principally a promotion identifier, the promotion URL or an image file that displays the promotion, and the short description of the promotion.

Promotion Control

Promotion controls are used to determine which promotion is to be displayed in response to a price availability request line item. Each promotion control includes a priority level, a date range, the product with which to associate the promotion, and a flag that indicates whether or not the promotion is enabled.

The Comergent eBusiness System determines at runtime which promotion, if any should be associated with each line item. The Comergent eBusiness System selects promotions based on the following rules.

For the Enterprise Site:

1. The Comergent eBusiness System selects the *enabled* promotion controls whose Product ID field matches the Product ID of the cart line item, and for which the current date falls within the date range of the promotion controls.
2. The system filters those promotions that do not apply to the customer. The system only considers those promotions that match:

- the customer's partner type *and* partner level
 - the customer's partner type *or* partner level
 - *all* partner types and partner levels
3. The system filters out all promotions that do not match the customer's current presentation locale.
 4. From these promotion controls, the system selects the promotion(s) with the highest priority.
 5. If this choice results in multiple promotions, then the system further narrows the matching promotions by selecting promotions that match *both* the partner type and partner level. If multiple promotions meet this criteria, then the system selects one promotion at random from the matching promotions.
 6. If no promotions match both the partner type and partner level, then the Comergent eBusiness System selects promotions that match *either* the partner type control *or* the partner level control.

For example, if three promotions match the partner type control property and five promotions match the partner level control property, then the system selects one promotion at random from the eight total matching promotions.

7. If there are no matches for either partner type or member level, then the Comergent eBusiness System selects at random, the highest priority promotion that matches the product and has partner type and member level set to Match All.

For more information on partner type and partner level, see "To Create or Duplicate a Promotion" on page 616.

8. The Comergent eBusiness System serves the selected promotion.

Promotion Event

For an enterprise edition of Comergent eBusiness System, a promotion event is divided into three types:

- A hit is defined as when a promotion is available to be viewed. For example, when a customer add a product to the cart and that product has a promotion associated with it, a promotion icon appears with the line item.
- A view is a promotion event where the customer clicks on the promotion icon next to a line item in either a cart or in *C3* Advisor and actually displays the promotion.

- An Add to List promotion event involves a customer clicking **Add to List** in the promotions window.

For an implementation of the Comergent eBusiness System installed at a partner site, a promotion event is created each time a promotion is served in a price and availability reply. Principally, this comprises the date, the identity of the recipient of the promotion, and the promotion identifier.

Customer Service

Customer service representatives are enterprise users that have been assigned the EnterpriseCommerce function. This function is designed to let enterprise users help customers with tasks such as placing orders, modifying or cancelling orders, requesting returns, and approving submitted quotes.

Note that enterprise users can be assigned this function in addition to other functions too, and so, for example, it is possible for an enterprise user to act as both an profile administrator and as a customer service representative.

Once a customer has placed an order, the customer service representative monitors order activity and monitors any line item returns and evaluates them as necessary.

Order Management

Customer service representatives can create carts and place orders on behalf of customers. Once a customer has placed an order, the customer service representative can display and modify information about the order. This includes line item information (such as quantities and prices) and addresses. For example, the original order quantity might have warranted a price break; a change in quantity might mean the price break is no longer relevant.

The representative can also define specific information for a line item, for example a shipping address for a specific line item. The customer service representative can add line items to an order. See CHAPTER 26, "Customer Service" for a description of the tasks. The customer service representative can also view the history for the line items on a specific order.

Sometimes customers are unable (their computer system is down, and so on) to place orders for products. In Release 6.4 and higher, customer service representatives are able to create orders on behalf of self-registered and direct commerce users. From the Comergent eBusiness System home page, they can see the products, price lists, address books, and so on, from the standpoint of the customers for whom they are creating the orders.

Account Management

In Release 6.7 and higher, you can manage customer service representatives and their managers so that each customer service representative manages a specified set of partners, known as their accounts. Before a user at a node of the enterprise hierarchy can be assigned an account, the account must be assigned to that node. Customer service representatives can assign themselves accounts from their available pool of accounts or they can be assigned accounts by their manager.

When a user is assigned an account, they can view the commerce activity of all users who belong to the account. If they have the appropriate functions (such as Finance and so on), then they can view the corresponding activity, such as invoices and so on, of all their account users. However, if they have not been assigned the account, then they cannot see this activity.

Managers at an enterprise node can automatically see all of the commerce activity of account users of accounts assigned to that node, but other enterprise users can only the activity if they have been explicitly assigned the account. By default, all partners are assigned to the root node of the enterprise hierarchy. Consequently, any manager at the enterprise node can view the commerce activity of any partner.

Returns Management

Whenever a customer returns items from an order, the Comergent eBusiness System has internal rules that decide automatically whether the return request will be approved or not. Where a decision cannot be made automatically, the customer service representative can access a list of return requests and review the return requests manually. See CHAPTER 26, "Customer Service" for a description of the tasks.

Quotes Management

When partner users create a cart, they can either place the order with the prices as supplied by the price lists, or they can enter their own, requested prices and submit this for price negotiation.

The customer service representative can display a list of quotes, and view the submitted quote detail. The customer service representative can reject the requested prices, or they can modify the quantity and price as necessary and then accept the quote, at which point the quote becomes a quote that can be turned into an order. Once the submitted quote has been converted to an orderable quote, the end-user can either remove the quote or convert the quote to an order.

See "Working with Quotes" on page 684 for the tasks involved.

Invoice Management

Invoices are created by posting XML messages to the Comergent eBusiness System. See the *Comergent eBusiness System Implementation Guide* for information on how this can be implemented. CHAPTER 34, "Invoice Administration" covers all the enterprise tasks associated with invoice management and "Invoice Administration by Partners" on page 259 covers all the partner tasks associated with invoices.

Each invoice may or may not be associated to an existing order in the Comergent eBusiness System. If there is an associated order, then users can view the invoice from the order page and can navigate to the order from the invoice (if their entitlements permit this: see "Access to Invoices" on page 37).

A single order can have more than one associated invoice: for example, the enterprise may generate one invoice for each line item in an order.

Two groups of users work most closely with invoices:

- Financials enterprise employees: these users work for the enterprise and are responsible for ensuring that invoices are paid by their customers and that disputes regarding invoices are handled quickly. These users can view and modify all invoices in the Comergent eBusiness System. Typically, these users are referred to as accounts receivable users.
- Financials customer employees: these users work for partners of the enterprise and are responsible for ensuring that invoices are paid by the customers and to initiate any disputes regarding the payment of invoices. These users can view and modify all invoices owned by users that belong to their partner. Typically, these users are referred to as accounts payable users.

Invoice Statuses

Each line item of an invoice has two statuses: these reflect the status of the line item as viewed by the customer and enterprise.

TABLE 4. Invoice Line Item Statuses

Customer Status	Enterprise Status
New	New
Paid	Payment Received
Disputed	Disputed

In addition, the invoice as a whole has a status: it provides a summary of the line item statuses as follows:

TABLE 5. Invoice Status

Invoice Status	Combination	
	Customer Status	Enterprise Status
New	New	New
Partially Paid	Paid, but not for all lines	Payment Received, but not for all lines
Paid	Paid for all lines	Any
Disputed	Disputed on at least one line	Any

Access to Invoices

When an invoice is created in the Comergent eBusiness System, it may be viewed by appropriate users of both customers and the enterprise as described in this section.

Invoice Ownership

- If an invoice is associated with an order in the Comergent eBusiness System, then ownership of the invoice is inferred from the associated order.
- If the invoice is not associated with an order, then the owner of the invoice is set to the user key of the ERPAdministrator user (used to authenticate the inbound post). As a result, enterprise Financials employees can view and modify the invoice, but no customer users can view or modify the invoice.

Viewing and Modifying Invoices

The owner of an invoice can always view an invoice.

- Financials employees of the customer may view an invoice to verify or modify its customer status at the enterprise or to contest some aspect of its payment.

Financials employees of the enterprise may view any invoice for any customer to verify or modify its enterprise status or customer status.

Credit and Debit Memos

You can associate *memos* with invoices: these are financial adjustments to invoices. Typically, you use these to record changes made to invoices as a result of negotiations made between invoice parties (the enterprise and the partner to whom the invoice has been submitted).

A credit memo is used to reduce the amount owed on an invoice whereas a debit memo is used to increase the amount owed. See "Memo Administration" on page 805 for more information on the tasks associated with invoice memos.

Leads Management

In Release 6.0 and higher, you have the ability to manage sales leads that become available to your company. Using **C3 Leads**, you can create a lead and assign the lead to one or more of your partners as well as possibly to your own sales team. Using the Comergent eBusiness System, sales representatives work the lead and can convert their opportunities into orders. CHAPTER 28, "C3 Leads" covers all the tasks associated with lead management and "Opportunity Administration by Partners" on page 241 covers all the tasks associated with opportunities.

Users must be assigned the DirectSales function to work as sales representatives. Users must be assigned the DirectSalesExecutive function to work as sales managers: that is, to delegate opportunities to other sales representatives.

Opportunity

When an enterprise lead administrator creates a lead (see "To Create a Lead" on page 723), they provide contact information (such as the contact's name, address, and so on) and they can indicate what products the contact is interested in. Having created the lead, the lead administrator can assign the lead to one or more partners: each partner is free to work the lead as they see fit. In this release, it is possible to assign a lead to the enterprise partner: this gives enterprise sales managers and sales representatives the opportunity to work the lead too.

When a lead administrator assigns a lead to a partner, an opportunity is created. An opportunity contains all the contact information from the lead and the list of products that the contact has expressed interest in. Partner users work on opportunities as follows:

- First, the partner sales manager accepts the opportunity.
- The sale manager then delegates the opportunity to one of their sales representatives.

- Then the sales manager or delegated sales representative works on the opportunity. When a partner sales representative works on an opportunity, they do not change the lead itself, only their opportunity copy of it.

The enterprise lead administrator can view partner activity for each lead by viewing each of the opportunities generated from the original lead. One opportunity is created for each assignment of a lead to a partner, and so if a lead is assigned to five partners, then five opportunities are created. Each of the partner sales representatives who works on an opportunity cannot see the other opportunities for that lead and so they work independently of each other.

Functions

The following entitlement functions are relevant in lead management:

- `EnterpriseLeadAdministratorSales`: this is an enterprise function. Enterprise users assigned this function can create leads and assign leads to partners (including the enterprise itself).
- `EnterpriseSalesExecutive`, `DirectSalesExecutive`: these functions can be assigned to enterprise and partner users. Users with these functions are responsible for accepting or declining opportunities that are assigned to their partner and for delegating opportunities to other partner users who have been assigned the Sales function.
- `EnterpriseSales`, `DirectSales`: these functions can be assigned to enterprise and partner users. Users with these functions can be delegated opportunities and work with them to create proposals and orders from them.

Contacts

When a lead is created by the lead administrator, they enter contact information for the person represented by the lead. Each lead must have at least one contact. When a lead is assigned to a partner, the contact information is passed to the opportunity, and so a partner sales representative can contact the contact person to ascertain more precisely the person's needs.

More than one contact can be associated with a lead. One of these must be designated as the primary contact, and in lists of leads or opportunities this is the name that is displayed for each lead. If you delete the primary contact, then the first of the remaining contacts is made the primary contact.

Proposals

When a lead is created by the lead administrator, a cart is created with the lead: the lead administrator can choose to add products to the cart to indicate the products that the contact is interested in. This cart is known as a *proposal*. When a lead is assigned to a partner, an opportunity is created: this is a copy of the lead created by the lead administrator, and it contains a copy of the proposal as it was created by the lead administrator.

When a sales representative works on an opportunity, they can use the associated proposal to add (or remove products) and to make adjustments to the prices of products as they think appropriate for their sale. The sales representative can also make new proposals associated with the same opportunity, or they can create a new proposal which is associated to a new opportunity, not an existing one.

When a sales representative wants to show a proposal to a contact, they can use proposal templates to determine the look-and-feel of the proposal. Templates are XSL files can be used that transform an XML representation of the proposal into an HTML page or PDF file. See "Print Templates Tab" on page 215 for a description of how partner administrators can maintain proposal templates.

Proposal Template Format

The format of a proposal template must be a valid XSL file. It must be capable of generating a valid PDF file from the XML representation of a proposal. See "Proposal Templates" on page 879 for an example proposal template.

Assigning Functions for Managing Leads

As described in "Managing the Sales Channel" on page 2, the Comergent eBusiness System has a function called *EnterpriseLeadAdministratorSales*. The person who manage functions in your enterprise assigns the function of *EnterpriseLeadAdministratorSales* to the person responsible for managing leads. This function gives this person, the *Enterprise Lead Administrator*, access to the **C3** Leads application, including full capability for managing leads on the enterprise server.

As described in "Partner Users" on page 4, the enterprise *channel administrator* user creates, for each partner, a *partner administrator* user. This partner user usually creates the other partner users for their partner.

- For each partner, the partner administrator can assign the SalesExecutive function to one or more of their partner users. This partner user becomes the *partner sales manager*: this user is responsible for accepting or declining leads assigned to the partner by the enterprise. Once they have

accepted a lead, then they can delegate the opportunity to one of their sales representatives.

- The partner administrator can assign the Sales function to one or more of their partner users: such users can have opportunities delegated to them, and they can work the opportunities to create proposals and turn them into orders.

Creating the Leads through the User Interface

As sales and marketing activities (that is, phone calls, trade shows, and so on) generate sales leads, as *Enterprise Lead Administrator*, you add these sales leads to **C3 Leads**. As described in "Creating and Modifying Leads" on page 723, you can either create the leads manually, with the user interface, or you can upload the leads from a file. See "Uploading Leads Using an XML File" on page 41 for information about uploading leads.

When you create the leads manually, you enter such general information as the territory and customer type to which the lead belongs. You can also define the partner type (distributor, OEM, etc.) and partner level (platinum, gold, and so on) to which the lead should be assigned. When you assign leads automatically (see "Assigning Leads" on page 42) or when you want to display only recommended partners, the Comergent eBusiness System uses this information to determine the recommended partners.

Uploading Leads

You can upload leads as described in:

- "Uploading Leads Using an XML File" on page 41

The Automatic assign uploaded leads to their fixed recommended partners business rule determines whether uploaded leads are automatically assigned to partners. See "Automatic assign uploaded leads to their fixed recommended partners" on page 860.

Uploading Leads Using an XML File

You can create leads by uploading them using an XML file. The XML file must conform to the DTD provided by **debs_home/Comergent/WEB-INF/dXML/4.0/LeadCreateListRequest.dtd**. See "To Upload a Lead" on page 726 for the steps you perform to upload the file. Before uploading the file, the Job Scheduler Message URL system property must be set to point to the Comergent eBusiness System. See "Job Scheduler Settings" on page 852 for more information.

You must provide authentication information in the XML file by entering your username and password in the UserLogin and UserAuthenticator elements respectively. If the XML file is invalid, then an error message is displayed.

Assigning Leads

Once the leads have been added to **C3** Leads, the leads are assigned to one or more of the enterprise's channel partners and optionally to the enterprise partner. This can be done manually, or it can be done automatically by setting a business rule (see "Recommended Partners and the Business Rule" on page 42).

You can do automatic assignment when you assign multiple leads simultaneously from the Leads Management List. You select the leads from the list, then click a browser button to perform automatic assignment. **C3** Leads uses the business rule setting to determine the recommended partners for assigning the lead.

Note:	Recommended partners must also have a <i>SalesExecutive</i> function assigned to one of their partner users.
--------------	--

As described in "Assigning Leads" on page 738, you have several options when assigning leads manually. You can assign them on a lead-by-lead basis when you create or modify the lead, or you can assign multiple leads simultaneously from a list of leads. You can choose from among all the partners, or you can click a browser link that enables you to choose only from recommended partners determined by a business rule setting.

Recommended Partners and the Business Rule

When you assign leads automatically, or when you want to show only recommended partners, **C3** Leads uses the business rule setting to determine the recommended partners. See also "Lead Management Recommended Partner Search Attributes" on page 860.

The business rule works this way. When you set the rule, you can choose one to four attributes (partner type, partner level, territories, and customer type) to use when recommending a partner to a lead. You can also choose to use none of the attributes. Each lead is assigned these attributes when the lead is created. Each partner is assigned one or more of these attributes when the partner is created in **C3** Profile Manager (see "Managing the Sales Channel" on page 2). The system recommends (or automatically assigns) a partner to a lead whose attributes (as defined in the business rule) match the same attributes in the lead.

For example, suppose the business rule is set to use partner type and territories when recommending partners. A lead is assigned the attributes OEM (as partner type) and North America (as territory). When you request to display only

recommended partners, only partners that have the partner type “OEM” *and* the territory “North America” will be displayed (not one *or* the other). Likewise, when you are doing automatic assignment, the system automatically assigns the lead only to partners that have the partner type “OEM” AND the territory “North America”.

Working the Leads

A *Partner Sales Manager* can accept or decline the opportunities assigned to their partner by an *Enterprise Lead Administrator*. The *Partner Sales Representatives* work with the contacts to determine which products the contact is interested in. The *Partner Sales Representatives* can browse the product catalog, or search for products, just as if they were filling a cart.

Converting Leads to Orders

When a *Partner Sales Representatives* has worked with the contact to select the desired products, the *Partner Sales Representatives* can click a button that converts the proposal to a an order.

Closing a Lead

At some point, the *Partner Sales Manager* will close the opportunity. An *Enterprise Lead Administrator* can view partner activity for a lead and notice when an opportunity has been closed. At this point, the *Enterprise Lead Administrator* can choose to close the lead on the enterprise side.

Campaigns Management

This release of the Comergent eBusiness System provides a module called **C3 Campaigns**. It enables you to create email marketing campaigns to send targeted email messages to specific lists of recipients. You can create the lists of recipients by uploading email addresses in files or by specifying search criteria to select partner users from your existing partners.

The email messages are created through the administrators UI and are scheduled for delivery using a cron job. See CHAPTER 29, "C3 Campaigns" for more information.

Campaigns and Locales

When you create a campaign, you specify its content as an HTML page that is sent to recipients. You can create an HTML page for each locale supported by the Comergent eBusiness System. When the campaign is executed, users receive the appropriate HTML page based on their preferred locale.

Recipients who are selected using selection criteria are already users defined in the Comergent eBusiness System. They all have a preferred locale defined in their user profile and this is what is used to determine which HTML page is used.

Recipients whose email addresses are uploaded in files may or may not have a locale specified in the file. If they do, then this locale is used to determine which HTML page is used. If they do not, then they are assumed to have the default system locale as their preferred locale, and so they are sent the HTML page for the default system locale, if one has been defined.

Program Management and Payment Accounts

This release of the Comergent eBusiness System provides the capability to manage marketing programs using MDF and Co-op funds. Enterprise channel executives (enterprise users assigned the Channel Executive function) can create programs and activities associated with the program, and then enterprise account managers can assign the program to some all or all of their accounts. See CHAPTER 30, "C3 Partner Programs" for more information on these tasks.

Partners who are assigned programs can participate in their assigned programs by initiating activities as described in the program's marketing plan. They can make requests for funds by submitting pre-approval requests for activities, and then claims once they have completed the activities. See "Program Administration by Partners" on page 261 for more information.

Each partner has payment accounts for MDF and Co-op funds: these are maintained through the partner profile for the partner. You can add and remove funds from these accounts to manage activities undertaken by your partners, and claims made against activities can be used to remove funds from accounts as the claims are made.

Programs

A program represents a general marketing plan such as the launch of a new product. Typically, a program may have several associated activities such as press releases, print campaigns, direct mail, and so on that your partners can undertake.

A program has a start date and an end date that determine within which time the associated activities must take place.

A program can be assigned to one or more partners. When you assign a program to a partner, you make it possible for the partner to start making claims against their payment accounts for activities.

Activities

An activity is a specific component of a program. A program can have one or associated activity. When a partner participates in a program, they do so by undertaking one or more of the activities that make up the program, and they make claims against the activities as they plan and execute the activities.

Payment Accounts

An essential part of program management is to manage the funds that partners can spend on their program activities. The Comergent eBusiness System enables you to create payment accounts for each partner: each payment account is of MDF type or Co-op type, and you can create more than one payment account of each type for a partner.

When a marketing executive partner user makes a claim against a program activity, the money must be allocated by the enterprise channel executive from one or more of the partner's payment accounts.

Co-op Accounts

Co-op accounts can be denominated in a currency such as US dollars, or you can choose to use points as a virtual currency to manage them. All Co-op accounts for all partners are denominated in this currency. You can upload updates to the Co-op accounts which result in more funds being assigned to the accounts. When you do so, the Co-op Percentage and Co-op Account Maximum fields in the partner profile are used to calculate by how much the account is increased.

The CoopAccountsUsePoints business rule is used to specify this: set the value of this rule to "True" to use points, otherwise set it to "False".

Approval Requests and Claims

The process of making a claim is a two-step process:

1. Approval Request
2. Claim

Approval Request

When a partner is planning an activity that is part of a program, they consider the anticipated costs, and decide whether to make a full or partial claim against a payment account. If they choose to do so, then they must first submit an approval request against the activity.

The approval request is submitted to the enterprise and a channel executive can choose to approve or deny the request. If they approve the request, then funds are

deducted from the available balance of one or more payment accounts: the channel executive can choose how to allocate the approved request across one or more payment accounts. If the approval request is denied, then no claims can be made against the request, but a new request can be submitted.

Claim

Once a partner has had an approval request approved and has completed the corresponding activity, they submit a claim against the approval request. The channel executive can choose to approve or deny the claim. If the claim is approved, then the channel executive specifies how the funds should be deducted from the payment accounts.

Task Management

You can create tasks for yourself and colleagues: these are the jobs that you might think of as being on “to do list”. You can create a task manually or some tasks are generated by the system when a particular event occurs, such as a user placing an order that exceeds their account limit. CHAPTER 33, "Task Management" covers all the tasks associated with task management.

When a task is first created, you can associate a list of “watchers” to the task. Watchers can view the task, and if they want to a watcher can take ownership of a task. Once a watcher has taken ownership of a task, then they can perform associated actions such as approving the associated order. The task owner can mark the task as completed.

Sometimes a task can involve two or more people. Once a task owner has completed their part of a task, they can re-assign the task to another user. This user becomes the owner of the task, and then they can work on it: either to complete the task or to work on it and then to pass it on.

Inventory and Demand

Maintaining enough inventory to meet demand is an important part of business. Being able to forecast that demand enables you to maintain the right amount of inventory. The Comergent eBusiness System provides you with the tools to track your partners’ inventory and to forecast demand.

Inventory Collection

An important demand signal that manufacturers use to determine future production is the quantity of inventory that is held by their sales partners. The Comergent

eBusiness System enables you to gather information about inventory held by your partners. You can select which sales partners to poll and receive inventory information from them.

The Comergent eBusiness System enables you to automatically send messages to the distributors containing a list of products. The distributor enters the inventory information for each product. The manufacturer can set up an automated process to receive inventory reports from these distributors.

Reseller Forecasting

Enterprises can make use of the Comergent eBusiness System to forecast demand for their products through their sales channel. By requiring resellers to submit periodic forecasts, the enterprise can aggregate these demand signals to gain a clear picture of future demand.

Resellers can submit forecasts in the form of a tab-delimited text file through their browser interface to the Comergent eBusiness System. Resellers can create these tab files using a text editor or by exporting the data from a database or a spreadsheet. If the reseller uses a spreadsheet, then they must first save the spreadsheet as a CSV file before uploading the file to the Comergent eBusiness System.

In general, the enterprise is responsible for specifying when forecasts should be submitted by their resellers. This release supports the submission of quarterly forecasts.

Once forecasts have been submitted by the resellers, the enterprise can make use of the reporting capabilities of the Comergent eBusiness System to analyze the forecasts. See "Data Analysis Using C3 Analyzer" on page 47 for further information about the available reports.

Data Analysis Using C3 Analyzer

Once you have established your business with partners, products, and carts, you can analyze the data using *C3 Analyzer*. When the Comergent eBusiness System is implemented, a set of prepackaged reports is included with the implementation. These prepackaged reports provide information on everything from key performance indicators to inventory. Refer to CHAPTER 36, "C3 Analyzer Reports" for a detailed description of these reports.

C3 Analyzer: Analyzing the Results

Once you generate a report, you can use Actuate's e.Analysis tool to provide you with interactive analysis of the information in the report. You can select specific data fields from the report and display search results based on these selected fields. You can manipulate this data to produce charts and graphs. In this way, you can view and analyze the data to determine relationships and trends.

See "Analyzing Report Results with e.Analysis" on page 811 for details about using this function. Also, refer to the Actuate documentation for e.Analysis on the Comergent eBusiness System Documentation CD-ROM.

Internationalizing the Comergent eBusiness System

The Comergent eBusiness System is an internationalized product. This means that it has the capability of being localized, that is, the user interface can be displayed in multiple languages.

You can set a default system locale, that is, the specific language in which you want information displayed across the user interface. This locale takes effect after you restart the servlet container. See CHAPTER 37, "System Administration". You can also set a preferred locale for each user in their user profile. The locale takes effect the next time the affected user logs in.

The locales are defined using ISO-639 language codes and ISO-3166 country codes. You can define the names that will be displayed for these codes for each locale throughout the Comergent eBusiness System. See "Locale Settings" on page 851.

By default, the Comergent eBusiness System performs a binary sort for all database operations. You can localize this sort according to the system locale or the user-specified locale, whichever is in effect, by setting the "Use Localized Sorting" property in System Administration to "true" (see CHAPTER 37, "System Administration").

Franchise Model and Suppliers

This release supports a franchise model of doing business: in this model, your enterprise may not be the supplier for all the products that are sold on your e-commerce Web site. Instead, you can specify that certain partners in your system are suppliers for products: when customers start to place an order at your

e-commerce Web site, the order is broken into subsidiary orders: one for each supplier of products in the cart: this is the *order-brokering* process.

You can associate suppliers to each product, so that when customers buy products from your Comergent eBusiness System, their orders are split up and sent to each supplier as orders that should be fulfilled by them. In this model, the following features are supported:

- suppliers: every partner created in the system can be used as a supplier. In general, think of suppliers primarily as storefront partners and external partners capable of processing messages notifying them of the creation of an order.
- products: you can associate a supplier to a product by adding the product to a price list owned by the partner. When orders are placed, this product and any others associated with the same supplier are split into an order that is sent to the partner.
- price lists: every price list has a supplier ID associated with it. The supplier ID is used to determine if the price list is used to price products as follows:
 - Every price list is used in determining prices that users see as they shop at the enterprise. If price lists that belong to more than one supplier all have the same product on them, then a range of prices is displayed to the user, and the user must select a supplier from those that offer prices on the product.
 - Price lists whose supplier ID is set to the value of a Partner.com or storefront partner are used when a user obtains prices from the partner or when a storefront customer is shopping at the storefront partner.

Enterprise administrators can change the value of price list supplier IDs at any time. If a partner administrator creates a price list, then the supplier ID is set automatically to the partner key of the partner administrator and it cannot be changed by the partner administrator.

Configuring the Comergent eBusiness System

The properties of the Comergent eBusiness System are defined in a set of configuration files. When the servlet container is started, the Comergent eBusiness System loads and accesses the configuration files in order to determine Comergent eBusiness System settings. (See the *Comergent eBusiness System Implementation Guide* for more information on these configuration files.)

After implementation, however, you can modify the settings using the System Administration page and the Business Rules Manager.

System Administration

System Administration defines system settings in the Comergent eBusiness System. For example, you can specify the level of logging in the System Administration Home page. CHAPTER 37, "System Administration" describes the tasks involved in system administration.

You can only modify system configuration settings if you have the appropriate access role. In the reference implementation provided with the Comergent eBusiness System, only users with the Program Management function can access the System Administration pages.

Business Rules

Business Rules define the behavior of the Comergent eBusiness System. For example, this includes punchin and punchout specifications, the behavior of imports and exports, and other product management specifications. These business rules are specified in the properties files of the Comergent eBusiness System, and are managed through the business rule administration interface. See CHAPTER 38, "Business Rules Administration" for the tasks involved in Business Rules management.

Job Scheduling

You can create cron jobs for different activities in the Comergent eBusiness System. See CHAPTER 39, "Job Scheduling Administration" for the tasks.

You can schedule system-level or application-level cron jobs to run according to a specific frequency between a certain date and time range.

<p>Note: When a job is run using the Job Scheduler, its execution status is recorded. On occasion a job may execute successfully but the status is recorded as "Timed Out".</p>
--

Introduction to Product Administration

This chapter provides a detailed description of the concepts involved in product administration in the Comergent eBusiness System. This includes:

- "Administering the Product Catalog" on page 51
- "Product Entitlements" on page 63
- "Managing Availability Information" on page 65
- "Displaying the Product Catalog" on page 66
- "Using the Visual Modeler" on page 67

Administering the Product Catalog

The C3 Product Manager provides a central location for creating, maintaining, and managing product information in the Comergent eBusiness System. CHAPTER 10, "Product Administration" describes the tasks associated with managing the product catalog.

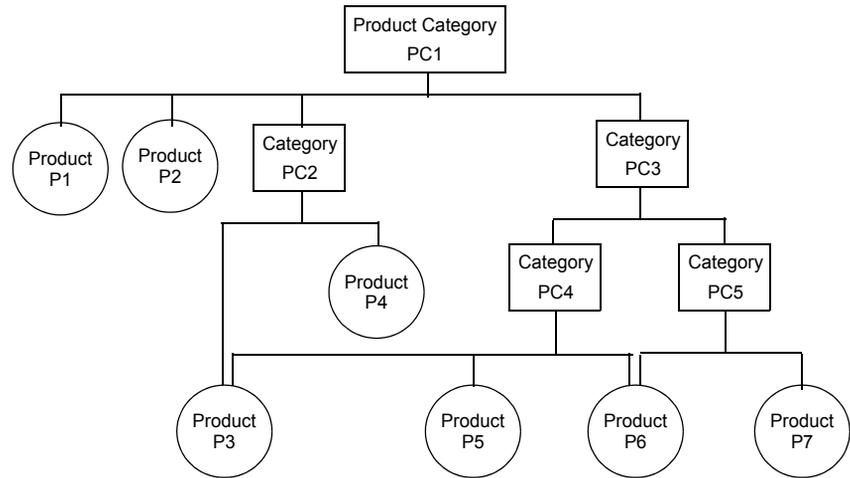


FIGURE 7. Categories and Products

Categories and Products

The basic structure of the Comergent product catalog consists of product categories and products. A product category is a collection of products with similar attributes. A product identifies a uniquely purchasable item within a category. Each product has a unique product ID: this must be unique in the Comergent eBusiness System. Some characters are not allowed in product IDs. See "Product Administration Tasks" on page 295 for more details.

When you create a product, you can assign the product to an appropriate category, or create the product unassigned (to be assigned later). You can also nest a category within another category. The Comergent eBusiness System allows products and categories to exist at the same level, as shown in Figure 7 on page 52. You can:

- create an arbitrarily deep nesting of categories and products.
- assign products to categories at any level of the product hierarchy.
- assign products to multiple product categories. (As shown in Figure 7 on page 52, Product P3 belongs to both Category PC2 and PC4, and Product P6 belongs to both Category PC4 and PC5.)

Guidelines for Creating a Product Catalog

The guidelines for a reasonable product catalog are:

- *Levels of Product Hierarchy*: an average depth of 4 levels and a maximum of 7 levels
- *Products per Product Category*: an average of 50 products and a maximum of 400 products
- *Number of Categories*: an average of 100 Product Categories and a maximum of 250 Product Categories
- *Number of Products*: an average of 5,000 products and a maximum of 100,000 products

Note: The Comergent eBusiness System will still work beyond the maximum numbers described here. However, there will be a degradation of usability and performance.

Creating Categories and Products

You can create products either as assigned to parent categories or as products unassigned to a category. Therefore, it is best to begin the process by creating product categories and the product category hierarchy. "To Create a Product Category" on page 279 describes the process.

Once you have created the categories, you are ready to create the products for your catalog. There are two ways to do this. One way is to import product categories and products into your catalog from an outside source as described in "Importing Products" on page 335. During the import task, you will select the root category for the imported product categories and products.

The other method of creating products is to follow the process in "To Create a Product" on page 296. When you create the product (either assigned to a parent category or as unassigned), you define effectivity dates for the product, units of measure, and so on. You can designate the type of product (normal, configurable, assembly, and aggregated) and you can also assign features to the product.

Note: In Release 6.0 and higher, subsequent to creating a product within an initial category, you can assign a product to multiple categories. See "To Assign or Remove Products" on page 287.

Product Statuses

Products in your implementation of the Comergent eBusiness System can have a life cycle in which they are first created and prepared by administrators, then released so that they can be bought by customers, and then at the end of their life made unorderable. This release of the Comergent eBusiness System enables you to

manage product life cycles using the product status field. This can take the following values:

- **In Creation:** products with this status can be seen by enterprise users, but not by end-users. They can be added to price lists, associated with promotions, used to create models, and so on.

Typically, you create a product with the In Creation status so that you can ready it for release without it being available to end-users until you are ready to release it. Once you have moved a product from the In Creation status to one of the other statuses, then you cannot move it back. You can delete products while they have this status.

- **Not Orderable:** products with this status can be seen by enterprise users and end-users. They can be added to price lists, associated with promotions, used to create models, and so on. End-users can view products in this status, add them to carts, and configure them, but carts that contain products with this status cannot be placed as orders.
- **Released:** products with this status can be seen by enterprise users and end-users. They can be added to price lists, associated with promotions, used to create models, and so on. End-users can view products with this status, add them to carts, configure them, and place orders which include them.
- **Blocked:** products with this status can be seen by enterprise users; they can be added to price lists, associated with promotions, used to create models, and so on. End-users cannot see these products as they browse the product catalog, search for products, and so cannot add such products to carts and orders. However, if the product is already in a cart, then the end-user can see the product there, but they cannot turn the cart into an order.

The main use for the Blocked status is to prevent end-users from buying the product. You can move a product to the Blocked status, and then subsequently delete the product once you have processed any current orders that contain the product. You can delete products while they have this status.

Products Sold Separately

Certain products are only meaningful in the context of a main item being purchased. For example a five-year warranty should only be purchased as a component to a configured solution. In previous releases of the Comergent eBusiness System, these products could be added as main items. In Release 7.0.2 and higher, you can check a box when you create a product that identifies the

product as not sellable as a separate item, that is, the product can be added as a component of a configurable product or a line item in an assembly, but cannot be sold separately. If this box is not checked, then the product can be added as a component and can be sold as a separate item as well.

Service Products

You can specify that a product is a service product. In most respects, service products behave as most products do, but there is one difference when a service product is configurable. It depends on the setting of the Use Configuration Prices for Service Products? business rule as follows.

When you create a model for a configurable product, you can price option items in the model in one of two ways: either by associating a product with the option item, and pricing the corresponding product using price lists, or by attaching a price to the option item directly. See "Working with Display Properties" on page 556 for a description of how prices can be set for models, option classes, and option items using the Price display property.

When you configure a product, the underlying model may get prices for items from the **C3** Pricing engine or it may get prices from the model itself. When the end-user finishes configuring their product, they return to their cart with the configured product with prices from their configuration session.

- If the **C3** Quotes business rule called Use Configuration Prices for Service Products? is set to true, then prices set in the **C3** Configurator session are preserved as the user continues their shopping.
- If the **C3** Quotes business rule called Use Configuration Prices for Service Products? is set to false, then prices set in the **C3** Configurator session are not preserved as the user continues their shopping. Prices are retrieved from the **C3** Pricing engine just as they are for non-service products.

Aggregated Products

In Release 6.0 and higher, you can create Aggregated Products. An aggregated product is a product that comprises a collection of products, each of which shares essential characteristics with the others, but each of which differs from the others in minor but significant ways. Since they share essential characteristics, the individual products would not be separate products in a product category.

For example, an enterprise might have an aggregated wire product which comprises a number of individual wire products each of which differs from the other only in length, gauge, or color. You would not create a product category, since these are not different products. Each wire product is technically the same product, differing

only in color, gauge, or length. You would not create an assembly, since these are not individual parts of a larger product. You can, however, create an aggregated product that would contain the same wire products, each of which differs only in color and/or length.

There are two ways to assign products to an aggregated product. You can create products as part of the aggregated product, or you can assign existing products to the aggregated product. If you assign an existing product to the aggregated product, then the existing product no longer is assigned to the product categories to which it was currently assigned. It becomes part of the product category to which the aggregated product belongs. Any features assigned to the product remain assigned provided that they are consistent with the assignment of feature types to the product category in which the aggregated product is assigned.

Feature Management in C3 Product Manager

In Release 7.0.2, you can manage features both in **C3** Product Manager and in **C3** Advisor.

Features, Feature Types, and Feature Type Groups

Figure 8 on page 57 shows the feature hierarchy in the Comergent eBusiness System.

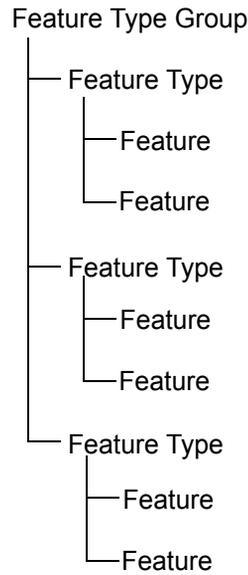


FIGURE 8. Feature Hierarchy

Features are characteristics of products. For example, a company that sells computers might offer a model that comes in four colors, has a 21" monitor, a 700MHz processor, a 20GB hard drive, an internal 56K modem, a writable CD drive, a DVD drive, and an ergonomic keyboard. Each of these characteristics is a feature.

Feature types are collections of features. Usually these are features that are in some way related to each other, and so form a logical "type" of feature. To continue the previous example, the company that sells computers offers computers with several different processor speeds. Customers can buy computers that come with processors of 450MHz, 500MHz, 550MHz, 600MHz, and 700MHz. Thus, 450MHz, 500MHz, 550MHz, 600MHz, and 700MHz would all be features, and they could be grouped into a feature type named "Processor Speed". Other feature types might include "Monitor Size", "Available Memory (RAM)", "Hard Drive" and "Internet Connectivity".

Feature type groups provide a means of grouping feature types. Using the same example, some feature types that relate to a computer's performance are processor speed, hard drive, and available memory. The company might decide to attribute the feature type group "Performance" to these feature types.

Features and the Comergent eBusiness System

When an end-user experiences the guided selling experience, they answer questions in a questionnaire. These answers comprises features that are created and assigned to products in **C3 Product Manager**. When an end-user answers a question, the screen displays the products to which the answer (feature) has been assigned.

To provide these questions and answers, one or more enterprise users create a questionnaire using **C3 Advisor**. They use features and feature types to define attributes of products that will help end-users to find the products they want. By assigning features and feature types, therefore, you are defining how the product selection and product comparison tools work.

Creating and Assigning Feature Types and Features

You create the feature types and features using the Feature Management panel in **C3 Product Manager** or the **C3 Advisor Administration** link from the Comergent eBusiness System home page.

You can assign features to products by assigning features to the product category to which the product belongs. In this case, the feature is automatically assigned to all the products in a category. You can also assign features to products on a product-by-product basis.

You can assign features to a product when you are modifying a product, or you can assign a feature to one or more products when you are modifying the feature.

When you assign a feature type to a category, the features belonging to that type are available to be assigned to the products in that category as well as products in subcategories of the category. When you assign individual features to a category, those features are automatically assigned to all the products within the category and within subcategories of the category. This is referred to as *power assignment*. In Release 6.4 and higher, you can also mark the feature for *inheritance* so that as new products are added to the product category, then the feature is automatically assigned to the new products.

Feature Effectivity

In some cases, features may only be effective (available to customers) during a given time period. This is *feature effectivity*. For example, the computer company described in the previous sections may currently offer a model of desktop computer with processors of 450MHz, 500MHz, 600MHz, and 700MHz. However, as the marketplace changes, and demand for higher processor speeds increases, the company may decide to change the set of processors from which their customers are permitted to choose. Starting in the next financial quarter, the same desktop model will only be available with processors of 500MHz, 600MHz, 700MHz, and

933MHz. When the company's *C3* Advisor administrator creates these features, they can set an effectivity for each feature, specifying that until a certain date (the last date of the quarter) the feature 450MHz will be available, but that after that date it will no longer be available. Conversely, before a certain date (the first day of the next quarter) the feature 933MHz will not be available, but after that date, it will be available.

Managing Assemblies

An assembly is a product that refers to a set of items (products and text items) that together form the assembly. For example, a laptop may actually comprise a laptop computer, a docking station, a monitor, and a warranty. In this example, three of the items in this assembly are products, while the fourth item (the warranty) is a text item. The assembly is used to enable a customer to order all four items as a single product.

Note: You must define a product as an Assembly before you can define its structure.
--

When you create a product as an assembly, there is an **Assembly** tab that enables you to add the items that make up this assembly. When you define the product, you will be able to select products from the product hierarchy

See "To Define the Parts in an Assembly" on page 322 for the tasks involved in creating an assembly.

You can also create a hot spot for each part in a parts diagram image of an assembly. When an end-user displays the assembly, the end-user can order one or more parts in the assembly by clicking on their respective hot spots. The hot spot can be any spot in the image: you can make a hot spot out of a callout designation for the part, or you can make the image of the part itself as the hot spot.

Managing Configurable Products

When you create a product, you choose from one of these types: normal, assembly, configurable, or aggregated. A configurable product refers to a product which is customized at the time of purchase by the end-user by making a series of selections. For example, the product catalog contains a product called a "Bicycle", but the "Bicycle" does not exist as a single selectable item. Rather, the "Bicycle" represents a model created by a modeler (using the Visual Modeler); that is, a series of choices. The "Bicycle" can have one of four frame types, three wheel types, and

so on. The customer selects the frame type, wheel type, and so on, at the time of purchase, and therefore defines the product at that time.

<p>Note: Before you create a configurable-type product in C3 Product Manager, a corresponding model must be created using the Visual Modeler. See "Using the Visual Modeler" on page 67 for more information about the Visual Modeler.</p>
--

You can also create pre-configured products. In some cases, your company might have a need for products that are pre-configured. For example, the product "Bicycle" can be configured with a number of different selections. However, you might notice that your end-users select a specific configuration most of the time. In other cases, you might notice that they begin with a certain set of common selections before they achieve the configuration they want.

For these cases, you create pre-configured products. When you create a product as a configurable type, that product has an extra tab, a **Configuration** tab. A button in this tab enables you to select the configuration for this pre-configured product.

When your end-users select this product from the catalog, they can either buy the pre-configured product as is or use the pre-configured product as a base which they can then reconfigure to their specifications.

See "Managing Pre-Configured Products" on page 332 for the steps involved.

Superseding One Product with Another

The Comergent eBusiness System supports the ability for one product to supersede one or more products: that is, you can specify that a product has become obsolete and that references to it should be referred to another product. A product is obsolete if the current date is out of the range of its effectivity dates. In order to specify supersession, you must specify both the superseded product and the superseding product.

<p>Note: A product can be superseded by only one product. By contrast, one product can supersede many products.</p>
--

The Comergent eBusiness System only checks whether a product has been superseded if the current date is out of the range of the product's effectivity dates.

If the superseding product is itself obsolete, then the Comergent eBusiness System checks whether there is a superseding product for the obsolete superseding product. In this way, you can create a chain (series) of products each of which supersedes a

preceding product. You can view the supersession stack for a product through the **Supersession** tab.

Note: The C3 Product Manager application only manages the supersession relationship between products. Product obsolescence is only checked during commerce activities of the Comergent eBusiness System
--

For example, if product A is superseded by product B and product B is superseded by product C, then the supersession chain for product A is both product B and product C. When you click on the **Remove Chain** for product A, the link is only broken between product A and the supersession chain. Product A is no longer superseded by any product but product B *is still superseded* by product C.

See "Superseding a Product" on page 320 for the tasks involved in supersession.

Moving Products to Another Category

You can move products from one category to another, as described in "To Move a Product to Another Category" on page 288. One of the potential problems in doing this is "feature mismatch", that is, the features assigned to the product may not have corresponding feature types in its new parent category. A user interface enables you to reconcile this mismatch by manually adding the missing feature types to the new parent category. This automatically adds the features belonging to the feature type. If you do not add a feature type, then the type's features are automatically unassigned from the product. See "Feature Types and Features" on page 101 for a description of feature types and features and their relationships to products categories and products.

Exporting Product Data

You can export product data (including product categories, products, feature types, and features) as either a dXML, cXML, RosettaNet, or xCBL file and send it to selling partners such as resellers, distributors, OEMs, and Net Markets. "Exporting the Product Catalog" on page 344 describes the tasks.

You include list price data for the products by selecting a price list that contains the products in the export set.

Note: Only list price information is exported. The export does not include any conditional pricing that might be part of the price list.

The file is stored, by default, in the *debs_home/Comergent/catalogexport/* directory. You can rename the **catalogexport** directory, but the new directory *must* be located in the *debs_home/Comergent/* directory. See the *Comergent eBusiness System Implementation Guide* for the location of the *debs_home* directory.

Once you have created the export set, you have the option of exporting the set immediately or clicking a button to display a screen that enables you to schedule a cron job to export at regular intervals. See "To Export the Catalog Using a Cron Job" on page 351.

Exporting Aggregated Products

If you include an aggregated product (see "Aggregated Products" on page 55) in an export set, then the products that comprise the aggregated product are automatically included in the export set.

Importing Product Data

When you have large amounts of product data that you want to add to the Comergent eBusiness System, you can import a catalog as an import set in dXML format. See "Importing Products" on page 335 for a description of the process. During the process, you define an insertion point, that is, a place in the product category hierarchy, a parent category within which you want to place the products.

You can provide pricing information with the imported products as follows. A price list can be associated to an import set: when the products in the dXML file are imported, pricing information in the dXML file is used to add products to the price list or to update prices if they are already on the price list.

Categories and Products Managed by Partners

In some cases, your partners might carry products in addition to yours that they want to make available through your catalog. The partner administrator for such partners can create and maintain product categories and products in the catalog within certain "open" categories.

When the enterprise administrator creates a product category, that category is, by default, "closed" to partners. Partner administrators cannot create categories or products within a "closed" category. Using an interface in **C3** Product Manager, the enterprise administrator chooses the partners for whom this category is "open". The enterprise administrator can also close categories to a partner, whether the category is created by the enterprise administrator or the partner administrator.

Product Suppliers

The products in your product catalog may be supplied by your enterprise or by one or more of your partners. When you or one of your partners put a product on a price list, then the partner that owns the price list is the supplier for that price list. If the price list is assigned to a partner, then, implicitly, you are expressing the fact that

the partner that owns the price list can act as the supplier of the products on the price list to the partner to whom the price list is assigned.

For example, suppose that Price List 1 is owned by the enterprise and suppose that Product X is on this price list. If Price List 1 is assigned to Partner A, then users of Partner A can buy Product X and the enterprise can supply it. If Price List 2 is owned by the Anderel partner and Product X is also on Price List 2, then if Price List 2 is also assigned to Partner A, then users of Partner A can also select Anderel as the supplying partner of Product X before they place their order.

Product Entitlements

In earlier releases of the Comergent eBusiness System, users could see products that were on price lists assigned to their partner. In Release 7.0 and higher, a new mechanism called *product entitlements* manages users' access to products. See CHAPTER 11, "Product Entitlement" for more information about the tasks associated with product entitlement.

Each product entitlement comprises one or more *product entitlement items*. The simplest way to think of a product entitlement item is simply as a list of products. If a product entitlement is assigned to a partner, then the users belonging to that partner can see the products included in the product entitlement: that is, listed on one or more of the product entitlement items that make up the product entitlement. However, note that you can mark each product entitlement item for *inclusion* or *exclusion*: if a product entitlement item is marked for exclusion, then the products on its list of products are excluded from partners to whom the product entitlement is assigned.

A product entitlement item can be expressed in several different ways:

- as a price list: all products on the price list are on the product entitlement item.
- as a feature: all products assigned the feature are on the product entitlement item.
- by product category: all products in a product category are on the product entitlement item.

Item Precedence

The order in which items are evaluated on a product entitlement is important because a product is included or excluded depending on whether the last item which references it is marked to include or exclude. For example, suppose that a

product entitlement PE1 is defined as having two product entitlement items PEI1 (defined as products having feature F) and PEI2 (defined as products in product category PC). Suppose that product P is effectively on both product entitlement items: that is, it belongs to the product category PC and has feature F. If PEI1 is marked for inclusion and PEI2 is marked for exclusion, and if the order of evaluation is PEI1 followed by PEI2, then the net effect of product entitlement PE1 is to *exclude* product P. That is, if PE1 is assigned to a partner, then users of that partner will be excluded from seeing product P. Note that if more than one product entitlement is assigned to a partner, then you also have to take into account assignment precedence: see "Assignment Precedence" on page 64.

Assignment Precedence

You can assign zero or more product entitlements to a partner. If the same product appears on more than one product entitlement assigned to a partner, then one possibility is that a product is *included* on one product entitlement and *excluded* on another. This conflict is resolved by ordering the product entitlements so that the last product entitlement evaluated takes precedence.

For example, if there are three product entitlements, PE1, PE2, and PE3 on which Product A is listed and suppose that they are all assigned to a Partner A. If their precedence order when assigned to Partner A is 1, 2, and 3 respectively and suppose that Product A is excluded on PE3, and included on the other two, then Product A is excluded by virtue of the fact that the last product entitlement evaluated (PE3) excludes Product A.

Suppliers

Each partner, including the enterprise, can create product entitlements, but only enterprise users can assign product entitlements to partners. If you assign entitlements from different suppliers to partners, then note that these entitlements work independently of each other as follows.

Entitlements are evaluated on a *per* supplier basis: that is, by taking the set of product entitlements owned by each supplier and evaluating them according to the rules described above. If the entitlements for supplier A result in a product P being visible to users of a partner, and if the entitlements for supplier B result in the same product being excluded, then the net result is that the users can see product P. However, the prices that they see will still depend on what price lists have been assigned to their partner.

Inheritance

If partner is a child node of another partner, then product entitlements assigned to the parent can be inherited by the child. When they are, the inherited product entitlements are evaluated before the product entitlements assigned directly to the child partner. Consequently, product entitlements assigned to the child partner node can override inclusions or exclusions inherited from product entitlements assigned to the parent node. Thus, the more specifically a product entitlement is assigned, the greater influence it has.

Pricing

The separation of product entitlement from price lists means that there is a possibility that a user will be entitled to see a product, but there will be no price available. For backward compatibility with earlier releases, as well as to ensure consistency, you can run the Comergent eBusiness System in a mode in which price lists are automatically treated as product entitlements. You do this by setting a business rule as described in "Using Price Lists for Product Entitlement" on page 65.

If you do not run in this mode, then you must take care to manage both prices and product entitlements as you add new products to your product catalog, and as new partners are created.

Using Price Lists for Product Entitlement

When the Create Product Entitlement Based on Pricelist business rule is set to "True", then whenever a price list is created a corresponding product entitlement is created. When the price list is assigned to a partner, then the corresponding product entitlement is assigned to the partner. In this mode, it should always be true that whenever a user can see a product, then they have a price for the product.

Managing Availability Information

You can use the Comergent eBusiness System to manage availability information regarding your products. This includes:

- Inventory
- Warehouse locations
- Restock dates
- Restock quantities

This information is used when customers request availability information as they place orders. Your partners can also maintain availability information: see CHAPTER 12, "Managing Availability Information" for more information.

Displaying the Product Catalog

You can manage how your customers view the catalog as follows:

- "Associating Display Styles with Product Categories" on page 66
- "Customizing the Look-and-Feel of Catalog Pages" on page 66
- "Suppressing Display of Empty Product Categories" on page 66

Associating Display Styles with Product Categories

You can manage which display style is used when users view product categories. By selecting different styles for different product categories, you can determine how products are displayed as end-users view their categories. Two display styles are provided as out-of-the-box styles: you can customize these styles or add new styles. See "To Change the Display of a Product Category" on page 294.

Customizing the Look-and-Feel of Catalog Pages

When customers point their browsers to your Web site, the pages that they see are rendered from JSP pages. These pages can be customized to reflect the way in which you want the customers to navigate your product catalog. See the *Comergent eBusiness System Developer Guide* for further information about customizing your implementation of Comergent eBusiness System.

Suppressing Display of Empty Product Categories

In previous releases, when an end-user browsed the product catalog, the catalog would display product categories even if the categories contained no displayable products. Products may not be displayed for the following reasons:

- The product category contains no products.
- The product category contains only products whose effectivity dates are beyond the current date.
- The product category contains products that are not on any price list assigned to the partner of the end-user viewing the product category (see "Associating Products with Partners" on page 7).

Even so, the "empty" category would still be displayed.

In Release 6.3 and higher, you can set a business rule which enables you to suppress the display of such categories. **C3** Product Manager contains a button you can click to calculate whether a category display should be suppressed. You must periodically renew this calculation as products become displayable (for example, new products added) or not displayable (for example, expiration), for whatever reason. If suppression is not recalculated, then end-users will not see the products even though they exist and should be accessible.

<p>Note: Suppressed display of categories only applies to browsing the product catalog. If new products are added to an “empty” category, and if a recalculation is not done for the category, then end-users can still access these products by searching or by using the C3 Advisor guided selling experience.</p>
--

Release 7.0.2 includes a pre-defined cron job that enables you schedule this calculation to occur automatically at regular intervals. See "Update Catalog" on page 874.

Using the Visual Modeler

A configurable product is a product that offers a number of different options from which a customer can select before buying the product. The choice of options or available combinations of options may be constrained by technical or marketing concerns so that customers can only choose certain combinations of options in configuring their purchase.

In the Comergent eBusiness System, a product is made configurable by marking it as configurable in the product catalog and by associating with it a model that provides the information about options and the possible combinations of options.

- Visual Modeler is the application used to create models.
- **C3** Configurator is the application used to display configurable products to customers.

<p>Note: Mobile Configurator is a Comergent Technologies, Inc. product designed to enable customers to buy configurable products when they do not have Web access to the Comergent eBusiness System. It provides the ability to configure products using the product models on a standalone PC.</p>
--

Configurable products enable a customer to start with a basic model, then move through a series of selections, option items, to configure the product to their specific needs. You create configurable products using **C3** Product Manager, but

before you can do that, a product modeler must use the Visual Modeler to create a corresponding model.

Terminology

TABLE 6. *C3* Configurator Terminology

Term	Definition
Ancestor	The entities which precede an entity in a hierarchical chain, back to the root model group. The ancestral chain.
C3 Configurator	The Comergent eBusiness System application that enables a company to specify the possible available configurations of their products and enables customers to select the configuration that best meets their needs.
Constraint Table	A means of specifying which selections of option items are compatible with each other. Constraint tables provide a simple way to manage the selections that end-users can make as they configure a product.
List	An object that allows the C3 Configurator to validate a selected item by virtue of it being part of a list.
Model	A configurable combination of product options. Rules can be added to models to restrict the choice of combinations.
Model Group	In the Model hierarchy, a model group is a collection of models, option class groups, option item groups, or even other model groups.
Option Class Group	An option class group is a collection of option classes or nested option class groups that represent entities that can be reused without change in any number of models and option classes. See "Groups and Sub-Models" on page 72 for more information.
Option Item Group	An option item group is a collection of option items that can be reused in any number of option classes or option class groups in any number of models.
Option Class	An option class is a collection of option items, option class groups, option item groups, or other option classes that have a common purpose. An option class is a configurable part of a model. For example, an engine is a configurable part of a car. The option items in the engine option class are 4-cylinder, 6-cylinder, and 8-cylinder.

TABLE 6. C3 Configurator Terminology (Continued)

Term	Definition
Option Item	An option item is a member of an option class or an option item group and is an orderable part or service for a model. Typically, an option item is associated with properties.
Property	A property is a descriptive element used as the basic entity for rule creations. Properties are associated with models, option classes and option items. A quantity or attribute of an item that indicates interdependencies (for example, a property could be “uses 5 MB of memory” or “provides 5 expansion slots”).
Rule	A constraint that is attached to some part of a model hierarchy to enforce a technical requirement or business rule.
Sub-Model	A model that is used as part of another model.
Visual Modeler	The data modeling tool used to create and maintain models.

Model Group Hierarchy

A model, with its option classes, option items, option class groups, and option item groups, represents all of the possible valid configurations for a single saleable product. Every model created in the Visual Modeler belongs to a model group.

A model group is a way of grouping similar model groups, models, option class groups, and option item groups. At the top-level of the model group hierarchy is the root model group. Each model group belongs to a parent model group, except for the top-level, root model group which has no parent. Figure 9 on page 70 shows an example of the model group hierarchy.

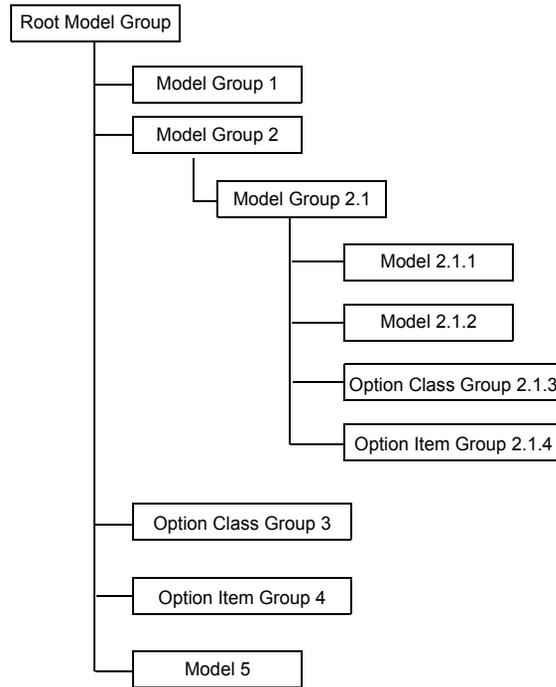


FIGURE 9. Model Group Hierarchy

Associating a Product with a Model, an Option Class, or Option Item

Using the Visual Modeler, you can select a product, created with **C3** Product Manager, and associate it with a model, an option class, or option item. You do this to associate the entity with the price determined for the product using the price lists created with **C3** Pricing. As the end-user configures the product, **C3** Configurator uses either the price of the product associated with the model or the accumulated prices of the products associated with the option classes or option items.

You might have an option item that represents a saleable product. For example, you might have an option class that represents a selection of graphics cards. Each option item represents a different graphics card. When you modify each option item (in this case, each graphics card), you can associate each graphics card with a product. In this way, you can associate a price with each graphics card (through the price lists created with **C3** Pricing).

Note that if you do associate a product with an option item, then end-users will see this option item only if the associated product is on one of the price lists assigned to their partner.

See "Setting Prices for Products" on page 20 for information about pricing. For information on associating a product with a model, see "To Associate a Product with a Model, Option Class, or Option Item" on page 438.

How the Visual Modeler Works

Properties define the characteristics of models, option classes, and option items. Rules are defined using properties to constrain customer selections and determine whether or not a configuration is valid. The **C3** Configurator uses the model to guide customers choices so that they can configure a Build-to-Order (BTO) product. When an end-user chooses an option item, a rule can be subsequently triggered by a property attached to that option item.

For example, a Mountain Bike model may consist of the following option classes: frame, forks, and wheels. Weight is a property defined for the model and attached to every option item in the model. Each item in each Mountain Bike option class is assigned a weight property value; that is, each frame has a weight, each fork has a weight, and each wheel has a weight. After the customer makes choices about a frame, fork, and a wheel, the sum of all the individual weights total the entire weight of the bike.

By defining a weight rule the modeler can specify that the entire weight of the Mountain Bike should not be over 15 kilograms. The modeler can also specify in the rule a message that will be displayed to the customer if the weight is exceeded.

Therefore, in **C3** Configurator, when a customer chooses an option item such as a frame, fork, or wheel, the **C3** Configurator uses the rule to determine the total weight value by adding the weights of all chosen option items associated with the weight property. If the total weight of all the option item(s) is over 15 kilograms, then the customer is presented with a message stating the recommended weight is exceeded and the customer should choose another option item in one or more of the option classes.

Creating a Tab-Based User Interface

In Release 6.3 and higher, you can arrange your end-user interface in the form of a series of tabs. First you enable a tab-based UI by selecting the Tab-based UI display template when you set the display properties for the model. Once you have enabled the tab-based UI, you create the top-level option classes or option class groups that make up your model. Next you access the **Tab**s tab within your selected model and

create the tabs. As you create the tabs, you populate them with the one or more of the top-level option classes or option class groups that you have created.

Note: By top-level is meant those option classes or option class groups at the top of the model group hierarchy, directly below the model.

An option class can be attached to zero or more tabs. See "Working with a Tabbed User Interface" on page 476 for step-by-step instructions on creating a tabbed user interface.

Option Classes and Option Items

An option class is a configurable part of a model consisting of option items and nested option classes that have a common purpose.

An option item is a member of an option class. The option item can either be an orderable part or an intermediate selection in the process of determining an orderable part. Typically, properties are associated with option items.

For example, if a car is a configurable product, then an engine is a configurable part of the car. Thus, you could create a model called "car", and "engine" would be an option class in the model. The option items in the engine option class are 4-cylinder, 6-cylinder, and 8-cylinder.

Groups and Sub-Models

A option class group or an option item group enables you to re-use option classes and option items in more than one place in a model group without having to recreate the same items over and over again as you need them. You can create a single group (created at the model group level), add option classes (with their option items) to the group and then "attach" the group, as needed in the required locations. For example, several models might have the same support choices (the same warranty selections, the same hardware support choices). Rather than create these new for each model as two option classes, the same two option classes, you could create these option classes once as part of an option class group, then attach the group to each model that requires these option classes.

If the elements of a group (option classes, option items) need new properties attached to them, or if the elements need existing properties modified, then you need only modify the group in the place where you originally created it. The modifications will be reflected in the group throughout its "attached" locations. Figure 10 on page 73 shows different examples of groups. As illustrated in that example, you can also nest groups within other groups.

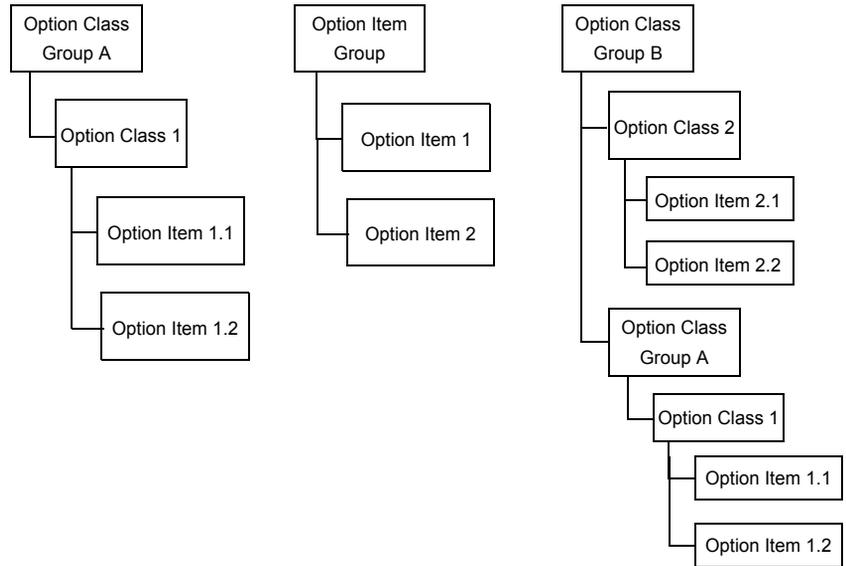


FIGURE 10. Option Class Groups and Option Item Groups

A model can be used both as stand-alone and as part of another model. When used as part of another model, the model is referred to as a sub-model.

The following table shows which groups can be attached to which elements in the Comergent eBusiness System.

TABLE 7. Attaching Groups

Groups To Be Attached	Attach to Model?	Attach to Option Class Group?	Attach to Option Class?
Models	No	Yes	Yes
Option Class Groups	Yes	Yes	Yes
Option Item Groups	No	No	Yes

Properties

A property is a characteristic that in some way describes a model, option class, or option item.

When you define a property, you can define it either as a part of a model group or as part of a specific model. In the case of a property defined for a model group, the

property is then available to be attached to any model, option class, or option item in the hierarchy beneath the model group for which it was created. In the case of a property defined for a model, the property is available exclusively to the model itself, as well as option classes and option items within the model hierarchy.

TABLE 8. Defining and Attaching Properties

	Model Group	Model	Option Class	Option Item	Option Class Group	Option Item Group
Define	Yes	Yes	No	No	No	No
Attach	No	No	Yes	Yes	No	No

For example, in Figure 11 on page 74, property X is defined in Model Group A and property Y is defined in Model A1. Property X can be attached to Model A1 and Model A2, as well as any models in Model Group B, such as Model B1. However, the property cannot be attached to Model C which is not a child of Model Group A. Property Y is defined in Model A1 and therefore cannot be attached to either Models B1, A2, or C.

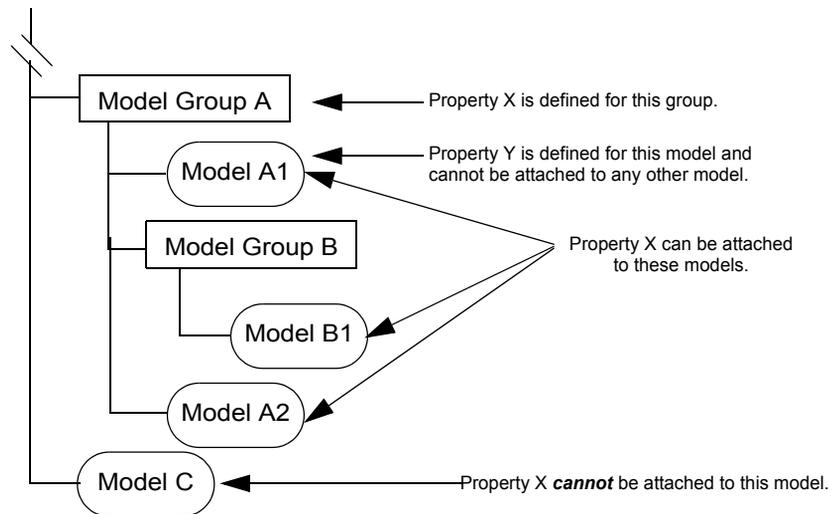


FIGURE 11. Property Attachment in the Model Group Hierarchy

Note: The catalog of properties that you build up using the Visual Modeler can become extensive very quickly, so before defining a new property, take care to check that there is not an existing property that will suit your needs.

When you define a property, the name you give it should be descriptive of the property being represented. The property name must be unique within the model group.

Using Properties

As a modeler, you determine the value of a property when the property is attached. When you create a property, you can also define a default value for that property. Then, when you assign that property to a model, option class, or option item, the property has the default value unless you choose to override it. For example, you can assign the value of 8 when assigning the weight property to one of the bike forks but assign the value of 10 when assigning the weight property to a different bike fork.

Note: You <i>must</i> set up properties for each option class and option item that is included in a validity check <i>and</i> triggers an option item expansion.

In another example, a model for a configurable computer requires a different amount of RAM for different types of software. Thus, this model needs to have a property called “memory_required”. When you attach this property to different software option items in the model, you determine the value of RAM memory required for the individual software. At the same time, RAM itself is an option class, and the amounts of RAM that the customer can order are the option items in that class. Therefore, there needs to be a corollary property called “memory_ordered”. You may set a value for this property or it may be a calculated value triggered by a rule based on a quantity input by the customer.

Naming Properties

Take care to name properties so that you avoid confusing properties that should be kept distinct. For example, if you use Weight as a property name, then there may be situations in which you need to distinguish between the weight of items from two different option classes.

Attaching Properties to Option Items

The option item to which a property is attached may be any component of an orderable item that has the characteristic represented by the property. For example, as a modeler, you can attach the weight property to a frame since the frame has a specific, defined weight. The property value must be consistent with the property type entered when the property was defined. In other words, you cannot assign a value of “blue” to a property with the type Number. The property must be of type String in order to assign the value “blue”. Depending on the property type, the value may represent either the quantity of the property represented (*numeric*), a

specific instance of the property (*character*), or a *list* of many instances of the property.

Display Properties

As a modeler, you use display properties to control the model elements on the HTML page displayed to the customer by the Configurator Engine. See "Working with Display Properties" on page 556.

Lists

You use a list to enter and maintain lists of property values for a specific property. It is possible to define multiple choices by using a list. By comparison, number and string property types define a single value.

You use lists in the **C3** Configurator when you have a property with multiple values. For example, a modeler can use a list property type for a property called *days of the month*. The values in this property list are 1, 2, 3, and so on, with the last value 31. For this particular property, the list is the appropriate property type.

Note: The list name should be descriptive of the items contained in the list, and the property list value is a specific value in the list.

You can also use lists to define the selection of option items during product configuration. You do this by creating a list of items and then creating a rule stating that an item is either valid or invalid with the items on the list.

For example, we have three bike models: Mountain Bike, Racing Bike, and Dirt Bike.

1. Create three lists, one for each bike (Table 9).

TABLE 9. Lists for Different Bike Models

Bike model	List property	List values
Mountain Bike	MtnBikeWheelsAllowed	Mavic mountain wheels
		Shimano mountain wheels
Racing Bike	RacingBikeWheelsAllowed	Mavic racing wheels
		Shimano racing wheels
Dirt Bike	DirtBikeWheelsAllowed	Mavic dirt wheels
		Shimano dirt wheels

2. Create a property of type list called "WheelsAllowed".
3. Attach the WheelsAllowed property to each bike model.

- a. Attach the WheelsAllowed property to the Mountain Bike model with the value “MtnBikeWheelsAllowed”.
 - b. Repeat step a for the Racing Bike and Dirt Bike models using the values in Table 9.
4. Create a property of type character called “WheelsOrdered”.
 5. Create a rule with the following condition.

TABLE 10. Entries to Define Wheels Rule

Field	Value
Function	Value
Property	WheelsOrdered
Operator	in
Function	list
Property	WheelsAllowed
If not specified	Ignore

6. Attach this rule to the Mountain Bike, Racing Bike, and Dirt Bike models.

The same rule is attached to three different models, but the value of the WheelsAllowed property is specific for each model. That is, for the Mountain Bike model, the MtnBikeWheelsAllowed list is used, whereas for the Racing Bike model, the RacingBikeWheelsAllowed list is used. Similarly, the DirtBikeWheelsAllowed list is used for the Dirt Bike model.

Rules in Visual Modeler

Rules are essential to the Visual Modeler. They determine which instances of a model are valid. By defining and attaching rules to appropriate places in the model hierarchy, you ensure that customers may select only combinations of options items that are compatible or suitable. In doing so, you ensure that customers are offered the best shopping experience possible.

Each time a model is validated (for example, each time a user make a pick of an option item), the rules are fired. Some rules may evaluate to false: these are said to fail, whereas if a rule evaluates to true, then it is said to succeed.

A rule consists of one or more fragments and an action. The action can consist of either message actions (messages that will be displayed), an expansion action (items that will be added), or an assignment action (properties that will be assigned).

Rules enable the Configurator Engine to guide a customer through the configuration experience by offering additional explanations and checking the selected options to ensure a correctly built product. The rule can also check when certain conditions will provide expansion, that is, provide a customer with additional option items in the configured solution.

Rules can be simple: a particular option item must not weigh more than 100 grams. Rules can be complex: one option item must not weigh more than 100 grams OR another option item must not weigh more than 50 grams AND the material must be steel.

Rules result in some kind of action being performed. A rule can check to see if some condition prevails and then display a message action as a result. An example of this would be a check on the total weight of a bike resulting in a warning message that the bike is over a weight limit.

Rules can result in expansion actions. Based on a rule, additional selections can be provided for a customer. For example, a rule can decide if additional memory is needed and how much.

Rules can result in assignment actions. Based on the calculations in a rule, a value can be assigned to a designated property.

You can choose to design rules that display messages when a model instance fails to satisfy a rule or when a model instance satisfies the rule. You can also adjust the severity of the message.

Defining and Attaching Rules

You define rules at the model group level or the model level depending on how the rules will be used. For example, if you want to attach the rule to any element in the model group hierarchy, then you define the rule at the root model group level. If you want to limit the use of a rule only to elements within a certain model group (or to elements in sub-groups within that group), then you define the rule only at that model group level. Likewise, if you want a rule for localized use by the elements in a particular model, then you define the rule at the particular model level.

TABLE 11. Defining and Attaching Rules

	Model Group	Model	Option Class	Option Item	Option Class Group	Option Item Group
Define	Yes	Yes	No	No	No	No
Attach	No	Yes	Yes	Yes	No	No

Attaching Rules

Once you have defined a rule, you attach the rule to some level in the model (or group) structure. Where you attach the rule in the structure determines when the rule is fired (see "Rule Firing" on page 84). By attaching a rule to a model, you ensure that the rule is processed to validate the model. A rule may be attached to any number of models (including sub-models). You can also attach rules at the option class and option item level, if the rule is specific to that level.

The point at which you attach a rule determines where messages will be displayed to end-users as they configure the product, and it determines when, in the order of rule-firing, the rule is fired.

Rule Fragments

A rule fragment is a component of a rule and comprises a function and property joined by an operator to another function and property (or sometimes a literal value). The function determines a value for a property. Table 12 on page 79 lists the functions supported by the Visual Modeler.

Note: The functions listed here are the standard functions. The list of functions can be customized for your installation. See the *Comergent eBusiness System Developer Guide*.

TABLE 12. Function Definitions

Function	Definition
list	Used with the operators "in" and "not in" to check if a property value is included or not included in a specified list of values.
sum	Sum of the property values from all selected items having the specified property.
value	Uses the property value for comparison. If multiple items exist on the order with the given property, then the maximum value is used.
min	Returns the minimum property value from all selected items having the specified property.
isselected	Returns true if the option item is selected; otherwise returns false.
propval	Returns the value of a property even if the option item has not been selected.
max	Returns the maximum property value from all selected items having the specified property.

TABLE 12. Function Definitions (Continued)

Function	Definition
count	Counts the number of objects (selected option items, models, or groups) having the specified property.
parent	This function walks up the tree from the current location to see if the property has been defined anywhere at or above the current location. For example, if the rule is attached at an option item level, then the property will be looked for on the option item itself. If it is not defined there, then the option class to which the option item belongs will be looked at to see if the property is defined there.
literal	Exact match of the literal value.

Operators tie rule fragments together and define the fragments' relationship within the rule. Table 13 on page 80 lists the operators supported by the Visual Modeler.

TABLE 13. Operators

Operator	Description
!=	Not equal to
<	Less than
<=	Less than or equal to
=	Equal to
>	Greater than
>=	Greater than or equal to
in	In the specified list
not in	Not in the specified list

For example, the rule “value(wheels selected) >= max (wheels required)” states in conversational English, “the number of wheels selected in the configuration must be greater than or equal to the maximum number of wheels required by the configuration; otherwise this rule fails”.

Single Fragments, Multiple Fragments, and Nested Fragments

A single fragment can consist of either of the following:

- Two properties and their functions combined with an operator.
- A property, its function, an operator and a literal value.

For example, a rule that has a single fragment might read: Quantity of wheels ordered = Quantity of wheels required. In this example, Quantity of wheels ordered is the first half of the fragment with the property, wheels ordered, and the function, count (quantity). The second half of the fragment, Quantity of wheels required, has the property, wheels required, and the function is also count (quantity). The operator is equals (“=”).

Single fragments can be linked together to form *multiple fragments* using Boolean operators, AND, OR, ANDNOT, ORNOT.

For example, we can use the preceding single fragment and add another single fragment to form a rule with multiple fragments (multiple lines in the Visual Modeler):

Quantity of wheels ordered = Quantity of wheels required

AND

Type of front wheels = Type of rear wheels

You can build complex rules such as:

(FragmentA AND (FragmentB OR FragmentC))

See "Fragments" on page 515 for examples of simple levels of fragments and nested levels of fragments.

If Not Specified

A property can have an unspecified value. If a property is not assigned to an object which is part of the current configuration (a valid option item is not selected), then the value for that property is defined as “not specified”.

When creating a rule, you can select from four results for a fragment when the property is not specified:

- Rule is true: The entire rule and all its fragments evaluates to true.
- Rule is false: The entire rule and all its fragments evaluates to false.
- Fragment is true: Treat the fragment result as a success, and move on to evaluate the next fragment.
- Fragment is false: Treat the fragment result as a failure.

Triggering the Rule: Success or Failure

When you create a rule, you can specify whether action results if the rule succeeds or fails. For example, you can specify that the rule will be triggered on “failure”. In

this case, if the rule evaluates to “true”, then nothing is done. No message is displayed; if the rule involves expansion, no expansion occurs.

Rules and Messages

Messages are used to help guide a user toward correct configuration choices. The rule message text may be up to 2000 characters in length.

For each message action, you can specify one of three types of messages.

TABLE 14. Types of Rule Messages

Message Type	Definition
Suggest	Suggest messages create a message for the user indicating that a rule has failed or passed. These types of messages provide details about the suggestion (for example; “You may want to add more memory”). The configuration can continue.
Warn	Warn messages are similar to Suggest messages. The configuration can continue.
Error	Error messages prevent further configuration until the error has been cleared.

Expansion

Expansion means that, based on a rule formula, additional items are added to the model configuration. The result of a rule formula is the starting point to determine which option item(s) is expanded and included in the product configuration.

Note:	Properties can be used to create rules that will calculate, based on a user choice, the correct parts to expand on a model with additional option items.
--------------	--

The modeler can use rule formulas to create rules that calculate or determine the result of a rule. In general, rule formulas are based on values associated with properties. For example, a modeler can use a rule formula to compare the property quantity ordered by a customer with the quantity required for the model. The rule formula calculates the difference, if there is one, and can automatically expand the model to include the option items that are needed to match the required quantity.

Numerical rule formulas must be valid mathematical expressions. A rule formula combines mathematical notation with Comergent functions, operators, properties, and literal values to produce a value that is then measured against a minimum and maximum value to determine what and how much should be expanded. (Ranges are used only if a rule formula has been entered.)

Edit Rule

Name: EXP_MX75_Automatic_Memory_Selection

Description: This rule adds and selects the minimum required memory for an end user

Comments:

Rule Triggered on: Failure Success

Fragments	If Not Specified	Actions
and value(MX75_Mem_Auto_Select) = Yes	Rule is false	<input type="button" value="X"/> <input type="button" value="P"/>
<input type="button" value="X"/> - Delete <input type="button" value="P"/> - Edit <input type="button" value="0"/> - New Operator <input type="button" value="U"/> - New Fragment		

Message Actions

Error	<input type="button" value="Add Item"/>
Type	Message <input type="button" value="Delete"/>
Suggestion	RAM modules are autoselected based on your software choi <input type="button" value="X"/>

Formula

sum(MX75_Mem_Required) - sum(MX75_Mem_Ordered)

Expansion Actions

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Item"/>
Min	Max	Qty	Item	<input type="button" value="Delete"/>

FIGURE 12. Memory Requirements Rule

The following example illustrates a business situation where creating an expansion rule formula is useful. A customer orders a workstation. The first fragment of the rule references a property called MX75_Mem_Auto_Select and is set to YES. The second fragment references two properties: MX75_Mem_Ordered and MX75_Mem_Required. If the MX75_Mem_Auto_Select is set to YES, and if the customer orders less memory (MX75_Mem_Ordered) than required (MX75_Mem_Required), then the rule formula result is used to expand the configuration to include the right amount of necessary memory. The customer is prevented from ordering an invalid workstation.

In this rule, a rule formula would be written as in Figure 12 on page 83. If the customer orders 64 MB of memory and the memory required is 128 MB, then the rule formula returns a result of 64. This result is evaluated against the min/max

ranges for results and finds that 64 falls within the range of a minimum of 64 and a maximum of 128. According to the table, when this happens, a quantity of 128MB of memory is selected (expanded).

Assignment

Another type of action that can result from a rule is Assignment. In this case, the Modeler can define a rule that results in a value (based on the rule formula) being assigned to a property designated by the modeler.

Rule Firing

The **C3** Configurator processes rules by a two step process. Within each level in a model hierarchy, it processes rules according to the order defined by the modeler when rules are attached to that level. See "To Modify a Rule" on page 503 for the steps to sequencing rules.

Within the model hierarchy itself, **C3** Configurator follows a process called "depth first traversal". At any node in the structure, **C3** Configurator traverses down through that node's children to the lowest level, then traverses back, firing rules as it goes.

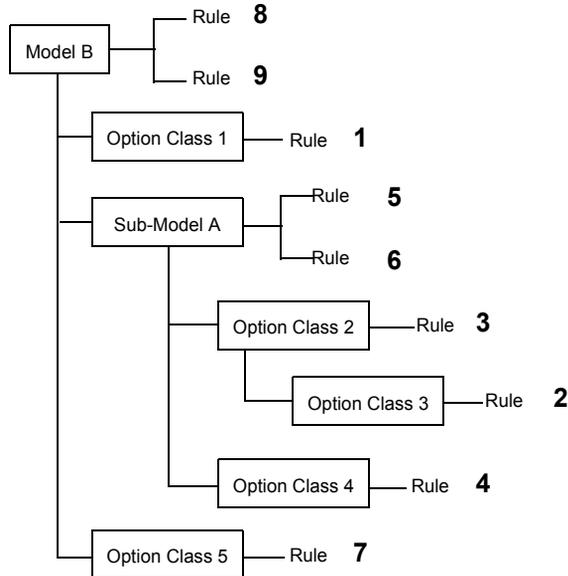


FIGURE 13. Rule Firing

For example, in Figure 13 on page 84, **C3** Configurator starts at the top and checks for any children, then traverses down to the first node. At this first node (Option Class 1), **C3** Configurator checks for children. Since none are found, **C3** Configurator fires any rules attached to this option class, in this case only one (1).

C3 Configurator proceeds to the next node (Submodel A) and finds two children (Option Class 2 and Option Class 4). Option Class 2 has a child (Option Class 3) so **C3** Configurator traverses to that node. Since Option Class 3 has no children, **C3** Configurator fires the rules attached to Option Class 3 (2), then traverses back up the structure to the parent, Option Class 2, and fires the rule (3) attached at that node.

C3 Configurator traverses to the next child of SubModel A, Option Class 4. Finding no children there, the rule attached to Option Class 4 (4) is fired. At this point, **C3** Configurator traverses to the parent, Submodel A, and fires the rules attached to that level (5 and 6).

Now, **C3** Configurator moves to the next node (Option Class 5) and, finding no children, fires the rule attached to Option Class 5 (7). Having fired all the rules attached to the children, **C3** Configurator now traverses back to the parent (Model B) and fires the rules attached to the parent (8 and 9).

Managing Option Constraints

When customers select certain option items, you might want to prohibit them from making other selections. For example, a car dealer might want to constrain certain interior colors of a car from being sold with certain exterior colors. Likewise, combinations of option items might constrain the selection of other option items. For example, if Option A and Option B are selected, then Option C is not a valid choice.

You can create these constraints by creating a constraint table for a particular model. The constraint table consists of two or more columns each of which represents an option class containing choices (option items) which may or may not be valid with the choices in the other columns. The constraints are defined by one or more constraint rows in the table. When you create the table, you can include a message (error, warning, or suggestion) that is displayed.



FIGURE 14. Option Constraints

The above figure shows a set of option constraints for the car example. When translated into a model for the customer, this table means that the customer's choices for Exterior Color and Interior Color must match a set of choices in one of the constraint rows: for example, Black and Silver, or Red and Green are valid choices, but not Black and Green.

You can also define a constraint row so that the choices for one column are not valid with the other columns. In this case, you want to constrain the customer's choices from matching any combination of items in an invalid row.

See "Option Constraints" on page 537 for more information about constraint tables.

Testing and Compiling the Model

As you create your model, you can test the model as you go along. Once you have created the model, you can easily click a button to compile the model into an XML file.

Copying and Embedding

In Release 7.0.2, you can copy or embed entities in the model group hierarchy. To copy an entity (model group, model, and so on) means to make a duplicate of a single entity (in the case of an option item) or of an entity and its structure (in the case of a model group, model, or option class group or option item group) within another location in the hierarchy. To embed an entity is to make a duplicate of the structure of an entity. For example, to embed a model is to take the model's

structure and duplicate that structure (option classes, groups, and so on) within a destination in the model group hierarchy. Copying or embedding is performed at different location in the Visual Modeler interface. See the individual tasks related to copying or embedding in CHAPTER 14, "Using the Visual Modeler" for more information.

When you are copying or embedding, attached properties follow certain rules:

- If properties attached to the item being copied or embedded are not defined anywhere among the ancestors of the destination, then the property is defined locally.
- Where there is a conflict between a property attached to an item being copied or embedded and a property attached to the destination, the property attached to the item being copied or embedded is dropped.

Figure 15 on page 88 shows a model group hierarchy before and after embedding. In this example, you are embedding Option Class Group 1 (OCG1) under Model 1 (MOD1). In OCG1, Property P1 (defined in Model Group 1 as INT) is attached to Option Class 1 (OC1). After embedding, a conflict will exist since, In MOD1, Option Class 3 (OC3) also has a Property P1 (defined in MG2.1 as STRING). Visual Modeler resolves the conflict by dropping the P1 attachment to the newly embedded OC1.

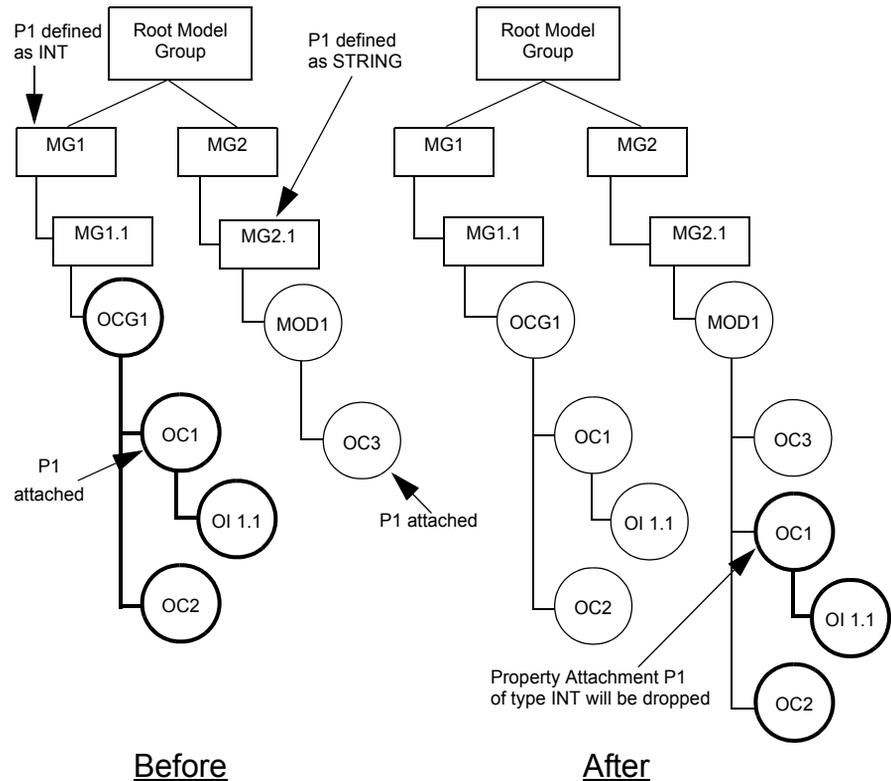


FIGURE 15. Property Conflict During Embedding

Importing and Exporting

You can import or export model groups or models in the form of **XML** files. When you import, you can choose to import a model group or model to a specific destination or you can import the model group or model with its structure relative to its original root model group. This means that, rather than choosing a destination model group, the model group or model will be placed relative to the destination root model group in the same position relative to its original root model group without compromising the integrity of the destination (existing paths, and so on).

For example, in Figure 16 on page 89, Model **MOD1** (located in Model Group **MG2.1** which is located in **MG2**) is being imported into **MG2** on the right. It is being imported relative to the root model group. In the destination hierarchy, there

is indeed a Model Group **MG2**. However, there is no Model Group **MG2.1** within the destination **MG2**. During import, the process will recreate the original structure relative to the root by creating a new Model Group, **MG2.1**, in the destination. This is correct since it will not compromise any models already existing under **MG2**.

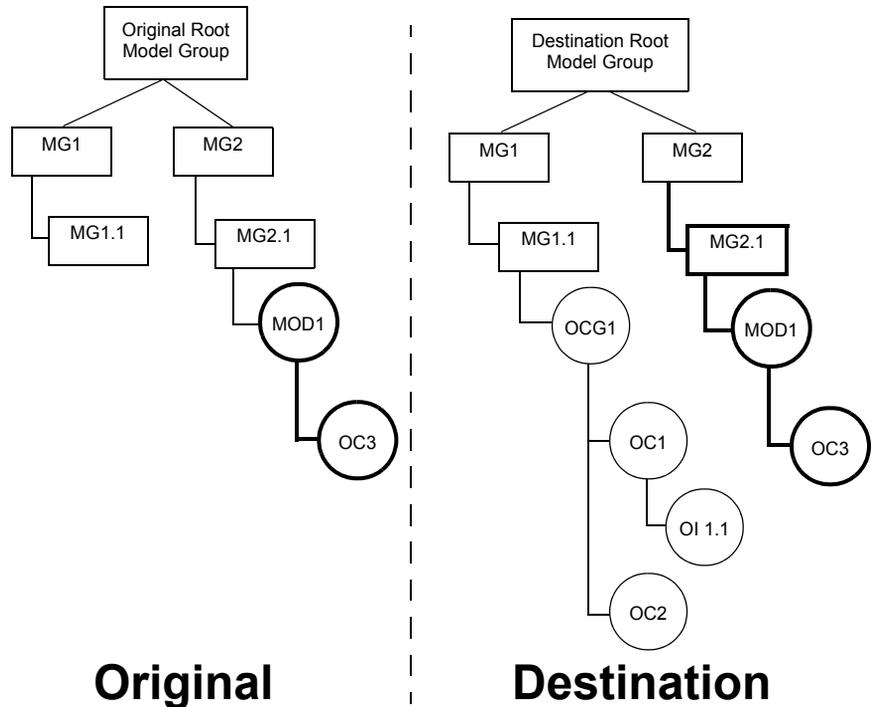


FIGURE 16. Importing Relative to the Root Model Group I

In Figure 17 on page 90, Model **MOD1** (located in Model Group **MG2.1** which is located in **MG2**) is being imported into **MG2** on the right. It is being imported relative to its original root under **MG2.1**. In the destination hierarchy, there is indeed a Model Group **MG2**. However, there is no Model Group **MG1A**. To create **MG1A** above the existing **MG2** would compromise the integrity of any entities within **MG2**. In this case, therefore, the process satisfies the import requirements by creating a new branch: **MG1A**, **MG2**, **MG2.1**, and the imported **MOD1** with **OC3**.

definitions of the attached entities. The entities need not be defined in the same location as in the imported structure. If the definitions are not found in the destination, then the process creates them in the same location in the destination as in the original.

- Option Class Groups, Option Item Groups, and Sub-Models

At the destination, the process examines the path in the destination:

- If the path in the original exists in the destination, and if a definition of the item already exists at the same location as in the original, then you are prompted to either overwrite or not overwrite the definition.
- If the path in the original exists in the destination, but if a definition of the item does not exist at the same location as in the original, then the item is created at the same location in the path.
- If the same path does not exist, then the path is created and the item is created at the same location in the path.

When you import a structure to a specific destination, the process handles properties, rules, lists, and groups in the following manner:

- Properties, Rules, and Lists

The process examines the ancestral chain of the destination for the definitions of the entities. If the definitions are found, then you are prompted as to whether you want to overwrite or not overwrite the entities with the definitions of the attached entities. The entities need not be defined in the same locations in the destination as in the imported structure. If the definitions are not found in the destination, and if the structure does exist, then the entity is created at the same location in the structure as in the original. If the location does not exist, then the entity is created as part of the immediate parent to the structure being imported.

- Option Class Groups, Option Item Groups, and Sub-Models

At the destination, the process examines the path in the destination:

- If the path in the original exists in the destination, and if a definition of the item already exists at the same location as in the original, then you are prompted to either overwrite or not overwrite the definition.
- If the path in the original exists in the destination, but if a definition of the item does not exist at the same location as in the original, then the item is created at the same location in the path.

- If the same path does not exist, then the location is created and the item is created at the same location in the path. For example, in Figure 18 on page 92, **MOD1** is being imported into **MG2**. **MOD1** has an option class group attached which is defined at **MG2.1**. **MG2.1** does not exist under **MG2**. Therefore **MG2.1** is created under **MG2**, the option class group is created at **MG2.1** and the **MOD1** is imported under **MG2**.

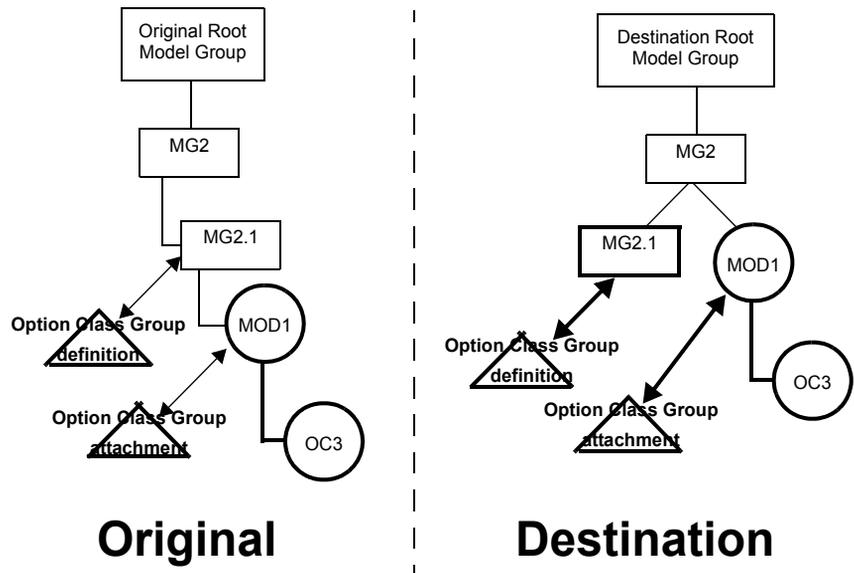


FIGURE 18. Importing to a Specific Location - Groups and Sub-Models

Searching

In Release 7.0.2, you can search the model hierarchy for entities that contain property names or property values that you specify as parameters for the search. You can use the entire hierarchy for your search, or you can limit your search to model groups, models, option classes, option items, or rules. You can also limit your search to the currently selected model group, model, option class group, or option item group. See "Searching" on page 549 for more information.

Reporting

In Release 7.0.2, you can run a report on any of the models created with the Visual Modeler. You define the criteria that the report will include:

- Definitions: rule, list, and property

- Model hierarchy: display settings, attached properties, attached rules, whether groups will be expanded, whether complete paths will be shown
- Constraint tables

This chapter provides a guide to using the Web UI to administer the Comergent eBusiness System. See CHAPTER 5, "Administration Interface in C3 Advisor" for a description of the *C3* Advisor administrative interface.

Accessing the Administration Interface

To begin an administration session, you access the Comergent eBusiness System enterprise home page by pointing your browser to the home page URL. This URL should be provided by your system administrator. Typically, it will be of the form:

```
http://<server>:<port>/en/US/Comergent/enterpriseMgr/matrix
```

You must provide authentication information in the form of a username and password. Your system administrator must provide these to you.

Once you have accessed the Comergent eBusiness System home page, the home page displays links to the various modules as shown below. The modules that appear depend on the entitlement functions assigned to you. See "Managing the Sales Channel" on page 2 for an overview of entitlement functions.

COMERGENT | Administration
eBusiness System

My Home | My Account | About | Help | Logout

Welcome Alison Jones

Commerce Activity

- [Opportunity & Proposal Activity](#)
- [Customer Account Activity](#)
- [Task Management](#)
- [Payment History](#)

Product and Catalog Administration

- [Product Master](#)
- [Configuration Models](#)
- [Advisor Flows & Questionnaires](#)
- [Product Entitlements](#)

Pricing Administration

- [Price Lists](#)
- [Pricing Rules](#)
- [Promotions](#)
- [Coupons & Promotional Prices](#)

Channel Management

- [Organization Lookup](#)
- [Lead Activity](#)
- [Campaigns](#)
- [Partner Programs](#)

Search for Organization by Name

Profile Name

[Advanced Search](#)

Search for User by Name

Username

First Name

Last Name

[Advanced Search](#)

My Tasks

Task ID	Name	Last Modified	Status
600503	Order on Credit ...	9/11/2005	New
600500	Order on Credit ...	9/9/2005	New

[More](#) [Advanced Search](#)

Team's Tasks

Task ID	Name	Last Modified	Status
---------	------	---------------	--------

FIGURE 19. Comergent eBusiness System Home Page

General Navigation Tips

The Comergent eBusiness System user interface is designed to be simple and intuitive. In general, pages served up by the Comergent eBusiness System have the same basic structure:

- an upper navigation bar
- a content panel which is either a list or a detail page

The following figure shows a sample page.

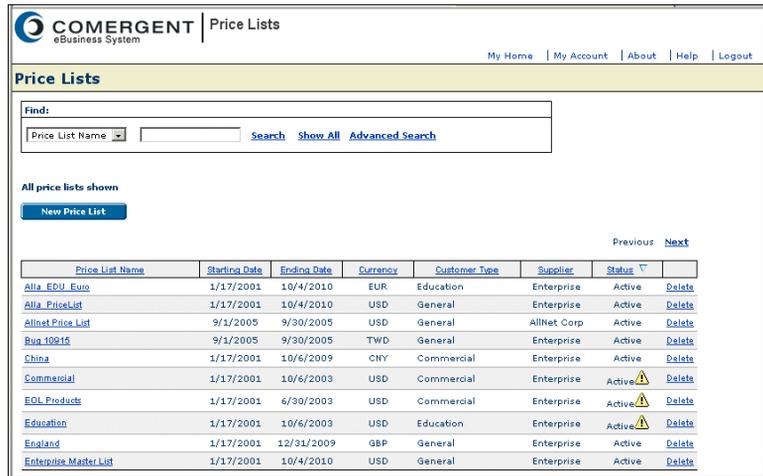


FIGURE 20. Pricing Administration List Page

Navigation Bar

The navigation bar has general navigation links, as shown in Figure 21 on page 97. On the right, buttons enable you to access the online help and to log out.



FIGURE 21. Navigation Links

The **About** link is used to ascertain the Release version of the Comergent eBusiness System.



FIGURE 22. About Link

Content Panel

The content panel displays the primary information to assist you in your task. It is used to display a list of search results (as shown in Figure 20 on page 97), the details of a partner profile, shopping carts, and so on. List pages sometime contain check boxes next to each line that enable you to select one or more items for applying one of the actions you can perform on the items. You can click the Select

All check box at the top of the column to select all the items on the current page. (Note that this does not select items on any page other than the current page.)

Some applications use a multi-panel frame consists of a navigation panel on the left and a content panel on the right. The panel on the right often consists of one or more tabbed panels. The multi-panel frame is used to display product management screens (as shown in Figure 23 on page 99) or screens used to manage **C3** Advisor information.

Note	See CHAPTER 5, "Administration Interface in C3 Advisor" for information about the C3 Advisor interface.
-------------	--

When the content frame appears as a multi-panel frame, the Navigation Panel on the left provides access to items in the form of a directory tree.

In some cases, this consists of a product hierarchy. You can either click on a product category to see the products within the category, or click on the triangle next to the product category to see child product categories within the parent. In Product Administration (shown in Figure 23 on page 99), if you click on the product category, then you not only see the products in the category, but you also see information about the product in the Content Panel to the right.

In the case of **C3** Advisor, the navigation panel appears as a hierarchy of folders. Folders can contain sub-folders, items, or both. See CHAPTER 5, "Administration Interface in C3 Advisor" for more information about using the **C3** Advisor interface.

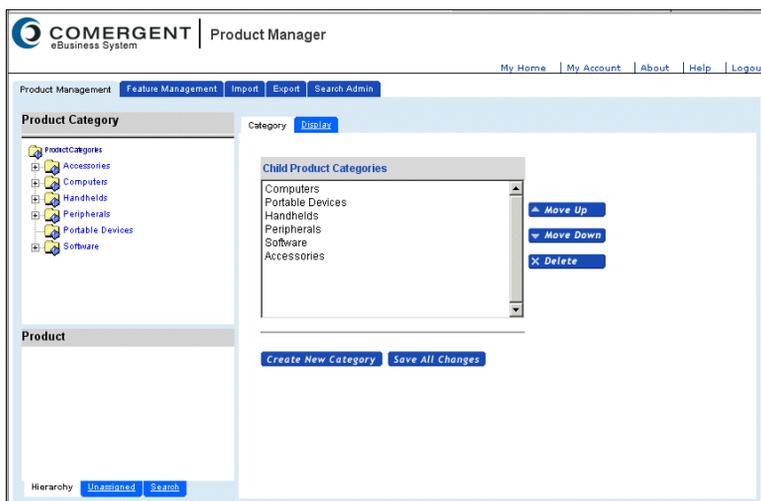


FIGURE 23. Product Manager Page

The Content Panel sometimes appears as a list to which you can assign products. In other cases, it provides detailed information about an item selected in the Navigation Panel. In many cases, it appears as a series of tabbed panels, each of which provides different types of information. When you create certain items, for example a partner, you must remember to enter information in the appropriate panels.

Search Capabilities

The Comergent eBusiness System offers advanced search capabilities through its administration interface. You can search for most objects, such as users, partners, orders, and so on by specifying one or more attributes.

You can use wild card characters such as “*” to help you in your search. Bear in mind that “_” is treated as a single wild card character. For example, if you search for “C_a*”, then the results will include matches to “Craftsman”, “Chapel Hill”, as well as to “C_anchor”.

The **C3** Advisor application enables your customers to identify a product or set of products in which they are interested. Once identified, products can be compared, configured (if necessary), and purchased. By creating an appropriate questionnaire, you greatly simplify your customers' process of buying your products while enhancing the overall customer experience.

This chapter first discusses the concepts involved in creating an effective questionnaire, then walks you step-by-step through the creation process.

<p>Attention: <i>C3</i> Advisor will not work unless you create and activate a search index. See "Administering Advanced Search" on page 357 for more information.</p>

Feature Types and Features

Feature types and features are characteristics of products that you use when you create a questionnaire in **C3** Advisor. These form the answers to questions posed by the customer during the guided selling experience.

See "Feature Management in C3 Product Manager" on page 56 for an explanation of these elements.

Resources and Resource Types

Resource is the term used to describe an electronic media attribute that you can associate with a business object. Resources can be of many kinds: URLs, image files, sound files, and text files to name a few. You can assign any or all of these media to any of your business objects (except rules and resource types). When an entity is displayed (for example, in a questionnaire), the resource can be displayed or accessed along with it. For example, you assign a resource (an image) to a feature (a processor). During the guided selling experience, the end-user sees the processor as a selection and also sees the image of the processor.

How resources appear to your customers is up to you. You can have resources displayed directly in pages generated by the **C3** Advisor. Alternatively, resources can be links to other pages, or even other applications. Note that you must customize your JSP files to display resources.

Each resource is a member of a specific *resource type*. Resource types are business objects that you create in **C3** Advisor Administration.

Questions and Answers

Questions are business objects that define the conditions that will narrow down a customer's search for products. The answers to these questions are associated with features used to filter down the resulting product list.

Questions

Questions posed to a customer in a questionnaire enable you to help the customer to find product(s) that match the customer's needs. Questions are reusable on multiple questionnaire pages.

We suggest that you start with general questions to help limit a customer's choices, then write more specific questions. For example, if a customer is purchasing a dishwasher, then the general question, "Do you want a portable or under-counter dishwasher?" should be asked before the more specific question, "Do you want your dishwasher to have heating capability?" particularly if portable models do not offer heating capability.

It is helpful to think of each question as a single question and its collection of possible answers. This collection of a question and its answers are displayed on a questionnaire page as a *palette*. Figure 24 on page 103 shows an example palette that presents two questions and their answers.

[Reset Choices](#)

Approximately, how many hours a week do you spend on a computer?	What would you like to do with your new computer?
<input type="radio"/> Less than 5 hours per week	<input type="checkbox"/> Correspond with Email
<input type="radio"/> 5 to 10 hours per week	<input type="checkbox"/> Use the Internet
<input type="radio"/> 10 to 20 hours per week	<input type="checkbox"/> Word Processing
<input type="radio"/> 20 to 30 hours per week	<input type="checkbox"/> Play Games
<input type="radio"/> Greater than 30 hours per week	<input type="checkbox"/> Graphics/Multimedia
	<input type="checkbox"/> Data Analysis
	<input type="checkbox"/> Programming

FIGURE 24. Sample Palette

Within **C3** Advisor, questions consist of properties, answers and (optionally) resources. The properties of a question are:

- **Name**

This is the name you give to the question for internal use. It is not displayed to customers. The name is used in the Navigation panel, and needs to be unique; for example, “Heating Function”.
- **Question Text**

This is the text of the question as your customer sees it; for example, “Do you want your dishwasher to have heating capability?”.
- **Description**

This is your description of the question for internal use. Use this field to briefly describe the question so that you and other **C3** Advisor administrators understand the purpose of the question; for example: “This question determines whether the customer wants the dishwasher to heat the water. If customers answer ‘Yes’, then filter products based on whether they have one of the heating features.”.
- **Control Type**

What kind of control will be assigned to the answers. These are the possible selections:

 - Radio button controls only permit the customer to select one answer to the question. Selecting one radio button automatically deselects any other radio buttons for that question.

- Check box controls permit the customer to select zero or more answers to the question.
- Drop-down list controls only permit the customer to select one answer to the question.
- Filter Logic
You can select either AND or OR. If you select AND, then products will only be matched if they have features associated with all of the answers selected to this question. If you select OR, then products will be matched if they have features associated with at least one of the answers selected to this question.

Answers

In the questionnaire, answers are the response to the conditions posed by a question. Within **C3** Advisor, answers are child objects of questions, and have the following properties:

- Name
This is the name you give to the answer for internal use; for example: “Yes to Heating”.
- Answer Text
This is the text of the answer as your customer sees it; for example, “Yes”.
- Description
This is your description of the answer for internal use. Use this field to briefly describe the answer so that you and other **C3** Advisor administrators understand the purpose of the answer; for example: “If customers answer ‘Yes’, then filter for products that have one of the heating features.”.
- Filter Logic
You can select either AND or OR. If you select AND, then products will only be matched if they have all of the features associated with this answer. If you select OR, then products will be matched if they have at least one of the features associated with this answer.

In addition, answers have both features and (optionally) resources assigned to them. The assignment of features to answers is crucial to the creation of the questionnaire, for it is this assignment that enables the **C3** Advisor to find products based upon the answers your customers select in your questionnaire.

Questionnaire Pages

Questionnaire pages are containers for questions. Your primary task in creating a questionnaire page is to define the questions it will display.

You will set one of your questionnaire pages to be the *start page*: the first page displayed in your questionnaire. In addition, the questionnaire includes an *end page*. The end page is the page that appears when your customers reach the end of the questionnaire. This is defined as the state when there are no more rules to test against the state. When customers reach this page, their product list is as refined as it can be, based on the decisions they have made. This page shows the refined product list as well as a summary of the questions and answers on which the list is based.

You can also define a template JSP page to render the questionnaire page (to supersede the default JSP page).

Rules in C3 Advisor

In the *C3* Advisor, rules are logical expressions with an IF/THEN syntax, and their definition determines what happens when your customers use your questionnaire.

Note:	<i>C3</i> Advisor rules are distinct from the rules in Visual Modeler. For an explanation of rules in Visual Modeler, see "Rules in Visual Modeler" on page 77.
--------------	---

The definition of a rule includes its name, description, IF clause, THEN clause, and priority.

The *name* of a rule is the designation you give the rule for internal use only. The name of the rule is used in the *C3* Advisor Administration Navigation panel, and must be unique.

The *description* of a rule is for internal use only, and is optional. You may choose to give a rule any description you like, or none at all.

The *IF clause* defines the state that must exist in order for the rule to be executed. In the *C3* Advisor, *state* is a special term that defines at any moment which questionnaire page the customer is viewing, what facts have been specified, and which rules have been executed. The state must satisfy all of the arguments in a rule's IF clause in order for the rule to be executed.

The *THEN clause* defines what action the *C3* Advisor will take when the rule is executed.

Priority determines the order in which rules are tested against the current state. Rules with a smaller numerical value are tested before rules of larger value.

The C3 Advisor Questionnaire

The concepts discussed in the previous sections are used to create the collection of questionnaire pages known as the *C3* Advisor questionnaire. The remainder of this chapter contains a discussion of the design and creation of a questionnaire.

The *C3* Advisor questionnaire is used to ask each customer questions to determine their business needs. As a customer enters their answers, the *C3* Advisor filters out products that do not meet the customer's requirements. By reducing the set of possible product choices, you can reduce the customer's purchase decision to choosing from a small number of acceptable products, all of which meet the customer's stated requirements.

The responses to each question serve to restrict the list of acceptable products from the list of available products. If you use multiple questions, then they are used to filter out available products that do not meet *all* the requirements selected. The list of acceptable products can also serve as the starting point for the product comparison tool.

Each questionnaire comprises a set of questionnaire pages or Web pages that are displayed to the customer. A questionnaire page is made up of one or more *questions*. Each question is associated with one or more questionnaire pages. A question is displayed on a questionnaire page with one or more possible *answers*. This grouping of a question and its answers on a questionnaire page is a palette. A question has one or more answers that are displayed on the palette.

Answers are used to specify the features that are used to filter the list of available products once a user has made their selections on the questionnaire page. Each answer has one or more *features* assigned to it. Since features are also assigned to products (this is done in the *C3* Product Manager), answers are indirectly connected to products. When a customer selects an answer, only those products that have the features assigned to that answer are included in the resulting list of products.

About the Questionnaire

In the *C3* Advisor, a questionnaire is a collection of questions and answers integrated with a set of rules that, when applied to your list of products, generate a refined product set.

How the Questionnaire Works

There are two ways to look at how the questionnaire works: how your customers experience it, and how it works for you.

Customer Experience

From your customers' point of view, the questionnaire is a series of one or more Web pages containing questions and answers. By answering the questions, your customers identify which of your products interest them.

Administrator Experience

You create the questionnaire pages that make up your questionnaire, decide what questions and answers should appear on each questionnaire page, and write the rules that determine how the questionnaire behaves.

Components of the Questionnaire

There are several components that make up the questionnaire. Each of these components serves a specific purpose. They are:

- *Features* are assigned to products. The **C3** Advisor uses them to differentiate between products.
- *Feature types* are categories of features.
- *Feature type groups* are attributes of feature types.
- *Questionnaire pages* are the pages that make up your questionnaire. Each questionnaire page displays one or more questions.
- *Questions* are the building blocks of questionnaire pages.
- *Answers* are possible responses to the question text posed by a question. The *Answers* frequently consist of the *Features* assigned to a product.
- *Resources* are supplemental media that can be assigned to any entity. Commonly, resources include such things as photographs, data sheets, product or feature descriptions, white papers, and URLs.
- *Resources types* are categories for resources.
- *Rules* are the logic behind the questionnaire. They are used to determine actions based on customer decisions.

Note that even though the questionnaire is used to identify products, products are not managed by the **C3** Advisor, but rather by the **C3** Product Manager. Features can be created in both **C3** Advisor Administration and **C3** Product Manager: they

are assigned to answers using C3 Advisor Administration, and are assigned to products using C3 Product Manager. Features are thus assigned both to answers (in C3 Advisor Administration) and to products (via the C3 Product Manager).

Rules for Creating the Questionnaire

C3 Advisor will work effectively assuming a reasonable product catalog. See "Guidelines for Creating a Product Catalog" on page 52 for the guidelines for creating a product catalog. The guidelines for creating a reasonable questionnaire are as follows:

- The Product list presented on each C3 Advisor page should not exceed 50 products to ensure reasonable performance and make the number of available choices intelligible to the end user.
- Questionnaires should contain between 40 rules and 100 rules.
- Questionnaires should have between 20 and 100 C3 Advisor Questionnaire Pages.

Note that these are not absolute limits for what the Advisor product can handle. These limits are meant as guidelines for the size and characteristics of a set of product information under which C3 Advisor operates most effectively.

Rules in the C3 Advisor

Defining the right rules is the key to building the questionnaire, because rules determine how the questionnaire behaves. To understand this, you need to understand what the questionnaire is doing in C3 Advisor.

Rules are statements you create that are designed to determine questionnaire behavior and identify a set of criteria used to filter the product list. A rule comprises an IF clause and a THEN clause. If the state satisfies the IF clause, then the THEN clause is executed. An example of a rule is:

```
IF Questionnaire Page = 1 AND Question1 = D
  THEN Questionnaire Page = 2
```

This rule translates to: if the customer is on questionnaire page 1 and selects answer "D" in question 1, and then clicks **Next**, then display questionnaire page 2.

Terminology

To understand rules, you need to be familiar with the following terms:

- State

The *state* defines where the customer is within the questionnaire. It is a combination of which questionnaire page they currently see, which choices they have made thus far, and which rules have been executed. As customers progress through the questionnaire, the **C3** Advisor updates the state.

- Session

Whenever a customer logs into the Comergent eBusiness System, they begin a *session*. When they launch the questionnaire, the **C3** Advisor begins to store the state of the questionnaire within the session. State information is kept in the session as long as the customer remains within the questionnaire. Once they leave the questionnaire, their state is lost. If the customer subsequently returns to the questionnaire, then they automatically return to the start page.

- Rule Priority

Priority determines the order in which rules are tested against a state. Each time you create a rule, you assign a priority to it. Specific ways to use rule priority are discussed in the section "Rule Priority" on page 113 and also in the section "Rule Authoring Tips" on page 115.

- Rule Testing

When a customer clicks **Next**, the **C3** Advisor *tests* each rule against the current state. When the state satisfies a rule, **C3** Advisor executes that rule.

- Rule Satisfaction and Execution

When the **C3** Advisor tests a rule against the current state, it compares the state to the "IF" clause of the rule. If the state meets the requirements of the rule, then the state is said to *satisfy* the rule. If the state satisfies the rule, then **C3** Advisor *executes* the rule. Note that when a rule has been executed, the fact that it has been executed becomes part of the state. Rules that have already been executed are not tested against the state again in the same session.

- Facts

Facts are the elements of rules that can be used to filter the product list. In the example:

```
IF Questionnaire Page = 1 AND Question1 = D
  THEN Questionnaire Page = 2
```

"Question1 = D" is a fact.

- Product List

The *product list* is the list of all products that meet the current state. Each time the customer clicks **Next**, the **C3** Advisor updates the current state. **C3** Advisor then uses the facts in the updated state to filter the product list.

- Start Page

The *start page* can be any one of the questionnaire pages you create, or it can be a URL. When you set a questionnaire page as the start page, you designate it to be the questionnaire page that all customers see first. This will be used unless the start state URL is used.

- End of the Questionnaire

When your customers reach a point in the questionnaire where there are no more questionnaire pages to display, and thus no more questions to be answered, they reach the end of the questionnaire. At this point, the **C3** Advisor displays the end page with the message “No More Questions”. The page also contains the refined list of products as well as a list of the questions and answers that resulted in the final list.

Rule Execution

C3 Advisor operates the questionnaire based on an evolving state. Each time the customer clicks **Next**, **C3** Advisor tests unexecuted rules against the state, one at a time in the order of their priority. When the state satisfies a rule, **C3** Advisor executes the rule’s THEN clause. If the rule’s THEN clause includes facts, then these facts are added to the state. What happens next depends on the rule:

- If the rule’s THEN clause defines the next questionnaire page to display, then **C3** Advisor stops testing rules and displays that questionnaire page.
- If the rule’s THEN clause does not define the next questionnaire page, then **C3** Advisor continues testing rules against the updated state, starting with the next rule in order of priority. This process continues until **C3** Advisor executes a rule that defines the next questionnaire page.

Once **C3** Advisor begins to test rules against the current state, the testing process continues until a rule is executed that brings the user to a new questionnaire page. If no such rule exists (that is, if there are no more questionnaire pages to display), then **C3** Advisor automatically displays the “end” page.

If a customer:

- Uses either the **Previous Questionnaire Page** button or their browser's **Back** button to go to a previous page in the questionnaire, the state reverts to what it was on that page.
- Makes a combination of selections that result in an empty product list, **C3 Advisor** displays a page informing the customer that there are no products that meet their search criteria.

Rule Construction

Rules are logical statements you create in **C3 Advisor Administration**. Rules have the following key elements:

IF clause	The <i>IF clause</i> determines when the rule is executed. When the rule is tested against the state, the IF clause is compared to the state. The rule is only executed if the current state satisfies all of the arguments in the IF clause.
THEN clause	The <i>THEN clause</i> determines what action the C3 Advisor will take when the rule is executed. These actions are adding facts to the state, which questionnaire page to display next, and whether or not to display specific answers.
Priority	<i>Priority</i> determines the rule's place in the sequence of rules to be tested against the state.

The syntax of a rule is:

```
IF
    <arguments that must be satisfied by state>
THEN
    <results of rule execution>
```

The IF clause and the THEN clause are composed of the following kinds of arguments:

One "Questionnaire page" argument	Both the IF clause and the THEN clause can include a questionnaire page. In an IF clause, a questionnaire page defines which questionnaire page the customer must be viewing in order for that rule to be satisfied. In a THEN clause, a questionnaire page defines which will be the next questionnaire page to be displayed.
One or more AND modifiers	AND arguments refine clauses and can only be used with question facts. In an IF clause, an AND argument adds an additional requirement for a state to satisfy the rule. In a THEN clause, an AND argument determines that an answer is selected.
One or more AND NOT modifiers	An AND NOT argument is the same as an AND argument, except that it specifies that an answer not be selected. In an IF clause, this means that the state cannot satisfy the rule unless that specific answer is not selected. In a THEN clause, using AND NOT specifies that an answer that would normally appear on the page will not be displayed.

Table 15 on page 112 shows some examples of rules and the behavior they define:

TABLE 15. Sample Rules and Translations

Rule Syntax	Translation
IF Questionnaire Page = Alpha THEN Questionnaire Page = Beta	Execute this rule only if the customer is on questionnaire page Alpha. When they click Next , display questionnaire page Beta.
IF Question 1 = 600MHz THEN Questionnaire Page = Gamma	Execute this rule only if the customer has selected 600MHz in Question 1. When they click Next , display questionnaire page Gamma.
IF Questionnaire Page = Alpha AND Question 1 = 600MHz THEN Questionnaire Page = Delta	Execute this rule only if the customer is on questionnaire page Alpha and has selected 600MHz in Question 1. When they click Next , display questionnaire page Delta.

TABLE 15. Sample Rules and Translations (Continued)

Rule Syntax	Translation
IF Questionnaire Page = Alpha AND Question 1 = 600MHz THEN Questionnaire Page = Delta AND Question 2 = 128MB	Execute this rule only if the customer is on questionnaire page Alpha and has selected 600MHz in Question 1. When they click Next , display questionnaire page Delta with the answer 128MB in Question 2 selected.
IF Questionnaire Page = Alpha AND Question 1 = 600MHz THEN Questionnaire Page = Delta AND NOT Question 2 = 128MB AND NOT Question 2 = 192MB	Execute this rule only if the customer is on questionnaire page Alpha and they have selected 600MHz in Question 1. When they click Next , display questionnaire page Delta, but do not display the answers 128MB and 192MB in Question 2.

Note that while both the IF clause and the THEN clause must each have at least one argument, it is not necessary for either clause to have a questionnaire page specified.

Rule Priority

Priority is an integer value you assign to a rule, used to determine in which order rules will be tested by the **C3** Advisor against the state. The smaller the number, the higher priority the rule has. Rules of higher priority are tested before rules of lower priority. Thus, a rule of priority 4 will be tested against the state after a rule of priority 2, and before a rule of priority 6.

Consider the following rules, listed in the order in which they were created:

```

RuleA: IF Questionnaire Page = A
      THEN Questionnaire Page = B
RuleB: IF Questionnaire Page = A AND Question1 = Z
      THEN Questionnaire Page = E
RuleC: IF Questionnaire Page = A AND Question1 = X
      THEN Questionnaire Page = C
RuleD: IF Questionnaire Page = A AND Question1 = Y
      THEN Questionnaire Page = D
    
```

In this example, if a customer reaches questionnaire page A, then there are four possible questionnaire pages they might see next. Which page they see depends on the choice they make in questionnaire page A. However, if the **C3** Advisor tests the rules in the order shown, then the customer will *always* go to questionnaire page B: because RuleA is always satisfied when a customer is on questionnaire page A.

In actuality, the rules author needs to have the **C3** Advisor test each of the other rules in the list before it tests RuleA. So the author assigns priorities to the rules:

```
RuleA: (priority 30)
RuleB: (priority 20)
RuleC: (priority 10)
RuleD: (priority 18)
```

The priorities assigned to these rules may seem arbitrary, but they determine the order in which the rules will be tested against the state. The **C3** Advisor will now test the rules in this order:

```
RuleC: IF Questionnaire Page = A AND Question1 = X
      THEN Questionnaire Page = C
RuleD: IF Questionnaire Page = A AND Question1 = Y
      THEN Questionnaire Page = D
RuleB: IF Questionnaire Page = A AND Question1 = Z
      THEN Questionnaire Page = E
RuleA: IF Questionnaire Page = A
      THEN Questionnaire Page = B
```

The result is that the customer goes to questionnaire page B only if they have not selected X, Y, or Z.

Note that when you assign priorities to rules, you don't have to number them sequentially. Since priorities must be integer values, it is often a good idea to intentionally leave gaps. Thus, if you had intended to assign priorities such as 1, 2 and 3, then consider assigning priorities of 10, 20, and 30 instead.

Note that if you assign the same priority to multiple rules, then the **C3** Advisor will test those in alphanumeric order by rule name. For example:

You have created 12 rules. Listed in order of their creation, their names and priorities are:

```
RuleA —Priority 10
RuleB —Priority 20
RuleC —Priority 30
RuleD —Priority 40
RuleE —Priority 50
RuleF —Priority 35
RuleG —Priority 45
RuleH —Priority 25
RuleI —Priority 7
RuleJ —Priority 30
RuleK —Priority 20
RuleL —Priority 27
```

Note that the syntax of rules is not relevant to the order in which the **C3** Advisor tests them against the state. The *name* you give to a rule *is* relevant, in that if two or more rules have the same priority, then the **C3** Advisor tests those rules against the

state in alphanumeric order. Thus, these rules would be tested in the following order:

```
RuleI —Priority 7
RuleA —Priority 10
RuleB —Priority 20
RuleK —Priority 20
RuleH —Priority 25
RuleL —Priority 27
RuleC —Priority 30
RuleJ —Priority 30
RuleF —Priority 35
RuleD —Priority 40
RuleG —Priority 45
RuleE —Priority 50
```

The use of priorities is discussed further in the section "Rule Authoring Tips" on page 115.

Creating the syntax of a rule and determining its priority are only part of the process of creating a rule. For a complete description of the process, see "To Create a Rule" on page 673.

Rule Authoring Tips

The example shown in "Rule Priority" on page 113 is only one case where the rules author needs to create rules in a specific way to achieve the necessary result. There are a few instances where specific construction and ordering of rules may be required. The tips that follow show you how to handle some potential problems.

Creating Default Rules

As you create your rules, you should keep in mind one characteristic of the **C3** Advisor: once it begins testing rules against the current state, it continues to do so *until it executes a rule that causes it to display a new questionnaire page*. If there is no such rule, then the **C3** Advisor jumps to the end page and ends the questionnaire.

This functionality can be useful, since it helps streamline the product selection process. On the other hand, if you accidentally omit or delete a rule that you need, then a customer that makes the "wrong" choice bypasses the remainder of the questionnaire and winds up at the end page.

One way to avoid this is to create a default rule for each questionnaire page in the questionnaire, defining what the next questionnaire page needs to be if no other rule is executed from the questionnaire page. The syntax for such a default rule is:

```
IF Questionnaire Page = <qpage1>
  THEN Questionnaire Page = <qpage2>
```

Assign this rule the lowest priority of all of your rules, to ensure that any answer-specific rule that might be satisfied by the state is executed before this rule. Thus, this rule will only be executed if there is no other rule satisfied by the state.

Note: Once this rule is executed, then it cannot be re-used.

Note that the design of your questionnaire will determine whether or not you have need of these default rules. In some cases, jumping directly to the end of the questionnaire may be considered a desirable thing.

Using AND NOT Arguments to Disable Answers

There may be instances when one of your questions affects another, and an answer your customer chooses on one questionnaire page needs to limit the available answers on a subsequent questionnaire page. Consider this example:

You have two questions, one for processor speed and another for available memory.

- The processor speed question appears on questionnaire page 1, and asks "What speed should your computer's processor be?" Its answers are 400MHz, 500MHz, or 600MHz.
- The available memory question is displayed on questionnaire page 2, and asks "How much available memory do you need?" Its answers are 128MB RAM, 192MB RAM, 256MB RAM, or 512MB RAM.

Your company offers computers that have:

- 400MHz processors and can have either 128MB or 192MB of RAM.
- 500MHz processors and can have 192MB, 256MB, or 512MB of RAM.
- 600MHz processors and can have 256MB or 512MB of RAM.

When your customers see questionnaire page 1, they will choose one of the available processor speeds. Depending on which processor speed they choose, some of the answers of the available memory question should not be displayed on questionnaire page 2. You need to write a series of rules such that:

- If a customer chooses 400MHz on questionnaire page 1, then they will only be able to select either 128MB or 192MB on questionnaire page 2.
- If a customer chooses 500MHz on questionnaire page 1, then they will only be able to select either 192MB, 256MB, or 512MB on questionnaire page 2.
- If a customer chooses 600MHz on questionnaire page 1, then they will only be able to select either 256MB or 512MB on questionnaire page 2.

This translates to three rules:

1.	IF Questionnaire Page = 1 AND processor speed = 400MHz THEN Questionnaire Page = 2 AND NOT available memory = 256MB AND NOT available memory = 512MB
2.	IF Questionnaire Page = 1 AND processor speed = 500MHz THEN Questionnaire Page = 2 AND NOT available memory = 128MB
3.	IF Questionnaire Page = 1 AND processor speed = 600MHz THEN Questionnaire Page = 2 AND NOT available memory = 128MB AND NOT available memory = 192MB

Creating these rules ensures that questionnaire page 2 will display only those answers that are appropriate, based on the customer's selection on questionnaire page 1.

Designing the Questionnaire

The process of creating your questionnaire has two stages: design and construction. This section addresses how you design your questionnaire. The following section, "Building the Questionnaire" on page 128, describes the construction stage.

Design is the more complex of these two stages, and is likely to require more thought. Building the questionnaire is a matter of implementing the decisions and concepts you arrive at during the design stage.

In order to design your questionnaire, you need to do two things. First you need to make some basic decisions about how you want your questionnaire to work for your customers. This is described in the section "Conceptual Design of the Questionnaire" on page 118. Then you need to lay out the questionnaire you want to build. This is discussed in section "Laying Out the Questionnaire" on page 119.

Once you arrive at a blueprint: that is, once you have designed the questionnaire, then you are ready to build it.

Note: Before you begin designing your questionnaire, you must ensure that your product catalog has already been defined in the C3 Product Manager .

Conceptual Design of the Questionnaire

There are a few steps in the conceptual design of your questionnaire. As you progress through these steps, you determine the form that the questionnaire will eventually take. These steps are:

- Identifying your products and their features

Use the **C3 Product Manager** to generate a complete list of your company's products, and use this list to generate a list of product features. This list of features does not need to include every feature in every product, but it does need to include the features that can help distinguish between products.

- Categorizing your features

Once you have identified your features, you need to group the features into a hierarchy.

- Determining the look and feel you want your questionnaire to have

You need to decide how you want your questionnaire to look. This includes such things as how many questions should appear on each page of the questionnaire.

Identify Your Products

You base your design on your list of products and the list of features these products represent. The questionnaire is used to identify products, and it uses features to do it. Thus, the logical place to start is by making a list of your company's products. You can get this list from the **C3 Product Manager**. Then you use your product list to identify your feature list.

Your company may carry a large product line, and this product line might change frequently. As a result, you may need to periodically redesign your questionnaire to take these changes into account.

Identify and Categorize Your Features

Once you have a complete list of your products, you can use this list to identify the features you will use in your questionnaire. Features are important because:

- You create your questions based on your features.

Since the questionnaire distinguishes between products by how their feature sets differ, you need to create questions that can isolate specific features.

- Your customers will compare products based on their features.

One of the capabilities of the **C3** Advisor is to display a comparison of two or more products. This comparison is based on the features you define.

Once you have created your list of features, you need to categorize them. That is, you need to group them into a hierarchy where each feature is a member of a specific feature type.

The process you follow to identify and categorize your features is described in more detail in "An Example of Questionnaire Design" on page 120.

Determine the Look and Feel You Want

C3 Advisor Administration gives you a great deal of freedom in determining how your questionnaire will be organized. In particular, you can decide how many questionnaire pages will make up the questionnaire, as well as how many questions will appear on each questionnaire page. This in turn defines the customer experience.

You might decide that a customer would rather answer all possible questions on a single page, and go from that page to their final product list. This approach would only require you to create a single questionnaire page within your questionnaire.

On the other hand, you might decide that each questionnaire page should have only one question to answer, providing a wizard-like experience for your customer. In this case, you would need to create a questionnaire page for each of your questions.

These two cases are the extremes, and it is more likely that you will create a questionnaire that falls somewhere between the two. Most administrators choose to design a questionnaire that has a reasonable number of questionnaire pages, with a few questions assigned to each questionnaire page.

Whichever approach you choose to take, you need to decide ahead of time the general appearance and behavior you want your questionnaire to have.

Laying Out the Questionnaire

Once you have listed your feature hierarchy and made a preliminary decision about how you want your questionnaire to appear, you need to lay the questionnaire out. The layout is a kind of tree diagram of the questionnaire that you create before you actually build the questionnaire. This layout shows each of the questionnaire pages

that will be in the questionnaire, as well as the questions and answers that will appear on each questionnaire page. The layout needs to show the path from one questionnaire page to the next, as well as which products are identified by each path in the diagram. To do this, you will:

- Use your list of features to determine what questions and answers you need to create. The features can represent possible answers to the questions.
- Write questions (and their answers) that map to specific features.
- List the questionnaire pages that will contain these questions.
- Create a story board that shows the questionnaire.

Each of these tasks is illustrated in the following example.

An Example of Questionnaire Design

This example is based on a fictional company called Matrix Solutions, and shows how their questionnaire might be built.

List the Products

The first step in creating the questionnaire is to list the products. Matrix sells desktop computers, and these are the models they offer:

- Matrix7480 Desktop
- Matrix7490 Desktop
- Matrix7500 Desktop
- Matrix7510 Desktop
- Matrix7520 Desktop
- Matrix7540 Desktop
- Matrix7550 Desktop
- Matrix7600 Desktop

Use the Features to Determine the Answers to the Questions

The next step is to identify the kinds of features that can be used to distinguish between models. These are:

- Processor
- RAM

- Hard Drive
- Connectivity

Each of these computers has additional features, but these features differ enough between models that they can be used to create the questionnaire. Table 16 on page 121 shows each of the models and their features.

Note that in many cases a model shows several values for a single feature. This means that the customer may choose any of these values for that model.

TABLE 16. Matrix Solutions Desktop Models and their Features

Model	Processor	RAM	Hard Drive	Connectivity
Matrix7480	400MHz	128MB	4.0GB 6.1GB	56K Internal Modem
Matrix7490	400MHz 450MHz	128MB 256MB	4.0GB 6.1GB 8.2GB	56K Internal Modem
Matrix7500	400MHz 450MHz 500MHz	128MB 192MB 256MB	4.0GB 6.1GB 12GB	56K Internal Modem 56K Wireless Internal Modem
Matrix7510	450MHz 500MHz 550MHz	128MB 256MB 512MB	6.1GB 8.2GB 12GB	56K Internal Modem 56K Wireless Internal Modem Ethernet
Matrix7520	550MHz 600MHz	512MB	6.1GB 8.2GB 12GB 16GB	56K Internal Modem Cable Modem DSL Ethernet
Matrix7540	600MHz	512MB	8.2GB 12GB 16GB	56K Internal Modem 56K Wireless Internal Modem Cable Modem DSL Ethernet

TABLE 16. Matrix Solutions Desktop Models and their Features (Continued)

Model	Processor	RAM	Hard Drive	Connectivity
Matrix7550	600MHz	256MB	8.2GB	56K Internal Modem
	650MHz	512MB	12GB	Cable Modem
	700MHz		16GB	DSL Ethernet
Matrix7600	650MHz	512MB	12GB	56K Internal Modem
	700MHz		16GB	56K Wireless Internal Modem
			20GB	Cable Modem DSL Ethernet

Creating a table like this is very useful. It does more than simply list each product and its features—it also identifies the feature types that need to be created as well as some of the questions and answers. The feature types are Processors, RAM, Hard Drive, and Connectivity and they correspond to four questions:

- The Processor question: "How fast do you want the processor in your computer to be?" The possible answers for this question are:
 - 400MHz
 - 450MHz
 - 500MHz
 - 550MHz
 - 600MHz
 - 650MHz
 - 700MHz.
- The Available Memory question: "How much available memory do you need your computer to have?" This question's answers are:
 - 128MB
 - 192MB
 - 256MB
 - 512MB.

- The Hard Drive question: "How much disk space do you need?" Its answers are:
 - 4.0GB
 - 6.1GB
 - 8.2GB
 - 12GB
 - 16GB
 - 20GB
- The Connectivity question: "How will you connect to the Internet (if at all)?" Its answers are:
 - 56K Internal Modem
 - 56K Wireless Internal Modem
 - Cable Modem
 - DSL
 - Ethernet

These questions indicate specific features, and so can quickly determine which of Matrix' models is appropriate for a customer. In addition, the administrator building Matrix Solutions' questionnaire added the following questions:

- The Computer Experience question asks "How experienced a computer user are you?" Its answers are:
 - Novice
 - Somewhat Experienced
 - Very Experienced
 - Expert
- The Computer Use question asks "What will you use your computer for?" Its answers are:
 - Data Analysis
 - Graphics/Multimedia
 - Programming

- Internet
- Email
- Games
- Word Processing

These questions are more general in nature. Rather than isolating a single feature, each of the answers implies a collection of features. Customers that identify themselves as experts or plan to use their computers for data analysis are likely to require high speed processors, more available RAM, and larger hard drives. Customers that are somewhat experienced or plan to use their computers for word processing may not need as much processor speed or disk space.

List the Questionnaire Pages

The next step is to make a list of the questionnaire pages and lay them out in sequence.

Matrix Solutions chooses to limit each questionnaire page to no more than three questions. They decide to create the following questionnaire pages:

- QP1 is the first questionnaire page in the questionnaire, and displays the Computer Experience Question
- QP2 displays the Computer Use question.
- QP3 displays the Connectivity question.
- QP4 displays the Processor question, the Hard Drive question, and the Available Memory question.

Matrix' administrator lays out the questionnaire as follows:

- Customers begin at QP1, and are asked how experienced they are. Regardless of which answer they choose, they go to QP2.
- At QP2, customers are asked how they will use their computer. Which page they see next depends on which answer they choose.
 - If they choose "Internet", then they go to QP3.
 - If they choose any other use, then they go to QP4.

There are now two paths to the questionnaire.

- If the customer has been directed to QP3, then they are asked how they will connect to the Internet. When they choose an answer, they go to QP4.

- If the customer has been directed to QP4, then they are asked three questions:
 - How fast a processor they want
 - What size hard drive they want
 - How much RAM they want

The customer may answer any of the questions or all of them. Regardless of the answers they choose, there are no more questions to be answered. As a result, the *C3* Advisor displays a questionnaire page that shows only the resulting product list.

Figure 25 on page 125 shows the query page flow.

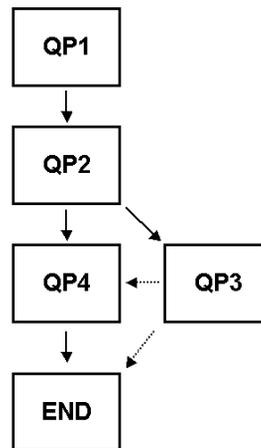


FIGURE 25. Questionnaire Layout

Identify the Rules

The last design step is to identify the rules that need to be created to ensure that the questionnaire behaves correctly. The layout can be used to identify the rules.

- The questionnaire automatically starts at QP1. This does not require you to create any rules, but you need to set QP1 as the start page in the *C3* Advisor. (See "To Set the Start Page" on page 655.)
- If the customer selects either "Novice" or "Somewhat Experienced" on QP1, then the answers "Data Analysis" and "Programming" need to be disabled on QP2. This requires Rules 1 and 2.

- Regardless of what the customer selects on QP1, the next page they see is QP2. To ensure this, you need to create Rule 3.
- At QP2 there are two possibilities. If the customer chooses "Internet" they are directed to QP3. This is Rule 4.
- If they choose any of the other answers on QP2, then they go to QP4, which is defined by Rule 5.
- If the customer arrives at QP3, then they are asked how they plan to connect to the Internet. Regardless of which answer the customer chooses at QP3, the next questionnaire page is QP4. This is defined by Rule 6.
- Once the customer completes QP4, they have completed the questionnaire. By intention, there are no rules satisfied by the state at QP4, so the C3 Advisor will bring the customer to the end page.

Table 17 on page 126 shows these rules.

TABLE 17. Rules in Matrix Solutions' Questionnaire

Rule	Syntax	Priority
1	IF Computer Experience = Novice THEN NOT Computer Use = Data Analysis AND NOT Computer Use = Programming	10
2	IF Computer Experience = Somewhat Experienced THEN NOT Computer Use = Data Analysis AND NOT Computer Use = Programming	10
3	IF Questionnaire Page = QP1 THEN Questionnaire Page = QP2	30
4	IF Computer Use = Internet THEN Questionnaire Page = QP3	20

TABLE 17. Rules in Matrix Solutions' Questionnaire

Rule	Syntax	Priority
5	IF Questionnaire Page = QP2 THEN Questionnaire Page = QP4	30
6	IF Questionnaire Page = QP3 THEN Questionnaire Page = QP4	30

Consider the priorities assigned to these rules. Rules 1 and 2 have a priority of 10, Rule 4 has a priority of 20, and Rules 3, 5, and 6 have a priority of 30. This means that the **C3** Advisor tests Rules 1 and 2 before any of the others. Because the **C3** Advisor tests rules of the same priority in alphanumeric order by name, Rule 1 is tested before Rule 2. Since neither Rule 1 nor Rule 2 specifies a next questionnaire page, Rule 4 is tested next. If Rule 4 is not satisfied by the state, then the **C3** Advisor goes on to test Rule 3, then Rule 5, then Rule 6.

Keeping the Customer in Mind

As you create your layout, you should keep the customer experience in mind. Some helpful guidelines are:

- Start your questionnaire with a questionnaire page that has only one or two questions that focus on the customer, rather than on your products.

Using questions like this can help you classify your customers and define the paths that the questionnaire can take. An example might be to ask “How experienced a computer user are you?” This question leads to two different questionnaire paths, one for experienced users who will be interested in powerful, cutting edge computers, and another for less experienced users who may not want or need as much computing power.

- Move from general questions to more specific ones.

It is often a good policy to reserve your most specific questions for questionnaire pages that appear later in the questionnaire.

- Try not to show your customers redundant questions or questionnaire pages.

While you may need to assign a question to multiple questionnaire pages, your customer will prefer to see (and answer) each question only once. Note that if your customer answers the same question more than once, then they may accidentally create a situation where none of your company's products meet their specified requests.

This completes the design phase. Your questionnaire is likely to be more complex than the example illustrated here. However, if you follow the design process as it has been described, then you will have little trouble building your questionnaire.

Building the Questionnaire

Once you have designed your questionnaire, you are ready to build it. The tasks you perform in building your questionnaire are listed in order in the section that follows.

Questionnaire Construction Tasks

There are several tasks you need to perform in building your questionnaire, and performing these tasks in the right sequence can help prevent both omissions and redundancies, as well shortening the process. "An Example of Questionnaire Design" on page 120 provides a detailed description of how to design a questionnaire. You may find it useful to refer to this example before building your own questionnaire.

The tasks you perform to build a questionnaire are:

- Use the **C3** Product Manager to create your product catalog hierarchy.

The product list you created when you designed your questionnaire needs to be defined in the **C3** Product Manager. The products themselves need to be organized into an n-tier hierarchy of product categories and products. See:

- "To Create a Product Category" on page 279.
- "To Create a Product" on page 296.

- Use the **C3** Product Manager to create your feature hierarchy

Create the feature hierarchy that you developed while designing your questionnaire. You will need to create feature type groups, feature types, and features. See:

- "To Create a Feature Type Group" on page 621.
 - "To Create a Feature Type" on page 626.
 - "To Create a Feature" on page 631.
 - Use the **C3** Product Manager to assign features to products
Once you have created both the product hierarchy and the feature hierarchy, you need to build relationships between products and features. Feature types can be associated only to product categories, while features can be assigned to both product categories and to individual products. See:
 - Use **C3** Advisor Administration to create the questions and answers you identified in your layout. See:
 - "To Create a Question" on page 657.
 - "To Create an Answer" on page 662.
 - Use **C3** Advisor Administration to assign features to your answers.
Refer to your questionnaire layout to ensure that you make all of the necessary feature assignments. See:
 - "To Assign a Feature to an Answer" on page 668.
 - Use **C3** Advisor Administration to create the questionnaire pages that you identified in your questionnaire layout. See:
 - "To Create a Questionnaire Page" on page 646.
 - Use **C3** Advisor Administration to create your rules. Your layout shows the rules you need to create, and their priority. See:
 - "To Create a Rule" on page 673.
 - Use **C3** Advisor Administration to create the resource types you expect to apply to any of your entities. See:
 - "To Create a Resource Type" on page 636.
 - Use **C3** Advisor Administration to assign resources to your entities. See:
 - "To Assign a Resource to an Entity" on page 640.
- Once you have created your business objects, your questionnaire is complete.

Administration Interface in C3 Advisor

C3 Advisor Administration is a browser-based application that enables you to create an interactive questionnaire designed to guide your customers to the products that best suit their needs. This chapter describes the **C3** Advisor Administration interface and presents examples of how to build a questionnaire.

See CHAPTER 3, "Administration Interface" for general interface and navigation information about the Comergent eBusiness System.

Basic C3 Advisor Administration Page

To access **C3** Advisor Administration, log into the Comergent eBusiness System, and on the home page, click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page. This displays the **C3** Advisor Administration page.

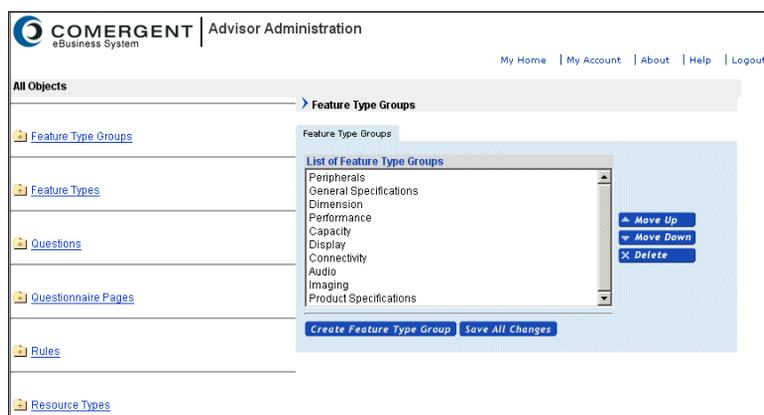


FIGURE 26. C3 Advisor Administration Page

The page has two parts, or panels. The left-hand panel is the Navigation Panel, while the right-hand panel is the Content Panel which displays the content relevant to your location within the Navigation Panel.

About the Navigation Panel

The Navigation panel provides navigation access to the questionnaire in the form of a directory tree. For example:

- Folders can contain subfolders, items, or both.
- Clicking a folder (the icon next to the underlined link) expands the structure beneath that folder. Clicking the folder again causes it to contract.
- Clicking either a folder or the underlined link next to a folder in the Navigation Panel causes the Content Panel to display content appropriate for that link.

Figure 26 on page 132 shows how the **C3** Advisor Administration page looks whenever you connect to **C3** Advisor Administration.

There are several folders displayed: Feature Type Groups, Feature Types, Questions, Questionnaire Pages, Rules, and Resource Types. These represent the various components of the questionnaire.

Each of these folders has sub-folders, and can be expanded, as shown in Figure 27 on page 133:

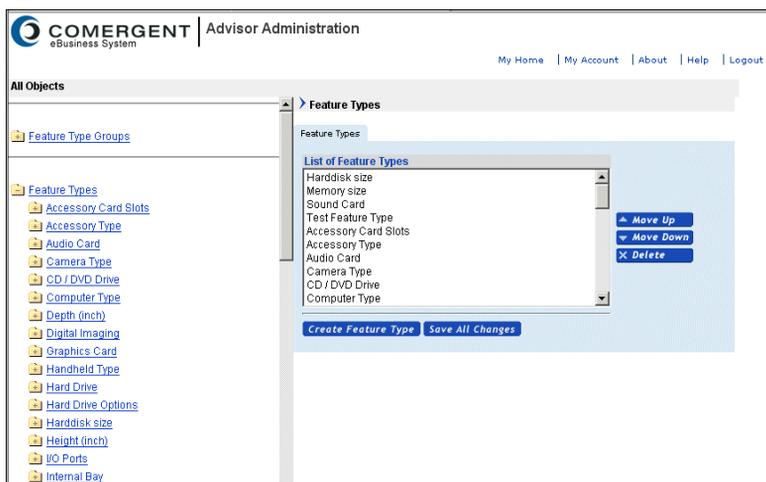


FIGURE 27. Example C3 Advisor Administration Page

In this example, the Navigation Panel shows the Feature Types folder expanded to display all existing feature types. The Accessories Included feature types has also been expanded, displaying all of the features (AC Adapter, Battery, and so on.) that have been created within that feature type.

All of the folders in the C3 Advisor Administration Navigation Panel follow a similar hierarchy. For example, the Questions folder has the list of existing questions beneath it, while each individual question has the list of its answers beneath it. The hierarchies are as follows:

- Feature Type Groups > All existing feature type groups
- Feature Types > All existing feature types > All existing features
- Questions > All existing questions > All existing answers
- Questionnaire Pages > All existing questionnaire pages
- Rules > All existing rules
- Resource Types > All existing resource types

Use the Navigation Panel to navigate within C3 Advisor Administration.

About the Content Panel

As you use the Navigation Panel, the Content Panel changes to reflect where you are in the application. Each of the content panels serves a different purpose.



FIGURE 28. C3 Advisor Administration Page with Content Panel

In Figure 28 on page 134, the right-hand panel is the Content Panel. Note that:

- The top of the panel shows you where you are in the application (>Feature Types>Monitor Size).
- The panel has a **Save All Changes** button in the lower left corner.

Changes that you make in a content panel are *not* automatically saved to the database; they are only saved when you click **Save All Changes**. If you leave a content panel (or even change tabs within a content panel) without first clicking Save, your changes are lost.

Note that Create Object Panels are the exception to this rule. They do not have a **Save** button. Instead, they have a **Create** button, which automatically saves your changes.

- Some content panels have tabs across the top.

Different tabs allow you to perform different tasks. The number of tabs varies between content panels.

The various kinds of content panels you see in *C3* Advisor Administration are described in more detail in the following sections.

Types of Content Panels

As you use *C3* Advisor, each content panel deals with a different kind of object. These are:

- List panels display all of the existing objects of that type.
- New object panels are used to create new business objects.
- Tabbed panels let you manage the attributes of business objects

All of the *C3* Advisor content panels fall into one of these basic panel types.

List Panels

When you select a top-level link, a List Panel appears that shows all of the objects that exist under that heading. Clicking any of these links brings you to a list panel.

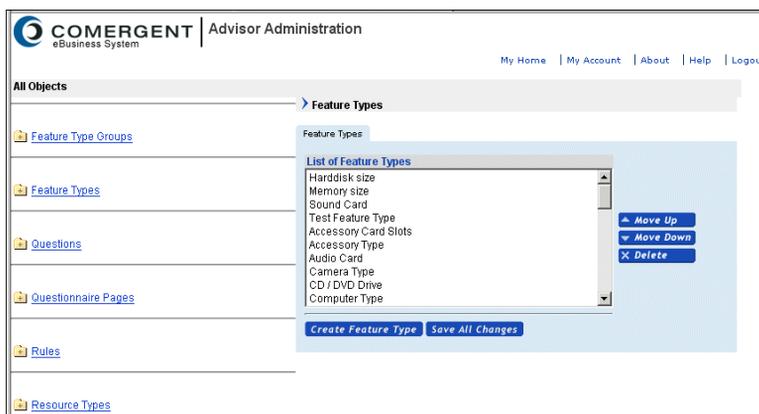


FIGURE 29. Example of a List Panel

All list panels include links that allow you to create and delete objects. Some list panels also allow you to order the subobjects that appear in the list. Those list panels that allow you to order subobjects have **Move Up** and **Move Down** buttons to facilitate the ordering process.

Create Object Panels

Create Object panels allow you to create new business objects in your questionnaire. Each kind of business object has its own creation panel, accessed by

clicking the Create button on that object's list panel. For example, to create a question, you would first access the Questions List Panel, then click **Create Question**. This brings you to the New Question Panel, as shown in Figure 30 on page 136.

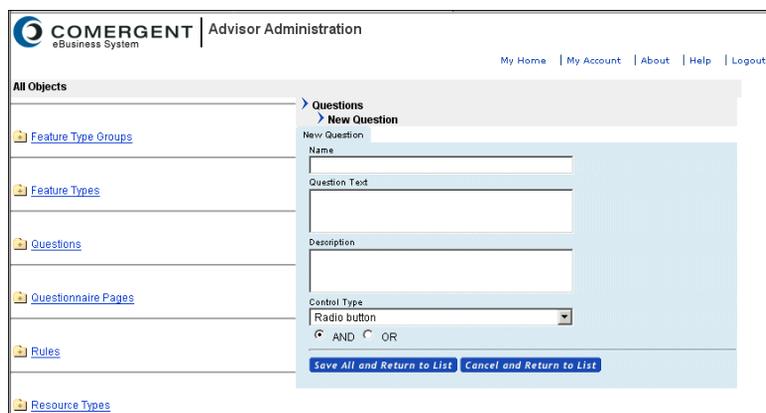


FIGURE 30. New Question Panel

Each type of business object has unique attributes, and so the Create Object panels differ from object type to object type. However, they all follow the same pattern.

Tabbed Panels

Tabbed panels enable you to manage the properties of business objects. These properties include such things as the name and description given to the business object, as well as the definition of that object's relationships with other business objects. Figure 31 on page 137 shows an example of a tabbed panel.

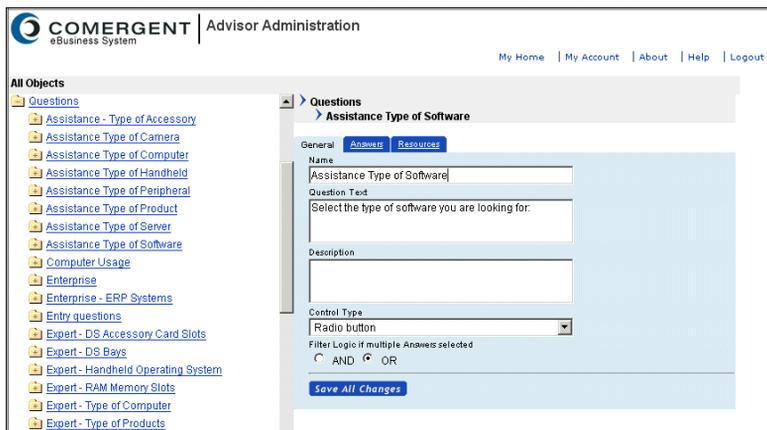


FIGURE 31. Example of a Tabbed Panel

In tabbed panels, different tabs serve different functions. These may differ from business object to business object, but as a rule:

- General tabs allow you to manage an object’s basic properties such as its name and description.
- Assignment tabs allow you to assign an object to another object.
- Resources tabs allow you to assign one or more resources to an object.

General Tabs

General tabs enable you to manage an object’s basic properties. Usually these are such things as an object’s name and description, but may also include more specific information unique to a particular business object. For example, part of the general information that relates specifically to a questionnaire page includes how many columns the questionnaire page should display. Figure 32 on page 138 shows an example of the General tab.

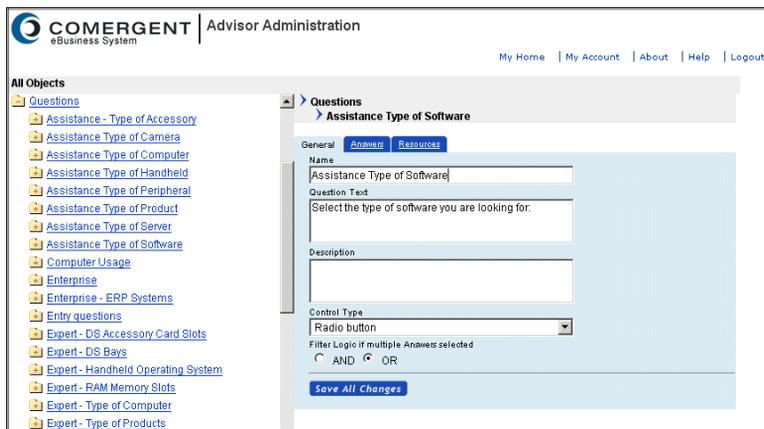


FIGURE 32. Example of a General Tab

Assignment Tabs

Assignment tabs let you manage the relationships between business objects. For example, you would use the Assign Questions tab of the Questionnaire Page Detail Panel to assign specific questions to the questionnaire page. Figure 33 on page 138 shows an example assignment tab.

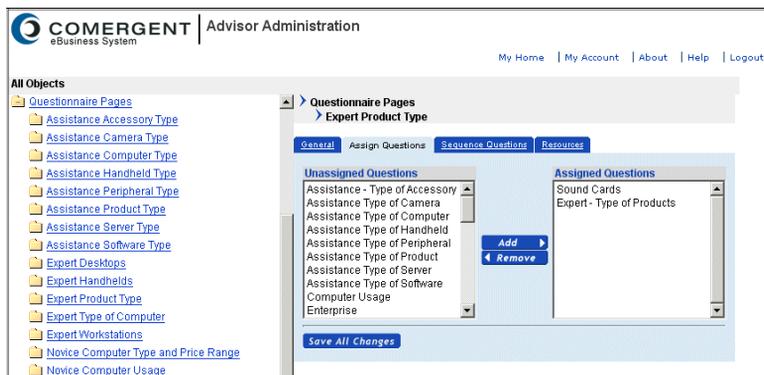


FIGURE 33. Example of an Assignment Tab

Resources Tabs

Resources tabs let you assign resources to business objects. Resources tabs are the same, regardless of business object. Figure 34 on page 139 shows an example resources tab.

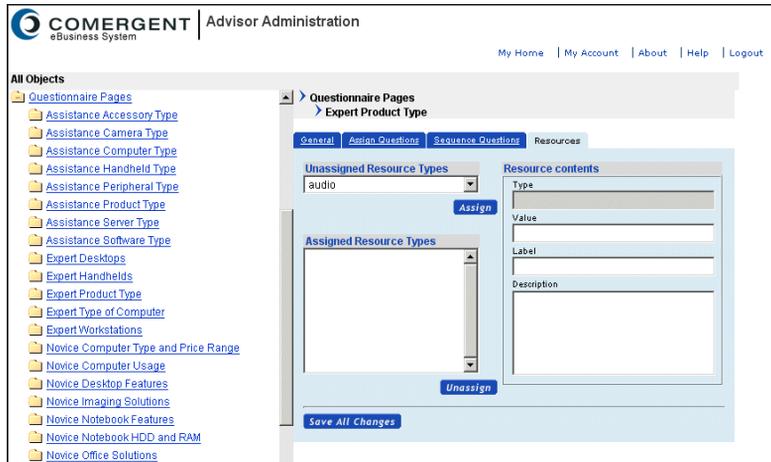


FIGURE 34. Example of a Resources Tab

This chapter covers tasks performed to manage users in the Comergent eBusiness System: See "Managing Users" on page 141 for the tasks performed by Enterprise employees or the employees of a C3 Partner.com partner. See CHAPTER 9, "Administration Performed by Partner Users" for the tasks performed by employees of a partner.

"Users, Roles, and Functions" on page 13 contains an overview of user administration in the Comergent eBusiness System.

Managing Users

The *user administrator* (an enterprise employee with enterprise user management responsibilities) performs the following tasks:

- "To Create a New Enterprise User" on page 142
- "To Modify an Enterprise User Profile" on page 145
- "To Delete an Enterprise User" on page 145
- "To Search for an Enterprise User" on page 145
- "To Search for Any User" on page 146
- "Defining Functions and Roles" on page 148

Note that enterprise profile administrators can also create partner profiles and partner users for partners. See "To Create a New Partner User" on page 173 for more information on creating partner users.

To Create a New Enterprise User

1. Click **System Users** in the System Administration panel on the Comergent eBusiness System enterprise home page. This displays the User List page.

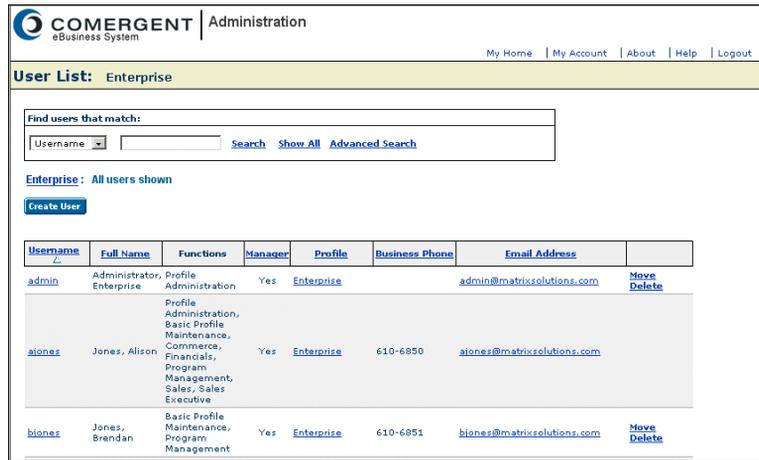


FIGURE 35. User List Page

2. On the User List page, click **Create User**. If this button is not visible, then you do not have the access privileges to create a new user.

FIGURE 36. User Detail Page: New User Tab

3. On the User Detail page, enter the details of this new user. Note the following:
 - Username: This username must be unique throughout the Comergent eBusiness System.
 - Password: Use letters and numbers from the keyboard with no spaces or other punctuation.
 - User Functions: Select those functions that this user will perform by checking the appropriate check boxes. The list of functions displayed here is determined at implementation time.

Attention: Do not select the ERPAdministrator user type for standard users. Users of this user type cannot log in through the Web user interface.

- Preferred Locale: Select the preferred locale which will apply when the user logs in. The drop-down list displays the names for the supported locales.
4. Enter any other pertinent details.
 5. Click **Save**.

Once you have saved the basic information for a new user, the User Detail page is displayed with new tabs.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

User Detail for Andrew Goldsworthy

Info | Addresses | Current Accounts | Notes

Belongs To: [Enterprise](#)

[View Users](#) [Save](#)

NOTE: (*) items are required.

<p>User Information</p> <p>Username * andrewgg</p> <p>Password * [*****]</p> <p>Confirm Password * [*****]</p> <p>Title [Mr.]</p> <p>First name * Andrew</p> <p>Last name * Goldsworthy</p> <p>Job Title []</p>	<p>User Locale</p> <p>Preferred Locale [United States]</p> <p>Note: changes to Preferred Locale will take effect on the next login.</p>	<p>User Functions</p> <p><input checked="" type="checkbox"/> Manager</p> <p>User Type User</p> <p>Functions</p> <p><input type="checkbox"/> Commerce</p> <p><input type="checkbox"/> Sales</p> <p><input checked="" type="checkbox"/> Sales Executive</p> <p><input type="checkbox"/> Program Management</p> <p><input checked="" type="checkbox"/> Channel Executive</p> <p><input type="checkbox"/> Financials</p> <p><input type="checkbox"/> Lead Administration</p> <p><input type="checkbox"/> Basic Profile</p>	<p>Status</p> <p>Please enter a reason when changing the status.</p> <p>Parent Status Open</p> <p>Status [Open]</p> <p>Comment []</p> <p>User Account Limits</p> <p>Max. Accounts []</p>
--	---	--	--

FIGURE 37. User Detail Page: Info Tab

6. You can update information on the Info tab and click **Save**. In particular, you can now set a maximum on the number of accounts that can be assigned to this user.
7. You can manage the assignment of accounts to this user. See "Assigning Accounts to Users" on page 199 for more details.
8. You can also make notes regarding this user by clicking the Notes tab.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

User Detail for Andrew Goldsworthy

Info | Addresses | Current Accounts | Notes

Belongs To: [Enterprise](#)

[View Users](#)

Enter a new note in the textbox and click the Add Note button to save the note.

Add Note

[] Private

[Add Note](#)

Date	Note	Organization	Created By
9/13/2005	Created user	Enterprise	ajones

FIGURE 38. User Detail Page: Notes Tab

To Modify an Enterprise User Profile

You can change user profile information for another enterprise user or partner user if you have the right level of entitlement access to the user.

Attention: Do not change the username or password of the Anonymous User user.
--

1. Click **System Users** in the System Administration panel on the Comergent eBusiness System enterprise home page. This displays the User List page.
2. On the User List page, click the link to the user whose profile you wish to modify. This displays the User Detail page. If you cannot see the user whose details you want to update, then you can search for the user.
3. On the User Detail page, modify user details as appropriate.
4. Click **Save All and Return to List**.

To Delete an Enterprise User

1. Click **System Users** in the System Administration panel on the Comergent eBusiness System enterprise home page.
2. On the User List page, click **Delete (X)** in the Actions column next to the user you wish to delete.

The user is deleted from the Comergent eBusiness System. However, note that the username that belonged to this user is still present in the system. No new user can re-use this username.

To Search for an Enterprise User

1. Click **System Users** in the System Administration panel on the Comergent eBusiness System enterprise home page.
2. Select one of Username, First Name, Last Name, from the drop-down list, and enter the full or partial string for the search. You can use “*” as a wild card character.

For example, if you select First Name and enter “An*”, then you will find all enterprise users whose first name begins with “An” such as Andrew and Anne.

3. Click **Go**.
4. You can click **Advanced Search** to perform a more detailed search.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

User Search: Enterprise [Go to Users List](#)

Enter data and click on search button to search

Search by Profile Name
Profile Name: Enterprise
Include Organization Hierarchy:

Search by User Name
Username:
First Name:
Last Name:
Business Phone:

Search by User Functions
Select all that apply
 Commerce
 Sales
 Sales Executive
 Program Management
 Channel Executive
 Financials
 Lead Administration
 Basic Profile Maintenance
 Profile Administration

[Back to Top ↑](#)

FIGURE 39. User Advanced Search Page

To Search for Any User

You can view the user details for any user in the Comergent eBusiness System. If you have the appropriate function, you can also modify user details or delete them from the Comergent eBusiness System. Note that in general, the administration of partner users should be left to partner administrators for each partner.

You can use the Search for User by Name panel to perform a quick search for a user, or you can use the advanced search capabilities as follows:

1. Click **Advanced Search** in the Search for User by Name panel.

FIGURE 40. User Advanced Search Page

2. Enter search criteria and click **Submit**.

The search results page displays the users that match your search criteria.

Username	Full Name	Profile Name	Business Phone	Email Address	
ahuang	Huang, Andrew	TaiwanTech	235-8099	ahuang@taiwantech.tw	Prepare Order Workspace Delete
alaurens	Laurens, Alexandre	ParisTech	76.823.1230	alaurens@paristech.fr	Prepare Order Workspace Delete
bbarry	Barry, Boris	SysPoint	610-6853	bbarry@netresources.com	Prepare Order Workspace Delete
bbunson	Bunson, Brad	AllNet Corp	610-6850	bbunson@farcom.com	Prepare Order Workspace Delete

FIGURE 41. User Search Results Page

3. Click the link to the user that you were looking for.

Defining Functions and Roles

Functions and roles are defined using the **Entitlements.xml** file. Defining a function or role requires that you specify the functionality that you wish the function or role to perform. Refer to the *Comergent eBusiness System Reference Guide* for more information.

This chapter describes the tasks required to administer the channel in the Comergent eBusiness System. The enterprise employee who acts as the *channel administrator* can create, modify, and delete partner profile information. See "Profile Administration Tasks" on page 161. The partner employee who acts as partner administrator can maintain the partner profile once it has been created by the channel administrator. See "Profile Administration for Partners" on page 207 for this information. "Managing the Sales Channel" on page 2 contains an overview of partner administration in the Comergent eBusiness System.

This chapter covers the following tasks:

- "To Search for a Profile" on page 162
- "To Export Profile List Information" on page 164
- "To Create a New Profile" on page 164
- "To Create a Profile as a Child of a Parent Profile" on page 166
- "To Move a Child Profile to Another Parent" on page 168
- "To Create Customers" on page 169
- "To Upload a Partner Logo" on page 170
- "To Create Profile Addresses" on page 171
- "To Delete Profile Addresses" on page 173

- "To Create a New Partner User" on page 173
- "To Move Users Between Levels in a Profile Hierarchy" on page 177
- "To Modify an Existing Profile" on page 179
- "To Assign a Price List to a Profile" on page 180
- "To Assign a Product Entitlement to a Profile" on page 181
- "To Enable a Profile for C3 Partner.com" on page 183
- "To Set Up a Payment Gateway" on page 185
- "To View Cart Activity for Selected Profiles" on page 186
- "To Create an MDF Payment Account" on page 188
- "To Create an Co-op Payment Account" on page 190
- "To Add Funds to a Payment Account" on page 192
- "To Remove Funds From a Payment Account" on page 193

Profile Detail Page

You maintain partner profile information on the Profile Detail page. The Profile Detail page provides a straightforward means to administer the information you need to work effectively with your partners. The information is organized by tabs that group related information together:

The screenshot shows the 'Profile Manager' interface for 'SysPoint'. The 'Info' tab is active, displaying a form with the following fields and values:

- Profile name ***: SysPoint
- Organization website address**: www.syspoint.com
- Custom Field #1**: (empty)
- Main telephone**: 610-6800
- Organization Email**: corp@syspoint.com
- Custom Field #2**: (empty)
- Main facsimile**: N/A
- Distributors**: Select to add (dropdown)
- Custom Field #3**: (empty)
- Profile type ***: Distributor (dropdown)
- Remove**: (button)
- Custom Field #4**: (empty)
- Profile level ***: Gold (dropdown)
- Message URL**: http://192.168.200.247
- Custom Field #5**: (empty)
- XML Message Version**: dXML 3.0 (dropdown)
- Content Type**: (empty)
- Login/Password required**:

FIGURE 42. Profile Detail Page: Info Tab

The tabs are:

- Info Tab
- Addresses Tab
- Detail Tab
- Business Tab
- Hierarchy Tab
- Logo Tab
- Commerce Tab
- Assigned To
- Pricelists Tab
- Product Entitlements Tab
- Notes Tab

Info Tab

This tab displays key partner information:

- Profile name: the display name for this profile. In Release 6.0 and higher, profile names need not be unique. However, bear in mind that in several places in the user interface, profiles are listed by profile name and so if two profiles have the same name, then they will be indistinguishable in any list of profile names. We suggest that you adopt a naming convention that ensures that profile names are effectively unique.
- Main telephone: the main telephone number of the partner
- Main facsimile: the main facsimile number for the partner
- Profile type: Each profile must be assigned a *type*. The choice of types is determined at the time of the implementation of the Comergent eBusiness System. For a profile to be available for selection as a distributor, you must select “Distributor” in this drop-down list.
- Profile level: if you assign profiles to one of several levels (such as Platinum, Gold, Silver), then select the correct level for this partner.
- XML Message version: the XML version is required to send messages to this partner’s server.
- Login/Password required (for distributor partners only): if you check this box, then a username and password is required for the enterprise employee to access the distributor’s site for inventory collection. For more information, see CHAPTER 27, "Inventory Collection".
- Company website address: the main home page for this profile. Although this field is not required, you must provide a Web site address if you wish the partner to be contacted through the Partner Selector function.
- Organization Email: the email address for the company. Although this field is not required, you must provide an Email address if you wish the partner to be contacted through the Partner Selector function.
- Distributors: each partner can have a business relationship with one or more distributors to place orders and obtain price and availability information. For the current profile, select those distributors with whom the partner has a business relationship. The list of profiles whose names are displayed in the drop-down list is determined by those profiles whose whose type is “Distributor”.

<p>Note: In previous releases, the list of distributors was used to determine to which distributors could be used for price-and-availability requests. In this release, this information is for display only.</p>
--

- **Message URL:** This field is required if the partner needs to send or receive Comergent XML messages (such as price and availability checks and cart transfers). This field represents the URL to which messages for this partner are sent to or received from.

If you are creating a profile for a **C3 Partner.com** partner, then the entry follows the format:

`http://<servername:port>/Comergent/msg/<partner name URL>`

- **Account manager:** the enterprise employee responsible for the business relationship with this partner
- **Custom field #1, Custom field #2, and so on:** these fields can be customized to suit individual information needs.
- **Accounts:** this panel provides access to the payment accounts used by the partner to manage their program activities.



The screenshot shows a web form titled "Accounts". At the top, it says "Please enter a reason when changing the account limits." Below this are several input fields: "Currency" with a dropdown menu showing "U"; "Credit Limit" with a text box containing "5000.00"; "Available Credit" with a text box containing "\$5,000.00"; and "Reason" with a large empty text area. At the bottom, there is a "View Account Details" section with a dropdown menu showing "MDF", a "Go" button, "Co-op %" with a text box containing "15", and "Co-op Account Maximum" with a text box containing "2000".

FIGURE 43. Accounts Panel

This panel gives you access to the payment accounts for the partner: MDF and Co-op accounts. The Co-op % and Co-op Account Maximum fields are used to calculate how uploaded updates to Co-op accounts are added to the available balances in the accounts.

Addresses Tab

This tab displays the sold-to, ship-to, and bill-to addresses provided by the partner.

The screenshot shows the 'Addresses' tab in the Profile Manager. The page title is 'COMERGENT eBusiness System | Profile Manager'. The organization profile is 'SysPoint'. The 'Addresses' tab is selected, and the 'Notes' section is empty. Below the 'Addresses' section, there is a form for adding a new address. The form includes fields for 'Address line 1', 'Address line 2', 'City', 'State/Province and Postal code', and 'Country'. There are also checkboxes for 'Use as Sold To Address', 'Use as Ship To Address', and 'Use as Bill To Address'. The form is currently empty, and the 'Save' button is highlighted in orange.

FIGURE 44. Profile Detail Page: Addresses Tab
Detail Tab

This tab contains business information about the profile.

The screenshot shows the 'Detail' tab in the Profile Manager. The page title is 'COMERGENT eBusiness System | Profile Manager'. The organization profile is 'SysPoint'. The 'Detail' tab is selected, and the 'Notes' section is empty. Below the 'Detail' section, there is a form for adding a new detail. The form includes fields for 'Organization ID', 'Founded', 'Current FY Revenue', 'Dun & Bradstreet ID', 'Total # of employees', 'Next FY Revenue', and 'Fiscal year end month'. There are also checkboxes for 'Use as Sold To Address', 'Use as Ship To Address', and 'Use as Bill To Address'. The form is currently empty, and the 'Save' button is highlighted in orange.

FIGURE 45. Profile Detail Page: Detail Tab

The Detail tab contains the following fields:

- Organization ID: This ID is used by the enterprise to identify each organization uniquely with whom they do business.
- Year founded: used for information only.
- Revenue: Estimates for this year's and next year's revenues.
- Fiscal year end month: used for information only.
- Number of employees: used for information only.
- Dun and Bradstreet ID: this ID must uniquely identify the partner in the commercial world.
- Services: this sub-tab provides information about the services that this partner offers.



FIGURE 46. Services Sub-tab

- Skills: this sub-tab provides information about the skills and skill levels that this partner is assessed to have.



FIGURE 47. Skills Sub-tab

Business Tab

This tab contains information relating to the business relationship between your enterprise and the current profile. Only enterprise employees who are channel administrators have the authority to modify information on this tab.

The information on this tab is for informational purposes only and has no effect on any other part of the Comergent eBusiness System. The information comprises:

- Product categories: select one or more product categories to show categories of products that the partner may sell.
- Territories: select one or more territories for this partner.
- Customer types: select one or more customer types (vertical markets) for this partner.
- Commerce Category: Direct.
- Contracts: there may be several business agreements between your enterprise and this partner. This sub-tab provides basic information about each agreement.

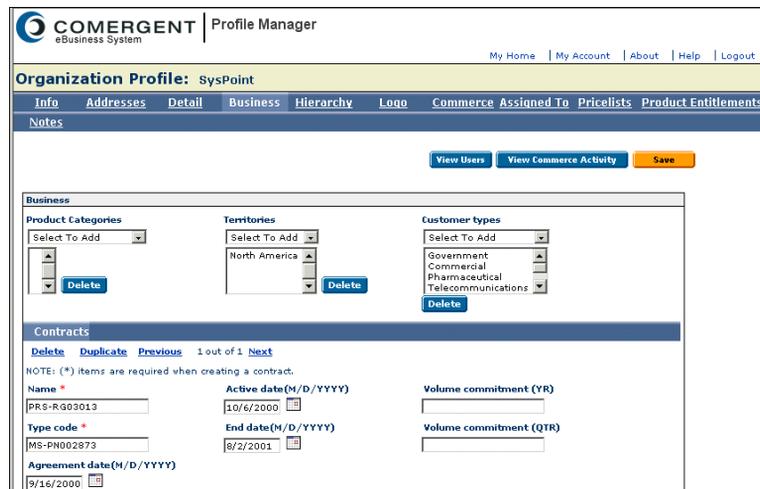


FIGURE 48. Profile Detail Page: Business Tab and Contracts Sub-tab

Hierarchy Tab

The Hierarchy tab enables you to manage a profile hierarchy. You can use this tab to create a complex organizational structure. For example, you can create management companies, divisions, locations, and departments. Then, by navigating down through the hierarchy of “children”, you can create and view “children” within “children” to an infinite number of levels. See "Profile Hierarchy" on page 3 for more information.

If a profile is enabled as either a Partner.com Partner or Storefront Partner, then this tab also includes a button that enables the creation of customers. Creating a

customer enables a partner to provide additional products and special pricing for certain partners. See "Customers and Their Users" on page 9 for more information.



FIGURE 49. Profile Detail Page: Hierarchy Tab

Logo Tab

You can use the **Logo** tab to upload a profile logo so that the logo is displayed when customers access the partner's storefront. You can also upload a cascading stylesheet (CSS) file to manage the look-and-feel of the partner's storefront.

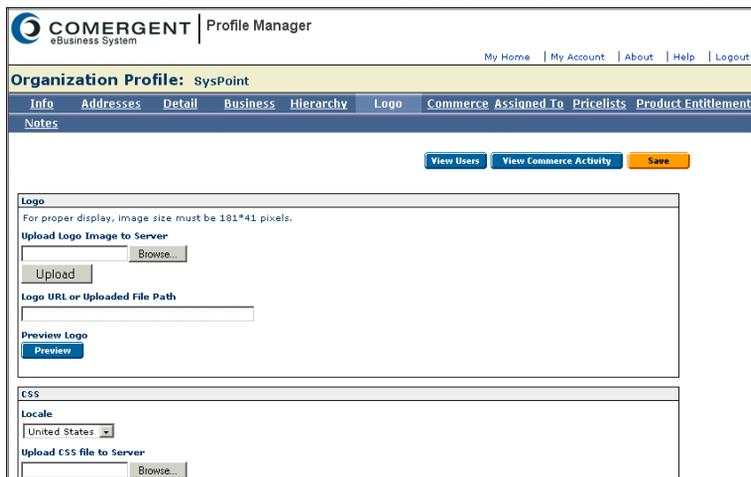


FIGURE 50. Profile Detail Page: Logo Tab

Commerce Tab

You can use the Commerce tab to enable a profile as either a Partner.com Partner or as a Partner.com Partner with Storefront Partner capabilities. See "Administering the Product Catalog" on page 19 for more information about these capabilities.

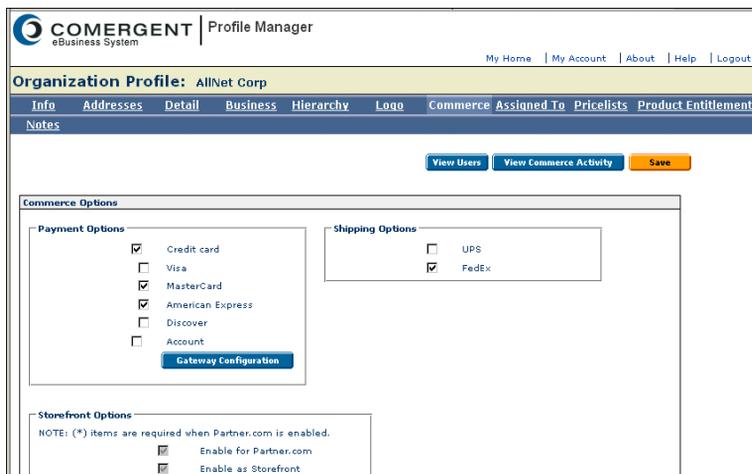


FIGURE 51. Profile Detail Page: Commerce Tab

Use this tab to specify payment options and shipping options that this partner wants to support. The selected options are displayed to users when they are editing the order header information before placing an order.

Payment Options

You must select one or both of Account or Credit Card: if you do not, then customers placing a split order to this partner will not be able to complete their order.

The available options are determined by entries in the CMGT_LOOKUPS table whose LOOKUP_TYPE is set to "PaymentType" and "CreditCardType". These entries are typically created at implementation time.

You can set up a payment gateway for your partner profile: this involves selecting a payment processor and providing the merchant details for your partner. See "To Set Up a Payment Gateway" on page 185 for details.

Shipping Options

You must select at least one of these options: if you do not, then customers placing a split order to this partner will not be able to complete their order.

The available options are determined by entries in the CMGT_LOOKUPS table whose LOOKUP_TYPE is set to "ShippingMethod". These entries are typically created at implementation time.

Assigned To

You use this tab to see which enterprise users have been assigned to this partner.

The screenshot displays the 'Assigned To' tab in the COMERGENT Profile Manager. At the top, there is a search box labeled 'Find users that match:' with a 'Username' dropdown menu, a search input field, and 'Search' and 'Show All' buttons. Below the search box is a table with the following data:

Username	Full Name	Functions	Manager	Profile	Business Phone	Email Address
cService	Jones, Richard	Basic Profile, Maintenance, Commerce, Financials, Program Management	No	Enterprise		rijones@matrixsolutions.com

At the bottom of the table, there is a 'Back to Top ↑' link. The page also features navigation tabs for 'Info', 'Addresses', 'Detail', 'Business', 'Hierarchy', 'Logo', 'Commerce', 'Assigned To', 'Pricelists', and 'Product Entitlements'. The 'Assigned To' tab is currently selected.

FIGURE 52. Profile Detail Page: Assigned To Tab

Pricelists Tab

You use the Pricelists tab to assign price lists to this partner.

COMERGENT | Profile Manager
eBusiness System

My Home | My Account | About | Help | Logout

Organization Profile: SysPoint

Info | Addresses | Detail | Business | Hierarchy | Logo | Commerce | Assigned To | Pricelists | Product Entitlements

Notes

Select appropriate price list for assignment and click Save button to save changes. † indicates the price list inherited from parent.

[View Users](#) [View Commerce Activity](#) [Save](#)

[Previous](#) [Next](#)

Assign	Sharable	Price List Name	Starting Date	Ending Date	Currency	Customer Type	Supplier	Status
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_unistor	1/17/2001	10/4/2010	USD	General	UNISTOR	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_taiwantech	1/17/2001	10/4/2010	USD	General	TaiwanTech	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_syspoint	1/17/2001	10/4/2010	USD	General	SysPoint	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_paristech	1/17/2001	10/4/2010	USD	General	ParisTech	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_ornitech	1/17/2001	10/4/2010	USD	General	OrniTech	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_dataLink	1/17/2001	10/4/2010	USD	General	DataLink	Active
<input type="checkbox"/>	<input type="checkbox"/>	Government	1/17/2001	10/6/2003	USD	Government	Enterprise	Active
<input type="checkbox"/>	<input type="checkbox"/>	Enterprise Master List	1/17/2001	10/4/2010	USD	General	Enterprise	Active
<input type="checkbox"/>	<input type="checkbox"/>	Commercial	1/17/2001	10/6/2003	USD	Commercial	Enterprise	Active
<input type="checkbox"/>	<input type="checkbox"/>	Allnet Price List	9/1/2005	9/30/2005	USD	General	Allnet Corp	Active

FIGURE 53. Profile Detail Page: Pricelists Tab

Product Entitlements Tab

You use the Product Entitlements tab to assign product entitlements to this partner. You can also manage the order in which the product entitlements are evaluated.

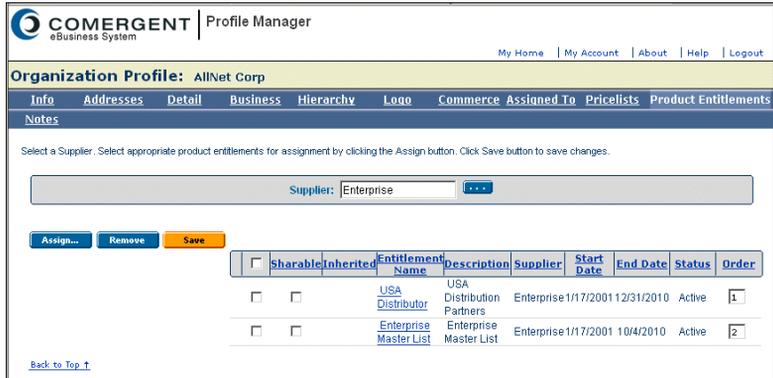


FIGURE 54. Profile Detail Page: Product Entitlements Tab

Notes Tab

You can make notes as you work on partner profiles using the Notes tab.



FIGURE 55. Profile Detail Page: Notes Tab

Profile Administration Tasks

All of the tasks described here are initiated by an enterprise administrator.

To Search for a Profile

You can perform searches on your existing profile to access a given profile.

Note: In the case of a profile hierarchy (see "Profile Hierarchy" on page 3), you can only search for the profile at the top-level of the hierarchy.

1. You can perform a quick search by entering the profile name in the Profile Name text field of the Search for Organization by Name panel, and clicking **Go**. You can use "*" as a wild card. For example, searching for "Af*" will find "Affine Systems", "AffinityNet", and so on.



FIGURE 56. Search for Organization by Name Panel

You can perform a more advanced search by clicking **Advanced Search**. This takes you to the Profile Search page.

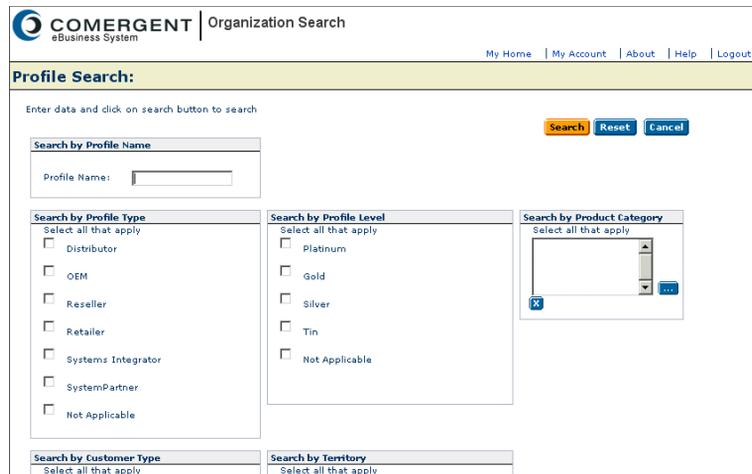


FIGURE 57. Profile Search Page

- Click **Search** to view all the profiles, or enter search criteria and click **Search**.

You can use the asterisk (*) in your searches. For example, “Ander*” in the Profile Name field will find any profile whose name begins with “Ander”. Likewise, “*erel” will find any profile whose name ends in “erel”.

The list of profiles satisfying your search criteria is displayed.

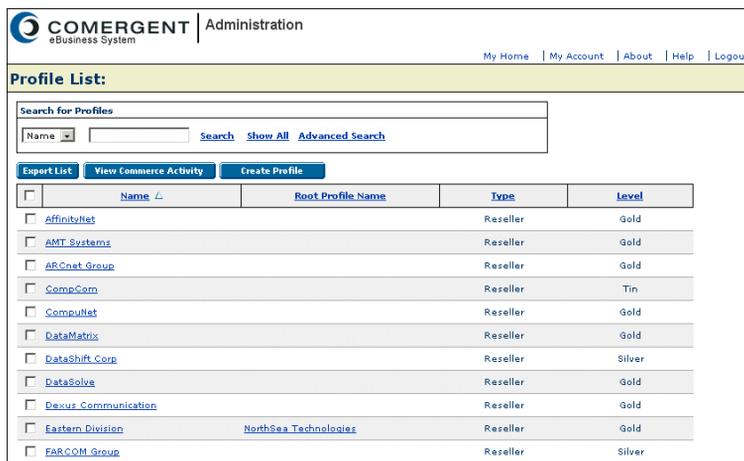


FIGURE 58. Profile List Page

- In the displayed list, find and click the name of a profile to display the Profile Detail page for that partner.

If the list is too long to efficiently locate the profile or if the profile is not in the list, then you can return to the main search page and attempt a new search.

On the Profile List page, you can also click the check box next to a profile and then do one of the following:

- Export a list of selected profiles. See "To Export Profile List Information" on page 164.
- Click **View Commerce Activity** to view cart activity for selected partners. See CHAPTER 25, "Cart and Commerce Administration" for additional information.

To Export Profile List Information

There may be times when you want to review profile information offline or using an analysis tool such as a spreadsheet. You can export profile information as a text file for this purpose.

1. Using the Search for Organization by Name panel, enter search criteria to help you locate a profile or set of profiles. You can specify criteria to limit the scope of the search as described in "To Search for a Profile" on page 162.

The Profile List page is displayed. It presents all of the profiles that meet your search criteria.

2. Select those profiles whose details you wish to export by checking the check boxes next to each profile.

You can click **Select All** to select all the profiles on the current page.

3. Click **Export List**.

A new browser window is displayed showing the selected profile data in text format.

You can save this file to your machine. When you open this saved file in a spreadsheet application, you must specify that it has been created in a tab-delimited format.

If the file has been generated by a UNIX installation of the Comergent eBusiness System, then the file has UNIX end-of-line characters. This means that some Windows text-editing applications such as Notepad may display the file as one continuous line. You can still open the file as a spreadsheet.

To Create a New Profile

Perform this task to create a profile either as a standalone profile (no child profile, no parent profile) or as the top-level profile in a profile hierarchy. To create a child profile of a parent in a profile hierarchy, use "To Create a Profile as a Child of a Parent Profile" on page 166.

1. Click **Go** in the Search for Organization by Name panel on the Comergent eBusiness System home page.
2. Click **Create Profile** on the Profile List page.

This displays the Profile Detail page.

The screenshot shows the 'COMERGENT Profile Manager' interface. At the top, there's a navigation bar with 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below that, the page title is 'Organization Profile: New Profile'. A 'Create' tab is active. There are 'Cancel' and 'Save' buttons. A note states: 'Please enter mandatory profile information. Once this profile has been saved, you will be allowed to enter more information. NOTE: (*) Items are required.' The form is divided into sections: 'General Information' (Profile name *, Main telephone, Main facsimile, Profile type *, Profile level *, XML Message Version, Login/Password required), 'Organization website address', 'Organization Email', 'Distributors' (with a 'Remove' button), 'Message URL', 'Content Type', and five 'Custom Field' sections (#1 to #5).

FIGURE 59. Profile Detail Page: Create Tab

3. At the **Create** tab, enter the pertinent profile information.

See "Info Tab" on page 151 for a description of these fields. At a minimum, you must enter information in the fields marked (*).

Note: Although the Organization website address and the Organization Email address are not required, you must provide these if you wish the partner to be contacted through the Partner Selector function.

You must enter at least one address and define the address as Sold-to, Bill-to, or Ship-to by checking the appropriate boxes.

Enter an Organization ID: this should be a unique identifier for the profile.

4. Click **Save**.

Once you have saved the required information for the new profile, then you can continue through the other profile tabs to enter additional information.

5. (Optional) For enterprise nodes, on the **Info** tab, you can specify the maximum number of users of this node who can be assigned to a particular account.
6. (Optional) At the **Addresses** tab, enter additional sold-to, bill-to, and ship-to addresses for the profile.
 - a. Create a new address by clicking **New**, or duplicate an existing address by clicking **Duplicate**.

- b. Enter the pertinent address information.
 - c. Define the address as Sold-to, Bill-to, or Ship-to by checking the appropriate box.
 - d. Define the address as the default Sold-to, Bill-to, or Ship-to address by checking the appropriate box.
7. (Optional) At the **Detail** tab, enter pertinent information. You can specify what services and skills the profile offers by using the Services and Skill sub-tabs.
At minimum, you must enter information in the fields marked (*).
 8. (Optional) At the **Business** tab, enter the product categories, territories, and approved customer types (vertical markets).
 9. (Optional) At the **Hierarchy** tab, create any desired profile hierarchy.
See "To Create a Profile as a Child of a Parent Profile" on page 166.
 10. (Optional) At the **Logo** tab, upload the logo that will appear on the partner's storefront. Typically, the task of uploading a logo is done by a partner administrator of each partner who is enabled for **C3 Partner.com**.
 11. (Optional) At the **Commerce** tab, enable the partner for **C3 Partner.com**.
See "To Enable a Profile for C3 Partner.com" on page 183.
 12. Save the information you have entered.
 13. If you want to assign price lists to this profile, then click the Pricelists tab. See "To Assign a Price List to a Profile" on page 180 for more details.
 14. You can add notes about this partner by clicking the Notes tab.

You can create partner users for the new partner by clicking **View Partner Users**.

If you have enabled the profile as **C3 Partner.com**, then you can now click the **Hierarchy** tab to create customers. See "To Create Customers" on page 169.

To Create a Profile as a Child of a Parent Profile

Perform this task if you want to create a profile as part of an existing profile hierarchy. Typically, you do this if you are creating an organizational hierarchy for a partner to match its organization into departments or divisions.

1. Click **Organization Lookup** in the Channel Management panel on the Comergent eBusiness System home page.

2. Search for the top-level profile within whose hierarchy you want to create the child.
See "To Search for a Profile" on page 162. The list of profiles satisfying your search criteria is displayed.
3. Find the profile in the search results list, then click their name to be taken to the Profile Detail page.
4. Click the **Hierarchy** tab.

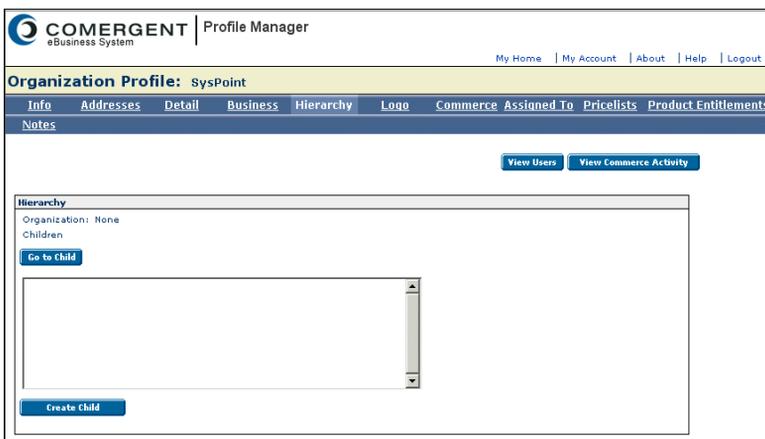


FIGURE 60. Profile Detail Page: Hierarchy Tab

5. Find the profile that you want to be the parent.

Note: Skip this step if you want the child profile to be child to the top-level, parent profile.

- a. Find and click the parent profile in the list of child nodes.
- b. Click **Go To Child**.
This displays the Profile Detail page for the child.
- c. Click the **Hierarchy** tab for the child.
- d. Repeat these steps until you find the appropriate node in the hierarchy.

6. When you find the desired parent profile, click **Create Child**.

This displays the Profile Detail page for the new partner. Notice that certain information (for example, Profile type) is copied from the parent profile.

7. Enter the information for the partner.

See "To Create a New Profile" on page 164.

8. Save the information you entered.

- Click **Save All** to save the information and remain at the Profile Detail page.
- Click **Save All and View Partner Users** to save the information and view the partner users for this partner. See "To Create a New Partner User" on page 173 for further information about creating partner users.
- Click **Save All and Return to List** to save the information and display the Profile List.

To Move a Child Profile to Another Parent

You can move a child profile to another location in a profile hierarchy. For example, you might want to re-arrange the divisional organization of a profile hierarchy if the partner undergoes a re-organization.

1. Search for the profile that is the parent in the hierarchy.

See "To Search for a Profile" on page 162.

2. In the Profile Detail page, click the **Hierarchy** tab.

3. In the Hierarchy tab (Figure 49 on page 157), navigate the hierarchy until you find the child that you want to move.

4. Click on the child you want to move.

5. Click **Move Child**.

This displays a list of the other nodes to which you can move the child.

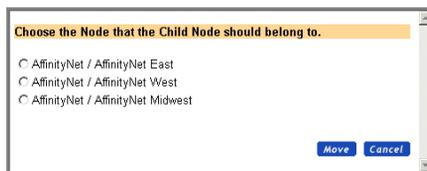


FIGURE 61. Move Child Popup Window

6. Click **Move**.

The child becomes a child of the selected parent.

To Create Customers

If a profile is enabled for **C3 Partner.com**, then you can create both child nodes ("To Create a Profile as a Child of a Parent Profile" on page 166) and customers. Typically, this task is performed not by an enterprise administrator but by a partner administrator.

See "Customers and Their Users" on page 9 for an explanation of customers.

1. Display the Profile Detail page for the partner.

You can access the page either by creating a new profile and enabling the partner for **C3 Partner.com** ("To Create a New Profile" on page 164) or by searching for and displaying an existing partner ("To Search for a Profile" on page 162).

2. Click the **Hierarchy** tab.



FIGURE 62. Profile Detail Page: Hierarchy Tab

3. Click **Create Customer**.

This displays the Profile Detail page.

4. Enter the pertinent information for each tab as described in "To Create a New Profile" on page 164.

5. Save the information you entered.

- Click **Save All** to save the information and remain at the Profile Detail page.
- Click **View Partner Users** to create the partner users for this partner. See "To Create a New Partner User" on page 173 for further information about creating partner users.
- Click **Save All and Return to List** to save the information and display the Profile List.

To Upload a Partner Logo

You can upload a logo to be displayed on co-branded Web pages. If the partner is enabled for **C3 Partner.com**, then the logo is displayed automatically on the Web pages. Otherwise, the enterprise must customize the Web pages to display the logo.

1. Display the Profile Detail page.

You can access the page either by creating a new partner and enabling the partner for C3 Partner.com ("To Create a New Profile" on page 164) or by searching for and displaying an existing partner ("To Search for a Profile" on page 162).

2. Click the **Logo** tab.

The screenshot shows the 'Logo' tab in the Profile Manager. It includes a 'Notes' section with 'View Users', 'View Commerce Activity', and 'Save' buttons. The 'Logo' section contains instructions for image size (181x41 pixels), an 'Upload Logo Image to Server' section with a 'Browse...' button and an 'Upload' button, a 'Logo URL or Uploaded File Path' text field, and a 'Preview Logo' section with a 'Preview' button. Below this is the 'CSS' section with a 'Locale' dropdown menu set to 'United States' and an 'Upload CSS file to Server' section with a 'Browse...' button.

FIGURE 63. Profile Detail Page: Logo Tab

3. Click **Browse...** to find the GIF or JPEG image file to be uploaded.

The logo file must be 181x41 pixels to display properly.

Once you select the file, the image file and its path appears in the Upload Logo Image to Server field.

4. Click **Upload** to load the image file.

The image file name and its path appear in the Logo URL or Uploaded File Path field. You can click **Preview** to preview the uploaded image.

To Create Profile Addresses

1. Click **Organization Lookup** in the Channel Management panel on the Comergent eBusiness System home page.

2. Search for a profile.

Enter the profile name, or enter search criteria such as the profile type or the first few letters of their name, then click **Search**, or click **Show All** to view all the profiles.

The list of profiles satisfying your search criteria is displayed.

3. Find the profile in the list, then click their name to be taken to the Profile Detail page.
4. Click the **Addresses** tab.

The screenshot shows the 'COMERGENT eBusiness System Profile Manager' interface. The main heading is 'Organization Profile: SysPoint'. Below this is a navigation bar with tabs: Info, Addresses, Detail, Business, Hierarchy, Logo, Commerce Assigned To, Pricelists, and Product Entitlements. The 'Addresses' tab is selected. Below the navigation bar is a 'Notes' section with buttons for 'View Users', 'View Commerce Activity', and 'Save'. The main content area is titled 'Addresses' and contains a form with the following fields and options:

- NOTE: (*) items are required.
- Buttons: New, Delete, Duplicate, Previous, 1 out of 2, Next
- Address line 1 *: 570 Highland Drive
- Address line 2: First floor
- City *: Sacramento
- State/Province and Postal code: CA 95955
- Country *: USA
- Checkboxes:
 - Use as Sold To Address
 - Use as Ship To Address
 - Use as Bill To Address

FIGURE 64. Profile Detail Page: Addresses Tab

5. Create a new address by clicking **New**, or duplicate an existing address by clicking **Duplicate**.
6. Enter the pertinent address information.
7. Define the address as Sold-to, Bill-to, or Ship-to by checking the appropriate box.

When you check the appropriate box, a check box appears that enables you to define the address as the default.

8. Save the information you entered.
 - Click **Save All** to save the information and remain at the **Addresses** tab.

- Click **Save All and View Partner Users** to save the information and view the partner users for this profile. See "To Create a New Partner User" on page 173 for further information about creating partner users.
- Click **Save All and Return to List** to save the information and display the Profile List.

To Delete Profile Addresses

1. Search for the profile who has the address you want to delete.
See "To Search for a Profile" on page 162.
2. Find the profile in the list, then you can click their name to be taken to the Profile Detail page.
3. Click the **Addresses** tab.
4. Find the address you want to delete by clicking **Next** or **Previous**.
5. Click **Delete** to delete the address.
6. Click **Save All**.

To Create a New Partner User

In general, each partner is responsible for managing the partner employees who may log in to the Comergent eBusiness System. These people are known as partner users. See "Partner Users" on page 4 for further information.

When a profile is created, the channel administrator should create at least one partner user with partner administrator privileges so that this partner administrator may manage their profile and users for that partner: you do this by assigning the user the Profile Administration function.

1. Click **Organization Lookup** in the Channel Management panel on the Comergent eBusiness System home page.
2. Find the profile for whom you want to create the user.
See "To Search for a Profile" on page 162.
3. From the list of search results, click the profile.
4. On the Profile Detail page, click **View Users**.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

User List: DataSolve

Find users that match:

Username Search Show All Advanced Search

DataSolve: All users shown

[Create User](#)

Username	Full Name	Functions	Manager	Profile	Business Phone	Email Address	
alain	Duprés, Alain	Commerce	No	DataSolve	610-6854	istevens@icmsolutions.com	Prepare Order Workspace Move Delete
cchen	Cl. Chen	Commerce	No	DataSolve	610-6856	cchen@icmsolutions.com	Prepare Order Workspace Move Delete
dsmith	Smith, Darren	Commerce	No	DataSolve	601-6800	dsmith@datasolve.com	Prepare Order Workspace Move Delete
frutton	Sutton, Felix	Commerce	No	DataSolve	610-6851	frutton@icmsolutions.com	Prepare Order Workspace Move

FIGURE 65. Partner User List Page

- On the User List page, click **Create User**.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Create New User

Info

Belongs To: [DataSolve](#)

[Cancel](#) [Save](#)

NOTE: (*) items are required.

<p>User Information</p> <p>Username *</p> <input type="text"/> <p>Password *</p> <input type="password"/> <p>Confirm Password *</p> <input type="password"/> <p>Title</p> <p>Mr. <input type="text"/></p> <p>First name *</p> <input type="text"/> <p>Last name *</p> <input type="text"/> <p>Job Title</p> <input type="text"/>	<p>User Locale</p> <p>Preferred locale</p> <p>United States <input type="text"/></p> <p>Note: changes to Preferred locale will take effect on the next login.</p>	<p>User Functions</p> <p><input type="checkbox"/> Manager</p> <p>User Type</p> <p>User <input type="text"/></p> <p>Functions</p> <p><input type="checkbox"/> Commerce</p> <p><input type="checkbox"/> Commerce Executive</p> <p><input type="checkbox"/> Sales</p> <p><input type="checkbox"/> Sales Executive</p> <p><input type="checkbox"/> Financials</p> <p><input type="checkbox"/> Program Management</p> <p><input type="checkbox"/> Marketing Executive</p> <p><input type="checkbox"/> Basic Profile</p>	<p>Spending Limits & Approver</p> <p>Feature requires both Spending Limit and Approver.</p> <p>Spending Limit</p> <p>USD <input type="text"/></p> <p>Approver</p> <input type="text"/> <p>Proxy for Approvers</p> <input type="text"/>
---	--	--	---

FIGURE 66. Create User Page

6. Enter a username in the **Username** field.
All usernames must comprise standard keyboard characters. Do not use punctuation marks or spaces in a username. All usernames in the Comergent eBusiness System must be unique so your first choice of username may be already taken. If a username is taken, then a dialog box prompts you to try again with a different username.
7. Enter a password for this new user. The system verifies that the same password has been entered in both fields.
8. If this user is to be a partner user with the partner administrator function, then check the **Profile Administration** check box.
9. Enter any other required information (indicated with an asterisk (*)), as well as any optional information you want to enter.
10. Click **Save**.

When the User Detail page is re-displayed, additional tabs are available.

The screenshot shows the 'User Detail for Steve Madison' page in the Comergent eBusiness System Administration interface. The 'Info' tab is selected, and the page displays various user details and configuration options. The 'User Information' section includes fields for Username (smadison), Password, Confirm Password, Title (Mr.), First name (Steve), Last name (Madison), and Job Title. The 'User Locale' section shows Preferred Locale set to United States. The 'User Functions' section has checkboxes for Manager (checked), Commerce Executive, Sales, Sales Executive (checked), Financials, Program Management (checked), and Marketing Executive. The 'Status' section includes a note to enter a reason when changing status, Parent Status (Open), and a Status dropdown menu. The 'Spending Limits & Approver' section is partially visible at the bottom.

FIGURE 67. Partner User Detail Page: Info Tab

- Optionally, enter a spending limit and designate one or more approvers if the user exceeds the spending limit. See "Order Approvals" on page 5 for more information.

Note: The fields for spending limits and approvers appear only if this feature has been enabled. This is done with a business rule. See CHAPTER 38, "Business Rules Administration".

- Click **Save**.
- Click the **Addresses** tab to enter the addresses.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

User Detail for Steve Madison

Info | **Addresses** | Notes

Belongs To: [DataSolve](#)

[View Users](#) | [View Commerce Activity](#) | [Save](#)

NOTE: (*) Items are required.

Same as Sold To

Sold To

Address Line 1 *

Address Line 2

City *

State and Zip Code

Country *

Same as Ship To

Bill To

Address Line 1 *

Address Line 2

City *

State and Zip Code

Country *

Ship To

Address Line 1 *

Address Line 2

City *

State and Zip Code

Country *

Select the addresses defined at the organization that should not be visible in this user's address book. * denotes default address.

Hide	Type	Address Line 1	Address Line 2	City	Postal Code	State	Country
------	------	----------------	----------------	------	-------------	-------	---------

FIGURE 68. Partner User Detail Page: Addresses Tab

- You can create as many addresses as you like for the user.
- You can make notes about this user by clicking the Notes tab.



FIGURE 69. Partner User Detail Page: Notes Tab

16. Contact the partner to let them know that a partner user has been created.

To Move Users Between Levels in a Profile Hierarchy

Perform this task if you want to move one of your partner's users between the partner nodes in their profile hierarchy. In general, you can only move users to nodes to which you have access: typically, this means that you can move users to your node or to nodes below your node.

Note: Moving a user does not move any carts, orders, and so on, associated with the user. When you move a user to another level in the partner hierarchy, notify the administrator for the level. The administrator for the level can recover these lists, orders, and so on, using the steps in "To Recover Carts" on page 237.

1. Click **Organization Lookup** in the Channel Management panel on the Comergent eBusiness System home page.
2. Find the partner that contains the user you want to move.
See "To Search for a Profile" on page 162.
3. From the list of search results, click the partner that contains the user.
4. Find the user you want to move.

If the user belongs to the top level in the partner hierarchy, then click **View Partner Users** on the Profile Detail page. This displays the User List page (Figure 71 on page 178).

If the user belongs to a level below the top level:

- a. Click the **Hierarchy** tab on the Profile Detail Page.

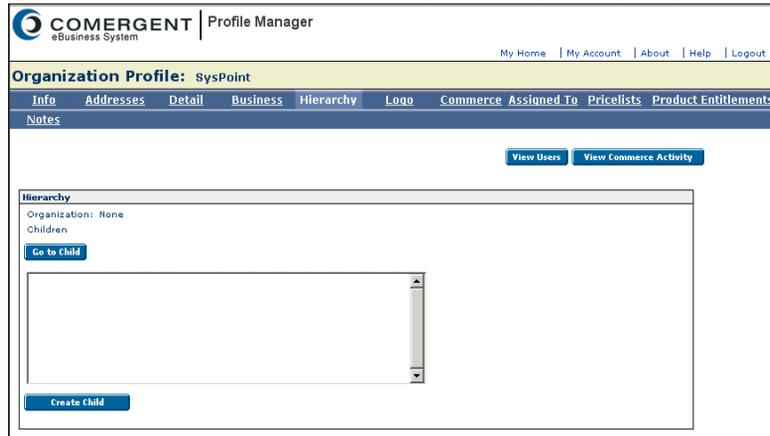


FIGURE 70. Profile Detail Page: Hierarchy Tab

- b. Find and select the level that contains the user you want to move.
- c. Click **Go To Child**.

This displays the Partner Profile Detail Page for that partner. If the user you want belongs to a level below this one, then repeat these steps until you reach the desired level.

- d. Click **View Partner Users** to display the User List Page for that level.



FIGURE 71. Partner User List Page

5. In the User List page, find the user you want to move.

6. Click the **Move** icon in the Actions column.

This displays a window with a selection of levels in the profile hierarchy. The levels are displayed as fully-qualified paths. For example, in Figure 72 on page 179, the first selection is AffinityNet East, a division of AffinityNet. The third selection is AffinityNet West - San Jose, a division of AffinityNet West, which is itself a division of AffinityNet.

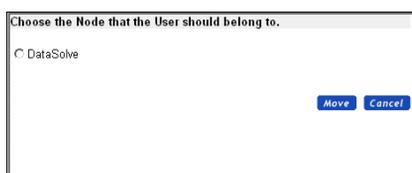


FIGURE 72. Level Selection Window

7. Click the radio button next to the level to which you want to move the user.

If you move a user between two node levels of a profile hierarchy, then the functions assigned to the user before the move are retained.

Note: Moving a user does not move any carts, orders, and so on, associated with the user. When you move a user to another level in the partner hierarchy, notify the administrator for the level. The administrator for the level can recover these lists, orders, and so on, using the steps in "To Recover Carts" on page 237.

8. Click **Move**.

The user is moved to the selected level.

After you move a user, you should inform the partner (or the node) administrator so that they can examine and modify the information as necessary. This ensures that the information is correct for the new location. For example, the addresses (ship-to, bill-to, and so on) might need to be corrected for the new location.

To Modify an Existing Profile

Over time, your relationship with a partner may change and profile information will need to be updated as contacts and addresses change. As channel administrator, your responsibility is to keep profile information up-to-date by modifying the profile.

As a channel administrator, you can create, modify, and delete partner users. However, once a profile administrator has been created, primary responsibility for partner user administration rests with the partner administrators.

1. Search for the profile as described in "To Search for a Profile" on page 162 and click their name to display their Profile Detail page.
2. Enter the revised information in the appropriate fields.
3. As you enter the information, click **Save** to save the information that you have entered so far.

To Assign a Price List to a Profile

As a channel administrator, you can assign the appropriate price lists to a profile.

1. Click **Organization Lookup** in the Channel Management panel on the Comergent eBusiness System home page.
2. Search for a profile.

Enter the profile name, or enter search criteria (you can use an asterisk to perform a wildcard search), then click **Search**, or click **Show All** to view all the profiles.
3. Click on the profile name to display the Profile Detail page.
4. Click the Pricelists tab.

Assign	Sharable	Price List Name	Starting Date	Ending Date	Currency	Customer Type	Supplier	Status
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_unistor	1/17/2001	10/4/2010	USD	General	UNISTOR	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_taiwantech	1/17/2001	10/4/2010	USD	General	TaiwanTech	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_syspoint	1/17/2001	10/4/2010	USD	General	SysPoint	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_paristech	1/17/2001	10/4/2010	USD	General	ParisTech	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_omnitech	1/17/2001	10/4/2010	USD	General	OmniTech	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_datafinq	1/17/2001	10/4/2010	USD	General	DataLinq	Active
<input type="checkbox"/>	<input type="checkbox"/>	Government	1/17/2001	10/6/2003	USD	Government	Enterprise	Active
<input type="checkbox"/>	<input type="checkbox"/>	Enterprise Master List	1/17/2001	10/4/2010	USD	General	Enterprise	Active
<input type="checkbox"/>	<input type="checkbox"/>	Commercial	1/17/2001	10/6/2003	USD	Commercial	Enterprise	Active
<input type="checkbox"/>	<input type="checkbox"/>	Allnet Price List	9/1/2005	9/30/2005	USD	General	AllNet Corp	Active

FIGURE 73. Available Price Lists for a Partner

- Click in the check box next to the appropriate price list(s).
- If you want this price list to be automatically assigned to any profiles beneath this partner in the profile hierarchy, then check the box in the Sharable column.

A dollar sign (\$) designates any list that is shared with a parent (and therefore automatically assigned to the current partner). However, you can still assign that price list to the child and mark it as sharable. This guarantees that the price list will still be assigned to the child (and to its children), even after the assignment is removed from the parent.

See "Making Price Lists Sharable with Child Profiles" on page 26 for an explanation of sharable price lists.

- Click **Update**.

The selected price lists are assigned to that partner.

To Assign a Product Entitlement to a Profile

As a channel administrator, you can assign the appropriate price lists to a profile.

- Click **Organization Lookup** in the Channel Management panel on the Comergent eBusiness System home page.

2. Search for a profile.
Enter the profile name, or enter search criteria (you can use an asterisk to perform a wildcard search), then click **Search**, or click **Show All** to view all the profiles.
3. Click on the profile name to display the Profile Detail page.
4. Click the Product Entitlements tab. The list of product entitlements currently assigned to partner is displayed.

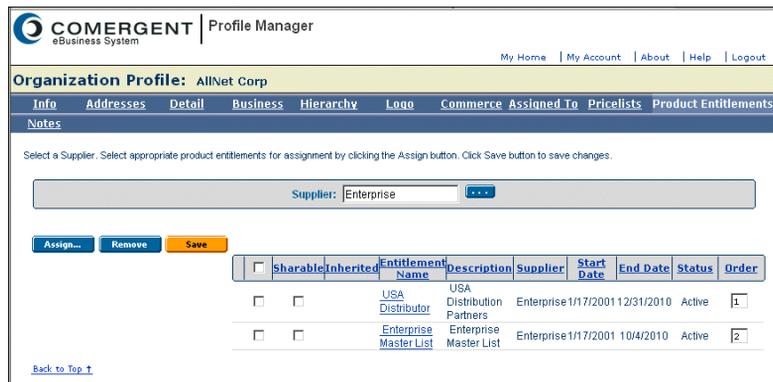


FIGURE 74. Current Product Entitlements for a Partner

5. Click **Assign...**



FIGURE 75. Product Entitlement Picker Window

6. Search for the product entitlement(s) that you want to assign. Click on their names to add them to the list box.

7. Click **Done**.

The Product Entitlements tab is re-displayed with the added product entitlements.

8. If you want to make the product entitlement(s) inherited by child nodes of this partner, then check the Sharable check box.

9. Click **Save**.

The selected product entitlements are assigned to the partner.

To Enable a Profile for C3 Partner.com

Some of your selling partners may not have the hardware or the infrastructure to maintain their own e-commerce Web site. However, these partners can still participate in e-commerce through a deployment enabled for **C3 Partner.com**.

You can enable the profile at the time you are creating them ("To Create a New Profile" on page 164) or later, when you modify an existing profile ("To Search for a Profile" on page 162).

1. Display the Profile Detail page.

You can access the page either by creating a new profile and enabling the partner for **C3 Partner.com** ("To Create a New Profile" on page 164) or by searching for and displaying an existing partner ("To Search for a Profile" on page 162).

Note: If you are enabling a partner for **C3 Partner.com**, then you must make sure that there is an entry in the Message URL field of the Info tab. See "Info Tab" on page 151 for a description of this field.

2. Click the **Commerce** tab.

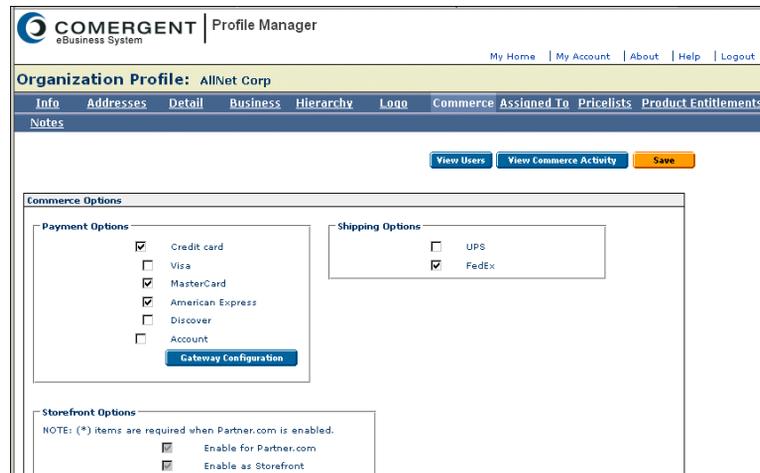


FIGURE 76. Profile Detail Page: Commerce Tab

3. Enable the partner.

You can enable the partner either a Partner.com Partner or as a Storefront Partner. See "Administering the Product Catalog" on page 19 for an explanation of these two types.

- a. To enable a partner as a Partner.com Partner, check the box next to **Enable for Partner.com** only.
- b. To enable a partner as a Storefront Partner, check the box next to **Enable for Partner.com** as well as the box next to **Enable as Storefront**.

4. Enter a string as the profile name in the Profile Name field.

For Storefront Partners, this forms the distinguishing portion of the URL that customers use to access the Web site. For example, if the profile name is Anderel, and you enter “anderel” in this field, then customers would point their browser to:

```
http://<servername>:<port>/Comergent/en/US/storefront/anderel
```

For Partner.com Partners, this forms the distinguishing portion of the URL that customers can use to perform order queries.

5. Save the information you entered. Click **Save**.

Once you have enabled the partner, you can create customers for the partner. See "To Create Customers" on page 169. For an explanation of what customers mean in C3 Partner.com, see "Customers and Their Users" on page 9.

To Set Up a Payment Gateway

Before you set up a payment gateway for a partner, the partner must have established a business relationship with a payment processor. Typically, this will involve establishing a merchant ID with the processor and obtaining a merchant key which is used to authenticate the merchant at the payment processor. The key must be stored on the file system accessible by the Comergent eBusiness System.

1. Display the Profile Detail page.
2. Click the **Commerce** tab.
3. Click **Setup Payment Gateway**.

The screenshot displays the 'Payment Gateway Setup' page within the 'COMERGENT eBusiness System Administration' interface. At the top right, there are navigation links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the page title, there are two buttons: 'ViewProfile' and 'Save'. The main content area is divided into two sections:

- Payment Processing Options:** This section includes a dropdown menu for 'Credit Card Payment Processor Gateway Type' currently set to 'CyberSource', and a radio button group for 'Enable CV Number Check' with 'True' and 'False' options. The 'False' option is selected.
- Payment Gateway Configuration Parameters:** This section contains several input fields and radio buttons:
 - 'Merchant ID' (required field, indicated by a red asterisk) with an empty text box.
 - 'Key Directory' (required field) with an empty text box.
 - 'Target API Version' (required field) with an empty text box.
 - 'Send to Production' (required field) with radio buttons for 'True' and 'False'. The 'False' option is selected.
 - 'Enable Logging' (required field) with radio buttons for 'True' and 'False'. The 'False' option is selected.
 - 'Log Directory' with an empty text box.
 - 'Log Maximum Size (MB)' with an empty text box.

A red asterisk at the bottom left indicates that fields marked with an asterisk are required.

FIGURE 77. Payment Gateway Setup Page

4. Select the appropriate payment processor radio button. The available options are determined during the implementation of the Comergent eBusiness System, see the *Comergent eBusiness System Implementation Guide* for more information.
5. Select the appropriate CV number check radio button.
6. Enter the payment gateway information as required. Check the *Comergent eBusiness System Implementation Guide* for the appropriate values for your payment gateway. At the time of writing, the following values are correct for a CyberSource payment gateway:
 - Target API Version: 1.7
7. Click **Save**.

To View Cart Activity for Selected Profiles

Once you have completed a search and displayed a list of profiles, you can view cart activity for selected profiles. Note that you must have been assigned the Commerce function to do this.

1. Search for and display the list of profiles whose activity you want to view.
See "To Search for a Profile" on page 162. This displays a search results list.

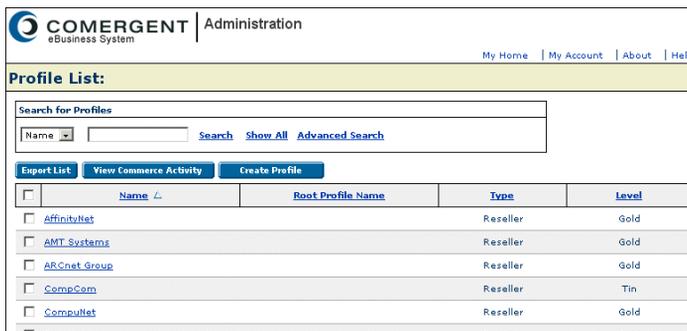


FIGURE 78. Profile List Page

2. Check the box next to each profile whose activity you want to view.
3. Click **View Commerce Activity**.

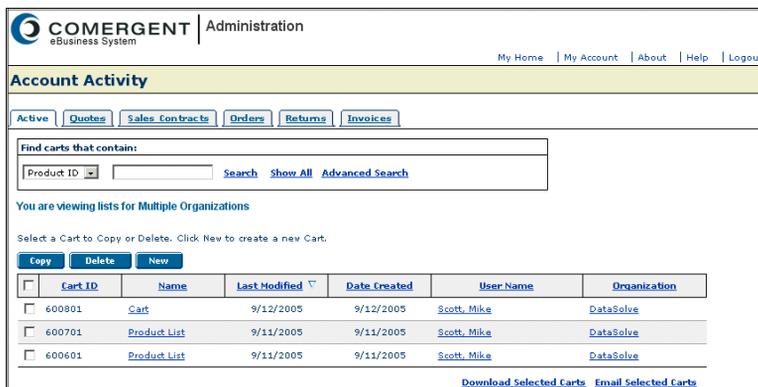


FIGURE 79. Product Lists Page: Active Tab

4. Find the cart you want to view.
5. Click the link in the Name column to display the detail for a cart.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Build your Cart: [Return to List](#)

Name: Product List [Change](#)
 Customer Type: General
 Currency: USD
 Last Modified: 9/13/2005
 Items: 5
 User Name: [Scott, Mike](#)
 Organization: [DataSolve](#)

Checkout >
 Ready to order? Click on Checkout to go to the next page and enter or update address and payment information and confirm your order.

You are currently on step 1 of 2 in processing this Cart. Add items to the Cart below by clicking on Continue Shopping to browse the catalog or click on Enter Product IDs if you know the SKU numbers you are interested in. When finished click on "Checkout" to complete the Order.

[Continue Shopping](#) [Help Me Find Products](#) [Enter Product IDs](#)

[Compare](#) [Move to Cart](#) [Copy to Cart](#) [Remove](#) After changing quantities, click 'Update' [Update](#)

<input type="checkbox"/>	Name	Product ID	Supplier	Price	Quantity	Ext. Price	Status
<input type="checkbox"/>	7410 Notebook "Workhorse"	MXLP-7410	Enterprise	\$100.00000	1 <input type="text"/> <input type="button" value="up"/> <input type="button" value="down"/>	\$100.0000	
<input type="checkbox"/>	7490 Desktop "Base Plus"	MXDS-7490	Enterprise	\$100.00000	3 <input type="text"/> <input type="button" value="up"/> <input type="button" value="down"/>	\$300.0000	
	17" Monitor	MX-GV17T	Included		3		
	Windows 2000	MX-MSW2K	Included		3		

FIGURE 80. Cart Detail Page

Payment Accounts

This section describes how to manage payment accounts for a partner.

To Create an MDF Payment Account

1. Navigate to the partner profile for whom you want to create a payment account.
2. In the Payment Accounts panel, select MDF from the View Accounts detail drop-down list.
3. Click **Go**.

The MDF Account List page is displayed.



FIGURE 81. MDF Account List Page

4. Click **New MDF Account**.

The New MDF Account page is displayed.

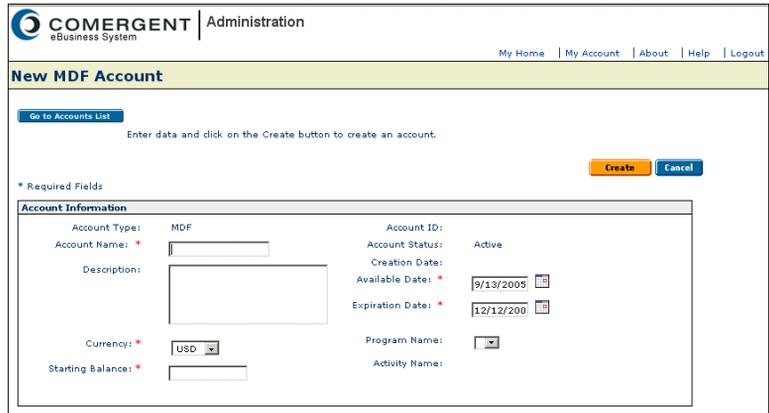


FIGURE 82. New MDF Account Page

5. Enter details for the new MDF account as follows:
 - a. Account Name:
 - b. Description:
 - c. Currency:
 - d. Starting Balance:
 - e. Available Date:

- f. Expiration Date:
- g. Program Name:
- h. Activity Name:

6. Click **Create**.

The MDF Account Detail page is displayed.

The screenshot shows the 'General Account' detail page in the Comergent Administration system. The page has a header with the Comergent logo and navigation links like 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the header, there are tabs for 'Account Details', 'Account Activity', and 'Notes'. A 'Go to Accounts List' button is visible. A message states: 'After changing account information save changes using the Save button. Use the Cancel button to reverse the changes.' Below this, there are 'Save' and 'Cancel' buttons. A section titled '* Required Fields' contains the 'Account Information' form. The form fields are: Account Type: MDF; Account Name: General Account; Description: General account for untargted activities.; Currency: USD; Account ID: 600500; Account Status: Active; Creation Date: 9/13/2005; Available Date: 9/13/2005; Expiration Date: 12/12/200; Available Balance: \$5,000,000; Balance: \$5,000,000; Program Name: ; Activity Name: N/A. At the bottom of the form area, there is an 'Update Account Balance' button.

FIGURE 83. MDF Account Detail Page

7. You can add or remove funds from this account as described in "To Add Funds to a Payment Account" on page 192 and "To Remove Funds From a Payment Account" on page 193.

To Create an Co-op Payment Account

1. Navigate to the partner profile for whom you want to create a payment account.
2. In the Payment Accounts panel, select Co-op from the View Accounts detail drop-down list.
3. Click **Go**.

The Co-op Account List page is displayed.



FIGURE 84. Co-op Account List Page

4. Click **New Co-op Account**.

The New Co-op Account page is displayed.

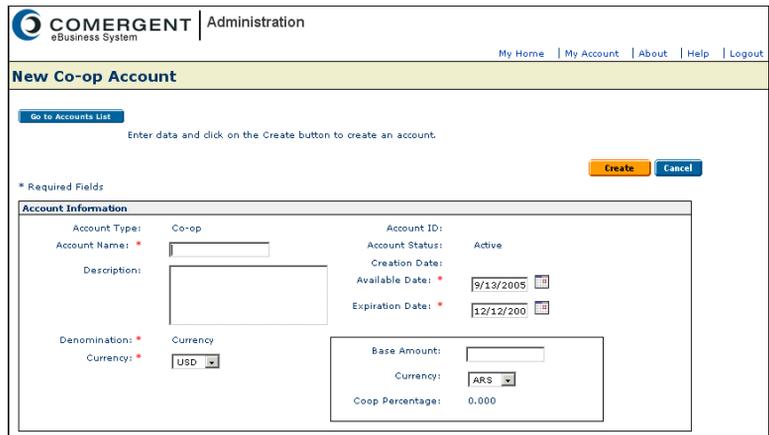


FIGURE 85. New Co-op Account Page

5. Enter details for the new Co-op account as follows:
 - a. Account Name: A unique name for the account.
 - b. Description: Provide a description of the account.
 - c. Currency: The currency in which funds will be maintained.
 - d. Starting Balance: The starting balance for the account.
 - e. Available Date: When the account can begin to be used.

- f. Expiration Date: When the account stops being usable for funds.
- g. Base Amount: The amount on which the funds should be calculated.
- h. Currency: The currency in which the base amount is defined.

When the account is created, the base amount and percentage will be used to calculate the amount that should be put in the Co-op account. If the base amount currency is different from the account currency, then the calculated amount will be converted into the account currency. The currency conversion rates are stored in the CMGT_CURRENCIES database table.

6. Click **Create**.

The Co-op Account Detail page is displayed.

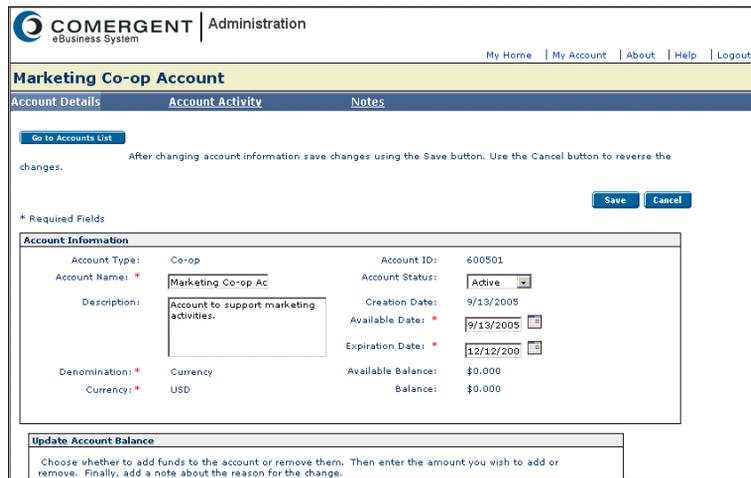


FIGURE 86. Co-op Account Detail Page

- 7. You can add or remove funds from this account as described in "To Add Funds to a Payment Account" on page 192 and "To Remove Funds From a Payment Account" on page 193.

To Add Funds to a Payment Account

You can add funds to a payment account as follows.

- 1. Navigate to the payment account detail page.

2. In the Update Account Balance panel, click the **Add Funds** radio button.
3. Enter the amount you wish to add.
4. (Optional) Enter a reason for the addition.
5. Click **Post**.

The Payment Account Detail page is re-displayed with the updated available balance.

To Remove Funds From a Payment Account

You can remove funds from a payment account as follows.

1. Navigate to the payment account detail page.
2. In the Update Account Balance panel, click the **Remove Funds** radio button.
3. Enter the amount you wish to remove.
4. (Optional) Enter a reason for the removal.
5. Click **Post**.

The Payment Account Detail page is re-displayed with the updated available balance.

This chapter describes the tasks associated with managing accounts in the Comergent eBusiness System. These include assigning accounts to nodes in the enterprise hierarchy and assigning accounts to users of these nodes. "Account Management" on page 35 contains an overview of account administration in the Comergent eBusiness System.

Overview

Account management is the general task of ensuring that the right enterprise users can work with the right partners. It enables enterprise users to use the Comergent eBusiness System to work with their partner users by creating orders on their behalf, working with their quotes, and so on. In this release of the Comergent eBusiness System, account management is done by creating a hierarchy of profile nodes within the enterprise partner, creating users at these nodes, and then assigning other non-enterprise partners, known as accounts, to these nodes. Then, enterprise users at these nodes can be assigned to the accounts assigned to their node, and each enterprise user will then be able to work with a small number of partner accounts.

For example, consider the following enterprise hierarchy of node and users:

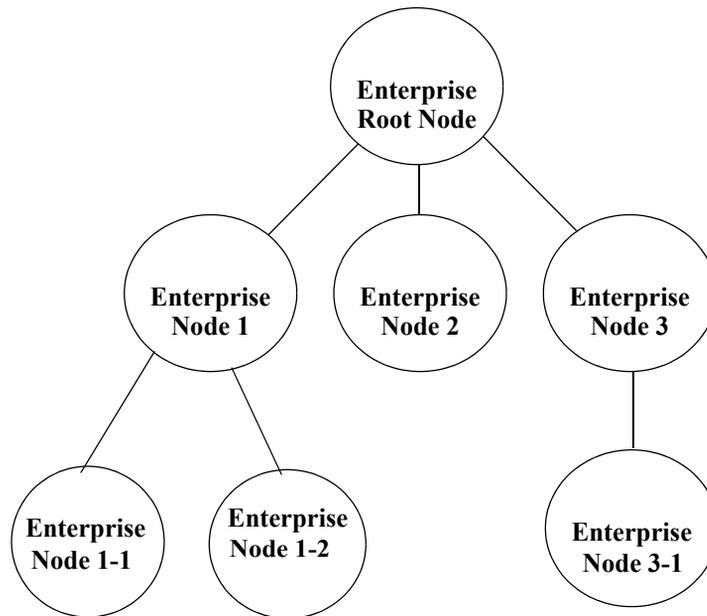


FIGURE 87. Example Enterprise Hierarchy

Suppose that there are two non-enterprise partners, Partner A and Partner B, and suppose that you set up the following assignment of these partners to the enterprise nodes and users as follows:

TABLE 18. Account Assignment to Nodes and Users

Node	Assignment to Node	User ^a	Assignment to User
Root	Partner A Partner B	user0a*	Partner A
		user0b	Partner A
Node 1	Partner A Partner B	user1a*	Partner A
		user1b	Partner A
		user1c	Partner B
Node 2		user2a*	
		user2b	

TABLE 18. Account Assignment to Nodes and Users (Continued)

Node	Assignment to Node	User ^a	Assignment to User
Node 3	Partner A	user3a*	Partner A Partner B ^b
		user3b*	Partner A Partner B ^c
		user3c	Partner A
		user3d	
Node 1-1	Partner A	user11a*	Partner A
		user11b	Partner A
Node 1-2	Partner B	user12a*	Partner B
		user12b	
Node 3-1	Partner B	user31a	Partner B
		user31b	

- a. In this table, manager users are marked with an “*”.
- b. This is inferred from the assignment of Partner B to Mode 3-1.
- c. This is inferred from the assignment of Partner B to Mode 3-1.

This table says that both Partner A and Partner B are assigned to the root enterprise node. Partner A is also assigned to Nodes 1, 3, and 1-1. Partner B is also assigned to Nodes 1, 1-2, and 3-1. Note that because user3a and user3b are managers, they are also assigned Partner B because Partner B has been assigned to a child node, Node 3-1.

As a result, you can assign Partner A to any of the users of Nodes 1, 3, and 1-1, but you do not have to assign it to all users of these nodes. For example, user3c has been assigned Partner A, but user3d has not. If user3d logs in to the Comergent eBusiness System, then they will not be able to view commerce information generated by Partner A users. Depending on the functions assigned to user3c, this user will be able to view orders, quotes, and so on belonging to Partner A users.

Managers

Manager users are assigned all accounts that have been assigned to their node. They can also assign accounts to other users at their node. See "To Assign an Account to a User" on page 199.

Drawing Accounts from Pool

Enterprise users can pro-actively assign themselves accounts by drawing them from the pool of accounts that have been assigned to their node. You can specify a limit to the number of accounts that a user can have at any one time. See "To Draw Accounts from the Pool" on page 201.

Assigning Accounts to Enterprise Nodes

Before you can assign an account to user, you must assign the account to the enterprise node to which the user belongs.

To Assign an Account to an Enterprise Node

1. Log in as an enterprise user: you must be a user that has write access to the target enterprise node to which you want to assign the account.
2. Navigate to the partner profile page for the target enterprise node, and click the **Assign Accounts** tab.

The screenshot shows the 'Profile Manager' interface for 'COMERGENT eBusiness System'. The page title is 'Organization Profile: Enterprise > West Coast Office'. The navigation tabs include 'Info', 'Addresses', 'Detail', 'Business Hierarchy', 'Logo', 'Current Accounts', 'Assign Accounts', 'Pricelists', and 'Product Entitlements'. The 'Assign Accounts' tab is active. Below the tabs, there is a search section with a 'Find profiles that contain:' label, a 'Profile Name' dropdown, a search input field, and buttons for 'Search', 'Show All', and 'Advanced Search'. There are also buttons for 'View Users', 'View Commerce Activity', and 'Assign'. A table of partner profiles is displayed with columns for 'Name', 'Type', and 'Level'. The table contains the following data:

<input type="checkbox"/>	Name ↴	Type	Level
<input type="checkbox"/>	Al	Distributor	Platinum
<input type="checkbox"/>	Aassten_us	Distributor	Gold
<input type="checkbox"/>	Aaften_us	Distributor	Gold
<input type="checkbox"/>	AffinityNet	Reseller	Gold
<input type="checkbox"/>	Allnet_Corp	Distributor	Silver
<input type="checkbox"/>	Andarel	Distributor	Silver

FIGURE 88. Profile Detail Page: Assign Accounts Tab

3. Check one or more check boxes next to the partners that you want to assign to this node.
4. Click **Assign**.

To Unassign an Account from an Enterprise Node

1. Log in as an enterprise user: you must be a user that has write access to the target enterprise node to which you want to assign the account.
2. Navigate to the partner profile page for the target enterprise node, and click the **Current Accounts** tab.

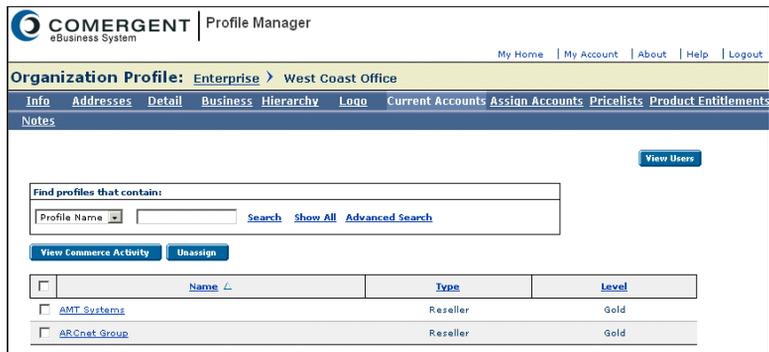


FIGURE 89. Profile Detail Page: Current Accounts Tab

3. Check one or more check boxes next to the partners that you want to unassign from this node.
4. Click **Unassign**.

Assigning Accounts to Users

Before assigning an account to an enterprise user, make sure that you have assigned the account to their enterprise node. See "Assigning Accounts to Enterprise Nodes" on page 198.

To Assign an Account to a User

1. Log in as an enterprise user: you must be a user that has write access to the target user to which you want to assign the account.
2. Navigate to the user profile page for the target user, and click the **Assign Accounts** tab.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

User Detail for Richard Jones

Info | Addresses | Current Accounts | **Assign Accounts** | Notes

Belongs To: **Enterprise** [View Users](#)

Find profiles that contain:

Profile Name [Search](#) [Show All](#) [Advanced Search](#)

Some of the accounts might be disabled because the maximum number of reps that can work an account at this user's node has already been reached

[View Commerce Activity](#) [Assign](#)

Previous [Next](#)

<input type="checkbox"/>	Name ↕	Type	Level
<input type="checkbox"/>	A1	Distributor	Platinum
<input type="checkbox"/>	AMT_Systems	Reseller	Gold
<input type="checkbox"/>	ARCnet_Group	Reseller	Gold
<input type="checkbox"/>	Aessten_uc	Distributor	Gold
<input type="checkbox"/>	AeRten_uc	Distributor	Gold

FIGURE 90. User Detail Page: Assign Accounts Tab

3. Check one or more check boxes next to the partners that you want to assign to this user.
4. Click **Assign**.

To Unassign an Account from a User

1. Log in as an enterprise user: you must be a user that has write access to the target user to which you want to assign the account.
2. Navigate to the user profile page for the target user, and click the **Current Accounts** tab.

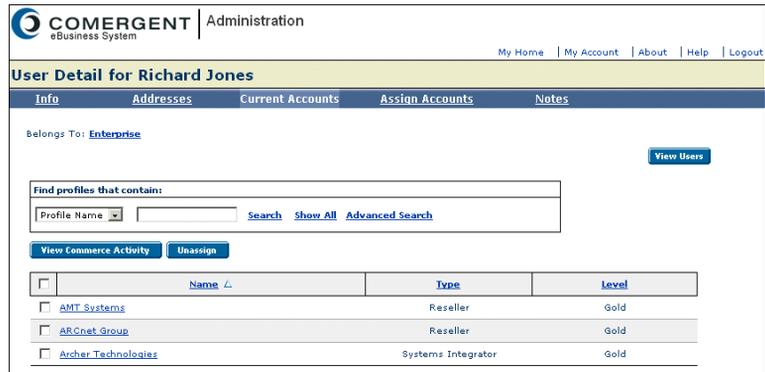


FIGURE 91. User Detail Page: Current Accounts Tab

3. Check one or more check boxes next to the partners that you want to unassign from this user.
4. Click **Unassign**.

To Draw Accounts from the Pool

1. Log in as an enterprise user.
2. Navigate to your user profile page, and click the **Draw Accounts From Pool** tab.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

User Detail for James Blake

Info | Addresses | **Current Accounts** | Draw Accounts from Pool | Notes

Belongs To: [Enterprise](#) [View Users](#)

Find profiles that contain:

Profile Name [Search](#) [Show All](#) [Advanced Search](#)

Some of the accounts might be disabled because the maximum number of reps that can work an account at this user's node has already been reached

[Draw from Pool](#)

[Previous](#) [Next](#)

<input type="checkbox"/>	Name ↴	Type	Level
<input type="checkbox"/>	As	Distributor	Platinum
<input type="checkbox"/>	AMT_Systems	Reseller	Gold
<input type="checkbox"/>	ARCnet_Group	Reseller	Gold
<input type="checkbox"/>	Aesisten_uc	Distributor	Gold

FIGURE 92. User Detail Page: Draw Accounts From Pool Tab

3. Check one or more check boxes next to the partners that you want to assign to yourself.
4. Click **Draw From Pool**.

To Return Accounts to the Pool

1. Log in as an enterprise user.
2. Navigate to your user profile page, and click the **Current Accounts** tab.

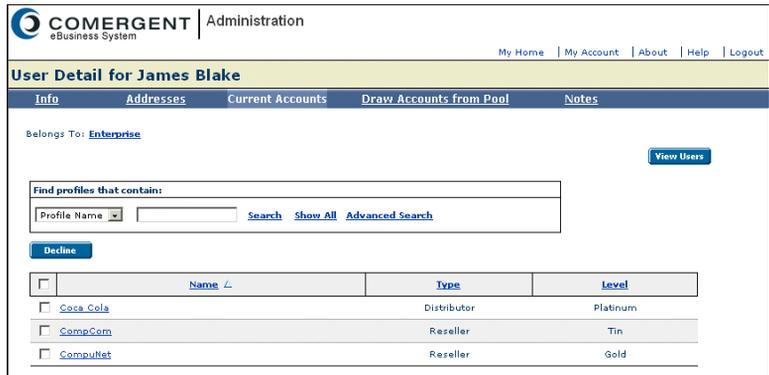


FIGURE 93. User Detail Page: Current Accounts Tab

3. Check one or more check boxes next to the partners that you want to return to the pool.
4. Click **Decline**.

Administration Performed by Partner Users

This chapter covers all of the tasks that employees of Comergent eBusiness System partners perform to maintain their data at the enterprise installation of Comergent eBusiness System. These tasks are of two types: tasks performed by any partner administrator, and tasks exclusive to an administrator of a partner enabled for **C3 Partner.com**.

The following are tasks performed by any partner administrator:

- "Profile Administration for Partners" on page 207
 - "To Maintain Your Profile" on page 208
 - "To Create a Profile in Your Partner Hierarchy" on page 209
 - "To Upload Your Logo File" on page 210
 - "To Create a Forecast File" on page 212
 - "To Upload a Forecast File" on page 213
 - "To Create a Template Group" on page 215
 - "To Upload a New Proposal Template" on page 215
- "User Administration for Partners" on page 217
 - "To Create a User" on page 217
 - "To Create a User at Another Level in a Profile Hierarchy" on page 221

- "To Modify a User" on page 224
- "To Modify a User at Another Level in the Partner Hierarchy" on page 226
- "To Delete a User" on page 233
- "To Delete a User at Another Level in the Profile Hierarchy" on page 234
- "To Recover Carts" on page 237
- "Product Administration for Partners" on page 238
 - "To Maintain Product Information" on page 238
 - "Managing Availability Information" on page 240
- "Pricing Administration for Partners" on page 240
 - "To Maintain Pricing Information" on page 240
- "Opportunity Administration by Partners" on page 241
 - "To Create Partner Sales Representatives" on page 242
 - "To Accept an Opportunity" on page 242
 - "To Decline an Opportunity" on page 243
 - "To Delegate an Opportunity" on page 244
 - "To Add or Modify General Opportunity Information" on page 246
 - "To Prepare a Proposal for a Contact" on page 248
 - "To Create an Order from an Opportunity" on page 250
 - "To Add Notes About An Opportunity" on page 253
 - "To Close an Opportunity" on page 255
 - "To Create a New Proposal by Copying an Existing Proposal" on page 256
 - "To Create a New Proposal and New Opportunity" on page 257
- "Invoice Administration by Partners" on page 259
 - "To View an Invoice" on page 259
- "Program Administration by Partners" on page 261
 - "To Submit an Approval Request" on page 261
 - "To Submit a Claim" on page 262

This chapter also covers the following tasks exclusive to partners enabled for **C3 Partner.com**:

- "To Create Customers" on page 263
- "To Upload Product Mapping" on page 265
- "To Download Products" on page 266
- "To Update Product Mappings" on page 267
- "To Assign Price Lists to Partners" on page 269
- "To Set Your Email Templates" on page 271
- "To View an Invoice" on page 259

Only users that have the Profile Administration function may perform these tasks. For each partner, the enterprise channel administrator must create at least one user with the Profile Administration function. If the partner is the top-level in a partner hierarchy, then the partner administrator for that partner must create at least one user with the Profile Administration function for each child partner in the hierarchy.

The Comergent eBusiness System enterprise channel administrator is responsible for providing each partner with a URL that brings a partner employee to their Comergent eBusiness System home page.

Profile Administration for Partners

When a channel administrator creates a new partner, they are responsible for creating the partner profile. The partner profile provides basic contact information and defines the business relationship between the enterprise and partner. The channel administrator must also create at least one partner user who will be the profile administrator. The profile administrator is responsible for adding and modifying information held in the partner profile. The profile administrator cannot modify certain fields that remain the responsibility of the enterprise profile administrators.

In Release 6.3.1 and higher, the Comergent eBusiness System enables partners to create and maintain a partner hierarchy. For each partner (node) in the hierarchy, the profile administrator must create at least one partner user who will be the node profile administrator. The node profile administrator is responsible for adding and modifying information held in the partner profile for their specific node.

If a partner is enabled for **C3 Partner.com**, then the profile administrator can also create customers in addition to partner nodes. A partner node represents a division

or subsidiary in your company hierarchy. A customer represents an entity with which your company does business. See "Customers and Their Users" on page 9 for more information. See "To Create Customers" on page 263 for step-by-step instructions.

To Maintain Your Profile

1. Log into the server at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page and entering your login information.

Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.

2. Click the link to your profile. In the reference implementation, you do this by clicking **Update Your Organization Profile** on the partner home page.

This displays the Profile Detail page.

The screenshot shows the 'Organization Profile: DataSolve' page. At the top, there is a navigation bar with 'Info', 'Addresses', 'Detail', 'Business', 'Hierarchy', 'Logo', 'Commerce', 'Forecast', 'Print Templates', and 'Notes'. Below this is a 'View Users' and 'Save' button. The main content area is titled 'NOTE: (*) Items are required.' and contains a form with the following sections:

- General Information:** Profile name (DataSolve), Main telephone (610-6800), Main facsimile (N/A), Profile type (Reseller), Profile level (Gold), XML Message Version (dXML 3.0), Login/Password required (checkbox).
- Organization website address:** www.datasolve.com
- Organization Email:** corp@datasolve.com
- Distributors:** Select to add dropdown menu with options: OmniTech, UNISTOR, Andersl, RIT Solutions, and a Remove button.
- Custom Fields:** Custom Field #1 through #5.
- Message URL:** Empty text field.
- Content Type:** Empty text field.
- Profile Status:** Status (Open).

FIGURE 94. Organization Profile Detail Page

3. Enter and modify the organization profile information. You cannot modify some fields that are maintained by the enterprise channel administrators.
4. Click **Save** to save your changes.

To Create a Profile in Your Partner Hierarchy

1. Access the Profile Detail page as described in "To Maintain Your Profile" on page 208.
2. Click the **Hierarchy** tab.

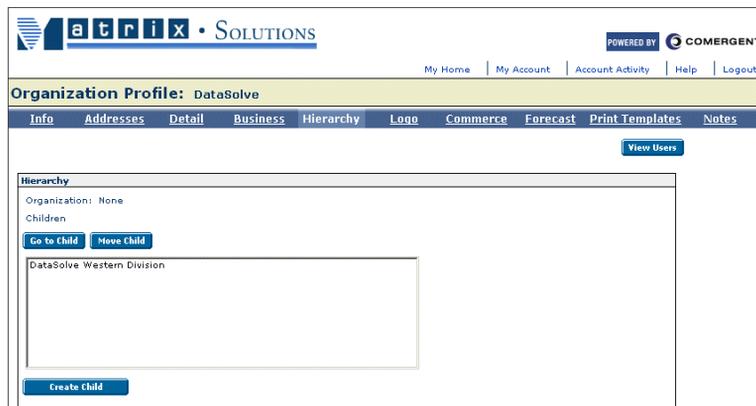


FIGURE 95. Organization Profile Detail Page: Hierarchy Tab

3. Find the profile that you want to be the parent.

Note: Skip this step if you want the child partner to be a child of the top-level, parent partner.

- a. Find and click the parent profile in the list of child nodes.
 - b. Click **Go To Child**.
This displays the profile tabs for the child.
 - c. Click the **Hierarchy** tab for the child.
 - d. Repeat these steps until you find the appropriate node in the hierarchy.
4. When you find the desired parent profile, click **Create Child** or **Create Customer**.
 - If you want to create profile for a part of your business organization such as a department or division, then click **Create Child**. Users created under this profile are treated like other partner users: they can log into the enterprise site.

- If you want to create profile to represent a customer organization, then click **Create Customer**. Users created under this profile can only enter your storefront: they cannot log into the enterprise site.

This displays the partner profile tabs for the new partner. Notice that certain information (for example, partner type) is copied from the parent partner.

5. Enter and modify the profile information. You cannot modify some fields that are maintained by the enterprise channel administrators.
6. Click **Save** to save your changes.

Logo Tab

The Comergent eBusiness System enables you to include your logo in partner pages that are presented to the customer. For example, if you are a storefront partner, then users will see your partner pages when they transfer a cart to your storefront. If you are enabled for **C3 Partner.com**, then the logo is displayed automatically on the Web pages. Otherwise, the enterprise must customize the Web pages to display the logo.

You can also upload a cascading stylesheet (CSS) file that can be used to manage the look-and-feel of your storefront pages.

To Upload Your Logo File

Note: If JRun is the servlet container, then you cannot upload data when cookies are turned off in the Web browser.
--

1. Access the Partner Profile Detail page as described in "To Maintain Your Profile" on page 208.
2. Click the **Logo** tab.

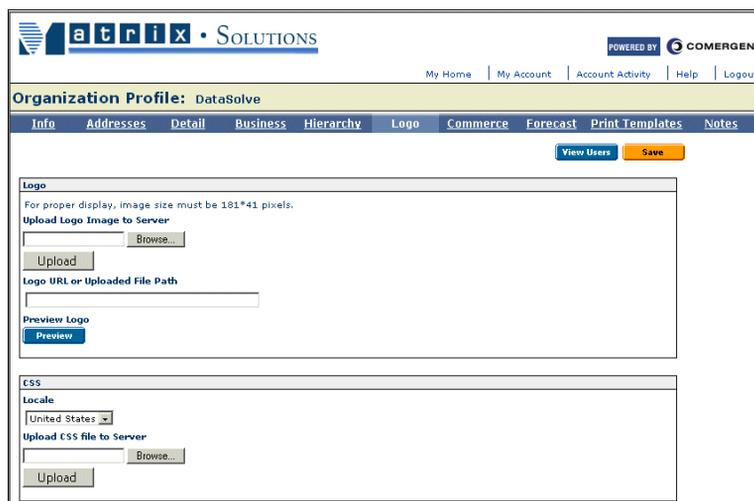


FIGURE 96. Partner Profile Detail Page: Logo Tab

3. Select the logo file.

There are two ways to select the file:

- Enter the filename (including the path) in the Upload Logo File field.
- Click **Browse...** and select the appropriate filename.

Attention: The logo file must be 181x41 pixels to display properly.

4. Click **Upload**.

5. If you want to upload a CSS file, then click **Browse...** next to the Upload CSS File to Server text field, and select the CSS file on your local system.

6. Click **Upload**.

Forecast Tab

This tab is used by partners to provide detailed forecasts of their sales activities. See "Inventory and Demand" on page 46 for an overview of reseller forecasting in the Comergent eBusiness System.

Before resellers can submit forecasts, the enterprise must specify the interval each forecast should cover and when forecasts should be submitted by resellers to the

enterprise. The enterprise must specify the start and end date of their financial year and the start and end date for each quarter.

For example, if the enterprise has a financial year that begins in June of each year, then Quarter 1 of Year 2001 covers the period June 1st 2000 to August 31st 2000, Quarter 2 covers September 1st 2000 to November 30th 2000, and so on.

There are two steps involved in submitting a forecast:

- "To Create a Forecast File" on page 212
- "To Upload a Forecast File" on page 213

Forecast File

The format of a forecast file is as follows:

- Exactly one header line that comprises quarter and year separated by a *tab*.
- One body line for each product included in the forecast.

For example:

```
12005
OMDT-7490120
OMDT-7500240
OMDT-75100
OMWS-7600100
OMWS-76101000
```

This example supplies the forecast for the first quarter of the 2005 financial year. You must create the forecast using the enterprise's product IDs for each product. The quantity must be a positive integer or zero ("0").

You can create a forecast file in Excel spreadsheet format, or you can create a forecast file using your preferred text editor. If you create the data using a spreadsheet other than Microsoft Excel, then you can simply export the data as a tab-delimited file. Follow the instructions provided by your spreadsheet application for further details.

Note: You must take care to ensure that your forecast file follows this <i>tab-delimited</i> format exactly. Make sure that no lines precede the header line.
--

To Create a Forecast File

1. Access the Partner Profile Detail page as described in "To Maintain Your Profile" on page 208.
2. Click the **Forecast** tab.



FIGURE 97. Partner Profile Detail Page: Forecast Tab

3. Click **in Excel format** for the information to be displayed in an Excel spreadsheet.

The Microsoft Excel application is opened in a browser window and the information is displayed in an Excel spreadsheet. Use the Excel program to save or print the forecast information.

4. On your local machine, make the appropriate updates to the forecast file.

Once you have created the forecast file, then you are ready to upload the file to the Comergent eBusiness System.

To Upload a Forecast File

<p>Note: If Allaire JRun is the servlet container, then you cannot upload data when cookies are turned off in the Web browser.</p>

Having created a forecast file, you must upload it to the enterprise server. You can use the Comergent eBusiness System browser interface to do this as follows:

1. Log into the Comergent eBusiness System.
2. Navigate to your Partner Profile Detail page.
3. Click the **Forecast** tab.
4. Enter the forecast file by completing one of the following:
 - Enter the path to the forecast file on your local machine.
 - Click **Browse...** and navigate to the forecast file on your local machine. Click **Open**.
5. Click **Upload**.

Commerce Tab

Use this tab to specify payment options and shipping options that you want to support. The selected options are displayed to customers when they are editing the order header information before placing an order.

1. Access the Partner Profile Detail page as described in "To Maintain Your Profile" on page 208.
2. Click the **Commerce** tab.

The screenshot displays the 'Commerce Options' section of the Partner Profile Detail Page. The page header includes the Atrix Solutions logo and 'POWERED BY COMERGENT'. The navigation bar shows 'Organization Profile: DataSolve' and various tabs: Info, Addresses, Detail, Business, Hierarchy, Logo, Commerce (selected), Forecast, Print Templates, and Notes. Below the navigation bar are 'View Users' and 'Save' buttons. The 'Commerce Options' section is divided into three main areas:

- Payment Options:** A list of checkboxes for Credit card, Visa, MasterCard, American Express, Discover, and Account.
- Shipping Options:** A list of checkboxes for UPS and FedEx.
- Storefront Options:** A section with a note: 'NOTE: (*) items are required when Partner.com is enabled.' It contains checkboxes for 'Enable for Partner.com' and 'Enable as Storefront'. Below this is a text field for '*Profile name (the name used in the URL to access this partner)'.

At the bottom, the 'Pricing Options' section has a checkbox for 'Are prices stored remotely?'.

FIGURE 98. Partner Profile Detail Page: Commerce Tab

3. Update the Payment Options and Shipping Options as appropriate.
4. Click **Save**.

Payment Options

You must select one or both of Account or Credit Card: if you do not, then customers placing a split order will not be able to complete their order.

Shipping Options

You must select at least one of these options: if you do not, then customers placing a split order will not be able to complete their order.

Print Templates Tab

Use this tab to manage the templates used to generate proposals. See "Proposals" on page 40 for more information about proposals. You can create groups of templates and upload templates that your sales representatives can use when they are presenting proposals to contacts.

Templates are XSL files: before your sales representatives can use them, you must upload them to the Comergent eBusiness System so that they can be selected when a sales representative is creating a proposal.

Templates are organized by groups: for example, you may choose to organize them so that all the PDF files are in one group whereas HTML templates are in another.

To Create a Template Group

1. Click the Print Templates tab.

You only see this tab if you have been assigned the Sales Executive function.

The screenshot shows the 'Print Templates' tab in the partner profile detail page. At the top, there is a navigation bar with 'My Home', 'My Account', 'Account Activity', 'Help', and 'Logout'. Below this is the 'Organization Profile: DataSolve' section with tabs for 'Info', 'Addresses', 'Detail', 'Business', 'Hierarchy', 'Logo', 'Commerce', 'Forecast', 'Print Templates', and 'Notes'. The 'Print Templates' tab is active. The main content area contains a 'Create Template Group' form with a text input for 'New Group Name' and a 'Create Group' button. Below the form is a table with columns 'ID', 'Name', and 'Create Date'. The table contains one entry: ID 1, Name 'Standard Sales Template', and Create Date '9/14/2005'.

ID	Name	Create Date
1	Standard Sales Template	9/14/2005

FIGURE 99. Partner Profile Detail Page: Print Templates Tab

2. Enter a name for the new group.
3. Click **New**.

The new template group is created.

To Upload a New Proposal Template

Before you upload a template, make sure that it conforms to the XSL style that you want, and check that you know where it is stored on your local file system. See "Proposal Templates" on page 879 for an example proposal template.

1. Click the Proposal Templates tab.
2. Click the link to the group within which you want to add the proposal template.



FIGURE 100. Partner Profile Detail Page: Create Template

3. Enter a brief description of the new template so that your sales representatives will know when to use it.
4. Click **Browse...**
5. In the File Upload window, navigate in your local file system to the location of the template file. Select the file and click **Open**.

The File text field is populated with the path to the template file.

6. Select the locale for which the template should be used.
7. Specify whether the template is to be used to generate PDF files or some other format of proposal. By default, only PDF files are supported.
8. Click **Upload**.

The file is uploaded to the Comergent eBusiness System. You can see it listed with the other templates in its group.

User Administration for Partners

When a profile is first created, the enterprise channel administrator must create at least one partner user with the profile administrator function. This *profile administrator* manages the partner employees who may log into the Comergent eBusiness System users for that partner.

In Release 6.3.1 and higher, the profile administrator can create a hierarchy of profiles (see "To Create a Profile in Your Partner Hierarchy" on page 209). The profile administrator can create users at the partner level (called partner users), and users at any level in the hierarchy (called node users). At each level in the hierarchy, the profile administrator must create at least one user with the profile administrator function called the node administrator. The node administrator can create and maintain users only at their own specific node.

Users (either partner or node) who do not have the administrator function assigned to them can view and modify their partner profile information. However, they cannot assign functions to users. If spending limits is activated, then they cannot modify spending limits and the approver list.

Partner users have access to any level in the hierarchy. *Node users* are limited to the node for which they were created.

To Create a User

Perform this task if you are a profile administrator creating a partner user, or if you are a node administrator creating a user within your own level in the partner hierarchy.

1. Log into the server at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.

Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.

2. Click the link to your user accounts. In the reference implementation, you do this by clicking **Update User Accounts** on the partner home page.

This displays the User List page.

Note: You can also access the User List page from your Profile Detail page. To do this, click View Users .
--

The screenshot displays the 'User List' page for 'DataSolve'. At the top, there is a search bar with a dropdown menu for 'Username' and a search button. Below the search bar, there are two buttons: 'Create User' and 'List recovery'. The main content is a table listing users with the following columns: Username, Full Name, Functions, Manager, Profile, Business Phone, and Email Address. Each row also includes 'Move' and 'Delete' links.

Username	Full Name	Functions	Manager	Profile	Business Phone	Email Address	
alain	Duprés, Alain	Commerce	No	DataSolve	610-6854	lstevens@icmsolutions.com	Move Delete
cchen	Chen, Ci	Commerce	No	DataSolve	610-6856	cchen@icmsolutions.com	Move Delete
fsutton	Sutton, Felix	Commerce	No	DataSolve	610-6851	fsutton@icmsolutions.com	Move Delete
johannes	Beßer, Johannes	Commerce	No	DataSolve	610-6855	jkimberlev@icmsolutions.com	Move Delete
lcollins	Collins, Linda	Commerce	No	DataSolve	610-6850	lcollins@icmsolutions.com	Move Delete
mrcott	Scott, Mike	Commerce Executive, Financials, Sales Executive, Profile Administration, Maintenance, Marketing Executive, Program Management	Yes	DataSolve	610-6853	mrcott@icmsolutions.com	

FIGURE 101. User List Page

- On the Partner User List page, click **Create User**.

FIGURE 102. Partner Create New User Page

- On the Partner User Detail page, enter information in the required fields (marked with an asterisk (*)).

Note that all usernames must comprise standard keyboard characters. Do not use punctuation marks or spaces in a username. All usernames in the Comergent eBusiness System must be unique so your first choice of username may be already taken. If so, try again with a different username.

Select the functions that you want this user to perform. If this user is to be a partner user with the profile administrator function, then check the **Profile Administration** check box.

Note: When you are creating users for a direct commerce partner, you can also assign a Procurement User user type. The Procurement User user type is assigned to a user that is created to facilitate punchin from an external system.

Select the preferred locale which will apply when the user logs in. The drop-down list displays the names for the supported locales.

- Enter any additional pertinent information.
- Click **Save**.

When the User Detail page is re-displayed, new tabs are available.

The screenshot shows the 'User Detail for Carol Tensor' page in the Atrix Solutions interface. The 'Info' tab is selected, and the page contains several sections:

- User Information:** Fields for Username (ctensor), Password, Confirm Password, Title (Ms.), First name (Carol), Last name (Tensor), Job Title, and Email (mgilchrist@comergent.cc).
- User Locale:** Preferred Locale (United States) with a note: 'Note: changes to Preferred Locale will take effect on the next login.'
- User Functions:** Checkboxes for Manager (checked), Commerce Executive (checked), Sales Executive (checked), Financials, Program Management, Marketing Executive, and Basic Profile.
- Status:** Fields for Parent Status (Open), Status (Open), and a Comment field.
- Payment Options:** Fields for Payment Type (Credit card) and CreditCard Type (Visa).

FIGURE 103. Partner User Detail Page: Info Tab

7. If you are creating users for a direct commerce partner:

- Enter a spending limit and designate one or more approvers if you want to limit the user from placing orders above a certain amount.

Note: The fields for spending limits and approvers appear only if this feature has been enabled. This is done with a business rule. See CHAPTER 38, "Business Rules Administration" for information about accessing business rules.

For the approver name, enter a valid username within the same hierarchy as the user for whom you are establishing the spending limit. You must enter both a spending limit and an approver for the approval process to take effect.

See "Order Approvals" on page 5 for more information.

- (Optional) Enter one or more usernames in the Proxy for Approvals field. These must be valid usernames within the same hierarchy as the user. This field enables the user defined by the profile to approve any orders for which the listed users are approvers.

8. Click **Save**.
9. Click the **Addresses** tab to enter the addresses.

The screenshot shows the 'User Detail for Steve Madison' page in the Comergent Administration system. The 'Addresses' tab is active. The page includes a navigation bar with 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the user name, there are tabs for 'Info', 'Addresses', and 'Notes'. A 'Belongs To: DataSolve' label is present. There are three buttons: 'View Users', 'View Commerce Activity', and 'Save'. A note states: 'NOTE: (*) Items are required.' There are three checkboxes: 'Same as Sold To' for 'Sold To', 'Bill To', and 'Ship To'. Each address block has fields for 'Address Line 1*', 'Address Line 2', 'City*', 'State and Zip Code', and 'Country*'. The 'Country' dropdown is set to 'USA'. At the bottom, there is a table with the following columns: 'Hide', 'Type', 'Address Line 1', 'Address Line 2', 'City', 'Postal Code', 'State', and 'Country'. A note above the table says: 'Select the addresses defined at the organization that should not be visible in this user's address book. * denotes default address.'

FIGURE 104. Partner User Detail Page: Addresses Tab

10. You can enter notes about this user by clicking the **Notes** tab.

Once you have created the user, contact the relevant person to let them know that a partner user has been created for them.

To Create a User at Another Level in a Profile Hierarchy

Perform this task if you are a partner administrator creating a user for one of the child partners in the partner hierarchy. Node administrators should use the procedure described in "To Create a User" on page 217.

1. Access the Profile Detail page as described in "To Maintain Your Profile" on page 208.

NOTE: (*) items are required.

General Information

Profile name *	Organization website address	Custom Field #1
DataSolve	www.datasolve.com	
Main telephone	Organization Email	Custom Field #2
610-6900	corp@datasolve.com	
Main facsimile	Distributors	Custom Field #3
N/A	Select to add	
Profile type *	OmniTech	Custom Field #4
Reseller	UNISTOR	
Profile level *	Andereel	Custom Field #5
Gold	RIT Solutions	
XML Message Version	Remove	
dxML 3.0	Message URL	
Login/Password required		
<input type="checkbox"/>	Content Type	

Profile Status

FIGURE 105. Profile Detail Page

2. Click the **Hierarchy** tab.

Hierarchy

Organization: None

Children

Go to Child Move Child

DataSolve Western Division

Create Child

FIGURE 106. Hierarchy Tab

3. Find the partner for whom you want to create users.
 - a. Find and click the partner in the list of child partners.

- b. Click **Go To Child**.

This displays the Profile Detail page for the selected partner. Notice that the Partner Level and Partner Type fields are read only.

If the partner is at a lower level, then click the **Hierarchy** tab and repeat these steps until you find the appropriate node in the hierarchy.

4. When you display the Profile Detail page for the desired partner, click **View Partner Users**.

This displays the users for that specific node level.

5. Click **Create User**.

This displays the Partner User Detail page.

FIGURE 107. Partner User Detail Page

6. On the Partner User Detail page, enter the information in the required fields (marked with an asterisk (*)).

Note that all usernames must comprise standard keyboard characters. Do not use punctuation marks or spaces in a username. All usernames in the Comergent eBusiness System must be unique so your first choice of username may be already taken. If so, try again with a different username.

Select the functions that you want this user to perform. If this user is to be a user with the Profile Administration function, then check the **Profile Administration** check box.

Select the preferred locale which will apply when the user logs in. The drop-down list displays the names for the supported locales.

7. Enter any additional pertinent information.
8. Click **Save**.
9. If you are creating users for a direct commerce partner, then enter a spending limit and designate one or more approvers if the user exceeds the spending limit. See "Order Approvals" on page 5 for more information.

Note: The fields for spending limits and approvers appear only if this feature has been enabled. This is done with a business rule. See CHAPTER 38, "Business Rules Administration".

10. Click **Save**.
11. Click the **Addresses** tab to enter addresses for the user.
12. Contact the relevant person to let them know that a partner user has been created for them.

To Modify a User

Perform this task if you are a profile administrator modifying a partner user, or if you are a node administrator modifying a user within your own level in the partner hierarchy.

Attention: If you are a partner administrator of a storefront partner, then you must not change the username or password of the Anonymous User of the storefront.
--

1. Log into the server at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.

Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.

2. Click the link to your user accounts. In the reference implementation, you do this by clicking **Update User Accounts** on the partner home page.

This displays the Partner User List page.

Note: You can also access the Partner User List page from your Partner Profile Detail page. To do this, click **View Users**.

The screenshot shows the 'User List: DataSolve' page. At the top, there is a search bar with the text 'Find users that match:' and a dropdown menu for 'Username'. Below the search bar are buttons for 'Search', 'Show All', and 'Advanced Search'. There are also buttons for 'Create User' and 'List recovery'. The main content is a table with the following data:

Username	Full Name	Functions	Manager	Profile	Business Phone	Email Address	
alain	Duprés, Alain	Commerce	No	DataSolve	610-6854	latavens@icmsolutions.com	Move Delete
chen	Chen, Ci	Commerce	No	DataSolve	610-6856	cchen@icmsolutions.com	Move Delete
frutton	Sutton, Felix	Commerce	No	DataSolve	610-6851	fjutton@icmsolutions.com	Move Delete
johannes	Beller, Johannes	Commerce	No	DataSolve	610-6855	ikimberlev@icmsolutions.com	Move Delete
collins	Collins, Linda	Commerce	No	DataSolve	610-6850	lcollins@icmsolutions.com	Move Delete
mscott	Scott, Mike	Commerce Executive, Financials, Sales Executive, Profile Administration, Basic Profile Maintenance, Marketing Executive, Program Management	Yes	DataSolve	610-6853	mjscott@icmsolutions.com	

FIGURE 108. Partner User List Page

3. On the User List page, click the username for the partner user whose details you wish to modify.
4. On the Partner User Detail page, modify the appropriate details for this partner user and click **Save**.

To Modify a User at Another Level in the Partner Hierarchy

Perform this task if you are a partner administrator modifying a user belonging to one of the child partners in your partner hierarchy. Node administrators should use the procedure described in "To Modify a User" on page 224.

1. Access the Profile Detail page as described in "To Maintain Your Profile" on page 208.

The screenshot displays the 'Organization Profile: DataSolve' page. At the top, there is a navigation bar with tabs: Info, Addresses, Detail, Business, Hierarchy, Logo, Commerce, Forecast, Print Templates, and Notes. The 'Hierarchy' tab is selected. Below the navigation bar, there are 'View Users' and 'Save' buttons. A note states: 'NOTE: (*) items are required.' The main content area is titled 'General Information' and contains several sections:

- Profile name ***: DataSolve
- Organization website address**: www.datasolve.com
- Custom Field #1**: [Empty]
- Main telephone**: 610-6000
- Organization Email**: corp@datasolve.com
- Custom Field #2**: [Empty]
- Main facsimile**: N/A
- Distributors**: Select to add (dropdown)
- Custom Field #3**: [Empty]
- Profile type ***: Reseller
- Profile level ***: Gold
- Custom Field #4**: [Empty]
- XML Message Version**: dxML 3.0 (dropdown)
- Message URL**: [Empty]
- Custom Field #5**: [Empty]
- Login/Password required**:
- Content Type**: [Empty]

At the bottom of the form, there is a 'Profile Status' section.

FIGURE 109. Profile Detail Page

2. Click the **Hierarchy** tab.

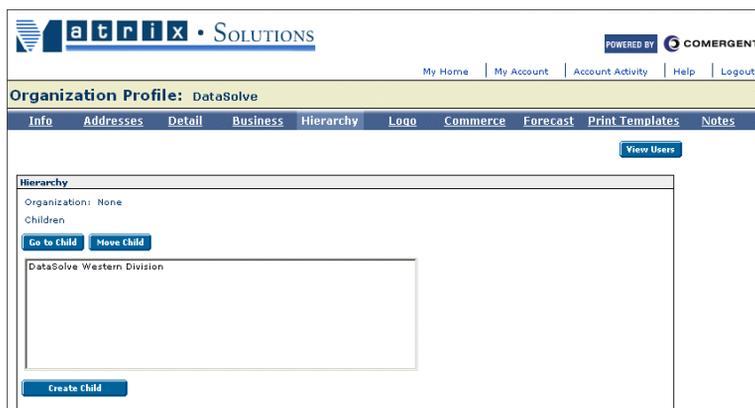


FIGURE 110. Profile Detail Page: Hierarchy Tab

3. Find the profile that has the user you want to modify.
 - a. Find and click the profile in the list of child profiles.
 - b. Click **Go To Child**.

This displays the Profile Detail page for the selected partner. Notice that the Profile Level and Profile Type fields are read only.

If the partner is at a lower level, then click the **Hierarchy** tab and repeat these steps until you find the appropriate node in the hierarchy.

4. When you display the Profile Detail page for the desired partner, click **View Partner Users**.

This displays the users for that specific node level (Figure 111 on page 228).

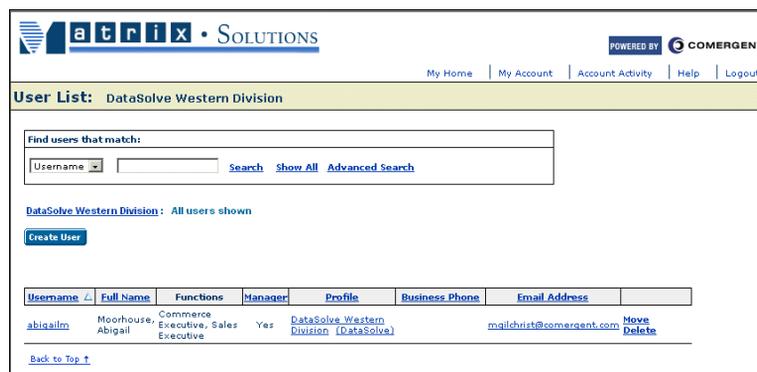


FIGURE 111. User List Page for a Specific Child Node

5. Click the user name of the user you want to modify.

This displays the Partner User Detail page for the child partner user.

6. Modify the appropriate details for this partner user.
7. Click **Save**.

To Move a User from the Top Level in a Profile Hierarchy

Perform this task if you are a partner administrator moving a partner user from the top level to another level in the partner hierarchy. If you want to move a user from a lower level in the partner hierarchy, then see "To Move a User from a Level Below the Top Level in a Profile Hierarchy" on page 230.

Note: Moving a user does not move any carts, orders, and so on, that belong to the user. To recover these items after you move a user, follow the steps in "To Recover Carts" on page 237.

1. Log into the server at the enterprise site by clicking the appropriate portal link on the Comerqent eBusiness System home page.

Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.

2. Click the link to your user accounts. In the reference implementation, you do this by clicking **Update User Accounts** on the partner home page.

This displays the Partner User List page.

Note: You can also access the Partner User List page from your Profile Detail page. To do this, click **View Users**.

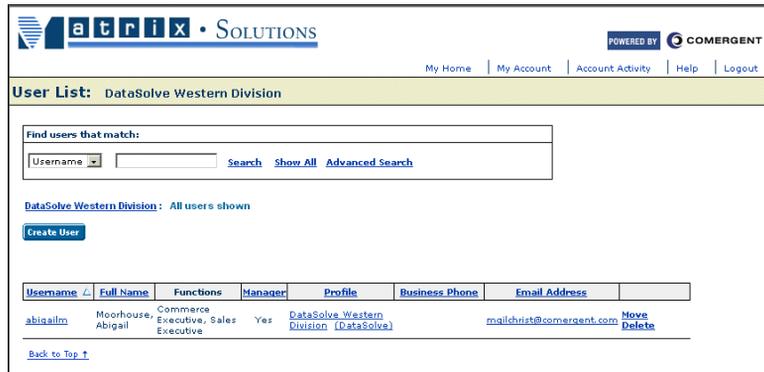


FIGURE 112. Partner User List Page

3. On the User List page, find the user that you want to move.
4. Click the **Move** icon.

This displays a window with a selection of levels in the partner hierarchy. The levels are displayed as fully-qualified paths.

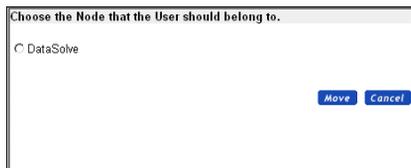


FIGURE 113. Level Selection Window

5. Click the radio button next to the level to which you want to move the user.

If you move a user between two node levels of a partner hierarchy, then the functions assigned to the user before the move are retained. If you move a user from the partner (top) level to a node level (or the reverse), then the functions assigned to the user revert to the default functions assigned at the destination.

6. Click **Move**.

The user is moved to the selected level.

After a user is moved, the profile administrator (or the node administrator of the level to which they are moved) should examine and modify the information as necessary. This ensures that the information is correct for the new location. For example, the addresses (ship-to, bill-to, and so on) might need to be corrected for the new location. See "To Modify a User" on page 224 or "To Modify a User at Another Level in the Partner Hierarchy" on page 226.

To Move a User from a Level Below the Top Level in a Profile Hierarchy

Perform this task if you are a profile administrator moving a partner user from the top level to another level in the partner hierarchy. If you want to move a user from the top level in a partner hierarchy, then see "To Move a User from the Top Level in a Profile Hierarchy" on page 228.

Note: Moving a user does not move any carts, orders, and so on, that belong to the user. To recover these items after you move a user, follow the steps in "To Recover Carts" on page 237.

1. Access the Profile Detail page as described in "To Maintain Your Profile" on page 208.

The screenshot shows the 'Organization Profile: DataSolve' page with the 'General Information' tab selected. The page header includes the Atrix Solutions logo and 'POWERED BY COMERGENT'. Navigation links include 'My Home', 'My Account', 'Account Activity', 'Help', and 'Logout'. A secondary navigation bar contains 'Info', 'Addresses', 'Detail', 'Business', 'Hierarchy', 'Logo', 'Commerce', 'Forecast', 'Print Templates', and 'Notes'. A 'View Users' button is visible. A note states: 'NOTE: (*) items are required.' The form fields are as follows:

General Information		
Profile name *	Organization website address	Custom Field #1
DataSolve	www.datasolve.com	
Main telephone	Organization Email	Custom Field #2
610-6800	corp@datasolve.com	
Main facsimile	Distributors	Custom Field #3
N/A	Select to add	
Profile type *		Custom Field #4
Reseller	OmniTech	
Profile level *	UNISTOR	
Gold	Andereal	
XML Message Version	RTI Solutions	Custom Field #5
dxML 3.0	Remove	
Login/Password required	Message URL	
<input type="checkbox"/>		
	Content Type	

Profile Status

FIGURE 114. Profile Detail Page

2. Click the **Hierarchy** tab.

The screenshot shows the 'Organization Profile: DataSolve' page with the 'Hierarchy' tab selected. The page header and navigation are identical to Figure 114. The 'Hierarchy' section displays:

Organization: None
Children

Buttons: Go to Child, Move Child

DataSolve Western Division

Button: Create Child

FIGURE 115. Profile Detail Page: Hierarchy Tab

3. Find the partner that has the user you want to move.
 - a. Find and click the partner in the list of child partners.

- b. Click **Go To Child**.

This displays the Profile Detail page for the selected partner. Notice that the Profile Level and Profile Type fields are read only.

If the profile is at a lower level, then click the **Hierarchy** tab and repeat these steps until you find the appropriate level in the hierarchy.

4. When you display the Profile Detail page for the desired node, click **View Users**.

This displays the users for that specific level (Figure 116 on page 232).

The screenshot shows the 'User List' for 'DataSolve Western Division'. At the top, there is a search bar with the text 'Find users that match:' and a dropdown menu for 'Username'. Below the search bar, there is a 'Create User' button. The main content is a table with the following data:

Username	Full Name	Functions	Manager	Profile	Business Phone	Email Address	
abigailm	Moorhouse, Abigail	Commerce Executive, Sales Executive	Yes	DataSolve Western Division (DataSolve)		mailchirst@comergent.com	Move Delete

At the bottom of the table, there is a 'Back to Top' link.

FIGURE 116. Users for a Specific Level

5. Find the username of the user you want to move.
6. Click the **Move** icon.

This displays a window with a selection of levels in the partner hierarchy. The levels are displayed as fully-qualified paths. For example, in Figure 117 on page 233, the first selection is AffinityNet, the top level in the hierarchy. The third selection is AffinityNet West - San Jose, a division of AffinityNet West, which is itself a division of AffinityNet.

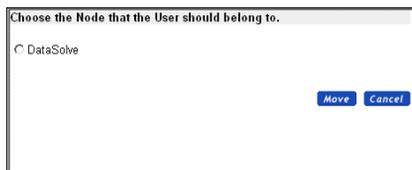


FIGURE 117. Level Selection Window

7. Click the radio button next to the level to which you want to move the user.

If you move a user between two node levels of a partner hierarchy, then the functions assigned to the user before the move are retained. If you move a user from the partner (top) level to a node level (or the reverse), then the functions assigned to the user revert to the default functions assigned at the destination.

8. Click **Move**.

The user is moved to the selected level.

After a user is moved, the profile administrator (or the node administrator of the level to which they are moved) should examine and modify the information as necessary. This ensures that the information is correct for the new location. For example, the addresses (ship-to, bill-to, and so on) might need to be corrected for the new location. See "To Modify a User" on page 224 or "To Modify a User at Another Level in the Partner Hierarchy" on page 226.

To Delete a User

Perform this task if you are a partner administrator deleting a partner user, or a node administrator deleting a node user below you in the partner hierarchy. You can also use this task if you are a node administrator deleting a user within your own level in the partner hierarchy. See "Profile Hierarchy" on page 3 for an explanation of the parent-child node concept.

1. Log into the server at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.

Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.

- Click the link to your user accounts. In the reference implementation, you do this by clicking **Update User Accounts** on the partner home page.

This displays the Partner User List page.

Note: You can also access the Partner User List page from your Partner Profile Detail page. To do this, click **View Users**.

The screenshot shows the 'User List: DataSolve' page. At the top, there is a search bar labeled 'Find users that match:' with a 'Username' dropdown and 'Search', 'Show All', and 'Advanced Search' buttons. Below the search bar, there are 'Create User' and 'List recovery' buttons. The main content is a table with the following data:

Username	Full Name	Functions	Manager	Profile	Business Phone	Email Address	
alain	Duprés, Alain	Commerce	No	DataSolve	610-6854	lstevens@icmsolutions.com	Move Delete
chen	Chen, Ci	Commerce	No	DataSolve	610-6856	cchen@icmsolutions.com	Move Delete
frutton	Sutton, Felix	Commerce	No	DataSolve	610-6851	futton@icmsolutions.com	Move Delete
johannes	Beßer, Johannes	Commerce	No	DataSolve	610-6855	ikimberley@icmsolutions.com	Move Delete
lcollins	Collins, Linda	Commerce	No	DataSolve	610-6850	lcollins@icmsolutions.com	Move Delete
mrcott	Scott, Mike	Commerce Executive, Financials, Sales Executive, Profile Administration, Maintenance, Marketing Executive, Program Management	Yes	DataSolve	610-6853	mrcott@icmsolutions.com	

FIGURE 118. Partner User List Page

- Click **Delete** in the Actions column next to the partner user you wish to delete from the system.
- A dialog box asks you to confirm deletion: click **OK** to continue.

The User List page is re-displayed and the deleted user is not listed.

To Delete a User at Another Level in the Profile Hierarchy

Perform this task if you are a partner administrator deleting a user belonging to one of the child profiles in your partner hierarchy. Node administrators should use the procedure described in "To Delete a User" on page 233.

- Access the Partner Profile Detail page as described in "To Maintain Your Profile" on page 208.

2. Click the **Hierarchy** tab.

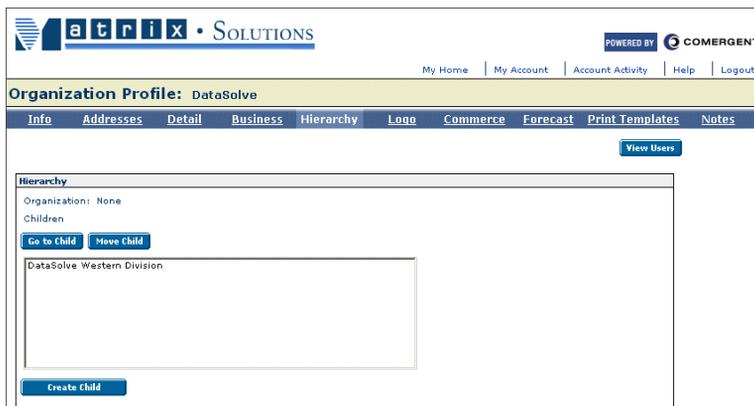


FIGURE 119. Profile Detail Page: Hierarchy Tab

3. Find the profile that has the user you want to delete.
 - a. Find and click the partner in the list of child profile.
 - b. Click **Go To Child**.

This displays the Partner Profile Detail page for the selected partner (Figure 120 on page 236).

If the profile that you are looking for is at a lower level, then click the **Hierarchy** tab and repeat these steps until you find the appropriate node in the hierarchy.

NOTE: (*) items are required.

General Information

Profile name * DataSolve

Main telephone 610-6900

Main facsimile N/A

Profile type * Reseller

Profile level * Gold

XML Message Version dXML 3.0

Login/Password required

Organization website address www.datasolve.com

Organization Email corp@datasolve.com

Distributors Select to add

Message URL

Content Type

Custom Field #1

Custom Field #2

Custom Field #3

Custom Field #4

Custom Field #5

Profile Status

FIGURE 120. Partner Profile Detail Page: Node Level

- When you display the Partner Profile Detail page for the desired profile, click **View Users**.

This displays the users for that specific node level (Figure 121 on page 236).

User List: DataSolve Western Division

Find users that match:

Username Search Show All Advanced Search

DataSolve Western Division: All users shown

Create User

Username	Full Name	Functions	Manager	Profile	Business Phone	Email Address	
abigailm	Moorhouse, Abigail	Commerce Executive, Sales Executive	Yes	DataSolve Western Division (DataSolve)		maildchrist@comergent.com	Move Delete

Back to Top ↑

FIGURE 121. Users for a Specific Node

- Click **Delete** in the Actions column next to the partner user you wish to delete from the system.

- A dialog box asks you to confirm deletion: click **OK** to continue.

The User List page is re-displayed and the deleted user is not listed.

To Recover Carts

A deleted partner user might have one or more active carts. The profile administrator can display these carts and delete them or transfer them to other existing partner users.

- Log into the Comergent eBusiness System at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.
Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.
- Click the link for updating user accounts.

This displays the User List page (see Figure 122 on page 237). You can also access this page from the Partner Profile Detail page. Click **View Partner Users**.



FIGURE 122. User List Page

- Click **List Recovery** to display the lists to be deleted or transferred.

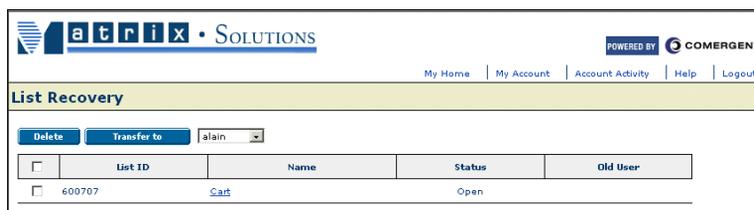


FIGURE 123. List Recovery Page

4. Check one or more boxes next to the list numbers to select the lists for deletion or transfer.

You can click the Name to display the contents of the cart. You can add to or modify the cart as necessary.

5. You can do one of the following:
 - Click **Delete Selected** to delete the selected list(s).
 - Select a user from the drop-down list, then click **Transfer to**.

Product Administration for Partners

Partner administrators can add and maintain products specific to the partner's organization. They can also browse the products maintained by the *enterprise administrator*. For an introduction to product administration, see "Administering the Product Catalog" on page 19.

To Maintain Product Information

1. Log into the Comergent eBusiness System at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.

This displays the Comergent eBusiness System partner home page.

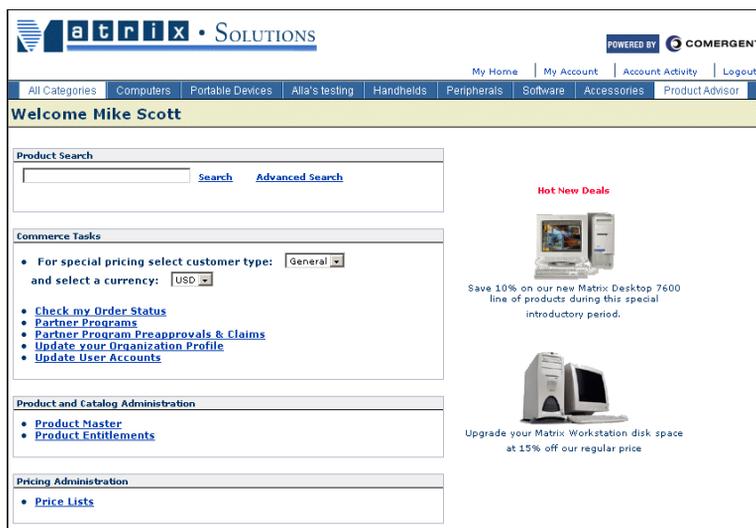


FIGURE 124. Comergent eBusiness System Partner Home Page

2. Click **Product Master** in the Product and Catalog Administration panel.

The Product Manager page is displayed.

Once you reach this page, you can:

- Create and maintain product categories.
See "Product Category Administration Tasks" on page 279.
- Create and maintain products.
See "Product Administration Tasks" on page 295.
- Supersede products.
See "Superseding a Product" on page 320.
- Create and maintain assemblies.
See "Managing Assemblies" on page 322.

You also have access to products created by the *enterprise administrator*. However, these products are displayed in read-only mode. You cannot make changes to them.

For products to be available to customers, you must create price lists and assign the products to price lists. Then you must ensure that the price lists are assigned to the appropriate partners. See "Pricing Administration for Partners" on page 240.

Managing Availability Information

You can maintain product availability information for the products that you supply. See CHAPTER 12, "Managing Availability Information" for more information.

Pricing Administration for Partners

Partner administrators can add and maintain price lists for products specific to the partner's organization. For an introduction to pricing in the Comergent eBusiness System, see "Setting Prices for Products" on page 20.

Note: If you are either a Partner.com Partner or a Storefront Partner, then you must also provide a mapping between the enterprise product ID and your own manufacturer's part number, as well as information about product availability. See "To Upload Product Mapping" on page 265.

To Maintain Pricing Information

1. Log into the Comergent eBusiness System at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.

This displays the Comergent eBusiness System home page.

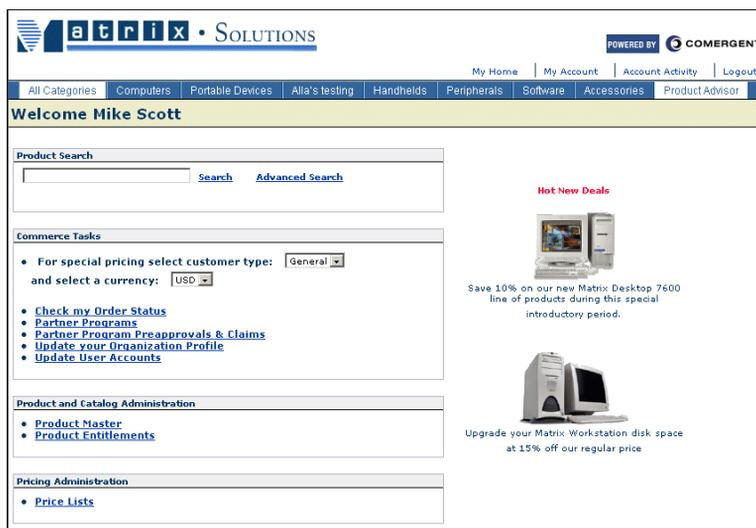


FIGURE 125. Comergent eBusiness System Partner Home Page

2. Click **Price Lists** in the Pricing Administration panel.

The Pricing Administration page is displayed.

Once you reach this page, you can create and maintain price lists. See CHAPTER 17, "Pricing Administration".

To Assign Price Lists to Partners

If you are a profile administrator for a storefront, then you can assign your price lists to child partners: that is the anonymous and registered user partners for your storefront and any customer partners that you have created for your storefront.

Only an enterprise administrator can assign a price list to a partner of the enterprise. If you want to assign a price list that you have created to a partner of the enterprise, then you must notify an enterprise administrator.

Opportunity Administration by Partners

Enterprise lead administrators create leads so that they can assign the leads to their sales partners. They become sales opportunities that partners can close. Leads can only be assigned to a partner if one of the partner users of that partner has been assigned the Sales Executive function: we sometimes refer to these users as sales

managers. In general, it is the responsibility of a profile administrator to ensure that at least one of their partner users has been assigned by the Sales Executive function.

Note that you must ensure that at any time, only one of your partner users has been assigned the Sales Executive function. If you want to change who performs this function, then you should do this by navigating to the user profile for the new sales manager, and add the Sales Executive function to them: this action automatically removes the function from the old sales manager.

When a lead administrator assigns a lead to a partner, an *opportunity* is created: it is a copy of the lead and it contains all of the contact information and product list information contained in the original lead.

Each partner sales manager can accept or reject the opportunities assigned to their partner. If they accept an opportunity, then they can work the opportunity themselves or they can delegate the opportunity to *partner sales representatives*: partner users who have been assigned the Sales function.

Proposals are product lists associated with an opportunity. When a lead is first assigned to a partner, the product list associated with the lead is copied to the opportunity, so that an opportunity always has at least one proposal associated with it. Sales managers and sales representatives can create new proposals: these can be associated with an existing opportunity or you can create a new proposal that is associated with a new opportunity. See "To Create a New Proposal by Copying an Existing Proposal" on page 256 and "To Create a New Proposal and New Opportunity" on page 257.

To Create Partner Sales Representatives

To create Partner Sales Representatives, you create partner users and assign them the Sales function. See "User Administration for Partners" on page 217 for information about creating and modifying partner users.

To Accept an Opportunity

Only users who have been assigned the Sales Executive function can accept or decline opportunities.

1. Log into the server at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.

Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.

2. Click the link to take you to your opportunities. In the reference implementation, click **Opportunity & Proposal Activity** in the Commerce Activity panel.

This displays the Opportunities tab for the Account Activity page (Figure 126 on page 243).

3. Find the opportunity that you want to accept. You can view its detail by clicking its link.



FIGURE 126. Opportunities List Page for Partners

4. Click **Accept** for that opportunity.

The icons disappear and the Detail Status column shows “Accepted”.

To Decline an Opportunity

1. Log into the server at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.

Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.

2. Click the link to take you to your opportunities. In the reference implementation, click **Opportunity & Proposal Activity** in the Commerce Tasks panel.

This displays the Opportunities tab for the Account Activity page (Figure 126 on page 243).

3. Find the opportunity that you want to decline.



FIGURE 127. Opportunities List Page for Partners

- Click **Decline** for that opportunity.

This displays the Opportunity Decline popup window.

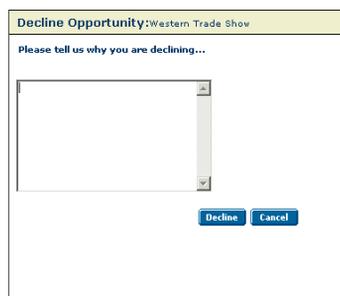


FIGURE 128. Opportunity Decline Popup

- Enter a reason for declining the opportunity.
- Click **Decline**.

The opportunity is removed from the Opportunities tab.

To Delegate an Opportunity

Only users who have been assigned the Sales Executive function can delegate opportunities. You must first accept an opportunity (see "To Accept an Opportunity" on page 242) before you can delegate it. You can delegate opportunities only to users who have been assigned the Sales Executive or Sales function.

1. Log into the server at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.

Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.

2. Click the link to take you to your opportunities. In the reference implementation, click Account Activity on your Partner Home page and then click the Opportunities tab.

This displays the Opportunities tab for the Account Activity page (Figure 126 on page 243).



FIGURE 129. Opportunities List Page for Partners

3. Find the opportunity that you want to delegate.
4. Click the check box next to the opportunity.

No check box indicates that the opportunity has not yet been accepted or declined. You must accept an opportunity before you can delegate it. See "To Accept an Opportunity" on page 242.

5. Repeat the last two steps for each opportunity you want to delegate.
6. Click **Delegate**.

A popup window appears.

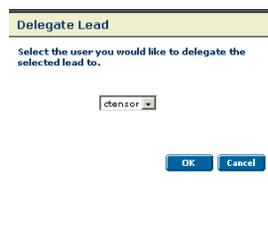


FIGURE 130. Delegate Opportunity Popup

7. Select a name from the drop-down list. Only users who have been assigned the Sales Executive or Sales function are listed.
8. Click **OK**.

To Add or Modify General Opportunity Information

Only partner users who have been assigned the Sales Executive or Sales function can work on opportunities.

- Users who have the Sales Executive function can work on any opportunity assigned to their partner and which have been accepted.
- Users who have the Sales function can work on any opportunity assigned to their partner and which have been accepted by the Sales Executive user and delegated to the user.

If you are a user who has not been assigned either the Sales Executive or Sales function, then you will not see the Opportunities tab in your workspace.

1. Log into the server at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.

Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.

2. Click the link to take you to your opportunities. In the reference implementation, click **Opportunity & Proposal Activity** in the Commerce Tasks panel.

This displays the Opportunities tab for the Account Activity page (Figure 131 on page 247).



FIGURE 131. Opportunities List Page for Partners

- Find the opportunity you want to modify.

An opportunity must be accepted before you can modify the opportunity. See "To Accept an Opportunity" on page 242.

- Click the opportunity name.

This displays the opportunity page.



FIGURE 132. Opportunity Detail Page: Edit Properties Tab

5. Modify the desired information.

Some fields are read-only and can only be modified by the *Enterprise Lead Administrator*. You can use the calendar widget (to the right of the Expected Close Date field) to select a date for that field.

6. Click **Save**.

To Prepare a Proposal for a Contact

The primary purpose of an opportunity is to help you close business with the opportunity contact. Often you do this by preparing a proposal to offer to the contact: this comprises a list of products with your prices so that you can send this to the contact.

1. Navigate to your workspace.
2. Click the **Proposals** tab.
3. Click the link to the proposal that you want to work on.
4. Add and configure products on the product list as the contact requests them.
5. For each line item, the price that you would pay to buy the line item from the enterprise is displayed in the Extended Price column as the first price you see.
6. Enter numbers into the Uplift and Discount fields. A revised extended price is calculated each time you click **Calculate** or **Save**.

The revised extended price is calculated as follows:

Extended Price x (100 + Uplift%) x (100 - Discount%)

For example, if the original extended price is \$50.00 and you enter an uplift of 15% and a discount of 5%, then the revised extended price is:

$\$50 \times (115\%) \times (95\%) = \54.62 .

Clicking **Calculate** does not save the uplift or discount percentages whereas **Save** does.

7. You can review the Total prices and margins for the proposal in the Summary panel.

Percent Discount: 6%	Total Price: \$5,168.41
Absolute Discount: \$321.81	Total Margin: \$356.91

FIGURE 133. Proposal Summary Panel

The Total margin is calculated as the difference between the total of the revised extended prices and the total of the extended price: it is the difference between the price that you are offering the contact and what you would have to pay for this cart.

8. You can view a printable version of this proposal by clicking **Print View**.

The screenshot shows the Atrix Solutions web interface. At the top, there is a navigation bar with 'My Home', 'My Account', 'Account Activity', and 'Logout'. Below this is a category menu with 'All Categories', 'Computers', 'Portable Devices', 'All-in-one testing', 'Handhelds', 'Peripherals', 'Software', 'Accessories', and 'Product Advisor'. The main heading is 'Opportunity: Western Trade Show' with a 'Return To List' link. Below the heading are tabs for 'Edit Properties', 'Manage Proposals', and 'Add Notes'. A summary box contains the following information: Name: Western Trade Show, Customer Type: General, Currency: USD, Last Modified: 9/14/2005, Status: New, and Expiration Date. To the right of this box is a smaller summary box with: Percent Discount: Total Price: \$0.000, Absolute Discount: \$0.000, and Total Margin: \$0.000. Below these boxes is a section for 'Print Field Selection' with a 'Print Template' dropdown menu set to 'Select a template'. There are also checkboxes for 'Header Items' including 'Customer Name' and 'Title'. At the bottom right, there are buttons for 'Reset', 'Print View', 'Save', and 'Edit Proposal'.

FIGURE 134. Print Proposal Preparation Page

9. Select a template to use to generate the proposal. These template have been previously uploaded by your sales manager. See "To Upload a New Proposal Template" on page 215.
10. Select the proposal items that you want to include in the view and enter text that you want to accompany the proposal.

FIGURE 135. Proposal Field Selection

11. Click **Print View**.

A new browser window opens up to display a printable form of the proposal. Note that this window displays the discounts offered on each line item, but not the uplifts.

12. If you want, you can click **Save** to save a copy of the proposal template settings with the proposal.

To Create an Order from an Opportunity

1. Log into the server at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.

Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.

2. Click the link to take you to your opportunities. In the reference implementation, click **Opportunity and Proposal Activity** in the Commerce Tasks panel.

This displays the Opportunities tab for the Account Activity page (Figure 136 on page 251).

3. Find the opportunity for which you want to add products.

An opportunity must be accepted before you can add products. See "To Accept an Opportunity" on page 242.



FIGURE 136. Opportunities List Page for Partners

4. Click the opportunity name.

This displays the opportunity detail page.

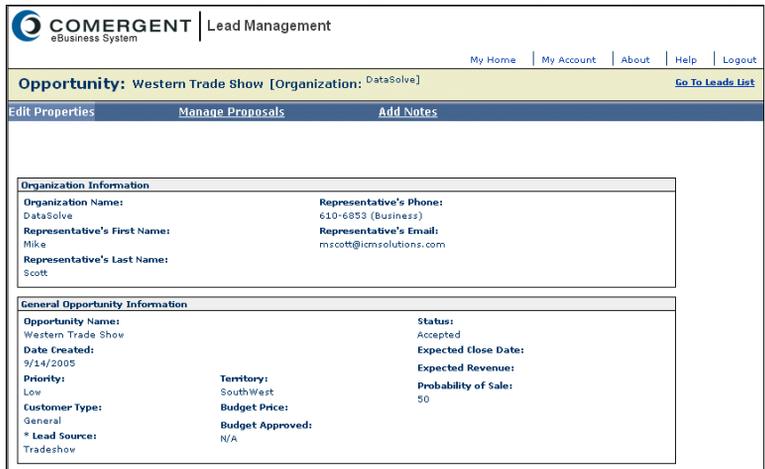


FIGURE 137. Opportunity Detail Page: Edit Properties Tab

5. Click **Manage Proposals**.

This displays the Product List tab.

The screenshot shows the Atrix Solutions web application interface. At the top, there is a navigation menu with links for 'All Categories', 'Computers', 'Portable Devices', 'Alla's testing', 'Handhelds', 'Peripherals', 'Software', 'Accessories', and 'Product Advisor'. The main header features the Atrix Solutions logo and 'POWERED BY COMERGENT'. Below the navigation, the page title is 'Opportunity: Lead 27 - No Proposal Items' with a 'Return To List' link. The 'Manage Proposals' tab is selected, showing a form with the following details:

Name:	Product List	Change
Customer Type:	Education	
Currency:	EUR	
Last Modified:	9/13/2005	
Status:	New	
Expiration Date:		

Summary information:

Percent Discount:	Total Price: €0.000
Absolute Discount: €0.000	Total Margin: €0.000

Below the summary, there is a section with instructions: 'Use this page to prepare your proposal. You can adjust the prices that are presented to your contact using the Uplift and Discount fields: the uplift is applied to the list price extended to you, and the discount is applied to the uplifted price. When you print the proposal, only the discounted price is displayed. Major Line items can be marked Below the Line (BTL) to indicate that they are not part of the formal proposal but might be items of interest for the user. Minor lines can be marked Do Not Display (DND) when they are part of the proposal but they should not be displayed in the print view of the proposal. Use the Calculate button to try out different combinations of uplifts and discounts. Save your final uplift and discount choices by clicking Save.' A 'Convert to Order' button is located at the bottom right of this section.

FIGURE 138. Opportunity Detail Page: Manage Proposals Tab

6. Add products.

You can do this in one of three ways:

- Click **Continue Shopping** to browse the product catalog.

By browsing the catalog, you can add products to a minilist in the left-hand frame. When you click the **Cart** link, the Product List window is re-displayed showing the products you selected (Figure 139 on page 253).

- Click **Help Me Find Products** to find products by answering questions.

This displays the cart window with a questionnaire that leads you through a guided selling experience. You can add products to a minilist. When you click **Process List**, the Product List window is re-displayed showing the products you selected.

- Click **Enter Product ID's** to add products by enter specific product IDs.

A frame appears that enables you to enter a product ID.

As you add products, they appear in the product list. When you are finished adding products to the cart, then click the **Cart** link.

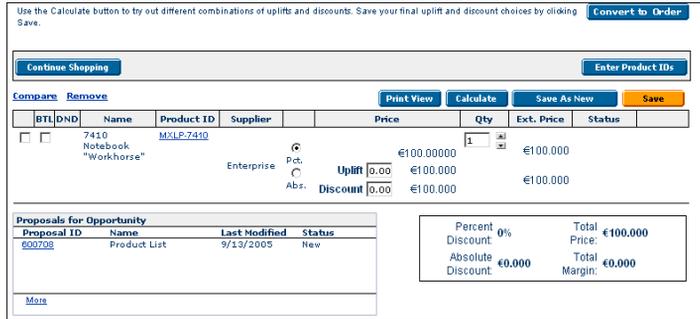


FIGURE 139. Opportunity Detail Page: Manage Proposals Tab with Product

7. Decide whether to convert any of the current “below the line” (BTL) items to “above the line” items. Below the line items are not included when you convert the proposal into an order.
8. Click **Convert to Order** when you are ready to convert the proposal to an order.

To Add Notes About An Opportunity

1. Log into the server at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.

Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.

2. Click the link to your opportunities.

This displays the Opportunities tab for the Lists page (Figure 140 on page 254).

3. Find the opportunity for which you want to add notes.

An opportunity must be accepted before you can add notes. See "To Accept an Opportunity" on page 242.



FIGURE 140. Opportunity List Page for Partners

4. Click the opportunity name.

This displays the opportunity detail page.

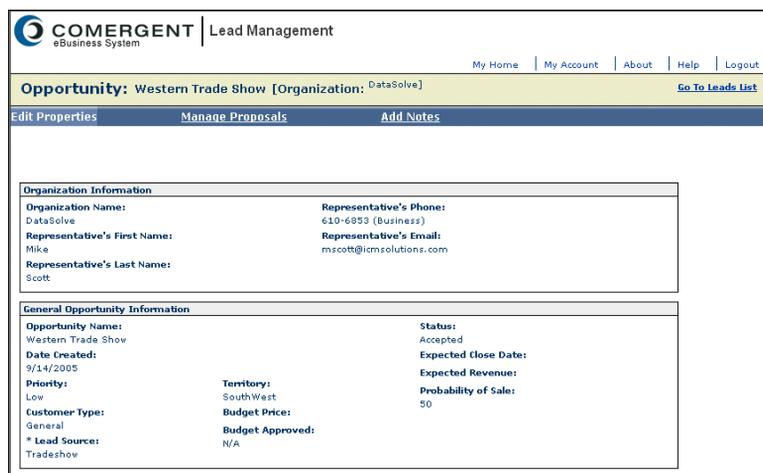


FIGURE 141. Opportunity Detail Page: Edit Properties Tab

5. Click **Add Notes**.

This displays the Add Notes tab.

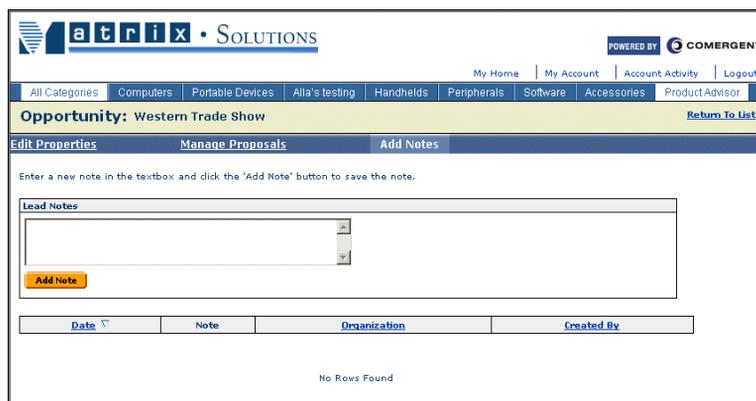


FIGURE 142. Opportunity Detail Page: Add Notes Tab

6. Enter the note text.
7. Click **Add Note**.

To Close an Opportunity

As partner sales manager or sales representative, it is your responsibility to close opportunities when you are no longer working on them. Closing opportunities enables the enterprise to review how well partners perform in closing leads and how valuable the opportunities to their partners.

When you close an opportunity, you must mark it as a Win or a Loss. This helps the enterprise determine how successful partners are in transacting business.

1. Log into the server at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.
Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.
2. Click the link to your opportunities.
This displays the Opportunities tab for the Lists page (Figure 140 on page 254).
3. Click the link to the opportunity that you want to close.
4. In the Status drop-down list, select "Closed".

5. If the opportunity is being closed as a Win, then enter a value in the Expected Revenue field. Be sure to use the value as expressed in the Enterprise currency (for example, US dollars).
6. Click **Save**.



FIGURE 143. Close Opportunity Window

7. Enter a note regarding the reason for winning or losing the opportunity.
8. Click **Win** or **Loss**.

The opportunity is closed and becomes read-only in your workspace.

To Create a New Proposal by Copying an Existing Proposal

If you copy an existing proposal, then it is created with all of the same opportunity information of the original proposal.

1. Log into the server at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.
Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.
2. Click **Account Activity**.
3. Click the **Proposals** tab.



FIGURE 144. Proposals List Page

- In the list of proposals, find the proposal that you want to copy and click the link to its detail page.
- On the Proposal Detail page, click **Save as New**.

A new proposal is listed. You can work this proposal just as you can the original proposal.

To Create a New Proposal and New Opportunity

If you copy an existing proposal, then it is created with all of the same opportunity information of the original proposal.

- Log into the server at the enterprise site by clicking the appropriate portal link on the Comergent eBusiness System home page.
Typically, this link is created for partners by the enterprise administration team, and they need to let you know what this link is.
- Click **Account Activity**.
- Click the **Proposals** tab.



FIGURE 145. Proposals List Page

4. Click **New**.



FIGURE 146. New Proposal Page

5. Enter a name for the new proposal and contact information.

6. Click **Save**.

The new proposal and opportunity is created. The Product List tab of the opportunity is displayed.

Invoice Administration by Partners

Partner users who have been assigned the Financials function can manage invoices for their partner. Other partner users can view the invoices associated with their orders, but they cannot change the status of invoices.

To View an Invoice

1. Click the **Invoices** tab on your Account Activity page.

The screenshot shows the 'Account Activity' page for Atrix Solutions, powered by Comergent. The 'Invoices' tab is selected. Below the navigation tabs, there is a search section titled 'Find Invoices that contain:' with a dropdown menu for 'Ref Order/Invoice #' and a search button. Below the search section is a table of invoices.

<input type="checkbox"/>	Invoice Number	Invoice Type	Ref Order/Invoice #	User Name	Due Date	Date Created	Amount	Balance	Invoice Status
<input type="checkbox"/>	75927613	Invoice	9912593762	fsutton	5/16/2003	5/16/2003	\$3,721,490	\$2,577,310	Disputed
<input type="checkbox"/>	71137195	Invoice	4601604194	fsutton	5/16/2003	5/16/2003	\$120,204.040	\$0.000	Paid
<input type="checkbox"/>	14591430	Invoice	2782598787	fsutton	5/16/2003	5/16/2003	\$6,314.040	\$6,314.040	Disputed
<input type="checkbox"/>	96049622	Invoice	898552576	icollins	5/16/2003	5/16/2003	\$191,924.640	\$0.000	Paid
<input type="checkbox"/>	44444460	Invoice	9801593809	icollins	5/16/2003	5/16/2003	\$1,374.110	\$432.630	Partially Paid
<input type="checkbox"/>	69986980	Invoice	9801593809	icollins	5/16/2003	5/16/2003	\$1,756.300	\$1,756.300	Disputed
<input type="checkbox"/>	85628537	Invoice	9801593809	icollins	5/16/2003	5/16/2003	\$7,375.100	\$0.000	Paid
<input type="checkbox"/>	77917785	Invoice	6525602281	msscott	5/16/2003	5/16/2003	\$5,393.820	\$0.000	Paid
<input type="checkbox"/>	43064349	Invoice	6525602281	msscott	5/16/2003	5/16/2003	\$5,531.300	\$0.000	Paid
<input type="checkbox"/>	32813262	Invoice	6525602281	msscott	5/16/2003	5/16/2003	\$8,193.820	\$8,852.800	New
<input type="checkbox"/>	53915431	Invoice	6525602281	msscott	5/16/2003	5/16/2003	\$4,200.040	\$0.000	Paid

FIGURE 147. Partner Account Activity Page: Invoices Tab

2. Click the link of the invoice whose detail you want to view. The Invoice Detail page is displayed.

Invoice Details: Invoice # 75827613

Invoice Type: Invoice
 Invoice Status: Disputed
 Invoice Dates: May 16, 2003
 Due Dates: May 16, 2003
 Balance: \$2,577,310
 Order Number: 9912593762

Shipping Information
Ship To:
 172 Barford Ave. First floor
 Salt Lake City, UT 84093 USA

Billing Information
Bill To:
 172 Barford Ave. First floor
 Salt Lake City, UT 84093 USA

Sold-To Information
Sold To:
 172 Barford Ave. First floor
 Salt Lake City, UT 84093 USA

Remit-To Information
Remit To:
 Matrix Solutions
 Ms. Caroline Jones
 14303 Matrix Drive Matrix Plaza
 Hampton City, CA 92064 USA

[Update](#)

[Mark All Paid](#)

	Line #	Product ID	Customer Status	Enterprise Status	Updated By	Unit Price	Quantity	Extended Price
History	6451	MX-SC0204	<input type="text" value="Paid"/>	Payment Received	gones	\$85.330	6	\$511.980
History	6452	MX-FW3343	<input type="text" value="Paid"/>	Disputed	gones	\$63.220	10	\$632.200

FIGURE 148. Partner Invoice Detail Page

- You can update the customer status of any invoice line by selecting the appropriate status from the drop-down list and clicking **Update**. The status of the invoice is updated by applying the rules described in "Invoice Statuses" on page 36.
- You can view the history of an invoice line item by clicking **History**. The Invoice Line Item History page is displayed.

Line Item History List: Invoice # 75827613

[Done](#)

Product ID	Customer Status	Enterprise Status	Updated By	Updated Date	Quantity
MX-SC0204	Paid	Payment Received	gones	5/16/2003	6
MX-SC0204	Paid	New	mscott	5/16/2003	6
MX-SC0204	New	New	ERPAdmin	5/16/2003	6

FIGURE 149. Invoice Line Item History Page

Program Administration by Partners

When a program is assigned to your partner, you can submit approval requests and claims for activities. You must submit approval requests for each program activity that you participate in, and the approval request must be approved before you can submit claims against the approval request.

This section describes these tasks:

To Submit an Approval Request

You submit approval requests against specific program activities. You can submit more than one approval request against the same program activity.

1. Click **Partner Programs** on your home page.

Program ID	Program Name	Program Type	Creation Date	Activities Start Date	Activities End Date	Program Status
101	Workstation Launch	MDF	10/5/2005	10/1/2005	10/31/2005	Active

FIGURE 150. Program List Page

2. On the Program List page, click the link to the appropriate program.
3. On the Program Detail page, click the Activities tab.
4. On the Activities List page, click the link to the appropriate activity.
5. On the Activity Detail page, click **Create Approval Request**.
6. Enter the basic approval request details.
7. Click **View Approval Request Form**.
8. Enter the specific approval request details as required for this activity.
9. Click **Save**.
10. Click **Submit Request**.

To Submit a Claim

Before you can submit a claim against a program activity, you must have submitted an approval request for the program activity, and the approval request must have been approved by the enterprise.

1. Click **Partner Program Preapprovals and Claims** on your home page.

The screenshot shows the 'Claim List' page. At the top, there is a search bar with the text 'Find records that contain:' and a dropdown menu for 'Program Name'. Below the search bar, there is a table with the following columns: Preapproval ID, Preapproval Status, Preapproval Request Date, Claim ID, Claim Status, Claim Date, Activity Name, and Program Name. The table contains one record with the following values: Preapproval ID: 101, Preapproval Status: Pending Approval, Preapproval Request Date: 10/5/2005, Claim Date: Press Release, and Program Name: Workstation Launch. There are also links for 'Search' and 'Show All'.

FIGURE 151. Claim List Page

2. On the Claim List page, click the link to the appropriate approval request.
3. On the Approval Request Detail page, click **Create Claim**.

The screenshot shows the 'Claim Form' page for 'Press Release'. The page has a title 'Claim Form' and a subtitle 'Claim for Press Release'. Below the title, there is a message: 'Save the data you entered by clicking the Save button. Click Clear to clear the form. Click Update to view changes. Cancel changes by clicking the Cancel button.' There are four buttons: 'Save', 'Update', 'Clear', and 'Cancel'. Below the buttons, there is a 'Claim Application Form' section with the following details:

- Claim Details**
 - Program Name: [Workstation Launch](#)
 - Activity Name: [Press Release](#)
- Preapproval ID: 101
- Approval Number: 1128532275915
- Claim ID: [Empty]
- Claim Status: In Creation
- Actual Sales**
 - Actual Unit Sales: [Empty]
 - Actual Sales Revenue: [Empty] (in dollars)

FIGURE 152. Claim Detail Page

4. Enter the basic claim details.
5. Click **Save**.

6. Click **Submit Claim**.

Managing the C3 Partner.com Environment

When a partner is enabled for *C3 Partner.com* (see "To Enable a Profile for C3 Partner.com" on page 183), the partner administrator can perform all the tasks that other partner administrators can perform, as described in the previous sections. The partner administrator can also perform the tasks described in "Partner Administrator Tasks" on page 13.

This section describes the tasks specific to managing the *C3 Partner.com Environment*. These tasks include:

- "To Create Customers" on page 263
- "To Upload Product Mapping" on page 265
- "To Download Products" on page 266
- "To Update Product Mappings" on page 267
- "To Set Your Email Templates" on page 271
- "To View Inbound Orders" on page 273

Managing Customer profiles

To Create Customers

See "Customers and Their Users" on page 9 for an explanation of customers.

1. Access the Partner Profile Detail page as described in "To Maintain Your Profile" on page 208.
2. Click the **Hierarchy** tab.

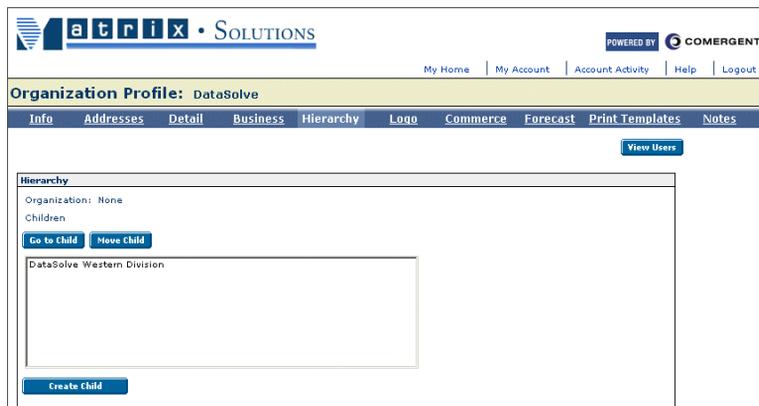


FIGURE 153. Partner Profile Detail Page: Hierarchy Tab

3. Click Create Customer.

This displays the partner profile tabs for the new partner.

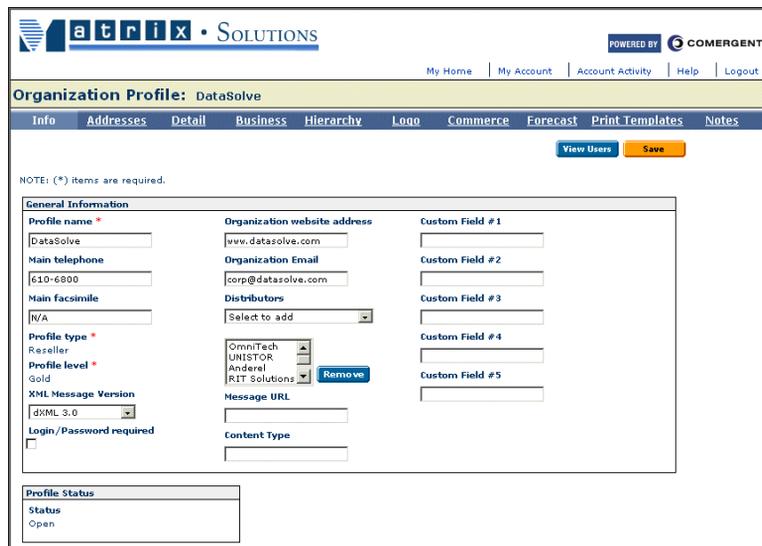


FIGURE 154. Partner Profile Detail Page

4. Enter the partner profile information.

5. Save the information you entered.
 - Click **Save All** to save the information and remain at the Partner Profile Detail page.
 - Click **Save All and View Partner Users** to save the information and begin the process of creating partner users for this customer. See "To Create a User" on page 217 for further information about creating partner users.

Managing Product Information

To Upload Product Mapping

Use this task to upload product mapping to the database. See "Product Mapping File Format" on page 885 for the required format and an example.

Note: If Allaire JRun is the servlet container, then you cannot upload data when cookies are turned off in the Web browser.

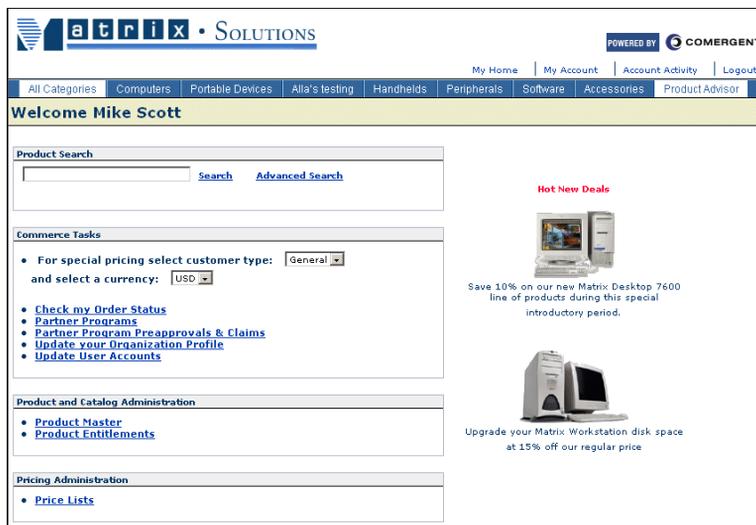


FIGURE 155. Comergent eBusiness System Partner Home Page

1. Click **Upload & Maintain Products** in the Storefront Administration panel on the Comergent eBusiness System home page.

This displays the SKU Administration page.

2. Click the **SKU Upload** tab.

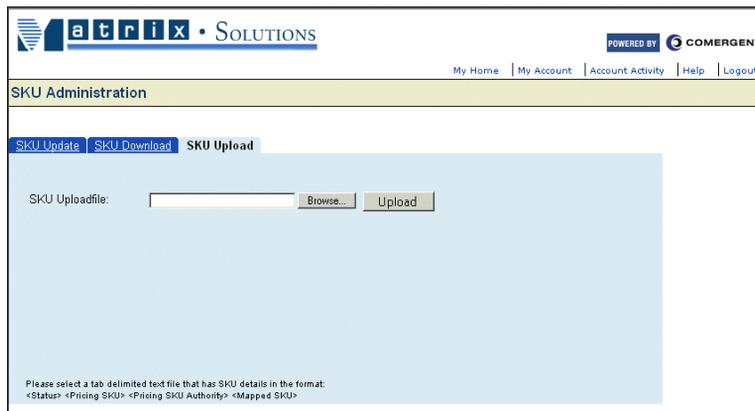


FIGURE 156. SKU Upload Tab of the Product Administration Page

3. Select the file that contains the products by completing one of the following:
 - Enter the filename (including the path) in the Product Upload file field.
 - Click **Browse...** and select the appropriate filename.
4. Click **Upload**.

To Download Products

1. Click **Upload and Maintain Products** in the Storefront Administration panel on the Comergent eBusiness System home page.
2. Click **SKU Download**.
3. Select the format for the download.

- Click **in Excel format** for the information to be displayed in an Excel spreadsheet.

<p>Attention: If you are using Internet Explorer 5.0 on a Windows NT 4.0 machine with cookies turned on, then you cannot download product information in a Microsoft Excel format. Instead, download this information in a text format.</p>
--

If you have Microsoft Excel installed, then the application is opened in a browser window and the information is displayed in an Excel spreadsheet. Use the Excel program to save or print the product information.

- Click **in Text format** for the information to be displayed in a text format.

The information is displayed in text format in a browser window. Save or print the product information.

To Update Product Mappings

You can change the mappings between your product IDs and the enterprise product IDs at any time.

<p>Note: You cannot use the product update tab to create new products. Instead, upload a product file with the new products.</p>

1. Click **Upload and Maintain Products** in the Storefront Administration panel on the Comergent eBusiness System home page.
2. Click the **SKU Update** tab.

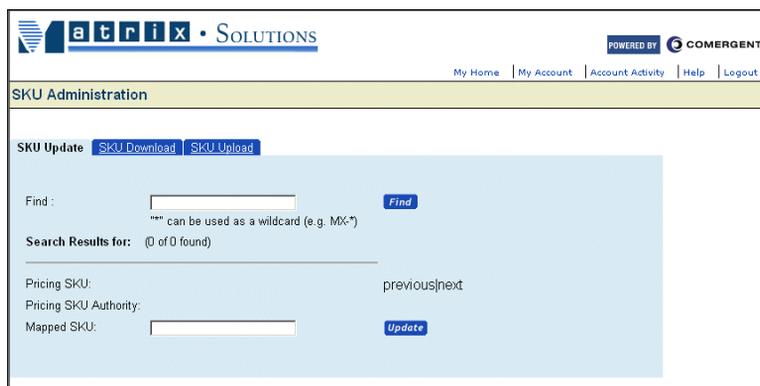


FIGURE 157. SKU Update Tab

3. Enter the enterprise product number in the Find Pricing SKU field.
You can perform a wild-card search using an asterisk (*).
4. Click **Find**.
The Pricing SKU to which the product is mapped is displayed.

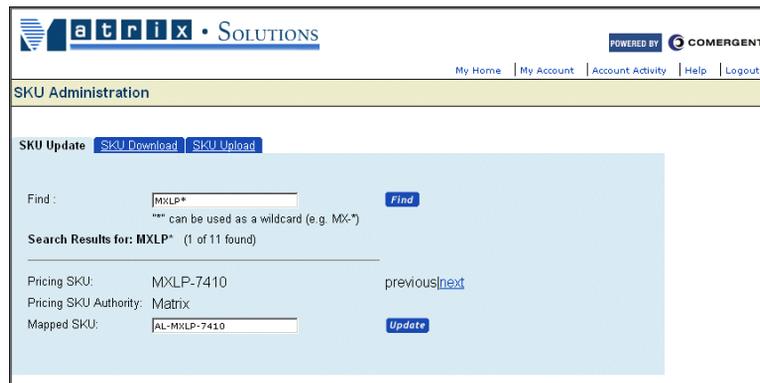


FIGURE 158. SKU Update Tab with Information

5. Modify the Mapped SKU as necessary.
6. Click **Update**.

If you performed a wildcard search, then you can click **next** to view and update any other mappings that were found.

Managing Prices

To Assign Price Lists to Partners

When you create price lists for your products, you must assign the price lists that contain the products to those customers for whom you want to make the products available.

Note: You can only assign price lists that your partner owns and you can only assign them to customer partners of your partner.

1. Access the Partner Profile Detail page as described in "To Maintain Your Profile" on page 208.
2. Click the **Hierarchy** tab.

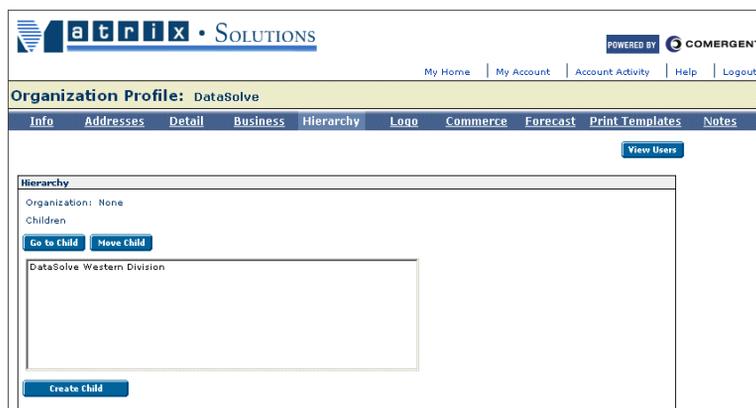


FIGURE 159. Partner Profile Detail Page: Hierarchy Tab

3. In the list of Children, find the customer to whom you want to assign price lists.

Customers are designated with [*] after their name.

4. Click on the customer name.
5. Click **Go To Child**.

This displays the Profile page for the selected customer.

Organization Profile: DataSolve

NOTE: (*) items are required.

General Information

Profile name * [DataSolve] Organization website address [www.datasolve.com] Custom Field #1 []

Main telephone [610-6800] Organization Email [corp@datasolve.com] Custom Field #2 []

Main facsimile [N/A] Distributors [Select to add] Custom Field #3 []

Profile type * [Reseller] Message URL [] Custom Field #4 []

Profile level * [Gold] Content Type [] Custom Field #5 []

XML Message Version [dXML 3.0] Login/Password required

Profile Status

Status [Open]

FIGURE 160. Customer Profile Page

6. Click the **Pricelists** tab.

This displays the Partner Manager page with a list of price lists.

Organization Profile: AllNet Corp > Allnet Customer

Select appropriate price list for assignment and click Save button to save changes. \$ indicates the price list inherited from parent.

Assign	Sharable	Price List Name	Starting Date	Ending Date	Currency	Customer Type	Supplier	Status
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pricelist_allnet	1/17/2001	10/4/2010	USD	General	AllNet Corp	Active
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Allnet Price List	9/1/2005	9/30/2005	USD	General	AllNet Corp	Active

FIGURE 161. Available Price Lists

7. Click in the check box next to the price list(s) you want to assign.

Note: You can assign an inactive price list to a customer. Inactive price lists have no effect on product prices until you activate the price list.

8. Click **Update**.

The selected price lists are assigned to the partner. You should also check that the correct product entitlements are assigned to the customer.

9. Click **Product Entitlements**.

10. Verify that the correct product entitlements are assigned to this customer.

Managing Email Templates

To Set Your Email Templates

The Comergent eBusiness System enables you to create email templates for the following situations:

- email sent notifying you that an order has been placed with your company
 - email sent notifying you that an order placed with your company has been updated
 - email to a customer acknowledging receipt of an order
 - email to a customer providing updates on an order
1. Click **Configure E-Mail Notifications** in the Storefront Administration panel on the Comergent eBusiness System partner home page.

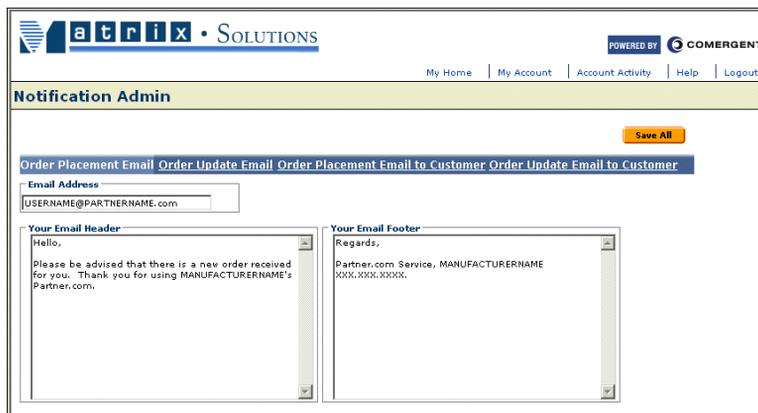


FIGURE 162. Email Notification Administration Page

2. In the **Email Address** field, enter an appropriate email address that the customer should see when they receive email. Typically, choose an email

address such as sales@mycompany.com, so that if a customer replies to the email the reply will be sent to a supported address at your company.

3. If it is not already selected, then click the **Order Placement Email** tab.

This tab enables you to specify the header and footer of emails that are sent notifying you that an order has been placed with your company.

- a. Enter header information in the area below Your Email Header.
- b. Enter footer information in the area below Your Email Footer.
- c. Click **Save All**.

4. Click the **Order Update Email** tab.

This tab enables you to specify the header and footer of emails that are sent to your partner when an order is updated.

- a. Enter header information in the area below Your Email Header.
- b. Enter footer information in the area below Your Email Footer.
- c. Click **Save All**.

5. Click the **Order Placement Email to Customer** tab.

This tab enables you to specify the header and footer of emails that are sent to a customer acknowledging receipt of an order.

- a. Enter header information in the area below Your Email Header.
- b. Enter footer information in the area below Your Email Footer.
- c. Click **Save All**.

6. Click the **Order Update Email to Customer** tab.

This tab enables you to specify the header and footer of emails that are sent to a reseller providing updates on an order.

- a. Enter header information in the area below Your Email Header.
- b. Enter footer information in the area below Your Email Footer.
- c. Click **Save All**.

Managing Inbound Orders

Partners enabled for C3 Partner.com are set up so that they can receive inbound orders from their partners: these partners may be partners of the enterprise or they may be child customers of the partner. In either case, a profile administrator can log

in and view these inbound orders and perform some basic administration as described in this section.

To View Inbound Orders

1. Log in to your partner home page.
2. Click **Account Activity**.
3. Click the **Inbound Orders** tab.

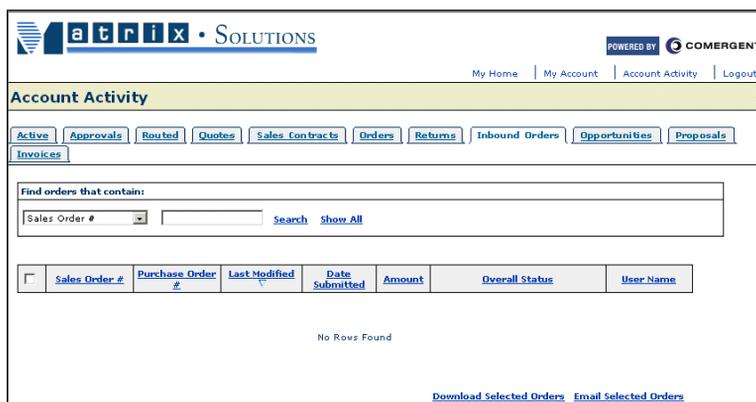


FIGURE 163. Partner Account Activity Page: Inbound Orders Tab

4. If the inbound order is listed on this page, then click the link to it. You can search for the inbound order or navigate through the paginated list of inbound orders to find it.
5. On the Inbound Order Detail page, you can accept the order.

This chapter covers all of the tasks associated with managing basic product information. "Administering the Product Catalog" on page 51 provides an overview of how product administration works.

- "Product Management Interface" on page 277
 - "To Access the Product Manager Page" on page 277
- "Product Category Administration Tasks" on page 279
 - To Create a Product Category
 - To Modify a Product Category
 - To Move a Product to Another Category
 - To Reconcile Feature Mismatch
 - To Delete a Product Category
 - To Enable Access Control
 - To Change the Display of a Product Category
- "Product Administration Tasks" on page 295
 - To Create a Product
 - To Create A Product As a Child of an Aggregated Product

- To Copy a Product
- To Modify a Product
- To Delete a Product
- To Assign Products as Children to an Aggregated Product
- To Unassign Child Products from an Aggregated Product
- To Find and Select a Product in the Navigation Panel
- "Pricing Products" on page 315
 - To Change Prices for a Product
 - To Change All Prices for a Product
- "Related Products" on page 319
 - To Relate One Product to Another
- "Superseding a Product" on page 320
 - To Supersede a Product
 - To Remove a Superseding Product
- "Managing Assemblies" on page 322
 - To Define the Parts in an Assembly
 - To Modify a Line Item in an Assembly
 - To Define or Relocate Hot Spots in a Parts Diagram
 - To Delete a Hot Spot
 - To Delete an Item from an Assembly
- "Managing Pre-Configured Products" on page 332
 - To Pre-configure a Configurable Product
 - To Delete a Configuration for a Pre-Configured Product
- "Importing Products" on page 335
 - To Create an Import Set
 - To Delete an Import Set
 - To Import a Catalog Immediately

- To Import a Catalog Using a Cron Job
- "Exporting the Product Catalog" on page 344
 - To Create an Export Set
 - To Add or Remove Categories and Products from the Export Set
 - To Add Feature Types and Features to an Export Set
 - To Delete an Export Set
 - To Export the Catalog Immediately
 - To Export the Catalog Using a Cron Job
- "Suppressing Empty Product Categories" on page 353
 - To Suppress Display of Empty Product Categories
- "Product Availability" on page 354
- "Using the Hierarchical Entity Chooser" on page 355
 - To Select Products from the Product Hierarchy
 - To Search for Products in the Hierarchical Entity Chooser
- "Administering Advanced Search" on page 357
 - To Build a New Index
 - To Build Indexes Using a Cron Job
 - To Build an Index Incrementally
 - To Activate an Index Set
 - To Change the Index and Search Settings
 - To Update Dictionary Definitions

Product Management Interface

This section describes the product management interface.

To Access the Product Manager Page

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3** Product Manager page.

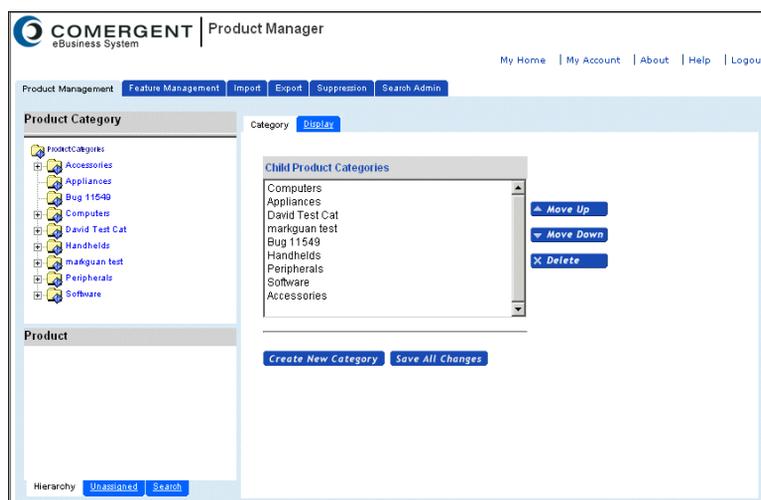


FIGURE 164. Product Manager Page

The Product Manager page provides these tabs:

- **Product Management:** used to manage product categories and products. This means creating and modifying product categories and products (either assigned to categories or unassigned), assigning domains to products, as well as features and resources. This also includes superseding one product with another, and the definition of assemblies.
- **Feature Management:** used to create the features that will be assigned to products and used when creating questionnaires in **C3 Advisor**. See CHAPTER 13, "Managing Features in C3 Product Manager"
- **Import:** used to manage the import of data into the Knowledgebase.
- **Export:** used to manage the export of product information including products, feature types, features, resources, and prices.
- **Suppression:** used to initiate the calculations to suppress empty product categories.
- **Search Admin:** used to manage search indexes: their creation and deletion, and setting the active search index.

Note: Partner administrators do not have access to the **Import**, **Export**, and **SearchAdmin** tabs.

In the **Product Management** tab display, the upper left panel provides a navigation panel to navigate the product category hierarchy and to select individual product categories. When you select a product category, the products belonging to that category appear in the lower left panel. The right panel is used to display the details of a selected category or product.

Product Category Administration Tasks

To Create a Product Category

Note: Partner administrators can only create categories within categories they have created or within categories to which they have been given access by the *enterprise administrator*.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3 Product Manager** page.

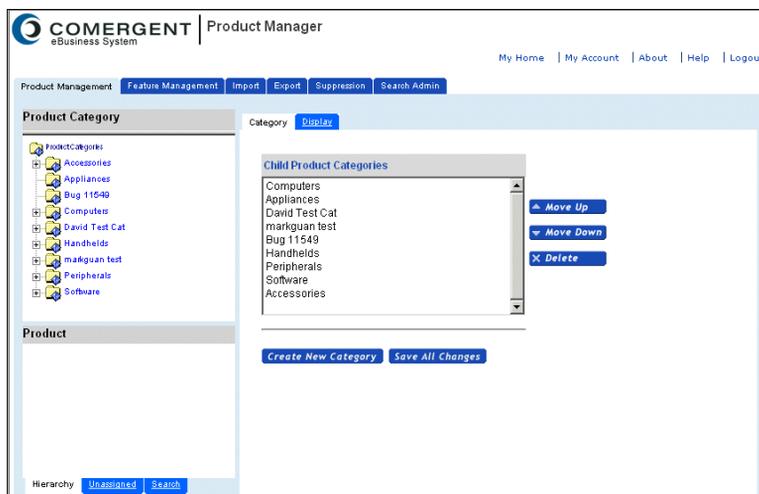


FIGURE 165. Product Management Tab

2. To create the category under the root category, click **Create New Category**.
3. To create the category in a category below the root category:

- a. Navigate to and select the parent category under which you wish to create the new product category.

The content panel displays the details of the selected category.

- b. Click the **Category** tab.

The **Category** tab displays a list of the current child product categories for this product category.

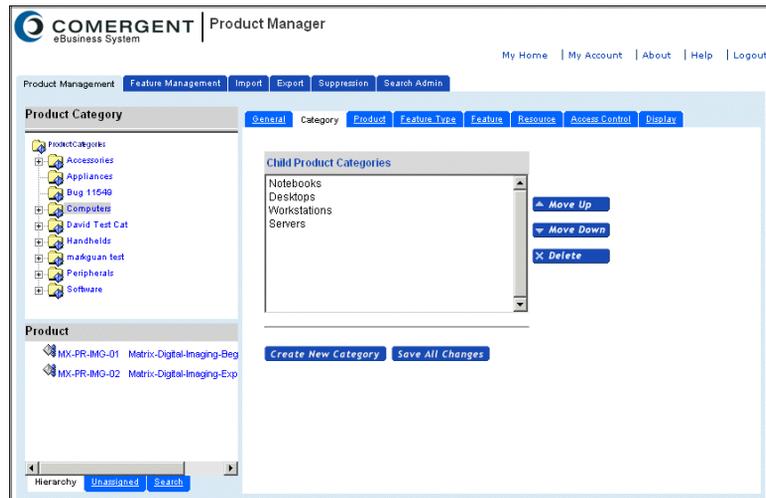


FIGURE 166. Product Management Panel: Category Tab

- c. Click **Create New Category**.

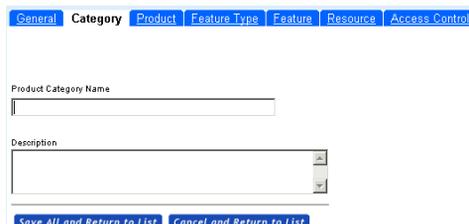


FIGURE 167. Category Tab Displaying Fields for New Category

- 4. Enter a name and description for the new product category.

5. Click **Save All and Return to List**.

The parent category's **Category** tab is re-displayed with the new product category added.

At this point, you can follow the instructions in "To Modify a Product Category" on page 281 to do one or more of the following:

- Assign products to the category.
- Assign features types to the category.

When you assign features to products in the category, you can choose from among the features in the assigned feature types.

- Assign features to the category.

These features are automatically assigned to all the products in the category.

- Assign resources.
- Provide access for one or more partners for inserting new products.

To Modify a Product Category

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3** Product Manager page.

2. Navigate to and select the product category that you wish to modify.

The **General** tab displays the name and description of the category.

Attention: Make sure you click Save All Changes to save your changes before you move on to another tab.

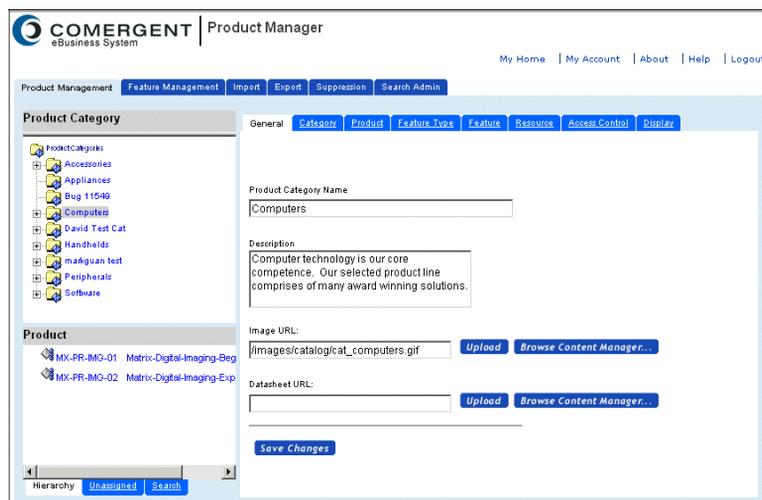


FIGURE 168. Product Category Detail: General Tab

3. If you want to associate an image with the product category, then perform these steps:
 - a. Click **Upload** next to the Image URL text field.

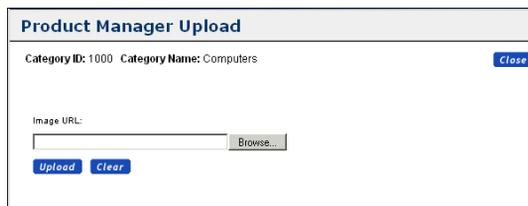


FIGURE 169. Product Manager Upload Window

- b. Click **Browse...** In the File Upload window, navigate to the image file you want to upload.
 - c. Click **Upload**.

d. Click **Save Changes**.

If you have a Content Manager server set up to serve images, then you can navigate to the image by clicking **Browse Content Manager...** The location of the Content Manager is specified by the value of the C3 Product Manager ContentManager URL business rule. Typically, this is of the form: `http://server:port/docushare`

4. Click the **Category** tab to display the child product categories of the current product category selected in the navigation panel.
 - You can create a new child product category ("To Create a Product Category" on page 279).
 - You can delete one of the existing child product categories ("To Delete a Product Category" on page 291).
 - You can modify the order in which the product categories are displayed to the customer by moving the child categories up and down.
5. Click **Save All Changes** to save your changes before you move to the next tab.
6. Click the **Product** tab to display a list of the products currently assigned to this product category.

See "To Assign or Remove Products" on page 287.
7. Click **Save All Changes** to save your actions before you move to the next tab.

Note	If you assigned a product to a category, and if that product was previously assigned to another category, then the product might have features that have no corresponding feature type in the current product category. The tab will display fields that enable you to reconcile the mismatch. You must reconcile these features to the new category. See "To Reconcile Feature Mismatch" on page 290.
-------------	--

8. Click the **Feature Type** tab to associate feature types to product categories.

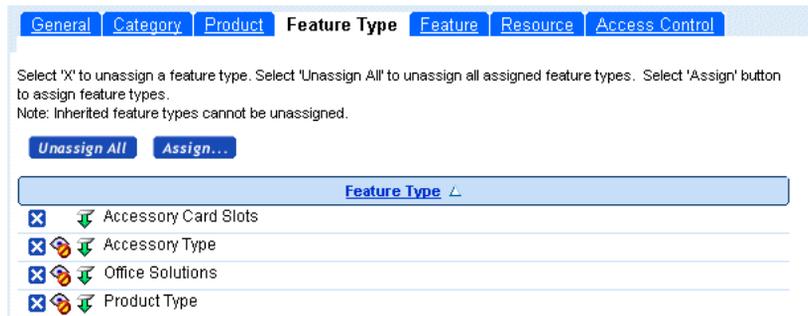


FIGURE 170. Product Category Detail: Feature Type Tab

- To assign a new feature type to the product category, click **Assign...** Using the Hierarchical Entity Picker, select the feature types you want to assign and click **Done**. When you associate a feature type with a category, you make it possible to assign features belonging to the feature type to all products in the product category.

Click the **Delete** button next to a feature type to remove a feature type.

- Click the **Feature** tab to assign features to (or unassign features from) *all the products* in the product category and its sub-categories.

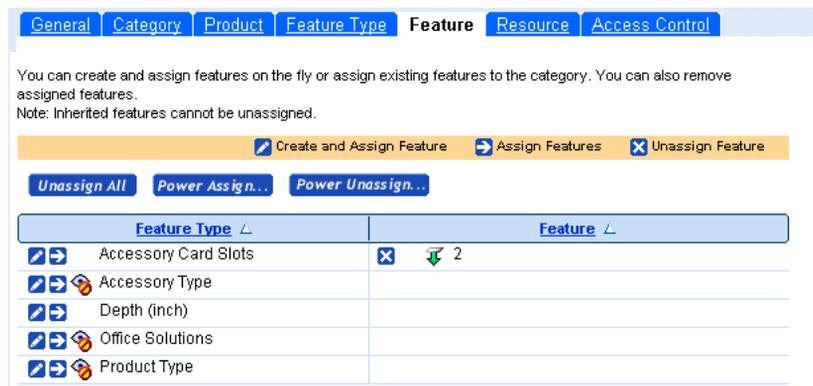


FIGURE 171. Product Category Detail: Feature Tab

- On this tab, you can perform a number of actions:

- a. To create a new feature within a feature type that is already assigned to the product category, click the **Create and Assign Feature** button next to the feature type. In the Create and Assign New Feature pop-up window, enter information about the new feature and click **Save**.
 - b. To assign an existing feature within a feature type that is already assigned to the product category, click the **Assign Feature** button next to the feature type. In the Assign Feature pop-up window, select the feature(s) and click **Assign**.
 - c. To remove the assignment of a feature from the product category, click the **Delete** button next to the feature.
 - d. To remove all assigned features from this product category, click **Unassign All**.
12. You can use power assignment to assign features to all products within a product category. In doing so, you do not assign the feature to the product category itself, and so if a new product is added to the product category it does not inherit the feature.

To assign features to all the products within the product category, use power assignment as follows:

- a. Click **Power Assign...**
 - b. Using the Hierarchical Entity Chooser window, select one or more features from the feature hierarchy.
 - c. Click **Done**.
 - d. A dialog box is displayed to confirm that the selected features are assigned to the products in the product category.
13. You can unassign features from all products within a product category as follows:
- a. Click **Power Unassign...**
 - b. Using the Hierarchical Entity Chooser window, select one or more features from the feature hierarchy.
 - c. Click **Done**.

- d. A dialog box is displayed to confirm that the selected features are unassigned from the products in the product category.

Any action you take in the **Feature** tab is automatic. You do not have to save changes before you move to the next tab.

Note: Later, if you add additional products to this product category, then you need to assign the feature to each new product individually, or again do a macro (global) assignment to all the products and subcategories in a product category through this **Feature** tab.

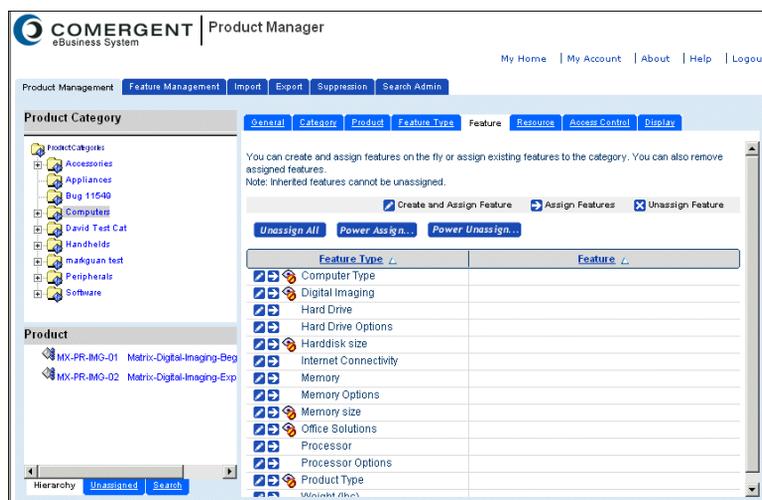


FIGURE 172. Product Management: Feature Tab

14. Click the **Resource** tab to assign resources to the product category and its subcategories.

See "Resources and Resource Types" on page 102 for more information about resources.

- To assign a resource, select the appropriate resource type, click **Assign**, and enter or change the details (Table 19 on page 287).

Note: Unlike features, assigning a resource to a product category *does not* assign the resource to all products and subcategories within that product category. The resource is assigned only to the selected product category itself.

- To unassign a resource, select the appropriate resource type and click **Unassign**.
 - To modify a resource, click on the resource in the list of Assigned Resource Types and edit the appropriate fields.
15. Click **Save All Changes** to save your actions before you move to the next tab.

TABLE 19. Resource Fields

Field	Description
Type	Resource type. For example, white paper, product image, data sheet, URL, and so on.
Value	Location of the resource. For example, the URL address or the path to a resource.
Label	Optional. For example, the image caption, the title of a data sheet or white paper, and so on.
Description	Your comments about this resource.

16. Click the **Access Control** tab to enable or disable partner access (if any) to this category.

By enabling access, you allow the partner administrator for the enabled partner to create categories and products within this category. See "To Enable Access Control" on page 292 for a description of the procedure.

17. Click **Save All Changes** to save your actions before you move to the next tab.

To Assign or Remove Products

When you modify a product category ("To Modify a Product Category" on page 281), you can assign products to or remove products from a category.

1. Click the **Product** tab.

This displays the products currently assigned to the product category.

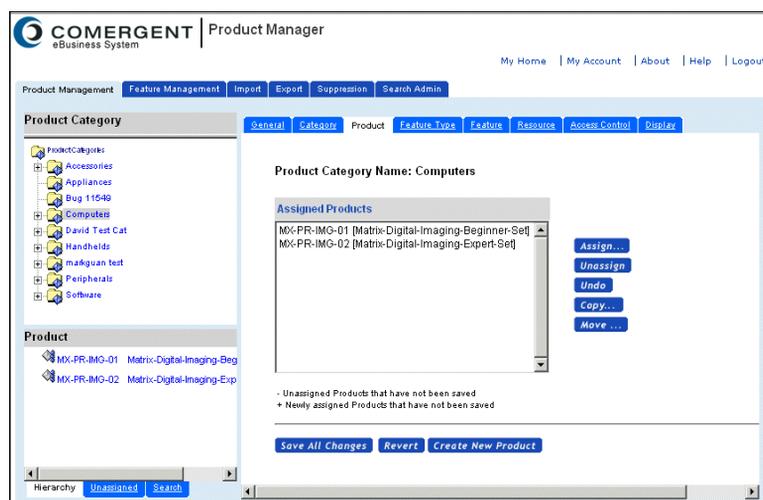


FIGURE 173. Product Management: Product Tab

- To assign products, click **Assign** to display the Product Browser window.

See "Using the Hierarchical Entity Chooser" on page 355 for information about finding and selecting products in the Product Browser window.

Once you have selected the product(s), the **Product** tab is re-displayed. The products appear in the Assigned Products list box with a plus (+) sign, indicating that the product assignments have not been saved.

- To unassign products, click the product in the Assigned Product list box, then click **Unassign**.

A minus (-) appears next to the product in the list box, indicating that the product unassignments have not been saved.

- Click **Save All Changes**.

The product assignments and unassignments are saved.

To Move a Product to Another Category

On occasion, you might want to simply change the product category that a product is in. You could do this by removing the product from the original product category and then assigning the product to the new category as described in "To Assign or Remove Products" on page 287. However, you can do it more quickly as follows:

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3** Product Manager page.

2. Navigate to the product category that contains the product you want to move.
3. Click the **Products** tab.



FIGURE 174. Product Management: Products Tab

4. In the Assigned Product list, select the product you want to move, then click **Move...**

This displays a chooser (Figure 175 on page 290).

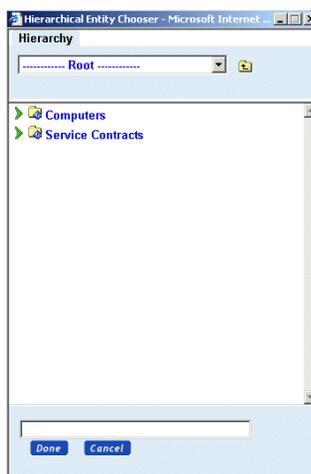


FIGURE 175. Hierarchical Entity Chooser

5. Select the category to which you want to move the product.
 - a. Navigate to and select the category to which you want to move the product.
 - b. Click **Done**.

The product you are moving might have features that have no corresponding feature type in the current product category. The tab will display fields that enable you to reconcile the mismatch. You must reconcile these features to the new category. See "To Reconcile Feature Mismatch" on page 290.

6. Click **Save All Changes**.

To Reconcile Feature Mismatch

When you have assigned products to a category (see "To Assign or Remove Products" on page 287) or when you move a product ("To Move a Product to Another Category" on page 288, the products may contain features that have no corresponding feature types in the current category. In this case, the Feature Reconciliation Panel appears. (See Figure 176 on page 291).



FIGURE 176. Feature Reconciliation Panel

The Feature Reconciliation Panel contains a list of the feature types that contain the features associated with the product(s) you are assigning to the category.

1. Check the box next to those feature types you want to retain.
2. Click **Save All Changes**.

The feature types (and their features) you selected will automatically be added to the category. The features belonging to any unselected feature types will automatically be dis-associated from newly assigned products.

To Delete a Product Category

When you delete a product category, all subcategories are automatically deleted. The products assigned to the deleted category are not deleted. If the products in the category are not assigned to other categories, then they become unassigned products.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3** Product Manager page.

2. Using the Navigation Panel, navigate to and select the parent category that contains the category you want to delete.

The **General** tab displays the details of the parent category.

3. On the detail panel, click the **Category** tab.

The **Category** tab displays a list of the current child product categories for the product category selected in the Navigation Panel.

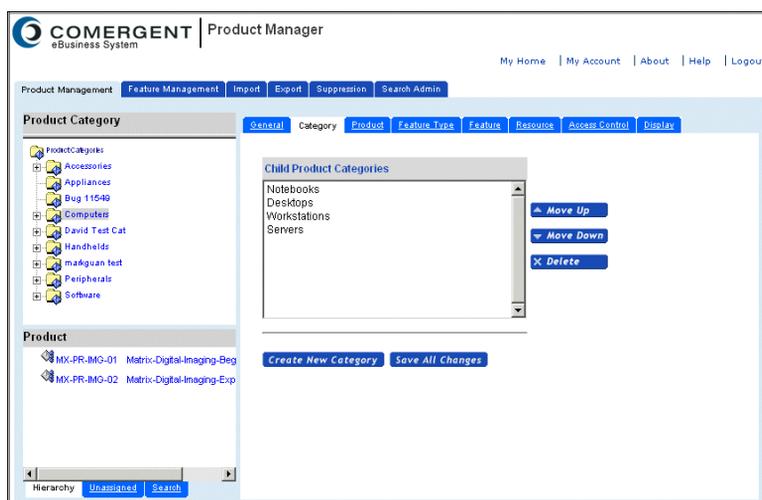


FIGURE 177. Product Category Detail: Category Tab

4. Select the product category you want to delete from the list of child categories.
5. Click **Delete**.
6. Click **Save All Changes**.

To Enable Access Control

Your partners can add and modify products in the Comergent eBusiness System specific to their partner organization. To do this, however, they can only add them to categories which they (partner administrators) have created or to which they have been granted access by the *enterprise administrator*. The *enterprise administrator* uses the following procedure to grant partner administrators access to product categories.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
This displays the Product Management tab of the **C3** Product Manager page.
2. In the Product Category frame, find and click on the product category to which you want to grant access.
3. Click the **Access Control** tab.

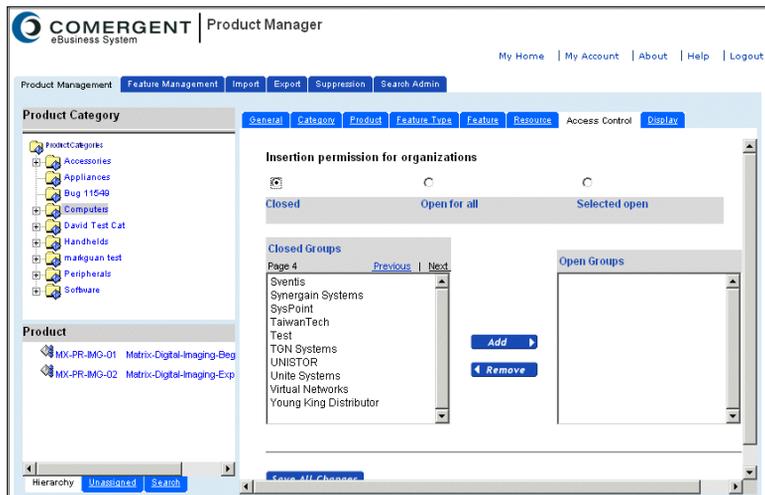


FIGURE 178. Product Category Detail: Access Control Tab

4. Click the appropriate radio button.

To close the category to all partners, click **Closed**. This means only the *enterprise administrator* has access to this category. Partner administrators can browse the information in this category, but they cannot add products, make changes, and so on.

To enable access to all partners, click **Open for all**.

To return ownership to the original owner, click **Owner**.

Note: This button appears only if the category was created by a partner. If subsequently other partners were granted access to this category, then you can click **Owner** to restrict ownership to the partner who originally created the category.

To enable access for selected partners:

- a. Click **Selected open**.

This displays a frame for selecting partners (see Figure 179 on page 294).

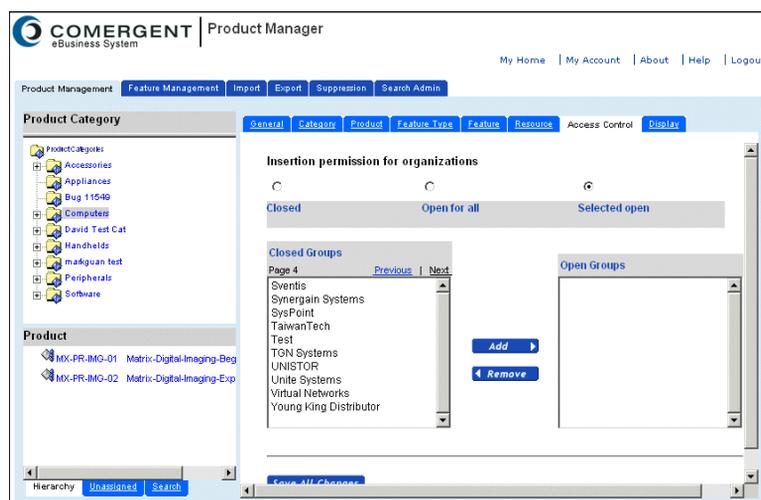


FIGURE 179. Enabling Selected Partner Access

- b. From the Closed Groups list box, select one or more partners.
- c. Click **Add**.

The partner(s) moves to the Open Groups list box.

5. Click **Save All Changes**.

To Change the Display of a Product Category

In this release, you can manage which display style is used to present a product category to end-users. Each display style is set up as part of the implementation of your Comergent eBusiness System and is defined in the

CategoryDisplayStyle.xml configuration file. See "Category Display Style" on page 878 for more information.

Display styles can take additional parameters: you can use these to adjust the display so that the same general display style is used for different categories, but the additional parameters adjust the display for a particular category (such as a background image or color).

By default, categories inherit the display style of their parent product category. When you set a display style for a category, you can also clear the styles used by its children, and in so you can reset all the child categories to use the parent display style.

You can manage how product categories are displayed to end-users as follows:

1. Navigate to the product category whose display you want to change.
2. Click the **Display** tab.

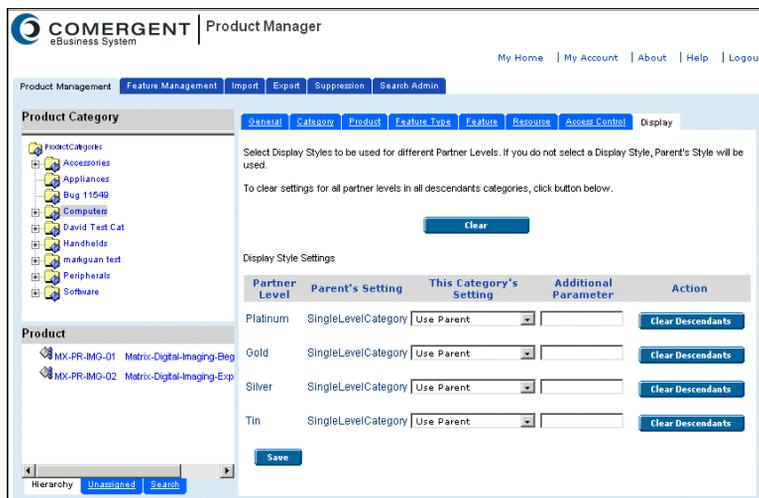


FIGURE 180. Product Category Detail: Display Tab

3. For each partner level, you can specify whether the current category uses the same display style as its parent, or to use a different style.
4. If need be, you can specify additional parameters that should be passed to the display. These take the form of Name-Value pairs: for example, "DisplayImage=Workstation.gif&Background=Plain".
5. If you want to override any previously specified display styles on child product categories, then click **Clear Descendants**.
6. Click **Save**.

Product Administration Tasks

This section contains the tasks related to creating and maintaining specific products.

To Create a Product

Products are created either in the context of a specific product category or as unassigned products, not affiliated with any category.

Note: When you create a product, you should consider adding it to the price list that is used for **C3 Analyzer**: the so-called reporting price list. Only products on this price list will have prices associated with them for reporting purposes. By default, this price list is the Enterprise Master List price list. Depending on the setup of your Comergent eBusiness System Knowledgebase, product IDs may or may not be case-sensitive. Check with your Comergent eBusiness System administrator for details.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3 Product Manager** page.

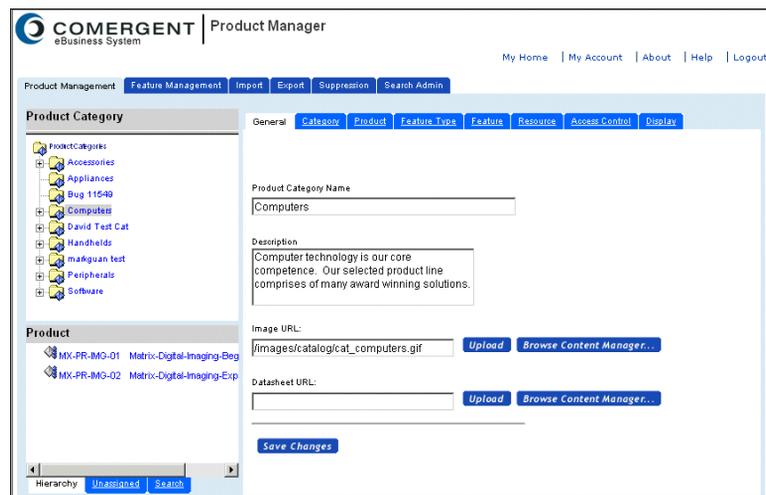


FIGURE 181. Product Management Tab

2. Create and assign the new product.

You can either create the product unassigned, or you can create it assigned to a product category.

To create a product unassigned to a product category, click the **Unassigned** tab. A **New Product** tab appears.

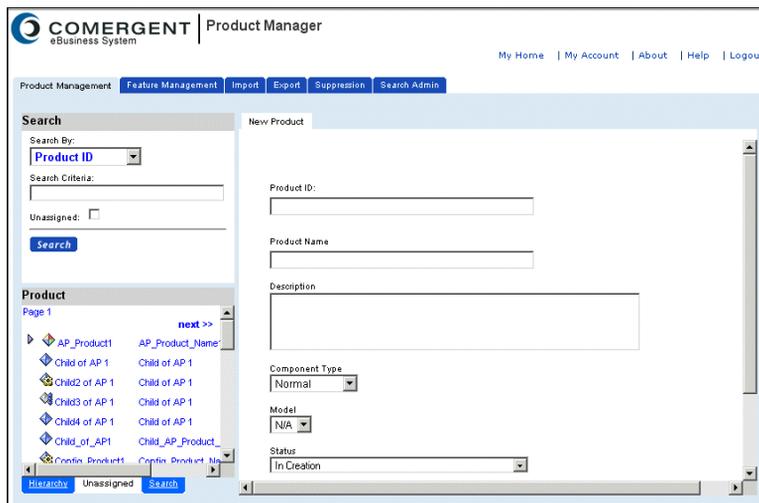


FIGURE 182. Product Management Tab: Unassigned Products

To create the product assigned to a product category:

- a. Navigate to and select the product category in the Product Category navigation frame.
- b. Click the **Product** tab.
- c. Click **Create New Product** to display the **New Product** tab.

Note: Partner administrators can only create product within categories they have created or within categories to which they have been given access by the *enterprise administrator*.

3. Enter a Product ID, Product Name, and Description for the new product.

Attention: Do not use the characters “*”, “<”, and “>” in product IDs.

4. Select a component type.

TABLE 20. Valid Component Types

Component Type	Description
Normal	Most products belong to this type.
Configurable ^a	A product is configurable if you have implemented C3 Configurator or support the ability for a customer to punch out to a configuration application to configure this product. If you select this type, then the Model field appears. You must associate the product with a model (created with Visual Modeler), selected from the drop-down list. Note that you can only select models that have been compiled. See "Compiling a Model" on page 473 for more information.
Assembly	A product is an Assembly if it is made up of a number of sub-assembly items each of which is a product or a plain text item (an item that can only be ordered as part of the assembly). If you select the Assembly option, then you can use the Assembly tab to specify the sub-assembly structure. See "Managing Assemblies" on page 322 for more information.
Aggregated	See "Aggregated Products" on page 55 for an explanation of this product type. See "To Assign Products as Children to an Aggregated Product" on page 311 for information on managing aggregated products.

- a. Partner administrators cannot create models, but they can associate products they create with models created by enterprise administrators.
5. Set the status for the product. See "Product Statuses" on page 53 for more information about product statuses.
6. Select a start and end date for the product.
7. Click **Save Changes**.

Once you have saved the product, you can add and modify product information as appropriate. See "To Modify a Product" on page 304 for more information.

If you created the product as assigned to a parent category, then the new product appears among the list of child products for that category in the lower left Navigation Panel. If you created the product unassigned, then the product appears among the unassigned products.

If you selected “Assembly” as the component type, then the new product is preceded by an icon. For Assemblies, you must define the parts that comprise the assembly. See "Managing Assemblies" on page 322.

If you selected “Configurable” as the component type, then you can either leave the product as a generic configured product (no pre-configured items) or you can pre-select the items to be configured with the product. See "Managing Pre-Configured Products" on page 332.

If the product is an aggregated product, then you can assign child products. See "To Assign Products as Children to an Aggregated Product" on page 311.

See "To Modify a Product" on page 304 to:

- Designate a supplier for the product.
- Assign classification codes to the product.
- Assign features and resources.
- Define products that will supersede this product when it reaches its expiration date.
- Define parts that are part of the product, if the product is an assembly.

To Create A Product As a Child of an Aggregated Product

See "Aggregated Products" on page 55 for an overview of aggregated products. Once you have created the aggregated product ("To Create a Product" on page 296), there are two ways to assign products to the aggregated product.

- Use the procedures in "To Assign Products as Children to an Aggregated Product" on page 311.
- Create the product as part of the aggregated product.

The steps in this task describe how to create a product as child of the aggregated product:

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3** Product Manager page.

2. Navigate to and select the parent category of the aggregated product. If the aggregated product is not assigned to any category, then click the **Unassigned** tab to select from a list of unassigned products.

Once you select the parent category, the products assigned to that category appear in the product frame (lower left) of the navigation panel.

3. Select the aggregated product.

Find and click the product from the list in the product frame. The right-hand frame displays the tabs containing information about the product.

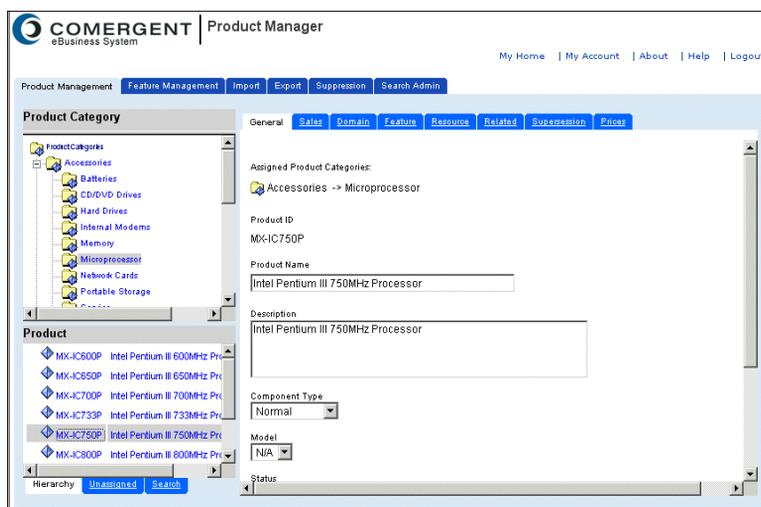


FIGURE 183. Product Management: Product General Tab

4. Click the **Child** tab.

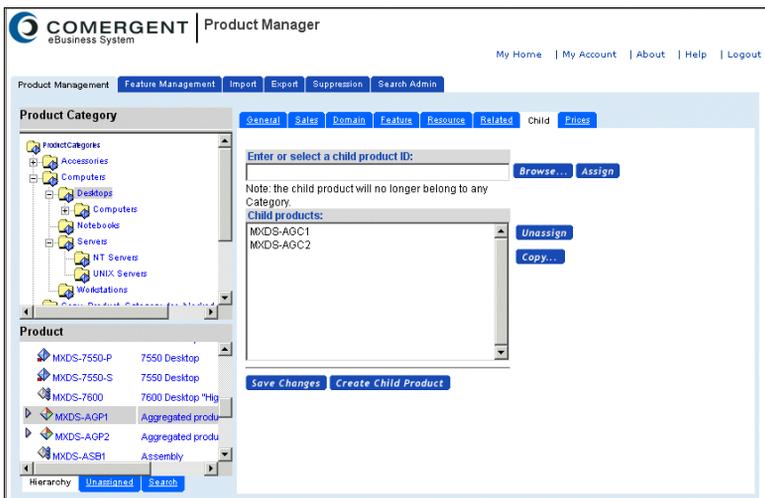


FIGURE 184. Product Management: Product Child Tab

5. Click **Create Child Product**.

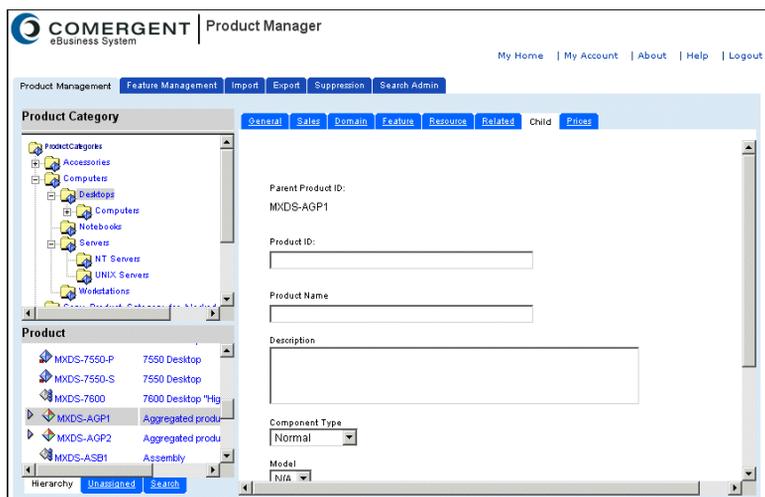


FIGURE 185. Product Management: New Child Product

6. Enter a Product ID, Product Name, and Description for the new child product.

7. Select a component type.

TABLE 21. Valid Component Types

Component Type	Description
Normal	Most products belong to this type.
Configurable ^a	<p>A product is configurable if you support the ability for a customer to punch out to a configuration application to configure this product.</p> <p>If you select this type, then the Model field appears. You must associate the product with a model (created with Visual Modeler), selected from the drop-down list. Note that you can only select models that have been compiled. See "Compiling a Model" on page 473 for more information.</p>
Assembly	<p>A product is an Assembly if it is made up of a number of sub-assembly items each of which is a product or a plain text item (an item that can only be ordered as part of the assembly). If you select the Assembly option, then you can use the Assembly tab to specify the sub-assembly structure. See "Managing Assemblies" on page 322 for more information.</p>
Aggregated	<p>A product is an aggregated product if it is used to represent a set of similar products all of which share a common set of features.</p>

- a. Partner administrators cannot create models, but they can associate products they create with models created by the enterprise administrator.
8. Set the status for the product. See "Product Statuses" on page 53 for more information about product statuses.
9. Select a start and end date for the product.
10. Click **Save Changes**.

The new product appears indented below its parent product in the lower left Navigation Panel.

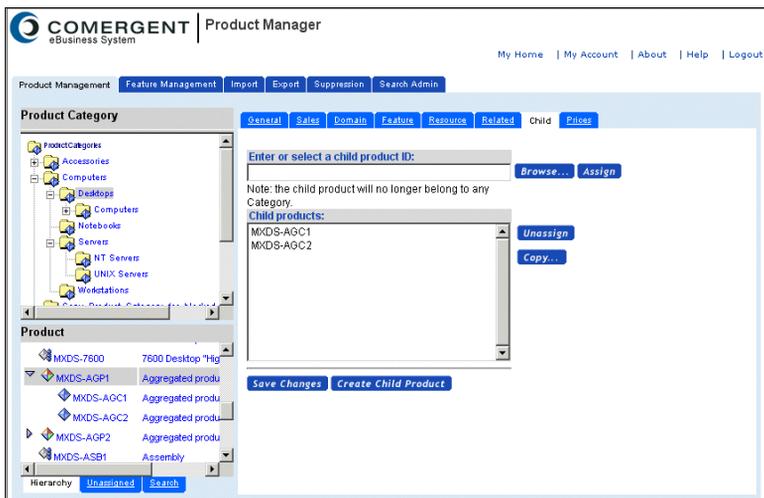


FIGURE 186. Product Management: Child Product Created

For Assemblies, you can define products and text items that comprise the assembly. See "Managing Assemblies" on page 322. For Configurable products, you can either leave the product as a generic configured product (no pre-configured items) or you can pre-select the items to be configured with the product. See "Managing Pre-Configured Products" on page 332.

Now that you have created the product, you can modify the product to:

- Assign domain codes to the product.
- Assign features and resources.

See "To Modify a Product" on page 304.

To Copy a Product

One way to create a product is simply to copy an existing product. When you copy a product, you copy its name and description and its other attributes, so having created the new product, you must go back to modify any attributes that are different.

1. Navigate to the product category of the product that you wish to copy.
2. Click the Product tab.
3. In the list of products, select the product you wish to copy.

4. Click **Copy...**. The Copy Products window is displayed.

Source Product ID	Source Product Name	New Product ID	New Product Name
MXBT-1000	Long-life Battery	MXBT-1001	Copy of Long-life Battery

FIGURE 187. Copy Products Window

5. Click **Browse...** to specify the product category in which you want to create the copy.
6. Enter a new product ID for the copied product. As usual, this must be a unique product ID and so must not be the same as an existing product.
7. Click **Copy**. A message is displayed to let you know that the copy operation has been successful and then you can close the window.
8. Navigate to the new product to complete updating its information.

To Modify a Product

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3** Product Manager page.

2. Navigate to and select the product.

See "To Find and Select a Product in the Navigation Panel" on page 314.

3. Select the product that you want to modify.

Once you selected the product, you can modify the information in one or more of the tabs described in the remaining steps.

Note: Make sure you click **Save Changes** before you move to another tab.

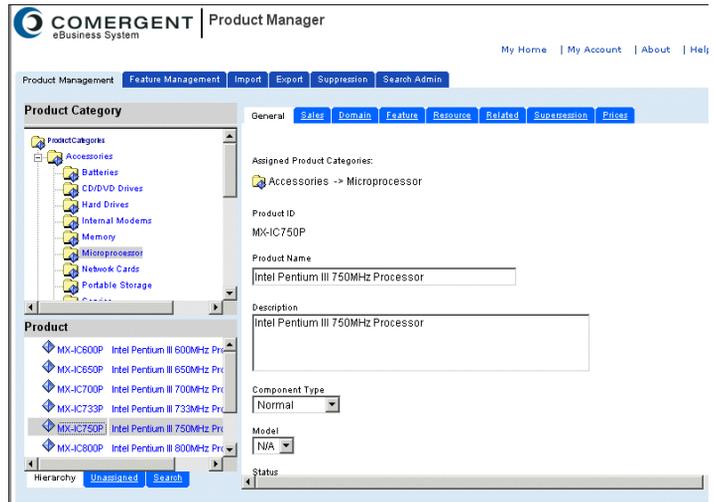


FIGURE 188. Product Management: General Tab

4. In the **General** tab, change general information about the product and click **Save Changes**.
5. Click the **Sales** tab.

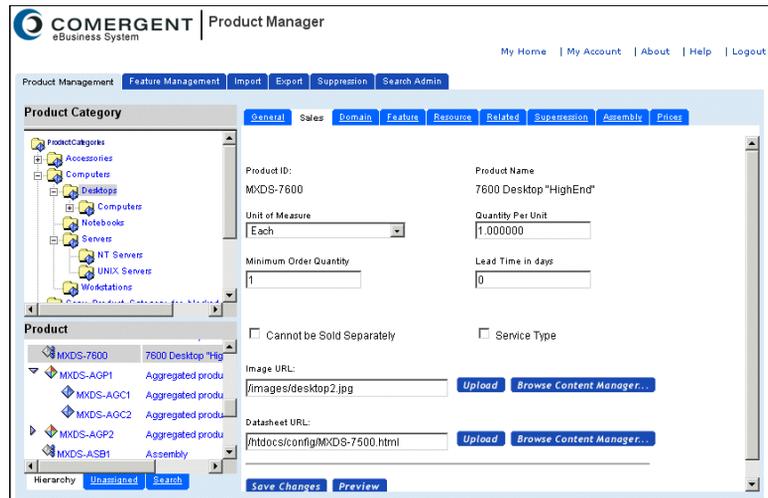


FIGURE 189. Product Management: Sales Tab

- a. If you want to denote that a product is not sellable as a separate item, then click the **Cannot Be Sold Separately** check box.

See "Products Sold Separately" on page 54 for an explanation of this check box.

- b. If you want to denote that a product is a service product, then click the **Service Type** check box.

When a product detail page is displayed, related products that are marked as service products are listed separately from the other related products.

- c. Specify a quantity per unit (the default is one) and a unit of measure.
- d. Specify a minimum order quantity and the lead time (in days).
- e. In the Image URL field, enter the URL to an image that can be displayed with the product.

Attention: Do not include any spaces in the image name. For example, you can enter **images/300series.gif** or **images/300_series.gif**, but not **images/300 series.gif**.

- f. In the Data Sheet URL field, enter the path to a data sheet file that can be displayed with the product.
- g. If you want to designate that one of your partners is the supplier of the product, then click **Assign...**. A popup window prompts you to select the supplier partner.

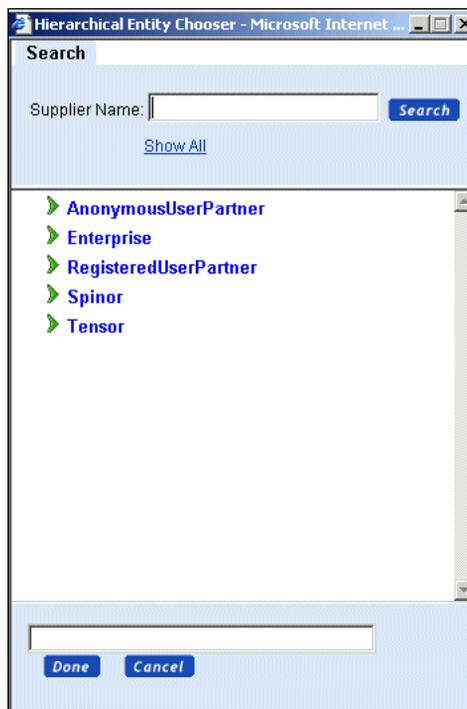


FIGURE 190. Supplier Name Picker

The default value is “Enterprise”: this denotes that the product is supplied by the enterprise.

- 6. Click the **Domains** tab.

You can assign classification codes to or remove a classification code from a product.

 - a. Select the appropriate domain from the drop-down list.
 - b. Assign or remove a code

- To assign a code, enter a classification code for the product and click **Assign**. The classification code is added to the list of assigned classifications for the product in that domain.
 - To remove a code, select the classification from the list of classification codes for the domain and click **Delete Selected**.
- c. Click **Save Changes**.
7. Click the **Features** tab.

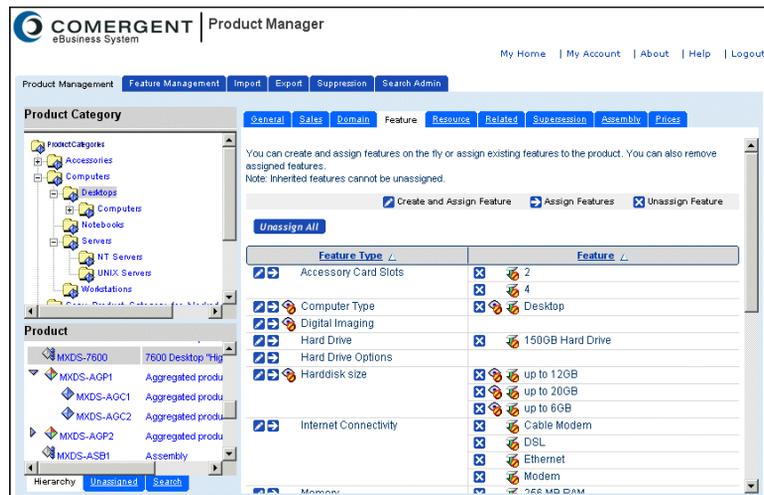


FIGURE 191. Product Management: Feature Tab

- To assign features, select a feature type from the drop-down list, and then select the features from the Unassigned Features list box. Click **Add**.

Note: If the product belongs to multiple categories, then the **Feature** tab includes an extra field called Product Category Paths. This drop-down list displays all the category paths to which the product belongs. If you select a path, then the feature type drop-down list contains the feature types for this path.

- To unassign features, select the features in the Assigned Features list box and click **Remove**.

Note: Users cannot unassign features belonging a category to which the user does not have access.

Make sure you click **Save All Changes** before moving to another tab.

8. Click the **Resource** tab.
 - To assign resources, select the appropriate resource type from the drop-down list, and then enter the appropriate details (see Table 22 on page 309). Click **Assign**.

TABLE 22. Resource Fields

Field	Description
Type	Resource type.
Value	Location of the resource. For example, the URL address or the path to a resource.
Label	Optional. For example, the image caption, the title of a data sheet or white paper, and so on.
Description	Your comments about this resource.

- To unassign resources, select them in the Assigned Resources list box then click **Unassign**.
9. Click the Related Products tab.

See "Related Products" on page 319 for the more information about related products.
 10. Click the **Supersessions** tab.

See "Superseding a Product" on page 320 for the tasks involved in supersession.

Click **Save All Changes**.

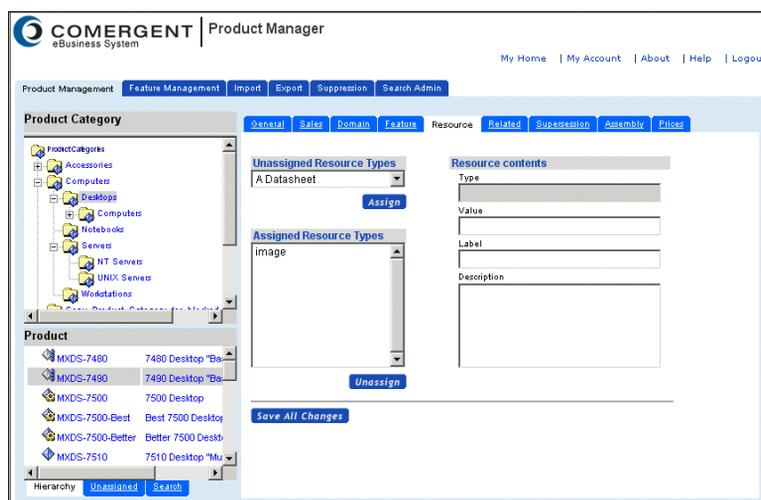


FIGURE 192. Product Management: Resource Tab

To Delete a Product

You can delete products when you no longer wish to manage them: typically, this is when the products have reached the end of their useful life. Products can only be deleted when their status is either “In Creation” or “Blocked”.

1. Navigate to the product that you wish to delete.
2. On the product detail page, verify that the product has either the In Creation or Blocked status.
3. Click **Delete**.
4. A confirmation dialog box is displayed. If you click **OK**, then the Comergent eBusiness System checks that the product is not currently in use. If the product is in use (as described below), then an error message is displayed to say that the product cannot be deleted. If you want to delete the product, then you must correct the conditions preventing its deletion.

Once the product is deleted, then it is no longer visible to enterprise users or end-users.

TABLE 23. Conditions that Prevent Deletion

Condition	Comments
Pricing	If the product is on any price list, then it cannot be deleted.
Configurator	If the product is attached to any item in a model, then it cannot be deleted.

To Assign Products as Children to an Aggregated Product

You can create a product as a child to a parent product ("To Create A Product As a Child of an Aggregated Product" on page 299), or you can create a product ("To Create a Product" on page 296), then assign the product to the parent. This task describes how to assign a product to a parent.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3** Product Manager page.

2. Navigate to and select the parent category of the aggregated product.

If the aggregated product is not assigned to any category, then click the **Unassigned** tab to select from a list of unassigned products.

Once you select the parent category, the products assigned to that category appear in the product frame (lower left) of the navigation panel.

3. Select the aggregated product.

If the product is assigned to a category, then find and click the product from the list in the product frame. The right-hand frame displays the tabs containing information about the product.

4. Click the **Child** tab.

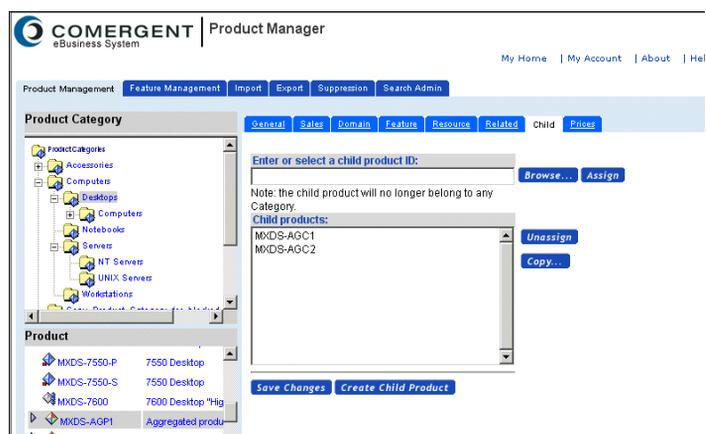


FIGURE 193. Product Management: Child Tab

5. Assign the product.
 - a. In the **Enter or select a child product ID** field, enter a product ID.
 You can click **Browse...** to display the Hierarchical Entity Chooser to browse or search for the product. See "Using the Hierarchical Entity Chooser" on page 355.
 - b. Click **Assign**.
6. Repeat the last step for each product ID you want to assign.
7. Click **Save Changes**.
8. If there are features associated with the products, then a frame appears to select the feature types:
 - a. Select feature types.
 - b. Click **Save All Changes** in the Feature Type Selection frame.
 - c. The Child tab is re-displayed.
 - d. Click **Save Changes** in the Child tab.

The newly-assigned products appear indented below the parent product in the lower left frame. If the product that is assigned to the aggregated product belonged to a category, then after assignment the product will belong to no category.

To Unassign Child Products from an Aggregated Product

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3** Product Manager page.

2. Navigate to and select the parent category of the aggregated product.

If the aggregated product is not assigned to any category, then click the **Unassigned** tab to select from a list of unassigned products.

Once you select the parent category, the products assigned to that category appear in the product frame (lower left) of the navigation panel.

3. Select the aggregated product.

If the product is assigned to a category, then find and click the product from the list in the product frame. The right-hand frame displays the tabs containing information about the product.

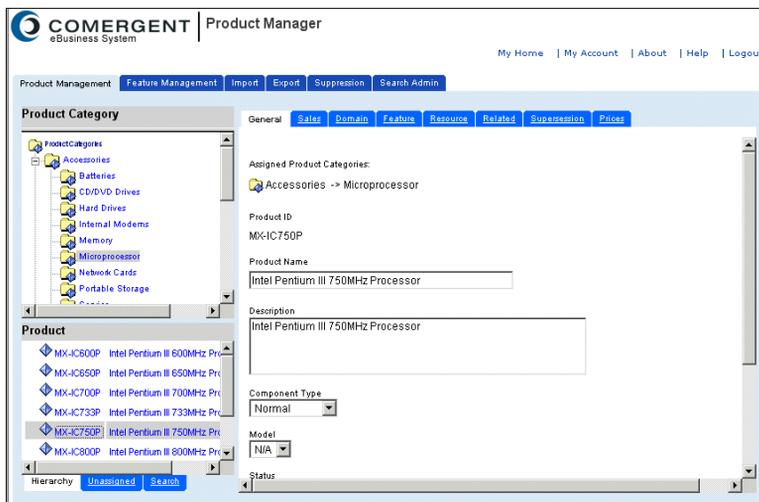


FIGURE 194. Product Management: General Tab

4. Click the **Child** tab.

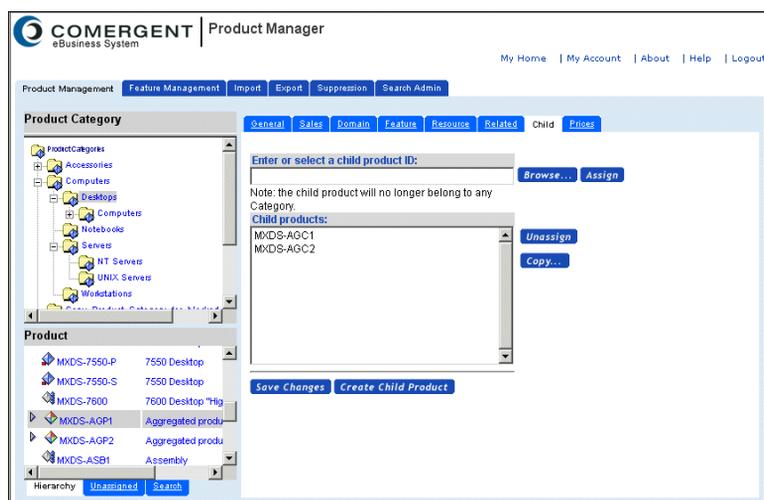


FIGURE 195. Product Management: Child Tab

5. In the list box, find and select the product IDs you want to unassign.
6. Click **Unassign**.
7. Click **Save Changes**.

To Find and Select a Product in the Navigation Panel

There are three ways to find products in the navigation panel: browse the unassigned products, browse products that are assigned to a category, and searching for the product.

To browse unassigned products, click the **Unassigned** tab in the navigation panel, then find and select the assembly from the list.

To browse products assigned to a category:

1. Navigate to the parent category for the product and select the parent category. The product frame displays the products associated with the parent category.
2. In the product frame of the navigation panel, select the assembly.

To search for the product, click the **Search** tab. This enables you to search the product catalog according to product ID, product name, product description, assigned feature, or assigned resource.

Note: An assembly icon next to the product designates the product as an assembly.

Pricing Products

Earlier releases of the Comergent eBusiness System managed pricing through the pricing administration application as described in "Setting Prices for Products" on page 590. This release also enables you to manage the prices for a product through the product management UI as described in this section. In general, the basic organization of pricing remains the same: products are priced by adding them to price lists and then assigning the prices to partners. Users see prices based on the effective price lists assigned to their partner. See "Setting Prices for Products" on page 20 for more information.

To Add a Product to a Price List

1. Using the product manager UI, navigate to the product.
2. Click the Prices tab.

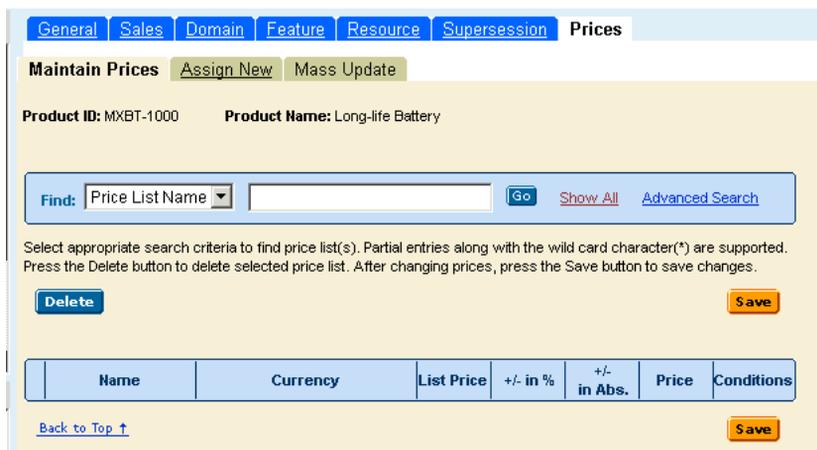


FIGURE 196. Prices Tab: Maintain Prices Tab

3. Click the Assign New tab.

General Sales Domain Feature Resource Supersession **Prices**

Maintain Prices **Assign New** Mass Update

Product ID: MXBT-1000 Product Name: Long-life Battery

First search for price lists you want to assign to the selected product. Partial entries using the wild card character(*) are supported. Enter price and discounts/Uplifts, select the price list and press the Assign button to assign the product to a price list.

Find: Price List Name View Unassigned Only

[Select All](#) [Deselect All](#) [Previous](#) | [Next](#)

	Name ▲	Currency	List Price	+/- in %	+/- in Abs.	Price
<input type="checkbox"/>	Aessten_uc	USD	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Aeßten_uc	USD	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Assten_uc	USD	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Aßten_uc	USD	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Ca_uc	USD	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Cat	USD	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	China	CNY	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Commercial	USD	<input type="text"/>	<input type="text"/>	<input type="text"/>	

FIGURE 197. Prices Tab: Assign New Tab

- For each price list to which you want to add the product, check the price list check box and enter the price for the product. Optionally, you can enter a percentage price adjustment and an absolute price adjustment.
- Click **Assign**.

To Change Prices for a Product

You can update prices for a product through the product manager UI as follows:

- Using the product manager UI, navigate to the product.
- Click the Prices tab.
- For each price list on which to modify the price, check the price list check box and enter the new price for the product on the price list. Optionally, you can modify the percentage price adjustment and the absolute price adjustment.

- If you want to modify the conditional rules associated with this product on this price list, then click the Conditional Rules button.

The Conditional Rules window is displayed.

Commercial: MXBT-1000

[Edit Quantity Tiers](#) [Edit Conditional Rules](#)

Make changes to quantity tiers and/or conditional rules and save changes by clicking on 'Save'

#	From Qty	To Qty	List Price	+/- in %	+/- in Abs.	Price
1	1		10			10.0
2						
3						
4						
5						
6						
7						
8						
9						
10						

FIGURE 198. Conditional Rules Window

- Enter conditional rules as appropriate. See "Conditional Pricing" on page 595 for more information about conditional rules.
- Click **Save**.
- On the Maintain Prices tab, click **Save**.

To Change All Prices for a Product

You can use the mass update functionality of the pricing administration application through the product manager UI to update all the prices for a product as follows:

- Using the product manager UI, navigate to the product.
- Click the Prices tab.
- Click the Mass Update tab.

The screenshot displays the 'Mass Update' tab within the 'Prices' section. At the top, there are navigation tabs: 'General', 'Sales', 'Domain', 'Feature', 'Resource', 'Supersession', and 'Prices'. Below these are sub-tabs: 'Maintain Prices', 'Assign New', and 'Mass Update'. The product information is shown as 'Product ID: MXBT-1000' and 'Product Name: Long-life Battery'. A descriptive paragraph explains the mass update process. A search box is present with a dropdown menu set to 'Price List Name', a text input field, and buttons for 'Go', 'Show All', and 'Advanced Search'. A 'Mass Update' button is located to the right. Below the search area is a table with the following data:

Name	Currency	List Price	+/- in %	+/- in Abs.	Price
Commercial	USD	15			15.0

A 'Back to Top' link is located at the bottom left of the page.

FIGURE 199. Prices Tab: Mass Update Tab

4. Select the price lists to which you want to apply the mass update by conducting a search that retrieves those price lists and no others.
5. Click **Mass Update**.

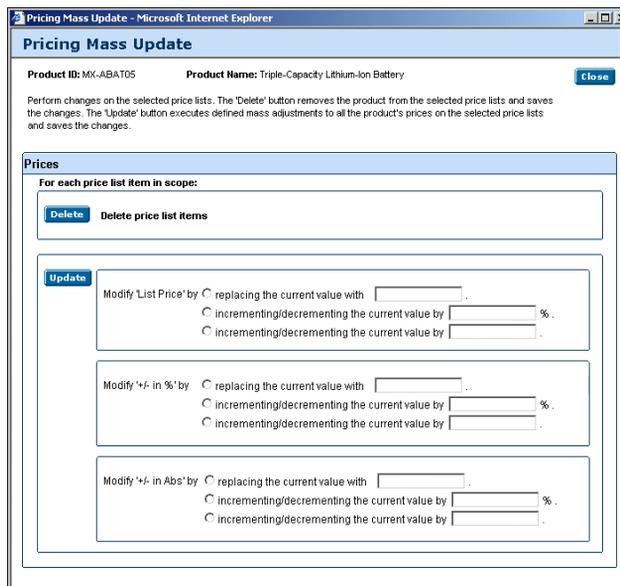


FIGURE 200. Pricing Mass Update Window

6. Specify the change.
 - a. If you click **Delete**, then the product is deleted from all the price lists in scope.
 - b. If you click **Update**, then the change is applied to all of the price lists in scope.

See "To Set Prices for Products as a Mass Update" on page 591 for more information about the sort of changes that you can make.

Related Products

In this release, you can link products together by specifying that one product is related to another. When a customer is viewing the product detail page for a product, they can see that the product has related products: typically, these are items such as service contracts, warranties, and so on that a customer might want to buy at the same time as the product.

We say that “product B is related to product A” or “product A has product B related to it” if when you view the product detail page for product A, you see product B

listed as a related product. Note that this is not a symmetrical relationship: most of the time, the relationship is defined in one direction only.

You can relate one or more products to any product, and conversely a product can be related to one or more products. For example, a hardware product A may have two related service contract products B and C, and service contract product B may also be related to product D.

- When customers view the product detail page for product A, then they see both related products B and C listed.
- When customers view the product detail page for product D, then they see only related product B listed.

To Relate One Product to Another

If you want to relate product B to product A, then using the Product Manager UI, navigate to the product detail page for product A.

1. Click the Related tab.
2. Click **Assign**.
3. Using the Hierarchical Entity Chooser, navigate to and select product B, and click **Done**.
4. Check that the correct product is listed in the list of related products.

You can repeat Steps 2 through 4 as many times as need be to relate other products to product A.

Superseding a Product

See "Superseding One Product with Another" on page 60 for an explanation of supersession.

To Supersede a Product

After you have displayed the product you want to supersede (see "To Modify a Product" on page 304), you can use this procedures to supersede a product.

1. Click the **Supersession** tab.

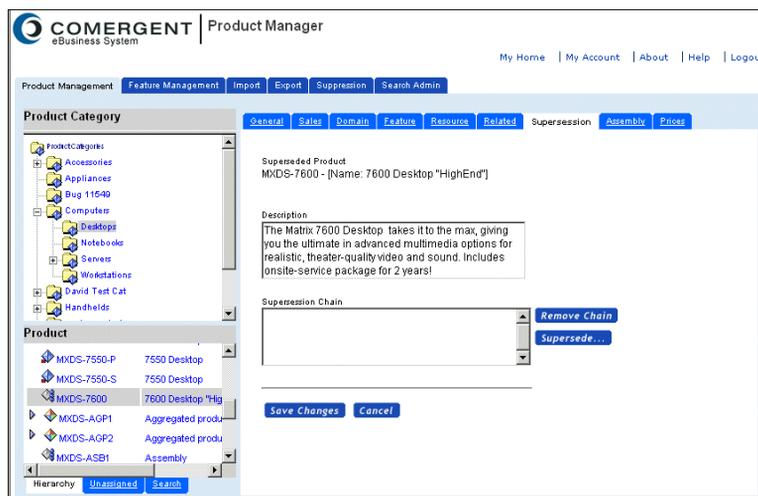


FIGURE 201. Product Management Panel: Supersession Tab

2. Click **Supersede**.

This displays the Hierarchical Entity Chooser.

Attention: This step fails if the current product is already superseded. If there is a supersession chain, then click Remove Chain to remove the chain.

3. Using the chooser, select the product you want to supersede, then click **Done** in the chooser window.

See "Using the Hierarchical Entity Chooser" on page 355 for detailed instructions on using the chooser.

After you click **Done**, the product ID of the superseding product appears in the Supersession Chain box.

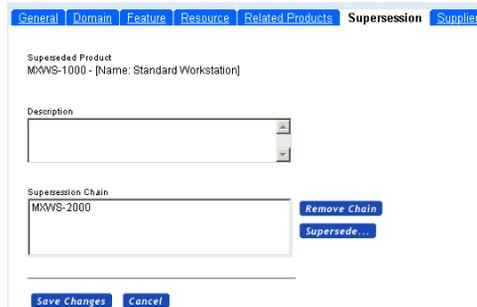


FIGURE 202. Supersession Tab: Superseding Product

To Remove a Superseding Product

After you have displayed the product you want to supersede (see "To Modify a Product" on page 304), you can use this procedures to supersede a product.

1. Click the **Supersession** tab.

The Supersession Chain field displays the superseding product (as well as any other products along the chain).

2. Click **Remove Chain**.

The superseded product is detached from the entire supersession chain. All superseding products are removed from the supersession chain.

<p>Note: The relationship between any products in the supersession chain remain valid.</p>

Managing Assemblies

When you create a product as component type "Assembly", the next step is to define the products and text items that comprise the assembly. See "Managing Assemblies" on page 59 for a complete description of the process.

To Define the Parts in an Assembly

1. Create a product with the component type "Assembly".

See "To Create a Product" on page 296. When you click the product in the lower-left navigation panel, you will see a new tab, the **Assembly** tab (Figure 203 on page 323).

- Click the **Assembly** tab.

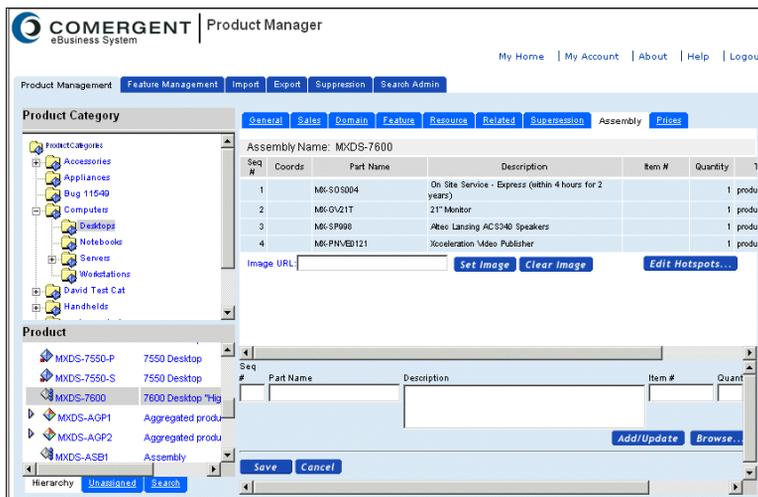


FIGURE 203. Product Management Panel: Assembly Tab

- Add parts to the list.

You can add parts using the Hierarchical Entity Chooser, or you can add parts manually.

To add parts using the Hierarchical Entity Chooser:

- Click **Browse...** in the work area.

This displays the chooser window. See "Using the Hierarchical Entity Chooser" on page 355 for instructions on using the chooser. The line items will fill the list automatically when you click **Done** in the chooser window.

- For each line item, click its corresponding update icon in the Action column.

The selected line item is displayed in the fields at the bottom of the panel.

- Enter the information as described in Table 24 on page 324.

Seq # and Quantity are required fields.

- d. Click **Add/Update**.

To add parts manually:

- e. Enter the information as described in Table 24 on page 324.
Seq # and Quantity are required fields.
- f. Click **Add/Update**.

Attention: You must click **Save** to add the part permanently to the assembly list.

- g. Repeat these steps for each component you want to add manually.

TABLE 24. Part Information: Assembly

Field	Description
Seq #	Required. The position of the part relative to the other parts in the assembly, usually mapped to a callout number in a parts diagram.
Part Name	The product ID. If you select a product from the navigation list, this field is auto-filled with the product ID. If you select “product” as the part type (see below), you can manually type a product ID. If you select “text”, you can manually type a part name.
Description	The description of the part.
Item #	The item number represents an integral part of the assembly to which the part you are adding will belong. For example, the item number might represent a subassembly of the larger assembly. It could also represent a single item such as a warranty.
Quantity	Required. The quantity-per-assembly (the amount of the part needed in each assembly)
Part Type	Product (a product used to complete the assembly) or Text (a text item that is included as part of the assembly) If you select Product , then when you click Save the Comergent eBusiness System will attempt to match the item name with a product ID in the product catalog.

- 4. Click **Save**.

Once you have added the parts, you can modify the part information ("To Modify a Line Item in an Assembly" on page 325). You can also define "hot spots" within a parts diagram ("To Define or Relocate Hot Spots in a Parts Diagram" on page 326).

To Modify a Line Item in an Assembly

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Find and select the assembly.

See "To Find and Select a Product in the Navigation Panel" on page 314.

When you select the product, the detail information for the product appears in the content panel. A product of the "Assembly" type includes an **Assembly** tab.

3. Click the **Assembly** tab.

The content panel displays the line items belonging to the assembly.

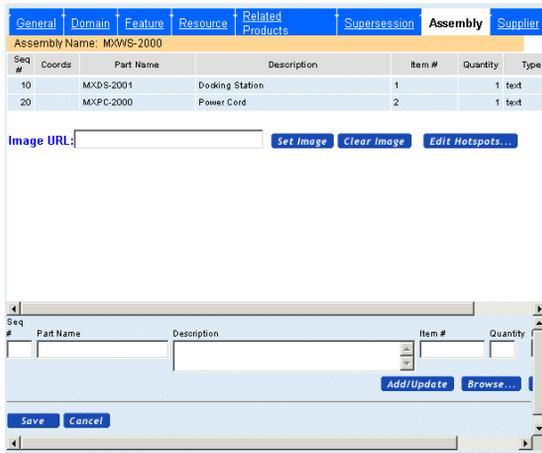


FIGURE 204. Assembly Tab

4. In the list of parts in the **Assembly** tab, find the item you want to modify, then click its corresponding update icon in the Action column.

The line item information appears in the fields in the lower area of the Assembly tab.

5. As necessary, modify the information as described in Table 24 on page 324.
6. Click **Add/Update**.

To Define or Relocate Hot Spots in a Parts Diagram

A "hot spot" is a set of coordinates in an image, typically a parts diagram, that enables end-users to order parts by displaying the parts diagram and clicking on the appropriate "hot spot" in the image.

1. Display the Assembly panel as described in either "To Define the Parts in an Assembly" on page 322 or "To Modify a Line Item in an Assembly" on page 325.

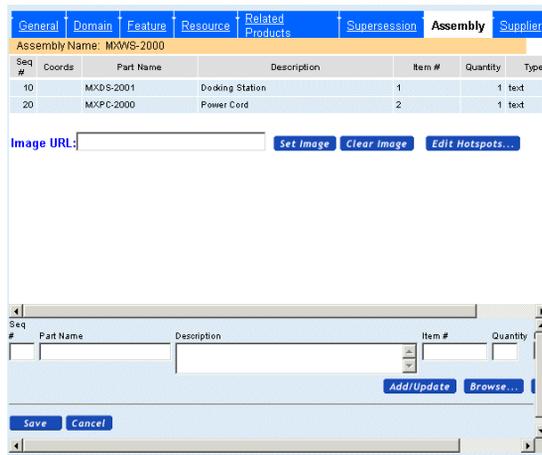


FIGURE 205. Assembly Panel

2. Load an image, if necessary.

Attention: The image you load will replace any image that is currently displayed.

- a. Scroll to the bottom of the parts list until you see the Image URL field.

- b. In the Image URL field, type the URL for the image you want to load.
The Comergent eBusiness System supports any image format that can be invoked by HTML.
- c. Click **Set Image**.
The image is displayed at the bottom of the list of parts.

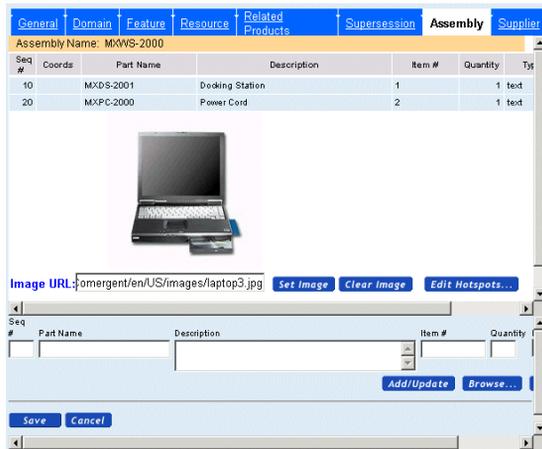
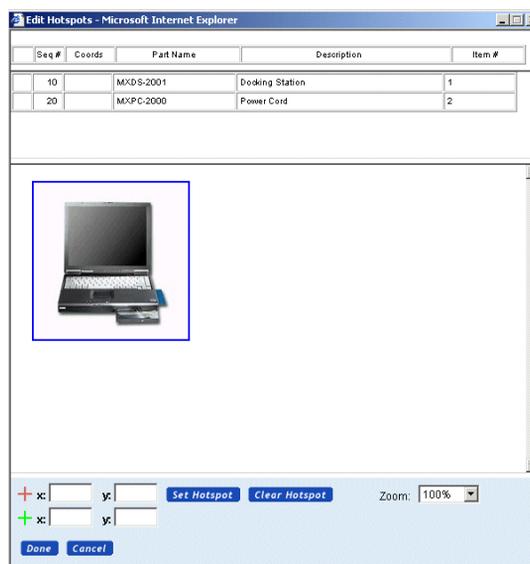


FIGURE 206. Assembly Panel with Image Loaded

3. Click **Save**.
4. Click **Edit Hot Spots**.
This displays the Edit Hot Spots window.

**FIGURE 207. Edit Hot Spots Window**

5. Create the hot spot.
 - a. In the list of parts, find the part for which you want to define or relocate its "hot" spot.
 - b. Click the radio button at the far left of the line.

If the part already has a designated hot spot, two sets of crosshairs will be displayed on the image, showing the area designated for the hot spot.
 - c. In the image, find the location that you want for the "hot spot".

This can be any area you want to designate; for example, the individual part itself or a callout designation for the part.

- d. Click in the upper left-hand corner of the spot.

A set of crosshairs appear in the spot you clicking (Figure 208 on page 329), designating the first set of coordinates for the hot spot. The coordinates of this spot also appear in the first set of fields at the bottom of the window.

Note: You can also enter the coordinates manually using the fields in the lower part of the window: the first set of fields for the first set of coordinates, the second set of fields for the second set of coordinates.

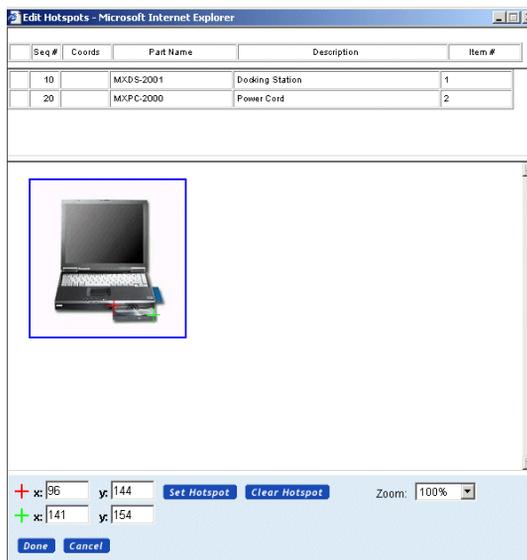


FIGURE 208. Edit Hot Spots Window with Coordinates Selected

- e. Click in the lower right hand corner of the spot.

Another set of crosshairs appear in the spot you clicking, designating the second set of coordinates for the hot spot. The coordinates of this spot also appear in the second set of fields at the bottom of the window.

- f. Click **Set Hotspot**.

A checkmark appears in the Coords column in the list of parts, indicating that this part has a hot spot designated for it in the image.

Note: You can click **Clear Hotspot** to clear the hot spot and start over.

6. Repeat the last step for each hot spot you want to create.
7. Click **Done** when you are done creating hot spots.

This closes the Edit Hot Spot window and returns you to the Edit Assembly tab. A checkmark appears in the Coords column for all parts for which a hot spot is defined.

To Delete a Hot Spot

1. Display the Edit Hot Spots window as described in "To Define or Relocate Hot Spots in a Parts Diagram" on page 326.

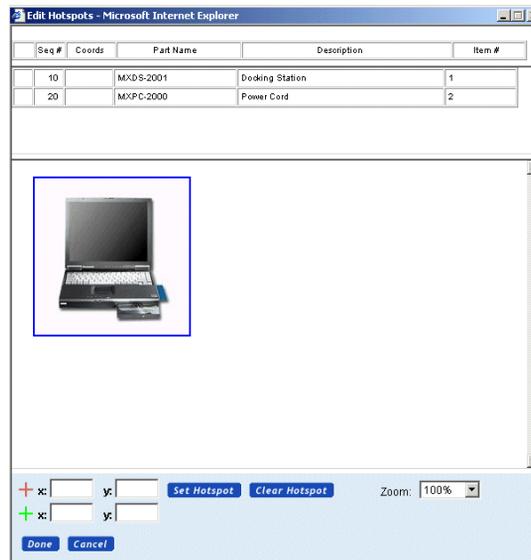


FIGURE 209. Edit Hot Spots Window

2. In the list of parts, find the part whose hot spot you want to delete.
3. Click the radio button at the far left of the line.
Two sets of crosshairs will appear, designating the current hotspot.

4. Click **Clear Hotspot**.

The crosshairs will disappear. The checkmark in the Coords column will be removed.

5. Repeat the last two steps for each hot spot you want to delete.

6. Click **Done** when you are done deleting hot spots.

This closes the Edit Hot Spot window and returns you to the Edit Assembly tab.

To Delete an Item from an Assembly

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Find and select the assembly.

For assigned products:

a. Navigate to the parent category for the product and select the parent category. The product frame displays the products associated with the parent category.

b. In the product frame of the navigation panel, select the product that is the assembly

For unassigned products, click the **Unassigned** tab in the navigation panel, then find and select the assembly from the list.

You can also click the **Search** tab to search the product catalog according to product ID, product name, product description, assigned feature, or assigned resource.

When you select the product, the detail information for the product appears in the content panel.

3. Click the **Assembly** tab.

The content panel displays the line items belonging to the assembly.

4. In the list of items at the top of the tab, find the item that you want to delete.

5. Click the **Delete** icon in the Action column.

The item is no longer displayed in the list of items.

6. Click **Save**.

The item is deleted from the list of items.

Managing Pre-Configured Products

When you create a configurable product, you must associate the new product with a model previously created using the Visual Modeler. You can either leave the product-model association as is, in which case it represents a generic configured product (no pre-defined configurations), or you can pre-configure the product with your own selections. These selections form the starting point for any configuration performed by the end-users.

To Pre-configure a Configurable Product

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3** Product Manager page.

2. Find and select the configurable product.

For assigned products:

- a. Navigate to the parent category for the product and select the parent category. The product frame displays the products associated with the parent category.
- b. In the product frame of the navigation panel, select the product.

For unassigned products, click the **Unassigned** tab in the navigation panel, then find and select the product in the list.

You can also click the **Search** tab to search the product catalog according to product ID, product name, product description, assigned feature, or assigned resource.

When you select the product, the detail information for the product appears in the content panel.

3. In the content panel, click the **Configuration** tab.



FIGURE 210. Product Management Panel: Configuration Tab

4. Click **Configure**.

This displays the Configuration screen.



FIGURE 211. Product Configuration Screen

5. Define the configuration.

- a. Select the items to be included in the configuration.
- b. Click **Done**.

This re-displays the **Configuration** tab in **C3** Product Manager.

Product ID: MXWS-9999
Model: Computers/Workstations/MXWS-1000

Configuration:

Product ID	Item Name	Item Description	Qty
MXWS-1000	MXWS-1000		1
	Monitors	Please select a monitor	1
	Optiquest Q95	Optiquest Q95	1

Changes have not been saved.

Save Changes Configure X Delete

FIGURE 212. Configurable Product with Configuration

6. Click **Save Changes**.

To Delete a Configuration for a Pre-Configured Product

Note: The steps described here refer only to deleting the configuration for the associated model. This does not delete the product itself or the product-model association.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3** Product Manager page.

2. Find and select the configurable product.

For assigned products:

- a. Navigate to the parent category for the product and select the parent category. The product frame displays the products associated with the parent category.
- b. In the product frame of the navigation panel, select the product.

For unassigned products, click the **Unassigned** tab in the navigation panel, then find and select the product from the list.

You can also click the **Search** tab to search the product catalog according to product ID, product name, product description, assigned feature, or assigned resource.

When you select the product, the detail information for the product appears in the content panel.

3. In the content panel, click the **Configuration** tab.

The **Configuration** tab displays the items included in the current configuration (see Figure 212 on page 334).

4. Click **Delete**.
5. Click **Save Changes**.

You can either create a new configuration for the product (see "To Pre-configure a Configurable Product" on page 332) or you leave the product as a generic configured product.

Importing Products

When you have large amounts of product data that you want to add to the Comergent eBusiness System, you can create an import set consisting of the categories and products you want to import. You import the products as a catalog import set in dXML format (see "Import File Properties" on page 337 for its description). You may customize parameters for an import set by using the System Administration feature.

Partners can also use this mechanism to import their catalog data. See "Importing Partner Product Information" on page 343 for more information.

You can also post updates to the product catalog into the Comergent eBusiness System using the CatalogRequest message. See "Posting CatalogRequest Messages" on page 344 for more details.

To Create an Import Set

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3** Product Manager page.

2. Click the **Import** tab.

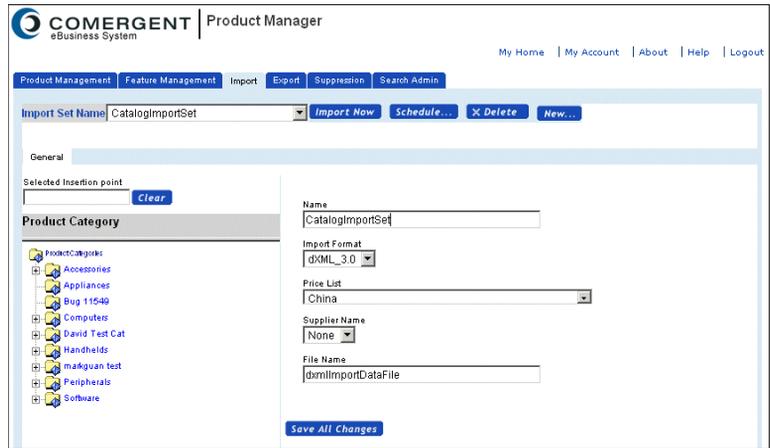


FIGURE 213. Import Panel

3. Click New....

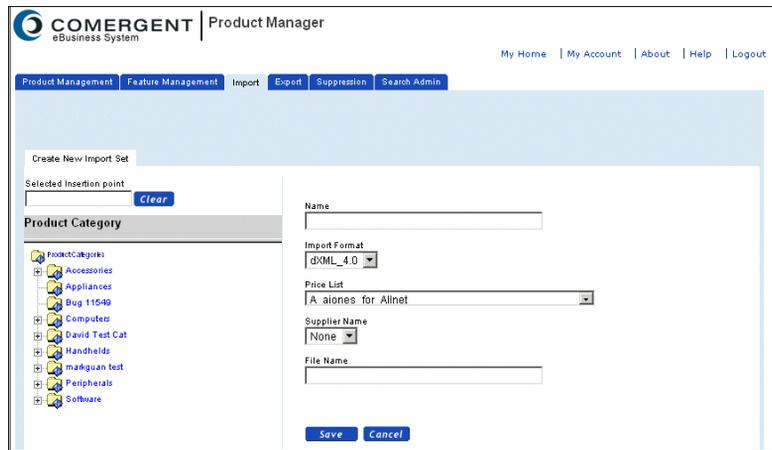


FIGURE 214. Import Panel with General Tab: New Import Set

4. Enter the information for the fields listed below.

TABLE 25. Import Set Fields

Field	Description
Name	Description for the import set
Import Format	dXML_3.0 or dXML_4.0
Price List	If you want to import price information with the products, then select the price list to which the price information should be added or updated.
Supplier Name	The default supplier name. Select the supplier of the data only if the supplier is not specified in the file being imported.
File Name	The name of the file that contains the data being imported. You can specify the full path. If you do not specify the full path, then the system will default to the following directory <i>debs_home/Comergent/catalogexport/</i> .

5. Select the insertion point.

This is the point in the product hierarchy where the imported data should be placed. To select the point, navigate through the product hierarchy until you find the location you want, then select the directory. The direction appears in the Selected Insertion Point Field.

Note: If you do not select an insertion point, then the imported data will be placed in the root product category.

6. Click **Save**.

The General tab reappears with the new import set displayed. You can either import the file now ("To Import a Catalog Immediately" on page 340) or schedule the import ("To Import a Catalog Using a Cron Job" on page 341).

Import File Properties

When you import products using the import set mechanism, you must use an XML file that conforms to the Catalog DTD defined in the dXML message family. This section describes the rules that determine how information in this file is processed during the import process.

Note: Make sure that the files have no formatting information that makes them invalid XML documents. If the file is not a valid XML document, then no information is imported.

The file must begin with the MessageHeader element and declare the MessageType as Catalog:

```
<dXML>
  <MessageHeader>
    <MessageType>Catalog</MessageType>
    <MessageVersion>4.0</MessageVersion>
    <MessageID/>
    <SessionID/>
    <SessionKeepAlive>30</SessionKeepAlive>
  </MessageHeader>
  <RemoteUser>
    <UserLogin/>
    <UserAuthenticator/>
  </RemoteUser>
  <Catalog>
    <CatalogHeader>
      <Description>dXML Catalog</Description>
      <DefaultSettings>
        <Currency>USD</Currency>
        <Language>en-US</Language>
      </DefaultSettings>
      <Supplier>
        <Name Type="PartnerID">Datasolve</Name>
        <SupplierID Domain="Supplier">29</SupplierID>
        <URL/>
        <PriceList>Datasolve Master List</PriceList>
      </Supplier>
    </CatalogHeader>
    <CatalogItems>
      ...
    </CatalogItems>
  </Catalog>
</dXML>
```

The Supplier element is used to identify from which supplier the catalog data is being imported. In the case of an import of enterprise data, you should set the value of the Type attribute to “PartnerID”, and set the value of the Name child element to the Manufacturer Name system property.

In the Catalog element, there is a child element for the CatalogItems. Each product that is to be imported is declared using a ProductUpdate element. This can include product and resource information for one or more locales.

```
<ProductUpdate Action="FullUpdateOrInsert">
  <Path>/Computers/Desktops</Path>
  <ProductID>MXDS-7510</ProductID>
  ...
</ProductUpdate>
```

You can define the following values for the Action attribute for a ProductUpdate element:

- **Insert:** use this action to add a product to the product catalog. An error is recorded if the product already exists in the catalog.
- **FullUpdate:** update all the information in the product using values provided in the import set or if nothing is specified the default value for the product. An error is recorded if the product does not exist.
- **IncUpdate:** update all the information in the product using values provided in the import set, but leave values already defined for other fields. An error is recorded if the product does not exist.
- **FullUpdateOrInsert:** if the product does not exist, then treat this in the same way as the Insert action. If it does exist, treat this as a FullUpdate action.
- **IncUpdateOrInsert:** if the product does not exist, then treat this in the same way as the Insert action. If it does exist, treat this as a IncUpdate action.

You can import pricing information for the product as part of the ProductUpdate element. This information is used to add or edit price information on the price list defined in the import set. It can include quantity tier information and this will override any quantity tier information currently specified for the product on the price list:

```
<Prices>
  <Price ListPrice="8600" PercentDiscount="100"
    AbsoluteDiscount="200"/>
  <QuantityTier From="100" To="190">
    <Price ListPrice="8000" PercentDiscount="50"/>
  </QuantityTier>
  <QuantityTier From="300">
    <Price ListPrice="70000" AbsoluteDiscount="1300"/>
  </QuantityTier>
  <QuantityTier From="400">
    <Price ListPrice="700000" AbsoluteDiscount="13000"/>
  </QuantityTier>
</Prices>
```

You can provide supplier information for products as part of the product import. This is how supplier information is processed:

1. The application will try to find out if there is a supplier defined in the importing file header. If there is one, then it will be used.

2. If there is no supplier defined in the header, then the supplier name defined in the import set will be used.
 - a. If the supplier name matches the Manufacturer Name system property, then all product IDs will be regard as enterprise product IDs and imported directly.
 - b. If the supplier name does not match the Manufacturer Name, then the product IDs in the importing XML file will be regarded as partner product IDs, and they will be converted to enterprise product IDs using the CMGT_SKU_MAPPING database table.
3. If you do not need product ID mapping, then just make sure the value of the Name child element of the Supplier element in the dXML file matches the Manufacturer Name system property.

To Delete an Import Set

Before you delete an import set, make sure you delete any scheduled cron jobs involving the import set being deleted.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.
2. Click the **Import** tab.
3. Select the appropriate import set from the Import Set Name drop-down list.
4. Click **Delete**.

To Import a Catalog Immediately

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3 Product Manager** page.
2. Click the **Import** tab.
3. Select the appropriate import set from the Import Set Name drop-down list.
4. Click **Import Now**.

When you click **Import Now**, the screen displays the progress of your import. You can click **Result Statistics** to display import result statistics.

Also, once the import is complete, three results files are created in the directory defined by the path in the File Name field of the import set (see Table 25 on page 337):

- Import Results File
- Import Errors File
Lists all the import records not imported.
- Import Statistics File

To Import a Catalog Using a Cron Job

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
This displays the Product Management tab of the **C3** Product Manager page.
2. Click the **Import** tab to display the Import page.
3. Click **Schedule**.
This displays a list of the current cron jobs.
4. Click the link for the **Import Catalog** cron job.
5. This displays the Cron Job Configuration page for the Import Catalog cron job.

The screenshot shows the 'Edit Cron Job Configuration' page. At the top, there is a header with the Comergent logo and 'Administration' text. Below the header, there are navigation links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main content area is titled 'Edit Cron Job Configuration' and contains several sections:

- Save All Changes** and **Cancel** buttons.
- Cron Job Information**: Job Name (Import Catalog), Active checkbox, Program (com.comergent.apps.productMgr.dataSynd.CatalogImportC), and Command Line Arguments (importSetName=CatalogImportSet).
- Cron Job Type**: Radio buttons for System and Application (selected), Username (sjones), and Password (*****).
- Cron Job Schedule**: Start date and time (May 1, 2001), End date and time (Dec 31, 2199), and Frequency (every 1 weeks).

FIGURE 215. Cron Job Configuration Page

6. Change the information as necessary.

TABLE 26. Cron Job Configuration Page

Field	Description
Job Name	The name of the cron job
Program	The java implementation class that executes the job. You can use the predefined import cron job: com.comergent.apps.productMgr.dataSynd.CatalogImport Cron. Refer to the <i>Comergent eBusiness System Developer Guide</i> for more information on creating cron jobs.
Command Line Arguments	The command line parameters that provide information about the job. The format is: ImportSetName=NAME, where NAME is the name of the import set you are scheduling.
Cron Job Type	Automatically set to Application . The displayed username and password are defaults. Enter a username and password. These are usernames and passwords for users specific to the Comergent eBusiness System. The username and password you enter must have the privileges to be able to create import sets.
Start date and time End date and time	The effective start and end period between which dates and times the cron job will run. This, along with Frequency, determines when the job will run. For example, if you entered a frequency of three days, then the job will run every three days from the task start date and time until the task end date and time is reached. You can enter the same dates and times for both start date and time, in which case the job will be run only once, at a specific time.
Frequency	How often will the job be run? Every three days? Every week? Every five minutes? and so on.

7. Activate the job by checking the **Active** check box.
8. Click **Save All Changes**.

The import creates three results files in the directory defined by the path in the File Name field of the export set (see Table 25 on page 337):

- Import Results File

- Import Errors File
Lists all the import records not imported.
- Import Statistics File

Importing Partner Product Information

Partners can use the import sets to import catalog and pricing data into the Comergent eBusiness System using their own product IDs and other product information. To import a product, they must perform these steps:

1. Define a SKU mapping entry which maps their product ID to a corresponding enterprise product ID. In defining the mapping, they must specify the enterprise partner ID as the Pricing SKU Authority using the unique string for the enterprise. This is defined as the Partner.com Manufacturer Name system property. They specify the enterprise product ID as the Pricing SKU and their corresponding product ID as the Mapped SKU. For example:

```
Pricing SKU Pricing SKU Authority Mapped SKU  
MX-GV15F Matrix DS-GV15F
```

2. Create a catalog import set that includes the product in an element along these lines. The Name element in the Supplier element must take the value defined as the External Partner ID in the partner profile for their partner: You must set the value of the Type attribute to "PartnerID".

```
<Supplier Type="PartnerID">  
  <Name>Datasolve</Name>  
  <SupplierID Domain="InternalSupplierID">29</SupplierID>  
  <URL/>  
  <PriceList>Datasolve Enterprise Master List</PriceList>  
</Supplier>  
...  
<ProductUpdate Action="FullUpdateOrInsert">  
<Path>/Computers/Notebooks</Path>  
  <ProductID>DSL-7410</ProductID>  
...  
</ProductUpdate>
```

Here the ProductID element is the partner product ID previously declared as the Mapped SKU.

Note that you can use a legacy form of the Catalog dXML file, in which you do not specify a Type attribute in the Supplier element. However, to use this legacy form, you must upload the SKU mapping information using the legacy form of the uploaded SKU mapping, in which the SKU authority is set to the partner external Partner ID.

3. Send the catalog import file to an enterprise administrator.
4. The enterprise administrator copies the catalog import file to the standard import location on the file system: ***debs_home/Comergent/catalogexport/***.
5. The enterprise administrator creates an import set as described in "To Create an Import Set" on page 335.
6. The enterprise administrator executes the import as described in "To Import a Catalog Immediately" on page 340 or "To Import a Catalog Using a Cron Job" on page 341.

Posting CatalogRequest Messages

You can update the product catalog by using a utility to post XML messages into the Comergent eBusiness System. The XML message must conform to the CatalogRequest DTD which is defined in ***debs_home/Comergent/dXML/4.1/CatalogRequest.dtd***. See "CatalogRequest DTD" on page 877 for more information.

To Update the Product Catalog using CatalogRequest

1. Create an XML document that conforms to the CatalogRequest DTD and which provides the update information you want to submit.
2. Using a utility such as the LocalPost utility, post the XML document into the Comergent eBusiness System using the standard message URL.
3. Verify that a CatalogResponse message is returned. This provides information about the status of the request.

Exporting the Product Catalog

To export products and product categories, you create an export set that defines the product and categories to be exported, the file format to be used (either dXML, xCBL, RosettaNet, or cXML), and the name of the file to be generated. When the set is exported, the file is generated in the selected format and stored, by default, in the ***debs_home/Comergent/catalogexport/*** directory. You can change the name of the ***catalogexport*** directory, but the new directory *must* be located in the ***debs_home/Comergent/*** directory. See the *Comergent eBusiness System Implementation Guide* for the location of the ***debs_home*** directory.

If you export catalog information and specify one of the dXML formats, then the exported XML file will conform to the DTD defined by the ***Catalog.dtd*** file of the corresponding dXML message family.

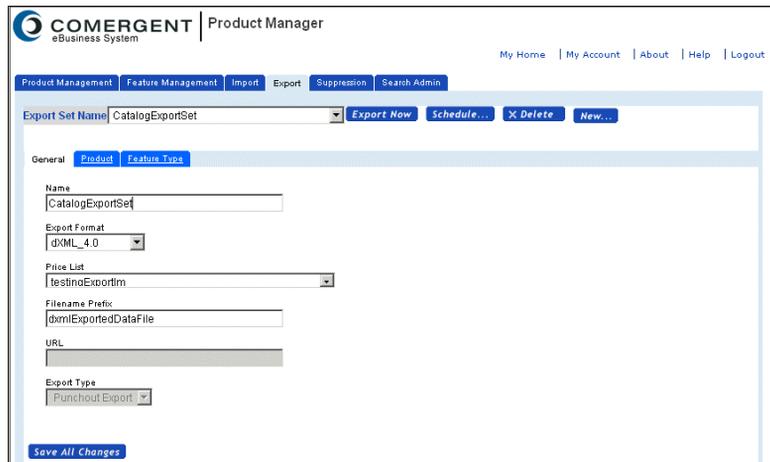
To Create an Export Set

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Click the **Export** tab.

The Export page appears.



The screenshot shows the 'Product Manager' interface for 'COMERGENT eBusiness System'. The 'Export' tab is active, displaying the 'Export Set Name' as 'CatalogExportSet'. The 'General' section is expanded, showing fields for Name, Export Format (dXML_4.0), Price List (testnoExportIm), Filename Prefix (bxmiExportedDataFile), URL, and Export Type (Punchout Export). A 'Save All Changes' button is visible at the bottom.

FIGURE 216. Product Management: Export Tab

3. Click **New...**

The Create New Export Set panel appears.

FIGURE 217. Create New Export Set Tab

4. Enter the information for the fields listed below.

TABLE 27. Export Set Fields

Field	Description
Name	A name to describe the export set
Export Format	Comergent_2.0, dhXML_1.0, dXML_3.0, dXML_4.0, XCBL_2.0, RosettaNet_1.1, or cXML_1.1, soap_4.0 format
Price List	The price list that contains the products in the export set. Each product in the export set must have corresponding price information. Therefore each product must be part of the selected price list. Note: only list price information is exported. The export does not include any conditional pricing that might be part of the price list.
Filename Prefix	A maximum of 10 characters. The filename can contain an underscore or dash, but cannot contain spaces or periods.

TABLE 27. Export Set Fields (Continued)

Field	Description
URL	This field is only available for cXML_1.1 export format. URL provides a link for the customer to obtain more information about the products in this export set.
Export Type	This drop-down list is only available for cXML_1.1 export format: Punchout Export or Item Add Export. Punchout Export enables customers to punch out to your catalog to find and order products. Item Add Export encapsulates all the product information into an export set and the customer experience is dictated by a separate catalog management system.

5. Click **Save**.

The screen re-displays the original export page with the new export set selected.

To Add or Remove Categories and Products from the Export Set

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
This displays the **Product Management** tab of the *C3* Product Manager page.
2. Click **Export** to display the Export page.
3. Select the appropriate export set from the Export Set Name drop-down list.
The **General** tab displays the information for this set.
4. Click the **Product** tab.

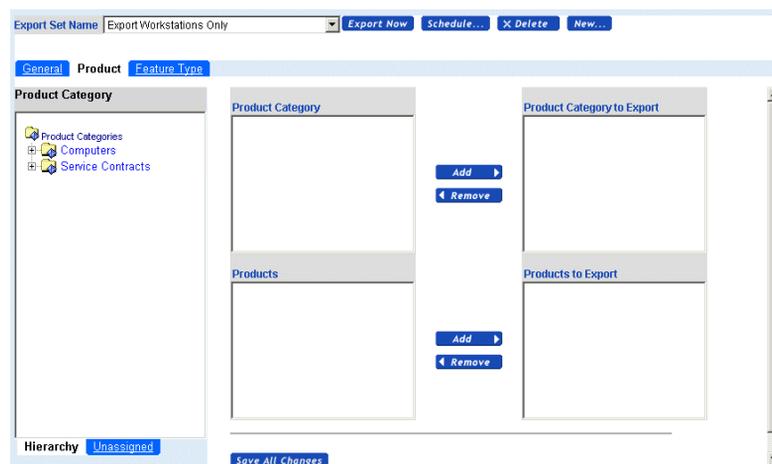


FIGURE 218. Export Panel with Product Tab

5. Add a product category and products.
 - a. In the navigation panel, navigate through the product hierarchy and select a product category.

The children of this category (categories and products) are displayed in their respective lists.
 - b. In either the Product Category or the Products list, click the item you want to export.

When you add a category, you are adding all the products in that category to the export set.
 - c. Click **Add**.

The selected items appear in the appropriate list on the right.

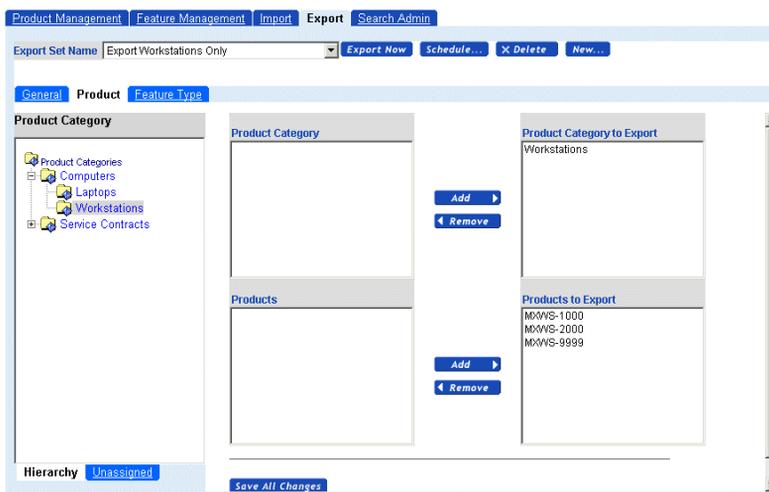


FIGURE 219. Adding Products to the Export Set

6. Add unassigned products.
 - a. Click the **Unassigned** tab in the navigation panel.

The unassigned products are displayed in the Products list.
 - b. Click on the product you want to export.
 - c. Click **Add**.

The selected items appear in the Products To Export list.
7. Remove categories and products from the export set.
 - a. Click on the category or product in the appropriate list box.
 - b. Click **Remove**.

The category or products are removed from the set.
8. Click **Save All Changes**.

To Add Feature Types and Features to an Export Set

You can select specific features of the products in the export set that will be exported with the product.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Click **Export** to display the Export page.
3. Select the appropriate export set from the Export Set Name drop-down list.
The **General** tab displays the information for this set.
4. Click the **Feature Type** tab to display the Feature Type panel.

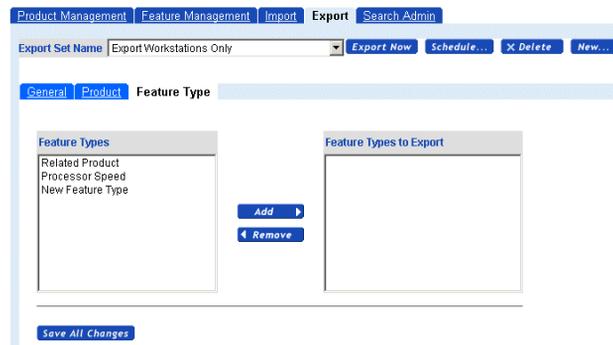


FIGURE 220. Export Panel with Feature Type Tab

5. In the Feature Types list, select the feature types you want to export, then click **Add**.

The selected feature types appear in the Feature Types to Export list.

6. Click **Save All Changes**.

To Delete an Export Set

Before you delete an export set, make sure you delete any scheduled cron jobs that involve the export set being deleted.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3 Product Manager** page.

2. Click the **Export** tab.

3. Select the appropriate export set from the Export Set Name drop-down list.
4. Click **Delete**.

To Export the Catalog Immediately

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Click the **Export** tab.
3. Select the appropriate export set from the Export Set Name drop-down list.
4. Click **Export Now**.

When you click **Export Now**, the system starts a separate process to generate the file that is created under the filename you selected. This filename is appended with a timestamp and by default, is stored in the *debs_home/Comergent/htdocs/catalogexport/* directory when the process is complete.

To Export the Catalog Using a Cron Job

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3 Product Manager** page.

2. Click **Export** to display the Export page.
3. Click **Schedule**.

This displays a list of the current cron jobs.

4. Click the link for the **Export Catalog** cron job.

This displays the Cron Job Configuration page for the Export Catalog cron job.

The screenshot shows the 'Edit Cron Job Configuration' page. At the top, there is a header with the Comergent logo and 'Administration' text. Below the header, there are navigation links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main content area is titled 'Edit Cron Job Configuration' and contains several sections:

- Save All Changes** and **Cancel** buttons.
- Cron Job Information**: Includes 'Job Name' (Export Catalog), an 'Active' checkbox, 'Program' (com.comergent.apps.productMgr.dataSynd.CatalogExportCron), and 'Command Line Arguments' (ExportSetName=CatalogExportSet).
- Cron Job Type**: Includes radio buttons for 'System' and 'Application' (selected), 'Username' (ajones), and 'Password' (*****).
- Cron Job Schedule**: Includes 'Start date and time' (May 1, 2001), 'End date and time' (Dec 31, 2199), and 'Frequency' (every 1 weeks).

FIGURE 221. Cron Job Configuration Page

5. Enter the information about the job.

TABLE 28. Cron Job Configuration Page

Field	Description
Job Name	The name of the cron job
Program	The java implementation class that executes the job. You can use the predefined export cron job: com.comergent.apps.productMgr.dataSynd.CatalogExportCron.
Command Line Arguments	The command line parameters that provide information about the job. The format is: ExportSetName=NAME, where NAME is the name of the export set you are scheduling.
Cron Job Type	Automatically set to Application . The displayed username and password are defaults. Enter a username and password. (The username and password you enter must have the privileges to be able to create export sets.)

TABLE 28. Cron Job Configuration Page (Continued)

Field	Description
Start date and time End date and time	The effective start and end period between which dates and times the cron job will run. This, along with Frequency, determines when the job will run. For example, if you entered a frequency of three days, then the job will run every three days from the task start date and time until the task end date and time is reached. You can enter the same dates and times for both start date and time, in which case the job will be run only once, at a specific time.
Frequency	How often will the job be run? Every three days? Every week? Every five minutes? and so on.

6. Activate the job by checking the **Active** check box.
7. Click **Save All Changes**.

Suppressing Empty Product Categories

To Suppress Display of Empty Product Categories

See "Suppressing Display of Empty Product Categories" on page 66 for an explanation of suppressed display. Before starting this task, make sure that the **C3** Product Manager business rule to suppress empty categories has been set to "suppress empty categories". You have to re-start the servlet container for this rule to take effect. See CHAPTER 38, "Business Rules Administration" for further information on business rules.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page, or click on the root category in the Product Category navigation panel.
2. Click the **Suppression** tab.

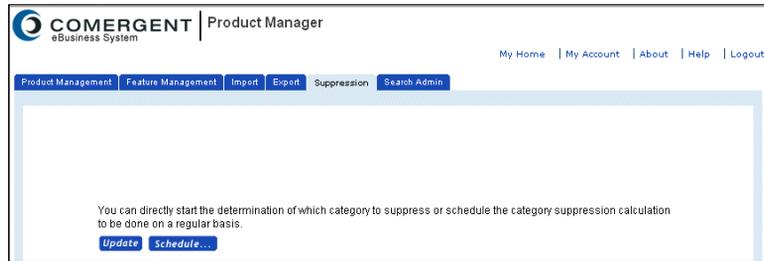


FIGURE 222. Product Management: Suppression Tab

3. Click **Update**.
4. Optionally, click **Schedule...** to navigate to the Job Scheduler page to calculate suppression using a cron job.

A message is displayed noting that the calculation has started. The calculation can take some time to complete. You can check the log located in the servlet container log file for the result of the calculation.

Note: You can also schedule a cron job to calculate product category suppression. Click **Schedule** to display the Job Scheduler window. See CHAPTER 39, "Job Scheduling Administration", for instructions on creating a cron job and "Update Catalog" on page 874 for the details of the specific cron job.

Product Availability

As part of the shopping experience you offer customers, you can enable them to check for the availability of products. In the reference implementation of the Comergent eBusiness System, a **Check Availability** button is provided as part of the UI that end-users see as they place orders.

Availability data for products is maintained in the CMGT_AVAILABILITY table of the Knowledgebase. In earlier releases, there was no UI provided to maintain data in this table, and so you had to use a custom mechanism to update this table from your inventory or ERP system. In Release 7.0 and higher, you can maintain availability information: see CHAPTER 12, "Managing Availability Information" for more information.

However, to support the check availability function, you must make sure that the message URL field of the Enterprise profile is set to the standard message URL for

the Comergent eBusiness System. For example, suppose that the main enterprise administration URL is:

```
http://catalog.matrix.com:1030/Comergent/en/US/enterpriseMgr/matrix
```

Then, in the Enterprise profile, set the Message URL field to:

```
http://catalog.matrix.com:1030/Comergent/msg/matrix
```

Partner administrators can maintain availability information for their products as described in CHAPTER 12, "Managing Availability Information".

Using the Hierarchical Entity Chooser

At certain points during product administration, you can use a chooser window to navigate the product catalog and select product IDs to populate fields or add products to lists. When you click the appropriate button, a Hierarchical Entity Chooser window is displayed as shown in Figure 223 on page 355.

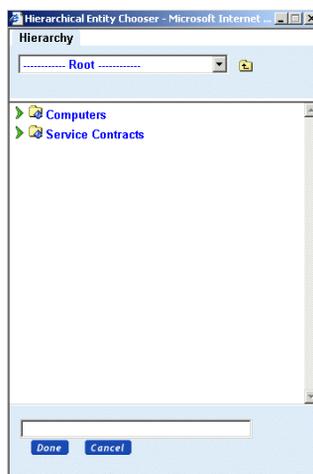


FIGURE 223. Hierarchical Entity Chooser

To Select Products from the Product Hierarchy

This task describes procedures according to the window shown in Figure 223 on page 355.

1. If the tab is not already selected, then click the **Hierarchy** tab.

2. Navigate to the category that contains the product or products you want.
When you expand the category, the products and categories assigned to the category appear in the chooser.
3. Find and click the product you want.
The product ID appears in the list box at the bottom of the window.
4. Repeat the last two steps for each product you want to add.
To remove a product from the list box, click on the product then click **Remove**.
5. Click **Done**.
The product or products appear in the field for which you accessed the Product Browser window.

To Search for Products in the Hierarchical Entity Chooser

This task describes procedures according to the window shown in Figure 223 on page 355.

1. If the tab is not already selected, then click the **Search** tab.

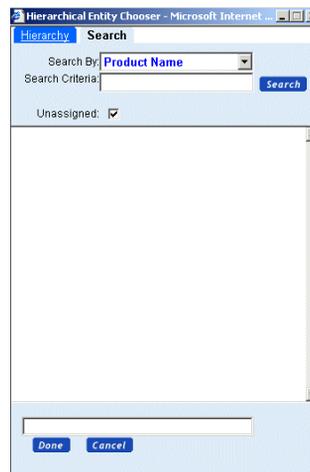


FIGURE 224. Hierarchical Entity Chooser: Search Tab

2. In the Search Type drop-down list, select the search type: product name, product ID, or product description.

3. In the Search Criteria field, type the search string.
You use an asterisk (*) to perform wildcard searches.
4. If desired, uncheck the Unassigned check box to search only among products assigned to product categories.
5. Click **Search**.
The chooser displays the results of the search.
6. Find and select the product(s) you want.
The product ID(s) appears in the list box at the bottom of the window.
7. Repeat from Step 2 for each product you want to add.
To remove a product from the list box, click on the product, and then click **Remove**.
8. Click **Done**.
The product or products appear in the field for which you accessed the Product Browser window.

Administering Advanced Search

Overview

This release of the Comergent eBusiness System provides advanced capabilities for searching for products and for creating advanced searches in other parts of the system. This section describes how this functionality is implemented. See "Supported Search Syntax" on page 367 for a description of the supported search syntax that your customers can use.

Conceptually, there are two components to the advanced search functionality:

- Searching

- Index Building

Attention: To generate search indexes, you must enable application Cron jobs and set the message URL for Cron jobs. See "Job Scheduler Settings" on page 852 for general information about setting cron job system properties. Update the Job Scheduler settings to support application Cron jobs and the message URL should be of the form:

`http://<servername:port>/Comergent/msg/matrix`

Note that both "Comergent" and "matrix" may be changed in your implementation of the Comergent eBusiness System. In a clustered installation of the Comergent eBusiness System, use the entry point to the cluster, not any particular member of the cluster.

Searching

When end-users perform a search, the search is performed against an index: the index ensures that the search engine can rapidly retrieve all the objects that meet the search criteria and can assign a *score* to each match. The score can be used to rank the results in such a way that the best matches are displayed first to a user. The search index is a set of files generated by the index building process.

The Quick Search field provides a convenient way to search for products. When a user searches for a single string, the Comergent System looks for the string in the product ID, product name, product description, and names of features assigned to the product. If the user enters two terms separated by a space, then this is treated as an OR search: products are returned that match either term. If the user enters two terms separated by "+", then this is treated as an AND search: products are returned only if both terms occur in one of the product ID, product name, product description, and names of features assigned to the product.

Index Building

A search index is created by the index building process. Administrators initiate the building of an index or it can be automated using a Cron job. Each index entry is associated with a *weight*: these reflect the relative importance that you want to associate with the indexing fields. For example, you might want it to be more important that the occurrences of a string in product IDs is more important than in their occurrence in product descriptions. Weights are used to calculate the score for each search result: the scores reflect how well each item matches the search criteria.

At any one time, there can be one or more indexes created, but only one is the *current* index. When a user conducts a search the current index is used to retrieve the search results.

You can customize the index by:

- determining which fields in data objects are used to create the index
- specifying the weight associated with each field

The configuration parameters that control these factors are defined in the **SearchConfigurationProperties.xml** configuration file. See "To Change the Index and Search Settings" on page 363 for more information.

Administration Tasks

If your implementation of the Comergent eBusiness System supports advanced search capabilities, then you can initiate the creation of a new search index and specify whether user searches should use the most recent index. You can also set the configuration parameters that determine the relative weight of occurrences of search words. See:

- "Index Building Tasks" on page 359
- "To Activate an Index Set" on page 362
- "To Change the Index and Search Settings" on page 363
- "To Update Dictionary Definitions" on page 365

You can also use XML messages to build, activate, and delete indexes. See "Using XML Messages to Manage Search Indexes" on page 365 for more information.

Index Building Tasks

Over time, you may add new products, features, data sheets to your product catalog. You may also decide that certain search characteristics are more important than others and so should be weighted differently. To reflect these changes in the advanced search functions, you must re-build the search index. You can either build a new index by re-indexing the whole product catalog or build a new index incrementally by generating a new index based on an existing index and all the product catalog changes made since the existing index was built. See:

- "To Build a New Index" on page 360
- "To Build Indexes Using a Cron Job" on page 360
- "To Build an Index Incrementally" on page 361

You can determine how the index builders work through system properties.

To Build a New Index

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Management tab of the **C3** Product Manager page.

2. Click the Search Admin tab.

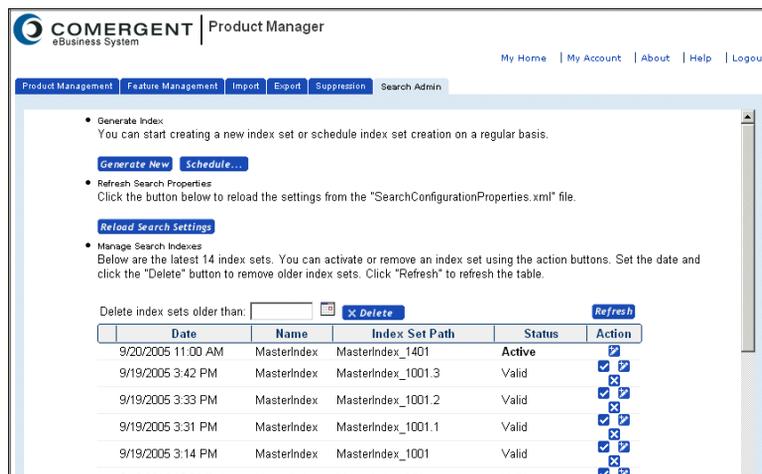


FIGURE 225. Product Management: Search Admin tab

3. Click **Generate New**.

A new index build is initiated and a dialog box gives you the name of the log file that is generated by the build process. The index can take several minutes to build. Once the build has completed, the status of the build is recorded: if the build is successful, then you can set the operational index to this new build. See "To Activate an Index Set" on page 362.

Note: If you initiate index building manually, then you do not have to enable application cron jobs, but you must make sure that the cron job message URL is set correctly.

To Build Indexes Using a Cron Job

You can set index set creation to be performed as a cron job. To do so:

1. If the cron job has not already been created, then create the Index Builder cron job: see "Index Builder" on page 873 for more information.

2. Navigate to the Product Manager Administration page.
3. Click **Search Admin**.
4. Click **Schedule...**

Name	Actions	CronStatus	CronType	Frequency	Start Date	End Date	Last Exec Date	Last Exec Status
Cache Cleanup	<input checked="" type="checkbox"/> ▶	Active	System	40 minute(s)	5/1/2001	12/31/2199	9/20/2005	Failed
Campaigns Execution	<input checked="" type="checkbox"/> ▶	Active	Application	5 minute(s)	1/1/2004	12/31/2199	9/20/2005	Success
CommerceOne_PO	<input checked="" type="checkbox"/> ▶	Inactive	Application	6 hour(s)	5/1/2001	12/31/2199		
Export_Catalog	<input checked="" type="checkbox"/> ▶	Inactive	Application	1 week(s)	5/1/2001	12/31/2199		
Import_Catalog	<input checked="" type="checkbox"/> ▶	Inactive	Application	1 week(s)	5/1/2001	12/31/2199		
Inventory_Collection	<input checked="" type="checkbox"/> ▶	Inactive	System	3 hour(s)	5/1/2001	12/31/2199		
Maintain_Indexsets	<input checked="" type="checkbox"/> ▶	Inactive	Application	60 week(s)	1/23/2003	12/31/2199		
OrdersToERP	<input checked="" type="checkbox"/> ▶	Active	Application	5 minute(s)	5/1/2001	12/31/2199	9/20/2005	Success
Update_Catalog	<input checked="" type="checkbox"/> ▶	Inactive	Application	1 day(s)	5/1/2001	12/31/2199		
UpdateCatalogIndex	<input checked="" type="checkbox"/> ▶	Inactive	Application	1 minute(s)	11/20/2002	11/20/2199	11/21/2002	

FIGURE 226. Cron Job List Page

5. On the list of cron jobs, click **Maintain Index Sets**.
6. Check the **Active** check box.
7. Set the appropriate schedule to run the cron job.
8. Click **Save All Changes**.

To Build an Index Incrementally

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Click the Search Admin tab.

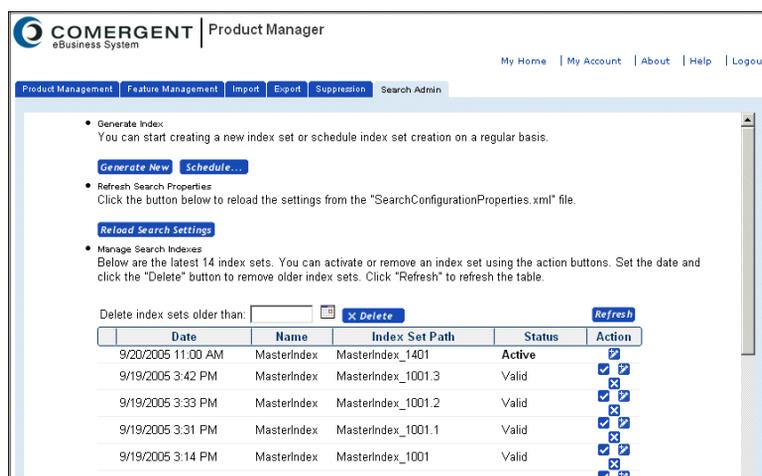


FIGURE 227. Product Management: Search Admin tab

3. In the list of search indices, identify the index from which you want to incrementally build the new index.
4. Click the **Build New Set Incrementally** button in its row.

An incremental index build is initiated and a dialog box is displayed to let you know that the index building process has been started. The index can take several minutes to build, although typically incremental builds are relatively quick to build. The name of the index is the same as the existing index, with an appropriate version number. For example, if you build a new index incrementally from MasterIndex_600501, then the new index will be called MasterIndex_600501.1. Once the build has completed, the status of the build is recorded: if the incremental build is successful, then you can set the operational index to this new build. See "To Activate an Index Set" on page 362.

To Activate an Index Set

Once a new index build has completed, you may want to update the advanced search so that the new index is used in searches. To do this, you must set the operational index to this new build as follows:

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the *C3* Product Manager page.

2. Click the **Search Admin** tab.
3. In the list of current indexes, identify the index you want to use: typically, this is the most recently created index as identified by the Date column.
4. Click **Activate Index Set** in the row for the selected index set.

The advanced search functionality is set to use the most recently activated index set. New users performing searches will have their search results generated from this new index set. Users currently performing searches will continue to use the results from their current search until they initiate a new search.

To Change the Index and Search Settings

You can customize the settings used to create an index and settings used while performing a search as follows:

1. Edit the **SearchConfigurationProperties.xml** and **CatalogDictionary.mappings** files. The meaning of the elements and attributes in this file are described below. See "Configuration File Settings" on page 363.
2. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
This displays the Product Management tab of the *C3* Product Manager page.
3. Click the Search Admin tab.
4. Click **Reload Search Settings**.
5. Click **Generate New**.
6. Activate the new index set as described in "To Activate an Index Set" on page 362.

Configuration File Settings

The **SearchConfigurationProperties.xml** file is used to determine how an search index set is created and how it is used in searches. A sample file is included in "Search Configuration Parameters" on page 881.

Each index set is described in an IndexSet element. It has the following child elements:

- **Locales:** specifies for what locales indexes should be created. You can only specify locales that are defined in your Knowledgebase.
- **SearchFields:** this specifies what fields in data objects can be searched on. Each SearchField element declares an id attribute: this is the name that the search application uses to refer to the indexed field, and the key attribute references the field created by the indexing process.
 - The defaultWeight attribute is used to calculate the score for each search result: if you want a particular field to be most significant in ranking search results, then you should set its defaultWeight higher than the other search results.
 - The useDictionary attribute determines whether the search uses the dictionary mappings defined in the CatalogDictionary.mappings file. See "To Update Dictionary Definitions" on page 365 for more information about the use of dictionary terms.
- **Builder:** the builderClass attribute specifies which indexing class should be used to build the index. The key attribute specifies the initial part of the index string used to retrieve fields. Typically, each builder will use the following child elements:
 - **IndexFields:** the IndexField elements determine what fields of data objects are indexed and how they are mapped to keys in the index. The id attribute must correspond to the name of a data field of a data object and the key attribute must correspond to the key attribute declared in the SearchField element that you want to use to reference the field.

The store attribute specifies whether the value of the field is saved with the index: setting this attribute to true simply ensures that the search operation can retrieve the value without having to restore the data object. The index attribute specifies whether the field can be used during the search operation. The tokenize attribute determines whether the value of the data field is broken down into its component tokens (such as individual words) or treated as a single string. If you set this attribute to true, then there is an index entry for each of the tokens that make up the value of the data field.

- **Builder:** a builder class may invoke other builders. In building the index, the key attribute of a child builder is appended to the key attribute of its parent builder.

For example, suppose that you have a parent builder whose key attribute is set to “product” and it declares an IndexField whose key is “id”. Suppose that it also has a child builder whose key is “name” and it has two IndexField elements: “short” and “long”. Then you can declare the following search fields:

```
<SearchField id="productID" key="product.id" active="true"
  defaultWeight="1"/>
<SearchField id="productShortName" key="product.name.short"
  active="true" defaultWeight="1"/>
<SearchField id="productLongName" key="product.name.long"
  active="true" defaultWeight="1"/>
```

To Update Dictionary Definitions

If a user is searching for “color”, then you might want them to find items that use the terms “colour” or “hue”. You specify the equivalence of search terms and words using the **CatalogDictionary.mappings** file. Each line of this file takes the form:

```
term, word, word, word, . . .
```

The first string is referred to as the “term” and the following words are equivalent words. You can add terms or edit terms to specify the word equivalences you want. When a search is performed, occurrences of these words are regarded as equivalent to occurrences of the term. If a user searches for the term, they will see results that contain any of the other words. For example, suppose that you have in the mappings file:

```
color, colour, hue
```

Searches for “color” will also return references to “colour” and “hue”; however, searches for “hue” will not return references to “color” and “colour” unless you have another line that reads:

```
hue, color, colour
```

Using XML Messages to Manage Search Indexes

You can perform some search-related tasks by posting XML messages into the Comergent eBusiness System as follows:

1. Create an XML message for the search index action. In Release 7.0.2, you can generate a new index, activate an index, and delete an index using XML messages.

You must provide user authentication information in the RemoteUser element. The user must be an enterprise user with the Program Management function.

2. Using your preferred tool, post the XML message into the Comergent eBusiness System using the standard message URL, for example:

`http://server:port/Comergent/msg/matrix`

- You must use POST rather than GET.
- Set the Content-type to “application/x-icc-xml”.
- The XML message must be the body of the request.

The following is an example of a message used to generate a new index:

```
<Comergent>
  <MessageHeader>
    <MessageType>MaintainIndex</MessageType>
    <MessageVersion>4.0</MessageVersion>
    <MessageID>1</MessageID>
    <SessionID>???Remote SessionId Unknown???</SessionID>
    <MessageTimeStamp>
      Thu Jan 22 11:25:43 PST 2004
    </MessageTimeStamp>
    <SystemCredentials>
      <SenderID>Matrix</SenderID>
      <SenderName>Matrix</SenderName>
    </SystemCredentials>
  </MessageHeader>
  <RemoteUser>
    <UserLogin>admin</UserLogin>
    <UserFullName>Not required</UserFullName>
    <UserAuthenticator>admin</UserAuthenticator>
  </RemoteUser>
  <IndexMaintenance state="INSERTED" type="BusinessObject">
    <CommandName state="INSERTED">BuildIndexFull</CommandName>
    <IndexSetName state="INSERTED">MasterIndex</IndexSetName>
    <IndexSetPath state="INSERTED">MasterIndex</IndexSetPath>
    <RunningMode state="INSERTED">Build</RunningMode>
    <EmailAddress state="INSERTED">
      changeme@changeme.com
    </EmailAddress>
    <NumberOfBuilderThreads state="INSERTED">
      1
    </NumberOfBuilderThreads>
  </IndexMaintenance>
</Comergent>
```

```
</NumberOfBuilderThreads>
<ListSizePerThread state="INSERTED">200</ListSizePerThread>
<UpdateListName state="INSERTED">None</UpdateListName>
<StartingFrom state="INSERTED"/>
<CheckDBUpdateList state="INSERTED">true</CheckDBUpdateList>
<PreprocessList state="INSERTED"/>
<Result state="INSERTED"/>
</IndexMaintenance>
</Comergent>
```

The `CommandName` element can take the following values:

- `BuildIndexFull`
- `BuildIndexIncrementalNewFromLatest`
- `ActivateIndex`
- `DeleteIndex`

When you are building a new index, then you can specify whether the new index is to be activated by using the `RunningMode` element: this can be set to “Build” or “Build_Activate”.

When activating or deleting an index set, you must specify the name of the index set using the `IndexSetName` element and the path to the index set files using `IndexSetPath` element.

The other parameters behave as they do for creating an index generation cron job: see "Index Builder" on page 873 for more information.

Supported Search Syntax

This section describes the supported search syntax that users may use as they conduct searches. It is based on the Lucene search syntax.

As well as space-separated strings, users may also enter:

- `+`: this unary operator specifies that the string must be present.
- `-`: this unary operator specifies that the string must not be present
- `AND`: this binary operator specifies that the two clauses joined by the operator must both be satisfied. In its simplest form it is used to specify that two words must both be present.
- `OR`: this binary operator specifies that one or both clauses joined by the operator must be satisfied. In its simplest form it is used to specify that either one word or the other must be present.

Examples

This section provides examples of the uses of these operators:

- +MXWS-7600: will return any product in which the string “MXWS-7600” occurs.
- -MXLP-7410: will exclude products in which the string “MXLP-7410” occurs.
- MXWS* AND graphics: will return products in which there is a match for MXWS* and the string “graphics” occurs.
- MXLP* OR laptops: will return products in which there is a match for either MXLP* or the string “laptops” occurs.

This chapter covers tasks that are performed only by enterprise or partner administrators.

<p>Note: You can set a business rule so that price lists are used determine product entitlements. See "Create Product Entitlement Based on Pricelist" on page 861 for more information.</p>
--

See "Product Entitlements" on page 63 for an overview of product entitlements in the Comergent eBusiness System. This chapter covers the following tasks:

- "To Search for a Product Entitlement" on page 370
- "To Create a Product Entitlement" on page 373
- "To Modify a Product Entitlement" on page 375
- "To Delete a Product Entitlement" on page 375
- "To Assign a Product Entitlement" on page 375
- "To Unassign a Product Entitlement" on page 377

Managing Product Entitlements

To Search for a Product Entitlement

1. Click **Product Entitlement** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Product Entitlement List Page.

<input type="checkbox"/>	ListID	Name	Description	Start Date	End Date	Supplier	Status
<input type="checkbox"/>	10	Germany	German Mark	1/17/2001	8/21/2006	Enterprise	Active
<input type="checkbox"/>	1	Government	US Dollar	1/17/2001	10/6/2003	Enterprise	Active
<input type="checkbox"/>	5	High Technology	US Dollar	1/17/2001	10/6/2003	Enterprise	Active
<input type="checkbox"/>	11	Japan	Japanese Yen	1/17/2001	5/1/2004	Enterprise	Active
<input type="checkbox"/>	600004	NorthSea Tech - Yonkers	US Dollar	1/17/2001	10/6/2003	Enterprise	Active
<input type="checkbox"/>	600003	NorthSea Tech Eastern Division	US Dollar	1/17/2001	10/6/2003	Enterprise	Active
<input type="checkbox"/>	10027	Ost_uc9	Ost	9/25/2001	12/31/2999	Enterprise	Active
<input type="checkbox"/>	10032	Ostrich_uc1	Ostrich	9/25/2001	12/31/2999	Enterprise	Active
<input type="checkbox"/>	3	Pharmaceutical	US Dollar	1/17/2001	10/6/2003	Enterprise	Active
<input type="checkbox"/>	16	Pricelist_allnet	Pricelist for allnet	1/17/2001	10/4/2010	AllNet Corp	Active

FIGURE 228. Product Entitlement List Page

2. Search for the product entitlement(s).
 - a. Enter search criteria. You can use an asterisk (*) wild card character with all criteria to perform a wild card search.

TABLE 29. Product Entitlement Search Fields

Field	Description
List ID	The ID of the product entitlement.
Name	Enter the name of the product entitlement.
Description	Search for a string in the product entitlement description.

TABLE 29. Product Entitlement Search Fields (Continued)

Field	Description
Effectivity Date	You can search for product entitlements by specifying an effectivity date. Only those product entitlements that are effective on that date are displayed. Click the calendar icon to select the date you want.
Supplier	You can search for product entitlements by the name of the supplier.
Status	You can search for either active or inactive product entitlements.

- b. Click **Search**.

The search results are displayed as a list on the Product Entitlement Search page.

Note: Partner administrators will only see product entitlements created by partner administrators in their own organization.

3. In the list of results, find the product entitlement whose details you want to view.
4. In the List ID column, click the ID of the product entitlement to view its details.

This displays the Product Entitlement Detail page for that product entitlement.

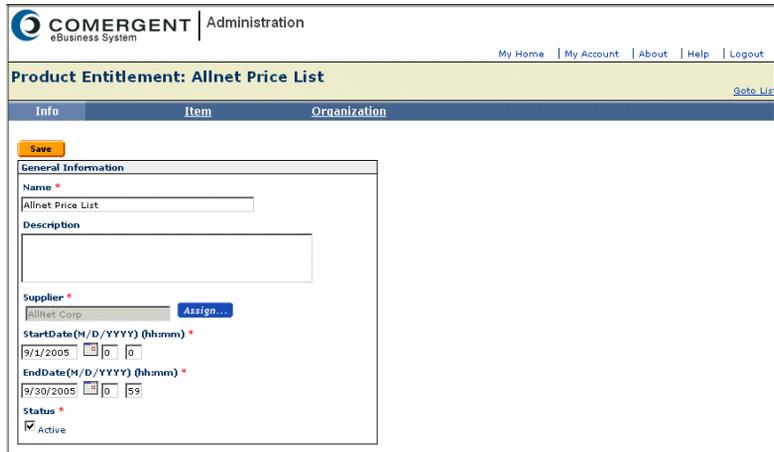


FIGURE 229. Product Entitlement Detail Page: Info Tab

The Product Entitlement Detail page comprises the following tabs:

- **Info:** this tab displays header information about the product entitlement:

TABLE 30. Header Fields

Field	Description
Name	Each product entitlement must have a unique name. The product entitlement name is displayed on the Product Entitlement Detail page.
Description	This provides a brief description of the product entitlement and its purpose.
Supplier	The partner name of the supplier for this product entitlement. Enterprise administrators can select any partner from the Partner Picker. Partner administrators can only select their own partner or child nodes of their partners.
Start Date	You can specify dates within which a product entitlement is effective. Click the calendar icon to select the dates you want.
End Date	
Active	Check the box to make the product entitlement active. You can assign an inactive product entitlement to a partner, but it has no effect on the product entitlements for the partner.

- **Item:** use this tab to manage product entitlement items.



FIGURE 230. Product Entitlement Detail Page: Item Tab

- **Organization:** use this tab to assign the product entitlement to partners.



FIGURE 231. Product Entitlement Detail Page: Organization Tab

Managing Product Entitlements

You must have the appropriate administrative functions in order to perform these tasks:

- "To Create a Product Entitlement" on page 373
- "To Modify a Product Entitlement" on page 375
- "To Delete a Product Entitlement" on page 375
- "To Assign a Product Entitlement" on page 375
- "To Unassign a Product Entitlement" on page 377

To Create a Product Entitlement

1. Click **Product Entitlement** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

2. On the Product Entitlement List page, click **New Product Entitlement**. This displays the Product Entitlement Detail page.

The screenshot shows the 'Product Entitlement: New' page in the COMERGEN Administration interface. The page has a header with the COMERGEN logo and 'Administration' text, and navigation links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the header, there is a 'Product Entitlement:' section with a 'New' tab and a 'Save' button. The main form area is titled 'General Information' and contains the following fields:

- Name ***: A text input field.
- Description**: A larger text input area.
- Supplier ***: A text input field with an 'Assign...' button next to it.
- StartDate(M/D/YYYY) (hh:mm) ***: A date and time picker showing 9/12/2005 00:00.
- EndDate(M/D/YYYY) (hh:mm) ***: A date and time picker showing 9/12/2015 23:59.
- Status ***: A checkbox labeled 'Active'.

FIGURE 232. Product Entitlement Detail Page: New Tab

3. On the New tab, enter the header information. See Table 30 on page 372 for a complete description of the fields on this page.
4. Click **Save**.

Define the items on the product entitlement as follows:

5. Click the **Item** tab.
6. Select the type of product entitlement and click **New**. You can specify one of the following types:
 - a. Price List: all product IDs on the selected price list are on the item.
 - b. Product Category: all products in the selected product category are on the item.
 - c. Feature: all products that are assigned the feature are on the item.
7. The Hierarchical Entity Picker window is displayed: navigate to the appropriate price list, product category, or feature for the item. Click it, and then click **Done**.

The selected item is displayed.

8. You can specify whether the item should be used to include or exclude products. Check the check box next to the item and click **Include** or **Exclude**.
9. You can add further items by repeating Step 6 through Step 8 as many times as you like.

Bear in mind that the order of items is important: items are evaluated for inclusion and exclusion in the order displayed in the Order column: 1, 2, and so on. Thus if the first item on a product entitlement excludes a product, but a subsequent item includes it, then the effect of the product entitlement as a whole is to include the item.

10. You can change the order of items by editing the sequence number values, and then clicking **Update Order**.

To Modify a Product Entitlement

1. Search for the product entitlement. See "To Search for a Product Entitlement" on page 370.
2. On the Product Entitlement Detail page Info tab, modify the header details as appropriate.
3. For example, you can modify the starting or ending dates or the status of the product entitlement. See Table 30 on page 372 for a description of the fields.
4. Save your changes by clicking **Save**.
5. Modify the list of product entitlement items as appropriate:
 - a. Click the **Item** tab.
 - b. Remove items by checking their check boxes and clicking **Delete**.
 - c. Change the order in which items are evaluated by editing the sequence number values for each item, and then click **Update Order**.

To Delete a Product Entitlement

1. Search for the product entitlement(s) you want to delete. See "To Search for a Product Entitlement" on page 370.
2. On the resulting Product Entitlement Search page, check the check box(es) next to the product entitlement(s) that you want to delete, and click **Delete**.

To Assign a Product Entitlement

By assigning a product entitlement to a partner, you are managing what products users of that partner can see as they browse or search the product catalog. You can

assign a product entitlement to a partner either from the Product Entitlement UI as described here or from the C3 Profile Manager UI: see "To Assign a Product Entitlement to a Profile" on page 181.

1. Search for the product entitlement(s) you want to assign. See "To Search for a Product Entitlement" on page 370.
2. Click its link to display its Product Entitlement Detail page.

The screenshot shows the 'COMERGENT eBusiness System Administration' interface. The main heading is 'Product Entitlement: Allnet Price List'. Below this are three tabs: 'Info', 'Item', and 'Organization'. The 'Info' tab is active, displaying a 'Save' button and a 'General Information' section. This section includes a 'Name' field with the value 'Allnet Price List', a 'Description' field, a 'Supplier' dropdown menu with 'Allnet Corp' selected and an 'Assign...' button, 'StartDate(M/D/YYYY) (hh:mm)' set to 9/1/2005, 'EndDate(M/D/YYYY) (hh:mm)' set to 9/30/2005, and a 'Status' checkbox labeled 'Active' which is checked.

FIGURE 233. Product Entitlement Detail Page

3. Click the Organization tab.
4. Click **Assign...**
5. In the Hierarchy Entity Picker window, navigate to or search for the partner(s) to which you want to assign the product entitlement.
6. Select the partner and their name is displayed in the lower list box.
7. Repeat Step 6 for each partner to which you want to assign this product entitlement.
8. Click **Done**.

The Organization tab is re-displayed and now includes the selected partner(s).

To Unassign a Product Entitlement

1. Search for the product entitlement(s) you want to unassign. See "To Search for a Product Entitlement" on page 370.
2. Click its link to display its Product Entitlement Detail page.

The screenshot shows the 'Product Entitlement: Allnet Price List' detail page in the Comergent Administration system. The page has a header with the Comergent logo and 'Administration' text. Below the header is a navigation bar with 'Info', 'Item', and 'Organization' tabs. The 'Info' tab is selected. A 'Save' button is visible. The 'General Information' section contains the following fields:

- Name ***: Allnet Price List
- Description**: (Empty text area)
- Supplier ***: Allnet Corp. (with an 'Assign...' button)
- StartDate(M/D/YYYY) (hh:mm) ***: 9/1/2005 00:00
- EndDate(M/D/YYYY) (hh:mm) ***: 9/30/2005 00:59
- Status ***: Active

3. Click the Organization tab.
4. Check the check box(es) for the profile(s) you want to unassign this product entitlement from.
5. Click **Unassign**.

This chapter covers all of the tasks associated with managing availability information for your products: inventory, warehouse, and restock quantities and dates. See "Managing Availability Information" on page 65 for an overview of availability information. This chapter covers the following tasks:

- "To Upload Product Availability" on page 379
- "To Download Product Availability" on page 381
- "To Update Product Availability" on page 382

You must be assigned the Program Management function to manage availability information.

To Upload Product Availability

Use this task to upload product availability to the database. See "Product Availability File Format" on page 886 for the required format and an example.

Note: If Allaire JRun is the servlet container, then you cannot upload data when cookies are turned off in the Web browser.
--

1. Click **Upload and Maintain Product Inventory Information** in the Availability Administration panel on the Comergent eBusiness System home page.

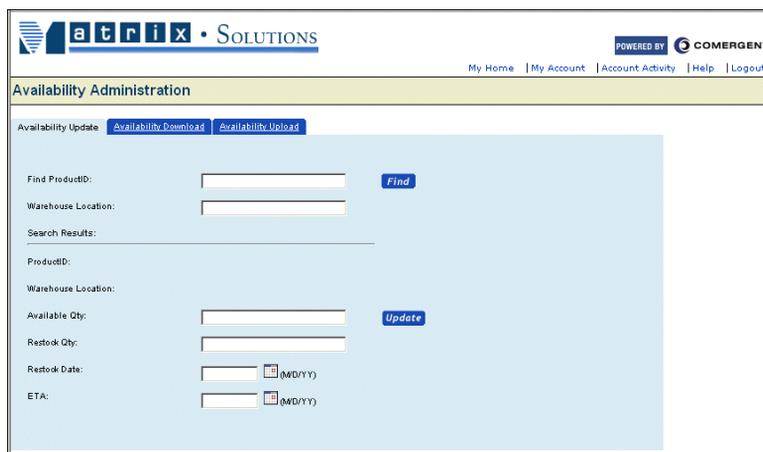


FIGURE 234. Partner Availability Update Page

2. Click **Availability Upload**.



FIGURE 235. Partner Availability Upload Page

3. Select the file that contains the products by completing one of the following:
 - Enter the filename (including the path) in the Upload file field.
 - Click **Browse...** and select the appropriate filename.
4. Click **Upload**.

To Download Product Availability

1. Click **Upload and Maintain Product Inventory Information** in the Availability Administration panel on the Comergent eBusiness System home page.
2. Click **Availability Download**.



FIGURE 236. Partner Availability Download Page

3. Select the format for the products that are to be downloaded.
 - Click **in Excel format** for the information to be displayed in an Excel spreadsheet.

Attention: If you are using Internet Explorer 5.0 on a Windows NT 4.0 machine with cookies turned on, then you cannot download product availability information in a Microsoft Excel format. Instead, download this information in a text format.

If you have Microsoft Excel installed, then the application is opened in a browser window and the information is displayed in an Excel spreadsheet. Use the Excel program to save or print the product information.

- Click **in Text format** for the information to be displayed in a text format. The information is displayed in text format in a browser window. Save or print the product information.

To Update Product Availability

1. Click **Upload & Maintain Product Inventory Information** in the Availability Administration panel on the Comergent eBusiness System home page.
2. Click the **Availability Update** tab.

The screenshot shows the 'Availability Administration' page with the 'Availability Update' tab selected. The page has a header with the 'atrix SOLUTIONS' logo and 'POWERED BY COMERGENT' branding. Below the header, there are navigation links: 'My Home', 'My Account', 'Account Activity', 'Help', and 'Logout'. The main content area contains a search form with two input fields: 'Find ProductID:' and 'Warehouse Location:'. To the right of these fields is a blue 'Find' button. Below the search fields, there is a section for 'Search Results:' which contains several input fields: 'ProductID:', 'Warehouse Location:', 'Available Qty:', 'Restock Qty:', 'Restock Date:' (with a calendar icon and '(MM/DD/YY)' format), and 'ETA:' (with a calendar icon and '(MM/DD/YY)' format). To the right of the 'Available Qty' field is a blue 'Update' button.

FIGURE 237. Availability Update Tab

3. Enter a product ID and Warehouse Location in the appropriate fields.
This field is case sensitive. You cannot use asterisks (*) to perform a wildcard search.
4. Click **Find**.
The current availability information for that product is displayed.
5. As necessary, modify the information for the fields listed in Table 31, "Product Availability Fields", on page 382:

TABLE 31. Product Availability Fields

Field	Description
Available Quantity	Number of the products that are available for purchase.
Restock Date	Expected date of the restock.

TABLE 31. Product Availability Fields (Continued)

Field	Description
Restock Quantity	Number of products that will be restocked.
ETA	Estimated time of availability of the product to the customer.

6. Click **Update**.

Managing Features in C3 Product Manager

This chapter describes the tasks used to manage the feature hierarchy. "Feature Management in C3 Product Manager" on page 56 provides a description of the feature elements, how they relate to *C3* Advisor, and how you use *C3* Product Manager to manage them.

<p>Note: You can also manage features through the <i>C3</i> Advisor Administration user interface. See CHAPTER 20, "Managing Features in C3 Advisor".</p>
--

- "To Create a Feature Type Group" on page 386
- "To Modify a Feature Type Group" on page 388
- "To Delete a Feature Type Group" on page 389
- "To Create a Feature Type within a Feature Type Group" on page 389
- "To Create an Unassigned Feature Type" on page 392
- "To Modify a Feature Type" on page 395
- "To Assign a Feature Type to a Product Category" on page 398
- "To Unassign a Feature Type from a Product Category" on page 400
- "To Assign a Feature Type to a Feature Type Group" on page 401
- "To Unassign a Feature Type from a Feature Type Group" on page 402

- "To Delete a Feature Type" on page 403
- "To Create a Feature" on page 404
- "To Modify a Feature" on page 406
- "To Modify a Feature from the Feature Type Detail Panel" on page 408
- "To Delete a Feature" on page 411
- "To Assign a Feature to a Product Category" on page 412
- "To Unassign a Feature from a Product Category" on page 414
- "To Assign a Feature to a Product" on page 415
- "To Unassign a Feature from a Product" on page 417
- "To Assign a Resource to an Entity" on page 418
- "To Unassign a Resource from an Entity" on page 420

Working with Feature Type Groups

In the feature hierarchy, features belong to feature types. When you create feature types, you have the option of assigning feature types to a feature type group. Therefore, when you build your feature hierarchy, you should create feature type groups first.

Feature types that are not assigned to a feature type group are displayed on the Unassigned tab in the Feature Hierarchy panel.

To Create a Feature Type Group

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Click the **Feature Management** tab.

This displays the Feature Management panel.

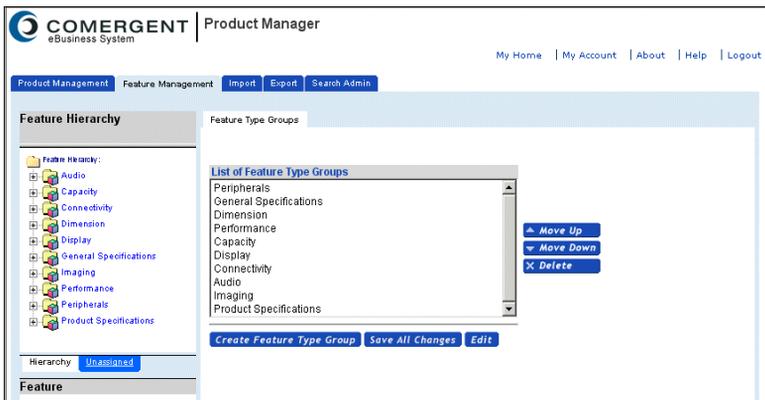


FIGURE 238. Feature Management Panel

3. In the Feature Type Groups panel, click **Create Feature Type Group** to display the New Feature Type Group Panel.

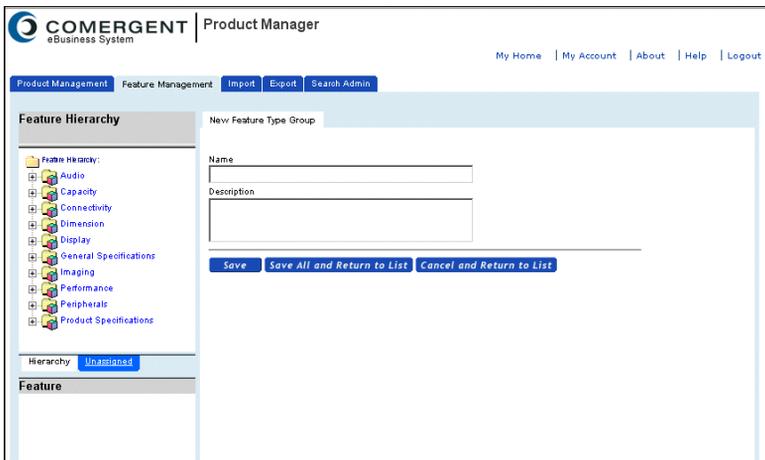


FIGURE 239. New Feature Type Group Panel

4. In the New Feature Type Group panel, enter a name and description for this feature type group.

5. Save the new feature type group.

You can click **Save** to save the feature type group and remain at the New Feature Type Group panel (to create more groups).

You can click **Save All and Return to List** to return to the Feature Type Groups panel. The new feature type group appears in the List of Feature Type Groups list box. The new feature type group also appears in the Feature Hierarchy panel.

To Modify a Feature Type Group

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Click the **Feature Management** tab.
3. In the Feature Hierarchy Panel, click the feature type group that you want to modify.

This displays the Feature Type Group detail tabs.

The screenshot shows the 'General' tab of the 'Feature Type Group: Performance' detail page. At the top, there are four tabs: 'General', 'Feature Type', 'Assign', and 'Resource'. Below the tabs, the title 'Feature Type Group: Performance' is displayed. There are two input fields: 'Name' with the value 'Performance' and 'Description' with the value 'This feature type group is used for all performance-related features.'. Below the description field is a 'Save All Changes' button.

FIGURE 240. Feature Type Group Detail: General Tab

4. In the **General** tab make any necessary changes to the Name, and Description of the feature type group, and click **Save All Changes**.
5. Click the **Feature Types** tab to manage the feature types assigned to this group. You can:
 - Create feature types within this group. See "To Create a Feature Type within a Feature Type Group" on page 389.
 - Rearrange the order of the feature types currently assigned to this group. This rearranges the order of how the feature types appear to the end-user.

- Delete a feature type. See "To Delete a Feature Type" on page 403.
 - Unassign a feature type currently assigned to this group.
6. Click the **Assign** tab to assign unassigned feature types to this group.
 7. Click the **Resource** tab to assign or unassign resources.
See "Resources and Resource Types" on page 102 for explanation of resources and resource types.
 - For each resource you want to assign, follow the procedure in "To Assign a Resource to an Entity" on page 418.
 - For each resource you want to unassign, follow the procedure in "To Unassign a Resource from an Entity" on page 420.
 8. Click **Save All Changes**.

To Delete a Feature Type Group

When you delete a feature type group, the feature types belonging to the group become unassigned feature types.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
This displays the **Product Management** tab of the **C3 Product Manager** page.
2. Click the **Feature Management** tab.
3. In the Feature Type Group panel, find and select the group you want to delete in the List of Feature Type Groups.
4. Click **Delete**.
The feature type group is deleted from both the list box and the Feature Hierarchy panel.
5. Click **Save All Changes**.

Working with Feature Types

Feature types can belong to a feature type group, or they can be unassigned.

To Create a Feature Type within a Feature Type Group

You can create a feature type either as assigned to a feature type group, or as unassigned, that is, not assigned to any feature type group. This task describes how

to create a feature type assigned to a group. See "To Create an Unassigned Feature Type" on page 392 for instructions on creating feature types unassigned to any group.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Click the **Feature Management** tab.

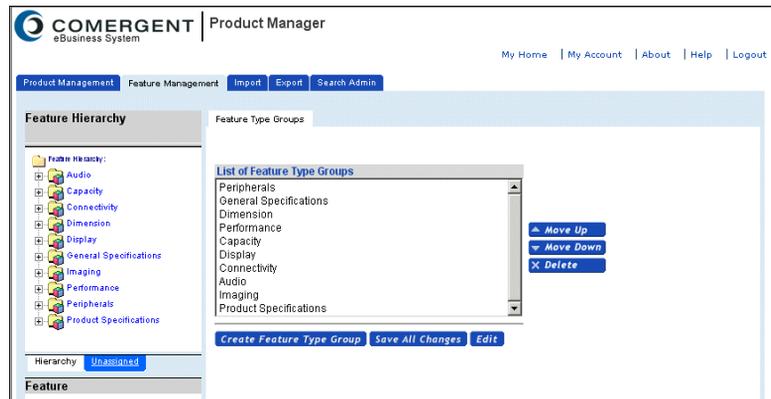


FIGURE 241. Feature Management Panel

3. In the Feature Hierarchy Panel, find and click the feature type group within which you want to create the feature type.

This displays the Feature Type Group Detail.



FIGURE 242. Feature Type Group Detail: General Tab

4. Click the **Feature Type** tab.



FIGURE 243. Feature Type Group Detail: Feature Type Tab

5. Click **Create Feature Type** to display the New Feature Type panel.

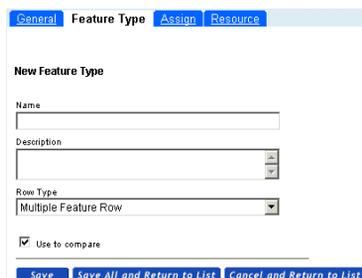


FIGURE 244. New Feature Type Panel

6. Type a name and description for the new feature type in the appropriate fields.

The Name field is the name your customers will see. The Description field is for internal use. Your customers will never see this text.

7. Select the Row Type from the drop-down list.

Row type determines how the features within the feature type will be displayed when products having this feature type are compared.

- **Multiple Feature Row** specifies that all of the features within this feature type that apply to the product will appear in a single row of the comparison table.
- **Single Feature Row** specifies that each feature within this feature type will have its own row in the comparison table.

8. Check **Use to compare** to include all the features associated with the feature type in any product comparisons.

When you check this box, the **Use to compare** check box for each of its corresponding features is automatically checked.

9. Save the new feature type.

You can click **Save** to save the new type and remain at the New Feature Type panel (to create more feature types).

You can click **Save All and Return to List** to return to the Feature Types Panel. The new feature type appears in the List of Feature Types list box. The new feature type appears in the Feature Hierarchy panel.

To Create an Unassigned Feature Type

You can create a feature type either as assigned to a feature type group, or as unassigned, that is, not assigned to any feature type group. This task describes how to create a feature type that is not assigned to any feature type group. See "To Create a Feature Type within a Feature Type Group" on page 389 for instructions on creating feature types assigned to a specific feature type group.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Click the **Feature Management** tab.

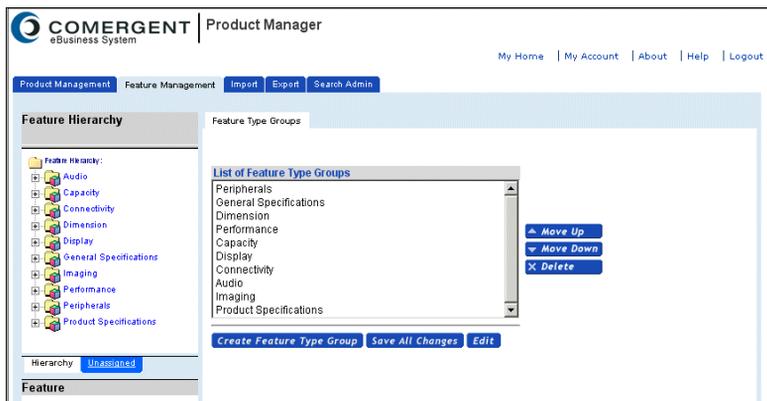


FIGURE 245. Feature Management Panel

3. In the Feature Hierarchy Panel, click the **Unassigned** tab. This displays the Unassigned Feature Type panel.

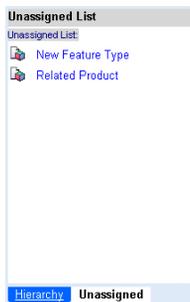


FIGURE 246. Unassigned Feature Type Panel

4. Click **Create Feature Type** to display the New Feature Type panel.

FIGURE 247. New Feature Type Panel

5. Type a name and description for the new feature type in the appropriate fields.

The Name is the name your customers will see. The Description is for internal use. Your customers will never see this text.

6. Select the Row Type from the drop-down list.

Row type determines how the features within the feature type will be displayed when products having this feature type are compared.

- **Multiple Feature Row** specifies that all of the features within this feature type that apply to the product will appear in a single cell of the comparison table.
- **Single Feature Row** specifies that each feature within this feature type will have its own row in the comparison table.

7. Check **Use to compare** to include all the features associated with the feature type in any product comparisons.

The **Use to compare** check box determines whether or not the features belonging to this type are included in a product comparison. When your customer uses your questionnaire to find products, they are free at any time to select two or more products from the product list, and compare them. When they do this, **C3** Advisor generates and displays a *product comparison table*, which lists the products and the features they have, allowing your customer to compare the products.

Note: If you check **Use to compare** for a feature, then you must make sure that **Use to compare** is checked for its feature type also.

8. Save the new feature type.

You can click **Save** to save the new feature type and remain at the New Feature Type panel (to create more feature types).

You can click **Save All and Return to List** to return to the Feature Types Panel. The new feature type appears in the List of Feature Types list box as well as in the Feature Hierarchy panel.

To Modify a Feature Type

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Click the **Feature Management** tab.

3. Find and select the feature type.

If the feature type is assigned to a feature type group:

- a. Navigate the hierarchy until you find the group to which the feature type belongs.
- b. Expand the group to display the feature types by clicking the plus (+) symbol.
- c. Navigate the feature types and click on the feature type you want to modify.

This displays the Feature Type Detail Panel.

If the feature type is unassigned:

- a. In the Feature Hierarchy panel, click the **Unassigned** tab.
- b. Click on the feature type you want to modify.

This displays the Feature Type Detail panel.

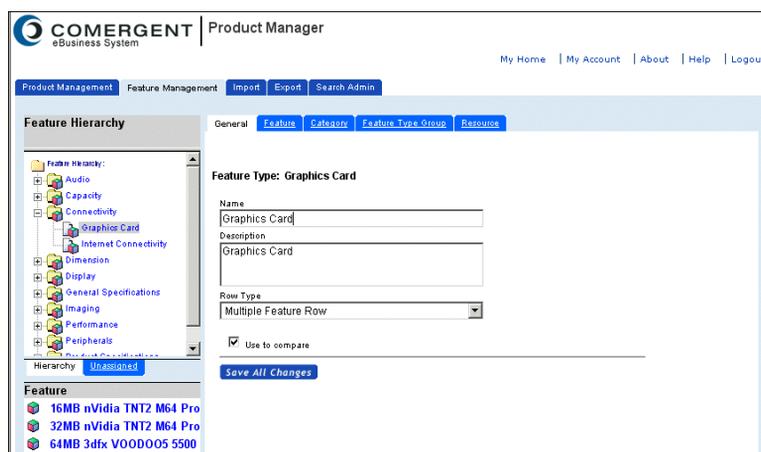


FIGURE 248. Feature Type Detail: General Tab

4. In the **General** tab make any necessary changes.

- Name and Description

The Name is the name your customers will see. The Description is for internal use. Your customers will never see this text.

- Row Type

Row type determines how the features within the feature type will be displayed when products having this feature type are compared.

- **Multiple Feature Row** specifies that all of the features within this feature type that apply to the product will appear in a single row of the comparison table.
- **Single Feature Row** specifies that each feature within this feature type will have its own row in the comparison table.
- Check **Use to compare** to include all the features associated with the feature type in any product comparisons.

5. Click the **Feature** tab.

You can:

- Create features within this type. See "To Create a Feature" on page 404.
- Rearrange the order of the features currently assigned to this feature type.

- Delete a feature. See "To Delete a Feature" on page 411.
- Modify a feature. See "To Modify a Feature from the Feature Type Detail Panel" on page 408.

6. Click the **Category** tab.

In this tab, you can:

- View the categories to which the feature type is currently assigned.
- Assign the feature type to a category. See "To Assign a Feature Type to a Product Category" on page 398.
- Unassign the feature type from existing categories. See "To Unassign a Feature Type from a Product Category" on page 400.

7. Click the **Feature Type Group** tab.

In this tab, you can:

- Assign the feature type to a feature type group.

If the feature type is already assigned to a group, then you can use this tab to reassign it. Otherwise, you can use this tab to assign an unassigned feature type to a feature type group. See "To Assign a Feature Type to a Feature Type Group" on page 401.

<p>Note: A feature type can only belong to one feature type group. When you reassign the feature type, the feature type is unassigned from its original feature type group.</p>
--

- Unassign a feature type.

See "To Unassign a Feature Type from a Feature Type Group" on page 402.

8. Click the **Resource** tab.

See "Resources and Resource Types" on page 102 for more detailed information about resources.

- For each resource you want to assign, follow the procedure in "To Assign a Resource to an Entity" on page 418.
- For each resource you want to unassign, follow the procedure in "To Unassign a Resource from an Entity" on page 420.

9. Click **Save All Changes**.

To Assign a Feature Type to a Product Category

When you modify a feature type ("To Modify a Feature Type" on page 395), you can assign the feature type to a product category. Assigning a feature type to a product category enables you to assign the features in that feature type to the product category and to products in the product category.

Note: You can also assign feature types to a product category through the **Product Management** tab. See "To Modify a Product Category" on page 281. By assigning the features from the **Feature Management** tab, however, you can assign a single feature type to more than one category at the same time.

1. Navigate to the feature type using the Feature Hierarchy panel.
2. Display the **Category** tab.
See "To Modify a Feature Type" on page 395.

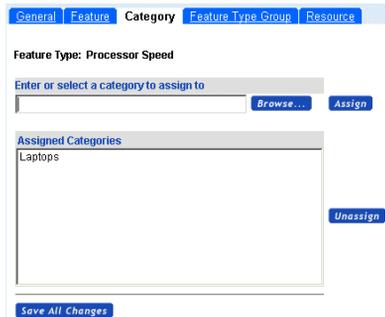


FIGURE 249. Feature Type Detail: Category Tab

3. Find the category you want.
 - a. Click **Browse...**
This displays the Hierarchical Entity Chooser.

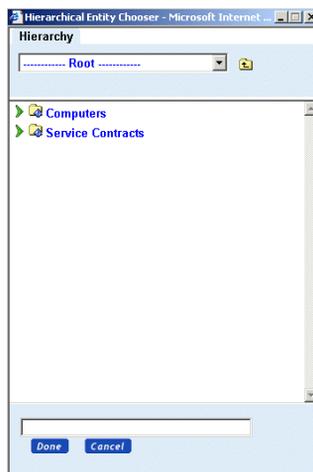


FIGURE 250. Hierarchical Entity Chooser

- b. Find the product category to which you want to assign the feature type.

Using the Hierarchical Entity Chooser, navigate down through the product category hierarchy to find the product category you want. Click the plus (+) sign to expand the category to display its contents.

Notice that when you click a product category, the chooser window is re-displayed with a list of nested categories (if any) within the category.

Notice also that the name of the selected category appears in the drop-down list at the top of the chooser window. As you click categories in the window, the category will appear in this field. You can re-display categories you have selected by selecting the category from the drop-down list.

- c. When you find the product category you want, click the category name.

The selected category appears in the field at the bottom of the window.

- d. Click **Done**.

The category is displayed in the **Category** tab, along with the parent category path, if any.

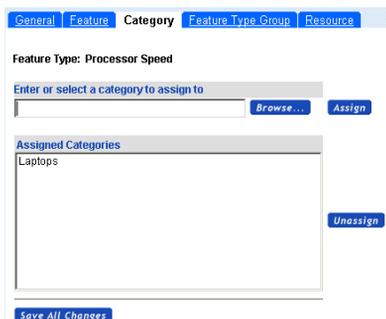


FIGURE 251. Category Tab with Entry

4. Click **Assign**.
5. Click **Save All Changes**.

The category appears in the Assigned Categories list along with the parent category path, if any.

To Unassign a Feature Type from a Product Category

When you modify a feature type ("To Modify a Feature Type" on page 395), you can unassign the feature type to a product category.

1. Navigate to the feature type using the Feature Hierarchy panel.
2. Display the **Category** tab.

See "To Modify a Feature Type" on page 395.



FIGURE 252. Category Tab

3. Find the category (or categories) you want in the Assigned Categories list.
4. Select the category (or categories) you want.

You can select multiple categories using the Shift or Control key.

5. Click **Unassign**.

The selected category (or categories) is removed from the Assigned Categories list.

6. Click **Save All Changes**.

To Assign a Feature Type to a Feature Type Group

When you modify a feature type ("To Modify a Feature Type" on page 395), you can assign an unassigned feature type to a feature type group, or you can re-assign an assigned feature type to a different feature type group.

1. Navigate to the feature type using the Feature Hierarchy panel.
2. Display the **Feature Type Group** tab.

See "To Modify a Feature Type" on page 395.

Note: If you are assigning a currently unassigned feature type, then the **Feature Type Group** tab appears as in Figure 253 on page 401. If you are re-assigning an assigned feature type, then the tab appears the same, but contains only **Assign** and **Cancel** buttons.

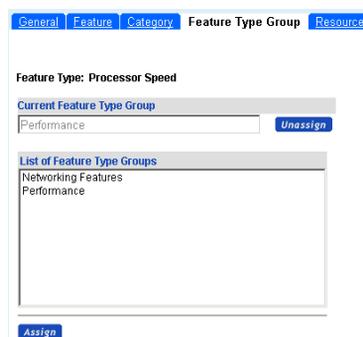


FIGURE 253. Feature Type Group Tab

3. In the List of Feature Type Groups, find the feature type group to which you want to assign the feature type.

4. Click the feature type group in the list.
5. Assign the feature type.

If you are assigning an unassigned feature type, then you can click **Assign** or **Assign and Continue**. Click **Assign** to assign the feature type and re-display the Feature Hierarchy with the feature type displayed within its assigned feature type group. Click **Assign and Continue** to assign the feature type and continue to display the unassigned feature types.

If you are re-assigning an already assigned feature type, then click **Assign** to assign the feature type to the selected feature type group. The Feature Hierarchy is re-displayed with the feature type displayed within its newly assigned feature type group.

To Unassign a Feature Type from a Feature Type Group

When you modify a feature type ("To Modify a Feature Type" on page 395), you can unassign a feature type from its assigned feature type group.

1. Navigate to the feature type using the Feature Hierarchy panel.
2. Display the **Feature Type Group** tab.

See "To Modify a Feature Type" on page 395.

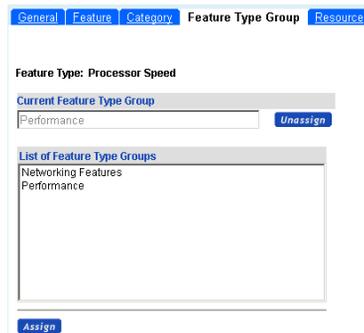


FIGURE 254. Feature Type Detail: Feature Type Group Tab

3. Click **Unassign**.

The page is re-displayed. The Feature Hierarchy panel displays the unassigned feature types, now including the feature type you unassigned.

To Delete a Feature Type

Deleting a feature type automatically deletes its features as well as any assignments.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Click the **Feature Management** tab.
3. In the Feature Hierarchy Panel, find the feature type.

If the feature type belongs to a feature type group:

- a. Find the group in the Feature Hierarchy panel.
- b. Click on the name of the group.

This displays the detail for the group.

- c. Click the **Feature Type** tab.

This displays the list of feature types belonging to this group.



FIGURE 255. Feature Type Tab

- d. In the List of Feature Types, click on the feature type you want to delete.
- e. Click **Delete**.

If the feature type is unassigned, then temporarily assign it to a feature type group and delete it from the feature type group.

4. Click **Save All Changes**.

Working with Features

Each feature is created as a member of a specific feature type. See "Feature Management in C3 Product Manager" on page 56 for a discussion of features and the concepts involved.

To Create a Feature

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Click the **Feature Management** tab.
3. Find the feature type within which you want to create the feature.

The feature type can be an assigned feature type (that is, assigned to a feature type group) or an unassigned type.

If you want to create the feature as part of an assigned feature type, then in the upper-left Feature Hierarchy panel, navigate to the feature type within which you want to create the features. If you have not created the feature type, see "To Create a Feature Type within a Feature Type Group" on page 389.

If you want to create the feature within an unassigned feature type, then in the upper-left Feature Hierarchy panel, click the **Unassigned** tab, find the feature type among the list of unassigned types. If you have not created the feature type, then see "To Create an Unassigned Feature Type" on page 392.

4. Click the feature type within which you want to create the new feature.
This displays the detail panel for that feature type.
5. Click the **Feature** tab.



FIGURE 256. Features Tab

6. Click **Create Feature**.

This displays the New Feature Panel.

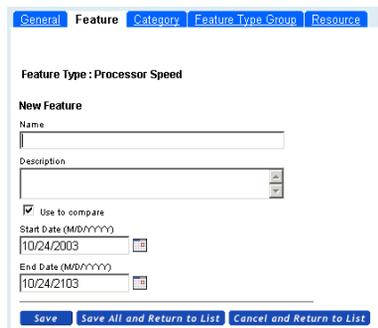


FIGURE 257. New Feature Panel

7. Enter a name and description for the feature.

This name is also the name your customers will see. The description is for internal use only. Your customers will never see this text.

8. If you want this feature to be used to compare products, then check the **Use To compare** box.

The **Use to compare** check box determines whether or not this feature is included in a product comparison. When your customer uses your questionnaire to find products, they are free at any time to select two or more products from the product list, and compare them. When they do this,

C3 Advisor generates and displays a *product comparison table*, which lists the products and the features they have, allowing your customer to compare the products.

Note: If you check Use to compare for a feature, then you must make sure that Use to compare is checked for its feature type also.

9. Use the Start Date and End Date controls to define the effectivity of the feature.

For features that are only effective over a specific time period, the start date defines when the feature becomes effective. The end date defines when the feature ceases to be effective.

Feature effectivity is described in the section "Feature Effectivity" on page 58.

10. Save the new feature.

Click **Save** to save the feature and remain at the New Feature panel.

Click **Save All and Return to List** to save the feature and return to the **Features** tab of the Feature Types Detail Panel.

The new feature appears in the List of Features list box. The new feature appears in the Feature Hierarchy panel.

To Modify a Feature

Note: You can also modify a feature when you modify a feature type. See "To Modify a Feature from the Feature Type Detail Panel" on page 408.
--

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the C3 Product Manager page.

2. Click the **Feature Management** tab.
3. Find and select the feature.

If the feature belongs to an assigned feature type:

- a. Navigate the hierarchy until you find the group to which the type belongs.
- b. Expand the group to display the feature types by clicking the plus (+) symbol.

- c. Navigate the feature types and click on the feature type to which the feature belongs.

The features appear in the lower-left panel.

- d. Find and click the feature you want to modify.

This displays the detail panel for the feature.

If the feature type is unassigned:

- a. In the Feature Hierarchy panel, click the **Unassigned** tab.

- b. Click on the feature type to which the feature belongs.

The features appear in the lower-left panel.

- c. Find and click the feature you want to modify.

This displays the detail panel for the feature.

The screenshot shows a web interface for editing a feature. At the top, there are four tabs: 'General' (selected), 'Category', 'Product', and 'Resource'. Below the tabs, the feature name is '1 GHz'. The 'Name' field contains '1 GHz' and the 'Description' field is empty. There is a checked box for 'Use to compare'. Below this, there are two date pickers: 'Start Date (MM/DD/YYYY)' with the value '10/20/2003' and 'End Date (MM/DD/YYYY)' with the value '10/20/2103'. At the bottom of the form is a blue button labeled 'Save All Changes'.

FIGURE 258. Feature Detail Panel

4. In the **General** tab make any necessary changes.

- Name and Description

This name is also the name your customers will see. The description is for internal use only. Your customers will never see this text.

- **Use to compare**

The **Use to compare** check box determines whether or not this feature is included in a product comparison. When your customer uses your questionnaire to find products, they are free at any time to select two or more products from the product list, and compare them. When they do

this, *C3* Advisor generates and displays a *product comparison table*, which lists the products and the features they have, allowing your customer to compare the products.

Note: If you check Use to compare for a feature, then you must make sure that Use to compare is checked for its feature type also.

- Start Date and End Date

For features that are only effective over a specific time period, the start date defines when the feature becomes effective. The end date defines when the feature ceases to be effective.

Feature effectivity is described in the section "Feature Effectivity" on page 58.

5. Click **Save All Changes**.

6. Click the **Category** tab.

You can assign the feature to or unassign the feature from a product category. When you do this, the feature is automatically assigned to all the products within the category or within any nested categories. See "To Assign a Feature to a Product Category" on page 412 or "To Unassign a Feature from a Product Category" on page 414.

7. Click the **Product** tab.

You can assign or unassign the feature being modified to individual products within a category. See "To Assign a Feature to a Product" on page 415 or "To Unassign a Feature from a Product" on page 417.

8. Click the **Resource** tab.

Modifying resource assignment includes assigning and unassigning resources. See "Resources and Resource Types" on page 102 for more details about resources.

- For each resource you want to assign, follow the procedure in "To Assign a Resource to an Entity" on page 418.
- For each resource you want to unassign, follow the procedure in "To Unassign a Resource from an Entity" on page 420.

9. Click **Save All Changes**.

To Modify a Feature from the Feature Type Detail Panel

You can also modify a feature from within the detail panel for a feature type.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Click the **Feature Management** tab.
3. Find and select the feature type.

If feature type is assigned to a feature type group:

- a. Navigate the hierarchy until you find the group to which the type belongs.
- b. Expand the group to display the feature types by clicking the plus (+) symbol.
- c. Navigate the feature types and click on the feature type you want to modify.

This displays the Feature Type Detail Panel.

If the feature type is unassigned:

- a. In the Feature Hierarchy panel, click the **Unassigned** tab.
- b. Click on the feature type you want to modify.

This displays the Feature Type Detail panel.

4. Click the **Feature** tab.

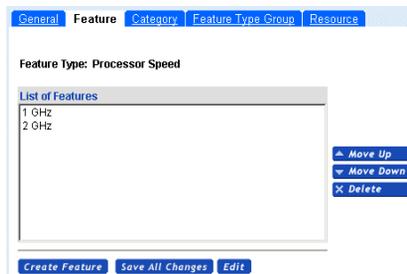


FIGURE 259. Feature Type Detail: Feature Tab

5. In the List of Features list box, click on the feature you want to modify.
6. Click **Edit**.

This displays the Feature Detail Panel for the selected feature.

7. In the **General** tab make any necessary changes.

- Name and Description

This name is also the name your customers will see. The description is for internal use. Your customers will never see this text.

- **Use to compare**

The **Use to compare** check box determines whether or not this feature is included in a product comparison. When your customer uses your questionnaire to find products, they are free at any time to select two or more products from the product list, and compare them. When they do this, *C3 Advisor* generates and displays a *product comparison table*, which lists the products and the features they have, allowing your customer to compare the products.

Note: If you check Use to compare for a feature, then you must make sure that Use to compare is checked for its feature type also.

- Start Date / End Date

For features that are only effective over a specific time period, the start date defines when the feature becomes effective. The end date defines when the feature ceases to be effective.

Feature effectivity is described in the section "Feature Effectivity" on page 58.

8. Click **Save All Changes**.

9. Click the **Category** tab.

You can assign the feature to or unassign the feature from a product category. When you do this, the feature is automatically assigned to all the products within the category. See "To Assign a Feature to a Product Category" on page 412 or "To Unassign a Feature from a Product Category" on page 414.

10. Click the **Product** tab.

You can assign or unassign the feature being modified to individual products within a category. See "To Assign a Feature to a Product" on page 415 or "To Unassign a Feature from a Product" on page 417.

11. Click the **Resource** tab.

Modifying resource assignment includes assigning and unassigning resources.

- For each resource you want to assign, follow the procedure in "To Assign a Resource to an Entity" on page 418.
- For each resource you want to unassign, follow the procedure in "To Unassign a Resource from an Entity" on page 420.

12. Click **Save All Changes**.

To Delete a Feature

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Click the **Feature Management** tab.
3. In the upper-left Feature Hierarchy panel, find and click the feature type to which the feature belongs.

The **General** tab of the Feature Type detail panel appears.

4. Click the **Feature** tab.

The **Feature** tab appears.

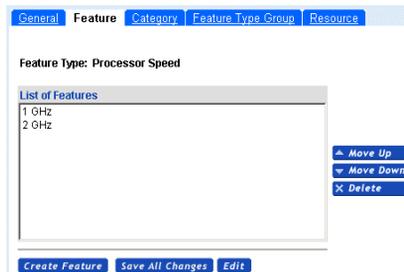


FIGURE 260. Feature Type Detail: Feature Tab

5. In the List of Features list box, highlight the feature you want to delete, and click **Delete**.

The feature disappears from the list box.

6. Click **Save All Changes**.

To Assign a Feature to a Product Category

When you modify a feature ("To Modify a Feature" on page 406), you can assign the feature to a product category. When you assign a feature to a product category, the feature is automatically assigned to the products belonging to the category.

Note: You can only assign features to a product category if the feature type to which the feature belongs has been assigned to the product category. See "To Assign a Feature Type to a Product Category" on page 398.

You can also assign feature types to a product category through the **Product Management** tab. See "To Modify a Product Category" on page 281. By assigning the features from the **Feature Management** tab, however, you can assign a single feature type to more than one category at the same time.

1. Navigate to the feature using the Feature Hierarchy and Feature panels.
2. Display the **Category** tab.



FIGURE 261. Feature Detail: Category Tab

3. Find the product category you want.
 - a. Click **Browse...**

This displays the Hierarchical Entity Chooser.



FIGURE 262. Hierarchical Entity Chooser

- b. Find the product category to which you want to assign the feature.

Using the Hierarchical Entity Chooser, navigate down through the product hierarchy to find the category you want. Click the plus (+) sign to expand the category to display its contents.

Notice that when you click a product category, the chooser window is re-displayed with a list of nested categories (if any) within the category.

Notice also that the name of the selected category appears in the drop-down list at the top of the chooser window. As you click categories in the window, the category will appear in this field. You can re-display categories you have selected by selecting the name from the drop-down list.

- c. When you find the category you want, click the category name.

The selected category appears in the field at the bottom of the window. (Notice that some categories are unselectable: these are displayed in black. This means that the feature type to which the feature belongs is not assigned to those categories.)

- d. Click **Done**.

The category is displayed in the **Category** tab, along with the parent category path, if any.

4. Click **Assign**.

The feature is assigned to the category and to all the products in the category. The lower part of the frame displays the assignments to categories. The green and red icons indicate whether the assignment is direct or by inheritance.

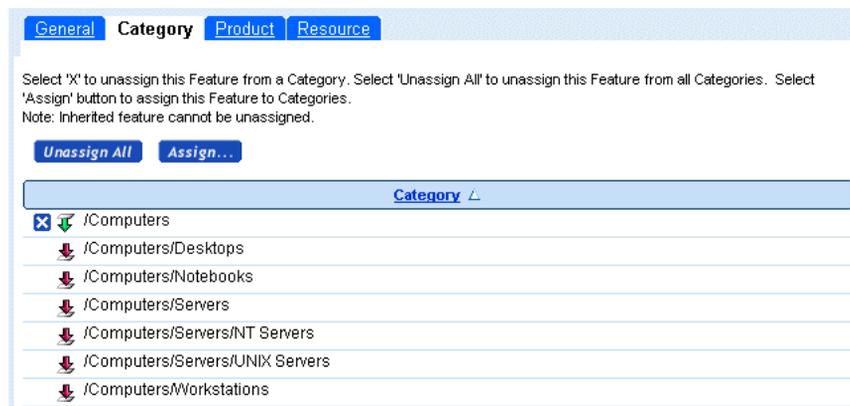


FIGURE 263. Category Tab Showing Assignments

To Unassign a Feature from a Product Category

When you modify a feature ("To Modify a Feature" on page 406), you can unassign the feature from a product category.

1. Navigate to the feature using the Feature Hierarchy and Feature panels.
2. Display the **Category** tab.

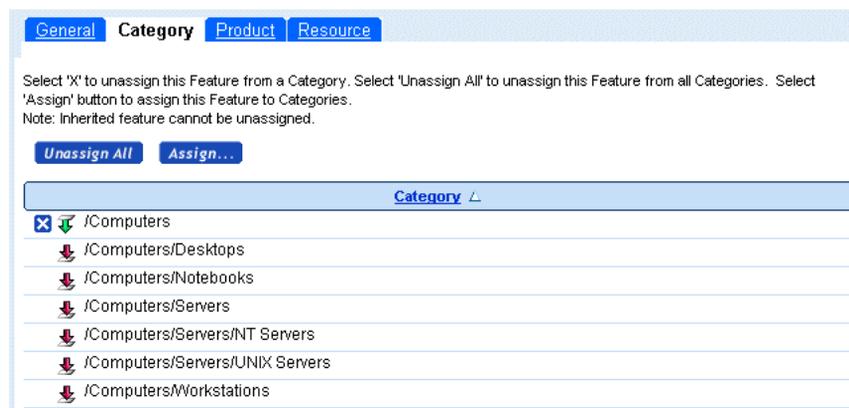


FIGURE 264. Feature Detail: Category Tab

3. From the displayed list of categories, identify the category from which you want to unassign the feature.
4. Click the Unassign icon.

The feature is unassigned from the category and from all the products in the category. You can unassign the feature from all product categories by clicking **Unassign All**.

To Assign a Feature to a Product

When you modify a feature ("To Modify a Feature" on page 406), you can assign the feature to an individual product within a category.

Note: You can only assign features to a product if the feature type to which the feature belongs has been assigned to the product category to which the product belongs. See "To Assign a Feature Type to a Product Category" on page 398.

1. Navigate to the feature using the Feature Hierarchy and Feature panels.
2. Display the **Product** tab.

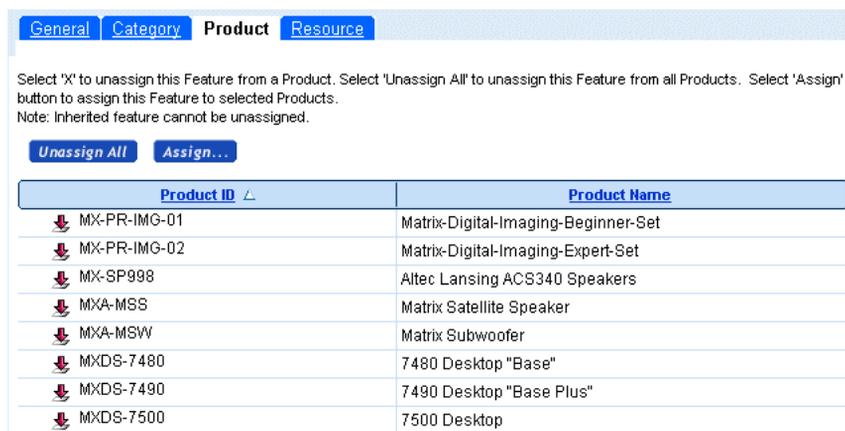


FIGURE 265. Feature Detail: Product Tab

3. Find the product you want.
 - a. Click **Assign...**

This displays the Hierarchical Entity Chooser.

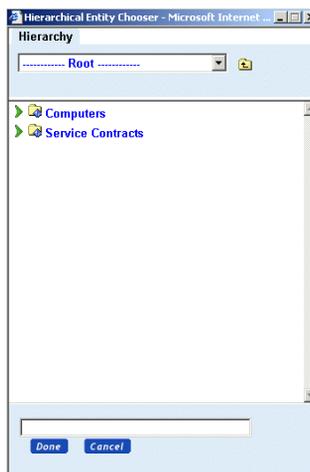


FIGURE 266. Hierarchical Entity Chooser

- b. Find the product to which you want to assign the feature.

Using the Hierarchical Entity Chooser, navigate down through the product hierarchy to find the product you want.

Notice that when you click a product category, the chooser window is re-displayed with a list of nested categories (if any) within the category. (Notice that some categories are unselectable. This means that the feature type to which the feature belongs is not assigned to those categories.)

- c. Notice also that the name of the selected category appears in the drop-down list at the top of the chooser window. As you click categories in the window, the category will appear in this field. You can re-display categories you have selected by selecting the name from the drop-down list.
- d. When you find the product you want, click the product name.

The selected product appears in the field at the bottom of the window.

- e. Click **Done**.

The feature is assigned to the product.

To Unassign a Feature from a Product

When you modify a feature ("To Modify a Feature" on page 406), you can unassign the feature from an individual product within a category.

1. Navigate to the feature using the Feature Hierarchy and Feature panels.
2. Display the **Product** tab.

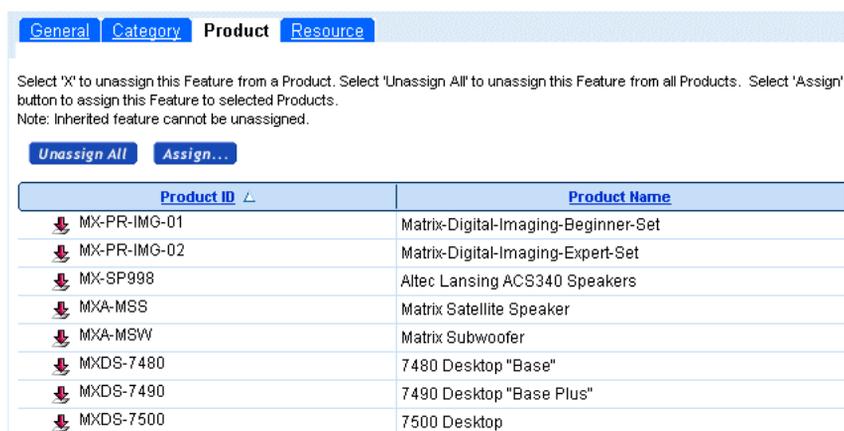


FIGURE 267. Feature Detail: Product Tab

3. In the Assigned Products list box, find the product you want.
4. Click the **Unassign** icon.

The feature is unassigned from the product.

Assigning Resources to Feature Type Groups, Feature Types, and Features

See "Resources and Resource Types" on page 102 for an overview of resources. You create resources in *C3* Advisor, but you assign the resources in *C3* Product Manager. See CHAPTER 21, "Managing Resources in *C3* Advisor", for the tasks involved in managing resources.

To Assign a Resource to an Entity

When you modify an entity (feature type group, feature type or feature), you can assign resources.

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
This displays the **Product Management** tab of the *C3* Product Manager page.
2. Click the **Feature Management** tab.

3. In the Feature Hierarchy Panel, find the feature type group, feature type, or feature to which you want to assign resources.
4. Click the link of the entity to which you want to assign a resource to display its detail panel.
5. Click the **Resource** tab.

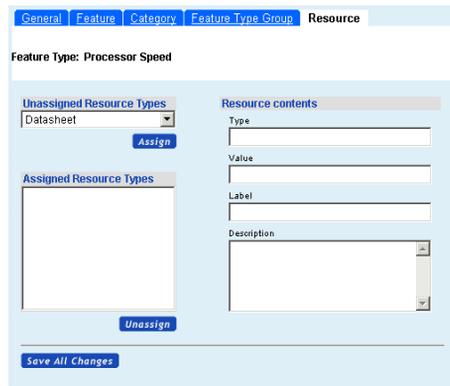


FIGURE 268. Feature Type: Resource Tab

6. In the Unassigned Resource Types drop-down list, select the resource type you want to assign to this entity, and click **Assign**.

The following things occur:

- The resource type is removed from the Unassigned Resource Types drop-down list and appears in the Assigned Resource Types list box.
- The resource type appears in the Type field.
- The resource type's label appears in the Label field.
- The resource type's description appears in the Description text box.

7. In the Value field, type the location of the resource you want to assign.

This can be either a path to the file selected as the resource, or it can be a URL to a Web page that displays the information for the resource.

8. (Optional) In the Label field, type the text you want to use as a label for the resource when it is displayed.

When you assign a resource type, its label is automatically populated in the Label field. You can choose to use this label if you want. You only need to overwrite the label if you want to give the resource a label that is different from the resource type's label.

9. (Optional) In the Description field, type the text you want to use as a description for the resource when it is displayed on a questionnaire page.

When you assign a resource type, the resource type's description is automatically populated in the Description field. You can choose to use this description if you want. You only need to overwrite the description if you want to give the resource a description that is different from the resource type's.

10. Click **Save All Changes**.

To Unassign a Resource from an Entity

1. Click **Product Master** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the **Product Management** tab of the **C3 Product Manager** page.

2. Click the **Feature Management** tab.
3. In the Feature Hierarchy Panel, find the feature type group, feature type, or feature from which you want to unassign resources.
4. Click the link of the entity from which you want to unassign a resource to display its detail panel.
5. Click the **Resource** tab.

The resource types currently assigned to the entity are displayed in the Assigned Resource Types list box.

6. In the Assigned Resource Types list box, select the resource type you want to unassign.

The defined value, label, and description for the resource appear in the appropriate fields.

7. Click **Unassign**.

The following actions occur:

- The resource type disappears from the Assigned Resource Types list box and appears in the Unassigned Resource Types drop-down list.
 - The Value, Label, and Description fields are emptied.
8. Click **Save All Changes**.

This chapter covers the tasks involved in creating and modifying models. See "Using the Visual Modeler" on page 67 for an overview of the modeling process.

<p>Attention: Models are compiled to XML files. Consequently, do not use the following characters when naming models and model entities such as groups, properties, and rules: "&", "/", "@", "!", and the quote characters " and '.</p>

Visual Modeler Interface

The Visual Modeler page consists of three frames:

- **Model Groups:** When you first access the Visual Modeler page, this frame displays the root model group, that is, the highest group in the model group hierarchy. See "Model Group Hierarchy" on page 69 for a more detailed explanation of the hierarchy.

You can expand a model group to display the model groups within it by clicking on the plus (+) sign.

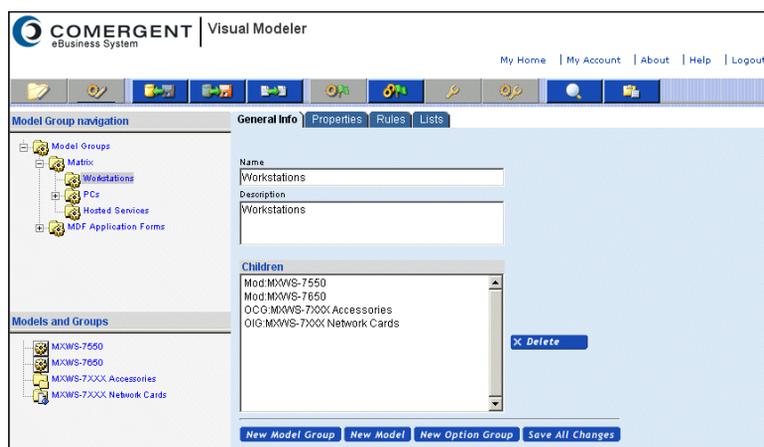


FIGURE 269. Visual Modeler Page

- **Models and Groups:** This displays the models and groups that are children of the model group selected in the Model Groups frame.
- **Content:** This displays information about the model group selected in the Model Groups frame. The information is collected into the following tabs:
 - **General Info:** Displays the children of the model group (where you can select, delete, and reorder children). You can also create new model groups, new models, and new groups. You can also upload models or model groups to the currently selected model group.
 - **Properties:** You can define new properties in this tab which you can then attach to any model, option class, or option item within the model group for which the property was defined. In the same way, you can also use the property in rules defined for any model or model group in the hierarchy below the model group for which it is defined.
 - **Rules:** You can define rules for the model group. These rules can be attached to any models, option classes, or option items in the hierarchy below the model group for which it is defined.
 - **Lists:** The list you define here can be used in any properties in the hierarchy below the model group for which it is defined.

In addition, the Visual Modeler page contains a *toolbar* across the top with access to the following tasks:

- **Edit:** This enables you to edit a model, option class group, or option item group highlighted in the Models and Groups frame.
- **Compile:** This enables you to compile a model, option class group, or option item group into an XML file. See "Compiling a Model" on page 473. Only compiled models can be associated with configurable products.
- **Test:** This enables you to test a model that you are creating or modifying. See "Testing a Model" on page 472.
- **Copy:** This enables you to copy a selected entity (model group, model, option class group, and so on).
- **Import:** This enables you to import an entity into your library of entities. See "Importing Model Groups and Models" on page 546
- **Export:** This enables you to export an entity. See "Exporting Model Groups and Models" on page 548.
- **Report:** This enables you to produce a report on some entity in the model library. See "Reporting" on page 552.
- **Search:** This enables you to search for entities based on selected search parameters. See "Searching" on page 549.

When you build a model, you use the model detail page. The detail page contains the following frames:

- **Toolbar:** as described above.
- **Navigation:** Click on the plus (+) sign to expand the model or group and display the elements of the model or group: the sub-models, option classes, option items, or groups.
- **Content:** This displays information about the model selected in the Navigation frame. By navigating to a particular node in the model, you can create and update information on that node. This information is collected into the following tabs:
 - **General Info:** Displays general information about the model or group, as well as the children. You can delete or re-order children in this frame. You can translate the model, assign a product ID to the model, create option

classes and (for option item groups) option items, and attach groups. You can also download models from here.

Note: Only the General Info tab appears for option class groups or option item groups.
--

- **Display:** This tab enables you to define display properties at the model level. These properties include things like constant guiding text, as well as pre- and post-pick guiding text. Some display properties have default values which can be overridden by display values set at the option class or option item levels. Note that all the properties displayed on the **Display** tab can also be set by setting UI properties on the **Properties** tab. See "Working with Display Properties" on page 556 for more information about display properties and UI properties.
- **Properties:** If the current node is a model, then this tab consists of two tabs: **Attach** and **Define**; otherwise you can use this tab to attach properties to the node. In the **Attach** tab, you can attach to the model properties to which the model has access. (The model has access either to properties defined specifically for the model itself or to properties defined for any model group above the model in the model group hierarchy.) In the **Define** tab, you can define new properties for use locally, in the model's structure.
- **Rules:** If the current node is a model, then this tab consists of two tabs: **Attach** and **Define**; otherwise you can use this tab to attach rules to the node. In the **Attach** tab, you can attach to the model rules to which the model has access. (The model has access either to rules defined specifically for the model or rules defined for any model group above the model in the model group hierarchy.) In the **Define** tab, you can define new rules for use locally, in the model's structure.
- **Lists:** If the current node is a model, then the lists you define here can be used locally, in any properties you define for the model.
- **Tables:** If the current node is a model, then you create constraint tables here. See "Managing Option Constraints" on page 85 for an explanation of table constraints.
- **Tabs:** If the current node is a model, then you can create a tab-based configuration for your customers here. See "Working with a Tabbed User Interface" on page 476.
- **Worksheets:** If the current node is a model, then this tab enables you to manage properties using worksheets. These provide you with a quick way

to view and manage related properties and option items. See "Using Worksheets" on page 492.

To Access the Visual Modeler

1. Click **Configuration Models** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

This displays the Visual Modeler page (Figure 269 on page 424).

2. In the Models and Groups frame, click on a model or a group.

This displays the current structure (option classes, option items, and groups) for the selected model or group. Click the plus (+) sign to the left to expand the structure of the model.

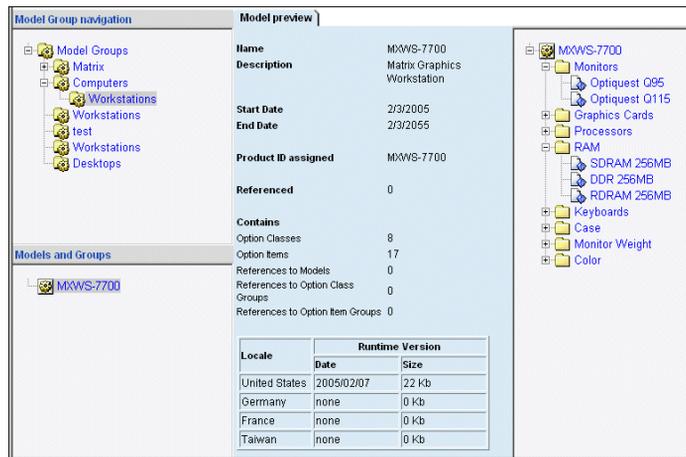


FIGURE 270. Model Structure Panel

3. Click **Edit** in the taskbar.

This displays the detail page for the model, option class group, or option item group.

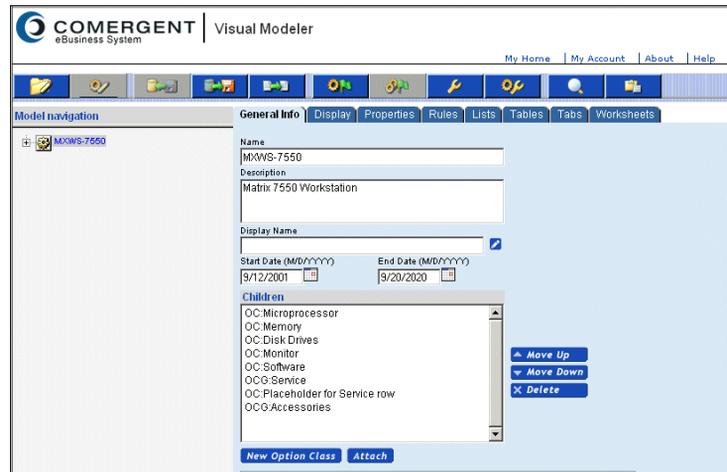


FIGURE 271. Model Detail Page

4. In the Navigation frame, click on the plus (+) sign to expand the model or group (see Figure 272 on page 428).



FIGURE 272. Navigation Frame

5. Click on an option class.

This displays the following tabs in the Content frame (see Figure 273 on page 429):

- **General Info:** This tab provides general information about the selected option class. A list box displays the children belonging to this option class. You can also assign a product ID here, define a ratio for the class (the number by which the option item quantity will be multiplied to get the necessary option item quantity). You can create nested option classes and option items as well as attach groups.
- **Display:** This tab enables you to set display property values specific to the selected option class.

- **Properties:** You can associate with the option class properties to which the option class has access. (The option class has access either to properties defined specifically for the model to which the option class belongs or to properties defined for any model group above the option class in the model group hierarchy.)
 - **Rules:** You can attach rules defined for the model, as well as for the model group to which it belongs (or to any ancestor model group).
6. In the Navigation frame, click on the plus (+) to expand the option class.
- This displays the children of the option class: these may be option items or option classes.

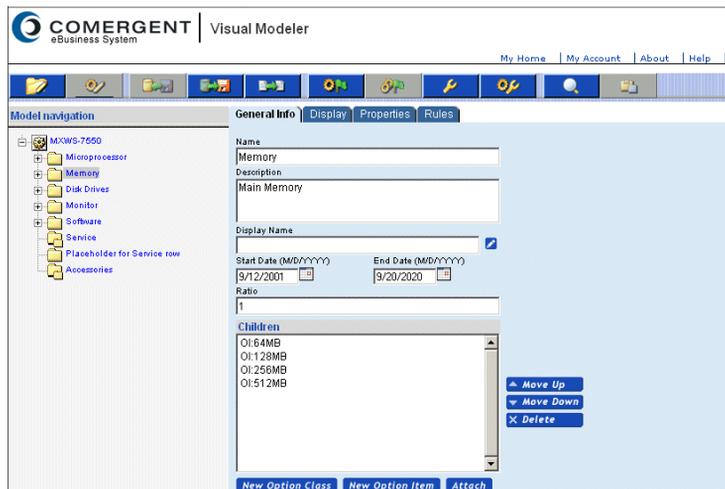


FIGURE 273. Model Detail Page with Option Class Selected

7. Click on an option item.

This displays the following tabs in the Content frame (see Figure 274 on page 430):

- **General Info:** This tab provides general information about the selected option item: name and description, effectivity dates, and a field for assigning a product ID.
- **Display:** You can set display property values specific to the selected option item.

- **Properties:** You can associate with the option items properties to which the option item has access. (The option item has access either to properties defined specifically for the model to which the option item belongs or to properties defined for any model group above the option item in the model group hierarchy.)
- **Rules:** You can attach any accessible rules to the option item. (The option item has access to any rules defined at any level above it in the model group hierarchy.)

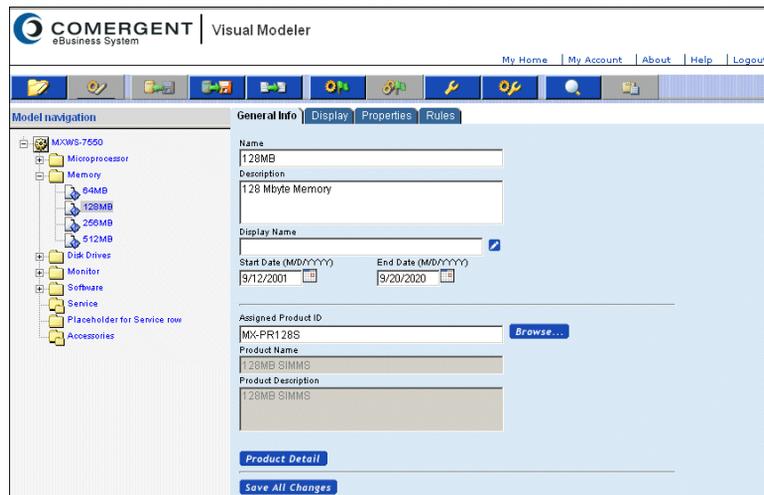


FIGURE 274. Model Detail Page with Option Item Selected

Working with Model Groups

Model groups provide you with a way of organizing related models into appropriate sections. See "Model Group Hierarchy" on page 69 for more information about how model groups relate to models, option classes, and so on.

To Create a Model Group

1. Navigate to and select the model group under which you wish to create the new model group.

See "To Access the Visual Modeler" on page 427 for information on how to display the model group.

2. Click **New Model Group**.

This displays the **New Model Group** tab.

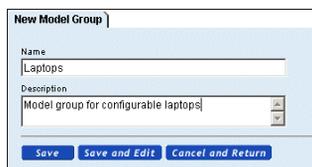


FIGURE 275. New Model Group Tab

3. Enter a name and description for the new model group.

Note: On Windows platforms, there is a 256 character limit for a fully-qualified pathname (this includes the pathname *and* the filename). Therefore, in Visual Modeler, take care not use long names for either model groups or models, particularly if you are using non-ASCII characters. When you compile a model, Visual Modeler recreates the model group structure as directories in the file system and, in the process, expands any non-ASCII characters.

4. Click **Save** or **Save and Edit** to save the new model group.

The new model group appears in the Model Groups frame. If you clicked **Save and Edit**, then the Visual Modeler page appears, ready for you to edit the new model group. See "To Modify a Model Group" on page 431.

To Modify a Model Group

1. Navigate to and display the model group you want to modify.

See "To Access the Visual Modeler" on page 427 for information on how to display the model group.

This displays the **General Info** tab where you can modify the name and description of the group. You can also do one or more of the following:

- Delete model groups, models, or groups that are children of the selected model group (see "To Delete the Children of a Model Group" on page 432).

Attention: Click **Save All Changes** to save your changes before you leave the **General Info** tab.

- Create a model group as a child of this group. See "To Create a Model Group" on page 430.
 - Create a model as a child of this group. See "To Create a Model" on page 435.
 - Create either an option class group or an option item group. See "Working with Option Class Groups and Option Item Groups" on page 454.
2. Click the **Properties** tab to create or modify properties for this model group. See "Properties" on page 482.

Attention: Click Save All Changes to save your changes before you leave the Properties tab.
--

3. Click the **Rules** tab to create or modify rules for this model group. See "Rules" on page 500.
4. Click the **Lists** tab to create or modify lists for this model group. See "Lists" on page 497.

To Delete the Children of a Model Group

To delete one or more children in a group (a model group, a model, an option class group, or an option item group), use the following procedure:

1. Navigate to and select the parent model group that contains the child you want to delete.
See "To Access the Visual Modeler" on page 427 for information on how to display the model group.
2. In the list box, select one or more model groups (MG), models (M), option class groups (OCG) or option item groups (OIG) to be deleted.
 - You cannot delete a model group if the group has children. You must delete the children first.
 - You cannot delete a model if it is attached as a sub-model elsewhere in the model group hierarchy.
 - You cannot delete an option class group if it is attached to another model or option class group.
 - You cannot delete an option item group if it is attached to another model, option class group, or option item group.

3. Click **Delete**.
4. Click **Save All Changes**.

The model group hierarchy will no longer display the deleted items.

To Copy a Model Group

You can copy a model group and its components into another model group. See "Copying and Embedding" on page 86 for an explanation of this process and the effect it has on properties.

1. Navigate to and select the model group you wish to copy.
See "To Access the Visual Modeler" on page 427 for information on how to display the model group.
2. In the taskbar, click **Copy**.
This displays the Copy window.

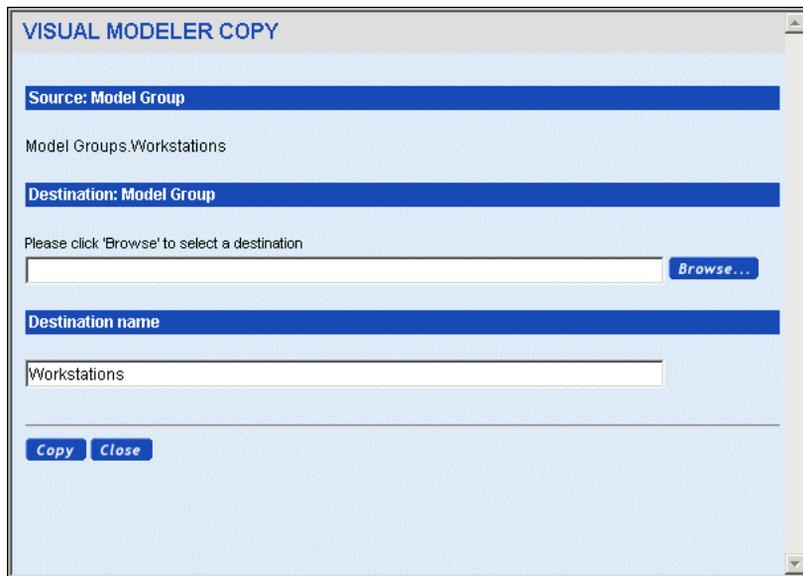


FIGURE 276. Copy Window for Model Groups

3. Enter the Destination Model Group.

- a. Click **Browse...**

This displays a Hierarchy Browser.

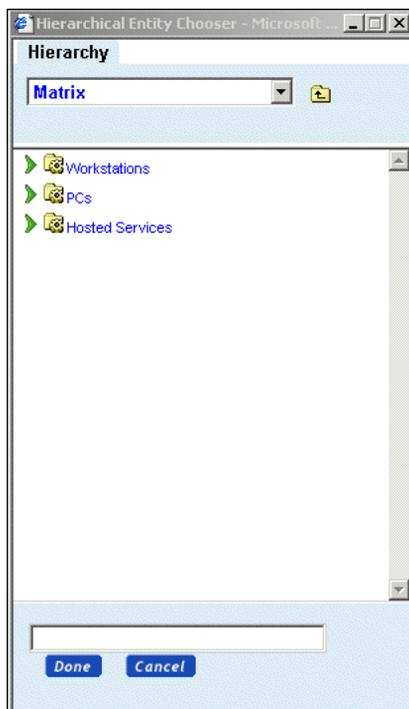


FIGURE 277. Hierarchical Entity Chooser

- b. Browse the model group hierarchy until you find the destination model group.
- c. Select the destination model group.
- d. Click **Done**.

The model group appears in the Destination Model Group field.

4. As desired, modify the Destination Name field.

The name defaults to the name of the model group being copied.

5. Click **Copy** in the Copy window.

The model group is copied to the destination model group. Properties are handled as described in "Copying and Embedding" on page 86.

Working with Models

To Create a Model

1. Navigate to and display the model group under which you wish to create a model.

See "To Access the Visual Modeler" on page 427 for information on how to display the model group.

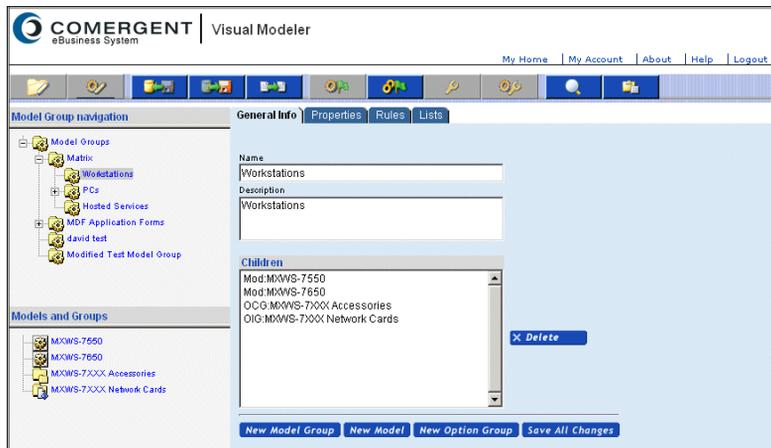


FIGURE 278. General Info Tab

2. In the **General Info** tab, click **New Model**.

This displays the **New Model** tab.

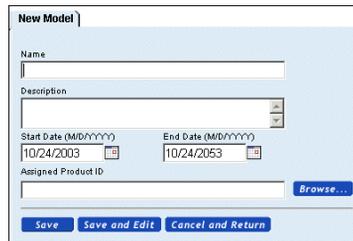


FIGURE 279. Creating a New Model

3. Enter a name and description for the new model.

If you plan to associate the model with a product ID, then you might consider skipping this step. If the name and description match the name and description of the product ID, then you can auto-fill these fields when you assign the product ID in Step 5.

Note: On Windows platforms, there is a 256 character limit for a fully-qualified pathname (this includes the pathname *and* the filename. Therefore, in Visual Modeler, take care not use long names for either model groups or models, particularly if you are using non-ASCII characters. When you translate a model, Visual Modeler recreates the model group structure as directories in a file system and, in the process, expands any non-ASCII characters.

4. Select the Start Date and End Date for the model.

These are the dates within which the model is available for configuration. If the current date is outside these dates, then the model is not available for configuration for any product with which it is associated.

5. If applicable, assign a product ID.

See "To Associate a Product with a Model, Option Class, or Option Item" on page 438.

6. Click **Save** or **Save and Edit** to save the new model.

If you click **Save**, then the **New Model** tab will remain and the new model will appear in the Models and Groups frame. You can create another model in this group.

If you click **Save and Edit**, then the Model Detail page appears with the new model in the Navigation frame. You can now add properties, rules, lists, and constraint tables for this model. You can also associate the model with a product. See "To Modify an Existing Model" on page 437.

To Modify an Existing Model

1. In the model group hierarchy, navigate and display the Model Detail page for the model you want to modify.

See "To Access the Visual Modeler" on page 427 for information on how to display the Model Detail page.

2. In the **General Info** tab, you can do one or more of the following:
 - Modify the name, description, and/or the start and end dates.
 - Delete one or more of the option classes or groups associated with the model. See "To Delete the Children of a Model" on page 438.
 - Arrange the order of the children in the list.
 - Assign a product to the model, or change the current product assignment.See "To Associate a Product with a Model, Option Class, or Option Item" on page 438.

Attention: Click Save All Changes to save your changes before you leave the General Info tab.
--

- Create one or more option classes. See "To Create an Option Class" on page 444.
 - Attach an option class group. See "Working with Option Class Groups and Option Item Groups" on page 454.
 - Modify display properties. See "Working with Display Properties" on page 556.
3. Click the **Properties** tab to define properties for or to attach properties to this model.
See "Properties" on page 482.
 4. Click the **Rules** tab to define rules for or attach rules to this model.
See "Rules" on page 500.
 5. Click the **Lists** tab to create lists for this model.
See "Lists" on page 497.
 6. Click the **Tables** tab to create or modify constraint tables.
See "Option Constraints" on page 537.

To Delete a Model

You delete a model by finding the model group that is its parent, then deleting the model from that group. You cannot delete a model if it is attached as a sub-model elsewhere in the model group hierarchy.

See "To Delete the Children of a Model Group" on page 432 for the procedure.

To Delete the Children of a Model

Use this procedure to delete one or more option classes or groups that are children of a model:

1. Navigate to and display the Model Detail page for the model with the elements you want to delete.

See "To Access the Visual Modeler" on page 427 for information on how to display the model.

The **General Info** tab contains a list box showing the option classes (OC), option class groups (OCG) or option item groups (OIG) that are children to the model.

2. In the list box, select one or more objects to be deleted.
3. Click **Delete**.

<p>Note: Attached sub-models and groups are not deleted by this action. Only the attachment to those models and groups is removed. See "To Delete a Group" on page 469.</p>
--

4. Click **Save All Changes**.

The model hierarchy no longer displays the deleted children.

To Associate a Product with a Model, Option Class, or Option Item

You can reference a model, option class, or option item to a product ID in the product catalog. If the product ID has been assigned to one or more price lists in *C3 Pricing*, then this enables you to associate a price with the entity. In addition, if the item associated with a product is selected as part of a configuration, then when the user adds the configured product to their cart, the item is displayed with associated product ID and product information. See "Associating a Product with a Model, an Option Class, or Option Item" on page 70 for more information.

1. In the model group hierarchy, find the entity that you want to associate with a product ID.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. In the **General Info** tab for the model, option class, or option item, click **Browse...** to search for the product ID in the product catalog.
 - The product ID must exist in the product catalog. You create the product using **C3 Product Manager**. See "Product Administration Tasks" on page 295 for information about creating products.
 - See "Searching the Product Catalog for a Product ID" on page 475 for help in browsing for a product ID. When you select the product ID, the product ID is displayed in the Assigned Product ID field and its product name and description are auto-filled into those fields.
 - You can manually enter the product ID in the Assigned Product ID field, but the Product Name and Product Description fields are not auto-filled until you save the information.
 - You can use the product name as the name of the new model. If the Name field is blank, then the field will be auto-filled with the product name. If the field has an entry already, then you will be prompted to use the product name.
 - If you are modifying a model, then you can click **Product Detail** to view the details of the assigned product.
3. Click **Save All Changes**.

To Copy a Model

You can copy a model and its components into a model group. See "Copying and Embedding" on page 86 for an explanation of this process and the effect it has on properties.

1. In the Model Groups frame, navigate to and select the model group that contains the model you want to copy. The model name is displayed in the Models and Groups frame.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. In the Models and Groups frame, click on the model you want to copy.
This displays the current structure of the model.

3. Click **Copy** in the taskbar.
This displays the Copy window.

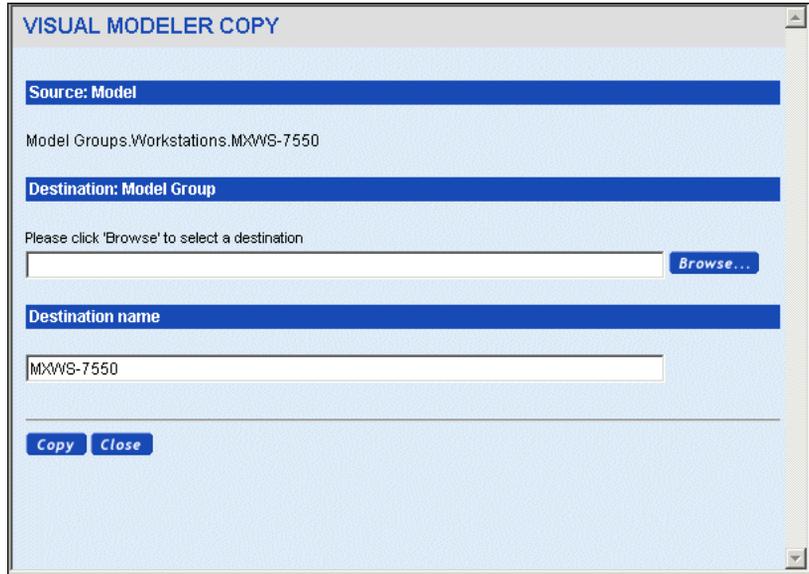


FIGURE 280. Copy Window for Models

4. Enter the Destination Model Group.
 - a. Click **Browse...**
This displays a Hierarchy Browser.
 - b. Browse the hierarchy until you find the destination model group.
 - c. Select the destination model group.
 - d. Click **Done**.
The model group appears in the Destination Model Group field.
5. As desired, modify the Destination Name field.
The name defaults to the name of the model being copied.
6. Click **Copy** in the Copy window.

The model is copied to the destination model group. Properties are handled as defined in "Copying and Embedding" on page 86.

To Copy a Model Reference

As described in "Groups and Sub-Models" on page 72, you can re-use a model as part of another entity without having to recreate the model. You do this by attaching the model to the entity. The attachment then becomes a model reference. You can copy this model reference; that is, instead of copying the actual model, you can copy the reference to a model that is attached.

1. In the Model Groups frame, navigate to and select the model group that contains the entity with the model reference you want to copy. The entity name is displayed in the Models and Groups frame.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. In the Models and Groups frame, click on the entity that contains the reference you want to copy.

This displays the current structure of the entity.

3. Click **Edit** in the taskbar.

This displays the **General Info** tab.

4. In the Navigation frame, find and select the model reference you want to copy.

5. Click **Copy** in the taskbar.

This displays the Copy window.

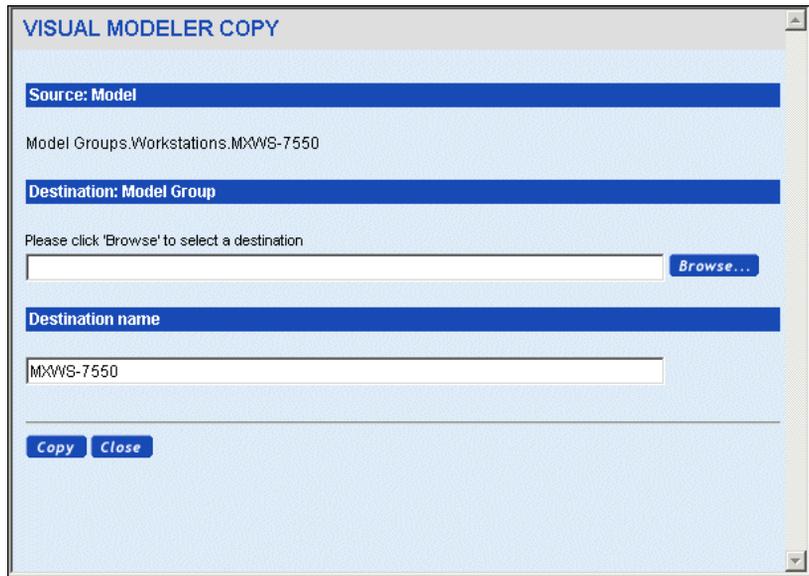


FIGURE 281. Copy Window for Copying Model References

6. Enter the Destination Option Class.
 - a. Click **Browse...**
This displays a Hierarchy Browser.
 - b. Browse the model group hierarchy until you find the destination option class.
 - c. Select the destination option class.
 - d. Click **Done**.
The option class appears in the Destination Option Class field.
7. As desired, modify the Destination Name field.
The name defaults to the name of the model reference being copied.
8. Click **Copy** in the Copy window.

The model reference is copied to the destination option class. Properties are handled as defined in "Copying and Embedding" on page 86.

To Embed a Model

You can embed a model within an option class. See "Copying and Embedding" on page 86 for an explanation of the process and its effect on properties.

1. In the Model Groups frame, navigate to and select the model group that contains the model structure you want to embed. The model name is displayed in the Models and Groups frame.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. In the Models and Groups frame, click on the model whose structure you want to embed.

This displays the current structure of the model.

3. Click **Edit** in the taskbar.

This displays the **General Info** tab.

4. Click **Copy** in the taskbar.

This displays the Copy window.

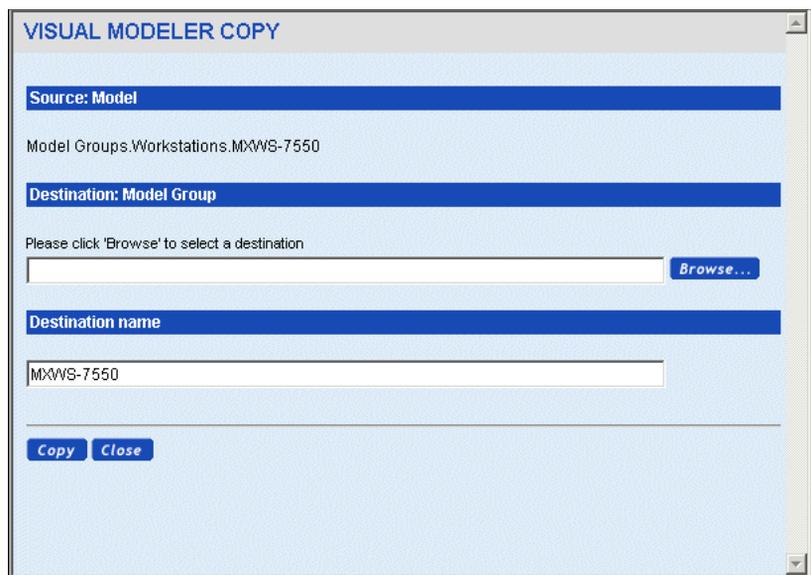


FIGURE 282. Copy Window for Embedding Models

5. Enter the Destination Option Class by typing or by browsing.

To browse for the option class:

- a. Click **Browse...**

This displays a Hierarchy Browser.

- b. Browse the model group hierarchy until you find the destination option class.
- c. Select the destination option class.
- d. Click **Done**.

The option class appears in the Destination Option Class field.

6. As desired, modify the Destination Name field.

The name defaults to the name of the model being embedded.

7. Click **Copy** in the Copy window.

Working with Option Classes and Option Items

Option classes and option items comprise configurable parts or services of a model. You can think of option classes as representing questions or components that need to be configured, while option items represent answers or choices of components. Sometimes the answer to a question can give rise to further questions. In these cases it is useful to nest option classes within other option classes to help guide a user to the configuration that best meets their needs.

To Create an Option Class

1. In the model group hierarchy, navigate to and display the model, option class group, or option class in which you want to create the option class.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

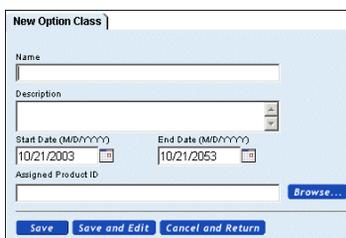
You can create an option class within another option class, within a model, or within an option class group.

2. To create option classes as children of the model or option class group:
 - a. Click **New Option Class**.

This displays the **New Option Class** tab.

- b. Proceed to Step 4.
3. To create nested option classes:
 - a. In the Navigation frame, navigate to and select the option class where you want to nest the new class.
 - b. Click **New Option Class**.

This displays the **New Option Class** tab.
 - c. Proceed to Step 4.



The screenshot shows a web-based form titled "New Option Class". It has the following fields and controls:

- Name:** A text input field.
- Description:** A text area with a scroll bar.
- Start Date (M/D/YYYY):** A date input field showing "10/21/2003" with a calendar icon to its right.
- End Date (M/D/YYYY):** A date input field showing "10/21/2053" with a calendar icon to its right.
- Assigned Product ID:** A text input field with a "Browse..." button to its right.
- Buttons:** At the bottom, there are three buttons: "Save", "Save and Edit", and "Cancel and Return".

FIGURE 283. New Option Class Tab

4. Enter a name and description for the new option class.

If you plan to associate the option class with a product ID, then you might consider skipping this step. If the name and description match the name and description of the product ID, then you can auto-fill these fields when you assign the product ID in Step 6.
5. Define the effectivity dates by modifying the start and end dates.

You can click the calendar icon to select the dates from a calendar.
6. If applicable, assign a product ID.

See "To Associate a Product with a Model, Option Class, or Option Item" on page 438.
7. Click **Save** to save the new option class and remain at the **New Option Class** tab (to create additional option classes); click **Save and Edit** to save the new option class and display the option class tabs for editing.

The new option class appears in the Navigation frame. The new option class is selected, ready to be modified.

To Modify an Option Class

1. In the model group hierarchy, navigate to and display the model, option class group, or option class that contains the option class.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. In the Navigation frame, find and click on the option class that you want to modify.

This displays the **General Info** tab for the option class.

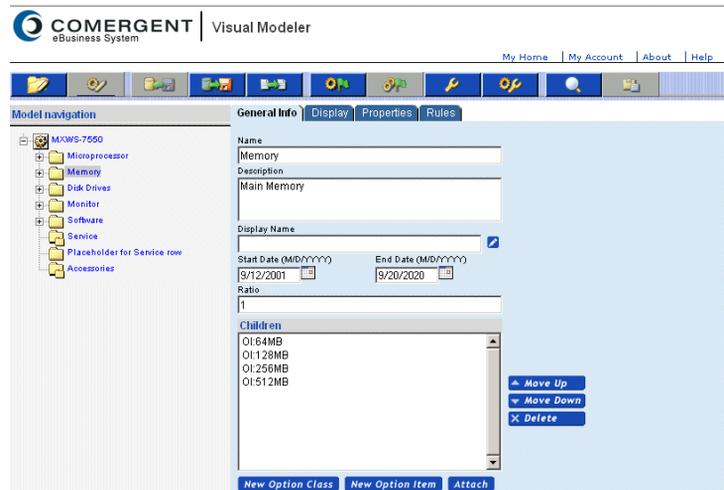


FIGURE 284. Model Detail Page with Option Class Selected

3. Modify Name, Description, and Start and End Dates as applicable.
4. Enter a ratio in the **Ratio** field, if applicable.

The ratio field determines the quantity of option items that are added to a customer's order. The quantity of any child item selected is multiplied by this ratio to compute the "extended" quantity of the child item. For example, a bicycle model may have a wheel option class defined with a ratio of "2". When a user selects a particular wheel item from this option class, then two wheels will be added to the configured product.

You can enter the **Ratio** as either a whole number or a decimal.

5. As applicable, modify the order of the children or delete the children.
See "To Delete the Children of an Option Class" on page 453.
6. If applicable, assign a product ID or modify the current assignment.
See "To Associate a Product with a Model, Option Class, or Option Item" on page 438.
7. Before you click the other tabs, click **Save All Changes**.
8. Click the **Display** tab to modify the display properties for this option class.
See "Working with Display Properties" on page 556.
9. Click the **Properties** tab to attach properties to this option class.
See "To Attach a Property" on page 485.
10. Click the **Rules** tab to attach rules to this option class.
See "To Attach a Rule" on page 506.

When you have completed modifying the option class, click **Save All Changes**.

You can also create option items for this option class. See "To Add Option Items to an Option Class" on page 447.

To Add Option Items to an Option Class

1. In the model group hierarchy, navigate to the option class to which you want to add the option items.
See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.
2. In the **General Info** tab, click **New Option Item** to display the **New Option Item** tab.

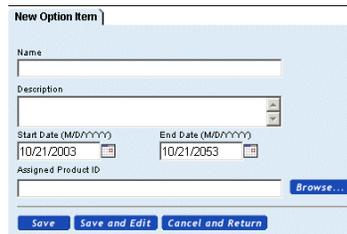


FIGURE 285. New Option Item Tab

3. Enter a name and description for the new option item.

If you plan to associate the option item with a product ID, then you might consider skipping this step. If the name and description match the name and description of the product ID, then you can auto-fill these fields when you assign the product ID in Step 5.

4. Define the effectivity dates by modifying the start and end dates.
5. If applicable, assign a product Id.

See "To Associate a Product with a Model, Option Class, or Option Item" on page 438.

6. Click **Save** or **Save and Edit**.

The new option item appears in the model hierarchy in the Navigation frame.

To Copy an Option Class

You can copy an option class and its components into a model, an option class group, or another option class. See "Copying and Embedding" on page 86 for an explanation of this process and the effect it has on properties.

1. Navigate to and select the parent model group for the model or option class group that contains the option class.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. In the Models and Groups frame, click on the model or option class group that contains the option class.

This displays the current structure of the model or option class group.

3. Click **Edit** in the taskbar.

This displays the **General Info** tab for the model or option class group.

4. In the Navigation frame, find and click on the option class that you want to copy.

This displays the **General Info** tab for the option class.

5. Click **Copy** in the taskbar.

This displays the Copy window.

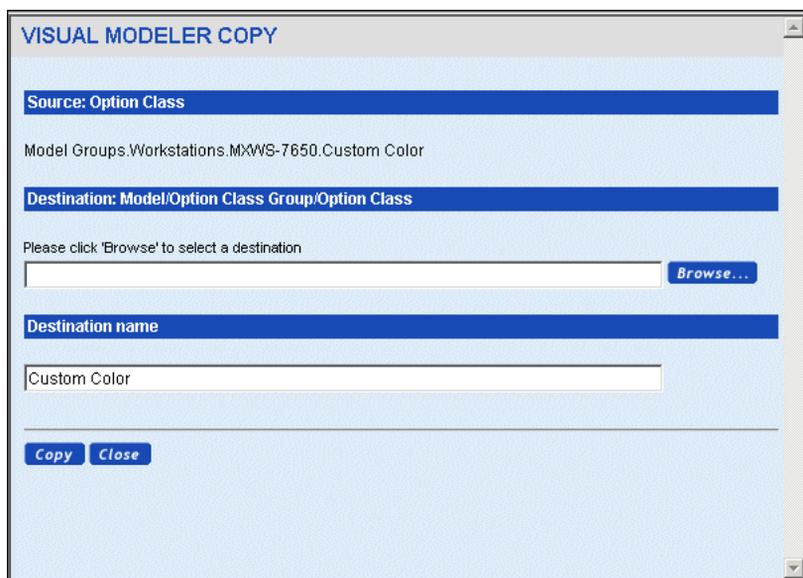


FIGURE 286. Copy Window for Option Classes

6. Enter the destination model, option class group, or option class as follows:
 - a. Click **Browse...**

This displays a Hierarchy Browser.
 - b. Browse the model group hierarchy until you find the destination model, option class group, or option class and select it.

- c. Click **Done**.

The model, option class group, or option class appears in the Destination Model/OCG/Option Class field.

7. Enter the Destination name.

The name defaults to the name of the option class being copied.

8. Click **Copy** in the Copy window.

The option class is copied to the destination model, option class group, or option class. Properties are handled as defined in "Copying and Embedding" on page 86.

To Modify an Option Item

1. Find the option item that you want to modify.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

When you click the option item, the **General Info** tab is displayed.

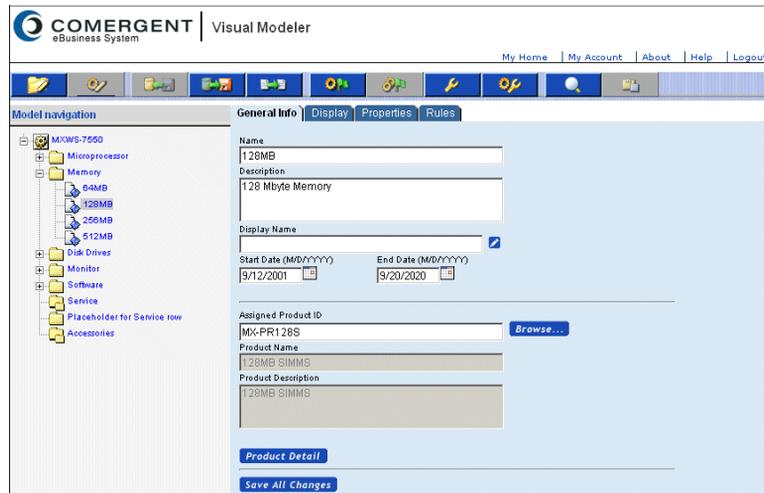


FIGURE 287. Model Detail Page with Option Item Selected

2. If applicable, modify the name, description, start/end dates.

3. If applicable, assign a product Id.

See "To Associate a Product with a Model, Option Class, or Option Item" on page 438.

Attention: Before you click the other tabs, click Save All Changes .
--

4. Click the **Display** tab to modify the display properties for this option item.

See "Working with Display Properties" on page 556.

5. Click the **Properties** tab to attach properties to this option item.

See "To Attach a Property" on page 485.

6. Click the **Rules** tab to attach rules to this option item.

See "To Attach a Rule" on page 506.

To Copy an Option Item

You can copy an option item into an option item group or an option class. See "Copying and Embedding" on page 86 for an explanation of this process and the effect it has on properties.

1. Find the option item that you want to copy.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

When you click the option item in the Navigation frame, the **General Info** tab is displayed.

2. Click **Copy** in the taskbar.

This displays the Copy window.

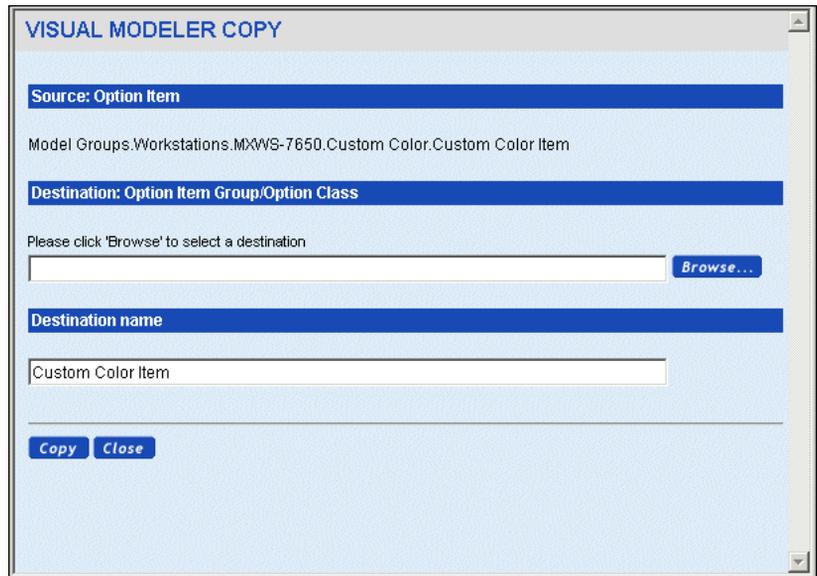


FIGURE 288. Copy Window for Option Items

3. Enter the destination option item group or option class.
 - a. Click **Browse...**
This displays a Hierarchy Browser.
 - b. Browse the model group hierarchy until you find the option item group or option class and select it.
 - c. Click **Done**.
The option item group or option class appears in the Destination: Option Item Group/Option Class field.
4. Enter the Destination name.
The name defaults to the name of the option item being copied.
5. Click **Copy** in the Copy window.

The option item is copied to the destination option item group or option class. Properties are handled as defined in "Copying and Embedding" on page 86.

To Delete an Option Class

You delete an option class by deleting the option class as a child of the parent to which it belongs. This can be one of the following:

- A model. See "To Delete the Children of a Model" on page 438.
- An option class. See "To Delete the Children of an Option Class" on page 453.
- An option class group. See "To Delete the Children of a Group" on page 470.

Deleting the option class automatically deletes any option items, nested option classes, or attachments to groups.

Note: Nested groups are not deleted when you delete an option class, only the attachment to those groups.
--

To Delete the Children of an Option Class

You can delete option items and nested option classes, as well as any attachments to groups.

1. Navigate to and display the detail page for the model or option class group that contains the option class.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. In the Navigation frame, navigate to and select the option class.

This displays the **General Info** tab which contains a list box showing the children of the option class.

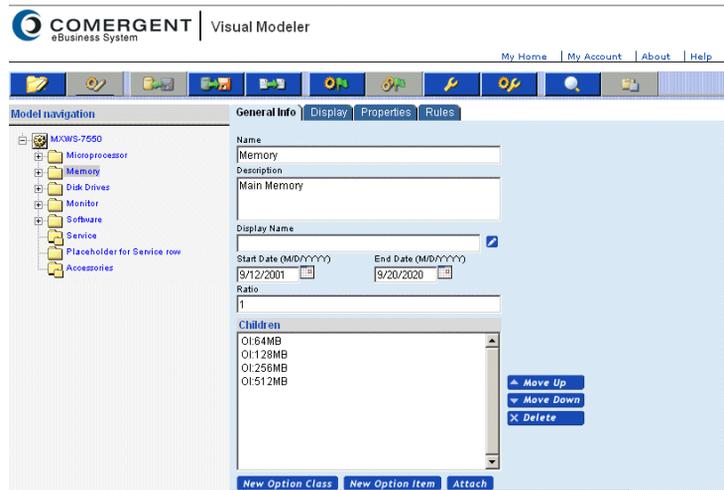


FIGURE 289. Model Detail Page with Option Class Selected

3. Click on the item to be deleted: option item (OI), option class (OC), model, option class group (OCG), or option item group (OIG).

Note: Nested groups are not deleted. However, the attachment to those groups is removed.

4. Click the **Delete** button.
5. Click **Save All Changes**.

The items are no longer displayed in the Navigation frame.

Working with Option Class Groups and Option Item Groups

See "Groups and Sub-Models" on page 72 for an explanation of how groups work.

To Create a Group

1. In the Model Groups frame, navigate to and select the model group for which you are creating the option class group or option item group.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

This displays the **General Info** tab for the group. Make sure you are creating the group within the appropriate model group. The group will be available for attachment to any items below this model group in the model group hierarchy.

2. Click **New Option Group**.

This displays the **New Option Class/Item Group** tab (see Figure 290 on page 455).

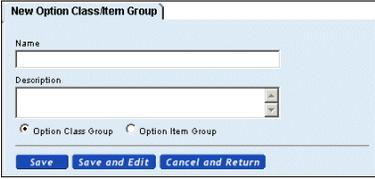


FIGURE 290. New Option Class/Item Group tab

3. Enter a name and description for the group.
4. Select the type of group (Option Class Group or Option Item Group).
5. Click **Save** or **Save and Edit**.

The group appears in the hierarchy. You can now begin to build the group. The first step is to create one or more option classes. See "To Create an Option Class" on page 444.

To Modify a Group

When you modify a group and then compile it, the modifications are reflected in any model to which the group is attached, once the model is recompiled.

1. In the model group hierarchy, navigate to and select the option class group or option item group that you want to modify.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

This displays the **General Info** tab for the group.

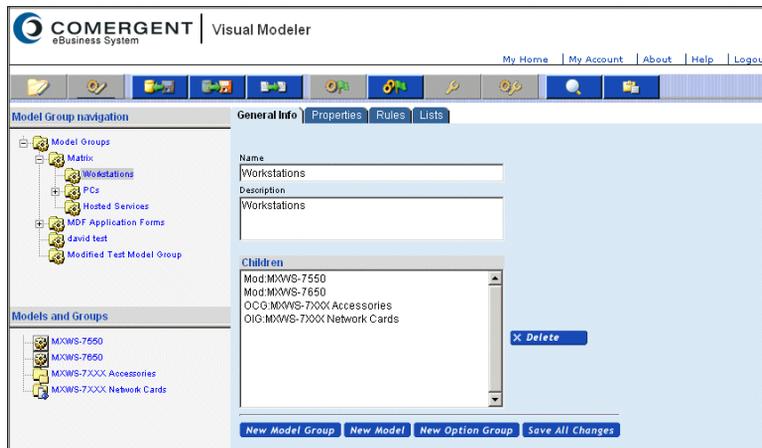


FIGURE 291. Modifying a Group

2. Modify the name and description, reorder or delete the children.

See "To Delete the Children of a Group" on page 470 for information about deleting the children of a group.

3. (Option item groups only) If applicable, define start/end dates.
4. Click **Save All Changes**.

You can also do the following:

- Add option classes to an option class group. See "To Create an Option Class" on page 444.
- Attach groups to the group. See "To Attach a Group to a Model or Another Group" on page 462.

To Copy an Option Class Group

You can copy an option class group to a model group.

1. In the Model Groups frame, navigate to and select the model group that contains the group you want to copy. (See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.)
2. In the Models and Groups frame, click on the group you want to copy.
The current structure of the group, if any, appears in the content frame.
3. Click **Copy** in the taskbar.
This displays the Copy window.

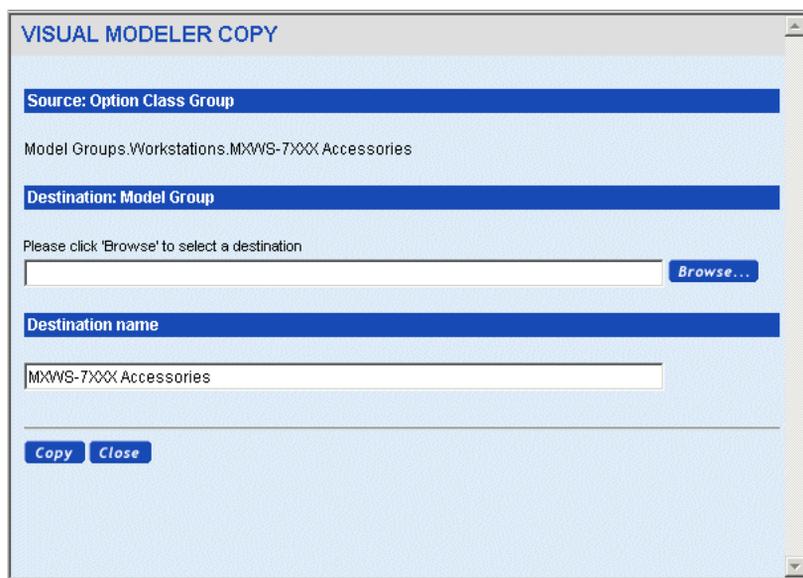


FIGURE 292. Copy Window for Option Class Groups

4. Enter the Destination Model Group.
 - a. Click **Browse...**
This displays a Hierarchy Browser.
 - b. Browse the model group hierarchy until you find the destination model group and select it.
 - c. Click **Done**.
The model group appears in the Destination Model Group field.

5. Enter the Destination name.

The name defaults to the name of the option class group being copied.

6. Click **Copy** in the Copy window.

The option class group is copied to the destination model group. Properties are handled as defined in "Copying and Embedding" on page 86.

To Embed an Option Class Group

You can embed an option class group within a model, another option class group, or an option class. See "Copying and Embedding" on page 86 for an explanation of how the process handles properties.

1. In the Model Groups frame, navigate to and select the model group that contains the option class group you want to embed. The group name is displayed in the Models and Groups frame.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. In the Models and Groups frame, click on the group you want to embed.

This displays the current structure of the group.

3. Click **Edit** in the taskbar.

This displays the **General Info** tab.

4. Click **Copy** in the taskbar.

This displays the Copy window.

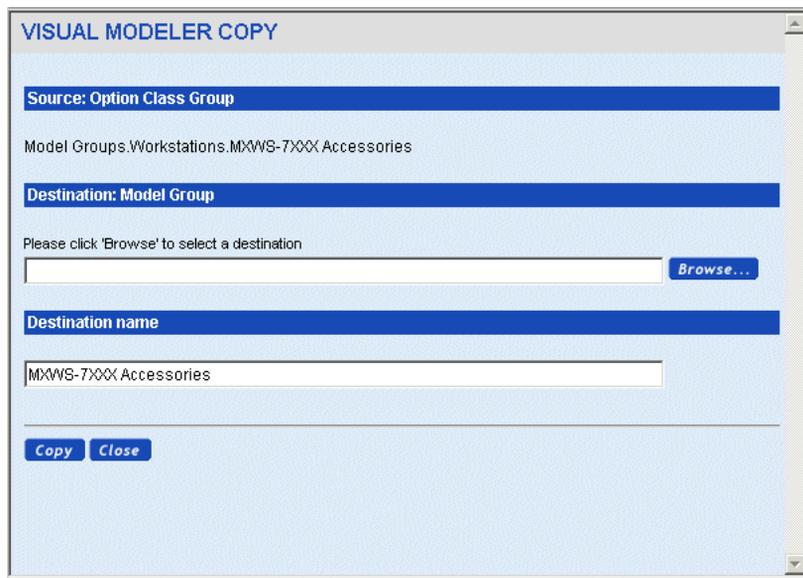


FIGURE 293. Copy Window for Embedding Option Class Groups

5. Enter the destination model, option class group, or option class as follows:

a. Click **Browse...**

This displays a Hierarchy Browser.

b. Browse the model group hierarchy until you find the destination model, option class group, or option class and select it.

c. Click **Done**.

The model, option class group, or option class appears in the Destination Model/Option Class Group/Option Class field.

6. Click **Copy** in the Copy window.

The option class group is embedded in the destination model, option class group, or option class. Properties are handled as defined in "Copying and Embedding" on page 86.

To Copy an Option Item Group

You can copy an option item group to a model group.

1. In the Model Groups frame, navigate to and select the model group that contains the option item group you want to copy. (See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.)
2. In the Models and Groups frame, click on the option item group you want to copy.

The current structure of the group, if any, appears in the content frame.

3. Click **Copy** in the taskbar.

This displays the Copy window.

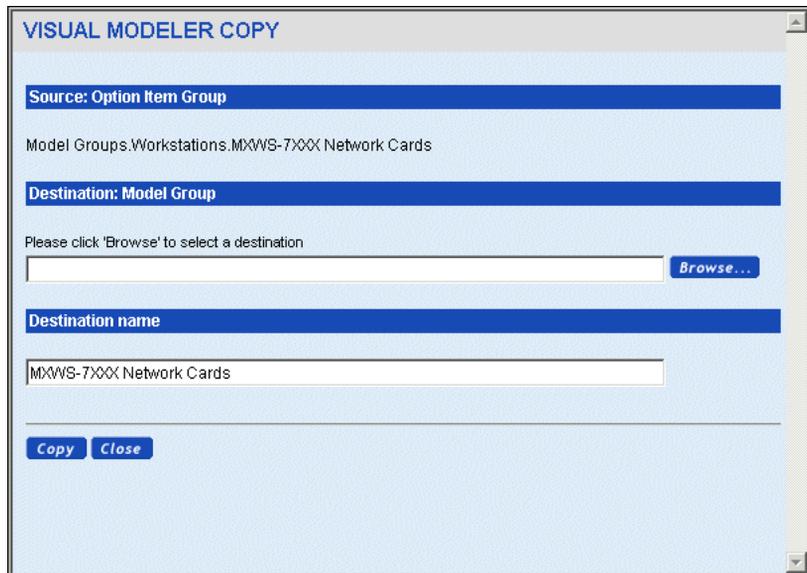


FIGURE 294. Copy Window for Option Item Groups

4. Enter the Destination Model Group.
 - a. Click **Browse...**

This displays a Hierarchy Browser.
 - b. Browse the model group hierarchy until you find the destination model group.
 - c. Select the destination model group.

d. Click **Done**.

The model group appears in the Destination Model Group field.

5. Enter the Destination name.

The name defaults to the name of the option item group being copied.

6. Click **Copy** in the Copy window.

The option item group is copied to the destination model group. Properties are handled as defined in "Copying and Embedding" on page 86.

To Embed an Option Item Group

You can embed an option item group within another option item group or option class. See "Copying and Embedding" on page 86 for an explanation of how the process handles properties.

1. In the Model Groups frame, navigate to and select the model group that contains the option item group you want to embed. The group name is displayed in the Models and Groups frame.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. In the Models and Groups frame, click on the group you want to copy.

This displays the current structure of the group.

3. Click **Edit** in the taskbar.

This displays the **General Info** tab.

4. Click **Copy** in the taskbar.

This displays the Copy window.

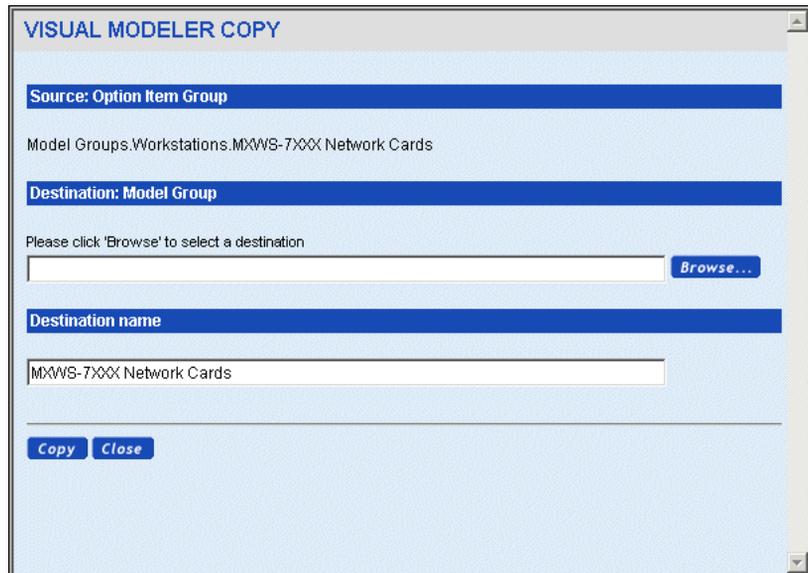


FIGURE 295. Copy Window for Embedding Option Item Groups

5. Enter the destination option item group or option class.

a. Click **Browse...**

This displays a Hierarchy Browser.

b. Browse the model group hierarchy until you find the destination option item group or option class and select it.

c. Click **Done**.

The option item group or option class appears in the Destination OIG/Option Class field.

6. Click **Copy** in the Copy window.

The option item group is embedded in the destination option item group or option class. Properties are handled as defined in "Copying and Embedding" on page 86.

To Attach a Group to a Model or Another Group

You can attach a model only to an option class (see "To Attach a Model, Option Class Group, or Option Item Group to an Option Class" on page 464). You can attach an option class group to a model, an option class, or another option class

group. You can attach an option item group to an option class or to another option item group.

1. In the Model Groups frame, navigate to and select the model group that contains the model or group to which you want to attach the group.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. In the Models and Groups frame, click on the model or group to which you want to attach the option class group or option item group.
3. Click **Edit**.

This displays the **General Info** tab for the model or group.

4. In the **General Info** tab, click **Attach**.

This displays the **Attach** tab.



The screenshot shows a software window titled "Attach". It contains a form with the following elements: a "Name" text input field, a "Description" text input field with a small dropdown arrow on its right side, a "Browse..." button below the description field, and a "Please click 'Browse' to select a Model/OCC/DIG to attach." instruction. At the bottom of the form are two buttons: "Assign" and "Return to General".

FIGURE 296. Attach Tab

5. Enter a name and description for the attachment to the group or model.
6. Select the option class group or option item group to be attached.

- a. Click **Browse...**

This displays a Hierarchy Browser.

- b. Browse the model group hierarchy until you find the option class group or option item group.
- c. Select the group.
- d. Click **Done**.

The group appears in the selection field.

7. Click **Assign**.

You can click **Return to General** to return to the **General Info** tab.

The name you entered for the attached group or model appears in the model hierarchy in the Navigation frame.

To Attach a Model, Option Class Group, or Option Item Group to an Option Class

You can attach a model, an option class group, or an option item group to an option class.

1. In the Model Groups frame, navigate to and select the model group that contains the model with the option class.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. In the Models and Groups frame, click on the model or option class group that contains the option class.

The current structure of the model or group, if any, appears in the content frame.

3. Click **Edit**.

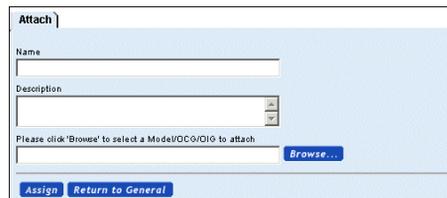
This displays the **General Info** tab for the model or group.

4. In the Navigation frame, navigate to and select the option class to which you want to attach the group.

This displays the **General Info** tab for the option class.

5. In the **General Info** tab, click **Attach**.

This displays the **Attach** tab.



The screenshot shows a web-based form titled "Attach". It contains two text input fields: "Name" and "Description". Below the "Description" field is a small dropdown menu. A message below the fields reads "Please click 'Browse' to select a Model/OCG/DIG to attach." To the right of this message is a blue button labeled "Browse...". At the bottom of the form are two buttons: "Assign" and "Return to General".

FIGURE 297. Attach Tab

6. Enter a name and description for the attached group or model.
7. Select the model, option class group, or option item group to be attached.

- a. Click **Browse...**

This displays a Hierarchy Browser.

- b. Browse the model group hierarchy until you find the model, option class group, or option item group.
- c. Select the model or group.
- d. Click **Done**.

The model or group appears in the selection field.

8. Click **Assign**.

You can click **Return to General** to return to the **General Info** tab.

The name you entered for the attached model or group appears in the model hierarchy in the Navigation frame.

To View the Structure of an Attached Group

Once a group is attached, you can view the group's structure by clicking **Show Detail**.

1. Navigate to the level in the hierarchy (model, option class or option item) where the group is attached.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. Click **Show Detail**.

This displays a read-only view of the group's structure.



FIGURE 298. Model Group View

To Copy an Option Class Group Attachment

You can copy a reference to an option class group; that is, rather than copy the group itself, you copy the reference to the group. You can copy the reference into either a model, an option class group or into an option class.

1. In the Model Groups frame, navigate to and select the model group that contains the entity with the option class group attachment you want to copy. (See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.)

2. In the Models and Groups frame, click on the entity that contains the attachment you want to copy.

The current structure of the model appears in the content frame.

3. Click **Edit** in the taskbar.

This displays the model in the Navigation frame and the **General Info** tab for the group.

4. In the Navigation frame, navigate the model until you find the attached group you want to copy.

5. Click the attached group.

6. Click **Copy** in the taskbar.

This displays the Copy window.

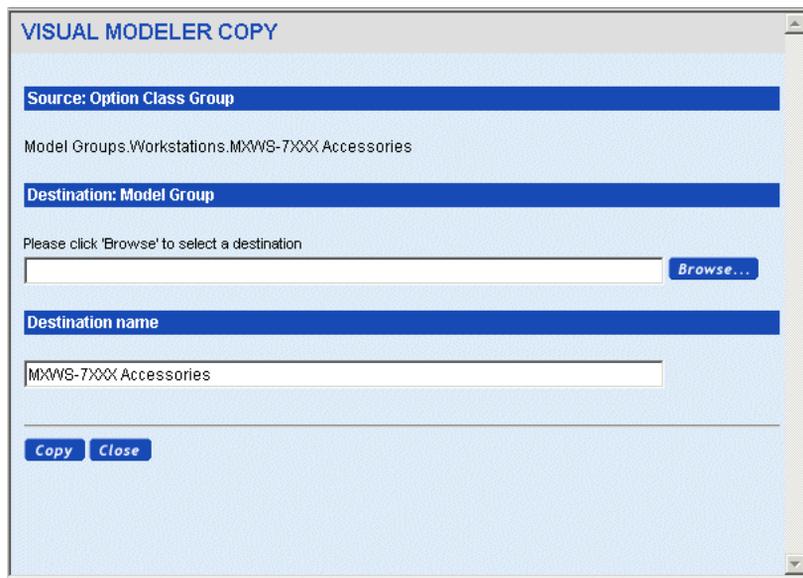


FIGURE 299. Copy Window for Option Class Group Attachments

7. Enter the destination model, option class group, or option class as follows:
 - a. Click **Browse...**

This displays a Hierarchy Browser.
 - b. Browse the model group hierarchy until you find the destination model, option class group, or option class and select it.
 - c. Click **Done**.

The model, option class group, or option class appears in the Destination Model/Option Class Group/Option Class field.
8. Enter the Destination name.

The name defaults to the name of the option class group being copied.
9. Click **Copy** in the Copy window.

The attachment is copied to the destination model, option class group, or option class. Properties are handled as defined in "Copying and Embedding" on page 86.

To Copy an Option Item Group Attachment

You can copy a reference to an option item group; that is, rather than copy the group itself, you copy the reference to the group. You can copy the reference into either an option item group or into an option class.

1. In the Model Groups frame, navigate to and select the model group that contains the entity with the option item group attachment you want to copy. (See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.)

2. In the Models and Groups frame, click on the entity that contains the attachment you want to copy.

The current structure of the entity appears in the content frame.

3. Click **Edit** in the taskbar.

This displays the entity in the Navigation frame and the **General Info** tab for the group.

4. In the Navigation frame, navigate the entity until you find the attached group you want to copy.

5. Click the attached group.

6. Click **Copy** in the taskbar.

This displays the Copy window.

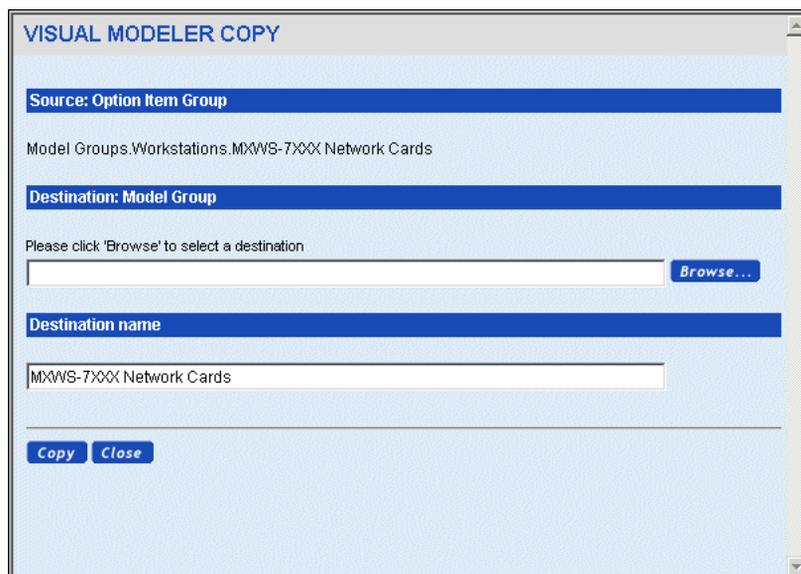


FIGURE 300. Copy Window for Option Item Group Attachments

7. Enter the destination option item group or option class.
 - a. Click **Browse...**

This displays a Hierarchy Browser.
 - b. Browse the model group hierarchy until you find the option item group or option class and select it.
 - c. Click **Done**.

The option item group or option class appears in the Destination Option Item Group/Option Class field.
8. Click **Copy** in the Copy window.

The attachment is copied to the destination option item group or option class. Properties are handled as defined in "Copying and Embedding" on page 86.

To Delete a Group

You delete a group by finding the model group that is the parent of the group you want to delete, then deleting the group from that model group. See "To Delete the Children of a Model Group" on page 432 for the procedure.

- You cannot delete an option class group if it is being referenced from another model or option class group.
- You cannot delete an option item group if it is referenced from another model, option class group, or option item group.

To Delete the Children of a Group

Use this procedure to delete one or more option classes or groups that are children of a group:

1. Navigate to and select the parent model group that contains the group with the children you want to delete.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. In the Models and Groups frame, click on the group.

This displays the current structure of the group.

3. Click **Edit**.

This displays the **General Info** tab that contains a list box showing the children belonging to the group. This can include option classes (OC) and option class groups (OCG).

4. In the list box, select one or more elements to be deleted.
5. Click **Delete**.

Note: Groups are not deleted by this action. Only the attachment to those groups is removed. See "To Delete a Group" on page 469.
--

6. Click **Save All Changes**.

The model hierarchy no longer displays the deleted elements.

Including Sub-Models in Models

You can include one model in another so that a sub-component of the parent model can be modeled and configured separately.

To Include a Sub-Model in a Model

Suppose that you have a model A, and you want to use Model B as an option item in Model A, so that end-users can configure the Model B component as part of a session to configure model A.

1. Create Model B as a model in its own right, and compile it. Make a note of the location of this model in the model group and model hierarchy. For example: Matrix/Computers/Workstations/Configurable Monitors/Matrix Monitor.
2. Navigate to Model A and to the location in the Model hierarchy at which you want to include Model B as an option item.
3. Create the option item and enter a name, description, and effectivity dates for it. Click **Save**.
4. Click the **Properties** tab.
5. Select CONFIG: SUBMODEL NAME in the Unattached Properties drop-down list.
6. In the Value field, enter the fully qualified name to Model B. For example, Matrix/Computers/Workstations/Configurable_0020Monitors/Matrix_0020Monitor. Note the use of escape characters to encode special characters such as spaces. See "Special Characters Encoding" on page 471 for more information.
7. Click **Attach**.
8. Click **Save All Changes**.
9. A separate property called CONFIG: SUBMODEL RETURN controls whether end-users return to the main model after configuring the child model.
 - a. If you want to have end-users return to the main model when they have finished configuring Model B, then set the value of CONFIG: SUBMODEL RETURN to "true".
 - b. If you want to have end-users return to directly to the calling application when they have finished configuring Model B, then set the value of CONFIG: SUBMODEL RETURN to "false".
10. Click **Attach**.
11. Click **Save All Changes**.
12. Click **Compile** to re-compile Model A.
13. You can optionally test the model by clicking **Test**.

Special Characters Encoding

If the names of model groups and models use characters that are not alphanumeric characters (A through Z, a through z, and 0 through 9), then you must encode them

when providing paths to model groups and names of models. The following table lists the common character encodings:

TABLE 32. Character Encodings

Character	Encoding
“ ”	_0020
“ ’ ”	_002F
“ ! ”	_0021
“ @ ”	_0040
“ # ”	_0023
“ \$ ”	_0024

Testing a Model

You can test the model at any point while you are creating it. The test model feature performs the following steps:

1. Compiles the model into an XML file.
2. Launches the browser.
3. Displays the model as a HTML page.

To Test a Model

1. Navigate to the model that you want to test.
See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.
2. Click **Compile**.
A dialog box reports that compilation is successful.
3. Click **Test Model**.
This displays a configuration window as the end-user will see it, based on the current model.
Note that if you click **Compile and Test**, then both actions are taken.
4. By clicking **Set Defaults**, you can change some of the environmental variables that can affect how a model is displayed.



FIGURE 301. Set Defaults Window

5. These include:

- **Current Effective Date:** by changing the date in this field, you can view the model as it would be viewed by a customer on the specified date. This means that you would see only option classes and option items that are effective on that date, and the prices that you see are based on price lists effective on that date.
- **Current Partner:** By selecting a specified a partner, you view the model as it would be seen by a user of that particular partner. Depending on the assignment of price lists to the partner, this may affect which option classes and option items are displayed.
- **Vertical Market:** When customers create carts and orders, they can specify a customer type: this is used to filter which price lists are to be used in calculating prices. By selecting a customer type, you can check how the model will be seen by customers who select the same customer type.
- **Currency:** When customers create carts and orders, they can specify a currency: this is used to filter which price lists are to be used in calculating prices. By selecting a currency, you can check how the model will be seen by customers who select the same currency.

Compiling a Model

Before a model can be associated with a configurable product and a customer can use the model you have created to configure a product, you must compile the model into XML format and store the model in a location accessible by **C3** Configurator. Only compiled models can be associated with configurable products.

To Compile a Model

1. Navigate to the model that you want to compile.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

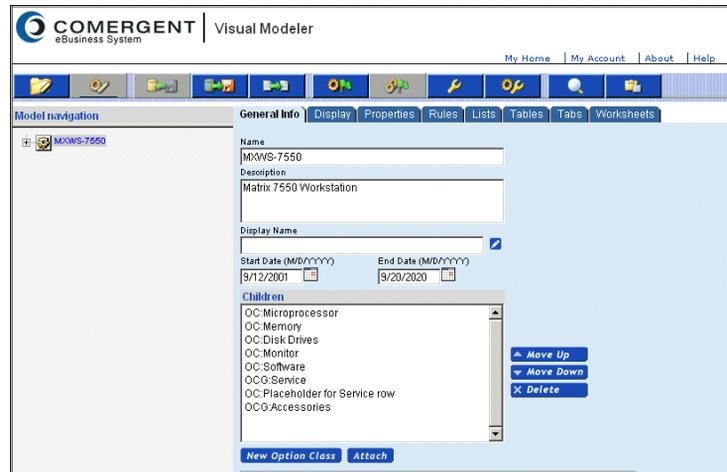


FIGURE 302. Model Navigation Detail Page

2. Click **Compile**.

The model is compiled into an XML file. This XML file is placed in the following location in *debs_home/Comergent/WEB-INF/data/config/*. This directory contains several directories, one for each locale. The model resides within the directory representing your preferred locale in either the folder representing the root model group folder or in one of the folders representing model groups within the root model group. They are stored in the shared location of a clustered deployment of the Comergent eBusiness System.

Attention: If your implementation of the Comergent eBusiness System makes use of a staging and a production system, then bear in mind that the XML files may have to be moved over to the production environment or the model directories must be shared between the systems.

In addition, the product records in the Knowledgebase for configurable products may have to be updated to point to the location of the XML files.

If your model group and model hierarchy include special characters (that is, non-alphanumeric characters), then these are encoded in the directory and files names that correspond to them. See "Special Characters Encoding" on page 471 for more information.

To Compile All Models

Rather than compile models one by one, you can also compile all the models in a model group at once.

1. Navigate to the model group whose models you want to compile. This can be the top-level model group.
2. Click **Compile All**.
3. In the Compile All Models window, click **Compile All Models**.
4. The Compile All Models Status window is displayed.
5. When it reports that all the models have been compiled, then click **Close**.

Searching the Product Catalog for a Product ID

See "Associating a Product with a Model, an Option Class, or Option Item" on page 70 for a description of associating products with models, option classes, and option items. When you assign a product ID, you can click **Browse...** to display the Hierarchical Entity Chooser.

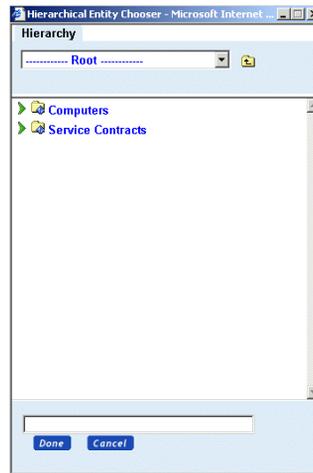


FIGURE 303. Hierarchical Entity Chooser

You can use this window to navigate through the hierarchy until you find the product ID that you want to assign to the model object. You can click the **Search** tab to search through products unassigned to any product category.

Click **Done** when you find the product ID that you want to assign. The product ID appears in the Assigned Product ID field.

Working with a Tabbed User Interface

You can design your end-user interface so that, rather than being displayed in a single frame, the option classes appear within a series of tabs. You do this by first setting a display property, Use Tabbed UI, at the model level (see "Working with Display Properties" on page 556). Then you access the **Tabs** tab.

To Create a Tabbed User Interface

1. Navigate to the model for which you want to create the tabbed interface.
See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

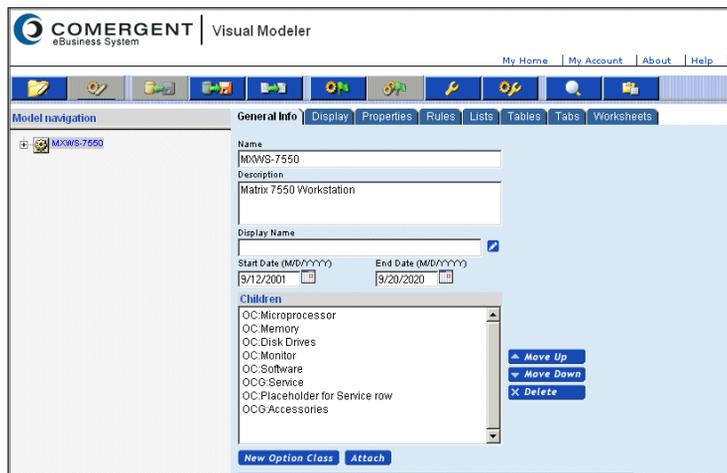


FIGURE 304. Detail Page with Model Selected

2. Click the **Tabs** tab.

This displays the **Tabs** tab.



FIGURE 305. Tabs Tab

3. Enter a name for the tab in the Tab Name field.
4. Click **Add**.

The content frame displays an area for editing the new tab.

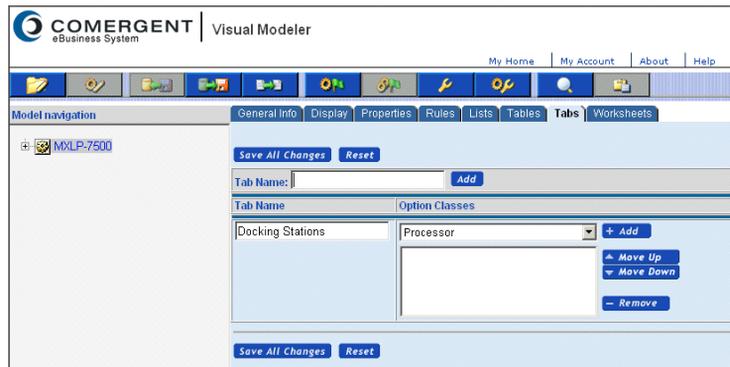


FIGURE 306. Tabs Tab with Entry

5. Select the option classes or option class groups for the tab.
 - a. Select an option class or option class group from the drop-down list.
 - b. Click **Add**.
6. Repeat the last step for each option class or option class group you want in the tab.

Note: If you are creating a tabbed UI, then not all option classes must be accounted for in the tabs. Any option classes not included in a tab will not be displayed to the end-user.

7. Click **Move Up** or **Move Down** to arrange the order of the entities. To remove an entity, click on the entity then click **Remove**.
8. Click **Save All Changes**.

To Modify a Tab

1. Navigate to the model with the tabbed interface.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

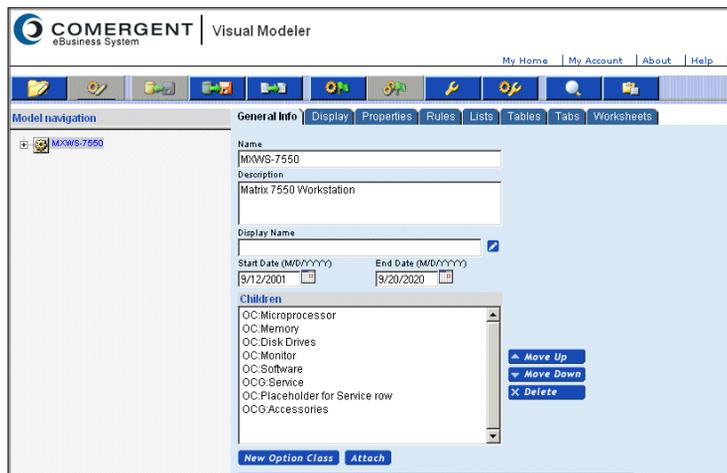


FIGURE 307. Detail Page with Model Selected

2. Click the **Tab** tab.

This displays the **Tab** tab.

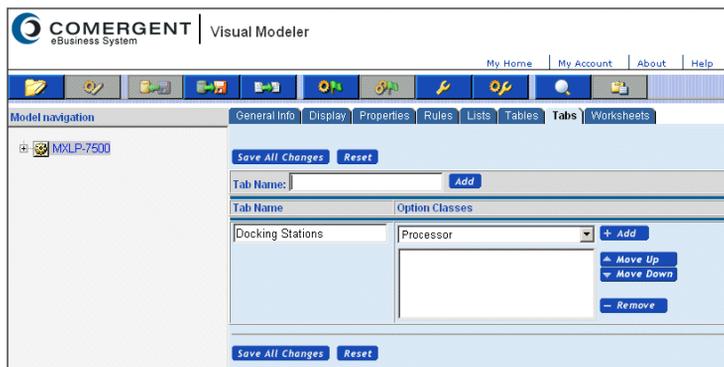


FIGURE 308. Tabs Tab

3. Find the tab element you want to modify.
4. To rearrange the order of the entities within the tab:
 - a. Find and select the entity you want to move.

- b. Click **Move Up** or **Move Down**.
5. To remove an entity:
 - a. Find and select the entity you want to remove.
 - b. Click **Remove**.
6. To rearrange the location of the tab within the list of tabs, click the up or down arrows in the far right.
7. Click **Save All Changes**.

To Delete a Tab

1. Navigate to the model with the tabbed interface.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.
2. Click the **Tabs** tab.

This displays the **Tabs** tab.

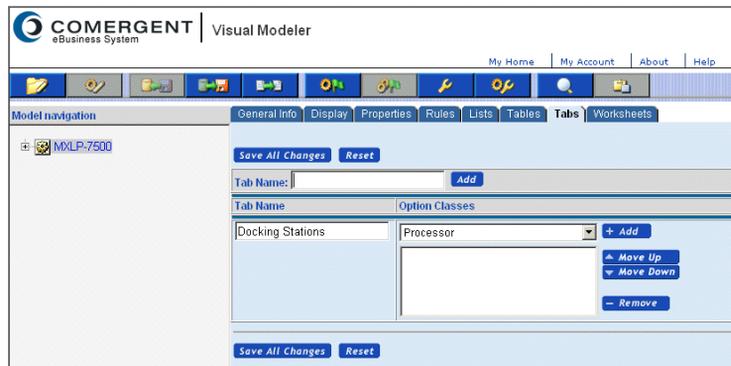


FIGURE 309. Tabs Tab

3. Find the tab element you want to delete.
4. On the far right, click the **Delete** icon (X) for that tab.
5. Click **Save All Changes**.

The basic concepts and tasks of modeling are covered in CHAPTER 14, "Using the Visual Modeler". This chapter and the next, CHAPTER 16, "Visual Modeler UI Concepts", describes the more advanced concepts associated with building complex models. This chapter covers:

- "Properties" on page 482
 - "Working With Properties" on page 482
 - "Using Worksheets" on page 492
 - "Properties as Variables" on page 495
 - "Comergent eBusiness System Properties" on page 496
- "Lists" on page 497
 - "Working With Lists" on page 498
- "Rules" on page 500
 - "Working With Rules" on page 501
 - "Working With Rule Fragments" on page 516
 - "Working with Rule Actions" on page 530
- "Fragments" on page 515

- "Working with Rule Actions" on page 530
- "Option Constraints" on page 537
 - "Working With Constraints" on page 537
- "Importing and Exporting Models" on page 546
 - "Importing Model Groups and Models" on page 546
 - "Exporting Model Groups and Models" on page 548
- "Searching" on page 549
- "Reporting" on page 552

Properties

As described in "Properties" on page 73, a property is an attribute of a model, option class, or option item. It is used as a basic building block for rule creation.

The Comergent eBusiness System provides a set of built-in properties which are understood by the *C3* Configurator engine. These control the behavior of the engine and the presentation of the model to the end-user. These properties are summarized in "Comergent eBusiness System Properties" on page 496.

You can also define properties and they are available for use in any part of the model group and model hierarchy beneath the point at which they are defined. These defined properties are used to describe the product so that the *C3* Configurator engine can ensure that the user-configured model is valid.

Working With Properties

To Define a Property

1. Navigate to and select the location in the model group hierarchy where you want to create the property.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

This is important since where you create the property determines what objects in the hierarchy can use the property. See "Properties" on page 73 for a more detailed explanation.

2. When you reach the appropriate level, click on the **Properties** tab.

General Info | Display | **Properties** | Rules | Lists | Tables | Tabs

Attach | Define

Unattached Properties

Name	Value	Action
controller cards	1	Attach

Reset Save All Changes

Attached Properties

Name	Value	Action
UITEMP_num_cols	2	Remove
MX75_Mem_Ordered	0	Remove
MX75_Mem_Required	0	Remove
MX75_Card_Slot_Available	4	Remove
MX75_Bays_Available	2	Remove

Reset Save All Changes

FIGURE 310. Model Properties Tab: Attach Sub-Tab

General Info | **Properties** | Rules | Lists

New property

Name	Type	Default Value	Localize	Action
	Number			Add

Reset Save All Changes

Defined properties

Name	Type	Default Value	Localize	Action
MX75_HDD_Raid_List	List	MX750X-RAID_0_allowed Qty		In use
MX75_Memory_Slots_available	Number	4		In use
MX75_Memory_Slots_required	Number	4		In use
MX75_Raid_1_List	List	MX750X-RAID_1_allowed Qty		Delete
MX75_Raid_5_List	List	MX750X-RAID_5_allowed Qty		Delete
MX75_Raid_Level_0	Number	0		In use
MX75_Raid_Level_1	Number	1		In use
MX75_Raid_Level_5	Number	5		In use
RAID_Wizard_RAID_Level	Number	0		In use
RAID_wizard_selected	String	Yes	<input type="checkbox"/>	In use
up to RAID level 5	String	Yes	<input type="checkbox"/>	Delete

Reset Save All Changes

FIGURE 311. Model Group Properties Tab

3. If you are working in a model, then within the **Properties** tab, click the **Define** tab.

FIGURE 312. Properties Tab: Define Sub-Tab

4. Enter a name for the property.

Note: Do not begin a property name with “UI:” or “CONFIG”. Do not include a period (.) in a property name.

5. Select a property type from the drop-down list.

- **Number:** use this for any property whose value is determined by a number. For example, the weight of an item could be expressed as a real number of grams (including decimals).
- **String:** use this for any property that is expressed as a word or phrase. For example, you can use a string-valued property to indicate the color of an option item.

If you select this type, then the Localize field is enabled. If you check this box, then you can enter values for this property in any of the supported locales. In other words, if you enter the original value in English, then you can change the system locale to German and then modify the property’s value in German. The German value will appear for those users whose locale is German; the English value will appear for those users whose locale is English.

- **List:** use this for any property where the value of the property must be selected from a list. For example, the availability of an item might be limited to specifying one or more days of the week. You can capture this in

the form of a property by defining a list called “Weekdays” whose values are Sunday, Monday, and so on, concluding with Saturday.

6. If applicable, define a default value that this property takes. You can override this value when you apply the property to an item or class.

If you selected “List” as the property type, then the Value field displays a drop-down selection of the current lists available. Select a list. See "Lists" on page 497 for information about creating lists.

7. Click **Add**.

The new property appears in the boxes below the fields.

8. Click **Save All Changes** to save the new property.

To Attach a Property

You define a property at the model group or model level (see "To Define a Property" on page 482). You attach a property to a model, an option class, or an option item.

1. Click **Configuration Models** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. In the Navigation frame, navigate to the object to which you want to attach the property.

**FIGURE 313. Detail Page with Model Selected**

3. Click on the **Properties** tab.

This displays two sets of fields: one called Unattached Properties for selecting properties and defining values for them, and one called Attached Properties that shows the properties that are currently attached.

Note: The **Properties** tab for a model contains two tabs: **Attach** and **Define**. You use the **Define** tab to define properties. See "To Define a Property" on page 482.

The screenshot shows a software interface with a 'Properties' tab selected. Below the tab are buttons for 'Attach' and 'Define'. There are two tables: 'Unattached Properties' and 'Attached Properties'. The 'Unattached Properties' table has one row with 'controller cards' in the 'Name' column and '1' in the 'Value' column. The 'Attached Properties' table has five rows with various property names and values.

Unattached Properties		
Name	Value	Action
controller cards	1	Attach

Buttons: **Reset** **Save All Changes**

Attached Properties		
Name	Value	Action
UITEMP:num_cols	2	Remove
MX75_Mem_Ordered	0	Remove
MX75_Mem_Required	0	Remove
MX75_Card_Slot_Available	4	Remove
MX75_Bays_Available	2	Remove

Buttons: **Reset** **Save All Changes**

FIGURE 314. Properties Tab

4. Select a property from the Unattached Properties drop-down list.
The property will display any default value defined for it.
5. Enter a value for the property. You can set the value of a property simply by entering its value in the text field, or you can use a property editor window to set a value. See "To Use the Property Editor Window" on page 487 for details.
6. Click **Attach**.
The newly-attached property appears among the Attached Properties.
7. Click **Save All Changes**.

Attention: You must perform this last step. Otherwise the property will not be attached.

To Use the Property Editor Window

The Numeric Property Editor window and the String Property Editor window are used to edit property values.

1. You can invoke the property window editor simply by clicking the **Edit** button next to any property.
When you do so, a Property Editor window is displayed.

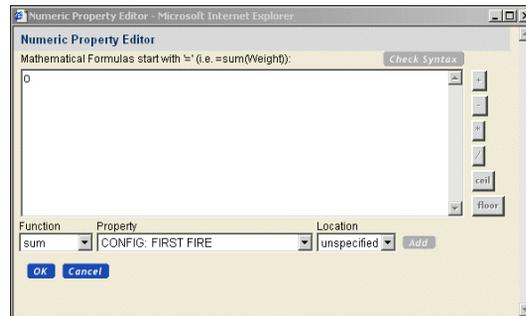


FIGURE 315. Numeric Property Editor Window

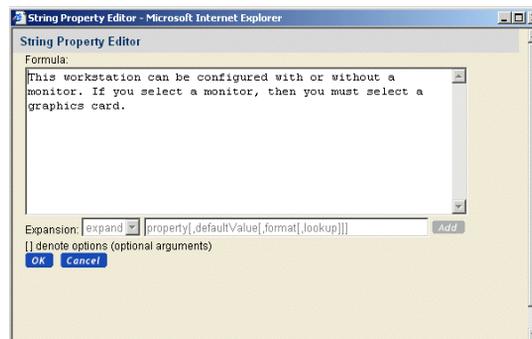


FIGURE 316. String Property Editor Window

2. You can use this window to specify a fixed value of a property or to specify a formula that is used to calculate a value at runtime. If the first character of the text area is “=”, then the editor window assumes that you want to create a formula, and the expansion fields are activated to help you define the formula.
3. The syntax of a formula depends on whether you are editing a numeric or a string property:
 - a. If you are working on a numeric property, then when you specify a formula, use the drop-down lists as follows:
 - Function: select one of the defined functions. See Table 12, "Function Definitions", on page 79 for a description of the available functions.

- Property: specify the property whose values should be used to calculate the function.
- Location: specify where the named property (or properties) should be located. You can select an option item or select one of the following values for the location:
 - unspecified: select this to use the named property anywhere it is defined in the model. First, the current position is checked to see if the property is defined at that location, if not, then the standard algorithm is followed to see if the property is defined anywhere else in the model.
 - relative: select this to use the named property at the current location.
- a. If you are working on a string property, then when you specify a formula, use the drop-down lists as follows:
 - Choose between match and expand:
 - match: use this in writing rule fragments. It provides a mechanism to compare a string to the value of a property.
 - expand: use the expand function as described in "Working with Display Properties" on page 556.

To Modify or Remove an Attached Property

You can only modify the value of an attached property at the local level to which it is attached. To modify the name or default value, see "To Modify or Delete a Property Definition" on page 490.

1. Click **Configuration Models** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. In the Model Groups frame, navigate to the element to which the property is attached.

If the property is attached to a model:

- a. In the Model Groups frame, click on the model group that contains the model.
- b. In the Models and Groups frame, click on the model to which the property is attached.
- c. Click **Edit** in the toolbar.

If the property is attached to an option class or option item:

- a. In the Model Groups frame, click on the model group that contains either the model or group with the option class or option item.
 - b. In the Models and Groups frame, click on the model or group.
 - c. Click **Edit** in the toolbar.
 - d. In the Navigation frame, find and click on the option class or option item.
3. Click on the **Properties** tab.

This tab displays two sets of fields: one called Unattached Properties for selecting properties and defining values for them, and one called Attached Properties that shows the properties that are currently attached.

<p>Note: If the property is attached to a model, then you will see two tabs within the Properties tab: Attach and Define. The Attach tab is automatically displayed.</p>
--

4. Find the property you want to modify or remove.
5. Modify or remove the attached property:
 - If necessary, change the value of a property.

Note that this only changes the value locally, at the level it is attached. To change the default value of the property, see "To Modify or Delete a Property Definition" on page 490.
 - To remove an attached property, click **Remove**.
6. Click **Save All Changes**.

To Modify or Delete a Property Definition

1. Click **Configuration Models** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Navigate to and select the location in the model group hierarchy where the property is defined.
 - At the root model group level:

The Visual Modeler page automatically displays the root model group when you access Visual Modeler. If the root model group is not selected, then click on the root model group.
 - At the model group level, navigate to and click on the model group in the Model Groups frame.

- At the model level, navigate to and click on the model group that contains the model. Then, in the Models and Groups frame, click on the model. Now click **Edit Model** in the toolbar.

In all of these cases, this displays the **General Info** tab for the group or model.

3. Click on the **Properties** tab.

At the model group level, this displays the properties defined at that level.

At the model level, this displays two tabs: **Attach** and **Define**. If the property is attached anywhere in the model group hierarchy, then you will not be able to modify the property type. If the property is attached anywhere in the model group hierarchy, then you will not be able to delete the property definition.

4. If you want to modify an unattached property, then click the **Define** tab. Within the **Define** tab, find the property you want to modify or delete.

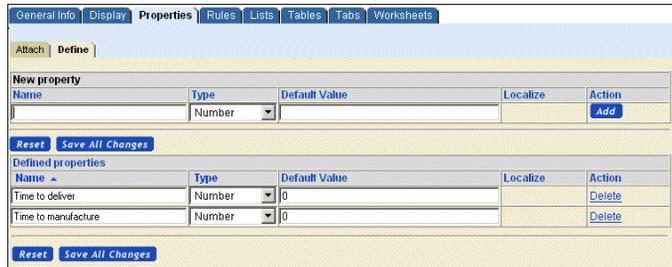


FIGURE 317. Model Properties Define Tab

5. If you want to modify an attached property, then click the **Attach** tab. Within the **Attach** tab, find the property you want to modify or remove.

Name	Value	Action
color	black	Attach

Name	Value	Action
_description	Matrix 7650 Workstation	Remove
_enddate	9/20/2020	Remove
_sku	MXV5-7650	Remove
_startdate	9/12/2001	Remove
MX75_Bays_Available	6	Remove
MX75_Card_Slot_Available	8	Remove
MX75_HDD_Ordered	0	Remove
MX75_Memory_Slots_available	8	Remove

FIGURE 318. Model Properties Attach Tab

6. Modify or delete the property definition (property type or value).
7. Click **Save All Changes**.

Name changes and value changes will be propagated to anywhere the property is attached. The value change is the default value for the property. It will not override any values set for the attached property.

Using Worksheets

This release of the Comergent eBusiness System enables you to use worksheets to maintain properties. Worksheets provide quick access to a group of properties and so you can rapidly update the properties together, rather than having to navigate to each property individually to change its value.

Each worksheet belong to a model and can be used to set the values of properties of the model. You can still set the values for properties as described in "To Attach a Property" on page 485.

A worksheet is a table that assigns property values to a option items:

- Rows represent option items
- Columns represent properties

For example, if you are maintaining a model of a computer, then you might have an option class for hard drives. Each hard drive option item has a number of properties

such as capacity, RPM, latency, and buffer cache. You can create a worksheet like this:

TABLE 33. Hard Drive Worksheet

Option Item	Capacity	RPM	Latency	Buffer Cache
WD Protege	160	5400	5.00	2
WD Caviar	250	7200	4.20	2
WD Caviar SE	250	7200	4.20	8
WD Essential	250	7200	4.20	2

To Create a Worksheet

1. Navigate to the model for which you want to create a worksheet.
2. Click the Worksheets tab.
3. Click **New...**
4. In the New Worksheet window, enter a name for the worksheet, and click **Create**.
5. Add the option items whose properties you want to set using this worksheet. You do this by clicking **Add Row**, and then navigating to each option item in turn using the entity picker window.
6. Add the properties to the worksheet by clicking **Add Column** and in the Add Column dialog box, select each property from the drop-down list of properties defined for this model. You can create a new property by clicking **New Property** in the Add Column window, and then entering the new property details in the Define New Property window.
7. When you have added the rows and columns for your worksheet, then you can enter values for each option item and property.
8. Click **Save All Changes**.

To Modify a Worksheet

You can modify a worksheet at any time. Changes to property values are effective immediately, and will be compiled with the other model details when you next compile the model.

1. Navigate to the model to which the worksheet belongs.
2. Click the Worksheets tab.

3. Select the name of the worksheet from the drop-down list.
4. Click **Select**.
5. In the worksheet, you can do the following:
 - Change the name of the worksheet: click the worksheet name and enter a new name for the worksheet.
 - Add a new row: click **Add Row** and select option items as required.
 - Move a row: click the link to the row, and select its new position from the drop-down list of rows.
 - Remove a row: click the link to the row, and click **Delete**.
 - Add a new column: click **Add Column**, and select the property from the drop-down list.
 - Move a column: click the column name, and select its new position from the drop-down list of columns.
 - Delete a column: click the column name and click **Delete**.

To Export a Worksheet

There are times when it is more convenient to manage the values of properties when you have the worksheet in the form of a spreadsheet that you maintain on your local machine. You can export a worksheet in the form of a comma-separated values (CSV) file, and then open this file in your preferred spreadsheet program to manage the values. You can then import the modified spreadsheet to update the values in the worksheet: see "To Import a Worksheet" on page 495 for details on importing a worksheet.

1. Navigate to the model to which the worksheet belongs.
2. Click the Worksheets tab.
3. Select the name of the worksheet from the drop-down list.
4. Click **Select**.
5. Click **Export...**
6. In the File Download window, click **Save**.
7. In the Save As window, navigate to the directory on your local machine to which you want to save the file, and then click **Save**.

The file is saved to your local machine.

To Import a Worksheet

When you have finished editing a spreadsheet for a worksheet, then save it as a comma-separated values (CSV) file. Follow these steps to import the worksheet into the Comergent eBusiness System.

1. Navigate to the model to which the worksheet belongs.
2. Click the Worksheets tab.
3. Click **Import...**
4. In the Worksheet Import window, click the **Browse...** button.
5. In the Choose File window, navigate to and select the spreadsheet that you want to import.
6. Click **Open**.
7. In the Worksheet Import window, click **Import Now**.

The spreadsheet is imported into the Comergent eBusiness System.

Properties as Variables

You can evaluate the value of a property in defining rules and properties using this syntax: $\${function(...)}$. This enables you to define a property as a function of another property. This can be useful in defining display properties and in defining mathematical formulae for rules. For example, you can use $\${expand(property[,default[,format]])}$ to display properties of models.

For example, suppose that you have a numerical property called “Monitor Size” defined on a series of monitors that expresses the screen size in inches and suppose that you want to present this information in a table in the form “17.00 inches”. You can define a property called Display Monitor Size by $\${expand(“Monitor Size”, “n/a”, 0.00)}$ inches”. Now use this new property in the display of the model and users will see the size expressed as “17.00 inches” if the underlying Monitor Size property has the value “17”. Note that if the Monitor Size property is not defined, then “n/a inches” is displayed.

Comergent eBusiness System Properties

The following table summarizes the properties that are built in to the Comergent eBusiness System. Note that UI properties are covered in CHAPTER 16, "Visual Modeler UI Concepts".

TABLE 34. Comergent eBusiness System Properties

Property	Type	Comments
CONFIG: FIRST FIRE	numeric	1 if this is the first time firing rules, 0 otherwise.
CONFIG: POOL SIZE	numeric	Number of copies of a model to keep in the model pool.
CONFIG: REPEAT FIRING	string	"yes" or "true" turns on looping in the rule engine, causing rules to fire as long as the current state keeps changing. Since rules are removed from the rule list whenever they fire, this is not an infinite loop.
CONFIG: SUBMODEL NAME	string	The encoded name of another model. Encoding replaces potentially unsafe file system characters with _XXXX where XXXX is the hex representation of their Unicode character code. For example, a space is represented by "_0020". See "Special Characters Encoding" on page 471 for more information.
CONFIG: SUBMODEL RETURN	string	"yes" or "true" implies that when we punch into a submodel specified by the previous property we will be returning with that models BOM as a child of this model.
_cacheKey	string	Used on a model node to contain the key used to store the model in the model cache.
_description	string	The description of an item.
_errorCount	numeric	Number of errors encountered during rule firing.
_fileSize	string	String representation of a Long value, size of the XML file for a model.
_lastModified	string	Last modified date for a model as a string (number of seconds since some important date).
_modelTabs	list	List of tab names for the model.
_name	string	The name of an option item, option class, or model.

TABLE 34. Comergent eBusiness System Properties (Continued)

Property	Type	Comments
_parent.<item names>	varies	Properties inherited by a submodel from the parent.
_pickItems	list	Internally used to keep track of picked items.
_pickmap.<itemKey>	string	Mapping of an item to an option class.
_picks	list	Internally used to keep track of picked items.
_quantity	integer	Quantity selected, if >0 the item is picked.
_sequence	numeric	Rule firing sequence, if 0 this is the first time through the loop, 1 is the second, and so on.
_tabMembers<#>	list	Where <#> is a tab number (0...N), these properties contains the names of the root level option classes that are part of the tab whose index is <#>.

Lists

In many cases, the values a property may take can be expressed as a number or as a string of characters. In some cases however, a property has to take one of a certain number of pre-specified values such as the days of the week, or one of a set of manufacturer-specified formats such as SM, M, L, or XL.

In these situations, the best approach to take is to define a property, of List type. Then you can write rules to test whether the value of the first property is in the list that is the value of the List property. See "Lists" on page 76 for a more detailed explanation of lists.

Thus, if you have a property called ShirtSize and you want to restrict the choices that a user can select from to SM, M, L, or XL, then the steps are:

1. Create a list called ShirtSizeList. Enter values for the list: in this case SM, M, L, and X.
2. Create a property called AvailableShirtSizes whose type is List and assign it the value ShirtSizeList.
3. Create the ShirtSize property and assign it to option items as appropriate.
4. Create a rule that specifies that the value of the ShirtSize property must be in the list of the AvailableShirtSizes property.

Working With Lists

To Define a List

1. Navigate to the model group or model for which you want to define the list.
See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.
2. Click the **Lists** tab.
This displays any lists already defined.
3. Click **New...**
This displays the **New List** tab.

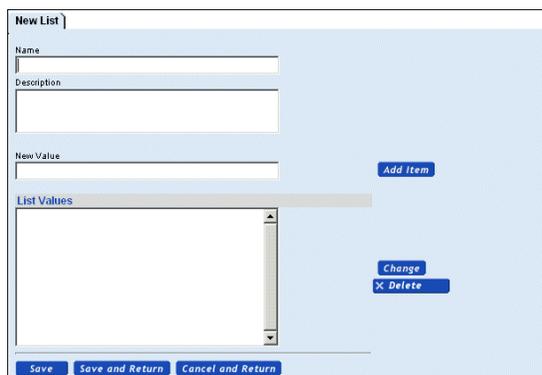


FIGURE 319. New List Tab

4. Enter a name and description for the list.
5. Define the values for the list.
 - a. Enter a value in the New Value field.
 - b. Click **Add Item**.
6. Repeat the last step for each value you want to add.
7. Click **Save** to save the values and remain at the **New List** tab.

When you click **Save and Return**, you save the values and return to the **Lists** tab. The new list appears among the defined lists.

To Modify a List

1. Navigate to the model which contains the list you want to modify.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. Click the **Lists** tab (see Figure 320 on page 499).

This displays any lists already defined.

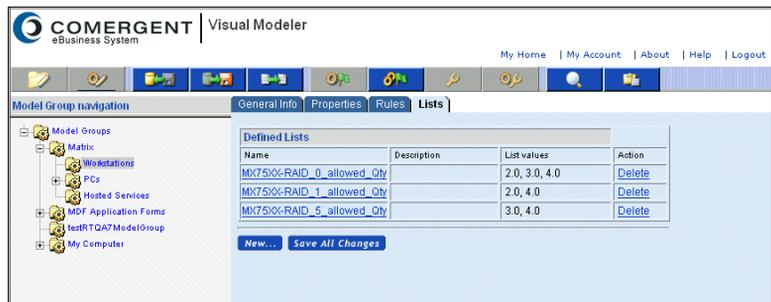


FIGURE 320. Lists Tab with Defined Lists

3. Click on the name of the list you want to modify.

This displays the **Edit List** tab.

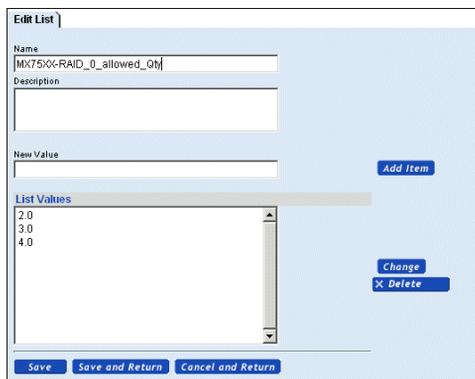


FIGURE 321. Edit List Tab

4. Modify the name or description.

5. Delete values from the list.
 - a. Select one or more values in the list.
 - b. Click **Delete**.
6. Add values to the list.
 - a. Type a value in the New Value field.
 - b. Click **Add Item**.
7. Modify values in the list.

There is no way to modify a value in a single step. You must delete the old value and add the new one.
8. Click **Save** to save the values and remain at the **Edit List** tab.

When you click **Save and Return**, you save your changes and return to the **Lists** tab.

To Delete a List

1. Navigate to the model which contains the list you want to delete.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.
2. Click the **Lists** tab (see Figure 320 on page 499).

This displays any lists already defined.
3. Among the defined lists, find the list you want to delete.
4. Click **Delete** on the same line as the list you want to delete.

The list disappears from among the defined lists.

Attention: This last step is important! If you click Delete , but do not click Save All Changes , then the list will not be deleted.

5. Click **Save All Changes**.

Rules

See "Rules in Visual Modeler" on page 77 for an explanation of rules and how they work.

Working With Rules

To Define a Rule

1. Navigate to the detail page for the model group or model where you want to create the rule.
See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.
2. Click the **Rules** tab.
 - a. If you are defining the rule at the model level, then the **Rules** tab displays two tabs: **Attach** and **Define**. Click the **Define** tab.
 - b. The model group level contains a single tab for defining the rule.



FIGURE 322. Define Tab for a Model Rule

3. Click **New...**

This displays the **New Rule** tab.

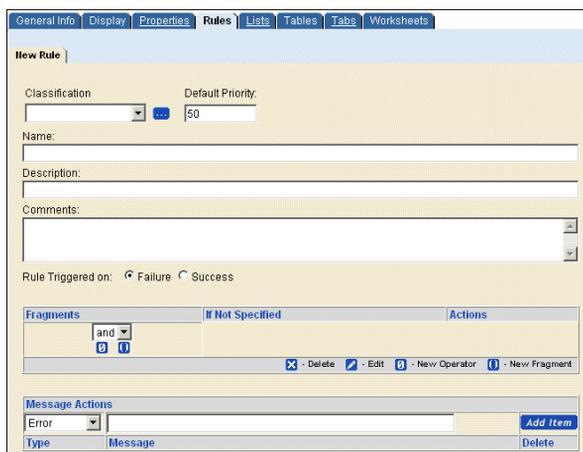


FIGURE 323. Model Page: New Rule Tab

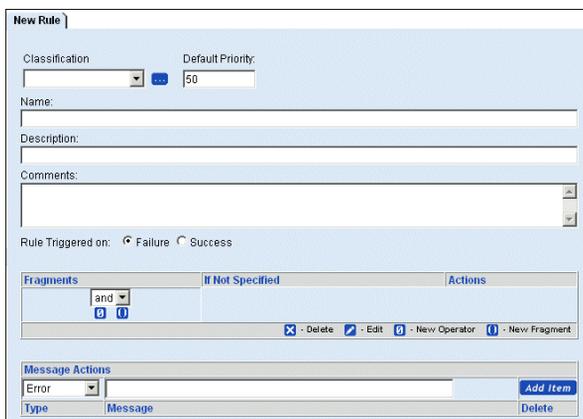


FIGURE 324. Model Group Page: New Rule Tab

4. Select a classification for the rule and specify a priority.

You can create your own rule classifications: see "To Create a Rule Classification" on page 505. Rule priorities are used to determine the order in which rules are fired: lowest numbers fire first. You should use values between 0 and 100: 50 is the default value.

5. Enter a name and description for the rule. Also, select whether the rule is triggered when the rule's conditions are met (success) or not met (failure).

6. Define the fragments of the rule.

See "Fragments" on page 515.

7. Define the rule actions.

You can define messages to be displayed, a rule expansion formula, or you can assign properties and values. See "Working with Rule Actions" on page 530.

Note: No syntax checking is performed on rules. The configurator engine will fail to load a model if there is a syntax error in any of the assigned rules.

8. Click **Save**.

To Modify a Rule

1. Navigate to the model group or model where the rule was created.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. Click the **Rules** tab.

The **Rules** tab for the Model level displays two tabs: **Attach** and **Define**. To modify the rule, click the **Define** tab. The model group level contains a single tab for defining the rule.

The **Rules** tab displays a table with the currently defined rules.



FIGURE 325. Model Group Page: Rules Tab with Current Rules

3. Find the rule you want to modify, then click on the **Edit** icon.
This displays the **Edit Rule** tab.
4. As necessary, modify the Name and Description.
5. As necessary, add or modify Comments.
6. As necessary, modify whether the rule is triggered when the rule's conditions are met (success) or not met (failure).

Edit Rule

Classification: Default Priority

Name:
 ADV_up to RAID level 5

Description:
 Sets option "RAID 5 Parity" on model, if end user selected answer "up to RAID level 5" in Questionnaire.

Comments:

Rule Triggered on: Failure Success

Fragments	If Not Specified	Actions
and	value(up to RAID level 5) = Yes	Rule is false

Message Actions

Error

Type

FIGURE 326. Edit Rule Tab

7. Modify the rule fragments in the Fragments table.

See "Fragments" on page 515.

8. Add or modify actions in the Actions area.

You can define messages to be displayed, a rule expansion formula, or assign properties and values. See "Working with Rule Actions" on page 530.

Repeat these steps for each rule you want to modify. You can click **Where Used** at the bottom of the tab to view the entities to which the rule is attached. See "To View Rule Attachments" on page 509.

To Create a Rule Classification

You can create new rule classifications as follows.

1. Navigate to the rule creation page: see "To Define a Rule" on page 501.
2. Click ... next to the Classification drop-down list.

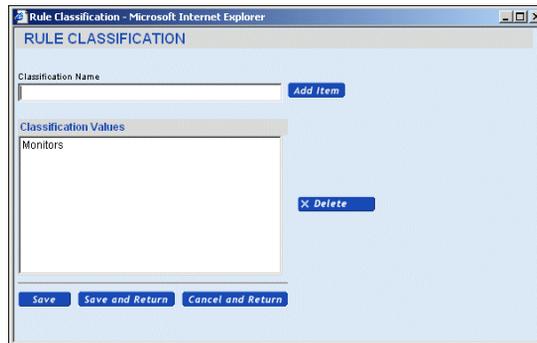


FIGURE 327. Rule Classification Window

3. In the Rule Classification Window, enter a name for the classification, and click **Add Item**.
4. Click **Save and Return**.

To Attach a Rule

1. Navigate to the level in the model hierarchy (model, option class or option item) where you want to attach the rule.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. Click the **Rules** tab.

At the model level, the **Rules** tab contains two tabs: **Attach** and **Define**. At the option class and option item levels, the **Rules** tab looks like the **Attach** tab.

The **Attach** tab displays a drop-down list of the unattached rules, as well as a table showing the rules that are currently attached.

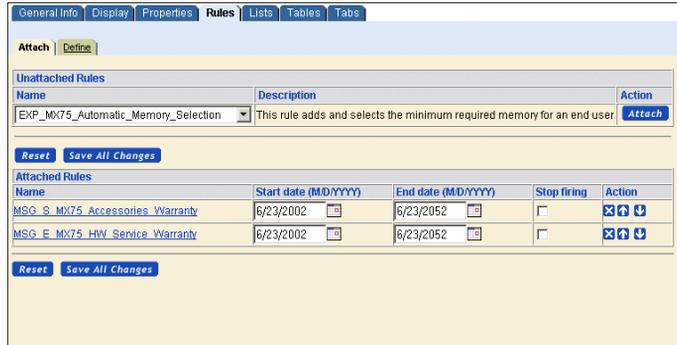


FIGURE 328. Rules Tab

3. Select a rule from the drop-down list in the Unattached Rules table.

4. Click **Attach**.

The rule is appended to the end of the current rules in the Attached Rules table.

5. Define the start and end dates for the rule.

6. If you want this rule to be a checkpoint, then check the box the Stop Firing column.

When checked, this rule acts as a checkpoint: if any errors have occurred up to this point in the rule firing, then processing will stop at this point and the errors will be displayed. If no errors have occurred, then rule firing will continue until all the rules are fired or the next checkpoint is hit.

7. Determine the sequence.

The rules will fire within the element to which they are attached in the order they appear in the list. You can modify the order using the up or down arrows to the right of the rule. See "Rule Firing" on page 84 for a complete description of how rules are fired.

8. Click **Save All Changes**.

To View the Details of an Attached Rule

Once you have attached a rule, you can view the details of the attached rule by clicking the rule's name in the **Attach** tab.

1. Navigate to the level in the hierarchy (model, option class, or option item) where the rule is attached.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. Click the **Rules** tab.

At the model level, the **Rules** tab contains two tabs: **Attach** and **Define**. At the option class and option item levels, the **Rules** tab looks like the **Attach** tab.

The **Attach** tab displays a drop-down list of the unattached rules, as well as a table showing the rules that are currently attached.

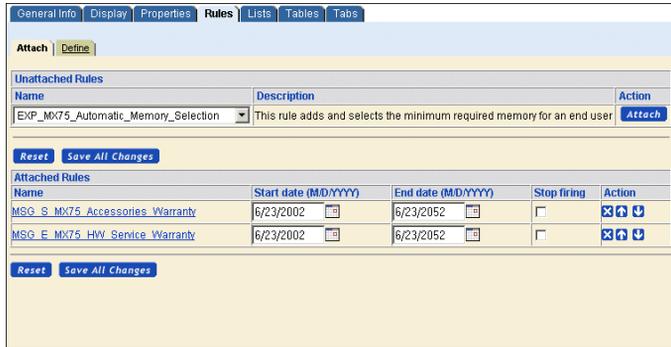


FIGURE 329. Attach Tab

3. Find the rule among the list of attached rules in the lower part of the frame.
4. Click the name of the rule.

This displays the Rule Detail Viewer.

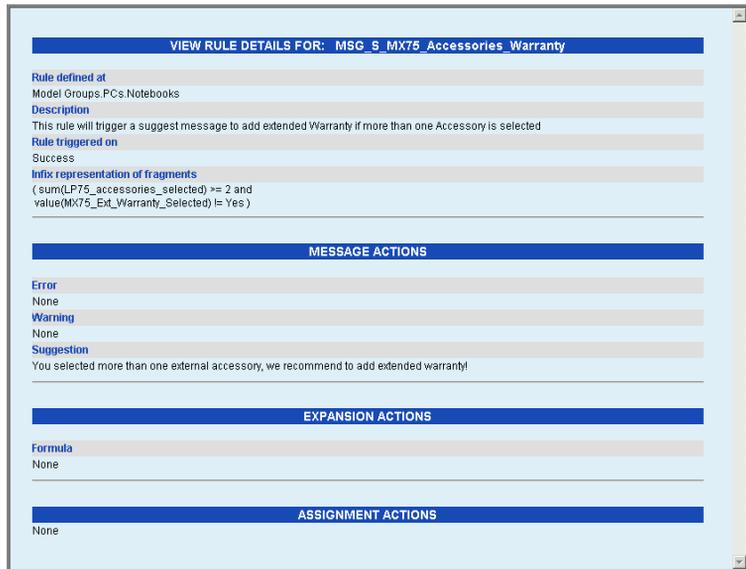


FIGURE 330. Rules Detail Viewer

To View Rule Attachments

You can use this procedure to see where a rule is attached.

1. Navigate to the model group or model where the rule was created.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. Click the **Rules** tab.

The **Rules** tab for the Model level displays two tabs: **Attach** and **Define**. To modify the rule, click the **Define** tab. The model group level contains a single tab for defining the rule.

The **Rules** tab displays a table with the currently defined rules.



FIGURE 331. Rules Tab with Current Rules

- Find the rule you want to modify, then click on the **Edit** icon.

This displays the **Edit Rule** tab.

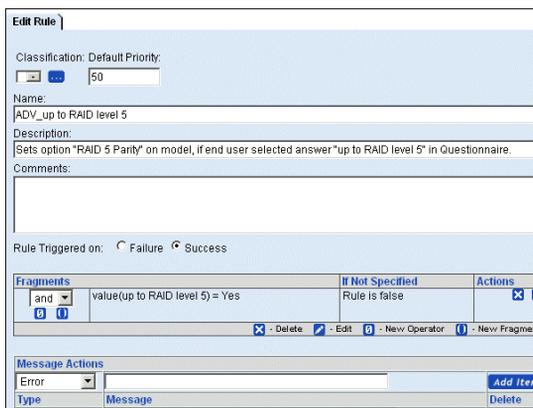


FIGURE 332. Edit Rule Tab

4. Click **Where Used...**

This displays the Rule Usage window.

VIEW RULE USAGE FOR: MSG E MX75 Memory Software Check.		
Rule Usage		
Model Group	Model Name	Attached At
Workstations	MXWS-7650	MXWS-7650.Software
Workstations	MXWS-7550	MXWS-7550.Software
PCs.Desktops	MXDS-7500	MXDS-7500.Software
PCs.Desktops	MXDS-7500	MXDS-7500.Memory
PCs.Desktops	MXDS-7550	MXDS-7550.Memory
PCs.Desktops	MXDS-7550	MXDS-7550.Software
Workstations	MXWS-7550	MXWS-7550.Memory
Workstations	MXWS-7650	MXWS-7650.Memory
PCs.Desktops	MXDS-7550	MXDS-7550

FIGURE 333. Rule Usage Window

To Unattach a Rule

1. Navigate to the level in the model hierarchy (model, option class or option item) where the rule is attached.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. Click the **Rules** tab.

At the model level, the **Rules** tab contains two tabs: **Attach** and **Define**. At the option class and option item levels, the **Rules** tab only contains attachments.

The Rules tab displays a drop-down list of the unattached rules, as well as a table showing the rules that are currently attached.

3. Find the rule in the Attached Rules table.
4. Click the **Delete** symbol (X) at the end of the rule's row in the table.

The rule returns to the Unattached Rules table.

5. Click **Save All Changes**.

To Delete a Rule

You can delete rules when they are no longer required.

Note: You cannot delete a rule if the rule is currently attached to any node in the model hierarchy.

1. Navigate to the model group or model where you created the rule.
See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.
2. Click the **Rules** tab.
At the model level, the **Rules** tab contains two tabs: **Attach** and **Define**. At the model group level, you can only define. If the rule you want to delete was created at the model level, then click the **Define** tab.
3. Find the rule you want to delete.
4. Click the **Delete** icon next to the rule you want to delete.
5. Click **Save All Changes**.

To Move or Copy a Rule

It is sometimes necessary to re-organize your model hierarchy and in doing so, you may need to move the rule definitions too. You can move or copy a rule: *moving* means that the rule definition is deleted from its previous location whereas *copying* means that you create a copy of the rule without deleting its original definition.

1. Navigate to the rule definition that you wish to move or copy.
2. Click **Copy Rule**.

VISUAL MODELER RULE COPY OR MOVE

Source: Rule to Copy/Move

Model Groups.Computers.Workstations.MXWS-7700.Maximum Weight

Destination: Model Group/Model

Please click 'Browse' to select a destination

Browse...

Destination Rule Name

Copy Move Close

FIGURE 334. Rule Copy or Move Window

3. Click **Browse...** to open the entity picker window.
4. Navigate to the model group or group to which you want to move or copy the rule definition, select it and click **Done**.
5. If you want to, then you can change the name of the rule definition.

- Click **Move** or **Copy** as appropriate.

An error message is displayed if a rule with the same name already exists in the target location. If a property referenced in the rule does not exist in the new location, then it is created at the same time as the rule is.

- Click **Close**.

Rule Firing

Each time a model is validated, the rules are fired to determine whether each rule succeeds or fails. You can control the order in which rules fire by setting a priority for each rule: see "To Specify the Rule Firing Sequence" on page 513. When you are testing a model, you can review the model firing behavior: see "To Review Rule Firing" on page 513. You can also specify whether rules are fired just once or possibly multiple times: see "To Force Multiple-Pass Rule Testing" on page 515.

To Specify the Rule Firing Sequence

- Navigate to the model.
- Click the Rules tab.
- Click the Firing Sequence sub-tab.

Priority	Classification	Name	End date
50		ASG Service offerings visible	MX-7500 Service.Warranty
50		MSG_E_MX75_HW_Service_Warranty	MX-7500 Service.Hardware
50		ASG Service offerings visible	MX-7500 Service.Hardware
50		MSG_E_Available_Card_Slots_Check	MXDS-7500.Accessory Car
50		EXP_MX75_Fire_Wire	MXDS-7500.Software Appli
50		MSG_VV_Num_OS_Check	MXDS-7500.Software

FIGURE 335. Firing Sequence Tab

- Enter a priority for each rule: this should be an integer between 0 and 100.

The higher the value the lower the priority: that is rules with lower priority value will fire before rules with a higher priority value. The default value is 50.

To Review Rule Firing

- Navigate to the model whose rule firing you want to review.

2. Click **Test**.
3. In the Product Configurator window, click **Show Trace Log**.

#	Result
0	Firing phase [0]:begin
1	Firing rules on MXWS-7550.Memory
2	
3	MSG_E_max_memory_slots_exceeded ==> fires on FALSE
4	Property not found [MX75_Memory_Slots_available or MX75_Memory_Slots_required], taking null action
5	
6	MSG_E_MX75_Memory_Software_Check ==> fires on TRUE
7	Property not found [MX75_Mem_Ordered or MX75_Mem_Required], taking null action
8	
9	Firing rules on MXWS-7550.Disk Drives
10	
11	MSG_E_Available_HDD_Slots ==> fires on TRUE
12	TESTING:sum(MX75_HDD_Ordered) >value(MX75_Bays_Available) [nullreturn=false]
13	FALSE: 1.0>MX75_Bays_Available:4.0
14	FALSE: sum(MX75_HDD_Ordered) >value(MX75_Bays_Available) [nullreturn=false]
15	
16	Firing rules on MXWS-7550.Software.Application
17	
18	EXP_MX75_Fire_Wire ==> fires on TRUE
19	Left side property [MX75_Video_Editing] not found, taking null action
20	

FIGURE 336. Configurator Rule Firing Trace Window

4. The secondary window displays a trace of the results of the rule firing. You can review this to determine if rules are firing as you expect.

Controlling Rule Firing

When **C3** Configurator validates a model and the current set of picks, it tests each rule in turn to evaluate them for success or failure, and performs expansion and assignment actions as appropriate. There are different ways in which rule firing can behave:

- Each rule is tested only once when a model is validated. This is how Release 6.3 and earlier releases of the Comergent eBusiness System work,

and by default, Release 7.0.2 and later releases work in the same way. This is referred to as single-pass rule firing.

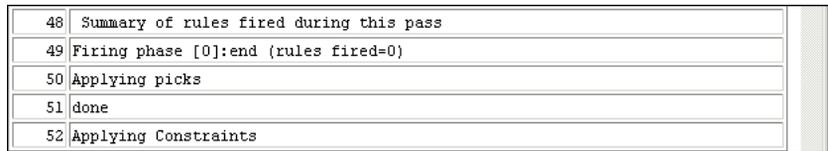
- In Release 6.4 and later, a model can be configured so that if any rules are fired, then the fired rules are removed from the rules list and then the remaining rules are tested again. This process continues until no more rules are fired. This is referred to as multiple-pass rule firing.

There is a property called CONFIG: REPEAT FIRING to control this behavior. By default, only single-pass firing is performed.

To Force Multiple-Pass Rule Testing

1. Navigate to the model whose rule firing you want to control.
2. Click **Properties**.
3. Select CONFIG: REPEAT FIRING from the **Unattached Properties** drop-down list.
4. Set its value to “true” and click **Attach**.
5. Click **Save All Changes**.

You can verify that the rules fire only once by following the steps described in "To Review Rule Firing" on page 513. In the summary section of the trace log, you should see that there was one firing phase.



48	Summary of rules fired during this pass
49	Firing phase [0]:end (rules fired=0)
50	Applying picks
51	done
52	Applying Constraints

FIGURE 337. Trace Log Summary Section

Fragments

As you create rules, you must create rule fragments that perform the rule logic. This section describes in detail how to create and work with rule fragments.

Working With Rule Fragments

Use these procedures to define or modify a rule's fragments when you are creating ("To Define a Rule" on page 501) or modifying ("To Modify a Rule" on page 503) a rule.

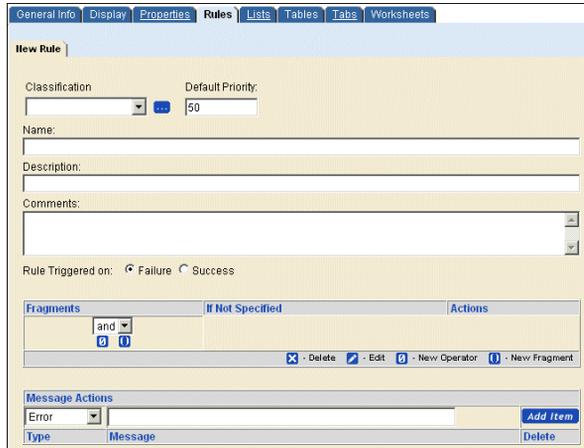


FIGURE 338. New Rule and Defining Fragments

When you are creating a rule, the Fragment area appears as in Figure 338 on page 516.

TABLE 35. Rule Buttons

Button	Name
	New Operator button
	New Fragment button

TABLE 35. Rule Buttons (Continued)

Button	Name
	Delete button
	Edit button

Click the **New Fragment** icon here to create a fragment at the currently displayed level (in this case, the top level) in the rule structure. Click **New Fragment** again to create a second fragment at the currently displayed level. In other words, the rule would be:

`FragmentA AND FragmentB`

Clicking the **New Operator** icon creates a nested level for creating fragments, as shown in Figure 339 on page 518. The new level displays a new set of **New Fragment** and **New Operator** links. You use this **New Fragment** link to create the fragments at this nested level. If you click **New Operator** at this level, then you will create another nested level below this one with another set of **New Fragment** and **New Operator** links for that level.

The screenshot shows a 'New Rule' dialog box with the following sections:

- General Info:** Name, Description, and Comments text boxes.
- Rule Triggered on:** Radio buttons for Failure (selected) and Success.
- Fragments:** A table with columns for Fragments, If Not Specified, and Actions. It contains two rows of empty cells and a toolbar with Delete, Edit, New Operator, and New Fragment buttons.
- Message Actions:** A table with columns for Error (dropdown), Type, Message, and Delete. It contains one row with 'Error' in the dropdown and 'Message' in the Message column.
- Formula:** A text box for entering a formula.
- Expansion Actions:** A table with columns for Min, Max, Qty, Item, and Delete. It contains one row with empty cells and a 'Browse...' button.
- Assignment Actions:** A table with columns for Property, Value, Assign To, and Delete. It contains one row with 'controller cards' in the Property column and a 'Browse...' button.
- Buttons:** Save, Save and Return, and Cancel and Return buttons at the bottom.

FIGURE 339. New Rule Tab with Nested Levels

Example: To Create a Simple Level of Fragments

In this example, you are attempting to create a rule consisting of two fragments, joined by a single operator, with no nested levels: FragmentA AND FragmentB. When you access the tab, the **New Rule** tab appears as in Figure 340 on page 519.

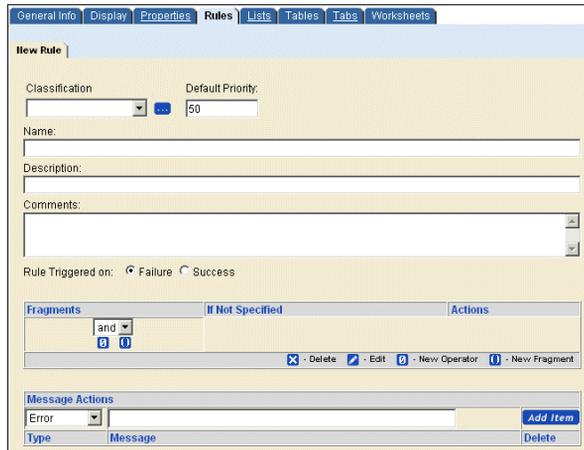


FIGURE 340. New Rule Tab for a Single-Level Rule

1. Select the boolean operator you want for these fragments.
2. Click the **New Fragment** icon

This displays the **New Fragment** tab.

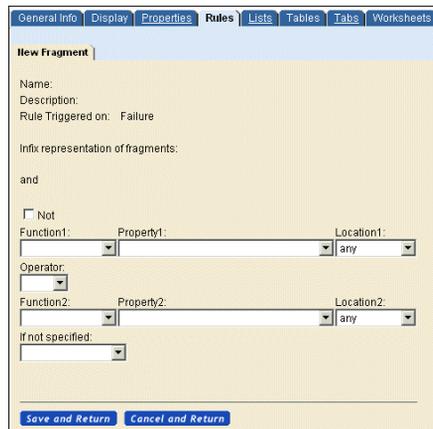


FIGURE 341. New Fragments Tab

3. Define the fragment.
 - a. Check the **Not** check box if you want to define the fragment as a negative: “NOT (sum(PropertyA <= 250))”.
 - b. Select the first function from the Function1 drop-down list.
See Table 12, "Function Definitions", on page 79.
 - c. Select a property from the Property1 drop-down list.
 - d. Select the operator.
See Table 13, "Operators", on page 80.
 - e. Select the second function from the Function2 drop-down list.
 - f. In the Property2 field, select a property from the drop-down list or enter a literal value in the field (if you selected “literal” as the function).
 - g. Select the value for the If Not Specified drop-down list.
See "If Not Specified" on page 81 for an explanation of these values.
4. Click **Save and Return**.

This re-displays the **New Rule** tab with the new fragment, as shown in Figure 342 on page 521. Also, notice the infix representation.

The screenshot shows the 'New Rule' configuration window. At the top, there are tabs: 'General Info', 'Display', 'Properties', 'Rules', 'Lists', 'Tables', and 'Tabs'. The 'Rules' tab is selected. Below the tabs, there are input fields for 'Name', 'Description', and 'Comments'. A section labeled 'Rule Triggered on:' contains two radio buttons: 'Failure' (selected) and 'Success'. The main configuration area is a table with three columns: 'Fragments', 'If Not Specified', and 'Actions'. The first row contains the text 'and' in a dropdown, the formula 'sum(PropertyA) <= 250', and the text 'Rule is true'. Below the table are several sections: 'Message Actions' with a dropdown set to 'Error' and an 'Add Item' button; 'Formula' with an empty text area; 'Expansion Actions' with fields for 'Min', 'Max', 'Qty', and 'Item', and 'Add Item' and 'Delete' buttons; and 'Assignment Actions' with a dropdown set to 'controller cards', a 'Value' field, an 'Assign To' field, and 'Add Item' and 'Delete' buttons. At the bottom of the window are three buttons: 'Save', 'Save and Return', and 'Cancel and Return'.

FIGURE 342. New Rule Tab with New Fragment

5. Click the **New Fragment** icon to create the next fragment in the rule.
6. Repeat Step 3 to define the second fragment.
7. Click **Save and Return**.

This re-displays the **New Rule** tab with the fragment you created, as shown in Figure 343 on page 522. Notice that the rule has two fragments now.

You can click **Save** to save the rule and continue defining the rule. Click **Save and Return** to return to the list of rules in the **Define** tab.

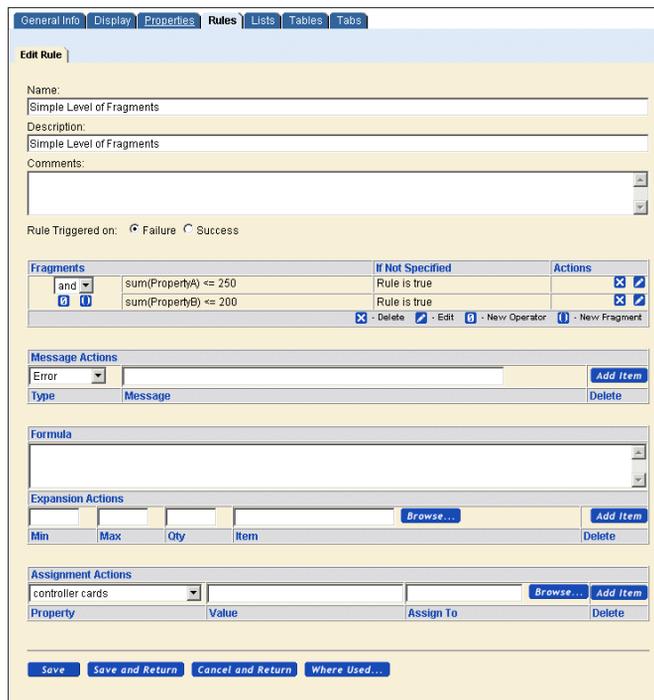


FIGURE 343. New Rule Tab with Two New Fragments

Example: To Create Nested Fragments

In this example, the modeler is creating the following rule with nested fragments:

(FragmentA AND FragmentB) OR (FragmentC AND FragmentD)

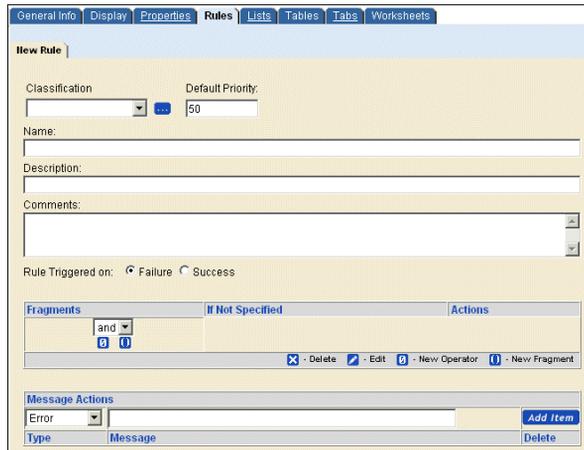


FIGURE 344. New Rule Tab

1. Click **New Operator** icon.

A nested level appears in the **New Rule** tab, as shown in Figure 345 on page 524. This level has its own drop-down boolean operators, as well as its own **New Fragment**, **New Operator**, and **Delete Operator** icons.

The screenshot shows the 'New Rule' configuration window. The 'Name' and 'Description' fields both contain the text 'Nested Level of Fragments'. The 'Rule Triggered on' section has 'Failure' selected with a radio button. The 'Fragments' section shows two nested fragments, each with an 'and' operator. Below the fragments are buttons for 'Delete', 'Edit', 'New Operator', and 'New Fragment'. The 'Message Actions' section has 'Error' selected in the 'Type' dropdown and 'Message' in the 'Type' field. The 'Expansion Actions' section has 'Min', 'Max', 'Qty', and 'Item' fields. The 'Assignment Actions' section has 'controller cards' selected in the 'Property' dropdown and 'Value' in the 'Value' field. At the bottom are 'Save', 'Save and Return', and 'Cancel and Return' buttons.

FIGURE 345. New Rule Tab with Nested Fragments

2. Create two fragments as described in "Example: To Create a Simple Level of Fragments" on page 518.

Use the nested drop-down list to select the boolean operator for these fragments. The default is AND.

Use the nested **New Fragment** icon to create the fragments at this nested level.

When the two fragments are completed, the **New Rule** tab appears as in Figure 346 on page 525.

You can nest as many fragments as you want by clicking the nested **New Operator** icon. Each time, a new nested operator will appear with a new set of nested icons. You use these nested icons to create the fragments for the nested level.

FIGURE 346. New Rule Tab with Nested Fragments

3. Using the top-level list, select the boolean operator (in this example, OR) that will join the two nested levels.

FIGURE 347. Nested Fragments with OR Boolean

4. Click the **New Operator** icon at the top level.

A new nested level appears in the fragments tab, as shown in Figure 348 on page 527. This level has its own drop-down boolean operators, as well as its own **New Fragment**, **New Operator**, and **Delete Operator** icons.

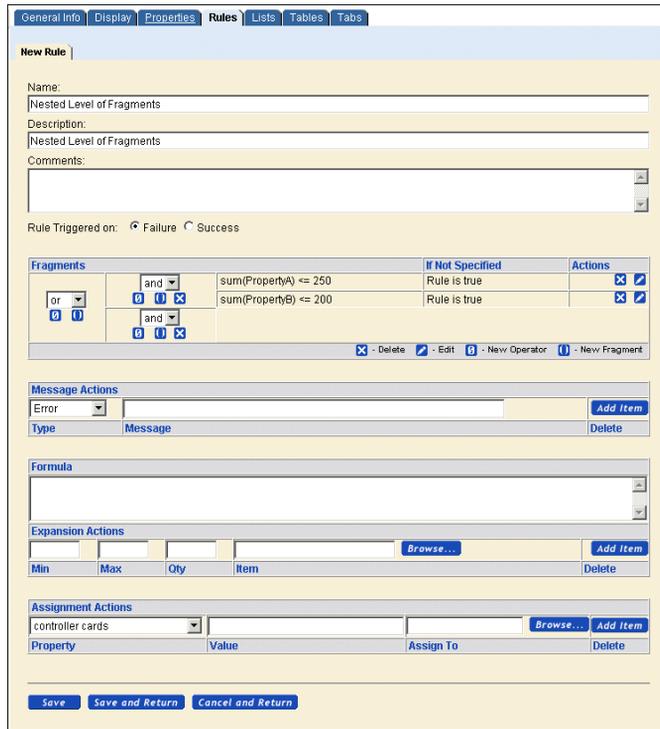


FIGURE 348. Nested Fragments

5. Create two fragments as described in "Example: To Create a Simple Level of Fragments" on page 518.

Use the nested drop-down list of boolean operators and the nested **New Fragment** icon for these fragments.

When the two fragments are completed, the **New Rule** tab appears as in Figure 349 on page 528.

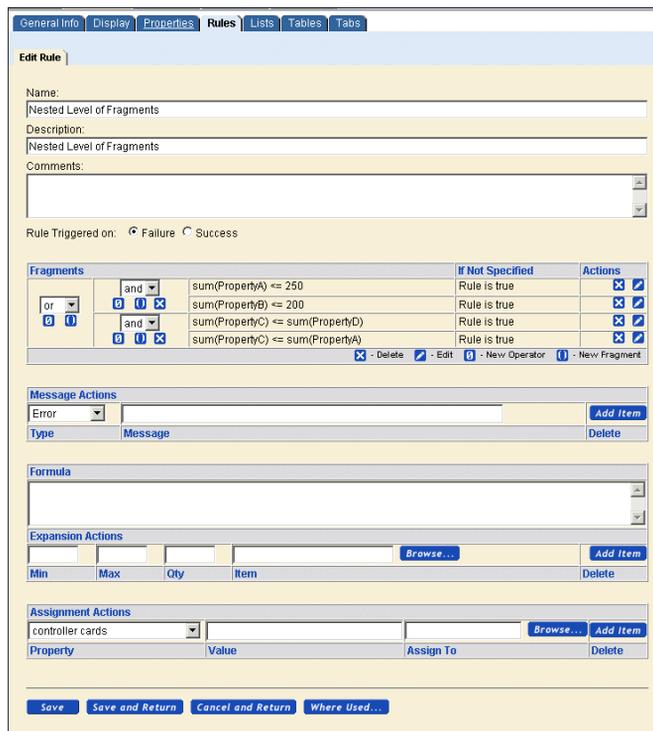


FIGURE 349. Two Nested Fragments Joined by OR

To Modify a Fragment

1. Find the fragment you want to modify, then click on the **Edit Fragment** icon in the Actions column.

This displays the **Edit Fragment** tab.

Edit Fragment

Name: EXP derive Raid selection
 Description: Based on the answers from the RAID wizard, a RAID 0 or RAID 1 is selected!
 Rule Triggerred on: Success

Infix representation of fragments:
 value(RAID_Wizard_RAID_level) >= 0

Not

Function1: Property1: Location1:
 value RAID_Wizard_RAID_level any

Operator:
 >=

Function2: Property2:
 literal 0

If not specified:
 Rule is false

Model to use for locations: [Browse...](#)

[Save and Return](#) [Cancel and Return](#)

FIGURE 350. Edit Fragment Tab

2. Modify one or more elements of the fragment.
 - a. Check the **Not** check box if you want to define the fragment as a negative: “NOT (sum(PropertyA <= 250))”.
 - b. Select the first function from the Function1 drop-down list.
See Table 12, "Function Definitions", on page 79.
 - c. Select a property from the Property1 drop-down list.
 - d. Select the operator.
 - e. See Table 13, "Operators", on page 80.
 - f. Select the second function from the Function2 drop-down list.
 - g. In the Property2 field, select a property from the drop-down list or enter a literal value in the field (if you selected “literal” as the function).
 - h. Select the value for the If Not Specified drop-down list.
See "If Not Specified" on page 81 for an explanation of these values.
3. Click **Save And Return**.

To Delete a Fragment

Find the fragment you want to delete in the Fragments table, then click the **Delete** icon in the Actions column on the same line as the fragment.

Working with Rule Actions

Perform these tasks when you want to include a rule action when you are creating ("To Define a Rule" on page 501) or modifying ("To Modify a Rule" on page 503) a rule.

You define rule actions in the lower part of the **New Rule** or **Edit Rule** tab. Rule actions comprise three types of actions:

- **Message Actions:** A message that is displayed when the rule is triggered.
- **Expansion Action:** Defines an expansion action based on a rule expansion formula.
- **Assignment Action:** Assigns the value calculated by the rule formula to one or more properties when the rule is triggered.

The screenshot shows the 'Edit Rule' tab with the following sections:

- General Info:** Name: Simple Level of Fragments, Description: Simple Level of Fragments, Comments: (empty text area).
- Rule Triggered on:** Failure Success
- Fragments:** A table with columns 'Fragments', 'If Not Specified', and 'Actions'.

Fragments	If Not Specified	Actions
and	sum(PropertyA) <= 250	Rule is true
	sum(PropertyB) <= 200	Rule is true
- Message Actions:** Error dropdown, Add Item button, Type: Message, Delete button.
- Formula:** (empty text area)
- Expansion Actions:** Min, Max, Qty, Item fields, Browse... button, Add Item button, Delete button.
- Assignment Actions:** controller cards dropdown, Property, Value, Assign To, Add Item, Delete buttons.

Buttons at the bottom: Save, Save and Return, Cancel and Return, Where Used...

FIGURE 351. New Rule Tab Showing Action Area

To Create a Message Action

When you are creating ("To Define a Rule" on page 501) or modifying ("To Modify a Rule" on page 503) a rule, you perform this task in the Message Actions area of the **New Rule** or **Edit Rule** tab.

1. Select the type of message action from the drop-down list: Error, Warning, Suggestion.
2. Type the message.
3. Click **Add Item**.
4. Repeat these steps to enter additional messages.
5. Click **Save** to save the message action and continue editing. Click **Save and Return** to save the message and return to the **Define** tab.

The screenshot shows the 'Edit Rule' tab with the following details:

- Name:** Simple Level of Fragments
- Description:** Simple Level of Fragments
- Comments:** Simple Level of Fragments
- Rule Triggered on:** Failure Success
- Fragments Table:**

		If Not Specified	Actions
and	sum(PropertyA) <= 250	Rule is true	[X] [✓]
	sum(PropertyB) <= 200	Rule is true	[X] [✓]
- Message Actions Table:**

Type	Message	Actions
Error		[Add Item]
Error	We recommend you order more memory!	[Delete] [X]
- Formula:** (Empty text field)
- Expansion Actions Table:**

Min	Max	Qty	Item	Actions
				[Browse...] [Add Item]
				[Delete]
- Assignment Actions Table:**

Property	Value	Assign To	Actions
controller cards			[Browse...] [Add Item]
			[Delete]

Buttons at the bottom: Save, Save and Return, Cancel and Return, Where Used...

FIGURE 352. Edit Rule Tab with Message Action

To Create an Expansion Action

When you are creating ("To Define a Rule" on page 501) or modifying ("To Modify a Rule" on page 503) a rule, you perform this task in the Expansion Actions area of the **New Rule** or **Edit Rule** tab.

1. Enter a formula. The formula can use the supported functions as described in "Rule Fragments" on page 79.

The results of formula will be used to perform the expansion. See "Expansion" on page 82 for an explanation of rule formulas.

Edit Rule

Name: EXP_MX75_Automatic_Memory_Selection

Description: This rule adds and selects the minimum required memory for an end user

Comments:

Rule Triggered on: Failure Success

Fragments	If Not Specified	Actions
and value(MX75_Mem_Auto_Select) = Yes	Rule is false	Delete Edit New Operator New Fragment

Message Actions

Error

Type: Message

Suggestion: RAM modules are autoselected based on your software thoi

Formula

sum(MX75_Mem_Required) - sum(MX75_Mem_Ordered)

Min	Max	Qty	Item	Delete
128	256	1	*AutoMemory.Auto Memory.256MB	Delete
0	64	1	*AutoMemory.Auto Memory.64MB	Delete
64	128	1	*AutoMemory.Auto Memory.128MB	Delete
256	512	2	*AutoMemory.Auto Memory.256MB	Delete

Assignment Actions

controller cards

Property	Value	Assign To	Delete
isVisibleable	1		Delete

Save Save and Return Cancel and Return Where Used...

FIGURE 353. Expansion Action

- Enter a minimum and a maximum amount of the formula result.

The minimum amount is the minimum value the rule formula result must be greater than. This value can be negative or greater than or equal to zero. The value must be less than the maximum value (Max). The maximum amount is the maximum value the rule formula result must match. This value must be greater than the minimum value (Min).

Note: Min and Max work slightly differently: for a fragment to evaluate to true, the rule formula must evaluate to greater than the Min value, but less than *or equal* to the Max value.

- Enter the quantity of the expansion items (must be greater than zero). You can use the supported functions to calculate the quantity and so you can specify the quantity as a function of a property. For example:

2*value(Memory Cards)

- Enter the item that will be expanded.

You must provide the full path to the expansion item within the current model. In the figure above, for example, the rule adds an option item called either 64MB, 128MB, or 256MB, located in option class AutoMemory in the current model.

Formula			
value(Expansion Cards)			
Expansion Actions			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Browse...
Min	Max	Qty	Item
0	10	3*value (Expansion Cards)	MXWS-7550.Memory.64MB

FIGURE 354. Expansion Action With Example of Using Quantity Function

When a rule is used in multiple models, this fully qualified path could be difficult to specify since the current model name will very likely not be “MXWS-7650” for all the models where the rule is attached. To facilitate the use of expansion rules across multiple models, you can use special symbols as follows:

- You can begin the path with a period (.), which means “from the attachment point of the rule”. In other words, if you attach a rule to a

model, then “.Memory.64MB” means “an option item called 64MB in an option class called Memory in the current model”.

- You can begin the path with an asterisk (*), which means from the root of the model group hierarchy.
- If the name of a path component includes a quote character (’ or ”), then you must escape the quote character or wrap the whole expression in quotes. For example, to get the gauge property from the Tubing.3"pipe.threading option item, you can use

```
x = value(Tubing.3\"pipe.threading.gauge)
```

or

```
x = value('Tubing.3"pipe.threading.gauge')
```

To retrieve Board.8'plank.thickness, use

```
x = value(Board.8\'plank.thickness)
```

or

```
x = value("Board.8'plank.thickness")
```

5. Repeat these steps to enter additional items.
6. Click **Save All Changes**.

Typically, the result of an expansion action is to pick a quantity selected on an option item. If the option item quantity is a drop-down list, then you should take to ensure that the possible calculated values are consistent with the pickable values: otherwise, the drop-down list will not be able to display the calculated value.

To Create an Assignment Action

When you are creating ("To Define a Rule" on page 501) or modifying ("To Modify a Rule" on page 503) a rule, you perform this task in the Assignment Actions area at the bottom of the **New Rule** or **Edit Rule** tab.

FIGURE 355. Assignment Actions

1. Select a property from the drop-down list. The table below summarizes some of the special properties that can be assigned.
2. Enter a value for the property. You can use the supported functions to calculate the value and so you can specify the value as a function of a property. For example:

`2*value(Memory Cards)`

When you are assigning a value to a property whose type is String, then you must use the following syntax to refer to properties:

`${function(arg1, arg2, ..., arg N)}`

For example, `${expand("Color", "Black", 0)}`. See "Example Uses of Expand" on page 536 for other examples of the usage of the expand function.

3. Type the entity to which you want to assign the property and its value.

If you leave this field blank, then the assignment defaults to the entity to which the rule is attached.

4. Click **Add Item**.

Assignment Actions		
CONFIG: FIRST FIRE		Browse...
Property	Value	Assign To
Expansion Slots	2*value(Expansion Cards)	MXWS-7550

FIGURE 356. Assignment Action With Example of Using Quantity Function

- Repeat these steps to add additional items.
- Click **Save All Changes**.

The following table summarizes some of the available properties for assignment. These properties can be changed each release so check with your Comergent Technologies representative for further information if required.

TABLE 36. Assignment Action Properties

Property	Action
_constraintMessage	String: a message on an item because it is constrained
_constraintType	Integer: type of constraint; 0 is suggest, 1 is warn, and 2 is error
_description	String: an items description
_amEntitled	Integer: 0 false, 1 true
_isConstrained	Integer: 0 false, 1 true
_isSelected	Integer: 0 false, 1 true
_isViewable	Integer: 0 false, 1 true
_itemKey	Integer: database key of the item
_pickOverride	Integer: 0 false, 1 true; pick was overridden by a rule
_quantity	Integer: quantity; 0 quantities are not in the rule pool
_ratio	Numeric: ratio of this item to its children, computed if nested within another parent
_rawRatio	Numeric: raw ratio used in previous computation
_rulePick	Integer: 0 false, 1 true
_tabLevel	Integer: depth of this item

Example Uses of Expand

The syntax of the expand function should follow
`{expand(property[,defaultValue[,format[,lookup]])}`.

For example, suppose that you want to display the name of the model as the name of the associated product together with the product description. Then at the model level, set the value of the UI: DISPLAY NAME property to:

`${expand("UI: PRODUCT NAME")}` or
`${expand("UI: PRODUCT DESCRIPTION", "Description not available")}`.

This has the advantage that if the product name or description gets changed, then if you recompile the model, then the name or description is displayed with the new version when users next configure product.

Here are some further examples of the expand function:

- String-valued property
 - `${expand("color")}`
 - `${expand("color", "Black")}`
- Numeric-valued property
 - `${expand("weight")}`
 - `${expand("weight", 0.0)}`
 - `${expand("weight", 0.0, "#.00")}`

Option Constraints

Constraint tables enable you to limit a customer's choice of one or more option items based on the customer's choice of another option item. For example, the choice of an exterior color for a car might limit the choice of interior colors.

Working With Constraints

To Create a Constraint Table

You create an option constraint by creating a constraint table. You define constraint tables at the model level.

1. Navigate to the model where you want to create the constraint table.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. Click the **Tables** tab.

This displays two tabs: **General Info** and **Records**. The **General Info** tab displays general information about the table displayed in the Table Name field.

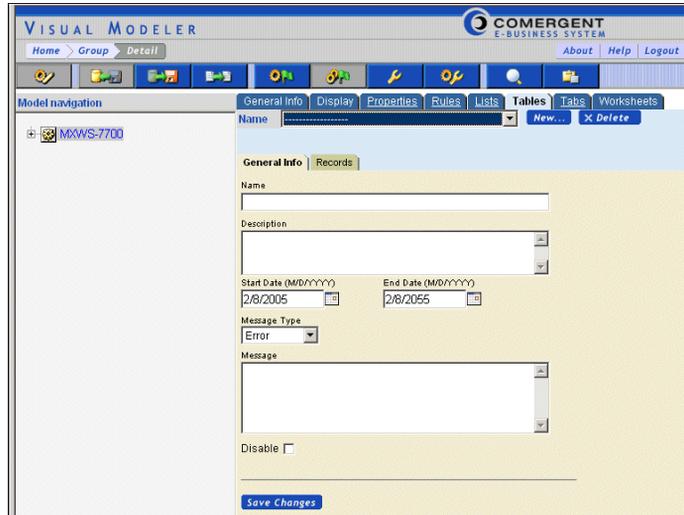


FIGURE 357. Tables Tab

3. Click **New...**

This displays the **Create New Constraint Table** tab.

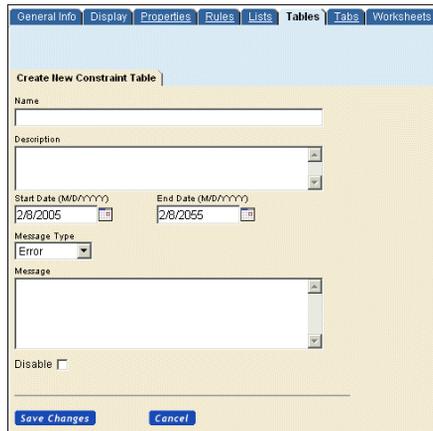


FIGURE 358. Create New Table Tab

4. Enter a Table Name, a Description, and a date range (Start Date/End Date) for the table. (You can click the **Calendar** icon to select dates from the calendar.)
5. Enter a message.

This message appears when the end-user chooses a selection which is incompatible with a constraint defined in the table.

- a. Select the message type: error, warning, or suggestion.
 - b. Enter the message in the Message field.
6. Click **Save Changes**.

This re-displays the **Tables** tab with the new table in the Table Name field. The next step is to create the option constraints that are a part of the table. You do this in the **Records** tab. See "To Define Option Constraints" on page 540.

To Modify a Constraint Table

1. Navigate to the model that contains the table you want to modify.
See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.
2. Click the **Tables** tab.
3. Select the table from the Table Names drop-down list.

4. Modify the table. You can:
 - Define option constraints (see "To Define Option Constraints" on page 540).
 - Modify option constraints (see "To Modify an Option Constraint" on page 544).
 - Delete option constraints (see "To Delete Option Constraints" on page 545).
 - Modify the name, description, or effectivity dates in the **General Info** tab.
 - Modify the error/warning/suggestion message in the **General Info** tab.

To Define Option Constraints

Once you have created a table (and of course the option classes that will provide the constraints), you can define the constraints. Each row in the table represents a constraint.

1. Navigate to the model that contains the table for which you want to define the constraint.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. Click the **Tables** tab.

This displays two tabs: **General Info** and **Records**. The **General Info** tab displays general information about the table displayed in the Table Name field. The **Records** tab is where you will define the constraints.

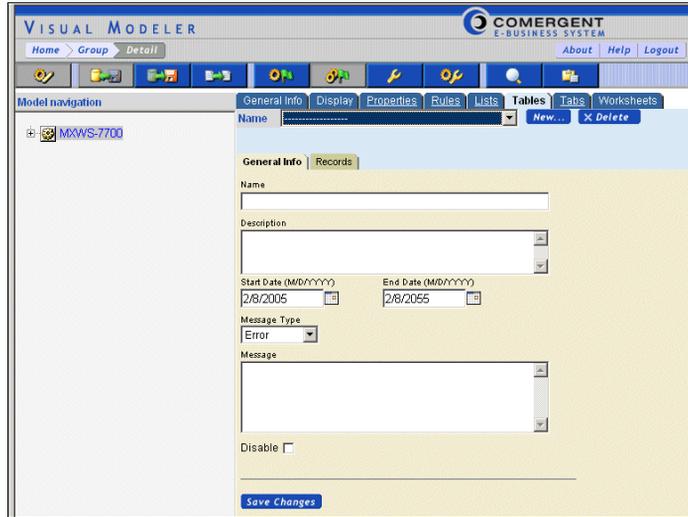


FIGURE 359. Tables Tab

3. Select the table from the Table Names drop-down list.
4. Click the **Records** tab.

This displays the currently defined option constraints.



FIGURE 360. Records Tab

5. Add columns to the constraint table.

- a. Select an option class from the Table Column name drop-down list.

The drop-down list includes all the option classes belonging to the model including any option classes nested within option classes as well as option classes that are part of option class groups attached to the model. The drop-down list will display the path to the option class relative to the model.

For example, the following figure shows two selections in the drop-down list called **Monitor** and **Software**. Notice that the Navigation frame shows two option classes by these names directly below the model.

The drop-down list has another selection, **Software.Application**. Notice that the model has an option class called **Software** directly below the model, with a nested option class called **Application**. Notice how the drop-down list indicates the path relative to the model, **Software.Application**.

The drop-down list also includes a selection, **MX-7500 Service.Warranty**. This corresponds to the option class group, **MX-7500 Service**, directly below the model. **Warranty** is an option class within the group.



FIGURE 361. Records Tab with Drop-Down List

- b. Click **Add**.

The column name is added to the table.

- c. Repeat the last two steps for every column you want to add.



FIGURE 362. Records Tab with Columns

6. Define an option constraint.
 - a. Click **New Constraint** to add a new row to the table.



FIGURE 363. Constraint Table with New Constraint Added

- b. Click **Edit**.

This displays the option classes as table columns, along with their option items.

The option items that are displayed include any option items belonging to an any option item group attached to the option class.

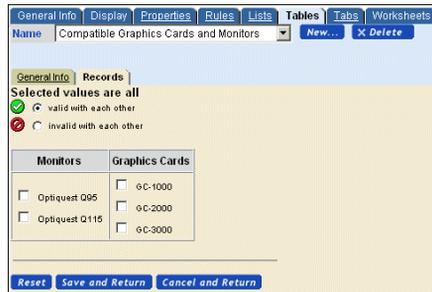


FIGURE 364. Defining Constraints

- c. Define compatibility (“Selected Values are all”). That is, will the selections you make in one column be valid or invalid with the selections in the other column(s)?
- d. Select one or more option items in each column.
- e. Click **Save**.

A new row appears in the table.

7. Repeat the last step for each constraint you want to define.

To Modify an Option Constraint

1. Navigate to the model that contains the table with the constraint you want to modify.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. Select the table from the Table Names drop-down list.
3. Click the **Records** tab.

This displays the currently defined option constraints.

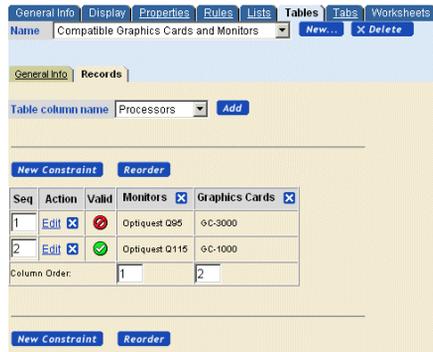


FIGURE 365. Records Tab

4. Find the constraint row you want to modify and click **Edit**.

This displays the constraint information.

5. Modify the constraint information.

- a. Modify compatibility.

Will the selections you make in one column be valid/invalid with the selections in the other column(s)?

- b. Modify the option items in each column.
- c. Click **Save**.

The row is changed based on your modifications.

To Delete Option Constraints

1. Navigate to the model that contains the table with the constraint you want to delete.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. Click the **Tables** tab.
3. Select the table from the Table Names drop-down list.
4. Click the **Records** tab.

This displays the currently defined option constraints.

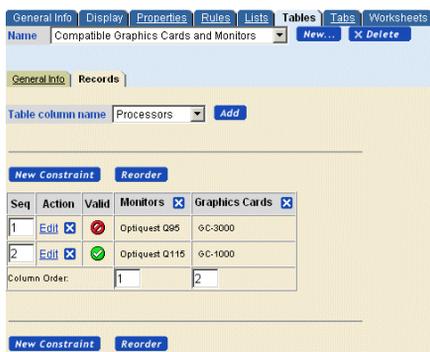


FIGURE 366. Records Tab

5. Find the constraint row you want to delete.
6. Click **Delete (X)**.

The constraint row is deleted.

To Delete a Constraint Table

1. Navigate to the model that contains the table with the constraint you want to delete.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. Click the **Tables** tab.
3. Select the table from the Table Names drop-down list.
4. Click the **Delete** button.

The constraint table is deleted.

Importing and Exporting Models

Importing Model Groups and Models

You can import model groups and models in the form of XML files. You can either import the entity relative to its original root model group, or you can designate a location into which to import. The model will appear in the Navigation frames, enabling you as modeler to add to or modify the imported model.

See "Importing and Exporting" on page 88 for an explanation of the process.

To Import Model Groups and Models

See "Importing and Exporting" on page 88 for an explanation of this process as well as an explanation of how the process handles properties, rules, and attached groups.

1. Access the Visual Modeler page.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. If you want to import to a selected point, then navigate to the model group within which you want to import the file.

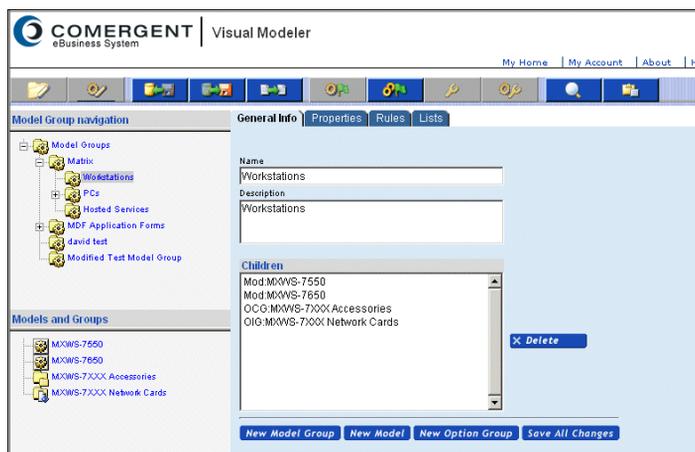


FIGURE 367. Visual Modeler Page

3. Click **Import** in the toolbar.

This displays the Visual Modeler Import window (see Figure 368 on page 548).

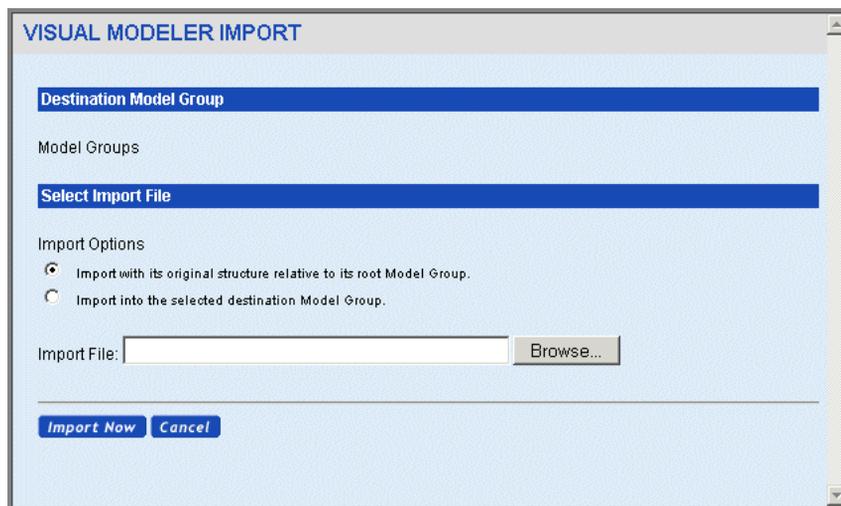


FIGURE 368. Import Window

4. Click **Browse...** to find the XML file you want to import.

When you select the file, the file will be displayed in the field along with the complete path to the file.

5. Select the import option.
 - **Import with its original structure relative to its root model group**
When you make this selection, the Import process will ignore any Destination Model Group indicated at the top of the window.
 - **Import into the selected destination model group**
6. Click **Import Now**.

The imported model group or model and its structure will be imported based on the import option you selected. See "Importing and Exporting" on page 88 for an explanation of the process.

Exporting Model Groups and Models

You can export any model group or model as an XML file to a specified location on your machine.

To Export a Model Group or Model

1. Navigate to the model group or the model that you want to export.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.



FIGURE 369. Model Navigation Detail Page

2. Click **Export** in the toolbar.

You can either open the XML file at its current location, choosing a desired text processing tool, or you can save the file to a desired location.

Searching

You can search for entities that contain properties and property values that you specify as parameters. You can search across the entire hierarchy, or you can limit your search to model groups, models, option classes, option items, and rules, or you can limit your search even further to the currently selected model or group.

To Search for Entities

1. Access the Visual Modeler page.
See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

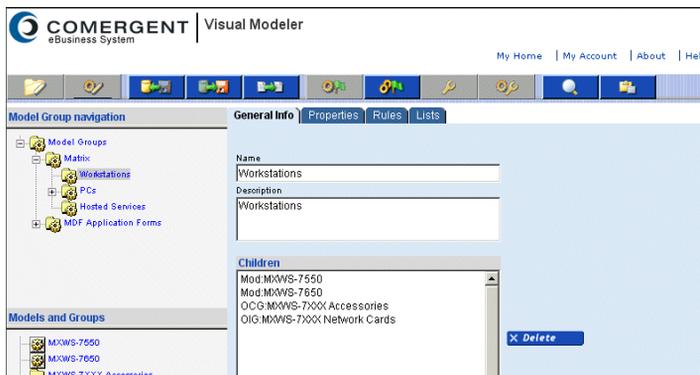


FIGURE 370. Visual Modeler Page

2. If you want to search within a specific model or group, then navigate to and select the model or group.
3. Click **Search** in the toolbar.

This displays the Search window (Figure 371 on page 550).

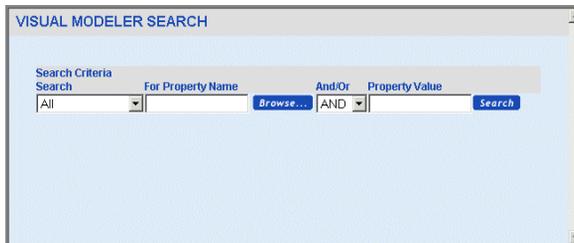


FIGURE 371. Search Window

4. Select the scope for the search from the Search drop-down list.

You can search all entities, you can limit the search to model groups, models, option classes, option items, or rules. If you are searching within a specific model or group (see Step 2), then you can limit your search to **Current Model** or **Current Group**.

5. Enter either a property name or a property value or both.

Click **Browse...** to display a browser window to select a property from a list of all the properties in the Visual Modeler.

Use the drop-down list to select AND or OR. Select AND to produce search results that include both the Property Name and Property Value parameters you select. Select OR to produce search results that include either parameter.

When you enter a property value, the search results will include property values that contain the property value you enter. For example, if you enter “75”, then the search results will include any properties with the value “75” as well as property values such as “7550-1” or “MX-75-1”.

6. Click **Search**.

The search results will display below the parameters. By default, the result is sorted in ascending order by property name. You can click on one of the following columns to sort:

- Property Name
- Value
- Location

When you click the column title the first time, the column is sorted in ascending order.



FIGURE 372. Search Window with Results

Reporting

In Release 7.0.2, you can run a report on a model that you specify. You can select the types of information you want in the report:

- Rule definitions
- List definitions
- Property definitions
- Display Settings
- Attached Properties
- Attached Rules
- Expand Groups

To Run A Report

1. Access the Visual Modeler page.
See "To Access the Visual Modeler" on page 427.
2. Click **Report** in the toolbar.
This displays the Report Entry window.

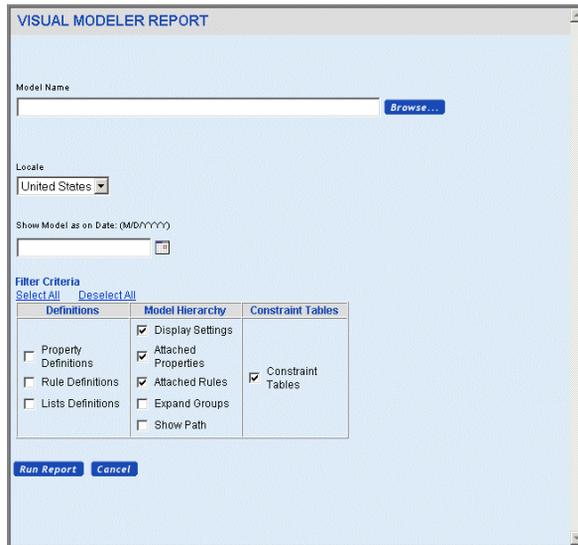


FIGURE 373. Report Entry Window

3. Enter the model you want to report on.

You can click **Browse...** to find and select the model in the model hierarchy.

4. Select the locale in which you want to run the report.
5. Select a date to report.

This produces a report for the models for whom the selected date falls within the range of their effectivity dates. The report does not display any models (or entities within the model) for whom the selected date falls outside their effectivity dates.

6. Select the information you want to include in the report.
7. Click **Run Report**.

A report is displayed based on the parameters you entered (Figure 374 on page 554).

VISUAL MODELER REPORT

[Back](#)

Model Report: MXDS-7550 Date: 6/23/2002

Model Hierarchy: MXDS-7550

MXDS-7550
 Description: Matrix 7550 Desktop
 Effectivity Dates: 9/12/2001 to 9/20/2002
 Product ID: MXDS-7550

Display Parameters

Name	Value
LI_ICON_GRAPHIC	..Images/Desktop.gif
LI_JSP_FILENAME	Configurator_Tabbed.jsp

Attached Properties

Name	Value
LITENPrnum_cols	2
MX75_Mem_Ordered	0
MX75_Mem_Required	0
MX75_Card_Slot_Available	4
MX75_Bays_Available	2

Attached Rules

Name	Start Date	End Date
MSG_E_Available_Card_Slots_Check	10/8/2001	10/8/2101
EXP_MX75_Automatic_Memory_Selection	10/8/2001	10/8/2101
MSG_E_Available_HDD_Slots	10/8/2001	10/8/2101
MSG_E_MX75_Memory_Software_Check	10/8/2001	10/8/2101

Microprocessor
 Description: CPU
 Effectivity Dates: 9/12/2001 to 9/20/2002
 Product ID: Not Assigned

Display Parameters

Name	Value
LI_IGNORE_IN_QUOTE	yes

FIGURE 374. Report Results Window

The basic concepts and tasks of modeling are covered in CHAPTER 14, "Using the Visual Modeler". This chapter describes the user interface (UI) controls and how they can be used to help your customers configure your products. It covers:

- "UI Properties" on page 555
 - "Comergent eBusiness System UI Properties" on page 556
 - "Working with Display Properties" on page 556
- "Display Properties" on page 564
- "Tabular Display of Properties" on page 570
- "Image Properties" on page 573
- "User-Entered Values" on page 573

UI Properties

As described in "Properties" on page 73, a property is an attribute of a model, option class, or option item. UI properties are used to determine the look-and-feel of a product as it is configured. You can use UI properties to control how option classes are displayed, how to display properties of option items, as well as basic guiding text and pictures.

The Comergent eBusiness System provides a set of built-in UI properties which are understood by the C3 Configurator engine. These control the behavior of the engine and the presentation of the model to the end-user. These properties are summarized in "To Define Display Property Values" on page 564.

Working with Display Properties

The Visual Modeler provides certain *display properties* that come pre-defined with the Comergent eBusiness System. These display properties enhance the customer experience by enabling you to provide values that define various aspects of the model or its elements. They can all be specified using the Display tab of a model, option class, or option item, or as UI properties in the Properties tab. For example, you can define a "Pre-Pick Guiding Text" for an option class either by defining it on the Display tab or by specifying the value of the UI: PRE-PICK GUIDING TEXT property on the Properties tab.

Display properties also allow you to create fields and options that end-users may user to enter their owned values rather than values specified by you. See "User-Entered Values" on page 573. Note that every property displayed on the Display tab corresponds to a UI property. This means that display properties can also be set using the Properties tab provided that you know which UI property matches the display property. See "Display Properties" on page 564 for more details.

Comergent eBusiness System UI Properties

The following table summarizes the UI properties that are built in to the Comergent eBusiness System.

TABLE 37. Comergent eBusiness System UI Properties

Property	Type	Comments
UI: ADDITIONAL DESCRIPTION	string	You can use this property to add additional descriptive text to an option class. use this property in conjunction with the UI: DISPLAY RESULTS property.
UI: ALIGNMENT	string	"Horizontal" or "Vertical" controls layout of radio buttons and check box controls.

TABLE 37. Comergent eBusiness System UI Properties (Continued)

Property	Type	Comments
UI: AUTOMATIC POST	string	<p>“yes” or “true” turns on automatic posting for an option class.</p> <p>After a customer makes a pick of an option item, then you usually want the server to re-display the page so that rules can be fired and any changes to the available option classes displayed. However, if you do not want picks in an option class to cause a re-display, then set this property to “no” or “false”. This is equivalent to selecting On User Request from the Submit to Server Display property drop-down list.</p> <p>The option class is displayed with Update button: after making a pick in this option class, a user can click the Update button to request a re-display of the page from the server.</p>
UI: CLASS DISPLAY NAME	string	<p>Use this property at the model level to determine what is displayed as the displayed name of option classes. By default, this property takes the value <code>\${expand(“_description”)}</code> which means that the value of the option class’s Description field is displayed.</p> <p>For example, if you want to display option class names instead of descriptions, then set this property to <code>\${expand(“_name”)}</code>. You can overwrite this value at a single class by using the UI: DISPLAY NAME property.</p>
UI: COLUMN ALIGNMENT	string	<p>Used in the tabular display control to specify the alignment of the values in the column. The tabular display control uses the “;” character to separate entries from each other, so the format of this column is something like: “left;left:center:right”.</p>
UI: COLUMN HEADINGS	string	<p>Used in the tabular display control to specify the titles of columns. Each title is separated from each other with the “;” character. For example: “Speed;Pins;Manufacturer”.</p> <p>See "Tabular Display of Properties" on page 570 for an example of using this property.</p>
UI: COLUMN PROPERTIES	string	<p>A semi-colon-separated list of property names used in the tabular display of properties. For example: “SPEED;NOPINS;SUPPLIER”, where SPEED, NOPINS, and SUPPLIER are properties defined on option items in an option class.</p> <p>See "Tabular Display of Properties" on page 570 for an example of using this property.</p>

TABLE 37. Comergent eBusiness System UI Properties (Continued)

Property	Type	Comments
UI: COLUMN SPAN	numeric	Controls how many columns an option class requires for its display in the customer-facing display of the model. This is the same as entering a number for the Number of Columns field on the Display tab. See also UI: SKIP COLUMNS.
UI: CONFIG CELL HTML CLASS	string	Sets the CSS class attribute in the HTML. Use this property to control the look-and-feel of cells. Note that the Visual Modeler uses the internal.css CSS file when you test models.
UI: CONSTANT GUIDING TEXT	string	Defines the guiding text that will always be shown for an option class. This is the same as entering text for the Constant Guiding Text field on the Display tab. See also UI: POST PICK GUIDING TEXT and UI: PRE PICK GUIDING TEXT.
UI: CONTROL	string	The name of the JSP fragment used to render an option class. Do not use UI: JSP FILENAME at the option class level.
UI: DEFAULT SELECTION	string	“true” or “yes” on an item makes the item a default selection within its parent option class.
UI: DISPLAY NAME	string	Use this property to determine what is displayed as the displayed name of the option class. By default, this property takes the value <code>\${expand("_description")}</code> which means that the value of the option class's Description field is displayed.
UI: DISPLAY RESULTS	string	This property is deprecated. A property that is displayed along with the description of items. This special property also allows the usage of text expansion macros. Currently we support: <code>\${expand(propname[, defaultvalue[, picture-string]])}</code> but the name of this “function”, expand in this case, is accessed via the object manager. ^a An example usage is to set a description string in the UI: ADDITIONAL DESCRIPTION property, and then set the value of this property to <code>\${expand("UI: ADDITIONAL DESCRIPTION")}</code> .

TABLE 37. Comergent eBusiness System UI Properties (Continued)

Property	Type	Comments
UI: HELP URL	string	A URL that is used to turn an option class description into a hyperlink, typically used to provide additional information about what that option class is for, but could also be a datasheet or any other hyperlink. Clicking on the hyperlink will bring up the page in a new window. This is the same as entering text for the Help URL field on the Display tab.
UI: ICON GRAPHIC	string	Used with an option class to display a picture along with the description of the option class. This is the same as entering text for the Image field on the Display tab: see "Image Properties" on page 573 for information on how values in this field are resolved to URLs.
UI: IGNORE IN QUOTE	string	When set to "yes" or "true" will cause whatever item this property is attached to, to be filtered out of the summary page, and flagged as not visible in the BOM transfer to the shopping cart. This is the same as checking Ignore in Quote on the Display tab. Typically, this field is used to ensure that only selected option items are displayed in shopping carts and to suppress option classes in the list of items in a shopping cart.
UI: JSP FILENAME	string	The name of the JSP page that will render the model: Configurator_Tabbed.jsp or configurator.jsp . This property is added to support easier customization and eventually to allow different presentations per model. Using built-in customization elements of C3 Configurator, it is possible to dynamically change pages as well.
UI: LEAD TIME	numeric	Attached to items in the model. It is used to build a maximum lead time for the entire model by finding the largest lead time of all items currently selected.
UI: NUMBER OF COLUMNS	numeric	Number of columns to divide the end-user configurator presentation. This property is defined at the model level to manage how many columns are used to display the option classes for a model. This property in conjunction with UI: COLUMN SPAN, UI: ROW SPAN, and UI: SKIP COLUMNS controls how option classes are arranged on the page. This property is the same as setting the Number of Columns property in the Display tab.
UI: OPTION CLASS REQUIRED	string	"yes" or "true" causes C3 Configurator to require that a selection be made for an option class. For radio buttons this causes the None selection to be removed.

TABLE 37. Comergent eBusiness System UI Properties (Continued)

Property	Type	Comments
UI: OPTION CLASS SELECT	string	This property is used to specify what UI control should be used when no specific UI: CONTROL value is specified. Its use is primarily to support importing models from external configuration systems or from earlier releases of the Comergent eBusiness System. It takes “single” or “multiple” as values, and is only used in the absence of a UI: CONTROL property to determine if a radio button or checkbox control should be shown for an option class.
UI: OPTION CLASS TYPE	string	Obsolete: do not use.
UI: OPTION CLASS VIEW	string	“POPUP”, “POPUP-QTY”, or “INVISIBLE”. This controls the display behavior of an option class. If POPUP, a standard option class is shown; if POPUP-QTY is selected, then a quantity box will be shown for each selected item within that control. Finally, INVISIBLE is used to prevent the display of the control entirely. INVISIBLE is often used to hide option classes until other picks made by the customer requires the class to be displayed.
UI: POPUP-QTY ALLOWED VALUES	string	This controls what values are available for a selection in a popup drop-down list. Use this at the option class level, in conjunction with setting UI: OPTION CLASS VIEW to POPUP-QTY. A “,” separated list of allowed values. Ranges can be specified with “-”, so 1-4,7-9 is the same as 1,2,3,4,7,8,9. If you leave this field blank, then a text field is displayed with the current value; otherwise a drop-down list with the allowed values is displayed.
UI: POST PICK GUIDING TEXT	string	A guiding text message displayed with an option class description if the user has made at least one pick from within the option class. This is the same as entering text for the Pre-Pick Guiding Text field on the Display tab. This property is not displayed until a customer makes a pick. See also UI: CONSTANT GUIDING TEXT and UI: PRE PICK GUIDING TEXT.
UI: PRE PICK GUIDING TEXT	string	A guiding text message displayed with an option class description if the user has not made a pick from within the option class. This is the same as entering text for the Post-Pick Guiding Text field on the Display tab. Once a pick has been made, then this property is no longer displayed. See also UI: CONSTANT GUIDING TEXT and UI: POST PICK GUIDING TEXT.

TABLE 37. Comergent eBusiness System UI Properties (Continued)

Property	Type	Comments
UI: PREVENT SELECTION	string	“yes” or “true” causes the C3 Configurator to prevent the user from selecting items that would violate a constraint table rule.
UI: PRICE	numeric	The price for an item that will be used if STATIC_PRICING or OVERRIDE_PRICINC is set in the business rules. In the case of OVERRIDE_PRICING, this value will be used if a price cannot be found for the item in the price list.
UI: PRICING SKU	string	The SKU to use when looking up the item in the price list. Note that if you set a product ID value for this property, then it overrides the value of the Assigned Product ID in determining prices.
UI: PRICING STYLE	string	Usually, you use this property at the option class level. It controls how prices of option items are displayed to the end user as follows: NONE: Do not display prices as user configures product. ABSOLUTE: Display prices next to option items as absolute prices. DELTA: Display prices next to option items as their effect on the price of the whole configured product. This property is the same as setting Pricing Style in the Display tab.
UI: PRODUCT ID	string	If a product has been associated with a node of a model, then this property can be used to retrieve the product ID of the associated product. The value of this property is resolved at compile time, so if the product ID is changed, then you must re-compile the model for the change to take effect.
UI: PRODUCT NAME	string	If a product has been associated with a node of a model, then this property can be used to retrieve the product name of the associated product. The value of this property is resolved at compile time, so if the product name is changed, then you must re-compile the model for the change to take effect.

TABLE 37. Comergent eBusiness System UI Properties (Continued)

Property	Type	Comments
UI: PRODUCT DESCRIPTION	string	If a product has been associated with a node of a model, then this property can be used to retrieve the description of the associated product. The value of this property is resolved at compile time, so if the product description is changed, then you must re-compile the model for the change to take effect.
UI: QUANTITY AVAILABLE	numeric	Do not use in this release. Used in the quantity matrix, this can optionally be attached to the items for the matrix. If so it will set the quantity available of each item. If the control is set to show quantity available this property value will be displayed in a secondary row for each item.
UI: REQUIRED	string	Obsolete: do not use.
UI: ROW SPAN	numeric	Controls how many rows an option class requires for its display in the end-user presentation of the page. In conjunction with UI: NUMBER OF COLUMNS and UI: COLUMN SPAN, this property controls the layout of the page viewed by end-users. This is the same as entering a number for the Number of Rows field on the Display tab. See also UI: SKIP COLUMNS.
UI: SHOW ITEM IMAGES	string	“yes” or “true” controls whether item images are shown.
UI: SKIP COLUMNS	numeric	Number of columns to skip after this class. It is used to add to the count variable that is tracking how many cells are being used to lay out the option classes. This is the same as entering a number for the Number of Columns to Skip field on the Display tab. If you have used the UI: COLUMN SPAN property or UI: ROW SPAN for another option class, then use this property to account for table cells in the layout that the multiple span class uses.
UI: SUPPRESS NAME DISPLAY	string	“yes” or “true” causes C3 Configurator to not display the names of option classes.
UI: SUPPRESS NONE SELECTION	string	“yes” or “true” suppresses the NONE selection value for radio buttons.

TABLE 37. Comergent eBusiness System UI Properties (Continued)

Property	Type	Comments
UI: SUPPRESS UEV NONE VALUE	string	<p>“yes” or “true” suppresses the NONE selection for UEV combo boxes. Use this in conjunction with UI: UEV ALLOWED VALUES property.</p> <p>For example, if you have specified that a user-entered value field can only take the values Red, Green, Blue, then if the value of this property is set to “yes”, then None will not appear in the drop-down list of selectable values. If you set the value of this property to “no”, or do not attach this property, then None will be a selectable value.</p>
UI: UEV ALLOWED VALUES	string	<p>Comma-separated list of values for a combobox UEV control.</p> <p>Suppose that you want to allow customers to enter only one color from a small list of colors. Then enter the list like this:</p> <p>Black,Blue,Green,Red,White</p> <p>When this property is set, then the user-entered value option item is displayed as a drop-down list of these values. None is also displayed as a selectable option, unless you set the UI: SUPPRESS UEV NONE VALUE property to “yes”.</p> <p>This property is the same as setting values in the Allowed Values display property.</p>
UI: UEV ASSIGNMENT PROPERTY	string	<p>The name of a property where a UEV will store its value. This property should be of the correct type to contain the UEV. Note: numeric properties can be used to hold INTEGER UEVs as well as NUMERIC UEVs.</p> <ul style="list-style-type: none"> • If the value of this property is just a property name, then the property will be set on the current item. • If the value contains a path to a property as well as the property name, then the property will be set on the item referenced by the path if it exists. <p>Once a user makes their pick in the user-entered value field, then the assigned property can be used by rules or in the display of the model, just like any other property.</p> <p>This property is the same as setting a value in the Assign Value to Property display property.</p>

TABLE 37. Comergent eBusiness System UI Properties (Continued)

Property	Type	Comments
UI: UEV INTEGER VALUE	integer	Filled in by the engine when an integer UEV has a value in it. This provides you with a way to reference the value of the field without assigning it to another property: see UI: UEV ASSIGNMENT PROPERTY to use another property.
UI: UEV LIST VALUE	list	Filled in by the engine when a list UEV has a value in it (not currently used). This provides you with a way to reference the value of the field without assigning it to another property: see UI: UEV ASSIGNMENT PROPERTY to use another property.
UI: UEV NUMERIC VALUE	numeric	Filled in by the engine when a numeric UEV has a value in it. This provides you with a way to reference the value of the field without assigning it to another property: see UI: UEV ASSIGNMENT PROPERTY to use another property.
UI: UEV POSTFIX	string	A string of text displayed after the UEV entry field. This property is the same as setting a value in the Text After Entry Field display property.
UI: UEV PREFIX	string	A string of text displayed before a UEV entry field. This property is the same as setting a value in the Text Before Entry Field display property.
UI: UEV SELECTION	varies	Obsolete: do not use.
UI: UEV SPECIAL	string	Used by the user entered value control to enable a file list or notes control. This will be phased out and replaced by a new file attachment control and notes control in future releases: do not use.
UI: UEV STRING VALUE	string	Filled in by the engine when a string UEV has a value in it. This provides you with a way to reference the value of the field without assigning it to another property: see UI: UEV ASSIGNMENT PROPERTY to use another property.
UI: UEV TYPE	string	“string”, “integer”, or “numeric”; the type of UEV control.

- a. To add additional macros, define a new class that implements the IExpansionHandler interface, and put a reference to it into the object manager.

Display Properties

To Define Display Property Values

See "Display Properties" on page 76 for an explanation of display properties.

1. Navigate to and display the detail page for the model, option class, or option item.

See "To Access the Visual Modeler" on page 427 for information on how to navigate the model group hierarchy.

2. Click the **Display** tab.

This displays the display properties appropriate to the level.

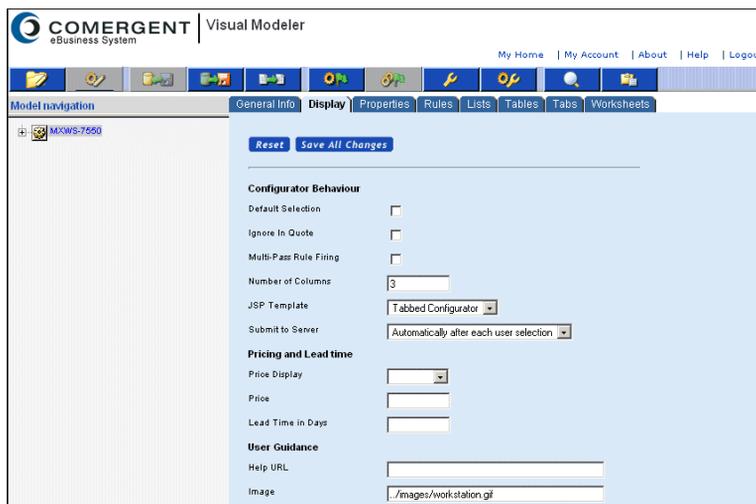


FIGURE 375. Display Properties

3. Edit the desired fields.

See Table 38 on page 566 for an alphabetical list of the properties, where they can be assigned, and what they mean. Because each display property corresponds to a UI property, the table also provides the name of the corresponding UI property, and further information about each UI property is provided in "Comergent eBusiness System UI Properties" on page 556.

4. Click **Save All Changes**.

TABLE 38. Display Properties

Field Name/Property Name	Where Used	Description
Automatic Post/UI: AUTOMATIC POST	Model Option Class	Depending on the value you choose, this property specifies how posting is done: none: No update is performed when the customer selects an option item. update: An incremental update occurs when the customer selects an option item. final (default): A final update occurs when the customer selects an option item.
Constant Guiding Text/UI: CONSTANT GUIDING TEXT	Model Option Class	Used to add extra text to the displayed HTML page. This text is “constant”, that is, it appears all the time, even after a selection is made. For example, guiding text for a configurable camcorder may state "Only lithium batteries type XYZ are compatible with this model."
Control/UI: CONTROL	Option Class	Enables you to determine how the option items are displayed: Radio button: Items appear as radio buttons. Customer can only select one. Checkbox: Option items will appear with check boxes; multiple selection allowed. Drop down list: Items appear in a drop-down list. Combobox: Items appear in drop-down list, but end-users can also type in a selection. Multiple Selection listbox: Items appear in a scrollable list from which the customer can make multiple selections. Display All Children: When you have nested option classes, nested classes appear with their option items visible (as opposed to option items only appearing when nested option classes are “picked”). User EnteredValue: Items appear as user-entered fields. Tabular Display: Items appear as rows in a table.

TABLE 38. Display Properties (Continued)

Field Name/Property Name	Where Used	Description
Default Selection/UI: DEFAULT SELECTION	Model Option Class Option Item	This property specifies that, if the user does not choose an entity in the option class, this entity (embedded model, nested option class, or option item) is automatically selected. You can use this property in conjunction with the Option Class Required special property. You can only assign it to one option item in an option class.
Display Template	Model	Select the type of user interface from the drop-down list: Tabbed UI or Non-tabbed UI. See "Working with a Tabbed User Interface" on page 476.
Help URL/UI: HELP URL	Model Option Class	Enables you to display a link (URL) to a page that has additional information about the model, option class, or option item.
Icon Graphic/UI: ICON GRAPHIC	Model Option Class	Provides the location (fully qualified path) of a GIF format file to be displayed next to this model, option class, or option item.
Ignore In Quote/UI: IGNORE IN QUOTE	Model Option Class Option Item	This special property is attached to option classes and option items that will not be transferred into the summary page when these option items are selected by the customer or through an expansion rule.
Lead Time/ UI: LEAD TIME	Model Option Class Option Item	Enables you to specify a lead time between when a customer orders a product that includes this item and when that product can be expected to ship.
Option Class Required/UI: OPTION CLASS REQUIRED	Option Class	Enables you to specify whether or not a customer must make a selection in that option class to complete the configuration. Customer must select one of the option items to complete the configuration.

TABLE 38. Display Properties (Continued)

Field Name/Property Name	Where Used	Description
Option Class View/UI: OPTION CLASS VIEW	Option Class	<p>Determines (1) if the items in this option class are displayed, and (2) if the pop-up quantity is displayed next to the option item.</p> <p>Popup: When the customer clicks the drop-down arrow, the line is expanded to display all items.</p> <p>Popup-qty: Customer types in a number in the quantity field. The entered value influences the quantity of option items that are ordered for this option class.</p> <p>Invisible: Option class and its items are not displayed to the customer. This is typically used for an automatic expansion when the customer does not need to know about the added option items that are part of the configuration. For example, if a customer orders a special wheel, then invisible option items may include nuts and bolts that are included with the special wheel.</p>
Popup-Qty Values/ UI: POPUP-QTY ALLOWED VALUES	Option Class	<p>Enables you to set quantity for that item. The quantities specified appear as possible selections in a quantity box next to the item.</p>
Post-Pick Guiding Text/UI: POST PICK GUIDING TEXT	Model Option Class	<p>Used to add extra text displayed on the HTML page after the customer has made a selection. For example, a model of a computer has an option class called “Operating System”, and that option class has an option item called “Windows 2000”. Post-pick guiding text for that option item might be “Windows 2000 requires a minimum of 256MB of RAM; make sure the amount of RAM you select is at least 256MB”.</p>
Pre-Pick Guiding Text/UI: PRE PICK GUIDING TEXT	Model Option Class	<p>This special property is assigned at the option class level, and is used to add extra text that is displayed on the HTML page. The text disappears once a selection is made. For example, pre-pick guiding text for a CPU option class of a configurable computer may state “Choose a Processor”. Once a processor is chosen, the text disappears.</p>
Prevent Selection of Items Resulting in Constraint Errors/ UI: PREVENT SELECTION	Option Class	<p>Enables you to prevent a customer from selecting items in this class that are incompatible with items in another class (based on an option constraint table).</p> <p>If Option Class Required is selected, then you cannot check this box.</p>

TABLE 38. Display Properties (Continued)

Field Name/Property Name	Where Used	Description
Pricing Style/UI: PRICING STYLE	Model Option Class	<p>This special property enables you to specify how option class items will display price information. There are three possible values:</p> <p>none: If you assign this property with the value <i>none</i>, then the option class' items are displayed without any pricing information.</p> <p>delta: If you assign this property with the value delta, then the option items display pricing information in relation to the total base price of the configurable product.</p> <p>When end-users first see the option class, they see the option items with prices as "Add \$xxx.xx", meaning "selecting this item adds this amount to the current configuration price of the model." Once the end-user selects an option item, the other option items will show either "Add \$xxx.xx" or "Subtract \$xxx.xx", depending on how choosing those option items will affect the price.</p> <p>absolute: If you assign this property with the value <i>absolute</i>, then the option items display pricing information as the total cost of that item. This kind of pricing information is not relative to any base price. It is simply the cost of that item.</p>
Price/UI: PRICE	Model Option Class Option Item	<p>This special property enables you to assign a specific price to the item. This property is used to attach a price to a model if your model, option class, or option item is not associated with a product ID (see "To Associate a Product with a Model, Option Class, or Option Item" on page 438).</p> <p>Note that prices assigned to option items in this way are not preserved when the configured product is returned to a cart.</p>
User Entered Value Type/UI: UEV TYPE	Option Item	<p>This property is displayed only if you selected "User entered value" for the Control display property of the option class to which the item belongs. This property enables you to define the type: string, integer, or numeric.</p>
User Entered Value Prefix/UI: UEV PREFIX	Option Item	<p>This property is displayed only if you selected "User entered value" for the Control display property of the option class to which the item belongs. This enables you to provide a text string that precedes a user-entered value (For example, "\$").</p>

TABLE 38. Display Properties (Continued)

Field Name/Property Name	Where Used	Description
User Entered Value Postfix/UI: UEV POSTFIX	Option Item	This property is displayed only if you selected “User entered value” for the Control display property of the option class to which the item belongs. This enables you to provide a text string that follows any user-entered values (for example, “inches”, “feet”, and so on).
User Entered Value Allowed Values/UI: UEV ALLOWED VALUES	Option Item	This property is displayed only if you selected “User entered value” for the Control display property of the option class to which the item belongs. This property enables you to define a comma-delimited list of values for numbers (1-3, 5, 9, 10-12, and so on). For strings, you can enter the name of a list property.

Tabular Display of Properties

To help users choose between two or more option items in an option class, it is often helpful to display one or more properties for each option item in the form of a table. For example:

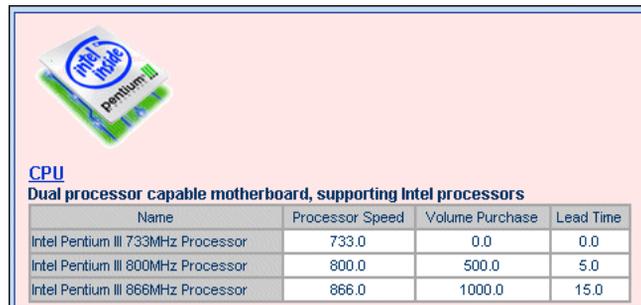


FIGURE 376. Example Tabular Display of an Option Class

Note that in Release 7.0.2, you cannot use the tabular display for pickable option items, and so this display is often used in conjunction with another option class that lets users make a selection.

To Display Properties in a Tabular Form

1. Navigate to the option class whose option items you want to display in a tabular form.

2. Either:
 - a. Click the **Display** tab.
 - b. Select Tabular Display from the Control drop-down list.
 - c. Click **Save All Changes**.Or:
 - a. Click the **Properties** tab.
 - b. Select UI: CONTROL from the Unattached Properties drop-down list and enter “controls/displayProps.jsp” as its value.
 - c. Click **Attach**.
3. Select UI: COLUMN HEADINGS from the Unattached Properties drop-down list and enter a semi-colon delimited list of headings as its value.

For example, “Size;Weight;Color”.
4. Click **Attach**.
5. Select UI: COLUMN PROPERTIES from the Unattached Properties drop-down list and enter a semi-colon delimited list of the property names as its value.

For example, “Monitor Size;Monitor Weight;Monitor Color”.

You can use property values as described in "Properties as Variables" on page 495 to help you display the values of properties exactly as you need.

To Display Properties in a Tabular Form

1. Navigate to the option class whose option items you want to display in a tabular form.
2. Either:
 - a. Click the **Display** tab.
 - b. Select Tabular Display from the Control drop-down list.
 - c. Click **Save All Changes**.Or:
 - a. Click the **Properties** tab.
 - b. Select UI: CONTROL from the Unattached Properties drop-down list and enter “controls/displayProps.jsp” as its value.

- c. Click **Attach**.
 3. Select UI: COLUMN HEADINGS from the Unattached Properties drop-down list and enter a semi-colon delimited list of headings as its value.
For example, “Size;Weight;Color”.
 4. Click **Attach**.
 5. Select UI: COLUMN PROPERTIES from the Unattached Properties drop-down list and enter a semi-colon delimited list of the property names as its value.
For example, “Monitor Size;Monitor Weight;Monitor Color”.
- You can use property values as described in "Properties as Variables" on page 495 to help you display the values of properties exactly as you need.
6. Click **Attach**.

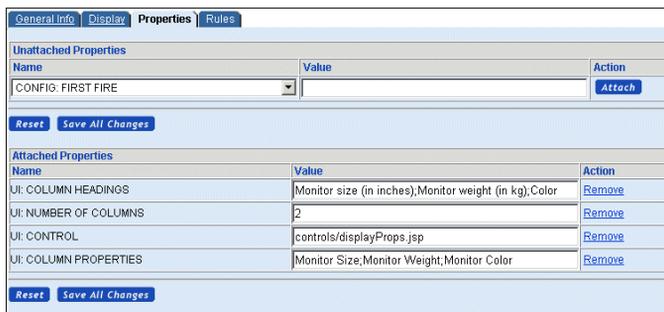


FIGURE 377. Defining Tabular Display Properties

Note that the number of columns in the table is inferred from the number of properties you define in the UI: COLUMN PROPERTIES property.

7. Click **Save All Changes**.
8. If you now click **Test**, then you can verify that the option class is now presented as a table with one row for each option item and one column for each property specified.

Image Properties

You can associate images with models, option classes, and option items as described in this section.

Models and Option Classes

Use the Icon Graphic field on the **Display** tab for models and option classes. This corresponds to the UI: ICON GRAPHIC property.

Option Items

You can attach images to option items and display them to end-users using the UI: ITEM IMAGE NAME property to specify an image for each option item. You must set the UI: SHOW ITEM IMAGES property to be “true” at the option class level.

The value of the UI: ITEM IMAGE NAME can be interpreted as a relative URL or as an absolute URL:

- If you enter “2of4stars.gif” or “../images/2of4stars.gif”, then the image will be displayed by resolving the image location to:

```
http://server:port/Comergent/en/US/images/2of4stars.gif
```

- You can use absolute URLs to point to different locations anywhere on the Web. This is particularly useful if you use a different Web server to serve up static content for your Web site. For example:

```
http://imageserver:port/configurator/images/2of4stars.gif
```

User-Entered Values

When you create a model, there may be occasions where you want to give the end-user the opportunity to specify a value simply by typing it in. For example, you may want to let the user enter a color that is not one of the pre-defined colors in a model, or you may want to let them enter a product ID for a product that is not in your product catalog, but which you can fulfil by special order.

To do this, you use the User Entered Value properties described in Table 38 on page 566. For example, suppose that you have a configurable product and you want to let the user specify their own choice of color. Do the following:

1. Navigate to the model and click **Edit**.
2. Click **New Option Class**.

3. In the Name field, enter “Custom Color Class”.
4. In the Description field, enter “Enter your preferred color”.
5. Click **Save**.
6. Click the **Display** tab.
7. Set the Control display property to “User Entered Values”.
8. Check the **Ignore in Quote** check box.
9. Click **Save All Changes**.
10. Click the **General Info** tab.
11. Click **New Option Item**.
12. In the Name field, enter “Custom Color Item”.
13. In the Description field, enter “We will provide a color match before shipping.”.
14. In the Navigation panel, navigate to the Custom Color Item option item.
15. Click the **Display** tab.
16. Select String, Integer, or Numeric from the **User Entered Value Type** drop-down list.
17. Click **Save All Changes**.
18. Click **Compile**.

You can use user-entered values in rules by referring to the appropriate UEV property: UEV: NUMERIC VALUE (for Integer or Numeric values) or UEV: STRING VALUE (for String values).

This chapter covers tasks that are performed only by enterprise or **C3** Partner.com partner employees. It covers the Comergent **C3** Pricing application: check with your system administrator to see if this application has been installed as part of your implementation of the Comergent eBusiness System.

<p>Note: You can set a business rule so that price lists are used for entitlement only. This means that price lists assigned to partners define only the products the partners are entitled to purchase, not the prices for those products. Prices are obtained from an external source rather than the price lists. See CHAPTER 38, "Business Rules Administration".</p>
--

See "Setting Prices for Products" on page 20 for an overview of Pricing in the Comergent eBusiness System. See CHAPTER 18, "Advanced Pricing Administration" for tasks associated with order level pricing.

- "To Search for a Price List" on page 576
- "To Create a Price List" on page 584
- "To Modify a Price List" on page 585
- "To Delete a Price List" on page 586
- "To Duplicate a Price List" on page 586
- "To Import a Price List" on page 587

- "To Set Prices for Products as a Mass Update" on page 591
- "To Set Prices for Individual Products" on page 593
- "To Set Conditional Prices for a Product" on page 595
- "To Download Pricing Information for All Products in a Price List" on page 598
- "To Assign a Price List to a Partner using C3 Profile Manager" on page 599
- "To Assign a Price List to All Partners Using C3 Pricing" on page 600
- "To Unassign a Price List from All Partners Using C3 Pricing" on page 600

Searching for and Displaying Price Lists

To Search for a Price List

1. Click **Price Lists** in the Pricing Administration panel on the Comergent eBusiness System home page.

This displays the Price List Search Page (see Figure 378 on page 576).

COMERGENT | Price Lists
eBusiness System

My Home | My Account | About | Help | Logout

Price Lists

Find:
Price List Name Search Show All Advanced Search

All price lists shown
[New Price List](#)

[Previous](#) [Next](#)

Price List Name	Starting Date	Ending Date	Currency	Customer Type	Supplier	Status	
Enterprise Master List	1/17/2001	10/4/2010	USD	General	Enterprise	Active	Delete
Euro	1/17/2001	7/25/2007	EUR	General	Enterprise	Active	Delete
For Coca Cola	1/17/2001	10/4/2010	USD	General	Coca Cola	Active	Delete
France	1/17/2001	5/12/2005	FRF	General	Enterprise	Active	Delete
Germany	1/17/2001	8/21/2006	DEM	General	Enterprise	Active	Delete
Government	1/17/2001	10/6/2003	USD	Government	Enterprise	Active	Delete
High Technology	1/17/2001	10/6/2003	USD	High Technology	Enterprise	Active	Delete
Japan	1/17/2001	5/1/2008	JPY	General	Enterprise	Active	Delete
NorthSea Tech - Yonkers	1/17/2001	10/6/2003	USD	High Technology	Enterprise	Active	Delete
NorthSea Tech Eastern Division	1/17/2001	10/6/2003	USD	High Technology	Enterprise	Active	Delete

FIGURE 378. Price List Search Page

2. Search for the price list(s).
 - a. Enter search criteria. You can use an asterisk (*) wild card character with all criteria to perform a wild card search.

TABLE 39. Price List Search Fields

Field	Description
Price List Name	Enter the name of the price list.
Effective Date	You can search for price lists by specifying an effectivity date. Only those price lists that are effective on that date are displayed. Click the calendar icon to select the date you want.
Currency	You can search for price lists by one or more currency.
Customer Type	You can search for price lists by one or more customer types:
Status	You can search for either active or inactive price lists or include both in your search.

- b. Click **Search**.

You can also click **Show All** to display all the price lists in the system or you can click **Advanced Search** to perform a more custom search for a price list. See "Advanced Search for Price Lists" on page 582 for more details.

The search results are displayed as a list on the Price List Search page.

Note:	Partner administrators will only see price lists created by partner administrators in their own organization.
--------------	---

3. In the list of results, find the list whose details you want to view.
4. In the Price List Name column, click the name of the price list to view its details.

This displays the Price List Detail page for that list.

COMERGENT | Price Lists
eBusiness System

My Home | My Account | About | Help | Logout

Enterprise Master List

[Go to Price Lists](#)

Edit Header | Edit Items | Assign Products | Mass Update | View Organization Assignments

Make a duplicate of this price list by using the Copy button. The Download button provides the ability to download this price list as tab delimited file. After changing price list header information save changes using the Save button. Click on the Assign All button to assign this price list to all organizations in the system. Click on the Unassign All button to remove all current assignments of this price list.

[Assign All](#) [Unassign All](#) [Download](#) [Copy](#) [Save](#)

Price List Header *Required Fields

* Name: Enterprise Master List

Description: Enterprise Master List

* Currency: USD

* Customer Type: General

* Supplier: Enterprise [Assign...](#)

* Starting Date (M/D/YYYY): 1/17/2001 17:00

* Ending Date (M/D/YYYY): 10/4/2010 15:00

Active:

FIGURE 379. Price List Detail Page

The Price List Detail page comprises the following tabs:

- **Edit Header:** this tab displays header information about the price list:

TABLE 40. Header Fields

Field	Description
Name	Each price list must have a unique name. The price list name is displayed on the Price List Display page.
Description	This provides a brief description of the price list and its purpose.
Currency	The currency used in all of the prices of this price list. You cannot mix currencies in a price list.
Customer Type	The type of customer (Education, Commercial) for this price list.
Supplier	The partner key of the supplier for this price list. Enterprise administrators can accept the default value (“1”) or enter a partner key for any storefront partner. Storefront administrators will see this field pre-populated with their partner key and they cannot change it.
Starting Date	You can specify dates within which a price list is available. Click the calendar icon to select the dates you want.
Ending Date	
Active	Check the box to make the price list active. You can assign an inactive price list to a partner, but the partner cannot see prices from an inactive list.

You can also download the price list in the form of a text file by clicking **Download**, and make a copy of the price list by clicking **Duplicate**.

- **Edit Items:** use this tab to change prices of products that are already on the price list. You can search for a specific product or for products that belong to a specific product category.

COMERGENT | Price Lists
eBusiness System

My Home | My Account | About | Help | Logout

Enterprise Master List [Go to Price Lists](#)

Edit Header | Edit Items | Assign Products | Mass Update | View Organization Assignments

Find:
 Category

Select appropriate search criteria to find price list items. Partial entries for searches by Product ID are supported. Search by Product Category displays all price list items belonging to specified product category. Use Delete button to delete selected products from the price list. After changing prices save changes using the Save button.

Previous Next

<input type="checkbox"/>	Product ID	Product Name	Start Date	End Date	Supplier	List Price	+/- in %	+/- in Abs.	Price
<input type="checkbox"/>	Creative-MuVO128	Muvo MP3 player				89.95			89.95000
<input type="checkbox"/>	Inspiron 8600	Dell Inspiron 8600				1499.01			1,499.01000
<input type="checkbox"/>	Ipod Mini	Mini IPOD				199.95			199.95000
<input type="checkbox"/>	MS-NSBP	Netscape Navigator 6.0				20			20.00000
<input type="checkbox"/>	MSG-32A	Memory Stick Media 32MB				49.95			49.95000

FIGURE 380. Price List Detail Page: Edit Items Tab

- **Assign Products:** use this tab to add products to the price list. You can search for a specific product or for products that belong to a specific product category.

COMERGENT | Price Lists
eBusiness System

My Home | My Account | About | Help | Logout

Enterprise Master List [Go to Price Lists](#)

Edit Header | Edit Items | Assign Products | Mass Update | View Organization Assignments

Find:
 Category View Unassigned Only

Select appropriate search criteria to find products you want to add to this price list. Partial entries for searches by Product ID are supported. Search by Product Category displays products belonging to specified product category. Use Assign button to add selected products with corresponding prices to the current price list.

<input type="checkbox"/>	Product ID	Product Name	Start Date	End Date	Supplier	List Price	+/- in %	+/- in Abs.	Price
No Rows Found									

[Back to Top ↑](#)

FIGURE 381. Price List Detail Page: Assign Products Tab

- **Mass Update:** use this tab to perform bulk operations on the price list. For example, you can increase the prices on the price list by a fixed or percentage amount.

COMERGENT eBusiness System | Price Lists

My Home | My Account | About | Help | Logout

Enterprise Master List [Go to Price Lists](#)

[Edit Header](#) | [Edit Items](#) | [Assign Products](#) | **Mass Update** | [View Organization Assignments](#)

Perform changes on all or only a selective set of price list items. First define the scope of the mass update, selecting the entire price list or price list items belonging to a product category. The 'Delete' button removes all price list items in scope and saves the changes. The 'Update' button executes defined mass adjustments to all price list items in scope and saves changes.

Scope

Entire Price List

Category [Browse...](#) Apply to child categories

Prices

For each price list item in scope:

Delete price list items [Delete](#)

Modify List Price by [Update](#)

replacing the current value with

incrementing/decrementing the current value by %

FIGURE 382. Price List Detail Page: Mass Update Tab

- **View Organization Assignments:** use this tab to view the assignment of this price list to partners.

The screenshot shows the 'Enterprise Master List' page in the Comergent eBusiness System. The page has a navigation bar with links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the navigation bar, there are tabs for 'Edit Header', 'Edit Items', 'Assign Products', 'Mass Update', and 'View Organization Assignments'. A search box is present with a 'Find:' label, a dropdown for 'Profile Name', a search input field, and 'Search' and 'Show All' buttons. Below the search box, a message states: 'The following is a list of all the Organizations to which this Price List is assigned. You can filter the list by using the search box above. You can also sort the results by clicking on any of the column headings'. A table lists the organizations with columns for 'Profile Name', 'Commerce', 'Profile Type', and 'Profile Level'. Navigation links 'Previous' and 'Next' are located above the table. A 'Back To Top' link is at the bottom left of the table area.

Profile Name	Commerce	Profile Type	Profile Level
A1	Direct	Distributor	Platinum
AMT Systems	Direct	Reseller	Gold
ARCnet Group	Direct	Reseller	Gold
AffinityNet	Direct	Reseller	Gold
Archer Technologies	Direct	Systems Integrator	Gold
Banana Republic	Direct	Retailer	Platinum
Call Center - EMEA	Direct	Enterprise	Enterprise
Call Center - NA East	Direct	Enterprise	Enterprise
Call Center - NA West	Direct	Enterprise	Enterprise
Commerce One Partner	Direct	OEM	Platinum

FIGURE 383. Price List Detail Page: View Organization Assignments Tab

You can use a business rule to set the number of rows that are displayed in the pricing list. See CHAPTER 38, "Business Rules Administration".

Advanced Search for Price Lists

By clicking **Advanced Search** on the Price List Search page, you can perform a more detailed search for a price list.

FIGURE 384. Price List Advanced Search Page

You can search using the following criteria:

TABLE 41. Price List Advanced Search Criteria

Criteria	Comments
Price List Name	Enter a string. You can use * to denote a wild card. The search will return all price lists whose name matches the search string. For example, if you enter Com*, then price lists with names such as Commercial and Communications are found.
Partner Name	Enter a string. You can use * to denote a wild card. The search will return all price lists that are assigned to a partner whose name matches the search string.
Price List Status	Select Active, Inactive, or Active and Inactive.
Product ID	Enter a product ID. You can use * to denote a wild card. The search returns all price lists that have a product whose product ID matches the search string. For example, if you enter MXWS*, then price lists with products such as MXWS-7500 and MXWS-OLP are found.

TABLE 41. Price List Advanced Search Criteria (Continued)

Criteria	Comments
Customer Type	Select one or more customer types. Price lists with these customer types are returned.
Currencies	Select one or more currencies. Price lists with these currencies are returned.
Effectivity Dates	Enter a Starting Date, Ending Date, or both. If you specify only a Starting Date, then all price lists whose start date is before the specified Starting Date are returned. If you specify only an Ending Date, then all price lists whose end date is after the specified Ending Date are returned. If you specify both, then all price lists that are effective between the your specified dates are returned. Note that price lists must be effective for the entire interval.

If you provide more than one search criteria, then the search returns only those price lists that match all the specified criteria.

Managing Price Lists

You must have the appropriate administrative functions in order to perform these tasks:

- "To Create a Price List" on page 584
- "To Modify a Price List" on page 585
- "To Delete a Price List" on page 586
- "To Duplicate a Price List" on page 586
- "To Import a Price List" on page 587

To Create a Price List

1. Click **Price Lists** in the Pricing Administration panel on the Comergent eBusiness System home page.
2. On the Price List Search page, click **New Price List**. This displays the Price List Detail page.

The screenshot shows the 'New Price List' form in the Comergent eBusiness System. The form is titled 'New Price List' and has a sub-tab 'Edit Header'. The form contains the following fields and controls:

- Name:** A text input field.
- Description:** A larger text input area.
- Currency:** A dropdown menu.
- Customer Type:** A dropdown menu.
- Supplier:** A dropdown menu with 'Enterprise' selected and an 'Assign...' button next to it.
- Starting Date (M/D/YYYY):** A date input field with a time dropdown set to '0:00'.
- Ending Date (M/D/YYYY):** A date input field with a time dropdown set to '0:00'.
- Active:** A checkbox.

At the top right of the form, there are 'Create' and 'Cancel' buttons. The text 'Enter data and click on Create button to create price list.' is displayed above the form fields. The text '*Required Fields' is located at the top right of the form area.

FIGURE 385. Price List Detail Page: Edit Header Tab

3. On the Header tab, enter the header information. See Table 40 on page 579 for a complete description of the fields on this page.
4. Click **Save**.
5. If desired, add products from the product hierarchy as follows:

- a. Click **Assign Products**.
- b. Search for the product or product category that you want to add to the price list. Click **Search**.
- c. Enter prices for each product and check the check box next to the product IDs that you want to add to the price list. Click **Assign**.

The resulting products are displayed.

The selected products are added to the price list.

You have several options for setting prices. See "Setting Prices for Products" on page 590 for these options and for step-by-step instructions.

To Modify a Price List

1. Search for the price list. See "To Search for a Price List" on page 576.

2. On the Price List Detail page Header tab, modify the header details as appropriate.

For example, you can modify the starting or ending dates or the status of the price list. See Table 40 on page 579 for a description of the fields.

3. Modify the list of products by adding or removing products as appropriate:
 - a. Add products by clicking the **Assign Products** tab and searching for products.
 - b. Modify products by clicking the Edit Items tab and searching for products whose prices you want to update. You can remove products from a price list by checking the check box next to their product ID and clicking **Delete**.
4. Modify individual prices, discounts, and +/- amounts as appropriate.

See "To Set Prices for Products as a Mass Update" on page 591

Note: If you make changes to a price list while a customer is shopping, then the customer will not see the new prices until the customer updates the cart.

5. Save your changes by clicking **Save**.

To Delete a Price List

1. Search for the price list(s) you want to delete. See "To Search for a Price List" on page 576.
2. On the resulting Price List Search page, click **Delete** next to the price list to be deleted.

To Duplicate a Price List

1. Search for the price list(s) you want to duplicate. See "To Search for a Price List" on page 576.
2. Click the name of the price list to navigate to the Price List Detail page.

3. On the Header tab, click **Copy**.

A dialog box is displayed asking if you want to copy the partner assignments to whom the copied list(s) are currently assigned. Click **OK** to copy the assignments. Click **Cancel** to copy the price list(s) without copying the assignments.

<p>Note: If a price list is assigned to a partner and marked as “sharable”, then that price list is also assigned to any child partners of the partner to whom the price list is assigned. If you copy that sharable list and its assignments, then the assignments to the children are also copied. See "Making Price Lists Sharable with Child Profiles" on page 26 for an explanation of sharing price lists.</p>

To Import a Price List

In Release 7.0.2, you can import a new price list or update an existing price list by posting an XML message as follows:

1. Create an XML message for price list import. It must conform to the PriceListImportRequest DTD. You can find this in the deployed Web application in the file: **debs_home/Comergent/WEB-INF/dXML/4.0/PriceListImportRequest.dtd**.

You must provide user authentication information in the RemoteUser element, and the price list itself is defined using the PriceList DTD to be found in the same directory.

2. You must provide the Name of the price list as the Name attribute of the PriceList element.

3. Provide the following information in the PriceListHeader element:

TABLE 42. PriceList Header Elements

Element	Description
Name	The name of the price list. If a price list with this name exists already, then it will be updated with the price list information provided in the XML message. If the price list name does not exist, then a new price list will be created with this name and the price list information to create new price list lines.
Description	A description of the price list.
Currency	The currency to be used for the price list. You must provide it in the standard abbreviated form: "USD", "GBP", and so on.
CustomerType	The customer type: it must be one of the valid customer types supported by your Comergent eBusiness System. For example, the reference implementation supports "General", "Government", and so on.
StartDate	Provide this in the form: MM:DD:YYYY HH:MM:SS
EndDate	Provide this in the form: MM:DD:YYYY HH:MM:SS
Active	"0" denotes an inactive price list and "1" an active price list
SupplierID	Set this to the partner key of the supplier: "1" represents the Enterprise partner

A typical PriceListHeader element looks like this:

```
<PriceListHeader Action="Insert">
  <Description>This is my new price list</Description>
  <Currency>USD</Currency>
  <PartnerType>General</PartnerType>
  <StartDate>2003-01-01 00:00:00.0</StartDate>
  <EndDate>2003-12-31 23:59:59.999</EndDate>
  <Active>0</Active>
  <SupplierID>1</SupplierID>
</PriceListHeader>
```

4. Each Prices element provides the price(s) for a particular product, identified by the ProductID attribute. A typical Prices element looks like this:

```
<Prices ProductID="SKU_1234" StartDate="2003-01-01"
  EndDate="2003-09-30" Action="UpdateOrInsert">
  <Price ListPrice="100" PercentDiscount="-10"
    AbsoluteDiscount="5" />
  <QuantityTier From="100" To="190">
    <Price ListPrice="95" PercentDiscount="-10" />
  </QuantityTier>
```

```
<QuantityTier From="300" To="399">
  <Price ListPrice="90" AbsoluteDiscount="-5" />
</QuantityTier>
<QuantityTier From="400">
  <Price ListPrice="90" AbsoluteDiscount="-10" />
</QuantityTier>
</Prices>
```

5. Using your preferred tool, post the XML message into the Comergent eBusiness System using the standard message URL, for example:

`http://server:port/Comergent/msg/matrix`

- You must use POST rather than GET.
- Set the Content-type to “application/x-icc-xml”.
- The XML message must be the body of the request.

When a price list is imported using this process, the processing logic is as follows:

1. If the imported price list name already exists as the name of an existing price list, then the PriceListHeader element is used to update header information in the existing price list. Each Prices element is used to update or insert corresponding information:
 - a. First, the product ID, StartDate, and EndDate attributes are used to see if the Prices element matches an existing price list line:
 - If neither StartDate or EndDate attributes are defined, then the Prices element matches an existing line if the line has the same product ID and no start and end dates defined.
 - If the StartDate or EndDate attributes are defined, then the Prices element matches an existing line if the line has the same product ID and the date(s) specified in the attribute(s) are the same as the corresponding dates in the line.
 - b. If the Prices element does match an existing price list line, then the Price element is used to update the corresponding information in the line. If no such price list line exists, then a new line is inserted.
 - c. If a Prices element does match an existing price list line, and if it has any child QuantityTier elements, then any existing quantity tiers are removed and new quantity tiers are created as defined in the QuantityTier elements.
2. If the imported price list name does not exist as the name of an existing price list, then the PriceListHeader element is used to create a new price list. Each Prices element is used to insert a price list line into the new price list.

Setting Prices for Products

When you are creating or modifying a price list (see "Managing Price Lists" on page 584), you have several options for setting prices.

- Setting product prices by category

You set a price that is applied to each product in a product category. This is useful in cases where all the products in a product category are very similar products. See "To Set Prices for Products as a Mass Update" on page 591.

- Setting prices by individual product

You set a price for each product in the price list individually. See "To Set Prices for Individual Products" on page 593.

- Setting prices according to certain defined conditions

You can set prices for a category of products or for individual products that are in effect only when certain conditions are met. You can condition the prices on one or two options. For example, you might want to set a price for a product (or products) that is in effect only for OEMs who are rated Platinum level. See "To Set Conditional Prices for a Product" on page 595.

You can also assign multiple rules to one product. For example, you can create a rule based on partner type and partner membership level, and a second rule based on territory and approved customer types.

Note: These rule options are set up during the Comergent eBusiness System implementation.
--

Frequently, you will use a combination of these methods to define prices for your price lists.

Note: Before creating your price lists, you should consider how many decimal places will be required to store and display prices. For example, you may need to provide the unit price of some products to four decimal places. **C3 Pricing** supports entering prices with an arbitrary degree of accuracy. The **Scale** attribute of the **UnitListPrice DataElement** determines this precision. By default, this is set to "2", but you can change its value as part of your implementation of the **Comergent eBusiness System**. Whenever you are editing prices, you can enter this number of digits after the decimal point and this number is saved to the **Knowledgebase**. This precision is used to calculate all list and extended prices that are displayed to end-users.

Prices that are displayed to end-users are truncated to a fixed number of decimal places. To change the number of decimal places displayed to end-users, you must change the **Allowed Decimal Places** system administration properties to be found under **Application Settings**. See **CHAPTER 37, "System Administration"** for more information.

To Set Prices for Products as a Mass Update

When you are creating a price list ("To Create a Price List" on page 584) or once you have displayed a price list that you want to modify ("To Search for a Price List" on page 576), you can use the following procedure to set the prices for all the products or for all products that belong to the price list from a specific category. You can also remove all products from a price list or remove all products that belong to a product category (and its children).

1. On the **Price List Detail** page, click **Mass Update**.

The **Mass Update** tab is displayed.

COMERGENT eBusiness System | Price Lists

My Home | My Account | About | Help | Logout

Enterprise Master List [Go to Price Lists](#)

Edit Header | Edit Items | Assign Products | **Mass Update** | View Organization Assignments

Perform changes on all or only a selective set of price list items. First define the scope of the mass update, selecting the entire price list or price list items belonging to a product category. The 'Delete' button removes all price list items in scope and saves the changes. The 'Update' button executes defined mass adjustments to all price list items in scope and saves changes.

Scope

Entire Price List

Category Apply to child categories

Prices

For each price list item in scope:

Delete price list items

Modify List Price by

replacing the current value with

incrementing/decrementing the current value by %

FIGURE 386. Price List Detail Page: Mass Update Tab

2. Specify the scope of the update:
 - a. For all products currently on the price list: click **Entire Price List**.
 - b. For a product category: click the **Category** radio button. Browse for the desired product category by clicking **Browse ...** and use the Hierarchical Entity Picker to select the category. Check the **Apply to child categories** check box if you want to set the price for all products in child categories too.
3. To enter a price to be applied to all products in the scope of the update.
 - a. Enter either a list price or specify a change to the current price. If you are entering pricing information for the first time (as shown in Figure 386 on page 592), then you must enter at least a List Price. You can specify price changes either as an absolute change in price based on the price list currency or as a percentage change.
 - b. Specify a change to the current percentage change.
 - c. Specify a change to the current absolute change.
 - d. Click **Update**.
4. To remove all the products in scope from the price list, click **Delete**.

At this point, you can define the individual prices for the products ("To Set Prices for Individual Products" on page 593) or you can define conditional prices ("To Set Conditional Prices for a Product" on page 595).

To Set Prices for Individual Products

When you are creating a price list ("To Create a Price List" on page 584) or once you have displayed a price list that you want to modify ("To Search for a Price List" on page 576), you can use this procedure to set the prices for individual products assigned to a list.

1. Click **Assign Products**.

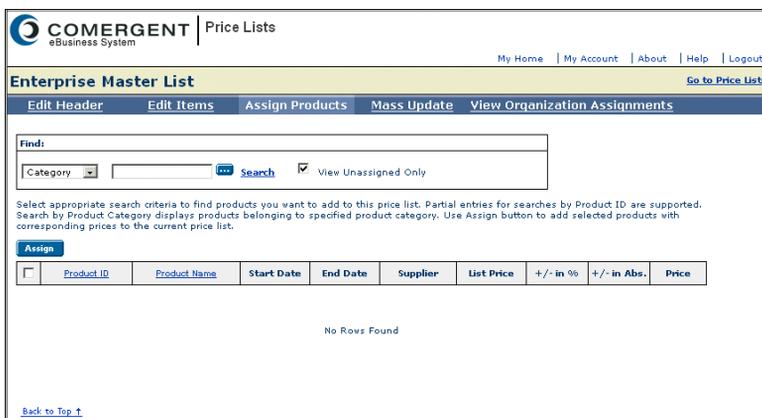


FIGURE 387. Price List Detail Page: Assign Products Tab

2. On the **Assign Products** tab, you can search for a particular product or you can browse for it using the ... button.
 - a. To search for a product:
 - Either select Product ID and enter the some or all of the product ID (use * as a wild card). Click **Search**. The search results are displayed on the price list.
 - Or select Category and click ... to browse for the category within which you want to search. Note that if you search for products within a category, then the results will not include child products of aggregated products in this category.

b. To browse for a product, click Use the Hierarchical Entity Picker window to navigate to the product and select it. Click **Done**.

c. Click **Search**.

The selected products are listed.

3. Define the pricing information.

If you are entering pricing information for the first time (as shown in Figure 381 on page 580), then you must enter at least a List Price.

You can enter a Start Date and End Date for each price line item. See "Price List Line Item Effectivity Dates" on page 22 for more information on how price list line item effectivity dates are used.

If a price line item already exists for a product ID and you want to specify a different price for a particular date range, then you can clone the price line item as follows:

a. Click the Clone button:



b. In the Clone Price List Item dialog box, enter a Start Date and End Date for the new price list item.

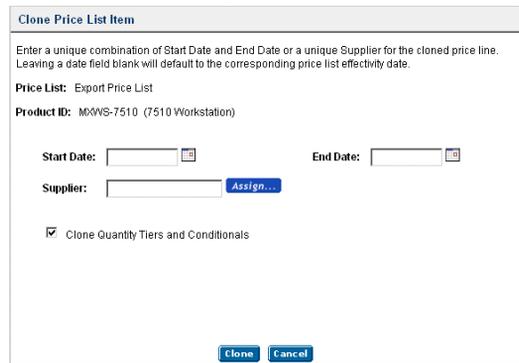
A screenshot of the 'Clone Price List Item' dialog box. The title bar reads 'Clone Price List Item'. Below the title bar, there is a text area with instructions: 'Enter a unique combination of Start Date and End Date or a unique Supplier for the cloned price line. Leaving a date field blank will default to the corresponding price list effectivity date.' Below this, the 'Price List' is set to 'Export Price List' and the 'Product ID' is 'MMWS-7510 (7510 Workstation)'. There are two date fields: 'Start Date:' and 'End Date:', each with a calendar icon to its right. Below the date fields is a 'Supplier:' field with an 'Assign...' button to its right. At the bottom left, there is a checked checkbox labeled 'Clone Quantity Tiers and Conditionals'. At the bottom right, there are two buttons: 'Clone' and 'Cancel'.

FIGURE 388. Clone Price List Item Dialog Box

c. Click **Clone**.

- d. Find the newly cloned price list item, and enter the list price.

You can enter a modification to the price expressed as either a percentage change or as an absolute amount. To enter a positive (+) number, simply enter the number. Do not add a plus (+) sign before the number. To enter a negative number, enter a minus (-) before the number (for example, -50). A positive (+) number represents the percentage or absolute amount to be added to the list price. A negative (-) number represents a percentage or absolute amount to be discounted from the list price.

4. Repeat these steps for each product whose prices you want to define.
5. Click **Assign**.

Conditional Pricing

You can set prices that depend on the user and their cart that further refine the prices that they see. If you create pricing rules for a product, then the pricing information you entered for each product ID in the **Assign Products** and **Edit Items** tabs will apply to customers who satisfy *none* of the pricing rules that you create for the product.

To Set Conditional Prices for a Product

When you are creating a price list ("To Create a Price List" on page 584) or once you have displayed a price list that you want to modify ("To Search for a Price List" on page 576), you can use this procedure to set conditional prices for individual products. You can define quantity tiers and one or more one- or two-option rules that define certain conditions for prices.

1. On the Price List Detail page, click **Edit Items**.
The Edit Items tab is displayed.
2. Either search for the product or browse for it by clicking **Browse ...**.
3. Click on the **Rule** button for that product to open the Conditional Rules page.

COMERGENT eBusiness System | Price Lists

My Home | My Account | About | Help | Logout

Export Price List: MXWS-7510 [Return](#)

[Edit Quantity Tiers](#) [Edit Conditional Rules](#)

Make changes to quantity tiers and/or conditional rules and save changes by clicking on 'Save' or return back to price list lines by clicking on 'Return'

[Save](#)

#	From Qty	To Qty	List Price	+/- in %	+/- in Abs.	Price
1	1		749			749,000
2						
3						
4						
5						
6						
7						
8						
9						
10						

FIGURE 389. Conditional Rules Page: Edit Quantity Tiers Tab

You can use this page to set volume discounts based on the quantity ordered and to set rules-based rule options. The rule options available to you are set up at implementation time. They may include options such as partner type and territory.

4. To create quantity tiers:
 - a. Click **Edit Quantity Tiers**.
 - b. Enter quantity tiers for the product by entering **From Qty** values: these must be whole numbers and the **From Qty** value must increase.
 - c. Enter list prices for each tier and any pricing adjustments for each tier. As you enter each **From Qty** value, the **To Qty** of the preceding tier is calculated automatically.
 - d. Click **Save**.
5. To create conditional rules:
 - a. Click **Edit Conditional Rules**.

Export Price List: MXWS-7510 Return

Edit Quantity Tiers **Edit Conditional Rules**

Make changes to quantity tiers and/or conditional rules and save changes by clicking on 'Save' or return back to price list lines by clicking on 'Return'

Save

Profile Type	Profile Membership Level	+/- in %	+/- in Abs.
Distributor	Platinum		
Distributor	Gold		
Distributor	Silver		
Distributor	Tin		
Distributor	Not Applicable		
OEM	Platinum		
OEM	Gold		
OEM	Silver		
OEM	Tin		
OEM	Not Applicable		
Reseller	Platinum		
Reseller	Gold		
Reseller	Silver		
Reseller	Tin		
Reseller	Not Applicable		
Retailer	Platinum		
Retailer	Gold		
Retailer	Silver		

FIGURE 390. Conditional Rules Page: Edit Conditional Rules Tab

- b. Click on the **First Option** drop-down list and select the first rule option.
The options available to you were determined at the time of your Comergent eBusiness System implementation.
- c. Click on the **Second Option** drop-down list and select the second rule option.
 - To create a single option rule, select the blank option line.
 - To create a double-option rule, select a rule option. Both options must be satisfied before the pricing rule is fired.

The options available to you were determined at the time of your Comergent eBusiness System implementation.
- d. Edit the discount and the +/- amount (either as a percentage or as an absolute amount) for each row as desired.
To enter a positive (+) number, simply enter the number. Do not add a plus (+) sign before the number. To enter a negative number, enter a minus (-) before the number (for example, -50). A positive (+) number represents the percentage or absolute amount to be added to the list price. A negative (-) number represents a percentage or absolute amount to be discounted from the list price.

- e. Click **Save**.
6. Click **Return**.
7. On the Pricing List Detail page, click **Save**.

To see *all* the rules associated with all products in a price list, click **Download** in the Price List Detail page.

Downloading Pricing Information

You can download the pricing information with all the products on a price list.

To Download Pricing Information for All Products in a Price List

1. Find the price list you want to download.
See "To Search for a Price List" on page 576.
2. In the Price List Detail page Edit Header tab, click **Download**.
A text file containing all prices on the price list is generated and you are prompted to save the file to your local machine. If your browser displays the data in the browser window, then right-click the browser window and select **View Source**. In the text editor window, you can now save the data to your local machine. You can navigate back to the price list as described in "To Search for a Price List" on page 576.

Assigning Price Lists to Partners

Once you have created the price list, you make the prices available to users by assigning the price list to partners (and therefore to their users) through the partner profile. You can assign price lists to partners either through the **C3** Profile Manager or through **C3** Pricing:

- Use **C3** Profile Manager if you want to assign one or more price lists to a single partner. See "To Assign a Price List to a Partner using C3 Profile Manager" on page 599.
- Use **C3** Pricing if you want to assign a price list to all your partners or if you want to unassign a price list from all partners. See "To Assign a Price

List to All Partners Using C3 Pricing" on page 600 and "To Unassign a Price List from All Partners Using C3 Pricing" on page 600.

Note: A partner administrator can assign price lists that they or another partner administrator for the same partner have created to child partners of their partner.

Only an *enterprise administrator* can assign price lists to enterprise partners. Therefore, after creating a price list, the partner administrator must notify an *enterprise administrator* if they want the price list to be assigned to an enterprise partner.

To Assign a Price List to a Partner using C3 Profile Manager

1. Click **C3 Profile Manager** on the Comergent eBusiness System home page.
2. Search for a partner.

Enter the partner name, or enter search criteria such as the partner type or the first few letters of their name, then click **Search**, or click **Show All** to view all the partners.

3. Click on the partner name to display the Partner Profile Detail page.
4. Click **Pricelists**.

The Partner Manager page is displayed with a list of price lists.

The screenshot shows the 'Profile Manager' interface for a partner named 'SysPoint'. The 'Pricelists' tab is selected, displaying a table of available price lists. Each row includes an 'Assign' checkbox, a 'Sharable' checkbox, the 'Price List Name', 'Starting Date', 'Ending Date', 'Currency', 'Customer Type', 'Supplier', and 'Status'.

Assign	Sharable	Price List Name	Starting Date	Ending Date	Currency	Customer Type	Supplier	Status
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_unistor	1/17/2001	10/4/2010	USD	General	UNISTOR	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_taiwantech	1/17/2001	10/4/2010	USD	General	TaiwanTech	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_syspoint	1/17/2001	10/4/2010	USD	General	SysPoint	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_paristech	1/17/2001	10/4/2010	USD	General	ParisTech	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_ornitech	1/17/2001	10/4/2010	USD	General	OmniTech	Active
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_datafinq	1/17/2001	10/4/2010	USD	General	DataLinq	Active
<input type="checkbox"/>	<input type="checkbox"/>	Government	1/17/2001	10/6/2003	USD	Government	Enterprise	Active
<input type="checkbox"/>	<input type="checkbox"/>	Enterprise Master List	1/17/2001	10/4/2010	USD	General	Enterprise	Active
<input type="checkbox"/>	<input type="checkbox"/>	Commercial	1/17/2001	10/6/2003	USD	Commercial	Enterprise	Active
<input type="checkbox"/>	<input type="checkbox"/>	Allnet Price List	9/1/2005	9/30/2005	USD	General	AllNet Corp	Active

FIGURE 391. Available Price Lists for a Partner

5. Click in the check box next to the appropriate price list(s).

<p>Note: You can assign an inactive price list to a customer. Inactive price lists have no effect on product prices until you activate the price list.</p>

6. If you want this price list to be automatically assigned to any partners beneath this partner in the partner hierarchy, then check the box in the Sharable column.

A dollar sign (\$) designates any list that is shared with a parent (and therefore automatically assigned to the current partner). However, you can still assign that price list to the child and mark it as sharable. This guarantees that the price list will still be assigned to the child (and to its children), even after the assignment is removed from the parent.

See "Making Price Lists Sharable with Child Profiles" on page 26 for an explanation of sharable price lists.

7. Click **Update**.

The selected price lists are assigned to that partner.

To Assign a Price List to All Partners Using C3 Pricing

1. Navigate to the Price List Detail page for the price list.
2. On the Edit Header tab, click **Assign All**.

To Unassign a Price List from All Partners Using C3 Pricing

1. Navigate to the Price List Detail page for the price list.
2. On the Edit Header tab, click **Unassign All**.

In addition to managing prices for products using price lists, you can also manage prices using pricing rules and coupons. These can manage discounts and special offers at the level of carts: as users add products to their carts, the prices of items reflect special offers based on the total value of items in the cart or on the combination of particular items chosen. If a user adds a coupon to their cart, then the rule associated to the coupon can apply a price change to a line item.

For example:

- *Buy one, get one free*: if you buy two of an item, then the second item is free.
- *Special offer for Gold distributors: 10% off if you buy more than \$1000.00 worth of items*: If you are a partner user that belongs to a distributor whose partner level is Gold, and if your cart total (before tax and shipping) is greater than \$1000, then the cart total is reduced by 10%.

Pricing rules are managed using the rule administration pages described in "Pricing Rule Tasks" on page 603. Coupons are managed using the coupon administration pages described in "Coupon Administration" on page 608.

This release supports the ability to define pricing rules using features: this enables you to construct pricing rules along the lines of: *buy any of our wireless-ready laptops and get a carry case free*. Any cart containing a product that has the wireless-ready feature would satisfy this rule.

Overview

Price lists give you the ability to create rules that apply to a specific product ID or to products to which specific features have been assigned. These rules are managed using the conditional pricing rules: see "Conditional Pricing" on page 595. In this section, we describe rules that apply at the level of the cart.

Rule Types

Rules are specified by conditions and actions: when the condition of a rule is satisfied, then the corresponding action is taken: in the case of cart rules these actions are pricing adjustments. Conditions are evaluated on the basis of the source product IDs or, in the case of item quantity rules, source features. Each cart rule is one of the following types:

- **Combination:** A combination rule is used to adjust the price of a target product ID if a certain combination of source product IDs is in the cart. Combination rules are only applied if the target product ID is already in the cart. Combination rules can require that certain quantities of source product IDs are present: buy five PCs and get a sixth one free for example.
- **Item Quantity:** these rules provide you the ability to specify quantity-tiered pricing for products. You can specify what price a product should sell for if the user buys more than a specified number of the product. The product can be specified by product ID or you can use features to select the products to which the rule applies.
- **Order Total:** these rules take an action if the total value of the cart (before shipping and tax) fall in a range. Typically, the action is to reduce the cart total by a percentage discount or by an absolute value specified in the currency of the rule.

The range of totals is specified as an ascending set of tiers: if the total value of an cart falls in the range specified by a tier, then make the corresponding price adjustment.

These types of rules can be applied either to all carts or only to carts that meet certain additional constraints: these can depend on the partner to whom the owner of the cart belongs or on the currency of the cart. For example, you can create a rule that is applied only to distributors, or to partners of a specified partner level, or that are being placed for customers of a particular type, or some combination of these constraints.

Any rule that uses absolute values in modifying product ID prices or cart totals only applies to one currency. A rule that modifies product ID prices or cart totals by a percentage amount can apply to one currency or all. In general, pricing rules should be applied only to users to whom the prices can be honored.

Coupons

The pricing rules described in "Rule Types" on page 602 are global: that is, they apply to all carts and users do not have to do anything to have them modify the prices that they see in their carts. By contrast, coupons only modify the prices of items in carts if the user actively adds them to their cart.

When a user is viewing one of their carts, they can add a coupon to it by entering the coupon ID. A user can add one or more coupons to an cart. However, the coupon will only affect the price of items in the cart if the user and cart meet the constraints defined for the coupon. When the pricing rules are applied, the rule associated with the coupon is also applied and, if it is valid for that cart, then it modifies a line item price in the same way that other pricing rules do.

Pricing Rule Tasks

This section describes the main administration tasks associated with pricing rules.

To Create a Pricing Rule

1. Click **Pricing Rules** in the Pricing Administration panel on the Comergent eBusiness System home page.

This displays the Rules List page.

The screenshot shows the 'Rules List' page in the COMERGENT eBusiness System. At the top, there is a search bar with a 'Find:' label and a 'Search' button. Below the search bar, there are four buttons: 'Delete', 'New Combination Rule', 'New Order Total Rule', and 'New Item Quantity Rule'. The main content is a table with the following columns: Rule ID, Rule Name, Target, Start Date, End Date, Rule Type, and Enabled. The table contains nine rows of rules, each with a checkbox in the first column.

<input type="checkbox"/>	Rule ID	Rule Name	Target	Start Date	End Date	Rule Type	Enabled
<input type="checkbox"/>	20	More than \$100, get \$10.00 off	None	10/7/2002	10/7/2102	Order Total	Yes
<input type="checkbox"/>	16	Qty. price breaks for LCD Monitor 19"	MX-GV19F	10/3/2002	10/3/2102	Item Quantity	Yes
<input type="checkbox"/>	14	Qty. price breaks for 56k Modem	MX-MD98	10/3/2002	10/3/2102	Item Quantity	Yes
<input type="checkbox"/>	13	Qty. price breaks for LCD Monitor 18"	MX-GV18F	10/3/2002	10/3/2102	Item Quantity	Yes
<input type="checkbox"/>	12	Qty. price breaks for LCD Monitor 17"	MX-GV17TF	10/3/2002	10/3/2102	Item Quantity	Yes
<input type="checkbox"/>	11	Qty. price breaks for LCD Monitor 15"	MX-GV15L	10/3/2002	10/3/2102	Item Quantity	Yes
<input type="checkbox"/>	10	Discount for Orders above value \$120.00	None	10/3/2002	10/3/2102	Order Total	Yes
<input type="checkbox"/>	9	Value Tiers for Vertical High Tech	None	10/3/2002	10/3/2102	Order Total	Yes

FIGURE 392. Rule List Page

2. On the Rules List page, click:

- **New Combination Rule:** click to create a rule which changes the price of a target product ID based on a combination of products in the cart.
- **New Order Total Rule:** click to create a rule which changes the total charged to the customer based on the total of the cart.
- **New Item Quantity Rule:** click to create a rule that changes the unit price of a product ID based on the quantity being bought.

This displays the Rule Detail page.

The screenshot shows the 'Pricing Rules' interface in the Comergent eBusiness System. The page title is 'Item Quantity Rule: Qty price breaks for LCD Monitor 19\". Below the title, there are instructions: 'Enter new rule information or change existing information. Press the Save As New button to save the current information as a new rule. Press the Save button to save the current changes. Press the Cancel button to reverse current changes.' A note states: 'Note: Negative absolute or percentage amounts indicate discounts while positive absolute or percentage amounts indicate markups.' There are three buttons: 'Save As New', 'Save', and 'Cancel'. The 'General Rule Information' section contains the following fields: '*Rule Name:' with the value 'Qty price breaks for', '*Start Date (M/D/YYYY):' with '10/3/2002', '*End Date (M/D/YYYY):' with '10/3/2102', '*Profile Type:' with a dropdown set to '--All--', '*Profile Level:' with a dropdown set to '--All--', '*Customer Type:' with a dropdown set to '--All--', and '*Currency:' with a dropdown set to 'USD'. The 'Enabled:' checkbox is checked. The 'Rule Trigger' section has two radio buttons: 'Use Product ID' (selected) and 'Use Feature'. Below this, it says 'Select one or more Product IDs for the rule target. Any product matching one of the Product IDs will receive the specified discount based on its quantity.' There is a '*Target Product ID:' field with a dropdown menu showing 'MX-GV19F' and an 'Add' button. A '*Required Fields' label is present in the top right of the form area.

FIGURE 393. Rule Detail Page

3. Enter general rule information:
 - a. A Rule Name and optionally a brief description of the rule in Rule Description.
 - b. Check **Enabled**.
 - c. Specify a Start Date and End Date for the rule.
4. Specify the rule filters that constrain when the rule is applied:
 - a. Profile Type
 - b. Profile Level
 - c. Customer Type
 - d. Currency: if you specify absolute price adjustments, then you must select a currency. That is, in order to select All, you must check that you use only percentage adjustments everywhere in this rule.
 - e. Rule Operation: if you select Any Products, then if any of the source product IDs are present, then the rule action will act on the target product ID; if you select All Products, then the rule will only act if all the products are present in the cart.

FIGURE 394. General Rule Information Panel

5. Set the rule targets: if the rule is an item quantity rule, then specify the target product ID or features. You can either use the hierarchical entity picker to select the product IDs or features and enter them in the list box.
 - a. If you specify **Use Product ID**, then the target products are treated separately when the rule is evaluated. That is, if you specify products A and B as targets and you specify a quantity tier of five, and if a user has in their cart three of product A and three of product B, then neither product has the rule applied. If the user adds two more product A items, then product A will have the rule applied, but product B will not.
 - b. If you specify **Use Feature**, then the features are treated collectively when the rule is evaluated. That is, if you specify features F and G as targets and you specify a quantity tier of five, and if a user has in their cart five or more of a product that has both features F and G, then the rule is applied. However, the rule is not applied to a product that has only feature A even if there is another product in the same cart that has feature G.

FIGURE 395. Set Targets Panel

6. Specify the amount of the discount or markup as a negative (for discount) or positive (for markup) amount. Note that absolute amounts apply to the whole line item, not to the unit cost of the line item.
7. If the rule is a combination rule or item quantity rule, then specify how the rule should be applied using the **Applies To** field:

- a. Single Item: apply the pricing adjustment to just one occurrence of the target product ID or assigned feature.
 - b. All Items: apply the pricing adjustment to each occurrence of the target product ID or assigned feature.
 - c. Each Combination: apply the pricing rule for each occurrence of the combination of source product IDs or assigned features.
8. Specify the condition for the rule action:
- a. If the rule is an item quantity rule, specify the tiers and the price adjustment that applies at each tier. The price adjustment applies to the unit price of the line item.
 - b. If the rule is a combination rule, then specify the combination of source product IDs and quantities that must be present for the rule action to act on the source product ID. You can specify up to ten different product IDs and quantities in the combination. The price adjustment applies to the unit price of the line item.
 - c. If the rule is a cart total rule, then specify the tiers that effect the price adjustment. The price adjustment is to the order as a whole.

The tier value is the lower bound for the tier. Each tier value must be greater than the previous one: that is the tier value for tier 1 must be less than the tier 2 value which must be less than the tier 3 value, and so on. The tier 1 range is taken to be from the tier 1 value to the tier 2 value, the tier 2 range is between the tier 2 value and the tier 3 value, and so on. The last tier defined is the range from that tier value upwards without limit.

Rule Trigger

Enter tiered item Quantities that will cause the rule to fire and discount/markup the target item. Choose 'Single Item' to apply the discount/markup on a single unit of the target item. Choose 'All Items' to apply the discount/markup on each unit of the target item.

*Applies to:

#	Quantity	Type	Amount	#	Quantity	Type	Amount
(1)	<input type="text" value="2"/>	<input type="text" value="Absolute"/>	<input type="text" value="-51.0"/>	(6)	<input type="text" value="64"/>	<input type="text" value="Absolute"/>	<input type="text" value="-402.0"/>
(2)	<input type="text" value="4"/>	<input type="text" value="Absolute"/>	<input type="text" value="-134.0"/>	(7)	<input type="text" value="128"/>	<input type="text" value="Absolute"/>	<input type="text" value="-498.0"/>
(3)	<input type="text" value="8"/>	<input type="text" value="Absolute"/>	<input type="text" value="-285.0"/>	(8)	<input type="text"/>	<input type="text" value="Absolute"/>	<input type="text"/>
(4)	<input type="text" value="16"/>	<input type="text" value="Absolute"/>	<input type="text" value="-324.0"/>	(9)	<input type="text"/>	<input type="text" value="Absolute"/>	<input type="text"/>
(5)	<input type="text" value="32"/>	<input type="text" value="Absolute"/>	<input type="text" value="-351.0"/>	(10)	<input type="text"/>	<input type="text" value="Absolute"/>	<input type="text"/>

FIGURE 396. Rule Trigger Panel for Item Quantity Rule

9. Click **Save**.

To Delete a Rule

There may come a time when you want to stop using a pricing rule. You can set its End Date to make it ineffective or you can delete the rule. If you delete a rule, then it will no longer be used to adjust prices in carts.

Note: If a user views a cart that previously had its total price affected by a pricing rule, and if the rule is deleted, then when the user next views the cart, they may see different prices.
--

1. Click **Pricing Rules** in the Pricing Administration panel on the Comergent eBusiness System home page.
2. On the Price List Search page, click **Order Level Rules**.
3. Select the rule(s) that you would like to delete by checking the check box next to their Rule ID.
4. Click **Delete**.

Coupon Administration

You create and modify coupons using the coupon administration pages. You can create coupons of the same types as for pricing rules:

- Combination
- Item Total
- Order Total

Users can add coupons to a cart before placing the cart as an order. When they add a coupon, the coupon is displayed as an additional line item in the cart. Its effect on the inquiry (such as applying a discount to the order) is displayed in the Amount column.

Note: Coupons apply only to products supplied by the enterprise. When a user has products from more than one supplier in their cart, then the coupon is not applied to the cart until the order is split between the suppliers, and then the coupon is applied to the order for enterprise-supplied products. Users will only see the effect of the coupon after they have placed the order.

To Create a Coupon

1. Click **Coupons & Promotional Prices** in the Pricing Administration panel on the Comergent eBusiness System home page.

This displays the Coupons List page.

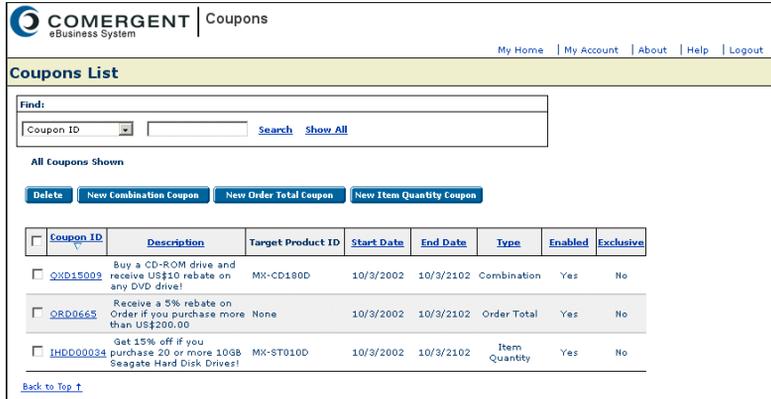


FIGURE 397. Coupons List Page

2. On the Coupons List page, click one of the following:
 - **New Combination Coupon:** click to create a coupon which changes the price of a target product ID based on a combination of products in the cart.
 - **New Order Total Coupon:** click to create a coupon which changes the total charged to the customer based on the total of the cart.
 - **New Item Quantity Coupon:** click to create a coupon that changes the unit price of a product ID based on the quantity being bought.

This displays the Coupon Detail page.

COMERGENT | Coupons
eBusiness System

My Home | My Account | About | Help | Logout

Combination Coupon: QXD15009 [Go to Coupon List](#)

Enter new coupon information or change existing information. Press the 'Save As New' button to save the current information as a new coupon. Press the 'Save' button to save the current changes. Press the 'Cancel' button to reverse current changes.

Note: Negative absolute or percentage amounts indicate discounts while positive absolute or percentage amounts indicate markups.

*Required Fields

General Coupon Information

*Coupon ID: QXD15009 *Start Date (M/D/YYYY): 10/3/2002 *Profile Type: --All--

Coupon Description: Buy a CD-ROM drive and receive US\$10 rebate on any DVD drive! *End Date (M/D/YYYY): 10/3/2102 *Profile Level: --All--

*Target Product ID: MX-CD1800 *Discount/Markup Type: Absolute *Customer Type: --All--

*Amount/Percentage: -10.0 *Currency: USD

Enabled: *Applies to: Single Item Exclusive:

Not Applicable Coupon Message: Sorry promotion is not effective anymore!

Coupon Trigger

Enter Product IDs and their Quantities that will cause the coupon to fire. Select Coupon Operation 'All Products' if all of

FIGURE 398. Coupon Detail Page

- Enter a Coupon ID and optionally a brief description of the coupon in Coupon Description. The coupon ID is what users must enter to add the coupon to their cart.

Note: Do not use "*" in a coupon ID.

- If the coupon is a combination coupon or item quantity coupon, then specify the target product ID. You can either use the product picker or simply enter the product ID in the text field.
- Check **Enabled**.
- Specify a Start Date and End Date for the coupon.
- Specify the amount of the discount or markup as a negative (for discount) or positive (for markup) amount. Note that absolute amounts apply to the whole line item, not to the unit cost of the line item.
- If the coupon is a combination coupon or item quantity coupon, then specify how the coupon should be applied using the **Applies To** field:
 - Single Item: apply the pricing adjustment to just one occurrence of the target product ID.
 - All Items: apply the pricing adjustment to each occurrence of the target product ID.

- c. Each Combination: apply the coupon for each occurrence of the combination of source product IDs.
9. Specify the rule filters that constrain when the coupon is applied:
- a. Profile Type
 - b. Profile Level
 - c. Customer Type
 - d. Currency: if you specify absolute price adjustments, then you must select a currency. That is, in order to select “All”, you must check that you use only percentage adjustments everywhere in this rule.
 - e. Exclusive: if a coupon is marked as exclusive, then if an end-user adds it to their cart, then no other coupon can be applied to the cart.
 - f. Coupon Operation: if you select Any Products, then if any of the source product IDs are present, then the coupon action acts on the target product ID; if you select All Products, then the coupons only act if all the products are present in the cart.
10. Specify the condition for the coupon action:
- a. If the coupon is an item quantity coupon, specify the tiers and the price adjustment that applies at each tier. The price adjustment applies to the unit price of the line item.
 - b. If the coupon is a combination coupon, then specify the combination of source product IDs and quantities that must be present for the coupon action to act on the source product ID. You can specify up to ten different product IDs and quantities in the combination. The price adjustment applies to the unit price of the line item.
 - c. If the coupon is an order total rule, then specify the tiers that effect the price adjustment. The price adjustment is to the order as a whole.

The tier value is the lower bound for the tier. Each tier value must be greater than the previous one: that is the tier value for tier 1 must be less than the tier 2 value which must be less than the tier 3 value, and so on. The tier 1 range is taken to be from the tier 1 value to the tier 2 value, the tier 2 range is between the tier 2 value and the tier 3 value, and so on. The last tier defined is the range from that tier value upwards without limit.
11. Click **Save**.

To Delete a Coupon

There may come a time when you want to stop using a coupon. You can set its End Date to make it ineffective or you can delete the coupon. If you delete a rule, then it will no longer be used to adjust prices in carts.

Note: If a user views a cart that previously had its total price affected by a coupon, and if the coupon is deleted, then when the user next views the cart, they may see different prices.

The user will have to remove the deleted coupon from their cart before they can place the cart as an order.

1. Click **Coupons & Promotional Prices** in the Pricing Administration panel on the Comergent eBusiness System home page.
2. On the Coupon List page, select the coupon(s) that you would like to delete by checking the check box next to their Coupon Key.
3. Click **Delete**.

This chapter covers tasks involved in serving promotions. The promotions feature is *only* available through the Comergent eBusiness System if you have purchased the Comergent **C3** Promotions application as part of your implementation of the Comergent eBusiness System.

"Serving Promotions" on page 31 provides an overview of **C3** Promotions in the Comergent eBusiness System.

Managing Promotions

Promotion Administration List Page

You manage your promotions by clicking **Promotions** in the Pricing Administration panel on the Comergent eBusiness System home page. The Promotion Administration List page is displayed.

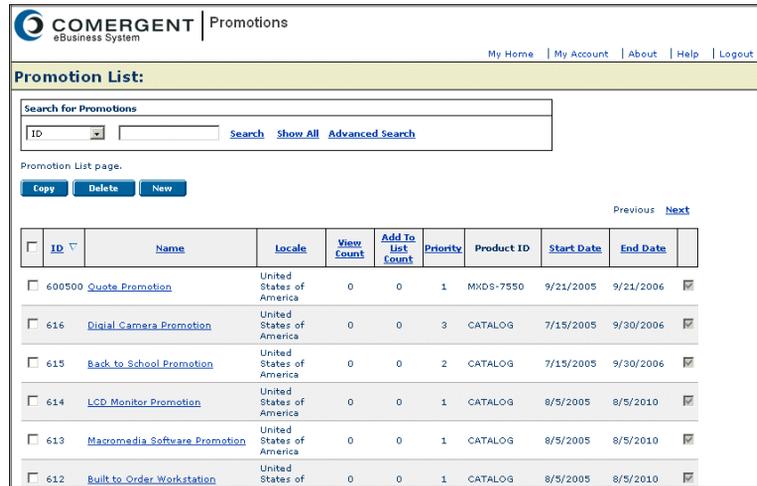


FIGURE 399. Promotion Administration List Page

Note: You can sort the table on the Promotion Administration List page by any column (except for Actions and Products) by clicking the column title. The page is refreshed and the table is sorted based on the selected column.

The Promotion Administration List page consists of the fields listed in the following table.

TABLE 43. Columns in the Promotion Administration List Page

Column	Description
ID	ID number assigned by the Comergent eBusiness System to identify the promotion uniquely.
Name	Name of the promotion.
Actions	Enables promotion administrators to duplicate or delete promotions.
View Count	Number of times a customer clicks the promotion icon and views the promotion.
Add to List Count	Number of times Add to List is clicked in the promotions window.

TABLE 43. Columns in the Promotion Administration List Page (Continued)

Column	Description
Priority	Priority of the promotion. See "Promotion Control" on page 32 for an explanation of how priority is used.
Product ID	<p>The identification number for the item. The entry in this column can take one of three forms: a single product ID, a product ID followed by three dots (...) indicating more than one product ID, or an asterisk (*) indicating the promotion is linked with all products.</p> <p>If you enter "PORTAL", then this promotion is displayed when the Promotions widget is added to the end-user home page.</p> <p>If you enter "CATALOG", then this promotion is displayed when users visit the catalog landing page: this is the page that is displayed when users click All Categories.</p>
Date Range	The date the promotion begins appearing (Start Date) through the date when the promotion ceases appearing (End Date).
Enabled	Promotion is enabled or disabled.

Note: You can specify the parameters for some of these columns by configuring the business rules for promotions. See CHAPTER 38, "Business Rules Administration".

Managing Promotions

When the Comergent eBusiness System is installed for an enterprise, the tasks of an enterprise promotion administrator are:

- "To Create or Duplicate a Promotion" on page 616
- "To Modify a Promotion" on page 619
- "To Delete a Promotion" on page 620
- "To Disable a Promotion" on page 620

COMERGENT eBusiness System | Promotions

My Home | My Account | About | Help | Logout

Promotion List:

Search for Promotions

ID Search Show All Advanced Search

Promotion List page.

Copy Delete New

Previous Next

<input type="checkbox"/>	ID	Name	Locale	View Count	Add To List Count	Priority	Product ID	Start Date	End Date	<input type="checkbox"/>
<input type="checkbox"/>	600500	Quote Promotion	United States of America	0	0	1	MXDS-7550	9/21/2005	9/21/2006	<input checked="" type="checkbox"/>
<input type="checkbox"/>	616	Digital Camera Promotion	United States of America	0	0	3	CATALOG	7/15/2005	9/30/2006	<input checked="" type="checkbox"/>
<input type="checkbox"/>	615	Back to School Promotion	United States of America	0	0	2	CATALOG	7/15/2005	9/30/2006	<input checked="" type="checkbox"/>
<input type="checkbox"/>	614	LCD Monitor Promotion	United States of America	0	0	1	CATALOG	8/5/2005	8/5/2010	<input checked="" type="checkbox"/>
<input type="checkbox"/>	613	Macromedia Software Promotion	United States of America	0	0	1	CATALOG	8/5/2005	8/5/2010	<input checked="" type="checkbox"/>
<input type="checkbox"/>	612	Built to Order Workstation	United States of	0	0	1	CATALOG	8/5/2005	8/5/2010	<input checked="" type="checkbox"/>

FIGURE 400. Promotion Administration List Page

To Create or Duplicate a Promotion

1. Click **Promotions** in the Pricing Administration panel on the Comergent eBusiness System home page.

The Promotion Administration List page is displayed. See Figure 400 on page 616.

2. Do one of the following:
 - To create a promotion, click **New**.
 - To duplicate a promotion, identify the promotion you want to duplicate and check its check box and click **Copy**. Then click the link to the new promotion.

FIGURE 401. Promotion Detail Page

3. Enter a name for the promotion.

The name is used to identify the promotion on the Promotion List page; it is not displayed to customers.

4. (Optional) Enter a short description.

The short description is displayed when the customer places the mouse over the promotion icon. If you associate an image with the promotion, then the description is also displayed when the image is displayed.

5. Click **Create** before proceeding.

6. Enter one of the following:

- The filename (a GIF or JPG file) for an image to be used for the promotion. Click **Browse...** to find and select the file, then click **Upload**. If you entered a description, then the description will appear with the image.

Note: If JRun is the servlet container running the Comergent eBusiness System, then you cannot upload data when cookies are turned off in the Web browser.

- A URL for a page that provides the promotion text. The URL must include the schema (that is, “http://” or “https://”). The URL takes precedence over

either a description or an image. For example, if you enter both an image and a URL, then the promotion displays the URL rather than the image.

Note: You can click Preview to see how the last saved version of this promotion will be displayed to the end user.
--

7. Enter a date range during which the promotion will appear. You must specify both the Start Date and End Date dates.
8. Select a priority level from the drop-down list (lower numbers indicate a higher priority).
9. Select a profile type and a profile level from the drop-down lists. Alternately, you can select Match All to match all profile types or all profile levels.

By selecting a profile type and a profile level, you can target a promotion to a specific kind of partner. For particular products, you can create one promotion for distributor partners at the platinum level and a *different* promotion for OEM partners at the silver level.

Note: These fields appear only if the appropriate permissions are set during implementation.

10. Select a locale for the promotion. Only users whose current locale is the same as your selection will see the promotion.
11. Check the **Enabled** check box.
12. Enter the product ID(s) to which this promotion should be assigned:
 - Enter the product ID for a single product, then click **Add**. This assigns this promotion to just this one product.
 - Enter multiple product IDs. You can enter a single ID and click **Add**, then repeat the process for each ID, or you can enter multiple IDs separated by a comma, then click **Add**.
 - Enter * to assign this promotion to all products.
 - Leave the field blank. If you do this, then the promotion is not assigned to any product. You can still create the promotion, but before it can be used you must assign a product ID (or use *) to activate it.

If you assign the wrong product ID, then select that product ID and click **Remove**.

13. If you want a customer to add promotion item(s) to a cart from the separate promotions window, then complete *both* of the following fields.

- a. Enter the product ID to be added (for the promotion item) in the Add to List Product ID field.
- b. Enter the quantity of that product (to be added to the cart) in the Add to List Quantity field.

Note: These fields appear only if the appropriate permissions are set during implementation.

14. Click **Create**.

To Modify a Promotion

1. Click **Promotions** in the Pricing Administration panel on the Comergent eBusiness System home page.
2. On the Promotion Administration List page, click the promotion ID number from the current list of promotions.

The screenshot displays the 'Promotions' section of the Comergent eBusiness System. The page title is 'Promotion Detail Digital Camera Promotion'. At the top right, there are navigation links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the title, there are three buttons: 'Cancel', 'Preview', and 'Save'. The form is divided into two main sections: 'General Info on page.' and 'Promotion Controls'.

General Info on page.

Name * Digital Camera Promotion	Description Let us help you find the right Digital Camera for you.
Upload Image [Browse...]	Image Name DigiCamAdvisor.gif
URL []	

Promotion Controls

Start Date * 7/15/2005	Priority * 3	Enabled <input checked="" type="checkbox"/>
End Date * 8/30/2006	Partner Level -- Match All --	Locale * United States of America
Partner Type -- Match All --		
Product ID (Entering * will match all Products) []	Add	

At the bottom left, there is a 'CATALOG' dropdown menu.

FIGURE 402. Promotion Detail Page

3. On the Promotion Detail page, modify the appropriate entries.
4. Click **Save**.

You can delete a promotion to remove it from the system (see "To Delete a Promotion" on page 620). Rather than deleting a promotion, however, you can

disable it (by leaving the **Enabled** check box unchecked). This renders the promotion unusable until you want to reuse it.

To Delete a Promotion

1. Click **Promotions** in the Pricing Administration panel on the Comergent eBusiness System home page.
2. Identify the promotion you want to delete, check its check box, and click **Delete**.

To Disable a Promotion

1. Click **Promotions** in the Pricing Administration panel on the Comergent eBusiness System home page.
2. Identify the promotion you want to disable and click the link to its detail page.
3. On the Promotion Detail page, uncheck the **Enabled** check box.
4. Click **Save**.

Features are attributes of products, and are created as part of a feature hierarchy. When your customers use your questionnaire, **C3 Advisor** uses features to identify the products that interest them. This chapter describes the feature hierarchy and how to create it.

CHAPTER 4, "Introduction to C3 Advisor" provides a description of **C3 Advisor** and how it works as well as a short tutorial.

Working with Feature Type Groups

When you create a feature type, you have the option of assigning feature types to a feature type group. Therefore, when you build your feature hierarchy, you should create feature type groups first. How many feature type groups you create depends on how many different feature types you have, and how many of these feature types are related.

To Create a Feature Type Group

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. In the Navigation panel, click the Feature Type Groups link to display the Feature Type Groups List Panel.

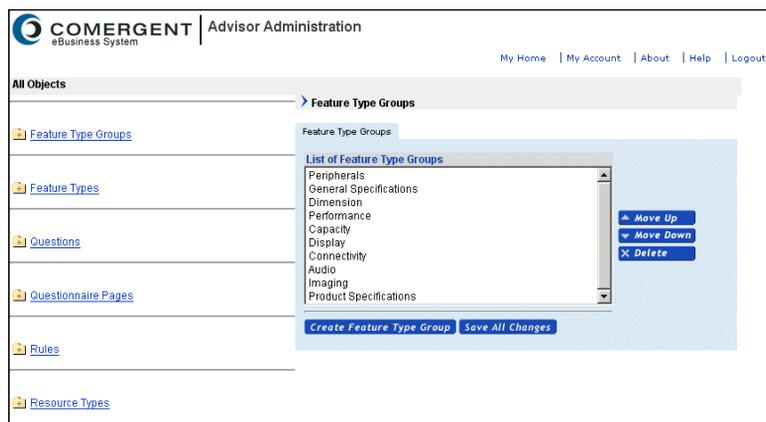


FIGURE 403. Feature Type Groups List Panel

3. In the Feature Type Groups List panel, click **Create Feature Type Group** to display the New Feature Type Group Panel.

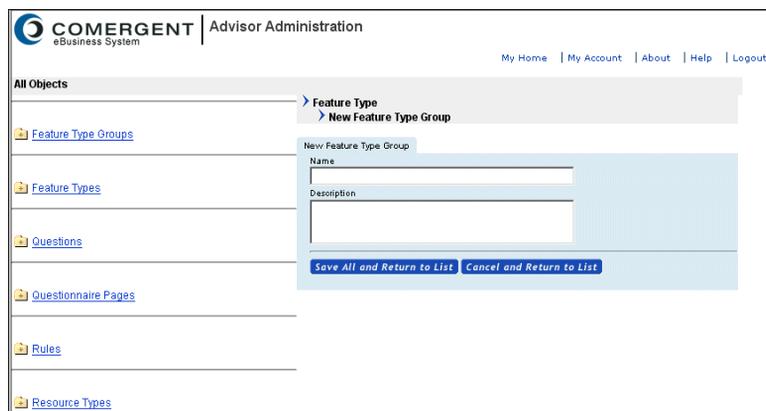


FIGURE 404. New Feature Type Group Panel

4. In the New Feature Type Group panel, enter a name and description for this feature type group.
5. Click **Save All and return to List**.

The following things occur:

- You return to the Feature Type Groups List panel.
 - The new feature type group appears in the List of Feature Type Groups list box.
 - The new feature type group appears in the Navigation panel.
6. In the Navigation panel, click the new feature type group's link to display its detail panel.

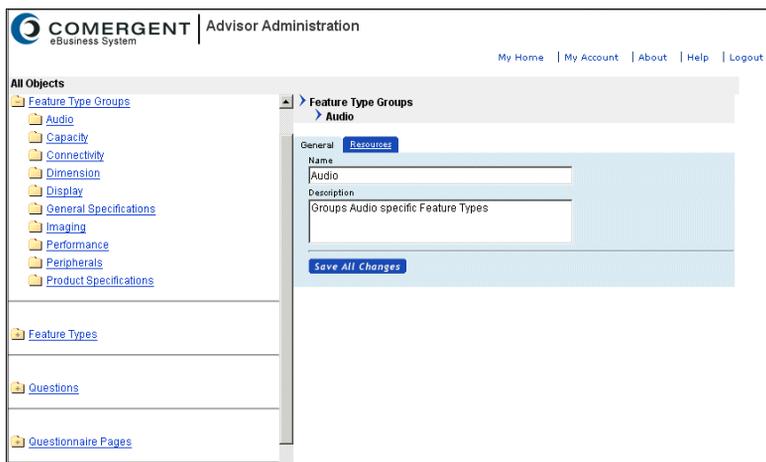


FIGURE 405. New Feature Type Group Detail Panel

7. If you want to assign resources, then click the **Resources** tab.

The assignment of resources is optional, and can be done at any time. If you do not want to assign a resource now, then skip this step and go to Step 8.

For each resource you want to assign, follow the procedure in "To Assign a Resource to an Entity" on page 640.

8. Click **Save All Changes**.

To Modify a Feature Type Group

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Feature Type Groups link to expand the tree.
3. Click the link of the feature type group that you want to modify.

4. In the **General** tab make any necessary changes to the Name, and Description of the feature type group, and click **Save All Changes**.
5. If you want to assign or unassign resources, then click the **Resources** tab.
See "Resources and Resource Types" on page 102 for more detailed information about resources. The assignment of resources is optional, and can be done at any time. If you do not want to assign or unassign a resource now, then skip this step and go to Step 6.
 - For each resource you want to assign, follow the procedure "To Assign a Resource to an Entity" on page 640.
 - For each resource you want to unassign, follow the procedure "To Unassign a Resource from an Entity" on page 642.
6. Click **Save All Changes**.

To Delete a Feature Type Group

Deleting a feature type group automatically deletes any feature type that has that feature type group as an attribute.

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. In **C3 Advisor Administration**, click the Feature Type Group's link to display the Feature Type Groups List Panel.
3. In the List of Feature Type Groups list box, highlight the feature type group you want to delete, and click **Delete**.
The feature type group disappears from both the list box and the navigation panel.
4. Click **Save All Changes**.

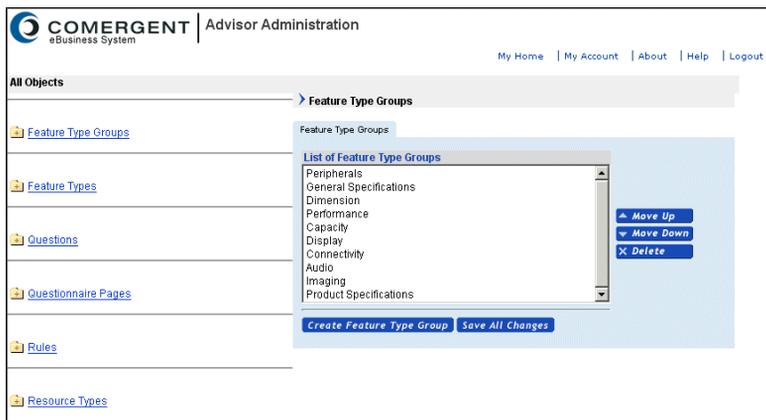


FIGURE 406. Feature Type Groups List Panel

Working with Feature Types

Once you have created your feature type groups, you can create your feature types. Feature types have the following properties:

- **Name**

This is the name you give the feature type, and is also the name your customers will see.
- **Description**

This is a description for internal use. Your customers will never see this text.
- **Row type**

Row type determines how the features within the feature type will be displayed when products having this feature type are compared.

 - **Multiple Feature Row** specifies that all of the features within this feature that apply to the product will appear in a single cell of the comparison table.
 - **Single Feature Row** specifies that each feature within this feature type will have its own row in the comparison table.

- Feature type group

This is where you attribute a specific feature type group to the feature type. This is optional.

In addition to these, you can specify whether the features associated with this feature type are included in product comparisons. You check either **Comparable** (to include) or **Incomparable** (to exclude).

To Create a Feature Type

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. In the Navigation Panel, click the Feature Types link to display the Feature Types List Panel.

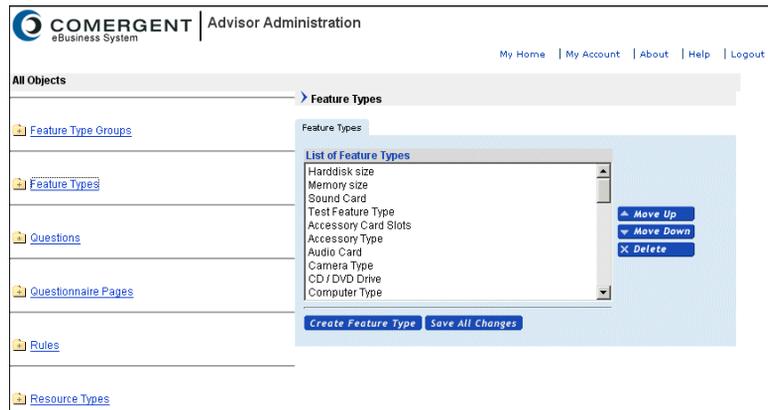


FIGURE 407. Feature Types List Panel

3. Click **Create Feature Type** to display the New Feature Type Panel.

The screenshot shows the 'Advisor Administration' interface for 'COMERGENT eBusiness System'. On the left, there is a sidebar with 'All Objects' and links to 'Feature Type Groups', 'Feature Types', 'Questions', 'Questionnaire Pages', 'Rules', and 'Resource Types'. The main content area is titled 'Feature Types' and contains a 'New Feature Type' form. The form has the following fields: 'Name' (text input), 'Description' (text area), 'Row Type' (dropdown menu with 'Multiple Feature Row' selected), 'Feature Type Group' (dropdown menu), and a checked 'Use to compare' checkbox. At the bottom of the form are two buttons: 'Save All and Return to List' and 'Cancel and Return to List'. In the top right corner, there are links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'.

FIGURE 408. New Feature Type Panel

4. Type a name and description for the new feature type in the appropriate fields.
5. In the Row Type drop-down list, choose the row type to apply to this feature type.

Row type determines how the features within the feature type will be displayed when products having this feature type are compared.

- **Multiple Feature Row** specifies that all of the features within this feature type that apply to the product will appear in a single cell of the comparison table.
 - **Single Feature Row** specifies that each feature within this feature type will have its own row in the comparison table.
6. (Optional) In the Feature Type Group drop-down list, choose the feature type group to attribute to this feature type.
 7. Check **Use to compare** to include all the features associated with the feature type in any product comparisons.

The **Use to compare** check box determines whether or not the features belonging to this type are included in a product comparison. When your customer uses your questionnaire to find products, they are free at any time to select two or more products from the product list, and compare them.

When they do this, **C3 Advisor** generates and displays a *product comparison table*, which lists the products and the features they have, allowing your customer to compare the products.

Note: If you check **Use to compare** for a feature, then you must make sure that **Use to compare** is checked for its feature type also.

8. Click **Save All and Return to List**.

The following actions occur:

- You return to the Feature Types List Panel.
- The new feature type appears in the List of Feature Types list box.
- The new feature type appears in the Navigation panel.

9. In the Navigation panel, click the new feature type's link to display its detail panel.

10. Click the **Features** tab.

Create the features that need to exist within this feature type, using the procedure described in "To Create a Feature" on page 631.

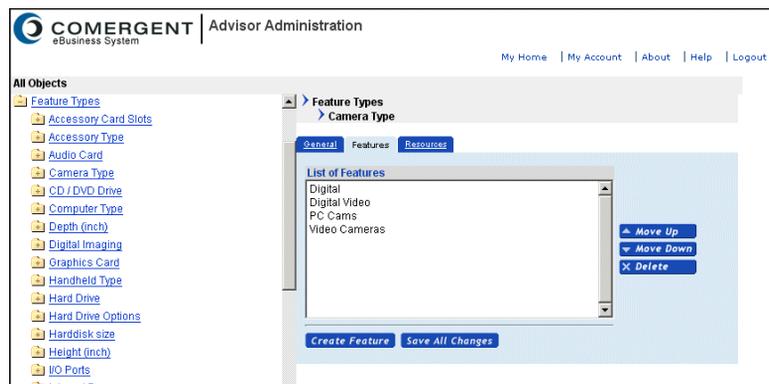


FIGURE 409. Feature Type Detail Panel: Features Tab

11. Click the **Resources** tab.

See "Resources and Resource Types" on page 102 for more detailed information about resources. The assignment of resources is optional, and can be done at any time. If you do not want to assign a resource now, then skip this step and go to Step 12.

- For each resource you want to assign, follow the procedure "To Assign a Resource to an Entity" on page 640.
- For each resource you want to unassign, follow the procedure in "To Unassign a Resource from an Entity" on page 642.

12. Click **Save All Changes**.

To Modify a Feature Type

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Feature Types link to expand the tree to display all existing feature types.
3. Click the link of the feature type that you want to modify to display its detail panel.
4. In the **General** tab make any necessary changes and click **Save All Changes**.
You can change Name, Description, Row Type, Feature Type Group, and Comparable/Incomparable of the feature type.
5. Click the **Resources** tab.

See "Resources and Resource Types" on page 102 for more detailed information about resources. The assignment of resources is optional, and can be done at any time. If you do not want to assign or unassign a resource now, then skip this step and go to Step 6.

Modifying resource assignment includes assigning and unassigning resources.

- For each resource you want to assign, follow the procedure "To Assign a Resource to an Entity" on page 640.
- For each resource you want to unassign, follow the procedure "To Unassign a Resource from an Entity" on page 642.

6. Click **Save All Changes**.

To Delete a Feature Type

Deleting a feature type automatically deletes its child features.

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

2. In the Navigation Panel, click the Feature Types link to display the Feature Types List Panel.
3. In the List of Feature Types list box, highlight the feature type you want to delete, and click **Delete**.
4. Click **Save All Changes**.

Working with Features

Each feature is created as a member of a specific feature type. Features have the following properties:

- Name

This is the name you give the feature, and is also the name your customers will see.

- Description

This is a description for internal use. Your customers will never see this text.

- Use to Compare

The **Use to compare** check box determines whether or not the features belonging to this type are included in a product comparison. When your customer uses your questionnaire to find products, they are free at any time to select two or more products from the product list, and compare them. When they do this, *C3 Advisor* generates and displays a *product comparison table*, which lists the products and the features they have, allowing your customer to compare the products.

<p>Note: If you check Use to compare for a feature, then you must make sure that Use to compare is checked for its feature type also.</p>
--

- Start Date

For features that are only effective over a specific time period, this defines when the feature becomes effective.

- End Date

For features that are only effective over a specific time period, this defines when the feature ceases to be effective.

To Create a Feature

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Feature Types link to expand the tree and display the list of existing feature types.
3. Click the link of the feature type in which you want to create the new feature to display that feature's detail panel.
4. Click the **Features** tab.

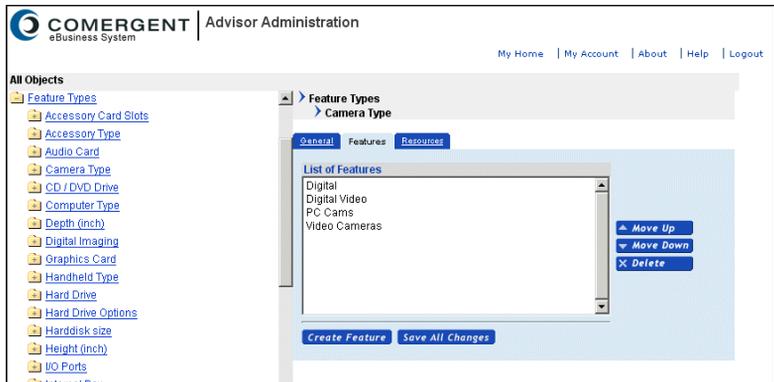


FIGURE 410. Feature Type Detail Panel: Features Tab

5. Click **Create Feature** to display the New Feature Panel.

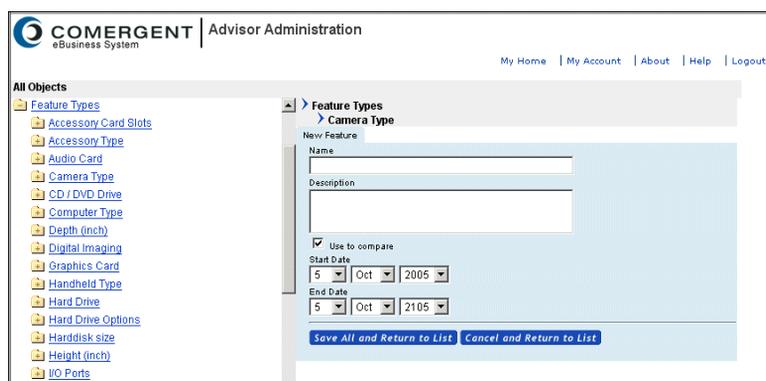


FIGURE 411. New Feature Panel

6. Enter the name and description you want to give to the new feature.
7. If you want this feature to be used to compare products, then check the **Use to compare** box.
8. Use the Start Date and End Date controls to define the effectivity of the feature (if applicable).

Feature effectivity is described in the section "Feature Effectivity" on page 58.

9. Click **Save All and Return to List**.

The following actions occur:

- You return to the **Features** tab of the Feature Types Detail Panel.
 - The new feature appears in the List of Features list box.
 - The new feature appears in the Navigation panel.
10. Click the new feature's link to display its detail panel.
 11. Click the **Resources** tab.

See "Resources and Resource Types" on page 102 for more detailed information about resources. The assignment of resources is optional, and can be done at any time. If you do not want to assign a resource now, then skip this step and go to Step 12.

- For each resource you want to assign, follow the procedure "To Assign a Resource to an Entity" on page 640.
- For each resource you want to unassign, follow the procedure in "To Unassign a Resource from an Entity" on page 642.

12. Click **Save All Changes**.

To Modify a Feature

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Feature Types link to expand the tree and display all existing feature types.
3. Click the folder next to the feature type that includes the feature you want to modify to expand the tree and display all of the features that exist within that feature type.
4. Click the link of the feature that you want to modify to display that feature's Feature Detail Panel.

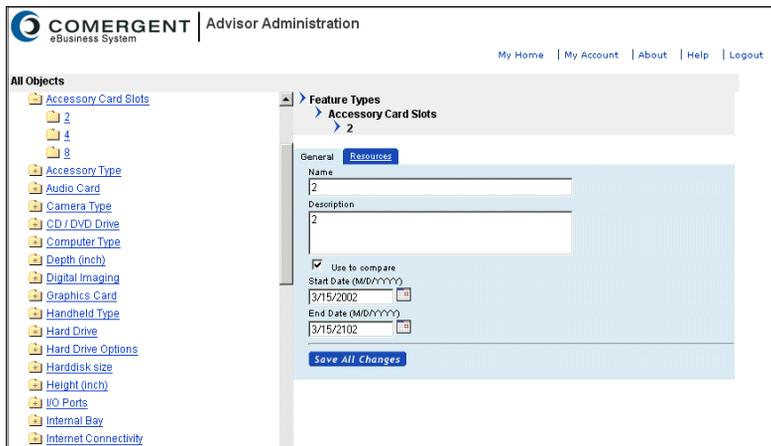


FIGURE 412. Feature Detail Panel

5. In the **General** tab make any necessary changes to Name, Description, Use To Compare, Start Date, and End Date, and click **Save All Changes**.

6. Click the **Resources** tab.

See "Resources and Resource Types" on page 102 for more detailed information about resources. The assignment of resources is optional, and can be done at any time. If you do not want to assign or unassign a resource now, then skip this step and go to Step 7.

Modifying resource assignment includes assigning and unassigning resources.

- For each resource you want to assign, follow the procedure "To Assign a Resource to an Entity" on page 640.
- For each resource you want to unassign, follow the procedure "To Unassign a Resource from an Entity" on page 642.

7. Click **Save All Changes**.

To Delete a Feature

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Feature Types link to expand the tree.
3. Click the link of the feature type that contains the feature you wish to delete.
The **General** tab of the Feature Type detail panel appears.
4. Click the **Features** tab.
The **Features** tab appears.
5. In the List of Features list box, highlight the feature you want to delete, and click **Delete**.
The feature disappears from the list box.
6. Click **Save All Changes**.

This chapter describes resource types and resources. Resources are electronic media you assign to the business objects in your questionnaire to enhance presentation.

CHAPTER 4, "Introduction to C3 Advisor" provides a description of C3 Advisor and how it works, as well as a short tutorial.

Working with Resource Types

A resource type business object is just a definition. It has a type, a label, and a description.

- The *type* property is the unique name you give to a resource type for your internal use.
- The *label* is a text string that you define when you create a resource type. When you assign a resource of this type, this is the default label text. Note that you can define a unique label for each resource if you choose.
- The *description* property allows you to enter a description or your comments about that resource type for internal use. When you assign a resource of this type, this is the default description text. Note that you can define a unique description for each resource if you choose.

It is up to you to decide how many resource types to create, and what those resource types should be. One common approach is to create a resource type for each kind of resource you want to assign. In this case, you might create resource types such as "Photographic Images," "Data Sheets," "Promotions," and "URLs."

One important thing to note is that while you can assign multiple resources to any of your business objects (entities), you can only assign one resource of a given resource type to each entity. Thus, if you define three resource types, you can assign up to three resources to any entity.

For this reason, many administrators choose to create what seem to be redundant resource types. For example, if you create the resource types "Photographs1" and "Photographs2," you can assign two different photographic resources to an entity.

To Create a Resource Type

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. In the Navigation panel, click the Resource Types link to display the Resource Types List Panel.

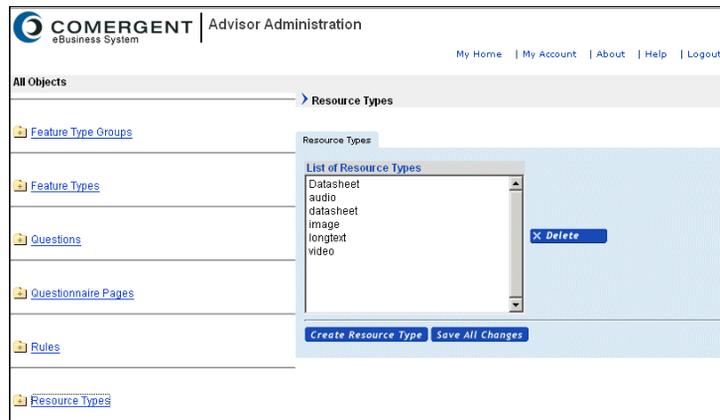


FIGURE 413. Resource Types List Panel

3. In the Resource Types panel, click **Create Resource Type** to display the New Resource Type Panel.

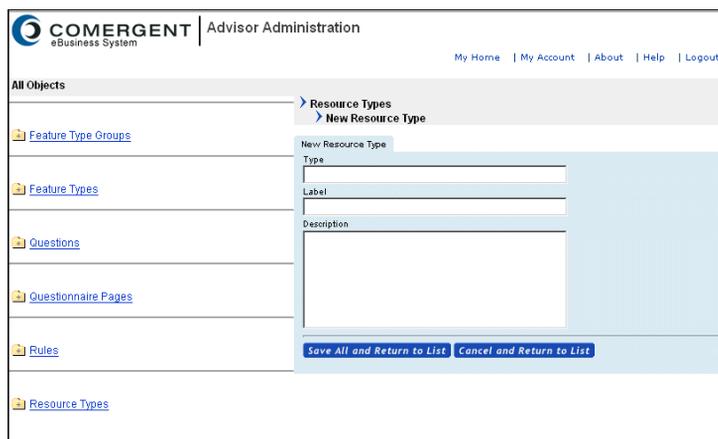


FIGURE 414. New Resource Type Panel

4. In the New Resource Type panel, enter the appropriate information you want to give this resource type.
 - In the Type field, type the name of the resource type.
 - In the Label field, type the label.
 - In the Description field, type a description.
5. Click **Save All and Return to List**.

To Modify a Resource Type

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. In the Navigation panel, click the folder next to the Resource Types link to expand the Resource Types tree so that it shows all existing resource types.

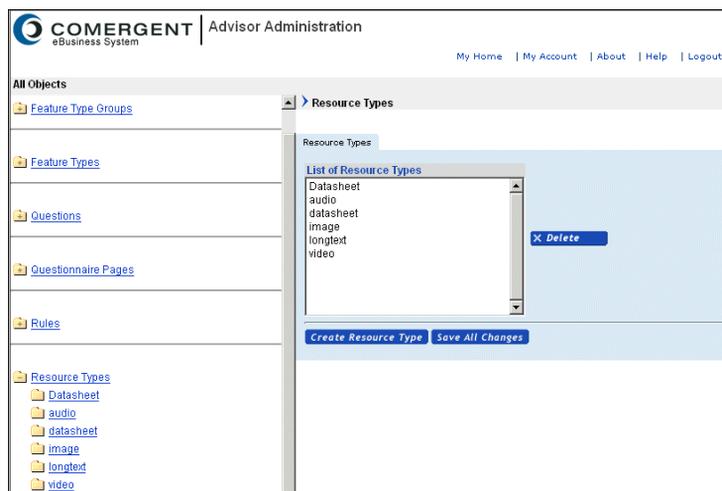


FIGURE 415. Resource Type Tree (expanded)

3. Click the link of the resource type you want to modify to show its detail panel.

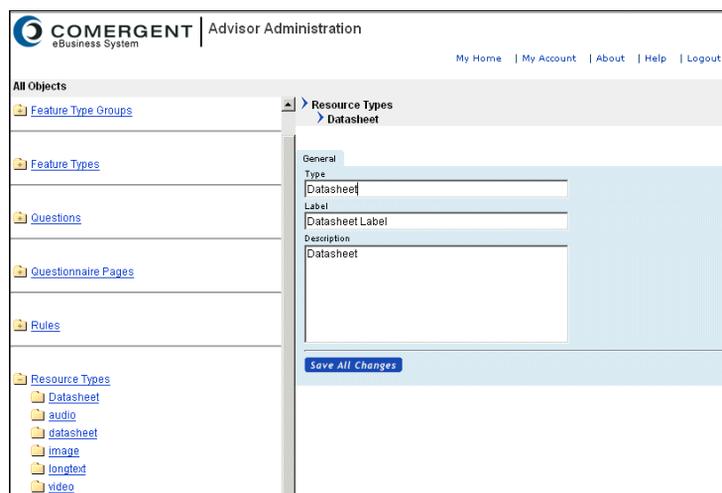


FIGURE 416. Resource Type Detail Panel

4. In the Resource Type detail panel, make any necessary changes.

5. Click **Save All Changes**.

To Delete a Resource Type

If you delete a resource type, then you automatically delete any resources of that resource type.

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. In the Navigation panel, click the Resource Types link to display the Resource Types List Panel.

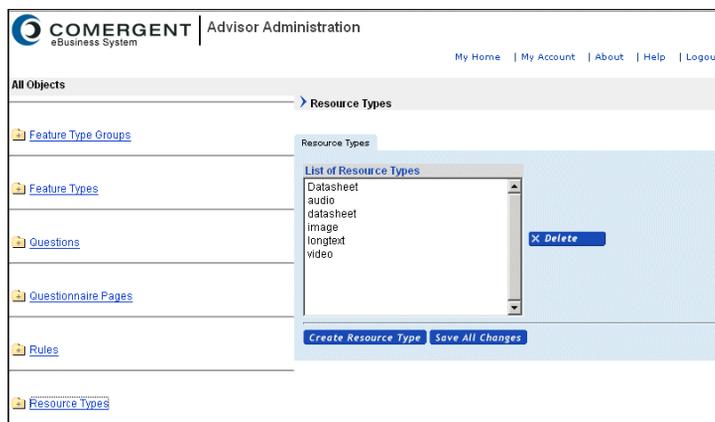


FIGURE 417. Resource Types List Panel

3. In the List of Resource Types list box, highlight the resource type you want to delete, and click **Delete**.

The resource type disappears from the List of Resource Types list box.

4. Click **Save All Changes**.

The resource type disappears from the Navigation panel.

Note that when you delete a resource type, you also delete all resources of that type that have been assigned to entities.

Working with Resources

Because a resource can be one of many different kinds of things: a URL, a document file, and so on, the **C3** Advisor handles resources differently than it does business objects of a known type. Instead of creating resources as business objects, you assign a resource type to an entity (feature type group, feature type, and so on), and then define the location of the resource (the path to a file or a URL that displays the information).

The management of resources includes assigning resources to entities and unassigning resources from entities. Resource assignment is performed in the **Resources** tab of the detail panel of the business object to which you are assigning the resource. For example, to assign a resource to a question (or to unassign a resource from a question), you must go to the **Resources** tab of that question's detail panel. Every kind of entity that can have a resource assigned to it has a **Resources** tab. The process for assigning and unassigning is the same, regardless of the kind of entity.

To Assign a Resource to an Entity

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. In the Navigation Panel, click the folder of the entity type to which you want to assign a resource to display the list of existing entities of that type.
3. Click the link of the entity to which you want to assign a resource to display its detail panel.
4. Click the **Resources** tab.

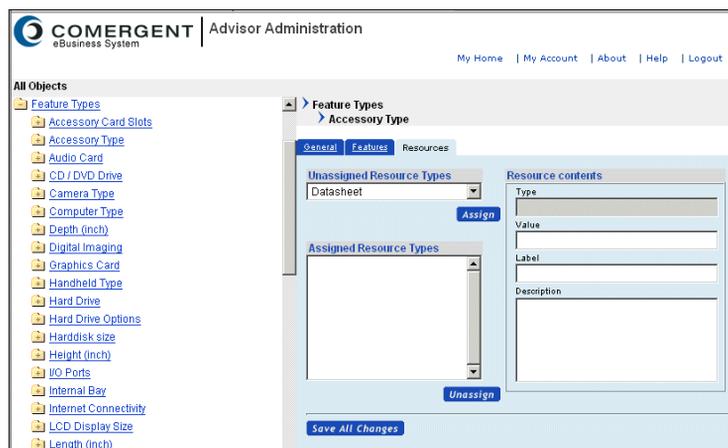


FIGURE 418. Resources Tab

- In the Unassigned Resource Types drop-down list, select the resource type you want to assign to this entity, and click **Assign**.

The following things occur:

- The resource type disappears from the Unassigned Resource Types drop-down list and appears in the Assigned Resource Types list box.
 - The resource type appears in the Type field.
 - The resource type's label appears in the Label field.
 - The resource type's description appears in the Description text box.
- In the Value field, type the location of the resource you want to assign.
This can be either a path to the file selected as the resource, or it can be a URL to a Web page that displays the information for the resource.
 - (Optional) In the Label field, type the text you want to use as a label for the resource when it is displayed on a questionnaire page.

When you assign a resource type, its label is automatically populated in the Label field. You can choose to use this label if you want. You only need to overwrite the label if you want to give the resource a label that is different from the resource type's label.

8. (Optional) In the Description field, type the text you want to use as a description for the resource when it is displayed on a questionnaire page.

When you assign a resource type, the resource type's description is automatically populated in the Description field. You can choose to use this description if you want. You only need to overwrite the description if you want to give the resource a description that is different from the resource type's.

9. Click **Save All Changes**.

To Unassign a Resource from an Entity

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. In the Navigation Panel, click the folder of the entity type from which you want to unassign a resource to display the list of existing entities of that type.
3. Click the link of the entity from which you want to unassign a resource to display its detail panel.

4. Click the **Resources** tab.

The resource types currently assigned to the entity are displayed in the Assigned Resource Types list box (Figure 419 on page 643).

5. In the Assigned Resource Types list box, select the resource type you want to unassign.

The defined value, label, and description for the resource appear in the appropriate fields.

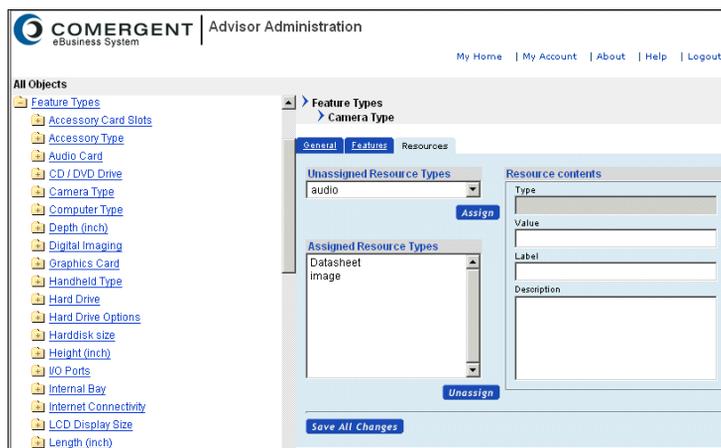


FIGURE 419. Resources Tab with Assigned Resources

6. Click **Unassign**.

The following things occur:

- The resource type disappears from the Assigned Resource Types list box and appears in the Unassigned Resource Types drop-down list.
- The Value, Label, and Description fields are emptied.

7. Click **Save All Changes**.

Managing Questionnaire Pages in C3 Advisor

This chapter describes how to create and manage your questionnaire pages. Questionnaire pages are the part of your questionnaire that your customers see. They can display one or more questions, and they usually display the product list as well.

See CHAPTER 4, "Introduction to C3 Advisor" for a description of C3 Advisor and how it works as well as a short tutorial.

<p>Attention: C3 Advisor will not work unless you create and activate a search index. See "Administering Advanced Search" on page 357 for more information.</p>
--

Working with Questionnaire Pages

Working with questionnaire pages entails defining their properties and also managing the assignment of questions to questionnaire pages. The properties of a questionnaire page are:

- The name of the questionnaire page.
This is the name you give the questionnaire page for internal use.
- A description of the questionnaire page
This is a description of the page for internal use.

- The name of a template JSP page to use with the questionnaire page.
Enables you to specify a JSP page to render the questionnaire page. If left blank, then the JSP defaults to a JSP page defined in the Business Rules Manager. See CHAPTER 38, "Business Rules Administration" for more information about setting this default.
- Show Product List.
Enables you to show or not show the product list for preliminary questionnaire pages that contain a long list of matching products. Instead the product list will appear only on later questionnaire pages that contain a short list of matching products.
- The number of columns in the question panel.
This determines how many columns of questions will display in the question panel of the questionnaire page.

You determine which questions are assigned to the questionnaire page, and specify the sequence in which these questions are displayed on the page. As you create other pages that are part of the questionnaire, you will also need to set which of your questionnaire pages will be the start page.

In addition, you can assign resources to a questionnaire page.

Note that within the question panel questions are displayed left to right across columns. Thus, if a questionnaire page has five assigned questions, and is defined to have three columns, then the first row will display three questions, and the next row will display two questions.

To Create a Questionnaire Page

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. In the Navigation panel, click the Questionnaire Pages link to display the Questionnaire Pages List Panel.

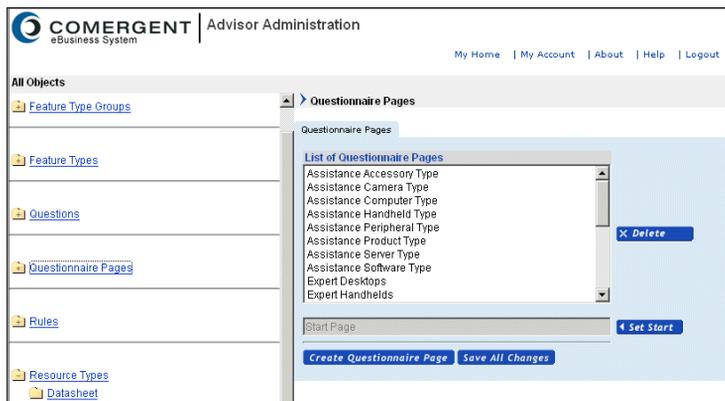


FIGURE 420. Questionnaire Pages List Panel

3. In the Questionnaire Pages List Panel, click **Create Questionnaire Page** to display the New Questionnaire Page Panel.

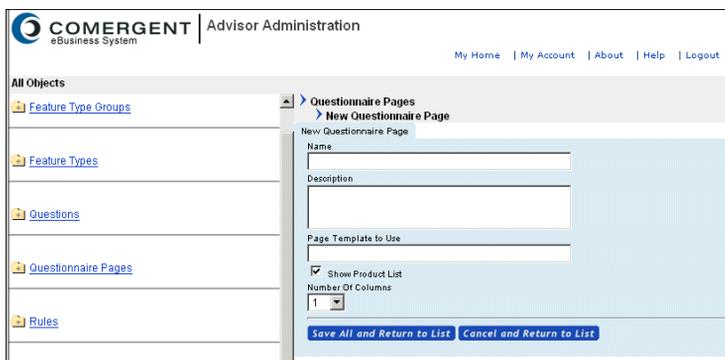


FIGURE 421. New Questionnaire Page Panel

4. Type the Name and Description of the new questionnaire page in the appropriate fields.

5. (Optional) Type the name of the template JSP page you want to use to render the questionnaire page.

If you leave this field blank, then the JSP page defaults to a page defined in a system property. See "System Administration" on page 849 for information on accessing the system properties.

6. Leave the box checked next to **Show Product List** if you want your customer to see a list of products that match the customer's requirements displayed on the questionnaire page. If you uncheck this box, then the questionnaire page does not display the list of products that currently match the answers given by the customer.

In general, use this check box to avoid the display of preliminary questionnaire pages with a long list of matching products. You should design the questionnaire so that the list of matching products is displayed only on later questionnaire pages when the list of matching products is shorter.

7. Select the number of columns to be displayed in the question panel of the questionnaire page from the drop-down menu in the Number of Columns field.
8. Click **Save All and Return to List**.

The following actions occur:

- You return to the Questionnaire Pages List Panel.
 - The new questionnaire page appears in the List of Questionnaire Pages list box.
 - The new questionnaire page appears in the Navigation panel.
9. In the Navigation panel, click the new questionnaire page's link to display its detail panel.

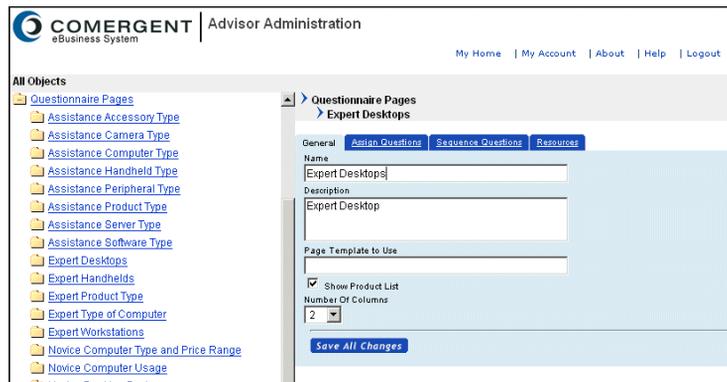


FIGURE 422. Questionnaire Page Detail Panel

10. Click the **Assign Questions** tab.



FIGURE 423. Questionnaire Page Detail Panel: Assign Questions Tab

11. In the Unassigned Questions list box, highlight the questions that you want to assign to this questionnaire page, and click **Add**.

The highlighted questions move from the Unassigned Questions list box to the Assigned Questions list box.

12. Click **Save All Changes**.

13. Click the **Sequence Questions** tab.

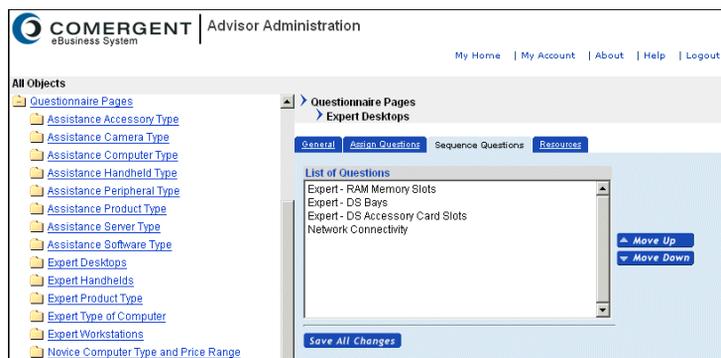


FIGURE 424. Questionnaire Page Detail Panel: Sequence Questions Tab

14. One at a time, highlight each question and use the up and down arrows to sequence the questions as they should appear on the questionnaire page when it is displayed.
15. Click **Save All Changes**.
16. Click the **Resources** tab.

The assignment of resources is optional, and can be done at any time. If you do not want to assign a resource now, then skip this step and go to Step 18.

17. For each resource you want to assign, follow the procedure "To Assign a Resource to an Entity" on page 640.
18. Click **Save All Changes**.

To Modify a Questionnaire Page

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Questionnaire Pages link to expand the tree and display all existing questionnaire pages.
3. Click the link of the questionnaire page that you want to modify to display its detail panel.

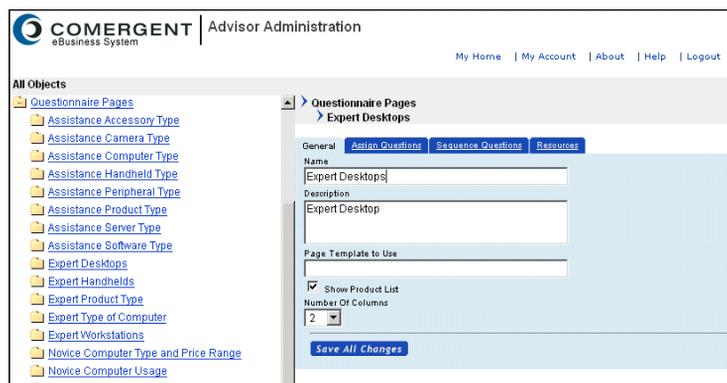


FIGURE 425. Questionnaire Page Detail Panel

4. In the **General** tab, make any necessary changes to the Name, Description, and Number of Columns.
5. Click **Save All Changes**.
6. Click the **Assign Questions** tab.

Modifying question assignment comprises assigning new questions and unassigning existing ones.

- To assign a new question to the questionnaire page, highlight the question in the Unassigned Questions list box, and click **Add**.
- To unassign a question that is currently assigned to the questionnaire page, highlight the question in the Assigned Question list box, and click **Remove**.

7. Click **Save All Changes**.
8. Click the **Sequence Questions** tab.
9. Use the up and down arrows to order the questions in the sequence in which they need to be displayed on the questionnaire page.
10. Click **Save All Changes**.

11. Click the **Resources** tab.

The assignment of resources is optional, and can be done at any time. If you do not want to assign or unassign a resource now, then skip this step and go to Step 12.

Modifying resource assignment includes assigning and unassigning resources.

- For each resource you want to assign, follow the procedure "To Assign a Resource to an Entity" on page 640.
- For each resource you want to unassign, follow the procedure "To Unassign a Resource from an Entity" on page 642.

12. Click **Save All Changes**.

To Delete a Questionnaire Page

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Questionnaire Pages link to expand the tree and display all existing questionnaire pages.

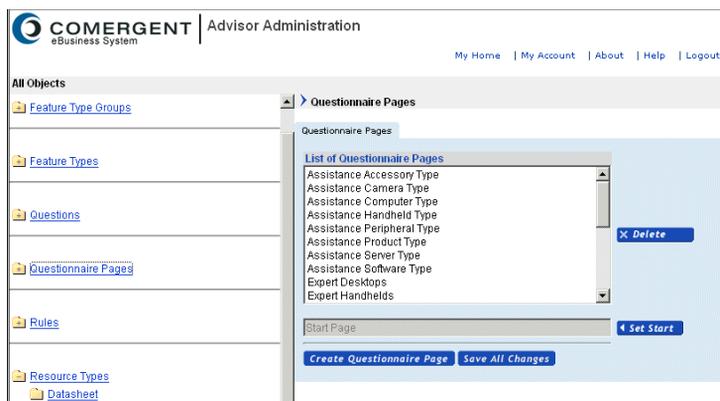


FIGURE 426. Questionnaire Pages List Panel

3. In the Questionnaire Pages List Panel, highlight the questionnaire page you want to delete, and click **Delete**.
4. Click **Save All Changes**.

To Assign Questions and Sequence Questions

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Questionnaire Pages link to expand the tree and display all existing questionnaire pages.
3. Click the link of the questionnaire page to which you want to assign a question to display that questionnaire page's detail panel.

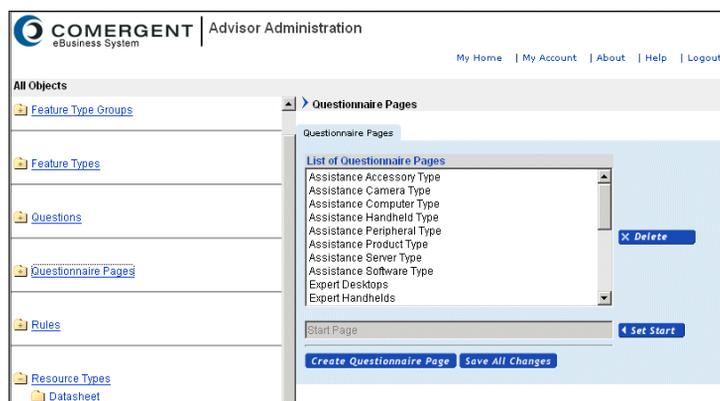


FIGURE 427. Questionnaire Page Detail Panel

4. Click the **Assign Questions** tab.

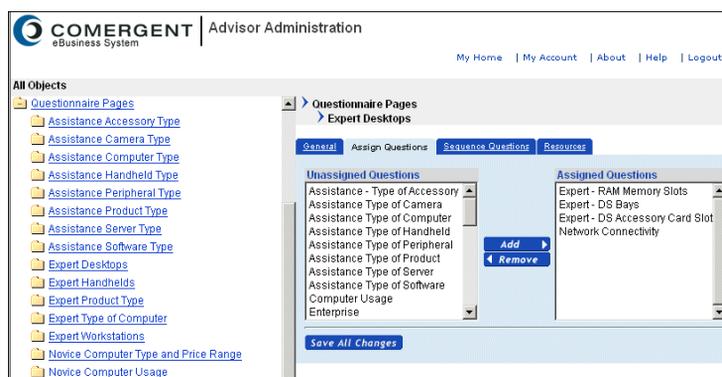


FIGURE 428. Questionnaire Page Detail Panel: Assign Questions Tab

5. In the Unassigned Questions list box, highlight the question or questions you want to assign to this questionnaire page, and click **Add**.

The highlighted questions move from the Unassigned Questions list box to the Assigned Questions list box.

6. Click **Save All Changes**.
7. Click the **Sequence Questions** tab.

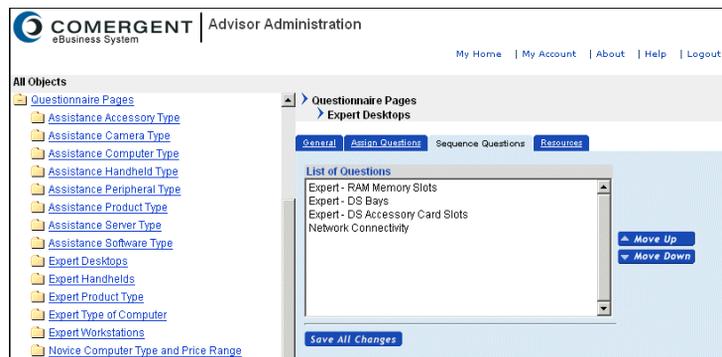


FIGURE 429. Questionnaire Page Detail Panel: Sequence Questions Tab

8. In the List of Questions list box, highlight the question you want to reposition, and use the up and down arrows to move it to its proper position in the sequence.

Repeat this step until the list of questions appears in the order in which you want them to be displayed.

9. Click **Save All Changes**.

To Set the Start Page

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Questionnaire Pages link to expand the tree and display all existing questionnaire pages.
3. In the Navigation panel, click the Questionnaire Pages link to display the Questionnaire Pages List Panel.

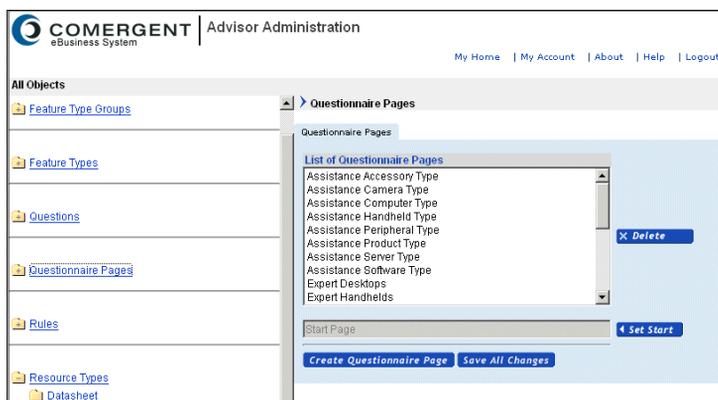


FIGURE 430. Questionnaire Pages List Panel

4. In the List of Questionnaire Pages list box, highlight the page that you want to set as the start page, and click **Set Start**.

You can only specify one start page. If you highlight multiple questionnaire pages and click Set Start Page, then you will get an error message. If you have already set a start page, and then highlight and set a different page, then the new page takes the place of the old one as the start page.

5. Click **Save All Changes**.

Managing Questions and Answers in C3 Advisor

This chapter describes how you create and manage questions and answers. Answers map to features, which allows the questionnaire to identify products by the answers your customers choose. Both questions and answers are also key elements in the rules you create.

CHAPTER 4, "Introduction to C3 Advisor" provides a description of **C3 Advisor** and how it works as well as a short tutorial.

Working with Questions

Creating and managing a question entails defining its properties and creating its answers. This section deals with managing a question's properties. The section "Working with Answers" on page 662 describes how you manage the answers within a question.

Managing questions includes creating, modifying, and deleting.

To Create a Question

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. In the Navigation Panel, click the Questions link to display the Questions List Panel.

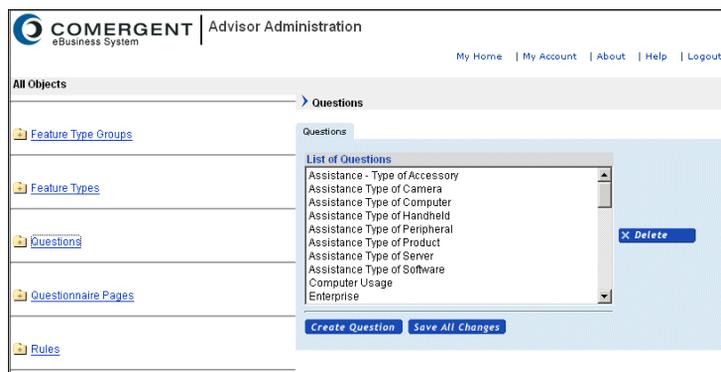


FIGURE 431. Questions List Panel

3. In the Questions List Panel, click **Create Question** to display the New Question Panel.

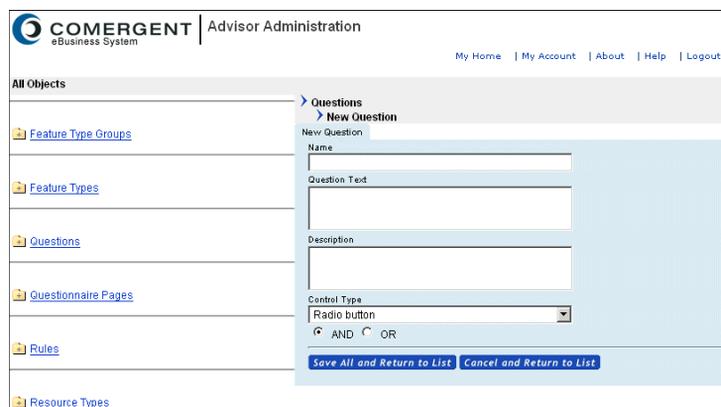


FIGURE 432. New Question Panel

4. Type the Name, Question Text, and Description for the new question in the appropriate fields.
5. Choose the kind of control that should be applied to the question's answers. You can choose either Check Box, Drop-down List, or Radio Button.

6. Click **Save All and Return to List**.

The following actions occur:

- You return to the Questions List Panel.
- The new question appears in the List of Questions list box.
- The new question appears in the Navigation panel.

7. Click the new question's link in the Navigation panel to display its detail panel.

8. Click the **Answers** tab

Follow the procedure "To Create an Answer" on page 662 to create the question's answers.

9. Click the **Resources** tab.

The assignment of resources is optional, and can be done at any time. If you do not want to assign a resource now, skip this step and go to Step 11.

10. For each resource you want to assign, follow the procedure "To Assign a Resource to an Entity" on page 640.

11. Click **Save All Changes**.

To Modify a Question

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Questions link to expand the tree and display all of the existing questions.
3. Click the link of the question that you want to modify to display its detail panel.

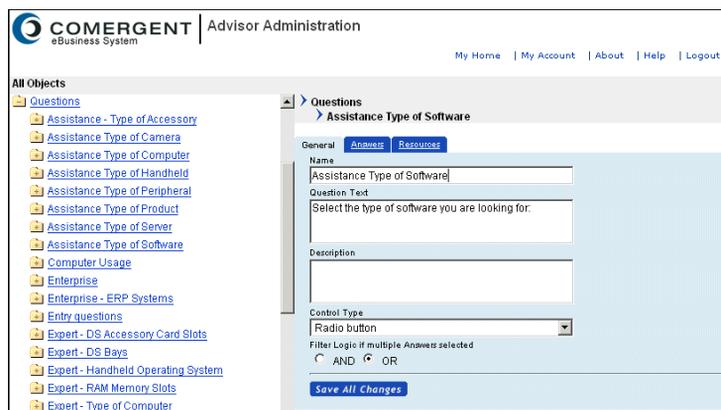


FIGURE 433. Question Detail Panel

4. In the **General** tab, make any necessary changes to the Name, Question Text, Description, or Control Type.
 - To change the information for Name, Question Text, or Description, type your changes in the appropriate field.
 - To change the Control Type, select a different control from the drop-down list.
5. Click **Save All Changes**.
6. Click the **Answers** tab.
7. In the **Answers** tab (see Figure 434 on page 661), make any necessary changes to the Question's answers.
 - To create a new answer, follow the procedure "To Create an Answer" on page 662.
 - To delete an answer, follow the procedure "To Delete an Answer" on page 670.
 - To reorder the answers, select each answer one at a time, and use the up and down arrows to position the answer in its proper place in the sequence.

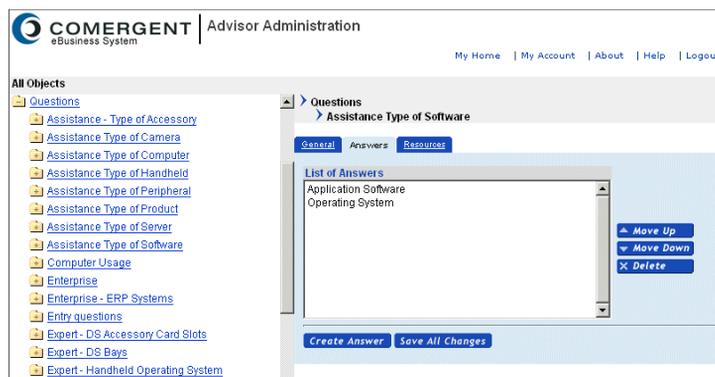


FIGURE 434. Question Detail Pane: Answers Tab

8. Click **Save All Changes**.
9. Click the **Resources** tab.

The assignment of resources is optional, and can be done at any time. If you do not want to assign or unassign a resource now, skip this step and go to Step 10.

Modifying resource assignment includes assigning and unassigning resources.

- For each resource you want to assign, follow the procedure "To Assign a Resource to an Entity" on page 640.
- For each resource you want to unassign, follow the procedure "To Unassign a Resource from an Entity" on page 642.

10. Click **Save All Changes**.

To Delete a Question

Deleting a question automatically deletes all of that question's answers.

1. In the *C3* Advisor Administration page, click the Questions link to display the Questions List Panel.
2. In the List of Questions list box, highlight the question you want to delete, and click **Delete**.

The question disappears from the list box.

3. Click **Save All Changes**.

Working with Answers

Creating and managing answers entails defining its properties and assigning features to it. This section describes how to manage both a answer's properties and its feature assignments.

To learn about managing features, see "Working with Features" on page 630.

Managing answers includes creating, modifying, and deleting answers, as well as assigning features.

To Create an Answer

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Questions link to expand the tree and display all existing questions.
3. Click the link of the question in which you want to create the new answer to display its detail panel.
4. Click the **Answers** tab.

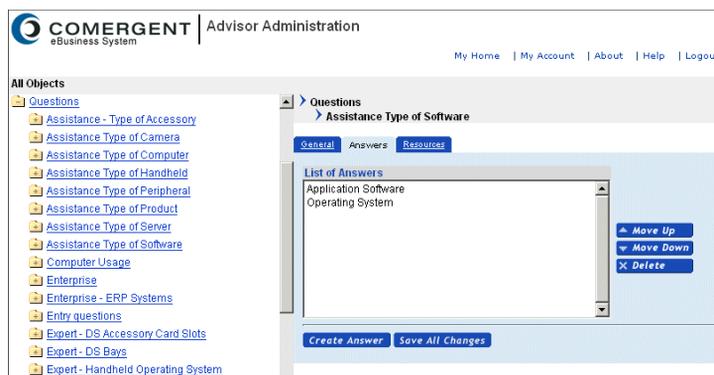
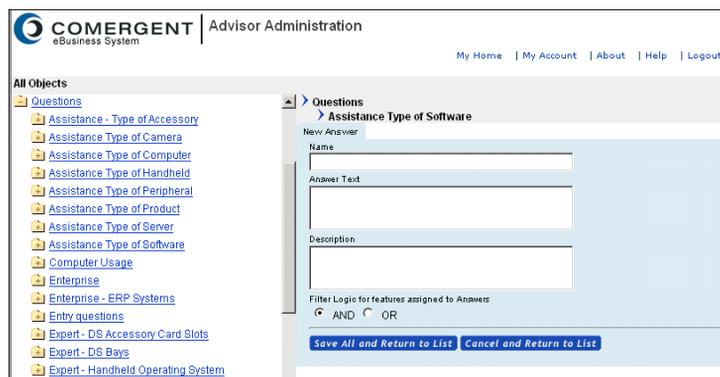


FIGURE 435. Question Detail Panel: Answers Tab

5. Click **Create Answer** to display the New Answer Panel.

**FIGURE 436. New Answer Panel**

6. Type the name, answer text, and description you want to give to the new answer in the appropriate fields.
7. Click **Save All and Return to List**.

The following actions occur:

- You return to the **Answers** tab of the Questions Detail Panel.
 - The new answer appears in the List of Answers list box.
 - The new answer appears in the Navigation Panel under the condition for which you created it.
8. Click the new answer's link in the Navigation panel to display its detail panel.

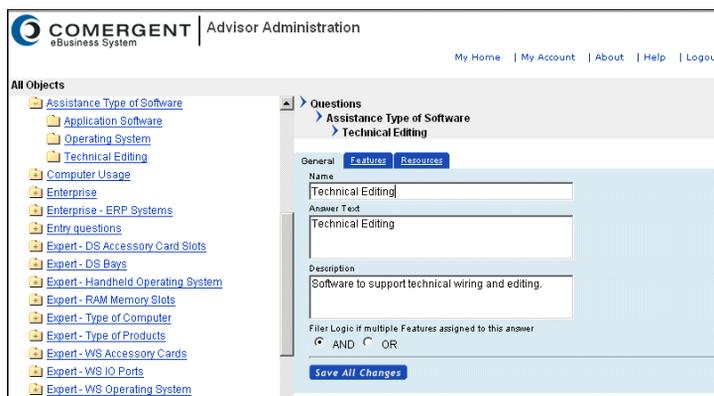


FIGURE 437. Answer Detail Panel: General Tab

9. Click the Features tab.

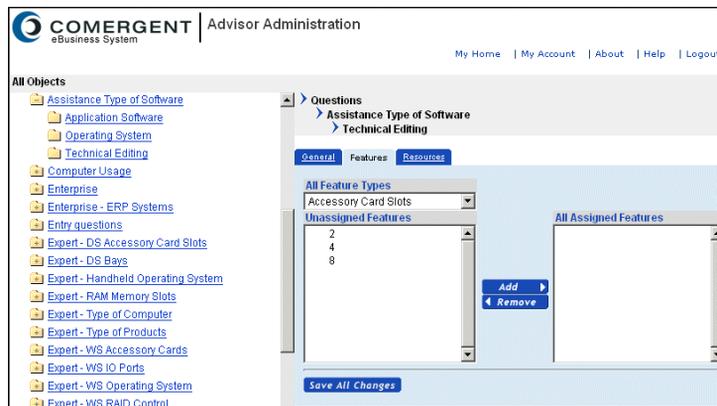


FIGURE 438. Answer Detail Panel: Features Tab

10. In the Feature Types drop-down list, select the feature type that includes the feature type or types you want to assign.

All of the available features in that feature type appear in the Unassigned Features list box.

11. Highlight the feature or features you want to assign to this answer, and click **Add**.

The highlighted features move from the Unassigned Features list box to the Assigned Features list box. These features appear in the Assigned Features list box under their feature type.

12. Click **Save All Changes**.

13. Click the **Resources** tab.

The assignment of resources is optional, and can be done at any time. If you do not want to assign a resource now, skip this step and go to Step 15.

14. For each resource you want to assign, follow the procedure "To Assign a Resource to an Entity" on page 640.

15. Click **Save All Changes**.

To Modify an Answer

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Questions link to expand the tree to display all existing questions.
3. Click the folder next to the question that includes the answer you want to modify to display all of the answers that exist within that question.
4. Click the link of the answer that you want to modify to display its detail panel.

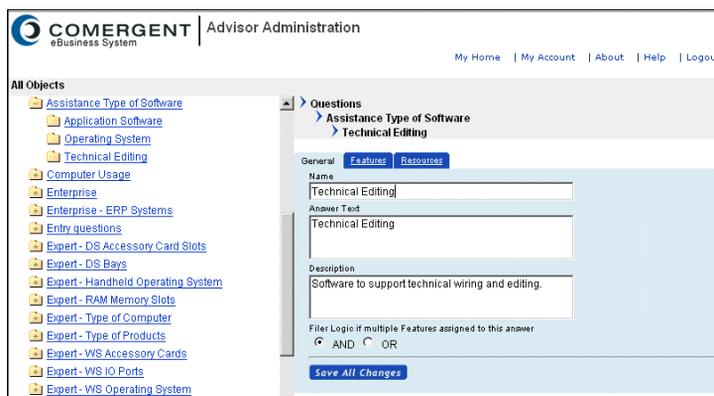


FIGURE 439. Answer Detail Panel

5. In the **General** tab make any necessary changes to the Name, Question Text, Description, or Control Type. To change the information for Name, Description, or Answer Text, type your changes in the appropriate field.
6. Click **Save All Changes**.
7. Click the **Features** tab.

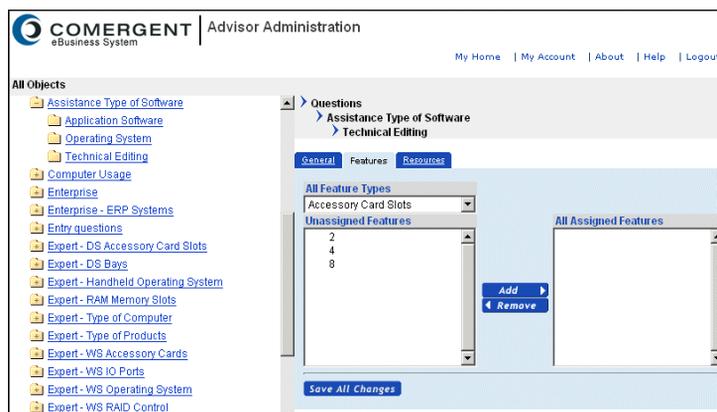


FIGURE 440. Answer Detail Panel: Features Tab

8. Use the **Add** and **Remove** buttons to assign new features or unassign existing ones as needed.

To assign a feature:

- a. In the Feature Types drop-down list, select the feature type that includes the feature type or types you want to assign.

All of the available features in that feature type appear in the Unassigned Features list box.

- b. Highlight the feature or features you want to assign to this answer, and click **Add**.

Note that you can highlight and assign multiple features at once.

The highlighted features move from the Unassigned Features list box to the Assigned Features list box. These features appear in the Assigned Features list box under their feature type.

- c. Click **Save All Changes**.

To unassign a feature:

- a. Highlight the feature in the Assigned Features list box and click **Remove**.

The highlighted features move from the Assigned Features list box to the Unassigned Features list box.

- b. Click **Save All Changes**.

Note that you can unassign all the assigned features of a given feature type by highlighting the name of the feature type and clicking **Remove**.

9. Click the **Resources** tab.

The assignment of resources is optional, and can be done at any time. If you do not want to assign or unassign a resource now, skip this step and go to Step 10.

Modifying resource assignment includes assigning and unassigning resources.

- For each resource you want to assign, follow the procedure "To Assign a Resource to an Entity" on page 640.
- For each resource you want to unassign, follow the procedure "To Unassign a Resource from an Entity" on page 642.

10. When you have finished modifying the answer, click **Save All Changes**.

To Assign a Feature to an Answer

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Questions link to expand the tree to display all existing questions.
3. Click the folder next to the question that includes the answer you want to modify to display all of the answers that exist within that question.
4. Click the link of the answer to which you want to assign a feature to display its detail panel.
5. Click the **Features** tab.

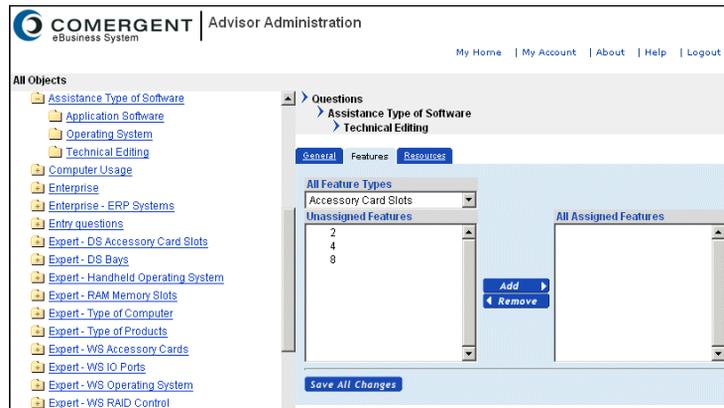


FIGURE 441. Answer Detail Panel: Features Tab

6. In the Feature Types drop-down list, select the feature type that includes the feature type or types you want to assign.

All of the available features in that feature type appear in the Unassigned Features list box.

7. Highlight the feature or features you want to assign to this answer, and click **Add**.

The highlighted features move from the Unassigned Features list box to the Assigned Features list box. These features appear in the Assigned Features list box under their feature type.

8. Click **Save All Changes**.

Note that you can highlight and assign multiple features at once.

To Unassign a Feature from an Answer

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Questions link to expand the tree to display all existing questions.
3. Click the folder next to the question that includes the answer you want to modify to display all of the answers that exist within that question.
4. Click the link of the answer from which you want to unassign a feature to display its detail panel.
5. Click the **Features** tab.

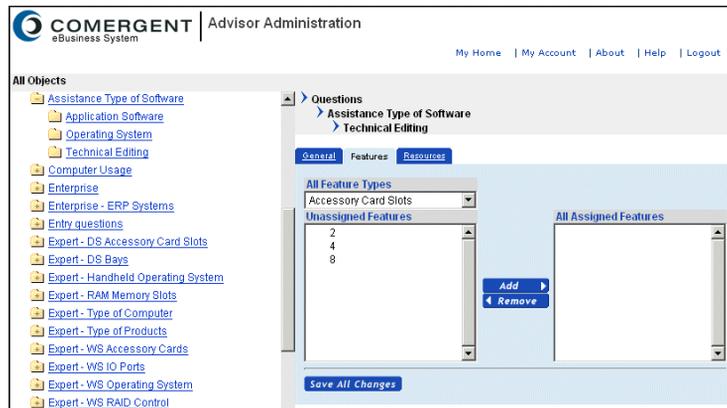


FIGURE 442. Answer Detail Panel: Features Tab

6. In the All Assigned Features list box, select the feature that you want to unassign.

Note that you can select all of the features of a feature type by selecting just the feature type. Also, you can select more than one feature at a time in the All Assigned Features list box.

7. Click **Remove**.

The highlighted features move from the All Assigned Features list box to the Unassigned Features list box.

8. Click **Save All Changes**.

Note that you can highlight and unassign multiple features at once.

To Delete an Answer

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. Click the folder next to the Questions link to expand the tree to display all existing questions.
3. Click the link of the question that contains the answer you wish to delete to display that question's detail panel.

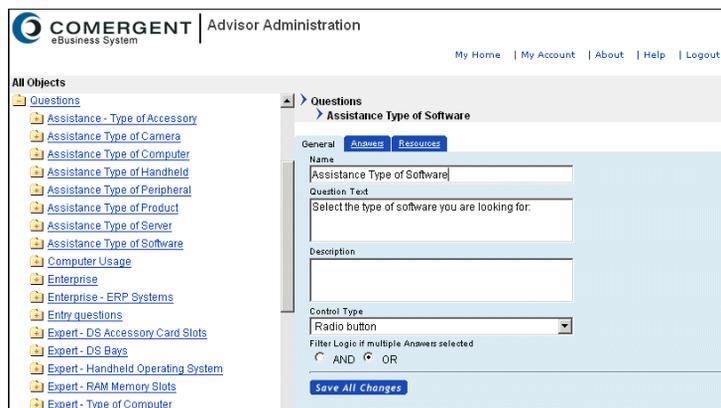


FIGURE 443. Question Detail Panel

4. Click the **Answers** tab.

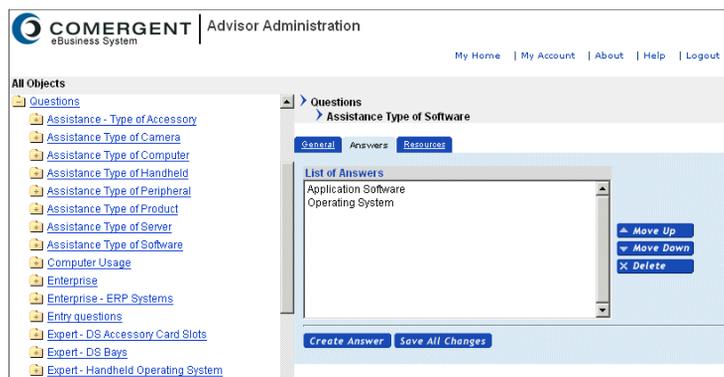


FIGURE 444. Question Detail Panel: Answers Tab

5. In the List of Answers list box, highlight the answer you want to delete, and click **Delete**.

The answer disappears from the list box.

6. Click **Save All Changes**.

This chapter describes the creation and management of rules, which are the logic that determine the behavior of the questionnaire. To learn more about the concept of rules in the **C3** Advisor, see "Rules in the C3 Advisor" on page 108.

See CHAPTER 4, "Introduction to C3 Advisor" provides a description of **C3** Advisor and how it works as well as a short tutorial.

Working with Rules

This section describes how you create and manage rules in the **C3** Advisor Administration interface. Before you begin creating rules (or any other **C3** Advisor business object), you need to design the questionnaire that you want to build. See "Designing the Questionnaire" on page 117.

Note: Rules in C3 Advisor are distinct from rules in Visual Modeler. See "Rules" on page 500 for the tasks associated with Visual Modeler rules.
--

Managing rules includes creating, modifying, and deleting rules.

To Create a Rule

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. In the Navigation panel, click the Rules link to display the Rules List Panel.

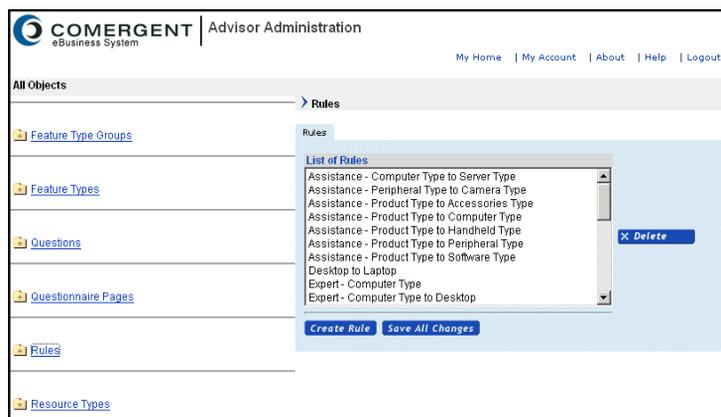


FIGURE 445. Rules List Panel

3. In the Rules panel, click **Create Rule** to display the New Rule Panel.

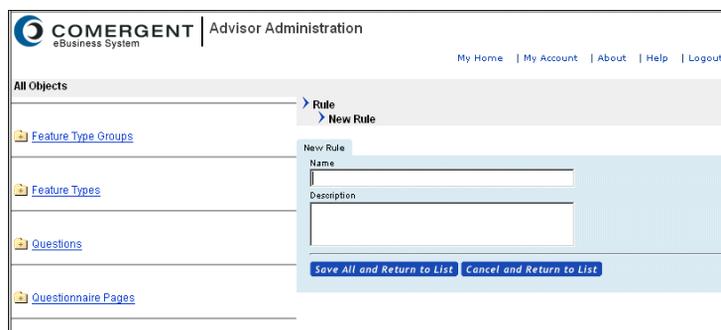


FIGURE 446. New Rule Panel

4. In the New Rule panel, enter the name and description you want to give to this rule.
5. Click **Save All and Return to List**.

The following actions occur:

- The New Rule panel disappears.
- The new rule appears in the List of Rules list box.

- The new rule appears in the Navigation Panel.
6. In the Navigation Panel, click the new rule's link, to display the Rule Detail Panel.

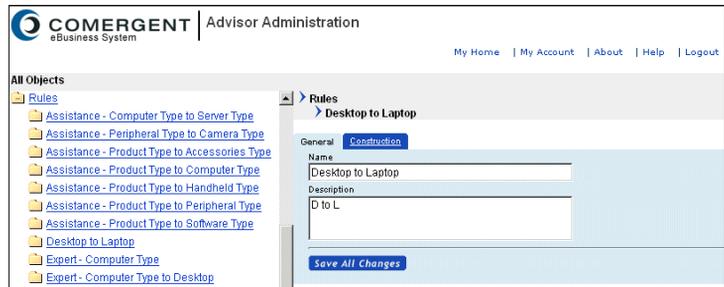


FIGURE 447. Rule Detail Panel

7. Click the **Construction** tab.

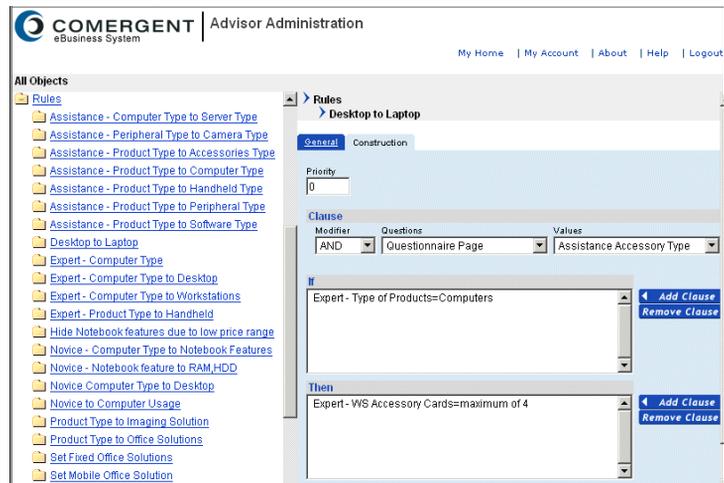


FIGURE 448. Rule Detail Panel: Construction Tab

8. In the Priority text field, type the priority you want to assign to this rule.
Priority determines the order in which rules are tested against the current state. Rules with a smaller numerical value are tested before rules of larger value.

9. Define the IF clause.

To assign a questionnaire page to the IF clause:

- a. Select Questionnaire Page in the Questions drop-down list.
- b. Select a questionnaire page in the Values drop-down list.
- c. Click the **Add Clause** button to the right of the IF list box.

To assign a question to the IF clause:

- a. Select either AND or AND NOT in the Modifier drop-down list.
- b. Select a question in the Questions drop-down list.
- c. Select an answer in the Values drop-down list.
- d. Click the **Add Clause** button to the right of the IF list box.

If you add an argument to the IF clause by mistake, then highlight that argument in the IF list box, and click **Delete Clause** to remove the argument from the clause.

Repeat these steps to add all of the necessary arguments to the IF clause.

10. Define the THEN clause.

The process is exactly the same as that shown in step 9 above, except that you use the Add and Delete buttons to the right of the THEN list box.

11. When the **Construction** tab displays the rule as it needs to be, click **Save All Changes**.

Note that both the IF clause and the THEN clause may contain either one questionnaire page or none. If you try to add a second questionnaire page to either clause, then it will replace the questionnaire page previously added to that clause. Both clauses may contain an unlimited number of question arguments.

To Modify a Rule

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.

2. In the Navigation panel, click the Rules folder to expand the tree and display all existing rules.
3. Click the link of the rule you wish to modify to display its detail panel.

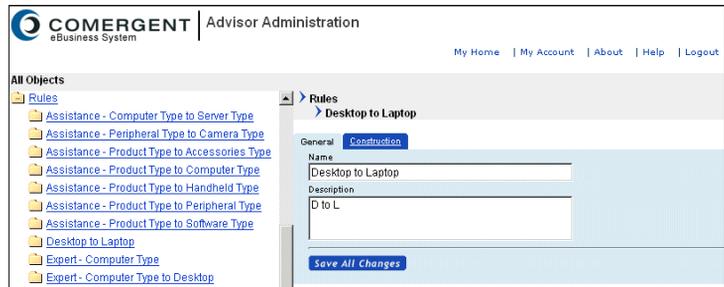


FIGURE 449. Rule Detail Panel

4. Make any necessary changes to the rule's name and description and click **Save All Changes**.
5. Click the **Construction** tab.

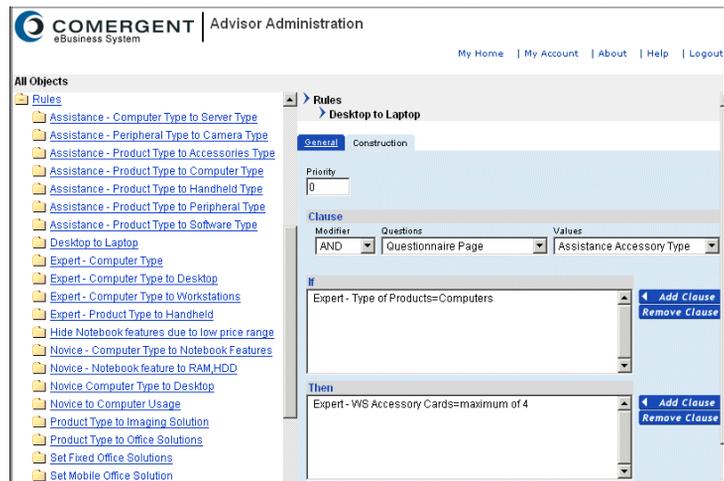


FIGURE 450. Rule Detail Panel: Construction Tab

6. Make any necessary changes to the rule's construction.

- To change the rule's priority value, highlight and overwrite the value in the Priority text field.
- To modify the IF and THEN clauses, use the drop-down lists and the Add and Delete buttons as described in steps 9 and 10 in the task "To Create a Rule" on page 673.

7. Click **Save All Changes**.

To Delete a Rule

Note that, because rules are by their nature interdependent, deleting a rule may cause unexpected behavior in your questionnaire.

1. Click **Advisor Flows & Questionnaires** in the Product and Catalog Administration panel on the Comergent eBusiness System home page.
2. In the Navigation panel, click the Rules link to display the Rules List Panel.

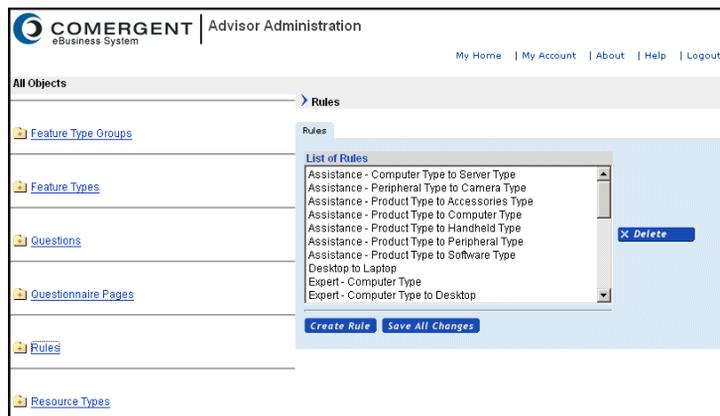


FIGURE 451. Rules List Panel

3. In the List of Rules list box, highlight the rule you want to delete.
4. Click **Delete**.
5. Click **OK** to confirm that you want to delete the rule.

The Rule disappears from both the List of Rules list box and the Navigation panel.

6. Click **Save All Changes**.

This chapter covers the tasks performed by enterprise employees or C3 Partner.com partner employees to manage carts. This chapter also covers the tasks performed by the customer service representative to manage quotes. "Quotes Management" on page 35 provides an overview of how customers submit quotes and the responses by the customer service representative.

"Using Carts" on page 29 provides an overview of cart administration.

Working with Carts

You can search for and display carts belonging to partner users.

To Search for a Cart

1. Click **Customer Account Activity** on the Commerce Activity panel on the Comergent eBusiness System home page.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Account Activity

Active | Quotes | Sales Contracts | Orders | Returns | Invoices

"Find carts that contain:"

Product ID Search Show All Advanced Search

Select a Cart to Copy or Delete. Click New to create a new Cart.

Copy Delete New

Previous Next

<input type="checkbox"/>	Cart ID	Name	Last Modified	Date Created	User Name	Organization
<input type="checkbox"/>	602057	List for Jennifer	11/15/2005	11/15/2005	Miles, Jennifer	DataMatrix
<input type="checkbox"/>	602051	Cart	11/14/2005	11/14/2005	Scott, Mike	DataSolve
<input type="checkbox"/>	1270	SimpleCart	2/21/2003	2/21/2003	Wells, Brent	AffinityNet
<input type="checkbox"/>	300030	Product List	6/7/2002	6/7/2002	unknown, unknown	AnonymousUserPartner
<input type="checkbox"/>	300029	Product List	6/7/2002	6/7/2002	unknown, unknown	AnonymousUserPartner
<input type="checkbox"/>	7501	Principal Health Care	4/11/2002	4/11/2002	Mason, Chuck	Virtual Networks

FIGURE 452. Cart List Page

- You can perform a quick search on product ID or search for the cart(s) by clicking **Advanced Search**.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Carts Search

Return to List

Search for Carts with the given criteria. Partial entries with the wildcard character (*) are supported for Organization, Username, User First Name, User Last Name and Product ID.

Submit Reset

Find by Accounts handled by Manager/Rep

Find Carts by Organization or User

Organization: Username: User First Name: User Last Name:

Find Carts with the following attributes

Cart ID: Product ID:

Search Carts By Status

Cart Status: Open

Find Carts by Date Range

Creation Date: Last Modified:
 Starting Date: M/D/YYYY: Starting Date: M/D/YYYY:

FIGURE 453. Carts Search Page

3. You can click **Submit** to display all the lists or quotes, or enter search criteria:
Enter search criteria to help you locate a list or set of lists. You can specify criteria to limit the scope of the search. The search criteria are described in Table 44 on page 681.

TABLE 44. Search Fields

Field	Description
Profile Name	If you enter the name of an organization, then only carts that belong to users of that organization are listed.
Product Id	If you enter one or more product IDs, then only carts that contain one or more of those IDs are listed.
Cart ID	Enter the ID number for the cart if you are searching for a particular cart.
Status	Select Active or Routed.
Username	Enter the username of a user to find all carts created by the specific user.
First Name	Enter the first name of a user to find all carts created by the specific user.
Last Name	Enter the last name of a user to find all carts created by the specific user.
Creation Date	Enter the Starting Date and Ending Date to find all carts created within a certain time frame. Enter Starting Date only to find all carts from the specified date forward. Enter an Ending Date only to find all carts up to the specified date.
Last Updated	Enter the Starting Date and Ending Date to find all carts updated within a certain time frame. Enter Starting Date only to find all carts from the specified date forward. Enter an Ending Date only to find all carts up to the specified date.

The Search Results page displays all of the lists that meet your search criteria.

The screenshot shows the 'Account Activity' section of the COMERGENT Administration interface. It features a search bar with the text 'Find carts that contain:' and a 'Product ID' dropdown menu. Below the search bar, there are buttons for 'Copy', 'Delete', and 'New'. A table of search results is displayed, with columns for 'Cart ID', 'Name', 'Last Modified', 'Date Created', 'User Name', and 'Organization'. The table contains seven rows of data, each with a checkbox in the first column.

<input type="checkbox"/>	Cart ID	Name	Last Modified	Date Created	User Name	Organization
<input type="checkbox"/>	602057	List for Jennifer	11/15/2005	11/15/2005	Miles, Jennifer	DataMatrix
<input type="checkbox"/>	602051	Cart	11/14/2005	11/14/2005	Scott, Mike	DataSolve
<input type="checkbox"/>	1053	New Cart	11/15/2001	11/15/2001	Whitehall, Pat	DataMatrix
<input type="checkbox"/>	1054	Subsat of 1053	11/15/2001	11/15/2001	Whitehall, Pat	DataMatrix
<input type="checkbox"/>	736	New Cart	11/15/2001	11/15/2001	Dale, Chuck	DataMatrix
<input type="checkbox"/>	789	New Cart	11/15/2001	11/15/2001	Dale, Chuck	DataMatrix
<input type="checkbox"/>	796	New Cart	11/15/2001	11/15/2001	Dale, Chuck	DataMatrix

FIGURE 454. Search Results

4. Click on an item or refine your search.

If you can identify the cart that you are looking for, then simply click its name to be taken to the Cart Detail page.

This page provides a complete description of a list, including line items and prices.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Build your Cart: [Return to list](#)

Name: List for Jennifer [change](#)

Customer Type: General

Currency: USD

Last Modified: 11/15/2005

Items: 1

User Name: [Miles, Jennifer](#)

Organization: [DataMatrix](#)

Checkout >

Ready to order? Click on Checkout to go to the next page and enter or update address and payment information and confirm your order.

You are currently on step 1 of 2 in processing this Cart. Add items to the Cart below by clicking on Continue Shopping to browse the catalog or click on Enter Product IDs if you know the SKU numbers you are interested in. When finished click on "Checkout" to complete the Order.

[Save as Quote](#)

[Continue Shopping](#) [Help Me Find Products](#) [Enter Product IDs](#)

[Compare](#) [Move to Cart](#) [Copy to Cart](#) [Remove](#) After changing quantities, click 'Update' [Update](#)

<input type="checkbox"/>	Name	Product ID	Supplier	Price	Quantity	Ext. Price	Status
<input type="checkbox"/>	7520 Notebook "Tough Line"	MPLB-7520 RQJ	Enterprise	\$1,985.00000	1 <input type="text"/> del add	\$1,985.000	
	MS Word	MW-MSWORD	included		1		

* indicates one or more supplier prices for a product is (are) remote. Click on 'Select' to view actual price for the supplier(s).
[View Notes](#) [Download](#) [Email](#)

FIGURE 455. Cart Detail Page

To Download Cart Information

1. Click **Customer Account Activity** on the Commerce Activity panel on the Comergent eBusiness System home page.
2. Search for a list or set of carts.
See "To Search for a Cart" on page 679.
The cart list page is displayed. It presents all of the carts that meet your search criteria.
3. Select those carts whose details you wish to export by checking the check box next to each cart.
You can click **Select All** to select all the carts displayed on the current page.
4. Click **Download Selected Carts** in the lower-right corner of the page.
5. Click **Go**.

A new browser window is displayed showing the selected cart data in HTML format.

You can save this file to your machine. If the file has been generated by a UNIX installation of the Comergent eBusiness System, then the file has UNIX end-of-line characters. This means that some Windows text-editing applications such as Notepad may display the file as one continuous line.

To View Cart Activity for Selected Partners

See "To View Cart Activity for Selected Profiles" on page 186.

Working with Quotes

Partner users can create quotes from product carts. They can also submit requests for price negotiation. The customer service representative uses the tasks in this section to approve or reject the quotes. Once approved, a price-negotiation quote becomes an orderable quote. The customer service representative can use the tasks in this section to edit quote details. For further details:

- See "Processing Quotes" on page 713

To Search for a Quote

You can search for a quote as follows:

1. Click **Advanced Search** in the Quotes panel on the Comergent eBusiness System home page.

The screenshot shows the 'Quote Search' page in the Comergent eBusiness System Administration interface. The page has a header with the Comergent logo and navigation links. The main content area is titled 'Quote Search' and includes a search instruction: 'Search for Quotes with the given criteria. Partial entries with the wildcard character (*) are supported for Organization, Username, User First Name, User Last Name and Quote Name.' Below this are five search sections: 1. 'Find by Accounts handled by Manager/Rep' with a text input field. 2. 'Find Inquiry Lists by Organization or User' with four text input fields for Organization, Username, User First Name, and User Last Name. 3. 'Quotes with the following attributes' with two text input fields for Quote ID and Quote Name. 4. 'Quotes By Status' with a dropdown menu for Quote Status. 5. 'Find Quotes by Date Range' with three text input fields for Creation Date, Last Modified, and Expiration Date, each with a date format 'Date:MM/DD/YYYY' below it. There are 'Submit' and 'Reset' buttons on the right side of the search form.

FIGURE 456. Quotes Search Page

2. Enter search criteria.

Note: You can click **Submit** to display all the lists of the selected list type.

You can specify one or more of the criteria listed in Table 44 on page 681 to limit the scope of the search.

3. Click **Submit**.

The Search Results page displays all of the quotes that meet your search criteria.



FIGURE 457. Quotes Search Results Page

To View Cart Activity for Selected Partners

See "To View Cart Activity for Selected Profiles" on page 186.

This chapter covers tasks performed on the enterprise server only by enterprise employees who have been assigned the Commerce function in the Comergent eBusiness System. See CHAPTER 6, "User Administration" for information about assigning functions. "Customer Service" on page 34 provides an overview of customer service in the Comergent eBusiness System.

The users assigned the Commerce function can perform the following tasks in the Comergent eBusiness System:

- "Viewing and Modifying Order Information" on page 688
 - "To Search for Orders" on page 689
 - "To Modify Price and Quantity Information" on page 692
 - "To Modify Order Header Information" on page 694
 - "To Modify Header Information for a Line Item" on page 697
 - "To View Order History" on page 701
- "Ordering On Behalf Of Customers" on page 702
 - "To Create Orders On Behalf of Customers" on page 703
 - "To Download Order Information" on page 706
- "Processing Return Requests" on page 709

- "To Search for Return Requests" on page 709
- "To Process Return Requests" on page 712
- "Processing Quotes" on page 713
 - "To Search for Quotes" on page 713
 - "To Process Quotes" on page 715
 - "To Modify a Quote" on page 716

Viewing and Modifying Order Information

Once an order has been placed and accepted, customer service representatives can modify information about the order. This includes order header information (addresses and shipping details), and line item information (quantities, prices, ship-to addresses). For example, the original order quantity might have warranted a price break; a change in quantity might mean the price break is no longer relevant.

You can only modify orders whose status is either "In Process", "Partially Shipped", or "Partially Shipped, Partially Returned". When the order status is any of the "submitted" states ("Order Submitted", "Change Submitted", and so on), you cannot modify the order until the submission has been processed.

Simultaneous Changes to an Order

When an order is being modified simultaneously by two or more (users or administrators modifying orders at a Comergent installation, automatic ERP updates to the Comergent installation, and so on), the last-saved changes override previous changes.

For example, Person A displays the Order Detail page and change a line item quantity from 5 to 10. At the same time, Person B displays the Order Detail page for the same order and changes the quantity for another line item from 5 to 8. Person B submits their changes which are then committed to the database. Person A then submits changes which are committed to the database. When Person B logs in later and displays the Order Detail page for the changed order, the quantity that Person B changed will still show 5 not 8. The quantity for the line item changed by Person A will show correctly, 10 not 5.

In the same way, Person A can make a change to a partially-shipped line item which, while Person A is making the change, is being completely shipped. When Person A attempts to submit the change, the database will show that the line item cannot be modified. The system will refuse to allow the change by Person A.

If you suspect that changes have been made to an order, then you should log out of the Comergent eBusiness System and log back in again. When you display the order, the order will contain the latest changes.

To Search for Orders

You can search for orders as follows:

1. Click **Advanced Search** in the Orders panel on the Comergent eBusiness System home page.

The screenshot shows the 'Orders Search' page in the Comergent eBusiness System Administration interface. The page has a header with the system logo and navigation links. Below the header is a search form with the following sections:

- Find by Accounts handled by Manager/Rep:** A single text input field.
- Find Orders by Organization or User:** Four text input fields labeled 'Organization:', 'Username:', 'User First Name:', and 'User Last Name:'.
- Find Orders with the following attributes:** A grid of text input fields for 'Reference #', 'Supplier Name', 'Sales Order #', 'Purchase Order #', 'Product ID', and 'Serial Number'.
- Find Orders By Status:** A dropdown menu for 'Order Status'.
- Find Orders by Date Range:** Two text input fields for 'Date Submitted' and 'Last Modified', each with a 'Starting' date format below it.

At the top right of the search form area, there are 'Submit' and 'Reset' buttons. A 'Return to List' link is also present at the top right of the page.

FIGURE 458. Order Search Page

2. Enter one or more search criteria (Table 45 on page 690), then click **Submit**.
You can use the asterisk (*) to perform wildcard searches.

The Orders tab of your Workspace page (Figure 459 on page 691) displays all of the orders that meet your search criteria.

TABLE 45. Searching for Orders: Search Fields

Field	Description
Accounts by Manager/ Rep	You can specify that the search should be performed only over partner accounts that are assigned to particular enterprise managers and users. Click ... to select users from the enterprise organization.
Organization	If you enter the name of an organization, then only orders that belong to users of that organization are listed.
Username	Enter the username of a user to find all orders created by the specific user.
User First Name	Enter the first name of a user to find all orders created by the specific user.
User Last Name	Enter the last name of a user to find all orders created by the specific user.
Reference Number	Enter a reference number to retrieve an order by its reference number.
Supplier Name	Enter the name of a supplier to find all orders placed with the supplier.
Order Number	Enter a order number to retrieve an order by its order number.
PO Number	Enter a purchase order number to retrieve an order by its purchase order number.
Product Id	If you enter one or more product IDs, then only lists that contain one or more of those IDs are listed.
Serial Number	Enter a serial number to retrieve orders that use this serial number.
Order Status	Select an order status.

TABLE 45. Searching for Orders: Search Fields (Continued)

Field	Description
Ordered Date	Enter the Starting Date and Ending Date to find all orders placed within a certain time frame. Enter Starting Date only to find all orders from the specified date forward. Enter an Ending Date only to find all orders up to the specified date.
Last Updated	Enter the Starting Date and Ending Date to find all orders updated within a certain time frame. Enter Starting Date only to find all orders from the specified date forward. Enter an Ending Date only to find all orders up to the specified date.

The screenshot shows the 'Account Activity' section of the Comergent Administration system. The 'Orders' tab is selected, and a search for orders containing a specific reference number has been performed. The search results are displayed in a table with columns for Supplier, Reference #, Sales Order #, Purchase Order #, Last Modified, Date Submitted, Amount, Overall Status, User Name, and Organization. A 'Reorder' button is visible above the table.

<input type="checkbox"/>	Supplier	Reference #	Sales Order #	Purchase Order #	Last Modified	Date Submitted	Amount	Overall Status	User Name	Organization
<input type="checkbox"/>	Enterprise	600048	8311308327	qw75987qwe98	9/22/2005	6/7/2002	\$247,781.42	Partially Shipped	Scott, Mike	DataSolve
<input type="checkbox"/>	Enterprise	600600	8096603876		9/22/2005	9/20/2005	\$1,577.95	Shipped	Scott, Mike	DataSolve
<input type="checkbox"/>	Enterprise	600744	2374582922		9/22/2005	9/22/2005	\$3,255.01	Shipped	Scott, Mike	DataSolve
<input type="checkbox"/>	Enterprise	600740	9316593600		9/22/2005	9/22/2005	\$50.08	Rejected	Scott, Mike	DataSolve
<input type="checkbox"/>	Enterprise	600633	8935582094		9/21/2005	9/21/2005	\$50.08	Shipped Returned	Scott, Mike	DataSolve
<input type="checkbox"/>	Enterprise	600638	1018600516		9/21/2005	9/21/2005	\$50.08	Cancelled	Scott, Mike	DataSolve
<input type="checkbox"/>	Enterprise	600532	6525602281	9274023	5/16/2003	5/16/2003	\$24,776.43	Shipped	Scott, Mike	DataSolve

FIGURE 459. Workspace Page: Orders Tab with Search Results

3. Click on the order number to see the Order Detail page.

This page provides specific information about the order, including relevant information about the user, the order, and the line item(s).

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Order Details: Order # 8096603576 [Return to List](#)

[Back](#)

Order #:	8096603576
Customer Type:	General
Currency:	USD
Last Modified:	9/22/2005
Items:	1
User Name:	Scott, Mike
Organization:	DataSolve

Review the order details. To return already delivered products click Request Return. To view Invoices for this Order, click the Invoices button below.

Supplier: Enterprise

Shipping Information	Billing Information	Sold-To Information
Ship To: Mike Scott 172 Saiford Ave. First floor Salt Lake City, UT 84093 USA Ship Via: UPS Ship when complete: No Deliver on: Memo:	Bill To: Mike Scott 172 Saiford Ave. First floor Salt Lake City, UT 84093 USA PO Number: None Email Address: mscott@comsolutions.com Account Number: 12342345 Expiry Date: 11/30/2008	Sold To: Mike Scott 172 Saiford Ave. First floor Salt Lake City, UT 84093 USA

FIGURE 460. Order Detail Page

If the order has not yet been accepted, then the page will be displayed as read-only. Otherwise, the page is displayed as in Figure 460 on page 692.

To Modify Price and Quantity Information

You may be required to change an order, for example in response to a request by a user.

1. Search for and display the Order Detail page for the order you want to modify. See "To Search for Orders" on page 689.
2. Click **Change Order**.
This displays the Order Change page.

COMERGEN Administration
eBusiness System

My Home | My Account | About | Help | Logout

Change Order: [Return to List](#)

Order #: 1729601098
Customer Type: General
Currency: USD
Last Modified: 9/23/2005
Items: 1
User Name: [Cl.Chen](#)
Organization: [DataSolve](#)

Checkout >
Finished changes to your order? Click on Checkout to finish your order. You can make changes to your billing and shipping information before submitting the changes.

You are currently on step 1 of 2 in processing this Order. Add items to the Order below by clicking on Continue Shopping to browse the catalog or click on Enter Product IDs if you know the SKU numbers you are interested in. When finished click on 'Checkout' to complete the Order.

[Continue Shopping](#) [Help Me Find Products](#) [Enter Product IDs](#)

[Compare](#) [Move to Cart](#) [Copy to Cart](#) [Remove](#) After changing quantities, click 'Update!' [Update](#)

<input type="checkbox"/>	Name	Product ID	Price	Quantity	Ext. Price	Status
<input type="checkbox"/>	Matrix 7550 Notebook	MXLP-7550-S	\$2563.00	1	\$2,563.00	

Misc. Adjustments: \$0.00
Subtotal: \$2,563.00
Tax: \$358.02
Shipping Cost: \$333.19
Total Price: \$3,255.01

* Indicates one or more supplier prices for a product is (are) remote. Click on 'Select' to view actual price for the supplier(s).
[View Notes](#) [Download](#) [Email](#)

FIGURE 461. Order Change Page

3. Modify the price or quantity of the line items you want to change. You can add products to the carts in these ways:
 - a. Click **Continue Shopping** to navigate through the product catalog to the product that you want to add.
 - b. Click **Help Me Find Products** to use C3 Advisor to identify products that meet the customer's needs.
 - c. Click **Enter Product ID's**. This opens up a panel in which you can enter product IDs directly. Use this panel if you know the exact product ID of the product you want to add.

[Continue Shopping](#) [Enter Product ID's](#)

Enter Product ID and QTY below, and Add. Once you are done entering products, click 'Add To List' to include the products in your Product List.

Product ID# QTY [Add](#)

Click the 'Add to List' button below to include these products in your Product List
[Add to List](#)

FIGURE 462. Enter Product ID Panel

Enter the product ID and quantity and then click **Add**. You can enter product IDs that do not exist in the product catalog: these are referred to as *external products*. If you do so, then you must uncheck the

Validate product check box. When you do, extra fields open up so that you can enter a Name, Description, and Price for this external product. Then click **Add to List**. Note that external product prices cannot be validated against the price lists stored in the Knowledgebase: if the currency of the cart changes, then the prices of external products are marked as N/A (not available).

4. Click **Update**.
5. Click **Checkout**. If you want to change information in the order header such as delivery or payment information, then click **Edit**. When you have finished making changes, then click **Save** to return to the Change Order Header page.
6. Click **Place Order** to submit the changes.

The changes are submitted and the status of the order changes to "Change Submitted".

7. On the Confirmation of Order page, click **Done** to return to the Orders tab of your Workspace page.

To Modify Order Header Information

This task describes how to modify header information for the entire order. See "To Modify Header Information for a Line Item" on page 697 for information about modifying header information for a specific line item.

1. Search for and display the Order Detail page for the order you want to modify.
See "To Search for Orders" on page 689.
2. Click **Change Order**.

This displays the Order Change page.


Administration

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

Change Order: [Return to List](#)

Order #: 1729601098
 Customer Type: General
 Currency: USD
 Last Modified: 9/23/2005
 Items: 1
 User Name: [Clu_Chen](#)
 Organization: [DataSolve](#)

Checkout >

Finished changes to your order? Click on Checkout to finish your order. You can make changes to your billing and shipping information before submitting the changes.

You are currently on step 1 of 2 in processing this Order. Add items to the Order below by clicking on Continue Shopping to browse the catalog or click on Enter Product IDs if you know the SKU numbers you are interested in. When finished click on 'Checkout' to complete the Order.

Continue Shopping

Help Me Find Products

Enter Product IDs

[Compare](#)
[Move to Cart](#)
[Copy to Cart](#)
[Remove](#)

After changing quantities, click 'Update' [Update](#)

	Name	Product ID	Price	Quantity	Ext. Price	Status
<input type="checkbox"/>	Matrix 7550 Notebook	MXLP-7550-S	\$2563.00	1 <input type="text"/>	\$2,563.00	

Misc. Adjustments:	\$0.00
Subtotal:	\$2,563.00
Tax:	\$358.82
Shipping Cost:	\$339.19
Total Price:	\$3,255.01

* Indicates one or more supplier prices for a product is (are) remote. Click on 'Select' to view actual price for the supplier(s). [View Notes](#) [Download](#) [Email](#)

FIGURE 463. Order Change Page

3. Click **Checkout**.

Note: If no such button is displayed, then a change has already been submitted for this order. You cannot make a change the submitted change has been processed.

This displays the Change Order Header page.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Change Order Header [Return to List](#)

Order #: 1729601098
 Customer Type: General
 Currency: USD
 Last Modified: 9/23/2005
 Items: 1
 User Name: Cl, Chen
 Organization: [DataSolve](#)

Ready to **PLACE ORDER**
 submit changes to your Order? Click on Place Order to submit your order. You will receive an e-mail message confirming your changes. If you aren't done yet, [Go Back and Edit your Order.](#)

You are currently on step 2 of 2 in processing this Order. Click 'Edit' to prepare order header. This order may contain multiple headers - Please scroll down to view and edit information for each supplier. To provide line level shipping information, click the 'edit' link in the first column in the list of products below. Click 'Place Order' to place the order.

Check Availability

Suppliers: **Enterprise** [Edit](#)

Shipping Information	Billing Information	Sold-To Information
Ship To: Chen Cl 172 Barford Ave, First floor Salt Lake City, UT 84093 USA Ship Via: UPS Ship when complete: No Deliver on: Header:	Bill To: Chen Cl 172 Barford Ave, First floor Salt Lake City, UT 84093 USA PO Number: None Email Address: mgilchrist@comergent.com Credit Card Number: XXXXXXXXXXXX1111 Expiry Date: 9/30/2010 Card Holder Name:	Sold To: Chen Cl 172 Barford Ave, First floor Salt Lake City, UT 84093 USA

FIGURE 464. Change Order Header Page

4. Click **Edit** to display the Order Header Info page.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Order Header Info: Supplier: Enterprise [Return to List](#)

All fields with asterisk(*) are required.

Save **Cancel**

Payment and other Information

P.O.#:

Payment Type:*

Account Number or Credit Card Number: *

Expiration Date: *

Card Holder Name fields required only if using Credit Card:

First Name: *

Middle Name/Initial:

Last Name: *

Credit Card Type (if selected Credit Card):

Phone Number:

Email Address:

Taxable:

FIGURE 465. Order Header Info Page

5. You can change the following information:

- **General Order Information**

This includes payment information, phone numbers, and email addresses.

- **Ship To, Bill To, and Sold To Addresses**

The ship to address you enter here is used as the default for the order. Each line item can have its own ship to address. You can choose to have this line item address override the order level ship to address.

- **Modify the shipping details as necessary. To change the delivery date, you can click the calendar icon to the right of the field to display a calendar.**

6. Click **Save** to save your changes and re-display the Order Header Change page (Figure 464 on page 696).

7. Click **Review Changes**.

This displays a read-only screen that enables you to review the changes you have made.

<p>Attention: Do not click Place Order until you have made all the order modifications you want to make. Once you submit the changes, you cannot make any changes to the order until the changes have been processed.</p>

8. Click **Place Order** to submit the changes.

To Modify Header Information for a Line Item

This task describes how you can modify order information specific to a line item. To modify price and quantity, see "To Modify Price and Quantity Information" on page 692.

1. Search for and display the Order Detail page for the order you want to modify.

See "To Search for Orders" on page 689.

2. Click **Change Order**.

This displays the Order Change page.

COMERGENT Administration
eBusiness System

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

Change Order: [Return to List](#)

Order #: 1729601098
 Customer Type: General
 Currency: USD
 Last Modified: 9/23/2005
 Items: 1
 User Name: [Cl.Chen](#)
 Organization: [DataSolve](#)

Checkout >
 Finished changes to your order? Click on Checkout to finish your order. You can make changes to your billing and shipping information before submitting the changes.

You are currently on step 1 of 2 in processing this Order.
 Add items to the Order below by clicking on Continue Shopping to browse the catalog or click on Enter Product IDs if you know the SKU numbers you are interested in.
 When finished click on 'Checkout' to complete the Order.

[Continue Shopping](#) [Help Me Find Products](#) [Enter Product IDs](#)

[Compare](#) [Move to Cart](#) [Copy to Cart](#) [Remove](#) After changing quantities, click 'Update!' [Update](#)

<input type="checkbox"/>	Name	Product ID	Price	Quantity	Ext. Price	Status
<input type="checkbox"/>	Matrix 7550 Notebook	MXLP-7550-S	\$2563.00	1	\$2,563.00	

Misc. Adjustments: \$0.00
 Subtotal: \$2,563.00
 Tax: \$358.82
 Shipping Cost: \$333.19
 Total Price: \$3,255.01

[View Notes](#) [Download](#) [Email](#)

* indicates one or more supplier prices for a product is (are) remote. Click on 'Select' to view actual price for the supplier(s).

FIGURE 466. Change Order Page

3. Click **Checkout**.

Note: If no such button is displayed, then a change has already been submitted for this order. You cannot make a change the submitted change has been processed.

This displays the Change Order Header page.

COMERGENT Administration		My Home My Account About Help Logout	
Change Order Header Return to List			
Order #: 1729601098 Customer Type: General Currency: USD Last Modified: 9/23/2005 Items: 1 User Name: Cl. Chen Organization: DataSolve		Ready to submit changes to your Order? Click on Place Order to submit your order. You will receive an e-mail message confirming your changes. If you aren't done yet, Go Back and Edit your Order.	
You are currently on step 2 of 2 in processing this Order. Click 'Edit' to prepare order header. This order may contain multiple headers - Please scroll down to view and edit information for each supplier. To provide line level shipping information, click the 'edit' link in the first column in the list of products below. Click 'Place Order' to place the order.			
Check Availability			
Suppliers: Enterprise Edit			
Shipping Information Ship To: Chen Cl 172 Barford Ave, First floor Salt Lake City, UT 84093 USA Ship Via: UPS Ship when complete: No Deliver on: Memo:	Billing Information Bill To: Chen Cl 172 Barford Ave, First floor Salt Lake City, UT 84093 USA PO Number: None Email Address: mgldhrst@comergent.com Credit Card Number: XXXXXXXXXXXX1111 Expiry Date: 3/30/2010 Card Holder Name:	Sold-To Information Sold To: Chen Cl 172 Barford Ave, First floor Salt Lake City, UT 84093 USA	

FIGURE 467. Change Order Header Page

4. Find the line item whose header information you want to modify.
 5. Click **Edit** for the line item number of the line item you want to modify.
- This displays the Shipping Detail page (see Figure 468 on page 700).

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Shipping Details: [Return to List](#)

Enter Shipping Information. When you are finished filling out the information below click 'Done'. [Back](#) [Done](#)

Name	Product ID	Description	Quantity	Shipped Qty.	Status
Matrix 7550 Notebook	MKLP-7550-S	Matrix 7550 Notebook Power Magnitude	1		In Process

Click the checkbox below to use the following shipping information for this product.
 Use this shipping information

Ship-To Information

Title:

Last name:

First name:

Organization:

Address Line 1:

Address Line 2:

City: *

State and Zip:

Country: *

[Address Book](#)

Shipping Information:

Ship Via:

FIGURE 468. Shipping Detail Page: Line Item

6. Change information as necessary. Check the box marked **Use this shipping information** if you want to use the line-item specific ship to address for this line item. If you do not check this box, then the order level ship to address will be used as the default.
 - **Ship To Address**
The ship to address you enter here is used as the ship to address for this particular line item.
 - **Modify the shipping details as necessary.**
You use the Shipping Details frame in the lower right portion of the page (see Figure 468 on page 700). To change the delivery date, you can click the calendar icon to the right of the field to display a calendar. You can also enter shipping details that apply to this specific line item.
7. Click **Done** to save your changes and re-display the Change Order Header page (Figure 467 on page 699).
8. Repeat steps 4 through 7 to modify additional line items.
9. Click **Place Order** to submit the changes.

To View Order History

Perform these steps to view the history for an individual line item on an order.

1. Search for and display the Order Detail page for the order you want to modify.
See "To Search for Orders" on page 689.
2. Click the Order Number to display the detail page.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Order Details: Order # 8096603576 [Return to List](#)

[Back](#)

Order #: 8096603576
Customer Type: General
Currency: USD
Last Modified: 9/22/2005
Items: 1
User Name: [Scott, Mike](#)
Organization: [Paksolve](#)

Review the order details. To return already delivered products click Request Return. To view Invoices for this Order, click the Invoices button below.

Supplier: Enterprise

Shipping Information	Billing Information	Sold-To Information
Ship To: Mike Scott 172 Barford Ave, First floor Salt Lake City, UT 84093 USA Ship Via: UPS Ship when complete: No Deliver on: Memo:	Bill To: Mike Scott 172 Barford Ave, First floor Salt Lake City, UT 84093 USA PO Number: None Email Address: mscott@icmsolutions.com Account Number: 12342345 Expiry Date: 11/30/2008	Sold To: Mike Scott 172 Barford Ave, First floor Salt Lake City, UT 84093 USA

FIGURE 469. Order Detail Page

3. Find the line item whose history you want to view.
4. Click **History** for the line item.

This displays the Line History list page. This page lists the actions that have been performed on the line item. You can click **Done** to return to the Order Detail page.

	Last Updated	Updated By	Ordered Qty	Price	Shipped Qty	Status
Details	9/23/2005	cchen	1	\$2,563.00		Order Submitted
Details	9/23/2005	ERPAdmin	1	\$2,563.00		In Process

FIGURE 470. Line History List Page

5. Find the action for which you want to view the details.
6. Click **Details** for the action.

Product Information

Product Name	Product ID	Description	QTY
Matrix 7550 Notebook	MALP-7550-S	Matrix 7550 Notebook Power Magnitude	1

Using Shipping Information

Ship To Address

First name:
Last name:
Organization:
Address Line 1: *
Address Line 2:
City: *
State and Zip:
Country: *

Shipping Details

Shipped Via: *

Ship only when complete

Shipping Instructions:

FIGURE 471. Line History Detail Page

7. Click **Back** to return to the Line History list page.

Ordering On Behalf Of Customers

Occasionally, a customer is unwilling or temporarily unable to place orders themselves. They might not have access to online ordering or their online system may not be working. In Release 6.4.1 and higher, an enterprise user with the

Commerce function can use the tasks in this chapter to place an order on behalf of a customer.

Note: You can only place orders on behalf of users who already exist in the Comergent eBusiness System and who belong to partners that have been assigned to you.

In particular, you can only create orders for new customers if you have been assigned the Anonymous User partner.

To Create Orders On Behalf of Customers

1. Click **Customer Account Activity** on the Commerce Activity panel on the Comergent eBusiness System home page.

This displays the Workspace for creating and modifying orders on behalf of the customers.

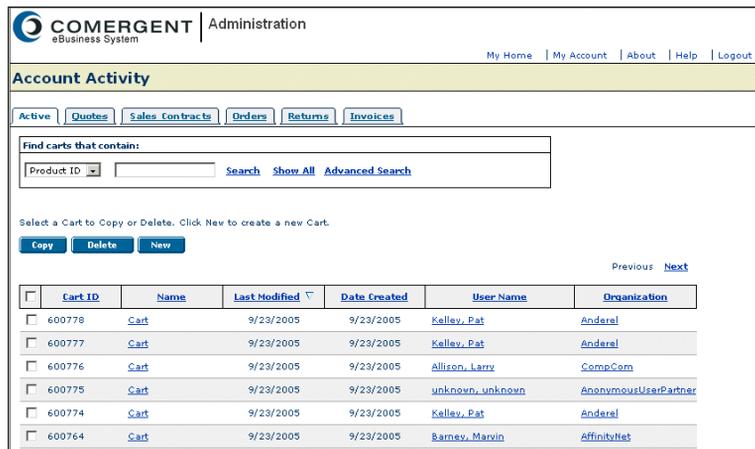


FIGURE 472. Direct Commerce CSR Workspace

2. Click **New**.

This displays the Create New List panel.

FIGURE 473. Create New List

3. Enter the username of the registered or direct commerce user.
4. Enter the name that you want to give the cart.

Typically this might be something like “List Ordered for Anderel” or some other partner name. Comergent recommends that you include the name of the user in the cart name. This will make it easier to distinguish between carts later on.

5. Click **Create**.
6. Click on the cart name.

This displays the Build Your Cart page.

COMERGENT Administration | eBusiness System

My Home | My Account | About | Help | Logout

Build your Cart: [Return to List](#)

Name:	Rush order	Change
Customer Type:	General	
Currency:	USD	
Last Modified:	9/23/2005	
Items:	0	
User Name:	Scott, Mike	
Organization:	DataSolve	

You have no products in your Cart. Please add one or more products before checking out.

[Checkout](#)

You are currently on step 1 of 2 in processing this Cart. Add items to the Cart below by clicking on Continue Shopping to browse the catalog or click on Enter Product IDs if you know the SKU numbers you are interested in. When finished click on 'Checkout' to complete the Order.

[Save as Quote](#)

[Continue Shopping](#) [Help Me Find Products](#) [Enter Product IDs](#)

[Compare](#) [Move to Cart](#) [Copy to Cart](#) [Remove](#) [Update](#)

After changing quantities, click 'Update'

Name	Product ID	Supplier	Price	Quantity	Ext. Price	Status

FIGURE 474. Build Your Cart Page

7. Modify the general information, if necessary.
 - a. Click **Change**.

This displays the Change List Info window.

List Name:	<input type="text" value="Bulk order"/>	Update
Customer Type:	<input type="text" value="General"/>	
Currency:	<input type="text" value="USD"/>	
Last Modified:	<input type="text" value="4/22/2005"/>	
Items:	<input type="text" value="0"/>	
User Name:	<input type="text" value="unknown, unknown"/>	Go
Organization:	<input type="text" value="AnonymousUserPartner"/>	

FIGURE 475. Change List Info

- b. If desired, change the list name, the customer type, or the currency code.

The customer types and currency codes in the drop-down lists represent the customer types and currency codes of the price lists assigned to the partner user for whom you are creating the order. When you create the order, you will only find products (and prices) from price lists assigned to the partner that have the displayed combination of customer type and currency code.

- c. Click **Save**.

8. Build the product list.

You can either add products in one of three ways:

- Browse the product catalog.

Click **Continue Shopping** to browse the product hierarchy.

- Add products by answering questions.

Click **Help Me Find Products**. This displays a series of questions, the answers to which determine the products that are displayed.

- Add products by entering product IDs.

Click **Enter Product IDs**. This displays Product ID# and QTY fields.

9. Click **Checkout**.

This displays the Prepare Order Header window.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Prepare Order Header: [Return to List](#)

Name:	Rush order	Change
Customer Type:	General	
Currency:	USD	
Last Modified:	9/23/2005	
Items:	1	
User Name:	Scott, Mike	
Organization:	DataSolve	

Ready to **PLACE ORDER**
Click on Place Order to submit your order. You will receive an e-mail message confirming your order. If you aren't done yet, [Go Back and Edit your Cart](#).

You are currently on step 2 of 2 in processing this Cart. Click 'Edit' to prepare order header. This order may contain multiple headers - Please scroll down to view and edit information for each supplier. To provide line level shipping information, click the 'edit' link in the first column in the list of products below. Click 'Place Order' to place the order.

[Check Availability](#)

Supplier: Enterprise [Edit](#)

Shipping Information	Billing Information	Sold-To Information
Ship To: Mike Scott 172 Barford Ave, First floor Salt Lake City, UT 84093 USA Ship Via: UPS Ship when complete: No Deliver on: Notes:	Bill To: Mike Scott 172 Barford Ave, First floor Salt Lake City, UT 84093 USA PO Number: None Email Address: mscott@imsolutions.com Credit Card Number: XXXXXXXXXXXX1111 Expiry Date: 11/1/2008	Sold To: Mike Scott 172 Barford Ave, First floor Salt Lake City, UT 84093 USA

FIGURE 476. Prepare Order Header Page

10. Prepare the order header.

You can prepare information either at the order level or at the line item level. To enter information at the order level, click **Edit**. To enter information at the line item level, click the icon at the far left of the line item you want to edit.

11. Click **Place Order**.

The order is submitted. A confirmation number is displayed.

Once the order has been accepted and is “in process”, the partner user for whom the order was placed can view and modify the order by logging in as an end-user.

The customer service representative can view and modify the order using the procedures in "Viewing and Modifying Order Information" on page 688.

To Download Order Information

1. Click **Advanced Search** in the Orders panel on the Comergent eBusiness System home page.

2. Enter search criteria to help you locate an order or set of orders. You can specify criteria to limit the scope of the search as described in "To Search for Orders" on page 689. Click **Submit**.

The Orders tab of the Workspace page is displayed with the orders that meet your search criteria displayed.

3. Select those orders whose details you wish to download by checking the check boxes next to each order.
4. Click **Download Selected Orders**.

A new browser window is displayed showing the selected order data in text format.

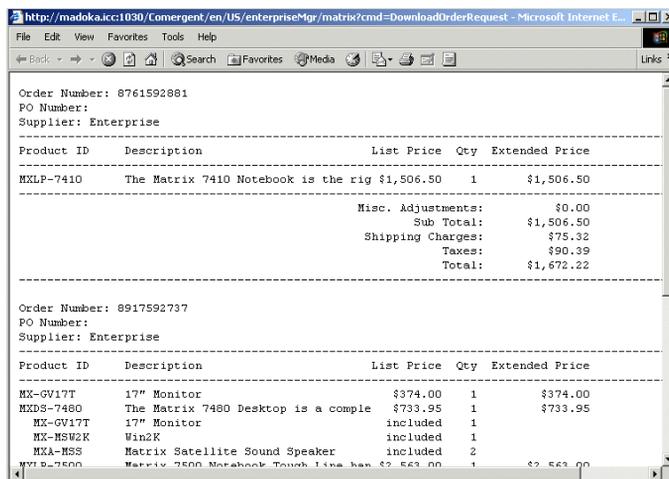


FIGURE 477. Download Selected Lists Page

You can save this file to your machine. When you open this saved file in a spreadsheet application, you must specify that it has been created in a tab-delimited format.

If the file has been generated by a UNIX installation of the Comergent eBusiness System, then the file has UNIX end-of-line characters. This means that some Windows text-editing applications (such as Notepad) may display the file as one continuous line. You can still open the file as a spreadsheet.

To Email Order Information

1. Click **Advanced Search** in the Orders panel on the Comergent eBusiness System home page.

The screenshot shows the 'Orders Search' page in the Comergent eBusiness System Administration interface. The page header includes the Comergent logo, 'Administration', and navigation links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. A 'Return to List' link is located in the top right corner. The main content area is titled 'Orders Search' and contains a search instruction: 'Search for Orders with the given criteria. Partial entries with the wildcard character (*) are supported for Organization, Username, User First Name, User Last Name, Supplier Name, Order Number, Purchase Order Number and Product ID.' Below this instruction are two buttons: 'Submit' (orange) and 'Reset' (blue). The search criteria are organized into several sections: 'Find by Accounts handled by Manager/Rep' with a text input field; 'Find Orders by Organization or User' with fields for Organization, Username, User First Name, and User Last Name; 'Find Orders with the following attributes' with fields for Reference #, Supplier Name, Sales Order #, Purchase Order #, Product ID, and Serial Number; 'Find Orders By Status' with a dropdown menu for Order Status; and 'Find Orders by Date Range' with fields for Date Submitted and Last Modified.

FIGURE 478. Order Search Page

2. Enter search criteria to help you locate an order or set of orders. You can specify criteria to limit the scope of the search as described in "To Search for Orders" on page 689. Click **Submit**.

The Orders tab of the Workspace page is displayed with the orders that meet your search criteria displayed.

3. Select those orders whose details you wish to download by checking the check boxes next to each order.
4. Click **Email Selected Orders**.

The Email Lists window is displayed

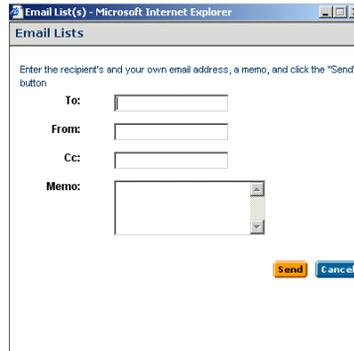


FIGURE 479. Email Lists Window

5. Enter the email to which you want to send the orders and a From address, and optionally the other information as desired.
6. Click **Send**.
7. Click **Close** to close the window.

Processing Return Requests

The customer service representative can view all the return requests currently in the system. In addition, the representative can manually approve or reject those requests for which no decision has been reached.

To Search for Return Requests

1. Click **Advanced Search** in the Returns panel on the Comergent eBusiness System home page.

COMERGENT Administration
eBusiness System

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

Returns Search

[Return to List](#)

Search for Returns with the given criteria. Partial entries with the wildcard character (*) are supported for Organization, Username, User First Name, User Last Name, Order Number, RMA Number, Serial Number and Product ID.

Find by Accounts handled by Manager/Rep

Find Returns by Organization or User

Organization: Username: User First Name: User Last Name:

Find Returns with the following attributes

Return Number Order Number RMA Number Serial Number

Product ID

Find Returns By Status

Return Status

Find Returns by Date Range

Request Date Approval Date

FIGURE 480. Returns Search Page

2. Enter search criteria to help you locate a return request. You can use the asterisk (*) wildcard for your search. Click **Submit**.

TABLE 46. Search Criteria: Returns

Field	Description
Accounts by Manager/Rep	You can specify that the search should be performed only over partner accounts that are assigned to particular enterprise managers and users. Click ... to select users from the enterprise organization.
Organization	If you enter the name of an organization, then only returns requested by users of that organization are listed.
Username	Enter the username of a user to find all returns requested by the specific user.
User First Name	Enter the first name of a user to find all returns requested by the specific user.
User Last Name	Enter the last name of a user to find all returns requested by the specific user.
Return Number	Enter the identification number for the return assigned when the return was created.
Order Number	Enter an order number to display the requests associated with that order.
RMA Number	Enter the Return Material Authorization (RMA) number to display the return request associated with that RMA number.
Serial Number	Inactive. You cannot use this field.
Product ID	Enter the product ID number to list all the return requests that contain this product ID.
Return Status	Enter the status (approved, rejected, or pending) to display requests that have that particular status.
Request Date	Enter starting and ending dates to display any requests created within a given time period.
Approval Date	Enter the starting and ending date to display any returns approved with the given period.

The Returns tab of the Workspace page is displayed with the returns that meet your search criteria displayed.

Account Activity

Active | Quotes | Sales Contracts | Orders | Returns | Invoices

Find Returns that contain:

Product ID: Search Show All Advanced Search

You are viewing lists for Username c

To return an item, locate the original order # within the 'Orders' tab above.

Return Number	RMA Number	Order Number	Request Date	Approval Date	Status	User Name	Organization
600655	2987	3163599573	9/21/2005	9/21/2005	Approved by ERP	Cl_Chan	DataSolve
300053	2987	2609302629	6/7/2002	6/7/2002	Approved by ERP	Mason_Chuck	Virtual Networks
300051		3118303866	6/7/2002		Denied by CSR	Mason_Chuck	Virtual Networks

FIGURE 481. Workspace Page: Returns Tab

3. Click on the return number of the appropriate return request. This displays the Return Request Detail page.

Return Information: 600781 [Return to List](#)

Placed on: 9/23/2005
 Items: 1
 Status: Pending
 Order Number: 2742593063
 User Name: Mason_Chuck
 Organization: Virtual Networks

To change the Warehouse location, enter new Warehouse location and click on Go. To approve the Return request click on Approve Return. To reject the Return request click on Reject Return.

Shipping Information

Return To: Tracking Number: Memo:
 Tracking #:
 Ship Via:
 Date:

Warehouse Location: None

List of items which are part of this Return.

Product ID	Quantity	Serial Number	Return Reason	Return Criteria
MX-LNXA	1		Defective	Equipment is broken

FIGURE 482. Return Request Detail Page

To Process Return Requests

1. Search for the return as described in "To Search for Return Requests" on page 709.

2. Navigate to the detail page for the request.
3. On the Return Request Detail page, click **Approve Return** or **Reject Return**.
If you approve the request, then a Returns Management Authorization (RMA) number is assigned and an email notification is sent to the customer.
If you reject the request, then only an email notification is sent to the customer.

Processing Quotes

The customer service representative can view all the quotes currently in the system. In addition, the representative can override details of the quote, including its expiration date, and the quantity and prices of each line item saved in the quote.

To Search for Quotes

1. Click **Advanced Search** in the Quotes panel on the Comergent eBusiness System home page.

The screenshot displays the 'Quote Search' page within the Comergent eBusiness System Administration interface. At the top, the logo for 'COMERGENT eBusiness System' and the word 'Administration' are visible. Navigation links for 'My Home', 'My Account', 'About', 'Help', and 'Logout' are present in the top right. The main heading is 'Quote Search:' with a 'Return to List' link. Below this, a search instruction states: 'Search for Quotes with the given criteria. Partial entries with the wildcard character (*) are supported for Organization, Username, User First Name, User Last Name and Quote Name.' Two buttons, 'Submit' and 'Reset', are located to the right of the search instruction. The search criteria are organized into several sections: 'Find by Accounts handled by Manager/Rep' with a text input field; 'Find Inquiry Lists by Organization or User' with four input fields for 'Organization:', 'Username:', 'User First Name:', and 'User Last Name:'; 'Quotes with the following attributes' with two input fields for 'Quote ID' and 'Quote Name'; 'Quotes By Status' with a dropdown menu for 'Quote Status'; and 'Find Quotes by Date Range' with three input fields for 'Creation Date Starting', 'Last Modified Starting', and 'Expiration Date Starting'.

FIGURE 483. Quotes Search Page

- Enter search criteria to help you locate a quote. You can use the asterisk (*) wildcard for your search. Click **Submit**.

TABLE 47. Search Criteria: Quotes

Field	Description
Accounts by Manager/ Rep	You can specify that the search should be performed only over partner accounts that are assigned to particular enterprise managers and users. Click ... to select users from the enterprise organization.
Organization	Enter the company name of the user that created the quote.
Username	Enter the username of the user that created the quote.
User First Name	Enter the first name of the user that created the quote.
User Last Name	Enter the last name of the user that created the quote.
Quote ID	Enter the ID of the quote that you are looking for.
Product ID	Enter the product ID number to list all the quotes that contain this product ID.
Creation Date	Enter starting and ending dates to display any quotes created within the given time period.
Expiration Date	Enter the starting and ending date to display any quotes that expire within the given time period.

The Quotes tab of the Workspace page is displayed with the quotes that meet your search criteria displayed.

The screenshot shows the 'Product Lists' page in the Comergent Administration system. The 'Quotes' tab is selected. A search bar is present with a dropdown for 'Product ID' and buttons for 'Search', 'Show All', and 'Advanced Search'. Below the search bar, there is a 'Delete' button and a table of quotes. The table has columns for 'Quotes ID', 'Quote Name', 'Owned By', 'Expiration Date', 'Last Modified', and 'Status'. The table contains five rows of data:

Quotes ID	Quote Name	Owned By	Expiration Date	Last Modified	Status
600733	Quote List 6	mbarry	9/23/2005	9/22/2005	Accepted
600730	Quote List 5	mbarry	10/22/2005	9/22/2005	Accepted
600621	Quote List	mbarry	10/21/2005	9/21/2005	Accepted
600616	Prising Rule List	mbarry	10/21/2005	9/21/2005	Accepted
600604	Cart	mbarry	10/20/2005	9/20/2005	Submitted

FIGURE 484. Workspace Page: Quotes Tab

- Click on the quote name of the appropriate quote.

This displays the Quote Detail page.

COMERSENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Quote Display [Return to List](#)

Name: **Cart** [change](#)

Customer Type: **General**

Currency: **USD**

Last Modified: **9/20/2005**

Status: **Submitted**

Expiration Date: **10/20/2005**

User Name: **Barry, Mike**

Organization: **AMT Systems**

Use this page to prepare your quote.
You can adjust the prices that are presented to your contact using the Uplift and Discount fields: the uplift is applied to the list price, and the discount is applied to the uplifted price. When you print the quote, only the discounted price is displayed. Major Line items can be marked Below the Line (BTL) to indicate that they are not part of the formal quote but might be items of interest for the user. Minor lines can be marked Do Not Display (DND) when they are part of the quote but they should not be displayed in the print view of the quote. Use the Calculate button to try out different combinations of uplifts and discounts. Save your final uplift and discount choices by clicking Update.

[Continue Shopping](#) [Help Me Find Products](#) [Enter Product IDs](#)

[Compare](#) [Remove](#) [Calculate](#) [Reject](#) [Accept](#) [Update](#)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BTL	DND	Name	Product ID	Supplier	Price	Qty	Ext. Price	Status				
<input type="checkbox"/>	<input type="checkbox"/>	Matrix 7550 Desktop "Xtra"	MCGS-7550	Enterprise	\$1,378.00	1	\$1,378.00	Configure				
					Uplift 0.00		\$1,378.00					
					Discount 0.00		\$1,378.00					

FIGURE 485. Quote Detail Page

To Process Quotes

Customer services representatives can modify the details of a quote and they can place the quote as an order on behalf of the user that saved the quote.

- Search for the return as described in "To Search for Quotes" on page 713.
- Navigate to the detail page for the quote.
- On the Quote Detail page, modify the quote details as appropriate.
- Click **Update**.

If you want to place the quote as an order, then follow these additional steps:

- Click **Prepare Order Header**.
- Click **Edit Header Info**. Enter order information as appropriate on behalf of the user.
- Click **Review and Place Order**. On the Review and Place Order page, you can double-check any order details before placing the order.

8. Click **Place Order**.

A confirmation page is displayed. Click **Done** to return to your workspace page.

To Modify a Quote

As an enterprise user, you can modify quotes as follows:

1. Search for the quote.
See "To Search for Quotes" on page 713.
2. Click on an ID to view the details of the quote.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Quote Display [Return to List](#)

Name: **Cart** [Change](#)

Customer Type: **General**

Currency: **USD**

Last Modified: **9/20/2005**

Status: **Submitted**

Expiration Date: **10/20/2005**

User Name: **Barry_Mike**

Organization: **AMT Systems**

Use this page to prepare your quote.
You can adjust the prices that are presented to your contact using the Uplift and Discount fields: the uplift is applied to the list price, and the discount is applied to the uplifted price. When you print the quote, only the discounted price is displayed. Major Line items can be marked Below the Line (BTL) to indicate that they are not part of the formal quote but might be items of interest for the user. Minor lines can be marked Do Not Display (DND) when they are part of the quote but they should not be displayed in the print view of the quote. Use the Calculate button to try out different combinations of uplifts and discounts. Save your final uplift and discount choices by clicking Update.

[Continue Shopping](#) [Help Me Find Products](#) [Enter Product IDs](#)

[Compare](#) [Remove](#) [Calculate](#) [Reject](#) [Accept](#) [Update](#)

<input type="checkbox"/> BTL	<input type="checkbox"/> DND	Name	Product ID	Supplier	Price	Qty	Ext. Price	Status
<input type="checkbox"/>	<input type="checkbox"/>	Matrix 7550 Desktop "Xtra"	MGS-7550	Enterprise	\$1,378.00	1	\$1,378.00	Configure
				Pct. <input type="radio"/>	Uplift <input type="text" value="0.00"/>		\$1,378.00	
				Abs. <input type="radio"/>	Discount <input type="text" value="0.00"/>		\$1,378.00	

FIGURE 486. Quote Detail Page

3. Modify the information as necessary.

You can click the calendar icon to select a new expiry date.

4. Click **Update** to save the changes and continue editing the quote; click **Back** to return to the list of quotes.

Users can request better prices by clicking **Negotiate Prices** while viewing a cart. When they do so, they are prompted to specify the discount that they want for each line item and to provide a reason for the request (such as a volume discount or a competing offer). When the request is submitted, then:

- It can be automatically approved: this occurs if the requested price for each line item is within a certain percentage of the user's list price. This percentage is determined by the RFQ Rule Acceptance Percentage system property. See "RFQ Rule Acceptance Percentage" on page 854 for more information. If a quote is automatically approved, then it is saved as an orderable quote, and so the user can immediately place it as an order.
- If it is not automatically approved, then it is saved as a submitted quote and an email message is sent to an email address used to alert customer service representatives that a user has requested a quote. The email address is determined by the Email Address for CSR system property. See "Email Address for CSR" on page 854 for more information. A customer service representative must then approve or reject the quote as described in this section.

A customer service representative can view all the quotes currently in the system that have not been automatically approved. In addition, the representative can override details of the quote, including its expiration date, and the quantity and prices of each line item saved in the quote.

- If you approve a quote, then the quote is converted to an orderable quote. When the user who requested the quote next logs in, they will see that the quote is now approved, and they can proceed to place the quote as an order.
- If you reject a quote, then the quote status is set to Rejected. When the user who requested the quote next logs in, they will see that the quote has been rejected. If they want to, the user can navigate to the quote and re-submit it.

To Approve a Quote

Customer services representatives can modify the details of a submitted quote and they can approve or reject it. If they approve a quote, then it is saved as an orderable quote: it can then be placed as an order either by the user or by a customer service representative. Note that once a quote is accepted, then any pricing rules associated with the quote are removed because their effect on prices is overwritten by manual pricing changes.

1. Search for the quote as described in "To Search for Quotes" on page 713.
2. Navigate to the detail page for the quote.
3. You can modify the quote before acting on it. If necessary, modify the quote to provide information about the approval or rejection.

- Memo: the reason for approval or rejection
- Quantity: an acceptable quantity.
- CSR Price: an acceptable price. If you leave this field blank, then the quoted price defaults to the price requested by the user (User Price).

If desired, modify the comment for each line.

4. Click **Approve**.

The quote is saved as an orderable quote and can now be placed as an order.

To Reject a Quote

Customer services representatives can modify the details of a submitted quote and they can approve or reject it. If they reject a quote, then the user can review the reasons for your rejection and they can re-submit the request.

1. Search for the quote as described in "To Search for Quotes" on page 713.
2. Navigate to the detail page for the quote.
3. You can modify the quote before acting on it. If necessary, modify the quote to provide information about the approval or rejection.
 - Memo: the reason for approval or rejection
 - Quantity: an acceptable quantity.
 - CSR Price: an acceptable price. If you leave this field blank, then the quoted price defaults to the price requested by the user (User Price).

If desired, modify the comment for each line.

4. Click **Reject**.

Creating Tasks From Commerce Objects

You can create tasks from orders and quotes. By doing so, you can add a task to your own "To do" list, or have a colleague work on the order or quote. See "Task Management" on page 46 for more information about tasks.

To Create a Task from a Commerce Object

1. Navigate to the detail page of the commerce object.
2. Click **Create Task**.

The screenshot shows the 'Task Detail' page in the Comergent Task Manager. The page has a header with the Comergent logo and 'Task Manager' text. Navigation links for 'My Home', 'My Account', 'About', 'Help', and 'Logout' are visible. The main content area is titled 'Task Detail:' and contains a 'Detail' sub-header. Below this is the 'Task Detail page.' section with 'Create' and 'Cancel' buttons. The 'General Information' section includes a note that asterisked items are required. Fields include: *Task Name (text input), *Priority (dropdown menu set to 'High'), *Task Type (dropdown menu set to 'Commerce'), Due Date (text input with a calendar icon), *Status (dropdown menu set to 'New'), Task Summary (text area), Watcher List (list box with an 'Add' button), and three URL fields (URL 1, URL 2, URL 3). An 'Email Creator' checkbox is also present.

FIGURE 487. Task Detail Page for new Commerce Task

3. Enter the task details as appropriate.
4. Assign watchers to the new task.
5. Click **Create**.
The Task Detail page is re-displayed.
6. Click **Notes** to enter task-related notes.

This chapter covers the capability of the Comergent eBusiness System to gather information about the stock held of its products by your partners. It describes tasks that are performed only by enterprise employees on the enterprise server. "Inventory and Demand" on page 46 provides an overview of the various methods for gather information in the Comergent eBusiness System.

Note: Before inventory collection can be started, the Inventory Collection cron job must be created. See "Inventory Collection" on page 872 for further information on how to set up the cron job.

Setting Up Inventory Collection

Before inventory collection can be performed, you have to specify which partners participate in it, and specify login information if partners require it.

To Perform Inventory Collection

1. Click **Channel Inventory** on the Channel Management panel on the Comergent eBusiness System home page.

If you do not see this link on the Comergent eBusiness System home page, then you have not been assigned the appropriate function to perform this task.

COMERGENT | Partner Inventory Collections
eBusiness System

My Home | My Account | About | Help | Logout

List of Partners:

Specify inventory collection information by selecting one or more partners and entering the related data. Save changes by clicking on the Save button.

Save

Previous Next

<input type="checkbox"/>	Partner Name ↕	Login	Password	Product ID Count
<input type="checkbox"/>	TaiwanTech	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	SysPoint	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	RIT Solutions	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	ParisTech	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Ostrich_uc	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Ost_uc	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	OmniTech	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	New Partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	DataLinq	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Coté	<input type="text"/>	<input type="text"/>	<input type="text"/>

FIGURE 488. Inventory Collection Page

- On the Inventory Collection page, select by clicking those sales partners from whom you wish to gather inventory information. Only partners whose partner type is "Distributor" are displayed on this page.

For one or more distributors, you might need to enter login information to be authenticated on the partner site. The username/password combination that you enter here must be agreed in advance between you and each sales partner. Note that the need for login information is a configurable attribute that is set by the distributor in the distributor's partner profile.

- Click **Save**.

The Comergent eBusiness System polls the selected distributors for availability information on each product, and saves the resulting information in the database.

- (Optional) Enter a value in the Product Count column.

The product count value is the number of products that are sent in each message to the distributor. If no value is entered, then all the products are sent in one message. A product count value is useful when there are many products.

This chapter covers all of the tasks associated with managing leads, opportunities, and proposals. "Leads Management" on page 38 provides an overview of how you work with *C3 Leads*.

Creating and Modifying Leads

Lead administrators can add leads to the system either by creating the leads manually or by uploading a file as described in "To Upload a Lead" on page 726. Before uploading leads, check that the system property Job Scheduler URL has been set: typically it should be set to:

```
http://<server:port>/Comergent/msg/matrix
```

See "Job Scheduler Settings" on page 852 for further information.

To Create a Lead

1. Click **Lead Activity** on the Channel Management panel on the Comergent eBusiness System home page.

This displays the Leads Management List page.

COMERGENT | Lead Management
eBusiness System

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

Lead List

Find:

Lead ID

All Leads Shown

[Previous](#) [Next](#)

<input type="checkbox"/>	Lead ID	Lead Name	Priority	Primary Contact	Created By	Creation Date	Status
<input type="checkbox"/>	600548	ALBERT'S NEW LEAD	Medium	Guan, Mark	ajones	9/14/2005	Unassigned
<input type="checkbox"/>	600538	Lead 24 - No Proposal Currency Code	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600537	Lead 23 - No Proposal Name	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600518	Lead 8 - No Lead Source	Low	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600515	Lead 6 - No RecommendedPartner	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600512	Lead 4 - Allnat Corp	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600511	Lead 3 - AffinityNet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600510	Lead 2 - ARCnet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600509	Lead 1 - AMT System	High	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600571	Western Trade Show	Low	Stermer, Alex	ajones	9/14/2005	Assigned

FIGURE 489. Leads List Page

- On the Lead Management List page, click **New Lead**.
This displays the lead detail page.

FIGURE 490. Lead Detail Page: General Tab

3. Enter the general lead information.
See "To Add or Modify Lead Information" on page 731.
4. Enter contact information for the lead. You can add one or more contacts for a lead.
5. Click **Save & New** to save the lead and clear the fields so you can create another new lead. Click **Save** to save the lead and display the Detail page for the new lead, so you can modify the lead.

The lead is created. At this point, you can do one or more of the following:

- Repeat the steps to create another lead (if you clicked **Save & New**).
- Create a proposal by adding products to the product list. To do this, click **Manage Proposals**. Add products, either by adding them from the product catalog or by entering them directly using the rapid-entry UI.
- Add notes about the lead.

See "To Add or View Notes About a Lead" on page 734.

- Assign the lead to one or more partners.
See "Assigning Leads" on page 738.

The screenshot displays the 'COMERGENT eBusiness System | Lead Management' interface. At the top, there are navigation links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main heading is 'Lead: Western Trade Show' with a 'Go To Leads List' link. Below this is a tabbed interface with 'Edit Properties', 'Manage Proposals', 'Add Notes', 'Assign Lead', and 'Review Activity'. The 'Edit Properties' tab is active, showing instructions: 'Enter new lead information or change existing information. Press the 'Save' button to save the current changes. Press the 'Cancel' button to reverse current changes.' There are 'Save' and 'Cancel' buttons. A note indicates '* Required Fields'. The form is divided into two sections: 'General Lead Information' and 'Contact Information'.
General Lead Information:
 * Lead Name: Western Trade Show
 Status: [dropdown]
 Customer Type: [General dropdown]
 Date Created: 9/14/2005
 Priority: [Low dropdown]
 * Lead Source: [Tradeshow dropdown]
 * Territory: [SouthWest dropdown]
 * Assign to Profile Type: [Distributor dropdown]
 * Assign to Profile Level: [Platinum dropdown]
Contact Information:
 Title: [Mr. dropdown] * Address Line 1: 1301 Hacienda Ave * Phone Numbers: [Business dropdown]
 * First Name: Alex Address Line 2: [dropdown] Add
 * Last Name: Stermer * City: Campbell Business: (650) 232 6800

FIGURE 491. Lead Detail Page: Edit Properties Tab

To Upload a Lead

You can upload leads to the **C3** Leads application using an XML file. The file must conform to the requirements described in "Uploading Leads" on page 41.

The Automatic assign uploaded leads to their fixed recommended partners business rule determines whether uploaded leads are automatically assigned to partners. See "Automatic assign uploaded leads to their fixed recommended partners" on page 860.

1. Click **Lead Activity** on the Channel Management panel on the Comergent eBusiness System home page.

This displays the Leads Management List page.

COMERGENT | Lead Management
eBusiness System

My Home | My Account | About | Help | Logout

Lead List

Find:

Lead ID Search Show All

All Leads Shown

AutoAssign Assign Close New Upload

Previous Next

<input type="checkbox"/>	Lead ID	Lead Name	Priority	Primary Contact	Created By	Creation Date	Status
<input type="checkbox"/>	600548	ALBERT'S NEW LEAD	Medium	Guan, Mark	ajones	9/14/2005	Unassigned
<input type="checkbox"/>	600538	Lead 24 - No Proposal Currency Code	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600537	Lead 23 - No Proposal Name	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600518	Lead 8 - No Lead Source	Low	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600515	Lead 6 - No RecommendedPartner	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600512	Lead 4 - Allnat Corp	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600511	Lead 3 - affinityNet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600510	Lead 2 - ARCnet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600509	Lead 1 - aMT System	High	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600571	Western Trade Show	Low	Stermer, Alex	ajones	9/14/2005	Assigned

FIGURE 492. Leads List Page

- On the Lead Management List page, click **Upload**.

This displays a page that enables you to specify the file location.

COMERGENT | Lead Management
eBusiness System

My Home | My Account | About | Help | Logout

Lead Upload

[Go to Leads List](#)

Note (*) Items are Required.

*Format:
[dXML 4.0]

*Upload Lead File:
 Browse...

Upload

FIGURE 493. Uploading a Lead

- Select the appropriate format for the file which you want to upload.
- Click **Browse...** to find the file of leads that you want to upload.
- Click **Upload**.

The lead information is added to the system and the new lead names appear in the Lead Management List page. At this point, you can assign the leads or modify any other elements of the new leads. See "To Modify a Lead" on page 728.

Note: If you see an error page that reports a timeout error, then the leads have been created correctly, but it has taken longer than the system timeout parameter allows. You can increase the value of this timeout by navigating to the system property Commerce Manager -> Partner Request Timeout Value, and set this to a higher value such as 300 (five minutes).

To Modify a Lead

If you modify a lead after it has been assigned to partners, then the modifications that you make are not propagated to the existing partner opportunities. Your changes will be seen only by those partners to whom you assign the lead after making your changes.

1. Click **Lead Activity** on the Channel Management Tasks panel on the Comergent eBusiness System home page.

This displays the Lead Management List page.

COMERGENT | Lead Management
eBusiness System

My Home | My Account | About | Help | Logout

Lead List

Find:
Lead ID Search Show All

All Leads Shown

AutoAssign Assign Close New Upload

Previous Next

<input type="checkbox"/>	Lead ID	Lead Name	Priority	Primary Contact	Created By	Creation Date	Status
<input type="checkbox"/>	600548	ALBERT'S NEW LEAD	Medium	Guan, Mark	ajones	9/14/2005	Unassigned
<input type="checkbox"/>	600538	Lead 24 - No Proposal Currency Code	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600537	Lead 23 - No Proposal Name	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600518	Lead 8 - No Lead Source	Low	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600515	Lead 6 - No RecommendedPartner	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600512	Lead 4 - Allnat Corp	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600511	Lead 3 - AffinityNet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600510	Lead 2 - ARGnet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600509	Lead 1 - AMT System	High	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600571	Western Trade Show	Low	Stermer, Alex	ajones	9/14/2005	Assigned

FIGURE 494. Leads List Page

2. In the Lead Name column, find the lead you want to modify.

- Click on the lead name.

This displays the lead detail page.

The screenshot shows the 'COMERGENT eBusiness System' interface for 'Lead Management'. The page title is 'Lead: Western Trade Show' with a 'Go To Leads List' link. The 'Edit Properties' tab is active, showing instructions: 'Enter new lead information or change existing information. Press the 'Save' button to save the current changes. Press the 'Cancel' button to reverse current changes.' Below this are 'Save' and 'Cancel' buttons. The form is divided into two sections: 'General Lead Information' and 'Contact Information'. The 'General Lead Information' section includes fields for Lead Name (Western Trade Show), Date Created (9/14/2005), Lead Source (Tradeshow), Status, Priority (Low), Territory (SouthWest), Customer Type (General), Assign to Profile Type (Distributor), and Assign to Profile Level (Platinum). The 'Contact Information' section includes fields for Title (Mr.), First Name (Alex), Last Name (Stermer), Address Line 1 (1301 Hacienda Aven), Address Line 2, City (Campbell), and Phone Numbers (Business: (650) 232 6800). Navigation links 'New', 'Duplicate', 'Previous 1 out of 1', and 'Next' are also visible.

FIGURE 495. Lead Detail Page: Edit Properties Tab

At this point, you can modify the following information about a lead:

- Enter or modify general lead information.
See "To Add or Modify Lead Information" on page 731.
- Add or modify contact information.
- Add or remove products from the product list.
- Add or view notes about the lead.
See "To Add or View Notes About a Lead" on page 734.
- Assign the lead to one or more partners.
See "Assigning Leads" on page 738.
- View any activity on the lead by partners.
See "Viewing Partner Activity" on page 745.

To Search for a Lead

You can use the fields at the top of the Leads Management List page to search for a specific lead.

1. Click **Lead Activity** on the Channel Management Tasks panel on the Comergent eBusiness System home page.

This displays the Lead Management List page.

COMERGENT | Lead Management
eBusiness System

My Home | My Account | About | Help | Logout

Lead List

Find:

Lead ID Search Show All

All Leads Shown

AutoAssign Assign Close New Upload

Previous Next

<input type="checkbox"/>	Lead ID	Lead Name	Priority	Primary Contact	Created By	Creation Date	Status ▲
<input type="checkbox"/>	600548	ALBERT'S NEW LEAD	Medium	Guan, Mark	ajones	9/14/2005	Unassigned
<input type="checkbox"/>	600538	Lead 24 - No Proposal Currency Code	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600537	Lead 23 - No Proposal Name	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600518	Lead 8 - No Lead Source	Low	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600515	Lead 6 - No RecommendedPartner	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600512	Lead 4 - Allnet Corp	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600511	Lead 3 - AffinityNet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600510	Lead 2 - ARCnet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600509	Lead 1 - AMT System	High	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600571	Western Trade Show	Low	Stermer, Alex	ajones	9/14/2005	Assigned

FIGURE 496. Leads List Page

2. Select a criteria for the search from the drop-down list.

COMERGENT | Lead Management
eBusiness System

My Home | My Account | About | Help | Logout

Lead List

Find:

Lead ID Search Show All

All Leads Shown

AutoAssign Assign Close New Upload

Previous Next

<input type="checkbox"/>	Lead ID	Lead Name	Priority	Primary Contact	Created By	Creation Date	Status
<input type="checkbox"/>	600548	ALBERT'S NEW LEAD	Medium	Guan, Mark	ajones	9/14/2005	Unassigned
<input type="checkbox"/>	600538	Lead 24 - No Proposal Currency Code	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600537	Lead 23 - No Proposal Name	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600518	Lead 8 - No Lead Source	Low	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600515	Lead 6 - No RecommendedPartner	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600512	Lead 4 - Allnat Corp	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600511	Lead 3 - AffinityNet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600510	Lead 2 - ARCnet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600509	Lead 1 - AMT System	High	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600571	Western Trade Show	Low	Stermer, Alex	ajones	9/14/2005	Assigned

FIGURE 497. Searching for Leads

- In the field next to the drop down list, type a search string or select a value from the drop-down list.

The search is case insensitive and you can use an asterisk (*) to perform wildcard searches.

- Click **Search**.

Note: You can click **Show All** to display all the leads.

To Add or Modify Lead Information

When you create ("To Create a Lead" on page 723) or modify ("To Modify a Lead" on page 728) a lead, you can enter or modify lead information.

* Required Fields

General Lead Information			
* Lead Name: <input type="text" value="Second Enterprise Lead"/>	Status: Assigned	Customer Type: <input type="text" value="General"/>	
Date Created: 10/21/2003	Priority: <input type="text" value="Low"/>	* Assign to Profile Type: <input type="text" value="Distributor"/>	
* Lead Source: <input type="text" value="Phone"/>	* Territory: <input type="text" value="NorthWest"/>	* Assign to Profile Level: <input type="text" value="Platinum"/>	

FIGURE 498. Lead Detail Page: General Lead Information

1. In the upper part of the page, enter the General Lead Information, as described in Table 48 on page 732.

In the opportunity page, required fields are marked with an asterisk (*). At any time, you can click **Cancel** to clear any new or modified information and begin again.

TABLE 48. General Lead Information

Field	Description
Lead Name	Name of the Lead
Date Created	The date the lead was created. System-generated and read-only. If you are creating a lead, then this field is empty.
Lead Source	Where the lead came from: Phone, Tradeshow, Fax, Website
Status	Lead Status. This field is read-only. Values are Unassigned, Assigned, Working, and Closed. An Unassigned Lead is a lead that has not yet been assigned to a partner. An Assigned Lead is one which has been assigned to a partner, and which the partner has neither accepted nor declined. A Working Lead is one which has been assigned to and accepted by a partner. A Closed Lead is one which has been closed by the Enterprise Lead Administrator. See "To Close a Lead" on page 748.
Priority	The priority of the lead.
Territory	The territory to which the lead belongs
Customer Type	The vertical market to which the lead belongs
Assign To Profile Type	The profile type to whom the lead should be assigned: distributor, OEM, reseller, retailer. (Note: this list is customizable.)
Assign To Profile Level	The level of the profile to whom the lead should be assigned: platinum, gold, silver, tin. (Note: this list is customizable.)

FIGURE 499. Lead Detail Page: Contact Information

- In the lower part of the Lead page, enter the contact information, as described in Table 49 on page 733.

In the Lead Header General tab, required fields are marked with an asterisk (*).

TABLE 49. Contact Information

Field	Description
Title	The title of the lead contact (Mr., Mrs., and so on)
First Name	The first name of the lead contact
Last Name	The last name of the lead contact
Job Title	The job title for the lead contact
Department	The department to which the lead contact belongs at their company
Company	The company to which the contact belongs
Use as Primary Contact	Every lead must have one contact designated as the primary contact
Address Line 1	First line for an address. (In the United States, this is normally the street address.)
Address Line 2	Second line for an address. (In the United States, this is normally the apartment or mailstop.)
City	The city for the address
State/Province	The state for the address
Postal Code	The postal code for the address
Country	The country for the address

TABLE 49. Contact Information (Continued)

Field	Description
Email	The email address for the lead contact

3. Enter one or more phone numbers for the contact.
 - a. Select the type of phone number from the drop-down list.
 - b. Enter the phone number in the entry field.
 - c. Click **Add**.
 - d. Repeat these steps for each number you want to add.

To remove a phone number, select the number in the list, then click **Remove**.
4. Click **Save**.

The information is saved and the Lead Header page is re-displayed.

At this point, you can do one or more of the following:

- Add another contact or modify another contact.
- Add notes about the lead.

See "To Add or View Notes About a Lead" on page 734.
- Assign the lead to one or more partners.

See "Assigning Leads" on page 738.
- Add products to the lead product list.

To Add or View Notes About a Lead

When you modify ("To Modify a Lead" on page 728) a lead, you can add notes about the lead. In addition, notes can be generated by the system automatically when the lead is assigned or accepted.

The screenshot displays the 'COMERGENT eBusiness System' interface for 'Lead Management'. The page title is 'Lead: Western Trade Show' with a 'Go To Leads List' link. A navigation bar includes 'Edit Properties', 'Manage Proposals', 'Add Notes', 'Assign Lead', and 'Review Activity'. Below this is a 'Save' and 'Cancel' button pair. A message states: 'Enter new lead information or change existing information. Press the 'Save' button to save the current changes. Press the 'Cancel' button to reverse current changes.' The 'General Lead Information' section contains fields for Lead Name (Western Trade Show), Date Created (9/14/2005), Lead Source (Tradeshow), Status, Priority (Low), Territory (SouthWest), Customer Type (General), Assign to Profile Type (Distributor), and Assign to Profile Level (Platinum). The 'Contact Information' section includes fields for Title (Mr.), First Name (Alex), Last Name (Stermer), Address Line 1 (1301 Hacienda Ave), Address Line 2, City (Campbell), and Phone Numbers (Business: (650) 222 6800). Navigation links 'New', 'Duplicate', 'Previous 1 out of 1', and 'Next' are also visible.

FIGURE 500. Lead Detail Page: Edit Properties Tab

1. On the Lead Detail page, click **Add Notes**.

This displays a list of the current notes as well as a text field for adding additional notes. The window displays all notes, system-generated as well as user-generated.

By default the notes are sorted by date. You can sort the Date column in ascending or descending order by clicking the triangle in the Date column. You can also sort by Company or Created By.

COMERGENT eBusiness System | Lead Management

My Home | My Account | About | Help | Logout

Lead: Western Trade Show [Go To Leads List](#)

[Edit Properties](#) | [Manage Proposals](#) | [Add Notes](#) | [Assign Lead](#) | [Review Activity](#)

Enter a new note in the textbox and click the 'Add Note' button to save the note.

Lead Notes

[Add Note](#)

Date	Note	Organization	Created By
9/14/2005	Lead accepted by ctensor.	DataSolve	System
9/14/2005	Lead has been assigned by ajones to DataSolve.	Enterprise	System
9/14/2005	Lead created by ajones.	Enterprise	System

[Back to Top](#)

FIGURE 501. Lead Detail Page: Add Notes Tab

- In the Lead Notes field, enter the note you want to add.
- Click **Add Note**.

The note is added to the list.

To Add Product Information to a Lead

One of the main things that you want to communicate to your partners is which of your products the contact is interested in. You do this by adding them to the product list associated with the lead.

- On the Lead Detail page, click **Manage Proposals**.

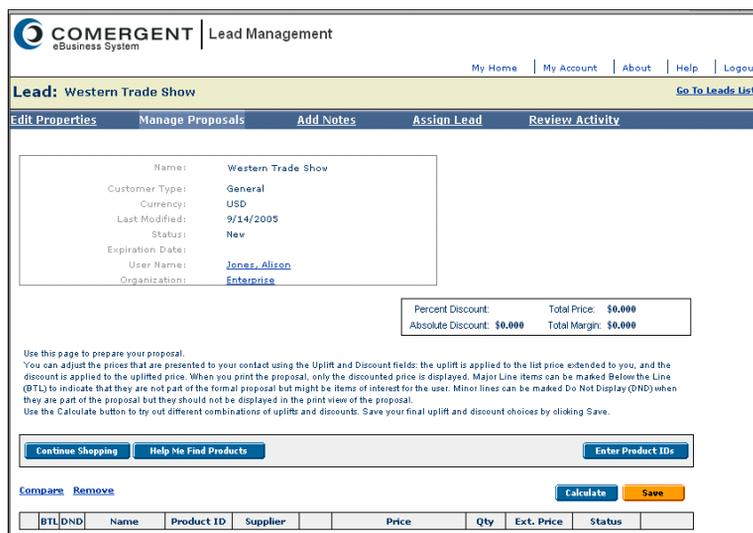


FIGURE 502. Lead Detail Page: Manage Proposals Tab

2. You can add products to the product list in the following ways:
 - Click **Add from Catalog**, and navigate to the product(s) using the standard catalog navigation pages.
 - Click **Help Me Find Products**, and select the product(s) using the **C3** Advisor questionnaire.
 - Click **Enter Product IDs**, and add the product(s) using the rapid-entry form provided.

When you assign this lead to a partner, then products that you add to the product list will appear on the partner’s opportunity product list.

3. You can remove products by checking the check box next to the product ID, and clicking **Remove**.
4. If you want to indicate that a product is to marked “below the line”, then check the BTL check box and click **Save**.

You can use the below the line (BTL) flag to include products as suggestions in a lead. BTL products are not automatically part of an order placed from a lead, but they can be moved to “above the line” by the end-user and hence become part of the order.

Assigning Leads

You can assign a lead manually, or you can let the system assign the lead automatically. Refer to "To Assign a Lead Automatically" on page 743 for details about automatic assignment.

There are two ways to assign a lead manually:

- You can select one or more leads from the Leads Management List, then choose the partner (or partners) to whom you want to assign them: see "To Assign Leads Manually from the Leads Management List" on page 738.
- You can also access the lead detail page for a particular lead, then assign that single lead from the Assignments tab: see "To Assign a Lead Manually from Lead Header Page" on page 741.

To Assign Leads Manually from the Leads Management List

1. Click **Lead Activity** on the Channel Management Tasks panel on the Comergent eBusiness System home page.

This displays the Leads Management List.

The screenshot shows the 'Lead Management' section of the Comergent eBusiness System. At the top, there is a navigation bar with links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below this is the 'Lead List' header. A search box is present with a 'Find:' label and a 'Search Show All' button. Below the search box are buttons for 'AutoAssign', 'Assign', 'Close', 'New', and 'Upload'. A table of leads is displayed with the following columns: Lead ID, Lead Name, Priority, Primary Contact, Created By, Creation Date, and Status. The table contains 11 rows of lead data.

Lead ID	Lead Name	Priority	Primary Contact	Created By	Creation Date	Status
600548	ALBERT'S NEW LEAD	Medium	Guan, Mark	ajones	9/14/2005	Unassigned
600538	Lead 24 - No Proposal Currency Code	Medium	Fong, Al	ajones	9/13/2005	Unassigned
600537	Lead 23 - No Proposal Name	Medium	Fong, Al	ajones	9/13/2005	Unassigned
600518	Lead 8 - No Lead Source	Low	Fong, Al	ajones	9/13/2005	Unassigned
600515	Lead 6 - No RecommendedPartner	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
600512	Lead 4 - Allnet Corp	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
600511	Lead 3 - AffinityNet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
600510	Lead 2 - ARCnet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
600509	Lead 1 - AMT System	High	Fong, Albert	ajones	9/13/2005	Unassigned
600571	Western Trade Show	Low	Stermer, Alex	ajones	9/14/2005	Assigned

FIGURE 503. Leads List Page

2. In the list, find the lead(s) that you want to assign to one or more partners.
See "To Search for a Lead" on page 730 for information on finding leads.
3. Click the check box to the left of the Lead Id.
4. Repeat the last two steps for each lead you want to assign.

Attention: If you check the box next to one or more leads, and then search for a lead before you click **Assign**, then the leads you selected will become unselected. Likewise, if you click either **Show All**, **Next**, or **Previous**, before you click **Assign**, then the leads you selected become unselected.

5. Click **Assign**.

If you have selected only one lead, then the Assign Lead tab of the Lead header is displayed. This displays the list of partners to whom you can assign this lead.

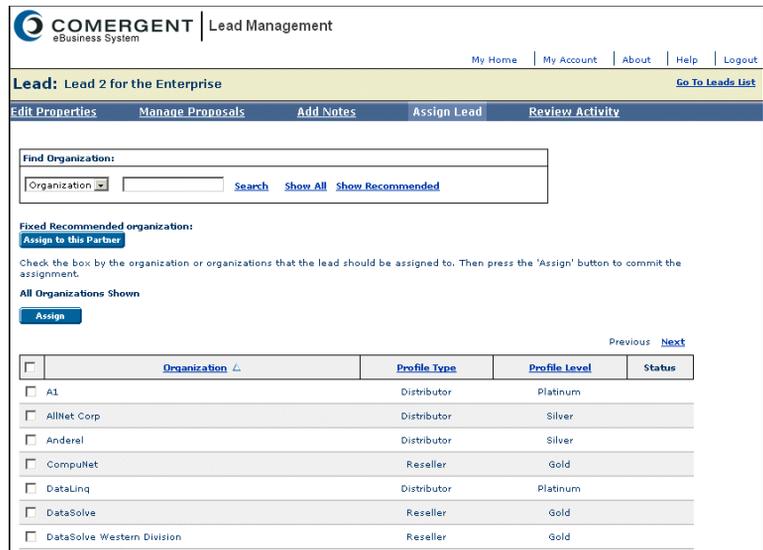


FIGURE 504. Lead Detail Page: Assign Lead Tab

If you have selected more than one lead, then a general Assignments page is displayed. This displays the list of partners to whom you can assign the selected leads.

COMERGENT | Lead Management
eBusiness System

My Home | My Account | About | Help | Logout

Lead: [Go To Leads List](#)

Assignments

Find Organization:

Organization [Search](#) [Show All](#) [Show Recommended](#)

Check the box by the organization or organizations that the lead should be assigned to. Then press the 'Assign' button to commit the assignment.

All Organizations Shown

[Assign](#)

Previous [Next](#)

<input type="checkbox"/>	Organization ↵	Profile Type	Profile Level	Status
<input type="checkbox"/>	A1	Distributor	Platinum	
<input type="checkbox"/>	AllNet Corp	Distributor	Silver	
<input type="checkbox"/>	AndereI	Distributor	Silver	
<input type="checkbox"/>	CompuNet	Reseller	Gold	
<input type="checkbox"/>	DataLinq	Distributor	Platinum	
<input type="checkbox"/>	DataSolve	Reseller	Gold	
<input type="checkbox"/>	DataSolve Western Division	Reseller	Gold	
<input type="checkbox"/>	Dexus Communication	Reseller	Gold	

FIGURE 505. Leads Assignments Page

In either case, the list displays only those partners who have a sales executive: that is, a partner user to whom the Sales Executive function has been assigned. See "Assigning Functions for Managing Leads" on page 40.

6. In the Partner Name column, find the partner(s) to whom you want to assign the lead.

You can search for a particular partner name. Enter the name of the partner in the Search Partner Name for field, then click **Search**. You can use an asterisk (*) to do a wildcard search.

If you are assigning only one lead, then you can click **Show Recommended** to display a list of partners filtered according to a set of criteria defined in the Lead Management Recommended Partner Search Attributes business rule. The criteria includes one to four attributes (partner type, partner level, territory, and customer type). You choose one of these attributes when creating a lead (see Table 48, "General Lead Information", on page 732). The system recommends partners whose attributes (as defined in their partner profile) match the same attributes in the lead.

You can click **Show All** to re-display the list of all partners that have a sales executive user.

- Click the check box to the left of each partner name to whom you want to assign the lead.

If there is no check box to the left of the partner, then that partner has already been assigned the lead.

Attention: If you check the box next to one or more partners, then search for a partner before you click **Assign**, the partners you selected will become unselected. Likewise, if you click either **Show All**, **Show Recommended Partners**, **Next**, or **Previous**, before you click **Assign**, then the partners you selected become unselected.

- Click **Assign**.

The lead(s) you selected are assigned to the partner (or partners) you selected.

To Assign a Lead Manually from Lead Header Page

When you create ("To Create a Lead" on page 723) or modify ("To Modify a Lead" on page 728) a lead, you can assign the lead to one or more partners from the Leads Management Detail page.

- Navigate to the lead that you want to assign.

The screenshot displays the 'COMERGENT eBusiness System' interface for 'Lead Management'. The page title is 'Lead: Western Trade Show'. A navigation bar includes 'Edit Properties', 'Manage Proposals', 'Add Notes', 'Assign Lead', and 'Review Activity'. Below this is a 'Save' and 'Cancel' button area. The main form is divided into two sections: 'General Lead Information' and 'Contact Information'. The 'General Lead Information' section contains fields for Lead Name (Western Trade Show), Date Created (9/14/2005), Lead Source (Tradeshow), Priority (Low), Territory (SouthWest), Status, Customer Types (General), Assign to Profile Type (Distributor), and Assign to Profile Level (Platinum). The 'Contact Information' section includes fields for Title (Mr.), First Name (Alex), Last Name (Sterner), Address Line 1 (1301 Hadenda Ave), Address Line 2, City (Campbell), and Phone Numbers (Business: (650) 232 6800). There are also 'New', 'Duplicate', 'Previous', and 'Next' navigation links at the top of the contact section.

FIGURE 506. Lead Detail Page: Edit Properties Tab

1. Click **Assign Lead**.

This displays a list of the partners to whom you can assign this lead. The list displays only those partners who have a partner sales manager.

You can click **Show Recommended** to display the list of recommended partners. The recommended list of partners is filtered according to a set of criteria defined in the Lead Management Recommended Partner Search Attributes business rule. The criteria includes one to four attributes (profile type, profile level, profile territories, and customer type). You choose one of these attributes when creating a lead (see Table 48, "General Lead Information", on page 732). The system recommends partners whose attributes (as defined in their profile) match the same attributes in the lead.

You can click **Show All** to re-display the list of all partners that have a partner sales manager.

The screenshot shows the 'COMERGENT eBusiness System' interface for 'Lead Management'. The current lead is 'Lead 2 for the Enterprise'. The 'Assign Lead' tab is active, showing a search bar for organizations and a list of recommended organizations. Below the search bar, there is a section for 'Fixed Recommended organization:' with a link to 'Assign to this Partner'. A note instructs the user to check the box for the organization or organizations that the lead should be assigned to, and then press the 'Assign' button to commit the assignment. Below this, there is a section for 'All Organizations Shown' with an 'Assign' button and a table of organizations.

<input type="checkbox"/>	Organization ↕	Profile Type	Profile Level	Status
<input type="checkbox"/>	AI	Distributor	Platinum	
<input type="checkbox"/>	AllNet Corp	Distributor	Silver	
<input type="checkbox"/>	AndereI	Distributor	Silver	
<input type="checkbox"/>	CompuNet	Reseller	Gold	
<input type="checkbox"/>	DataLinq	Distributor	Platinum	
<input type="checkbox"/>	DataSolve	Reseller	Gold	
<input type="checkbox"/>	DataSolve Western Division	Reseller	Gold	

FIGURE 507. Lead Detail Page: Assign Lead Tab

2. In the Partner Name column, find the partner to whom you want to assign the lead.

If the partner is greyed-out, then that partner has already been assigned the lead.

You can search for a particular partner name. Enter the name of the partner in the Search Partner Name for field, then click **Search**. You can use an asterisk (*) to do a wildcard search.

3. Click the check box to the left of each partner name to whom you want to assign the lead.
4. Repeat the last two steps for each partner to whom you want to assign the lead.

<p>Attention: If you check the box next to a partner, then search for a partner before you click Assign, the partners you selected will become unselected. Likewise, if you click either Show All, Show Recommended Partners, Next, or Previous, before you click Assign, then the partners you selected become unselected.</p>
--

5. Click **Assign**.

The lead is assigned to the partner (or partners you selected).

To Assign a Lead Automatically

You can provide for automatic lead assignment by defining partner criteria in a business rule.

1. Click **Lead Activity** on the Channel Management Tasks panel in the Comergent eBusiness System home page.

This displays the Leads Management List.

2. In the list, find the lead that you want to assign to a partner.
See "To Search for a Lead" on page 730 for information about searching.
3. Click the check box to the left of the Lead Id column.
4. Repeat the last two steps for each lead you want to assign.

<p>Attention: If you check the box next to a lead, then search for a lead before you click Auto Assign, the leads you selected will become unselected. Likewise, if you click either Show All, Show Recommended Partners, Next, or Previous, before you click Auto Assign, then the leads you selected become unselected.</p>
--

5. Click **Auto Assign**.

The Comergent eBusiness System assigns the selected leads automatically to those partners defined by the business rule criteria. See "Assigning Leads" on page 42 for explanation of this business rule.

You can set a business rule (see "Lead Management Number of Recommended Partners/Users for Popup" on page 860) so that a confirmation page is displayed for each lead that is being automatically assigned. This page displays the partners to which the lead(s) will be automatically assigned. If this page is displayed, then uncheck the box(es) next to the partner(s) to whom you do not want to assign the lead, then click **Assign** (to confirm). You can click **Cancel** to cancel the auto-assignment for the specific lead for which the page appears.

Note: The confirmation page only displays partners for whom a user has been created with the SalesExecutive function.

To Retract a Lead

On occasion, you may wish to retract an opportunity from a partner to whom you have assigned it. Retracting an opportunity has the effect of making the opportunity read-only for the partner sales executive and the sales representative to whom the opportunity has been delegated. You can re-assign a lead that you have retracted.

1. Click **Lead Activity** in the Channel Management Tasks panel on the Comergent eBusiness System home page.

This displays the Leads List page.

2. Identify the lead that you want to retract and click the link to its lead detail page.
3. On the Lead Detail page, click **Partner Activity**.

The screenshot shows the 'Lead Management' interface for a lead named 'Western Trade Show'. The page has a navigation bar with links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the navigation bar, there are tabs for 'Edit Properties', 'Manage Proposals', 'Add Notes', 'Assign Lead', and 'Review Activity'. The 'Review Activity' tab is selected. The main content area displays a table of organizations assigned to the lead. The table has columns for 'Organization', 'Sales Rep', 'Assigned Date', 'Status', 'Retract', and 'View Details'. The first row shows 'DataSolve' as the organization, 'mscott' as the sales rep, '9/14/2005' as the assigned date, and 'Accepted' as the status. There is a 'Retract' button with a minus sign icon and a 'View Details' link next to it. A 'Back to Top' link is at the bottom left.

Organization	Sales Rep	Assigned Date	Status	Retract	View Details
DataSolve	mscott	9/14/2005	Accepted	<input type="checkbox"/>	View Details

FIGURE 508. Lead Detail Page: Review Activity Tab

4. Identify the partner(s) from whom you want to retract the lead.
5. Click **Retract** in their row.

The Status of the opportunity changes to Retracted. If the assigned sales representative now views the opportunity, then they will see it only as a read-only object. You can re-assign this lead to the partner later if you want to.

Viewing Partner Activity

You can view any activity performed by a partner to whom the lead is assigned. For example, when the partner sales representative speaks with the opportunity contact, they may create a proposal or modify. You can view the proposals created by the partner sales representatives when you view partner activity. You can also view any notes entered by the partner sales representative about the opportunity.

To View Partner Activity

1. Click **Lead Activity** in the Channel Management Tasks panel on the Comergent eBusiness System home page.

This displays the Leads Management List page.

COMERGENT | Lead Management
eBusiness System

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

Lead List

Find:

All Leads Shown

[Previous](#) [Next](#)

<input type="checkbox"/>	Lead ID	Lead Name	Priority	Primary Contact	Created By	Creation Date	Status
<input type="checkbox"/>	600548	ALBERT'S NEW LEAD	Medium	Guan, Mark	ajones	9/14/2005	Unassigned
<input type="checkbox"/>	600538	Lead 24 - No Proposal Currency Code	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600537	Lead 23 - No Proposal Name	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600518	Lead 8 - No Lead Source	Low	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600515	Lead 6 - No RecommendedPartner	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600512	Lead 4 - Allnat Corp	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600511	Lead 3 - AffinityNet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600510	Lead 2 - ARCnet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600509	Lead 1 - AMT System	High	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600571	Western Trade Show	Low	Stermer, Alex	ajones	9/14/2005	Assigned

FIGURE 509. Leads List Page

- In the Lead Name column, find the lead whose partner activity you want to view.

See "To Search for a Lead" on page 730 for information about searching.

- Click the lead name to display the Lead Detail page.
- Click **Review Activity**.

This displays the Review Activity tab which contains a list of the partners to whom leads have been assigned.

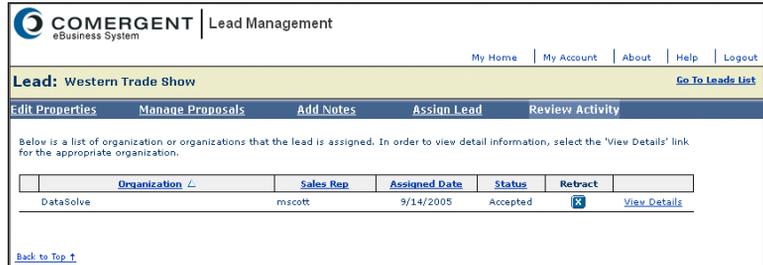


FIGURE 510. Lead Detail Page: Review Activity Tab

5. Find the partner whose activity you want to view.
 6. In the right-most column, click **View Details**.
- This displays the Opportunity Detail window.



FIGURE 511. Opportunity Detail Page: Edit Properties Tab

The opportunity information is derived from the information entered when the lead was created. The partner information is derived from the information about either the partner sales manager or partner sales representative.

7. Click **Manage Proposals** to display a list of products associated with the lead.
After the enterprise lead administrator creates and assigns the lead, the partner manages their opportunity and creates a proposal for the contact.
8. Click **Add Notes** to view notes about the partner activity.

Closing a Lead

Once you determine that a lead has been fulfilled, you can use these steps to close a lead. Typically, you would close a lead when you view partner activity for a lead (see "Viewing Partner Activity" on page 745) and see that the opportunity status for one or more partners is Closed.

To Close a Lead

1. Click **Lead Activity** in the Channel Management Tasks panel on the Comergent eBusiness System home page.

This displays the Lead Management List page.

The screenshot shows the 'Lead Management' page in the Comergent eBusiness System. At the top, there is a search bar with a 'Find:' label and a 'Lead ID' dropdown menu. Below the search bar, there are buttons for 'AutoAssign', 'Assign', 'Close', 'New', and 'Upload'. A table titled 'All Leads Shown' contains a list of leads with columns for Lead ID, Lead Name, Priority, Primary Contact, Created By, Creation Date, and Status. The table includes 11 rows of lead data.

<input type="checkbox"/>	Lead ID	Lead Name	Priority	Primary Contact	Created By	Creation Date	Status
<input type="checkbox"/>	600548	ALBERT'S NEW LEAD	Medium	Guan, Mark	ajones	9/14/2005	Unassigned
<input type="checkbox"/>	600538	Lead 24 - No Proposal Currency Code	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600537	Lead 23 - No Proposal Name	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600518	Lead 8 - No Lead Source	Low	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600515	Lead 6 - No RecommendedPartner	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600512	Lead 4 - Allnat Corp	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600511	Lead 3 - AffinityNet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600510	Lead 2 - ARGnet	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600509	Lead 1 - AMT System	High	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600571	Western Trade Show	Low	Stermer, Alex	ajones	9/14/2005	Assigned

FIGURE 512. Leads List Page

2. In the list, find the lead that you want to close.
See "To Search for a Lead" on page 730 for information about finding leads.
3. Click the check box to the left of the Lead ID.
4. Repeat the last two steps for each lead you want to close.

Attention: If you check the box next to a lead, then search for a lead before you click **Close**, then the leads you selected will become unselected. Likewise, if you click either **Show All**, **Show Recommended Partners**, **Next**, or **Previous**, before you click **Close**, then the leads you selected become unselected.

5. Click **Close**.

A confirmation popup appears that enables you to enter a reason for closing the lead.

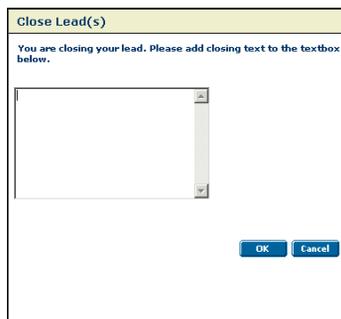


FIGURE 513. Closing a Lead: Confirmation Popup

6. Enter a reason and click **OK**.

The lead status is changed to "Closed".

This chapter covers all of the tasks associated with managing email campaigns. "Campaigns Management" on page 43 provides an overview of how you work with *C3 Campaigns*.

Before creating any campaigns make sure that you have created the cron job necessary to run campaigns. See "Campaigns Cron Job" on page 758.

Creating and Modifying Campaigns

Campaign administrators can add campaigns to the system and manage existing ones.

To Create a Campaign

1. Click **Campaigns** in the Channel Management panel on the Comergent eBusiness System home page.

The Campaign List page is displayed.

COMERGENT | Campaigns
eBusiness System

My Home | My Account | About | Help | Logout

Campaigns List

Find campaigns that contain:

Campaign Name [Search](#) [Show All](#) [Advanced Search](#)

All campaigns shown

[New Campaign](#)

Campaign Name	Created By	Execution Date	Recipient Count	Sent Count	View Count	Click Count	Status	
Retailers Conference	ajones	10/31/05 12:00 AM					Enabled	Delete
Press Email	ajones	10/26/05 12:00 AM					Enabled	Delete
New Workstation Webinar	ajones	10/12/05 12:00 AM					Enabled	Delete

FIGURE 514. Campaign List Page

2. Click **New Campaign**.

The Campaign Detail Header tab is displayed.

COMERGENT | Campaigns
eBusiness System

My Home | My Account | About | Help | Logout

Campaign:

[Go to Campaign List](#)

Edit Header

Enter data and click on Create button to create campaign

All fields with asterisk(*) are required.

[Create](#) [Cancel](#)

Campaign Header

*Name

Description

Execution Date
 (M/D/yyyy)

Execution Hour
00:00

Enable

FIGURE 515. Campaign Detail Edit Header Tab

- On the Edit Header tab, enter a Name and Description for the new campaign.
- Enter an execution date and time.
- Check the **Enable** check box.
- Click **Create**.

7. Click on the **Content** tab.

The Campaign Detail Manage Content tab is displayed.

The screenshot shows the 'Campaign: Resellers Conference' interface. At the top, there's a navigation bar with 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below that, the campaign name 'Campaign: Resellers Conference' is displayed with a 'Go to Campaign List' link. The main area has three tabs: 'Edit Header', 'Manage Content' (which is selected), and 'Manage Recipients'. A message states: 'After changing campaign information save changes using the Save button. All fields with asterisk(*) are required.' There are 'Test', 'Save', and 'Cancel' buttons. The 'Campaign Content' form has the following fields:

- *Locale**: A dropdown menu showing 'United States'.
- *From**: A text input field containing 'changeme@changeme.changeme'.
- *Subject**: A text input field containing 'Resellers Conference'.
- Body**: A large text area containing HTML code for an email body, including a table with a 'Dear @RECIPIENT_NAME@' message and a link.

FIGURE 516. Campaign Detail Manage Content Tab

The Content tab is used to specify the email message(s) sent to the recipients of the campaign. You can create messages for one or more of the locales supported by the Comergent eBusiness System. Repeat the following steps for each locale you want to use for this campaign.

- a. **Locale**: select the appropriate locale for the email message. Only users whose preferred locale matches this value will be sent the email message. See "Campaigns and Locales" on page 43 for more information on how locales are used when campaigns are executed.
- b. **From**: specify an appropriate email address.
- c. **Subject**: specify an appropriate subject line for the email message.

- d. Enter the message in the form of an HTML document. You can create the HTML file using your preferred HTML editor and then cut and paste it into this text area.

If you use the @Link*n*@ tags in the HTML message, then make sure that you provide the corresponding values for the Link*n* fields. The first field is what recipients will see displayed as the link and the second is the URL set in the hypertext reference. For example, suppose that you enter:

```
Link1: this link           http://www.comergent.com
```

Then in the message that recipients receive, they will see:

```
For more information on item1, go to this link.
```

If they click [this link](http://www.comergent.com), then their browser opens to <http://www.comergent.com>

Note that the link URL in the generated email message is actually pointing back to the Comergent eBusiness System. When the Comergent eBusiness System server receives the request, it logs the request, and then redirects the browser to the target URL. This way, you can compile statistics that track which links from your email campaigns are clicked by users.

8. Click **Save**.
9. You can test the message as follows:
 - a. Click **Test**.
 - b. The Test Campaign dialog box is displayed.



FIGURE 517. Test Campaign Dialog Box

- c. In the Test Campaign dialog box, enter your email address.

d. Click **Send**.

You should be able to verify that you have been sent the email message correctly. If you do not receive the email message, then:

- Either you did not correctly enter the email address;
- Or the address of the SMTP server used for campaigns has not been set up correctly. Check the value of the Campaigns.SMTP Host Machine property by navigating to the system properties. See CHAPTER 37, "System Administration" for more information about system properties.

You should also verify that any automatically-generated URLs (using the Link*n* tags described in Step 7) point back to the Comergent eBusiness System server. If they start "http://localhost...", then you must set the ServerName system property to the externally-visible name of the Comergent eBusiness System server.

10. Click on the **Manage Recipients** tab.

11. The Campaign Detail Manage Recipients tab is displayed.



FIGURE 518. Campaign Detail Manage Recipients Tab

The Manage Recipients tab is used to specify which people should receive the email message. You can specify the recipients by selecting which mailing lists should be used. See "Mailing Lists" on page 756 for information about creating mailing lists.

For each mailing list, you can decide whether to use it to include its email addresses, exclude its email addresses, or not to use it at all. Click the appropriate radio button for each mailing list for your email campaign.

12. Click **Save**.

Mailing Lists

You can create a mailing list by:

- Uploading a list of email addresses.
- Specifying a query.

Mailing List Files

The format for uploading mailing lists is a tab-delimited text file. You can download a template for the file from the Upload Detail page. Each line must comprise the following fields, separated by tab characters:

TABLE 50. Mailing List Fields

Field	Required?	Description
Email Address	Yes	Email address of user
Company	No	Company of user
Title	No	Title: for example, Ms, Dr, and so on
First Name	No	First name
Last Name	No	Last name
Job Title	No	Job Title: for example, CTO, Product Manager, and so on
Department	No	Department: for example, Sales, Marketing, and so on
Locale	No	Locale: for example, en_US, fr_CA, and so on. You should only specify locales that are supported by the Comergent eBusiness System. If you leave this field blank, then the user is assumed to have the default system locale as their preferred locale.
Telephone	No	Telephone

To Create a Mailing List by Uploading a File

1. Navigate to the **Manage Recipients** tab of any campaign.
2. Click **Upload**.



FIGURE 519. Upload Detail Page

3. On the Upload Detail page, enter a mailing list name and description. Make sure that the mailing list name is unique.
4. Browse to the mailing list file by clicking **Browse...** and navigating to the file using the file dialog box. Select the file and click **Open**.
5. Click **Upload**.

If the file upload is successful, you will see a success message. An error message is displayed if for some reason the file does not conform to the template format.

To Create a Mailing List by Specifying Selection Criteria

1. Navigate to the **Manage Recipients** tab of any campaign.
2. Click **Add New Criteria**.

The Selection Criteria Details page is displayed.

COMERGENT | Campaigns
eBusiness System

My Home | My Account | About | Help | Logout

Campaign: Resellers Conference [Go to Campaign List](#)

Edit Header | Manage Content | Manage Recipients

Enter data and click on Create button to create and add it to the campaign
All fields with asterisk(*) are required.

Create Cancel

Selection Criteria Details

*Mailing List Name
Description

Selection Criteria: Profile Type
Select all that apply
 Distributor
 OEM
 Reseller
 Retailer
 Systems Integrator
 SystemPartner
 Not Applicable

Selection Criteria: Profile Level
Select all that apply
 Platinum
 Gold
 Silver
 Tin
 Not Applicable

Selection Criteria: Profiles
Select all that apply

FIGURE 520. Selection Criteria Details Page

3. On the Selection Criteria Details page, enter a mailing list name and description. Make sure that the mailing list name is unique.
4. Define the appropriate criteria from the available panels. Each criterion is defined by making selections in its panel, for example by checking one or more check boxes. If you specify criteria from more than one panel, then only users that satisfy all the criteria will be added to the mailing list.
5. Click **Create**.

Campaigns Cron Job

When you create a campaign, it is designed to be run at a specified time in the future. A cron job is used to ensure that the campaign is run: it is called the campaigns cron job. Because the campaigns cron job is to be run as an application cron job, make sure that you enable application cron jobs and specify the message URL for cron jobs. See "Job Scheduling Administration" on page 865 for more information on cron jobs.

Attention: Make sure that you have set the ServerName property of the **Comergent.xml** configuration file to the externally visible name of the Comergent eBusiness System machine.

If the campaigns cron job is not already created, then follow these steps:

1. Log in as an enterprise administrator.
2. Navigate to the cron job list page by clicking **Job Scheduler** in the System Administration panel on the Comergent eBusiness System home page.
3. Click **Create New Job**.
4. On the Create New Cron Job page, enter the following information:
 - **Job Name:** Campaigns Execution
 - **Program:**
com.comergent.apps.mktMgr.campaigns.bizAPI.CampaignsCron
 - **Command Line Arguments:** RequestTimeout=-1
 - Select **Application** cron job. Enter your username and password.
 - **Cron Job Schedule:** Enter appropriate start and end dates for the cron job. We suggest setting a frequency of one minute, but you can choose another lower frequency if you prefer.
5. Click **Save All Changes**.

This chapter covers all of the tasks associated with managing programs and activities. See "Program Management and Payment Accounts" on page 44 for an overview of programs and activities.

You can manage programs if you have been assigned the Channel Executive function. You can assign a program to a partner if you are the account manager for the partner. The tasks associated with program management are:

- "To Create a Program" on page 762
- "To Add an Activity" on page 763
- "To Upload a Marketing Plan" on page 765
- "To Assign a Program to a Partner" on page 765
- "To Create an Approval Form" on page 766
- "To Create a Claim Form" on page 768
- "To Manage Approval Requests" on page 771
- "To Manage Claims for an Activity" on page 776
- "To Upload Co-op Account Information" on page 778
- "To Download a Co-op Account Update Template File" on page 780

Before you can start approving requests and claims, you must create payment accounts for your partners. See "Payment Accounts" on page 188 for more information.

Creating and Modifying Programs

To Create a Program

1. Click **Partner Programs** in the Channel Management panel on the Comergent eBusiness System home page.

The Program List page is displayed.

The screenshot shows the 'Program List' page in the Comergent eBusiness System Administration interface. At the top, there is a navigation bar with 'COMERGENT eBusiness System Administration' and links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below this is a search section with a text input field and a dropdown menu for 'Program Name', with 'Search' and 'Show All' buttons. Underneath, there are two buttons: 'New Program' (orange) and 'Upload Co-op Accounts' (blue). The main content is a table with the following data:

Program ID	Program Name	Program Type	Creation Date	Activities Start Date	Activities End Date	Program Status	
600500	Workstation Launch	MDF	11/16/2005	11/15/2005	12/15/2005	In Creation	Delete
600501	Brand Campaign	MDF	11/16/2005	12/1/2005	1/31/2006	Active	

FIGURE 521. Program List Page

2. Click **New Program**.

The screenshot shows the 'New Program' page in the Comergent Administration system. The page header includes the Comergent logo and 'Administration' text. There are navigation links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main heading is 'New Program' with a link to 'Go To Program List'. Below this is a 'Program Details' section with instructions to 'Enter data and click on the Create button to create a program.' There are 'Create' and 'Cancel' buttons. A section titled '* Required Fields' contains a form with the following fields: 'Program Name' (text input), 'Description' (text area), 'Program ID' (text input, value 'N/A'), 'Program Status' (text input, value 'In Creation'), 'Program Type' (dropdown menu, value 'MDF'), 'Notify Channel Managers' (checkbox), 'Associated Products/Solutions' (text area), 'Activities Start Date' (calendar icon), and 'Activities End Date' (calendar icon).

FIGURE 522. New Program Page

3. Enter a name and description for the new program.
4. Specify whether this is an MDF or a Co-op program.
Your choice will determine whether MDF or Co-op payment accounts are used to allocate funds to partner activities undertaken under this program.
5. If you want channel managers to be notified that the program has been created, then check the Notify Channel Mgrs check box.
6. Set start and end dates for the new program.
7. If you want to specify that this program is to for only a restricted set of partners, then check the appropriate check boxes under Assignment Profile Types, Assignment Profile Levels, and Assignment Territories. Only partners that meet one or more of these criteria will be assigned the program.
8. Click **Create**.

To Add an Activity

Once you have created a program, then you can define activities for the program.

1. Navigate to the program to which you want to add an activity.
2. On the Program Detail page, click the Activities tab.
3. Click **New Activity**.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

New Activity

Return

Enter data and click on the Create button to create an activity. After changing activity information save changes using the Save button. Use the Cancel button to reverse the changes.

Cancel Create

* Required Fields

Activity Information

<p>Activity Name *</p> <input type="text"/>	<p>Activity ID</p> <p>Activity Status In Creation</p>
<p>Program Name Workstation Launch</p> <p>Description</p> <input type="text"/>	<p>Start Date * 11/16/2000</p> <p>End Date * 12/15/2000</p>
<p>Preapproval Required <input checked="" type="checkbox"/></p> <p>Last Date for Pre-approval Request Submission *</p> <input type="text"/>	<p>Preapproval Process *</p> <p>...</p>
<p>Last Date for Claim Submission *</p> <input type="text"/>	<p>Claim Process *</p> <p>...</p>

FIGURE 523. New Activity Page

4. Enter a name and description for the new activity.
5. Set submission dates as appropriate.
6. Specify which form should be used to submit pre-approval requests. See "To Create an Approval Form" on page 766 for more information on creating approval forms.
 - a. Click ... under the Preapproval Process text field.
 - b. In the Hierarchical Entity Picker window, navigate to the MDF Application Forms -> Approval Request Forms list.
 - c. Select the form that you want to use.
 - d. Click **Done**.
7. Specify which form should be used to submit claims. See "To Create a Claim Form" on page 768 for more information on creating claim forms.
 - a. Click ... under the Claims Process text field.
 - b. In the Hierarchical Entity Picker window, navigate to the MDF Application Forms -> Claims Request Forms list.
 - c. Select the form that you want to use.
 - d. Click **Done**.

8. Click **Create**.

To Upload a Marketing Plan

Once you have created a program, you can associate a marketing plan with a program. This is a document that describes the program and the activities that it supports. Partners can consult the marketing plan when they want to choose how to participate in it. The plan is simply a file, typically a Word document, that you upload to the Comergent eBusiness System.

1. Navigate to the program to which you want to add a marketing plan.
2. Click the **Browse** next to the Marketing Plan text field.
3. In the File Chooser dialog box, navigate to the file that describes the marketing plan. Select it and click **Open**.
4. Click **Upload**.

The file is uploaded to the Comergent eBusiness System, and you can check that it is correct by clicking **View Marketing Plan**.

To Assign a Program to a Partner

Once you have created a program and its activities, you can assign it to one or more partners so that they can begin to plan and execute activities, and make claims against the activities. Note that you can only assign active program to partners: programs that are In Creation cannot be assigned.

1. Navigate to the program to which you want to add an activity.
2. On the Program Detail page, click **Assignments**.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Workstation Launch [Go To Program List](#)

Program Details | **Activities** | Assignments

"Find organizations that contain:"

Organization Name [Search](#) [Show All](#)

All organizations shown

Check the partners to which you want to assign the program, then click Save to perform the assignment.

[Select All](#) [Deselect All](#) [Show Eligible](#) [Show All](#) [Save](#)

[Previous](#) [Next](#)

Assigned	Organization ↙	Profile Type	Profile Level
<input type="checkbox"/>	AMT Systems	Reseller	Gold
<input type="checkbox"/>	ARCnet Group	Reseller	Gold
<input type="checkbox"/>	Aessten_uc	Distributor	Gold
<input type="checkbox"/>	Aeften_uc	Distributor	Gold
<input type="checkbox"/>	AffinityNet	Reseller	Gold
<input type="checkbox"/>	AllNet Corp	Distributor	Silver
<input type="checkbox"/>	Anderel	Distributor	Silver

FIGURE 524. Assignments List Page

3. Check the check boxes for the partners to whom you want to assign this program.
4. Click **Assign**.

Creating Forms

When a partner wants to submit an approval request or claim for an activity, they must complete the corresponding form. You can associate pre-existing forms with approval requests or claims, or you can create new forms using the Visual Modeler.

To Create an Approval Form

1. Click **Configuration Models** in the Product and Catalog Administration panel.
2. In the Model Groups navigation panel, navigate to **Model Groups -> MDF Application Forms -> Activities**.
3. Click the activity for which you want to create the claim form.
4. Click **New Model**.

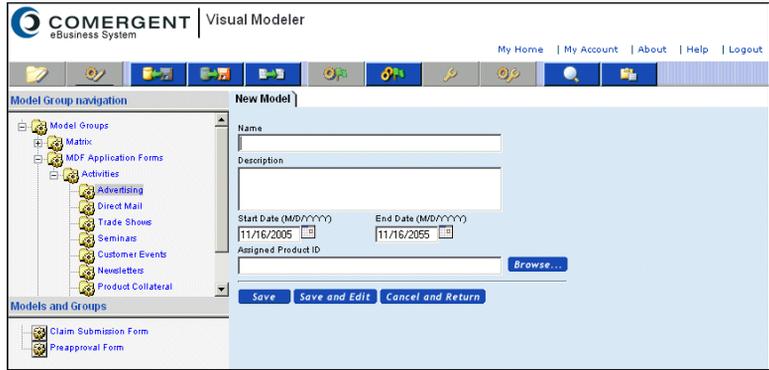


FIGURE 525. New Form Page

5. Enter a Name and a Description for the new form.
6. Click **Save**.
7. When the new form is displayed in the list of forms, then select it, and click **Edit**.

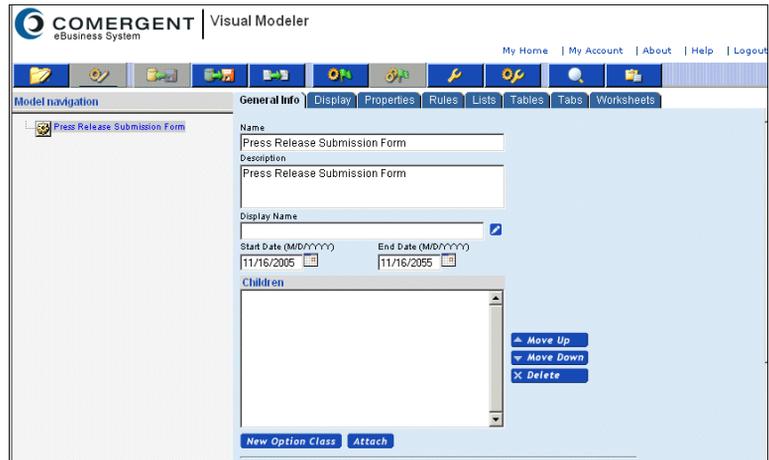


FIGURE 526. Edit Form Page

8. Now you can create the fields to be displayed on the form, by specifying them as option classes and option items. You can add pre-built portions of the form by attaching the corresponding option class assemblies as follows:
 - a. Click **Attach**.
 - b. Click **Browse....**

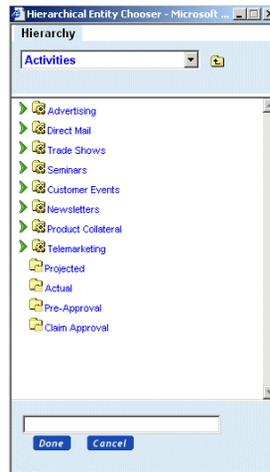


FIGURE 527. Hierarchy Entity Chooser Window

- c. Navigate to the Activities model group.
 - d. Select one of the option class assemblies such as Pre-Approval.
 - e. Click **Done**.
9. Once you have completed the form, then click **Test** to verify that it meets your needs. If it does not, then close the Test window and modify the form as appropriate.
10. Once the form is correct, then click **Compile**.

The form is now available to use as a form for approval requests.

To Create a Claim Form

1. Click **Configuration Models** in the Product and Catalog Administration panel.
2. In the Model Groups navigation panel, navigate to **Model Groups -> MDF Application Forms -> Activities**.

3. Click the activity for which you want to create the claim form.
4. Click **New Model**.

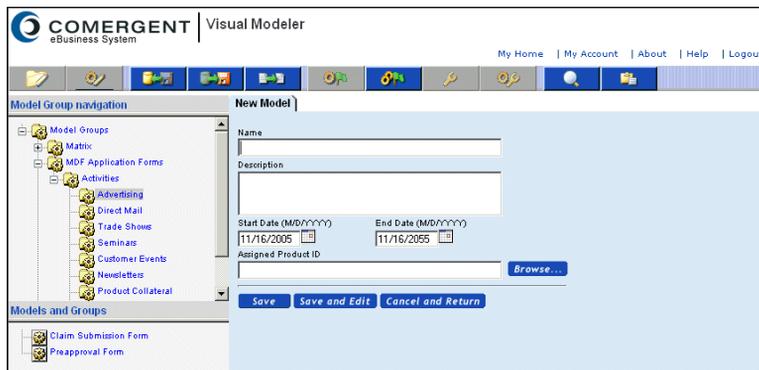


FIGURE 528. New Form Page

5. Enter a Name and a Description for the new form.
6. Click **Save**.

When the new form is displayed in the list of forms, then select it, and click **Edit**.

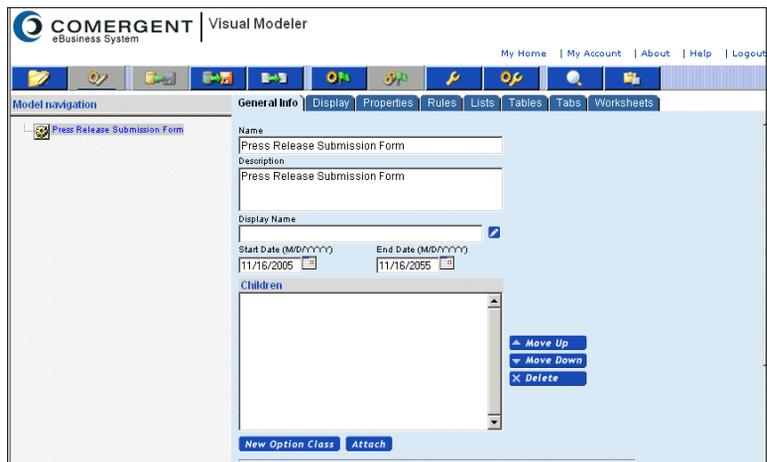


FIGURE 529. Edit Form Page

7. Now you can create the fields to be displayed on the form, by specifying them as option classes and option items. You can add pre-built portions of the form by attaching the corresponding option class assemblies as follows:
 - a. Click **Attach**.
 - b. Click **Browse....**

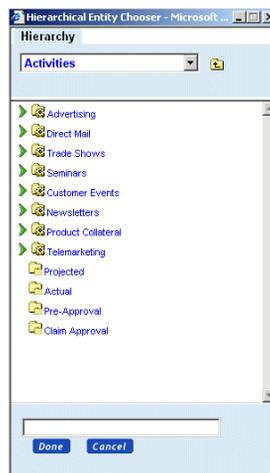


FIGURE 530. Hierarchy Entity Chooser Window

- c. Navigate to the Activities model group.
 - d. Select one of the option class assemblies such as Pre-Approval.
 - e. Click **Done**.
8. Once you have completed the form, then click **Test** to verify that it meets your needs. If it does not, then close the Test window and modify the form as appropriate.
 9. Once the form is correct, then click **Compile**.

The form is now available to use as a form for claims.

Managing Approval Requests and Claims

Once you have created programs and activities, your partners will start submitting approval requests and claims for their activities. This section describes how to process these.

To Manage Approval Requests

As an account manager for one or more accounts, you will need to review approval requests made by your partners. For each program activity, one or more approval requests can be submitted by partner program managers (partner users assigned the Marketing Executive function).

1. Navigate to the activity.

The screenshot shows the 'Workstation Launch: Press Release' activity detail page. The page includes a header with the Comergent logo and 'Administration' text. Below the header, there are navigation links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main content area is titled 'Workstation Launch: Press Release' and contains a 'Return' link. A message states: 'After changing activity information save changes using the Save button. Use the Cancel button to reverse the changes.' Below this message are three buttons: 'View Preapprovals & Claims', 'Cancel', and 'Save'. A section labeled '* Required Fields' contains the 'Activity Information' form. The form fields are as follows:

Activity Name * Press Release	Activity ID 600500
Program Name Workstation Launch	Activity Status Active
Description Press releases for the workstation launch.	Start Date * 11/24/2000
Preapproval Required Y	End Date * 12/15/2000
Last Date for Preapproval Request Submission * 11/20/2005	Preapproval Process * MDF Application Forms/Activities/Direct Mail/Preapproval Form
Last Date for Claim Submission * 12/31/2005	Claim Process * MDF Application Forms/Activities/Direct Mail/Claim Submission Form

FIGURE 531. Program Activity Detail Page

2. Click **View Preapprovals & Claims**.

The screenshot shows the 'Claim List' page. It features a search bar with the text 'Find records that contain:' and a dropdown menu for 'Activity Name'. Below the search bar, the text 'Search Results for Activity Name: Press Release' is displayed. A table lists the search results with the following data:

Preapproval ID	Preapproval Status	Preapproval Request Date	Claim ID	Claim Status	Claim Date	Activity Name	Program Name	Organization
600500	Pending Approval	11/16/2005				Press Release	Workstation Launch	DataSolve

FIGURE 532. Program Claim List Page

The claims list page displays all approval requests made against this activity. Claims that require approval have the Pending Approval status.

3. Click the Preapproval Id to the approval request that you want to consider.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Preapproval Request [Go to Claim List](#)

Preapproval Form [Notes](#)

Click Allocate Funds to see eligible accounts and allocate funds to this request. Deny the request by clicking the Deny button. Save the data you entered by clicking the Save button. Click Update to view changes. Cancel changes by clicking the Cancel button.

Preapproval Application Form

Preapproval Request Details

Program Name: [Workstation Launch](#)
 Activity Name: [Press Release](#)
 Channel Partner: DataSolve
 Preapproval ID: 600500
 Submission Date: 11/16/2005
 Preapproval Status: Pending Approval
 Approval Number:
 Currency: USD

Projected Sales

Projected Unit Sales:
 Projected Sales Revenue: (in dollars)

FIGURE 533. Preapproval Request Page

4. You can:
 - a. Approve the request by allocating funds: click **Allocate Funds**.
 - b. Deny this request: click **Deny**.

If you deny the request, then the approval request becomes read-only and cannot be further acted on.

If you click **Allocate Funds**, then the Approve Funds page is displayed.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Approve Funds [Go to Claim List](#)

Specify the quantity of funds you want to apply to this request from each account. Click Approve Funds to approve the request and put the funds on hold. Click Cancel Allocation to cancel allocations and return to the previous page. Click Update to update the total.

Preapproval ID: 600500
 Projected Request for Funds: \$100,000
 Preapproval Currency: USD

Account Name	Available Date	Available Balance	Expiration Date	Program Name	Activity Name	Amount to Allocate
General MDF Account	11/16/2005	\$5,000,000	2/14/2006			<input type="text" value="0.00"/>
Total						<input type="text" value="0.000"/>

FIGURE 534. Approve Funds Page

5. You can choose to allocate funds from any of the partner’s funds. The amount that you allocate is deducted from the available balance of the fund.
6. Click **Approve Funds**.

The Approval Request page is re-displayed with updated information.

Managing Claims

As an account manager for one or more accounts, you will need to review and approve claims made by your accounts. You can view all claims or you can navigate to the claims made against a specific activity.

To Manage a Claim

1. Click **Partner Program Preapprovals & Claims** in the Channel Management panel on the Comergent eBusiness System home page.

The Claim List page is displayed. Claims that require approval have the Pending Approval status.

Preapproval ID	Preapproval Status	Preapproval Request Date	Claim ID	Claim Status	Claim Date	Activity Name	Program Name	Organization
600500	Pending Approval	11/16/2005				Press Release	Workstation Launch	DataSolve

FIGURE 535. Claim List Page

2. Click the Claim Id link to the claim that you want to consider.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Claim for Press Release [Go to Claim List](#)

Claim Form Notes

Click Allocate Funds to see eligible accounts and allocate funds to this claim. Deny the claim by clicking the Deny button. Save the data you entered by clicking the Save button. Click Update to view changes. Cancel changes by clicking the Cancel button.

Save Deny Allocate Funds Update Cancel

Claim Application Form

Claim Details

Program Name [Workstation Launch](#)
 Activity Name [Press Release](#)
 Channel Partner DataSolve
 Preapproval ID 600500
 Approval Number 1132165194063
 Claim ID 600501
 Claim Date 11/16/2005
 Claim Status Pending Approval

Actual Sales

Actual Unit Sales
 Actual Sales Revenue (in dollars)

FIGURE 536. Claim Detail Page

3. You can:
 - a. Approve the claim by allocating funds: click **Allocate Funds**.
 - b. Deny this claim: click **Deny**.

If you deny the claim, then the claim becomes read-only and cannot be further acted on.

If you click **Allocate Funds**, then the MDF Approve Funds page is displayed.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Approve Funds [Go to Claim List](#)

Specify the quantity of funds you want to apply to this request from each account. Click Approve Funds to approve the request and put the funds on hold. Click Cancel Allocation to cancel allocations and return to the previous page. Click Update to update the total.

Preapproval ID: 600500
 Projected Request for Funds: \$100,000
 Preapproval Currency: USD

Cancel Allocation Approve Funds Update

Account Name	Available Date	Available Balance	Expiration Date	Program Name	Activity Name	Amount to Allocate
General MDF Account	11/16/2005	\$5,000,000	2/14/2006			0.00
Total						0.000

FIGURE 537. Approve Funds Page

4. You can choose to allocate funds from any of the partner’s funds. The amount that you allocate is deducted from the available balance of the fund.

5. Click **Approve Funds**.

The Claim Detail page is re-displayed with updated information.

To Manage Claims for an Activity

1. Navigate to the activity.

COMERSENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Workstation Launch: Press Release [Return](#)

After changing activity information save changes using the Save button. Use the Cancel button to reverse the changes.

[View Preapprovals & Claims](#) [Cancel](#) [Save](#)

* Required Fields

Activity Information

Activity Name *
Press Release

Program Name
[Workstation Launch](#)

Description
Press releases for the workstation launch.

Preapproval Required
Y

Last Date for Preapproval Request Submission *
11/20/2005

Last Date for Claim Submission *
12/31/2005

Activity ID
600500

Activity Status
Active

Start Date *
11/24/2005

End Date *
12/15/2005

Preapproval Process *
MDF Application Forms/Activities/Direct Mail/Preapproval Form

Claim Process *
MDF Application Forms/Activities/Direct Mail/Claim Submission Form

FIGURE 538. Program Activity Detail Page

2. Click **View Claims**.

COMERSENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Claim List

"Find records that contain:"

Activity Name [Search](#) [Show All](#)

Search Results for Activity Name: Press Release

Preapproval ID	Preapproval Status	Preapproval Request Date	Claim ID	Claim Status	Claim Date	Activity Name	Program Name	Organization
600500	Pending Approval	11/16/2005				Press Release	Workstation Launch	DataSolve

FIGURE 539. Program Claim List Page

The claims list page displays all approval requests and claims made against this activity. Claims that require approval have the Pending Approval status.

3. Click the Claim Id link to the claim that you want to consider.

The screenshot shows the 'Claim for Press Release' page in the Comergent eBusiness System Administration. The page has a header with the Comergent logo and 'Administration' text. Below the header, there are navigation links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main title is 'Claim for Press Release' with a 'Go to Claim List' link. Below the title, there are tabs for 'Claim Form' and 'Notes'. A paragraph of instructions reads: 'Click Allocate Funds to see eligible accounts and allocate funds to this claim. Deny the claim by clicking the Deny button. Save the data you entered by clicking the Save button. Click Update to view changes. Cancel changes by clicking the Cancel button.' Below this text are five buttons: 'Save', 'Deny', 'Allocate Funds', 'Update', and 'Cancel'. The main content area is titled 'Claim Application Form' and contains the following details:

Claim Details	
Program Name	Workstation Launch
Activity Name	Press Release
Channel Partner	DataSolve
Preapproval ID	600500
Approval Number	1132165194063
Claim ID	600501
Claim Status	11/16/2005 Pending Approval
Actual Sales	
Actual Unit Sales	<input type="text"/>
Actual Sales Revenue	<input type="text"/> (in dollars)

FIGURE 540. Claim Detail Page

4. You can:
 - a. Approve the claim by allocating funds: click **Allocate Funds**.
 - b. Deny this claim: click **Deny**.

If you deny the claim, then the claim becomes read-only and cannot be further acted on.

If you click **Allocate Funds**, then the MDF Approve Funds page is displayed.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Approve Funds [Go to Claim List](#)

Specify the quantity of funds you want to apply to this request from each account. Click Approve Funds to approve the request and put the funds on hold. Click Cancel Allocation to cancel allocations and return to the previous page. Click Update to update the total.

Preapproval ID: 600500
Projected Request for Funds: \$100,000
Preapproval Currency: USD

[Cancel Allocation](#) [Approve Funds](#) [Update](#)

Account Name	Available Date	Available Balance	Expiration Date	Program Name	Activity Name	Amount to Allocate
General MDF Account	11/16/2005	\$5,000,000	2/14/2006			0.00
Total						0,000

FIGURE 541. Approve Funds Page

5. You can choose to allocate funds from any of the partner's funds. The amount that you allocate is deducted from the available balance of the fund.
6. Click **Approve Funds**.

The Claim Detail page is re-displayed with updated information.

Managing Payment Accounts

You can upload updates to Co-op accounts from data saved in a text file. When you do so, you specify a base amount for each account: a percentage of the base amount is added to the account up to a maximum balance allowed for the account. The percentage and maximum amount are managed in the partner profile.

The format of the text file is specified in "Co-op Account Update File Format" on page 887. You can download a template as described in "To Download a Co-op Account Update Template File" on page 780.

For each line in the uploaded text file, the processing is as follows:

- If an account key is not provided, then a new account is created with the header information provided in the line.
- If an account key is provided, then the account amount is updated by the specified amount. However, the other header information is not updated.

To Upload Co-op Account Information

1. Click **Partner Programs** in the Channel Management panel on the Comergent eBusiness System home page.

The Program List page is displayed.



FIGURE 542. Program List Page

2. Click **Upload Co-op Accounts**.



FIGURE 543. Co-op Account Upload Page

3. Click **Browse...** and navigate to the file that you want to upload.
4. Click **Open** to insert the name of the file into the Upload File text field.
5. Click **Upload**.

The Co-op Account Upload Results page is displayed to report the results of your upload.

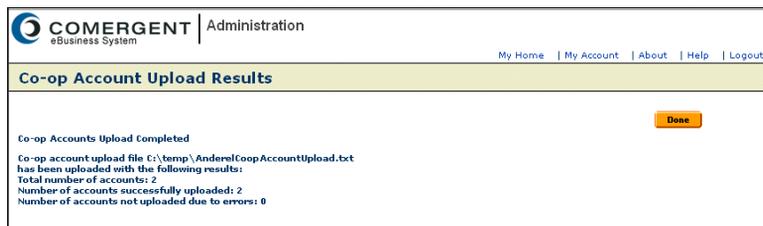


FIGURE 544. Co-op Account Upload Results Page

To Download a Co-op Account Update Template File

1. Click **Partner Programs** in the Channel Management panel on the Comergent eBusiness System home page.

The Program List page is displayed.



FIGURE 545. Program List Page

2. Click **Upload Co-op Accounts**.

The screenshot shows the 'Co-op Account Upload' page within the 'COMERGENT eBusiness System Administration' interface. The page title is 'Co-op Account Upload' and it includes navigation links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main content area contains the instruction: 'Enter file name and click on Upload button to create or update Co-op accounts.' Below this are 'Upload' and 'Cancel' buttons. A section labeled '*Required Fields' contains a sub-form titled 'Co-op Account Upload' with an '*Upload File:' label, a text input field, a 'Browse...' button, and a 'View' button. A blue link labeled 'Template' is positioned below the input field.

FIGURE 546. Co-op Account Upload Page

3. Click **Template** and save the template file to your local system.

This chapter covers all of the tasks associated with managing sales contracts. See "Sales Contracts" on page 28 for an overview of sales contracts.

You can manage sales contracts if you have been assigned the Channel Executive function. The tasks associated with program management are:

- "To Create a Sales Contract" on page 783
- "To Submit a Sales Contract" on page 786
- "To Search for a Sales Contract" on page 787

Creating and Modifying Sales Contracts

To Create a Sales Contract

1. Click **Customer Account Activity** in the Commerce Activity panel on the Comergent eBusiness System home page.
2. Click the Sales Contract tab.



FIGURE 547. Customer Workspace: Sales Contract Tab

3. Click **New**.
4. Using the Organization Picker, enter the Organization name and a name for the new sales contract.

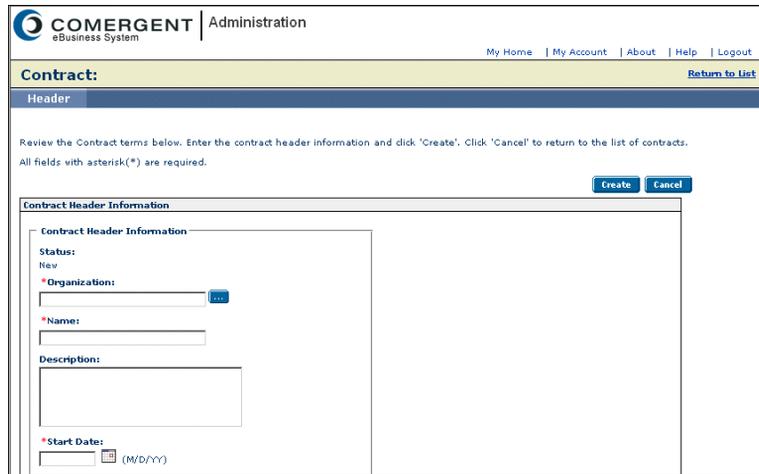


FIGURE 548. Sales Contract Detail Page: Header Tab

5. Set the header information as follows:
 - a. Offer Expiry Date
 - b. Contract Start Date

- c. Contract End Date
 - d. Freight Terms
 - e. Payment Terms
 - f. Attached Document
 - g. Prepay
 - h. User details for intended partner user
6. Click **Create**.

Once you have created the basic header for the sales contract, you now add products and their contract prices to the contract.

7. Click the Details tab.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Build Product List: [Return to List](#)

Header | **Details** | Notes

Name: [Web service test](#) [Change](#)

Customer Type: [General](#)

Currency: [USD](#)

Last Modified: [11/21/2005](#)

Items: [1](#)

User Name: [Guiness, Alex](#)

Organization: [BRCnet Group](#)

Add items to the list below by clicking on 'Continue Shopping' to browse the catalog or click on 'Enter Product IDs' if you know the SKU numbers you are interested in.
To place an order from this contract return to the Contract Header page and click the Place Order button.

[Continue Shopping](#) [Help Me Find Products](#) [Enter Product IDs](#)

[Compare](#) [Remove](#) After changing quantities, click 'Update' [Update](#)

<input type="checkbox"/>	Name	Product ID	Supplier	Price	Contract Price	Quantity	Ext. Price	Ordered Quantity	Status
<input type="checkbox"/>	7480 Desktop "Basic"	MXDS-7480	Enterprise	\$733.95	\$733.95	5	\$3,669.75		
	17" Monitor	MX-GV17T		included		5			
	Windows 2000	MX-MSW2K		included		5			
	Matrix Satellite Speaker	MXA-MSS		included		10			

* Indicates one or more supplier prices for a product is (are) remote. Click on 'Select' to view actual price for the supplier(s).

FIGURE 549. Sales Contract Detail Page: Details Tab

8. You add products in the same way as for any cart:
- a. Click **Continue Shopping** to add products through browsing and searching the product catalog.
 - b. Click **Help Me Find Products** to add products through the C3 Advisor questionnaire.

- c. Click **Enter Product IDs** to add products by entering their product IDs directly.
9. As you add products to the sales contract, you can specify the sales contract price by entering it in the Contract Price field.
10. You can specify the quantity: this is the maximum quantity of the line item that can be ordered using the sales contract. As orders are placed using the sales contract, the quantity ordered for each line item is tracked so that the total quantity does not exceed the specified quantity.
11. Click **Update** to save prices and quantities.

<input type="checkbox"/>	Name	Product ID	Supplier	Price	Contract Price	Quantity	Ext. Price	Status
<input type="checkbox"/>	7410 Notebook "Workhorse"	MXLP-7410	Enterprise	\$1,506.50	\$	5	\$7,532.50	

FIGURE 550. Sales Contract Line Item with Contract Price and Quantity

12. Click the Header tab.
13. Click **Save**.

Once you have created the sales contract, you must submit it to the designated organization. Only a partner user who has the Commerce Executive function can accept the sales contract, so make sure that at least one partner user has been assigned this function. If you do not submit the contract, then partner users cannot see the sales contract at all.

To Submit a Sales Contract

Once you have created a sales contract, you can submit it to the intended partner.

1. Navigate to the sales contract.

See "To Search for a Sales Contract" on page 787 on how to find a sales contract.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Contract: Web service test [Return to List](#)

Header | **Details** | Notes

Review the Contract terms below. Submit the contract to the organization by clicking the 'Submit' button. Save changes on the contract by clicking the 'Save' button. Create a new contract by clicking the 'Copy' button. Click 'Cancel' to return to the list of contracts.

All fields with asterisk(*) are required.

[Copy](#) [Save](#) [Submit](#) [Cancel](#)

Contract Header Information

Contract Header Information

Status:
Open

* Organization:
[ARCnet Group](#)

* Name:
Web service test

Description:
Web service test

* Start Date:
11/9/05 (M/D/YYYY)

* End Date:

Bill-To Information

Title:
Mr.

Last name:
Guinness

First name:
Alex

Organization:
ARCnet Group

* Address Line 1:
4322 Howe Street

Address Line 2:
First floor

FIGURE 551. Sales Contract Detail Page: Header Tab

2. Click **Submit**.

To Search for a Sales Contract

1. On the Enterprise Home page, click **Advanced Search** in the Contracts panel.

FIGURE 552. Sales Contract Search Page

2. Enter your search criteria as appropriate. If you want to look for contracts assigned to partners that have been assigned to a particular enterprise user, then click ... below the Find by Accounts field.
3. Click **Submit**.

Contract ID	Contract Name	Offer Expiry Date	Start Date	End Date	Status	Fulfilled	Organization	
600622	Web service test	11/23/2005	11/9/2005	11/30/2005	Open	False	ARCnet Group	Delete

FIGURE 553. Sales Contract List Page

4. Click the link to the sales contract you want.

This chapter covers all of the tasks associated with managing payment transactions. See "Payment Processing and Credit Cards" on page 29 for an overview of payment transactions.

You can manage payment transactions if you have been assigned the Financials function. The tasks associated with payment transactions are:

- "To View a Payment Transaction" on page 791
- "To Make a Manual Transaction" on page 792

Viewing and Modifying Payment Transactions

To View a Payment Transaction

1. Click **Payment History** in the Commerce Activity panel on the Comergent eBusiness System home page.

First Name	Last Name	Transaction Date	Transaction Amount	Transaction Type	Accepted	Transaction ID	Order ID	Manual Payment	Credit Card#
Michael	Scott	11/13/2005	\$6,516.00	Authorization	true	1319108868020169622529	2515599011	false	*****1111
1	1	11/13/2005	\$202.00	Authorization	true	1317453694280169622532	1384601921	false	*****1111
a	a	11/13/2005	\$100,881.00	Authorization	false	1317451265380169622530	1940601532	false	*****1111

FIGURE 554. Transaction List Page

2. Click the transaction ID of the transaction that you want to view.

Transaction Detail:	
First Name	Michael
Middle Name/Initial	Scott
Last Name	Scott
Bill To Address1	172 Barford Ave.
Bill To Address2	First floor
Bill To City	Salt Lake City
Bill To State	UT
Bill To Postal Code	84093
Bill To Country	USA
Bill To Email	mscott@imjsolutions.com
Credit Card Type	Visa
Credit Card Number	*****1111
Expiration Date	November 2008
Transaction Date	11/13/2005
Transaction Amount	6,516.00
Currency	USD
Transaction Type	Authorization
Accepted	true
Transaction ID	1319108868020169622529
Reason	Success

FIGURE 555. Transaction Detail Page

To Make a Manual Transaction

Once an order has shipped, the corresponding payment transaction can be updated. You can make a manual transaction against an existing payment transaction as follows:

1. Navigate to the payment transaction as described in "To View a Payment Transaction" on page 791.

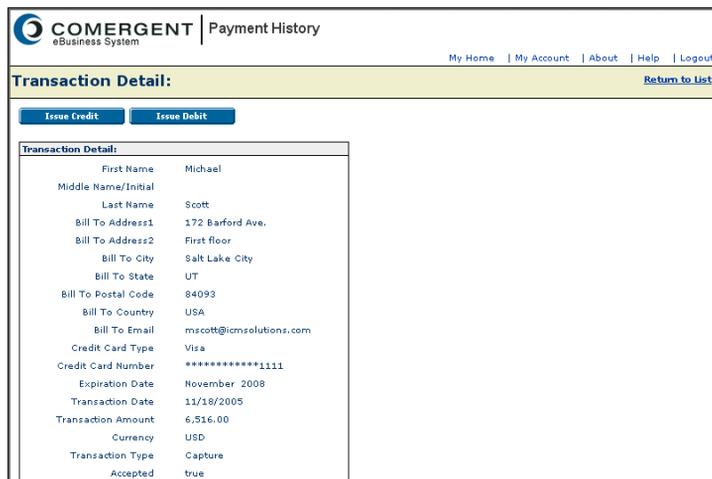


FIGURE 556. Transaction Detail Page

2. Click **Issue Credit** or **Issue Debit** as appropriate.

The Manual Transaction Page is displayed.

The screenshot displays the 'Manual Debit Transaction' page within the Comergent eBusiness System. At the top, the system logo and 'Payment History' are visible, along with navigation links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the header, there are two buttons: 'Submit Transaction' (highlighted in orange) and 'Cancel'. A small instruction reads: 'Enter a Transaction Amount, update other fields as required, and click 'Submit Transaction''. The main section is titled 'Transaction Detail' and contains the following fields:

First Name *	Michael
Middle Name/Initial	
Last Name *	Scott
Bill To Address1 *	172 Barford Ave.
Bill To Address2	First floor
Bill To City *	Salt Lake City
Bill To State *	UT
Bill To Postal Code *	84093
Bill To Country *	USA
Bill To Email *	msscott@icmsolution
Credit Card Type *	Visa
Credit Card Number *	XXXXXXXXXXXX1111
Expiration Date *	November 2008

FIGURE 557. Manual Transaction Page

3. Enter the relevant details (usually the transaction amount and currency code), and click **Submit Transaction**.

This chapter covers the tasks associated with managing tasks. "Task Management" on page 46 provides an overview of how you work with tasks. See "Creating Tasks From Commerce Objects" on page 718 for more information about creating tasks from orders and quotes.

Creating Tasks

To Create a Task

Any enterprise user can create a task as follows:

1. Click **Task Management** in the Commerce Activity panel on the Comergent eBusiness System home page.

This displays the Task List page.



FIGURE 558. Task List Page

2. Click New.

The task detail page is displayed.

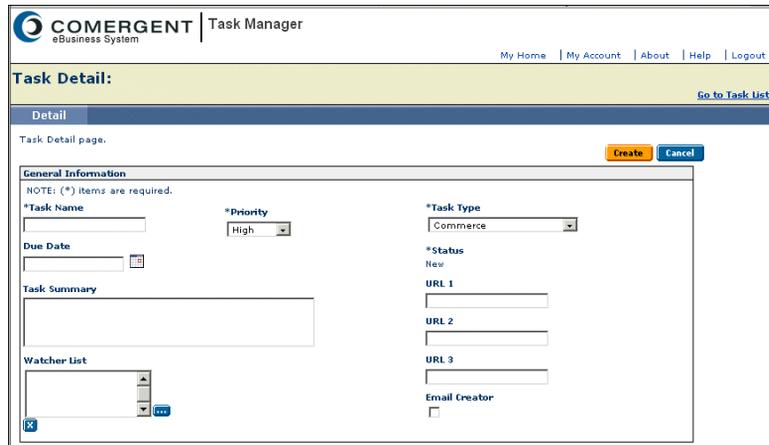


FIGURE 559. Task Detail Page

3. Enter the following for the new task:

- Task Name
- Task Summary

- Priority
 - Due Date
 - Task Type
4. To assign enterprise users as watchers of this task, click ... next to the Watcher list box.

The Hierarchical Entity Chooser window is displayed to help you select watchers for the task.

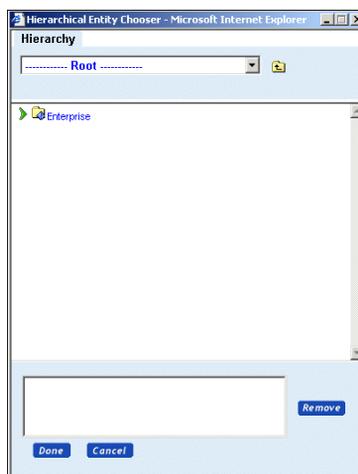


FIGURE 560. Hierarchical Entity Chooser

5. Click the Green arrow to navigate through the enterprise hierarchy. Click users to add them to the watcher list box.
6. When you have selected all the users you want, then click **Done**.
7. On the Task Detail page, click **Create**.
When the Task Detail page is displayed again, you can enter a note associated with the task.
8. Click **Notes**.



FIGURE 561. Task Detail Page: Notes Tab

9. Enter an appropriate note and click **Add Note**.

To Update an Existing Task

Users who have been assigned tasks or who are on the watcher list for a task can update a task as follows.

1. Click **Task Management** in the Commerce Activity panel on the Comergent eBusiness System home page.

This displays the Task List page.



FIGURE 562. Task List Page

2. Click the link to the task you want to update.

The task detail page is displayed.

FIGURE 563. Task Detail Page

3. Click **Accept** to take ownership of a task.

Automated Task Creation

Tasks can be created automatically when end-users perform specific actions such as requesting a price negotiation. This section describes what tasks are automatically created and which users are added to their watchers list.

TABLE 51. Automatically-Created Tasks

Application	Action	Watchers
C3 Partner Programs	End-user submits claim	Enterprise users assigned to the end-user's account who have been assigned the Channel Executive function.
	End-user submits approval request	Enterprise users assigned to the end-user's account who have been assigned the Channel Executive function.
	Enterprise user activates a program	Enterprise users who have been assigned the Channel Executive function.

TABLE 51. Automatically-Created Tasks (Continued)

Application	Action	Watchers
C3 Quotes	End-user submits price negotiation request	Enterprise users assigned to the end-user's account who have been assigned the Commerce function.
C3 Orders	End-user places order beyond their credit limit	Enterprise users assigned to the end-user's account who have been assigned the Commerce function.
	End-user requests a return against an order	Enterprise users assigned to the end-user's account who have been assigned the Commerce function.

After a purchase has been made, an invoice may be generated to complete the transaction. The invoice is sent by the enterprise to the customer and the customer can either submit payment against the invoice or contest some aspect of the invoice. The Comergent eBusiness System enables the enterprise and its customers to track invoices through their life cycles. See "Invoice Management" on page 36 for an overview of invoices and how they should be managed in the Comergent eBusiness System.

This chapter covers the following tasks:

- "To View an Invoice" on page 802
- "To Modify an Invoice" on page 804
- "To View the History of an Invoice" on page 804
- "To Create a Credit Memo" on page 805
- "To Create a Debit Memo" on page 805

Invoice Administration

Enterprise users can view and modify invoices as follows. You must be assigned the Financials function to perform these tasks.

To View an Invoice

1. Click the link to the invoice in the Invoices panel on the Comergent eBusiness System home page or if it is not listed, then click **More** to go to your Invoices tab on your workspace.

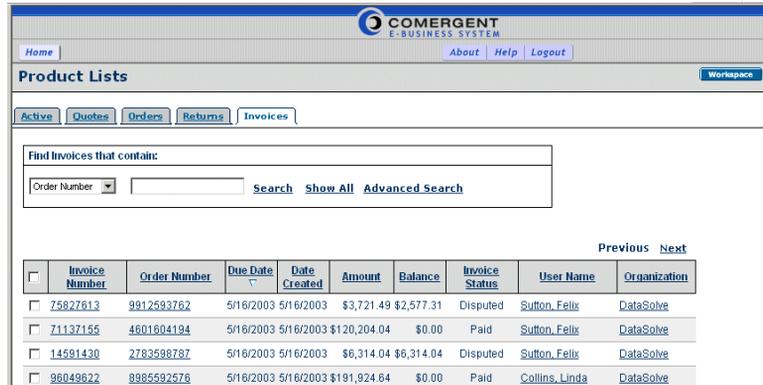


FIGURE 564. Invoice Tab of Workspace Page

By clicking **Advanced Search** in the Invoices panel, you search for an invoice.

HOME

COMERGENT
E-BUSINESS SYSTEM

[About](#) [Help](#) [Logout](#)

Invoices Search

Search for Invoices with the given criteria. Partial Entries and the wildcard character (*) are supported for Company Name, Customer ID, Customer First Name, Customer Last Name and Product ID.

Submit

Find Invoices by Partner or User

Company Name: Customer ID: Customer First Name: Customer Last Name:

Order Number Invoice Number Product ID

Invoice Status

Due Date
Starting Date: MD/YYYY Ending Date: MD/YYYY

Last Updated
Starting Date: MD/YYYY Ending Date: MD/YYYY

[Back to Top](#)

FIGURE 565. Invoice Search Page

2. On the Invoice Search page, enter criteria to perform a search and click **Submit**.

The Invoices Tab of your workspace page is displayed with the results of your search.

3. On the Invoice List page, click the link corresponding to the invoice whose detail you want to view.
4. The Invoice Detail page is displayed.

INVOICE ADMINISTRATION **COMERGENT**
SELL-SIDE E-BUSINESS SYSTEM

Home > Search > List > Detail About Help Logout

Invoice Detail

Invoice Number: **Cchen Invoice** Invoice Status: **New**
 Invoice Date: **1/1/2003** Due Date: **8/8/2008**
 Balance: **\$0.22** Order Number: **4701295329**

Notes

Order Number: 4701295329

Bill To: Comergent Ms. Alla Budman 1201 Radio road suite 100 Redwood City, CA 94065 USA	Ship To: yahoo Mr. John Smith 500 Scott Blvd Building 1 Sunnyvale, CA 95099 USA	Sold To: Ms. Mary Brown 555 Pine street around the corner Boston, France	Remit To: RC Mr. RF RL RA1 RA2 Leningrad ,09090 USA
--	--	--	--

Mark All Paid Update

	Product ID	Customer Status	Enterprise Status	Updated By	Unit Price	Quantity	Extended Price
History	MXDS-7500	New	New	ERPAdmin	\$10.00	10	\$10.00
History	MXDS-7480	New	New	ERPAdmin	\$20.00	20	\$400.00
History	MXWS-7600	New	New	ERPAdmin	\$30.00	30	\$900.00
History	MX-LNXA	New	New	ERPAdmin	\$1.00	40	\$40.00

FIGURE 566. Invoice Detail Page

To Modify an Invoice

1. Navigate to the invoice as described in "To View an Invoice" on page 802.
2. You can update the enterprise status of each invoice line item. The status for the invoice is updated automatically applying the rules described in "Invoice Statuses" on page 36.

To View the History of an Invoice

1. Navigate to the invoice as described in "To View an Invoice" on page 802.
2. For any line item, click **History**. The Invoice History List page is displayed.



FIGURE 567. Invoice History List Page

3. Click **Done** to return to the Invoice Detail page.

Memo Administration

You can create credit and debit memos for an invoice.

To Create a Credit Memo

1. Navigate to the invoice against which you want to create a credit memo.
2. Click **Create Memo**.
3. Select Credit from the drop-down list.
4. Enter the adjustment information as required.
5. Click **Save**.

To Create a Debit Memo

1. Navigate to the invoice against which you want to create a debit memo.
2. Click **Create Memo**.
3. Select Debit from the drop-down list.
4. Enter the adjustment information as required.
5. Click **Save**.

This chapter covers tasks that are performed only by enterprise employees. It covers the Comergent **C3 Analyzer**: check with your system administrator to see if this application has been installed as part of your implementation of the Comergent eBusiness System.

Viewing Reports

See CHAPTER 36, "C3 Analyzer Reports" for a description of the available reports.

To View a Report

To access the reports, you must be logged into the Comergent eBusiness System as an enterprise user.

1. Click **Commerce, Sales & Product Dashboards** in the Analytics panel on the Enterprise Home page.

This displays the Analyzer Home page (see Figure 568 on page 808). It provides links to the dashboards and to the report scheduler.

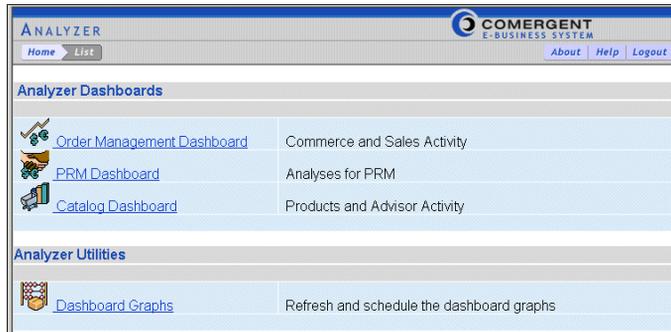


FIGURE 568. Analyzer Home Page

2. Click the link to the appropriate dashboard:
 - Order Management Dashboard: provides all the reports related to orders, products, and partner activity.
 - PRM Dashboard: provides all the reports related to sales forecasts, inventory, and leads.
 - Catalog Dashboard: provides all the reports related to products and the C3 Advisor.

3. Click the report you wish to generate. (Complete descriptions of the available reports are provided in CHAPTER 36, "C3 Analyzer Reports".)

You can usually choose between viewing a report based on default parameters or performing a search based on search parameters that you provide. The search parameters differ depending on the report.

4. You can do one of the following:
 - Enter the appropriate parameters for the report, then click **Search** to display a report based on the chosen parameters. (You can use an asterisk (*) for wildcard searches.)

Note: If you select "Not Applicable" for either Partner Type or Partner Level, then the search will result in only those partners who have been assigned "Not Applicable" for those criteria.

- Leave the fields blank and click **Show All** or **Show Current**, depending on the report, to generate a report that uses all the data or all the current data.

Each report is generated in real-time to give you up-to-date access to the activity on your Comergent eBusiness System.

Refreshing the Dashboard Graphs

Each of the dashboards presents some summary graphs that summarize the activity in the Comergent eBusiness System. These graphs can be regularly refreshed with updated data in these ways:

- You can schedule when the reports are run. See "Refreshing the Dashboard Graphs" on page 809.
- You can refresh them manually whenever you like. See "Refreshing the Dashboard Graphs" on page 809.

To Schedule Refreshing the Dashboard Graphs

1. Log in as an enterprise administrator.
2. Click **Commerce, Sales & Product Dashboards** in the Analytics panel on the Enterprise Home page.
3. Click **Dashboard Graphs**.

The screenshot displays the 'Change Dashboard Graph Refresh Schedules' page. At the top, there is a navigation bar with 'Home > List > Detail' and 'About | Help | Logout'. Below the title, there is a brief instruction: 'Select dates and times to run and refresh the dashboard graphs. It is usual to run the graphs once immediately and to choose a recurring schedule. If you don't want to run them immediately, use Run Once instead. Setting up a recurring schedule here will overwrite any previous recurring schedule for that report.' There are 'Submit' and 'Reset' buttons. The main content area is titled 'Schedules' and contains three sections, each for a different dashboard:

- Order Management Dashboard**:
 - Run immediately
 - Run once: Date MD/YY: 12/24/03, Hour: 00, Minute: 00
 - Recurring: Frequency: Every day, Hour: 00, Minute: 00
- PRM Dashboard**:
 - Run immediately
 - Run once: Date MD/YY: 12/24/03, Hour: 00, Minute: 00
 - Recurring: Frequency: Every day, Hour: 00, Minute: 00
- Catalog Dashboard**:
 - Run immediately
 - Run once: Date MD/YY: 12/24/03, Hour: 00, Minute: 00
 - Recurring: Frequency: Every day, Hour: 00, Minute: 00

FIGURE 569. Dashboard Refresh Schedule Page

4. For each dashboard, you can choose whether to run the dashboard report immediately, or to specify a time at which to run it, or schedule a regular recurring time at which the report is generated, or any combination of these.
5. Click **Submit**.

Exporting and Printing Reports

You can download and print reports as needed.

To Save a Report in PDF Format

If you want to save a copy of a report for later offline viewing or to send to a colleague, then you can save the report in PDF as follows:

1. Create the report using appropriate search parameters.
2. Click **Download/Print** in the report menu bar.
A new browser window opens.
3. In the **Save/View report in Adobe PDF format** section, select the range of pages you want to include.
4. Click **Save PDF**. By clicking **View PDF**, you can preview the report in your browser. Note that your browser must be configured to support the display of PDF files.
5. Save the file to an appropriate location on your local machine.
6. You can view and print the PDF file from your local machine using Adobe Acrobat Reader.

To Export a Report to Excel Format

If you want to export the data in a report for later analysis or to send to a colleague, then you can save the report in Excel format as follows:

1. Create the report using appropriate search parameters.
2. Click **Download/Print** in the report menu bar.
A new browser window opens.
3. In the **Export report to Microsoft Excel** section, select the range of pages you want to include.
4. Click **Export Report** or **Export Table**. Only click **Export Table** for reports that are already in tabular form.

5. Save the file to an appropriate location on your local machine.
6. You can view and print the Excel file from your local machine using Microsoft Excel.

Analyzing Report Results with e.Analysis

Actuate's e.Analysis™ tool enables you to transform the data from the reports you generated into interactive information. You can extract specific fields from a report then search the report for matches to these fields. You can then view and analyze this data in various forms, including bar and pie charts, in order to determine relationships and trends.

Note: e.Analysis is implemented as a Java applet. To load it into your browser, you must enable support for Java applets. You are prompted to accept a security certificate the first time you load e.Analysis.
--

Note that an Actuate search operates on the values as they appear in the report, and not against the Knowledgebase. In most cases there is no difference. However, product IDs are the exception to this rule; before a report displays a product ID, dashes in the ID are replaced by underscores. This is to prevent product IDs like 5678-1234 from being interpreted by e.Analysis as numeric formulae. To search for product IDs that contain dashes, therefore, substitute an underscore for each dash in the ID in the search string.

To Analyze Reports Using e.Analysis

1. Generate a report as described in "To View a Report" on page 807. In this example, we use the Direct E-Commerce Product Activity report.

List ID	Access Dt	Product	Product ID	Qty	Total Value	Partner Name	Partner Type	Partner Level
559	6/7/01	Matrix 811 Digital	MXC_DV811	1	\$ 963.30	AnonymousUserPartner	SystemPartner	Tin
Total				12	\$ 11559.60			
Product Line: Digital Video								
653	6/7/01	Matrix 912 Digital	MXC_DV912	1	\$ 1325.00	AnonymousUserPartner	SystemPartner	Tin
653	6/7/01	Matrix 912 Digital	MXC_DV912	1	\$ 1325.00	AnonymousUserPartner	SystemPartner	Tin
653	6/7/01	Matrix 912 Digital	MXC_DV912	1	\$ 1325.00	AnonymousUserPartner	SystemPartner	Tin
653	6/7/01	Matrix 912 Digital	MXC_DV912	1	\$ 1325.00	AnonymousUserPartner	SystemPartner	Tin
Total				4	\$ 5300.00			
Product Line: Memory								
387	6/7/01	128MB SIMMS	MX_PR128S	1	\$ 65.00	AnonymousUserPartner	SystemPartner	Tin
588	6/7/01	128MB SIMMS	MX_PR128S	1	\$ 65.00	AnonymousUserPartner	SystemPartner	Tin
387	6/7/01	128MB SIMMS	MX_PR128S	1	\$ 65.00	AnonymousUserPartner	SystemPartner	Tin
387	6/7/01	128MB SIMMS	MX_PR128S	1	\$ 65.00	AnonymousUserPartner	SystemPartner	Tin

FIGURE 570. Product Activity Report

- Click the **Search** button in the toolbar to display the search frame.

Report Field	Value	Display

FIGURE 571. Product Activity Report with Search Frame

- In the report frame, select the fields you want for your search by clicking each field you want to include. As you click the fields, they are displayed in the Search frame.

Note that some reports begin with summary sections that do not have searchable fields: you may have to scroll forward through the report pages using the **Next** button to locate a detail page that has fields that you can click on. As shown in Figure 572 on page 813, the selected fields are shaded in the report frame and also appear in the search frame.

Note It is important to have at least one numerical field among the selected fields.

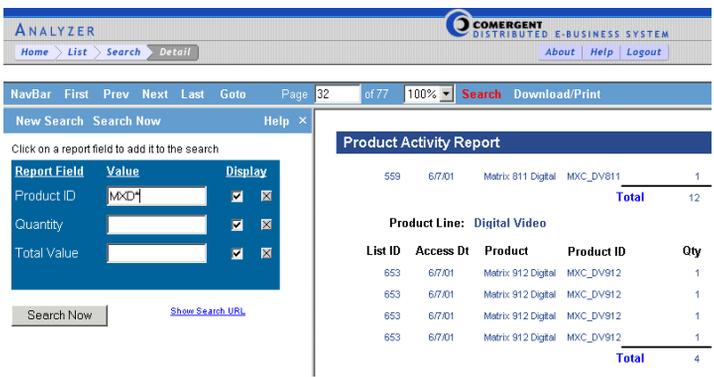


FIGURE 572. Search Frame with Search Fields

- If you want to analyze a particular subset of data from the report, then enter values to search for in the fields in the search frame. For example, if you have Product ID selected as a search field, then you can enter a product ID to view data from orders containing that product ID.

If you leave fields blank, then the search defaults to all values for those fields. (You can also use the wildcard (*) character.)

- Click **Search Now** in the search frame.

The search frame display the results of the search. In Figure 573 on page 814, the results match all the products, quantities, and values.

The screenshot shows the Actuate eAnalysis interface. At the top, there is a menu bar with 'Product ID' and 'Measures' dropdowns. Below the menu bar, there is a toolbar with various icons including a pie chart. The main area displays a table with the following data:

Product ID	Quantity	Total Value
M:DS_7480	640.00	447,360.00
M:DS_7490	220.00	153,780.00
M:DS_7500	328.00	700,280.00
M:DS_7510	308.00	264,880.00
M:DS_7520	180.00	144,000.00
M:DS_7540	168.00	151,536.00
M:DS_7550	324.00	446,472.00
M:DS_7600	104.00	137,280.00

FIGURE 574. Analyzing the Results in the Search Frame

Once you have completed the last step, you can do a variety of things with the results. For example, you can click on one of the green headings across the top (such as Total Value), and then click the pie-chart icon in the tool bar.

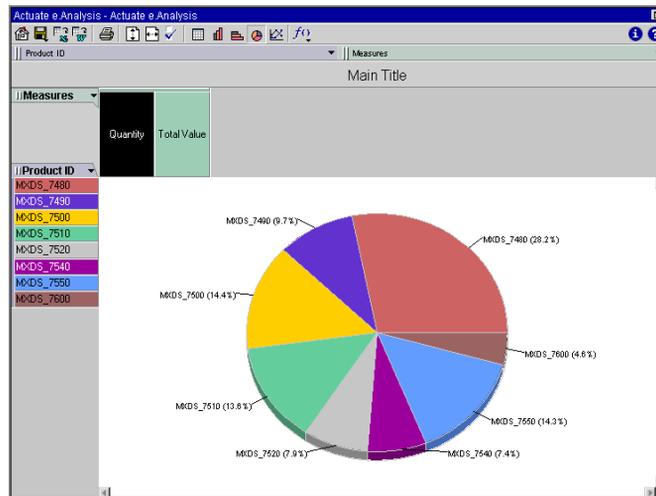


FIGURE 575. Analyzing the Results in the Search Frame

In Figure 575 on page 816, the pie chart shows percentages of product IDs according to total value.

You can click the **Spreadsheet** button to download the data in the Excel spreadsheet format. You can click the **Save** button to save the analysis in a variety of different formats including Microsoft Word or Adobe PDF files.

For additional ways you use Actuate's e.Analysis to analyze results, click the Help button on the e.Analysis applet or refer to the Actuate documentation for e.Analysis on the Actuate CD-ROM.

Prices in Reports

When C3 Analyzer displays reports, it displays the values of orders, quotes, and so on in two different ways. When an order is placed, the actual value of the order and line items is saved, and so the value of orders and line items displayed in reports is based on these values. If the order is placed in a currency other than the reporting currency, then the value of orders and line items is converted using the conversion rates taken from the CMGT_CURRENCIES database table (see the *Comergent eBusiness System Reference Guide* for further information).

However, for active and abandoned lists, there are no set prices for the line items. To display prices and values for these objects, a price list is used. We refer to this

price list as the *reporting price list*. This price list is identified by its key and is specified by the AnalyzerPricelistKey element in the **Comergent.xml** file. By default, its value is "0" which is the key of the Enterprise Master List price list. This price list is created as part of the loading of the minimal data and so should always be present in the Comergent eBusiness System.

Note that you must ensure that every product must be assigned to this reporting price list so that their prices can be used in reports. If you change to a different price list, then again ensure that every product is assigned to the new reporting price list. You can determine the price list key of a price list by locating it in the list of the price lists and letting your mouse hover over the link: the URL is displayed in the status field of the browser, and the priceListKey parameter of the URL gives the key.

You can change to a different price list by changing the **Analyzer Price List ID** system property to be found in the **C3** Analyzer list of system properties. See CHAPTER 37, "System Administration" for more information on changing system properties.

This chapter contains detailed descriptions of the various reports you can generate using *C3 Analyzer*. The reports are organized into the following dashboards:

- "Order Management Dashboard" on page 820: provides all the reports related to orders, products, and partner activity.
- "PRM Dashboard" on page 830: provides all the reports related to sales forecasts, inventory, and leads.
- "Catalog Dashboard" on page 843: provides all the reports related to products and the *C3 Advisor*.

Terminology and Useful Information

Table 52 on page 819 contains a description of the terminology used in *C3 Analyzer*.

TABLE 52. Report Terminology

Term	Definition
Active List	A list is active if its status is either "Open" or "Routed" and it has not been deleted from a user's workspace.
Abandoned List	A Deleted list, a Not Ordered list, or a Stale list. See the definitions in this table.

TABLE 52. Report Terminology (Continued)

Term	Definition
Deleted List	A list is deleted if its status is either “Open” or “Routed”, and it has been deleted from a user’s workspace.
Not Ordered List	Legacy definition: For indirect commerce only. A list is “Not Ordered” if it has been transferred to a distributor, has been in the “Transferred” state for at least three days, and has not been executed as an order on the distributor side.
Ordered List	A list is “Ordered” if it has been placed as an order. Orders with the following statuses are ignored in reports: Cancelled, Cancel Submitted, Pending Approval, Rejected, and Unknown.
Stale List	A list is stale if its status is either “Open” or “Routed”, and the last time the list was updated ^a (update date) is more than fourteen days ago.
Transferred List	A list is “Transferred” if its status is “Transferred”.

- a. The update date of a list is initially set to the creation date of the list and is subsequently updated each time the list is updated. A list is updated only when a value in the list changes: simply viewing a list does not update the list. Similarly, if a partner user saves a list with no changes, then no update takes place.

Storefront Partners

Note that data relating to storefront partners are excluded from the reports.

Order Management Dashboard

When the Order Management dashboard is first displayed, these summary graphs are shown:

- **Monthly Order Volume:** Shows the number of orders placed in each month of the preceding twelve months (including the current month).
- **Mean Order Value by Month:** Shows the mean value of all the orders placed in each month of the preceding twelve months (including the current month). The values are always shown in the Enterprise currency, the code for which is displayed as part of the graph's title.
- **Orders by Timeslot:** For each month in the preceding twelve months (including the current month), shows the number of orders broken down by the time range in which they were submitted. The three time ranges are:

- midnight to 8am (0000-0800)
- 8am to 4pm (0800-1600)
- 4pm to midnight (1600-2400)

An order placed exactly at midnight falls into the first timeslot; one placed exactly at 8am into the second timeslot; and one placed exactly at 4pm into the third timeslot.

The Order Management reports are organized into these sections:

- "E-Commerce" on page 821

E-Commerce

You can generate the following reports from direct commerce activity:

- Key Performance Indicators Report
- Customer Activity Report
- Product Activity Report
- Order Activity Report
- Order Analysis Report
- Forecast Sales versus Actual Report
- Abandoned Lists Report

Key Performance Indicators Report

This report provides you with a top level "system status" view of the direct commerce activity that is being generated via the Comergent eBusiness System. You can report for a single currency or for all currencies. The report differs depending on your selection.

If you select all currencies, then the report (see Figure 576 on page 822) contains two sections, summary and detail. The summary section shows two charts:

- The *Orders by Status* chart shows all the orders in the system according to status.

The detail section contains the same charts, one set for each currency.

If you select for a specific currency, then the report consists of a single page containing the Orders by Status and Orders by Month charts for the selected currency.

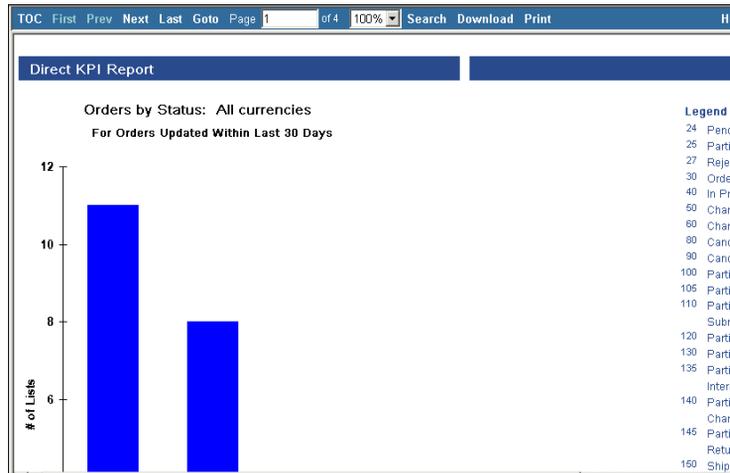


FIGURE 576. Direct Commerce Key Performance Indicators: Example Report

Customer Activity Report

You can use this report to view the commerce activity of your direct commerce partners. Parameters for this report include: profile name, profile type, profile level, profile territory and date range. A list containing the profiles that match these parameters is displayed. By clicking on a profile, you can display a report on that profile.

The report comprises the following charts:

- A *Partner Profile* chart lists the partner's name, type, level, territories, and customer types.
- A *Commerce Summary* chart compares the number of ordered and abandoned carts.

The report also includes the top five product IDs by quantity and by value for all orders placed during the period selected for the report, as well as the top five product IDs by quantity and by value for all lists abandoned during the period selected for the report.

Values are displayed using the reporting price list. Its currency code is displayed at the top of the report.

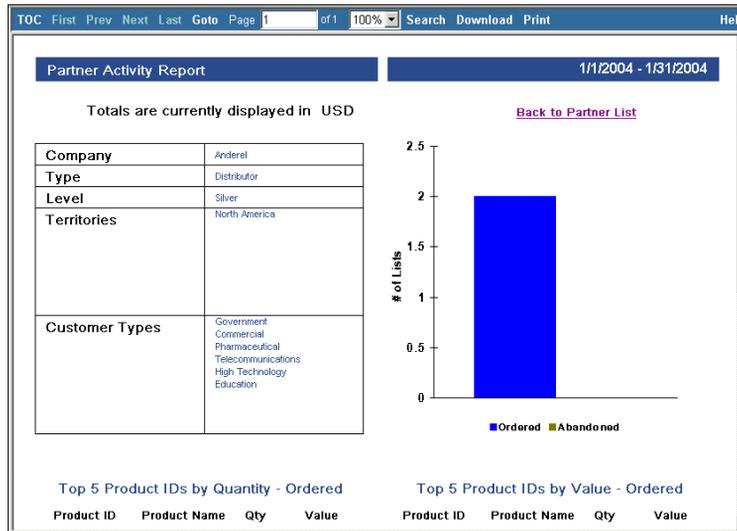


FIGURE 577. Direct Commerce Partner Activity Report: Example Report

Product Activity Report

You can use this report to understand in 'real-time' the demand signals for products being sold. Parameters for this report include product ID, list type (ordered or abandoned), and a date range. In addition, you can report for a single currency or for all currencies.

The report contains a summary section and a detail section. For a report of ordered lists, the Summary section includes:

- A page for each currency showing summaries for orders placed in that currency.
- A Grand Totals page consisting of a single line of totals for each Product ID with values in the currency defined for the reporting price list.

For a report of abandoned lists, only the Grand Totals page appears in the Summary section. The values are displayed in the currency defined for the reporting price list.

Product	Product ID	Quantity	Total Value
Standard Workstation	MXWS_1000	1	\$ 999.00
Total		1	\$ 999.00
Grand Total		1	\$ 999.00

FIGURE 578. Direct Commerce Product Activity Report: Example Report Summary

The Detail section displays the details for each cart by product, grouped by product category.

Order	Order Date	Product	Product ID	Quantity	Total Value	Currency
200020	5/30/02	Standard Workstation	MXWS_1000	1	\$ 999.00	USD
Total				1	\$ 999.00	

FIGURE 579. Direct Commerce Product Activity Report: Example Report Detail

Values for ordered items are the actual amounts that the user will be charged. Values for items in Abandoned Lists are taken from the reporting price list. See "Prices in Reports" on page 816 for an explanation of the reporting price list.

Order Activity Report

The Order Activity report gives information about orders for partners and individual users by hyperlinking together several report documents, thus allowing you to drill down to various levels of detail.

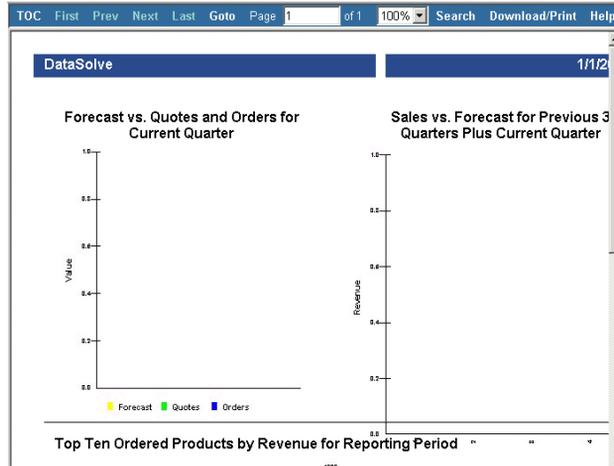


FIGURE 580. Order Activity Report: Partner Summary

Here is a brief description of the report detail levels:

TABLE 53. Order Activity Report

Name	Description	Links to
Partner and User List	Shows a list of all direct commerce partners and their users who have been active during the reporting period.	Partner Summary (from partner name) User Summary (from user name)
Partner Summary	Contains some high-level indicators of partner performance.	List All Users by Revenue User Summary (from user name) Back to Partner and User List
List All Users by Revenue	List of partner users with order totals.	User Summary (from user name) Back to Partner Summary

TABLE 53. Order Activity Report (Continued)

Name	Description	Links to
User Summary	Contains some high-level indicators of user activity.	List Orders for User Back to report level from which this was reached
List Orders for User	List of orders placed by user, with brief information on each	Back to User Summary

This report shares a generic partner search page already used by other reports. The Starting Date and Ending Date fields bound the reporting period for all the connected reports. Search fields are:

TABLE 54. Order Activity Report Parameters

Parameter	Values
Profile Name	You can enter a single profile name or a string representing a partial name with one or more wildcard (*) characters anywhere in the string. If the box is left blank, then the search will include all partners. If any of the following four characters appear alone in the Profile Name text box, then they will be ignored, and the report will be run as if no Profile Name parameter had been entered: * \ ;
Profile Type	You can select one or more profile types, which will be used as criteria to select partners for which the report will be run. If no selection is made, then partner type will not be used as a selection criterion.
Profile Level	Users may select one or more profile levels, which will be used as criteria to select partners for which the report will be run. If no selection is made, then partner level will not be used as a selection criterion.
Profile Territory	Users may select one or more profile territories, which will be used as criteria to select partners for which the report will be run. If no selection is made, then profile territory will not be used as a selection criterion.

TABLE 54. Order Activity Report Parameters (Continued)

Parameter	Values
Starting Date	User may use these fields to select the start of the date range for which the report will be run. If no Starting Date is entered, then 1/1/2000 is used as the starting date for the report.
Ending Date	User may use these fields to select the end of the date range for which the report will be run. If no Ending Date is entered, then the current date and time is used as the ending date for the report.
Show All	Runs the report using the beginning of the day on 1/1/2000 as the starting date and time and the end of the day on which the report is run as the ending date and time. If you click this button, then all parameters that have been specified (including invalid values) are ignored.
Search	Creates a report using the specified parameters. If no parameters have been specified, then the report is displayed as if you had clicked Show All .
Reset	Returns all parameter fields to their initial states.

Order Analysis Report

The Order Analysis report is a tabular report listing all orders submitted by each partner during the reporting period (excluding those orders that have subsequently been cancelled or rejected). The data is grouped and totalled by partner, and a Grand Total appears at the end of the report.

Order Analysis							1/1/2
A_gold_direct_partner							
Company Name	Sales Order #	Purchase Order #	Date/Time Ordered	Value	# of Lines	Curr Cod	
A_gold_direct_partner	9218593344	9218593344	1/24/2003 6:55:24 AM	\$ 23800.50	3	USD	
A_gold_direct_partner Totals				\$ 23800.50	3		
AffinityNet							
Company Name	Sales Order #	Purchase Order #	Date/Time Ordered	Value	# of Lines	Curr Cod	
AffinityNet	3337599223	3337599223	1/24/2003 6:47:34 AM	\$ 8347.90	2	USD	
AffinityNet	8824591959	8824591959	1/27/2003 2:39:47 PM	\$ 89.00	1	USD	
AffinityNet	2070598574	2070598574	1/27/2003 3:31:12 PM	\$ 89.00	1	USD	
AffinityNet	9813593849	9813593849	1/24/2003 2:10:52 PM	\$ 733.95	1	USD	
AffinityNet Totals				\$ 9259.85	5		
Anderel							

FIGURE 581. Order Analysis Report

This report shares a generic partner search page already used by other reports. The Starting Date and Ending Date fields bound the reporting period for all the connected reports. Search fields are:

TABLE 55. Order Analysis Report Parameters

Parameter	Values
Profile Name	<p>You can enter a single profile name or a string representing a partial name with one or more wildcard (*) characters anywhere in the string. If the box is left blank, then the search will include all partners.</p> <p>If any of the following four characters appear alone in the Profile Name text field, then they will be ignored, and the report will be run as if no Profile Name parameter had been entered:</p> <p>* \ ;</p>
Profile Type	<p>You can select one or more profile types, which will be used as criteria to select partners for which the report will be run. If no selection is made, then profile type will not be used as a selection criterion.</p>

TABLE 55. Order Analysis Report Parameters (Continued)

Parameter	Values
Profile Level	Users may select one or more profile levels, which will be used as criteria to select partners for which the report will be run. If no selection is made, then profile level will not be used as a selection criterion.
Profile Territory	Users may select one or more profile territories, which will be used as criteria to select partners for which the report will be run. If no selection is made, then profile territory will not be used as a selection criterion.
Starting Date	User may use these fields to select the start of the date range for which the report will be run. If no Starting Date is entered, then 1/1/2000 is used as the starting date for the report.
Ending Date	User may use these fields to select the end of the date range for which the report will be run. If no Ending Date is entered, then the current date and time is used as the ending date for the report.
Show All	Runs the report using the beginning of the day on 1/1/2000 as the starting date and time and the end of the day on which the report is run as the ending date and time. If you click this button, then all parameters that have been specified (including invalid values) are ignored.
Search	Creates a report using the specified parameters. If no parameters have been specified, then the report is displayed as if you had clicked Show All .
Reset	Returns all parameter fields to their initial states.

Forecast Sales versus Actual Report

This report first calculates the top fifteen partners by total sales within the reporting period (a single quarter). For those partners, it then graphs the values of their total sales against their forecast sales values for that quarter.

Abandoned Lists Report

You can run this report either from the Order Management dashboard or from the Partner Relationships Management (PRM) dashboard. See "Abandoned Carts Report" on page 842 for more information about this report.

PRM Dashboard

When the PRM dashboard is first displayed, these summary graphs are shown:

- **Lead Closure Rate:** This graph shows the % lead closure rate for the twenty partners with the highest percentage. Storefront partners are excluded. The lead closure rate is calculated as follows:

$$(\text{leads closed during month}) / (\text{leads received during month} + \text{leads open at start of month})$$
- **Partner Community:** This graph shows the number of partners associated with each territory, for the ten territories with the most partners, as of the current date.
- **Sales Forecast Vs. Inventory:** This graph shows, for the twenty products with the highest combined forecast sales for the previous quarter, the quantity of sales forecast for that quarter against the inventory available at the beginning of that quarter. (The inventory values are taken from the most recent inventory collection for each partner as of the beginning of the quarter.)

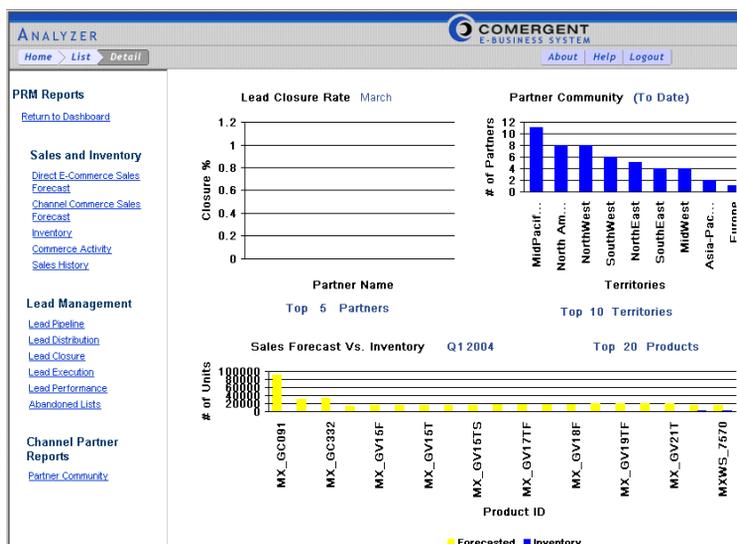


FIGURE 582. Partner Relationships Management Dashboard

The partner relationship management reports are organized into these sections:

- "Sales and Inventory" on page 831
- "Lead Management" on page 835

Sales and Inventory

You can generate the following reports on sales and inventory:

- Sales Forecast Report
- Inventory Report
- Enterprise Sales History Report
- Partner Sales History Report

Sales Forecast Report

You can use this report to view sales forecast information from your resellers. You can request a sales forecast report for a single partner or for all partners, at one or more profile levels. The data is derived from sales forecasts uploaded by the partner. See "Forecast Tab" on page 211 for information about forecasting.

The screenshot shows a web application interface for a sales forecast report. The title is "Sales Forecast Report" and the date is "3/14/2002 03:36 PM". The report is filtered for "AffinityNet". The table below shows the data for the previous quarter.

Partner Name	Product ID	Description	Quantity	Q	Year
AffinityNet	MKDS_7640	The Matrix 7640 Desktop comes...	15	Q1	Y2002
AffinityNet	MX_PR266S	256MB SIMMS	9	Q1	Y2002
AffinityNet	MX_OV1TT	17" Monitor	75	Q1	Y2002
AffinityNet	MX_LNKA	Linux	155	Q1	Y2002
AffinityNet	MX_OV19T	19" Monitor	95	Q1	Y2002
AffinityNet	MX_OV16T	16" Flat Panel Monitor	100	Q1	Y2002
AffinityNet	MXLP_7490	Matrix 7490 Notebook Power Slim Line	10	Q1	Y2002
AffinityNet	MKWS_7510	The Matrix 7510 Workstation comes...	33	Q1	Y2002
AffinityNet	MKHD_700	Matrix 700 Handheld Palm	49	Q1	Y2002
AffinityNet	MXC_DV811	Matrix 811 Digital Video Camera	22	Q1	Y2002
AffinityNet	MX_PL6000	LaserFarbdrucker	13	Q1	Y2002
AffinityNet	MX_PR192S	192MB SIMMS	26	Q1	Y2002
AffinityNet	MXLP_7530	Matrix 7530 Notebook Executive Line	5	Q1	Y2002
AffinityNet	MXLP_7550_F	Matrix 7550 Notebook Power...	42	Q1	Y2002
AffinityNet	MKWS_7650	The Matrix 7650 Workstation comes...	8	Q1	Y2002

FIGURE 583. PRM Sales Forecast Report: Example

When run from the PRM Reports Summary page, the report shows the sales forecasts for the previous quarter.

The sales forecast report consists of a table, containing separate sections for each partner, with the following columns:

- Profile Name: Name of the partner reseller
- Product ID: The product's identifying number
- Product Name
- Quantity: Projected sales quantity for the product for the quarter and year reported on
- Value: From the reporting price list.
- Quarter and Year: Quarter and year for the sales forecast for the quarter and year reported on

Inventory Report

As the manufacturer, you can use this report to see a snapshot, for a specific date and time, of the inventory of your distributors. The report uses the data collected during the most recent inventory collection preceding a specified date and time. (See "Inventory Collection" on page 46 and CHAPTER 27, "Inventory Collection" for additional information.)

Most recent inventory as of: 1/31/2003 04:07 PM		
Product ID	Product Name	Description
MS_NSBP	Netscape Navigator 6.0	Netscape Navigator 6.0
MX_CD040D	40X MAX DVD ROM Drive	40X MAX DVD ROM Drive
MX_CD16D	16X DVD ROM Drive	16X DVD ROM Drive
MX_CD180D	DVD/CD-RW ROM Drive	DVD/CD-RW ROM Drive
MX_GV14T	14" Touchscreen Monitor	14" Touchscreen Monitor
MX_GV15F	15" Flat Panel Monitor	15" Flat Panel Monitor
MX_GV15T	15" Flat Panel Monitor	15" Flat Panel Monitor
MX_GV15TF	15" Touchscreen Flat Panel Monitor	15" Touchscreen Flat Panel Monitor
MX_GV15TS	15" Touchscreen Monitor	15" Touchscreen Monitor
MX_GV17T	17" Monitor	17" Monitor
MX_GV17TF	17" Touchscreen Flat Panel Monitor	17" Touchscreen Flat Panel Monitor
MX_GV17TS	17" Touchscreen Monitor	17" Touchscreen Monitor
MX_GV18F	18" Flat Panel Monitor	18" Flat Panel Monitor

FIGURE 584. Inventory Report: Example Summary Section

The inventory report consists of a table divided into summary and detail sections:

- Summary Section
 - Product ID
 - Product Name
 - Description
 - Total Inventory for All Partners: this is the sum of the quantities reported by the specified partners.

Inventory Report				Inventory as of 2/8/2002 05:44 PM	
Partner	Product ID	Description	Inventory Date and Time	UNISTOR	
				Product ID	Quantity
UNISTOR	MXLP_7520	Matrix 7520 Notebook Tough Line	1/16/01 05:09 PM	UN_MXLP_7520	25
UNISTOR	MXLP_7530	Matrix 7530 Notebook Executive Line	1/16/01 05:09 PM		0
UNISTOR	MXLP_7550	Matrix 7550 Notebook Power Magnitude	1/16/01 05:09 PM	UN_MXLP_7550	16
UNISTOR	MXLP_7550_F	Matrix 7550 Notebook Power Magnitude	1/16/01 05:09 PM	UN_MXLP_7550	16
UNISTOR	MXLP_7550_G	Matrix 7550 Notebook Power Magnitude	1/16/01 05:09 PM	UN_MXLP_7550	16
UNISTOR	MXLP_7550_P	Matrix 7550 Notebook Power Magnitude	1/16/01 05:09 PM	UN_MXLP_7550	16
UNISTOR	MXLP_7550_S	Matrix 7550 Notebook Power Magnitude	1/16/01 05:09 PM	UN_MXLP_7550	16
UNISTOR	MXSR_NT1600	Matrix 1600 NT Server	1/16/01 05:09 PM	UN_MXSR_NT1600	13
UNISTOR	MXSR_NT2000	Matrix 2000 NT Server	1/16/01 05:09 PM	UN_MXSR_NT2000	9
UNISTOR	MXSR_NT2500	Matrix 2500 NT Server	1/16/01 05:09 PM	UN_MXSR_NT2500	13
UNISTOR	MXSR_UX1500	Matrix 1500 UNIX Server	1/16/01 05:09 PM	UN_MXSR_UX1500	15
UNISTOR	MXSR_UX2000	Matrix 2000 UNIX Server	1/16/01 05:09 PM	UN_MXSR_UX2000	15
UNISTOR	MXSR_UX2525	Matrix 2525 UNIX Server	1/16/01 05:09 PM	UN_MXSR_UX2525	9
UNISTOR	MXSR_UX5000	Matrix 5000 UNIX Server	1/16/01 05:09 PM	UN_MXSR_UX5000	24
UNISTOR	MXWS_7510	The Matrix 7510 Workstation comes standard with	1/16/01 05:09 PM	UN_MXWS_7510	51
UNISTOR	MXWS_7530	The Matrix 7530 Workstation comes standard with	1/16/01 05:09 PM		0
UNISTOR	MXWS_7550	The Matrix 7550 Workstation comes standard with	1/16/01 05:09 PM		0
UNISTOR	MXWS_7550_I	The Matrix 7550 Custom Workstation comes	1/16/01 05:09 PM		
UNISTOR	MXWS_7570	The Matrix 7570 Workstation comes standard with	1/16/01 05:09 PM		0
UNISTOR	MXWS_7580	The Matrix 7580 Workstation comes standard with	1/16/01 05:09 PM		0
UNISTOR	MXWS_7590	The Matrix 7590 Workstation comes standard with	1/16/01 05:09 PM		0
UNISTOR	MXWS_7600	The Matrix 7600 Workstation comes standard with	1/16/01 05:09 PM		0

■ Product ID not found
 ■ Product ID replaced
 ■ Product ID discontinued
 ■ Other error

FIGURE 585. Inventory Report: Example Detail Section

- Detail Section:
 - Partner
 - Product ID: Product Identifying Number
 - Product Name
 - Inventory Date and Time: Date and time of the inventory collection from which this data was taken

- Profile Name (Product ID and Quantity): The partner's corresponding Product ID and quantity of the product stocked by the partner for the inventory collection from which the data was taken. If there was an error during the inventory collection, then these fields will be color-coded to indicate the type of error.

Enterprise Sales History Report

This report is an adjunct to the Key Performance Indicators report. It is a historical profile of patterns of commerce over the last 24 months, including the current month (which may be incomplete). It shows lists created, lists transferred, and price and availability checks.

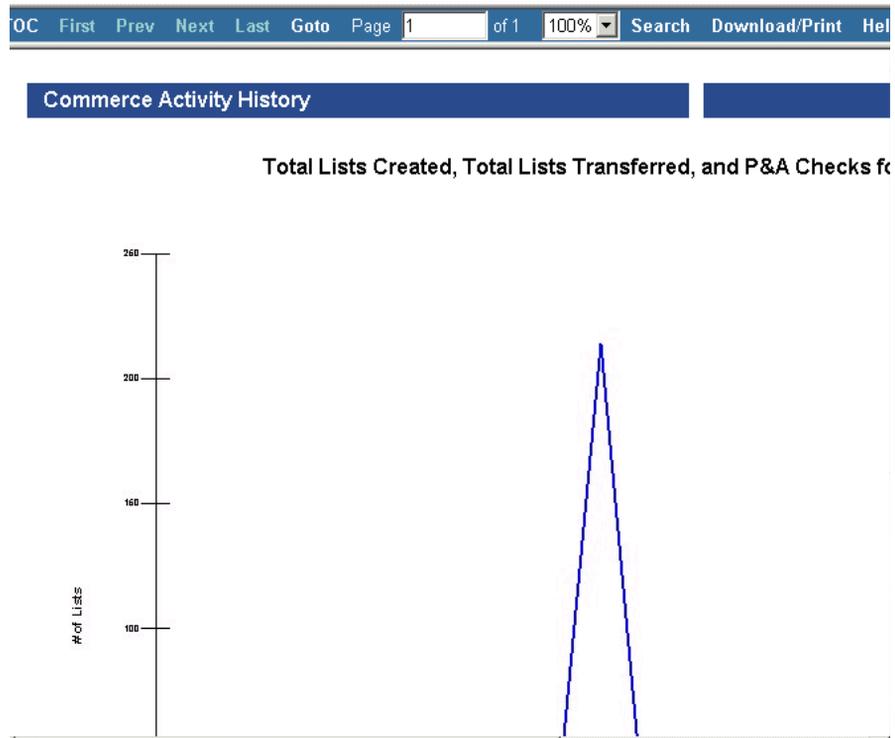


FIGURE 586. Commerce Activity History Report

Partner Sales History Report

The Partner Sales History Report is a graph showing the total revenue for lists ordered at partners in a given period. This report tracks the activity of partner users who place orders with non-Enterprise supplier partners. If there are more than fifteen partners with list activity, the fifteen partners with the highest revenue are displayed.

If you run the report with default parameters, then it provides information on the top fifteen platinum partners in the last month. You can see this data by clicking **Platinum Distributor**.

Click **Search** to generate a report using your desired report criteria. You can enter either the name of a single partner or provide search criteria for one or more partners. You can also specify a date range within which you want to see orders placed at partners.



FIGURE 587. Sales History Report: Example Report

Lead Management

You can generate the following reports on leads and related activities:

- Lead Pipeline Report
- Lead Distribution Report
- Lead Closure Report

- Lead Execution Report
- Lead Performance Report
- Abandoned Carts Report

Lead Pipeline Report

The Lead Pipeline report is a graph representing a current snapshot of the state of the opportunity pipelines of the selected partners. For each partner, the graph shows the number of opportunities associated with that partner, grouped by status. If more than fifteen partners are selected, then the report will show the fifteen partners with the most associated opportunities (irrespective of status).

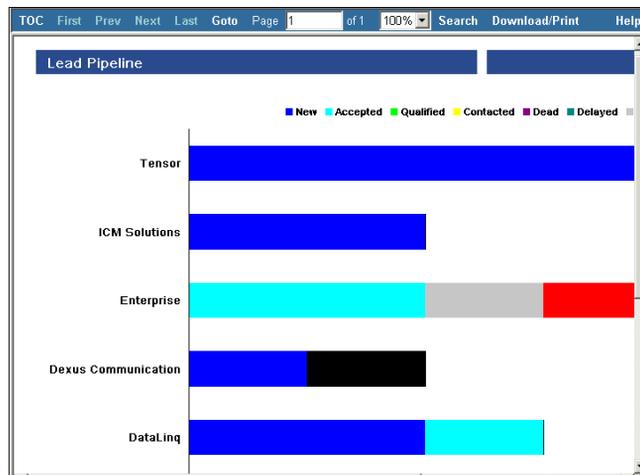


FIGURE 588. Lead Pipeline Report

TABLE 56. Lead Pipeline Report Parameters

Parameter	Values
Profile Name	<p>You can enter a single partner name or a string representing a partial name with one or more wildcard (*) characters anywhere in the string. If the box is left blank, then the search will include all partners.</p> <p>If any of the following characters appear alone in the Partner Name text box, then they will be ignored, and the report will be run as if no Partner Name parameter had been entered:</p> <p>* \ ;</p>
Profile Type	You can select one or more partner types, which will be used as criteria to select partners for which the report will be run. If no selection is made, then partner type will not be used as a selection criterion.
Profile Level	Users may select one or more partner levels, which will be used as criteria to select partners for which the report will be run. If no selection is made, then partner level will not be used as a selection criterion.
Profile Territory	You may select one or more partner territories, which will be used as criteria to select partners for which the report will be run. If no selection is made, then partner territory will not be used as a selection criterion.
Show All	Runs the report. If you click this button, then all parameters that have been specified (including invalid values) are ignored.
Search	Creates a report using the specified parameters. If no parameters have been specified, then behaves like “Show Current”.
Reset	Returns all parameter fields to their initial states.

Lead Distribution Report

The report contains a summary of each partner’s leads received, accepted, and declined. The data is grouped and sub-totaled by partner level. The information that appears initially is for the last complete month. You can use the fields at the top of the report to enter new parameters and rerun the report.

Partner Name	Partner Type	Partner Level	Leads Received	
			Received	Accepted
DataLink	Distributor	Platinum	1	
		Platinum	1	
Archer Technologies	Systems Integrator	Gold	2	
CompuNet	Reseller	Gold	1	
InOffice Limited	Retailer	Gold	1	
SysPoint	Distributor	Gold	1	
UNISTOR	Distributor	Gold	1	
		Gold	6	
AllNet Corporation	Distributor	Silver	1	
Anderel	Distributor	Silver	1	
Net Resources	Retailer	Silver	1	
OmniTech	Distributor	Silver	1	
		Silver	4	

FIGURE 589. Lead Distribution Report: Example Report

For each partner, the report contains the information described in Table 57 on page 838.

TABLE 57. Lead Distribution Report Parameters

Parameter	Values
Profile Name	Profile name
Profile Type	Profile type
Profile Level	Profile level
Leads Received	The number of leads received by the partner during the reporting period
Leads Declined	The number of leads received by the partner during the reporting period that were declined during or after the reporting period
Leads Accepted	The number of leads received by the partner during the reporting period that were accepted during or after the reporting period
% Accepted	Leads Accepted / Leads Received
% Declined	Leads Declined / Leads Received

Note: The sum of the Leads Accepted and Leads Declined may not equal the Leads Received. This is because some of the Leads Received may not yet have been either accepted or declined.

Lead Closure Report

The report contains summary data on lead closures.

Partner Name	Leads Rcd. in Period			Leads Closed	Losses	Wins	High Priority
	Rcd.	Acc.	Dec.				
AllNet Corporation	1	1	0	1	0	1	0
Anderel	1	0	1	0	0	0	0
Archer Technologies	2	2	0	2	0	2	0
CompuNet	1	0	0	0	0	0	0
DataLink	1	0	0	0	0	0	0
InOffice Limited	1	1	0	0	0	0	0
Net Resources	1	0	0	0	0	0	0
OmniTech	1	1	0	1	1	0	0
SysPoint	1	0	0	0	0	0	0
UNISTOR	1	0	0	0	0	0	0

FIGURE 590. Lead Closure Rate Report

For each partner, the report contains the following columns:

TABLE 58. Lead Closure Report Information

Column Header		Description
Profile Name		Profile name.
Leads Received in Period	Rcd.	The number of leads received by the partner during the reporting period
	Acc.	The number of leads received by the partner during the reporting period that were accepted during or after the reporting period.
	Dec.	The number of leads received by the partner during the reporting period that were declined during or after the reporting period.
Leads Closed		The number of leads closed during the reporting period.
Losses		The number of leads closed as losses during the reporting period.
Wins		The number of leads closed as wins during the reporting period.
Average Days to Close ^a High Priority		Mean number of days between lead reception and closing for high priority leads closed during reporting period.
Average Days to Close Medium Priority		Mean number of days between lead reception and closing for medium priority leads closed during reporting period.

TABLE 58. Lead Closure Report Information (Continued)

Column Header	Description
Average Days to Close Low Priority	Mean number of days between lead reception and closing for low priority leads closed during reporting period.
Average Days to Close	Mean number of days between lead reception and closing for all leads closed during reporting period.

- a. If a lead is closed less than a day after it is received, then the value of number of days to close for that lead is zero.

Lead Execution Report

The report contains information on lead execution.

Partner Name	Partner Type	Partner Level	Leads Received	Avg. Days to Close	% of Losses
AllNet Corporation	Distributor	Silver	1	0	0.00%
Anderel	Distributor	Silver	1	0	0.00%
Archer Technologies	Systems Integrator	Gold	2	0	0.00%
CompuNet	Reseller	Gold	1	0	0.00%
DataLinq	Distributor	Platinum	1	0	0.00%
InOffice Limited	Retailer	Gold	1	0	0.00%
Net Resources	Retailer	Silver	1	0	0.00%
OmniTech	Distributor	Silver	1	0	100.00%
SysPoint	Distributor	Gold	1	0	0.00%
UNISTOR	Distributor	Gold	1	0	0.00%

FIGURE 591. Lead Execution Report: Example Report

For each partner, the report contains the information described in Table 59 on page 840.

TABLE 59. Lead Execution Report

Column Header	Description
Profile Name	Profile name
Profile Type	Profile type
Profile Level	Profile level
Leads Received	Number of leads received by partner during reporting period

TABLE 59. Lead Execution Report (Continued)

Column Header	Description
Average Days to Close	Mean number of days between lead receipt date and lead closing date for all closed leads received by partner during reporting period
% of Losses	Number of leads that were closed as losses during the reporting period / number of leads received during the reporting period
% of Wins	Number of leads that were closed as wins during the reporting period / number of leads received during the reporting period
Average Days to Close Loss	Mean number of days between lead receipt date and lead closing date for all leads closed as losses during reporting period
Average Days to Close Win	Mean number of days between lead receipt date and lead closing date for all leads closed as wins during reporting period

Lead Performance Report

The report contains a summary of partner performance with respect to leads.

Partner Name	Partner Type	Partner Level	Closed Leads	Losses
AllNet Corporation	Distributor	Silver	1	0
Archer Technologies	Systems Integrator	Gold	2	0
OmniTech	Distributor	Silver	1	1

FIGURE 592. Lead Performance Report: Example Report

For each partner, the report contains the information shown in Table 60 on page 841.

TABLE 60. Lead Performance Report

Column Header	Description
Profile Name	Profile name
Profile Type	Profile type
Profile Level	Profile level

TABLE 60. Lead Performance Report (Continued)

Column Header	Description
Closed Leads	Number of leads closed during the reporting period
Losses	Number of leads closed as losses during the reporting period
Wins	Number of leads closed as wins during the reporting period
Avg. Potential Revenue/Lead	Total potential revenue from opportunities closed as wins / Number of wins
Total Potential Revenue	Total potential revenue from opportunities closed as wins during the reporting period

Note:	The revenue numbers are obtained by taking the value of the Expected Revenue field in each closed opportunity. You must ensure that when partner sales representatives enter values in this field that they consistently enter the value expressed in the currency of the reporting price list.
--------------	---

Abandoned Carts Report

You can use this report to identify business that has not been consummated. You can distribute these as leads to appropriate personnel to close potential business.

The Abandoned Carts report consists of deleted, not ordered, and stale carts grouped by partner (typically, a reseller) whose partner users created carts. It includes the potential revenue value for each cart. You can request the reports according to partner name, partner type, partner level, partner territory, and date range. Values for all items are taken from the reporting price list. See "Prices in Reports" on page 816 for a description of this price list.

The screenshot shows a web application interface for 'ANALYZER' with a 'COMERGENT DISTRIBUTED E-BUSINESS SYSTEM' logo. The main content area displays an 'Abandoned Lists Report' for the period '3/1/2002 - 3/26/2002'. A 'PRM Reports' button is visible. Below the report title is a table with the following data:

Partner		AffinityNet		
Partner Name	List Name	Status	P&A Requests	Potential Revenue
AffinityNet	7490 Laptop	DELETED	0	\$ 595.00
AffinityNet	7480 Desktop	DELETED	0	\$ 699.00

FIGURE 593. Abandoned Carts Report: Example

Catalog Dashboard

When the Catalog dashboard is first displayed, these summary graphs are shown:

- **Top 5 Products: Previous vs. Current Month:** shows the top products for the indicated month, where the top product is the product with the highest total value of orders in direct commerce when converted to the Enterprise currency. Products ordered by storefront partners are excluded from this summary.
- **Top 5 Categories by Value: Current Month:** shows the top five categories for the indicated month, where the top product is the product with the highest total value of orders in direct commerce when converted to the Enterprise currency. Products ordered by storefront partners are excluded from this summary.
- **From Catalog to Cart: Source Pages:** summarizes how products have been added to carts.

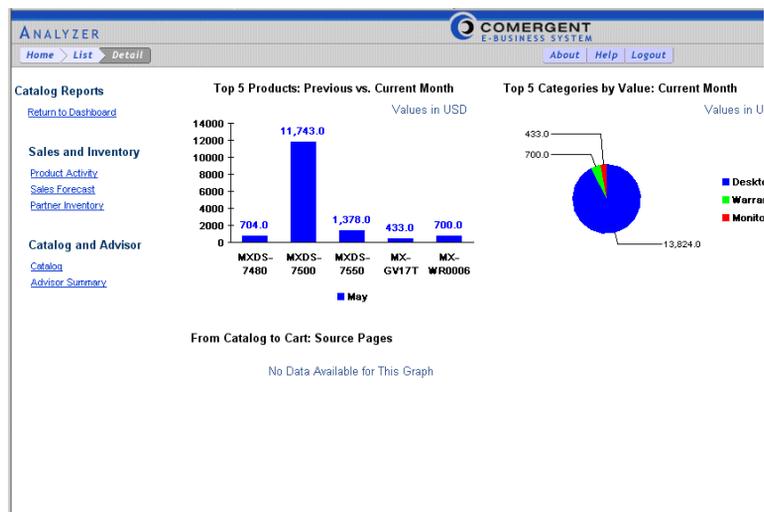


FIGURE 594. Catalog Dashboard

The catalog reports are organized into these sections:

- "Sales and Inventory" on page 844
- "Catalog and Advisor" on page 845

Sales and Inventory

You can generate the following reports on sales and inventories:

- Product Activity Report
- Sales Forecast Report
- Partner Inventory Report

Product Activity Report

This report can be run from either the Order Management dashboard or from the Catalog dashboard. See "Product Activity Report" on page 823 for more information about this report.

Sales Forecast Report

This report can be run from either the Partner Relationship Management dashboard or from the Catalog dashboard. See "Sales Forecast Report" on page 831 for more information about this report.

Partner Inventory Report

This report can be run from either the Partner Relationship Management dashboard or from the Catalog dashboard. See "Inventory Report" on page 832 for more information about this report.

Catalog and Advisor

You can generate the following reports on catalog activities:

- Catalog Report
- Advisor Summary Report

Catalog Report

The Catalog report produces a printable catalog of some or all of the products in the online catalog. It displays the following information for each product:

- Category and product detail information, including product ID, image and description
- If product is an assembly, the assembly line items
- Product feature information

When you use **C3** Analyzer to create a catalog, bear in mind the following:

- **C3** Analyzer does not obtain images directly from their storage places on the Comergent eBusiness System. Images to be included in the Catalog report must be copied into the *ac_server_home/CatalogImages/* directory on the Actuate Server machine. (Images missing from this directory will be replaced by the **missingimage.jpg** file, which is a blank white rectangle.)
- Images must all have the same aspect ratio (ratio of length to width of 1:1.33).
- The large quantity of images and the typically large number of products in a catalog may make it advisable to split the catalog into several smaller components, or if a full catalog must be created in one shot, then do so at a time when few users are accessing reports and the Knowledgebase.

Advisor Summary Report

The Advisor Summary report summarizes C3 Advisor activity during the reporting period: that is, what questions and answers are being used to guide users in selecting products.

Note: To ensure that data is gathered for this report, you must set the Track Questionnaire Answers Action business rule to “On”.

It contains these sections:

- The first section comprises a bar graph that shows how many times each response has been selected for the first question on the first page of the C3 Advisor questionnaire.
- The second section is tabular. It shows for each question answered during the reporting period, how many times each response to that question was selected. The number of responses is then totalled for each question. The questions are ordered by the total number of responses each has received.

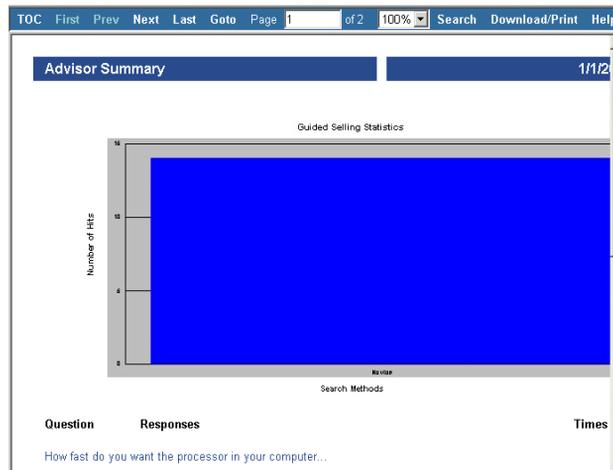


FIGURE 595. Advisor Summary Report

TABLE 61. Advisor Summary Report Parameters

Parameter	Values
Questions that contain	<p>Users may enter a string in order to search by question content. One or more wildcard (*) characters may be included anywhere in the string. Because of the nature of this kind of search, any string that is entered will be treated as if it has a wildcard at the beginning and the end. Search will not be case-sensitive.</p> <p>If any of the following characters appear alone in the Partner Name text box, then they will be ignored, and the report will be run as if no Partner Name parameter had been entered: * \ ;</p> <p>(These characters are meaningful to either the web server, the Actuate server or SQL, and therefore cannot be part of a partner name string.)</p>
Answers that contain	As for Questions that contain, but used for searching by answer content.
Profile Name	Users may enter a single partner name or a string representing a partial name with one or more wildcard (*) characters anywhere in the string. If the box is left blank, then the search will include all partners. Character exclusions as for question and answer content.
Profile Type	Users may select one or more profile types, which will be used as criteria to select partners for which the report will be run. If no selection is made, then partner type will not be used as a selection criterion.
Profile Level	Users may select one or more profile levels, which will be used as criteria to select partners for which the report will be run. If no selection is made, then partner level will not be used as a selection criterion.
Profile Territory	Users may select one or more profile territories, which will be used as criteria to select partners for which the report will be run. If no selection is made, then partner territory will not be used as a selection criterion.
Starting Date	<p>User may use these fields to select the start of the date range for which the report will be run.</p> <p>If no Starting Date is entered, then 1/1/2000 is used as the starting date for the report.</p>

TABLE 61. Advisor Summary Report Parameters (Continued)

Parameter	Values
Ending Date	User may use these fields to select the end of the date range for which the report will be run. If no Ending Date is entered, then the current date and time is used as the ending date for the report.
Show All	Runs the report using the beginning of the day on 1/1/2000 as the starting date and time and the end of the day on which the report is run as the ending date and time. If you click this button, then all parameters that have been specified (including invalid values) are ignored.
Search	Creates a report using the specified parameters. If no parameters have been specified, then the report is displayed as if you had clicked Show All .
Reset	Returns all parameter fields to their initial states.

This chapter covers all of the tasks associated with system administration for the Comergent eBusiness System. Enterprise employees are responsible for maintaining their enterprise installation. See "Configuring the Comergent eBusiness System" on page 49 for an overview of system administration.

System Administration Tasks

You perform the System Administration tasks through the System Administration link on the Comergent eBusiness System Administration page. This link is accessible only to authorized personnel.

You can only modify system configuration settings if you have the appropriate access function. In the reference implementation provided with the Comergent eBusiness System, only users with the Program Management function (defined in the **Entitlements.xml** configuration file as EnterpriseProgramManagement) may access the System Administration pages.

To Modify System Settings

1. Click **System Services** in the System Administration panel on the Comergent eBusiness System home page.

The system configuration properties are organized into logically-related groups.



FIGURE 596. System Administration Page

2. Access each group by clicking the corresponding link on the System Administration page.

Each link takes you to a new page that displays the current values for each property.

3. Make the appropriate changes as necessary.

See "Configuration Properties" on page 850 for a description of each set of properties.

4. Click **Save All and return to List**.

5. Unless otherwise directed, the changes to the value of a system property takes effect immediately, and is persisted to the file system. This means that a server restart is not necessary, but if the server is restarted, then the new value of the property continues to be used.

Configuration Properties

Use the steps described in "To Modify System Settings" on page 849 to access the property you want to modify. With the exception of the following, the properties each contain a detailed description within the user interface.

Locale Settings

The locale names supported by your installation combine the ISO-639 language codes and ISO-3166 country codes. You can define display names that will appear for these locale names in the Comergent eBusiness System. You can define a display name for each supported locale, that is, how each locale name will appear for each supported locale. For example, you can decide that, in the en_us locale, “en_us” will be displayed as “United States”, while in the de_de locale (Germany), “en_us” will be displayed as “Vereinigete Staaten”.

Note: If a display name is not defined for a locale name for the locale effective during a session, then the fields in which that locale name should appear will be blank.

Changes that you make to locale names will not be displayed until you restart the Comergent eBusiness System.

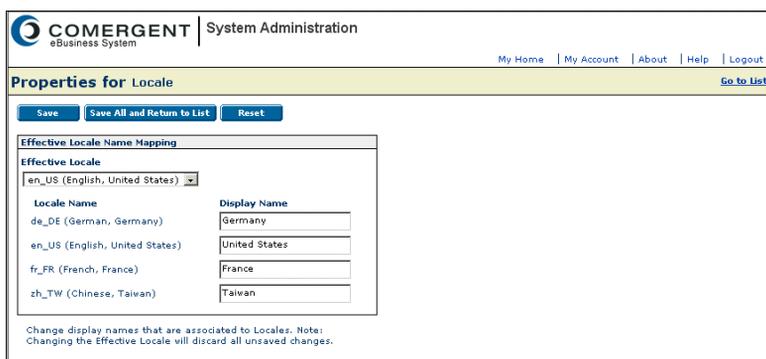


FIGURE 597. Mapping Display Names to Locale Names

To Define the Display Names

1. Select an effective locale from the Effective Locale drop-down list.
The locale names for the supported locales appear in the Locale Name column. The current display name, if any, for each locale appears in the next field in the language of the effective locale.
2. In the text field next to each locale name, type the display name you want to appear for each locale name.
3. Repeat the last two steps for each supported locale.

4. Click **Save** to save the changes and remain at the Locale Settings page; click **Save All and return to List** to save the changes and redisplay the System Administration page.

If you click **Save**, then the Effective Locale field re-displays the default system locale, as defined in the Internationalization properties.

Repeat these steps for each locale in the Effective Locale drop-down list.

Attention: If you change the effective locale without clicking Save , then any unsaved changes to Display Names will be lost.

Job Scheduler Settings

The Comergent eBusiness System supports the ability to schedule tasks that must be performed at regular intervals as cron jobs. See CHAPTER 39, "Job Scheduling Administration" for more information on this scheduling feature.

There are two types of cron jobs: system and application.

- System cron jobs are run without session information and without an associated Comergent eBusiness System user. Typically, they are used for low-level background tasks such as garbage collection. System cron jobs do not save their last execution time or execution status to the Knowledgebase because the same job may be run on several servers in a cluster.
- Application cron jobs are used when session information (such as a username or locale) is required to run the job or if audit information might be needed to determine how changes to data objects were made. Application cron jobs are initiated by posting an XML message to the Comergent eBusiness System using the message URL for cron jobs: consequently, to enable application cron jobs, you must take care to set this URL correctly.

For example, if the main URL used to access the Comergent eBusiness System is:

```
http://server:port/Comergent/en/US/enterpriseMgr/matrix
```

then set the cron job message URL to:

```
http://server:port/Comergent/msg/matrix
```

Similarly, if the main URL used to access the Comergent eBusiness System is:

`http://server:port/store/en/US/enterpriseMgr/anderel`

then set the cron job message URL to:

`http://server:port/store/msg/anderel`

You can choose whether or not to allow either type of cron job to run on your implementation.

<p>Attention: Some cron jobs such as the search index builder must be run as an application cron jobs. To support advanced search, you must enable application cron jobs.</p>
--

Application cron jobs are created specifying a username and password of a Comergent eBusiness System user. You must ensure that the Password data field of the CronConfig data object is not set to store one-way encrypted values.

In a clustered installation of the Comergent eBusiness System, if you want a job to run on all servers in the cluster, then make it a system cron job. If you want the job to be run on only one server in the cluster, then you must make it an application cron job.

Frequently Used System Administration Settings

This section describes some of the most commonly used system administration settings: it does not cover all the possible settings.

Commerce Manager

Are Comergent applications rendered as part of a frameset?

Set this property to True if the Comergent eBusiness System end-user pages are displayed within a frame set. For example, suppose that you have a frame set defined as:

```
<html>
<frameset rows="120,*">
  <frame src="http://server:port/Navigation.html">
  <frame src="http://server:port/Comergent/en/US/adirect/
    matrix?cmd=OnlineOrderingPageDisplay">
</frameset>
</html>
```

When this page is displayed, you want the Comergent eBusiness System pages to be displayed without their built-in banner heading. By setting this system property to “True”, you suppress the display of the built-in banner heading: end-users only see the navigation links provided in your **Navigation.html** page.

Application Settings

Allowed Decimal Places for displaying extended prices

The value of this property determines how many decimal places are used in displaying calculated extended prices to users.

Allowed Decimal Places for displaying list prices

The value of this property determines how many decimal places are used in displaying list prices to users.

Lines Per Page in List Displays

This property controls the pagination behavior of the Comergent eBusiness System. It specifies how many items appear on each page of a paginated list.

Orders

Email Address for CSR

Set this field to an appropriate address for customer service representatives. An email message is sent to this address when a user submits a quote for price negotiation and it is not automatically approved (see "RFQ Rule Acceptance Percentage" on page 854).

Quote Expiration Duration

When an end-user creates a quote, this system property determines the number of days for which the quote is valid.

RFQ Rule Acceptance Percentage

When a user submits a quote, you can set a rule so that if the user's requested price is within a certain percentage of the list price, then the request is automatically approved, and the submitted becomes an orderable quote immediately.

For example, if you set this value to 10, then a user who requests a price of \$95.00 for an item whose price to them is \$100.00, then the submitted quote is approved automatically. However, if the user requests a price of \$85.00, then the submitted quote must be approved (or rejected) by a customer service representative.

If you set the value to "0", then submitted quotes are never approved automatically.

Send Orders XML msgs to ERP

A system administration setting determines whether orders are posted as XML messages to an external ERP system when they are placed in the Comergent eBusiness System (see *Comergent eBusiness System Implementation Guide* for

more information). There may be occasions when you want to temporarily suspend sending these messages: use this system setting to do so.

- If you set this property to true, then orders are posted to the ERP system as soon as they are placed.
- If you set the property to false, then orders are not posted when they are placed. You can use a cron job to post them at a later time. See "OrdersToERP" on page 874 for more information about the cron job.

Product Manager

List Size for Each Indexing Thread

This parameter determines how many objects are retrieved in one batch by each indexing thread.

List Size for Each Indexing Thread for Incremental Indexing

This parameter determines how many objects are retrieved in one batch by each indexing thread for an incremental build.

During implementation, you can configure business rules by editing the property files provided with the Comergent eBusiness System. After implementation, you can manage the business rules from the Business Rules Manager page. See "Configuring the Comergent eBusiness System" on page 49 for an overview of business rules administration.

Business Rules Administration Tasks

To manage the business rules in your Comergent eBusiness System, you must be able to login as an enterprise user that has been assigned the appropriate function: typically, this is the Program Management function.

To Manage Business Rules

1. Click **Business Rules** in the System Administration panel on the Comergent eBusiness System home page.

This displays the Business Rules Manager page (see Figure 598 on page 858).

If you do not see this link on the Comergent eBusiness System home page, then you have not been assigned the appropriate function to perform this task.



FIGURE 598. Business Rules Manager Page

2. Click a link to modify the desired set of business rules.

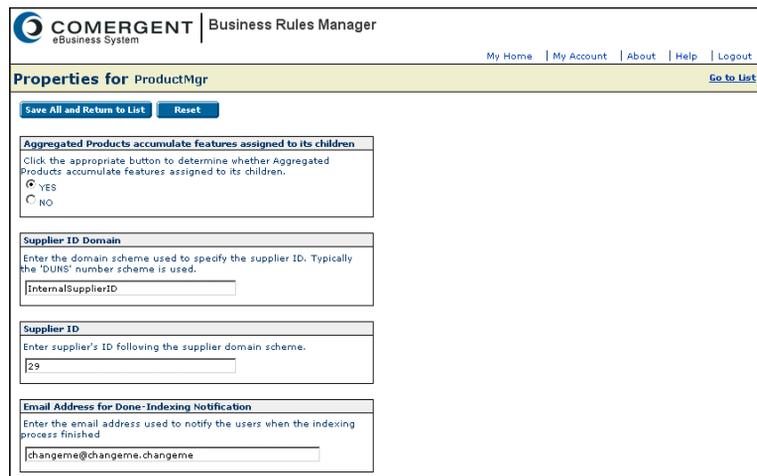


FIGURE 599. Business Rules Detail Page

Each business rule contains help text describing the rule.

3. Click **Save All and Return to List**.
4. Unless otherwise directed, the changes to the value of a business rule takes effect immediately, and is persisted to the file system. This means that a server restart is not necessary, but if the server is restarted, then the new value of the business rule continues to be used.

Frequently Used Business Rules

This section describes some of the most commonly used rules.

Advisor

Apply Dynamic Pricing to Product List

This rule controls the way pricing is displayed as a user navigates your product catalog or **C3** Advisor or performs a product search.

- If you select “On”, then prices are retrieved using the pricing engine.
- If you select “Off”, then prices are displayed as they were saved when the current search index was created.

Choose catalog navigate style

This rule controls the way in which end-users can navigate your product catalog.

- If you select MultiLevel, then a flyout menu is displayed to users. This enables users to rapidly navigate down to a product category without seeing products in higher-level categories.
- If you select SingleLevel, then end-users navigate the product category hierarchy one level at a time.

Attention: The flyout menu does not work in Netscape 6.2.
--

Track Action Rules

A number of **C3** Advisor business rules enable you to record how users navigate the product catalog and use the **C3** Advisor questionnaire. On a busy site, the volume of data generated by this logging can be large: take care to size your database carefully, and take measures to archive data if need be.

Configurator

Pricing Type

This rule determines how prices are determined for configured products. You can set prices for an option class or option items either by associating a product with it (in which case the price is determined from the **C3** Pricing engine) or by setting the value of the Price display property. This rule determines which method should be used.

Show Promotions

If a product is associated with a model, option class or an option item, and if a promotion is associated with the product, then you have the possibility of presenting promotions to users as they configure products. This rule determines whether promotions are displayed as users configure products.

Coupons

Enable Coupon Management

If you want end-users to be able to add coupons to their carts, then set this rule to true.

Leads

Automatic assign uploaded leads to their fixed recommended partners

Lead administrators can upload leads using XML or tab-delimited text files. When they do so, this rule determines whether the uploaded leads are automatically assigned to their recommended partner. This is the optional RecommendedPartnerName child element of the LeadCreate element.

Note that if the partner name does not exist or if more than one partner has the same name, then the lead is created, but the RecommendedPartnerName element is ignored.

Lead Management Number of Recommended Partners/Users for Popup

This business rule determines how the auto-assign feature of **C3** Leads behaves. When you select one or more leads to auto-assign, you can be prompted to control how the Comergent eBusiness System works as follows:

- If you select Always, then a popup window prompts you to confirm the auto-assignment of the lead to partners.
- If you select Never, then the auto-assignment is performed without a confirmation.
- If you select Number of Partners and enter a positive integer, then the popup window is displayed if the number of partners exceeds the number that number you enter.

Lead Management Recommended Partner Search Attributes

This business rule determines which attributes are used to auto-assign leads. You can select any or all of the attributes:

- Partner Type
- Partner Level
- Territory
- Customer Type

Marketing

Automatic Promotion Display

This rule determines whether promotions are displayed automatically when a user views a cart for which promotions are relevant. If you set this to true, then promotions are displayed in a pop-up window that is displayed without any action by the user.

Orders

Anonymous Users

Use this business rule to control whether or not you want to allow people to browse your product catalog anonymously: that is, without identifying themselves by logging in.

Write Order Line Item History to the Database

Use this business rule to control whether changes to orders are logged to the Knowledgebase.

Enable Quotes

Use this rule to enable or disable support for quotes. If you set this rule to false, then end-users cannot save a cart as a quote.

<p>Attention: If you disable support for quotes, then you should check that the Quotes widget has been removed or disabled on the end-user JSP page that displays the widget.</p>
--

Pricing

Create Product Entitlement Based on Pricelist

This rule is used to specify whether price lists and their assignment to partners are used to automatically specify product entitlements. If you set this rule to “Auto-Create”, then whenever a price list is created a corresponding product

entitlement is created, and each time the price list is assigned to a partner, then the product entitlement is also assigned.

Cache Currency and Customer Type assignments to a partner

Use this rule to determine whether the currencies and customer types available to partners are cached. If you set this rule to “Yes”, then if you change the assignment of price lists to partners in such a way as to change their access to currencies and customer types, then partner users will not see the change take effect until the cache is flushed. The time interval that determines when the cache is flushed is controlled by the Expiry time (minutes) for Currency Customer Type cache business rule.

Cache Price List assignments

Use this rule to determine if the assignment of price lists to a user’s partner should always be retrieved when there is a call to the pricing engine, or whether the assignments should be cached for the duration of the user’s session. If you set this rule to “Yes”, then if a new price list is assigned to a partner while a partner user is logged in, then they will not see the prices from the new list.

Pricing Engine Type

This rule controls whether the Comergent eBusiness System uses the **C3** Pricing engine to retrieve prices or not. If you set this rule to Entitlement Only, then prices must be supplied by an external pricing engine and the Comergent eBusiness System price lists are used only to determine which users can see which products. See the *Comergent eBusiness System Implementation Guide* for more information.

Product Manager

Suppress Empty Categories

A product category is empty if there are no products in it or in any of its child categories. This rule controls whether empty categories are displayed to end-users as they navigate the product catalog. If you select “suppress empty categories”, then make sure that you update the product category tree. See "To Suppress Display of Empty Product Categories" on page 353.

Quotes

Use Configuration Prices for Service Products?

This rule determines whether configurable service product line items retain prices specified in the configuration session once the configured product has been put in the cart.

- If the business rule is set to true, then prices from a configuration session of a service product are preserved as the user works with this cart and places it is an order.
- If the business rule is set to false, then prices from a configuration session of a service product are recalculated using the **C3** Pricing engine as the user works with this cart and places it is an order.

Merge Line Items in Cart?

This rule controls whether line items in carts are merged if they have the same product ID. For example, if a user has the product ID MXWS-7500 in their cart with quantity 10, and if they add another MXWS-7500 item to their cart, then one of two things can happen:

- If the business rule is set to true, then the existing line will be updated to set the quantity to 11.
- If the business rule is set to false, then a new line item is created for the newly-added MXWS-7500 item.

This chapter covers all of the tasks associated with Job Scheduler. For an overview of job scheduling, see "Job Scheduling" on page 50. The latter section also includes important information about setting properties related to job scheduling.

<p>Note: Two settings define how jobs are run on your Comergent eBusiness System. See "Job Scheduler Settings" on page 852.</p>
--

Job Scheduling Tasks

You can perform the following tasks:

- "To Display a Scheduled Job" on page 866
- "To Create a Job" on page 867
- "To Modify a Job" on page 868
- "To Run a Cron Job Immediately" on page 870
- "To Delete a Job" on page 870
- "To View the History of a Cron Job" on page 870

To Display a Scheduled Job

1. Click **Job Scheduler** in the System Administration panel on the Comergent eBusiness System home page.

Name	Actions	CronStatus	CronType	Frequency	Start Date	End Date	Last Exec Date	Last Exec Status
Cache Cleanup		Active	System	40 minute(s)	5/1/2001	12/31/2199	9/20/2005	Failed
Campaign Execution		Active	Application	5 minute(s)	1/1/2004	12/31/2199	9/20/2005	Success
CommerceOne PO		Inactive	Application	6 hour(s)	5/1/2001	12/31/2199		
Export Catalog		Inactive	Application	1 week(s)	5/1/2001	12/31/2199		
Import Catalog		Inactive	Application	1 week(s)	5/1/2001	12/31/2199		
Inventory Collection		Inactive	System	3 hour(s)	5/1/2001	12/31/2199		
Maintain Indexsets		Inactive	Application	60 week(s)	1/23/2003	12/31/2199		
OrdersToERP		Active	Application	5 minute(s)	5/1/2001	12/31/2199	9/20/2005	Success
Update Catalog		Inactive	Application	1 day(s)	5/1/2001	12/31/2199		
UpdateCatalogIndex		Inactive	Application	1 minute(s)	11/20/2002	11/20/2199	11/21/2002	

FIGURE 600. Cron Job List Page

2. Click the name of a cron job to display the details of the selected job.

Edit Cron Job Configuration

Save All Changes | Cancel

Cron Job Information

Job Name: Export Catalog Active

Program: com.comergent.apps.productMgr.dataSynd.CatalogExportC
 Command Line Arguments: ExportSetName=CatalogExportSet

Cron Job Type

System Application

Username: ajones
 Password: *****

Cron Job Schedule

Start date and time: May 1, 2001 0:00
 End date and time: Dec 31, 2199 0:00
 Frequency: every 1 weeks

FIGURE 601. Cron Job Configuration Page

To Create a Job

Attention: If you are running multiple instances of the Comergent eBusiness System, then creating or modifying a cron job will affect any of these instances running off the same Knowledgebase instance.

1. Click **Job Scheduler** in the System Administration panel on the Comergent eBusiness System home page.
2. Click **Create New Job**.

This displays the Cron Job Configuration page.

The screenshot shows the 'Create New Cron Job' page. At the top, there are 'Save All Changes' and 'Cancel' buttons. The 'Cron Job Information' section contains a 'Job Name' text box, an 'Active' checkbox (checked), a 'Program' text box, and a 'Command Line Arguments' text box. The 'Cron Job Type' section has radio buttons for 'System' and 'Application' (selected), with 'Username' and 'Password' text boxes below. The 'Cron Job Schedule' section includes 'Start date and time' (Nov 28 2005, 13:10), 'End date and time' (Nov 28 2006, 13:10), and a 'Frequency' dropdown set to 'every' with a text box and a 'months' dropdown.

FIGURE 602. Cron Job Configuration Page

3. Enter the information about the job.

TABLE 62. Cron Job Configuration Page

Field	Description
Job Name	The name of the cron job
Program	The java implementation class that executes the job
Command Line Arguments	The command line parameters that provide information about the job.

TABLE 62. Cron Job Configuration Page (Continued)

Field	Description
Cron Job Type	<p>The type of the cron job: a system level cron job (such as cache cleaning) or an application level cron job (such as importing/exporting)</p> <p>If you select Application, then you must enter the username and password required for access to the particular data. For example, if the application-level cron job involves product manager, then you must enter a username and password with privileges to access C3 Product Manager.</p>
Frequency	<p>How often will the job be run? Every three days? Every week? Every five minutes? and so on.</p>
Start date and time/ End date and time	<p>The effective start and end period between which dates and times the cron job will run. This, along with Frequency, determines when the job will run. For example, if you entered a frequency of three days, then the job will run every three days from the task start date and time until the task end date and time is reached.</p> <p>You can enter the same dates and times for both start date and time, in which case the job will be run only once, at a specific time.</p>

4. Check the box next to **Active** to make the job available to be run.
5. Click **Save All Changes**.

To Modify a Job

Attention: If you are running multiple instances of the Comergent eBusiness System, creating or modifying a cron job will affect any of these instances running off the same Knowledgebase instance as the cron job.

1. Click **Job Scheduler** in the System Administration panel on the Comergent eBusiness System home page.

Name	Actions	CronStatus	CronType	Frequency	Start Date	End Date	Last Exec Date	Last Exec Status
Cache_Cleanup		Active	System	40 minute(s)	5/1/2001	12/31/2199	9/20/2005	Failed
Campaigns_Execution		Active	Application	5 minute(s)	1/1/2004	12/31/2199	9/20/2005	Success
CommerceOne_PO		Inactive	Application	6 hour(s)	5/1/2001	12/31/2199		
Export_Catalog		Inactive	Application	1 week(s)	5/1/2001	12/31/2199		
Import_Catalog		Inactive	Application	1 week(s)	5/1/2001	12/31/2199		
Inventory_Collection		Inactive	System	3 hour(s)	5/1/2001	12/31/2199		
Maintain_Indexsets		Inactive	Application	60 week(s)	1/23/2003	12/31/2199		
OrdersToERP		Active	Application	5 minute(s)	5/1/2001	12/31/2199	9/20/2005	Success
Update_catalog		Inactive	Application	1 day(s)	5/1/2001	12/31/2199		
UpdateCatalogIndex		Inactive	Application	1 minute(s)	11/20/2002	11/20/2199	11/21/2002	

FIGURE 603. Cron Job List Page

- Click the name of a cron job to display the details of the selected job. The details are displayed on the Cron Job Configuration page.

Edit Cron Job Configuration

Save All Changes Cancel

Cron Job Information

Job Name: Export Catalog Active

Program: com.comergent.apps.productMgr.dataSynd.CatalogExportC
 Command Line Arguments: ExportSetName=CatalogExportSet

Cron Job Type

System Application

Username: ajones
 Password: *****

Cron Job Schedule

Start date and time: May 1 2001 Hours: 0 Minutes: 0
 End date and time: Dec 31 2199 Hours: 0 Minutes: 0
 Frequency: every 1 weeks

FIGURE 604. Cron Job Configuration Page

- Enter the information about the job. See Table 62, "Cron Job Configuration Page", on page 867 for a description of the fields.
- Check the box next to **Active** to make the job available to be run.

5. Click **Save All Changes**.

To Run a Cron Job Immediately

You may need to sometimes run a cron job immediately.

1. Click **Job Scheduler** in the System Administration panel on the Comergent eBusiness System home page.
2. In the list of cron jobs, identify the job that you want to run immediately.
3. Click **Run Now**.

The cron job will be immediately scheduled to run, but if jobs are ahead of it in the cron job queue, then it will not run until those jobs have completed.

To Delete a Job

1. Click **Job Scheduler** in the System Administration panel on the Comergent eBusiness System home page.
2. Check the box next to the job(s) you want to delete.
3. Click the Delete icon (**X**) in the Actions column.

To View the History of a Cron Job

You may need to review how a cron job has run in the past. To do this:

1. Click **Job Scheduler** in the System Administration panel on the Comergent eBusiness System home page.
2. In the list of cron jobs, identify the job whose history you want to view.
3. Click **Show History**.

COMERGENT Administration
eBusiness System

My Home | My Account | About | Help | Logout

Cron Job History Campaigns Execution

Cron Job List

Previous Next

Execution Start Time	Execution EndTime	Execution Duration (sec)	Execution Status	Execution Detail
2005-11-28 13:00:00.0	2005-11-28 13:00:00.0	0.0	Success	
2005-11-28 12:00:00.0	2005-11-28 12:00:00.0	0.0	Success	
2005-11-28 11:00:00.0	2005-11-28 11:00:00.0	0.0	Success	
2005-11-28 10:00:00.0	2005-11-28 10:00:00.0	0.0	Success	
2005-11-28 09:00:00.0	2005-11-28 09:00:00.0	0.0	Success	
2005-11-28 08:00:00.0	2005-11-28 08:00:00.0	0.0	Success	
2005-11-28 07:00:00.0	2005-11-28 07:00:00.0	0.0	Success	
2005-11-28 06:00:00.0	2005-11-28 06:00:00.0	0.0	Success	
2005-11-28 05:00:00.0	2005-11-28 05:00:00.0	0.0	Success	
2005-11-28 04:00:00.0	2005-11-28 04:00:00.0	0.0	Success	
2005-11-28 03:00:00.0	2005-11-28 03:00:00.0	0.0	Success	
2005-11-28 02:00:00.0	2005-11-28 02:00:00.0	0.0	Success	
2005-11-28 01:00:00.0	2005-11-28 01:00:00.0	0.0	Success	
2005-11-28 00:00:00.0	2005-11-28 00:00:00.0	0.0	Success	
2005-11-27 23:00:00.0	2005-11-27 23:00:00.0	0.0	Success	

FIGURE 605. Cron Job History Page

Cron Jobs

If you install the Comergent eBusiness System with the reference data, then the installation includes the pre-defined cron jobs described in this section.

If you installed the Comergent eBusiness System with minimal data, then only the Cache Cleanup job is included. If you want to implement the other jobs, then you must create them by following the steps in "To Create a Job" on page 867. The following sections contain the information needed to create these jobs.

Cache Cleanup

This group of properties determine the frequency and class of the cron job used to clean the cache.

CommerceOne PO

CommerceOne posts purchase orders to *debs_home/WEB-INF/commerceone/*. This cron job takes the purchase orders in this directory and posts them to the local installation of the Comergent eBusiness System.

TABLE 63. CommerceOne PO Cron Job

Cron Job Field	Entry
Program	com.comergent.apps.integrator.COnePO
Cron Job Type	Application

Export Catalog

Export Catalog provides a template for when you want to schedule an export. You only need to change the command line argument field to point to the correct export set. See "To Export the Catalog Using a Cron Job" on page 351.

TABLE 64. Export Catalog Cron Job

Cron Job Field	Entry
Program	com.comergent.apps.productMgr.dataSynd.CatalogExportCron
Command Line Arguments	ExportSetName= <i>CatalogExportSet</i>
Cron Job Type	Application

Inventory Collection

You can manage how the Inventory Collection application retrieves inventory data from partners. You can schedule regular messages to distributors that request inventory information.

For more information on inventory collection, see CHAPTER 27, "Inventory Collection".

TABLE 65. Inventory Collection Cron Job

Cron Job Field	Entry
Program	com.comergent.apps.profileMgr.inventoryCollection.blc.InventoryCollection
Command Line Arguments	defaultVerticalMarket=0&defaultCurrencyCode=23
Cron Job Type	Application

Import Catalog

Import Catalog provides a template for when you import products into the product catalog. See "To Import a Catalog Using a Cron Job" on page 341.

TABLE 66. Import Catalog Cron Job

Cron Job Field	Entry
Program	com.comergent.apps.productMgr.dataSynd.CatalogImportCron
Command Line Arguments	ImportSetName= <i>CatalogImportSet</i>
Cron Job Type	Application

Index Builder

Index Builder creates a fresh search index. See "To Build a New Index" on page 360.

TABLE 67. Index Builder Cron Job

Cron Job Field	Entry
Job Name	Maintain Index Sets
Program	com.comergent.appservices.search.indexBuilder.IndexMaintenanceCron

TABLE 67. Index Builder Cron Job

Cron Job Field	Entry
Command Line Arguments	UpdatedListName= <i>IncrementalUpdateList.xml</i> &EmailAddress= <i>change me@changeme.com</i> &IndexSetName= <i>MasterIndex</i> &IndexSetPath= <i>MasterIndex</i> &IsFullBuild= <i>true</i>
Cron Job Type	Application

OrdersToERP

This cron job defines how orders are sent to an ERP system. The application cron job user must be assigned the Commerce function.

TABLE 68. OrdersToERP Cron Job

Cron Job Field	Entry
Program	com.comergent.apps.orderMgmt.orders.bizAPI.OrdersERPCron
Cron Job Type	Application

Update Catalog

UpdateCatalog calculates product categories are empty, that is, whether the products within a category are displayable. See "Suppressing Display of Empty Product Categories" on page 66 for more explanation.

Note:	You must set the Suppress Empty Categories business rule to "suppress empty categories" to run this cron job.
--------------	---

The command line argument for this predefined job is `DaysOffset=` and it has a default setting of 0. This setting means that the calculation will be made ahead of the current date according to the setting of `DaysOffset`. For example, if the current date is 4/10/2002, and if the `DaysOffset` is set to 5, then the calculations will be made based on the status of the categories on 4/15/2002.

The frequency should be set to once a day in minimal data.

TABLE 69. Update Catalog Cron Job

Cron Job Field	Entry
Program	com.comergent.apps.productMgr.suppressPC.UpdateCategoryCron
Command Line Arguments	DayOffset=0
Cron Job Type	Application

Creating the Pricing Source for Mobile Configurator

If you are going to be using the Mobile Configurator, then you will need to create a cron job which periodically creates pricing files for the available models.

A file called **OfflineConfigPricingSourceDetails.xml** defines the mappings between customer types and currency codes for which pricing source XML files are to be created. You can modify this file, as necessary, to create or modify combinations. The cron job uses the mappings in

OfflineConfigPricingSourceDetails.xml to create a pricing source XML file for each customer type-currency code combination. Each file defines a mapping between the product IDs in the product catalog and their prices.

You define the cron job using the procedure in "To Create a Job" on page 867, with the following information:

TABLE 70. Cron Job for Source File Creation - Mobile Configurator

Cron Job Field	Entry
Program	com.comergent.apps.configurator.offline.OfflinePricingSourceCreate
Job Type	System

This appendix provides description of files used by the Comergent eBusiness System. It covers:

- "CatalogRequest DTD" on page 877
- "Category Display Style" on page 878
- "Proposal Templates" on page 879
- "Search Configuration Parameters" on page 881
- "Product Mapping File Format" on page 885
- "Product Availability File Format" on page 886
- "Co-op Account Update File Format" on page 887

CatalogRequest DTD

The CatalogRequest DTD is:

```
<?xml encoding="UTF-8"?>
<!-- DXML Catalog
      Document Type Declaration (DTD)
      Version 3.0
      01-April-01
      Authors:
```

```

Comergent
Contact: (650) 232-6000
support@comergent.com
Comergent Proprietary and Confidential
-->
<!ENTITY % MessageHeader SYSTEM "MessageHeader.dtd">
%MessageHeader;
<!ENTITY % RemoteUser SYSTEM "RemoteUser.dtd">
%RemoteUser;
<!ENTITY % Catalog SYSTEM "Catalog.dtd">
%Catalog;
<!ELEMENT dXML (MessageHeader, RemoteUser?, Catalog)>

```

It is a standard Comergent eBusiness System dXML message envelope. The authentication information is provided by the RemoteUser element and the product catalog information is provided in the Catalog element. The user specified in the RemoteUser element must be granted the appropriate role to execute the CatalogRequest message type. By default, this message type is granted to the ProductManager role.

Category Display Style

The **CategoryDisplayStyle.xml** configuration file controls what display styles are available to display product categories. Each display style is declared using a Style element. The Name element identifies each style in the **C3** Product Manager UI.

```

<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE CatalogDisplayStyles [
  <!ENTITY % xmlLangCode "CDATA">
  <!ELEMENT Description (#PCDATA)>
  <!ELEMENT CatalogDisplayStyles (Style+)>
  <!ELEMENT MessageType (#PCDATA)>
  <!ELEMENT Name (#PCDATA)>
  <!ATTLIST Name
    xml:lang NMTOKEN "en_US">
  <!ATTLIST Description
    xml:lang NMTOKEN "en_US">
  <!ELEMENT Style (Name*, Description*, MessageType)>
]>
<CatalogDisplayStyles>
  <Style>
    <Name xml:lang="fr_FR">FRSingleLevelCategory</Name>
    <Name>SingleLevelCategory</Name>
    <Description>SingleLevel Category Display</Description>
    <Description xml:lang="fr_FR">FR SingleLevel Category
Display</Description>
    <MessageType>SingleLevelCategory</MessageType>

```

```
</Style>
<Style>
  <Name>B2CStyleCategory</Name>
  <Name xml:lang="fr_FR">B2CStyleCategory</Name>
  <Description>Business to customer Category
Display</Description>
  <Description xml:lang="fr_FR">FR Business to customer
Category Display</Description>
  <MessageType>B2CStyleCategory</MessageType>
</Style>
</CatalogDisplayStyles>
```

Proposal Templates

When a proposal is presented to a contact, then it can be rendered as a PDF file that is dynamically generated from an XML representation of the proposal. XSL stylesheets are used to specify how the PDF file is rendered.

Here is a sample proposal template stylesheet:

```
<?xml version="1.0" encoding="UTF-8"?>
<xsl:stylesheet version="1.0" xmlns:fo="http://www.w3.org/1999/XSL/
Format" xmlns:xsl="http://www.w3.org/1999/XSL/Transform">
  <xsl:decimal-format/>
  <xsl:output encoding="utf-8" indent="yes" media-type="text/html"
method="xml" omit-xml-declaration="no" version="1.0"/>
  <xsl:template match="/">
    <xsl:variable name="currency"
      select="//ProposalPrint/CurrencyCode"/>
    <xsl:variable name="discount"
      select="sum(//ProposalPrint/LineItemList/LineItem/Discount)"/>
    <xsl:variable name="currencySymbol" >
    <xsl:choose>
      <xsl:when test="$currency='EURO'">
        <xsl:value-of select="'&#x20AC;'" />
      </xsl:when>
      <xsl:when test="$currency='USD'">
        <xsl:value-of select="'$'" />
      </xsl:when>
      <xsl:when test="$currency='CAD'">
        <xsl:value-of select="'$'" />
      </xsl:when>
      <xsl:when test="$currency='GBP'">
        <xsl:value-of select="'&#x00A3;'" />
      </xsl:when>
      <xsl:when test="$currency='YEN'">
        <xsl:value-of select="'&#x00A5;'" />
      </xsl:when>
    </xsl:choose>
  </xsl:template>
```

```

</xsl:choose>
</xsl:variable>
<fo:root xmlns:fo="http://www.w3.org/1999/XSL/Format">
<fo:layout-master-set>
<!-- layout for the first page -->
<fo:simple-page-master margin-bottom="0.25in" margin-left="1in"
margin-right="1in" margin-top="0.25in" master-name="first"
page-height="11in" page-width="8.5in">
<fo:region-body margin-bottom="0.75in" margin-top="0.75in"/>
<fo:region-before extent="0.75in"/>
<fo:region-after extent="0.5in"/>
</fo:simple-page-master>
<!-- layout for the other pages -->
<fo:simple-page-master margin-bottom="0.25in" margin-left="1in"
margin-right="1in" margin-top="0.25in" master-name="rest"
page-height="11in" page-width="8.5in">
<fo:region-body margin-bottom="0.75in" margin-top="0.75in"/>
<fo:region-before extent="0.75in"/>
<fo:region-after extent="0.5in"/>
</fo:simple-page-master>
<fo:page-sequence-master master-name="basicPSM">
<fo:repeatable-page-master-alternatives>
<fo:conditional-page-master-reference master-reference="first"
page-position="first"/>
<fo:conditional-page-master-reference master-reference="rest"
page-position="rest"/>
<!-- recommended fallback procedure -->
<fo:conditional-page-master-reference master-reference="rest"/>
</fo:repeatable-page-master-alternatives>
</fo:page-sequence-master>
</fo:layout-master-set>
<!-- end: defines page layout -->
<!-- actual layout -->
<fo:page-sequence master-reference="basicPSM">
<!-- page footer -->
<fo:flow flow-name="xsl-region-body" font-family="Times Roman"
font-size="12pt" text-align="left">
<!-- Quote header block-->
<fo:block font-weight="bold">Request Date: <xsl:call-template
name="getDate">
<xsl:with-param name="date" select="//ProposalPrint/UpdateDate"/>
</xsl:call-template>
</fo:block>
<fo:block font-weight="bold">Proposal Title:
<xsl:if test="//ProposalPrint/ProposalFieldSelection/ProposalTi-
tleFlag ='true'">
<xsl:value-of select="//ProposalPrint/ProposalFieldSelection/Pro-
posalTitle"/>
</xsl:if>

```

```
        </fo:block>
        <fo:block font-weight="bold">Proposal ID: <xsl:value-of select="//
ProposalPrint/ShoppingCartKey"/>
        </fo:block>
        <fo:block font-weight="bold">Status: <xsl:value-of select="//Pro
posalPrint/ProposalStatusString"/>
        </fo:block>
        <fo:block font-weight="bold" space-after="12pt">Expiration Date:
<xsl:call-template name="getDate">
        <xsl:with-param name="date"
            select="//ProposalPrint/ExpectedCloseDate"/>
        </xsl:call-template>
        </fo:block>
        <!-- End user information -->
        <!-- Opening Comments -->
        <xsl:if test="//ProposalPrint/ProposalFieldSelection/Greeting-
Flag ='true'">
        <fo:block space-after="12pt"><xsl:value-of select="//Proposal-
Print/ProposalFieldSelection/Greeting"/></fo:block>
        </xsl:if>
        <!-- standard text -->
        <fo:block space-after="12pt">Per your request, <xsl:value-of
select="//ProposalPrint/PartnerName"/> is pleased to assist you with
your purchase. Please review the information in this proposal and
respond to place the order. This information is subject to change at
any time.</fo:block>
        <fo:block font-weight="bold" space-after="12pt">Currency:
<xsl:value-of select="$currency"/>
        </fo:block>
        <!-- Call to print out the Standard Cart -->
        <xsl:call-template name="printShoppingCart">
        <xsl:with-param name="currencySymbol"
            select="$currencySymbol"/>
        <xsl:with-param name="displayTotal">true</xsl:with-param>
        <xsl:with-param name="belowTheLine">>false</xsl:with-param>
        <xsl:with-param name="printTableHeader">true</xsl:with-param>
        </xsl:call-template>
        ... Text omitted ...
    </xsl:template>
</xsl:stylesheet>
```

Search Configuration Parameters

The advanced search capabilities of the Comergent eBusiness System are specified in the **SearchConfigurationParameters.xml** file. A sample file is included here:

```
<SearchConfigurations>
    <SearchSystemConfigurations>
```

```

    <AutoReload activated="false" reloadFilePeriod="30"/>
  </SearchSystemConfigurations>
  <IndexSets>
    <!--By convention, the attribute "id" through out the entire docu-
    ment should be used by the application programmer to reference enti-
    ties in their programs. The attribute "id" will then be resolved into
    "key" via some algorithm by the internal processes. Attribute "name"
    is added for readability and is not used to identify entities.-->
    <IndexSet description="MasterIndex" fullBuilderClass="com.comer-
    gent.reference.appservices.productService.search.indexBuilder.Cata-
    logIndexSetBuilder" id="MasterIndex"
    incrementalBuilderClass="com.comergent.reference.appservices.products
    ervice.search.indexBuilder.CatalogIndexSetIncrementalBuilder"
    indexSetPath="MasterIndex_600634">
      <Locales>
        <Locale id="en_US" queryParserClass="com.comergent.api.appser-
        vices.search.queryParser.standard.CmgtQueryParser">
          <Analyzers>
            <Analyzer analyzerClass="com.comergent.api.appser-
            vices.search.analysis.CatalogSearchAnalyzer"
            description="CatalogAnalyzer" id="search"/>
            <Analyzer analyzerClass="com.comergent.api.appser-
            vices.search.analysis.CatalogSearchAnalyzer"
            description="CatalogAnalyzer" id="build"/>
          </Analyzers>
          <DictionaryFile file="CatalogDictionary.mappings"/>
        </Locale>
      </Locales>
      <SearchFields>
        <!--The value of the attribute "key" is the concatenation of keys
        from the Builder's path, plus the key from the IndexField's. For the
        search to be correct this key value has to be exact. There will be
        validation routine built into the loader in the future.-->
        <SearchField active="false" defaultWeight="1.0" id="AssignedPC"
        key="prod.pc.ID" useDictionary="false"/>
        <SearchField active="false" defaultWeight="1.0" id="AssignedFtr"
        key="prod.ftr.ID" useDictionary="false"/>
        <SearchField active="true" defaultWeight="1.0" id="prodID"
        key="prod.ID" useDictionary="true"/>
        <SearchField active="false" defaultWeight="1.0" id="prodSDate"
        key="prod.SDATE" useDictionary="false"/>
        <SearchField active="true" defaultWeight="1.0" id="prodAttach"
        key="prod.attach.DATASHEET" useDictionary="true"/>
        <SearchField active="false" defaultWeight="1.0" id="supplierID"
        key="prod.supplier.ID" useDictionary="false"/>
        <SearchField active="false" defaultWeight="1.0"
        id="AssignedVisibleFtr" key="prod.ftr.VID"
        useDictionary="false"/>
        <SearchField active="true" defaultWeight="1.0" id="prodDesc"

```

```
        key="prod.DESC" useDictionary="true"/>
<SearchField active="false" defaultWeight="1.0" id="price"
key="prod.pr.PRICE" useDictionary="false"/>
<SearchField active="false" defaultWeight="1.0" id="prodEDate"
key="prod.EDATE" useDictionary="false"/>
<SearchField active="true" defaultWeight="1.0" id="prodName"
key="prod.NAME" useDictionary="true"/>
<SearchField active="true" defaultWeight="1.0" id="ftrDesc"
key="prod.ftr.DESC" useDictionary="true"/>
<SearchField active="true" defaultWeight="1.0" id="supersession"
key="prod.SUPER" useDictionary="false"/>
<SearchField active="false" defaultWeight="1.0" id="prodSellable"
key="prod.SF" useDictionary="false"/>
<SearchField active="false" defaultWeight="1.0" id="prodStat"
key="prod.STAT" useDictionary="false"/>
<SearchField active="true" defaultWeight="1.0" id="ftrName"
key="prod.ftr.NAME" useDictionary="true"/>
</SearchFields>
<Builder builderClass="com.comergent.reference.appservices.prod-
uctService.search.indexBuilder.GenericBuilder"
description="productBuilder" entityClass="com.comergent.api.appsv-
erices.productService.IBizProduct" key="prod">
<IndexFields>
<IndexField id="EndDate" index="true" key="EDATE" store="true"
tokenize="false"/>
<IndexField id="ProductID" index="true" key="ID" store="true"
tokenize="true"/>
<IndexField id="Description" index="true" key="DESC" store="false"
tokenize="true"/>
<IndexField id="ProductStatusCode" index="true" key="STAT"
store="true" tokenize="false"/>
<IndexField id="StartDate" index="true" key="SDATE" store="true"
tokenize="false"/>
<IndexField id="HasAssignedSupersession" index="true" key="SUPER"
store="true" tokenize="false"/>
<IndexField id="SellableFlag" index="true" key="SF" store="true"
tokenize="false"/>
<IndexField id="Name" index="true" key="NAME" store="true"
tokenize="true"/>
</IndexFields>
<Builders>
<Builder builderClass="com.comergent.reference.appservices.prod-
uctService.search.indexBuilder.ProductFeatureBuilder"
description="productFeatureBuilder" entityClass="com.comer-
gent.reference.appservices.productService.search.index-
Builder.IndexedFeatureBean" key="ftr">
<IndexFields>
<IndexField id="VisibleFeatureKey" index="true" key="VID"
store="true" tokenize="true"/>
</IndexFields>
</Builder>
</Builders>
</Builder>
</Builders>
```

```

<IndexField id="Description" index="true" key="DESC" store="false"
  tokenize="true"/>
<IndexField id="Name" index="true" key="NAME" store="true"
  tokenize="true"/>
<IndexField id="FeatureKey" index="true" key="ID" store="true"
  tokenize="true"/>
</IndexFields>
</Builders/>
</Builder>
<Builder builderClass="com.comergent.reference.appservices.prod-
uctService.search.indexBuilder.ProductSupplierBuilder"
  description="productSupplierBuilder"
  entityClass="com.comergent.bean.simple.IDataLightWeightPartner"
  key="supplier">
<IndexFields>
<IndexField id="PartnerKey" index="true" key="ID" store="true"
  tokenize="true"/>
</IndexFields>
</Builders/>
</Builder>
<Builder builderClass="com.comergent.reference.appservices.prod-
uctService.search.indexBuilder.ProductCachedPCBuilder"
  description="productCategoryBuilder" entityClass="" key="pc">
<IndexFields>
<IndexField id="ProductCategoryKey" index="true" key="ID"
  store="true" tokenize="true"/>
</IndexFields>
</Builders/>
</Builder>
<Builder builderClass="com.comergent.reference.appservices.prod-
uctService.search.indexBuilder.PriceListBuilder"
  description="productPriceListBuilder" entityClass="" key="pr">
<IndexFields>
<IndexField id="UnitListPrice" index="true" key="PRICE"
  store="true" tokenize="false"/>
</IndexFields>
</Builders/>
</Builder>
<Builder builderClass="com.comergent.reference.appser-
vices.productService.search.indexBuilder.ProductAttachmentBuilder"
  description="productAttachmentBuilder" entityClass=""
  key="attach">
  <IndexFields>
    <IndexField id="DataSheet" index="true" key="DATASHEET"
      store="false" tokenize="true"/>
  </IndexFields>
</Builders/>
</Builder>
</Builders>

```

```
        </Builder>  
    </IndexSet>  
    </IndexSets>  
</SearchConfigurations>
```

Product Mapping File Format

The product mapping file is used by partner administrators to upload product information into the Comergent eBusiness System. It specifies how their product IDs map to the product IDs maintained by the enterprise. It contains the following:

- Exactly one header line that comprises the parameters listed in Table 71 on page 885, each separated by a tab.
- One body line for each product included in the list.

TABLE 71. Parameters Required for Product Mapping File

Parameter	Description
Status	Status of the body line for that product. E (existing) if the product is unchanged, I (insert) if this is a new product, and U (update) if the product has been modified.
Pricing SKU	Enterprise product ID
Pricing SKU Authority	The source for the Enterprise product ID (the Enterprise)
Mapped_SKU	Partner's product ID

For example:

```
<Status><Pricing SKU><Pricing SKU Authority><Mapped_SKU>  
U  MXDS-7480MatrixAN-MXDS-7480  
E  MXDS-7490MatrixAN-MXDS-7490  
I  MXDS-7500MatrixAN-MXDS-7500  
E  MXDS-7510MatrixAN-MXDS-7510  
E  MXDS-7520MatrixAN-MXDS-7520
```

In the preceding example, the partner administrator has made a change in the mapping of product MXDS-7480, status U (for Update), and inserted a mapping for product MXDS-7500, status I (for Insert). All other products are unchanged.

Consequently, when this amended product file is uploaded to the Comergent eBusiness System, the system processes the changes, and ignores the unchanged products.

Note: You must take care to ensure that your file follows the format of the product mapping or product availability file exactly. Make sure that no lines precede the header line.

Note that you can import partner product data using a “legacy” form of the product mapping file. In this legacy form, the External Partner ID is used in the SKU Authority column, and the partner SKUs are used in the Pricing SKU column. The use of this format is deprecated and should not be used beyond Release 7.0.1.

Product Availability File Format

The product availability file is used by partner administrators to upload product availability information into the Comergent eBusiness System. It specifies the amount of inventory held in warehouse locations. The format is a tab-delimited file that contains the following:

- Exactly one header line that comprises the parameters listed in Table 72 on page 886, each separated by a tab.
- One body line for each product included in the list.

TABLE 72. Parameters Required for Product Availability File

Parameter	Description
Status	Status of the body line for that product. E (existing) if the product is unchanged, I (insert) if this is a new product, and U (update) if the product has been modified.
SKU Name	Distributor’s (C3 Partner.com partner’s) product ID.
Warehouse Location	Name of the warehouse; for example, the name of the city in which the warehouse is located.
Availability	Number of the product items that are available to be purchased.
Restock Quantity	Number of product items that will be restocked.
Restock Date (M/D/YY)	Expected date of the restock.
ETA (M/D/YY)	Estimated time of availability of the product to the customer.

For example:

```
<Status> <Product Name> <Warehouse Location> <Availability> \
<Restock Quantity> <Restock Date (M/D/YY)> <ETA (M/D/YY)>
E UNS-MXDS7480 Houston 8 5 10/6/02 10/11/02
E UNS-MXDS7490 Houston 9 6 10/6/02 10/11/02
U UNS-MXDS7500 Houston 10 7 10/6/02 10/11/02
E UNS-MXDS7510 Houston 6 3 10/6/02 10/11/02
I UNS-MXDS7520 Houston 4 1 10/6/02 10/11/02
```

In this preceding example, the partner administrator has made a change to the availability information for product UNS-MXDS7500 (status U) and inserted new availability information for UNS-MXDS7520 (status I). All other products are unchanged.

Consequently, when this amended product availability file is uploaded to the Comergent eBusiness System, the system processes the changes, and ignore the unchanged products.

Co-op Account Update File Format

The Co-op Account Update file is used by enterprise administrators to upload updates to Co-op accounts into the Comergent eBusiness System. It specifies the base amount to be used to calculate the update calculation. The format is a tab-delimited file that contains the following:

- Exactly one header line that comprises the parameters listed in Table 73 on page 887, each separated by a tab.
- One body line for each account update included in the list.

TABLE 73. Parameters Required for Co-op Account Update File

Parameter ^a	Description
Partner Key*	Partner key of the partner for the account. You can upload updates for several partners at once.
Partner Name	Partner name of the partner for the account.
Account Key	Account key of the account: if you do not provide this, then a new account is created.
Account Name	Account name of the account.
Base Amount*	Amount used to calculate the increase to the account.
Currency	Currency of base amount.

TABLE 73. Parameters Required for Co-op Account Update File (Continued)

Parameter^a	Description
Available Date* (M/D/YY)	Date on which the funds will be available.
Expiration Date* (M/D/YY)	Date by which funds must be spent.

a. * denotes a required field.

For example:

```
<*Partner Key><Partner Name><Account Key><Account Name><*Base Amount>  
<Currency><*Available Date><*Expiration Date>  
12 Anderel Promotion Fund1200USD7/25/200412/25/2006  
10 OmnitechSpecial Omnitech Fund1200USD7/25/200412/25/2006
```

Index

Symbols

\$

- notation in models 495
- used to denote shared price lists 600

A

- abandoned list 819
- Abandoned Lists report 842
- access
 - defined 15
- access control lists 16
- account limits 8
- accounts 35
- accounts payable users 36
- accounts receivable users 36
- Action attribute for catalog import 339
- actions types Assignment Action
 - defined 530
- actions types Expansion Action
 - defined 530
- actions types Message Action defined 530
- activating price lists 25
- active (price list) 579
- active list 819
- active product entitlement 372
- activities 44, 761
 - adding to programs 763
 - adding activities to programs 763
 - adding products to price lists 316
- administration session, starting an 95
- advanced search 357
- Advisor Summary report 846
- aggregated products 298
 - assigning child products to 311
 - creating 296
 - creating child products of 299
 - defined 55
 - feature types and 312
 - searching for 593
- Allowed Decimal Places for displaying
 - extended prices property 854
- Allowed Decimal Places for displaying list
 - prices property 854
- Allowed Decimal Places properties 591
- Analyzer Price List ID system
 - property 817
- AnalyzerPricelistKey element 817
- ancestor 68
- ancestral chain 68
- AND search 358
- anonymous users 27
 - business rule to enable 861
 - for storefront partners 11
 - prices 27

Anonymous Users business rule 861
 Answer Text
 of answer 104
 answers
 Answer Text 104
 defined 102
 Description 104
 Filter Logic 104
 Name 104
 working with 662
 application cron jobs 852
 required for campaigns 758
 applications
 C3 Analyzer 47, 807
 C3 Profile Manager 3
 Apply Dynamic Pricing to Product List
 business rule 859
 approval requests 45, 771
 approving quotes 717
 assemblies
 defined 59
 managing (overview) 59
 product type 298, 302
 assigning accounts to user 199
 assigning features to products using power
 assign 285
 assigning leads to partners 38
 assigning price lists to all partners 600
 assigning products to a product
 category 287
 assigning programs 765
 assigning resources 640
 assigning the price lists 27
 Assignment Action
 creating 534
 Assignment Action defined 530
 assignment action properties 536
 assignment precedence 64
 assignment tabs 138
 attached properties
 reporting on 552
 attached rules
 reporting on 552
 attaching properties 485
 automatic lead assignment 743
 Automatic Post display property 566
 Automatic Promotion Display business
 rule 861
 automatically-generated tasks 799
 availability checking
 Enterprise Message URL 354
 availability of products 354
 available balance 774, 776, 778

B
 base amount currency 192
 batch
 used in index building 855
 below the line products 253, 737
 Blocked
 product status 54
 boolean operators 81
 BTL products 253, 737
 Builder element 364
 builderClass attribute 364
 building a search index 358
 business rule control 859
 business rules
 Apply Dynamic Pricing to Product
 List 859
 logging changes to orders 861
 managing tasks 857
 merging line items 863
 overview 50

C
 C3 Advisor
 reporting on activity 846
 C3 Advisor
 displaying products in questionnaire
 pages 648
 questionnaire rules, defining 108
 C3 Advisor Administration Page 131
 C3 Analyzer
 overview 47
 viewing reports 807
 C3 Configurator 67
 C3 Leads 38
 see also leads management
 C3 Profile Manager 3
 Cache Cleanup (cron job) 871
 Cache Currency and Customer Type
 assignments to a partner business
 rule 862
 Cache Price List assignments business
 rule 862
 calculating prices 23
 campaign

- mailing lists 756
- campaign locales 43
- campaigns 43, 751
- campaigns cron job 758
- carts
 - viewing profile activity 186
- cascading stylesheet 210
 - for storefront 157
- CATALOG
 - product used for promotions widget 615
- catalog
 - exporting 351
 - management 278
- Catalog dashboard 843
- Catalog DTD 337
- Catalog element 878
 - importing product catalog information 338
- catalog import
 - import set 335
- catalog navigation business rule 859
- Catalog report 845
- Catalog.dtd DTD file 344
- CatalogDictionary.mappings configuration file 363, 365
- catalogexport (directory) 61, 351
- CatalogRequest 344
- CatalogRequest DTD 877
- CatalogRequest message type 878
- CatalogResponse message 344
- categories
 - see product categories
- CategoryDisplayStyle.xml configuration file 294, 878
- changes to orders
 - logging 861
- changing sales manager 242
- channel administrators
 - managing partner users 217
- Channel Executive function 44
- channel executives 44
- characters
 - invalid in models 423
- check box controls
 - used in questions 104
- child partners
 - moving 168
- child product categories 291
 - product management 283
- child products
 - assigning to aggregated products 311
 - searching for 593
- Choose catalog navigate style business rule 859
- classifications
 - rules 505
- Closed
 - user status 18
- closed categories 62
- closing leads 748
- closing opportunities 255
- clusters
 - running cron jobs 853
- CMGT_CURRENCIES database
 - table 192, 816
- CMGT_SKU_MAPPING database
 - table 340
- combination rules 602
 - pricing rules
 - combination 602
- Comergent System
 - administration URL 95
- Comergent.xml configuration file 758
- CommandName element 367
- Commerce Executive function
 - accepting sales contracts 28
- Commerce function 186
 - for customer service 687
- Commerce Summary chart 822
- Commerce tab 158
- CommerceOne PO (cron job) 872
- Company Web site address required for Partner Selector 152
- compile all models 475
- compiling models 473
- component types 298, 302
- condition 79
- conditional pricing
 - overview 25
- conditional rules
 - creating through product manager UI 317
- CONFIG
 - REPEAT FIRING property 515
 - SUBMODEL NAME property 471
 - SUBMODEL RETURN property 471
- configurable products 67

- associating a model with 298, 302
 - fragments 79
 - product type 298, 302
 - rules 77
- configuration files
 - defined 49
 - Entitlements.xml 849
- Configuration tab 60
- Constant Guiding Text display
 - property 566
- constraining configuration selections
 - using lists 76
- constraints table
 - creating 537
 - deleting 546
 - modifying 539
- contacts 39
 - for leads 725
- content panel 97
- ContentManager URL business rule 283
- Content-type
 - for importing price lists 366, 589
- Control 566
- Control display property 566
- Control Type
 - of question 103
- Co-op accounts
 - uploading 778
- Co-op funds 44
- Co-op program 763
- Co-op programs 44
- CoopAccountsUsePoints business rule 45
- Coords (column) 329
- copying a rule 512
- copying model groups 433
- count 80
- coupon actions 611
- coupon operation 611
- coupons
 - business rule 860
 - creating 608
 - deleting 612
 - exclusive flag 611
 - managing 601
- create object panel 135
- Create Product Entitlement Based on
 - Pricelist business rule 65
- creating a cron job
 - suppressing display of empty categories 354
- creating a message action 531
- creating a model 435
- creating a worksheet 493
- creating an Assignment Action 534
- creating an Expansion Action 532
- creating coupons 608
- creating invoices 36
- creating partner sales representatives 242
- creating profile addresses 171
- creating profiles 164
- creating tasks 795
- CreditCardType lookup type 159
- Cron Job Configuration page 352, 867
- cron jobs 865
 - application 852
 - campaigns 758
 - creating 867
 - deleting 870
 - displaying 866
 - exporting catalog with 351
 - Import Catalog 873
 - importing catalog with 341
 - Index Builder 873
 - inventory collection 721
 - message URL 852
 - modifying 868
 - Orders to ERP 874
 - predefined jobs 871
 - running immediately 870
 - running in a cluster 853
 - system 852
 - system settings 852
 - viewing 866
 - viewing history 870
- CronConfig data object 853
- currencies
 - effect of changing on external products 694
 - used in coupons 611
 - used in pricing rules 605
 - used in testing models 473
- currencies in reports 816
- Currency 579
- currency 26, 577
- currency conversion rates
 - used in Co-op accounts 192
- customer 9

customer service
 processing return requests 712
 searching for orders 689
 searching for return requests 709
 customer service representative 34
 tasks 687
 customer service representatives
 setting email address 854
 customer type
 used in recommending partners for
 leads 740
 customer types
 defined 579
 price lists, searching 577
 used in coupons 611
 used in pricing rules 605
 used in testing models 473
 customers
 creating (enterprise
 administrator) 169
 creating partners as customers 8
 of storefronts 169
 cXML_1.1
 exporting catalog as 347
 cXML_1.1 format
 exporting catalog as 61
 CyberSource 29

D

dashboard graphs
 scheduling refreshes 809
 data syndication
 overview 7
 date range (promotions) 618
 DaysOffset 874
 decimal places
 in prices 591
 used in prices 591
 Default Selection 567
 Default Selection display property 566
 default system locale
 use in campaigns 44
 default values for properties 485
 defaultWeight attribute 364
 defining display properties 564
 defining lists 498
 defining option constraints 540, 542
 delegating leads 38
 deleted list 820
 deleting a cron job 870
 deleting children of models 438
 deleting fragments 529
 deleting lists 500
 deleting model groups 432
 deleting models 438
 deleting option constraints 545
 deleting option constraints table 546
 deleting partner users 233
 deleting resource type 639
 deleting users 145
 Description
 of answer 104
 of question 103
 description
 resources 635
 designing the questionnaire
 see questionnaire, designing the
 dictionary definitions for search 365
 direct partner 2
 DirectSales function 38, 39
 DirectSalesExecutive function 38, 39
 discounts 25, 601
 assigning to partners 7
 offered in proposals 250
 price lists 25
 display properties 556
 Automatic Post 566
 Constant Guiding Text 566
 Control 566
 Default Selection 566
 defined 76
 defining values 564
 Display Template 566
 fields 76
 Help URL 566
 Icon Graphics 566
 Ignore In Quote 567
 Lead Time 567
 Option Class Required 567
 Option Class View 568
 Popup-Qty Values 568
 Post-Pick Guiding Text 568
 Pre-Pick Guiding Text 568
 Price 569
 Pricing Style 569
 User Entered Value Allowed
 Values 570
 User Entered Value Postfix 570

- User Entered Value Prefix 569
 - User Entered Value Type 569
 - values 76
 - display settings
 - reporting on 552
 - display styles
 - for product caetgories 294
 - inheritance 294
 - Display Template 567
 - Display Template display property 566
 - displaying product categories 295
 - distributor 152
 - Distributor partner type
 - used for inventory collection 722
 - dollar sign (\$) 181, 600
 - downloading
 - product availability 381
 - products 266
 - downloading order information 706
 - downloading reports 810
 - dropdown list controls
 - used in questions 104
 - DTD for lead upload 41
 - dXML_3.0 format
 - exporting 61, 346
 - importing 62, 337
 - dXML_4.0 format
 - importing 337
- E**
- effective status
 - user 18
 - effectivity dates
 - for price list line items 594
 - price lists 371, 372, 577, 579
 - products 298, 302
 - used in testing models 473
 - effectivity dates for price list line items 22
 - email addresses
 - used in campaigns 756
 - email campaigns 43, 751
 - email notification 271
 - empty categories 862
 - empty categories, suppressing 66, 353
 - Enable Coupon Management business
 - rule 860
 - Enable Quotes business rule 861
 - ending date
 - price lists 371, 372, 577, 579
 - Enterprise currency 28, 256
 - Enterprise Master List price list 817
 - Enterprise Sales History report 834
 - EnterpriseCommerce function 34
 - EnterpriseLeadAdministratorSales
 - function 39
 - EnterpriseMaster List price list 296
 - EnterpriseSales function 39
 - EnterpriseSalesExecutive function 39
 - entitlement roles
 - defined 15
 - Entitlements.xml 15
 - Entitlements.xml 16, 148
 - assigning access roles 15
 - ERP
 - configuring how orders are sent 874
 - ERPAdministrator user type 143
 - Error messages 82
 - evaluating property values 495
 - Excel format
 - exporting reports 810
 - product availability download 381
 - product download 266
 - Exclusive flag
 - used in coupons 611
 - expand
 - use in string property window 489
 - expand function
 - syntax 536
 - expand groups
 - reporting on 552
 - Expansion Action
 - creating 532
 - Expansion Action defined 530
 - expansion rules 82
 - Expected Revenue
 - in opportunities 842
 - expiration date
 - quote 713, 717
 - Expiry time (minutes) for Currency
 - Customer Type cache business
 - rule 862
 - Export Catalog (cron job) 872
 - export sets
 - adding products and categories 347
 - creating 345
 - scheduling 351
 - exporting a worksheet 494
 - exporting catalog information 344

-
- exporting model groups 548
 - exporting models 548
 - exporting partner information (overview) 7
 - exporting products 344
 - overview 61
 - extended prices
 - definition 20
 - displaying 854
 - revised 248
 - External Partner ID 886
 - External Partner ID property
 - used for catalog import 343
 - external products 693
 - pricing 694
 - F**
 - feature hierarchy 385
 - feature mismatch 61, 290
 - feature type groups 386, 621
 - feature types, unassigning 402
 - resources, assigning 418
 - feature type groups, assigning to 401
 - feature types
 - adding to export set 350
 - assigning to product categories 58, 283
 - feature type groups, assigning to 401
 - feature type groups, unassigning from 402
 - product catalog 58
 - product categories, assigning to 398
 - product categories, unassigning 400, 414
 - resources, assigning 418
 - working with 625
 - features
 - adding to export set 350
 - assigned to product categories 58
 - assigning to products 308
 - inheritance 58
 - power assignment 58
 - product categories, assigning to 412
 - products, assigning to 415, 417
 - resources, assigning 418
 - the product catalog 58
 - used in pricing rules 601
 - working with 630
 - features types
 - aggregated products and 312
 - file formats
 - upload Co-op accounts 887
 - Filter Logic
 - of answer 104
 - of question 104
 - Financials function 259, 791, 801
 - to access invoices 36
 - flyout menu
 - for catalog navigation 859
 - forecasts
 - creating file 212
 - file 212, 886, 887
 - specifying interval for 212
 - submitting file 213
 - format for downloading files 266, 381
 - formulas, rule 82
 - fragments
 - deleting 529
 - explained 79
 - modifying 528
 - nested fragments, creating 522
 - simple fragments, creating 518
 - frameset
 - using OnlineOrderingPageDisplay message type 853
 - frameset system property 853
 - franchise model 48
 - frequency (cron jobs) 342, 353, 868
 - From Catalog to Cart
 - Source Pages report 843
 - FullUpdate action in catalog import 339
 - FullUpdateOrInsert action in catalog import 339
 - Function drop-down list
 - used in Numeric Property Editor window 488
 - function labels 15
 - functions 15, 79, 488
 - defining 148
 - G**
 - general tabs 137
 - groups
 - attached groups, viewing 465
 - importing models 91
 - modifying 455
 - of templates 215
 - product IDs, assigning 455
-

-
- start and end dates for option items 455
- H**
- Help URL 567
 - Help URL display property 566
 - hot spots
 - Coords (field) 329
 - creating 326
 - definition 59
 - deleting 330
- I**
- Icon Graphic 567
 - Icon Graphic field 573
 - Icon Graphics display property 566
 - id attribute 364
 - If Not Specified 81
 - Ignore In Quote display property 567
 - images
 - associated with product category 282
 - used in models 573
 - images (promotions) 617
 - Import Catalog cron job 873
 - import set for catalog import 335
 - import sets
 - creating 335
 - deleting 340
 - scheduling 341
 - importing a worksheet 495
 - importing model groups 546
 - importing models 546
 - importing price lists 587
 - importing products
 - overview 62
 - In Creation
 - product status 54
 - inactive (price list) 579
 - inactive product entitlement 372
 - inbound orders 272
 - including sub-models in models 470
 - IncUpdate action in catalog import 339
 - IncUpdateOrInsert action in catalog import 339
 - index attribute 364
 - Index Builder cron job 873
 - index set
 - activating 362
 - index set creation 359
 - as cron job 360
 - IndexFields element 364
 - IndexSet element 364
 - IndexSetName element 367
 - IndexSetPath element 367
 - indirect partner 2
 - inheritance of features 58
 - insertion point 62, 337
 - internationalization 48
 - invalid characters in product IDs 297
 - inventory collection 721
 - Distributor partner type 722
 - Inventory Collection (cron job) 872
 - inventory data, retrieving
 - defining properties 872
 - Inventory report 832
 - inventory, tracking 46
 - invoice statuses 36
 - invoices 801
 - administration 801
 - creating 36
 - Financials function 36
 - line item history 260
 - ownership 37
 - partner administration 259
 - updating customer status 260
 - viewing history 804
 - ISO-3166 country codes 48, 851
 - ISO-639 language codes 48, 851
 - isselected function 79
 - item precedence 63
 - item quantity rules 602
- J**
- job scheduling
 - predefined jobs 871
- K**
- key attribute 364
 - Key Performance Indicators report 821
 - KPI report 821
- L**
- label
 - resources 635
 - labels
 - of functions 15
 - lead administrators 723
 - Lead Closure report 839

lead contacts 725
 Lead Distribution report 837
 Lead Execution report 840
 Lead Management Recommended Partner
 Search Attributes business
 rule 740, 742
 Lead Performance report 841
 Lead Pipeline report 836
 lead time 306
 Lead Time display property 567
 LeadCreate element 860
 LeadCreateListRequest.dtd DTD file 41
 leads
 assigning 42
 business rule 42
 closing 748
 creating 41
 delegating 38
 partner activity 745
 primary contact 733
 recommended partners 740
 retracting 744
 uploading 726
 uploading timeout error 728
 leads assigning to partners 38
 leads management
 assigning leads 42
 business rules 42
 creating a lead 723
 creating leads 41
 defined 38
 Lines Per Page in List Displays
 property 854
 List as property type 484
 list definitions
 reporting on 552
 list function 79
 list panel 135
 list prices
 definition 20
 displaying 854
 List Size for Each Indexing Thread for
 Incremental Indexing
 property 855
 List Size for Each Indexing Thread
 property 855
 lists 497
 constraint rules 76
 defining 498
 deleting 500
 explained 76
 importing models 90
 modifying 499
 literal 80
 locales 48
 used in campaigns 43, 753
 used in promotions 618
 used in search 364
 localization 48
 Location drop-down list
 used in Numeric Property Editor
 window 489
 log out 97
 logging changes to orders 861
 logging order changes business rule 861
 logo
 profile 157
 logo images 210
 logos
 uploading 170

M

mailing list file format 756
 mailing lists 756
 managers 18, 35
 managing accounts 195
 managing business rules 857
 manual transactions 792
 Manufacturer Name system property 338,
 340, 343
 Marketing Executive function 771
 marketing plans 765
 mass update
 product prices 317
 match
 use in string property window 489
 max 79
 maximum number of users
 assigned to an account 165
 MDF funds 44
 MDF program 763
 MDF programs 44
 Mean Order Value by Month graph 820
 merchant ID 29
 merchant key 29
 Merge Line Items in Product Inquiry List?
 business rule 863
 merging line items 863

message 82
 suggest 82
 warn 82
 message action
 creating 531
 Message Action defined 530
 message URL
 for importing price lists 589
 for managing index sets 366
 message URL field
 set in Enterprise profile for availability
 checking 354
 message URL for cron jobs 758, 852
 MessageHeader element
 importing product catalog
 information 338
 messages
 error 82
 messages (as a result of rules) 82
 min function 79
 minimum order quantity 306
 mismatch, feature 290
 Mobile Configurator 67
 Model field 298, 302
 model group 69
 defined 68
 model group hierarchy
 properties 73
 model groups 68, 430
 copying 433
 copying models into 439
 creating 430
 deleting children 432
 modifying 431
 model images 573
 models 67
 assigning a product 438
 attaching to an option class 464
 compiling 473
 compiling all 475
 copying 439
 copying a model reference 441
 copying option classes into 448
 creating 435
 deleting 438
 deleting children 438
 description 68, 69
 effectivity dates 436
 embedding 443
 end date 436
 invalid characters 423
 modifying 437
 setting prices 569
 start date 436
 sub-models 69
 tabbed user interface 476
 testing 472
 validating 77
 modifying a cron job 868
 modifying models 437
 modifying option constraints 544
 modifying properties 489
 modifying property definitions 490
 modifying quotes 716
 modifying rule fragments 528
 Monthly Order Volume graph 820
 moving a product to another product
 category 288
 moving a rule 512
 moving child partners 168
 moving users 228, 230
 multiple fragment rules 80
 multiple-pass rule firing 515

N

Name
 of answer 104
 of question 103
 Name attribute
 for price list import 587
 Name element 338, 878
 names
 of profiles 152
 navigating product catalog 66
 navigation bar 97
 nested fragments 80
 nested fragments in rules 522
 node administrators 217
 node users 217
 creating by node administrator 217
 deleting by node administrator 233
 modifying by node administrator 224
 Not Orderable
 product status 54
 Not Ordered list
 in C3 Analyzer 820
 notes

-
- adding to opportunities as partner user 253
 - notification administration 271
 - Number as property type 484
 - Numeric Property Editor window 487
 - O**
 - obsolete products 60
 - On Credit Hold
 - user status 18
 - On Hold
 - user status 18
 - online help 97
 - OnlineOrderingPageDisplay message type
 - used in frameset 853
 - Open
 - user status 18
 - open categories 62
 - operators (Visual Modeler) 80
 - opportunities 38, 39, 241, 723
 - accepting opportunities 242
 - adding notes to opportunities 253
 - closing 255
 - creating an order from 250
 - declining opportunities 243
 - delegating by partners 244
 - Expected Revenue 842
 - general opportunity information, adding and modifying 246
 - Win and Loss 255
 - opportunities management
 - accepting opportunities 242
 - adding notes to opportunities 253
 - declining opportunities 243
 - delegating by partners 244
 - general opportunity information, adding and modifying 246
 - opportunity administration
 - by partners 241
 - opportunity management
 - creating an order from an opportunity 250
 - option class groups
 - attached, viewing 465
 - attaching to a model or group 462
 - attaching to an option class 464
 - copying option classes into 448
 - creating 455
 - defined 68
 - deleting 469
 - explained 72
 - removing an attachment to a group 470
 - removing an attachment to a model 438
 - removing an attachment to an option class 453
 - Option Class Required display
 - property 567
 - Option Class Viewdisplay property 568
 - option classes
 - adding option items to 447
 - assigning a product 438
 - copying 448
 - copying option items into 451
 - creating 444
 - defining option constraints 542
 - definition 68, 72
 - deleting 453
 - display properties, setting 446
 - embedding models into 443
 - product IDs, assigning 446
 - properties, attaching 446
 - ratio, setting 446
 - rules, attaching 446
 - setting prices 569
 - option constraints
 - defining 540
 - deleting 545
 - modifying 544
 - option constraints table
 - creating 537
 - deleting 546
 - modifying 539
 - option item groups 72
 - attached, viewing 465
 - attaching to a groups 462
 - attaching to an option class 464
 - copying option items into 451
 - creating 455
 - definition 68
 - deleting 469
 - removing an attachment to a group 470
 - removing an attachment to an option class 453
 - option items
 - adding to option classes 447

-
- assigning a product 438
 - constraining selections 76
 - copying 451
 - definition 69, 72
 - display properties, setting 450
 - in option constraints 543
 - product IDs, assigning 450
 - rules, attaching 450
 - setting prices 55, 569
 - OR search 358
 - Order Activity report 824
 - Order Analysis report 827
 - order header
 - specifying supported options 214
 - order history 701
 - order information
 - searching 689
 - order management
 - line item header information,
 - modifying 697
 - order header information,
 - modifying 694
 - order on behalf of 702
 - overview 34
 - price and quantity, modifying 692
 - simultaneous changes to an order 688
 - view order history 701
 - Order Management dashboard 820
 - order numbers
 - search for orders by 690
 - order on behalf of
 - creating an order 703
 - overview 34
 - order statuses
 - search for orders by 690
 - order total rules 602
 - ordered dates
 - search for orders by 691
 - ordered list 820
 - orders
 - creating tasks 718
 - downloading 706
 - searching by order number 690
 - searching by order status 690
 - searching by ordered date 691
 - searching by PO number 690
 - searching by product ID 690
 - searching by serial number 690
 - Orders by Status chart 821
 - Orders by Time graph 820
 - orders searching by supplier 690
 - Orders to ERP cron job 874
 - organizational functions 13
 - outstanding credit 8
 - ownership of invoices 37
- P**
- pagination
 - specifying number of items on each page 854
 - panel
 - create object 135
 - list 135
 - tabbed 136
 - parent function 80
 - partner activity
 - leads 745
 - partner addresses
 - deleting 173
 - partner administrators
 - channel administrator 207
 - creating orders from
 - opportunities 250
 - defined 4, 40
 - managing partner users 217
 - responsibilities of 4
 - Partner Inventory report 845
 - partner lead administrators
 - declining leads 243
 - partner level
 - used in recommending partners for leads 740
 - partner logos 170
 - partner opportunity administration 241
 - Partner Profile chart 822
 - Partner Profile Search page 162
 - partner profiles 179
 - creating 207
 - maintaining 208
 - overview 2
 - Partner Relationship Management
 - report 830
 - Partner Request Timeout Value system
 - property 728
 - partner sales manager
 - defined 40
 - partner sales managers
 - accepting opportunities 242
-

delegating opportunities 244
 partner sales representatives 242
 creating 242
 Partner Selector
 Company Web site address required
 field 152
 partner status 5
 partner type
 used in recommending partners for
 leads 740
 partner users 217
 adding notes to opportunities 253
 channel administrator 14, 217
 creating by enterprise
 administrator 173
 creating by partner administrator 217
 definition 217
 deleting by partner administrator 233
 modifying by partner
 administrator 224
 overview 4
 Partner.com Partners
 Commerce tab 158
 overview 8
 partners
 accepting opportunities 242
 adding notes to opportunities 253
 assigning discounts to 7
 assigning price lists to 25
 assigning special prices for 7
 contract 156
 creating orders from
 opportunities 250
 declining opportunities 243
 delegating opportunities 244
 deleting addresses 173
 enabling discounts 25
 enabling special prices for 25
 exporting partner information 7
 general opportunity information,
 adding and modifying 246
 managing products 56
 modifying 179
 price lists 4
 products 4
 recommended partners for leads 740,
 742
 territory 156
 used in testing models 473
 viewing product inquiry lists 7
 parts diagram
 hot spots, creating 326
 hot spots, deleting 330
 image, uploading 326
 overview 59
 Password data field 853
 passwords 15, 143, 175
 payment accounts 44, 45, 153, 188
 adding funds 192
 removing funds 193
 payment gateways 29
 payment options 159, 214
 payment processor 29
 payment processors 185
 payment transactions 29
 PaymentType lookup type 159
 performing a search 358
 PO numbers
 search for orders by 690
 points
 used in Co-op accounts 45
 Popup-Qty Values display property 568
 PORTAL
 product used for promotions
 widget 615
 Post-Pick Guiding Text display
 property 568
 power assign
 of features to products 285
 power assignment 285
 power assignment of features 58
 power unassign
 of features from products 285
 precision
 displaying extended prices 854
 displaying list prices 854
 used in pricing 591
 used to display prices 20
 pre-configured products 59
 preferred locale 143, 219, 224
 Pre-Pick Guiding Text display
 property 568
 Prevent Selection of Items Resulting in
 Constraint Errors 568
 Preview (button) 618
 Price display property 55, 569
 Price element 589
 price information 25

price list line item
 effectivity dates 22
 price list line item effectivity dates 594
 price lists
 active 25
 active price lists 579
 adding products using product manager UI 316
 assigning default prices (overview) 25
 assigning to all partners 600
 associating a supplier ID 21
 associating supplier IDs 49
 conditional pricing 25
 creating 584
 currency 26
 defined 7, 20
 effectivity dates 371, 372, 577, 579
 for reporting 817
 importing 587
 number of decimal places 591
 previewing 598
 products 4, 24
 searches 370, 577
 unassigning from partners 600
 used when importing products 337
 PriceList DTD 587
 PriceList element 587
 PriceListHeader element 588
 PriceListImportRequest DTD 587
 prices
 configured products business rule 859
 for anonymous users 27
 setting for a model, option class, or option item 569
 Prices element 588
 prices in reports 816
 pricing
 properties to control display 591
 Pricing Engine Type business rule 862
 pricing external products 694
 pricing rules 601
 combination 602
 deleting 608
 item quantity 602
 order total 602
 removed from quotes 717
 Pricing SKU column 886
 Pricing Style display property 569
 pricing tiers 607, 611
 Pricing Type business rule 859
 primary contact
 for a lead 733
 printing reports 810
 priorities
 for rule firing 513
 priority (C3 Advisor) 109
 priority level (promotions) 618
 PRM dashboard 830
 Procurement User user type 5
 Product Activity report 823, 844
 product catalog 859
 basic structure 52
 exporting 351
 product categories
 adding to export set 347
 associating an image 282
 child 283, 291
 creating (overview) 53
 definition 52
 display 295
 empty 66, 862
 empty categories 353
 feature types 398
 feature types assigned to 58
 features assigned to 58
 features, assigning 412
 maintained by partners 56
 moving products between 61
 open/closed 62
 suppressing display of empty 353
 product entitlement items 63
 product entitlements 63
 active 372
 product entitlements derived from price lists business rule 65
 product IDs
 invalid characters 297
 search for orders by 690
 product import
 supplier names 339
 product inquiry lists
 commerce activity 7
 defined 29
 direct commerce 30
 displaying in questionnaire pages 648
 indirect commerce 30
 recovering from deleted users 237

product management 278
 product status 54, 298, 302
 ProductID attribute 588
 ProductID element 343
 production
 moving compiled models 474
 ProductManager role 878
 products
 adding to export set 347
 adding to price lists 316
 administering prices through product manager UI 315
 and deleted categories 291
 assigning resources to 309
 assigning to a model, option class, option item 438
 assigning to a product category 287
 associating supplier IDs 49
 availability 381
 availability (C3 Partner.com partners) 382
 availability in C3 Partner.com 379
 availability information 354
 configurable 298, 302
 creating 53, 296
 defined 52
 downloading 266
 exporting 61, 344
 external 693
 feature mismatch 290
 feature types 58
 features 58
 features, assigning 415, 417
 importing 62
 maintained by partners 56
 making products obsolete 60
 management 278
 Model field 298, 302
 modifying 304
 moving to another product category 288
 pre-configured 59
 price lists 4, 24
 related 319
 removing from a product category 287
 supersession 60
 suppliers 62
 unassigned products 291
 updating (C3 Partner.com) 267
 uploading (C3 Partner.com) 265
 ProductUpdate element
 importing product catalog information 338
 profile addresses
 creating 171
 Profile Administration function 207
 profile administrator 217
 Profile Detail Page 151
 profile levels 152
 used in coupons 611
 used in pricing rules 605
 used in promotions 618
 profile names 152
 uniqueness 152
 profile types 152
 selection for distributors 152
 used in coupons 611
 used in pricing rules 605
 used in promotions 618
 profiles
 cart activity 186
 creating 164
 creating addresses 171
 level 152
 type 152
 Program Management function 857
 for managing availability information 379
 programs 44, 761
 adding activities 763
 assigning to partners 765
 Promotion Administration List Page 614
 promotion content 32
 promotion controls
 described 32
 promotion events 33
 promotions
 assigning images for 617
 automatic display business rule 861
 content 32
 controls 32
 customers 31
 date range 618
 description 32
 disabling 620
 enterprise site 31
 event 33

- locale filter 618
- overview 31
- partner site 31
- previewing 618
- priority level 618
- URL 32
- promotions (enterprise server)
 - creating 616
 - duplicating 616
 - modifying 619
- properties 482, 555
 - attaching 485
 - catalog 74
 - default values 485
 - defining 482
 - definition 73
 - display properties 76
 - importing 90
 - model group hierarchy 73
 - modifying a definition 490
 - modifying an attached value 489
 - not specified values 81
 - removing an attachment 489
 - rules 69
- properties, attaching 450
- property definitions
 - reporting on 552
- Property drop-down list
 - used in Numeric Property Editor window 489
- property editor window 487
- property types
 - List 484
 - Number 484
 - String 484
- property values 489
 - evaluating 495
- proposal templates 40
 - sample 879
 - uploading 216
- Proposal Templates tab 215, 216
- proposals 40, 242, 723
 - creating as part of new lead 725
 - discounts 250
 - offering to contact 248
 - uplifts 250
- propval function 79

Q

- quantity per unit 306
- QuantityTier element 589
- Question Text
 - of question 103
- questionnaire
 - about the 106
 - building the 128
 - components of 107
 - conceptual design of 118
 - construction tasks in 128
 - creating 107
 - designing 117
 - example design 120
 - overview 106
 - rules, defining 108
 - start page 110
 - start state URL 110
- questionnaire pages
 - defined 105
 - displaying products in 648
 - working with 645
- questions 106
 - Control Type 103
 - defined 102
 - Description 103
 - Filter Logic 104
 - Name 103
 - Question Text 103
 - working with 657
- Quick Search field 358
- quote characters in names 534
- quotes 30, 684
 - approving 717
 - business rule to enable 861
 - customer service representative
 - actions 713
 - expiration date 713, 717
 - modifying 716
 - overview 35
 - reasons for rejecting 718
 - rejecting 718
 - removing pricing rules 717
 - searching for 684
- quotes widget 861

R

- radio button controls
 - used in questions 103

ratio, setting a 446
 reasons for rejecting quotes 718
 recommended partners 740, 742
 RecommendedPartnerName element 860
 reconciliation, feature 290
 recovering product inquiry lists 237
 registered users
 for storefront partners 11
 rejecting a quote 718
 related products 319
 relative
 property locations 489
 Released
 product status 54
 RemoteUser element 878
 removing products from a product
 category 287
 reporting
 C3 Analyzer 47
 inventory tracking 46
 reseller forecasting 47
 reporting price list 28, 296, 817
 reports
 Abandoned Lists report 842
 currencies 816
 downloading 810
 exporting to Excel format 810
 Inventory report 832
 Key Performance Indicators 821
 prices 816
 printing 810
 Product Activity report 823
 Visual Modeler 92, 552
 requests for quotes 30, 684
 reseller forecasting 47
 resource descriptions 635
 resource labels 635
 resource tabs 139
 resource type
 to create a 636
 to delete a 639
 to modify a 637
 resource types 635
 defined 102
 deleting 639
 managing 635
 working with 635
 resources
 defined 102
 feature type groups, assigning to 418
 feature types, assigning to 418
 features, assigning to 418
 to assign 418, 640
 to unassign 420, 642
 working with 640
 retracting leads 744
 return requests
 processing 712
 searching for 709
 Return to General 463, 465
 returns management 709
 overview 35
 revised extended prices 248
 RFQs
 creating tasks 718
 overview 35
 roles
 defining 148
 entitlement 15
 partner administrator 175
 sales representative 242
 root model group 69
 RosettaNet format
 exporting data 61
 rule actions 607
 rule administration 601
 rule classifications 505
 rule definitions
 reporting on 552
 rule firing 84, 507
 controlling 514
 testing 513, 515
 rule firing sequence 513
 rule message text 82
 rule operation 605
 rules 500
 copying 512
 importing models 90
 moving 512
 properties 69
 rules (C3 Advisor)
 authoring tips 115, 117
 construction of 111, 112
 creating default 115
 defined 105, 108
 description 105
 execution of 110
 IF clause 105

- in the **C3** Advisor 108
 - name 105
 - priority of 113, 115
 - THEN clause 105
 - to create a 673
 - to delete a 678
 - to modify a 676
 - using AND NOT arguments to disable
 - answers 116
- rules (Visual Modeler)
 - attaching 79
 - defining 78
 - expansion 82
 - explanation 77
 - firing sequence 507
 - fragments 79
 - functions 79
 - multiple fragment rules 80
 - nested fragments 80
 - processing 84
 - rule actions 530
 - rule formulas 82
 - single fragment rules 80
- rules in **C3** Advisor
 - working with 673
- rules in Visual Modeler
 - attached rules, viewing 507
 - attaching 506
 - defining 501
 - definition 69
 - deleting a rule 511
 - modifying 503
 - unattaching 511
- running a cron job immediately 870
- RunningMode element 367

S

- sales contracts 28, 783
- Sales Executive function 215, 740
- Sales Forecast report 831, 845
- Sales function 242
- sales manager
 - changing 242
- sales managers 241
- Scale attribute 591
- scheduling
 - export sets 351
 - import sets 341
- search
 - administration tasks 359
 - behavior of Quick Search field 358
 - creating an index set 359
 - setting dictionary definitions 365
 - using XML messages 365
- search index 358
- search index builder
 - run as application cron job 853
- search price list 370, 577
- search settings 363
- search syntax 367
- search wild card characters 99
- SearchConfigurationProperties.xml
 - configuration file 359, 363
- SearchField element 364
- SearchFields element 364
- searching for order by order number 690
- searching for order by order status 690
- searching for order by ordered date 691
- searching for order by PO number 690
- searching for order by product ID 690
- searching for order by serial number 690
- searching for orders by supplier 690
- searching for properties 549
- searching for quotes 684
- searching for users 145
- selection criteria
 - used in campaigns 756
- Send Orders XML msgs to ERP
 - property 854
- serial numbers
 - search for orders by 690
- ServerName property 758
- service products 55, 306
 - configuration prices business rule 862
- session (**C3** Advisor) 109
- shipping options 159, 214
- ShippingMethod lookup type 159
- shopping carts
 - active 30
 - duplicate 30
 - template 30
 - transferred 30
- Show Product List check box 648
- Show Promotions business rule 860
- single condition 79
- single fragment rules 80
- single-pass rule firing 515
- SKU Authority column 886

source product IDs
 used in pricing rules 602
 special characters
 encoding in Visual Modeler 471
 special offers 601
 special prices 25
 special prices, assigning 7
 spreadsheet format
 order activity 707
 partner lists 164
 staging
 moving compiled models 474
 stale list 820
 start page 110
 start state URL 110
 starting date
 price lists 371, 372, 577, 579
 state 105, 109, 126
 states
 current rule state 115
 status
 of invoices 36
 partner 5
 setting for product 298, 302
 user 18
 Stop Firing (column) 507
 store attribute 364
 storefront
 cascading stylesheet 157
 Storefront Partners
 Commerce tab 158
 overview 8
 storefront partners 820
 String as property type 484
 String Property Editor window 487
 Style element 878
 sub-models 72, 470
 of models 69
 Suggest messages 82
 sum function 79
 supersession 320-322
 defined 60
 overview 60
 Supplier element 338, 343
 supplier ID
 associated with a price list 49
 associating with price list 372, 579
 used in pricing 21
 supplier IDs
 partners creating price lists 27
 suppliers
 associated to price lists 21
 associating to products 49
 partner profiles 49
 product import 339
 searching for orders by supplier 690
 suppliers of products 62
 supported search syntax 367
 Suppress Empty Categories business
 rule 874
 suppress empty categories business
 rule 862
 suppressing empty product categories 353
 system cron jobs 852
 system properties
 frameset 853
 system-generated notes 735

T

tabbed panel 136
 tabbed user interface 476, 567
 table
 used to display properties 570
 tabs
 assignment tabs 138
 general tabs 137
 resources tabs 139
 tabular display of properties 570
 target product IDs
 used in pricing rules 602
 task due date 797
 task name 796
 task priority 797
 task summary 796
 task type 797
 tasks 46, 795
 automatically generated 799
 creating 795
 creating from orders 718
 creating from RFQs 718
 updating 798
 template groups 215
 templates
 for proposals 40
 territory
 used in recommending partners for
 leads 740
 testing models 472

text format
 product availability download 381
 product download 266
 tiers used for order level pricing rules 607,
 611
 timeout error
 uploading leads 728
 to unassign a resource from an entity
 see resource, to unassign a resource
 from an entity
 tokenize attribute 364
 toolbar 424
 Top 5 Categories by Value
 Current Month report 843
 Top 5 Products
 Previous vs. Current Month
 report 843
 tracing rule firing 513, 515
 Track Action Rules business rule 859
 Track Questionnaire Answers Action
 business rule 846
 transferred list 820
 Type attribute
 used in catalog import 343
 used in catalog importing 343
 types
 resources 635

U

UI

ICON GRAPHIC property 573
 ITEM IMAGE NAME property 573
 PRICE property 561
 PRICING SKU property 561
 PRICING STYLE property 561
 ROW SPAN property 562
 SHOW ITEM IMAGES
 property 562, 573
 UI: NUMBER OF COLUMNS 559
 UI: OPTION CLASS VIEW 560
 UI: POPUP-QTY ALLOWED
 VALUES 560
 UI: PRODUCT DESCRIPTION
 property 562
 UI: PRODUCT ID property 561
 UI: PRODUCT NAME property 561
 UI: SUPPRESS NAME DISPLAY 562
 UI: SUPPRESS NONE SELECTION 562
 UI: SUPPRESS UEV NONE VALUE 563

UI: UEV ALLOWED VALUES 563
 UI: UEV ASSIGNMENT
 PROPERTY 563
 UI: UEV POSTFIX 564
 UI: UEV PREFIX 564
 unassigning features
 using power unassign 285
 unassigning price lists from partners
 partners
 unassigning price lists 600
 unassigning resources 420, 642
 unit of measure 306
 UnitListPrice DataElement 591
 unspecified
 property locations 489
 updating
 product availability (C3 Partner.com
 partners) 382
 updating profiles 179
 updating tasks 798
 uplifts
 offered in proposals 250
 upload Co-op accounts file format 887
 uploading
 logo file 210
 uploading a proposal template 216
 uploading Co-op accounts 778
 uploading leads 726
 timeout error 728
 uploading mailing lists 756
 uploading partner logos 170
 Use Configuration Prices for Service
 Products? business rule 55, 862
 useDictionary attribute 364
 user administration 141, 687
 user administrators 141
 User Detail Page 143
 user effective status 18
 User Entered Value Allowed Values display
 property 570
 User Entered Value Postfix display
 property 570
 User Entered Value Prefix display
 property 569
 User Entered Value Type display
 property 569
 user functions 143
 User List Page 142
 user status 18

- user types
 - Procurement User 5
- UserAuthenticator element 42
- UserLogin element 42
- username 143
- usernames 175
 - requirements for 15
 - restrictions 175
- users
 - creating 142
 - deleting 145
 - deleting (effect on username) 15
 - modifying 145
 - moving 6
 - moving by enterprise
 - administrator 177
 - moving from a lower level 230
 - moving from a top level 228
 - overview 14
 - relation to entitlement roles 15
 - searching for 145
 - setting preferred locale 48, 143, 219, 224

- CATALOG product used for
 - promotions 615
- PORTAL product used for
 - promotions 615
- wild card characters
 - in search 99
- worksheets 492
 - creating 493
 - exporting 494
 - importing 495

X

- xCBL_2.0 format 61
- XML message versions 152
- XML messages
 - for managing index sets 365

V

- value function 79
- values
 - of properties 489
- values of orders
 - in reports 816
- view of product catalog 66
- viewing a cron job 866
- viewing invoice history 804
- viewing the history of a cron job 870
- Visual Modeler 67
 - accessing 427
 - defined 69
 - how the Visual Modeler works 71
 - reporting 92
 - reports 552
 - tabbed user interface 476, 567
- visual modeler
 - toolbar 424

W

- Warn messages 82
- watchers 46, 797
 - automatically assigned 799
- widget

