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# *Comergent eBusiness System*

**Release 7.1.1**

**Administration Guide**

**Sterling Commerce**  
An IBM Company

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## Comerger eBusiness System Administration Guide

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# Preface

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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*.

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## 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.

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## 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.

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## 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	<b>Sample.txt</b>
Paths and directory names	<b>/top_level/next_level/next_level/destination_directory/</b>
Sample code extracts	<code>public void method(String s)</code>
Values to be provided	<i>&lt;value supplied by developer&gt;</i>

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## 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`



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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 3
- "Using Storefronts" on page 8
- "Users, Roles, and Functions" on page 14
- "Administering the Product Catalog" on page 20
- "Guided Selling" on page 21
- "Using the Visual Modeler" on page 21
- "Setting Prices for Products" on page 21
- "Sales Contracts" on page 29
- "Product Reviews" on page 30
- "Payment Processing and Credit Cards" on page 31
- "Using Carts" on page 31
- "Serving Promotions" on page 32
- "Customer Service" on page 36
- "Leads Management" on page 40

- "Campaigns Management" on page 45
- "Program Management and Payment Accounts" on page 46
- "Task Management" on page 48
- "Inventory and Demand" on page 49
- "Data Analysis Using C3 Analyzer" on page 50
- "Internationalizing the Comergent eBusiness System" on page 50
- "Franchise Model and Suppliers" on page 51
- "Configuring the Comergent eBusiness System" on page 52

## **Terminology**

In managing the Comergent eBusiness System, we distinguish between two basic types of users: enterprise users and customer users. Enterprise users are responsible for managing enterprise data (products, price lists, partner profiles, and so on). Customer users are users who log in principally to buy products from the enterprise.

In earlier releases of the Comergent eBusiness System, there is only one enterprise partner (referred to as Matrix in our reference data) and enterprise users of this partner manage the enterprise data for all customer users of the Comergent eBusiness System.

This release of the Comergent eBusiness System supports the ability to create storefronts. Within each storefront, a *storefront partner* is created: this is the partner profile that represents the storefront enterprise. Users of this partner are the enterprise users for this storefront. In general, employees of the organization running the storefront will log in as one of these users. We refer to these users as enterprise users of the storefront.

We refer to the tenant enterprise and to storefront partners as enterprises within the Comergent eBusiness System.

Thus:

- *enterprise users* are users who belong to either the tenant enterprise or to the storefront partner of a storefront.
- *customer users* are users who belong to customer partners of the tenant or to customer partners of a storefront.

---

## **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.

### **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:

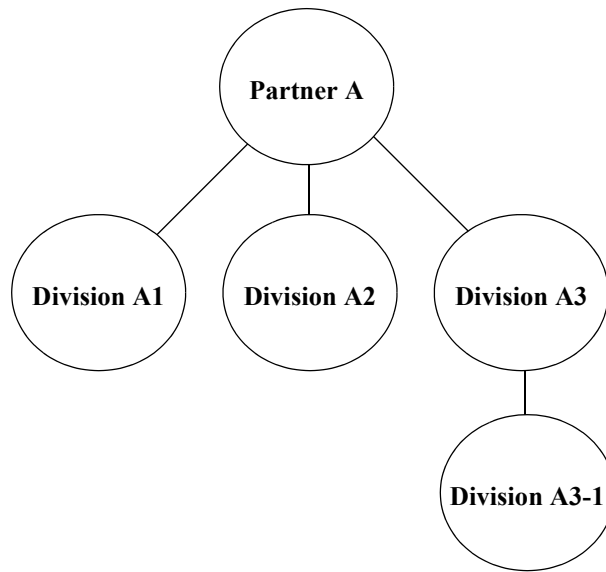
- whether the partner is a distributor, reseller, Original Equipment Manufacturer (OEM), Retailer, systems integrator, or system partner,
- the customer type,
- whether the partner is gold, silver, or platinum level.

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 27 for more information.

### **Profile Hierarchy**

Your partners' companies may be 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 and 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 customer partner, one partner user with the profile administrator function. This partner user then becomes the partner administrator who creates the other customer partner users for their organization.

Partner administrators can log into the enterprise site to maintain partner information. They can create customer partner users and modify their partner profile as necessary.

In addition to the *User* user type, 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 19 for more details about user statuses.

Profile statuses are as follows:

- 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**

You can set a business rule that sets spending limits for partner 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.

<b>Note:</b> 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 223 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 180.

### *Functions Assigned to a Moved 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 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 245.

## 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 21 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 21 for a more detailed discussion of conditional pricing.

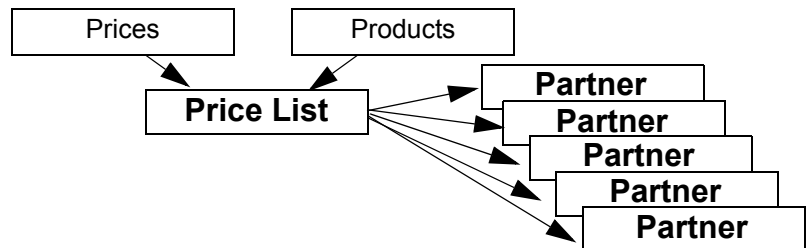


FIGURE 2. Products, Prices, and Partners

## 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 187.

## 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 163. You can also 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 Storefronts**

Some of your selling partners may not have the infrastructure to maintain their own e-commerce Web site. In Release 7.1 and higher, you can create storefronts for your partners. The storefronts provide a complete e-commerce environment within which your partner can do almost all of the same things that you can do within the enterprise. Each storefront is created with a "storefront partner": this is the partner that represents the enterprise running the storefront. For example, suppose you want to create a storefront for an organization called Anderel. When you create the storefront, you provide details for the Anderel partner profile within the storefront. Anderel employees can log in as users of this storefront partner: when they do so, they act as enterprise administrators within their storefront. We refer to these users as storefront administrators.

### **Storefront Administrator Tasks**

Administrators of each storefront perform administration tasks to manage their sites. These tasks correspond to the equivalent enterprise administration tasks and so the chapters in this guide that cover general enterprise administration are also applicable to storefront administrators.

Storefront administrators can perform nearly all of the same tasks for their storefront that tenant administrators can perform for the enterprise, including:

- Managing business rules for their storefront



- Performing user administration for their storefront
- Creating and managing storefront partners for their storefront
- Setting prices for their storefront
- Managing system properties for their storefront
- Assigning and unassigning feature types to feature categories that they manage for their storefront
- Assigning and unassigning features to the products that they manage for their storefront

Storefront administrators cannot modify parts of the product catalog or perform catalog administration tasks that affect the entire enterprise. This means that they cannot perform the following tasks:

- Generating and running **C3** Analyzer reports
- Managing features with **C3** Product Manager
- Setting up guided selling with **C3** Advisor
- Performing product import/export
- Performing search administration
- Creating or modifying models using the Visual Modeler

### **Storefront Hierarchy**

Storefront administrators at any level can create child storefronts beneath them. Over time, a hierarchy of storefronts can develop: the tenant storefront, the storefronts that tenant administrators create, the storefronts that storefront administrators of these storefronts create, and so on. With the exception of the tenant storefront, each storefront has one *parent* storefront, and may have zero or more child storefronts.

- When we refer to the ancestors of a storefront, we mean the parent storefront of the storefront, the parent of that parent, and so on up the hierarchy up to and including the tenant storefront.
- When we refer to the descendants of a storefront, we mean the child storefronts of the storefront, the child storefronts of these children, and so on.

## **Skins**

A skin is a way to determine the look-and-feel of a storefront. In Release 7.1 it comprises a logo (in the form of a GIF file), and a cascading stylesheet. Together, these determine some aspects of the user experience as users access the storefront. One skin is created when an enterprise administrator creates the storefront: they specify the string for the URL and this becomes part of the URL that is used when users access the storefront.

A storefront is accessed using a URL. Typically, URLs used to access the Comergent eBusiness System look like this:

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

The last component of the path (“matrix” in this case) is used to determine which skin of which storefront the user is accessing.

A storefront administrator can create more than one skin for their storefront: they must specify the URL string, and optionally a GIF image and cascading stylesheet, for each skin they want to create. For example, the enterprise administrator creates a storefront for Anderel, and they specify the URL string as “anderel”. To begin with, Anderel storefront administrators and end-users will access the Anderel storefront using a URL that looks like this:

```
http://server:port/Comergent/en/US/enterpriseMgr/anderel
```

If an Anderel storefront administrator logs in, and creates a new skin with the URL string “anderelStore” for their storefront, then both storefront administrators and end-users can access the Anderel storefront using:

```
http://server:port/Comergent/en/US/enterpriseMgr/anderelStore
```

Depending on the differences between the cascading stylesheets used for the two skins, users will experience a different look-and-feel depending on which of the two skins they use to enter the Anderel storefront.

## **Storefront Data**

In general, any data that is created within a storefront (either by storefront administrators or by storefront end-users) is separate from data of the enterprise storefront. In particular, data created within a storefront cannot be seen from any other storefront. However, note that the following data is “shared” between the enterprise and storefronts:

- **Product data:** Enterprise product data is visible as read-only data to storefront administrators. Storefront administrators can view enterprise product details and add enterprise products to storefront price lists.

Storefront end-users can buy enterprise products provided that they meet the standard access criteria (using product entitlements and price lists defined at the storefront level).

Enterprise administrators can open a product category to one or more storefront partners (see "To Enable Access Control" on page 299) immediately below them. When they do so, storefront administrators who have been granted access can create products and child product categories within this product category.

- Products created will be visible as read-only to storefront administrators of any ancestor storefronts, and will be visible as read-only to storefront administrators of any descendant storefronts.
- Product categories created will be visible as read-only to the storefront administrators of any ancestor storefronts. The storefront administrators at this level can open the product category to child storefront partners immediately below them in the storefront hierarchy.

This same principle is applied to product data that child storefronts of a storefront create. At any level within a hierarchy of storefronts, storefront administrators have full access to product data created at their level, and they have read-only access to product data created at ancestor and descendant storefronts.

- Enterprise administrators can see storefront price lists. This is so they can assign storefront price lists to enterprise partners for the purposes of supplier order-brokering.

## **Storefront Partners**

In Release 7.1 and higher, storefronts are created by an administrator (of either the enterprise or an existing storefront). When an enterprise administrator creates a storefront, they provide profile information for the "storefront partner" and a URL that will be the access point for all users entering the storefront. This is different from earlier releases in which any partner could be marked as a storefront partner. See "Legacy Storefront Partners and Partner.com Partners" on page 11 for a description of this earlier functionality.

## **Legacy Storefront Partners and Partner.com Partners**

This section describes how earlier releases managed partner storefronts. 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 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.

## **Customers and Their Users**

A customer is any partner created by an enterprise administrator (tenant or storefront). As described earlier ("Managing the Sales Channel" on page 3), the enterprise administrator creates customer partners in their sales channel.

- Tenant administrators create a partner administrator for each customer partner who, in turn, creates partner users. These users log in to the enterprise tenant site using the usernames and passwords assigned to them by the partner administrator.
- Similarly, storefront administrators create customer partners in *their* sales channel. They create a partner administrator for each such partner who, in turn, creates partner users. These users log in to the storefront site using the usernames and passwords assigned to them by their partner administrator.

## **Products, Pricing, and Product Availability**

Storefront partners must keep their product and pricing information current in the Comergent eBusiness System. Storefront 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 product IDs as well as for enterprise product IDs.

The storefront administrator identifies partners of the enterprise to whom the storefront administrator wants to assign the price lists (that is, to whom the storefront administrator wants to make the products on those price lists available). Since only the enterprise administrator can assign price lists to enterprise partners, the storefront administrator notifies the enterprise administrator to assign the lists to these enterprise partners.

Once the storefront administrator has done this, we recommend that partners identify the availability of the product for their own product IDs ("Product Availability File" on page 13). Partners can also provide a file that maps the enterprise product IDs to their own product IDs ("Product Mapping File" on page 13).

### **Product Availability File**

Once storefront administrators have created the products and price lists, then ensured that their price lists have been assigned, we recommend that they provide product availability information for their own product IDs.

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

Storefront administrators provide availability by creating a file with the availability information, then uploading it. As described in "Product Availability File Format" on page 910, the file includes such information as warehouse location, availability, and restock quantity. Storefront administrators can create an availability file using their preferred text editor. Alternatively, if they create the data using a spreadsheet other than Microsoft Excel, they can 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.

### **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 909. 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, they can export the data as a tab-delimited file. Follow the instructions provided by the spreadsheet application for further details.

<b>Note:</b> 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.
---

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.

---

## **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 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 50 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 17), 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**

<b>Function/Label</b>	<b>Description of Access</b>
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 7.1 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.

## **User Preferences**

In this release, partner users have *user preferences*: these are properties that influence a user's experience as they use the Comergent eBusiness System. In general, users will manage their own preferences through their user profile, but it is possible for their partner administrators to manage preferences for a user.

User preferences for this release include:

- Cart view: offers a choice between a simple and a complex view of each shopping cart.
- Workspace pagination: determines the number of lines displayed on each list page in the user's workspace.

User preferences are set up as part of the implementation of the Comergent eBusiness System, and so your installation may have more user preferences.

---

## **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. Grouping your products into categories 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 55 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 71 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 870 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 3 on page 23, 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 20.
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 598.

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.

**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.

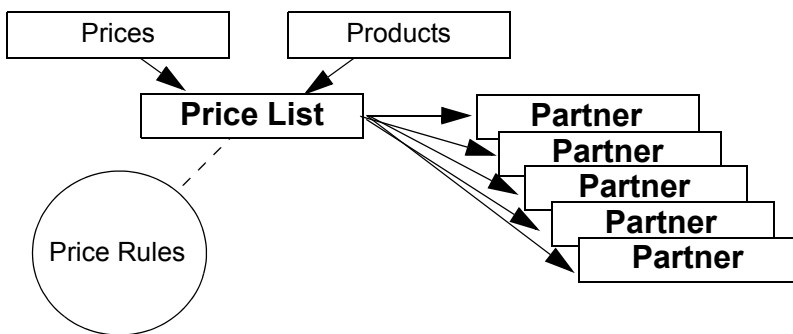
If a partner administrator creates a price list, then the supplier ID is pre-populated as a read-only field. If an enterprise administrator creates a price list, then they can accept the default supplier ID which is "1". They can choose to enter the partner key of any partner: if they do this, then the 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 609.

4. 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 183.

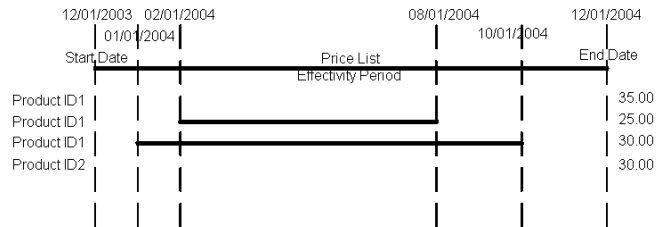


**FIGURE 3. Products, Prices, and Partners**

### Price List Line Item Effectivity Dates

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 4. Price List Line Item Effectivity Dates**

In an example, illustrated by the Figure "Price List Line Item Effectivity Dates" on page 24, 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



**TABLE 3. Price List Line Item Effectivity Dates Example**

Date	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.

<b>Note:</b>	The number of decimal places supported by <b>C3 Pricing</b> is a configurable parameter. See "Setting Prices for Products" on page 604 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 183 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.

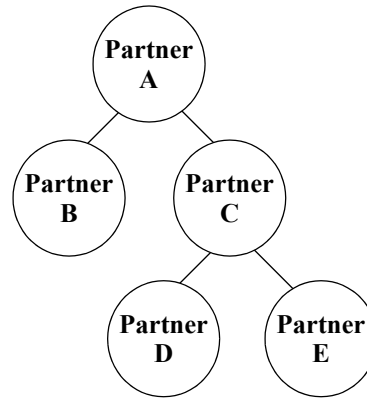
You can assign an inactive price list to a customer. That is, you can assign a price list whose Active box is not checked. Inactive price lists have no effect on the customer's buying experience until you activate them by checking the Active check box.

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 5 on page 28, 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 5. 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 66) as well as products created by enterprise administrators

**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.

Only enterprise administrators can assign the price lists to partners. When they have created a price list, partner administrators should notify an enterprise administrator.

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 834 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.

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## Sales Contracts

Release 7.0 and higher supports the ability to create *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 797 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.

---

## **Product Reviews**

This release supports the ability of end-users to provide product reviews. These offer a way for your customers to give feedback to you and other customers about their experience with a product and its capabilities. End-users must be assigned the Product Reviewer function to write reviews.

A product review comprises:

- Title
- Rating: A numerical rating from 1 (bad) to 5 (good).
- Pros: a summary of what is good about a product.

- Cons: a summary of what is bad about a product.
- Review: a detailed description of the user's experience of the product.

Once a user has submitted a review of a product, then it is visible to other end-users who view the product detail page of the same product.

Product Review Administrators are enterprise users who have been assigned the Product Review Administration function. These users can hide reviews from end-users. They can also reject reviews.

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## **Payment Processing and Credit Cards**

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

- "Payment Gateways" on page 31
- "Payment Transactions" on page 31

### **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 186 for more information.

### **Payment Transactions**

Enterprise users can review payment transactions, and they can make manual adjustments. See CHAPTER 33, "Payment Transactions" for more information.

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## **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 the following process during its lifetime.

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 price negotiation: 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.

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### **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 630) 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 630.

8. The Comergent eBusiness System serves the selected promotion.

### ***Promotion Event***

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.

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## **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 a 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 to place orders for products (their computer system is down, and so on). In Release 6.4 and higher, customer service representatives can 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**

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 see 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 an orderable 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 700 for the tasks involved.

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## **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 35, "Invoice Administration" covers all the enterprise tasks associated with invoice management and "Invoice Administration by Partners" on page 267 covers all the partner tasks associated with invoices.

Each invoice may or may not be associated with 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 39).

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**

<b>Customer Status</b>	<b>Enterprise Status</b>
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. A debit memo is used to increase the amount owed. See "Memo Administration" on page 823 for more information on the tasks associated with invoice memos.

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## **Leads Management**

You can 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 250 covers all the tasks associated with opportunities.

Users must be assigned the Sales function to work as sales representatives. Users must be assigned the SalesExecutive 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 739), 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. It is also possible to assign a lead to the enterprise partner: this gives enterprise sales managers and sales representatives the opportunity to work the lead.

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 220 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 903 for an example proposal template.

## Assigning Functions for Managing Leads

As described in "Managing the Sales Channel" on page 3, 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 739, 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 43 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 44) 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 43

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 876.

### ***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 742 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 868 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 44).

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.

<b>Note:</b>	Recommended partners must also have a <i>SalesExecutive</i> function assigned to one of their partner users.
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As described in "Assigning Leads" on page 754, 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 876.

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 3). 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.

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## **Campaigns Management**

The **C3** Campaigns module 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 administration 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.

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## **Program Management and Payment Accounts**

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 programs, and then enterprise account managers can assign the programs to some all or all of their accounts. See CHAPTER 30, "C3 Partner Programs" for more information about 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. For example:

1. A partner is assigned a program. The partner's marketing manager looks at the program activities, decides which activities to perform, and submits a preapproval request for each activity.
2. The enterprise marketing manager or channel executive reviews the preapproval request, determines how much money should be allocated to the request, and allocates funds from the partner's account to the preapproval. This puts the funds on hold so that they cannot be assigned to other claims or preapproval requests.
3. Once the request is approved, the partner's marketing manager performs the marketing activity. Once the activity is complete, the marketing manager submits a claim against the preapproval request for all or part of the funds.
4. The enterprise marketing manager or channel executive reviews the claim and allocates funds to it, reverses the hold on the amount of the claim, and places the claim amount on hold for that claim. If the claimed amount is less than the preapproved amount, then the balance of the preapproved amount remains on hold. The amount allocated may be different from the amount submitted for the claim.

See "Program Administration by Partners" on page 269 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.

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## **Task Management**

You can create tasks for yourself and colleagues: these are the jobs that you might think of as being on a “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 34, “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, 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.

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## **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 50 for further information about the available reports.

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## **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 37, "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 829 for details about using this function. Also, refer to the Actuate documentation for e.Analysis on the Comergent eBusiness System Documentation CD-ROM.

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## **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 38, "Enterprise 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 867.

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 38, "Enterprise System Administration").

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## **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.

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## **Configuring the Comergent eBusiness System**

The properties of the Comergent eBusiness System are defined in a set of configuration files and in the Knowledgebase. 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 about these configuration files.)

In Release 7.1 and higher, system properties for each enterprise (tenant and storefronts) are managed in the CMGT\_SYS\_PROPERTIES database table: for each storefront default values are populated when the storefront is first created. When a system property is changed through the Web UI, then the new value is stored in the table.

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

### **Site System Administration**

Site system administration is performed by site system administrators. These users access the Comergent eBusiness System through the site administration URL which is of the form:

```
http://server:port/Comergent/en/US/enterpriseMgr/admin
```

The default login ID is admin, password admin. Site system administrators manage properties that are common to all storefronts, such as logging. See CHAPTER 41, "Site System Administration" for more information.

### **Enterprise System Administration**

Enterprise system administration manages enterprise-level (either tenant or storefront) settings in the Comergent eBusiness System. For example, you can specify the email settings in the System Properties page.

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. These users access the Comergent eBusiness System through an enterprise administration URL which is of the form:

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

Enterprise system administrators manage properties that are specific to their enterprise: changes that they make do not affect other enterprises. See CHAPTER 38, "Enterprise System Administration" for more information.

## **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, cluster configuration, 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 39, "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 40, "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.

<b>Note:</b>	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".
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# *Introduction to Product Administration*

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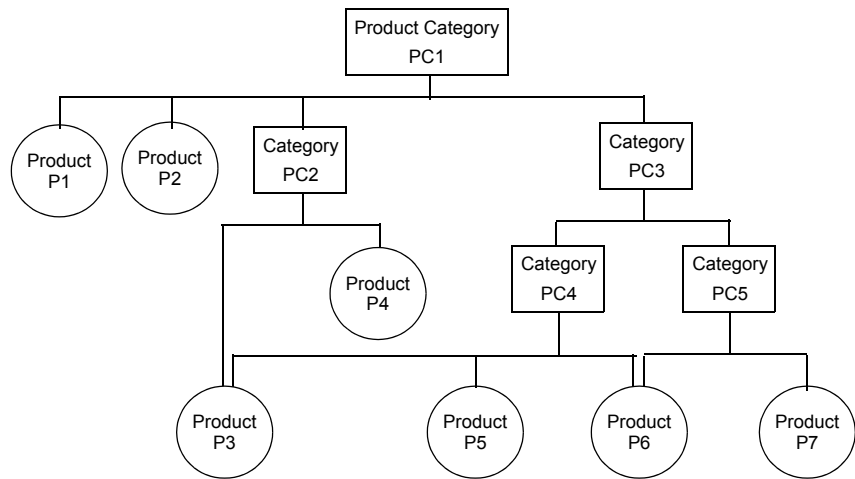
This chapter provides a detailed description of the concepts involved in product administration in the Comergent eBusiness System. This includes:

- "Administering the Product Catalog" on page 55
- "Product Entitlements" on page 67
- "Managing Availability Information" on page 69
- "Displaying the Product Catalog" on page 70
- "Using the Visual Modeler" on page 71

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## **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 6. 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 302 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 6 on page 56. 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 6 on page 56, 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

<b>Note:</b>	The Comergent eBusiness System will still work beyond the maximum numbers described here. However, there will be a degradation of usability and performance.
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## **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 285 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 343. 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 303. 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.

<b>Note:</b>	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 294.
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## **Product Statutes**

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 7.1 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 568 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.

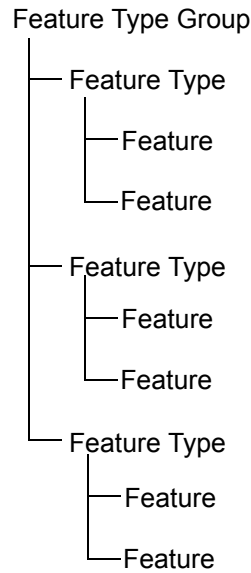
There are two ways to assign products to an aggregated product. You can create products as part of the aggregated product, or you can assign existing products to the aggregated product. If you assign an existing product to the aggregated product, then the existing product no longer is assigned to the 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 7.1, you can manage features both in **C3 Product Manager** and in **C3 Advisor**.

#### ***Features, Feature Types, and Feature Type Groups***

Figure 7 on page 61 shows the feature hierarchy in the Comergent eBusiness System.



**FIGURE 7. 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.

<b>Note:</b>	You must define a product as an Assembly before you can define its structure.
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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 330 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.

<b>Note:</b>	Before you create a configurable-type product in <b>C3</b> Product Manager, a corresponding model must be created using the Visual Modeler. See "Using the Visual Modeler" on page 71 for more information about the Visual Modeler.
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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 340 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.

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

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.

<b>Note:</b>	The <b>C3</b> Product Manager application only manages the supersession relationship between products. Product obsolescence is only checked during commerce activities of the Comergent eBusiness System
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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 328 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 295. 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 105 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 352 describes the tasks.

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

<b>Note:</b>	Only list price information is exported. The export does not include any conditional pricing that might be part of the price list.
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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 359.

### ***Exporting Aggregated Products***

If you include an aggregated product (see "Aggregated Products" on page 59) 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 343 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.

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## **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 68.

### **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 69.

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.

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## **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.

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## Displaying the Product Catalog

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

- "Associating Display Styles with Product Categories" on page 70
- "Customizing the Look-and-Feel of Catalog Pages" on page 70
- "Suppressing Display of Empty Product Categories" on page 70

### 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 301.

### 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.

<b>Note:</b>	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 <b>C3</b> Advisor guided selling experience.
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Release 7.1 includes a pre-defined cron job that enables you schedule this calculation to occur automatically at regular intervals. See "Update Catalog" on page 890.

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## 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.

<b>Note:</b>	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.
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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.
<b>C3</b> 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 <b>C3</b> 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 76 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.



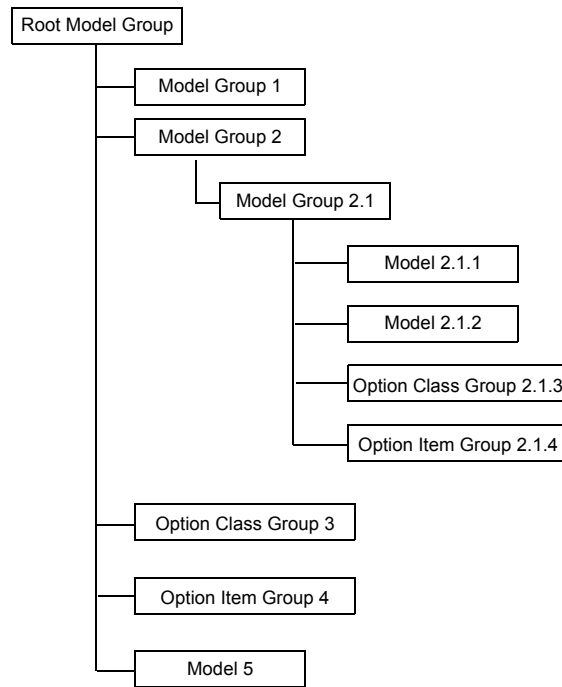
TABLE 6. C3 Configurator Terminology (Continued)

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	<p>A property is a descriptive element used as the basic entity for rule creations. Properties are associated with models, option classes and option items.</p> <p>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”).</p>
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 8 on page 74 shows an example of the model group hierarchy.



**FIGURE 8. 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 21 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 446.

## **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 **Tabs** 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.

<b>Note:</b>	By top-level is meant those option classes or option class groups at the top of the model group hierarchy, directly below the model.
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An option class can be attached to zero or more tabs. See "Working with a Tabbed User Interface" on page 484 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.

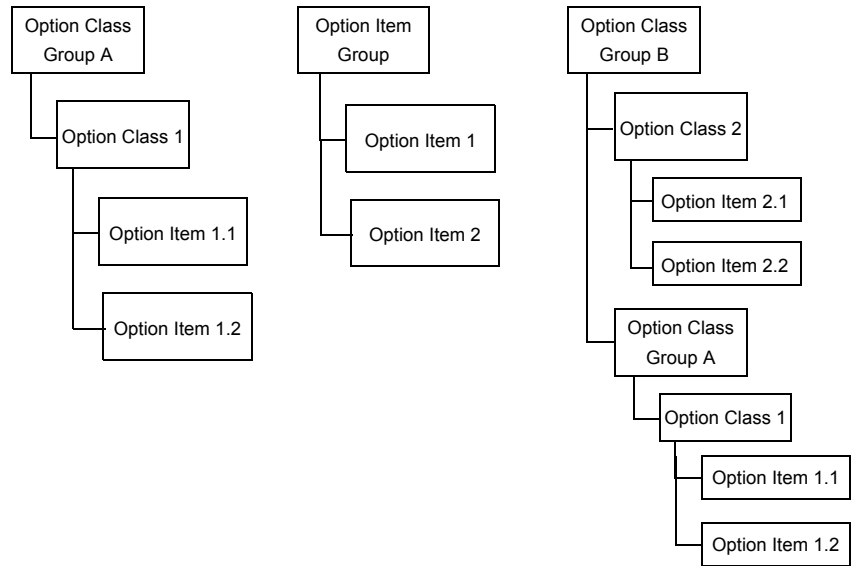
An option item is a member of an option class. The option item can either be an orderable part or an intermediate selection in the process of determining an orderable part. Typically, properties are associated with option items.

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 9 on page 77 shows different examples of groups. As illustrated in that example, you can also nest groups within other groups.



**FIGURE 9. 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 Comergerent eBusiness System.

**TABLE 7. Attaching Groups**

Groups To Be Attached	Attach to Model?	Attach to Option Class Group?	Attach to Option Class?
<b>Models</b>	No	Yes	Yes
<b>Option Class Groups</b>	Yes	Yes	Yes
<b>Option Item Groups</b>	No	No	Yes

## Properties

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

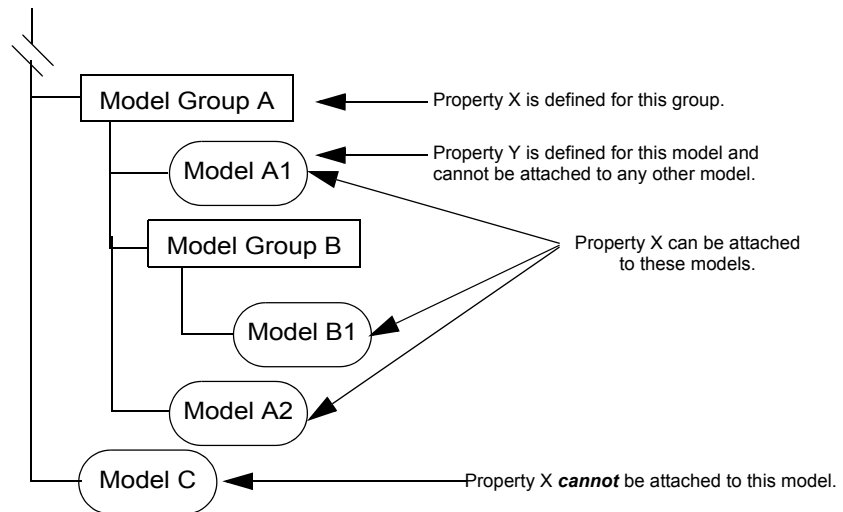
When you define a property, you can define it either as a part of a model group or as part of a specific model. In the case of a property defined for a model group, the

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 10 on page 78, 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 10. 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.

<b>Note:</b>	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.
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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 568.

### 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.

<b>Note:</b>	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 weight 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**

	<b>Model Group</b>	<b>Model</b>	<b>Option Class</b>	<b>Option Item</b>	<b>Option Class Group</b>	<b>Option Item Group</b>
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 89). 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 83 lists the functions supported by the Visual Modeler.

<b>Note:</b>	The functions listed here are the standard functions. The list of functions can be customized for your installation. See the <i>Comergent eBusiness System Developer Guide</i> .
--------------	--

**TABLE 12. Function Definitions**

Function	Definition
checkwslookup	Checks that the correct properties exist to invoke a Web service.
childsum	Sum of the specified property values defined at this node and any of the node's children (and recursively down to children of child nodes and so on).
length	Returns the length of a string property.
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.

TABLE 12. Function Definitions (Continued)

Function	Definition
lookup	Used to look up values specified by name from a properties file: the <b>lookupValues.properties</b> configuration file. A string property containing the key is used to find the entry in the property file. This entry defines the properties for this key and the values that each of these properties should be set to when the function is invoked. For example: suppose the following is defined in the properties file:  Color=blue,green,red Color.blue=#0000FF Color.green=#00FF00 Color.red=#FF0000  Then if the lookup(Color) function is invoked, the corresponding properties blue, green, and red will be attached at the appropriate node.
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.
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.

**TABLE 12. Function Definitions (Continued)**

Function	Definition
literal	Exact match of the literal value.
wslookup	Invokes a specified Web service by calling its handler class. use this in conjunction with the checkwslookup function.

Operators tie rule fragments together and define the fragments' relationship within the rule. Table 13 on page 85 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 525 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.

<b>Note:</b>	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 checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> - Delete <input checked="" type="checkbox"/> - Edit <input checked="" type="checkbox"/> - New Operator <input checked="" type="checkbox"/> - New Fragment		

**Message Actions**

Type	Message	Actions
Error		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Suggestion	RAM modules are autoselected based on your software choi	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

**Formula**

sum(MX75\_Mem\_Required) - sum(MX75\_Mem\_Ordered)

**Expansion Actions**

Min	Max	Qty	Item	Actions
				<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

**FIGURE 11. 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 11 on page 88. 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).

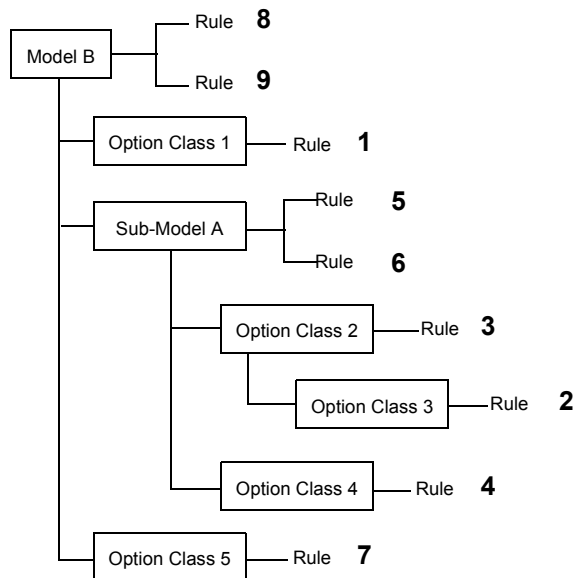
### **Assignment**

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 513 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 12. Rule Firing**

For example, in Figure 12 on page 89, **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 13. 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 546 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 7.1, 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 14 on page 93 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.

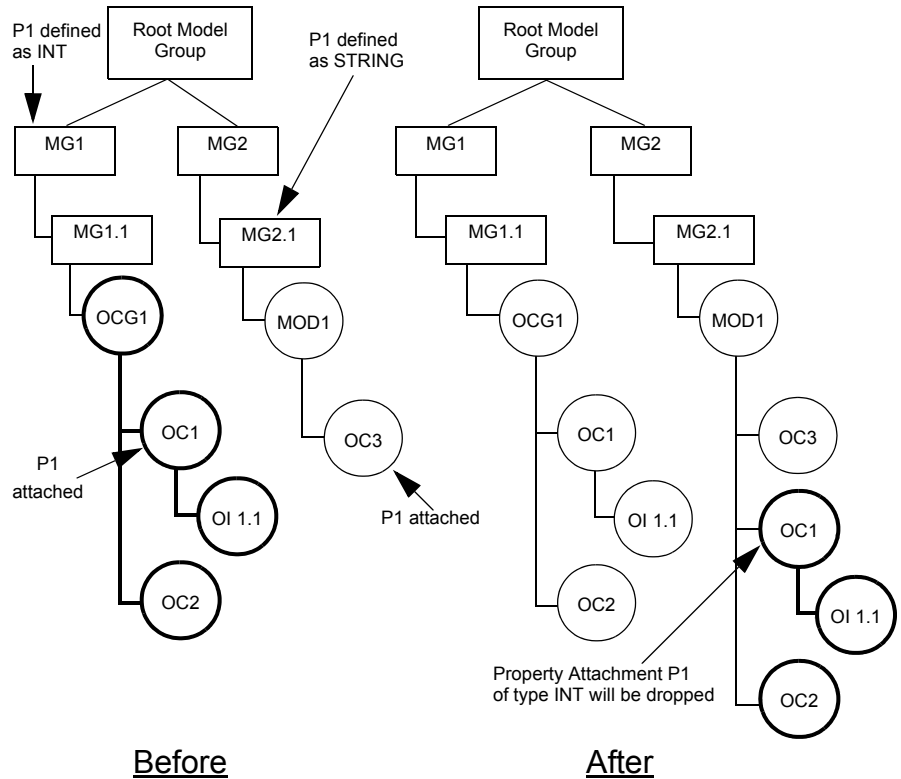


FIGURE 14. Property Conflict During Embedding

### 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 15 on page 94, 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

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In Figure 16 on page 95, 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**.

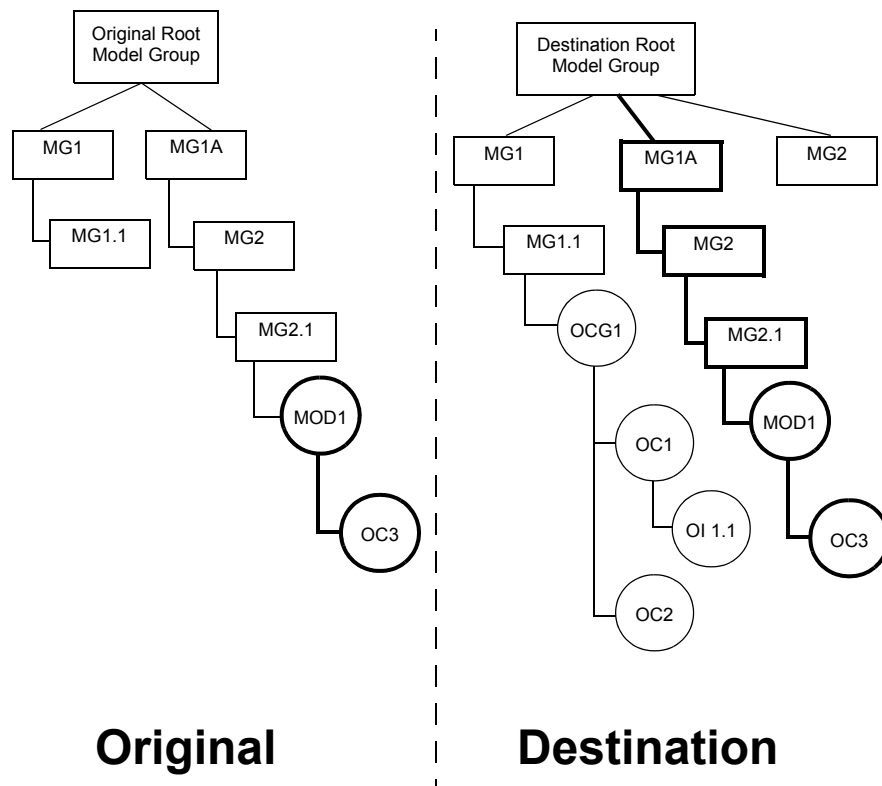


FIGURE 16. Importing Relative to the Root Model Group II

***Properties, Rules, Lists, Option Groups, and Sub-Models***

When you import entities, the process handles properties, rules, lists, and option groups differently, depending on whether you are importing a structure as relative to its original root, or whether you are importing to a specific location without regard to its original root.

When you import a structure relative to its original root, the process handles these items in the following manner:

- Properties, Rules, and Lists

The process examines the ancestral chain of the destination for the definitions of the entities. If they 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 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 17 on page 97, **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**.

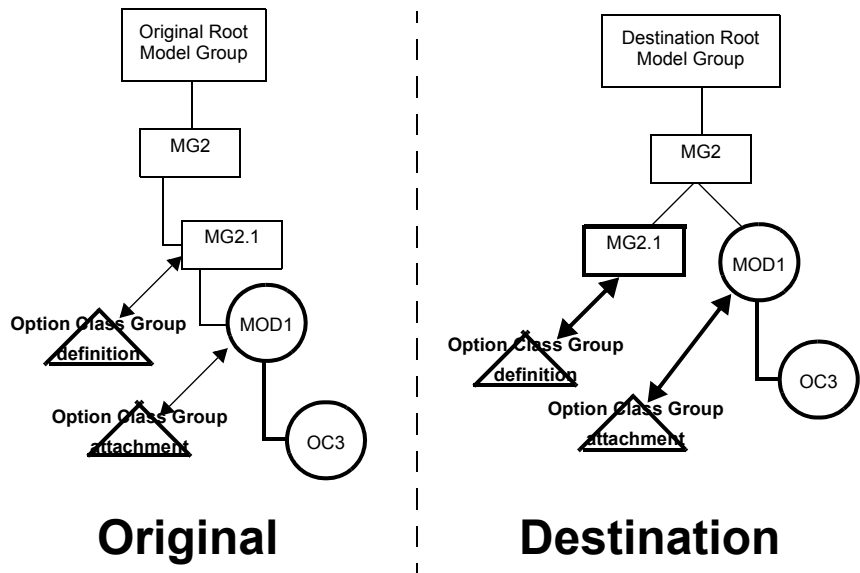


FIGURE 17. Importing to a Specific Location - Groups and Sub-Models

### Searching

In Release 7.1, 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 560 for more information.

### Reporting

In Release 7.1, 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.

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## **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 3 for an overview of entitlement functions.

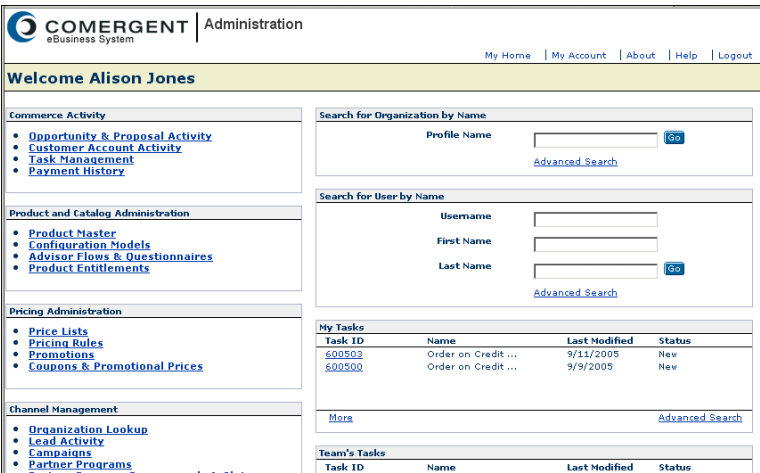


FIGURE 18. Comergent eBusiness System Home Page

## 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.

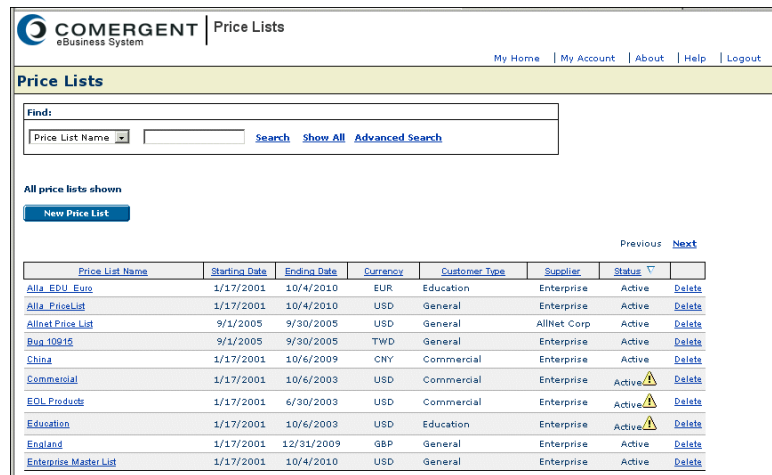


FIGURE 19. Pricing Administration List Page

## Navigation Bar

The navigation bar has general navigation links, as shown in Figure 20 on page 101. On the right, buttons enable you to access the online help and to log out.

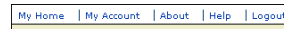


FIGURE 20. Navigation Links

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



FIGURE 21. 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 19 on page 101), 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.)

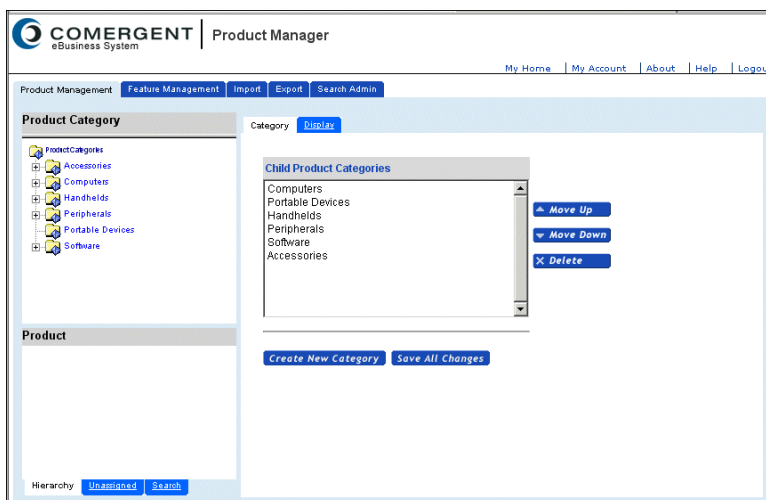
Some applications use a multi-panel frame consists of a navigation panel on the left and a content panel on the right. The panel on the right often consists of one or more tabbed panels. The multi-panel frame is used to display product management screens (as shown in Figure 22 on page 103) or screens used to manage **C3** Advisor information.

<b>Note</b>	See CHAPTER 5, "Administration Interface in C3 Advisor" for information about the <b>C3</b> Advisor interface.
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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 22 on page 103), 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 22. 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”.





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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.

<b>Attention:</b> <b>C3</b> Advisor will not work unless you create and activate a search index. See "Administering Advanced Search" on page 365 for more information.
---

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## **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 60 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 23 on page 107 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 23. 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.

<b>Note:</b>	<b>C3</b> 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 81.
--------------	---

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 56 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 117 and also in the section "Rule Authoring Tips" on page 119.

- 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 <b>C3 Advisor</b> 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 116 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 <b>Next</b> , 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 <b>Next</b> , 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 <b>Next</b> , 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 <b>Next</b> , 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 <b>Next</b> , 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 119.

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 689.

## **Rule Authoring Tips**

The example shown in "Rule Priority" on page 117 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.

<b>Note:</b> 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 132, 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 122. Then you need to lay out the questionnaire you want to build. This is discussed in section "Laying Out the Questionnaire" on page 123.

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

<b>Note:</b>	Before you begin designing your questionnaire, you must ensure that your product catalog has already been defined in the <b>C3</b> 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 124.

### ***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 125 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.

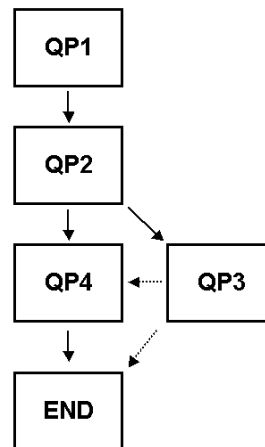
- If the customer has been directed to QP3, then they are asked how they will connect to the Internet. When they choose an answer, they go to QP4.



- 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 24 on page 129 shows the query page flow.



**FIGURE 24. 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 671.)
- 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”, then 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 130 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	<b>IF</b> Questionnaire Page = QP1 <b>THEN</b> Questionnaire Page = QP2	30
4	<b>IF</b> <del>Computer Use = Internet</del> <b>THEN</b> <del>Questionnaire Page = QP3</del>	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 124 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 285.
- "To Create a Product" on page 303.
- 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 637.
  - "To Create a Feature Type" on page 642.
  - "To Create a Feature" on page 647.
  - 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 673.
    - "To Create an Answer" on page 678.
  - 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 684.
  - Use **C3** Advisor Administration to create the questionnaire pages that you identified in your questionnaire layout. See:
    - "To Create a Questionnaire Page" on page 662.
  - 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 689.
  - 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 652.
  - Use **C3** Advisor Administration to assign resources to your entities. See:
    - "To Assign a Resource to an Entity" on page 656.
- Once you have created your business objects, your questionnaire is complete.



## *Administration Interface in C3 Advisor*

---

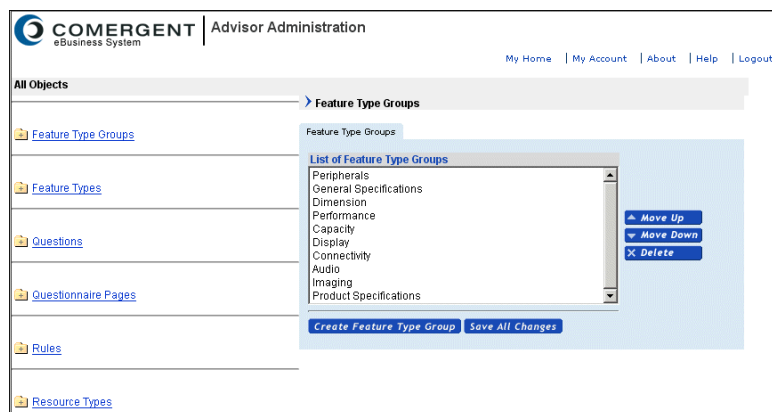
**C3** Advisor Administration is a browser-based application that enables you to create an interactive questionnaire designed to guide your customers to the products that best suit their needs. This chapter describes the **C3** Advisor Administration interface and presents examples of how to build a 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 25. 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:

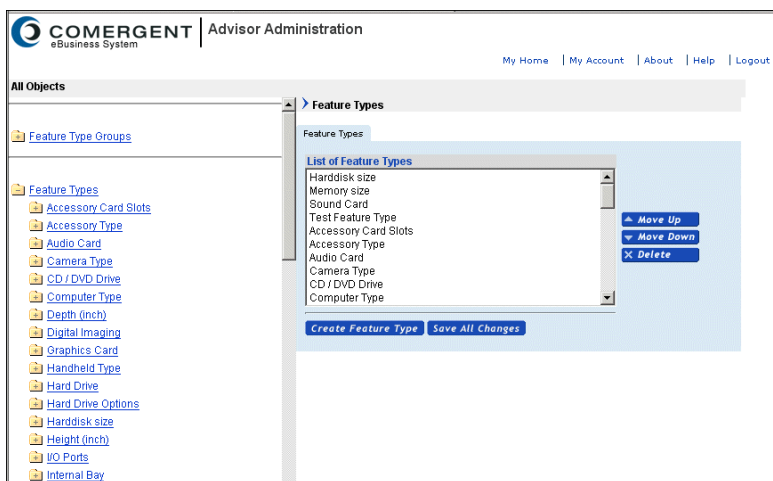
- Folders can contain subfolders, items, or both.
- Clicking a folder (the icon next to the underlined link) expands the structure beneath that folder. Clicking the folder again causes it to contract.
- Clicking either a folder or the underlined link next to a folder in the Navigation Panel causes the Content Panel to display content appropriate for that link.

Figure 25 on page 136 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 26 on page 137:





**FIGURE 26. 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.

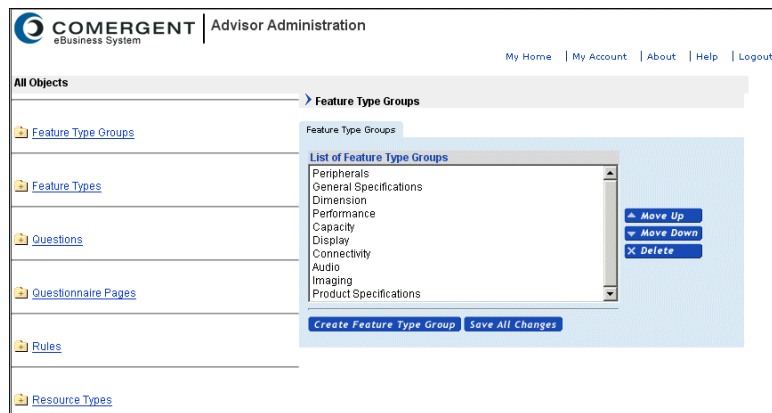


FIGURE 27. C3 Advisor Administration Page with Content Panel

In Figure 27 on page 138, 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**, then 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

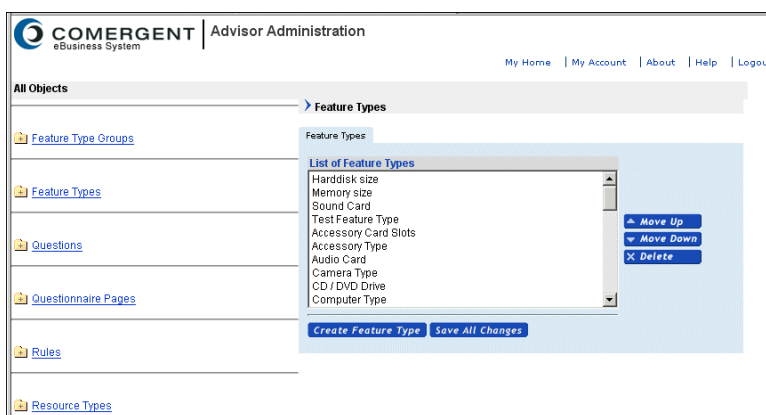
As you use **C3 Advisor**, each content panel deals with a different kind of object. These are:

- 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 28. 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 29 on page 140.

The screenshot shows the 'New Question' panel within the 'Advisor Administration' interface. The left sidebar lists 'All Objects' with links to 'Feature Type Groups', 'Feature Types', 'Questions', 'Questionnaire Pages', 'Rules', and 'Resource Types'. The main panel is titled 'Questions' and 'New Question'. It contains a 'Name' field, a 'Question Text' field, a 'Description' field, and a 'Control Type' dropdown menu set to 'Radio button'. Below the dropdown are radio buttons for 'AND' and 'OR'. At the bottom are two buttons: 'Save All and Return to List' and 'Cancel and Return to List'.

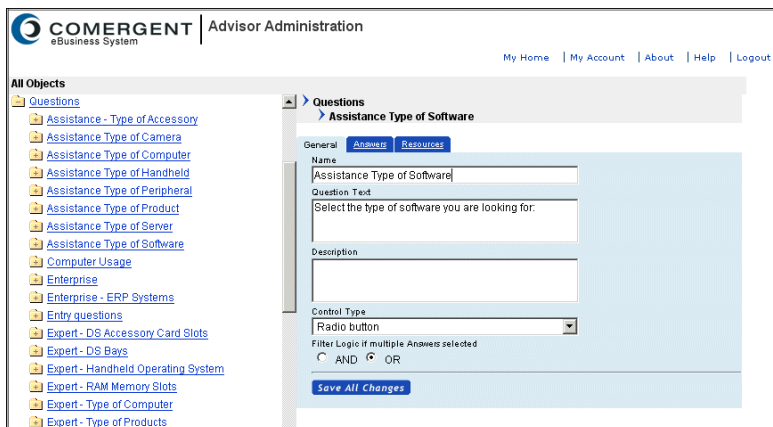
**FIGURE 29. New Question Panel**

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 30 on page 141 shows an example of a tabbed panel.



**FIGURE 30. 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 31 on page 142 shows an example of the General tab.

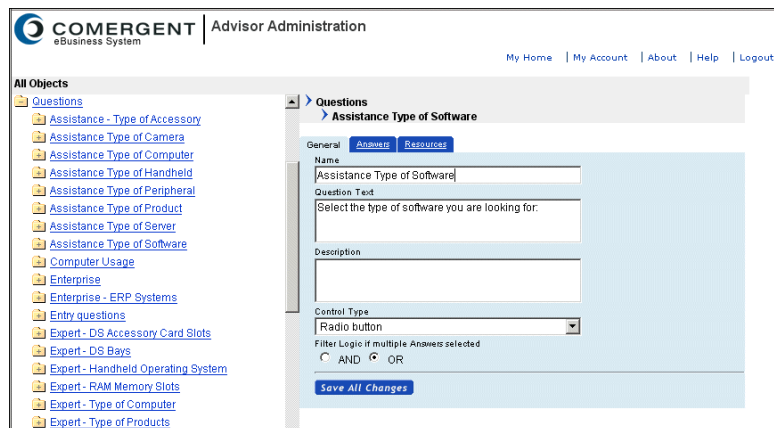


FIGURE 31. Example of a General Tab

## 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 32 on page 142 shows an example assignment tab.

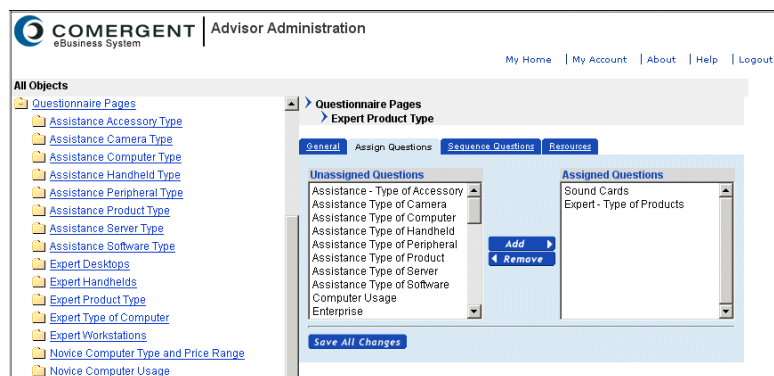
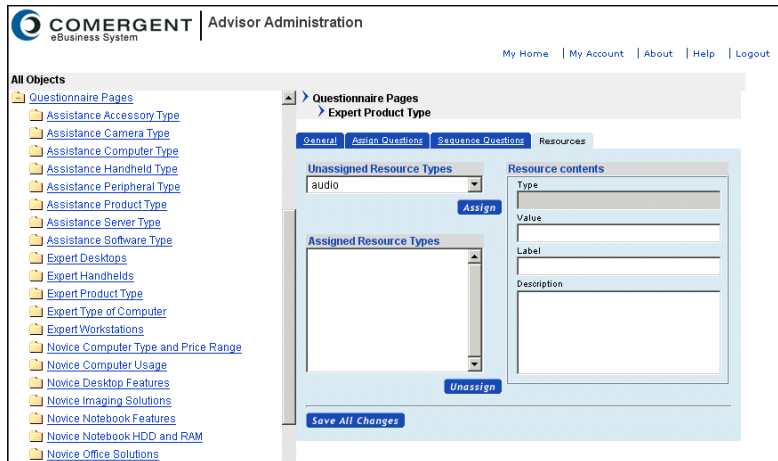


FIGURE 32. Example of an Assignment Tab

## Resources Tabs

Resources tabs let you assign resources to business objects. Resources tabs are the same, regardless of business object. Figure 33 on page 143 shows an example resources tab.



**FIGURE 33. Example of a Resources Tab**





---

This chapter covers tasks performed to manage users in the Comergent eBusiness System: See "Managing Users" on page 145 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 14 contains an overview of user administration in the Comergent eBusiness System.

---

## **Managing Users**

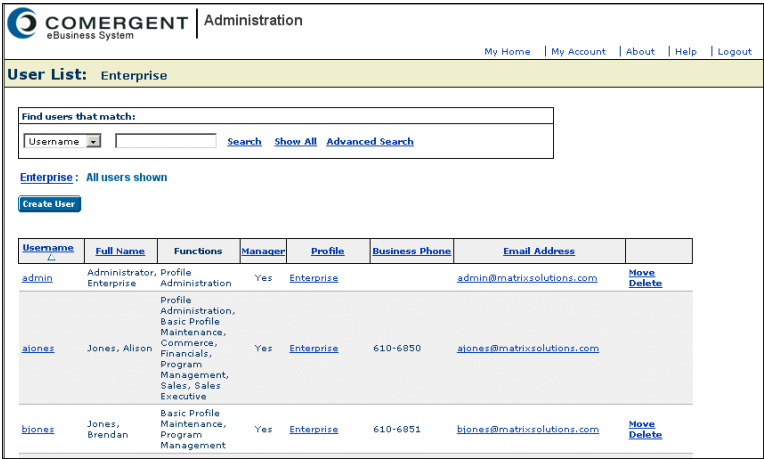
The *user administrator* (an enterprise employee with enterprise user management responsibilities) performs the following tasks:

- "To Create a New Enterprise User" on page 146
- "To Modify an Enterprise User Profile" on page 149
- "To Delete an Enterprise User" on page 149
- "To Search for an Enterprise User" on page 149
- "To Search for Any User" on page 150
- "Defining Functions and Roles" on page 152

Note that enterprise profile administrators can also create partner profiles and partner users for partners. See "To Create a New Partner User" on page 176 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 34. 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 35. 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.

<b>User Information</b> Username * andrewg Password * ***** Confirm Password * ***** Title Mr. First name * Andrew Last name * Goldsworthy Job Title 	<b>User Locale</b> Preferred Locale United States Note: changes to Preferred Locale will take effect on the next login.	<b>User Functions</b> <input checked="" type="checkbox"/> Manager User Type User <b>Functions</b> <input type="checkbox"/> Commerce <input type="checkbox"/> Sales <input checked="" type="checkbox"/> Sales Executive <input type="checkbox"/> Program Management <input checked="" type="checkbox"/> Channel Executive <input type="checkbox"/> Financials <input type="checkbox"/> Lead Administration <input type="checkbox"/> Basic Profile	<b>Status</b> Please enter a reason when changing the status. Parent Status Open Status Open Comment 
---	--	--	--

**User Account Limits**  
 Max. Accounts

FIGURE 36. 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 203 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 37. 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 eBusiness System Administration

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 38. 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, then 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 39. 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	
<a href="#">ahuang</a>	Huang, Andrew	<a href="#">TaiwanTech</a>	235-8099	<a href="#">ahuang@taiwantech.tw</a>	<a href="#">Prepare Order</a> <a href="#">Workspace</a> <a href="#">Delete</a>
<a href="#">alaurens</a>	Laurens, Alexandre	<a href="#">ParisTech</a>	76.923.1230	<a href="#">alaurens@paristech.fr</a>	<a href="#">Prepare Order</a> <a href="#">Workspace</a> <a href="#">Delete</a>
<a href="#">bbarry</a>	Barry, Boris	<a href="#">SysPoint</a>	610-6853	<a href="#">bbarry@netresources.com</a>	<a href="#">Prepare Order</a> <a href="#">Workspace</a> <a href="#">Delete</a>
<a href="#">bbunson</a>	Bunson, Brad	<a href="#">AllNet Corp</a>	610-6850	<a href="#">bbunson@farcom.com</a>	<a href="#">Prepare Order</a> <a href="#">Workspace</a> <a href="#">Delete</a>

FIGURE 40. 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 166. 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 211 for this information. "Managing the Sales Channel" on page 3 contains an overview of partner administration in the Comergent eBusiness System.

This chapter covers the following tasks:

- "To Search for a Profile" on page 166
- "To Export Profile List Information" on page 168
- "To Create a New Profile" on page 169
- "To Create a Profile as a Child of a Parent Profile" on page 171
- "To Move a Child Profile to Another Parent" on page 173
- "To Upload a Partner Logo" on page 173
- "To Create Profile Addresses" on page 174
- "To Delete Profile Addresses" on page 176
- "To Create a New Partner User" on page 176

- "To Move Users Between Levels in a Profile Hierarchy" on page 180
- "To Modify an Existing Profile" on page 182
- "To Assign a Price List to a Profile" on page 183
- "To Assign a Product Entitlement to a Profile" on page 184
- "To Set Up a Payment Gateway" on page 186
- "To View Cart Activity for Selected Profiles" on page 187
- "To Create an MDF Payment Account" on page 189
- "To Create an Co-op Payment Account" on page 191
- "To Add Funds to a Payment Account" on page 193
- "To Remove Funds From a Payment Account" on page 194

## 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:

**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

View Users | View Commerce Activity | Save

NOTE: (\*) Items are required.

General Information		
<b>Profile name *</b> SysPoint	<b>Organization website address</b> www.syspoint.com	<b>Custom Field #1</b> 
<b>Main telephone</b> 610-6800	<b>Organization Email</b> corp@syspoint.com	<b>Custom Field #2</b> 
<b>Main facsimile</b> N/A	<b>Distributors</b> Select to add	<b>Custom Field #3</b> 
<b>Profile type *</b> Distributor	<b>Remove</b>	<b>Custom Field #4</b> 
<b>Profile level *</b> Gold	<b>Message URL</b> http://192.168.200.247	<b>Custom Field #5</b> 
<b>XML Message Version</b> dXML 3.0	<b>Content Type</b> 	
<b>Login/Password required</b> <input checked="" type="checkbox"/>		

FIGURE 41. 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".

<b>Note:</b>	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.
--------------	--

- 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 storefront 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.
- Profile Status: this panel enables you to change the status of the profile. See "Profile Statuses" on page 5 for more information on profile status.

The screenshot shows a web form titled "Profile Status". Below the title is a text prompt: "Please enter a reason when changing the status." There are two main sections: "Status" and "Reason". The "Status" section contains a dropdown menu with "Open" selected. The "Reason" section contains a large, empty text input area.

**FIGURE 42. Profile Status Panel**

- **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". Below the title is a text prompt: "Please enter a reason when changing the account limits." There are several fields: "Currency" (a dropdown menu with "U" selected), "Credit Limit" (a text input field with "5000.00"), "Available Credit" (a text input field with "\$5,000.00"), and "Reason" (a large, empty text input area). Below these fields is a section titled "View Account Details" which includes a dropdown menu with "MDF" selected, a "Go" button, "Co-op %" (a text input field with "15"), and "Co-op Account Maximum" (a text input field with "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.

COMERGENT eBusiness System | Profile Manager

My Home | My Account | About | Help | Logout

Organization Profile: SysPoint

Info Addresses Detail Business Hierarchyv Logo Commerce Assigned To Pricelists Product Entitlements

Notes

View Users View Commerce Activity Save

Addresses

NOTE: (\*) Items are required.

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 95695

Country \*

USA

☒ Use as Sold To Address ☒ Use as Ship To Address ☒ Use as Bill To Address

FIGURE 44. Profile Detail Page: Addresses Tab

**Detail Tab**

This tab contains business information about the profile.

COMERGENT eBusiness System | Profile Manager

My Home | My Account | About | Help | Logout

Organization Profile: SysPoint

Info Addresses Detail Business Hierarchyv Logo Commerce Assigned To Pricelists Product Entitlements

Notes

View Users View Commerce Activity Save

Detail

NOTE: (\*) Items are required.

Organization ID \* M00212G Founded April 1995 Current FY Revenue 18500000.0

Dun & Bradstreet ID bus0231-a34f Total # of employees 47 Next FY Revenue 22000000.0

Fiscal year end month April

Services Skills

Delete Duplicate Previous 1 out of 3 Next

Service name

Configuration and Installation

Service description

Configurations and Installations

Service level

☐

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.

The screenshot shows the 'Services' sub-tab. At the top, there are tabs for 'Services' and 'Skills'. Below the tabs are links for 'Delete' and 'Duplicate'. A pagination indicator shows 'Previous 1 out of 4 Next'. The form contains two main sections: 'Service name' with a dropdown menu showing 'Asset Mgmt', and 'Service level' with an empty input field. Below these is a 'Service description' section with a text input field containing 'Asset Management'.

**FIGURE 46. Services Sub-tab**

- Skills: this sub-tab provides information about the skills and skill levels that this partner is assessed to have.

The screenshot shows the 'Skills' sub-tab. At the top, there are tabs for 'Services' and 'Skills'. Below the tabs are links for 'Delete' and 'Duplicate'. A pagination indicator shows 'Previous 1 out of 2 Next'. The form contains two main sections: 'Skill name' with a dropdown menu showing 'Novell Network', and 'Rating' with a dropdown menu showing 'A'. Below these is a 'Skill description' section with a text input field containing 'Novell Network description', and a 'Rating description' section with a text input field containing 'Excellent'.

**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.
- Contracts: there may be several business agreements between your enterprise and this partner. This sub-tab provides basic information about each agreement.

The screenshot displays the COMERGENT Profile Manager interface. At the top, the header includes the COMERGENT logo and the text "Profile Manager". Navigation links for "My Home", "My Account", "About", "Help", and "Logout" are present. The main section is titled "Organization Profile: SysPoint" and features a tabbed interface with "Info", "Addresses", "Detail", "Business", "Hierarchy", "Logo", "Commerce", "Assigned To", "Pricelists", and "Product Entitlements". The "Business" tab is active, showing three sections: "Product Categories", "Territories", and "Customer types". Each section has a "Select To Add" dropdown and a "Delete" button. Below these is the "Contracts" sub-tab, which includes a "Delete", "Duplicate", "Previous", and "Next" navigation bar. A note states: "NOTE: (\*) items are required when creating a contract." The contract form contains fields for "Name" (PRS-RG03013), "Active date(M/D/YYYY)" (10/6/2000), "Volume commitment (YR)", "Type code" (MS-PH002873), "End date(M/D/YYYY)" (8/2/2001), "Volume commitment (QTR)", and "Agreement date(M/D/YYYY)" (9/16/2000).

**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.

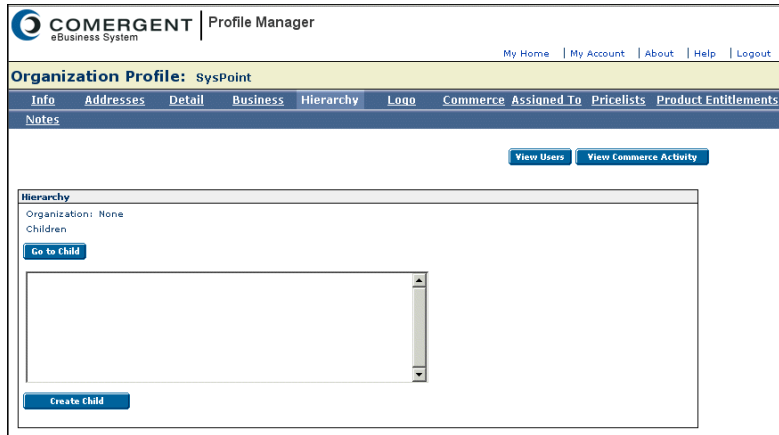


FIGURE 49. Profile Detail Page: Hierarchy Tab

## 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.

**COMERGENT** eBusiness System | Profile Manager

My Home | My Account | About | Help | Logout

**Organization Profile: SysPoint**

Info | Addresses | Detail | Business | Hierarchy | Logo | Commerce | Assigned To | Pricelists | Product Entitlements

Notes

View Users | View Commerce Activity | Save

**Logo**

For proper display, image size must be 181\*41 pixels.

**Upload Logo Image to Server**

**Logo URL or Uploaded File Path**

**Preview Logo**

**CSS**

**Locale**

United States

**Upload CSS file to Server**

FIGURE 50. Profile Detail Page: Logo Tab

## 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 edit the order header information before placing an order.

**COMERGENT** eBusiness System | Profile Manager

My Home | My Account | About | Help | Logout

**Organization Profile: AllNet Corp**

Info | Addresses | Detail | Business | Hierarchy | Logo | Commerce | Assigned To | Pricelists | Product Entitlements

Notes

View Users | View Commerce Activity | Save

**Commerce Options**

**Payment Options**

☒ Credit card

☐ Visa

☒ MasterCard

☒ American Express

☐ Discover

☐ Account

**Shipping Options**

☐ UPS

☒ FedEx

**Storefront Options**

NOTE: (\*) items are required when Partner.com is enabled.

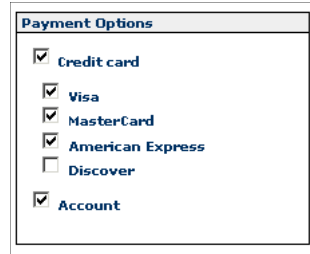
☒ Enable for Partner.com

☒ Enable as Storefront

FIGURE 51. Profile Detail Page: Commerce Tab

### *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 screenshot shows a window titled "Payment Options". Inside, there is a list of payment methods with checkboxes: "Credit card" (checked), "Visa" (checked), "MasterCard" (checked), "American Express" (checked), "Discover" (unchecked), and "Account" (checked).

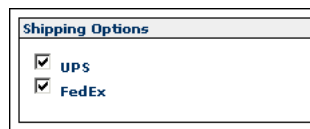
**FIGURE 52. Payment Options Panel**

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 186 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 screenshot shows a window titled "Shipping Options". Inside, there is a list of shipping methods with checkboxes: "UPS" (checked) and "FedEx" (checked).

**FIGURE 53. Shipping Options Panel**

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.

### Pricing Options

Use this panel to specify if this partner maintains their pricing information remotely. Prices are retrieved using the Message URL specified on the Info tab (see "Info Tab" on page 155).


**Pricing Options**  
Are prices stored remotely? ☐  
Enter expiry time in hours. Leave this field blank if prices should never expire once retrieved.

FIGURE 54. Pricing Options Panel

If you check the **Are prices stored remotely?** check box, then you can also specify how long prices may be cached on the Comergent eBusiness System before needing to be retrieved again.

### Assigned To

You use this tab to see which enterprise users have been assigned to this partner.

 **COMERGENT**  
eBusiness System

Profile Manager

My Home | My Account | About | Help | Logout

**Organization Profile: SysPoint**

Info | Addresses | Detail | Business | Hierarchy | Logo | Commerce | Assigned To | Pricelists | Product Entitlements

Notes

View Users | View Commerce Activity

Find users that match:

Username  Search Show All


Username	Full Name	Functions	Manager	Profile	Business Phone	Email Address
<a href="#">cService</a>	Jones, Richard	Basic Profile Maintenance, Commerce, Financials, Program Management	No	Enterprise		<a href="mailto:rjones@matrixsolutions.com">rjones@matrixsolutions.com</a>

Back to Top ↑

FIGURE 55. Profile Detail Page: Assigned To Tab

### Pricelists Tab

You use the Pricelists tab to assign price lists to this partner.


**COMERGENT**  
eBusiness System

Profile Manager

[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	OrnnTech	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 56. 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.


**COMERGENT**  
eBusiness System

Profile Manager

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

---

**Organization Profile: AllNet Corp**

[Info](#) | [Addresses](#) | [Detail](#) | [Business](#) | [Hierarchy](#) | [Logo](#) | [Commerce](#) | [Assigned To](#) | [Pricelists](#) | [Product Entitlements](#)

Notes

Select a Supplier. Select appropriate product entitlements for assignment by clicking the Assign button. Click Save button to save changes.

Supplier:

[Assign...](#)
[Remove](#)
[Save](#)

	Sharable	Inherited	Entitlement Name	Description	Supplier	Start Date	End Date	Status	Order
<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">USA Distributor</a>	USA Distribution Partners	Enterprise	1/17/2001	12/31/2010	Active	1
<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Enterprise Master List</a>	Enterprise Master List	Enterprise	1/17/2001	10/4/2010	Active	2

[Back to Top ↑](#)

FIGURE 57. Profile Detail Page: Product Entitlements Tab

## Notes Tab

You can make notes as you work on partner profiles using the Notes tab.

The screenshot shows the 'Profile Manager' interface for 'SysPoint' organization. The 'Notes' tab is selected. It features a text area for adding a note, a 'Private' checkbox, and an 'Add Note' button. Below the text area is a table with columns: Date, Note, Organization, and Created By. The table is currently empty, showing 'No Rows Found'.

FIGURE 58. Profile Detail Page: Notes Tab

## Profile Administration Tasks

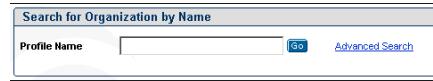
All of the tasks described here are initiated by an enterprise administrator.

### 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.

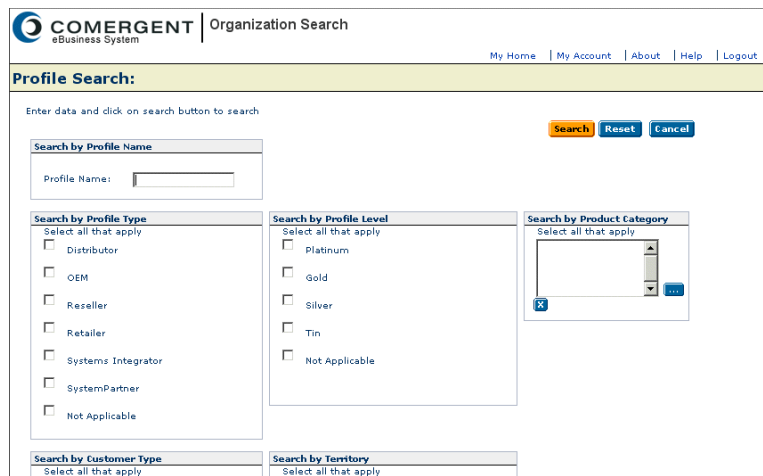
1. You can perform a quick search by entering the profile name in the Profile Name text field of the Search for Organization by Name panel, and clicking **Go**. You can use "\*" as a wild card. For example, searching for "Af\*" will find "Affine Systems", "AffinityNet", and so on.



A small rectangular panel titled "Search for Organization by Name". It contains a text input field labeled "Profile Name", a small blue button with the text "GO", and a blue hyperlink labeled "Advanced Search".

**FIGURE 59. 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.



The Profile Search page features the Comergent eBusiness System logo and navigation links (My Home, My Account, About, Help, Logout). The main section is titled "Profile Search:" and includes a search instruction. It contains several search criteria panels: "Search by Profile Name" with a text field; "Search by Profile Type" with checkboxes for Distributor, OEM, Reseller, Retailer, Systems Integrator, SystemPartner, and Not Applicable; "Search by Profile Level" with checkboxes for Platinum, Gold, Silver, Tin, and Not Applicable; "Search by Product Category" with a dropdown menu; "Search by Customer Type" with a "Select all that apply" option; and "Search by Territory" with a "Select all that apply" option. A "Search" button, "Reset" button, and "Cancel" button are located at the top right of the search area.

**FIGURE 60. Profile Search Page**

2. 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.

**COMERGENT** | Administration  
eBusiness System

My Home | My Account | About | Help | Logout

**Profile List:**

Search for Profiles

Name  Search Show All Advanced Search

Expert List View Commerce Activity Create Profile

<input type="checkbox"/>	Name	Root Profile Name	Type	Level
<input type="checkbox"/>	<a href="#">AffinityNet</a>		Reseller	Gold
<input type="checkbox"/>	<a href="#">AMT Systems</a>		Reseller	Gold
<input type="checkbox"/>	<a href="#">ARCnet Group</a>		Reseller	Gold
<input type="checkbox"/>	<a href="#">CompCom</a>		Reseller	Tin
<input type="checkbox"/>	<a href="#">Computet</a>		Reseller	Gold
<input type="checkbox"/>	<a href="#">DataMatrix</a>		Reseller	Gold
<input type="checkbox"/>	<a href="#">DataShift Corp</a>		Reseller	Silver
<input type="checkbox"/>	<a href="#">DataSolve</a>		Reseller	Gold
<input type="checkbox"/>	<a href="#">Dexus Communication</a>		Reseller	Gold
<input type="checkbox"/>	<a href="#">Eastern Division</a>	<a href="#">NorthSea Technologies</a>	Reseller	Gold
<input type="checkbox"/>	<a href="#">FARCOM Group</a>		Reseller	Silver

FIGURE 61. Profile List Page

3. 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 168.
- 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 166.

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 171.

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 eBusiness System' Profile Manager interface. The page title is 'Organization Profile: New Profile'. Below the title is a 'Create' tab. A 'Cancel' button and a 'Save' button are at the top right. 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 'Select to add' dropdown and a 'Remove' button), 'Message URL', 'Content Type', and five 'Custom Field' boxes (Custom Field #1 through Custom Field #5).

FIGURE 62. Profile Detail Page: Create Tab

- At the **Create** tab, enter the pertinent profile information.

See "Info Tab" on page 155 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.

- 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.

- (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.
- (Optional) At the **Addresses** tab, enter additional sold-to, bill-to, and ship-to addresses for the profile.
  - 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 171.
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. Save the information you have entered.
12. 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 183 for more details.
13. You can add notes about this partner by clicking the Notes tab.

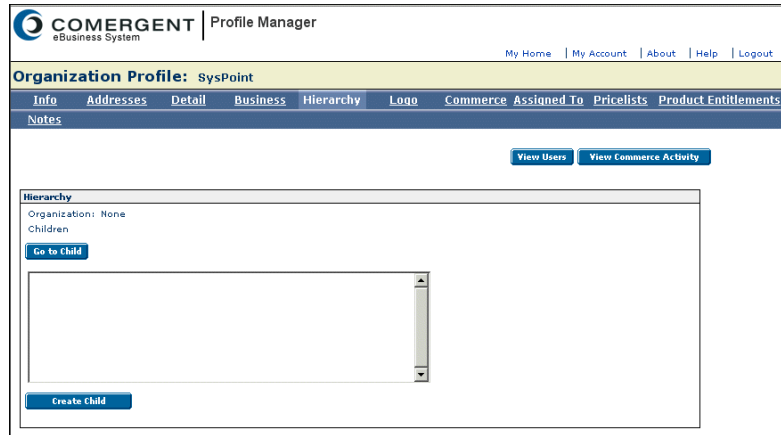
You can create partner users for the new partner by clicking **View Partner Users**.

### ***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 166. 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 63. 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 169.

8. Save the information you entered.

- Click **Save All** to save the information and remain at the Profile Detail page.

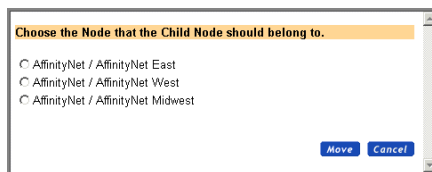
- Click **Save All and View Partner Users** to save the information and view the partner users for this partner. See "To Create a New Partner User" on page 176 for further information about creating partner users.
- Click **Save All and Return to List** to save the information and display the Profile 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 166.
2. In the Profile Detail page, click the **Hierarchy** tab.
3. In the Hierarchy tab (Figure 49 on page 161), 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 64. Move Child Popup Window**

6. Click **Move**.

The child becomes a child of the selected parent.

### ***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 169) or by searching for and displaying an existing partner ("To Search for a Profile" on page 166).

2. Click the **Logo** tab.

The screenshot shows the 'Profile Manager' interface for 'SysPoint'. The 'Logo' tab is selected. It contains a 'Notes' section with buttons for 'View Users', 'View Commerce Activity', and 'Save'. Below this is the 'Logo' section with instructions: 'For proper display, image size must be 181\*41 pixels.' It includes an 'Upload Logo Image to Server' section with a 'Browse...' button and an 'Upload' button. Below that is a 'Logo URL or Uploaded File Path' text field and a 'Preview Logo' section with a 'Preview' button. At the bottom is the 'CSS' section with a 'Locale' dropdown set to 'United States' and an 'Upload CSS file to Server' section with a 'Browse...' button.

**FIGURE 65. 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 'Profile Manager' interface for 'SysPoint'. The 'Addresses' tab is active, displaying 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 \***: Text input field containing '570 Highland Drive'.
- Address line 2**: Text input field containing 'First floor'.
- City \***: Text input field containing 'Sacramento'.
- State/Province and Postal code**: A dropdown menu showing 'CA' and a text input field containing '95895'.
- Country \***: A dropdown menu showing 'USA'.
- Checkboxes:
  - ☒ Use as Sold To Address
  - ☒ Use as Ship To Address
  - ☒ Use as Bill To Address

FIGURE 66. 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 176 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 166.
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 166.
3. From the list of search results, click the profile.
4. On the Profile Detail page, click **View Users**.



**COMERGENT** eBusiness System | Administration

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	jstevens@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 Delete

FIGURE 67. Partner User List Page

- On the User List page, click **Create User**.

**COMERGENT** eBusiness System | Administration

My Home | My Account | About | Help | Logout

**Create New User**

Info

Belongs To: DataSolve

Cancel Save

NOTE: (\*) items are required.

**User Information**

Username \*

Password \*

Confirm Password \*

Title

Mr. \*

First name \*

Last name \*

Job Title

**User Locale**

Preferred Locale

United States

Note: changes to Preferred Locale will take effect on the next login.

**User Functions**

☐ Manager

User Type

User

☐ Functions

☐ Commerce

☐ Commerce Executive

☐ Sales

☐ Sales Executive

☐ Financials

☐ Program Management

☐ Marketing Executive

☐ Basic Profile

**Spending Limits & Approver**

Feature requires both Spending Limit and Approver.

Spending Limit

USD

Approver

Proxy for Approvers

FIGURE 68. 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. Usernames in the Comergent eBusiness System must be unique within a storefront, 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 displays the 'User Detail for Steve Madison' page in the Comergent eBusiness System Administration interface. The page has a header with the Comergent logo and navigation links (My Home, My Account, About, Help, Logout). Below the header, there are tabs for 'Info', 'Addresses', and 'Notes', with 'Info' being the active tab. The page shows the user's details, including their username (smadison), password, title (Mr.), first name (Steve), last name (Madison), and job title. It also includes sections for 'User Locale' (Preferred Locale: United States), 'User Functions' (Manager, User Type, Functions), and 'Status' (Parent Status: Open, Status: Open). A 'Spending Limits & Approver' section is also visible at the bottom right.

COMERGENT   Administration			
<a href="#">My Home</a>   <a href="#">My Account</a>   <a href="#">About</a>   <a href="#">Help</a>   <a href="#">Logout</a>			
User Detail for Steve Madison			
<a href="#">Info</a>   <a href="#">Addresses</a>   <a href="#">Notes</a>			
Belongs To: <a href="#">DataSolve</a>			
<a href="#">View Users</a>   <a href="#">View Commerce Activity</a>   <a href="#">Save</a>			
NOTE: (*) items are required.			
<b>User Information</b> Username * smadison Password * ***** Confirm Password * ***** Title Mr. First name * Steve Last name * Madison Job Title	<b>User Locale</b> Preferred Locale United States Note: changes to Preferred Locale will take effect on the next login.	<b>User Functions</b> <input checked="" type="checkbox"/> Manager User Type User <b>Functions</b> <input type="checkbox"/> Commerce <input type="checkbox"/> Commerce Executive <input type="checkbox"/> Sales <input checked="" type="checkbox"/> Sales Executive <input type="checkbox"/> Financials <input checked="" type="checkbox"/> Program Management <input type="checkbox"/> Marketing Executive	<b>Status</b> Please enter a reason when changing the status. Parent Status Open Status Open Comment  <b>Spending Limits &amp; Approver</b> Feature requires both Spending Limit and Approver.

FIGURE 69. Partner User Detail Page: Info Tab

11. 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 39, "Business Rules Administration".

12. Click **Save**.
13. Click the **Addresses** tab to enter the addresses.

**COMERGENT** eBusiness System | Administration

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 ☐ Same as Bill To

**Sold To**

Address Line 1 \*

Address Line 2

City \*

State and Zip Code

Country \*

USA

**Bill To**

Address Line 1 \*

Address Line 2

City \*

State and Zip Code

Country \*

USA

**Ship To**

Address Line 1 \*

Address Line 2

City \*

State and Zip Code

Country \*

USA

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 70. Partner User Detail Page: Addresses Tab**

14. You can create as many addresses as you like for the user.
15. You can make notes about this user by clicking the Notes tab.

The screenshot shows the 'User Detail for Steve Madison' page in the Comergent eBusiness System Administration interface. The page has a header with the Comergent logo and 'Administration' text. Navigation links include 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The page title is 'User Detail for Steve Madison'. Below the title are tabs for 'Info', 'Addresses', and 'Notes', with 'Notes' being the active tab. The 'Notes' section includes a 'Belongs To: DataSolve' link, 'View Users', and 'View Commerce Activity' buttons. A text area for adding a note is present, along with a 'Private' checkbox and an 'Add Note' button. At the bottom, a table lists notes with columns for 'Data', 'Note', 'Organization', and 'Created By'.

Data	Note	Organization	Created By
9/13/2005	Created user	Enterprise	gle

FIGURE 71. 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 245.

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 166.
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 73 on page 181).

If the user belongs to a level below the top level:

- a. Click the **Hierarchy** tab on the Profile Detail Page.

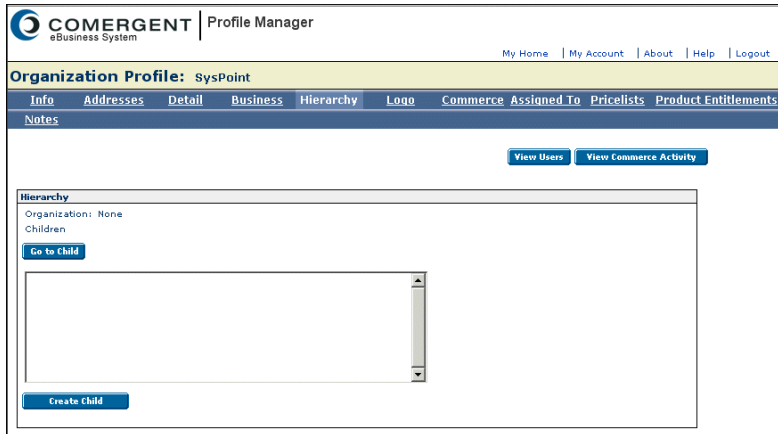


FIGURE 72. Profile Detail Page: Hierarchy Tab

- 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.

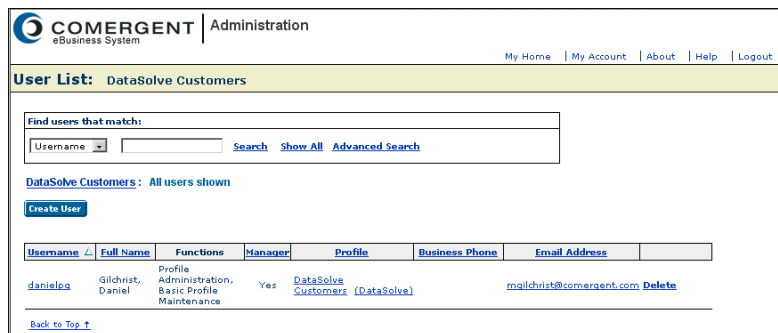
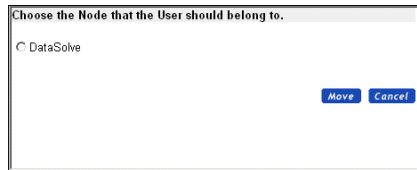


FIGURE 73. Partner User List Page

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 74 on page 182, 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 74. 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.

<b>Note:</b>	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 245.
--------------	--

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 166 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_rsyspoint	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_omnittech	1/17/2001	10/4/2010	USD	General	OmnitTech	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 75. 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 27 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.

**COMERGENT** eBusiness System | Profile Manager

My Home | My Account | About | Help | Logout

**Organization Profile:** AllNet Corp

Info | Addresses | Detail | Business | Hierarchy | Logo | Commerce | Assigned To | Pricelists | **Product Entitlements**

Notes

Select a Supplier. Select appropriate product entitlements for assignment by clicking the Assign button. Click Save button to save changes.

Supplier: Enterprise

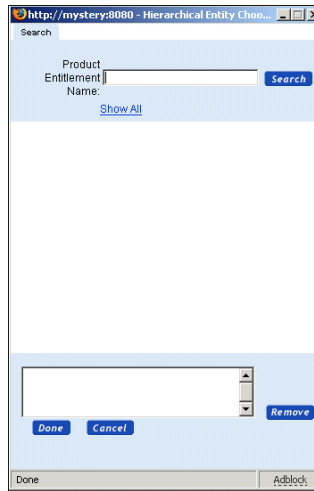
Assign... Remove Save

<input type="checkbox"/>	Sharable	Inherited	Entitlement Name	Description	Supplier	Start Date	End Date	Status	Order
<input type="checkbox"/>	<input type="checkbox"/>		USA Distribution Partners	USA Distribution Partners	Enterprise	1/17/2001	12/31/2010	Active	1
<input type="checkbox"/>	<input type="checkbox"/>		Enterprise Master List	Enterprise Master List	Enterprise	1/17/2001	10/4/2010	Active	2

[Back to Top ↑](#)

FIGURE 76. Current Product Entitlements for a Partner

5. Click **Assign...**



**FIGURE 77. 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 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 shows the 'Payment Gateway Setup' page within the 'Administration' section of the 'COMERGENT eBusiness System'. The page has a header with navigation links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the header, there are two buttons: 'ViewProfile' and 'Save'. The main content area is divided into two sections:

- Payment Processing Options:** This section contains a dropdown menu for 'Credit Card Payment Processor Gateway Type' with 'CyberSource' selected. Below it is a radio button group for 'Enable CV Number Check' with 'True' selected.
- Payment Gateway Configuration Parameters:** This section contains several input fields and radio buttons:
  - 'Merchant ID' (required field, indicated by a red asterisk)
  - 'Key Directory' (required field, indicated by a red asterisk)
  - 'Target API Version' (required field, indicated by a red asterisk)
  - 'Send to Production' (radio buttons for 'True' and 'False', with 'False' selected)
  - 'Enable Logging' (radio buttons for 'True' and 'False', with 'False' selected)
  - 'Log Directory' (input field)
  - 'Log Maximum Size (MB)' (input field)

A red asterisk at the bottom left indicates that fields marked with a red asterisk are required.

**FIGURE 78. 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 166. This displays a search results list.

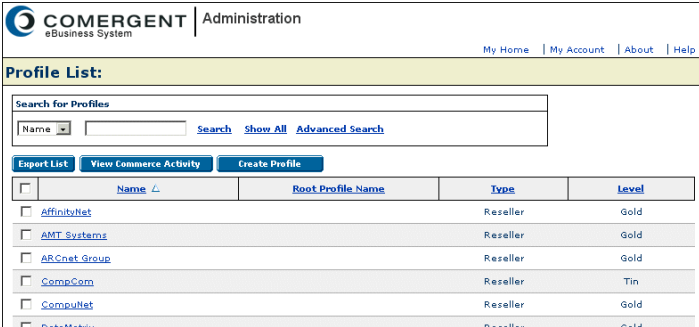


FIGURE 79. Profile List Page

2. Check the box next to each profile whose activity you want to view.
3. Click **View Commerce Activity**.

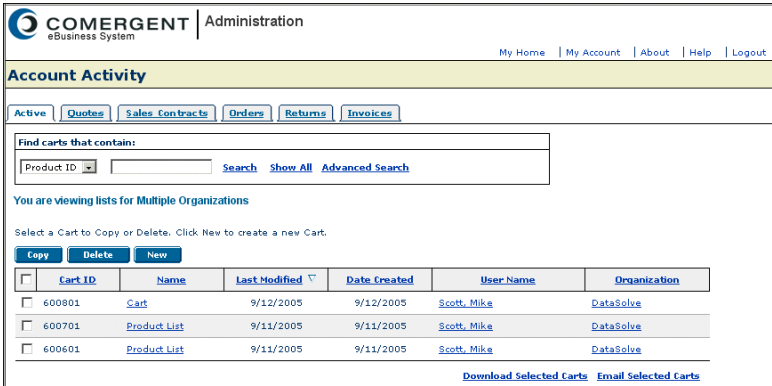


FIGURE 80. Product Lists Page: Active Tab

4. Find the cart you want to view.
5. Click the link in the Name column to display the detail for a cart.

**COMERGENT**  
eBusiness System

Administration

[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.

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"/>	7410 Notebook "Workhorse"	<a href="#">MXLP-7410</a>	Enterprise	\$100.00000	<input type="text" value="1"/> <a href="#">x</a> <a href="#">x</a>	\$100.000	
<input type="checkbox"/>	7490 Desktop "Base Plus"	<a href="#">MXDS-7490</a>	Enterprise	\$100.00000	<input type="text" value="3"/> <a href="#">x</a> <a href="#">x</a>	\$300.000	
	17" Monitor	<a href="#">MX-GV17T</a>		included	3		
	Windows 2000	<a href="#">MX-MSW2K</a>		included	3		

FIGURE 81. 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.

The screenshot shows the 'MDF Account List' page. At the top, there's a header with the Comergent logo and 'Administration' text. Navigation links include 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the header, there's a search bar with the text 'Find accounts that contain:' and a dropdown menu for 'Currency' set to 'ARS'. There are 'Search' and 'Show All' buttons. Below the search bar, it says 'All accounts shown'. A 'New MDF Account' button is visible. A table lists account details:

Account Name	Account Status	Creation Date	Available Date	Currency	Available Balance	Balance	Expiration Date	Program Name	Activity Name
General Account	Active	9/13/2005	9/13/2005	USD	\$5,000.000	\$5,000.000	12/12/2005		

FIGURE 82. MDF Account List Page

4. Click **New MDF Account**.

The New MDF Account page is displayed.

The screenshot shows the 'New MDF Account' page. At the top, there's a header with the Comergent logo and 'Administration' text. Navigation links include 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the header, there's a 'Go to Accounts List' button. A text box says 'Enter data and click on the Create button to create an account.' There are 'Create' and 'Cancel' buttons. Below this, there's a section for '\* Required Fields' with a form titled 'Account Information'. The form contains the following fields:

- Account Type: MDF
- Account Name: \*
- Description:
- Currency: \* (dropdown menu showing USD)
- Starting Balance: \*
- Account ID:
- Account Status: Active
- Creation Date:
- Available Date: \* (calendar icon showing 9/13/2005)
- Expiration Date: \* (calendar icon showing 12/12/2005)
- Program Name: \*
- Activity Name:

FIGURE 83. New MDF Account Page

5. Enter details for the new MDF account as follows:

- Account Name:
- Description:
- Currency:
- Starting Balance:
- Available Date:

- f. Expiration Date:
  - g. Program Name:
  - h. Activity Name:
6. Click **Create**.

The MDF Account Detail page is displayed.

**FIGURE 84. 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 193 and "To Remove Funds From a Payment Account" on page 194.

### ***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.

The screenshot shows the 'Co-op Account List' page. At the top, there's a header with the Comergent logo and 'Administration' text. Below the header, there's a navigation bar with links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main content area has a title 'Co-op Account List' and a search box labeled 'Find accounts that contain:'. The search box has a dropdown for 'Currency' set to 'ARS' and buttons for 'Search' and 'Show All'. Below the search box, it says 'All accounts shown'. There's a button labeled 'New Co-op Account'. Below that is a table with columns: 'Account Name', 'Account Status', 'Creation Date', 'Available Date', 'Currency', 'Available Balance', 'Balance', 'Expiration Date', 'Program Name', and 'Activity Name'. The table has one row with the following data: 'Marketing Co-op Account', 'Active', '9/13/2005', '9/13/2005', 'USD', '\$0.000', '\$0.000', '12/12/2005', and empty cells for 'Program Name' and 'Activity Name'.

FIGURE 85. Co-op Account List Page

4. Click **New Co-op Account**.

The New Co-op Account page is displayed.

The screenshot shows the 'New Co-op Account' page. At the top, there's a header with the Comergent logo and 'Administration' text. Below the header, there's a navigation bar with links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main content area has a title 'New Co-op Account' and a button labeled 'Go to Accounts List'. Below the button, there's a text box with the instruction 'Enter data and click on the Create button to create an account.' and buttons for 'Create' and 'Cancel'. Below the text box, there's a section labeled '\* Required Fields' and a form titled 'Account Information'. The form has two columns. The left column contains: 'Account Type: Co-op', 'Account Name: \*' (with a text box), 'Description: \*' (with a text box), 'Denomination: \*' (with a dropdown), and 'Currency: \*' (with a dropdown). The right column contains: 'Account ID: \*' (with a text box), 'Account Status: Active', 'Creation Date: \*' (with a date picker), 'Available Date: \*' (with a date picker), 'Expiration Date: \*' (with a date picker), 'Base Amount: \*' (with a text box), 'Currency: \*' (with a dropdown), and 'Coop Percentage: 0.000'.

FIGURE 86. 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.

The screenshot shows the 'Marketing Co-op Account' detail page. At the top, there's a header with the 'COMERGENT eBusiness System' logo and 'Administration' text. Below this is a navigation bar with links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main title is 'Marketing Co-op Account'. Below the title are three tabs: 'Account Details', 'Account Activity', and 'Notes'. The 'Account Details' tab is active. Below the tabs, there's a 'Go to Accounts List' button. A message states: 'After changing account information save changes using the Save button. Use the Cancel button to reverse the changes.' Below this are 'Save' and 'Cancel' buttons. A section labeled '\* Required Fields' contains the 'Account Information' form. The form has two columns. The left column contains: 'Account Type' (Co-op), 'Account Name' (Marketing Co-op Ac), 'Description' (Account to support marketing activities), 'Denomination' (Currency), and 'Currency' (USD). The right column contains: 'Account ID' (600501), 'Account Status' (Active), 'Creation Date' (9/13/2005), 'Available Date' (9/13/2005), 'Expiration Date' (12/12/200), 'Available Balance' (\$0.000), and 'Balance' (\$0.000). Below the form is an 'Update Account Balance' section with a text area for a note and a button to update the balance.

**FIGURE 87. 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 193 and "To Remove Funds From a Payment Account" on page 194.

**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.

---

## **Storefront Administration**

In Release 7.1 and higher, the way in which you can manage storefronts for your partners has changed from earlier releases. In earlier releases, storefronts were created by marking an existing partner as a storefront. Now, by creating a storefront you create a partner profile that serves as the enterprise partner within the storefront: we refer to this partner as the storefront administrator partner and users who belong to this partner as *storefront administrators*.

### ***To Create a Storefront***

1. Click **Go** in the Search for Organization by Name panel on the Comergent eBusiness System home page.
2. Click **Create Storefront** on the Profile List page.

This displays the Organization Detail: New Profile page.

3. Enter basic information for the storefront administrator partner as you would do for any other partner. \* denotes required fields.

4. Enter a skin URL for the new storefront. This should be a simple string and must be unique within the Comergent eBusiness System. For example, you can use “anderel” or “storefront”. This string will be used in URLs used to access the storefront. For example:

`http://server:port/Comergent/en/US/enterpriseMgr/anderel`

5. Click **Save**.

Once the storefront has been created, then you must create at least one user to act as the first storefront administrator for the new storefront. See "To Create a New Partner User" on page 176 for details. Once you have done, this, then you should notify the organization for whom you have created the storefront and provide them with the URL to use and the userid of the storefront administrator that you have created.

## Skin Administration

### To Create a Skin

1. Navigate to your organization profile.
2. Click the Commerce tab.
3. Click **Create New Skin**.



The screenshot shows the 'Profile Manager' interface for 'Matrix Solutions Inc.'. It includes a navigation bar with links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main section is titled 'Organization Profile: Matrix Solutions Inc.' and contains a form titled 'Enter Skin Choices'. The form includes a descriptive paragraph about skins and a text input field labeled '\*Skin Url (the name used in the URL to access this skin)'. Navigation buttons '<<Back' and 'Save' are located at the top right of the form area.

**FIGURE 88. New Skin Page**

4. Enter the URL string for the new skin.
5. Click **Save**.

The Edit Skin page is displayed.

FIGURE 89. Edit Skin Page

6. You can upload an image to use to brand the storefront skin, and you can upload a cascading stylesheet to use with the storefront skin.
7. Click **Save**.

## Managing the Enterprise Profile

In addition to managing partner profiles, some enterprise users are responsible for managing the enterprise profile (that is, the profile of the tenant or storefront partner). Almost all of the profile fields are the same as for partner profiles, and so are covered in their respective sections above. However, some fields are used only by enterprise profiles and child nodes. This section documents these fields.

### Info Tab

For enterprise profiles, an additional field is displayed:

- **Max Reps Per Account:** enter the maximum number of users belonging to this profile that may be assigned to any particular partner profile account.

### Commerce Tab

For the tenant and storefront partners, you can also manage their skins. See "Skin Administration" on page 195 for more information.

## **Current Accounts**

Use this tab to assign partners to each node of the enterprise. This gives you a way in which to manage which partner accounts are managed by which enterprise nodes.



---

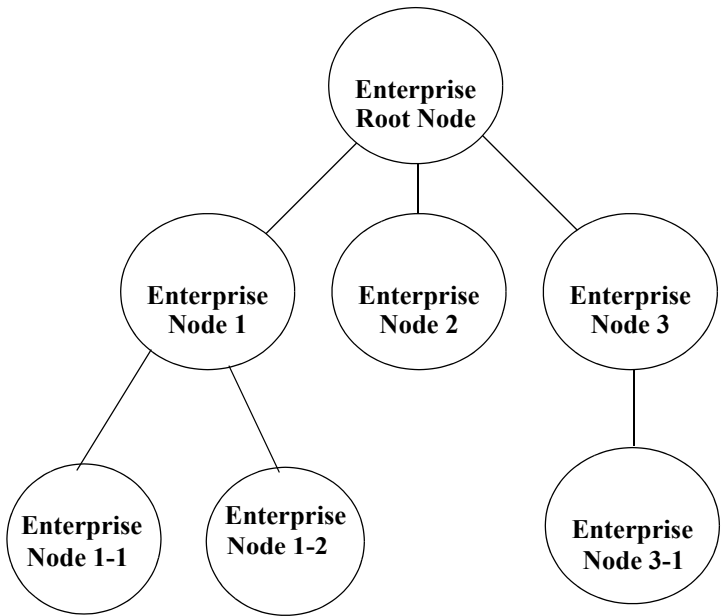
This chapter describes the tasks associated with managing accounts in the Comergent eBusiness System. These include assigning accounts to nodes in the enterprise hierarchy and assigning accounts to users of these nodes. "Account Management" on page 36 contains an overview of account administration in 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 90. 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 <sup>a</sup>	Assignment to User
Root	Partner A Partner B	user0a*	Partner A
		user0b	Partner B
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 <sup>a</sup>	Assignment to User
Node 3	Partner A	user3a*	Partner A Partner B <sup>b</sup>
		user3b*	Partner A Partner B <sup>c</sup>
		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 203.

## 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 205.

## 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.

**COMERGENT** | Profile Manager  
eBusiness System

My Home | My Account | About | Help | Logout

**Organization Profile:** Enterprise > West Coast Office

Info | Addresses | Detail | Business Hierarchy | Logo | Current Accounts | **Assign Accounts** | Pricelists | Product Entitlements

Notes

[View Users](#)

Find profiles that contain:

Profile Name  [Search](#) [Show All](#) [Advanced Search](#)

[View Commerce Activity](#) [Assign](#)

Previous [Next](#)

<input type="checkbox"/>	Name ↵	Type	Level
<input type="checkbox"/>	<a href="#">A1</a>	Distributor	Platinum
<input type="checkbox"/>	<a href="#">Asisten_us</a>	Distributor	Gold
<input type="checkbox"/>	<a href="#">Asisten_us</a>	Distributor	Gold
<input type="checkbox"/>	<a href="#">AffinityNet</a>	Reseller	Gold
<input type="checkbox"/>	<a href="#">Allnet_Corp</a>	Distributor	Silver
<input type="checkbox"/>	<a href="#">Andarel</a>	Distributor	Silver

**FIGURE 91. 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.

The screenshot shows the 'Profile Manager' interface for 'COMERGENT eBusiness System'. The breadcrumb trail is 'Enterprise > West Coast Office'. The 'Current Accounts' tab is selected. Below the tabs, there is a search bar with the text 'Find profiles that contain:' and a 'Search' button. Below the search bar, there are two buttons: 'View Commerce Activity' and 'Unassign'. Below these buttons is a table with columns 'Name', 'Type', and 'Level'.

	Name	Type	Level
<input type="checkbox"/>	AMT Systems	Reseller	Gold
<input type="checkbox"/>	ARCnet Group	Reseller	Gold

FIGURE 92. 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 202.

### 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** eBusiness System | Administration

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 <a href="#">↕</a>	Type	Level
<input type="checkbox"/>	<a href="#">A1</a>	Distributor	Platinum
<input type="checkbox"/>	<a href="#">AMT-Systems</a>	Reseller	Gold
<input type="checkbox"/>	<a href="#">ARCnet-Group</a>	Reseller	Gold
<input type="checkbox"/>	<a href="#">Aessten_uc</a>	Distributor	Gold
<input type="checkbox"/>	<a href="#">Aessten_uc</a>	Distributor	Gold

**FIGURE 93. 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.

**COMERGENT** eBusiness System Administration

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](#)

[View Commerce Activity](#) [Unassign](#)

<input type="checkbox"/>	Name ↕	Type	Level
<input type="checkbox"/>	<a href="#">AMT Systems</a>	Reseller	Gold
<input type="checkbox"/>	<a href="#">ARChet Group</a>	Reseller	Gold
<input type="checkbox"/>	<a href="#">Archer Technologies</a>	Systems Integrator	Gold

**FIGURE 94. 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 eBusiness System Administration

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 <a href="#">↕</a>	Type	Level
<input type="checkbox"/>	<a href="#">A1</a>	Distributor	Platinum
<input type="checkbox"/>	<a href="#">AMT Systems</a>	Reseller	Gold
<input type="checkbox"/>	<a href="#">ARCnet Group</a>	Reseller	Gold
<input type="checkbox"/>	<a href="#">Assisten uc</a>	Distributor	Gold

**FIGURE 95. 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.

**COMERGENT** eBusiness System | Administration

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](#)

[Decline](#)

<input type="checkbox"/>	Name ↕	Type	Level
<input type="checkbox"/>	<a href="#">Coca Cola</a>	Distributor	Platinum
<input type="checkbox"/>	<a href="#">CompCom</a>	Reseller	Tin
<input type="checkbox"/>	<a href="#">CompuNet</a>	Reseller	Gold

**FIGURE 96. 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*

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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 211
  - "To Maintain Your Profile" on page 212
  - "To Create a Profile in Your Partner Hierarchy" on page 213
  - "To Upload Your Logo File" on page 218
  - "To Create a Forecast File" on page 215
  - "To Upload a Forecast File" on page 216
  - "To Create a Template Group" on page 220
  - "To Upload a New Proposal Template" on page 221
- "User Administration for Partners" on page 222
  - "To Create a User" on page 223
  - "To Create a User at Another Level in a Profile Hierarchy" on page 228

- "To Modify a User" on page 231
- "To Modify a User at Another Level in the Partner Hierarchy" on page 233
- "To Delete a User" on page 241
- "To Delete a User at Another Level in the Profile Hierarchy" on page 242
- "To Recover Carts" on page 245
- "Product Administration for Partners" on page 247
  - "To Maintain Product Information" on page 247
  - "Managing Availability Information" on page 248
- "Pricing Administration for Partners" on page 248
  - "To Maintain Pricing Information" on page 248
- "Opportunity Administration by Partners" on page 250
  - "To Create Partner Sales Representatives" on page 250
  - "To Accept an Opportunity" on page 250
  - "To Decline an Opportunity" on page 251
  - "To Delegate an Opportunity" on page 253
  - "To Add or Modify General Opportunity Information" on page 254
  - "To Prepare a Proposal for a Contact" on page 256
  - "To Create an Order from an Opportunity" on page 258
  - "To Add Notes About An Opportunity" on page 261
  - "To Close an Opportunity" on page 263
  - "To Create a New Proposal by Copying an Existing Proposal" on page 264
  - "To Create a New Proposal and New Opportunity" on page 265
- "Invoice Administration by Partners" on page 267
  - "To View an Invoice" on page 267
- "Program Administration by Partners" on page 269
  - "To Submit a Preapproval Request" on page 269
  - "To Submit a Claim" on page 269

This chapter also covers the following tasks exclusive to storefront partners:

- "To Upload Product Mapping" on page 271
- "To Download Products" on page 272
- "To Update Product Mappings" on page 273
- "To Assign Price Lists to Partners" on page 275
- "To Set Your Email Templates" on page 277
- "To View an Invoice" on page 267

Only users that have the Profile Administration function may perform these tasks. For each partner, the enterprise 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 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 an administrator user 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 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.

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.

matrixsolutions

GRAPHIC DESKTOP SYSTEMS

product selection

POWERED BY COMERGENT

[My Home](#) | [My Account](#) | [Account Activity](#) | [Help](#) | [Logout](#)

Organization Profile: DataSolve

InfoAddressesDetailBusinessHierarchyCommerceForecastNotes

View UsersSave

NOTE: (\*) Items are required.

General Information

Profile name \*

DataSolve

Main telephone

610-6800

Main facsimile

N/A

Profile type \*

Reseller

Profile level \*

Gold

XML Message Version

dXML 4.1.1

Login/Password required

☐

Organization website address

www.datasolve.com

Organization Email

corp@datasolve.com

Distributors

Select to add

Omnitech

Anderel

RIT Solutions

ParisTech

Remove

Message URL

Content Type

Custom Field #1

Custom Field #2

Custom Field #3

Custom Field #4

Custom Field #5

Profile Status

Status

Open

Accounts

Currency

USD

Credit Limit

\$5,000.00

Available Credit

\$5,000.00

Co-op %

0.000

Co-op Account Maximum

\$0.00

FIGURE 97. 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 212.
2. Click the **Hierarchy** tab.



FIGURE 98. 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 a 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.

## Forecast Tab

This tab is used by partners to provide detailed forecasts of their sales activities. See "Inventory and Demand" on page 49 for an overview of reseller forecasting in the Comergent eBusiness System.

<b>Note:</b>	The <b>Forecast</b> tab is available only to partners. Storefronts do not have access to the <b>Forecast</b> tab.
--------------	---

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 215
- "To Upload a Forecast File" on page 216

## 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 *tab-delimited* 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 212.
2. Click the **Forecast** tab.

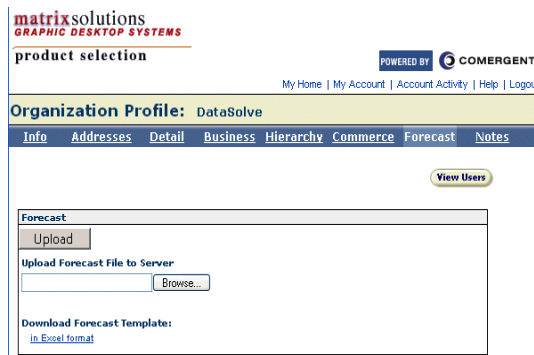


FIGURE 99. Partner Profile Detail Page: Forecast Tab

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***

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 212.
2. Click the **Commerce** tab.



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product selection

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My Home | My Account | Account Activity | Help | Logout

**Organization Profile: DataSolve**

Info | Addresses | Detail | Business | Hierarchy | Commerce | Forecast | Notes

View Users | Save

**Payment and Shipping Options**

Please select atleast one Payment option and atleast one Shipping option.

**Payment Options**

☐ Credit card

☐ Visa

☐ MasterCard

☐ American Express

☐ Discover

☐ Account

**Shipping Options**

☐ UPS

☐ FedEx

**Pricing Options**

Are prices stored remotely? ☐

Enter expiry time in hours. Leave this field blank if prices should never expire once retrieved.

**FIGURE 100. 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.

### *Pricing Options*

If your price lists are stored remotely, then check the Are prices stored remotely? checkbox. To retrieve price lists on a regular basis, specify the price list expiry time, in hours. Leave the expiry time field blank if prices should never expire.

### *Storefront Skins*

Storefront administrators can specify the storefront look and feel, or skin, that is presented to customers when they log in to the storefront, including a logo and a cascading style sheet (CSS) file that can be used to manage the look-and-feel of

your storefront pages. 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.

### To Upload Your Logo File

1. As a storefront administrator, access the storefront Partner Profile Detail page by logging in to your storefront, then clicking the **View Your Organization Profile** link. The storefront URL is similar to ***http://<server>:<port>/Comergent/en/US/enterpriseMgr/<your\_storefront>***.
2. Click the **Commerce** tab.

**COMERGENT** | Profile Manager  
eBusiness System

My Home | My Account | About | Help | Logout

**Organization Profile:** AllNet Corp

Info | Addresses | Detail | Business Hierarchy | **Commerce** | Current Accounts | Pricelists | Product Entitlements | Print Templates

Notes

View Users Save

Gateway Configuration

**Payment and Shipping Options**  
Please select atleast one Payment option and atleast one Shipping option.

**Payment Options**

- ☒ Credit card
- ☐ Visa
- ☒ MasterCard
- ☒ American Express
- ☐ Discover
- ☐ Account

**Shipping Options**

- ☐ UPS
- ☒ FedEx

**Pricing Options**

Are prices stored remotely? ☐

Enter expiry time in hours. Leave this field blank if prices should never expire once retrieved.

Create New Skin

Id	Logo
allnet	STATIC_URL/logo21.gif <a href="#">edit</a>

FIGURE 101. Partner Profile Detail Page: Create New Skin (Commerce Tab)

3. To create a new skin:
  - a. Click the **Create New Skin** button. The **New Storefront Skin** page displays:

**COMERGENT** | Profile Manager  
eBusiness System

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

**Organization Profile: AllNet Corp**

<<Back Save

**Enter Skin Choices**

A skin allows you to enter the Url to access the Storefront. Once you have created the skin you can edit this skin to upload a logo and a stylesheet file. This will allow you to customize the look for the storefront.

\*Skin Url (the name used in the URL to access this skin)

FIGURE 102. New Storefront Skin Page

- b. Enter the name to be used in the URL that customers will use to access this skin. For example, the name of the Allnet skin is allnet. To access the Allnet skin, customers enter the standard URL, similar to **http://<server>:<port>/Comergent/en/US/enterpriseMgr**, and then append the name of the skin, **allnet**:

http://<server>:<port>/Comergent/en/US/enterpriseMgr/allnet

- c. Click Save. The Edit Skin Choices page displays, similar to the following figure:

**COMERGENT** | Profile Manager  
eBusiness System

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

**Organization Profile: AllNet Corp**

<<Back Save

**Enter Skin Choices**

Edit this skin to upload a logo and a stylesheet file or change the Url to access this skin.

Upload a logo for your Storefront. For proper display, image size must be 181\*41 pixels.

**Upload Logo Image to Server**

Browse...

Upload

**Logo URL or Uploaded File Path**

**Preview Logo**

Preview

Upload a Stylesheet (CSS) file to Server.

United States

Browse...

Upload

\*Skin Url (the name used in the URL to access this skin)

allnet

FIGURE 103. Edit Skin Choices Page

4. Select the logo file.

There are two ways to select the file:

- Click **Browse...** and select the appropriate filename.

<b>Attention:</b> The logo file must be 181x41 pixels to display properly.
--

- Enter the filename (including the path) in the Logo URL or Uploaded File Path field.
5. Click **Upload**.
  6. Click **Preview** to preview the logo. The logo displays in a separate **Logo Preview** window.
  7. If you want to upload a CSS file, then click **Browse...** next to the Upload a Stylesheet (CSS) File to Server text field, and select the CSS file on your local system.
  8. Click **Upload**.
  9. Click **Save**.

## Print Templates Tab

As a user with the Sales Executive function, use this tab to manage the templates used to generate proposals. See "Proposals" on page 42 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.

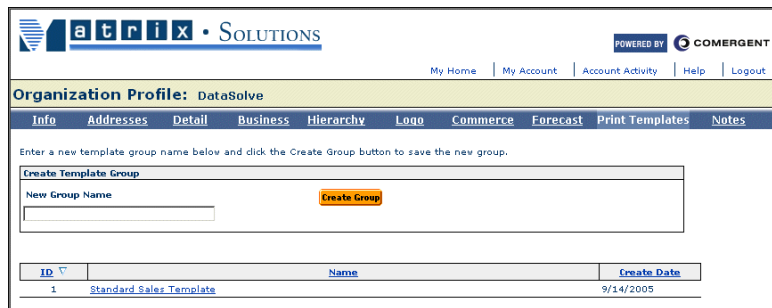
Templates are XSL files: before your sales representatives can use them, you must upload them to the Comergent eBusiness System so that they can be selected when a sales representative is creating a proposal.

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 displays the 'Organization Profile: DataSolve' page with the 'Print Templates' tab selected. It features a 'Create Template Group' section with a text input for 'New Group Name' and a 'Create Group' button. Below this is a table of existing template groups.

ID	Name	Create Date
1	<a href="#">Standard Sales Template</a>	9/14/2005

**FIGURE 104. 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 903 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.

**Organization Profile: DataSolve**

Print Templates for Group 31

Enter template information for a new template and click the Upload Template button to save the new template to this group.

**Create Template**

Description

File

Locale  Type

ID	Description	File	Locale	Type
No Rows Found				

**FIGURE 105. 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 213). 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.

This release supports *user preferences*: these control the user some aspects of the user experience as they use the Comergent eBusiness System. Typically, users will manage their own preferences, but as a partner administrator you can set a user's preferences if you wish.

### **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.

<b>Note:</b>	You can also access the User List page from your Profile Detail page. To do this, click <b>View Users</b> .
--------------	---

 Administration

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

User List: DataSolve

Find users that match:

[Show All Advanced Search](#)

[DataSolve](#) - All users shown

[Create User](#)

Username	Full Name	Functions	Manager	Profile	Business Phone	Email Address	
alan	DupÃ©, Alan	Commerce	No	<a href="#">DataSolve</a>	610-6854	<a href="mailto:alsteven@comsolutions.com">alsteven@comsolutions.com</a>	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
alan	Cl. Chen	Commerce	No	<a href="#">DataSolve</a>	610-6856	<a href="mailto:alan@comsolutions.com">alan@comsolutions.com</a>	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
alan	Smith, Darren	Commerce	No	<a href="#">DataSolve</a>	601-6800	<a href="mailto:dsmith@datasolve.com">dsmith@datasolve.com</a>	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
alan	Sutton, Felix	Commerce	No	<a href="#">DataSolve</a>	610-6851	<a href="mailto:fsutton@comsolutions.com">fsutton@comsolutions.com</a>	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
alan	Becker, Johannes	Commerce	No	<a href="#">DataSolve</a>	610-6855	<a href="mailto:jbecker@comsolutions.com">jbecker@comsolutions.com</a>	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
alan	Collins, Linda	Commerce	No	<a href="#">DataSolve</a>	610-6850	<a href="mailto:lcollins@comsolutions.com">lcollins@comsolutions.com</a>	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
alan	Commerce Expertise, Financials, Profile Administration, Basic Profile Maintenance		Yes	<a href="#">DataSolve</a>	610-6853	<a href="mailto:msscott@comsolutions.com">msscott@comsolutions.com</a>	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>


[Back to Top](#)

[\*] denotes a Storefront

FIGURE 106. User List Page

3. On the Partner User List page, click **Create User**.




**COMERGENT** | Administration  
eBusiness System

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

---

**Create New User**

Info

Belongs To: [DataSolve](#)

NOTE: (\*) items are required.

<div> <b>User Information</b> </div> <div> <b>Username *</b>  <input type="text"/> </div> <div> <b>Password *</b>  <input type="password"/> </div> <div> <b>Confirm Password *</b>  <input type="password"/> </div> <div> <b>Title</b>  <input type="text" value="Mr."/> </div> <div> <b>First name *</b>  <input type="text"/> </div> <div> <b>Last name *</b>  <input type="text"/> </div> <div> <b>Job Title</b>  <input type="text"/> </div> <div> <b>Email *</b>  <input type="text"/> </div> <div> <b>Department name</b>  <input type="text"/> </div> <div> <b>Department description</b>  <input type="text"/> </div> <div> <b>Phones</b>  <input type="text" value="Business"/> <input type="button" value="Add"/> </div> <div> <input type="text"/> <input type="button" value="Remove"/> </div> <div> <b>Away</b>  <input type="checkbox"/> </div>	<div> <b>User Locale</b> </div> <div> <b>Preferred Locale</b>  <input type="text" value="United States"/> </div> <div> <small>Note: changes to Preferred Locale will take effect on the next login.</small> </div>	<div> <b>User Functions</b> </div> <div> <input type="checkbox"/> <b>Manager</b> </div> <div> <b>User Type</b>  <input type="text" value="User"/> </div> <div> <b>Functions</b> </div> <div> <input type="checkbox"/> Commerce  <input type="checkbox"/> Commerce Executive  <input type="checkbox"/> Sales  <input type="checkbox"/> Sales Executive  <input type="checkbox"/> Financials  <input type="checkbox"/> Marketing Executive  <input type="checkbox"/> Basic Profile Maintenance  <input type="checkbox"/> Profile Administration  <input type="checkbox"/> Offline Access  <input type="checkbox"/> Product Reviewer </div>	<div> <b>Spending Limits &amp; Approver</b> </div> <div> <small>Feature requires both Spending Limit and Approver.</small> </div> <div> <b>Spending Limit</b>  <input type="text"/> </div> <div> <input type="text" value="USD"/> </div> <div> <b>Approver</b>  <input type="text"/> </div> <div> <b>Proxy for Approvers</b>  <input type="text"/> </div>
---	--	--	---

FIGURE 107. 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.

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product selection

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My Home | My Account | Account Activity | Help | Logout

### User Detail for Darren Smith

Info | Addresses | Notes | Preferences

Belongs To: [DataSolve](#)

[View Users](#) [Save](#)

NOTE: (\*) Items are required.

<b>User Information</b> Username * dsmith Password * ***** Confirm Password * ***** Title Mr. First name * Darren Last name * Smith	<b>User Locale</b> Preferred Locale United States Note: changes to preferred locale will take effect on the next login.	<b>User Functions</b> <input type="checkbox"/> Manager <input type="checkbox"/> User <b>Functions</b> <input checked="" type="checkbox"/> Commerce <input type="checkbox"/> Commerce Executive <input type="checkbox"/> Sales <input type="checkbox"/> Sales Executive <input type="checkbox"/> Financials <input type="checkbox"/> Program Management	<b>Status</b> Please enter a reason when changing the status. Parent Status Open Status Open Comment  <b>Payment Options</b> Please enter the default payment information
---	--	---	--

FIGURE 108. Partner User Detail Page: Info Tab

- 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 39, "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.

**COMERGENT** eBusiness System | Administration

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

☐ Same as Ship To

Sold To	Bill To	Ship To
Address Line 1 *	Address Line 1 *	Address Line 1 *
Address Line 2	Address Line 2	Address Line 2
City *	City *	City *
State and Zip Code	State and Zip Code	State and Zip Code
Country *	Country *	Country *
USA	USA	USA

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 109. 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 223.

1. Access the Profile Detail page as described in "To Maintain Your Profile" on page 212.

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product selection

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My Home | My Account | Account Activity | Help | Logout

Organization Profile: DataSolve

InfoAddressesDetailBusinessHierarchyCommerceForecastNotes

View UsersSave

NOTE: (\*) items are required.

General Information

Profile name \*

DataSolve

Main telephone

610-6800

Main facsimile

N/A

Profile type \*

Reseller

Profile level \*

Gold

XML Message Version

dXML 4.1.1

Login/Password required

☐

Organization website address

www.datasolve.com

Organization Email

corp@datasolve.com

Distributors

Select to add

OmniTech

AndereI

RIT Solutions

ParisTech

Remove

Message URL

Content Type

Custom Field #1

Custom Field #2

Custom Field #3

Custom Field #4

Custom Field #5

Profile Status

Status

Open

Accounts

Currency

USD

Credit Limit

\$5,000.00

Available Credit

\$5,000.00

Co-op %

0.000

Co-op Account Maximum

\$0.00

FIGURE 110. Profile Detail Page

2. Click the **Hierarchy** tab.



FIGURE 111. 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.

NOTE: (\*) items are required.

User Information	User Locale	User Functions	Spending Limits & Approver
<b>Username *</b> <input type="text"/>	<b>Preferred Locale</b> <input type="button" value="United States"/>	<input type="checkbox"/> <b>Manager</b>	Feature requires both Spending Limit and Approver.
<b>Password *</b> <input type="password"/>	Note: changes to Preferred Locale will take effect on the next login.	<b>User Type</b> <input type="button" value="User"/>	<b>Spending Limit</b> <input type="text"/>
<b>Confirm Password *</b> <input type="password"/>		<b>Functions</b>	<input type="button" value="USD"/>
<b>Title</b> <input type="button" value="Mr."/>		<input type="checkbox"/> Commerce	<b>Approver</b> <input type="text"/>
<b>First name *</b> <input type="text"/>		<input type="checkbox"/> Commerce Executive	<b>Proxy for Approvers</b> <input type="text"/>
<b>Last name *</b> <input type="text"/>		<input type="checkbox"/> Sales	
<b>Job Title</b> <input type="text"/>		<input type="checkbox"/> Sales Executive	
<b>Email *</b> <input type="text"/>		<input type="checkbox"/> Financials	
<b>Department name</b> <input type="text"/>		<input type="checkbox"/> Marketing Executive	
<b>Department description</b> <input type="text"/>		<input type="checkbox"/> Basic Profile	
<b>Phones</b>		<b>Maintenance</b>	
<input type="button" value="Business"/> <input type="text"/> <input type="button" value="Add"/>		<input type="checkbox"/> Profile Administration	
<input type="text"/> <input type="button" value="Remove"/>		<input type="checkbox"/> Offline Access	
<b>Away</b>		<input type="checkbox"/> Product Reviewer	
<input type="checkbox"/>			

- On the Partner User Detail page, enter the information in the required fields (marked with an asterisk (\*)).

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.

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.

<b>Note:</b>	The fields for spending limits and approvers appear only if this feature has been enabled. This is done with a business rule. See CHAPTER 39, "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.

<b>Attention:</b>	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.

<b>Note:</b>	You can also access the Partner User List page from your Partner Profile Detail page. To do this, click <b>View Users</b> .
--------------	---

**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	
alan	DupAdt, Alan	Commerce	No	DataSolve	610-6854	altdvenc@comsolutions.com	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
chen	Ci, Chen	Commerce	No	DataSolve	610-6856	chen@comsolutions.com	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
smith	Smith, Darren	Commerce	No	DataSolve	610-6800	dsmith@datasolve.com	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
fulton	Sutton, Felix	Commerce	No	DataSolve	610-6851	fsutton@comsolutions.com	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
becker	Becker, Johannes	Commerce	No	DataSolve	610-6855	jbecker@comsolutions.com	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
collins	Collins, Linda	Commerce	No	DataSolve	610-6850	lcollins@comsolutions.com	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
scott	Scott, Mike	Commerce Executive, Financials, Profile Administration, Basic Profile Maintenance	Yes	DataSolve	610-6853	mscott@comsolutions.com	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>

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[\*] denotes a Storefront

FIGURE 113. Partner User List Page

3. On the User List page, click the username for the partner user whose details you wish to modify.

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GRAPHIC DESKTOP SYSTEMS

product selection

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My Home | My Account | Account Activity | Help | Logout

**User Detail for Darren Smith**

Info | Addresses | Notes | Preferences

Belongs To: [DataSolve](#)

[View Users](#) [Save](#)

NOTE: (\*) items are required.

User Information	User Locale	User Functions	Status
<p><b>Username *</b> dsmith</p> <p><b>Password *</b> *****</p> <p><b>Confirm Password *</b> *****</p> <p><b>Title</b> Mr. ▾</p> <p><b>First name *</b> Darren</p> <p><b>Last name *</b> Smith</p>	<p><b>Preferred Locale</b> United States ▾</p> <p>Note: changes to Preferred Locale will take effect on the next login.</p>	<p><input type="checkbox"/> Manager</p> <p><b>User Type</b> User</p> <p><b>Functions</b></p> <p><input checked="" 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>Please enter a reason when changing the status.</p> <p><b>Parent Status</b> Open</p> <p><b>Status</b> Open ▾</p> <p><b>Comment</b> <input type="text"/></p> <p><b>Payment Options</b> Please enter the default payment information</p>

FIGURE 114. User Detail Page

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 231.

1. Access the Profile Detail page as described in "To Maintain Your Profile" on page 212.

The screenshot shows the 'Organization Profile: DataSolve' page. At the top, there's a header with 'matrix solutions GRAPHIC DESKTOP SYSTEMS product selection' and a 'POWERED BY COMERGENT' logo. Navigation links include 'My Home', 'My Account', 'Account Activity', 'Help', and 'Logout'. Below the header is a tabbed interface with tabs for 'Info', 'Addresses', 'Detail', 'Business', 'Hierarchy', 'Commerce', 'Forecast', and 'Notes'. The 'Info' tab is active. A 'NOTE: (\*) items are required.' is displayed. The main form is divided into three columns. The first column contains 'Profile name' (DataSolve), 'Main telephone' (610-6800), 'Main facsimile' (N/A), 'Profile type' (Reseller), 'Profile level' (Gold), 'XML Message Version' (dXML 4.1.1), and a 'Login/Password required' checkbox. The second column contains 'Organization website address' (www.datasolve.com), 'Organization Email' (corp@datasolve.com), a 'Distributors' list with 'OmniTech', 'AndersJ', 'RIT Solutions', and 'ParisTech', a 'Message URL' field, and a 'Content Type' field. The third column contains five 'Custom Field' inputs. Below the main form are two smaller sections: 'Profile Status' showing 'Status' as 'Open', and 'Accounts' showing 'Currency' as 'USD', 'Credit Limit' as '\$5,000.00', 'Available Credit' as '\$5,000.00', 'Co-op %' as '0.000', and 'Co-op Account Maximum' as '\$0.00'.

FIGURE 115. Profile Detail Page

2. Click the **Hierarchy** tab.



**FIGURE 116. 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 Hierarchy page for the selected partner.

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 Hierarchy page for the desired partner, click **View Users**.

This displays the users for that specific node level (Figure 117 on page 235).

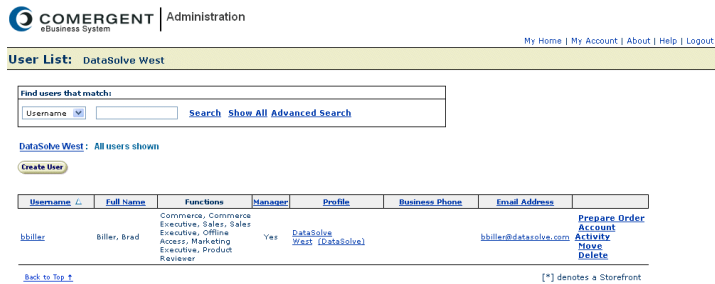


FIGURE 117. User List Page for a Specific Child Node

- Click the user name of the user you want to modify.

This displays the Partner User Detail page for the child partner user.

- Modify the appropriate details for this partner user.
- 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 237.

**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 245.

- 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 Profile Detail page. To do this, click **View Users**.

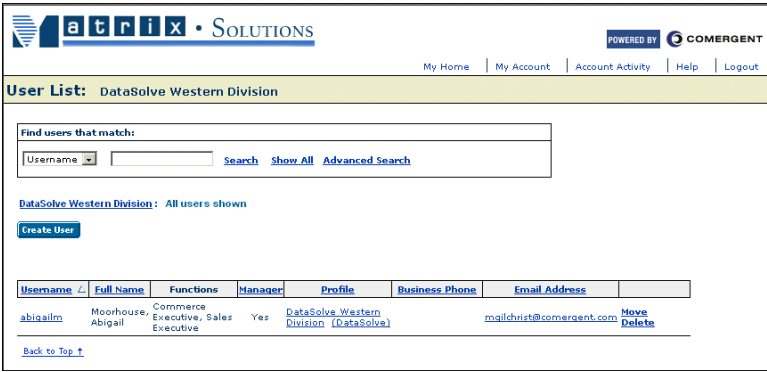


FIGURE 118. Partner User List Page

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.

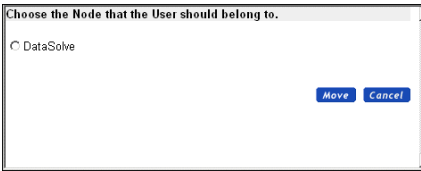


FIGURE 119. Level Selection Window

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 231 or "To Modify a User at Another Level in the Partner Hierarchy" on page 233.

### ***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 235.

<b>Note:</b>	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 245.
--------------	--

1. Access the Profile Detail page as described in "To Maintain Your Profile" on page 212.

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GRAPHIC DESKTOP SYSTEMS

product selection

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COMERGENT

My Home

|

My Account

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Account Activity

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Help

|

Logout

Organization Profile: DataSolve

Info

Addresses

Detail

Business

Hierarchy

Commerce

Forecast

Notes

View Users

Save

NOTE: (\*) items are required.

General Information

Profile name \*

DataSolve

Main telephone

610-6800

Main facsimile

N/A

Profile type \*

Reseller

Profile level \*

Gold

XML Message Version

dXML 4.1.1

Login/Password required

☐

Organization website address

www.datasolve.com

Organization Email

corp@datasolve.com

Distributors

Select to add

OmniTech

Andersel

RIT Solutions

ParisTech

Remove

Message URL

Content Type

Custom Field #1

Custom Field #2

Custom Field #3

Custom Field #4

Custom Field #5

Profile Status

Status

Open

Accounts

Currency

USD

Credit Limit

\$5,000.00

Available Credit

\$5,000.00

Co-op %

0.000

Co-op Account Maximum

\$0.00

FIGURE 120. Profile Detail Page

2. Click the **Hierarchy** tab.



**FIGURE 121. 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 122 on page 240).

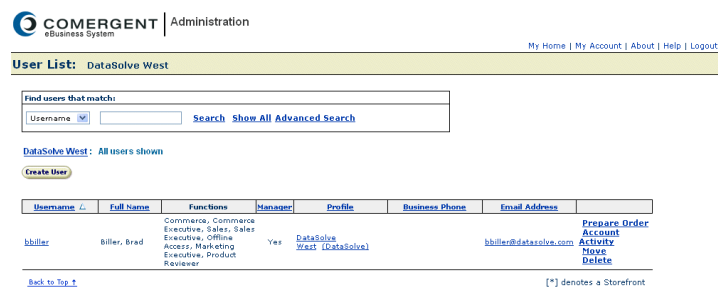


FIGURE 122. Users for a Specific Level

- Find the username of the user you want to move.
- 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 123 on page 240, 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.

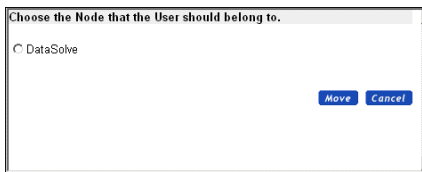


FIGURE 123. Level Selection Window

- 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.

- 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 231 or "To Modify a User at Another Level in the Partner Hierarchy" on page 233.

### ***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.

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.

<b>Note:</b>	You can also access the Partner User List page from your Partner Profile Detail page. To do this, click <b>View Users</b> .
--------------	---

**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	Dupré, Alain	Commerce	No	DataSolve	610-6854	alstevens@cmsolutions.com	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
chao	Chen, Chen	Commerce	No	DataSolve	610-6856	chao@cmsolutions.com	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
dsmith	Smith, Darren	Commerce	No	DataSolve	601-6900	dsmith@datasolve.com	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
frutten	Button, Felix	Commerce	No	DataSolve	610-6851	frutten@cmsolutions.com	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
johannes	Baßer, Johannes	Commerce	No	DataSolve	610-6855	jbaesser@cmsolutions.com	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
lcollins	Collins, Linda	Commerce	No	DataSolve	610-6850	lcollins@cmsolutions.com	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
mccott	Scott, Mike	Commerce Executive, Financials, Profile Administration, Basic Profile Maintenance	Yes	DataSolve	610-6853	mccott@cmsolutions.com	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>

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FIGURE 124. Partner User List Page

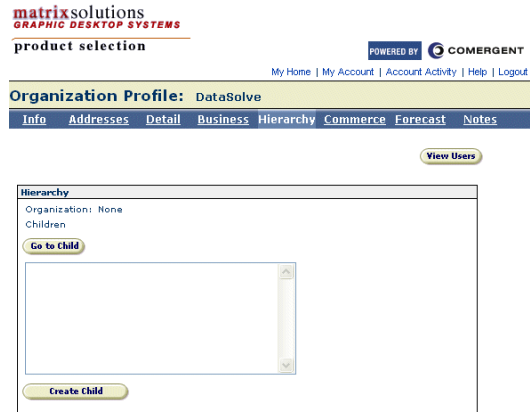
- Click **Delete** in the Actions column next to the partner user you wish to delete from the system.
- A dialog box asks you to confirm deletion: click **OK** to continue.

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 241.

- Access the Partner Profile Detail page as described in "To Maintain Your Profile" on page 212.
- Click the **Hierarchy** tab.



**FIGURE 125. 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 126 on page 244).

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.

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GRAPHIC DESKTOP SYSTEMS

product selection

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My Home

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Help

Logout

Organization Profile: DataSolve

Info

Addresses

Detail

Business

Hierarchy

Commerce

Forecast

Notes

View Users

Save

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

OmniTech

Anderel

RIT Solutions

ParisTech

Remove

Custom Field #3

Profile type \*

Reseller

Custom Field #4

Profile level \*

Gold

Custom Field #5

XML Message Version

dXML 4.1.1

Content Type

Login/Password required

☐

Profile Status

Status

Open

Accounts

Currency

USD

Credit limit

\$5,000.00

Available credit

\$5,000.00

Co-op %

0.000

Co-op Account Maximum

\$0.00

FIGURE 126. Partner Profile Detail Page: Node Level

4. 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 127 on page 245).

**COMERGENT** | Administration  
eBusiness System

My Home | My Account | About | Help | Logout

**User List:** DataSolve West

Find users that match:

Username  [Search](#) [Show All](#) [Advanced Search](#)

DataSolve West: All users shown

[Create User](#)

Username	Full Name	Functions	Manager	Profile	Business Phone	Email Address	
bbillar	Biller, Brad	Commerce, Commerce Executive, Sales, Sales Executive, Offline Access, Marketing Executive, Product Reviewer	Yes	DataSolve West (DataSolve)		bbillar@datasolve.com	<a href="#">Prepare Order</a> <a href="#">Account</a> <a href="#">Activity</a> <a href="#">View</a> <a href="#">Delete</a>

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(\*) denotes a Storefront

FIGURE 127. 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 128 on page 246). You can also access this page from the Partner Profile Detail page. Click **View Users**.

 Administration

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	Dupré, Alain	Commerce	No	<a href="#">DataSolve</a>	610-6854	<a href="mailto:jstevens@cmsolutions.com">jstevens@cmsolutions.com</a>	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
qchan	Chen, Qi	Commerce	No	<a href="#">DataSolve</a>	610-6856	<a href="mailto:qchan@cmsolutions.com">qchan@cmsolutions.com</a>	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
dsmith	Smith, Darren	Commerce	No	<a href="#">DataSolve</a>	601-6900	<a href="mailto:dsmith@datasolve.com">dsmith@datasolve.com</a>	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
frutten	Butten, Felix	Commerce	No	<a href="#">DataSolve</a>	610-6851	<a href="mailto:frutten@cmsolutions.com">frutten@cmsolutions.com</a>	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
johannes	Baer, Johannes	Commerce	No	<a href="#">DataSolve</a>	610-6855	<a href="mailto:jbaer@cmsolutions.com">jbaer@cmsolutions.com</a>	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
lcollins	Collins, Linda	Commerce	No	<a href="#">DataSolve</a>	610-6850	<a href="mailto:lcollins@cmsolutions.com">lcollins@cmsolutions.com</a>	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>
mccott	Scott, Mike	Commerce Executive, Financials, Profile Administration, Basic Profile Maintenance	Yes	<a href="#">DataSolve</a>	610-6853	<a href="mailto:mccott@cmsolutions.com">mccott@cmsolutions.com</a>	<a href="#">Prepare Order</a> <a href="#">Account Activity</a> <a href="#">Delete</a>

[Back to Top](#) [\*] denotes a Storefront

FIGURE 128. User List Page

3. Click **List Recovery** to display the lists to be deleted or transferred.

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My Home | My Account | Account Activity | Help | Logout

**List Recovery**

[Delete](#) [Transfer to](#)

<input type="checkbox"/>	List ID	Name	Status	Old User
<input type="checkbox"/>	600707	<a href="#">Cart</a>	Open	

FIGURE 129. 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 20.

### 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.

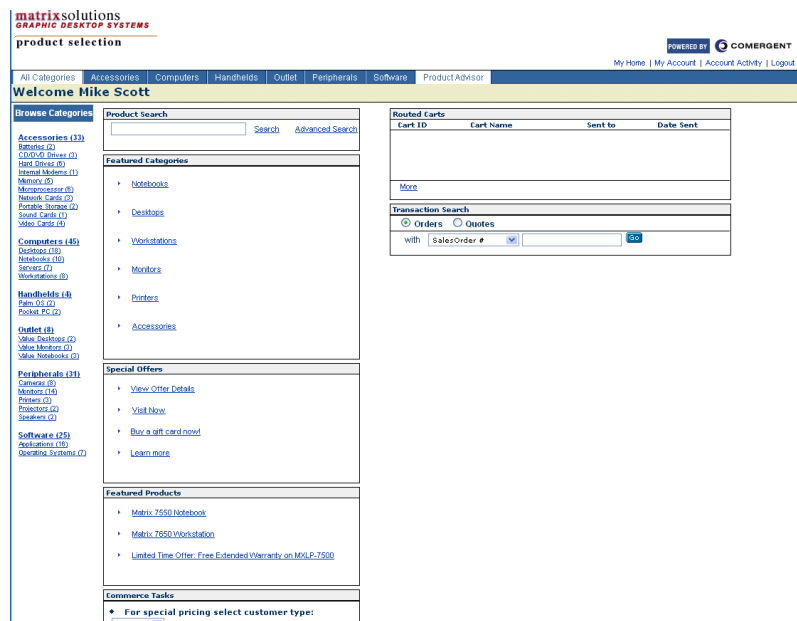


FIGURE 130. Comergent eBusiness System Partner Home Page

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 285.
- Create and maintain products.  
See "Product Administration Tasks" on page 302.
- Supersede products.  
See "Superseding a Product" on page 328.
- Create and maintain assemblies.  
See "Managing Assemblies" on page 329.

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 248.

## 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 21.

<b>Note:</b>	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 271.
--------------	--

### 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.



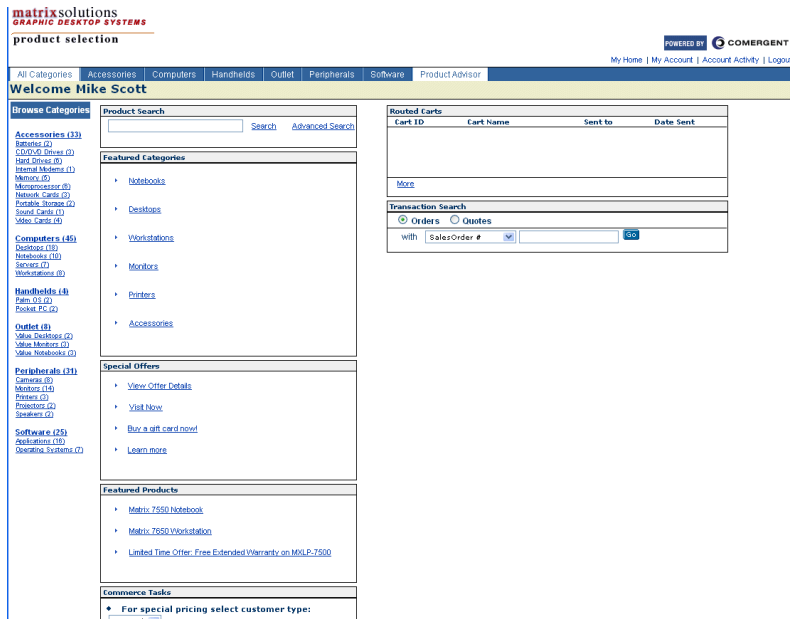


FIGURE 131. Comergent eBusiness System Partner Home Page

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 your customer 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 264 and "To Create a New Proposal and New Opportunity" on page 265.

### **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 222 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 132 on page 251).

3. Find the opportunity that you want to accept. You can view its detail by clicking its link.

The screenshot shows the Atrix Solutions web interface. At the top, there's a navigation bar with 'My Home', 'My Account', 'Account Activity', and 'Logout'. Below this is the 'Account Activity' section with tabs for 'Active', 'Approvals', 'Routed', 'Quotes', 'Sales Contracts', 'Orders', 'Returns', 'Opportunities', 'Proposals', and 'Invoices'. The 'Opportunities' tab is selected. Below the tabs is a search bar with the text 'Find Opportunities that contain:' and a dropdown for 'Opportunity ID'. Below the search bar is a table with columns: Opportunity ID, Opportunity Name, Priority, Primary Contact, Received Date, Assigned To, and Status. The table contains one row with the following data: Opportunity ID: 600547, Opportunity Name: Lead 27 - No Proposal Items, Priority: Medium, Primary Contact: Fong, Al, Received Date: 9/13/2005, Assigned To: mscott, Status: Accepted.

Opportunity ID	Opportunity Name	Priority	Primary Contact	Received Date	Assigned To	Status
600547	Lead 27 - No Proposal Items	Medium	Fong, Al	9/13/2005	mscott	Accepted

FIGURE 132. 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.

- 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 132 on page 251).

- Find the opportunity that you want to decline.

The screenshot shows the Atrix Solutions web interface. At the top is the Atrix Solutions logo and a 'POWERED BY COMERGENT' badge. Navigation links include 'My Home', 'My Account', 'Account Activity', and 'Logout'. The 'Account Activity' section has a tabbed interface with 'Active', 'Approvals', 'Routed', 'Quotes', 'Sales Contracts', 'Orders', 'Returns', 'Opportunities' (selected), 'Proposals', and 'Invoices'. Below the tabs is a search box labeled 'Find Opportunities that contain:' with a dropdown for 'Opportunity ID' and buttons for 'Search' and 'Show All'. A table lists opportunities with columns: Opportunity ID, Opportunity Name, Priority, Primary Contact, Received Date, Assigned To, Status, and an action column. One opportunity is listed: ID 600547, Name 'Lead 27 - No Proposal Items', Priority 'Medium', Contact 'Fong, Al', Date '9/13/2005', Assigned To 'mscott', and Status 'Accepted'.

<input type="checkbox"/>	Opportunity ID	Opportunity Name	Priority	Primary Contact	Received Date	Assigned To	Status	
<input type="checkbox"/>	600547	<a href="#">Lead 27 - No Proposal Items</a>	Medium	Fong, Al	9/13/2005	mscott	Accepted	

**FIGURE 133. Opportunities List Page for Partners**

- Click **Decline** for that opportunity.

This displays the Opportunity Decline popup window.

The screenshot shows a 'Decline Opportunity' popup window titled 'Decline Opportunity: Western Trade Show'. It contains the text 'Please tell us why you are declining...' and a large text area for input. At the bottom right are 'Decline' and 'Cancel' buttons.

**FIGURE 134. 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 250) 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 132 on page 251).

The screenshot shows the Atrix Solutions web interface. At the top, there's a navigation bar with links like My Home, My Account, Account Activity, and Logout. Below this is the 'Account Activity' section with several tabs: Active, Approvals, Routed, Quotes, Sales Contracts, Orders, Returns, Opportunities (selected), Proposals, and Invoices. A search bar is present with the text 'Find Opportunities that contain:' and a dropdown for 'Opportunity ID'. Below the search bar is a table with the following data:

<input type="checkbox"/>	Opportunity ID	Opportunity Name	Priority	Primary Contact	Received Date	Assigned To	Status
<input type="checkbox"/>	600547	<a href="#">Lead 27 - No Proposal Items</a>	Medium	Fong, Al	9/13/2005	msscott	Accepted

FIGURE 135. Opportunities List Page for Partners

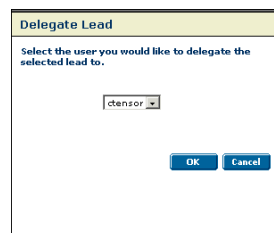
3. Find the opportunity that you want to delegate.
4. Click the check box next to the opportunity.

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 250.

5. Repeat the last two steps for each opportunity you want to delegate.

6. Click **Delegate**.

A popup window appears.



**FIGURE 136. 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 137 on page 255).

The screenshot shows the Atrix Solutions web interface. At the top, there's a navigation bar with 'My Home', 'My Account', 'Account Activity', and 'Logout'. Below this is the 'Account Activity' section with tabs for 'Active', 'Approvals', 'Routed', 'Quotes', 'Sales Contracts', 'Orders', 'Returns', 'Opportunities', 'Proposals', and 'Invoices'. The 'Opportunities' tab is selected. A search box labeled 'Find Opportunities that contain:' has a dropdown for 'Opportunity ID' and a 'Search' button. Below the search box is a table of opportunities.

<input type="checkbox"/>	Opportunity ID	Opportunity Name	Priority	Primary Contact	Received Date	Assigned To	Status
<input type="checkbox"/>	600547	<a href="#">Lead 27 - No Proposal Items</a>	Medium	Fong, Al	9/13/2005	mscott	Accepted

FIGURE 137. 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 250.

- Click the opportunity name.

This displays the opportunity page.

The screenshot shows the Comergent eBusiness System 'Lead Management' page. The 'Opportunity' is 'Western Trade Show' and the 'Organization' is 'DataSolve'. The 'Edit Properties' tab is selected. The page is divided into two main sections: 'Organization Information' and 'General Opportunity Information'.

Organization Information	
Organization Name: DataSolve	Representative's Phone: 610-6853 (Business)
Representative's First Name: Mike	Representative's Email: mscott@comsolutions.com
Representative's Last Name: Scott	

General Opportunity Information		
Opportunity Name: Western Trade Show		Status: Accepted
Date Created: 9/14/2005		Expected Close Date:
Priority: Low	Territory: SouthWest	Expected Revenue:
Customer Type: General	Budget Price:	Probability of Sale: 50
* Lead Source: Tradeshaw	Budget Approved: N/A	

FIGURE 138. 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: <b>6%</b>	Total Price: <b>\$5,168.41</b>
Absolute Discount: <b>\$321.81</b>	Total Margin: <b>\$356.91</b>

**FIGURE 139. 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 'Print Proposal Preparation Page' in the Atrix Solutions system. The page header includes the Atrix Solutions logo and navigation links like 'My Home', 'My Account', 'Account Activity', and 'Logout'. Below the header, there's a breadcrumb trail: 'All Categories > Computers > Portable Devices > Alla's testing > Handhelds > Peripherals > Software > Accessories > Product Advisor'. The main heading is 'Opportunity: Western Trade Show' with a 'Return To List' link. Below this, there are tabs for 'Edit Properties', 'Manage Proposals', and 'Add Notes'. The 'Edit Properties' tab is active, showing a form with fields for Name (Western Trade Show), Customer Type (General), Currency (USD), Last Modified (9/14/2005), Status (New), and Expiration Date. To the right of this form is a summary box showing 'Percent Discount: 6%', 'Total Price: \$5,168.41', 'Absolute Discount: \$321.81', and 'Total Margin: \$356.91'. Below the form, there's a section for 'Print Field Selection' with a 'Print Template' dropdown set to 'Select a template'. There are also checkboxes for 'Header Items' like 'Customer Name' and 'Title'. At the bottom, there are buttons for 'Reset', 'Print View', 'Save', and 'Edit Proposal'.

**FIGURE 140. 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 221.
10. Select the proposal items that you want to include in the view and enter text that you want to accompany the proposal.

FIGURE 141. 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 142 on page 259).

## 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 250.

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My Home | My Account | Account Activity | Logout

**Account Activity**

Active | Approvals | Routed | Quotes | Sales Contracts | Orders | Returns | Opportunities | Proposals | Invoices

Find Opportunities that contain:

Opportunity ID:  Search Show All

<input type="checkbox"/>	Opportunity ID	Opportunity Name	Priority	Primary Contact	Received Date	Assigned To	Status
<input type="checkbox"/>	600547	<a href="#">Lead 27 - No Proposal Items</a>	Medium	Fong, Al	9/13/2005	mscott	Accepted

FIGURE 142. Opportunities List Page for Partners

- Click the opportunity name.

This displays the opportunity detail page.

**COMERGENT** | Lead Management  
eBusiness System

My Home | My Account | About | Help | Logout

**Opportunity: Western Trade Show [Organization: DataSolve]** [Go To Leads List](#)

Edit Properties | Manage Proposals | Add Notes

**Organization Information**

Organization Name: DataSolve  
 Representative's First Name: Mike  
 Representative's Last Name: Scott  
 Representative's Phone: 610-6853 (Business)  
 Representative's Email: mscott@icmsolutions.com

**General Opportunity Information**

Opportunity Name: Western Trade Show  
 Date Created: 9/14/2005  
 Priority: Low  
 Customer Type: General  
 Lead Source: Tradeshows  
 Territory: SouthWest  
 Budget Price:  
 Budget Approved: N/A  
 Status: Accepted  
 Expected Close Date:  
 Expected Revenue: 50  
 Probability of Sale:

FIGURE 143. Opportunity Detail Page: Edit Properties Tab

- Click **Manage Proposals**.

This displays the Product List tab.

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My Home | My Account | Account Activity | Logout

All Categories | Computers | Portable Devices | Alla's testing | Handhelds | Peripherals | Software | Accessories | Product Advisor

**Opportunity: Lead 27 - No Proposal Items** [Return To List](#)

Edit Properties | **Manage Proposals** | Add Notes

Name:	Product List	<a href="#">change</a>
Customer Type:	Education	
Currency:	EUR	
Last Modified:	9/13/2005	
Status:	New	
Expiration Date:		

Percent Discount:	Total Price: €0.000
Absolute Discount: €0.000	Total Margin: €0.000

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.

[Convert to Order](#)

FIGURE 144. 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 145 on page 261).

- 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.

Use the Calculate button to try out different combinations of uplifts and discounts. Save your final uplift and discount choices by clicking **Convert to Order** and Save.

[Continue Shopping](#) [Enter Product IDs](#)

[Compare](#) [Remove](#) [Print View](#) [Calculate](#) [Save As New](#) [Save](#)

<input type="checkbox"/>	<input type="checkbox"/>	BTL/DND	Name	Product ID	Supplier		Price	Qty	Ext. Price	Status
<input type="checkbox"/>	<input type="checkbox"/>		7410 Notebook "Workhorse"	MXLP-7410	Enterprise	Pct. <input type="radio"/> Abs. <input type="radio"/>	€100.00000	<input type="text" value="1"/>	€100.000	
						Uplift <input type="text" value="0.00"/>	€100.000			
						Discount <input type="text" value="0.00"/>	€100.000			

Proposals for Opportunity			
Proposal ID	Name	Last Modified	Status
<a href="#">600705</a>	Product List	9/13/2005	New

[More](#)

Percent Discount:	0%	Total Price:	€100.000
Absolute Discount:	€0.000	Total Margin:	€0.000

FIGURE 145. Opportunity Detail Page: Manage Proposals Tab with Product

- 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.
- Click **Convert to Order** when you are ready to convert the proposal to an order.

### To Add Notes About An Opportunity

- 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 opportunities.

This displays the Opportunities tab for the Lists page (Figure 146 on page 262).

- 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 250.

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My Home | My Account | Account Activity | Logout

**Account Activity**

Active Approvals Routed Quotes Sales Contracts Orders Returns Opportunities Proposals Invoices

Find Opportunities that contain:

Opportunity ID  Search Show All

<input type="checkbox"/>	Opportunity ID	Opportunity Name	Priority	Primary Contact	Received Date	Assigned To	Status
<input type="checkbox"/>	600547	<a href="#">Lead 27 - No Proposal Items</a>	Medium	Fong, Al	9/13/2005	mscott	Accepted

FIGURE 146. Opportunity List Page for Partners

4. Click the opportunity name.

This displays the opportunity detail page.

COMERGENT | Lead Management  
eBusiness System

My Home | My Account | About | Help | Logout

**Opportunity: Western Trade Show [Organization: DataSolve]** [Go To Leads List](#)

Edit Properties Manage Proposals Add Notes

**Organization Information**

Organization Name: DataSolve  
Representative's First Name: Mike  
Representative's Last Name: Scott  
Representative's Phone: 610-6953 (Business)  
Representative's Email: mscott@icmsolutions.com

**General Opportunity Information**

Opportunity Name: Western Trade Show  
Date Created: 9/14/2005  
Priority: Low  
Customer Type: General  
\* Lead Source: Tradeshaw  
Territory: SouthWest  
Budget Price:  
Budget Approved: N/A  
Status: Accepted  
Expected Close Date:  
Expected Revenue:  
Probability of Sale: 50

FIGURE 147. Opportunity Detail Page: Edit Properties Tab

5. Click **Add Notes**.

This displays the Add Notes tab.

FIGURE 148. 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 146 on page 262).
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 149. 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.



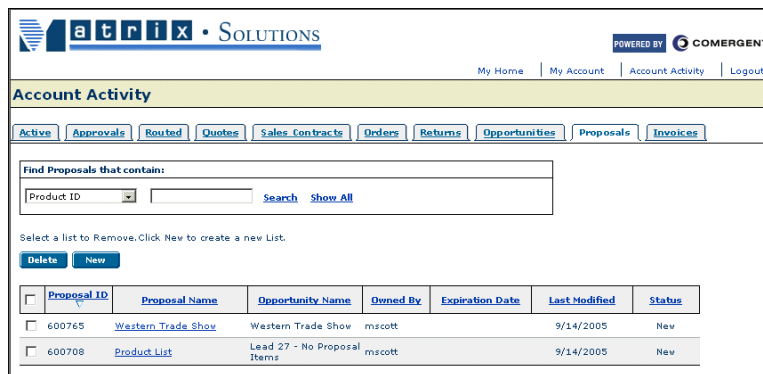


FIGURE 150. Proposals List Page

- 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.

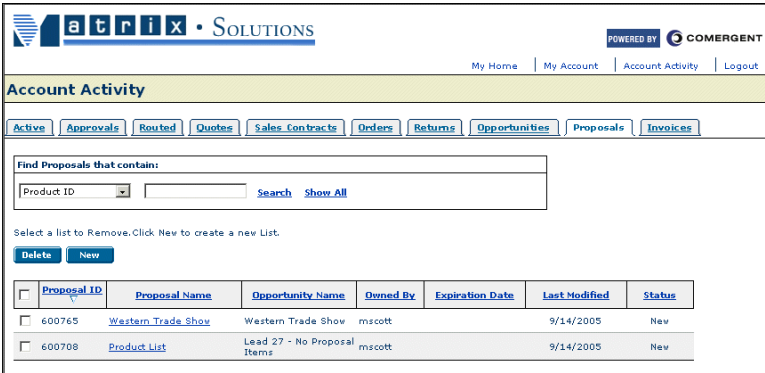


FIGURE 151. Proposals List Page

4. Click **New**.

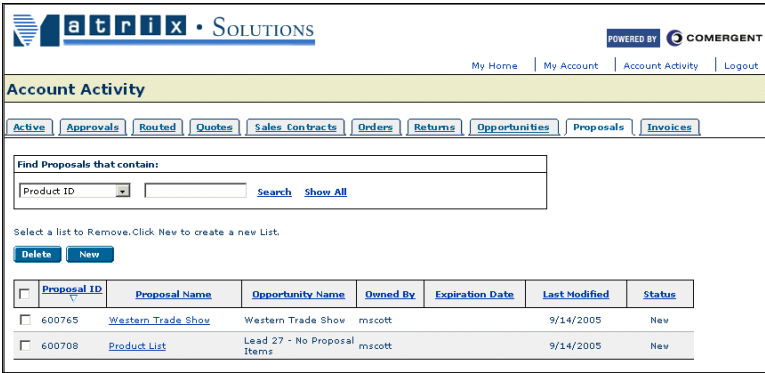


FIGURE 152. New Proposal Page

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.



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My Home | My Account | Account Activity | Logout

Account Activity

Active | Approvals | Routed | Quotes | Sales Contracts | Orders | Returns | Opportunities | Proposals | Invoices

Find Invoices that contain:

Ref Order/Invoice #

Search show All Advanced Search

<input type="checkbox"/>	Invoice Number	Invoice Type	Ref Order/Invoice #	User Name	Due Date	Date Created	Amount	Balance	Invoice Status
<input type="checkbox"/>	<a href="#">75927613</a>	Invoice	<a href="#">9912593762</a>	frutten	5/16/2003	5/16/2003	\$3,721,490	\$2,577,310	Disputed
<input type="checkbox"/>	<a href="#">71137155</a>	Invoice	<a href="#">4601604194</a>	frutten	5/16/2003	5/16/2003	\$120,204,040	\$0.000	Paid
<input type="checkbox"/>	<a href="#">14591430</a>	Invoice	<a href="#">2782598787</a>	frutten	5/16/2003	5/16/2003	\$6,314,040	\$6,314,040	Disputed
<input type="checkbox"/>	<a href="#">96049622</a>	Invoice	<a href="#">8985592576</a>	icollins	5/16/2003	5/16/2003	\$191,924,640	\$0.000	Paid
<input type="checkbox"/>	<a href="#">44444460</a>	Invoice	<a href="#">9801593809</a>	icollins	5/16/2003	5/16/2003	\$1,374,110	\$432,630	Partially Paid
<input type="checkbox"/>	<a href="#">69986980</a>	Invoice	<a href="#">9801593809</a>	icollins	5/16/2003	5/16/2003	\$1,756,300	\$1,756,300	Disputed
<input type="checkbox"/>	<a href="#">85628537</a>	Invoice	<a href="#">9801593809</a>	icollins	5/16/2003	5/16/2003	\$7,375,100	\$0.000	Paid
<input type="checkbox"/>	<a href="#">77917785</a>	Invoice	<a href="#">6525602281</a>	mscott	5/16/2003	5/16/2003	\$5,393,820	\$0.000	Paid
<input type="checkbox"/>	<a href="#">43064349</a>	Invoice	<a href="#">6525602281</a>	mscott	5/16/2003	5/16/2003	\$5,531,300	\$0.000	Paid
<input type="checkbox"/>	<a href="#">32813262</a>	Invoice	<a href="#">6525602281</a>	mscott	5/16/2003	5/16/2003	\$8,193,820	\$5,852,800	New
<input type="checkbox"/>	<a href="#">53915431</a>	Invoice	<a href="#">6525602281</a>	mscott	5/16/2003	5/16/2003	\$4,200,040	\$0.000	Paid

FIGURE 153. 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.

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My Home | My Account | Account Activity | Help | Logout

**Invoice Details: Invoice # 75827613** [Return to List](#)

Invoice Type: Invoice	Invoice Status: Disputed
Invoice Dates: May 16, 2003	Due Dates: May 16, 2003
Balance: \$2,577,310	Order Number: 9912593762

<b>Shipping Information</b> <b>Ship To:</b> 172 Barford Ave. First floor Salt Lake City, UT 84093 USA	<b>Billing Information</b> <b>Bill To:</b> 172 Barford Ave. First floor Salt Lake City, UT 84093 USA	<b>Sold-To Information</b> <b>Sold To:</b> 172 Barford Ave. First floor Salt Lake City, UT 84093 USA
--	---	---

<b>Remit-To Information</b> <b>Remit To:</b> 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
<a href="#">History</a>	6451	MX-SC0204	Paid	Payment Received	gonex	\$85.330	6	\$511.980
<a href="#">History</a>	6452	MX-FW3343	Paid	Disputed	gonex	\$63.220	10	\$632.200

FIGURE 154. 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 38.
- You can view the history of an invoice line item by clicking **History**. The Invoice Line Item History page is displayed.

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My Home | My Account | Account Activity | Logout

**Line Item History List: Invoice # 75827613** [Return to List](#)

[Done](#)

Product ID	Customer Status	Enterprise Status	Updated By	Updated Date	Quantity
MX-SC0204	Paid	Payment Received	gonex	5/16/2003	6
MX-SC0204	Paid	New	mscott	5/16/2003	6
MX-SC0204	New	New	ERPAdmin	5/16/2003	6

FIGURE 155. Invoice Line Item History Page

## Program Administration by Partners

When a program is assigned to your partner, you can submit preapproval requests and claims for activities. You must submit preapproval requests for each program activity that you participate in, and the preapproval request must be approved before you can submit claims against the request.

This section describes these tasks:

### To Submit a Preapproval Request

You submit preapproval requests against specific program activities. You can submit more than one request against the same program activity.

1. Click **Partner Programs** on your home page.

The screenshot shows the 'Program List' page in the Matrix Solutions interface. At the top, there is a logo for 'MATRIX SOLUTIONS' and a 'POWERED BY COMERGENT' badge. Navigation links include 'My Home', 'My Account', 'Account Activity', 'Help', and 'Logout'. The main section is titled 'Program List' and contains a search bar with the text 'Find programs that contain:'. Below the search bar is a dropdown menu for 'Program Name' and a search button. A table titled 'All programs shown' displays a list of programs. The table has columns for Program ID, Program Name, Program Type, Creation Date, Activities Start Date, Activities End Date, and Program Status. The first row shows a program with ID 101, Name 'Workstation Launch', Type 'MDF', Creation Date '10/5/2005', Activities Start Date '10/1/2005', Activities End Date '10/31/2005', and Status 'Active'.

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 156. 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 Preapproval Request**.
6. Enter the preapproval request details as required for this activity.
7. Click **Save**.
8. Click **Submit Request**.

### To Submit a Claim

Before you can submit a claim against a program activity, you must have submitted a preapproval request for the program activity, and the request must have been approved by the enterprise. You can submit only one claim against each preapproval request.

1. Click **Partner Program Preapprovals and Claims** on your home page.

The screenshot shows the 'Claim List' page. At the top, there's a header with the 'MATRIX SOLUTIONS' logo and 'POWERED BY COMERGENT'. Navigation links include 'My Home', 'My Account', 'Account Activity', 'Help', and 'Logout'. Below the header, the page title 'Claim List' is displayed. A search bar is present with the text 'Find records that contain:' and a 'Program Name' dropdown menu. To the right of the search bar are 'Search' and 'Show All' buttons. Below the search bar, it says 'All records shown'. A table lists the records with columns: 'Preapproval ID', 'Preapproval Status', 'Preapproval Request Date', 'Claim ID', 'Claim Status', 'Claim Date', 'Activity Name', and 'Program Name'. The first record has a Preapproval ID of 101, a status of 'Pending Approval', a request date of 10/5/2005, and links for 'Press Release' and 'Workstation Launch'.

Preapproval ID	Preapproval Status	Preapproval Request Date	Claim ID	Claim Status	Claim Date	Activity Name	Program Name
101	Pending Approval	10/5/2005				<a href="#">Press Release</a>	<a href="#">Workstation Launch</a>

FIGURE 157. Claim List Page

2. On the Claim List page, click the link to the appropriate preapproval request.
3. On the Preapproval Request Detail page, click **Create Claim**.

The screenshot shows the 'Claim for Press Release' page. At the top, there's a header with the 'MATRIX SOLUTIONS' logo and 'POWERED BY COMERGENT'. Navigation links include 'My Home', 'My Account', 'Account Activity', 'Help', and 'Logout'. Below the header, the page title 'Claim for Press Release' is displayed. A link 'Go to Claim List' is visible. Below the title, there's a 'Claim Form' section. A message says: '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.' Below this message are four buttons: 'Save', 'Update', 'Clear', and 'Cancel'. The 'Claim Application Form' is displayed with the following details: 'Claim Details' section with 'Program Name' as 'Workstation Launch' and 'Activity Name' as 'Press Release'. Below this, 'Preapproval ID' is 101, 'Approval Number' is 1128532275915, and 'Claim ID' is blank. 'Claim Status' is 'In Creation'. The 'Actual Sales' section has 'Actual Unit Sales' and 'Actual Sales Revenue' (in dollars) as input fields.

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.

[Save](#) [Update](#) [Clear](#) [Cancel](#)

**Claim Application Form**

**Claim Details**

Program Name [Workstation Launch](#)

Activity Name [Press Release](#)

Preapproval ID 101

Approval Number 1128532275915

Claim ID

Claim Status In Creation

**Actual Sales**

Actual Unit Sales

Actual Sales Revenue  (In dollars)

FIGURE 158. Claim Detail Page

4. Enter the basic claim details.
5. Click **Save**.
6. Click **Submit Claim**.

## Managing Product Information

### To Upload Product Mapping

Use this task to upload product mapping to the database. See "Product Mapping File Format" on page 909 for the required format and an example.

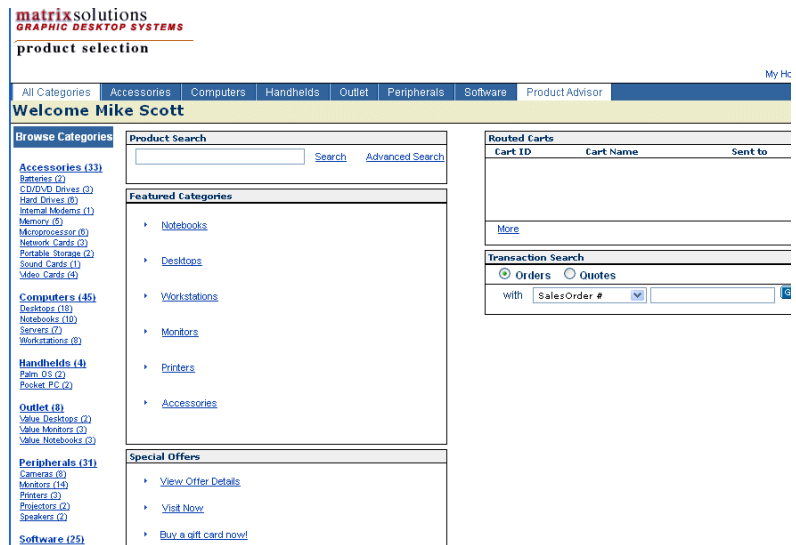
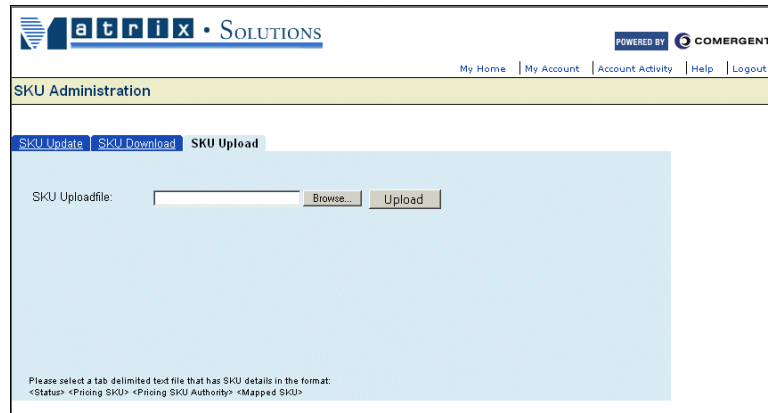


FIGURE 159. Comergent eBusiness System Partner Home Page

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 160. 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.

<b>Attention:</b> 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.
---

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.

<b>Note:</b> You cannot use the product update tab to create new products. Instead, upload a product file with the new products.
--

1. Click **Upload and Maintain Products** in the Storefront Administration panel on the Comergent eBusiness System home page.
2. Click the **SKU Update** tab.

The screenshot shows the Atrix Solutions web interface. At the top, there's a logo for 'atrix • SOLUTIONS' and a 'POWERED BY COMERGENT' badge. Navigation links include 'My Home', 'My Account', 'Account Activity', 'Help', and 'Logout'. The main heading is 'SKU Administration'. Below it, there are tabs for 'SKU Update', 'SKU Download', and 'SKU Upload'. The 'SKU Update' tab is active. It contains a 'Find' section with a text input field and a 'Find' button. A note below the input field states: '\*\*\* can be used as a wildcard (e.g. MX\*)'. Below this, it says 'Search Results for: (0 of 0 found)'. Further down, there are three fields: 'Pricing SKU:', 'Pricing SKU Authority:', and 'Mapped SKU:'. The 'Pricing SKU' field has a 'previous|next' link to its right. The 'Mapped SKU' field has an 'Update' button to its right.

FIGURE 161. 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.

This screenshot shows the same Atrix Solutions interface as Figure 161, but with search results. The 'Find' input field now contains 'MXLP\*'. The 'Search Results for:' line now reads 'MXLP\* (1 of 11 found)'. The 'Pricing SKU' field is populated with 'MXLP-7410'. The 'Pricing SKU Authority' field is populated with 'Matrix'. The 'Mapped SKU' field is populated with 'AL-MXLP-7410'. The 'Update' button remains visible next to the 'Mapped SKU' field.

FIGURE 162. 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.

<b>Note:</b> 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 212.
2. Click the **Hierarchy** tab.



**FIGURE 163. 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.

**matrixsolutions**  
GRAPHIC DESKTOP SYSTEMS  
product selection

POWERED BY **COMERGENT**

[My Home](#) | [My Account](#) | [Account Activity](#) | [Help](#) | [Logout](#)

**Organization Profile: DataSolve**

[Info](#) | [Addresses](#) | [Detail](#) | [Business](#) | [Hierarchy](#) | [Commerce](#) | [Forecast](#) | [Notes](#)

[View Users](#) [Save](#)

NOTE: (\*) items are required.

**General Information**

<b>Profile name *</b> DataSolve	<b>Organization website address</b> www.datasolve.com	<b>Custom Field #1</b> 
<b>Main telephone</b> 610-6800	<b>Organization Email</b> corp@datasolve.com	<b>Custom Field #2</b> 
<b>Main facsimile</b> N/A	<b>Distributors</b> Select to add	<b>Custom Field #3</b> 
<b>Profile type *</b> Reseller	OmniTech Anderej RTT Solutions ParisTech <a href="#">Remove</a>	<b>Custom Field #4</b> 
<b>Profile level *</b> Gold	<b>Message URL</b> 	<b>Custom Field #5</b> 
<b>XML Message Version</b> dXML 4.1.1	<b>Content Type</b> 	
<b>Login/Password required</b> <input type="checkbox"/>		

**Profile Status**

<b>Status</b> Open
-----------------------

FIGURE 164. Customer Profile Page

6. Click the **Pricelists** tab.

This displays the Partner Manager page with a list of price lists.

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POWERED BY **COMERGENT**

[My Home](#) | [My Account](#) | [Account Activity](#) | [Help](#) | [Logout](#)

**Organization Profile: AllNet Corp > Allnet Customer**

[Info](#) | [Addresses](#) | [Detail](#) | [Business](#) | [Hierarchy](#) | [Logo](#) | [Forecast](#) | [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](#) [Save](#)

Assign <input type="checkbox"/>	Sharable <input type="checkbox"/>	Price List Name	Starting Date	Ending Date	Currency	Customer Type	Supplier	Status	
<input type="checkbox"/>	<input type="checkbox"/>	Pricelist_allnet	1/17/2001	10/4/2010	USD	General	AllNet Corp	Active	
<input type="checkbox"/>	<input type="checkbox"/>	Allnet Price List	9/1/2005	9/30/2005	USD	General	AllNet Corp	Active	

FIGURE 165. 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.

The screenshot shows the 'Notification Admin' page in the Atrix Solutions interface. The page has a header with the Atrix Solutions logo and a 'POWERED BY COMERGENT' badge. Navigation links include 'My Home', 'My Account', 'Account Activity', 'Help', and 'Logout'. Below the header, there's a 'Save All' button and a list of email templates: 'Order Placement Email', 'Order Update Email', 'Order Placement Email to Customer', and 'Order Update Email to Customer'. The 'Email Address' field is set to 'USERNAME@PARTNERNAME.com'. The 'Your Email Header' section contains the text: 'Hello, Please be advised that there is a new order received for you. Thank you for using MANUFACTURERNAME's Partner.com.' The 'Your Email Footer' section contains the text: 'Regards, Partner.com Service, MANUFACTURERNAME XXXX.XXXX.XXXXXX.'

FIGURE 166. 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**

Storefronts 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 customer partners of

the storefront. 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 storefront home page.
2. Click **Account Activity**.
3. Click the **Orders** tab.

The screenshot shows the 'Account Activity' page for Atrix Solutions, powered by Comergent. The 'Orders' tab is selected. Below the tabs, there is a search section titled 'Find orders that contain:' with a dropdown menu set to 'Sales Order #' and a search button. Below this is a table with the following columns: Sales Order #, Purchase Order #, Last Modified, Date Submitted, Amount, Overall Status, and User Name. The table is currently empty, and the text 'No Rows Found' is displayed below it. At the bottom right, there are links for 'Download Selected Orders' and 'Email Selected Orders'.

FIGURE 167. Partner Account Activity Page: 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.





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This chapter covers all of the tasks associated with managing basic product information. "Administering the Product Catalog" on page 55 provides an overview of how product administration works.

- "Product Management Interface" on page 283
  - "To Access the Product Manager Page" on page 284
- "Product Category Administration Tasks" on page 285
  - 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 302
  - 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 321
  - To Change Prices for a Product
  - To Change All Prices for a Product
- "Related Products" on page 325
  - To Relate One Product to Another
  - To Remove a Product Relationship
- "Superseding a Product" on page 328
  - To Supersede a Product
  - To Remove a Superseding Product
- "Managing Assemblies" on page 329
  - 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 340
  - To Pre-configure a Configurable Product
  - To Delete a Configuration for a Pre-Configured Product
- "Importing Products" on page 343
  - 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 352
  - 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 361
  - To Suppress Display of Empty Product Categories
- "Product Availability" on page 362
- "Using the Hierarchical Entity Chooser" on page 363
  - To Select Products from the Product Hierarchy
  - To Search for Products in the Hierarchical Entity Chooser
- "Administering Advanced Search" on page 365
  - 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

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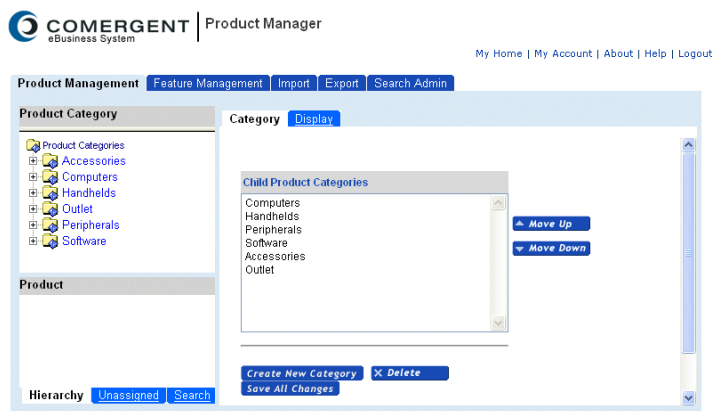
## **Product Management Interface**

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 168. 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.

<b>Note:</b>	Partner administrators do not have access to the <b>Import</b> , <b>Export</b> , and <b>SearchAdmin</b> 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.

---

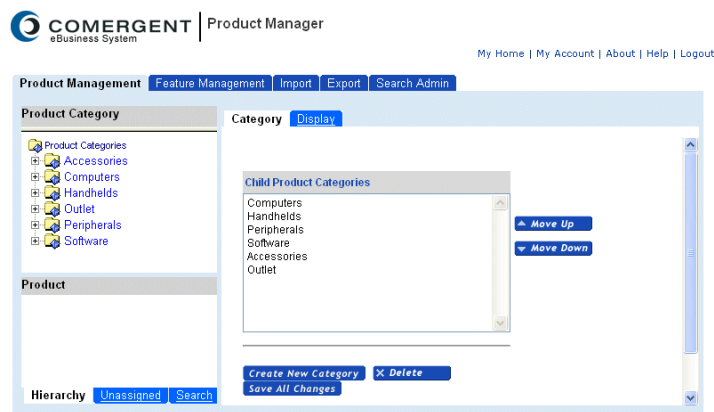
## Product Category Administration Tasks

### *To Create a Product Category*

<b>Note:</b>	Partner administrators can only create categories within categories they have created or within categories to which they have been given access by the <i>enterprise administrator</i> .
--------------	--

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 169. 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.

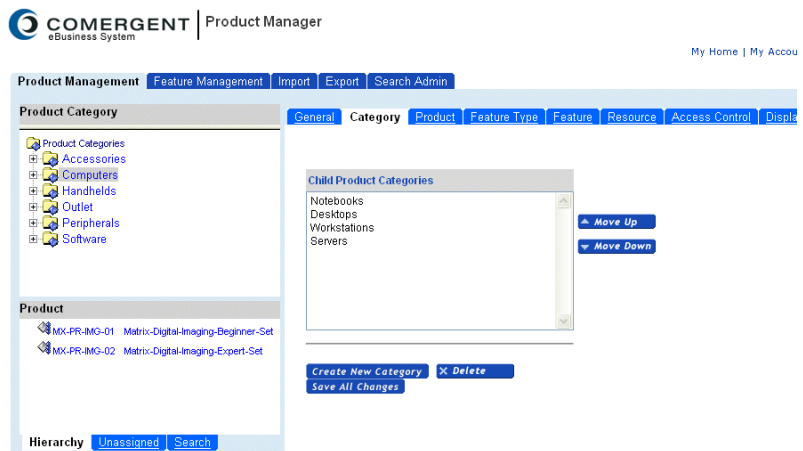


FIGURE 170. Product Management Panel: Category Tab

- c. Click **Create New Category**.

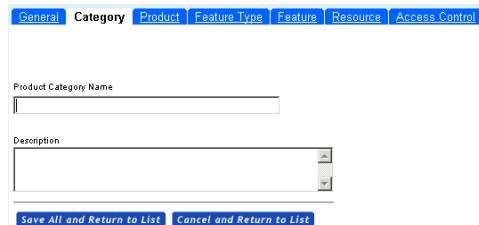


FIGURE 171. Category Tab Displaying Fields for New Category

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 288 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.

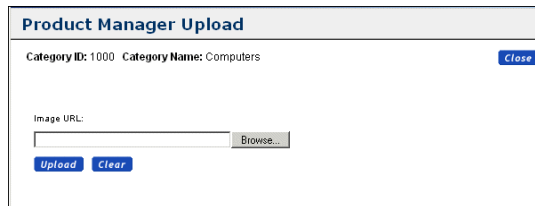
**Attention:** Make sure you click **Save All Changes** to save your changes before you move on to another tab.

The screenshot displays the Comergent eBusiness System Product Manager interface. At the top, the logo and 'Product Manager' title are visible. Below the logo, there are navigation links: 'My Home | My Account | About | Help | Logout'. The main interface is divided into two main sections: 'Product Management' and 'Product Category'. The 'Product Management' section includes tabs for 'Feature Management', 'Import', 'Export', and 'Search Admin'. The 'Product Category' section is currently active and shows a tree view of product categories on the left, including 'Product Categories', 'Accessories', 'Computers', 'Handhelds', 'Outlet', 'Peripherals', and 'Software'. The 'Computers' category is selected. The right side of the interface shows the 'General' tab for the 'Computers' category. It includes a 'Product Category Name' field with the value 'Computers', a 'Description' field with the text 'Computer technology is our core competence. Our selected product line comprises of many award winning solutions.', an 'Image URL' field with the value '/images/catalog/cat\_computers.gif', and a 'Datasheet URL' field. There are 'Upload' and 'Browse Content Manager...' buttons for both the image and datasheet fields. At the bottom, there is a 'Save Changes' button. The bottom of the interface shows a 'Hierarchy' section with 'Unassigned' and 'Search' buttons.

FIGURE 172. 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 173. 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 285).
    - You can delete one of the existing child product categories ("To Delete a Product Category" on page 298).
    - 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 294.

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 297.

8. Click the **Feature Type** tab to associate feature types to product categories.

Select 'X' to unassign a feature type. Select 'Unassign All' to unassign all assigned feature types. Select 'Assign' button to assign feature types. Click Save button to update Filter.  
Note: Inherited feature types cannot be unassigned.

**Unassign All** **Assign...** **Save**

Feature Type	Filter
<input checked="" type="checkbox"/> Computer Type	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Digital Imaging	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Hard Drive	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Hard Drive Options	<input checked="" type="checkbox"/>

**FIGURE 174. Product Category Detail: Feature Type Tab**

9. 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.

10. Click the **Feature** tab to assign features to (or unassign features from) *all the products* in the product category and its sub-categories.

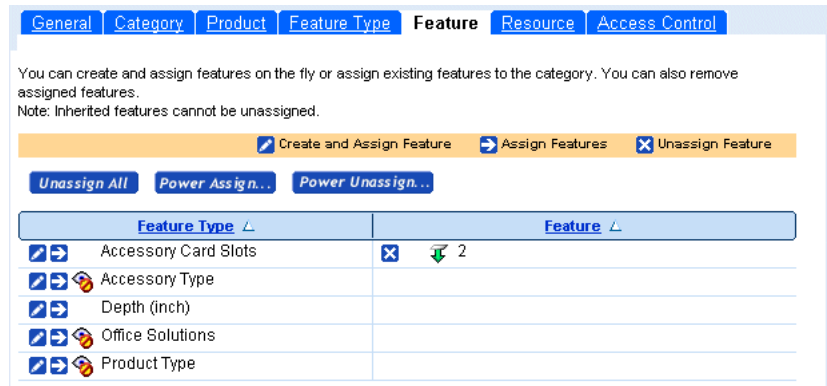


FIGURE 175. Product Category Detail: Feature Tab

11. 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.

<b>Note:</b>	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 <b>Feature</b> tab.
--------------	--

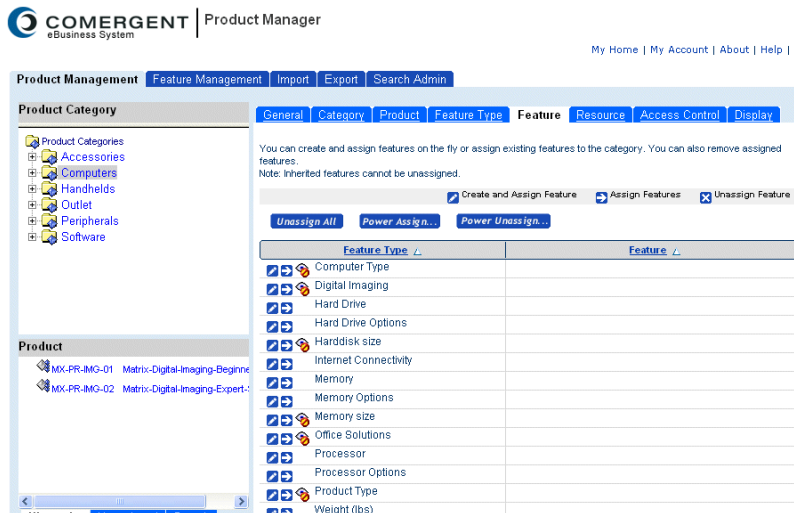


FIGURE 176. Product Management: Feature Tab

14. Click the **Resource** tab to assign resources to the product category and its subcategories.

See "Resources and Resource Types" on page 106 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 294).

**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 299 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 288), 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.

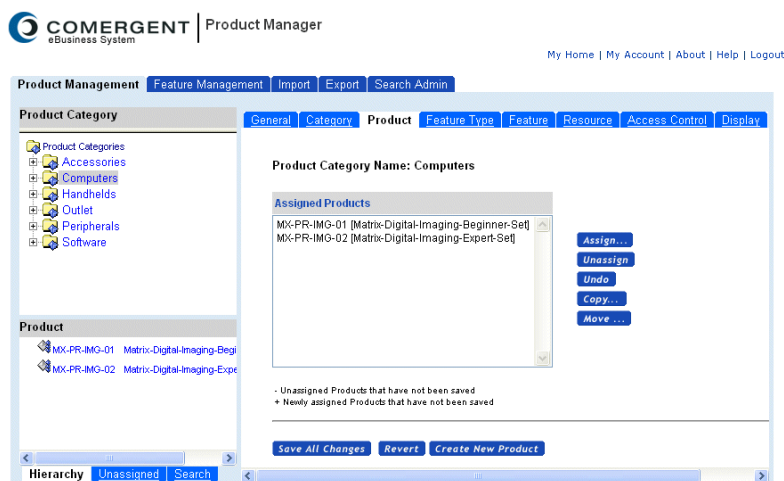


FIGURE 177. Product Management: Product Tab

- To assign products, click **Assign** to display the Product Browser window.

See "Using the Hierarchical Entity Chooser" on page 363 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.

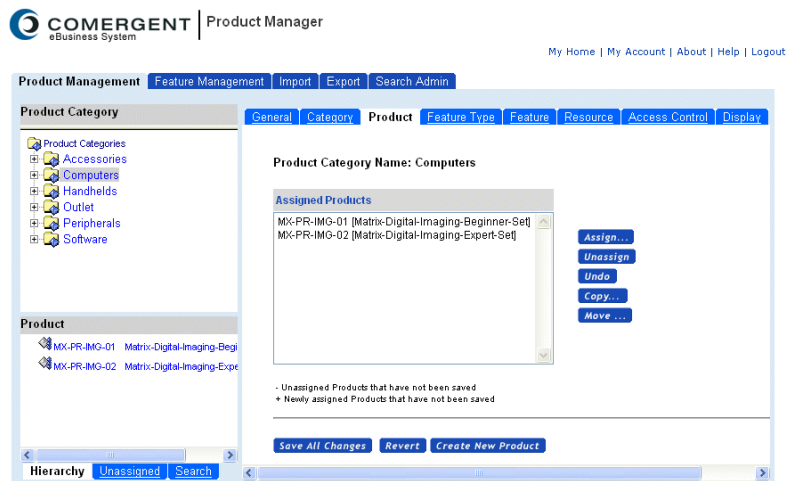
### **To Move a Product to Another Category**

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 294. 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.

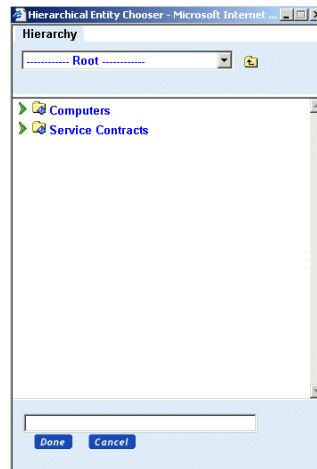


**FIGURE 178. Product Management: Products Tab**

4. In the Assigned Product list, select the product you want to move, then click **Move...**

This displays a chooser (Figure 179 on page 297).





**FIGURE 179. 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 297.

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 294) or when you move a product ("To Move a Product to Another Category" on page 295), 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 180 on page 298).

The feature resolution screen provides support for administrators to preserve the feature assignments on products when the target destination does not have the required feature types. The list below shows all the additional feature types that are required on the destination. Select the feature types you want to assign to the target destination and the associated features will be automatically assigned to the copied or moved products.

**Save**

[Select All](#)

Feature Type	Product	Feature
<input type="checkbox"/> Digital Imaging	MDX-PR-IMG-01	Imaging Solution
		Still Photography

**Save**

**FIGURE 180. 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.

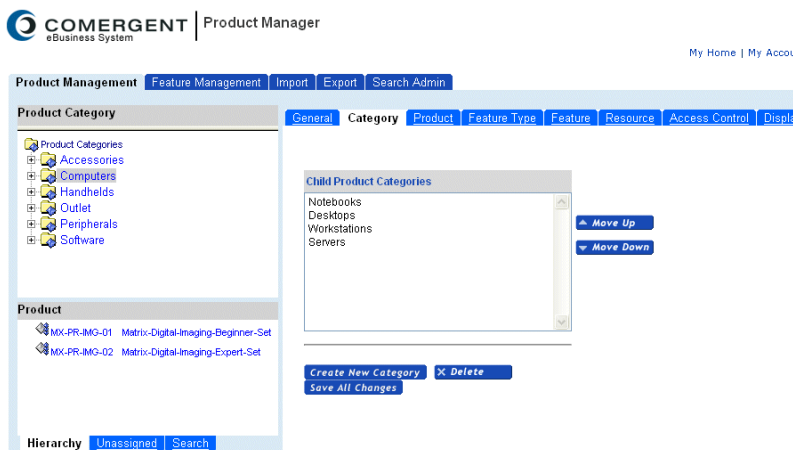


FIGURE 181. Product Category Detail: Category Tab

4. Select the product category you want to delete from the list of child categories.
5. Click **Delete**.
6. Click **Save All Changes**.

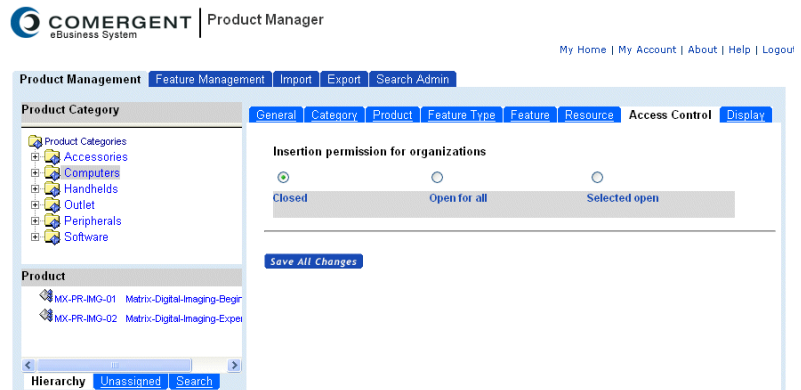
### To Enable Access Control

Your partners can add and modify products in the Comergent eBusiness System specific to their storefront organization. To do this, however, they can only add them to categories which they (storefront administrators) have created or to which they have been granted access by the *enterprise administrator*. The *enterprise administrator* uses the following procedure to grant storefront 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 182. 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 183 on page 301).

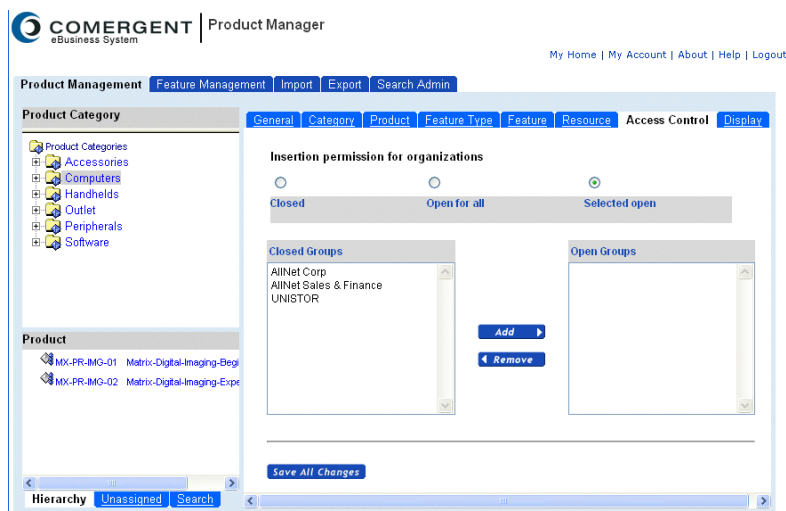


FIGURE 183. Enabling Selected Partner Access

- 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 902 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.

**COMERGENT** | Product Manager  
eBusiness System

My Home | My Account | About | Help | I

Product Management | Feature Management | Import | Export | Search Admin

**Product Category** | General | Category | Product | Feature Type | Feature | Resource | Access Control | **Display**

Select Display Styles to be used for different Partner Levels. If you do not select a Display Style, Parent's Style will be used.  
To clear settings for all partner levels in all descendants categories, click button below.

**Clear**

Display Style Settings

Partner Level	Parent's Setting	This Category's Setting	Additional Parameter	Action
Platinum	SingleLevelCategory	Use Parent		<b>Clear Descendants</b>
Gold	SingleLevelCategory	Use Parent		<b>Clear Descendants</b>
Silver	SingleLevelCategory	Use Parent		<b>Clear Descendants</b>
Tin	SingleLevelCategory	Use Parent		<b>Clear Descendants</b>

**Save**

**Product**

MX-PR-IMG-01 Matrix-Digital-Imaging-Beginner  
MX-PR-IMG-02 Matrix-Digital-Imaging-Expert

Hierarchy | Unassigned | Search

**FIGURE 184. 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.

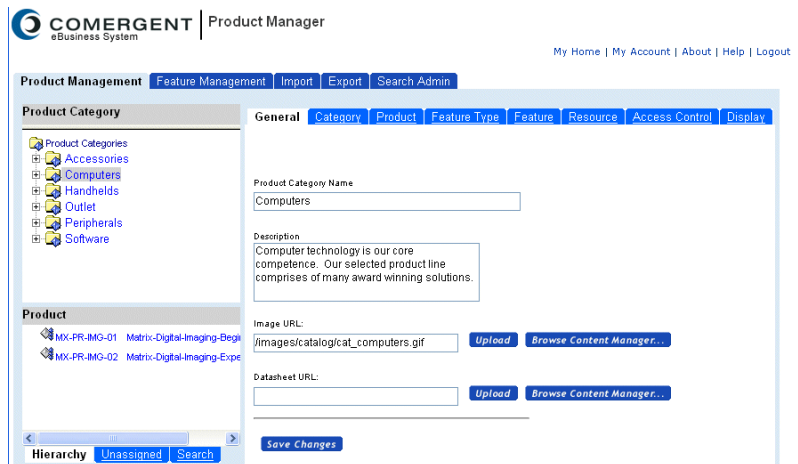


FIGURE 185. Product Management Tab

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.

The screenshot shows the Comergent Product Manager interface. At the top, there's a logo for "COMERGENT eBusiness System" and a "Product Manager" title. Navigation links include "My Home", "My Account", "About", "Help", and "Logout". Below the header, there are tabs for "Product Management", "Feature Management", "Import", "Export", and "Search Admin". The "Product Management" tab is active, showing a "Search" section on the left and a "New Product" section on the right. The "Search" section has a "Search By:" dropdown set to "Product ID", a "Search Criteria:" input field, and an "Unassigned:" checkbox checked. A "Search" button is below. The "Product" list on the left includes items like MTL01, MTL02, MTL03, MTL05, MX-NSBP, MX-PNVE0120, MXNS-7550-1, PCO-Z505LS, Test Product, and VM\_product. The "New Product" section has fields for "Product ID:", "Product Name", and "Description". It also has a "Component Type" dropdown set to "Normal", a "Service Item" checkbox, a "Status" dropdown set to "In Creation", and "Start Date (MM/DD/YYYY)" and "End Date (MM/DD/YYYY)" fields with calendars.

**FIGURE 186. Product Management Tab: Unassigned Products**

To create the product assigned to a product category:

- Navigate to and select the product category in the Product Category navigation frame.
- Click the **Product** tab.
- 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*.

- 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 <sup>a</sup>	<p>A product is configurable if you have implemented <b>C3</b> Configurator or 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 <b>Model</b> 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 481 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 <b>Assembly</b> tab to specify the sub-assembly structure. See "Managing Assemblies" on page 329 for more information.</p>
Aggregated	See "Aggregated Products" on page 59 for an explanation of this product type. See "To Assign Products as Children to an Aggregated Product" on page 317 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 57 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 311 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 329.

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 340.

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 317.

See "To Modify a Product" on page 311 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 59 for an overview of aggregated products. Once you have created the aggregated product ("To Create a Product" on page 303), 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 317.
- 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.

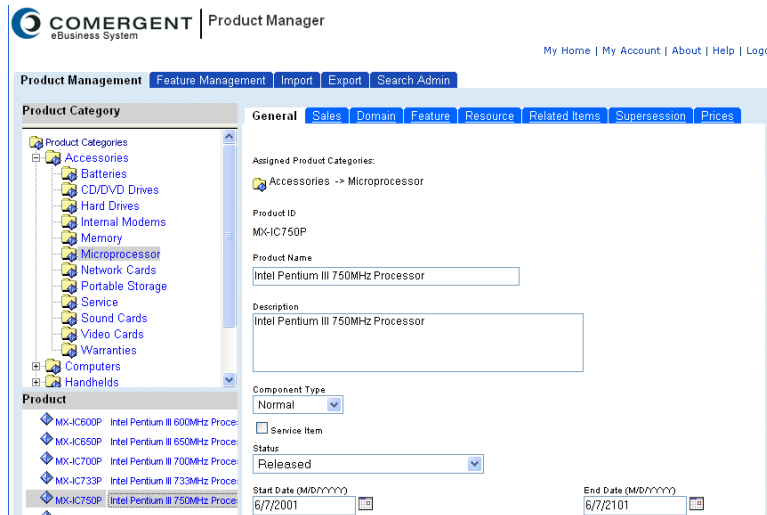


FIGURE 187. Product Detail Page: General Tab

4. Click the **Child** tab.

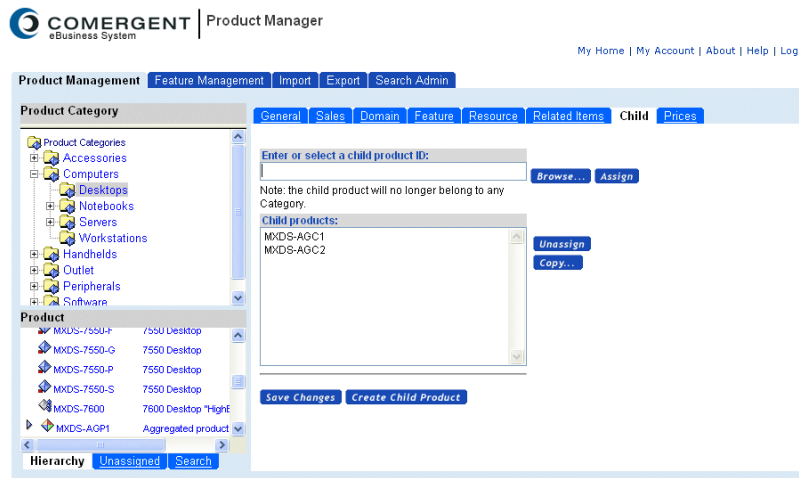


FIGURE 188. Product Detail Page: Child Tab

5. Click **Create Child Product**.

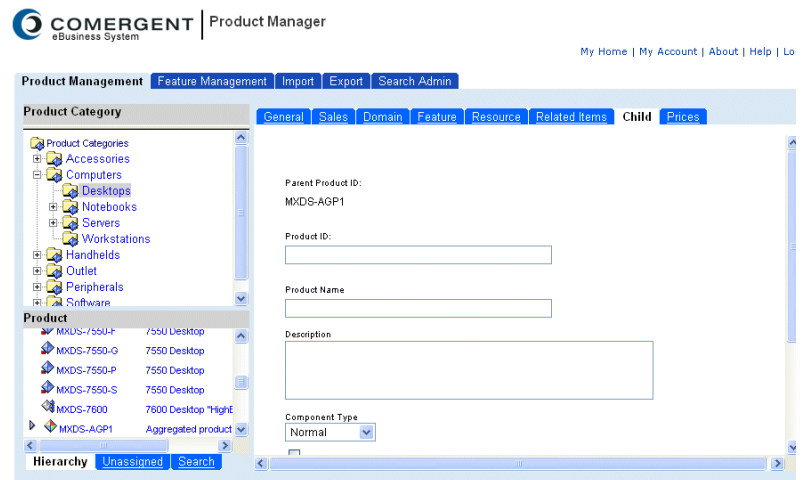


FIGURE 189. Product Detail Page: New Child Product

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 <sup>a</sup>	<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 <b>Model</b> 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 481 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 <b>Assembly</b> tab to specify the sub-assembly structure. See "Managing Assemblies" on page 329 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 57 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 190. Product Detail Page: Child Product Created**

For Assemblies, you can define products and text items that comprise the assembly. See "Managing Assemblies" on page 329. 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 340.

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 311.

### **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.

**Copy Products**

Copy to Destination:  
Please pick a category or an aggregated product as the copy destination. For each product, specify a new product ID and optionally modify the new product name. Note: Cannot copy to an aggregated product if an aggregated product exist in the copy list.

IComputers **Browse...**

Source Product ID	Source Product Name	New Product ID	New Product Name
MX-PR-IMG-02	Matrix-Digital-Imaging-Expert-Set		Copy of Matrix-Digital-Imagin

**Copy** **Cancel**

**FIGURE 191. 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 320.

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.

**COMERGENT** | Product Manager  
eBusiness System

My Home | My Account | About |

**Product Management** | Feature Management | Import | Export | Search Admin

**Product Category**

- Product Categories
  - Accessories
    - Batteries
    - CD/DVD Drives
    - Hard Drives
    - Internal Modems
    - Memory
    - Microprocessor**
    - Network Cards
    - Portable Storage
    - Service
    - Sound Cards
    - Video Cards
    - Warranties
  - Computers
  - Handhelds

**Product**

- MX-IC600P Intel Pentium III 600MHz Proce
- MX-IC650P Intel Pentium III 650MHz Proce
- MX-IC700P Intel Pentium III 700MHz Proce
- MX-IC733P Intel Pentium III 733MHz Proce
- MX-IC750P Intel Pentium III 750MHz Proce**
- MX-IC800P Intel Pentium III 800MHz Proce
- MX-IC850P Intel Pentium III 850MHz Proce
- MX-IC866P Intel Pentium III 866MHz Proce

**General** | Sales | Domain | Feature | Resource | Related Items | Supersession | Pr

Assigned Product Categories:  
Accessories -> Microprocessor

Product ID  
MX-IC750P

Product Name  
Intel Pentium III 750MHz Processor

Description  
Intel Pentium III 750MHz Processor

Component Type  
Normal

☐ Service Item

Status  
Released

Start Date (MM/DD/YYYY)  
6/7/2001

End Date (MM/DD/YYYY)  
6/7/2101

Created: 5/28/2002 Allison Jones Last Changed: 1/11/2007 Allison Jones

FIGURE 192. Product Detail Page: General Tab

- In the **General** tab, change general information about the product and click **Save Changes**.
- Click the **Sales** tab.



The screenshot shows the Comergent Product Manager interface. The top navigation bar includes 'Product Management', 'Feature Management', 'Import', 'Export', and 'Search Admin'. The 'Product Management' section is active, showing a tree view of product categories on the left and a form for editing a product on the right. The form is titled 'Product Detail Page: Sales Tab' and contains fields for Product ID, Product Name, Unit of Measure, Quantity Per Unit, Minimum Order Quantity, Lead Time in days, Image URL, Large Image URL, and Data Sheet URL. The 'Cannot be Sold Separately' checkbox is present. The 'Product' list at the bottom shows 'MXDS-7550-S' and '7550 Desktop'.

FIGURE 193. Product Detail Page: 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 58 for an explanation of this check box.

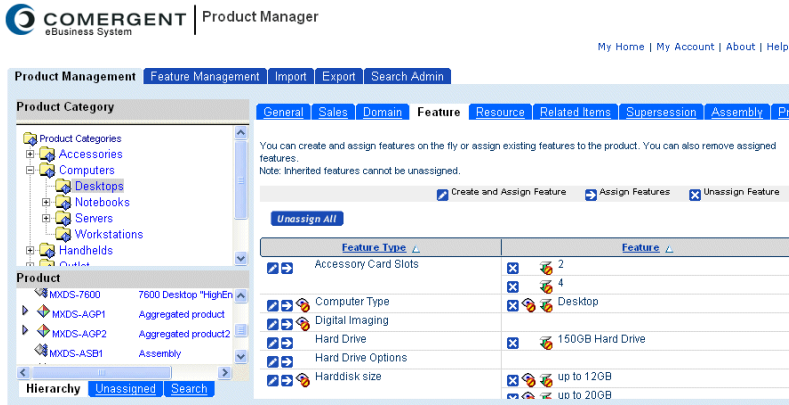
- b. Specify a quantity per unit (the default is one) and a unit of measure.
- c. Specify a minimum order quantity and the lead time (in days).
- d. In the Image URL field, enter the URL to an image that can be displayed with the product.

**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**.

- e. In the Data Sheet URL field, enter the path to a data sheet file that can be displayed with the product.
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 194. Product Detail Page: 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.

- Click the **Resource** tab.

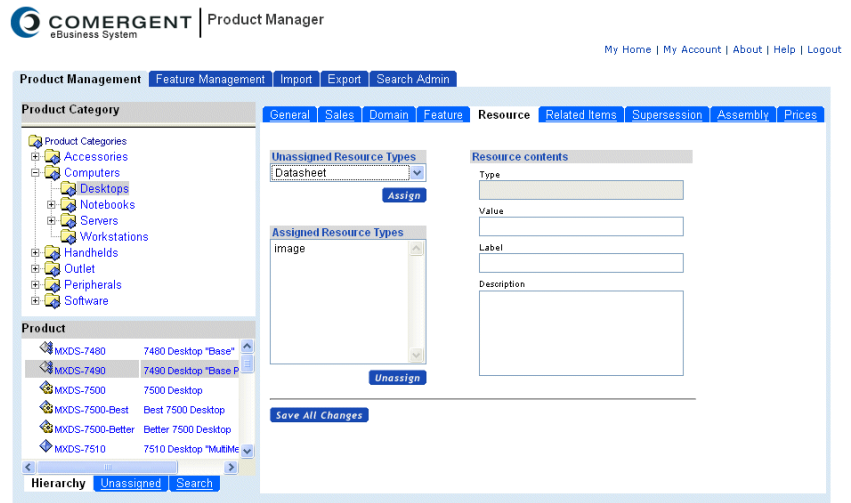


FIGURE 195. Product Detail Page: Resource Tab

- To assign resources, select the appropriate resource type from the drop-down list, and then enter the appropriate details (see Table 22 on page 315). 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 Items** tab.

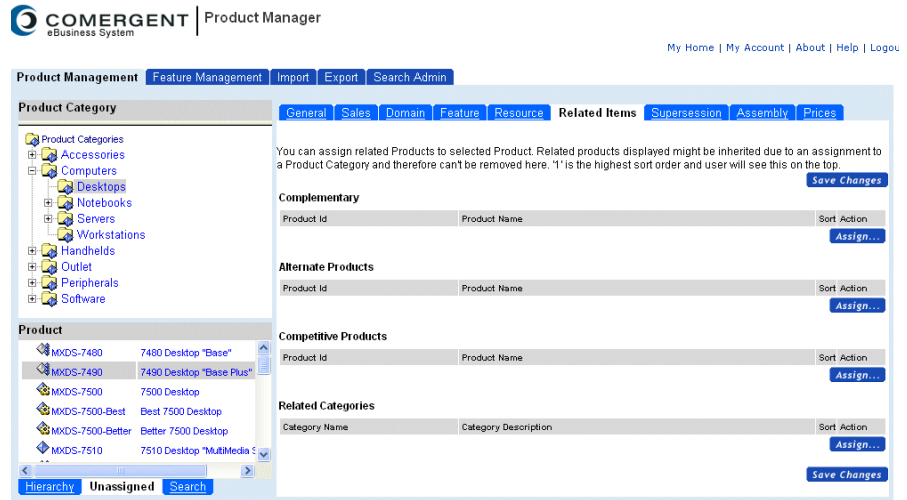


FIGURE 196. Product Detail Page: Related Items Tab

See "Related Products" on page 325 for the more information about related products.

10. Click the **Supersessions** tab.

See "Superseding a Product" on page 328 for the tasks involved in supersession.

11. Click the **Assembly** tab.

See "Managing Assemblies" on page 329 for the tasks involved in managing assembly products.

12. Click the **Prices** tab.

See "Pricing Products" on page 321 for the tasks involved in assigning prices to products, assigning products to price lists, and specifying suppliers for products.

Click **Save All Changes**.

### **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 306), or you can create a product ("To Create a Product" on page 303), 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.

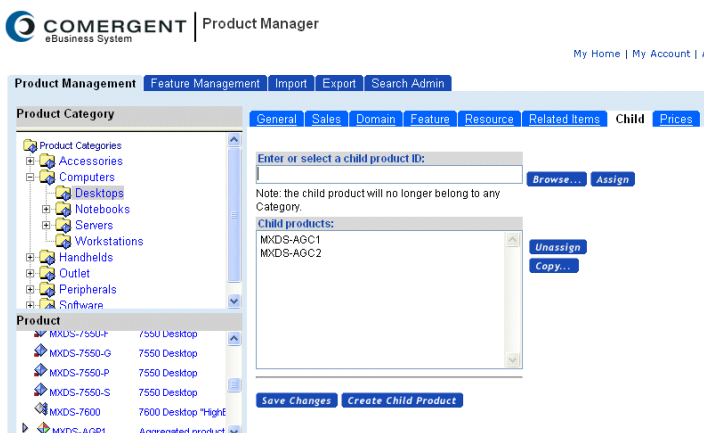


FIGURE 197. Product Detail Page: Child Tab

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 363.

- 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:

- Select feature types.
- Click **Save All Changes** in the Feature Type Selection frame.
- 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.

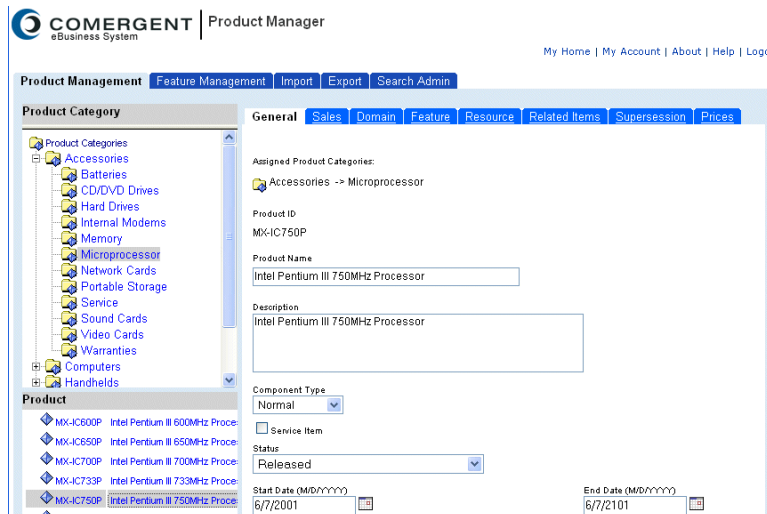
2. Navigate to and select the parent category of the aggregated product.

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 198. Product Detail Page: General Tab**

- Click the **Child** tab.

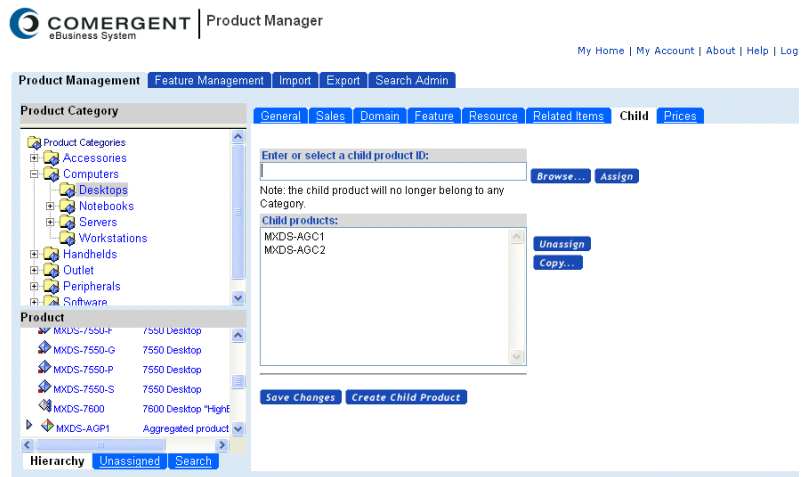


FIGURE 199. Product Detail Page: Child Tab

- In the list box, find and select the product IDs you want to unassign.
- Click **Unassign**.
- 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:

- Navigate to the parent category for the product and select the parent category. The product frame displays the products associated with the parent category.
- 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 604. 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 21 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.

General Sales Domain Feature Resource Related Items Supersession Prices

Maintain Prices Assign New Mass Update

Product ID: MX-ABAT05 Product Name: Triple-Capacity Lithium-Ion Battery

Find: Price List Name  Go Show All Advanced Search

Select appropriate search criteria to find price list(s). Partial entries along with the wild card character(\*) are supported. Delete button to delete selected price list. After changing prices, press the Save button to save changes.

Delete

Select All Deselect All

Name	Currency	Start Date	End Date	Supplier	List Price	+/- in %	+/- in Abs.	Price
<input type="checkbox"/> Enterprise Master List	USD				235.000000			23

FIGURE 200. Prices Tab: Maintain Prices Tab

3. Click the Assign New tab.

General Sales Domain Feature Resource Related Items Supersession **Prices**

Maintain Prices **Assign New** Mass Update

**Product ID:** MX-ABAT05 **Product Name:** Triple-Capacity Lithium-Ion Battery

First search for price lists you want to assign to the selected product. Partial entries using the wild card character(\*)  
Enter price and discounts/uplifts, select the price list and press the Assign button to assign the product to a price lis

Find: Price List Name  ☐ View Unassigned Only  [Show All](#) [Adva](#)

[Select All](#) [Deselect All](#)

	Name ▲	Currency	Start Date	End Date	Supplier	List Price	+/- in %
<input type="checkbox"/>	actual	USD					
<input type="checkbox"/>	ae1sten	USD					
<input type="checkbox"/>	Ae1sten_uc	USD					
<input type="checkbox"/>	Aessten_uc1	USD					
<input type="checkbox"/>	aessten1	USD					
<input type="checkbox"/>	a1sten	USD					
<input type="checkbox"/>	A1sten_uc3	USD					

FIGURE 201. 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.

4. 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.

**Euro: MXWS-7650**

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		6137.0300			6137.03
2						
3						
4						
5						
6						
7						
8						
9						
10						

**FIGURE 202. Conditional Rules Window**

5. Enter conditional rules as appropriate. See "Conditional Pricing" on page 609 for more information about conditional rules.
6. Click **Save**.
7. 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:

1. Using the product manager UI, navigate to the product.
2. Click the Prices tab.
3. Click the Mass Update tab.

GeneralSalesDomainFeatureResourceRelated ItemsSupersessionPrices

Maintain PricesAssign NewMass Update

Product ID: MXWS-7530Product Name: 7530 Workstation

Perform changes on all or only the set of price lists specified via the search criteria. First define the scope of the m showing all or searching for a specified subset of price lists. The update button executes defined mass adjustmen lists in scope and saves the changes.

Find: Price List Name

Go

Show All

Advanced Search

Name	Currency	List Price	+/- in %	+/- in \$
Education	USD	2350.000000		
England	GBP	1621.500000		

FIGURE 203. 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**.

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**Pricing Mass Update**

Product ID: MK-ABAT05      Product Name: Triple-Capacity Lithium-Ion Battery      **Close**

Perform changes on the selected price lists. The 'Delete' button removes the product from the selected price lists and saves the changes. The 'Update' button executes defined mass adjustments to all the product's prices on the selected price lists and saves the changes.

**Prices**

For each price list item in scope:

**Delete**      Delete price list items

**Update**

Modify 'List Price' by ☐ replacing the current value with  .  
☐ incrementing/decrementing the current value by  % .  
☐ incrementing/decrementing the current value by  .

Modify '+/- in %' by ☐ replacing the current value with  .  
☐ incrementing/decrementing the current value by  % .  
☐ incrementing/decrementing the current value by  .

Modify '+/- in Abs' by ☐ replacing the current value with  .  
☐ incrementing/decrementing the current value by  % .  
☐ incrementing/decrementing the current value by  .

**FIGURE 204. 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 605 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 views the product detail page for a product, then 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.

### ***Types of Related Products***

There are different types of related products as follows:

- Complimentary: when an end-user views a product detail page, then these products are displayed on the Complimentary items tab.
- Alternate: when an end-user view a product detail page, then these products are displayed in a list under the Alternative Selections heading.
- Competitive: this type of related product is not displayed through the out-of-the-box UI, but the information can be used to track competitive products for product managers.
- Related Categories: these are displayed to end-users as they navigate the product catalog to help them quickly access products in related categories.

### ***To Relate One Product to Another***

If you want to relate product B to product A, then you must decide what type of relation product B has to product A.

1. Using the Product Manager UI, navigate to the product detail page for Product A.
2. Click the Related tab.

You can assign related Products to selected Product. Related products displayed might be inherited due to an assignment to a Product Category and therefore can't be removed here. '1' is the highest sort order and user will see this on the top.

**Save Changes**

**Complementary**

Product Id	Product Name	Sort	Action
MX-STDBAT35	Standard Battery	1	<input type="button" value="X"/>

**Assign...**

**Alternate Products**

Product Id	Product Name	Sort	Action
MX-PI2000	Matrix MXI-2000 Printer	1	<input type="button" value="X"/>

**Assign...**

**Competitive Products**

Product Id	Product Name	Sort	Action
MX-PL1052	Matrix MXL-1052 Printer	1	<input type="button" value="X"/>

**Assign...**

**Related Categories**

Category Name	Category Description	Sort	Action
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FIGURE 205. Product Detail Page: Related Items Tab

- Click **Assign...** for the appropriate relation type.
- Using the Hierarchical Entity Chooser, navigate to and select product B, and click **Done**.
- Check that the correct product is listed in the list of related products.
- Click **Save Changes**.

You can repeat Steps 2 through 5 as many times as need be to relate other products to product A.

### To Remove a Product Relationship

If Product B is related to Product A, and you want to remove this relationship, then do the following:

- Using the Product Manager UI, navigate to the product detail page for Product A.
- Click the Related tab.
- Identify Product B in the lists of related products and click **Delete**.
- Click **Save Changes**.

# Superseding a Product

See "Superseding One Product with Another" on page 64 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 311), you can use this procedures to supersede a product.

1. Click the **Supersession** tab.

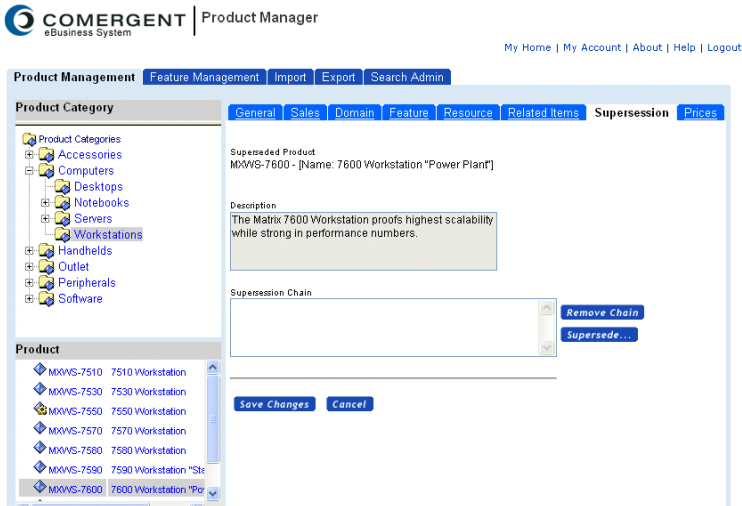


FIGURE 206. Product Management Panel: Supersession Tab

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 363 for detailed instructions on using the chooser.

After you click **Done**, the product ID of the superseding product appears in the Supersession Chain box.

The screenshot shows a software window with several tabs: General, Domain, Feature, Resource, Related Products, Supersession (selected), and Supplier. The Supersession tab contains the following elements:

- Superseded Product:** MXWS-1000 - [Name: Standard Workstation]
- Description:** A text input field with a dropdown arrow on the right.
- Supersession Chain:** A list box containing the entry "MXWS-2000". To the right of this list box are two buttons: "Remove Chain" and "Supersede...".
- Buttons:** At the bottom of the window are "Save Changes" and "Cancel" buttons.

FIGURE 207. 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 311), 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.

<b>Note:</b>	The relationship between any products in the supersession chain remain valid.
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## **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 63 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 303. When you click the product in the lower-left navigation panel, you will see a new tab, the **Assembly** tab (Figure 208 on page 330).
2. Click the **Assembly** tab.

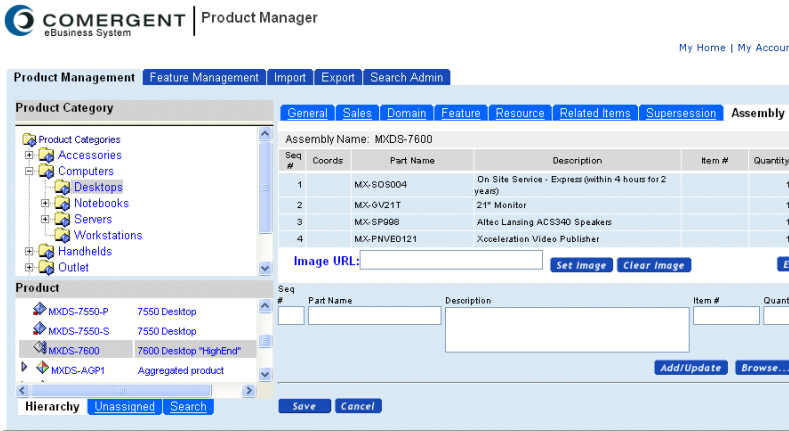


FIGURE 208. Product Management Panel: Assembly Tab

3. 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:
  - a. Click **Browse...** in the work area.  
This displays the chooser window. See "Using the Hierarchical Entity Chooser" on page 363 for instructions on using the chooser. The line items will fill the list automatically when you click **Done** in the chooser window.

- b. 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.

- c. Enter the information as described in Table 24 on page 331.

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 331.

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, then this field is auto-filled with the product ID.  If you select “product” as the part type (see below), then you can manually type a product ID. If you select “text”, then 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)

**TABLE 24. Part Information: Assembly (Continued)**

Field	Description
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 <b>Product</b> , then when you click <b>Save</b> 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 332). You can also define "hot spots" within a parts diagram ("To Define or Relocate Hot Spots in a Parts Diagram" on page 333).

***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 320.

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.

Seq #	Coords	Part Name	Description	Item #	Quantity	Type
10		MXDS-2001	Docking Station	1	1	text
20		MXPC-2000	Power Cord	2	1	text

FIGURE 209. 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 331.
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 330 or "To Modify a Line Item in an Assembly" on page 332.

Seq #	Coords	Part Name	Description	Item #	Quantity	Type
10	MXDS-2001	Docking Station	Docking Station	1	1	text
20	MXPC-2000	Power Cord	Power Cord	2	1	text

Image URL:  [Set Image](#) [Clear Image](#) [Edit Hotspots...](#)

Seq #	Part Name	Description	Item #	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add/Update](#) [Browse...](#)

[Save](#) [Cancel](#)

**FIGURE 210. Assembly Panel**

2. Load an image, if necessary.

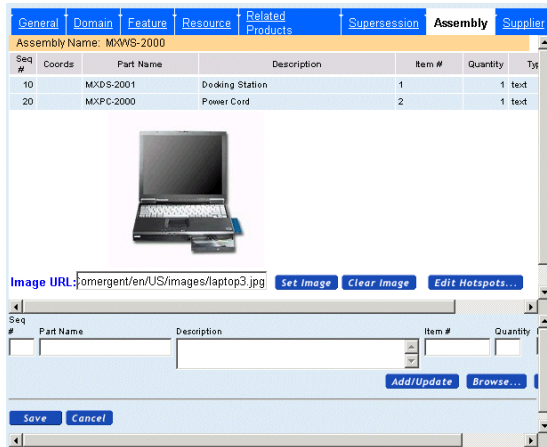
**Attention:** The image you load will replace any image that is currently displayed.

- Scroll to the bottom of the parts list until you see the Image URL field.
- 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.

- Click **Set Image**.

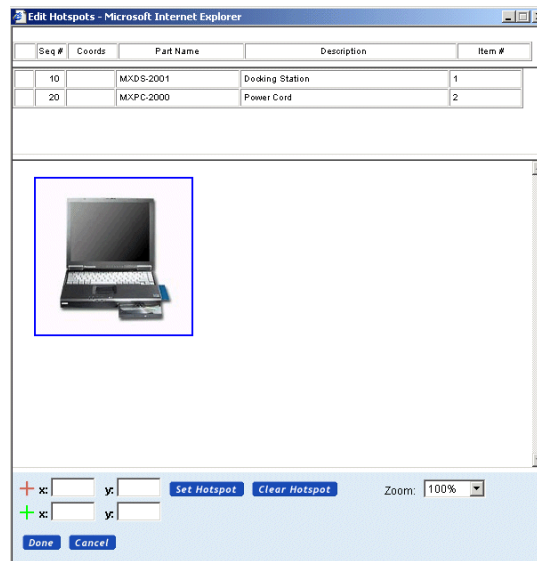
The image is displayed at the bottom of the list of parts.



**FIGURE 211. Assembly Panel with Image Loaded**

3. Click **Save**.
4. Click **Edit Hot Spots**.

This displays the Edit Hot Spots window.



**FIGURE 212. 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, then 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 hot spot.

A set of crosshairs appear in the spot you clicking (Figure 213 on page 337), 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.

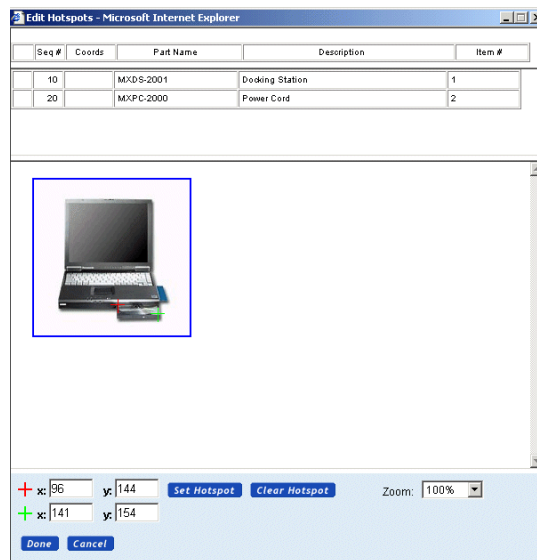


FIGURE 213. Edit Hot Spots Window with Coordinates Selected

- 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.

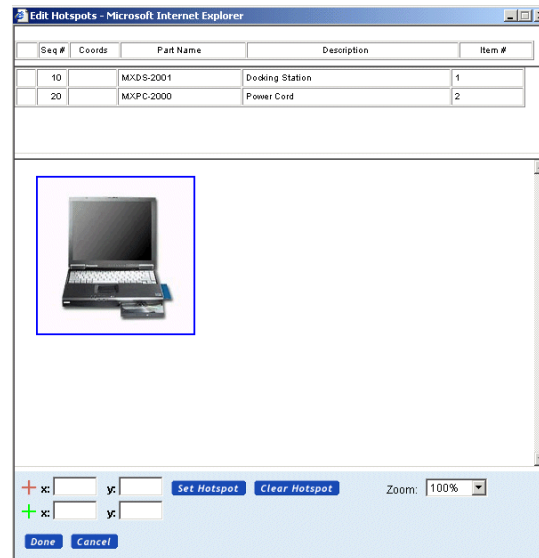
**Note:** You can click **Clear Hotspot** to clear the hot spot and start over.

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 333.



**FIGURE 214. 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.

General Domain Feature Resource Related Products Supersession **Configuration** Supplier

Product ID: MXVS-9999  
Model: Computers/Workstations/MXVS-1000

Configuration:

Product ID	Item Name	Item Description	Qty
No Configuration Data			

[Save Changes](#) [Configure](#)

FIGURE 215. Product Management Panel: Configuration Tab

4. Click **Configure**.

This displays the Configuration screen.

General Domain Feature Resource Related Products Supersession **Configuration** Supplier

Configure:

Price as configured: \$1,000.00  
Lead Time: 0.0 week(s)

[Done](#) [Update](#) [Summary](#) [Reset](#)

Please select a monitor

☒ None \$0.00

FIGURE 216. Product Configuration Screen

5. Define the configuration.

- Select the items to be included in the configuration.
- 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
	Optquest Q95	Optquest Q95	1

Changes have not been saved.

Save Changes Configure X Delete

FIGURE 217. 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 217 on page 342).

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 340) 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 345 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 351 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 352 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.

**COMERGENT** eBusiness System | Product Manager

My Home | My Account | About | Help | Logout

Product Management | Feature Management | Import | Export | Suppression | Search Admin

Import Set Name: CatalogImportSet [v] **Import Now** **Schedule...** **X Delete** **New...**

General

Selected Insertion point: [ ] **Clear**

**Product Category**

- ProductCategories
- Accessories
- Appliances
- Bug 11540
- Computers
- David Test Cat
- Handhelds
- makiguan test
- Peripherals
- Software

Name: CatalogImportSet

Import Format: dxML\_3.0 [v]

Price List: China [v]

Supplier Name: None [v]

File Name: dxmlImportDataFile

**Save All Changes**

**FIGURE 218. Import Panel**

3. Click New....

**COMERGENT** eBusiness System | Product Manager

My Home | My Account | About | Help | Logout

Product Management | Feature Management | Import | Export | Suppression | Search Admin

Create New Import Set

Selected Insertion point: [ ] **Clear**

**Product Category**

- ProductCategories
- Accessories
- Appliances
- Bug 11540
- Computers
- David Test Cat
- Handhelds
- makiguan test
- Peripherals
- Software

Name: [ ]

Import Format: dxML\_4.0 [v]

Price List: A. alones for Allnet [v]

Supplier Name: None [v]

File Name: [ ]

**Save** **Cancel**

**FIGURE 219. 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.

<p><b>Note:</b> If you do not select an insertion point, then the imported data will be placed in the root product category.</p>
--

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 348) or schedule the import ("To Import a Catalog Using a Cron Job" on page 349).

### *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.

<p><b>Note:</b> 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.</p>
--

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, then 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, then 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 regarded 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 345):

- 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 displays the 'Edit Cron Job Configuration' page within the 'COMERGENT eBusiness System Administration' interface. The page has a header with navigation links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the header, there are 'Save All Changes' and 'Cancel' buttons. The configuration is divided into three main sections:

- Cron Job Information:** Includes 'Job Name' (Import Catalog), an 'Active' checkbox, 'Program' (com.comergent.apps.productMgr.dataSynd.CatalogImportC), and 'Command Line Arguments' (importSetName=CatalogImportSet).
- Cron Job Type:** Features radio buttons for 'System' and 'Application' (selected). It also includes fields for 'Username' (sjones) and 'Password' (masked with asterisks).
- Cron Job Schedule:** Contains date and time pickers for 'Start date and time' (May 1, 2001) and 'End date and time' (Dec 31, 2199). It also includes a 'Frequency' section set to 'every 1 weeks'.

FIGURE 220. 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: <b>com.comergent.apps.productMgr.dataSynd.CatalogImport Cron.</b>  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 <b>Application</b> . 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 345):

- 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>DSLP-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 343.
6. The enterprise administrator executes the import as described in "To Import a Catalog Immediately" on page 348 or "To Import a Catalog Using a Cron Job" on page 349.

### 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 901 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. Make sure that the MessageType element has the value "CatalogRequest" and the MessageVersion element has the value "4.0".
2. Using a utility such as the LocalPost utility, post the XML document into the Comergent eBusiness System using the standard message URL with "/catalogimport" appended. For example:  
  
`http://server:port/Comergent/msg/matrix/catalogimport`
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, 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 the 'COMERGENT eBusiness System'. The 'Export' tab is selected, displaying the 'Export Set Name' as 'CatalogExportSet'. Below this, there are several input fields: 'Name' (CatalogExportSet), 'Export Format' (dXML\_4.0), 'Price List' (testinoExportim), 'Filename Prefix' (dxmlExportedDataFile), 'URL' (empty), and 'Export Type' (Punchout Export). At the bottom, there is a 'Save All Changes' button. The interface also includes navigation links like 'My Home', 'My Account', 'About', 'Help', and 'Logout'.

FIGURE 221. Product Management: Export Tab

3. Click **New...**

The Create New Export Set panel appears.

**FIGURE 222. 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	dhXML_1.0, dXML_4.0, or cXML_1.1 Note that dhXML is a variation of the dXML format in which the product category hierarchy is also preserved.
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)**

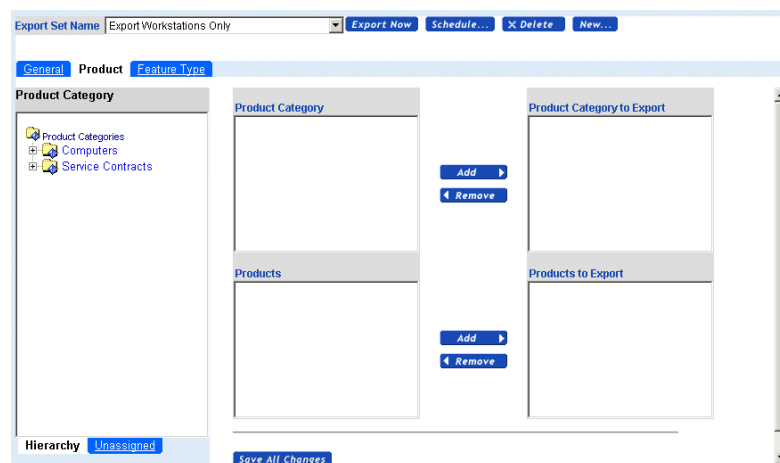
Field	Description
URL	This field is only available for cXML_1.1 export format.  URL provides a link for the customer to obtain more information about the products in this export set.
Export Type	This drop-down list is only available for cXML_1.1 export format: Punchout Export or Item Add Export.  Punchout 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 223. 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.

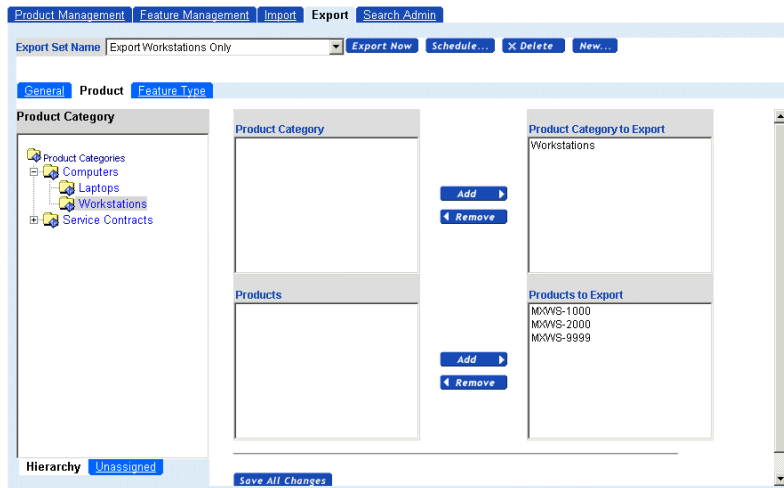


FIGURE 224. Adding Products to the Export Set

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**.

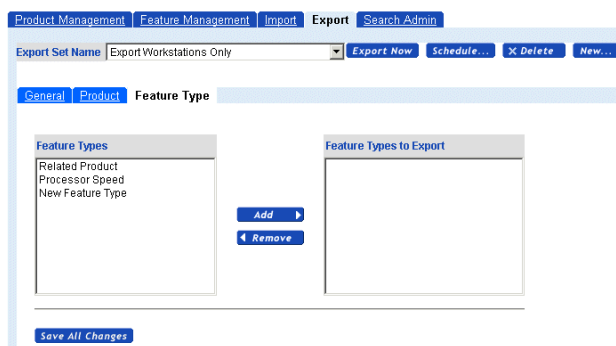
### **To Add Feature Types and Features to an Export Set**

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 225. 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.

Administration

My Home | My Account | About | Help | Logout

**Edit Cron Job Configuration**

Save All ChangesCancel

**Cron Job Information**

Job NameExport Catalog

☐ Active

Programcom.comergent.apps.productMgr.dataSynd.CatalogExportC

Command Line ArgumentsExportSetName=CatalogExportSet

**Cron Job Type**

☐ System

☒ Application

Usernameajones

Password\*\*\*\*\*

**Cron Job Schedule**

Start date and timeMay12001Hours0Minutes0

End date and timeDec312199Hours0Minutes0

Frequencyevery1weeks

FIGURE 226. 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: <b>com.comergent.apps.productMgr.dataSynd.CatalogExportCron.</b>
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 <b>Application</b> . 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**.

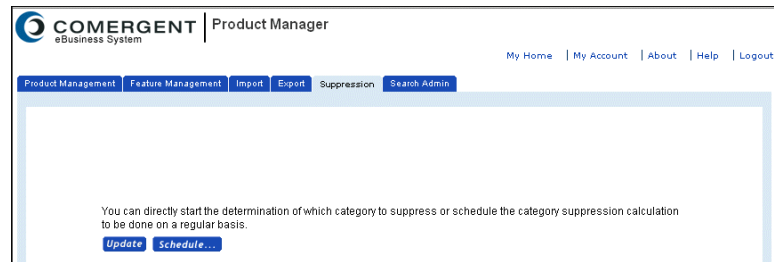
---

## Suppressing Empty Product Categories

### *To Suppress Display of Empty Product Categories*

See "Suppressing Display of Empty Product Categories" on page 70 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 39, "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 227. 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.

<b>Note:</b>	You can also schedule a cron job to calculate product category suppression. Click Schedule to display the Job Scheduler window. See CHAPTER 40, "Job Scheduling Administration", for instructions on creating a cron job and "Update Catalog" on page 890 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:

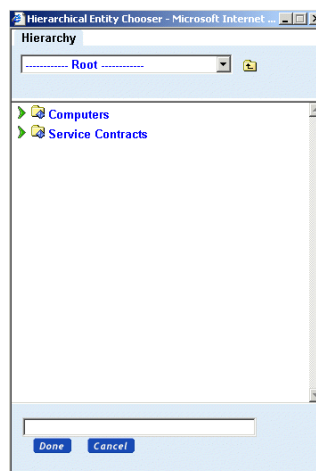
```
http://catalog.matrix.com:1030/Comergent/msg/matrix
```

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 228 on page 363.



**FIGURE 228. Hierarchical Entity Chooser**

### ***To Select Products from the Product Hierarchy***

This task describes procedures according to the window shown in Figure 228 on page 363.

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**.

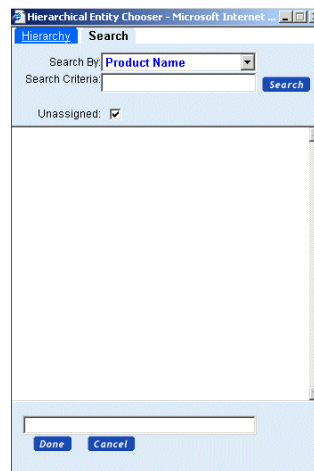
5. Click **Done**.

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 228 on page 363.

1. If the tab is not already selected, then click the **Search** tab.



**FIGURE 229. 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 375 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 868 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 eBusiness 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 371 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 367
- "To Activate an Index Set" on page 371
- "To Change the Index and Search Settings" on page 371
- "To Update Dictionary Definitions" on page 373

You can also use XML messages to build, activate, and delete indexes. See "Using XML Messages to Manage Search Indexes" on page 373 for more information.

### ***Index Building Tasks***

Over time, you may add new products, features, data sheets, and so on 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 368
- "To Build Indexes Using a Cron Job" on page 369
- "To Build an Index Incrementally" on page 370

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.

**COMERGENT** | Product Manager  
eBusiness System

My Home | My Account | About | Help | Logout

Product Management | Feature Management | Import | Export | **Search Admin**

- Generate Index**  
 You can start creating a new index set or schedule index set creation on a regular basis. You need to enter the user name and password for generating a new index.  
 Username:  Password:
- Refresh Search Properties**  
 Click the button below to reload the settings from the "SearchConfigurationProperties.xml" file.
- Manage Search Indexes**  
 Below are the latest 1 index sets. You can activate or remove an index set using the action buttons. Set the date and click the "Delete" button to remove older index sets. Click "Refresh" to refresh the table.  
 Delete index sets older than:   

Date	Name	Index Set Path	Status	Action
10/25/2006 1:49 PM	MasterIndex	MasterIndex_600500	Active	<input type="button" value="Delete"/>

**FIGURE 230. Product Management: Search Admin tab**

3. Enter your enterprise administrator password.
4. 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 371.

**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.



5.

**Note:**

If your Comergent eBusiness System installation runs in a clustered environment, then ensure that you configure the cluster such that all servers in the cluster pick up new and updated files, including newly-generated index files, as soon as possible. This ensures that all servers are in sync and will serve the same information to customers accessing your site.

Then, set the AutoReload element of the **SearchConfigurationProperties.xml** file as follows:


```
<AutoReload activated="true" reloadFilePeriod="30"/>
```

This activates the AutoReload function and instructs the cluster to check for updates every 30 seconds.

**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 889 for more information.
2. Navigate to the Product Manager Administration page.
3. Click **Search Admin**.
4. Click **Schedule....**



Administration

My Home

My Account





















About

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List of Cron Jobs (10)

Create New Cron Job

Name	Actions	CronStatus	CronType	Frequency	Start Date	End Date	Last Exec Date	Last Exec Status
<a href="#">Cache Cleanup</a>	 	Active	System	40 minute(s)	5/1/2001	12/31/2199	9/20/2005	Failed
<a href="#">Campaigns Execution</a>	 	Active	Application	5 minute(s)	1/1/2004	12/31/2199	9/20/2005	Success
<a href="#">CommerceOne PO</a>	 	Inactive	Application	6 hour(s)	5/1/2001	12/31/2199		
<a href="#">Export Catalog</a>	 	Inactive	Application	1 week(s)	5/1/2001	12/31/2199		
<a href="#">Import Catalog</a>	 	Inactive	Application	1 week(s)	5/1/2001	12/31/2199		
<a href="#">Inventory Collection</a>	 	Inactive	System	3 hour(s)	5/1/2001	12/31/2199		
<a href="#">Maintain Indexsets</a>	 	Inactive	Application	60 week(s)	1/23/2003	12/31/2199		
<a href="#">OrdersToERP</a>	 	Active	Application	5 minute(s)	5/1/2001	12/31/2199	9/20/2005	Success
<a href="#">Update Catalog</a>	 	Inactive	Application	1 day(s)	5/1/2001	12/31/2199		
<a href="#">UpdateCatalogIndex</a>	 	Inactive	Application	1 minute(s)	11/20/2002	11/20/2199	11/21/2002	

**FIGURE 231. 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.

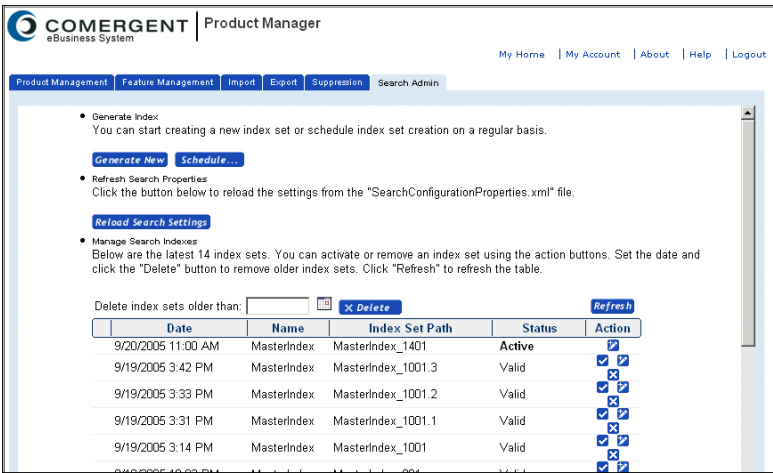
8. Click **Save All Changes**.

**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 232. 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 371.

### ***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 372.

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 371.

### *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 905.

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 373 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 7.1, 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 889 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.

<b>Note:</b>	You can set a business rule so that price lists are used determine product entitlements. See "Create Product Entitlement Based on Pricelist" on page 878 for more information.
--------------	--

See "Product Entitlements" on page 67 for an overview of product entitlements in the Comergent eBusiness System. This chapter covers the following tasks:

- "To Create a Product Entitlement" on page 378
- "To Modify a Product Entitlement" on page 379
- "To Delete a Product Entitlement" on page 380
- "To Assign a Product Entitlement" on page 380
- "To Unassign a Product Entitlement" on page 381
- "To Search for a Product Entitlement" on page 382

---

## Managing Product Entitlements

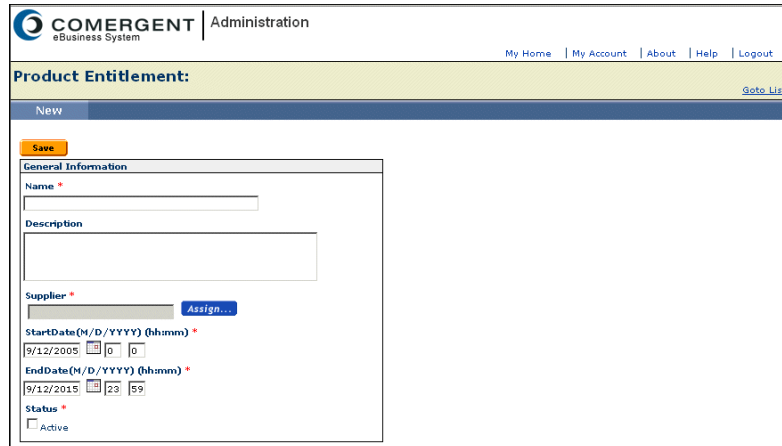
You must have the appropriate administrative functions in order to perform these tasks:

- "To Create a Product Entitlement" on page 378
- "To Modify a Product Entitlement" on page 379
- "To Delete a Product Entitlement" on page 380
- "To Assign a Product Entitlement" on page 380
- "To Unassign a Product Entitlement" on page 381

Users do not require administrative functions in order to search for product entitlements, described in "To Search for a Product Entitlement" on page 382.

### 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 displays the 'Product Entitlement: New' form in the Comergent eBusiness System Administration interface. The form is titled 'Product Entitlement: New' and includes a 'Save' button. The form fields are as follows:

- Name \***: A text input field.
- Description**: A text input field.
- Supplier \***: A text input field with an 'Assign...' button next to it.
- StartDate(M/D/YYYY) (hh:mm) \***: A date and time picker set to 9/12/2005 00:00.
- EndDate(M/D/YYYY) (hh:mm) \***: A date and time picker set to 9/12/2015 23:59.
- Status \***: A checkbox labeled 'Active'.

FIGURE 233. Product Entitlement Detail Page: New Tab

3. On the New tab, enter the header information. See Table 30 on page 385 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 382.
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 385 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 382.
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 184.

1. Search for the product entitlement(s) you want to assign. See "To Search for a Product Entitlement" on page 382.
2. Click its link to display its Product Entitlement Detail page.

COMERGENT eBusiness System Administration

My Home | My

**Product Entitlement: Allnet Price List**

Info Item Organization

Save

**General Information**

Name \*

Allnet Price List

Description

Supplier \*

Allnet Corp Assign...

StartDate(M/D/YYYY) (hhmm) \*

9/1/2005 00

EndDate(M/D/YYYY) (hhmm) \*

9/30/2005 00 59

Status \*

☒ Active

**FIGURE 234. 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 382.
2. Click its link to display its Product Entitlement Detail page.


The screenshot displays the 'COMERGENT eBusiness System Administration' interface. At the top, there is a navigation bar with 'My Home' and 'My' links. Below this, a yellow banner reads 'Product Entitlement: Allnet Price List'. A tabbed interface shows 'Info', 'Item', and 'Organization' tabs, with 'Info' currently selected. A 'Save' button is located above the form. The form is titled 'General Information' and contains the following fields: 'Name' (with the value 'Allnet Price List'), 'Description' (a large empty text area), 'Supplier' (with the value 'Allnet Corp.' and an 'Assign...' button), 'StartDate(M/D/YYYY) (hhmm)' (with the value '9/1/2005' and time '00:00'), 'EndDate(M/D/YYYY) (hhmm)' (with the value '9/30/2005' and time '00:59'), and 'Status' (with a checked 'Active' checkbox).

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**.

### ***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.


**Administration**

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

### Product Entitlement List:

**Find:**

[Previous](#) [Next](#)

<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 235. 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.
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.



Administration

My Home

My Account

About

Help

Logout

Product Entitlement List:

Find:

ListID

Search

Show All

New

Delete

Previous

Next

<input type="checkbox"/>	ListID	Name ↴	Description	Start Date	End Date	Supplier	Status
<input type="checkbox"/>	<a href="#">10</a>	Germany	German Mark	1/17/2001	8/21/2006	Enterprise	Active
<input type="checkbox"/>	<a href="#">1</a>	Government	US Dollar	1/17/2001	10/6/2003	Enterprise	Active
<input type="checkbox"/>	<a href="#">5</a>	High Technology	US Dollar	1/17/2001	10/6/2003	Enterprise	Active
<input type="checkbox"/>	<a href="#">11</a>	Japan	Japanese Yen	1/17/2001	5/1/2004	Enterprise	Active
<input type="checkbox"/>	<a href="#">600004</a>	NorthSea Tech - Yonkers	US Dollar	1/17/2001	10/6/2003	Enterprise	Active
<input type="checkbox"/>	<a href="#">600003</a>	NorthSea Tech Eastern Division	US Dollar	1/17/2001	10/6/2003	Enterprise	Active
<input type="checkbox"/>	<a href="#">10027</a>	Ost_uc9	Ost	9/25/2001	12/31/2999	Enterprise	Active
<input type="checkbox"/>	<a href="#">10032</a>	Ostrich_uc1	Ostrich	9/25/2001	12/31/2999	Enterprise	Active
<input type="checkbox"/>	<a href="#">3</a>	Pharmaceutical	US Dollar	1/17/2001	10/6/2003	Enterprise	Active
<input type="checkbox"/>	<a href="#">16</a>	Pricelist_allnet	Pricelist for allnet	1/17/2001	10/4/2010	AllNet Corp	Active

**FIGURE 236. Product Entitlement List Page**

5. 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 30. 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.
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.

<b>Note:</b>	Partner administrators will only see product entitlements created by partner administrators in their own organization.
--------------	--

6. In the list of results, find the product entitlement whose details you want to view.
7. 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.

COMERGENT eBusiness System Administration

My Home | My Account | About | Help | Logout

**Product Entitlement: Allnet Price List** [Goto List](#)

Info | **Item** | Organization

Pricelist

<input type="checkbox"/>	Name	Seq. # <a href="#">↕</a>	Type	Inclusion/Exclusion
<input type="checkbox"/>	Allnet Price List	0	Pricelist	Inclusion

FIGURE 237. Product Entitlement Detail Page: Item Tab

- **Organization:** use this tab to assign the product entitlement to partners.

COMERGENT eBusiness System Administration

My Home | My Account | About | Help | Logout

**Product Entitlement: Allnet Price List** [Goto List](#)

Info | Item | **Organization**

<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Profile Name</a> <a href="#">↕</a>	<a href="#">Root Profile Name</a>	<a href="#">Profile Type</a>	<a href="#">Profile Level</a>
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">AMT Systems</a>		Reseller	Gold
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">AffinityNet</a>		Reseller	Gold
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Allnet Corp</a>		Distributor	Silver

FIGURE 238. Product Entitlement Detail Page: Organization Tab

---

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 69 for an overview of availability information. This chapter covers the following tasks:

- "To Upload Product Availability" on page 387
- "To Download Product Availability" on page 389
- "To Update Product Availability" on page 390

You must be assigned the Program Management function to manage availability information.

---

## **Product Availability Tasks**

### ***To Upload Product Availability***

Use this task to upload product availability to the database. See "Product Availability File Format" on page 910 for the required format and an example.

1. Click **Upload and Maintain Product Inventory Information** in the Availability Administration panel on the Comergent eBusiness System home page.

FIGURE 239. Partner Availability Update Page

2. Click **Availability Upload**.

FIGURE 240. 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 241. 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' section of the Comergent eBusiness System. The 'Availability Update' tab is selected. The interface contains a search area with 'Find ProductID' and 'Warehouse Location' input fields, a 'Find' button, and a 'Search Results' section. The results section displays 'ProductID', 'Warehouse Location', 'Available Qty', 'Restock Qty', 'Restock Date' (with a calendar icon and '(MM/DD/YYYY)' format), and 'ETA' (with a calendar icon and '(MM/DD/YYYY)' format). An 'Update' button is located next to the 'Available Qty' field.

**FIGURE 242. 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 390:

**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)**

<b>Field</b>	<b>Description</b>
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 60 provides a description of the feature elements, how they relate to **C3** Advisor, and how you use **C3** Product Manager to manage them.

<b>Note:</b>	You can also manage features through the <b>C3</b> Advisor Administration user interface. See CHAPTER 20, "Managing Features in C3 Advisor".
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- "To Create a Feature Type Group" on page 394
- "To Modify a Feature Type Group" on page 396
- "To Delete a Feature Type Group" on page 397
- "To Create a Feature Type within a Feature Type Group" on page 397
- "To Create an Unassigned Feature Type" on page 400
- "To Modify a Feature Type" on page 403
- "To Assign a Feature Type to a Product Category" on page 406
- "To Unassign a Feature Type from a Product Category" on page 408
- "To Assign a Feature Type to a Feature Type Group" on page 409
- "To Unassign a Feature Type from a Feature Type Group" on page 410

- "To Delete a Feature Type" on page 411
- "To Create a Feature" on page 412
- "To Modify a Feature" on page 414
- "To Modify a Feature from the Feature Type Detail Panel" on page 416
- "To Delete a Feature" on page 419
- "To Assign a Feature to a Product Category" on page 420
- "To Unassign a Feature from a Product Category" on page 422
- "To Assign a Feature to a Product" on page 423
- "To Unassign a Feature from a Product" on page 425
- "To Assign a Resource to an Entity" on page 426
- "To Unassign a Resource from an Entity" on page 428

---

## **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.

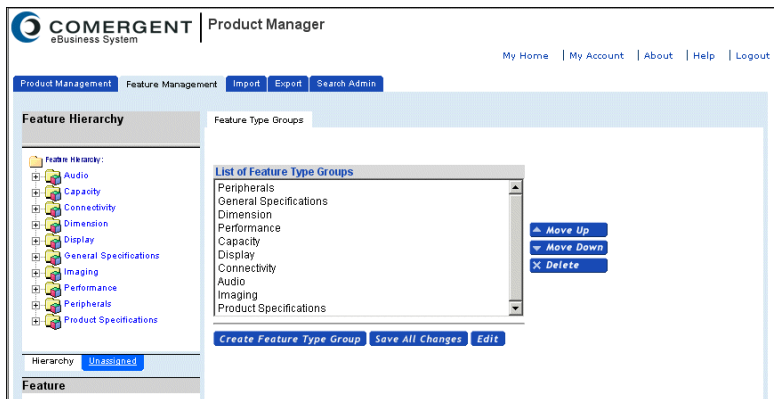


FIGURE 243. Feature Management Panel

3. In the Feature Type Groups panel, click **Create Feature Type Group** to display the New Feature Type Group Panel.

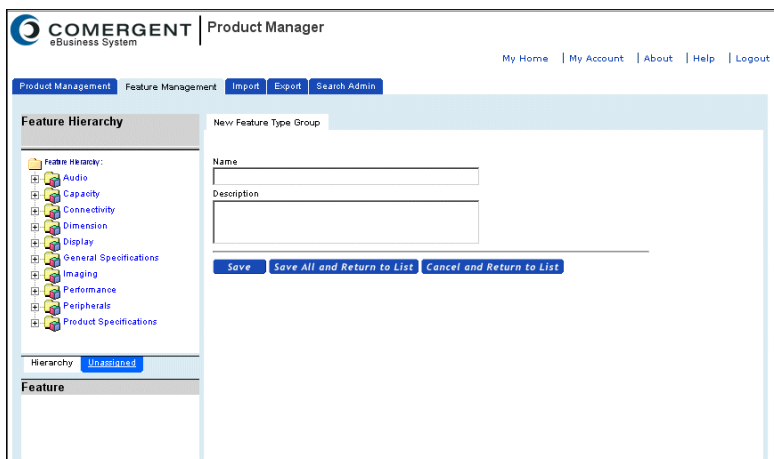


FIGURE 244. New Feature Type Group Panel

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 'Feature Type Group: Performance' detail page. At the top, there are four tabs: 'General' (selected), 'Feature Type', 'Assign', and 'Resource'. Below the tabs, the title 'Feature Type Group: Performance' is displayed. Underneath, 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.' Both fields have a small 'X' icon to the right. At the bottom, there is a blue button labeled 'Save All Changes'.

**FIGURE 245. 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 397.
  - 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 411.
  - 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 106 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 426.
    - For each resource you want to unassign, follow the procedure in "To Unassign a Resource from an Entity" on page 428.
  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 400 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.

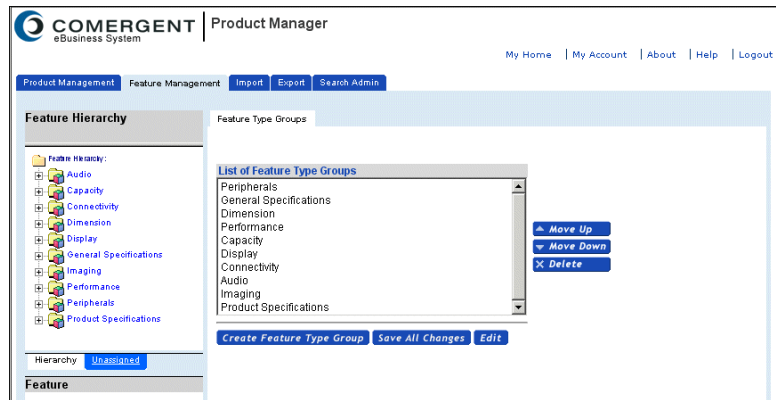


FIGURE 246. Feature Management Panel

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.

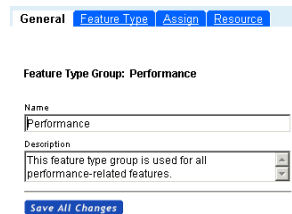


FIGURE 247. Feature Type Group Detail: General Tab

4. Click the **Feature Type** tab.



FIGURE 248. Feature Type Group Detail: Feature Type Tab

5. Click **Create Feature Type** to display the New Feature Type panel.

FIGURE 249. 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 397 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.



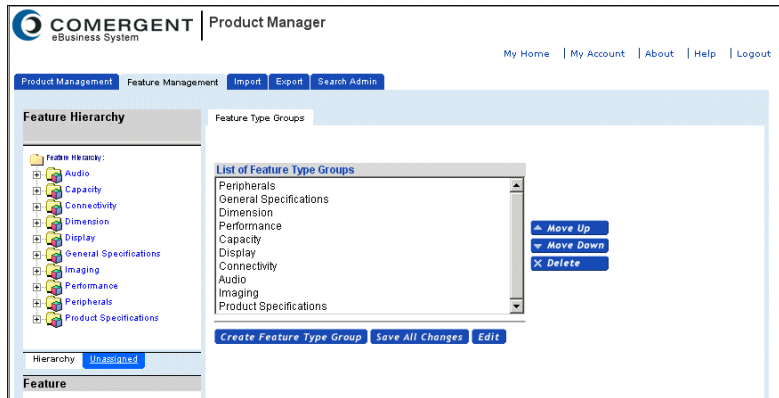


FIGURE 250. Feature Management Panel

3. In the Feature Hierarchy Panel, click the **Unassigned** tab.

This displays the Unassigned Feature Type panel.

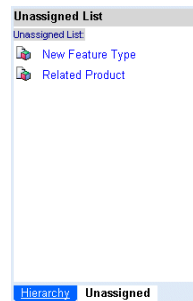


FIGURE 251. Unassigned Feature Type Panel

4. Click **Create Feature Type** to display the New Feature Type panel.

FIGURE 252. 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.

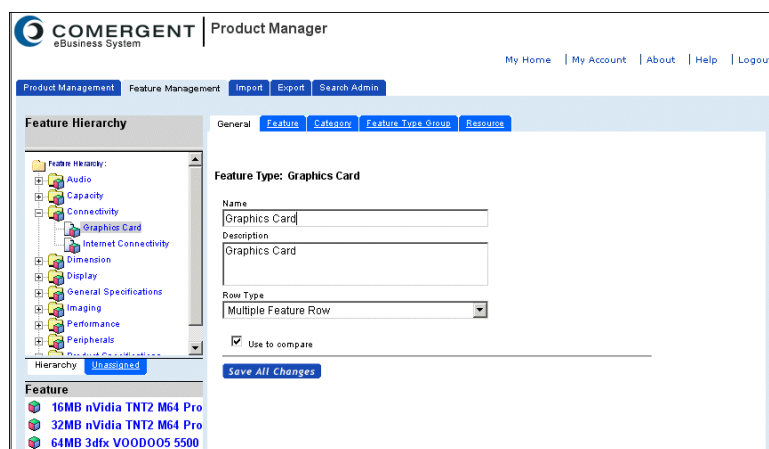


FIGURE 253. Feature Type Detail: General Tab

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 412.
- Rearrange the order of the features currently assigned to this feature type.

- Delete a feature. See "To Delete a Feature" on page 419.
- Modify a feature. See "To Modify a Feature from the Feature Type Detail Panel" on page 416.

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 406.
- Unassign the feature type from existing categories. See "To Unassign a Feature Type from a Product Category" on page 408.

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 409.

<b>Note:</b>	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.
--------------	--

- Unassign a feature type.

See "To Unassign a Feature Type from a Feature Type Group" on page 410.

8. Click the **Resource** tab.

See "Resources and Resource Types" on page 106 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 426.
- For each resource you want to unassign, follow the procedure in "To Unassign a Resource from an Entity" on page 428.

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 403), 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 288. 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 403.

General Feature **Category** Feature Type Group Resource

Feature Type: Processor Speed

Enter or select a category to assign to

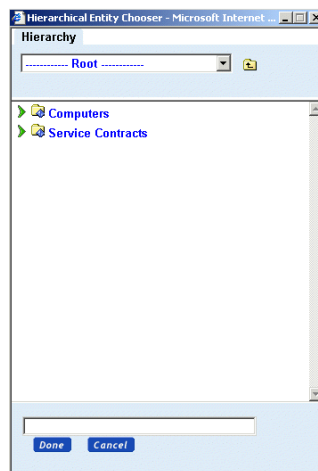
Assigned Categories

Laptops

**FIGURE 254. Feature Type Detail: Category Tab**

3. Find the category you want.
  - a. Click **Browse....**

This displays the Hierarchical Entity Chooser.



**FIGURE 255. 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.

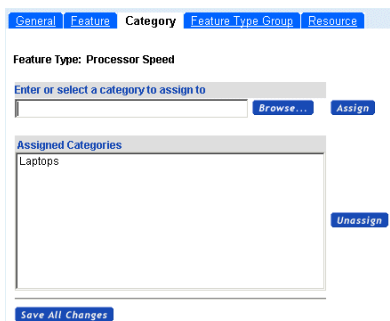


FIGURE 256. Category Tab with Entry

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 403), 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 403.

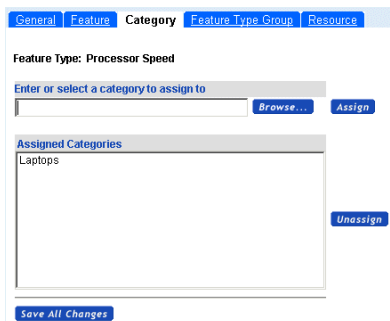


FIGURE 257. Category Tab



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 403), 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 403.

**Note:** If you are assigning a currently unassigned feature type, then the **Feature Type Group** tab appears as in Figure 258 on page 409. If you are re-assigning an assigned feature type, then the tab appears the same, but contains only **Assign** and **Cancel** buttons.



**FIGURE 258. 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.

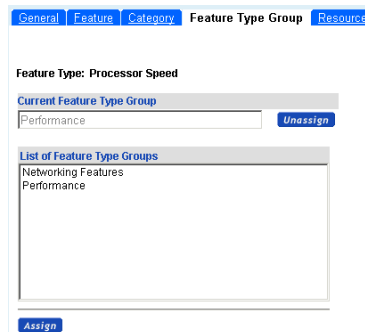
If you are re-assigning an already assigned feature type, then click **Assign** to assign the feature type to the selected feature type group. The Feature Hierarchy is re-displayed with the feature type displayed within its newly assigned feature type group.

### **To Unassign a Feature Type from a Feature Type Group**

When you modify a feature type ("To Modify a Feature Type" on page 403), 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 403.



**FIGURE 259. 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.

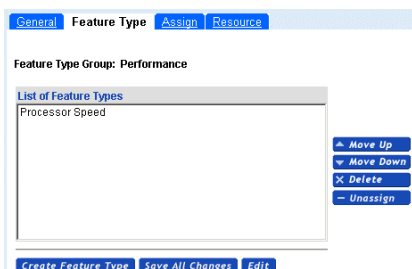
If the feature type belongs to a feature type group:

- 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 260. 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 60 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 397.

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 400.

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.

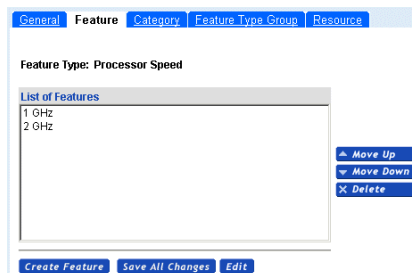


FIGURE 261. Features Tab

6. Click **Create Feature**.

This displays the New Feature Panel.

FIGURE 262. 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.

<b>Note:</b> If you check <b>Use to compare</b> for a feature, then you must make sure that <b>Use to compare</b> 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 62.

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**

<b>Note:</b> 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 416.
--

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-based form titled 'Feature Detail Panel'. It has four tabs: 'General', 'Category', 'Product', and 'Resource'. The 'General' tab is active. The form contains the following fields and controls:

- Feature:** 1 GHz
- Name:** 1 GHz
- Description:** (empty text area)
- Use to compare:** ☒
- Start Date (MM/DD/YYYY):** 10/20/2003
- End Date (MM/DD/YYYY):** 10/20/2103
- Save All Changes:** (button)

**FIGURE 263. 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.

<b>Note:</b> If you check <b>Use to compare</b> for a feature, then you must make sure that <b>Use to compare</b> 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 62.

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 420 or "To Unassign a Feature from a Product Category" on page 422.

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 423 or "To Unassign a Feature from a Product" on page 425.

8. Click the **Resource** tab.

Modifying resource assignment includes assigning and unassigning resources. See "Resources and Resource Types" on page 106 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 426.
- For each resource you want to unassign, follow the procedure in "To Unassign a Resource from an Entity" on page 428.

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.

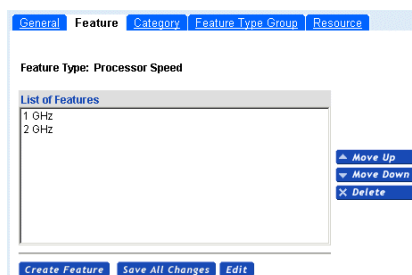
This displays the Feature Type Detail Panel.

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 264. 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 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.

<b>Note:</b> If you check <b>Use to compare</b> for a feature, then you must make sure that <b>Use to compare</b> 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 62.

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 420 or "To Unassign a Feature from a Product Category" on page 422.

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 423 or "To Unassign a Feature from a Product" on page 425.

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 426.
- For each resource you want to unassign, follow the procedure in "To Unassign a Resource from an Entity" on page 428.

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.

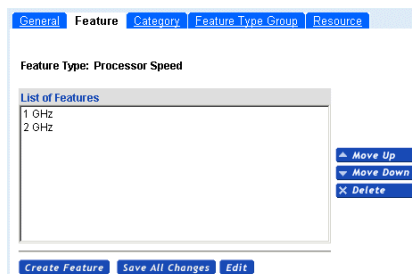


FIGURE 265. Feature Type Detail: Feature Tab

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**.

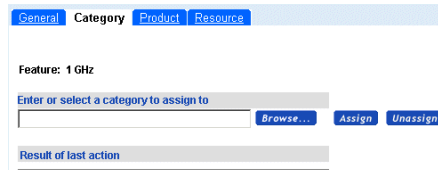
### **To Assign a Feature to a Product Category**

When you modify a feature ("To Modify a Feature" on page 414), 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 406.

You can also assign feature types to a product category through the **Product Management** tab. See "To Modify a Product Category" on page 288. 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.

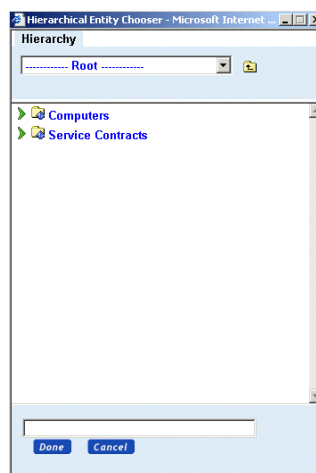
1. Navigate to the feature using the Feature Hierarchy and Feature panels.
2. Display the **Category** tab.



**FIGURE 266. Feature Detail: Category Tab**

3. Find the product category you want.
  - a. Click **Browse...**

This displays the Hierarchical Entity Chooser.



**FIGURE 267. 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.

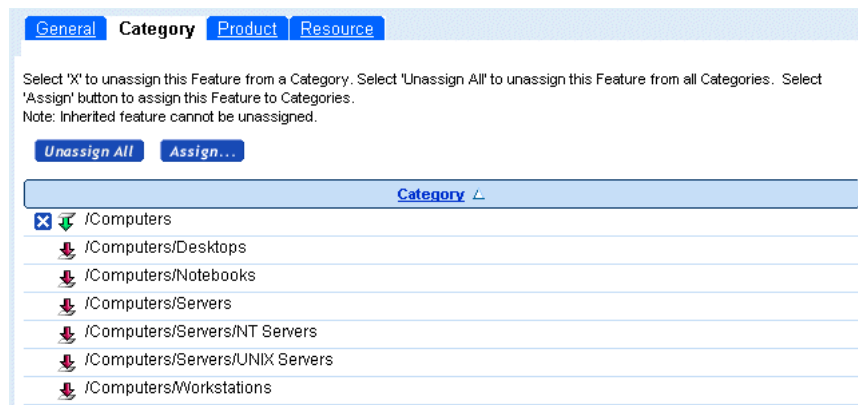
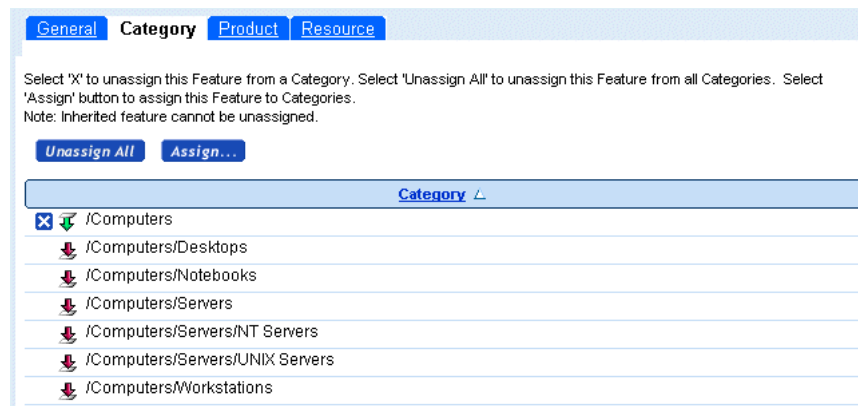


FIGURE 268. Category Tab Showing Assignments

**To Unassign a Feature from a Product Category**

When you modify a feature ("To Modify a Feature" on page 414), 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 269. 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 414), 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 406.

1. Navigate to the feature using the Feature Hierarchy and Feature panels.
2. Display the **Product** tab.

General Category **Product** Resource

Select 'X' to unassign this Feature from a Product. Select 'Unassign All' to unassign this Feature from all Products. Select 'Assign' button to assign this Feature to selected Products.  
Note: Inherited feature cannot be unassigned.

**Unassign All** **Assign...**

Product ID	Product Name
MX-PR-IMG-01	Matrix-Digital-Imaging-Beginner-Set
MX-PR-IMG-02	Matrix-Digital-Imaging-Expert-Set
MX-SP998	Altec Lansing ACS340 Speakers
MXA-MSS	Matrix Satellite Speaker
MXA-MSW	Matrix Subwoofer
MXDS-7480	7480 Desktop "Base"
MXDS-7490	7490 Desktop "Base Plus"
MXDS-7500	7500 Desktop

FIGURE 270. Feature Detail: Product Tab

3. Find the product you want.
  - a. Click **Assign...**

This displays the Hierarchical Entity Chooser.

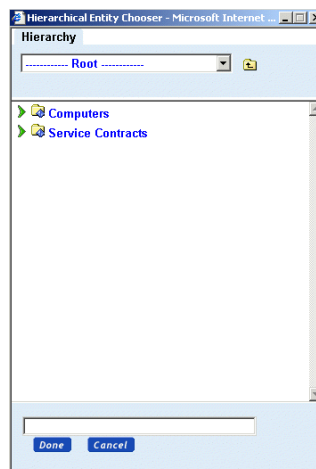


FIGURE 271. Hierarchical Entity Chooser



- 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 414), 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.

General Category **Product** Resource

Select 'X' to unassign this Feature from a Product. Select 'Unassign All' to unassign this Feature from all Products. Select 'Assign' button to assign this Feature to selected Products.  
Note: Inherited feature cannot be unassigned.

**Unassign All** **Assign...**










Product ID 	Product Name
 MX-PR-IMG-01	Matrix-Digital-Imaging-Beginner-Set
 MX-PR-IMG-02	Matrix-Digital-Imaging-Expert-Set
 MX-SP998	Altec Lansing ACS340 Speakers
 MXA-MSS	Matrix Satellite Speaker
 MXA-MSW	Matrix Subwoofer
 MXDS-7480	7480 Desktop "Base"
 MXDS-7490	7490 Desktop "Base Plus"
 MXDS-7500	7500 Desktop

FIGURE 272. 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 106 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.

The screenshot shows a software interface with a tabbed menu at the top: General, Feature, Category, Feature Type Group, and Resource. The 'Resource' tab is selected. Below the tabs, it says 'Feature Type: Processor Speed'. There are two main sections: 'Unassigned Resource Types' on the left and 'Resource contents' on the right. In the 'Unassigned Resource Types' section, there is a dropdown menu currently showing 'Datasheet' and an 'Assign' button below it. In the 'Assigned Resource Types' section, there is an 'Unassign' button. The 'Resource contents' section has four input fields: 'Type', 'Value', 'Label', and 'Description'. At the bottom of the interface is a 'Save All Changes' button.

**FIGURE 273. 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 71 for an overview of the modeling process.

<b>Attention:</b>	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 '.
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## **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 73 for a more detailed explanation of the hierarchy.

You can expand a model group to display the model groups within it by clicking the plus (+) sign.

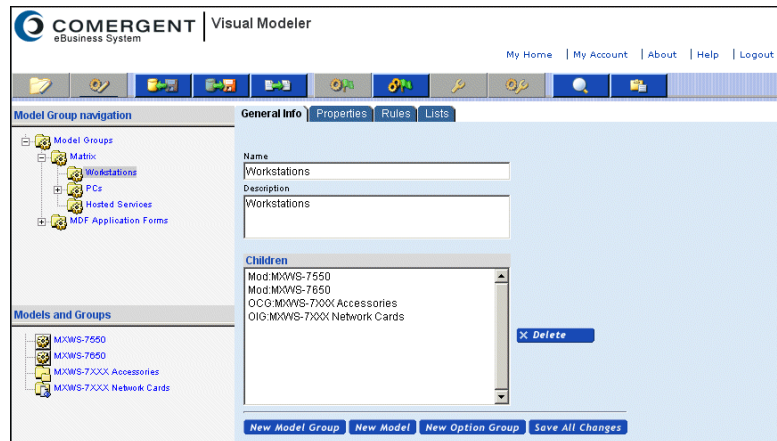


FIGURE 274. Visual Modeler Page

- **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 481. 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 480.
- **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 555
- **Export:** This enables you to export an entity. See "Exporting Model Groups and Models" on page 557.
- **Report:** This enables you to produce a report on some entity in the model library. See "Reporting" on page 563.
- **Search:** This enables you to search for entities based on selected search parameters. See "Searching" on page 560.

When you build a model, you use the model detail page. The detail page contains the following frames:

- **Toolbar:** as described above.
- **Navigation:** Click 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.

<b>Note:</b> Only the <b>General Info</b> 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 568 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 90 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 484.
- **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 502.

### 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 274 on page 432).

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.

The screenshot displays the Visual Modeler interface with three main panels:

- Model Group navigation:** A tree view on the left showing a hierarchy: Model Groups > Matrix > Computers > Workstations. The 'Workstations' node is selected.
- Models and Groups:** A section below the navigation tree showing a list of models, with 'MXWS-7700' selected.
- Model preview:** A central panel displaying details for the selected model 'MXWS-7700'.
 

<b>Name</b>	MXWS-7700	
<b>Description</b>	Matrix Graphics Workstation	
<b>Start Date</b>	2/3/2005	
<b>End Date</b>	2/3/2055	
<b>Product ID assigned</b>	MXWS-7700	
<b>Referenced</b>	0	
<b>Contains</b>		
Option Classes	8	
Option Items	17	
References to Models	0	
References to Option Class	0	
Groups	0	
References to Option Item Groups	0	

Locale	Runtime Version	
	Date	Size
United States	2005/02/07	22 Kb
Germany	none	0 Kb
France	none	0 Kb
Taiwan	none	0 Kb
- Model Structure:** A tree view on the right showing the hierarchical structure of the selected model. It includes categories like Monitors (Optquest 095, Optquest Q115), Graphics Cards, Processors, RAM (SDRAM 256MB, DDR 256MB, RDRAM 256MB), Keyboards, Case, Monitor Weight, and Color.

FIGURE 275. Model Structure Panel

3. Click **Edit** in the taskbar.

This displays the detail page for the model, option class group, or option item group.

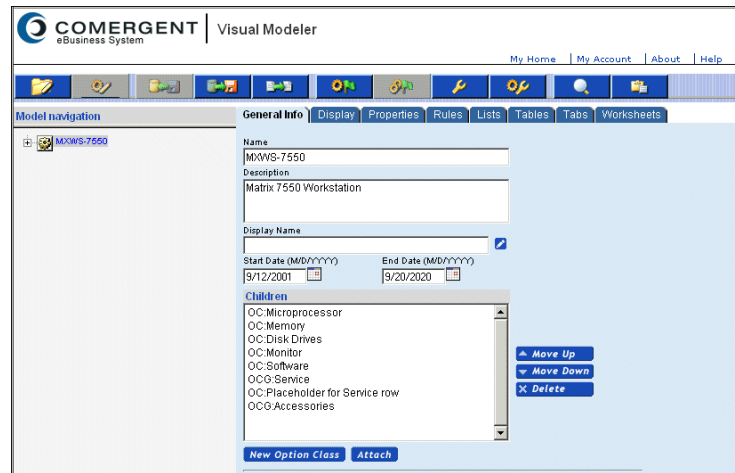


FIGURE 276. Model Detail Page

4. In the Navigation frame, click on the plus (+) sign to expand the model or group (see Figure 277 on page 436).



FIGURE 277. Navigation Frame

5. Click an option class.

This displays the following tabs in the Content frame (see Figure 278 on page 437):

- **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 the plus (+) to expand the option class.
- This displays the children of the option class: these may be option items or option classes.

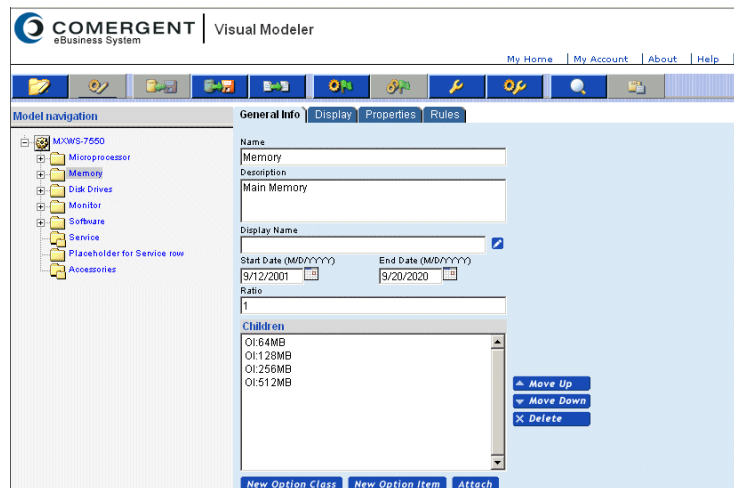


FIGURE 278. Model Detail Page with Option Class Selected

7. Click an option item.

This displays the following tabs in the Content frame (see Figure 279 on page 438):

- **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.)

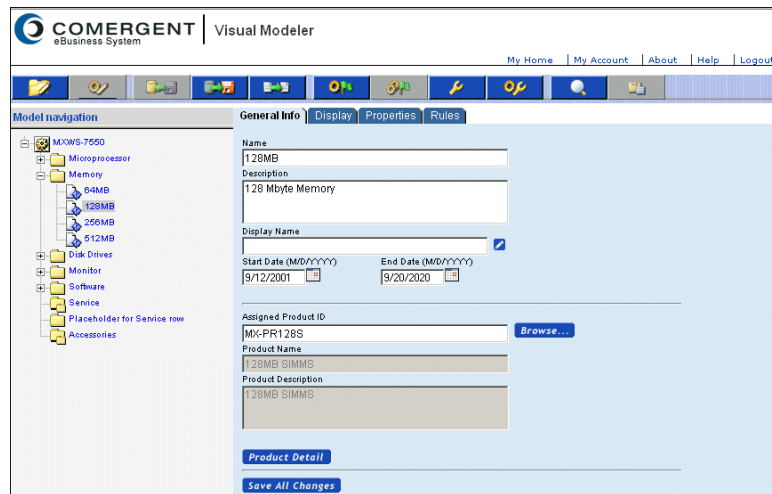


FIGURE 279. Model Detail Page with Option Item Selected

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## Working with Model Groups

Model groups provide you with a way of organizing related models into appropriate sections. See "Model Group Hierarchy" on page 73 for more information about how model groups relate to models, option classes, and so on.

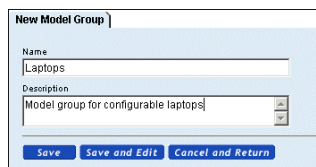
### To Create a Model Group

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 435 for information on how to display the model group.

2. Click **New Model Group**.

This displays the **New Model Group** tab.



**FIGURE 280. New Model Group Tab**

3. Enter a name and description for the new model group.

<b>Note:</b>	On Windows platforms, there is a 256 character limit for a fully-qualified pathname (this includes the pathname <i>and</i> 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 439.

### **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 435 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 440).

<b>Attention:</b>	Click <b>Save All Changes</b> to save your changes before you leave the <b>General Info</b> tab.
-------------------	--

- Create a model group as a child of this group. See "To Create a Model Group" on page 438.
  - Create a model as a child of this group. See "To Create a Model" on page 443.
  - Create either an option class group or an option item group. See "Working with Option Class Groups and Option Item Groups" on page 462.
2. Click the **Properties** tab to create or modify properties for this model group. See "Properties" on page 492.

<b>Attention:</b> Click <b>Save All Changes</b> to save your changes before you leave the <b>Properties</b> tab.
--

3. Click the **Rules** tab to create or modify rules for this model group. See "Rules" on page 510.
4. Click the **Lists** tab to create or modify lists for this model group. See "Lists" on page 507.

### ***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 435 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**.

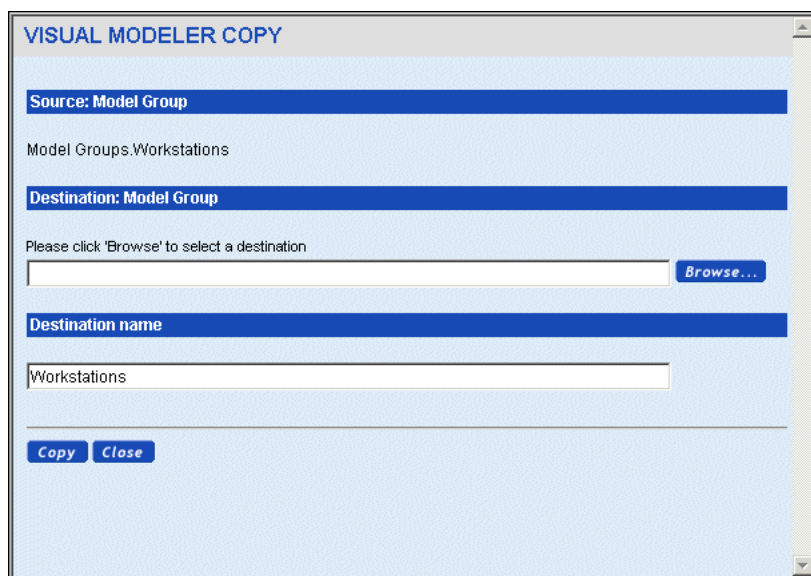
The model group hierarchy will no longer display the deleted items.

### **To Copy a Model Group**

You can copy a model group and its components into another model group. See "Copying and Embedding" on page 91 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 435 for information on how to display the model group.
2. In the taskbar, click **Copy**.

This displays the Copy window.

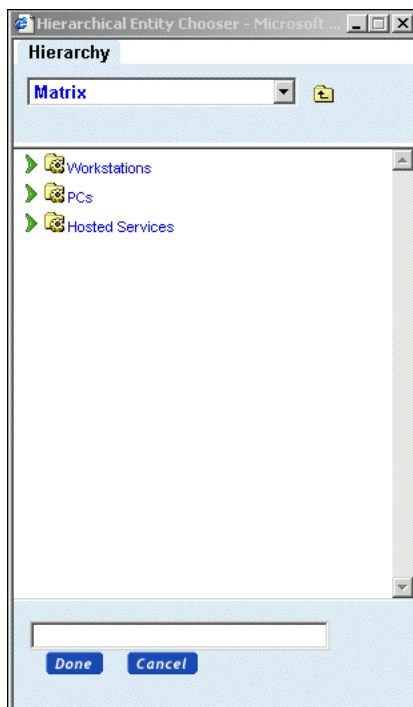


**FIGURE 281. Copy Window for Model Groups**

3. Enter the Destination Model Group.

- a. Click **Browse....**

This displays a Hierarchy Browser.



**FIGURE 282. 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 91.

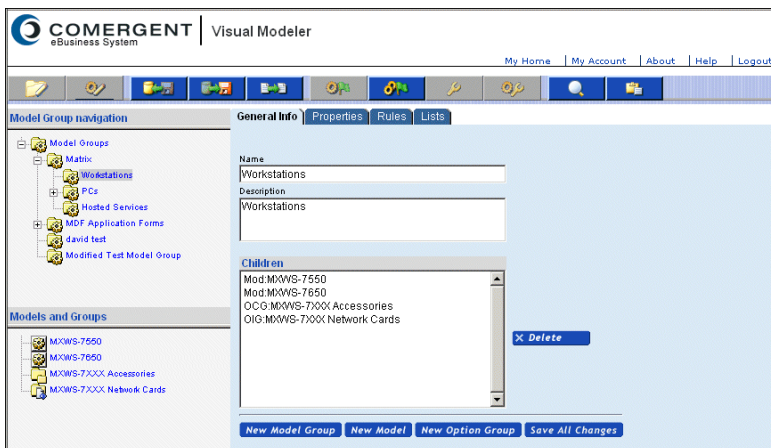
---

## 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 435 for information on how to display the model group.



**FIGURE 283. General Info Tab**

2. In the **General Info** tab, click **New Model**.

This displays the **New Model** tab.

FIGURE 284. 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, consider skipping this step. If the name and description match the name and description of the product ID, 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, 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 446.

6. Click **Save** or **Save and Edit** to save the new model.

If you click **Save**, the **New Model** tab remains and the new model appears in the Models and Groups frame. You can create another model in this group.

If you click **Save and Edit**, 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 445.

### ***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 435 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 446.
  - 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 446.

<b>Attention:</b> Click <b>Save All Changes</b> to save your changes before you leave the <b>General Info</b> tab.
--

- Create one or more option classes. See "To Create an Option Class" on page 452.
  - Attach an option class group. See "Working with Option Class Groups and Option Item Groups" on page 462.
  - Modify display properties. See "Working with Display Properties" on page 568.
3. Click the **Properties** tab to define properties for or to attach properties to this model.  
See "Properties" on page 492.
  4. Click the **Rules** tab to define rules for or attach rules to this model.  
See "Rules" on page 510.
  5. Click the **Lists** tab to create lists for this model.  
See "Lists" on page 507.
  6. Click the **Tables** tab to create or modify constraint tables.  
See "Option Constraints" on page 546.

### ***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 440 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 435 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**.

<b>Note:</b>	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 477.
--------------	--

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 74 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 435 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 302 for information about creating products.
  - See "Searching the Product Catalog for a Product ID" on page 483 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 91 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.

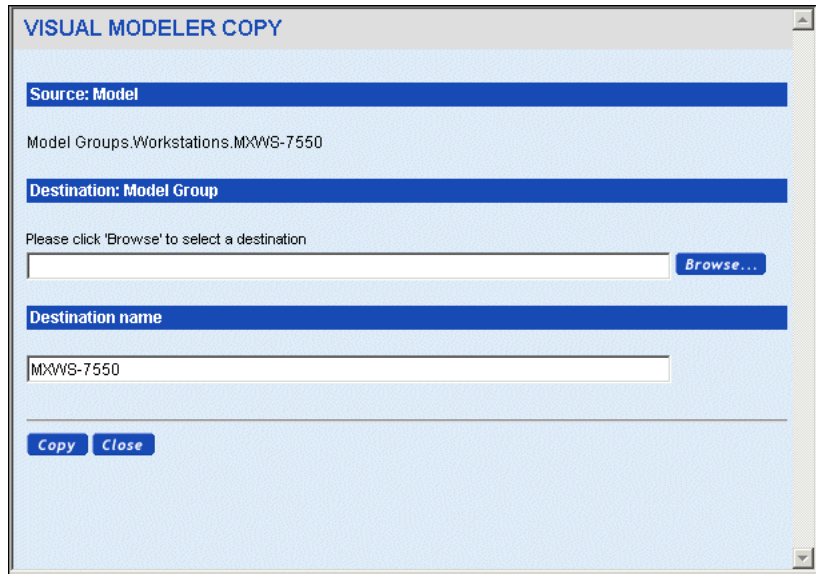
See "To Access the Visual Modeler" on page 435 for information on how to navigate the model group hierarchy.

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 285. 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 91.

### ***To Copy a Model Reference***

As described in "Groups and Sub-Models" on page 76, 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 435 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.

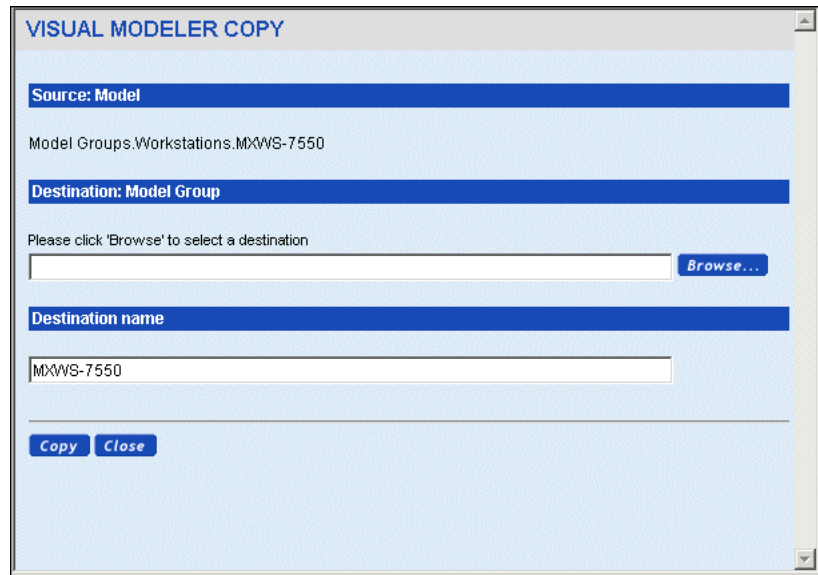
3. Click **Edit** in the taskbar.

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 286. 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 91.

### **To Embed a Model**

You can embed a model within an option class. See "Copying and Embedding" on page 91 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 435 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.

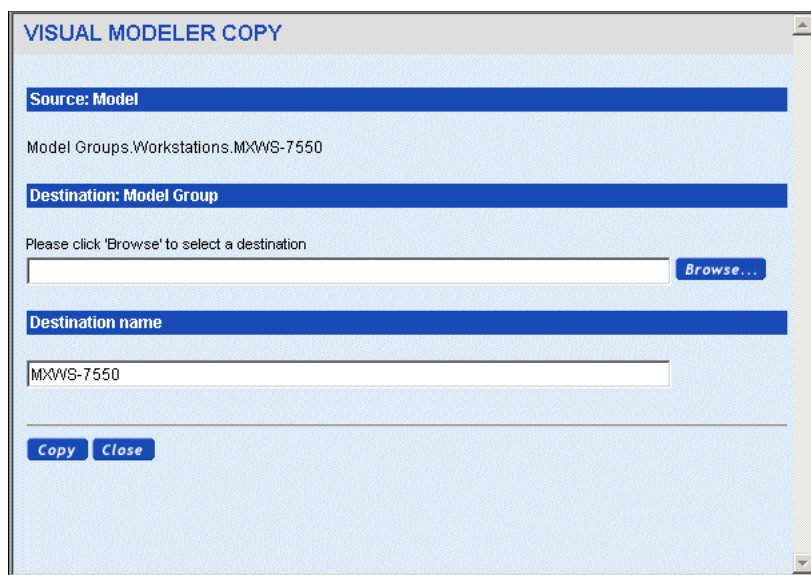
This displays the current structure of the model.

3. Click **Edit** in the taskbar.

This displays the **General Info** tab.

4. Click **Copy** in the taskbar.

This displays the Copy window.



**FIGURE 287.** 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 435 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.

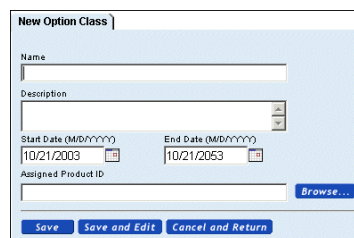
2. To create option classes as children of the model or option class group:

- 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 contains the following fields and controls:

- Name:** A text input field.
- Description:** A text area with a "Show/Hide" toggle button on the right.
- Start Date (M/D/YYYY):** A date picker showing 10/21/2003.
- End Date (M/D/YYYY):** A date picker showing 10/21/2053.
- Assigned Product ID:** A text input field with a "Browse..." button to its right.
- Buttons:** At the bottom, there are four buttons: "Save", "Save and Edit", "Cancel and Return", and "Browse..." (which is positioned next to the Assigned Product ID field).

**FIGURE 288. 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 446.
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 435 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.

The screenshot shows the COMERGENT Visual Modeler interface. On the left is a 'Model navigation' pane with a tree structure including 'MXWS-7550', 'Microprocessor', 'Memory', 'Disk Drives', 'Monitor', 'Software', 'Service', 'Placeholder for Service row', and 'Accessories'. The 'Memory' folder is expanded. The main area has tabs for 'General Info', 'Display', 'Properties', and 'Rules'. The 'General Info' tab is selected, showing the following fields:

- Name:** Memory
- Description:** Main Memory
- Display Name:** (empty field with a checkmark icon)
- Start Date (MM/DD/YYYY):** 9/12/2001
- End Date (MM/DD/YYYY):** 9/20/2020
- Ratio:** 1
- Children:** A list containing '0i:64MB', '0i:128MB', '0i:256MB', and '0i:512MB'.

On the right side of the main area are three buttons: 'Move Up', 'Move Down', and 'Delete'. At the bottom of the main area are three buttons: 'New Option Class', 'New Option Item', and 'Attach'.

FIGURE 289. 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 ration 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.

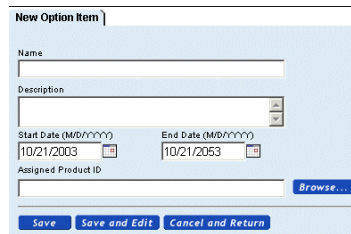
5. As applicable, modify the order of the children or delete the children.  
See "To Delete the Children of an Option Class" on page 461.
6. If applicable, assign a product ID or modify the current assignment.  
See "To Associate a Product with a Model, Option Class, or Option Item" on page 446.
7. Before 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 568.
9. Click the **Properties** tab to attach properties to this option class.  
See "To Attach a Property" on page 495.
10. Click the **Rules** tab to attach rules to this option class.  
See "To Attach a Rule" on page 516.

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 455.

### ***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 435 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 290. 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 446.

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 91 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 435 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.

VISUAL MODELER COPY

**Source: Option Class**

Model Groups.Workstations.MXWS-7650.Custom Color

**Destination: Model/Option Class Group/Option Class**

Please click 'Browse' to select a destination

**Browse...**

**Destination name**

**Copy** **Close**

**FIGURE 291. 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 91.

### To Modify an Option Item

1. Find the option item that you want to modify.

See "To Access the Visual Modeler" on page 435 for information on how to navigate the model group hierarchy.

When you click the option item, the **General Info** tab is displayed.

The screenshot displays the Comergent Visual Modeler web application. On the left is a 'Model navigation' tree with categories like Microprocessor, Memory, Disk Drives, Monitor, Software, Service, Placeholder for Service row, and Accessories. The 'Memory' category is expanded, showing options like 0-4MB, 128MB, 256MB, and 512MB. The main area has tabs for 'General Info', 'Display', 'Properties', and 'Rules'. The 'General Info' tab is selected, showing a form with the following fields: Name (128MB), Description (128 Mbyte Memory), Display Name (with a checkmark icon), Start Date (3/12/2001), End Date (3/20/2020), Assigned Product ID (MX-PR128S with a 'Browse...' button), Product Name (128MB SIMMS), and Product Description (128MB SIMMS). At the bottom are buttons for 'Product Detail' and 'Save All Changes'.

**FIGURE 292. 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 446.

<b>Attention:</b> Before you click the other tabs, click <b>Save All Changes</b> .
--

4. Click the **Display** tab to modify the display properties for this option item.

See "Working with Display Properties" on page 568.

5. Click the **Properties** tab to attach properties to this option item.

See "To Attach a Property" on page 495.

6. Click the **Rules** tab to attach rules to this option item.

See "To Attach a Rule" on page 516.

### ***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 91 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 435 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.

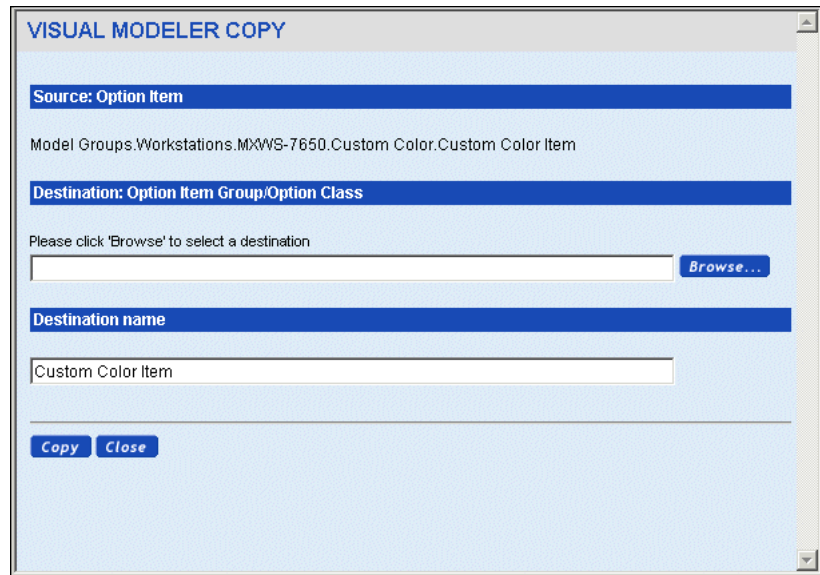


FIGURE 293. Copy Window for Option Items

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 91.

### ***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 446.
- An option class. See "To Delete the Children of an Option Class" on page 461.
- An option class group. See "To Delete the Children of a Group" on page 478.

Deleting the option class automatically deletes any option items, nested option classes, or attachments to groups.

<b>Note:</b>	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 435 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.

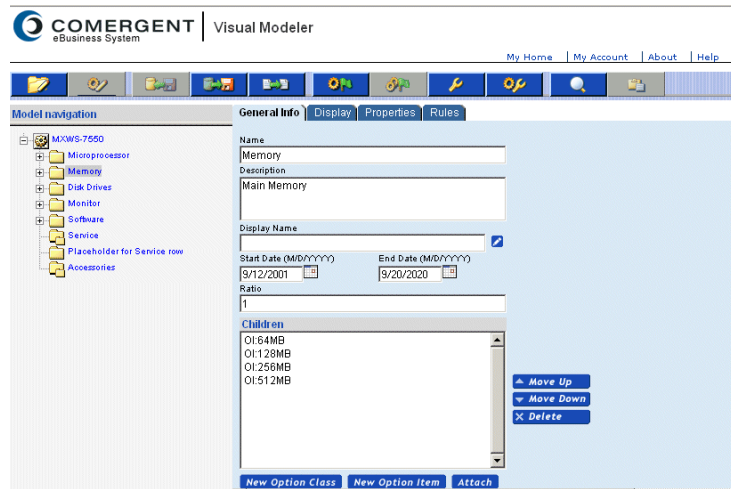


FIGURE 294. Model Detail Page with Option Class Selected

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 76 for an explanation of how groups work.

### **To Create a Group**

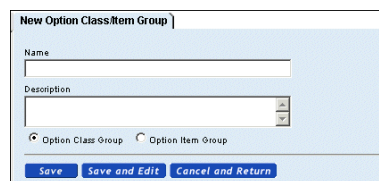
1. In the Model Groups frame, navigate to and select the model group for which you are creating the option class group or option item group.

See "To Access the Visual Modeler" on page 435 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 295 on page 463).



**FIGURE 295. 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 452.

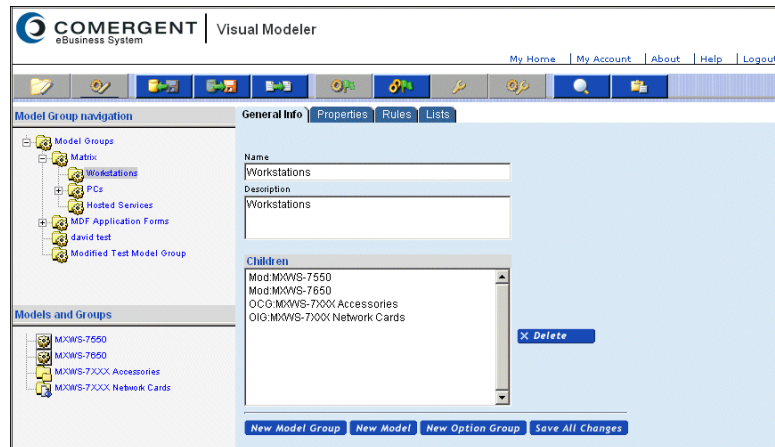
### **To Modify a Group**

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 435 for information on how to navigate the model group hierarchy.

This displays the **General Info** tab for the group.



**FIGURE 296. Modifying a Group**

2. Modify the name and description, reorder or delete the children.

See "To Delete the Children of a Group" on page 478 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:

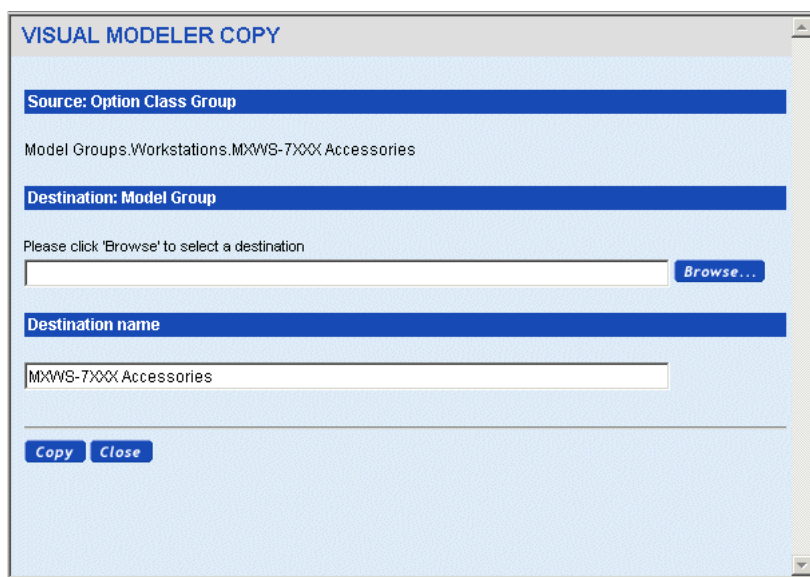
- Add option classes to an option class group. See "To Create an Option Class" on page 452.
- Attach groups to the group. See "To Attach a Group to a Model or Another Group" on page 470.

### **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 435 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 297. 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 91.

### ***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 91 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 435 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.

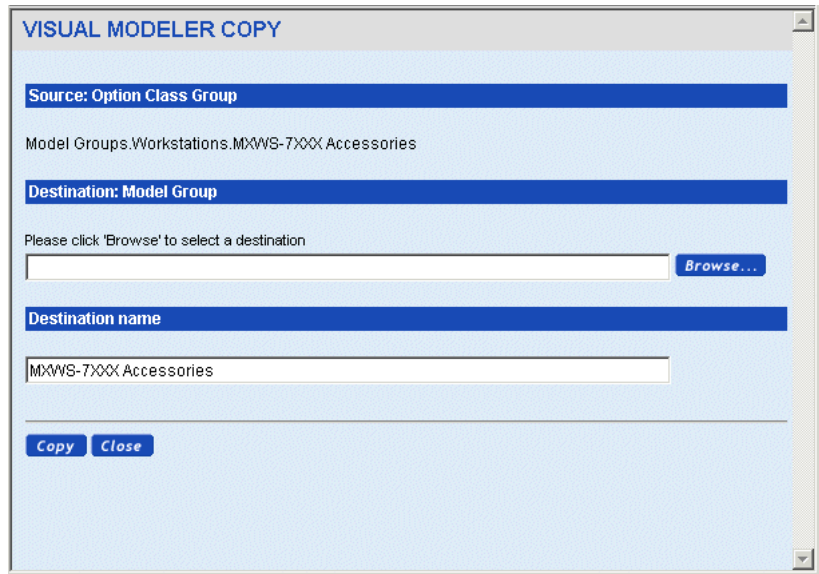
This displays the current structure of the group.

3. Click **Edit** in the taskbar.

This displays the **General Info** tab.

4. Click **Copy** in the taskbar.

This displays the Copy window.



**FIGURE 298. 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 91.

### **To Copy an Option Item Group**

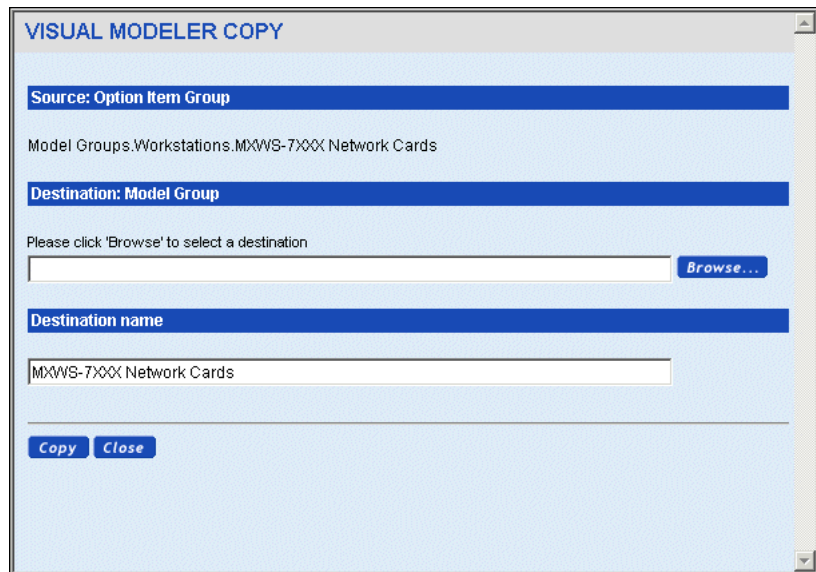
You can copy an option item group to a model group.

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 435 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 299. 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 91.

### ***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 91 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 435 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.

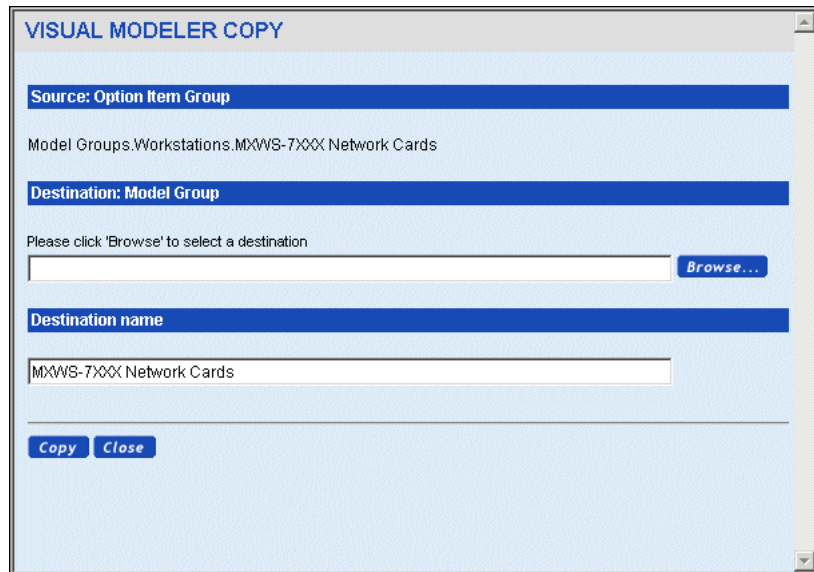
This displays the current structure of the group.

3. Click **Edit** in the taskbar.

This displays the **General Info** tab.

4. Click **Copy** in the taskbar.

This displays the Copy window.



**FIGURE 300. 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 91.

### ***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 472). 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 435 for information about 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 window titled "Attach". It contains a "Name" text field, a "Description" text field with a small icon to its right, and a "Please click 'Browse' to select a Model/OCG/DIG to attach" label above a selection field. To the right of the selection field is a blue "Browse..." button. At the bottom of the window are two buttons: "Assign" and "Return to General".

**FIGURE 301. 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 435 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**.

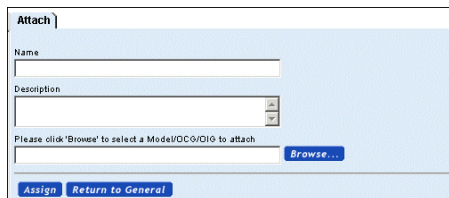
This displays the **General Info** tab for the model or group.

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.



**FIGURE 302. 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***

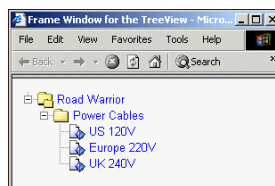
Once a group is attached, you can view the group's structure by clicking **Show Detail**.

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 435 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 303. 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 435 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.

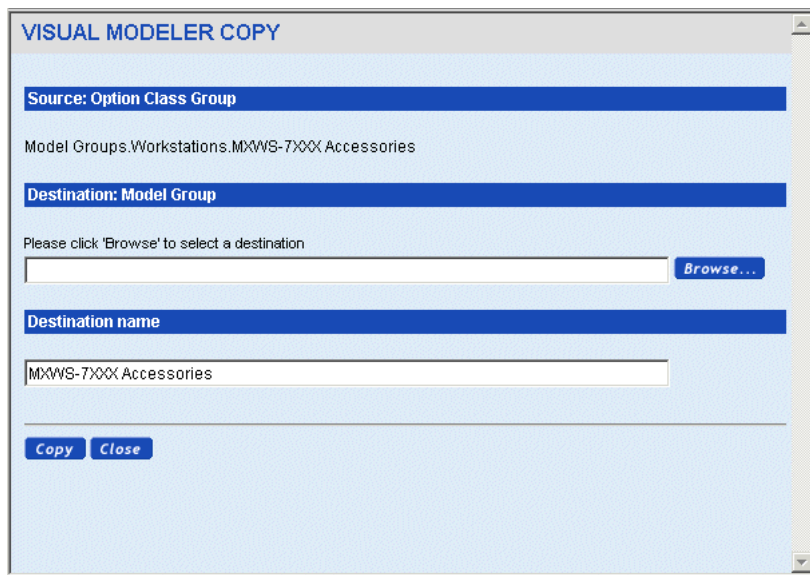
The current structure of the model appears in the content frame.

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 304. 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 91.

### ***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 435 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.

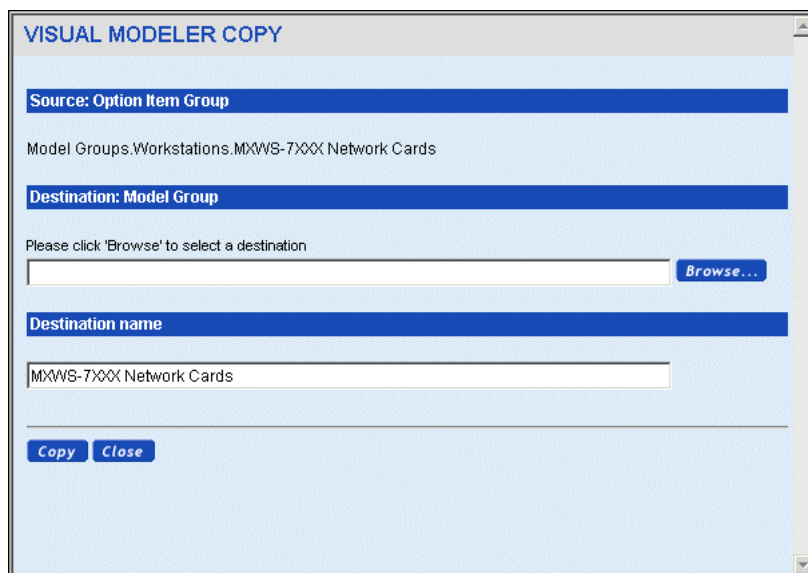
This displays the entity in the Navigation frame and the **General Info** tab for the group.

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 305. 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 91.

### **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 440 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 435 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**.

<b>Note:</b> Groups are not deleted by this action. Only the attachment to those groups is removed. See "To Delete a Group" on page 477.
--

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 479 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 435 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 306. 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 435 for information on how to navigate the model group hierarchy.

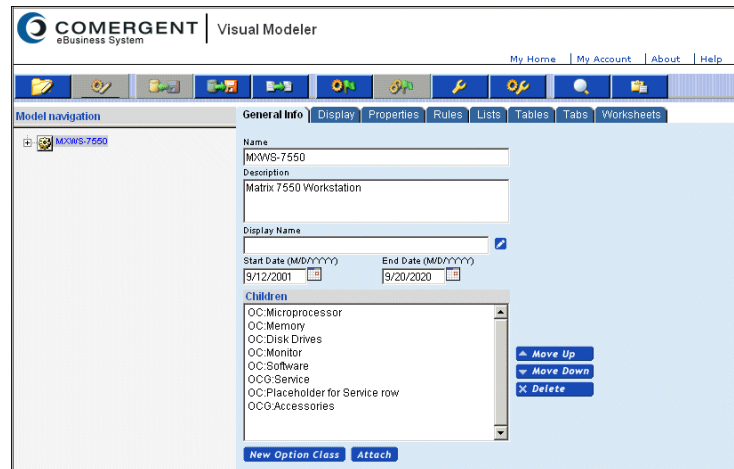


FIGURE 307. Model Navigation Detail Page

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 479 for more information.

### ***To Compile All Models***

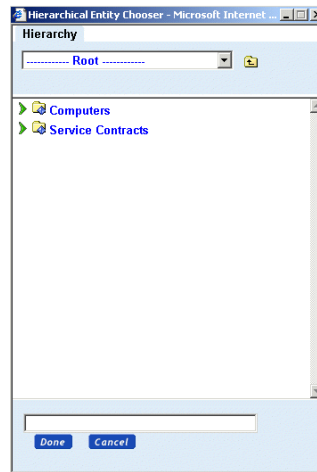
Rather than compile models one by one, you can also compile all the models in a model group at once.

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 74 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 308. 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 selecting the Tabbed Configurator JSP template at the model level, which sets the display property UI:JSP Filename (see "Working with Display Properties" on page 568). You then design the end-user interface using **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 435 for information about how to navigate the model group hierarchy.

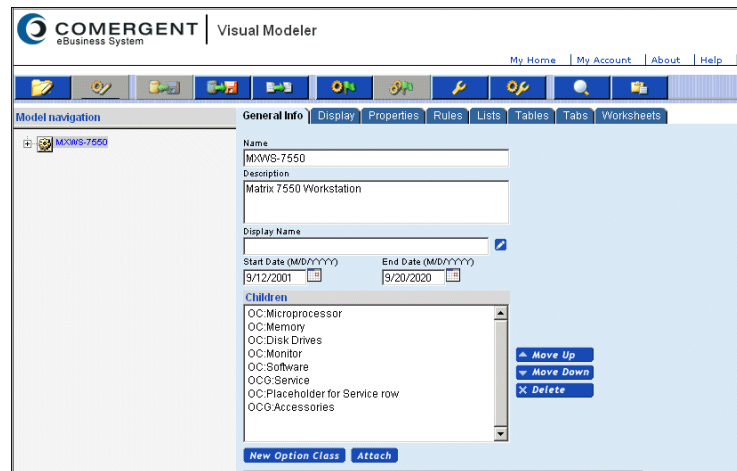


FIGURE 309. Detail Page with Model Selected

2. Click the **Display** tab.

The **Display** tab displays.

The screenshot shows the COMERGENT Visual Modeler web interface. The top navigation bar includes the logo, 'COMERGENT | Visual Modeler', and links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below this is a toolbar with various icons. The main content area has a 'Model navigation' pane on the left showing a tree structure with 'MXWS-7550' selected. The right pane displays the 'Display' tab configuration. At the top of this pane are 'Reset' and 'Save All Changes' buttons. The configuration is divided into three sections: 'Configurator Behaviour' with checkboxes for 'Default Selection', 'Ignore in Quote', and 'Multi-Pass Rule Firing', a text input for 'Number of Columns' (set to 3), a dropdown for 'JSP Template' (set to 'Tabbed Configurator'), and a dropdown for 'Submit to Server' (set to 'Automatically after each user selection'); 'Pricing and Lead time' with dropdowns for 'Price Display', 'Price', and 'Lead Time in Days'; and 'User Guidance' with text inputs for 'Help URL', 'Image' (set to './images/workstation.gif'), 'Constant Guiding Text', 'Pre-Pick Guiding Text', 'Post-Pick Guiding Text', 'Option Class Display Name', and 'Option Item Display Name'. The last two fields have small blue checkmark icons to their right. At the bottom of the configuration pane are 'Reset' and 'Save All Changes' buttons.

3. Select Tabbed Configurator from the JSP Template drop-down list.

This automatically sets the UI: JSP FILENAME property to Configurator\_Tabbed.jsp.

4. Click the **Tabs** tab.

This displays the **Tabs** tab.

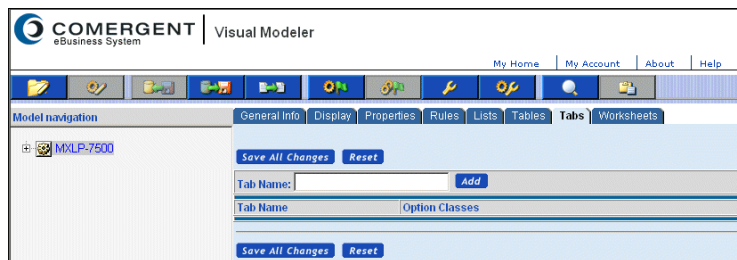


FIGURE 310. Tabs Tab

5. Enter a name for the tab in the Tab Name field.
6. Click **Add**.

The content frame displays an area for editing the new tab.

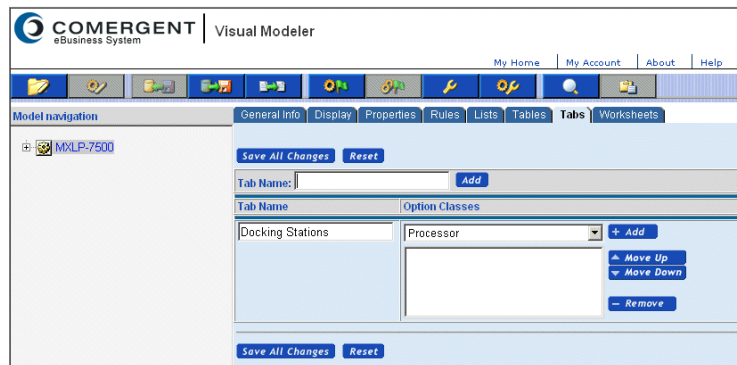


FIGURE 311. Tabs Tab with Entry

7. 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**.

- 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.

- Click **Move Up** or **Move Down** to arrange the order of the entities. To remove an entity, click the entity, then click **Remove**.
- Click **Save All Changes**.

### To Modify a Tab

- Navigate to the model with the tabbed interface.

See "To Access the Visual Modeler" on page 435 for information on how to navigate the model group hierarchy.

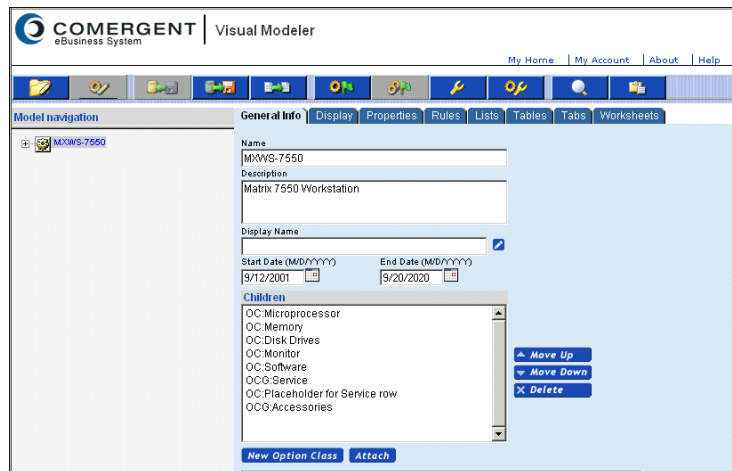


FIGURE 312. Detail Page with Model Selected

- Click the **Tabs** tab.  
This displays the **Tabs** tab.



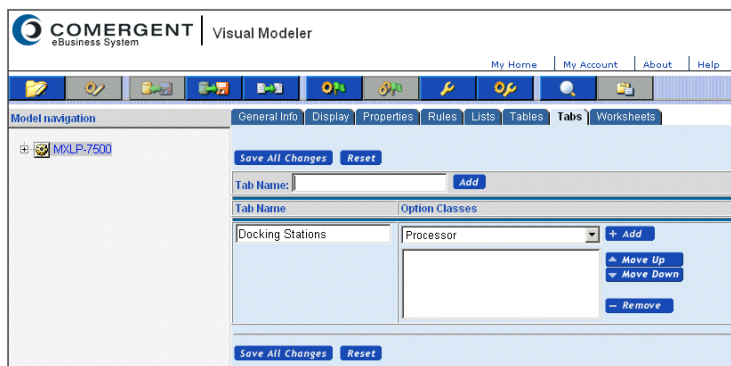


FIGURE 313. **Tabs Tab**

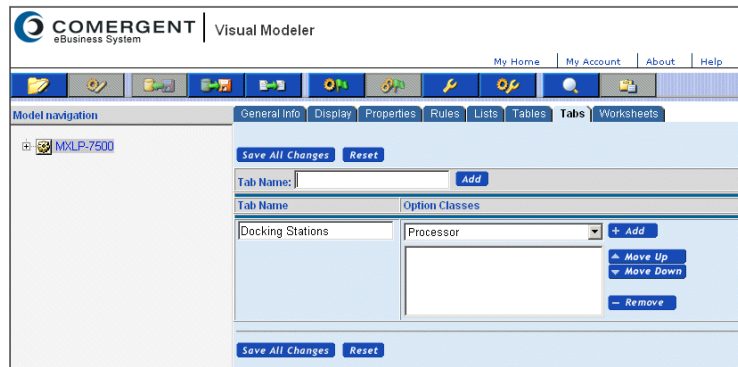
3. Find the tab element you want to modify.
4. To rearrange the order of the entities within the tab:
  - a. Find and select the entity you want to move.
  - b. Click **Move Up** or **Move Down**.
5. To remove an entity:
  - a. Find and select the entity you want to remove.
  - b. Click **Remove**.
6. 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 435 for information on how to navigate the model group hierarchy.
2. Click the **Tabs** tab.

This displays the **Tabs** tab.



**FIGURE 314. 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 492
  - "Working With Properties" on page 492
  - "Using Worksheets" on page 502
  - "Properties as Variables" on page 505
  - "Comergent eBusiness System Properties" on page 506
- "Lists" on page 507
  - "Working With Lists" on page 508
- "Rules" on page 510
  - "Working With Rules" on page 511
  - "Working With Rule Fragments" on page 525
  - "Working with Rule Actions" on page 539
- "Fragments" on page 525

- "Working with Rule Actions" on page 539
- "Option Constraints" on page 546
  - "Working With Constraints" on page 546
- "Importing and Exporting Models" on page 555
  - "Importing Model Groups and Models" on page 555
  - "Exporting Model Groups and Models" on page 557
- "Using Dynamic Instantiation" on page 558
- "Searching" on page 560
- "Reporting" on page 563

---

## Properties

As described in "Properties" on page 77, 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 506.

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 435 for information about 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 77 for a more detailed explanation.

2. When you reach the appropriate level, click the **Properties** tab.

General Info | Display | **Properties** | Rules | Lists | Tables | Tabs

Attach | Define

**Unattached Properties**

Name	Value	Action
controller cards	1	<a href="#">Attach</a>

[Reset](#) [Save All Changes](#)

**Attached Properties**

Name	Value	Action
UITEMP:num_cols	2	<a href="#">Remove</a>
MX75_Mem_Ordered	0	<a href="#">Remove</a>
MX75_Mem_Required	0	<a href="#">Remove</a>
MX75_Card_Slot_Available	4	<a href="#">Remove</a>
MX75_Bays_Available	2	<a href="#">Remove</a>

[Reset](#) [Save All Changes](#)

FIGURE 315. Model Properties Tab: Attach Sub-Tab

General Info | **Properties** | Rules | Lists

**New property**

Name	Type	Default Value	Localize	Action
	Number			<a href="#">Add</a>

[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		<a href="#">Delete</a>
MX75_Raid_5_List	List	MX750X-RAID_5_allowed Qty		<a href="#">Delete</a>
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"/>	<a href="#">Delete</a>

[Reset](#) [Save All Changes](#)

FIGURE 316. Model Group Properties Tab

- If you are working in a model, then within the **Properties** tab, click the **Define** tab.

General Info | Display | **Properties** | Rules | Lists | Tables | Tabs | Worksheets

Attach | Define

**New property**

Name	Type	Default Value	Localize
	Number		

Reset | Save All Changes

**Defined properties**

Name	Type	Default Value	Localize
Color	String	Beige	<input type="checkbox"/>
IsPicked	Number	0	
Maximum Resolution	String		<input type="checkbox"/>
Maximum Weight	Number	0	
Monitor Area	Number	0	
Monitor Area String	String		<input type="checkbox"/>
Monitor Size	Number	15	
Monitor Weight	Number		
Resolution	String		<input type="checkbox"/>

Reset | Save All Changes

FIGURE 317. 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 507 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 492). 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.

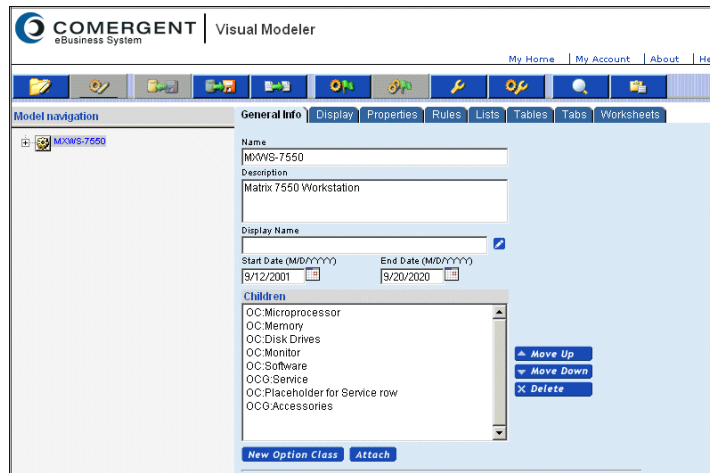


FIGURE 318. Detail Page with Model Selected

3. Click 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 492.



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 319. 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 497 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.

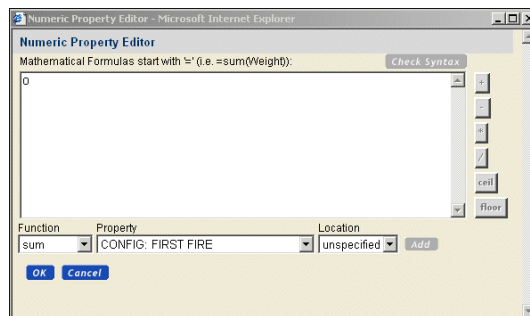


FIGURE 320. Numeric Property Editor Window

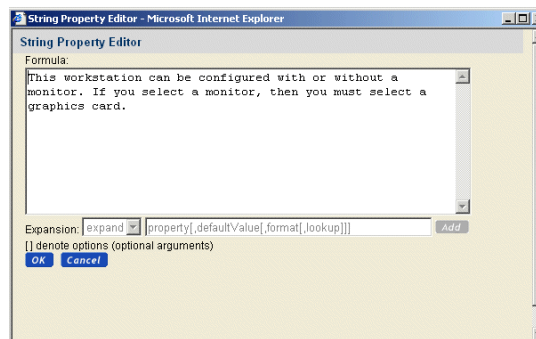


FIGURE 321. String Property Editor Window

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 83 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 among gather, match, and expand:**
    - **gather:** use this in assigning actions to a string property. It finds all occurrences of the specified property in the property pool and creates a string with the semicolon separating the values of these occurrences.
    - **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 568.

### ***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 500.

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 the model group that contains the model.
- b. In the Models and Groups frame, click 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 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 the model or group.
  - c. Click **Edit** in the toolbar.
  - d. In the Navigation frame, find and click the option class or option item.
3. Click 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.

<b>Note:</b>	If the property is attached to a model, you will see two tabs within the Properties tab: <b>Attach</b> and <b>Define</b> . The <b>Attach</b> tab is automatically displayed.
--------------	--

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 500.
  - 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 the model group in the Model Groups frame.
- At the model level, navigate to and click the model group that contains the model. Then, in the Models and Groups frame, click 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 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, you will not be able to modify the property type. If the property is attached anywhere in the model group hierarchy, you will not be able to delete the property definition.

4. If you want to modify an unattached property, click the **Define** tab. Within the **Define** tab, find the property you want to modify or delete.

The screenshot shows a software interface with a top navigation bar containing tabs: General Info, Display, Properties, Rules, Lists, Tables, Tabs, and Worksheets. The 'Properties' tab is active. Below this, there are two sub-tabs: 'Attach' and 'Define', with 'Define' being the selected one. The interface is divided into two main sections. The top section, titled 'New property', contains a table with columns: Name, Type, Default Value, Localize, and Action. The 'Name' column has an input field, 'Type' has a dropdown menu set to 'Number', 'Default Value' has an input field, 'Localize' has a checkbox, and 'Action' has an 'Add' button. Below this section are 'Reset' and 'Save All Changes' buttons. The bottom section, titled 'Defined properties', contains a similar table. It lists two properties: 'Time to deliver' and 'Time to manufacture'. Both have 'Number' as their type and '0' as their default value. Each row has a 'Delete' button in the 'Action' column. At the bottom of this section are also 'Reset' and 'Save All Changes' buttons.

FIGURE 322. Model Properties Define Tab

5. If you want to modify an attached property, 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	Matix 7650 Workstation	Remove
_enddate	9/20/2020	Remove
_sku	MXV/S-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 323. 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

You can 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 belongs to a model and can be used to set the values of properties of that model. You can still set the values for properties as described in "To Attach a Property" on page 495.

A worksheet is a table that assigns property values to 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**

<b>Option Item</b>	<b>Capacity</b>	<b>RPM</b>	<b>Latency</b>	<b>Buffer Cache</b>
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. After you have added the rows and columns for your worksheet, 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 505 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, 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 479 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. Comergernt 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 80 for a more detailed explanation of lists.

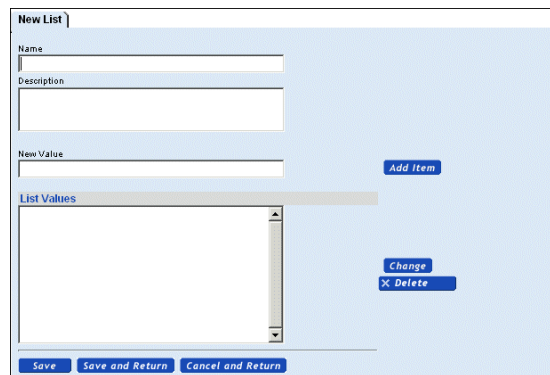
Thus, if you have a property called ShirtSize and you want to restrict the choices that a user can select to SM, M, L, or XL, then the steps are:

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 435 for information about 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 324. 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 435 for information about how to navigate the model group hierarchy.

2. Click the **Lists** tab (see Figure 325 on page 509).

This displays any lists already defined.



FIGURE 325. Lists Tab with Defined Lists

3. Click the name of the list you want to modify.

This displays the **Edit List** tab.

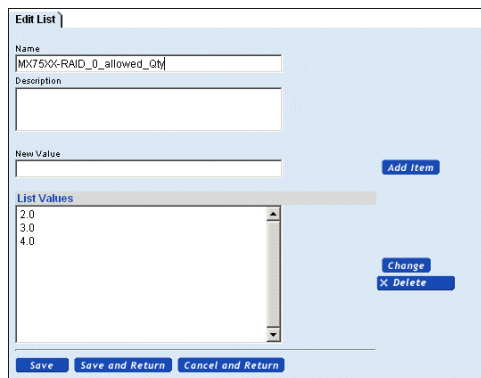


FIGURE 326. Edit List Tab

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 435 for information on how to navigate the model group hierarchy.
2. Click the **Lists** tab (see Figure 325 on page 509).

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.

<b>Attention:</b> This last step is important! If you click <b>Delete</b> , but do not click <b>Save All Changes</b> , then the list will not be deleted.
---

5. Click **Save All Changes**.

---

## **Rules**

See "Rules in Visual Modeler" on page 81 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 435 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.

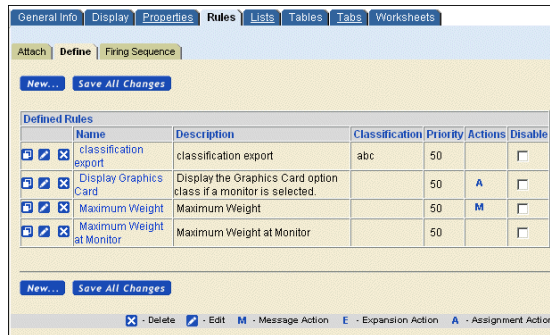


FIGURE 327. Define Tab for a Model Rule

3. Click **New...**

This displays the **New Rule** tab.

FIGURE 328. Model Page: New Rule Tab

FIGURE 329. 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 515. 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 525.

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 539.

<b>Note:</b>	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 435 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.

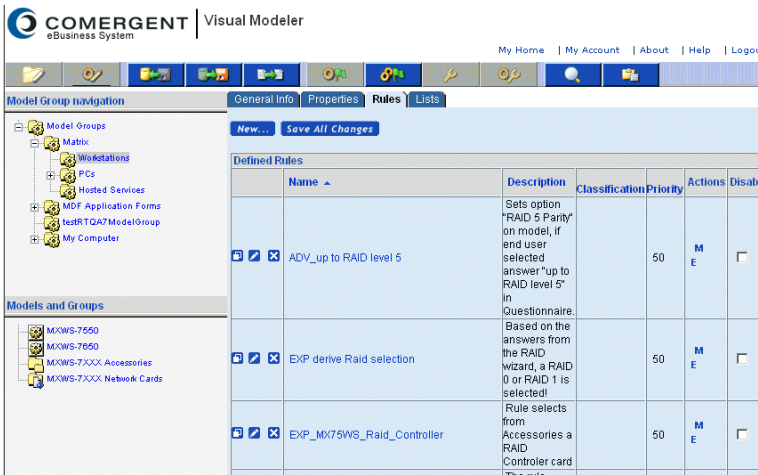


FIGURE 330. Model Group Page: Rules Tab with Current Rules

- Find the rule you want to modify, then click the **Edit** icon.  
This displays the **Edit Rule** tab.
- As necessary, modify the Name and Description.
- As necessary, add or modify Comments.
- 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	<input checked="" type="checkbox"/>

Message Actions

Error

Type Message

**FIGURE 331. Edit Rule Tab**

7. Modify the rule fragments in the Fragments table.

See "Fragments" on page 525.

8. Add or modify actions in the Actions area.

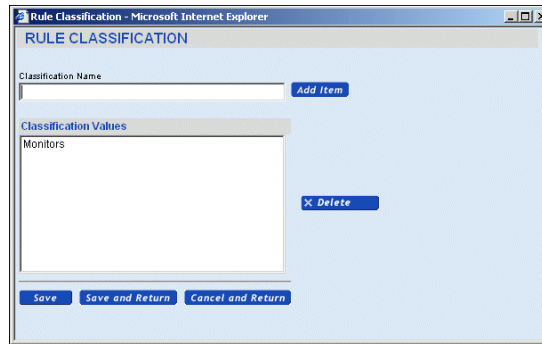
You can define messages to be displayed, a rule expansion formula, or assign properties and values. See "Working with Rule Actions" on page 539.

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 519.

### **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 511.
2. Click ... next to the Classification drop-down list.



**FIGURE 332. 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 435 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.

General Info | Display | Properties | **Rules** | Lists | Tables | Tabs

Attach | Define

**Unattached Rules**

Name	Description	Action
EXP_MX75_Automatic_Memory_Selection	This rule adds and selects the minimum required memory for an end user	Attach

Reset Save All Changes

**Attached Rules**

Name	Start date (MM/YYYY)	End date (MM/YYYY)	Stop firing	Action
MSG_S_MX75_Accessories_Warranty	6/23/2002	6/23/2052	<input type="checkbox"/>	X F U
MSG_E_MX75_HW_Service_Warranty	6/23/2002	6/23/2052	<input type="checkbox"/>	X F U

Reset Save All Changes

FIGURE 333. 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, 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 89 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 435 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.

Name	Description	Action
EXP_MX75_Automatic_Memory_Selection	This rule adds and selects the minimum required memory for an end user	Attach

Reset Save All Changes

Name	Start date (M/D/YYYY)	End date (M/D/YYYY)	Stop firing	Action
MSG_S_MX75_Accessories_Warranty	6/23/2002	6/23/2052	<input type="checkbox"/>	ⓧ ⬆ ⬇
MSG_E_MX75_HW_Service_Warranty	6/23/2002	6/23/2052	<input type="checkbox"/>	ⓧ ⬆ ⬇

Reset Save All Changes

**FIGURE 334. 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.

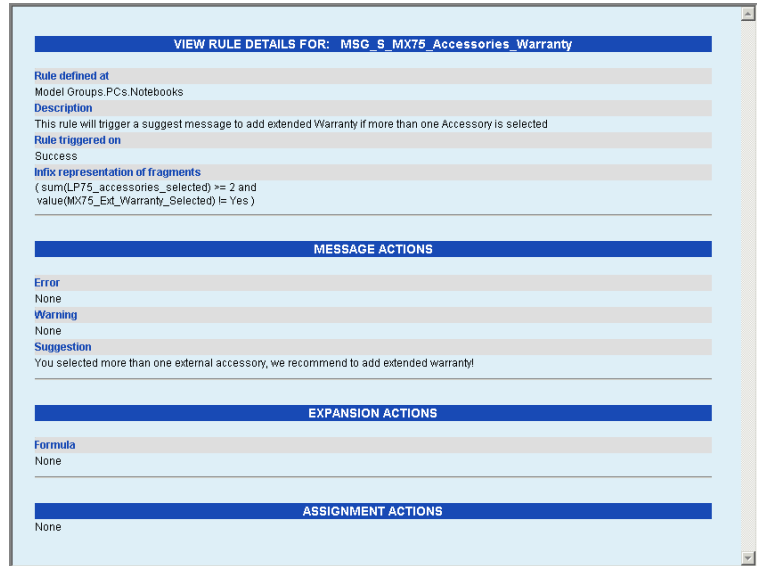


FIGURE 335. Rules Detail Viewer

### 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 435 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.

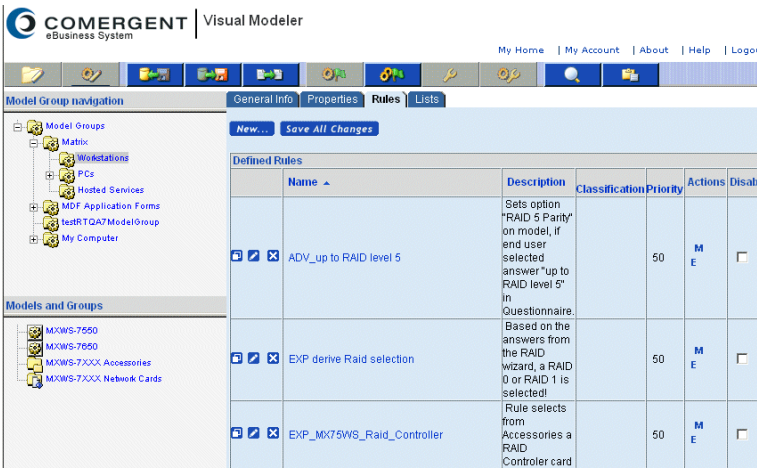


FIGURE 336. Rules Tab with Current Rules

3. Find the rule you want to modify, then click the **Edit** icon.
- The **Edit Rule** tab displays.

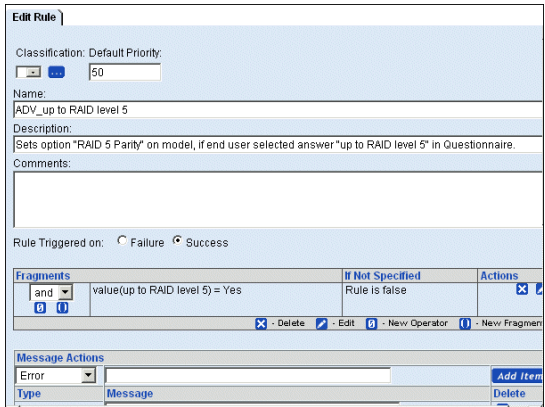


FIGURE 337. Edit Rule Tab



#### 4. Click **Where Used...**

The Rule Usage window displays.

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 338. 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 435 for information about 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 435 for information about 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**.

FIGURE 339. 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, you can then 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 523. When you are testing a model, you can review the model firing behavior: see "To Review Rule Firing" on page 523. You can also specify whether rules are fired just once or possibly multiple times: see "To Force Multiple-Pass Rule Testing" on page 525.

### To Specify the Rule Firing Sequence

- Navigate to the model.
- Click the Rules tab.
- Click the Firing Sequence sub-tab.

Attach Define Firing Sequence			
Reset Save All Changes			
Attached Rules			
Priority	Classification	Name	End date
50		ASG Service offerings visible	MX-7500 Service.Warranty
50		MSG_E_MX75_HVW_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 340. 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**.

MatrixWorkstations/MXWS_002D7550 Rule Firing Trace	
#	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 341. 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 referred to as single-pass rule firing.

- You can configure a model so that if any rules are fired, the fired rules are removed from the rules list and 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 523. 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 342. 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 511) or modifying ("To Modify a Rule" on page 513) a rule.

FIGURE 343. New Rule and Defining Fragments

When you are creating a rule, the Fragment area appears as in Figure 343 on page 526.

TABLE 35. Rule Buttons

Button	Name
	New Operator button
	New Fragment button
	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 344 on page 527. 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 the 'New Rule' tab with the following sections:

- General Info**: Fields for Name, Description, and Comments.
- Rule Triggered on**: Radio buttons for Failure (selected) and Success.
- Fragments**: A table with columns for Fragments, If Not Specified, and Actions. It shows two levels of nesting with 'and' operators and 'New Fragment' links.
- Message Actions**: A section with a dropdown menu (Error) and an 'Add Item' button.
- Formula**: A text area for entering a formula.
- Expansion Actions**: A table with columns for Min, Max, Qty, and Item, with 'Browse...' and 'Add Item' buttons.
- Assignment Actions**: A table with columns for Property, Value, and Assign To, with 'Browse...' and 'Add Item' buttons.
- Buttons**: 'Save', 'Save and Return', and 'Cancel and Return' at the bottom.

FIGURE 344. 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 345 on page 528.

FIGURE 345. 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 346. 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 83.
  - c. Select a property from the Property1 drop-down list.
  - d. Select the operator.  
See Table 13, "Operators", on page 85.
  - 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 86 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 347 on page 530. Also, notice the infix representation.

**New Rule**

Name:

Description:

Comments:

Rule Triggered on: ☒ Failure ☐ Success

Fragments	If Not Specified	Actions
and <input type="button" value="New Operator"/> <input type="button" value="New Fragment"/>	sum(PropertyA) <= 250	Rule is true <input checked="" type="checkbox"/> <input type="button" value="New Fragment"/>
<input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="New Operator"/> <input type="button" value="New Fragment"/>		

**Message Actions**

Error

Type: Message

**Formula**

**Expansion Actions**

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

**Assignment Actions**

controller cards

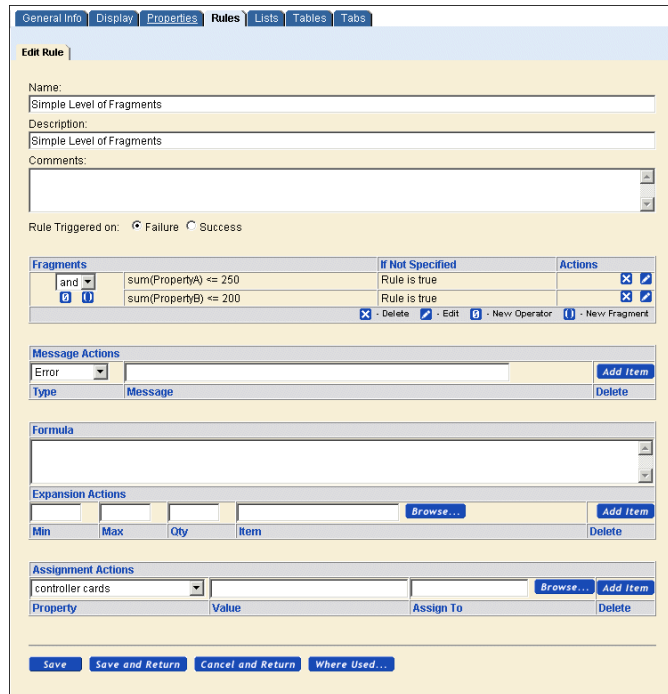
Property	Value	Assign To	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

FIGURE 347. 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 348 on page 531. 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.



**Edit Rule**

Name: Simple Level of Fragments

Description: Simple Level of Fragments

Comments:

Rule Triggered on: ☒ Failure ☐ Success

Fragments	If Not Specified	Actions
and sum(PropertyA) <= 250	Rule is true	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
sum(PropertyB) <= 200	Rule is true	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> New Operator <input checked="" type="checkbox"/> New Fragment		

**Message Actions**

Error

Type	Message	Delete
		<input type="button" value="Delete"/>

**Formula**

**Expansion Actions**

Min	Max	Qty	Item	Browse...	Add Item
				<input type="button" value="Browse..."/>	<input type="button" value="Add Item"/>

**Assignment Actions**

Property	Value	Assign To	Delete
controller cards			<input type="button" value="Delete"/>

FIGURE 348. 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)

The screenshot shows the 'New Rule' tab in a software interface. The tab is active, displaying various configuration options. At the top, there are tabs for 'General Info', 'Display', 'Properties', 'Rules', 'Lists', 'Tables', 'Tabs', and 'Worksheets'. The 'Rules' tab is selected. Below the tabs, there is a 'New Rule' section. This section includes a 'Classification' dropdown menu, a 'Default Priority' field set to '50', a 'Name' field, a 'Description' field, and a 'Comments' field. Below these fields is a 'Rule Triggered on' section with two radio buttons: 'Failure' (selected) and 'Success'. The main area of the tab is divided into three sections: 'Fragments', 'If Not Specified', and 'Actions'. The 'Fragments' section contains a dropdown menu with 'and' selected and two empty slots. The 'If Not Specified' section is empty. The 'Actions' section has buttons for 'Delete', 'Edit', 'New Operator', and 'New Fragment'. At the bottom of the tab, there is a 'Message Actions' section with a dropdown menu set to 'Error' and an 'Add Item' button. Below this is a table with columns 'Type' and 'Message', and a 'Delete' button.

FIGURE 349. New Rule Tab

1. Click **New Operator** icon.

A nested level appears in the **New Rule** tab, as shown in Figure 350 on page 533. 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 a 'New Rule' configuration window with the following sections:

- General Info** (selected): Name, Description, Comments.
- Rule Triggered on:** Radio buttons for Failure (selected) and Success.
- Fragments**: A section with nested drop-down lists for boolean operators (currently showing 'and') and icons for deleting, editing, adding new operators, and adding new fragments.
- Message Actions**: A section with a message type dropdown (currently 'Error') and an 'Add Item' button.
- Formula**: A text area for entering a formula.
- Expansion Actions**: A section with fields for Min, Max, Qty, and Item, along with 'Browse...' and 'Add Item' buttons.
- Assignment Actions**: A section with a dropdown for controller cards, fields for Property, Value, and Assign To, along with 'Browse...', 'Add Item', and 'Delete' buttons.
- Buttons**: 'Save', 'Save and Return', and 'Cancel and Return' at the bottom.

**FIGURE 350. New Rule Tab with Nested Fragments**

2. Create two fragments as described in "Example: To Create a Simple Level of Fragments" on page 527.

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 351 on page 534.

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.

The screenshot shows the 'New Rule' tab in a software interface. The 'Rules' tab is selected, and the 'New Rule' section is active. The 'Name' field is 'Nested Level of Fragments', and the 'Description' is also 'Nested Level of Fragments'. The 'Rule Triggered on' section has 'Failure' selected. The 'Fragments' section contains two nested fragments: 'sum(PropertyA) <= 250' and 'sum(PropertyB) <= 200', both with 'Rule is true' conditions. The 'Message Actions' section has 'Error' selected. The 'Expansion Actions' section has 'Min', 'Max', 'Qty', and 'Item' fields. The 'Assignment Actions' section has 'controller cards' selected. At the bottom are 'Save', 'Save and Return', and 'Cancel and Return' buttons.

**General Info** | **Display** | **Properties** | **Rules** | **Lists** | **Tables** | **Tabs**

**New Rule**

Name: Nested Level of Fragments

Description: Nested Level of Fragments

Comments:

Rule Triggered on: ☒ Failure ☐ Success

Fragments	If Not Specified	Actions
and	sum(PropertyA) <= 250	Rule is true
	sum(PropertyB) <= 200	Rule is true

Message Actions

Error

Type: Message

Formula

Expansion Actions

Min Max Qty Item

Assignment Actions

controller cards

Property Value Assign To

Save Save and Return Cancel and Return

FIGURE 351. New Rule Tab with Nested Fragments

- Using the top-level list, select the boolean operator (in this example, OR) that will join the two nested levels.

General Info | Display | Properties | **Rules** | Lists | Tables | Tabs

**New Rule**

Name: Nested Level of Fragments  
 Description: Nested Level of Fragments  
 Comments:

Rule Triggered on: ☒ Failure ☐ Success

Fragments		If Not Specified	Actions
or			
	sum(PropertyA) <= 250	Rule is true	<a href="#">X</a> <a href="#">Edit</a>
	sum(PropertyB) <= 200	Rule is true	<a href="#">X</a> <a href="#">Edit</a>
			<a href="#">X</a> - Delete <a href="#">Edit</a> - Edit <a href="#">New Operator</a> <a href="#">New Fragment</a>

**Message Actions**

Error [Add Item](#)

Type Message [Delete](#)

**Formula**

**Expansion Actions**

[Browse...](#) [Add Item](#)

Min Max Qty Item [Delete](#)

**Assignment Actions**

controller cards [Browse...](#) [Add Item](#)

Property Value Assign To [Delete](#)

[Save](#) [Save and Return](#) [Cancel and Return](#)

FIGURE 352. 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 353 on page 536. This level has its own drop-down boolean operators, as well as its own **New Fragment**, **New Operator**, and **Delete Operator** icons.

FIGURE 353. Nested Fragments

5. Create two fragments as described in "Example: To Create a Simple Level of Fragments" on page 527.

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 354 on page 537.



**Edit Rule**

Name: Nested Level of Fragments

Description: Nested Level of Fragments

Comments:

Rule Triggered on: ☒ Failure ☐ Success

Fragments			If Not Specified	Actions
or	and	sum(PropertyA) <= 250	Rule is true	
		sum(PropertyB) <= 200	Rule is true	
	and	sum(PropertyC) <= sum(PropertyD)	Rule is true	
		sum(PropertyC) <= sum(PropertyA)	Rule is true	

- Delete - Edit - New Operator - New Fragment

**Message Actions**

Error

Type	Message	Delete

**Formula**

**Expansion Actions**

Min	Max	Qty	Item	Browse...	Add Item

**Assignment Actions**

Property	Value	Assign To	Delete
controller cards			

**Buttons:** Save Save and Return Cancel and Return Where Used...

FIGURE 354. 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.

FIGURE 355. 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 83.
  - c. Select a property from the Property1 drop-down list.
  - d. Select the operator.
  - e. See Table 13, "Operators", on page 85.
  - 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 86 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 511) or modifying ("To Modify a Rule" on page 513) 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).
- Rule Triggered on:** Failure (selected), Success.
- Fragments:**

		If Not Specified	Actions
and	sum(PropertyA) <= 250	Rule is true	[X] [✓]
[+] [U]	sum(PropertyB) <= 200	Rule is true	[X] [✓]
- Message Actions:**

Type	Message	Actions
Error		[Add Item]
Type	Message	[Delete]
- Formula:** (empty text box)
- Expansion Actions:**

Min	Max	Qty	Item	Actions
				[Browse...] [Add Item]
- Assignment Actions:**

Property	Value	Assign To	Actions
controller cards			[Browse...] [Add Item]

Buttons at the bottom: Save, Save and Return, Cancel and Return, Where Used...

FIGURE 356. New Rule Tab Showing Action Area

### To Create a Message Action

When you are creating ("To Define a Rule" on page 511) or modifying ("To Modify a Rule" on page 513) 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 'Rules' sub-tab selected. The 'Name' field is 'Simple Level of Fragments' and the 'Description' is also 'Simple Level of Fragments'. The 'Rule Triggered on' is set to 'Failure'. Below this is a table of 'Fragments' with two rows: 'sum(PropertyA) <= 250' and 'sum(PropertyB) <= 200'. The 'Message Actions' section is active, showing a list of messages. The first message is 'Error' with the text 'We recommend you order more memory!'. The 'Add Item' button is visible next to the message list. Below the message list are sections for 'Formula', 'Expansion Actions', and 'Assignment Actions'.

Fragments		If Not Specified	Actions
and	sum(PropertyA) <= 250	Rule is true	[X] [✓]
	sum(PropertyB) <= 200	Rule is true	[X] [✓]

Message Actions		
Error		[Add Item]
Type	Message	[Delete]
Error	We recommend you order more memory!	[X]

Expansion Actions		
Min	Max	Qty
		Item

Assignment Actions		
controller cards		
Property	Value	Assign To

Buttons at the bottom: [Save] [Save and Return] [Cancel and Return] [Where Used ...]

FIGURE 357. Edit Rule Tab with Message Action

### To Create an Expansion Action

When you are creating ("To Define a Rule" on page 511) or modifying ("To Modify a Rule" on page 513) 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 83.

The results of formula will be used to perform the expansion. See "Expansion" on page 87 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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> New Operator <input checked="" type="checkbox"/> New Fragment			

**Message Actions**

Error

Type Message

Suggestion RAM modules are autoselected based on your software choi ☒

**Formula**

sum(MX75\_Mem\_Required) - sum(MX75\_Mem\_Ordered)

**Expansion Actions**

Min	Max	Qty	Item	<input type="button" value="Add Item"/>	<input type="button" value="Delete"/>
128	256	1	*AutoMemory.Auto Memory 256MB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0	64	1	*AutoMemory.Auto Memory 64MB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
64	128	1	*AutoMemory.Auto Memory 128MB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
256	512	2	*AutoMemory.Auto Memory 256MB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Assignment Actions**

controller cards

Property	Value	Assign To	<input type="button" value="Delete"/>
isVisibleable	1		<input checked="" type="checkbox"/>

FIGURE 358. Expansion Action

2. 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.

3. 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)

4. 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="button" value="Browse..."/>
Min	Max	Qty	Item
0	10	3*value (Expansion Cards)	MXWS-7550.Memory.64MB

**FIGURE 359. 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, you should 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 511) or modifying ("To Modify a Rule" on page 513) a rule, you perform this task in the Assignment Actions area at the bottom of the **New Rule** or **Edit Rule** tab.

**New Rule**

Name: Assignment Rule

Description: Assignment Rule

Comments:

Rule Triggered on: ☒ Failure ☐ Success

Fragments	If Not Specified	Actions
and		
0	0	

☒ - Delete ☒ - Edit ☐ - New Operator ☐ - New Fragment

**Message Actions**

Error	
Type	Message

**Formula**

**Expansion Actions**

Min	Max	Qty	Item

FIGURE 360. 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, 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 545 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, the assignment defaults to the entity to which the rule is attached.
4. Click **Add Item**.



Assignment Actions		
CONFIG: FIRST FIRE		<a href="#">Browse...</a>
Property	Value	Assign To
Expansion Slots	2*value(Expansion Cards)	MXWS-7550

FIGURE 361. Assignment Action With Example of Using Quantity Function

5. Repeat these steps to add additional items.
6. Click **Save All Changes**.

The following table summarizes some of the available properties for assignment. These properties may change in 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 is:

```
${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. 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")}`.

Doing this ensures that if the product name or description changes and you recompile the model, the name or description displays with the new version when users next configure the 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 435 for information about how to navigate the model group hierarchy.

2. Click the **Tables** tab.

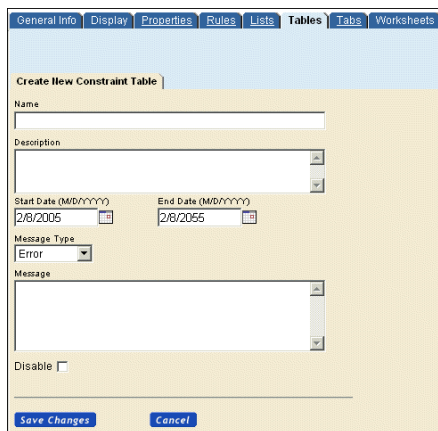
This displays two tabs: **General Info** and **Records**. The **General Info** tab displays general information about the table displayed in the Table Name field.

The screenshot shows the Visual Modeler application window. The title bar reads 'VISUAL MODELER' and 'COMERGENT E-BUSINESS SYSTEM'. The menu bar includes 'Home', 'Group', 'Detail', 'About', 'Help', and 'Logout'. The toolbar contains various icons for file operations and modeling. The 'Model navigation' pane on the left shows a tree structure with 'MXWS-7700' selected. The main area displays the 'Tables' tab, which has two sub-tabs: 'General Info' (selected) and 'Records'. The 'General Info' sub-tab contains the following fields: 'Name' (text input), 'Description' (text input), 'Start Date (MM/DD/YYYY)' (calendar icon, value: 2/8/2005), 'End Date (MM/DD/YYYY)' (calendar icon, value: 2/8/2005), 'Message Type' (dropdown menu, value: Error), 'Message' (text input), and a 'Disable' checkbox. A 'Save Changes' button is located at the bottom right of the form.

**FIGURE 362. Tables Tab**

3. Click **New...**

This displays the **Create New Constraint Table** tab.



**FIGURE 363. 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 549.

### ***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 435 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 549).
  - Modify option constraints (see "To Modify an Option Constraint" on page 553).
  - Delete option constraints (see "To Delete Option Constraints" on page 554).
  - 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***

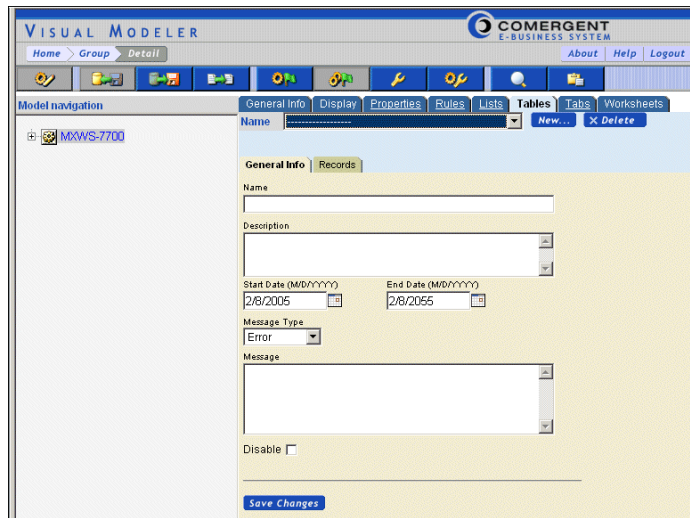
After you create a table and the option classes that will provide the constraints, you define the constraints. Each row in the table represents a constraint.

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 435 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 364. 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 365. 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.

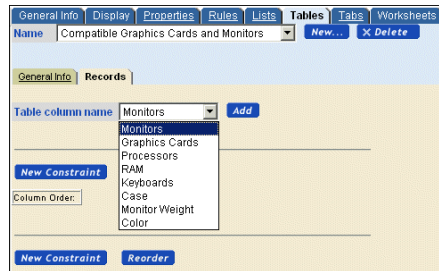


FIGURE 366. Records Tab with Drop-Down List

- b. Click **Add**.

The column name is added to the table.

- c. Repeat the last two steps for every column you want to add.

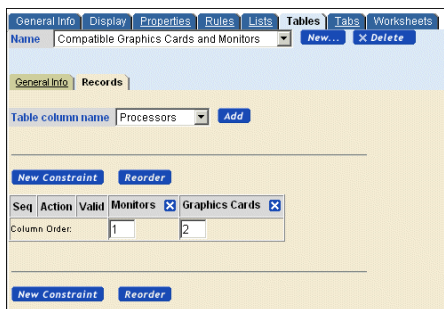


FIGURE 367. Records Tab with Columns

6. Define an option constraint.
  - a. Click **New Constraint** to add a new row to the table.

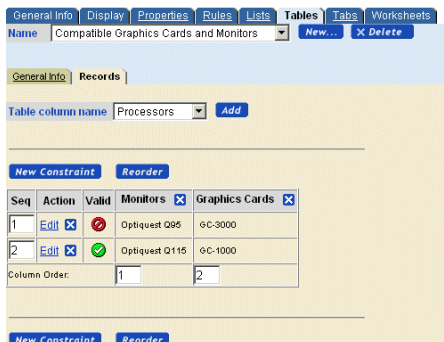


FIGURE 368. Constraint Table with New Constraint Added

- b. Click **Edit**.

This displays the option classes as table columns, along with their option items.

The option items that display include any option items belonging to an any option item group attached to the option class.



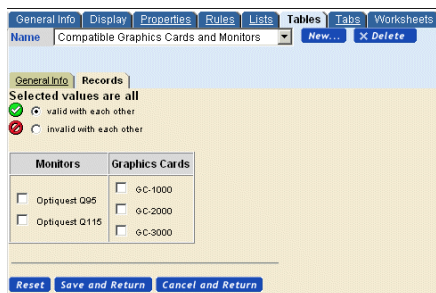


FIGURE 369. Defining Constraints

- 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.

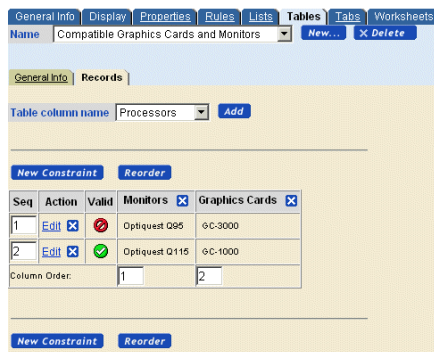
### **To Modify an Option Constraint**

1. Navigate to the model that contains the table with the constraint you want to modify.

See "To Access the Visual Modeler" on page 435 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 370. 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.

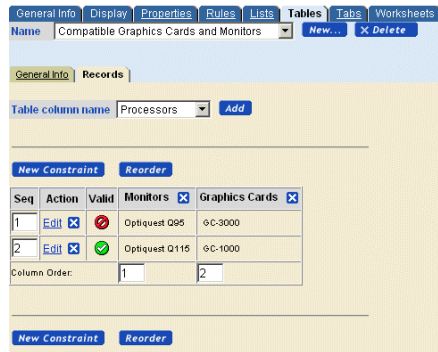
### **To Delete Option Constraints**

1. Navigate to the model that contains the table with the constraint you want to delete.

See "To Access the Visual Modeler" on page 435 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 371. 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 435 for information about 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 93 for an explanation of the process.

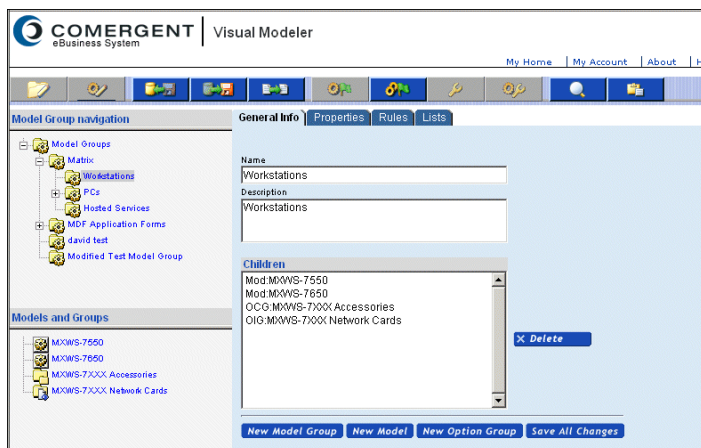
### **To Import Model Groups and Models**

See "Importing and Exporting" on page 93 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 435 for information on how to navigate the model group hierarchy.

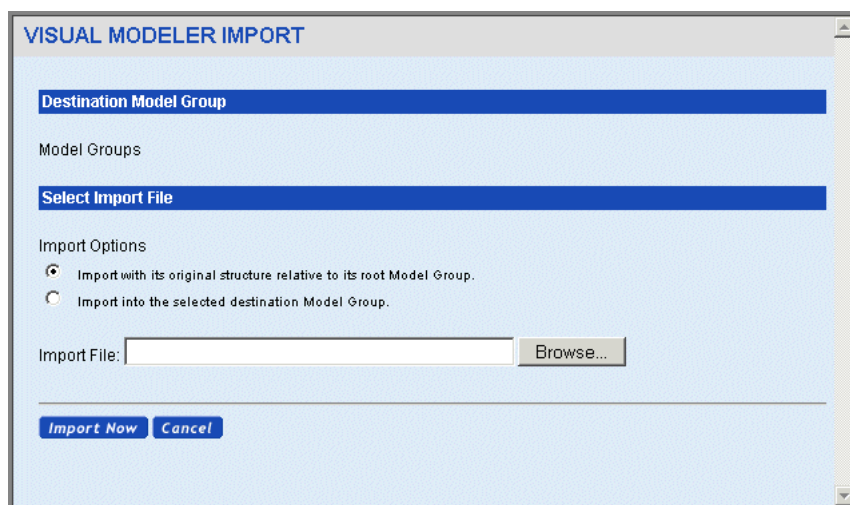
2. If you want to import to a selected point, then navigate to the model group within which you want to import the file.



**FIGURE 372. Visual Modeler Page**

3. Click **Import** in the toolbar.

This displays the Visual Modeler Import window (see Figure 373 on page 557).



**FIGURE 373. 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 93 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 435 for information on how to navigate the model group hierarchy.



**FIGURE 374. 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.

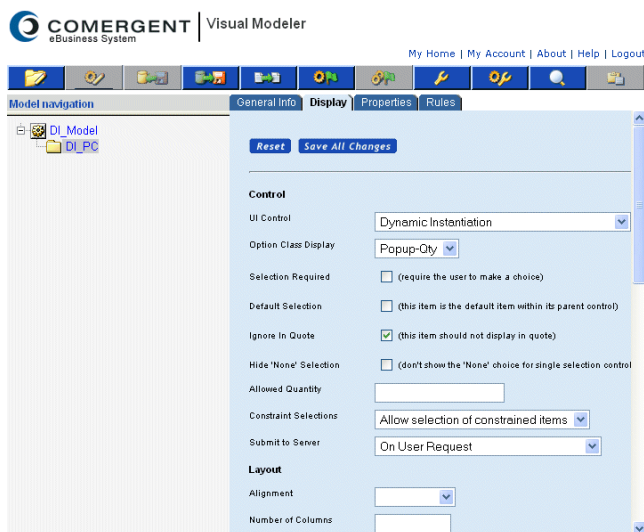
## Using Dynamic Instantiation

Dynamic instantiation provides a way to allow users to configure products on the fly while avoiding the need to create option items for each possible product configuration in your model. For example, consider a server rack. The user can decide on the number of slots they need and create dynamic instantiation controls for each type of component, such as servers and storage arrays that can fit into a slot, AC or DC power, and so on. As the modeler, you create the rack model, then create option classes for each of the rack's configurable features (such as servers and storage arrays) and set them as dynamic instantiation control classes. An end-user buying computer racks navigates to the rack product on your site and clicks the

Configure button next to the servers and storage array choices. This causes a new option item to be added to the model for that configurable feature. The user can then configure each option item by clicking the Configure button that appears next to each added item. When the entire rack and all the configurable features have been added and configured, the user clicks the Add button located in the button bar at the top of the Configurator page to add the rack to their cart.

The following steps describe the process in more detail.

1. On the Model Group Navigation page, click New Model.  
The New Model page displays.
2. Enter a name for the model, then click Save and Edit.  
The Model Navigation page for the new model displays.
3. Click New Option Class.  
The New Option Class page displays.
4. Enter a name for the new option class, then click Save and Edit.
5. Click the Display tab, then choose Dynamic Instantiation from the UI Control drop-down list, as shown in the following figure.



**FIGURE 375. Choosing Dynamic Instantiation for the UI Control Type**

Set other Display properties as appropriate, then click Save All Changes.

6. Click the Properties tab, then set the following properties from the Unattached Properties drop-down list:
  - a. CONFIG: SUBMODEL NAME  
Enter the name of an existing submodel for the property value, then click Attach.
  - b. CONFIG: SUBMODEL RETURN  
Enter the name of an existing submodel to which the end-user should return after clicking the Add button, then click Attach.
7. Click Save All Changes.
8. Return to the new model's root node, then click the Compile and Test icon to test your dynamic instantiation option class.

## 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 435 for information on how to navigate the model group hierarchy.

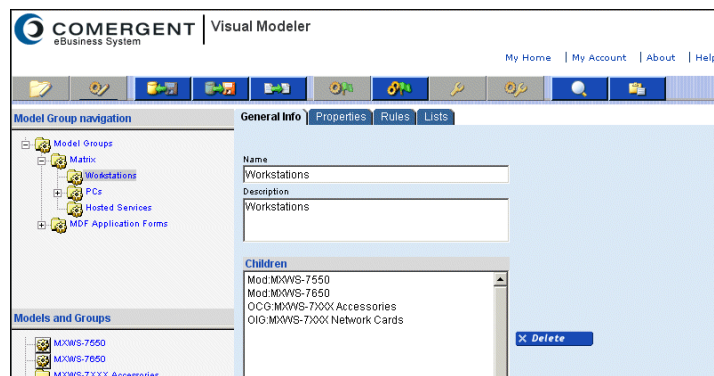


FIGURE 376. Visual Modeler Page

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 377 on page 561).



FIGURE 377. 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.

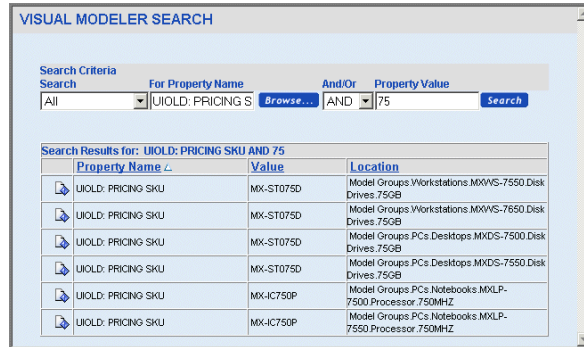


FIGURE 378. Search Window with Results

## Reporting

In Release 7.1, 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 435.
2. Click **Report** in the toolbar.  
This displays the Report Entry window.

**VISUAL MODELER REPORT**

Model Name:  **Browse...**

Locale:

Show Model as on Date: (MM/DD/YYYY)

**Filter Criteria**  
[Select All](#) [Deselect All](#)

Definitions	Model Hierarchy	Constraint Tables
<input type="checkbox"/> Property Definitions	<input checked="" type="checkbox"/> Display Settings	<input checked="" type="checkbox"/> Constraint Tables
<input type="checkbox"/> Rule Definitions	<input checked="" type="checkbox"/> Attached Properties	
<input type="checkbox"/> Lists Definitions	<input checked="" type="checkbox"/> Attached Rules	
	<input type="checkbox"/> Expand Groups	
	<input type="checkbox"/> Show Path	

**Run Report** **Cancel**

**FIGURE 379. 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 380 on page 565).

**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
LIK ICON GRAPHIC	.Images/desktop.gif
LIK JSP FILENAME	Configurator_Tabbed.jsp

**Attached Properties**

Name	Value
LITEMPnum_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	10/6/2101
EXP_MX75_Automatic_Memory_Selection	10/8/2001	10/6/2101
MSG_E_Available_HDD_Slots	10/8/2001	10/6/2101
MSG_E_MX75_Memory_Software_Check	10/8/2001	10/6/2101

▼ Microprocessor

Description: CPU  
Effectivity Dates: 9/12/2001 to 9/20/2002  
Product ID: Not Assigned

**Display Parameters**

Name	Value
LIK IGNORE IN QUOTE	yes

FIGURE 380. Report Results Window



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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 567
  - "Comergent eBusiness System UI Properties" on page 568
  - "Working with Display Properties" on page 568
- "Display Properties" on page 576
- "Tabular Display of Properties" on page 582
- "Image Properties" on page 585
- "User-Entered Values" on page 586

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## **UI Properties**

As described in "Properties" on page 77, 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 576.

## 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 use to enter their own values rather than values specified by you. See "User-Entered Values" on page 586. 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 576 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 <b>Update</b> button: after making a pick in this option class, a user can click the <b>Update</b> 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:</p> <p>“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 582 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:</p> <p>“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 582 for an example of using this property.</p>

TABLE 37. Comergerent 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 <b>internal.css</b> 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. <sup>a</sup> 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. Comerger 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 585 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: <b>Configurator_Tabbed.jsp</b> or <b>configurator.jsp</b> . This property is added to support easier customization and eventually to allow different presentations per model. Using built-in customization elements of <b>C3</b> 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 <b>C3</b> 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. Comergernt eBusiness System UI Properties (Continued)

Property	Type	Comments
UI: OPTION CLASS SELECT	string	<p>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 Comergernt eBusiness System.</p> <p>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.</p>
UI: OPTION CLASS TYPE	string	Obsolete: do not use.
UI: OPTION CLASS VIEW	string	<p>“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.</p> <p>INVISIBLE is often used to hide option classes until other picks made by the customer requires the class to be displayed.</p>
UI: POPUP-QTY ALLOWED VALUES	string	<p>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.</p> <p>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.</p>
UI: POST PICK GUIDING TEXT	string	<p>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.</p> <p>This property is not displayed until a customer makes a pick. See also UI: CONSTANT GUIDING TEXT and UI: PRE PICK GUIDING TEXT.</p>
UI: PRE PICK GUIDING TEXT	string	<p>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.</p> <p>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.</p>

TABLE 37. Comerger eBusiness System UI Properties (Continued)

Property	Type	Comments
UI: PREVENT SELECTION	string	“yes” or “true” causes the <b>C3</b> Configurator to prevent the user from selecting items that would violate a constraint table rule. If the Constraint Selections display property is set to “Hide constrained items”, then this property is set to “yes”.
UI: PRICE	numeric	The price for an item that will be used if <b>STATIC_PRICING</b> or <b>OVERRIDE_PRICINC</b> is set in the business rules. In the case of <b>OVERRIDE_PRICING</b> , 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. Comerger eBusiness System UI Properties (Continued)

Property	Type	Comments
UI: PRODUCT DESCRIPTION	string	<p>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.</p> <p>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.</p>
UI: QUANTITY AVAILABLE	numeric	<p>Do not use in this release.</p> <p>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.</p>
UI: REQUIRED	string	Obsolete: do not use.
UI: ROW SPAN	numeric	<p>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.</p> <p>See also UI: SKIP COLUMNS.</p>
UI: SHOW ITEM IMAGES	string	“yes” or “true” controls whether item images are shown.
UI: SKIP COLUMNS	numeric	<p>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.</p> <p>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.</p>
UI: SUPPRESS NAME DISPLAY	string	“yes” or “true” causes <b>C3</b> 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"> <li>• If the value of this property is just a property name, then the property will be set on the current item.</li> <li>• 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.</li> </ul> <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. Comerger 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 80 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 435 for information on how to navigate the model group hierarchy.

2. Click the **Display** tab.

This displays the display properties appropriate to the level.

The screenshot shows the 'COMERGENT eBusiness System' Visual Modeler interface. The 'Display' tab is selected in the top navigation bar. On the left, a 'Model navigation' pane shows a tree with 'MXWS-7650' selected. The main content area has a 'Reset' and 'Save All Changes' button at the top. Below are three sections: 'Configurator Behaviour' with checkboxes for 'Default Selection', 'Ignore In Quote', and 'Multi-Pass Rule Filing'; a 'Number of Columns' input field set to '3'; a 'JSP Template' dropdown set to 'Tabbed Configurator'; and a 'Submit to Server' dropdown set to 'Automatically after each user selection'. The 'Pricing and Lead time' section has a 'Price Display' dropdown, and 'Price' and 'Lead Time in Days' input fields. The 'User Guidance' section has a 'Help URL' input field and an 'Image' input field with the value '/images/workstation.gif'.

**FIGURE 381. Display Properties**

3. Edit the desired fields.

See Table 38 on page 578 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 568.

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:  <b>none:</b> No update is performed when the customer selects an option item.  <b>update:</b> An incremental update occurs when the customer selects an option item.  <b>final (default):</b> 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:  <b>Radio button:</b> Items appear as radio buttons. Customer can only select one.  <b>Checkbox:</b> Option items will appear with check boxes; multiple selection allowed.  <b>Drop down list:</b> Items appear in a drop-down list.  <b>Combobox:</b> Items appear in drop-down list, but end-users can also type in a selection.  <b>Multiple Selection listbox:</b> Items appear in a scrollable list from which the customer can make multiple selections.  <b>Display All Children:</b> 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”).  <b>User EnteredValue:</b> Items appear as user-entered fields.  <b>Tabular Display:</b> 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 <b>Option Class Required</b> 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 484.
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><b>Popup:</b> When the customer clicks the drop-down arrow, the line is expanded to display all items.</p> <p><b>Popup-qty:</b> 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><b>Invisible:</b> 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	Enables you to set quantity for that item. The quantities specified appear as possible selections in a quantity box next to the item.
Post-Pick Guiding Text/UI: POST PICK GUIDING TEXT	Model Option Class	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”.
Pre-Pick Guiding Text/UI: PRE PICK GUIDING TEXT	Model Option Class	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.
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 the Constraint Selections display property is set to “Hide constrained items”, then this property is set to “yes”.</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><b>none:</b> If you assign this property with the value <i>none</i>, then the option class' items are displayed without any pricing information.</p> <p><b>delta:</b> If you assign this property with the value <b>delta</b>, 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><b>absolute:</b> 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 446).</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>
Return From Submodel/ CONFIG: SUBMODEL RETURN	Option Item	Setting this property to "no" allows end users to transition from one model to the next. If a user returns to a model, all selections and derived properties are reset.
User Entered Value Type/UI: UEV TYPE	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 the type: <b>string</b> , <b>integer</b> , or <b>numeric</b> .
User Entered Value Prefix/UI: UEV PREFIX	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 precedes a user-entered value (For example, "\$").


**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.
Validate Submodel/CONFIG: VALIDATE SUBMODEL	Option Item	This setting ensures that the submodel is correctly configured in nested configuration scenarios. Use Validate Submodel in conjunction with the Submodel Return property. The default behavior is not to validate a submodel configuration after returning to a parent model. When you set this property to “yes” and the Return From Submodel property to “yes”, the submodel configuration will be validated after the user returns to the parent model and is configuring the parent or sibling. Consider using this setting carefully as there can be performance issues.

---

## 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:



**CPU**  
Dual processor capable motherboard, supporting Intel processors

Name	Processor Speed	Volume Purchase	Lead Time
Intel Pentium III 733MHz Processor	733.0	0.0	0.0
Intel Pentium III 800MHz Processor	800.0	500.0	5.0
Intel Pentium III 866MHz Processor	866.0	1000.0	15.0

**FIGURE 382. Example Tabular Display of an Option Class**

Note that in Release 7.1, 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 505 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 505 to help you display the values of properties exactly as you need.

6. Click **Attach**.



Unattached Properties		
Name	Value	Action
CONFIG: FIRST FIRE		<a href="#">Attach</a>

[Reset](#) [Save All Changes](#)

Attached Properties		
Name	Value	Action
UI: COLUMN HEADINGS	Monitor size (in inches),Monitor weight (in kg),Color	<a href="#">Remove</a>
UI: NUMBER OF COLUMNS	2	<a href="#">Remove</a>
UI: CONTROL	controls/displayProps.jsp	<a href="#">Remove</a>
UI: COLUMN PROPERTIES	Monitor Size,Monitor Weight,Monitor Color	<a href="#">Remove</a>

[Reset](#) [Save All Changes](#)

**FIGURE 383. 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 578. 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).

## UI Control Reset Behavior

Some UI controls allow the user to reset (clear) a selection and start over. A Clear button displays in the configuration UI by default to enable this reset behavior. The following table summarizes the default behavior of the Clear button in UI controls.

**TABLE 39. Behavior of Clear Button in UI Controls**

UI Control	Default View	Default Selection	Allowed User Action
Checkbox	Displays all values.	The model's default selections are checked. If there is no default value, nothing is checked.	Check or uncheck values. Clicking <b>Clear</b> checks the default value. If there is no default value, clicking <b>Clear</b> clears all values.
Radio Button	Displays all values.	The model's default selection is selected. If there is no default value, nothing is selected.	Check or uncheck values. Clicking <b>Clear</b> selects the default value. If there is no default value, clicking <b>Clear</b> clears all values.
List Box	Displays all values.	The model's default selection is selected. If there is no default value, nothing is selected.	Select any value in the list box. Clicking <b>Clear</b> selects the default value. If there is no default value, clicking <b>Clear</b> clears all values.
Multiple Selection List Box	Displays all values.	The model's default selections are selected. If there is no default value, nothing is selected.	Select or unselect any value. Clicking <b>Clear</b> selects the default value. If there is no default value, clicking <b>Clear</b> clears all values.
Display All Children	Displays all values.	No default selection.	User cannot take any action.

TABLE 39. (Continued) Behavior of Clear Button in UI Controls

UI Control	Default View	Default Selection	Allowed User Action
Drop-down List	Displays all the values in the dropdown.	The model's default selection is selected. If there is no default value, nothing is selected.	Select any value in the drop-down list. Clicking <b>Clear</b> selects the default value. If there is no default value, clicking <b>Clear</b> clears all values.
Dynamic Instantiation	Nothing displays.	No default selection.	User cannot take any action.
Tabular Display	Nothing displays.	No default selection.	User cannot take any action.
Single-Select Tabular Display	Displays all values and a <b>Reset</b> button.	The model's default selection is selected. If there is no default value, nothing is selected.	Select any value. Clicking <b>Clear</b> selects the default value. If there is no default value, clicking <b>Clear</b> clears all values. Clicking <b>Reset</b> clears all values.
Multi-Select Tabular Display	Displays all values.	The model's default selection is selected. If there is no default value, nothing is selected.	Select or unselect value(s). Clicking <b>Clear</b> selects the default value. If there is no default value, clicking <b>Clear</b> clears all values.
Tabular Display with Quantity Box Selection	Displays all values with quantity boxes.	The model's default selection is selected. If there is no default value, nothing is selected.	The user cannot take any action.
User Entered Values	Displays all with text boxes.	No default selection.	Enter values. Clicking <b>Clear</b> clears all values.

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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.

<b>Note:</b>	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 39, "Business Rules Administration".
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See "Setting Prices for Products" on page 21 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 590
- "To Create a Price List" on page 598
- "To Modify a Price List" on page 599
- "To Delete a Price List" on page 600
- "To Duplicate a Price List" on page 600
- "To Import a Price List" on page 601


- "To Set Prices for Products as a Mass Update" on page 605
- "To Set Prices for Individual Products" on page 607
- "To Set Conditional Prices for a Product" on page 609
- "To Download Pricing Information for All Products in a Price List" on page 612
- "To Assign a Price List to a Partner using C3 Profile Manager" on page 613
- "To Assign a Price List to All Partners Using C3 Pricing" on page 614
- "To Unassign a Price List from All Partners Using C3 Pricing" on page 614

## 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 384 on page 590).



Price Lists

[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	
<a href="#">Enterprise Master List</a>	1/17/2001	10/4/2010	USD	General	Enterprise	Active	<a href="#">Delete</a>
<a href="#">Euro</a>	1/17/2001	7/25/2007	EUR	General	Enterprise	Active	<a href="#">Delete</a>
<a href="#">Fai Coca Cola</a>	1/17/2001	10/4/2010	USD	General	Coca Cola	Active	<a href="#">Delete</a>
<a href="#">France</a>	1/17/2001	5/12/2005	FRF	General	Enterprise	Active	<a href="#">Delete</a>
<a href="#">Germany</a>	1/17/2001	8/21/2006	DEM	General	Enterprise	Active	<a href="#">Delete</a>
<a href="#">Government</a>	1/17/2001	10/6/2003	USD	Government	Enterprise	Active	<a href="#">Delete</a>
<a href="#">High Technology</a>	1/17/2001	10/6/2003	USD	High Technology	Enterprise	Active	<a href="#">Delete</a>
<a href="#">Japan</a>	1/17/2001	5/1/2008	JPY	General	Enterprise	Active	<a href="#">Delete</a>
<a href="#">NorthSea Tech - Yonkers</a>	1/17/2001	10/6/2003	USD	High Technology	Enterprise	Active	<a href="#">Delete</a>
<a href="#">NorthSea Tech Eastern Division</a>	1/17/2001	10/6/2003	USD	High Technology	Enterprise	Active	<a href="#">Delete</a>

FIGURE 384. 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 40. 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 596 for more details.

The search results are displayed as a list on the Price List Search page.

<b>Note:</b> Partner administrators will only see price lists created by partner administrators in their own organization.
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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.

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](#)

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 385. 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 41. 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**  
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](#)

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"/>	<a href="#">Product ID</a>	<a href="#">Product Name</a>	<a href="#">Start Date</a>	<a href="#">End Date</a>	<a href="#">Supplier</a>	<a href="#">List Price</a>	<a href="#">+/- in %</a>	<a href="#">+/- in Abs.</a>	<a href="#">Price</a>	
<input type="checkbox"/>	Creative-MuVO128	Muvo MP3 player	<input type="text"/>	<input type="text"/>	<input type="button" value="Go"/>	89.95	<input type="text"/>	<input type="text"/>	89.95000	<input type="button" value="Go"/> <input type="button" value="Print"/>
<input type="checkbox"/>	Inspiron 8600	Dell Inspiron 8600	<input type="text"/>	<input type="text"/>	<input type="button" value="Go"/>	1499.01	<input type="text"/>	<input type="text"/>	1,499.01000	<input type="button" value="Go"/> <input type="button" value="Print"/>
<input type="checkbox"/>	Ipod Mini	Mini IPOD	<input type="text"/>	<input type="text"/>	<input type="button" value="Go"/>	199.95	<input type="text"/>	<input type="text"/>	199.95000	<input type="button" value="Go"/> <input type="button" value="Print"/>
<input type="checkbox"/>	MS-MSBP	Netscape Navigator 6.0	<input type="text"/>	<input type="text"/>	<input type="button" value="Go"/>	20	<input type="text"/>	<input type="text"/>	20.00000	<input type="button" value="Go"/> <input type="button" value="Print"/>
<input type="checkbox"/>	MSG-32A	Memory Stick Media 32MB	<input type="text"/>	<input type="text"/>	<input type="button" value="Go"/>	49.95	<input type="text"/>	<input type="text"/>	49.95000	<input type="button" value="Go"/> <input type="button" value="Print"/>

FIGURE 386. 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**  
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](#)

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"/>	<a href="#">Product ID</a>	<a href="#">Product Name</a>	<a href="#">Start Date</a>	<a href="#">End Date</a>	<a href="#">Supplier</a>	<a href="#">List Price</a>	<a href="#">+/- in %</a>	<a href="#">+/- in Abs.</a>	<a href="#">Price</a>
No Rows Found									

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FIGURE 387. 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.


The screenshot shows the 'Enterprise Master List' page for 'Price Lists' in the 'COMERGENT eBusiness System'. The page has a navigation bar with links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the navigation bar is a tabbed interface with five tabs: 'Edit Header', 'Edit Items', 'Assign Products', 'Mass Update' (which is selected), and 'View Organization Assignments'. A 'Go to Price Lists' link is also present. The main content area contains a paragraph explaining the mass update process: '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.'

The 'Scope' section includes a radio button for 'Entire Price List' and a checked radio button for 'Category' with a text input field and a 'Browse...' button. There is also an unchecked checkbox for 'Apply to child categories'.

The 'Prices' section is titled 'For each price list item in scope:' and contains a 'Delete price list items' button and a 'Delete' button. Below this is a 'Modify List Price by' section with two radio buttons: 'replacing the current value with' (unchecked) and 'incrementing/decrementing the current value' (checked). The 'incrementing/decrementing' option has a 'by' input field followed by a '%' symbol. An 'Update' button is located to the right of the 'Modify List Price by' section.

FIGURE 388. Price List Detail Page: Mass Update Tab

- **View Organization Assignments:** use this tab to view the assignment of this price list to partners.


**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](#)

Find:

Profile Name 
[Search](#) [Show All](#)

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

[Previous](#) [Next](#)

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


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**FIGURE 389. 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 39, "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.



Administration

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### Price List Search

Search for price lists by defined criteria. Partial entries and wild card character (\*) is supported for fields Price List Name, Profile Name and Product ID.

[Go to Price Lists](#) [Submit](#)

Find Price Lists by name, profile associated, product assigned

Price List Name:

Profile Name:

Product ID:

Status:

☒ Active
 ☐ Inactive

Currencies

Select all that apply  
☐ ARS ☐ ATS ☐ BEF ☐ CAD  
☐ CHF ☐ CHY ☐ DEM ☐ ESP  
☐ FIM ☐ FRF ☐ GBP ☐ GRD  
☐ HKD ☐ IEP ☐ ILS ☐ ITL  
☐ JPY ☐ LUF ☐ ILG ☐ PTE  
☐ SEK ☐ TWD ☐ USD ☐ EUR

Customer Type

Select all that apply  
☐ General  
☐ Government  
☐ Commercial  
☐ Pharmaceutical  
☐ Telecommunications  
☐ High Technology  
☐ Education

Find Price Lists by effective date range

Starting Date: MM/YYYY

Ending Date: MM/YYYY

**FIGURE 390. Price List Advanced Search Page**

You can search using the following criteria:

**TABLE 42. Price List Advanced Search Criteria**

Criteria	Comments
Price List Name	<p>Enter a string. You can use * to denote a wild card.</p> <p>The search will return all price lists whose name matches the search string.</p> <p>For example, if you enter Com*, then price lists with names such as Commercial and Communications are found.</p>
Partner Name	<p>Enter a string. You can use * to denote a wild card.</p> <p>The search will return all price lists that are assigned to a partner whose name matches the search string.</p>
Price List Status	Select Active, Inactive, or Active and Inactive.
Product ID	<p>Enter a product ID. You can use * to denote a wild card.</p> <p>The search returns all price lists that have a product whose product ID matches the search string.</p> <p>For example, if you enter MXWS*, then price lists with products such as MXWS-7500 and MXWS-OLP are found.</p>

**TABLE 42. 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 598
- "To Modify a Price List" on page 599
- "To Delete a Price List" on page 600
- "To Duplicate a Price List" on page 600
- "To Import a Price List" on page 601

### **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.

**COMERGENT** eBusiness System | Price Lists

My Home | My Account | About | Help | Logout

**New Price List** [Go to Price List](#)

**Edit Header**

Enter data and click on Create button to create price list.

**Create** **Cancel**

**Price List Header** \*Required Fields

\* Name:

Description:

\* Currency:

\* Customer Type:

\* Supplier:  [Assign...](#)

\* Starting Date (M/D/YYYY):

\* Ending Date (M/D/YYYY):

Active: ☐

**FIGURE 391. Price List Detail Page: Edit Header Tab**

3. On the Header tab, enter the header information. See Table 41 on page 593 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 604 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 590.

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 41 on page 593 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 605

<b>Note:</b> 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 590.
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 590.
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.

<b>Note:</b>	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 27 for an explanation of sharing price lists.
--------------	---

### ***To Import a Price List***

In Release 7.1, 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 43. 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 598), 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 605.

- 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 607.

- 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 609.

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.

<b>Note:</b>	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.

<b>Note:</b>	<p>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. <b>C3 Pricing</b> 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.</p> <p>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 38, "Enterprise System Administration" for more information.</p>
--------------	--

### ***To Set Prices for Products as a Mass Update***

When you are creating a price list ("To Create a Price List" on page 598) or once you have displayed a price list that you want to modify ("To Search for a Price List" on page 590), 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** | 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

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 392. 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 392 on page 606), 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 607) or you can define conditional prices ("To Set Conditional Prices for a Product" on page 609).

### To Set Prices for Individual Products

When you are creating a price list ("To Create a Price List" on page 598) or once you have displayed a price list that you want to modify ("To Search for a Price List" on page 590), you can use the following procedure to set the prices for individual products assigned to a list.

1. Click **Assign Products**.

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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									

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FIGURE 393. 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 387 on page 594), then you must enter at least a List Price.

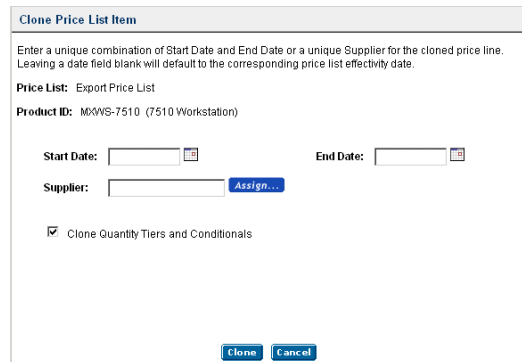
You can enter a Start Date and End Date for each price line item. See "Price List Line Item Effectivity Dates" on page 23 for more information on how price list line item effectivity dates are used.

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.

The 'Clone Price List Item' dialog box is shown. It has a title bar '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, it shows 'Price List: Export Price List' and 'Product ID: MMWS-7510 (7510 Workstation)'. There are two date pickers: 'Start Date:' and 'End Date:'. Below these is a 'Supplier:' field with an 'Assign...' button. At the bottom, there is a checked checkbox labeled 'Clone Quantity Tiers and Conditionals'. At the very bottom are 'Clone' and 'Cancel' buttons.

**FIGURE 394. 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 598) or once you have displayed a price list that you want to modify ("To Search for a Price List" on page 590), you can use the following 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			749.0000
2						
3						
4						
5						
6						
7						
8						
9						
10						

**FIGURE 395. 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 396. 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 Comergerent 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 Comergerent 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 590.
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 590.

---

## 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 613.
- 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 614 and "To Unassign a Price List from All Partners Using C3 Pricing" on page 614.

**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.

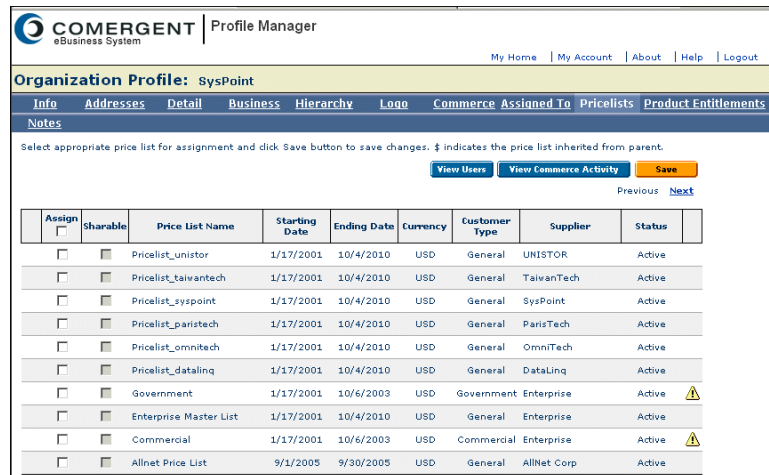
### To Assign a Price List to a Partner using C3 Profile Manager

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.



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_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 397. Available Price Lists for a Partner

5. Click in the check box next to the appropriate price list(s).

<b>Note:</b> 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.
--

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 27 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 with 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 617. Coupons are managed using the coupon administration pages described in "Coupon Administration" on page 622.

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 609. 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 a 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 616 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 a 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.



Pricing Rules

My Home

My Account

About

Help

Logout

Rules List

Find:

Rule ID

Search

Show All

All Rules Shown

Delete

New Combination Rule

New Order Total Rule

New Item Quantity Rule

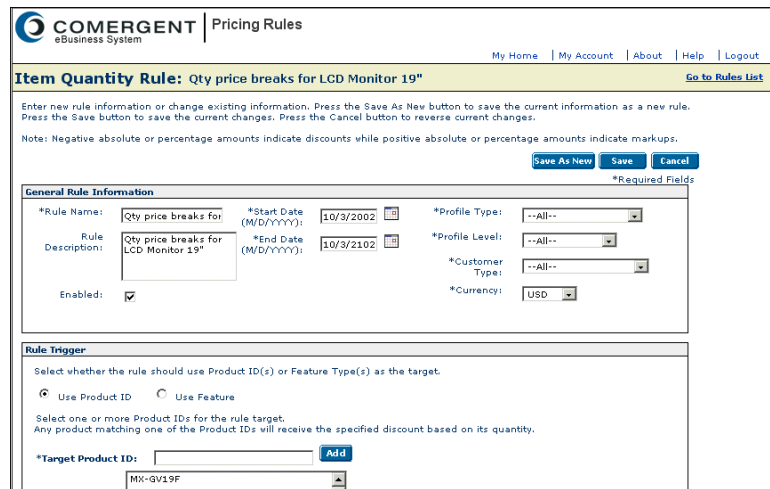
<input type="checkbox"/>	Rule ID	Rule Name	Target	Start Date	End Date	Rule Type	Enabled
<input type="checkbox"/>	20	More than \$100, get \$10.00 off	None	10/7/2002	10/7/2102	Order Total	Yes
<input type="checkbox"/>	16	Qty price breaks for LCD Monitor 19"	MX-GV19F	10/3/2002	10/3/2102	Item Quantity	Yes
<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 398. 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.



**COMERGENT** | Pricing Rules  
eBusiness System

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

**Item Quantity Rule:** Qty price breaks for LCD Monitor 19" [Go to Rules List](#)

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.

Note: Negative absolute or percentage amounts indicate discounts while positive absolute or percentage amounts indicate markups.

[Save As New](#) [Save](#) [Cancel](#)

**General Rule Information** \*Required Fields

*Rule Name:	Qty price breaks for	*Start Date (M/D/YYYY):	10/3/2002	*Profile Type:	--All--
Rule Description:	Qty price breaks for LCD Monitor 19"	*End Date (M/D/YYYY):	10/3/2102	*Profile Level:	--All--
Enabled:	<input checked="" type="checkbox"/>	*Customer Type:	--All--	*Currency:	USD

**Rule Trigger**

Select whether the rule should use Product ID(s) or Feature Type(s) as the target.

☒ Use Product ID ☐ Use Feature

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.

\*Target Product ID:  [Add](#)

MX-GV19F

FIGURE 399. 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.

The screenshot shows the 'General Rule Information' panel. It contains the following fields:

- \*Rule Name:** Qty price breaks for
- Rule Description:** Qty price breaks for LCD Monitor 19"
- \*Start Date (M/D/YYYY):** 10/3/2002
- \*End Date (M/D/YYYY):** 10/3/2102
- \*Profile Type:** --All--
- \*Profile Level:** --All--
- \*Customer Type:** --All--
- \*Currency:** USD
- Enabled:** ☒

FIGURE 400. 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.

The screenshot shows the 'Set Targets' panel. It contains the following fields and instructions:

- Select whether the rule should use Product ID(s) or Feature Type(s) as the target.
  - ☒ Use Product ID
  - ☐ Use Feature
- 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.
- \*Target Product ID:**
- Below the input field is a list box containing the text 'MX-GV19F'.

FIGURE 401. 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
(1)	2	Absolute	-51.0
(2)	4	Absolute	-134.0
(3)	8	Absolute	-285.0
(4)	16	Absolute	-324.0
(5)	32	Absolute	-351.0

#	Quantity	Type	Amount
(6)	64	Absolute	-402.0
(7)	128	Absolute	-498.0
(8)		Absolute	
(9)		Absolute	
(10)		Absolute	

**FIGURE 402. 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.

<b>Note:</b>	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.

<b>Note:</b>	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.

The screenshot shows the 'Coupons List' page in the Comergent eBusiness System. At the top, there is a navigation bar with links: My Home, My Account, About, Help, and Logout. Below this is a search bar with a 'Find:' label, a dropdown menu for 'Coupon ID', and buttons for 'Search' and 'Show All'. A section titled 'All Coupons Shown' contains three buttons: 'Delete', 'New Combination Coupon', 'New Order Total Coupon', and 'New Item Quantity Coupon'. Below these buttons is a table of coupons.

<input type="checkbox"/>	Coupon ID	Description	Target Product ID	Start Date	End Date	Type	Enabled	Exclusive
<input type="checkbox"/>	QXD15002	Buy a CD-ROM drive and receive US\$10 rebate on any DVD drive!	MX-CD180D	10/3/2002	10/3/2102	Combination	Yes	No
<input type="checkbox"/>	ORD0665	Receive a 5% rebate on Order if you purchase more than US\$200.00	None	10/3/2002	10/3/2102	Order Total	Yes	No
<input type="checkbox"/>	IHDD00034	Get 15% off if you purchase 20 or more 10GB Seagate Hard Disk Drives!	MX-ST010D	10/3/2002	10/3/2102	Item Quantity	Yes	No

At the bottom left of the table, there is a link: [Back to Top ↑](#)

FIGURE 403. 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.

[Save As New](#) [Save](#) [Cancel](#)

\*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--
Enabled:	<input checked="" type="checkbox"/>	*Amount/Percentage:	-10.0	*Currency:	USD
Not Applicable Coupon Message:	Sorry promotion is not effective anymore!	*Applies to:	Single Item	Exclusive:	<input type="checkbox"/>

**Coupon Trigger**

Enter Product IDs and their Quantities that will cause the coupon to fire. Select Coupon Operation 'All Products' if all of

FIGURE 404. Coupon Detail Page

3. 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.

4. 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.
5. Check **Enabled**.
6. Specify a Start Date and End Date for the coupon.
7. 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.
8. If the coupon is a combination coupon or item quantity coupon, then specify how the coupon should be applied using the **Applies To** field:
  - a. Single Item: apply the pricing adjustment to just one occurrence of the target product ID.
  - b. 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 32 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.

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	<a href="#">Quote Promotion</a>	United States of America	0	0	1	MXDS-7550	9/21/2005	9/21/2006	<input checked="" type="checkbox"/>
<input type="checkbox"/>	616	<a href="#">Digital Camera Promotion</a>	United States of America	0	0	3	CATALOG	7/15/2005	9/30/2006	<input checked="" type="checkbox"/>
<input type="checkbox"/>	615	<a href="#">Back to School Promotion</a>	United States of America	0	0	2	CATALOG	7/15/2005	9/30/2006	<input checked="" type="checkbox"/>
<input type="checkbox"/>	614	<a href="#">LCD Monitor Promotion</a>	United States of America	0	0	1	CATALOG	8/5/2005	8/5/2010	<input checked="" type="checkbox"/>
<input type="checkbox"/>	613	<a href="#">Macromedia Software Promotion</a>	United States of America	0	0	1	CATALOG	8/5/2005	8/5/2010	<input checked="" type="checkbox"/>
<input type="checkbox"/>	612	<a href="#">Built to Order Workstation</a>	United States of	0	0	1	CATALOG	8/5/2005	8/5/2010	<input checked="" type="checkbox"/>

FIGURE 405. 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 44. 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 <b>Add to List</b> is clicked in the promotions window.

TABLE 44. Columns in the Promotion Administration List Page (Continued)

Column	Description
Priority	Priority of the promotion. See "Promotion Control" on page 34 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 <b>All Categories</b>.</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 39, "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 630
- "To Modify a Promotion" on page 635
- "To Delete a Promotion" on page 636
- "To Disable a Promotion" on page 636

**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	<a href="#">Quote Promotion</a>	United States of America	0	0	1	MXDS-7550	9/21/2005	9/21/2006	<input checked="" type="checkbox"/>
<input type="checkbox"/>	616	<a href="#">Digital Camera Promotion</a>	United States of America	0	0	3	CATALOG	7/15/2005	9/30/2006	<input checked="" type="checkbox"/>
<input type="checkbox"/>	615	<a href="#">Back to School Promotion</a>	United States of America	0	0	2	CATALOG	7/15/2005	9/30/2006	<input checked="" type="checkbox"/>
<input type="checkbox"/>	614	<a href="#">LCD Monitor Promotion</a>	United States of America	0	0	1	CATALOG	8/5/2005	8/5/2010	<input checked="" type="checkbox"/>
<input type="checkbox"/>	613	<a href="#">Macromedia Software Promotion</a>	United States of America	0	0	1	CATALOG	8/5/2005	8/5/2010	<input checked="" type="checkbox"/>
<input type="checkbox"/>	612	<a href="#">Built to Order Workstation</a>	United States of	0	0	1	CATALOG	8/5/2005	8/5/2010	<input checked="" type="checkbox"/>

FIGURE 406. 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 406 on page 630.

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.

**COMERGENT** eBusiness System | Promotions

My Home | My Account | About | Help | Logout

**Promotion Detail** [Go to Promotion List](#)

**General Info on page.**

Name \*  Description

Upload Image   Image Name

URL

**Promotion Controls**

Start Date \*  End Date \*

Priority \*  Partner Level

Partner Type  Product ID (Entering \* will match all Products)

Enabled ☐ Locale \*

**FIGURE 407. 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.
- 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.

<b>Note:</b>	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.
  - Enter a promotion control product ID. Promotion control product ID's allow you to specify the catalog pages and the merchandising area(s) on those pages in which to display a promotion. There are two possible formats for promotion control product ID's:
    - a. `<KEYWORD>:<itemKey>:<property>`

The *KEYWORD* indicates the type of the promotion: CATEGORY for an entire category of products, or PRODUCT for specific product items. The *itemKey* is the product category assigned to this promotion. The *property* indicates the merchandising area of the catalog page in which the promotion will appear. The promotion control product ID elements are separated by colons (:).



b. *<location>*

The *location* indicates in which merchandising area of the catalog landing page the promotion will appear, for example, the Special Offers area or the Featured Products area.

**TABLE 45. Promotion Control Product ID's**

Product ID Pattern	Description
CATEGORY:< <i>itemKey</i> >:CategoryMainPromo	This promotion appears in the main merchandising area of the <i>itemKey</i> category page.
CATEGORY:< <i>itemKey</i> >:CategoryFeaturedProducts	This promotion appears in the Featured Products merchandising area of the <i>itemKey</i> category page.
CATEGORY:< <i>itemKey</i> >:TopSeller	This promotion appears in the Top Sellers merchandising area of the <i>itemKey</i> category page.
CATEGORY:< <i>itemKey</i> >:NewArrival	This promotion appears in the New Arrivals merchandising area of the <i>itemKey</i> category page.
CATEGORY:< <i>itemKey</i> >:CategoryOffers	This promotion appears in the Special Offers merchandising area of the <i>itemKey</i> category page.
PRODUCT:< <i>productID</i> >:ItemPromo	This promotion appears in the Item Promotions merchandising area of the <i>productID</i> catalog page.
PRODUCT:< <i>productID</i> >:ItemCrossSell	This promotion appears in the cross sell ("You may also like") merchandising area of the <i>productID</i> catalog page.
HomeMainPromo	This promotion appears in the main merchandising area of the catalog landing page.

TABLE 45. Promotion Control Product ID's (Continued)

Product ID Pattern	Description
HomeFeaturedCategory	This promotion appears in the Featured Categories merchandising area of the catalog landing page.
HomeFeaturedProduct	This promotion appears in the Featured Products merchandising area of the catalog landing page.
HomeSpecialOffers	This promotion appears in the Special Offers merchandising area of the catalog landing page.
CARTPROMO	This promotion appears in the merchandising area of the user's Shopping Cart page.

- To get category keys, click Product Master in the Product and Catalog Administration panel, then navigate the Product Category hierarchy to locate the product(s) to feature in the promotion. Place the cursor over a category link, then check your browser's status bar. You will see a line such as:

```
javascript:sellitem('catKey','pc')
```

where *catKey* is the category key.

- 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**.

- 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.
  - Enter the product ID to be added (for the promotion item) in the Add to Cart Product ID field.

- b. Enter the quantity of that product (to be added to the cart) in the Add to Cart Quantity field.

<b>Note:</b> These fields appear only if the appropriate permissions are set during implementation.
---

14. If you want to enable a customer to click a promotion and go directly to the product category page (also called "click through"), then complete *both* of the following fields:
  - a. Enter the keyword CATEGORY followed by the category key in the Add to Cart Product ID field. The format is:  
CATEGORY:<categoryKey>  
For example, to enable customers to click through to the digital cameras catalog page, enter:  
CATEGORY:1013
  - b. Enter the quantity of that product (to be added to the cart) in the Add to Cart Quantity field.
15. 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 shows the 'Promotion Detail' page for a 'Digital Camera Promotion'. The page has a header with the Comergent eBusiness System logo and navigation links (My Home, My Account, About, Help, Logout). Below the header is a sub-header with the title 'Promotion Detail Digital Camera Promotion' and a link 'Go to Promotion List'. The main content area is divided into two sections: 'General Info on page.' and 'Promotion Controls'.

**General Info on page.**

<b>Name *</b> Digital Camera Promotion	<b>Description</b> Let us help you find the right Digital Camera for you.
<b>Upload Image</b> [Browse...]	<b>Image Name</b> DigiCamAdvisor.gif
<b>URL</b> [ ]	

**Promotion Controls**

<b>Start Date *</b> 7/15/2005	<b>Priority *</b> 3	<b>Enabled</b> <input checked="" type="checkbox"/>
<b>End Date *</b> 9/30/2006	<b>Partner Level</b> -- Match All --	<b>Locale *</b> United States of America
<b>Partner Type</b> -- Match All --		
<b>Product ID (Entering * will match all Products)</b> [ ] <a href="#">Add</a>		
[CATALOG]		

FIGURE 408. 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 636). 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.

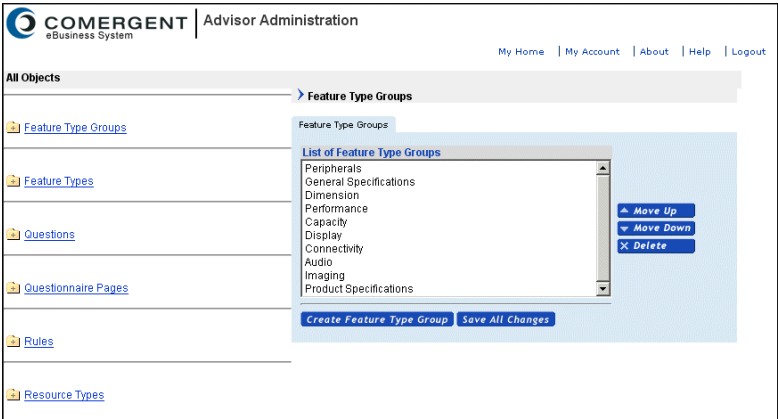


FIGURE 409. Feature Type Groups List Panel

3. In the Feature Type Groups List panel, click **Create Feature Type Group** to display the New Feature Type Group Panel.

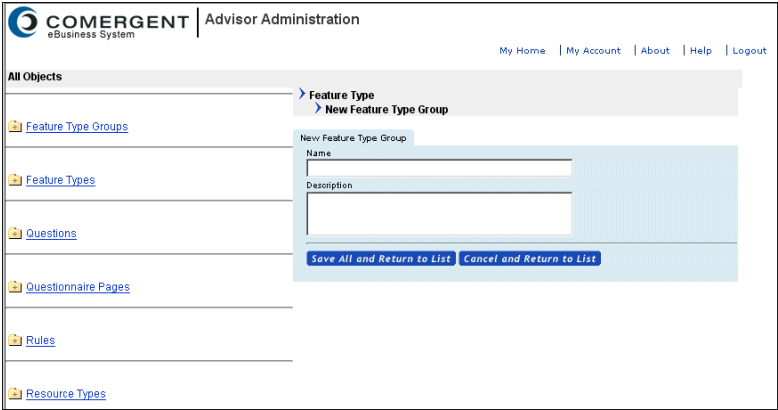
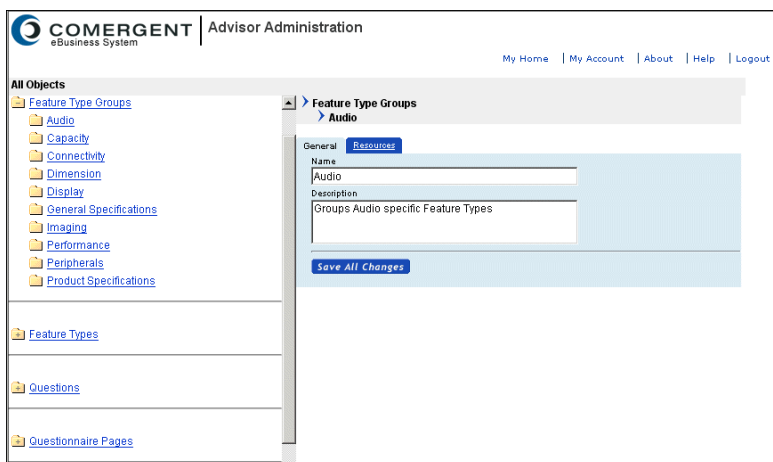


FIGURE 410. New Feature Type Group Panel

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 411. 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 656.

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 106 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 656.
  - For each resource you want to unassign, follow the procedure "To Unassign a Resource from an Entity" on page 658.
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**.



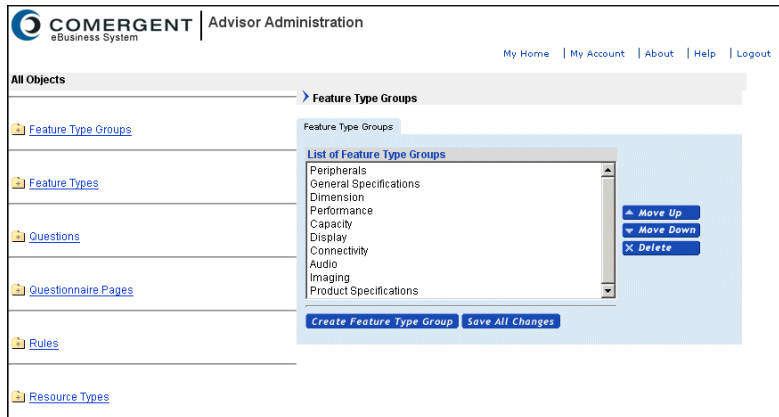


FIGURE 412. Feature Type Groups List Panel

---

## 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.

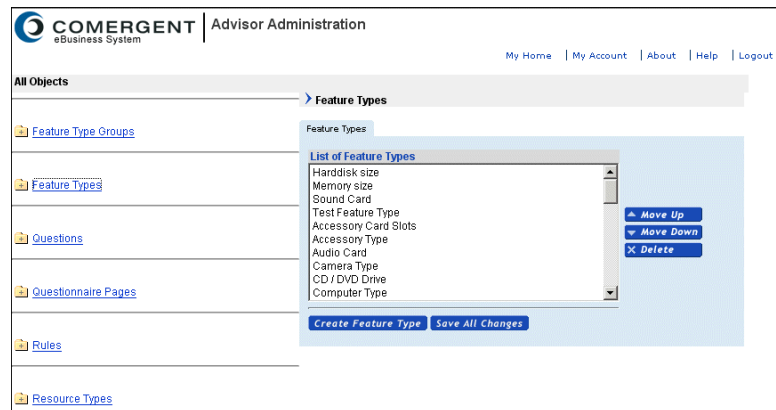


FIGURE 413. Feature Types List Panel

3. Click **Create Feature Type** to display the New Feature Type Panel.

The screenshot displays the 'New Feature Type' form within the 'Advisor Administration' section of the 'COMERGENT eBusiness System'. On the left, a sidebar lists 'All Objects' including Feature Type Groups, Feature Types, Questions, Questionnaire Pages, Rules, and Resource Types. The main form area is titled 'New Feature Type' and contains the following fields: 'Name' (text input), 'Description' (text input), 'Row Type' (a dropdown menu currently showing 'Multiple Feature Row'), and 'Feature Type Group' (a dropdown menu). A 'Use to compare' checkbox is checked. At the bottom of the form are two buttons: 'Save All and Return to List' and 'Cancel and Return to List'. The top right of the interface shows navigation links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'.

FIGURE 414. 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**.

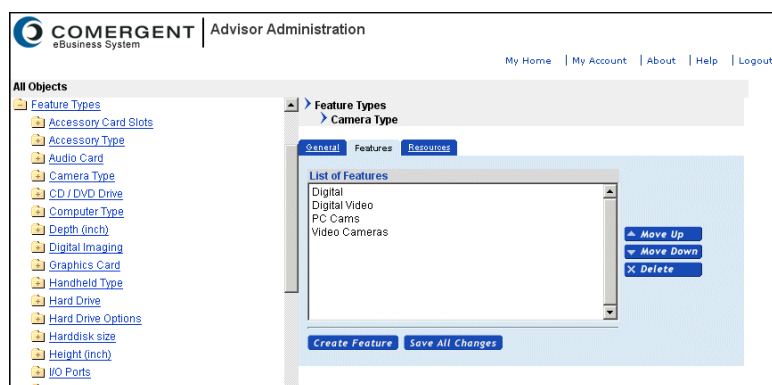
The following actions occur:

- 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 647.



**FIGURE 415. Feature Type Detail Panel: Features Tab**

11. Click the **Resources** tab.

See "Resources and Resource Types" on page 106 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 656.
- For each resource you want to unassign, follow the procedure in "To Unassign a Resource from an Entity" on page 658.

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 106 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 656.
- For each resource you want to unassign, follow the procedure "To Unassign a Resource from an Entity" on page 658.

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.

<b>Note:</b> If you check <b>Use to compare</b> for a feature, then you must make sure that <b>Use to compare</b> is checked for its feature type also.
---

- 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.

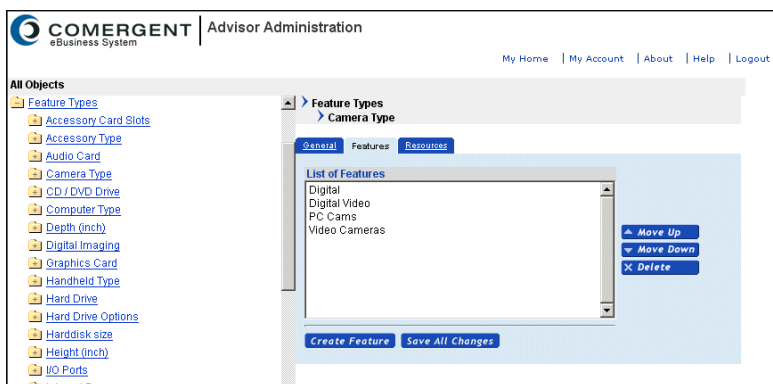


FIGURE 416. Feature Type Detail Panel: Features Tab

5. Click **Create Feature** to display the New Feature Panel.

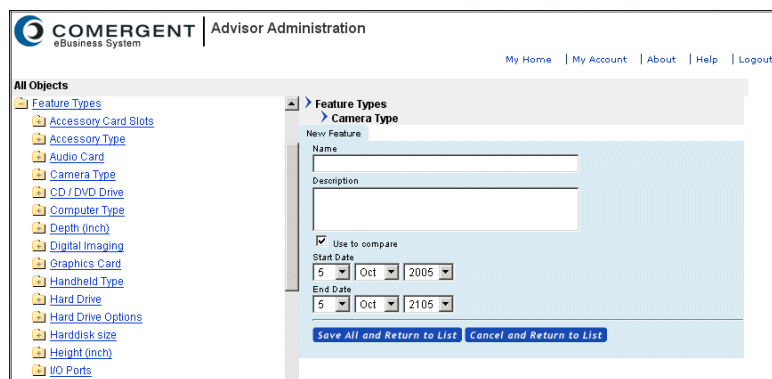


FIGURE 417. New Feature Panel

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 62.

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 106 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 656.
- For each resource you want to unassign, follow the procedure in "To Unassign a Resource from an Entity" on page 658.

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.

The screenshot displays the Comergent eBusiness System Advisor Administration interface. On the left, a tree view under 'All Objects' shows various feature categories like 'Accessory Card Slots', 'Accessory Type', 'Audio Card', etc. The 'Accessory Card Slots' folder is expanded, showing sub-items '2', '4', and '8'. The '2' sub-item is selected, leading to the 'Feature Detail Panel' on the right. This panel has two tabs: 'General' (active) and 'Resources'. The 'General' tab contains fields for 'Name' (value: 2), 'Description' (value: 2), a checked 'Use to compare' checkbox, 'Start Date (MM/DD/YYYY)' (value: 3/15/2002), and 'End Date (MM/DD/YYYY)' (value: 3/15/2102). A 'Save All Changes' button is at the bottom.

FIGURE 418. 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 106 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 656.
- For each resource you want to unassign, follow the procedure "To Unassign a Resource from an Entity" on page 658.

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.

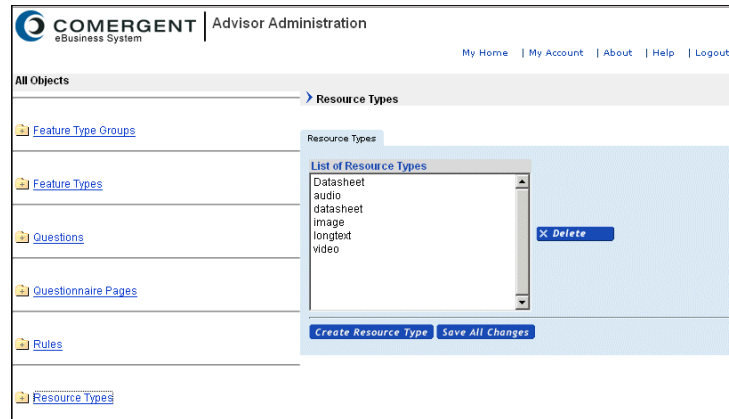


FIGURE 419. Resource Types List Panel

3. In the Resource Types panel, click **Create Resource Type** to display the New Resource Type Panel.

The screenshot displays the 'Advisor Administration' interface of the 'COMERGENT eBusiness System'. On the left, a navigation pane titled 'All Objects' contains links for 'Feature Type Groups', 'Feature Types', 'Questions', 'Questionnaire Pages', 'Rules', and 'Resource Types'. The 'Resource Types' link is selected, and its sub-menu is expanded, showing 'New Resource Type'. The main content area is titled 'New Resource Type' and contains three input fields: 'Type', 'Label', and 'Description'. Below these fields are two buttons: 'Save All and Return to List' and 'Cancel and Return to List'.

**FIGURE 420. 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.

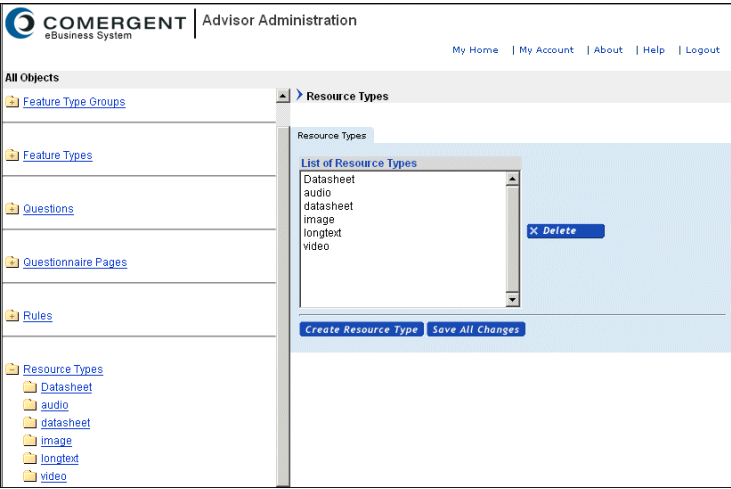


FIGURE 421. Resource Type Tree (expanded)

3. Click the link of the resource type you want to modify to show its detail panel.

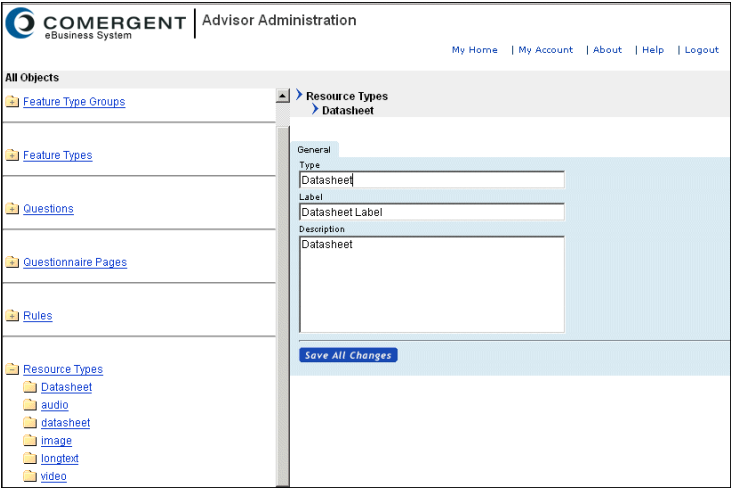


FIGURE 422. Resource Type Detail Panel

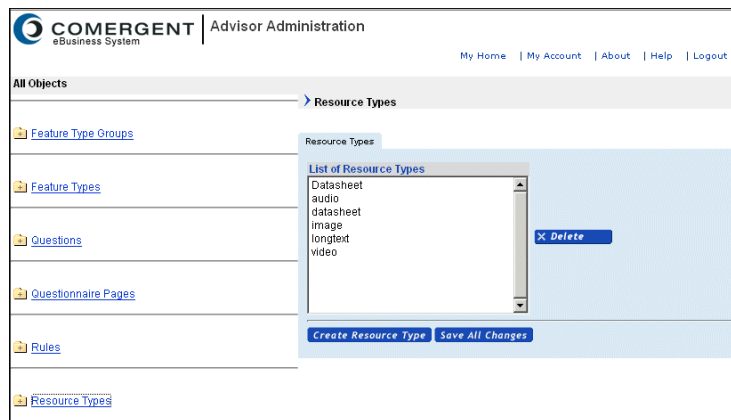
4. In the Resource Type detail panel, make any necessary changes.

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 423. 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.



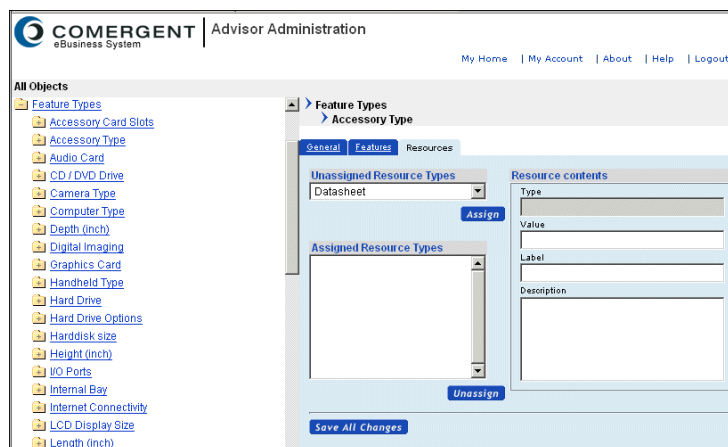


FIGURE 424. Resources Tab

5. 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.
6. 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.
  7. (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 425 on page 659).

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.

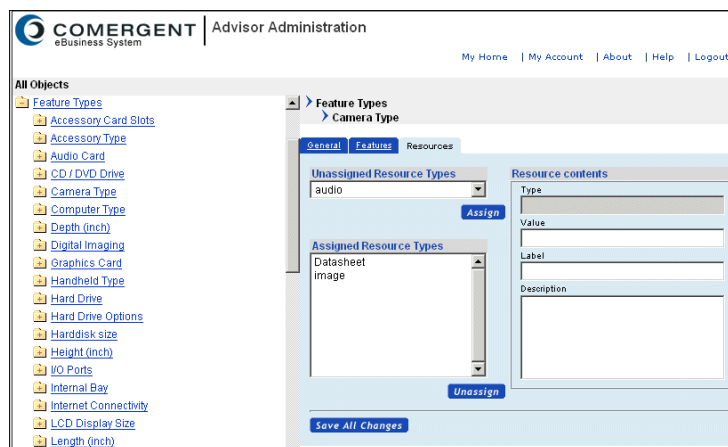


FIGURE 425. Resources Tab with Assigned Resources

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.

<b>Attention:</b> C3 Advisor will not work unless you create and activate a search index. See "Administering Advanced Search" on page 365 for more information.
---

---

### **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 39, "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.

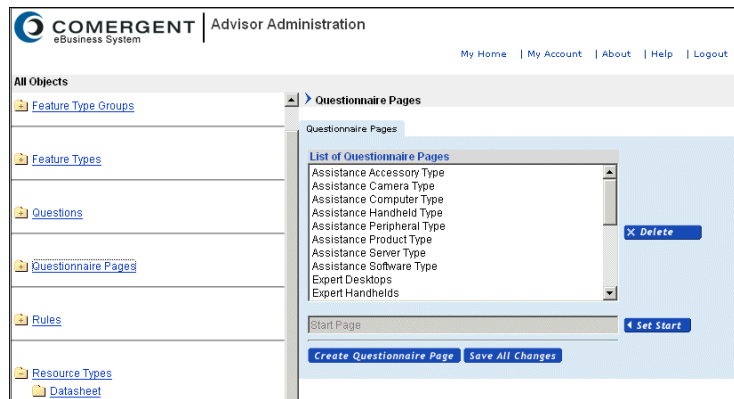


FIGURE 426. Questionnaire Pages List Panel

3. In the Questionnaire Pages List Panel, click **Create Questionnaire Page** to display the New Questionnaire Page Panel.

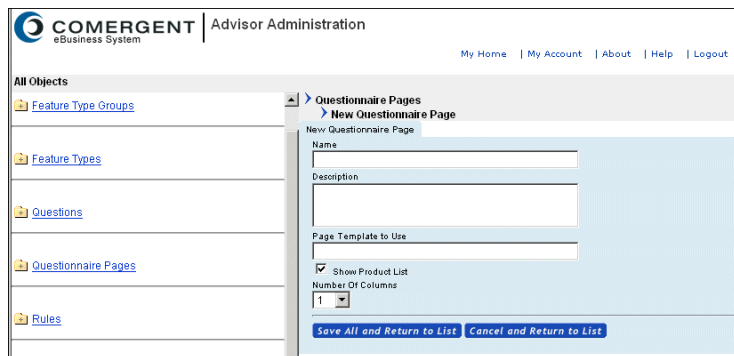


FIGURE 427. New Questionnaire Page Panel

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 "Enterprise System Administration" on page 865 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.



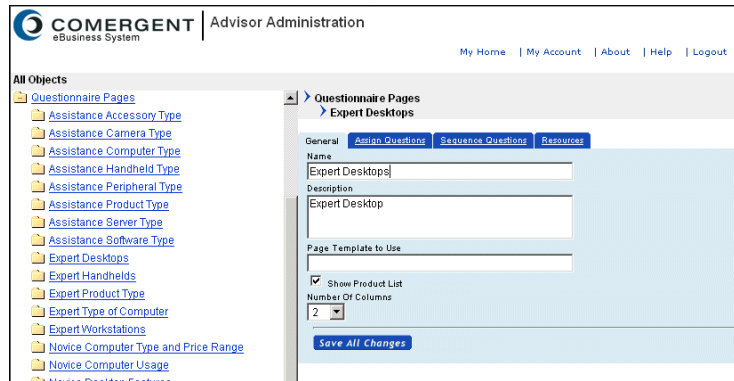


FIGURE 428. Questionnaire Page Detail Panel

10. Click the **Assign Questions** tab.

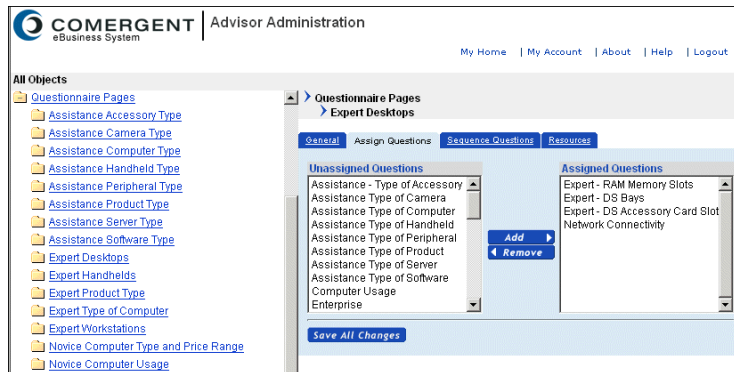


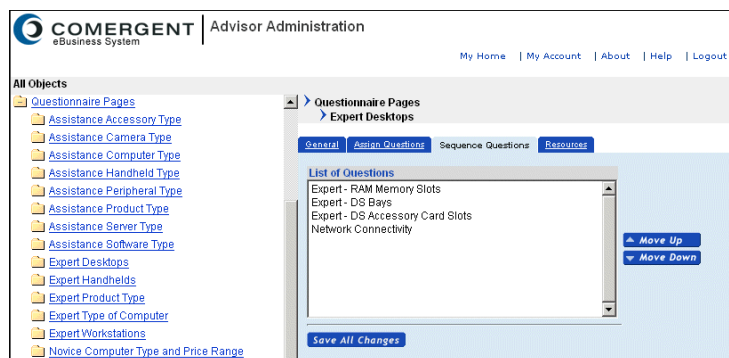
FIGURE 429. Questionnaire Page Detail Panel: Assign Questions Tab

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 430. 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 656.
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.

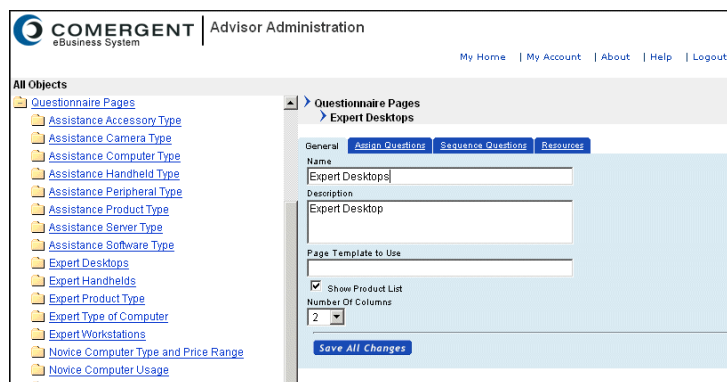


FIGURE 431. Questionnaire Page Detail Panel

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.

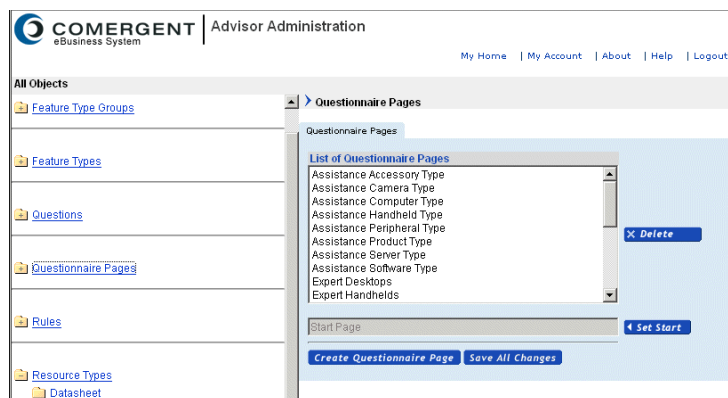
Modifying resource assignment includes assigning and unassigning resources.

- For each resource you want to assign, follow the procedure "To Assign a Resource to an Entity" on page 656.
- For each resource you want to unassign, follow the procedure "To Unassign a Resource from an Entity" on page 658.

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 432. 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.

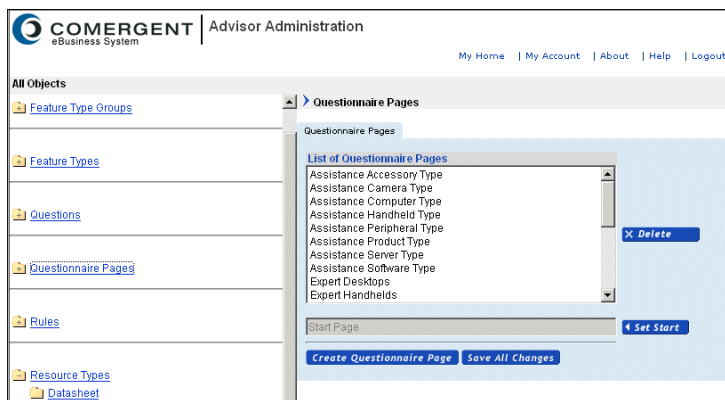


FIGURE 433. Questionnaire Page Detail Panel

4. Click the **Assign Questions** tab.

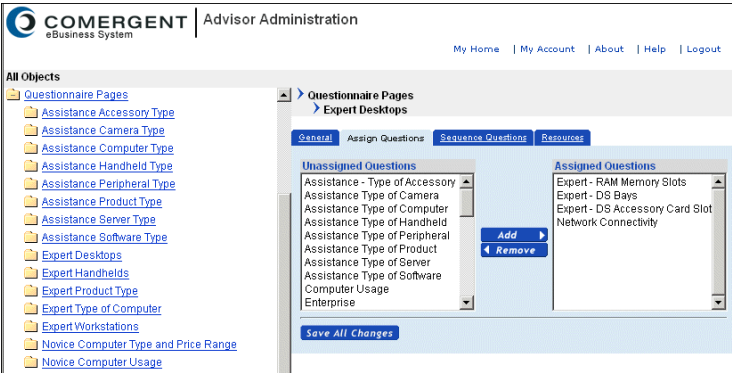


FIGURE 434. Questionnaire Page Detail Panel: Assign Questions Tab

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.

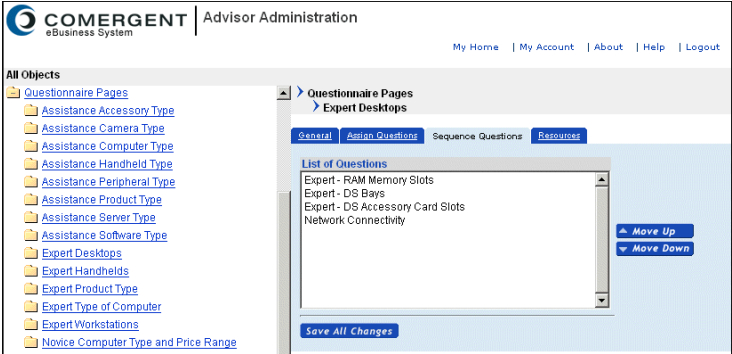


FIGURE 435. Questionnaire Page Detail Panel: Sequence Questions Tab

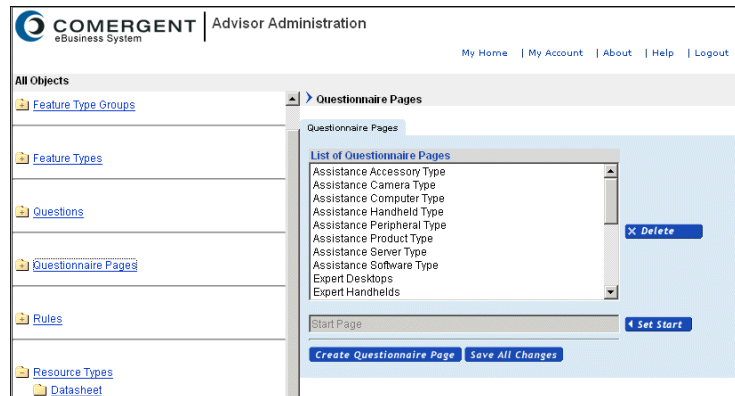
8. In the List of Questions list box, highlight the question you want to reposition, and use the up and down arrows to move it to its proper position in the sequence.

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 436. 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 678 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.

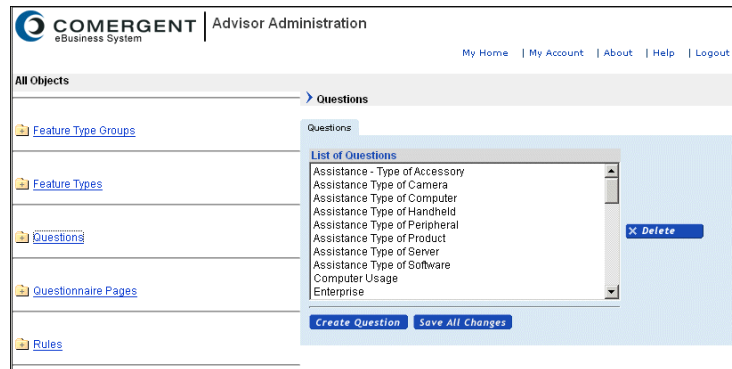


FIGURE 437. Questions List Panel

3. In the Questions List Panel, click **Create Question** to display the New Question Panel.

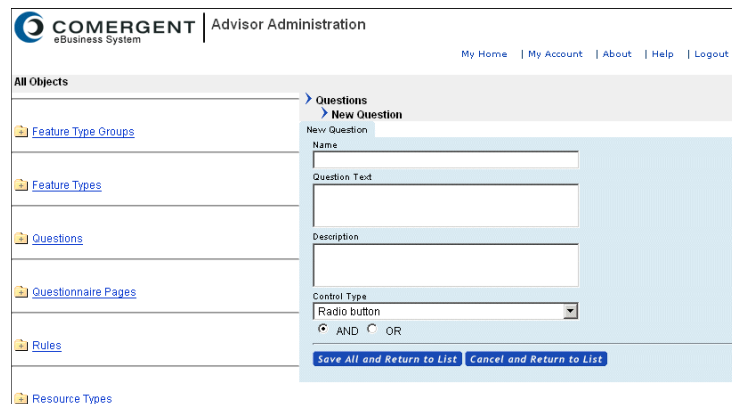


FIGURE 438. New Question Panel

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 678 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, then 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 656.

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.

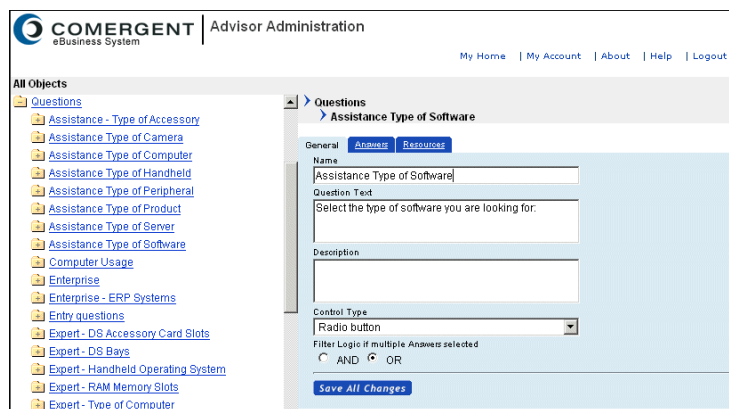


FIGURE 439. Question Detail Panel

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 440 on page 677), make any necessary changes to the Question's answers.
  - To create a new answer, follow the procedure "To Create an Answer" on page 678.
  - To delete an answer, follow the procedure "To Delete an Answer" on page 686.
  - 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.

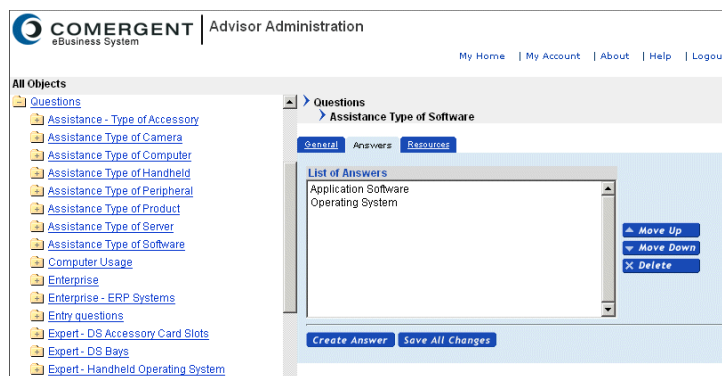


FIGURE 440. Question Detail Pane: Answers Tab

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, then 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 656.
- For each resource you want to unassign, follow the procedure "To Unassign a Resource from an Entity" on page 658.

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 646.

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.

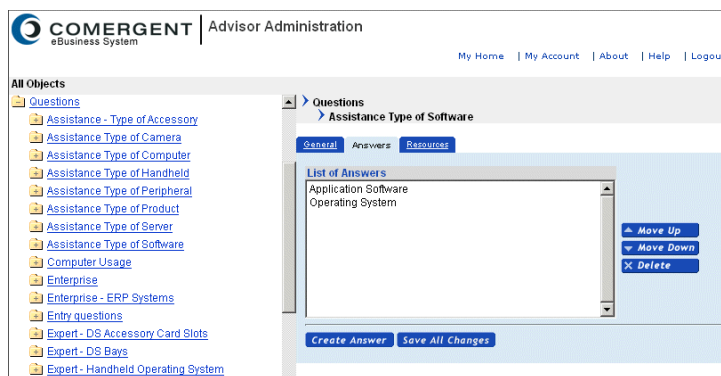


FIGURE 441. Question Detail Panel: Answers Tab

5. Click **Create Answer** to display the New Answer Panel.

The screenshot displays the 'COMERGENT eBusiness System' logo and 'Advisor Administration' header. A navigation bar includes links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. On the left, an 'All Objects' sidebar lists various categories like 'Questions', 'Assistance Type of Accessory', 'Assistance Type of Camera', 'Assistance Type of Computer', 'Assistance Type of Handheld', 'Assistance Type of Peripheral', 'Assistance Type of Product', 'Assistance Type of Server', 'Assistance Type of Software', 'Computer Usage', 'Enterprise', 'Enterprise - ERP Systems', 'Entry questions', 'Expert - DS Accessory Card Slots', 'Expert - DS Bays', and 'Expert - Handheld Operating System'. The main content area is titled 'Questions' and 'Assistance Type of Software'. It features a 'New Answer' section with input fields for 'Name', 'Answer Text', and 'Description'. Below these fields is a 'Filter Logic for features assigned to Answers' section with radio buttons for 'AND' and 'OR'. At the bottom, there are two buttons: 'Save All and Return to List' and 'Cancel and Return to List'.

FIGURE 442. 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.

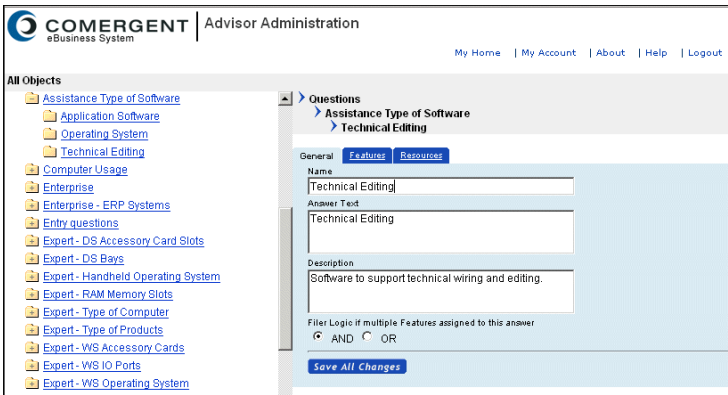


FIGURE 443. Answer Detail Panel: General Tab

9. Click the **Features** tab.

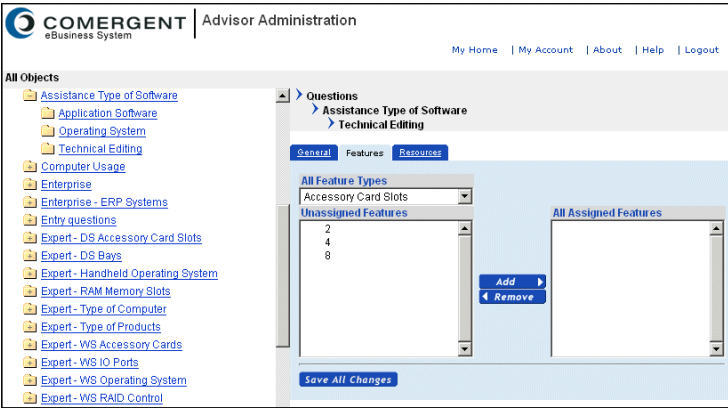


FIGURE 444. Answer Detail Panel: Features Tab

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, then 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 656.

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.

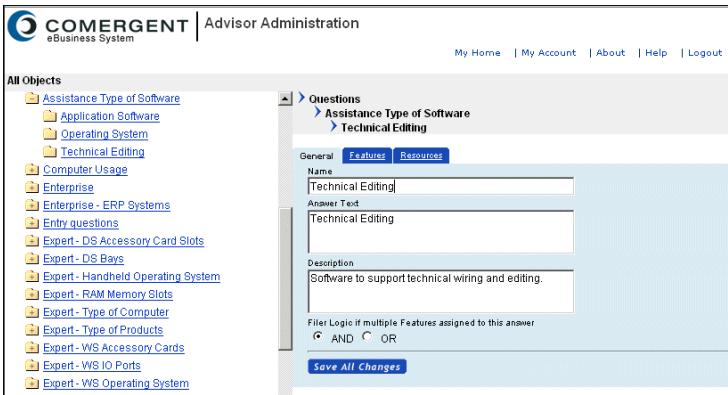


FIGURE 445. Answer Detail Panel

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.

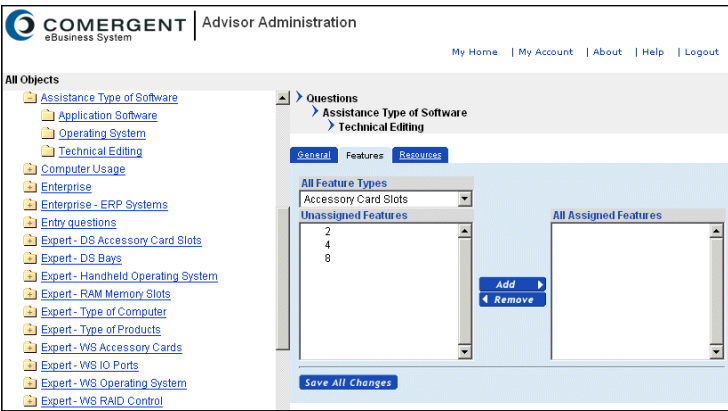


FIGURE 446. Answer Detail Panel: Features Tab

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, then 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 656.
- For each resource you want to unassign, follow the procedure "To Unassign a Resource from an Entity" on page 658.

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.

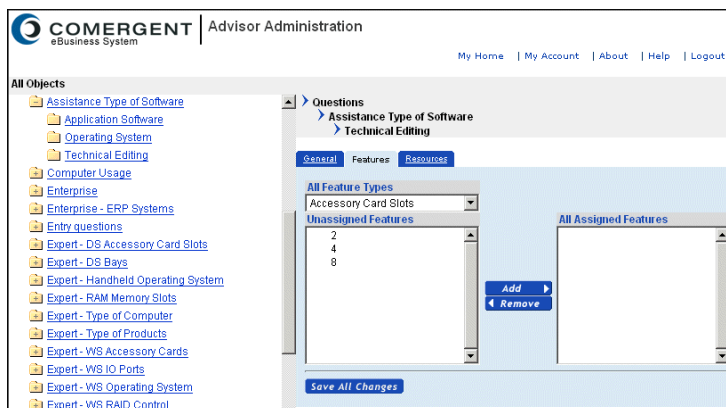


FIGURE 447. Answer Detail Panel: Features Tab

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**.

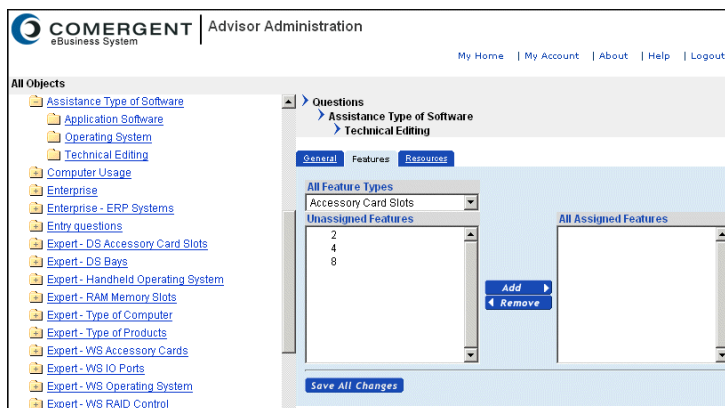
The highlighted features move from the Unassigned Features list box to the Assigned Features list box. These features appear in the Assigned Features list box under their feature type.

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 448. 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.

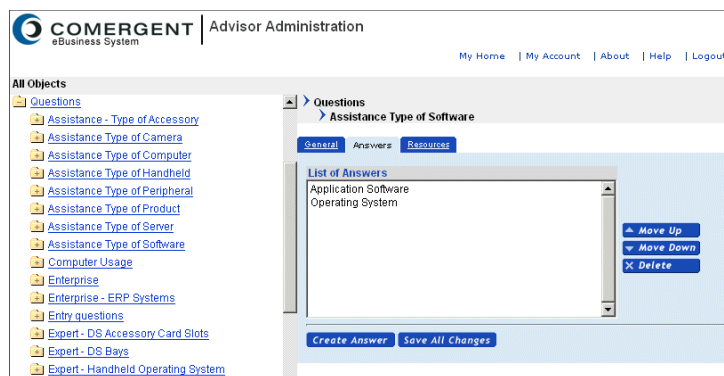
### **To Delete an Answer**

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.

The screenshot displays the Comergent eBusiness System Advisor Administration interface. On the left, under 'All Objects', a tree view shows 'Questions' expanded, listing various assistance types. The main panel on the right is titled 'Questions' and 'Assistance Type of Software'. It features three tabs: 'General' (selected), 'Answers', and 'Responses'. The 'General' tab contains fields for 'Name' (filled with 'Assistance Type of Software'), 'Question Text' (filled with 'Select the type of software you are looking for:'), and 'Description'. Below these is a 'Control Type' dropdown menu set to 'Radio button' and a 'Filter Logic if multiple Answers selected' section with radio buttons for 'AND' and 'OR'. A 'Save All Changes' button is at the bottom right.

**FIGURE 449. Question Detail Panel**

4. Click the **Answers** tab.



**FIGURE 450. 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 112.

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 121.

<b>Note:</b>	Rules in <b>C3</b> Advisor are distinct from rules in Visual Modeler. See "Rules" on page 510 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.

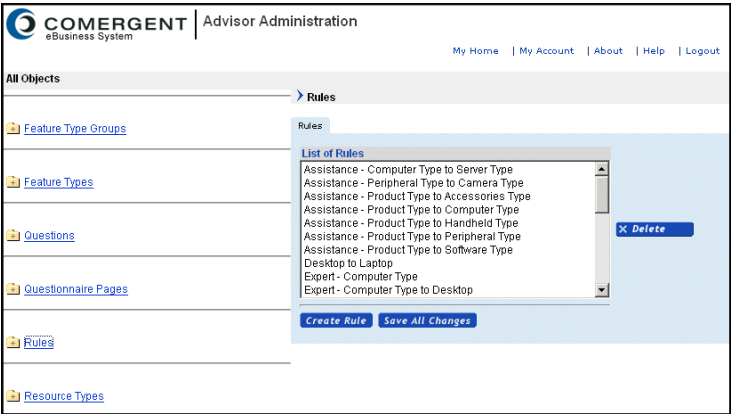


FIGURE 451. Rules List Panel

3. In the Rules panel, click **Create Rule** to display the New Rule Panel.

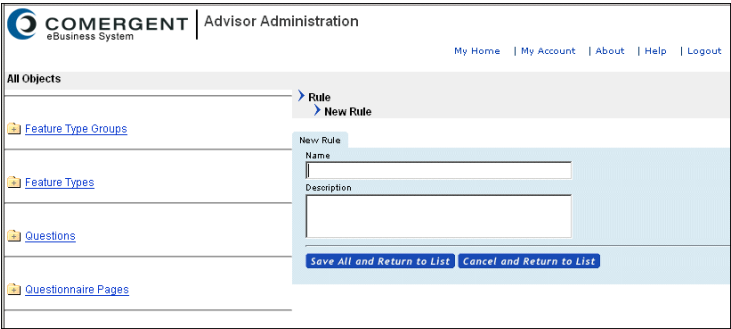


FIGURE 452. New Rule Panel

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.

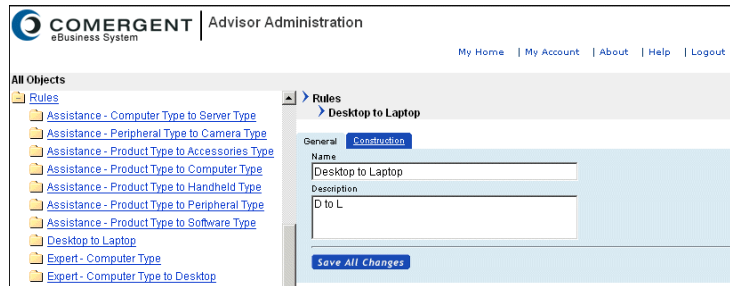


FIGURE 453. Rule Detail Panel

7. Click the **Construction** tab.

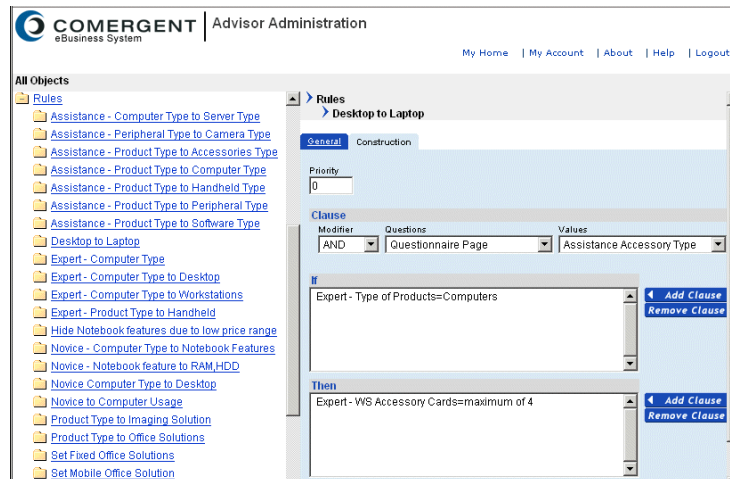


FIGURE 454. Rule Detail Panel: Construction Tab

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.

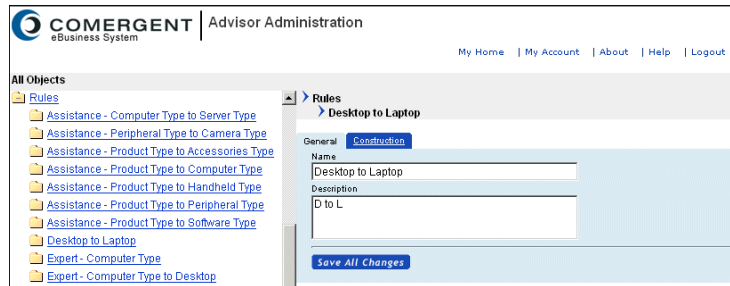


FIGURE 455. Rule Detail Panel

4. Make any necessary changes to the rule's name and description and click **Save All Changes**.
5. Click the **Construction** tab.

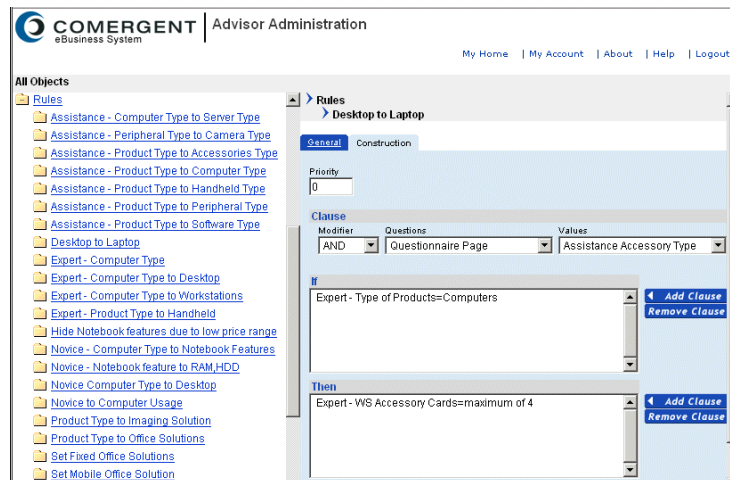


FIGURE 456. Rule Detail Panel: Construction Tab

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 689.

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.

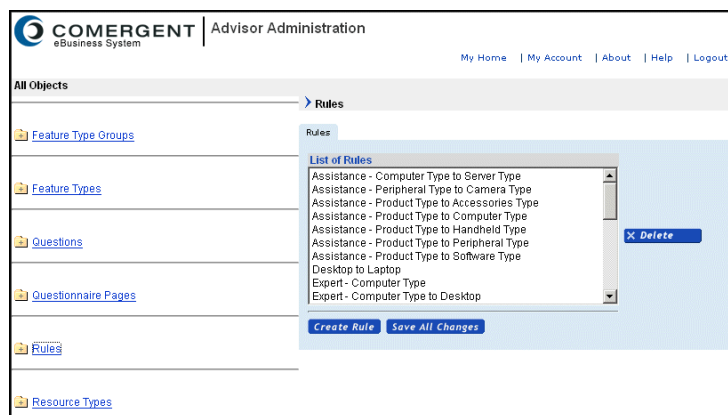


FIGURE 457. Rules List Panel

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 37 provides an overview of how customers submit quotes and the responses by the customer service representative.

"Using Carts" on page 31 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.

Administration

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 458. Cart List Page

2. You can perform a quick search on product ID, cart ID, or name, or search for the cart(s) by clicking **Advanced Search**.

Administration

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 Starting Date:  Last Modified Starting Date:

FIGURE 459. 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 46 on page 697.

**TABLE 46. 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.

 **COMERGENT**  
eBusiness System

Administration

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

You are viewing lists for Organization Data'

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"/>	1053	New Cart	11/15/2001	11/15/2001	Whitehall, Pat	DataMatrix
<input type="checkbox"/>	1054	Subst 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 460. 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** eBusiness System | Administration

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"	<a href="#">MULP-7520</a>	Enterprise	\$1,985.00000	1	\$1,985.000	
	MS Word	<a href="#">MX-MSWORD</a>	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 461. 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 695.  
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 187.

## 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 729

### 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 displays the 'Quote Search' page within 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 criteria description. Below this, there are several search filters: 'Find by Accounts handled by Manager/Rep' with a dropdown menu, 'Find Inquiry Lists by Organization or User' with fields for Organization, Username, User First Name, and User Last Name, 'Quotes with the following attributes' with fields for Quote ID and Quote Name, 'Quotes By Status' with a dropdown menu, and 'Find Quotes by Date Range' with fields for Creation Date, Last Modified, and Expiration Date, each with a 'Starting' and 'Date: M/D/YYYY' input. There are 'Submit' and 'Reset' buttons at the top right of the search area.

FIGURE 462. 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 46 on page 697 to limit the scope of the search.

3. Click **Submit**.

The Search Results page displays all of the quotes that meet your search criteria.

The screenshot shows the 'Product Lists' section of the Comergent eBusiness System Administration interface. At the top, there is a navigation bar with the Comergent logo, 'Administration' title, and links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below this is a 'Product Lists' header with tabs for 'Active', 'Quotes', 'Sales Contracts', 'Orders', 'Returns', and 'Invoices'. The 'Quotes' tab is selected. A search box titled 'Find Quotes that contain' has a 'Product ID' dropdown menu and a text input field. Below the search box, there are links for 'Search', 'Show All', and 'Advanced Search'. A 'Delete' button is also present. Below the search box, there is a table with the following columns: 'Quote ID', 'Quote Name', 'Owned By', 'Expiration Date', 'Last Modified', and 'Status'. The table contains one row with the following data: '602051', 'Cart', 'mscott', '12/15/2005', '11/15/2005', and 'Accepted'.

Quote ID	Quote Name	Owned By	Expiration Date	Last Modified	Status
602051	Cart	mscott	12/15/2005	11/15/2005	Accepted

**FIGURE 463. Quotes Search Results Page**

### ***To View Cart Activity for Selected Partners***

See "To View Cart Activity for Selected Profiles" on page 187.



---

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 36 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 704
  - "To Search for Orders" on page 705
  - "To Modify Price and Quantity Information" on page 708
  - "To Modify Order Header Information" on page 710
  - "To Modify Header Information for a Line Item" on page 713
  - "To View Order History" on page 717
- "Ordering On Behalf Of Customers" on page 718
  - "To Create Orders On Behalf of Customers" on page 719
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- "To Search for Return Requests" on page 725
- "To Process Return Requests" on page 728
- "Processing Quotes" on page 729
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---

## **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**

If simultaneous modifications are being made to an order, such as 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 changes 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 Comergent logo and navigation links. The main content area contains several search criteria sections: 'Find by Accounts handled by Manager/Rep', 'Find Orders by Organization or User', 'Find Orders with the following attributes', 'Find Orders By Status', and 'Find Orders by Date Range'. Each section has input fields for various search criteria. A 'Submit' button and a 'Reset' button are located at the top right of the search area.

COMERGENT eBusiness System Administration

My Home | My Account | About | Help | Logout

### Orders Search

[Return to List](#)

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.

**Submit** **Reset**

**Find by Accounts handled by Manager/Rep**

**Find Orders by Organization or User**

Organization:  Username:  User First Name:  User Last Name:

**Find Orders with the following attributes**

Reference #  Supplier Name  Sales Order #  Purchase Order #

Product ID  Serial Number

**Find Orders By Status**

Order Status

**Find Orders by Date Range**

Date Submitted  Last Modified

Starting  Starting

Date: M/D/YYYY Date: M/D/YYYY

**FIGURE 464. Order Search Page**

2. Enter one or more search criteria (Table 47 on page 706), then click **Submit**.

You can use the asterisk (\*) to perform wildcard searches.

The Orders tab of your Workspace page (Figure 465 on page 707) displays all of the orders that meet your search criteria.

**TABLE 47. 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 47. 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 'COMERGENT eBusiness System Administration' interface. The 'Account Activity' section is active, with tabs for 'Active', 'Quotes', 'Sales Contracts', 'Orders', 'Returns', and 'Invoices'. The 'Orders' tab is selected, displaying a search bar and a table of order results.

**Find orders that contain:**

Reference #  [Search](#) [Show All](#) [Advanced Search](#)

You are viewing lists for Username ms'

Click on 'Reorder' to copy over the contents of selected orders into active carts. Orders with the same reference number result in a single active cart.


[Reorder](#)

<input type="checkbox"/>	Supplier	Reference #	Sales Order #	Purchase Order #	Last Modified	Date Submitted	Amount	Overall Status	User Name	Organization
<input type="checkbox"/>	Enterprise	<a href="#">200048</a>	<a href="#">8311308327</a>	qw75987qwe98	9/22/2005	6/7/2002	\$247,781.42	Partially Shipped	<a href="#">Scott, Mike</a>	<a href="#">DataSolve</a>
<input type="checkbox"/>	Enterprise	<a href="#">600600</a>	<a href="#">8096603576</a>		9/22/2005	9/20/2005	\$1,577.95	Shipped	<a href="#">Scott, Mike</a>	<a href="#">DataSolve</a>
<input type="checkbox"/>	Enterprise	<a href="#">600744</a>	<a href="#">2374589202</a>		9/22/2005	9/22/2005	\$3,255.01	Shipped	<a href="#">Scott, Mike</a>	<a href="#">DataSolve</a>
<input type="checkbox"/>	Enterprise	<a href="#">600740</a>	<a href="#">9316593600</a>		9/22/2005	9/22/2005	\$50.08	Rejected	<a href="#">Scott, Mike</a>	<a href="#">DataSolve</a>
<input type="checkbox"/>	Enterprise	<a href="#">600633</a>	<a href="#">8935582094</a>		9/21/2005	9/21/2005	\$50.08	Shipped Returned	<a href="#">Scott, Mike</a>	<a href="#">DataSolve</a>
<input type="checkbox"/>	Enterprise	<a href="#">600638</a>	<a href="#">1018600516</a>		9/21/2005	9/21/2005	\$50.09	Cancelled	<a href="#">Scott, Mike</a>	<a href="#">DataSolve</a>
<input type="checkbox"/>	Enterprise	<a href="#">600532</a>	<a href="#">6525602281</a>	9274023	5/16/2003	5/16/2003	\$24,776.43	Shipped	<a href="#">Scott, Mike</a>	<a href="#">DataSolve</a>

FIGURE 465. Workspace Page: Orders Tab with Search Results

- Click 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**  
eBusiness System

Administration

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

**Order Details: Order # 8096603576** [Return to List](#)

Order #:  
Customer Type:  
Currency:  
Last Modified:  
Items:  
User Name:  
Organization:

8096603576  
General  
USD  
9/22/2005  
1  
[Scott, Mike](#)  
[DataSolve](#)

Back

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
<b>Ship To:</b> Mike Scott 172 Barford Ave. First floor Salt Lake City, UT 84093 USA <b>Ship Via:</b> UPS <b>Ship when complete:</b> No <b>Deliver on:</b> <b>Memo:</b>	<b>Bill To:</b> Mike Scott 172 Barford Ave. First floor Salt Lake City, UT 84093 USA <b>PO Number:</b> None <b>Email Address:</b> mscott@omsolutions.com <b>Account Number:</b> 12342345 <b>Expiry Date:</b> 11/30/2008	<b>Sold To:</b> Mike Scott 172 Barford Ave. First floor Salt Lake City, UT 84093 USA

FIGURE 466. 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 466 on page 708.

**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 705.

2. Click **Change Order**.

This displays the Order Change page.

**COMERGENT** eBusiness System 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](#)

	Name	Product ID	Price	Quantity	Ext. Price	Status
<input type="checkbox"/>	Matrix 7550 Notebook	<a href="#">MXLP-7550-S</a>	\$2563.00	1	\$2,563.00	

After changing quantities, click 'Update' [Update](#)

Misc. Adjustments: \$0.00

Subtotal: \$2,563.00

Tax: \$358.82

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 467. 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 IDs](#)

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 468. 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 713 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 705.
2. Click **Change Order**.

This displays the Order Change page.



Administration

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

Change Order:

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

<input type="checkbox"/>	Name	Product ID	Price	Quantity	Ext. Price	Status
<input type="checkbox"/>	Matrix 7550 Notebook	<a href="#">MXLP-7550-S</a>	\$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


\* 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 469. Order Change Page

3. Click **Checkout**.

**Note:** If no Checkout button is displayed, then a change has already been submitted for this order. You cannot make a change until the submitted change has been processed.

This displays the Change Order Header page.

 **COMERGENT**  
eBusiness System

Administration

My Home | My Account | About | Help | Logout

**Change Order Header** [Return to List](#)

Order #:  
Customer Type:  
Currency:  
Last Modified:  
Items:  
User Name:  
Organization:

1729601098  
General  
USD  
9/23/2005  
1  
Cl, Chen  
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.](#)

[PLACE 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:  
mgilchrist@comergent.com  
Credit Card Number:  
XXXXXXXXXXXX1111  
Expiry Date: 9/30/2010  
Card Holder Name:

Sold-To Information

Sold To:  
Chen Cl  
172 Barford Ave, First floor  
Salt Lake City, UT 84093 USA

FIGURE 470. Change Order Header Page

4. Click **Edit** to display the Order Header Info page.

 **COMERGENT**  
eBusiness System

Administration

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:\*

Credit card

Account Number or Credit Card Number: \*

XXXXXXXXXXXX1111

Expiration Date: \*

September 2010

Card Holder Name fields required only if using Credit Card:

First Name: \*

Chris

Middle Name/Initial:

Last Name: \*

Chen

Credit Card Type (if selected Credit Card):

Visa

Phone Number:

610-6856

Email Address:

mgilchrist@comerge

Taxable:

☒

FIGURE 471. 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 470 on page 712).

7. Click **Review Changes**.

This displays a read-only screen that enables you to review the changes you have made.

<b>Attention:</b> Do not click <b>Place Order</b> 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.
--

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 708.

1. Search for and display the Order Detail page for the order you want to modify.

See "To Search for Orders" on page 705.

2. Click **Change Order**.

This displays the Order Change page.

 **COMERGENT**  
eBusiness System

Administration

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

**Change Order:** [Return to List](#)

Order #:  
Customer Type:  
Currency:  
Last Modified:  
Items:  
User Name:  
Organization:

1729601098  
General  
USD  
9/23/2005  
1  
Cl, Chen  
[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	<a href="#">MXLP-7550-S</a>	\$2563.00	1	\$2,563.00	

Misc. Adjustments:

Subtotal: \$0.00  
Tax: \$358.82  
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 472. Change Order Page

3. Click **Checkout**.

**Note:** If no Checkout button is displayed, then a change has already been submitted for this order. You cannot make a change until the submitted change has been processed.

This displays the Change Order Header page.



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.](#)

**PLACE 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**

Supplier: Enterprise **Edit**

<b>Shipping Information</b> <b>Ship To:</b> Chen Cl 172 Barford Ave, First floor Salt Lake City, UT 84093 USA <b>Ship Via:</b> UPS <b>Ship when complete:</b> No <b>Deliver on:</b> <b>Notes:</b>	<b>Billing Information</b> <b>Bill To:</b> Chen Cl 172 Barford Ave, First floor Salt Lake City, UT 84093 USA <b>PO Number:</b> None <b>Email Address:</b> mgldivst@comergent.com <b>Credit Card Number:</b> XXXXXXXXXXXX1111 <b>Expiry Date:</b> 9/30/2010 <b>Card Holder Name:</b>	<b>Sold-To Information</b> <b>Sold To:</b> Chen Cl 172 Barford Ave, First floor Salt Lake City, UT 84093 USA
---	--	--

FIGURE 473. Change Order Header Page

- Find the line item whose header information you want to modify.
- Click **Edit** for the line item number of the line item you want to modify. This displays the Shipping Detail page (see Figure 474 on page 716).

**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'.

Name	Product ID	Description	Quantity	Shipped Qty.	Status
Matrix 7550 Notebook	<a href="#">MGLP-7550-S</a>	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 474. 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 474 on page 716). 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 473 on page 715).
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 705.
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:	<a href="#">Scott, Mike</a>
Organization:	<a href="#">DataSolve</a>

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
<b>Ship To:</b> Mike Scott 172 Barford Ave. First Floor Salt Lake City, UT 84093 USA <b>Ship Via:</b> UPS <b>Ship when complete:</b> No <b>Deliver on:</b> <b>Hemo:</b>	<b>Bill To:</b> Mike Scott 172 Barford Ave. First Floor Salt Lake City, UT 84093 USA <b>PO Number:</b> None <b>Email Address:</b> msscott@icmsolutions.com <b>Account Number:</b> 12342345 <b>Expiry Date:</b> 11/30/2008	<b>Sold To:</b> Mike Scott 172 Barford Ave. First Floor Salt Lake City, UT 84093 USA

FIGURE 475. 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. Click **Done** to return to the Order Detail page.

The screenshot shows the 'Line History for Order number: 1729601098' page. At the top, there's a header with the Comergent logo and 'Administration' text. Navigation links include 'My Home', 'My Account', 'About', 'Help', and 'Logout'. A 'Return to List' link is on the right. Below the header is a table with columns: 'Last Updated', 'Updated By', 'Ordered Qty', 'Price', 'Shipped Qty', and 'Status'. Two rows are visible, both with a 'Details' link on the left. The first row shows an update on 9/23/2005 by 'cchen' for 1 unit at \$2,563.00, with status 'Order Submitted'. The second row shows an update on 9/23/2005 by 'ERPAdmin' for 1 unit at \$2,563.00, with status 'In Process'. A 'Done' button is located above the table.

	Last Updated	Updated By	Ordered Qty	Price	Shipped Qty	Status
<a href="#">Details</a>	9/23/2005	cchen	1	\$2,563.00		Order Submitted
<a href="#">Details</a>	9/23/2005	ERPAdmin	1	\$2,563.00		In Process

FIGURE 476. Line History List Page

- Find the action for which you want to view the details.
- Click **Details** for the action.

The screenshot shows the 'Shipping Details: PO#: ' page. It features a 'Done' button at the top right. Below the header, there's a 'Product Information' section with a table containing columns: 'Product Name', 'Product ID', 'Description', and 'QTY'. The table has one row: 'Matrix 7550 Notebook', 'M5LP-7550-S', 'Matrix 7550 Notebook Power Magnitude', and '1'. Below this is a 'Ship To Address' section with a form for entering address details: First name, Last name, Organization, Address Line 1 (\*), Address Line 2, City (\*), State and Zip, and Country (\*). There's also a 'Shipping Details' section with a 'Shipped Via: \*' field, a checkbox for 'Ship only when complete', and a 'Shipping Instructions:' field.

Product Name	Product ID	Description	QTY
Matrix 7550 Notebook	M5LP-7550-S	Matrix 7550 Notebook Power Magnitude	1

FIGURE 477. Line History Detail Page

- 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. Enterprise users assigned to 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.

**COMERGENT** eBusiness System Administration

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"/>	600778	Cart	9/23/2005	9/23/2005	Kelley, Pat	Andere
<input type="checkbox"/>	600777	Cart	9/23/2005	9/23/2005	Kelley, Pat	Andere
<input type="checkbox"/>	600776	Cart	9/23/2005	9/23/2005	Allison, Larry	CompCom
<input type="checkbox"/>	600775	Cart	9/23/2005	9/23/2005	unknown, unknown	AnonymousUserPartner
<input type="checkbox"/>	600774	Cart	9/23/2005	9/23/2005	Kelley, Pat	Andere
<input type="checkbox"/>	600764	Cart	9/23/2005	9/23/2005	Barney, Marvin	AffinityNet

FIGURE 478. CSR Workspace

2. Click **New**.

This displays the Create New List panel.



A small dialog box titled "Create New List". It contains three input fields: "Target User" with a red asterisk, "New List Name", and "Product List". A "Create" button is located to the right of the "Product List" field. A close button (X) is in the top right corner.

FIGURE 479. Create New List

3. Enter the username of the registered 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. A good practice is to include the name of the user in the cart name. This will make it easier to distinguish among carts later on.

5. Click **Create**.
6. Click the cart name.

This displays the Build Your Cart page.



The "Build your Cart:" page in the Comergent eBusiness System Administration interface. The page header includes the Comergent logo, "Administration", and navigation links: "My Home", "My Account", "About", "Help", and "Logout". A "Return to List" link is in the top right.

The main content area is titled "Build your Cart:". It contains a summary box with the following information:

Name:	Rush order	<a href="#">Change</a>
Customer Type:	General	
Currency:	USD	
Last Modified:	9/23/2005	
Items:	0	
User Name:	<a href="#">Scott, Mike</a>	
Organization:	<a href="#">DataSolve</a>	

To the right of the summary box, a message states: "You have no products in your Cart. Please add one or more products before checking out." Below this message is a "Checkout" button.

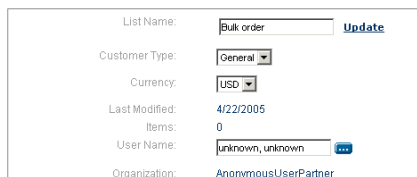
Below the summary box, instructions state: "You are currently on step 1 of 2 in processing this Cart. Add items to the Cart below by clicking on Continue Shopping to browse the catalog or click on Enter Product IDs if you know the SKU numbers you are interested in. When finished click on 'Checkout' to complete the Order."

At the bottom, there are several buttons: "Continue Shopping", "Help Me Find Products", "Save as Quote", and "Enter Product IDs". Below these buttons is a table with columns: "Name", "Product ID", "Supplier", "Price", "Quantity", "Ext. Price", "Status", and an empty column. Above the table, there are links: "Compare", "Move to Cart", "Copy to Cart", and "Remove". A note says: "After changing quantities, click 'Update'". An "Update" button is located to the right of the note.

FIGURE 480. 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"/>	<a href="#">Update</a>
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"/>	<a href="#">Go</a>
Organization:	<input type="text" value="AnonymousUserPartner"/>	

**FIGURE 481. 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 find only 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 add products in the following 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 the Product ID# and QTY fields.

9. Click **Checkout**.

This displays the Prepare Order Header window.

 **COMERGENT**  
eBusiness System

Administration

My Home | My Account | About | Help | Logout

**Prepare Order Header:** [Return to List](#)

Name:	Rush order	<a href="#">Change</a>
Customer Type:	General	
Currency:	USD	
Last Modified:	9/23/2005	
Items:	1	
User Name:	<a href="#">Scott, Mike</a>	
Organization:	<a href="#">DataSolve</a>	

Ready to order? [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](#)

<b>Shipping Information</b> 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:	<b>Billing Information</b> Bill To: Mike Scott 172 Barford Ave, First floor Salt Lake City, UT 84093 USA PO Number: None Email Address: msscott@imsolutions.com Credit Card Number: XXXXXXXXXXXX1111 Expiry Date: 11/1/2008	<b>Sold-To Information</b> Sold To: Mike Scott 172 Barford Ave, First floor Salt Lake City, UT 84093 USA
--	---	--

FIGURE 482. 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 704.

**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 705. 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.

Product ID	Description	List Price	Qty	Extended Price
MXLP-7410	The Matrix 7410 Notebook is the rig	\$1,506.50	1	\$1,506.50
Misc. Adjustments:				\$0.00
Sub Total:				\$1,506.50
Shipping Charges:				\$75.32
Taxes:				\$90.39
Total:				\$1,672.22

Product ID	Description	List Price	Qty	Extended Price
MX-GV17T	17" Monitor	\$374.00	1	\$374.00
MXDS-7480	The Matrix 7480 Desktop is a comple	\$733.95	1	\$733.95
MX-GV17T	17" Monitor	included	1	
MX-MSW2K	Win2K	included	1	
MXA-MSS	Matrix Satellite Sound Speaker	included	2	
MXDL-7600	Matrix 7600 Notebook Tough Lite has \$2,663.00		1	\$2,663.00

**FIGURE 483. 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 of the Comergent eBusiness System Administration interface. The page has a header with the Comergent logo and navigation links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the header, the 'Orders Search' section includes a 'Return to List' link and 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.' There 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 and a 'Go' button; 'Find Orders by Organization or User' with inputs for Organization, Username, User First Name, and User Last Name; 'Find Orders with the following attributes' with inputs 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 inputs for Date Submitted and Last Modified.

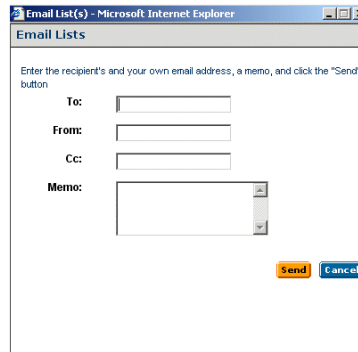
FIGURE 484. Order Search Page

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 705. 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 485. Email Lists Window**

5. Enter the receiving email address in the To: field and the sending email address in the From: field. Optionally enter a CC: email address in the CC: field and any additional comments in the Memo: field.
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**  
eBusiness System

Administration

[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.

Submit

Reset

Find by Accounts handled by Manager/Rep

Go

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 486. 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 48. 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.

Administration

My Home | My Account | About | Help | Logout

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
<a href="#">600655</a>	2987	<a href="#">3163599573</a>	9/21/2005	9/21/2005	Approved by ERP	<a href="#">Cl, Chan</a>	<a href="#">DataSolve</a>
<a href="#">300053</a>	2987	<a href="#">2609302629</a>	6/7/2002	6/7/2002	Approved by ERP	<a href="#">Mason, Chuck</a>	<a href="#">Virtual Networks</a>
<a href="#">300051</a>		<a href="#">3118303066</a>	6/7/2002		Denied by CSR	<a href="#">Mason, Chuck</a>	<a href="#">Virtual Networks</a>

FIGURE 487. Workspace Page: Returns Tab

3. Click on the return number of the appropriate return request.

This displays the Return Request Detail page.

Administration

My Home | My Account | About | Help | Logout

Return Information: 600781 [Return to List](#)

Placed on: 9/23/2005  
Items: 1  
Status: Pending  
Order Number: [9742593063](#)  
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  
Tracking #:  
Ship Via:  
Date:

Memo

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 488. Return Request Detail Page

To Process Return Requests

1. Search for the return as described in "To Search for Return Requests" on page 725.



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 shows the 'COMERGENT eBusiness System Administration' interface. At the top right are links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main heading is 'Quote Search:' with a 'Return to List' link. Below this is a search criteria section with a 'Submit' button and a 'Reset' button. The search criteria are organized into several sections: 'Find by Accounts handled by Manager/Rep' with a text input and a 'Go' button; 'Find Inquiry Lists by Organization or User' with fields for 'Organization:', 'Username:', 'User First Name:', and 'User Last Name:'; 'Quotes with the following attributes' with fields for 'Quote ID' and 'Quote Name'; 'Quotes By Status' with a 'Quote Status' dropdown menu; and 'Find Quotes by Date Range' with a table for 'Creation Date', 'Last Modified', and 'Expiration Date', each with 'Starting' and 'Ending' input fields.

Creation Date	Last Modified	Expiration Date
Starting	Starting	Starting
Ending	Ending	Ending

**FIGURE 489. Quotes Search Page**

- Enter search criteria to help you locate a quote. You can use the asterisk (\*) wildcard for your search. Click **Submit**.

**TABLE 49. 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 Comergent eBusiness System Administration interface. The top navigation bar includes the Comergent logo, 'Administration', and links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main section is titled 'Product Lists' and contains several tabs: 'Active', 'Quotes', 'Sales Contracts', 'Orders', 'Returns', and 'Invoices'. The 'Quotes' tab is currently selected. Below the tabs, there is a search section titled 'Find Quotes that contain:' with a dropdown menu for 'Product ID' and buttons for 'Search', 'Show All', and 'Advanced Search'. Below the search section, there is a 'Delete' button and a table of quotes. The table has columns for 'Quote ID', 'Quote Name', 'Owned By', 'Expiration Date', 'Last Modified', and 'Status'. The table contains five rows of data, each with a checkbox in the 'Quote ID' column.

Quote ID	Quote Name	Owned By	Expiration Date	Last Modified	Status
<input type="checkbox"/> 600733	<a href="#">Quote List 6</a>	mbarry	9/23/2005	9/22/2005	Accepted
<input type="checkbox"/> 600730	<a href="#">Quote List 5</a>	mbarry	10/22/2005	9/22/2005	Accepted
<input type="checkbox"/> 600621	<a href="#">Quote List</a>	mbarry	10/21/2005	9/21/2005	Accepted
<input type="checkbox"/> 600616	<a href="#">Pricing Rule List</a>	mbarry	10/21/2005	9/21/2005	Accepted
<input type="checkbox"/> 600604	<a href="#">Cart</a>	mbarry	10/20/2005	9/20/2005	Submitted

**FIGURE 490. Workspace Page: Quotes Tab**

- Click on the quote name of the appropriate quote.

This displays the Quote Detail page.

**COMERGENT** eBusiness System Administration

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"/>	Matrix 7550 Desktop 'Xtra'	MCGS-7550	Enterprise	\$1,378.00	1	\$1,378.00	<a href="#">Configure</a>
				Uplift 0.00		\$1,378.00	
				Discount 0.00		\$1,378.00	

FIGURE 491. Quote Detail Page

### To Process Quotes

Customer service 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 729.
- 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 729.
- 2. Click on an ID to view the details of the quote.

 Administration

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"/>	Matrix 7550 Desktop "Xtra"	MIGS-7550	Enterprise	<div><div><input type="radio"/> Pct.</div><div><input type="radio"/> Abs.</div></div>		1	\$1,378.00		<a href="#">Configure</a>
				Uplift 0.00			\$1,378.00		
				Discount 0.00			\$1,378.00		

FIGURE 492. 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 870 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 870 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 service 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 729.
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 729.
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 48 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 Manager' interface for the 'COMERGENT eBusiness System'. The page is titled 'Task Detail:' and includes a 'Go to Task List' link. Below the title bar, there's a 'Detail' section with a 'Task Detail page.' label and 'Create' and 'Cancel' buttons. The main form area is titled 'General Information' and contains a note: 'NOTE: (\*) items are required.' The form 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' (large text area), 'URL 1', 'URL 2', 'URL 3' (text inputs), 'Watcher List' (a list box with an 'Add' button), and 'Email Creator' (checkbox). There is also a small 'X' icon in the bottom left corner of the form area.

**FIGURE 493. 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 49 provides an overview of the various methods for gather information in the Comergent eBusiness System.

<b>Note:</b>	Before inventory collection can be started, the Inventory Collection cron job must be created. See "Inventory Collection" on page 888 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"/>	Côté	<input type="text"/>	<input type="text"/>	<input type="text"/>

**FIGURE 494. 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 40 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 742. 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 868 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**  
eBusiness System

Lead Management

[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	<a href="#">Lead 24 - No Proposal Currency Code</a>	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600537	<a href="#">Lead 23 - No Proposal Name</a>	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600518	<a href="#">Lead 8 - No Lead Source</a>	Low	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600515	<a href="#">Lead 6 - No RecommendedPartner</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600512	<a href="#">Lead 4 - Allnat Corp</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600511	<a href="#">Lead 3 - AffinityNet</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600510	<a href="#">Lead 2 - ARCnet</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600509	<a href="#">Lead 1 - AMT System</a>	High	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600571	<a href="#">Western Trade Show</a>	Low	Stermer, Alex	ajones	9/14/2005	Assigned

FIGURE 495. Leads List Page

2. On the Lead Management List page, click **New Lead**.
- This displays the lead detail page.

**COMERGENT** | Lead Management  
eBusiness System

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

**Lead:** [Go To Leads List](#)

**Edit Properties**

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.

[Save & New](#) [Save](#) [Cancel](#)

\* Required Fields

**General Lead Information**

\* Lead Name:  Status:  Customer Type:

Date Created:  Priority:  --Select--

\* Lead Source:  \* Territory:  \* Assign to Profile Type:

\* Assign to Profile Level:

**Contact Information**

Title:  \* Address Line 1:  \* Phone Numbers:

\* First Name:  Address Line 2:  Business:

\* Last Name:  \* City:  Add

Job Title:  State / Province:  Remove

FIGURE 496. Lead Detail Page: General Tab

3. Enter the general lead information.

See "To Add or Modify Lead Information" on page 747.

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 750.

- Assign the lead to one or more partners.  
See "Assigning Leads" on page 754.

The screenshot shows the 'COMERGENT eBusiness System' interface for 'Lead Management'. The top navigation bar includes links for 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main header indicates the current lead is 'Lead: Western Trade Show' with a link to 'Go To Leads List'. Below this is a tabbed interface with 'Edit Properties', 'Manage Proposals', 'Add Notes', 'Assign Lead', and 'Review Activity'. The 'Edit Properties' tab is active, displaying 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 the instructions are 'Save' and 'Cancel' buttons. The form is divided into two main sections: 'General Lead Information' and 'Contact Information'. The 'General Lead Information' section includes fields for 'Lead Name' (Western Trade Show), 'Status' (dropdown), 'Customer Type' (General), 'Date Created' (9/14/2005), 'Priority' (Low), 'Lead Source' (Tradeshov), 'Territory' (SouthWest), 'Assign to Profile Type' (Distributor), and 'Assign to Profile Level' (Platinum). The 'Contact Information' section includes fields for 'Title' (Mr.), 'Address Line 1' (1301 Hacienda Ave), 'Address Line 2' (empty), 'City' (Campbell), 'First Name' (Alex), 'Last Name' (Stermer), and 'Phone Numbers' (Business: (650) 232 6800). There are also links for 'New', 'Duplicate', 'Previous', and 'Next' at the top of the contact section.

FIGURE 497. 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 43.

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 876.

1. Click **Lead Activity** on the Channel Management panel on the Comergent eBusiness System home page.

This displays the Leads Management List page.

**COMERGENT** eBusiness System | Lead Management

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

### Lead List

Find:

Lead ID   [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	<a href="#">Lead 24 - No Proposal Currency Code</a>	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600537	<a href="#">Lead 23 - No Proposal Name</a>	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600518	<a href="#">Lead 8 - No Lead Source</a>	Low	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600515	<a href="#">Lead 6 - No RecommendedPartner</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600512	<a href="#">Lead 4 - Allnat Corp</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600511	<a href="#">Lead 3 - AffinityNet</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600510	<a href="#">Lead 2 - ARConet</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600509	<a href="#">Lead 1 - AMT System</a>	High	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600571	<a href="#">Western Trade Show</a>	Low	Stermer, Alex	ajones	9/14/2005	Assigned

FIGURE 498. Leads List Page

- On the Lead Management List page, click **Upload**.

This displays a page that enables you to specify the file location.

**COMERGENT** eBusiness System | Lead Management

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

### Lead Upload

[Go to Leads List](#)

Note (\*) Items are Required.

\*Format:

\*Upload Lead File:

FIGURE 499. 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 744.


**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**  
eBusiness System

Lead Management

[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	<a href="#">ALBERT'S NEW LEAD</a>	Medium	Guan, Mark	ajones	9/14/2005	Unassigned
<input type="checkbox"/>	600538	<a href="#">Lead 24 - No Proposal Currency Code</a>	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600537	<a href="#">Lead 23 - No Proposal Name</a>	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600518	<a href="#">Lead 8 - No Lead Source</a>	Low	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600515	<a href="#">Lead 6 - No RecommendedPartner</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600512	<a href="#">Lead 4 - Allnet Corp</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600511	<a href="#">Lead 3 - AffinityNet</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600510	<a href="#">Lead 2 - ARCnet</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600509	<a href="#">Lead 1 - AMT System</a>	High	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600571	<a href="#">Western Trade Show</a>	Low	Stermer, Alex	ajones	9/14/2005	Assigned

**FIGURE 500. Leads List Page**

2. In the Lead Name column, find the lead you want to modify.



3. 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. A navigation bar includes 'Edit Properties', 'Manage Proposals', 'Add Notes', 'Assign Lead', and 'Review Activity'. Below this is a message: '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.' with 'Save' and 'Cancel' buttons. A note '\* Required Fields' is present. The 'General Lead Information' section contains fields for:
 

- \* 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)

 The 'Contact Information' section includes:
 

- Navigation: New, Duplicate, Previous 1 out of 1, Next
- Title: Mr. (dropdown)
- \* Address Line 1: 1301 Hacienda Ave
- \* Address Line 2: (text field)
- \* City: Campbell
- \* Phone Numbers: Business (dropdown), (text field)
- \* First Name: Alex
- \* Last Name: Stermer
- Business: (650) 232 6800

**FIGURE 501. 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 747.
- 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 750.
- Assign the lead to one or more partners.  
See "Assigning Leads" on page 754.
- View any activity on the lead by partners.  
See "Viewing Partner Activity" on page 761.

**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**  
eBusiness System

Lead Management

[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	<a href="#">ALBERT'S NEW LEAD</a>	Medium	Guan, Mark	ajones	9/14/2005	Unassigned
<input type="checkbox"/>	600538	<a href="#">Lead 24 - No Proposal Currency Code</a>	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600537	<a href="#">Lead 23 - No Proposal Name</a>	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600518	<a href="#">Lead 8 - No Lead Source</a>	Low	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600515	<a href="#">Lead 6 - No RecommendedPartner</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600512	<a href="#">Lead 4 - Allnet Corp</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600511	<a href="#">Lead 3 - AffinityNet</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600510	<a href="#">Lead 2 - ARCnet</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600509	<a href="#">Lead 1 - AMT System</a>	High	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600571	<a href="#">Western Trade Show</a>	Low	Stermer, Alex	ajones	9/14/2005	Assigned

**FIGURE 502. Leads List Page**

2. Select a criteria for the search from the drop-down list.

**COMERGENT** eBusiness System | Lead Management

[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	<a href="#">Lead 24 - No Proposal Currency Code</a>	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600537	<a href="#">Lead 23 - No Proposal Name</a>	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600518	<a href="#">Lead 8 - No Lead Source</a>	Low	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600515	<a href="#">Lead 6 - No RecommendedPartner</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600512	<a href="#">Lead 4 - Allnat Corp</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600511	<a href="#">Lead 3 - AffinityNet</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600510	<a href="#">Lead 2 - ARCnet</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600509	<a href="#">Lead 1 - AMT System</a>	High	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600571	<a href="#">Western Trade Show</a>	Low	Stermer, Alex	ajones	9/14/2005	Assigned

FIGURE 503. 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 739) or modify ("To Modify a Lead" on page 744) a lead, you can enter or modify lead information.

\* Required Fields

General Lead Information			
* Lead Name: <input type="text" value="Second Enterprise Lead"/>	Status: <input type="text" value="Assigned"/>	Customer Type: <input type="text" value="General"/>	
Date Created: <input type="text" value="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 504. Lead Detail Page: General Lead Information

1. In the upper part of the page, enter the General Lead Information, as described in Table 50 on page 748.

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 50. 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	<p>Lead Status. This field is read-only. Values are Unassigned, Assigned, Working, and Closed.</p> <p>An Unassigned Lead is a lead that has not yet been assigned to a partner.</p> <p>An Assigned Lead is one which has been assigned to a partner, and which the partner has neither accepted nor declined.</p> <p>A Working Lead is one which has been assigned to and accepted by a partner.</p> <p>A Closed Lead is one which has been closed by the Enterprise Lead Administrator. See "To Close a Lead" on page 764.</p>
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 505. Lead Detail Page: Contact Information**

2. In the lower part of the Lead page, enter the contact information, as described in Table 51 on page 749.

In the Lead Header General tab, required fields are marked with an asterisk (\*).

**TABLE 51. 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 51. 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 750.

- Assign the lead to one or more partners.  
See "Assigning Leads" on page 754.
- Add products to the lead product list.

#### **To Add or View Notes About a Lead**

When you modify ("To Modify a Lead" on page 744) 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 shows 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, 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.' There are 'Save' and 'Cancel' buttons. A note indicates '\* Required Fields'.

The 'General Lead Information' section contains the following fields:

- \* Lead Name: Western Trade Show
- Status: (dropdown menu)
- Customer Type: General (dropdown menu)
- Date Created: 9/14/2005
- Priority: Low (dropdown menu)
- \* Lead Source: Tradeshow (dropdown menu)
- \* Territory: SouthWest (dropdown menu)
- \* Assign to Profile Type: Distributor (dropdown menu)
- \* Assign to Profile Level: Platinum (dropdown menu)

The 'Contact Information' section includes:

- Navigation: New, Duplicate, Previous 1 out of 1, Next
- Title: Mr. (dropdown menu)
- \* Address Line 1: 1301 Hacienda Ave
- \* Address Line 2: (text field)
- \* City: Campbell
- \* Phone Numbers: Business (dropdown menu), Add button, (text field)
- \* First Name: Alex
- \* Last Name: Stermer
- Business: (650) 232 6800

**FIGURE 506. 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.

The screenshot shows the 'COMERGENT eBusiness System' interface. The main header includes the logo and 'Lead Management'. Navigation links at the top right are 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The page title is 'Lead: Western Trade Show', with a link 'Go To Leads List'. Below this is a tabbed interface with 'Add Notes' selected. A text area for entering a note is present, followed by an 'Add Note' button. Below the text area is a table showing a list of notes.

Date	Note	Organization	Created By
9/14/2005	Lead accepted by dtensor.	DataSolve	System
9/14/2005	Lead has been assigned by ajones to DataSolve.	Enterprise	System
9/14/2005	Lead created by ajones.	Enterprise	System

At the bottom left of the table area is a link 'Back to Top'.

**FIGURE 507. Lead Detail Page: Add Notes Tab**

2. In the Lead Notes field, enter the note you want to add.
3. 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.

1. On the Lead Detail page, click **Manage Proposals**.



The screenshot shows the 'COMERGENT eBusiness System' interface. The main header includes 'COMERGENT eBusiness System' and 'Lead Management'. Navigation links include 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The page title is 'Lead: Western Trade Show' with a link 'Go To Leads List'. Below this is a tabbed interface with 'Edit Properties', 'Manage Proposals' (selected), 'Add Notes', 'Assign Lead', and 'Review Activity'.

The 'Manage Proposals' tab displays a form with the following details:

- Name: Western Trade Show
- Customer Type: General
- Currency: USD
- Last Modified: 9/14/2005
- Status: New
- Expiration Date:
- User Name: Jones, Alison
- Organization: Enterprise

Summary statistics are shown in a box:

Percent Discount:	Total Price: \$0.000
Absolute Discount: \$0.000	Total Margin: \$0.000

Below the summary, there is a paragraph of 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.'

At the bottom, there are buttons for 'Continue Shopping', 'Help Me Find Products', and 'Enter Product IDs'. Below these are links for 'Compare' and 'Remove', and buttons for 'Calculate' and 'Save'.

A table at the bottom shows the product list structure with columns: BTL/DND, Name, Product ID, Supplier, Price, Qty, Ext. Price, Status, and an empty column.

FIGURE 508. 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 759 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 754.
- 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 757.

## 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.

COMERGENT

eBusiness System

Lead Management

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 509. Leads List Page

754

Comergent eBusiness System Administration Guide

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 746 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.

The screenshot shows the 'COMERGENT eBusiness System' interface. The main header is 'Lead Management'. Below it, there's a navigation bar with 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The current page is titled 'Lead: Lead 2 for the Enterprise' with a 'Go To Leads List' link. The 'Assign Lead' tab is selected in the sub-navigation bar. The main content area includes a 'Find Organization' search box with a dropdown menu and buttons for 'Search', 'Show All', and 'Show Recommended'. Below this is a 'Fixed Recommended organization' section with an 'Assign to this Partner' button and instructions to check the box for the organization or organizations that the lead should be assigned to. A table titled 'All Organizations Shown' lists various organizations with checkboxes, profile types, and levels. The table has columns for 'Organization', 'Profile Type', 'Profile Level', and 'Status'. The organizations listed are AI, AllNet Corp, Anderel, CompuNet, DataLink, DataSolve, and DataSolve Western Division.

Organization	Profile Type	Profile Level	Status
<input type="checkbox"/> AI	Distributor	Platinum	
<input type="checkbox"/> AllNet Corp	Distributor	Silver	
<input type="checkbox"/> Anderel	Distributor	Silver	
<input type="checkbox"/> CompuNet	Reseller	Gold	
<input type="checkbox"/> DataLink	Distributor	Platinum	
<input type="checkbox"/> DataSolve	Reseller	Gold	
<input type="checkbox"/> DataSolve Western Division	Reseller	Gold	

FIGURE 510. 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 <a href="#">↗</a>	Profile Type	Profile Level	Status
<input type="checkbox"/>	A1	Distributor	Platinum	
<input type="checkbox"/>	AllNet Corp	Distributor	Silver	
<input type="checkbox"/>	Andereel	Distributor	Silver	
<input type="checkbox"/>	CompuNet	Reseller	Gold	
<input type="checkbox"/>	DataLink	Distributor	Platinum	
<input type="checkbox"/>	DataSolve	Reseller	Gold	
<input type="checkbox"/>	DataSolve Western Division	Reseller	Gold	
<input type="checkbox"/>	Dexus Communication	Reseller	Gold	

**FIGURE 511. 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 42.

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 50, "General Lead Information", on page 748). 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 739) or modify ("To Modify a Lead" on page 744) 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.

**COMERGENT** | Lead Management  
eBusiness System

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 new lead information or change existing information. Press the 'Save' button to save the current changes. Press the 'Cancel' button to reverse current changes.

[Save](#) [Cancel](#)

\* Required Fields

**General Lead Information**

\* Lead Name: Western Trade Show Status: Customer Type: General

Date Created: 9/14/2005 Priority: Low

\* Lead Source: Tradeshow \* Territory: SouthWest \* Assign to Profile Type: Distributor

\* Assign to Profile Level: Platinum

**Contact Information**

[New](#) [Duplicate](#) Previous 1 out of 1 Next

Title: Mr. \* Address Line 1: 1301 Hacienda Ave. \* Phone Numbers: Business: Add

\* First Name: Alex Address Line 2: \* City: Campbell Business: (650) 232 6800

\* Last Name: Sterner

FIGURE 512. 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 50, "General Lead Information", on page 748). 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.

**COMERGENT** | Lead Management  
eBusiness System

My Home | My Account | About | Help | Logout

**Lead: Lead 2 for the Enterprise** [Go To Leads List](#)

Edit Properties | Manage Proposals | Add Notes | **Assign Lead** | Review Activity

Find Organization:  
 Organization  [Show All](#) [Show Recommended](#)

**Fixed Recommended organization:**  
[Assign to this Partner](#)

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**

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"/>	Andere1	Distributor	Silver	
<input type="checkbox"/>	CompuNet	Reseller	Gold	
<input type="checkbox"/>	DataLink	Distributor	Platinum	
<input type="checkbox"/>	DataSolve	Reseller	Gold	
<input type="checkbox"/>	DataSolve Western Division	Reseller	Gold	

**FIGURE 513. 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.

<b>Attention:</b> If you check the box next to a partner, then search for a partner before you click <b>Assign</b> , the partners you selected will become unselected. Likewise, if you click either <b>Show All</b> , <b>Show Recommended Partners</b> , <b>Next</b> , or <b>Previous</b> , before you click <b>Assign</b> , then the partners you selected become unselected.
---

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 746 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.

<b>Attention:</b> If you check the box next to a lead, then search for a lead before you click <b>Auto Assign</b> , the leads you selected will become unselected. Likewise, if you click either <b>Show All</b> , <b>Show Recommended Partners</b> , <b>Next</b> , or <b>Previous</b> , before you click <b>Auto Assign</b> , then the leads you selected become unselected.
---

### 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 44 for explanation of this business rule.

You can set a business rule (see "Lead Management Number of Recommended Partners/Users for Popup" on page 876) 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 'COMERGENT eBusiness System' interface. The main header is 'Lead Management'. Below it, there are navigation links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The current lead is 'Lead: Western Trade Show', with a 'Go To Leads List' link. Below this, there are tabs: 'Edit Properties', 'Manage Proposals', 'Add Notes', 'Assign Lead', and 'Review Activity'. The 'Review Activity' tab is selected. Below the tabs, there is a text block: 'Below is a list of organization or organizations that the lead is assigned. In order to view detail information, select the 'View Details' link for the appropriate organization.' Below this text is a table with columns: 'Organization', 'Sales Rep', 'Assigned Date', 'Status', 'Retract', and 'View Details'. The table contains one row: 'DataSolve', 'mscott', '9/14/2005', 'Accepted', and a 'Retract' button (with a minus sign icon) and a 'View Details' link. At the bottom left, there is a 'Back to Top' link.

Organization	Sales Rep	Assigned Date	Status	Retract	View Details
DataSolve	mscott	9/14/2005	Accepted		<a href="#">View Details</a>

**FIGURE 514. 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**  
eBusiness System

Lead Management

[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	<a href="#">Lead 24 - No Proposal Currency Code</a>	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600537	<a href="#">Lead 23 - No Proposal Name</a>	Medium	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600518	<a href="#">Lead 8 - No Lead Source</a>	Low	Fong, Al	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600515	<a href="#">Lead 6 - No RecommendedPartner</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600512	<a href="#">Lead 4 - Allnat Corp</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600511	<a href="#">Lead 3 - AffinityNet</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600510	<a href="#">Lead 2 - ARCnet</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600509	<a href="#">Lead 1 - AMT System</a>	High	Fong, Albert	ajones	9/13/2005	Unassigned
<input type="checkbox"/>	600571	<a href="#">Western Trade Show</a>	Low	Stermer, Alex	ajones	9/14/2005	Assigned

FIGURE 515. Leads List Page

2. In the Lead Name column, find the lead whose partner activity you want to view.

See "To Search for a Lead" on page 746 for information about searching.

3. Click the lead name to display the Lead Detail page.

4. Click **Review Activity**.

This displays the Review Activity tab which contains a list of the partners to whom leads have been assigned.

**COMERGENT** | Lead Management  
eBusiness System

[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](#)

Below is a list of organization or organizations that the lead is assigned. In order to view detail information, select the "View Details" link for the appropriate organization.

Organization	Sales Rep	Assigned Date	Status	Retract	
DataSolve	mccott	9/14/2005	Accepted	<input checked="" type="checkbox"/>	<a href="#">View Details</a>

[Back to Top](#)

FIGURE 516. 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.

**COMERGENT** | Lead Management  
eBusiness System

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

**Opportunity: Western Trade Show [Organization: DataSolve]** [Go To Leads List](#)

[Edit Properties](#) | [Manage Proposals](#) | [Add Notes](#)

**Organization Information**

<b>Organization Name:</b> DataSolve	<b>Representative's Phone:</b> 610-6853 (Business)
<b>Representative's First Name:</b> Mike	<b>Representative's Email:</b> mccott@icmsolutions.com
<b>Representative's Last Name:</b> Scott	

**General Opportunity Information**

<b>Opportunity Name:</b> Western Trade Show	<b>Status:</b> Accepted
<b>Date Created:</b> 9/14/2005	<b>Expected Close Date:</b>
<b>Priority:</b> Low	<b>Expected Revenue:</b>
<b>Customer Type:</b> General	<b>Probability of Sale:</b> 50
<b>* Lead Source:</b> Tradeshow	<b>Budget Price:</b> N/A
	<b>Budget Approved:</b>

FIGURE 517. 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 761) 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.



COMERGENT

eBusiness System

Lead Management

My Home

My Account

About

Help

Logout

Lead List

Find:

Lead ID

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	<a href="#">ALBERT'S NEW LEAD</a>	Medium	Guan, Mark	ajones	9/14/2005	Unassigned	
<input type="checkbox"/>	600538	<a href="#">Lead 24 - No Proposal Currency Code</a>	Medium	Fong, Al	ajones	9/13/2005	Unassigned	
<input type="checkbox"/>	600537	<a href="#">Lead 23 - No Proposal Name</a>	Medium	Fong, Al	ajones	9/13/2005	Unassigned	
<input type="checkbox"/>	600518	<a href="#">Lead 8 - No Lead Source</a>	Low	Fong, Al	ajones	9/13/2005	Unassigned	
<input type="checkbox"/>	600515	<a href="#">Lead 6 - No RecommendedPartner</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned	
<input type="checkbox"/>	600512	<a href="#">Lead 4 - Allnet Corp</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned	
<input type="checkbox"/>	600511	<a href="#">Lead 3 - AffinityNet</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned	
<input type="checkbox"/>	600510	<a href="#">Lead 2 - ARCnet</a>	Medium	Fong, Albert	ajones	9/13/2005	Unassigned	
<input type="checkbox"/>	600509	<a href="#">Lead 1 - AMT System</a>	High	Fong, Albert	ajones	9/13/2005	Unassigned	
<input type="checkbox"/>	600571	<a href="#">Western Trade Show</a>	Low	Stermer, Alex	ajones	9/14/2005	Assigned	

FIGURE 518. Leads List Page

2. In the list, find the lead that you want to close.

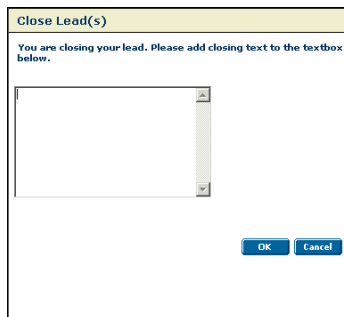
See "To Search for a Lead" on page 746 for information about finding leads.

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.

<p><b>Attention:</b> If you check the box next to a lead, then search for a lead before you click <b>Close</b>, then the leads you selected will become unselected. Likewise, if you click either <b>Show All</b>, <b>Show Recommended Partners</b>, <b>Next</b>, or <b>Previous</b>, before you click <b>Close</b>, then the leads you selected become unselected.</p>
---

5. Click **Close**.

A confirmation popup appears that enables you to enter a reason for closing the lead.



**FIGURE 519. 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 45 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 774.

---


## **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 Comergernt eBusiness System home page.

The Campaign List page is displayed.

 Campaigns

[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	
<a href="#">Retailers Conference</a>	ajones	10/31/05 12:00 AM					Enabled	<a href="#">Delete</a>
<a href="#">Press Email</a>	ajones	10/26/05 12:00 AM					Enabled	<a href="#">Delete</a>
<a href="#">New Workstation Webinar</a>	ajones	10/12/05 12:00 AM					Enabled	<a href="#">Delete</a>

FIGURE 520. Campaign List Page

2. Click **New Campaign**.

The Campaign Detail Header tab is displayed.

 Campaigns

[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

Enable

☐

FIGURE 521. 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 the **Manage Content** tab.

The Campaign Detail Manage Content tab displays.

COMERGENT | Campaigns  
eBusiness System

My Home | My Account | About | Help | Logout

**Campaign: Resellers Conference** [Go to Campaign List](#)

**Edit Header** **Manage Content** **Manage Recipients**

After changing campaign information save changes using the Save button.  
All fields with asterisk(\*) are required.

**Campaign Content**

\* **Locale**  
United States

\* **From**  
changeme@changeme.changeme

\* **Subject**  
Resellers Conference

**Body**

```
<html>
<head>
<meta http-equiv="Content-Type" content="text/html; charset=UTF-8"/>
<title>Resellers Conference</title>
</head>
<body>
<table cellpadding=0 cellspacing=0 border=0 width=100%>
<tr><td>Resellers Conference</td></tr>
<tr><td><br></td></tr>
<tr><td>Dear @RECIPIENT_NAME@</td></tr>
<tr><td><br></td></tr>
<tr><td>For more information on item1, go to @LINK1@</td></tr>
<tr><td>For more information on item2, go to @LINK2@</td></tr>
</table>
</body>
</html>
```

**Test** **Save** **Cancel**

**FIGURE 522. Campaign Detail Manage Content Tab**

Use the Manage Content tab 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.

- 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 45 for more information about how locales are used when campaigns are executed.
- From: specify an appropriate email address.
- 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 @Linkn@ tags in the HTML message, then make sure that you provide the corresponding values for the Linkn fields. The first field is the URL set in the hypertext reference, and the second field is what recipients will see displayed as the link. For example, suppose that you enter:

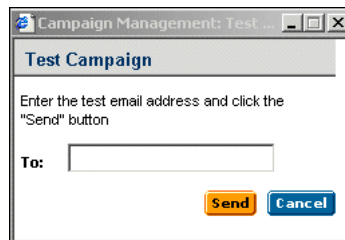
```
Link1:  
http://www.comergent.comText: this link
```

Recipients will see the following in the received email message:  
For more information on item1, go to this link.

When they click this link, 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 523. 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 38, "Enterprise System Administration" for more information about system properties.

You should also verify that any automatically-generated URLs (using the *Linkn* 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 the **Manage Recipients** tab.

11. The Campaign Detail Manage Recipients tab displays.

The screenshot shows the Comergent eBusiness System interface. At the top, there's a header with the Comergent logo and 'Campaigns' title. Below this, a navigation bar includes links like 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main content area is titled 'Campaign: Resellers Conference' and has a 'Go to Campaign List' link. Underneath, there are tabs for 'Edit Header', 'Manage Content', and 'Manage Recipients'. The 'Manage Recipients' tab is active, showing instructions to define selection criteria and upload mailing lists. There are buttons for 'Add New Criteria', 'Upload', and 'Cancel'. A table with columns for 'Include', 'Exclude', 'Ignore', 'Mailing List Name', 'Description', 'Mailing List Type', 'Created By', and 'Created Date' is displayed, but it is empty with the message 'No Rows Found' at the bottom.

FIGURE 524. Campaign Detail Manage Recipients Tab

Use the Manage Recipients tab to specify which recipients should receive the email message. You can specify the recipients by selecting which mailing lists should be used. See "Mailing Lists" on page 772 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 52. 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**.

The screenshot shows the 'COMERGENT eBusiness System' logo and 'Campaigns' header. Below the header, there's a navigation bar with 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main content area is titled 'Campaign: Resellers Conference' and has a 'Go to Campaign List' link. Below this, there are three tabs: 'Edit Header', 'Manage Content', and 'Manage Recipients'. The 'Manage Recipients' tab is active. Below the tabs, there's a message: 'Enter data and click on Upload button to create and add it to the campaign. All fields with asterisk(\*) are required.' There are 'Upload' and 'Cancel' buttons. Below this, there's a 'Mailing List Upload Details' form with fields for '\*Mailing List Name', 'Description', and '\*Upload File'. The '\*Upload File' field has a 'Browse...' button and a 'View Template' link.

**FIGURE 525. 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, then you will see a success message. An error message displays if 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.

The screenshot shows the COMERGENT eBusiness System interface. At the top, there's a navigation bar with 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below this is a campaign header for 'Campaign: Resellers Conference' with a 'Go to Campaign List' link. The main content area has tabs for 'Edit Header', 'Manage Content', and 'Manage Recipients'. A message states: 'Enter data and click on Create button to create and add it to the campaign. All fields with asterisk(\*) are required.' There are 'Create' and 'Cancel' buttons. The 'Selection Criteria Details' form includes a text field for '\*Mailing List Name', a larger text area for 'Description', and three panels for selection criteria: 'Profile Type' (with checkboxes for Distributor, OEM, Reseller, Retailer, Systems Integrator, SystemPartner, and Not Applicable), 'Profile Level' (with checkboxes for Platinum, Gold, Silver, Tin, and Not Applicable), and 'Profiles' (with a list box and a 'Go' button).

FIGURE 526. 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 called the campaigns cron job ensures that the campaign is run. Because the campaigns cron job runs 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 881 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 Cron 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 46 for an overview of programs and activities.

You can manage programs if you have been assigned the Program Manager or 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 778
- "To Add an Activity" on page 780
- "To Upload a Marketing Plan" on page 779
- "To Assign a Program to a Partner" on page 781
- "To Create an Approval Form" on page 782
- "To Create a Claim Form" on page 784
- "To Manage Approval Requests" on page 787
- "To Manage Claims for an Activity" on page 791
- "To Upload Co-op Account Information" on page 793
- "To Download a Co-op Account Update Template File" on page 794

Before you can start approving requests and claims, you must create payment accounts for your partners. See "Payment Accounts" on page 189 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 displays.

The screenshot shows the 'Program List' page in the Comergent eBusiness System Administration interface. At the top, there is a header with the Comergent logo and 'Administration' text. Below the header, there is a navigation bar with links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main content area is titled 'Program List'. It features a search bar with the text 'Find programs that contain:' and a dropdown menu for 'Program Name'. Below the search bar, there are two buttons: 'Search' and 'Show All'. Underneath, there is a section labeled 'All programs shown' with two buttons: 'New Program' and 'Upload Co-op Accounts'. Below these buttons is a table with the following columns: 'Program ID', 'Program Name', 'Program Type', 'Creation Date', 'Activities Start Date', 'Activities End Date', 'Program Status', and a link icon. The table contains two rows of 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 527. Program List Page

2. Click **New Program**.

The screenshot shows the 'New Program' page in the Comergent eBusiness System Administration interface. The page has a header with the Comergent logo and 'Administration' text. Below the header, there's a navigation bar with links like 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main content area is titled 'New Program' and 'Program Details'. It contains a form with the following fields:

- Program Name \***: A text input field.
- Description**: A large text area.
- Program ID**: A text input field with 'N/A' as a placeholder.
- Program Status \***: A dropdown menu with 'In Creation' selected.
- Program Type**: A dropdown menu with 'MDF' selected.
- Notify Channel Managers**: A checkbox.
- Activities Start Date \***: A date picker.
- Activities End Date \***: A date picker.
- Associated Products/Solutions**: A text area.

At the top right of the form, there are 'Create' and 'Cancel' buttons. A note at the top left of the form says 'Enter data and click on the Create button to create a program.' and '\* Required Fields'.

FIGURE 528. 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 determines 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 Managers check box.
6. Set start and end dates for the new program.
7. If you want to specify that only a restricted set of partners is eligible for this program, then check the appropriate check boxes under Organization Eligibility: Profile Types, Organization Eligibility: Profile Levels, and Organization Eligibility: Territories.
8. Click **Create**.

### **To Upload a Marketing Plan**

After you create a program, you associate a marketing plan with it. A marketing plan is a document that describes the program and the activities that it supports. Partners 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 **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. Check that it is correct by clicking **View Marketing Plan**.

### To Add an Activity

After you create a program, you 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** eBusiness System Administration

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	
Activity Name *	Activity ID
<input type="text"/>	Activity Status In Creation
Program Name <a href="#">Workstation Launch</a>	Start Date *
Description <input type="text"/>	<input type="text" value="11/16/200"/>
	End Date *
	<input type="text" value="12/15/200"/>
Preapproval Required <input checked="" type="checkbox"/>	Preapproval Process *
Last Date for Preapproval Request Submission *	<input type="text"/>
	Claim Process *
Last Date for Claim Submission *	<input type="text"/>

FIGURE 529. 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 782 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 784 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 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 an active program to partners: programs that are In Creation cannot be assigned.

1. Navigate to the program to which you want to assign a partner.
2. On the Program Detail page, click **Assignments**. The list of eligible partners displays.

<b>Note:</b>	By default, the list shows only the eligible partners that are assigned to you as an account manager. To see all eligible partners, click Show All, then click Show Eligible to remove ineligible partners from the list.
--------------	---

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"/>	Aelften_uc	Distributor	Gold
<input type="checkbox"/>	AffinityNet	Reseller	Gold
<input type="checkbox"/>	AllNet Corp	Distributor	Silver
<input type="checkbox"/>	Andere	Distributor	Silver

FIGURE 530. Assignments List Page

3. Check the check boxes for the partners to whom you want to assign this program.
4. Click **Save**.

## 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**.

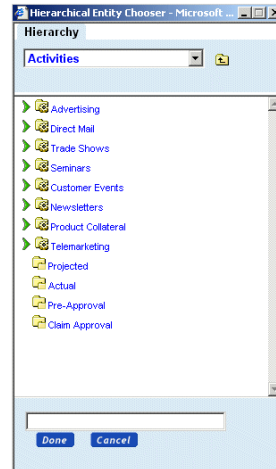
FIGURE 531. New Form Page

5. Enter a Name and a Description for the new form.
6. Click **Save**.
7. When the new form displays in the list of forms, select it and click **Edit**.

FIGURE 532. 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 533. 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**.



The screenshot shows the 'New Model' page in the Comergent Visual Modeler. The interface includes a top navigation bar with links like 'My Home', 'My Account', 'About', 'Help', and 'Logout'. A left sidebar shows a 'Model Group navigation' tree with categories such as 'Matrix', 'MDF Application Forms', 'Activities', 'Advertising', 'Direct Mail', 'Trade Shows', 'Seminars', 'Customer Events', 'Newsletters', and 'Product Collateral'. The main content area is titled 'New Model' and contains the following fields and buttons:

- Name:** A text input field.
- Description:** A text input field.
- Start Date (MD/YYYY):** A date picker showing 11/16/2005.
- End Date (MD/YYYY):** A date picker showing 11/16/2005.
- Assigned Product ID:** A text input field with a 'Browse...' button next to it.
- Buttons:** 'Save', 'Save and Edit', 'Cancel and Return'.

FIGURE 534. New Form Page

5. Enter a Name and a Description for the new form.
6. Click **Save**.

When the new form displays in the list of forms, select it and click **Edit**.

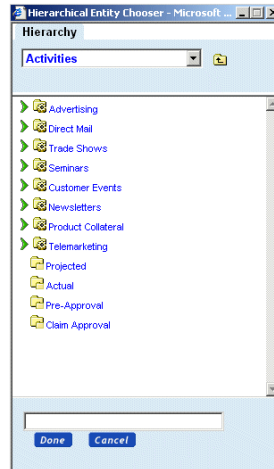
The screenshot shows the 'Edit Form' page in the Comergent Visual Modeler. The interface includes a top navigation bar with links like 'My Home', 'My Account', 'About', 'Help', and 'Logout'. A left sidebar shows a 'Model navigation' tree with 'Press Release Submission Form' selected. The main content area is titled 'General Info' and contains the following fields and buttons:

- Name:** A text input field with the value 'Press Release Submission Form'.
- Description:** A text input field with the value 'Press Release Submission Form'.
- Display Name:** A text input field with a checkmark icon.
- Start Date (MD/YYYY):** A date picker showing 11/16/2005.
- End Date (MD/YYYY):** A date picker showing 11/16/2005.
- Children:** A list box with a 'New Option Class' button below it.
- Buttons:** 'Move Up', 'Move Down', 'Delete', 'New Option Class', 'Attach'.

FIGURE 535. 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 536. 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, 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, 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 requests and claims.

## To Manage Approval Requests

As an account manager for one or more accounts, you 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 details page. The page includes a header with the Comergent logo and navigation links. The main content area displays the activity information, including the activity name, program name, description, and preapproval required status. The 'Preapproval Required' status is set to 'Y'. The 'Last Date for Preapproval Request Submission' is 11/20/2005, and the 'Last Date for Claim Submission' is 12/31/2005. The 'Activity ID' is 600500, and the 'Activity Status' is 'Active'. The 'Start Date' is 11/24/200, and the 'End Date' is 12/15/200. The 'Preapproval Process' and 'Claim Process' are both set to 'MDF Application Forms/Activities/Direct Mail/Preapproval Form'.

FIGURE 537. Program Activity Detail Page

2. Click View Preapprovals & Claims.


The screenshot shows the 'Claim List' page for the 'Press Release' activity. The page includes a search bar and a table of claims. The table has columns for Preapproval ID, Preapproval Status, Preapproval Request Date, Claim ID, Claim Status, Claim Date, Activity Name, Program Name, and Organization. The table contains one row 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 538. Program Claim List Page

The claims list page displays all approval requests made against this activity. Requests that require approval have the Pending Approval status.

3. Click the Preapproval Id to the approval request that you want to consider.

 Administration

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

Preapproval Request

[Go to Claim List](#)

Preapproval FormNotes

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.

SaveDenyAllocate FundsUpdateCancel

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 539. 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 acted on further.
- If you click **Allocate Funds**, the Approve Funds page displays.

 Administration

[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 AllocationApprove FundsUpdate

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 540. 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 and is put on hold.
6. Click **Approve Funds**.

The Approval Request page re-displays with updated information.

## Managing Claims

As an account manager for one or more accounts, you 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.

The screenshot shows the 'Claim List' page within the 'COMERGENT eBusiness System Administration' interface. At the top, there is a navigation bar with links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the header, the page title 'Claim List' is displayed. A search section contains a text input field with the placeholder 'Find records that contain:', a dropdown menu for 'Activity Name', and buttons for 'Search' and 'Show All'. Below the search section, it says 'Search Results for Activity Name: Press Release'. A table lists the search results with columns: 'Preapproval ID', 'Preapproval Status', 'Preapproval Request Date', 'Claim ID', 'Claim Status', 'Claim Date', 'Activity Name', 'Program Name', and 'Organization'. The table contains one row with the following data: '600500', 'Pending Approval', '11/16/2005', a link for 'Claim ID', 'Press Release', 'Workstation Launch', and 'DataSolve'.

Preapproval ID	Preapproval Status	Preapproval Request Date	Claim ID	Claim Status	Claim Date	Activity Name	Program Name	Organization
600500	Pending Approval	11/16/2005	<a href="#">Claim ID</a>	Press Release	Workstation Launch	DataSolve		

FIGURE 541. Claim List Page

2. Click the Claim Id link to the claim that you want to consider.

The screenshot shows the 'Claim for Press Release' page. At the top, there's a header with the Comergent logo and 'Administration' text. Below this is a navigation bar with links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main title is 'Claim for Press Release' with a link 'Go to Claim List'. Below the title is a tabbed interface with 'Claim Form' and 'Notes'. The 'Claim Form' tab is active, showing a 'Claim Application Form' section. This section contains 'Claim Details' (Program Name: Workstation Launch, Activity Name: Press Release, Channel Partner: DataSolve, Preapproval ID: 600500, Approval Number: 1132165194063, Claim ID: 600501, Claim Status: Pending Approval) and 'Actual Sales' (Actual Unit Sales: [input field], Actual Sales Revenue: [input field] (in dollars)). At the top right of the form are buttons: 'Save', 'Deny', 'Allocate Funds', 'Update', and 'Cancel'.

FIGURE 542. 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 acted on further.

If you click **Allocate Funds**, the Approve Funds page displays.

The screenshot shows the 'Approve Funds' page. At the top, there's a header with the Comergent logo and 'Administration' text. Below this is a navigation bar with links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main title is 'Approve Funds' with a link 'Go to Claim List'. Below the title is a text area with instructions: '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.' Below this are fields: 'Preapproval ID: 600500', 'Projected Request for Funds: \$100,000', and 'Preapproval Currency: USD'. At the top right of the form are buttons: 'Cancel Allocation', 'Approve Funds', and 'Update'. Below these is a table with columns: 'Account Name', 'Available Date', 'Available Balance', 'Expiration Date', 'Program Name', 'Activity Name', and 'Amount to Allocate'. The table has one row for 'General MDF Account' with values: '11/16/2005', '\$5,000,000', '2/14/2006', and '0.00'. Below the table is a 'Total' row with a value of '0,000'.

FIGURE 543. 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 re-displays with updated information.

**To Manage Claims for an Activity**

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 navigation links. The main content area displays the activity information, including the activity name, program name, description, and various dates. The activity status is set to 'Active'. The page also includes buttons for 'View Preapprovals & Claims', 'Cancel', and 'Save'.

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 544. Program Activity Detail Page

2. Click **View Claims**.

The screenshot shows the 'Claim List' page for the 'Press Release' activity. The page includes a search bar and a table of claims. The table has columns for Preapproval ID, Preapproval Status, Preapproval Request Date, Claim ID, Claim Status, Claim Date, Activity Name, Program Name, and Organization. The first row shows a claim with ID 600500, status Pending Approval, and request date 11/16/2005.

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 545. 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.

**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  
11/16/2005  
Claim Status Pending Approval

**Actual Sales**

Actual Unit Sales   
Actual Sales Revenue  (in dollars)

**FIGURE 546. 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, the claim becomes read-only and cannot be acted on further.

If you click **Allocate Funds**, then the Approve Funds page displays.

**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			<input type="text" value="0.00"/>
Total						<input type="text" value="0.000"/>

**FIGURE 547. 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 re-displays 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 911. You can download a template as described in "To Download a Co-op Account Update Template File" on page 794.

For each line in the uploaded text file, the processing is as follows:

- If an account key is not provided, a new account is created with the header information provided in the line.
- If an account key is provided, 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 Comergernt eBusiness System home page.

The Program List page displays.

The screenshot shows the 'Program List' page in the Comergernt eBusiness System Administration interface. The page has a header with the Comergernt logo and 'Administration' text. Below the header is a navigation bar with links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The main content area is titled 'Program List' and contains a search bar with the text 'Find programs that contain:'. Below the search bar is a table with the following columns: 'Program ID', 'Program Name', 'Program Type', 'Creation Date', 'Activities Start Date', 'Activities End Date', 'Program Status', and a 'Delete' link. The table contains two rows of data:

Program ID	Program Name	Program Type	Creation Date	Activities Start Date	Activities End Date	Program Status	Delete
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	

Below the table are two buttons: 'New Program' and 'Upload Co-op Accounts'.

FIGURE 548. Program List Page

2. Click **Upload Co-op Accounts**.

The screenshot shows the 'Co-op Account Upload' page. At the top is the 'COMERGENT eBusiness System' logo and 'Administration' title. Navigation links include 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The page title is 'Co-op Account Upload'. Below the title, it says 'Enter file name and click on Upload button to create or update Co-op accounts.' There are 'Upload' and 'Cancel' buttons. A section labeled '\*Required Fields' contains a 'Co-op Account Upload' form. Inside this form, there is a text field for '\*Upload File:' with a 'Browse...' button and a 'View' link. A 'Template' link is also present below the text field.

FIGURE 549. 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 displays, reporting the results of your upload.

The screenshot shows the 'Co-op Account Upload Results' page. At the top is the 'COMERGENT eBusiness System' logo and 'Administration' title. Navigation links include 'My Home', 'My Account', 'About', 'Help', and 'Logout'. The page title is 'Co-op Account Upload Results'. Below the title, it says 'Co-op Accounts Upload Completed'. There is a 'Done' button. Below this, it says 'Co-op account upload file C:\temp\AnderelCoopAccountUpload.txt has been uploaded with the following results:'. The results are: 'Total number of accounts: 2', 'Number of accounts successfully uploaded: 2', and 'Number of accounts not uploaded due to errors: 0'.

FIGURE 550. 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 displays.

**COMERGENT** eBusiness System Administration

My Home | My Account | About | Help | Logout

### Program List

"Find programs that contain"

Program Name  Search Show All

All programs shown

**New Program** **Upload Co-op Accounts**

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 551. Program List Page

- Click **Upload Co-op Accounts**.

**COMERGENT** eBusiness System Administration

My Home | My Account | About | Help | Logout

### Co-op Account Upload

Enter file name and click on Upload button to create or update Co-op accounts.

**Upload** **Cancel**

\*Required Fields

**Co-op Account Upload**

\*Upload File:  Browse... View

[Template](#)

FIGURE 552. Co-op Account Upload Page

- 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 29 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 797
- "To Submit a Sales Contract" on page 800
- "To Search for a Sales Contract" on page 801

---

## **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.

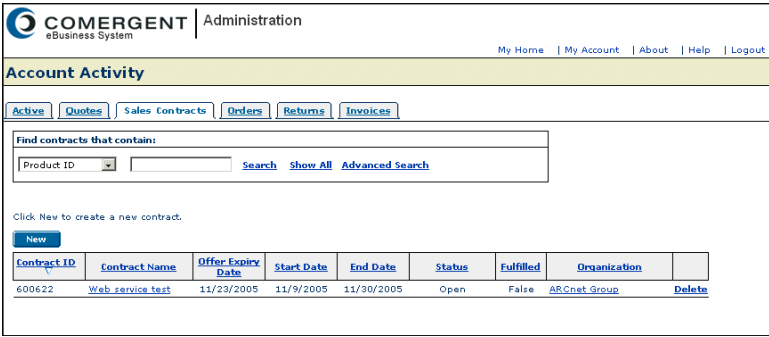


FIGURE 553. Customer Workspace: Sales Contract Tab

3. Click **New**.
4. Using the Organization Picker, enter the Organization name and a name for the new sales contract.

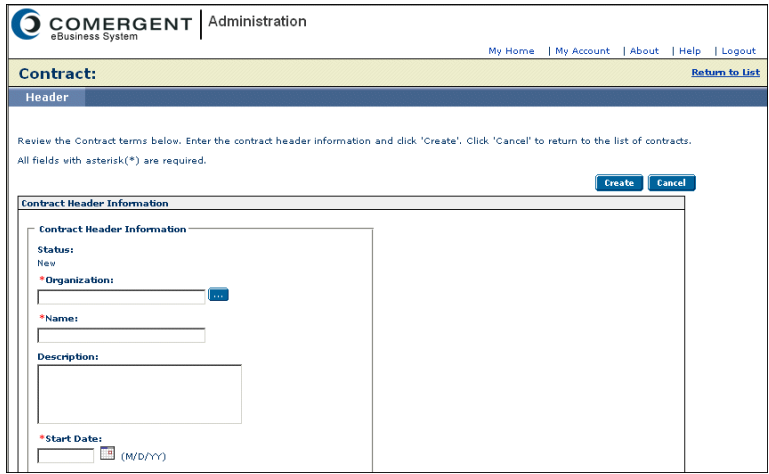


FIGURE 554. Sales Contract Detail Page: Header Tab

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** eBusiness System | Administration

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: [ARCnet 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 "Base"	<a href="#">MXDS-7480</a>	Enterprise	\$733.95	\$733.95	5	\$3,669.75		
	17" Monitor	<a href="#">MX-GV17T</a>		included		5			
	Windows 2000	<a href="#">MX-MSW2K</a>		included		5			
	Matrix Satellite Speaker	<a href="#">MXA-MSS</a>		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 555. 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.

	Name	Product ID	Supplier	Price	Contract Price	Quantity	Ext. Price	Status
<input type="checkbox"/>	7410 Notebook "Workhorse"	MDLP-7410	Enterprise	\$1,506.50	\$	5	\$7,532.50	

**FIGURE 556. 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 801 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**

<p><b>Contract Header Information</b></p> <p>Status: Open</p> <p>*Organization: <a href="#">ARCnet Group</a></p> <p>*Name: <input type="text" value="Web service test"/></p> <p>Description: <input type="text" value="Web service test"/></p> <p>*Start Date: <input type="text" value="11/9/05"/> (M/D/YYYY)</p> <p>*End Date:</p>	<p><b>Bill-To Information</b></p> <p>Title: <input type="text" value="Mr."/></p> <p>Last name: <input type="text" value="Guinness"/></p> <p>First name: <input type="text" value="Alex"/></p> <p>Organization: <input type="text" value="ARCnet Group"/></p> <p>*Address Line 1: <input type="text" value="4322 Howe Street"/></p> <p>Address Line 2: <input type="text" value="First floor"/></p>
--	--

FIGURE 557. 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.

The screenshot shows the 'Search Header' section of the Comergent eBusiness System Administration interface. It includes a search instruction: 'Search for Contracts with the given criteria. Partial entries with the wildcard character (\*) are supported for Organization, Username, User First Name, User Last Name and Contract Name.' Below this are several search filters: 'Find by Accounts handled by Manager/Rep' with a dropdown menu, 'Find Inquiry Lists by Organization or User' with fields for Organization, Username, User First Name, and User Last Name, 'Contracts with the following attributes' with fields for Contract ID, Contract Name, and a dropdown for Fulfilled status, and 'Contracts By Date Ranges' with fields for Contract Start Date, Contract End Date, Starting Date, and Ending Date. There are 'Submit' and 'Reset' buttons at the top right of the search area.

FIGURE 558. 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**.

The screenshot shows the 'Account Activity' section of the Comergent eBusiness System Administration interface. It includes a navigation bar with tabs for Active, Quotes, Sales Contracts, Orders, Returns, and Invoices. Below this is a search section titled 'Find contracts that contain:' with a dropdown for Product ID and buttons for Search, Show All, and Advanced Search. A message says 'Click New to create a new contract.' Below this is a 'New' button and a table of contracts.

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 559. Sales Contract List Page

4. Click the link to the sales contract you want.



---

This chapter covers all of the tasks associated with managing product reviews. See "Product Reviews" on page 30 for an overview of product reviews.

You can manage product reviews if you have been assigned the Product Review Administration function. The tasks associated with product review administration are:

- "To View a Product Review" on page 805
- "To Hide or Reject a Review" on page 806
- "To Search for a Product Review" on page 807

---

## **Managing Product Reviews**

### ***To View a Product Review***

1. Click **Review Management** in the Review Management panel on the Comergent eBusiness System home page.

The Review List page is displayed.

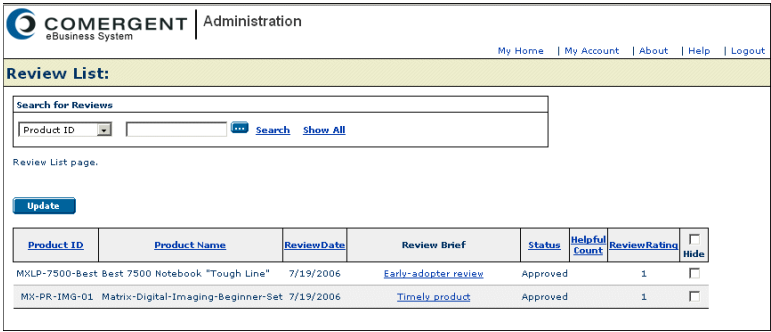


FIGURE 560. Review List Page

2. Click the link to the review that you want to view.  
The Review Detail page is displayed.

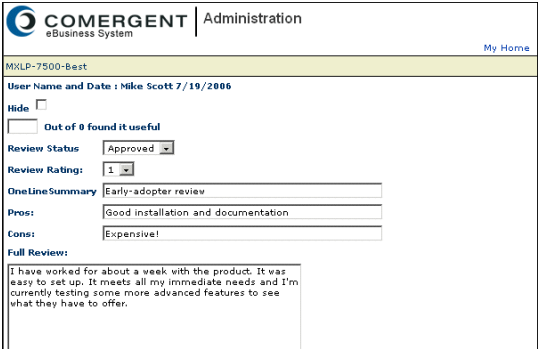


FIGURE 561. Review Detail Page

**To Hide or Reject a Review**

1. Navigate to the product review.  
See "To View a Product Review" on page 805 on how to view a product review.

**COMERGENT** eBusiness System Administration [My Home](#)

MXLP-7500-Best

User Name and Date : Mike Scott 7/19/2006

Hide ☐ Out of 0 found it useful

Review Status: Approved

Review Rating: 1

OneLineSummary: Early-adopter review

Pros: Good installation and documentation

Cons: Expensive!

Full Review:

I have worked for about a week with the product. It was easy to set up. It meets all my immediate needs and I'm currently testing some more advanced features to see what they have to offer.

FIGURE 562. Review Detail Page

2. To hide a review: check the **Hide** check box.
3. To reject a review, select Rejected in the Review Status drop-down list.
4. Click **Save**.

### To Search for a Product Review

1. Click **Review Management** in the Review Management panel on the Comergent eBusiness System home page.

**COMERGENT** eBusiness System Administration [My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

**Review List:**

Search for Reviews

Product ID:  [Search](#) [Show All](#)


Review List page.

[Update](#)

Product ID	Product Name	Review Date	Review Brief	Status	Helpful Count	Review Rating	Hide
MXLP-7500-Best	Best 7500 Notebook "Tough Line"	7/19/2006	<a href="#">Early-adopter review</a>	Approved		1	<input type="checkbox"/>
MX-PR-IMG-01	Matrix-Digital-Imaging-Beginner-Set	7/19/2006	<a href="#">Timely product</a>	Approved		1	<input type="checkbox"/>

FIGURE 563. Review List Page

2. Select your search criteria as appropriate.
3. Click **Search**.

Administration

My Home | My Account | About | Help | Logout

Review List:

Search for Reviews

Product ID

Search Show All

Review List page.

Update

Product ID	Product Name	ReviewDate	Review Brief	Status	Helpful Count	ReviewRating	<input type="checkbox"/> Hide
MXLP-7500-Best	Best 7500 Notebook "Tough Line"	7/19/2006	<a href="#">Early-adopter review</a>	Approved	1	1	<input type="checkbox"/>
MX-PR-IMG-01	Matrix-Digital-Imaging-Beginner-Set	7/19/2006	<a href="#">Timely product</a>	Approved	1	1	<input type="checkbox"/>

FIGURE 564. Review List Page with Search Results

4. Click the link to the product review you want to view.



---

This chapter covers all of the tasks associated with managing payment transactions. See "Payment Processing and Credit Cards" on page 31 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 809
- "To Make a Manual Transaction" on page 810

---

## **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.



Payment History

My Home | My Account | About | Help | Logout

Payment History

Find credit card transactions that contain:

Last Name

Search


Show All

Advanced Search

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	11/11/2005	\$202.00	Authorization	true	1317453694280169622532	1384601921	false	*****1111
a	a	11/11/2005	\$100,881.00	Authorization	false	1317451265380169622530	1940601532	false	*****1111

FIGURE 565. Transaction List Page

2. Click the transaction ID of the transaction that you want to view.



Payment History

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

[Return to List](#)

Transaction Detail:

Back


Transaction Detail:	
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	mscott@icmsolutions.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 566. 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 809.

 **COMERGENT**  
eBusiness System

Payment History

[My Home](#) | [My Account](#) | [About](#) | [Help](#) | [Logout](#)

**Transaction Detail:** [Return to List](#)

Issue Credit

Issue Debit

Transaction Detail:	
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@icmsolutions.com
Credit Card Type	Visa
Credit Card Number	*****1111
Expiration Date	November 2008
Transaction Date	11/18/2005
Transaction Amount	6,516.00
Currency	USD
Transaction Type	Capture
Accepted	true

**FIGURE 567. 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. The page header includes the system logo, 'Payment History' title, and navigation links: 'My Home', 'My Account', 'About', 'Help', and 'Logout'. Below the header, a yellow banner reads 'Manual Debit Transaction:' with a 'Return To List' link. The main content area features a 'Submit Transaction' button and a 'Cancel' button. A text prompt instructs the user to 'Enter a Transaction Amount, update other fields as required, and click 'Submit Transaction''. The 'Transaction Detail' section contains the following fields:

Transaction Detail	
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 *	mscott@icmsolution
Credit Card Type *	Visa
Credit Card Number *	XXXXXXXXXXXX1111
Expiration Date *	November 2008

**FIGURE 568. 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 48 provides an overview of how you work with tasks. See "Creating Tasks From Commerce Objects" on page 734 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.

COMERGENT  
E-BUSINESS SYSTEM

[Home](#) [About](#) [Help](#) [Logout](#)

**Task List:**

Search for Tasks

ID

Search

Show All

Advanced Search

Task List page.

Create Task

ID	Name	Create Date	Priority	Update Date	Status	Due Date
600510	<a href="#">RFQ Creation Task</a>	4/22/2005		4/22/2005	New	
600509	<a href="#">abcd</a>	4/22/2005	High	4/22/2005	Open	4/30/2005
600508	<a href="#">abc</a>	4/22/2005	Medium	4/22/2005	New	4/29/2005
600506	<a href="#">RFQ Creation Task</a>	4/21/2005	Medium	4/22/2005	Open	
600606	<a href="#">Customer Credit Hold Task</a>	4/21/2006		4/21/2006	New	

FIGURE 569. Task List Page

2. Click New.
- The task detail page is displayed.

COMERGENT  
eBusiness System

Task Manager

[My Home](#) [My Account](#) [About](#) [Help](#) [Logout](#)

**Task Detail:**

Detail

Go to Task List

Task Detail page.

Create

Cancel

General Information

NOTE: (\*) items are required.

\*Task Name

\*Priority

High

\*Task Type

Commerce

Due Date

\*Status

New

Task Summary

URL 1

URL 2

URL 3

Email Creator

☐

Watcher List

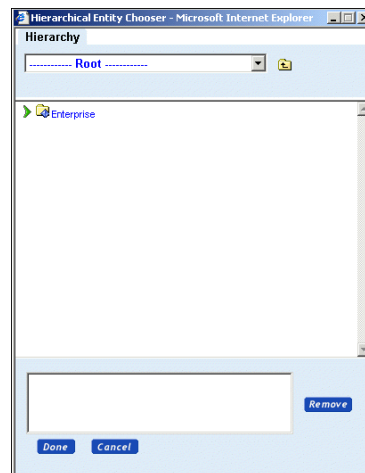
FIGURE 570. Task Detail Page

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 571. 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**.

The screenshot shows the 'Task Management' interface with a 'Notes' tab selected. The header includes 'TASK MANAGEMENT' and the 'COMERGENT E-BUSINESS SYSTEM' logo with links for 'Home', 'About', 'Help', and 'Logout'. Below the header, the 'Task Notes:' section has two tabs: 'Detail' and 'Notes'. The 'Notes' tab is active, displaying a text area for entering a new note and an 'Add Note' button. A table at the bottom has columns for 'Date', 'Note', 'Organization', and 'User Name'.

FIGURE 572. 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.

The screenshot shows the 'Task List' page. The header is identical to the previous figure. Below the header, the 'Task List:' section contains a 'Search for Tasks' box with a dropdown menu, a text input field, and buttons for 'Search', 'Show All', and 'Advanced Search'. At the bottom right, there is a 'Create Task' button.

FIGURE 573. Task List Page

2. Click the link to the task you want to update.

The task detail page is displayed.



**TASK MANAGEMENT** **COMERGENT**  
E-BUSINESS SYSTEM

[Home](#) [About](#) [Help](#) [Logout](#)

**Task Detail:**

**Detail** **Notes**

Task Detail page. Accept Cancel

**General Information**

NOTE: (\*) items are required.

**\*Task Name**  
Reminder to check orders

**Task Summary**  
Reminder to check orders

**Due Date**  
9/10/2004

**Owner**

**\*Priority**  
High

**Creator**  
ajones

**\*Task Type**  
EnterpriseCommerce

**Object ID**

**\*Status**  
New

**URL 1**

**URL 2**

**URL 3**

**Watcher List**

cService
----------

FIGURE 574. Task Detail Page

- 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 53. 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 53. Automatically-Created Tasks (Continued)**

<b>Application</b>	<b>Action</b>	<b>Watchers</b>
<b>C3</b> Quotes	End-user submits price negotiation request	Enterprise users assigned to the end-user's account who have been assigned the Commerce function.
<b>C3</b> 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.

You can modify the default behavior by customizing or making configuration changes to the code for the automatically-generated tasks. See the *Events* chapter of the *Comergent eBusiness System Developer Guide* for more information.

---

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 37 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 820
- "To Modify an Invoice" on page 822
- "To View the History of an Invoice" on page 822
- "To Create a Credit Memo" on page 823
- "To Create a Debit Memo" on page 823

---

## **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.

The screenshot shows the Comergent eBusiness System workspace page. At the top, there's a navigation bar with 'Home', 'About', 'Help', and 'Logout'. Below this is a 'Product Lists' section with tabs for 'Active', 'Quotes', 'Orders', 'Returns', and 'Invoices'. The 'Invoices' tab is selected. Below the tabs is a search bar with the text 'Find Invoices that contain:' and a dropdown menu for 'Order Number'. To the right of the search bar are links for 'Search', 'Show All', and 'Advanced Search'. Below the search bar is a table with the following columns: Invoice Number, Order Number, Due Date, Date Created, Amount, Balance, Invoice Status, User Name, and Organization. The table contains four rows of data.

	Invoice Number	Order Number	Due Date	Date Created	Amount	Balance	Invoice Status	User Name	Organization
<input type="checkbox"/>	75827613	9912593762	5/16/2003	5/16/2003	\$3,721.49	\$2,577.31	Disputed	Sutton, Felix	DataSolve
<input type="checkbox"/>	71137155	4601604194	5/16/2003	5/16/2003	\$120,204.04	\$0.00	Paid	Sutton, Felix	DataSolve
<input type="checkbox"/>	14591430	2783598787	5/16/2003	5/16/2003	\$6,314.04	\$6,314.04	Disputed	Sutton, Felix	DataSolve
<input type="checkbox"/>	96049622	8985592576	5/16/2003	5/16/2003	\$191,924.64	\$0.00	Paid	Collins, Linda	DataSolve

FIGURE 575. 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 576. 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**

[Home](#)
[Search](#)
[List](#)
[Detail](#)


**COMERGENT**  
SELL-SIDE E-BUSINESS SYSTEM

[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**

<b>Bill To:</b> Comergent Ms. Alla Budman 1201 Radio road suite 100 Redwood City, CA 94065 USA	<b>Ship To:</b> yahoo Mr. John Smith 500 Scott Blvd Building 1 Sunnyvale, CA 95099 USA	<b>Sold To:</b> Ms. Mary Brown 555 Pine street around the corner Boston, France	<b>Remit To:</b> 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
<a href="#">History</a>	MXDS-7500	New	New	ERPAdmin	\$10.00	10	\$10.00
<a href="#">History</a>	MXDS-7480	New	New	ERPAdmin	\$20.00	20	\$400.00
<a href="#">History</a>	MXWS-7600	New	New	ERPAdmin	\$30.00	30	\$900.00
<a href="#">History</a>	MX-LN/A	New	New	ERPAdmin	\$1.00	40	\$40.00

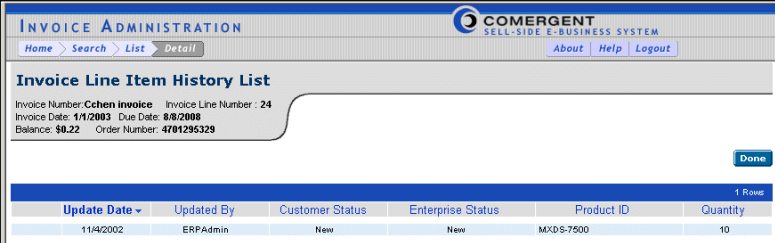
FIGURE 577. Invoice Detail Page

### To Modify an Invoice

1. Navigate to the invoice as described in "To View an Invoice" on page 820.
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 38.

### To View the History of an Invoice

1. Navigate to the invoice as described in "To View an Invoice" on page 820.
2. For any line item, click **History**. The Invoice History List page is displayed.



**INVOICE ADMINISTRATION** **COMERGENT**  
SELL-SIDE E-BUSINESS SYSTEM

Home > Search > List > Detail About Help Logout

**Invoice Line Item History List**

Invoice Number: Cchen Invoice Invoice Line Number: 24  
Invoice Date: 1/1/2003 Due Date: 9/8/2009  
Balance: \$0.22 Order Number: 4701295329

Done

Update Date	Updated By	Customer Status	Enterprise Status	Product ID	Quantity
11/4/2002	ERPAdmin	New	New	MXDS-7500	10

**FIGURE 578. 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: that is, only tenant users who have been assigned the Program Management function can view reports. 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**

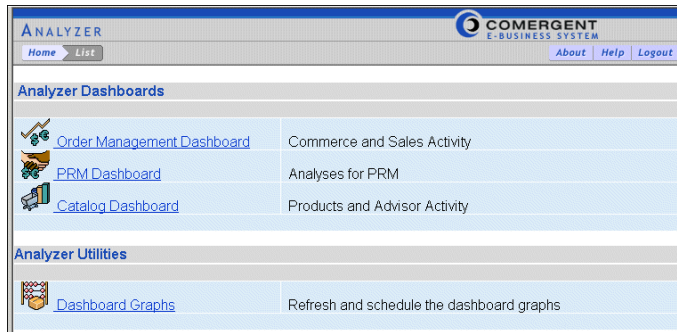
See CHAPTER 37, "C3 Analyzer Reports" for a description of the available reports.

### ***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 579 on page 826). It provides links to the dashboards and to the report scheduler.



**FIGURE 579. 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 37, "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 827.
- You can refresh them manually whenever you like. See "Refreshing the Dashboard Graphs" on page 827.

### ***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**.

**ANALYZER** **COMERGENT E-BUSINESS SYSTEM**  
Home > List > Detail About Help Logout

### Change Dashboard Graph Refresh Schedules

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.

**Schedules**

<b>Order Management Dashboard</b>	<input type="checkbox"/> Run immediately	Date MD/YY 12/24/03	Hour 00	Minute 00
	<input type="checkbox"/> Run once	Frequency Every day	Hour 00	Minute 00
<b>PRM Dashboard</b>	<input type="checkbox"/> Run immediately	Date MD/YY 12/24/03	Hour 00	Minute 00
	<input type="checkbox"/> Run once	Frequency Every day	Hour 00	Minute 00
<b>Catalog Dashboard</b>	<input type="checkbox"/> Run immediately	Date MD/YY 12/24/03	Hour 00	Minute 00
	<input type="checkbox"/> Run once	Frequency Every day	Hour 00	Minute 00

**Submit** **Reset**

**FIGURE 580. 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.

<b>Note:</b>	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 825. In this example, we use the Direct E-Commerce Product Activity report.

ANALYZER

COMERGENT  
DISTRIBUTED E-BUSINESS SYSTEM

Home > List > Search > Detail

About | Help | Logout

NavBar First Prev Next Last Goto Page 32 of 77 100% Search Download/Print

Product Activity Report

1/1/20

559	6/7/01	Matrix 811 Digital	MXC_DV811	1	\$	963.30	AnonymousUserPartner	SystemPartner	Tin
Total				12	\$	11559.60			

Product Line: Digital Video

List ID	Access Dt	Product	Product ID	Qty	Total Value	Partner Name	Partner Type	Partner Level	
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

List ID	Access Dt	Product	Product ID	Qty	Total Value	Partner Name	Partner Type	Partner Level	
367	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
367	6/7/01	128MB SIMMS	MX_PR128S	1	\$	65.00	AnonymousUserPartner	SystemPartner	Tin
367	6/7/01	128MB SIMMS	MX_PR128S	1	\$	65.00	AnonymousUserPartner	SystemPartner	Tin

FIGURE 581. Product Activity Report

2. Click the **Search** button in the toolbar to display the search frame.

ANALYZER

Home > List > Search > Detail

COMERGENT  
DISTRIBUTED E-BUSINESS SYSTEM

About | Help | Logout

NavBar First Prev Next Last Goto Page 32 of 77 100% Search Download/Print

New Search Search Now Help ×

Click on a report field to add it to the search

Report Field Value Display

Search Now

Product Activity Report

559	6/7/01	Matrix 811 Digital	MXC_DV811	1	\$	963.30
Total				12	\$	11559.60

Product Line: Digital Video

List ID	Access Dt	Product	Product ID	Qty	Total Value
653	6/7/01	Matrix 912 Digital	MXC_DV912	1	\$ 1325.00
653	6/7/01	Matrix 912 Digital	MXC_DV912	1	\$ 1325.00
653	6/7/01	Matrix 912 Digital	MXC_DV912	1	\$ 1325.00
653	6/7/01	Matrix 912 Digital	MXC_DV912	1	\$ 1325.00
Total				4	\$ 5300.00

Product Line: Memory

List ID	Access Dt	Product	Product ID	Qty	Total Value
367	6/7/01	128MB SIMMS	MX_PR128S	1	\$ 65.00
588	6/7/01	128MB SIMMS	MX_PR128S	1	\$ 65.00
367	6/7/01	128MB SIMMS	MX_PR128S	1	\$ 65.00
367	6/7/01	128MB SIMMS	MX_PR128S	1	\$ 65.00
588	6/7/01	128MB SIMMS	MX_PR128S	1	\$ 65.00

FIGURE 582. Product Activity Report with Search Frame

3. 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 583 on page 831, 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.

**ANALYZER** COMERGENT DISTRIBUTED E-BUSINESS SYSTEM

[Home](#) > [List](#) > [Search](#) > [Detail](#) [About](#) | [Help](#) | [Logout](#)

NavBar First Prev Next Last Goto Page 32 of 77 100% Search Download/Print

New Search Search Now Help x

Click on a report field to add it to the search

Report Field	Value	Display
Product ID	MXD	<input checked="" type="checkbox"/> <input type="checkbox"/>
Quantity		<input checked="" type="checkbox"/> <input type="checkbox"/>
Total Value		<input checked="" type="checkbox"/> <input type="checkbox"/>

[Show Search URL](#)

**Product Activity Report**

559	6/7/01	Matrix 811 Digital	MXC_DV811	1
				<b>Total</b> 12
<b>Product Line: Digital Video</b>				
List ID	Access Dt	Product	Product ID	Qty
653	6/7/01	Matrix 912 Digital	MXC_DV912	1
653	6/7/01	Matrix 912 Digital	MXC_DV912	1
653	6/7/01	Matrix 912 Digital	MXC_DV912	1
653	6/7/01	Matrix 912 Digital	MXC_DV912	1
				<b>Total</b> 4

**FIGURE 583. Search Frame with Search Fields**

4. 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.)

5. Click **Search Now** in the search frame.

The search frame display the results of the search. In Figure 584 on page 832, the results match all the products, quantities, and values.

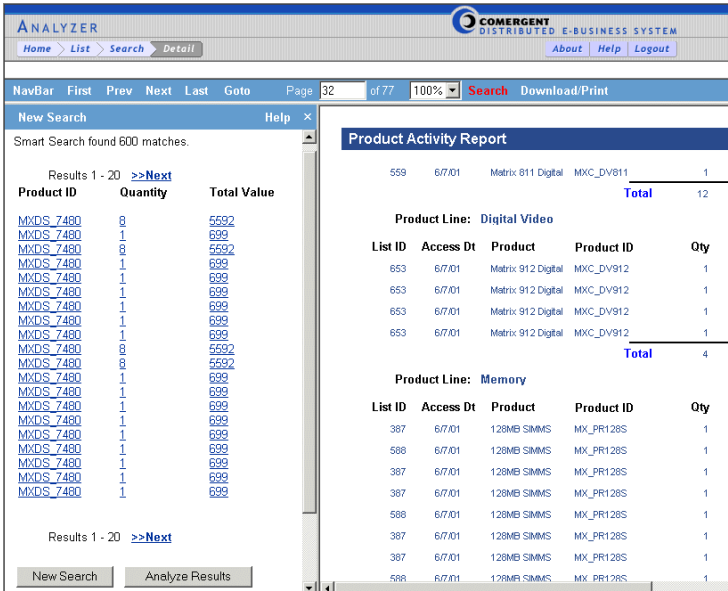


FIGURE 584. Search Frame with Search Results

6. Click **Analyze Results** at the bottom of the search frame.

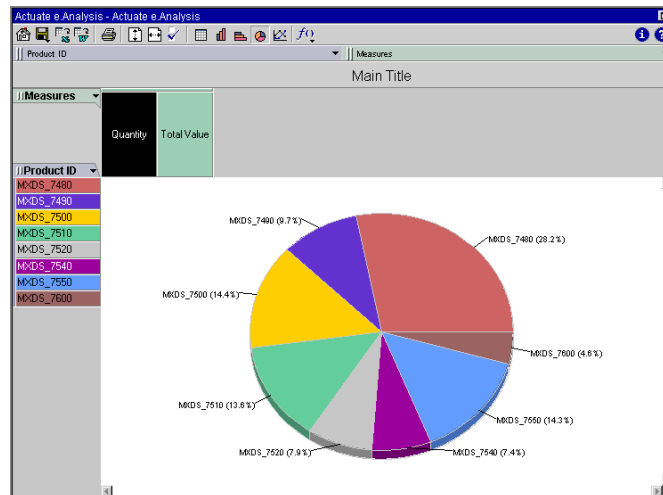
This has the effect of initiating the e.Analysis applet and loading the data from the search into the applet. You can now use the applet to manipulate and display the data as you want. By default, when the applet first loads, it displays a chart of the search results, as shown in Figure 585 on page 833.



Main Title		
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 585. 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 586. Analyzing the Results in the Search Frame**

In Figure 586 on page 834, 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 eAnalysis to analyze results, click the Help button on the eAnalysis applet or refer to the Actuate documentation for eAnalysis 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 38, "Enterprise System Administration" for more information on changing system properties.



## *C3 Analyzer Reports*

---

This chapter contains detailed descriptions of the various reports that the tenant administrator can generate using **C3** Analyzer. The reports are organized into the following dashboards:

- "Order Management Dashboard" on page 838: provides all the reports related to orders, products, and partner activity for the tenant's storefront.
- "PRM Dashboard" on page 847: provides all the reports related to sales forecasts, inventory, and leads for the tenant's storefront.
- "Catalog Dashboard" on page 860: provides all the reports related to products and the **C3** Advisor.

Note that these reports are not available to storefront administrators.

## Terminology and Useful Information

Table 54 on page 838 contains a description of the terminology used in **C3 Analyzer**.

**TABLE 54. Report Terminology**

Term	Definition
Active Cart	A cart is active if its status is either “Open” or “Routed” and it has not been deleted from a user’s workspace.
Abandoned Cart	A Deleted cart, a Not Ordered cart, or a Stale cart. See the definitions in this table.
Deleted Cart	A cart is deleted if its status is either “Open” or “Routed”, and it has been deleted from a user’s workspace.
Not Ordered Cart	Legacy definition: For indirect commerce only. A cart 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 Cart	A cart 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 Cart	A cart is stale if its status is either “Open” or “Routed”, and the last time the cart was updated <sup>a</sup> (update date) is more than fourteen days ago.

- a. The update date of a cart is initially set to the creation date of the cart and is subsequently updated each time the cart is updated. A cart is updated only when a value in the cart changes: simply viewing a cart does not update the cart. Similarly, if a partner user saves a cart with no changes, then no update takes place.

## 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 currency of the

Analyzer PriceList. See "Prices in Reports" on page 834 for an explanation of the reporting price list.

- **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 839

## **E-Commerce**

You can generate the following reports from commerce activity:

- Key Performance Indicators Report
- Customer Activity Report
- Product Activity Report
- Order Activity Report
- Order Analysis Report
- Forecast Sales versus Actual Report
- Abandoned Carts Report

### ***Key Performance Indicators Report***

This report provides you with a view of the commerce activity that is being generated for the tenant storefront via the Comergent eBusiness System. You can report for a single currency or for all currencies. The report differs depending on your selection.

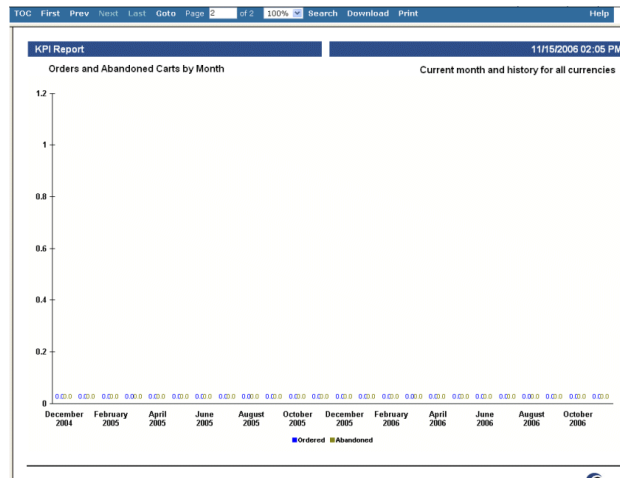
If you select all currencies, the report (see Figure 587 on page 840) contains two sections, summary and detail. The summary section shows two charts:

- The *Orders by Status* chart shows all the orders in the system according to status.

- The *Orders by Month* chart shows all the orders in the system by month.

The detail section contains the same charts, one set for each currency.

If you select for a specific currency, then the report consists of two pages containing the Orders by Status and Orders by Month charts for the selected currency.



**FIGURE 587. e-Commerce Key Performance Indicators: Example Report Format**

### *Customer Activity Report*

You can use this report to view the commerce activity of your e-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:

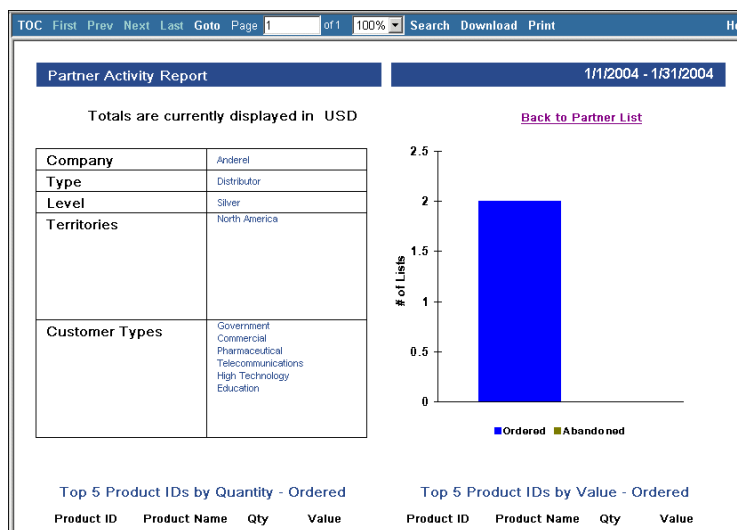
- A *Partner Profile* chart lists the partner's name, type, level, territories, and customer types.
- A *Commerce Summary* chart compares the number of ordered and abandoned carts.

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 carts 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 588. Partner Activity Report: Example Report**

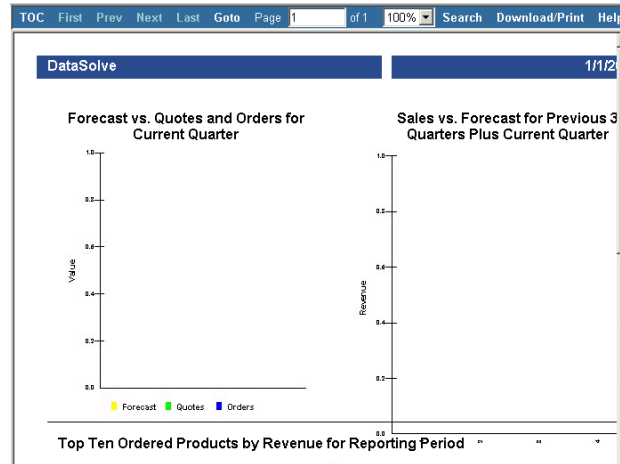
### *Product Activity Report*

You can use this report to understand in 'real-time' the demand signals for products being sold. Parameters for this report include product ID, cart 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 carts, 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.





**FIGURE 591. Order Activity Report: Partner Summary**

Here is a brief description of the report detail levels:

**TABLE 55. Order Activity Report**

Name	Description	Links to
Partner and User List	Shows a list of all 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
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 56. Order Activity 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 box, then they will be ignored, and the report will be run as if no Profile Name parameter had been entered: * \ ;</p>
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.
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>
Ending Date	<p>User may use these fields to select the end of the date range for which the report will be run.</p> <p>If no Ending Date is entered, then the current date and time is used as the ending date for the report.</p>
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.

TABLE 56. Order Activity Report Parameters (Continued)

Parameter	Values
<b>Search</b>	Creates a report using the specified parameters. If no parameters have been specified, then the report is displayed as if you had clicked <b>Show All</b> .
<b>Reset</b>	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.

TOC	First	Prev	Next	Last	Goto	Page 1 of 3	100%	Search	Download/Print	Help
Order Analysis									1/1/2	
A_gold_direct_partner										
Company Name	Sales Order #	Purchase Order #	Date/Time Ordered	Value	# of Lines	Cur 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	Cur Cod				
AffinityNet	3337599223	3337599223	1/24/2003 6:47:34 AM	\$ 8347.90	2	USD				
AffinityNet	8624591959	8624591959	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 592. 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 57. 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	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.
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	<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>
Ending Date	<p>User may use these fields to select the end of the date range for which the report will be run.</p> <p>If no Ending Date is entered, then the current date and time is used as the ending date for the report.</p>

**TABLE 57. Order Analysis Report Parameters (Continued)**

Parameter	Values
<b>Show All</b>	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.
<b>Search</b>	Creates a report using the specified parameters. If no parameters have been specified, then the report is displayed as if you had clicked <b>Show All</b> .
<b>Reset</b>	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 Carts Report***

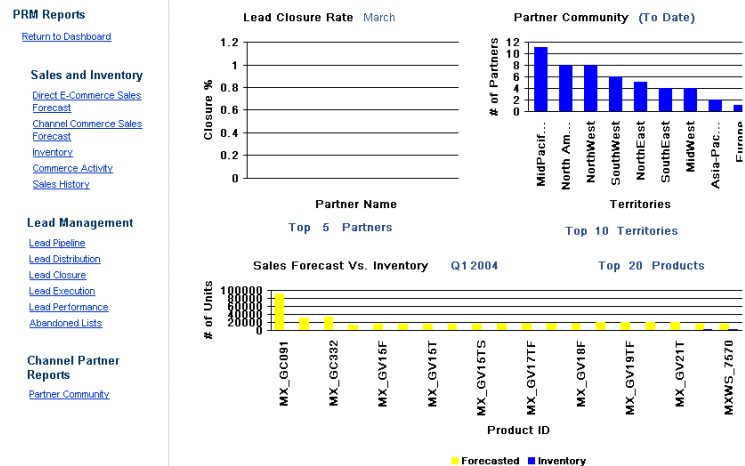
You can run this report either from the Order Management dashboard or from the Partner Relationships Management (PRM) dashboard. See "Abandoned Carts Report" on page 859 for more information about this report.

---

## **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:  
$$(\text{leads closed during month}) / (\text{leads received during month} + \text{leads open at start of month})$$
- **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 593. Partner Relationships Management Dashboard**

The partner relationship management reports are organized into these sections:

- "Sales and Inventory" on page 848
- "Lead Management" on page 852

## Sales and Inventory

You can generate the following reports on sales and inventory:

- Sales Forecast Report
- Partner Inventory Report
- 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 214 for information about forecasting.



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Sales Forecast Report
3/14/2002 03:36 PM
PRM Reports

Partner Name	AffinityNet			1	2002
Partner Name	Product ID	Description	Quantity	Q	Year
AffinityNet	MXDS_7540	The Matrix 7540 Desktop comes...	15	Q1	Y2002
AffinityNet	MX_PR266S	256MB SIMMS	3	Q1	Y2002
AffinityNet	MX_GV177	17" Monitor	75	Q1	Y2002
AffinityNet	MX_LNXA	Linux	155	Q1	Y2002
AffinityNet	MX_GV19T	19" Monitor	95	Q1	Y2002
AffinityNet	MX_GV15T	15" Flat Panel Monitor	100	Q1	Y2002
AffinityNet	MXLP_7490	Matrix 7490 Notebook Power Slim Lin...	10	Q1	Y2002
AffinityNet	MXWS_7510	The Matrix 7510 Workstation comes...	33	Q1	Y2002
AffinityNet	MXHD_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	MXWS_7650	The Matrix 7650 Workstation comes...	8	Q1	Y2002

**FIGURE 594. PRM Sales Forecast Report: Example**

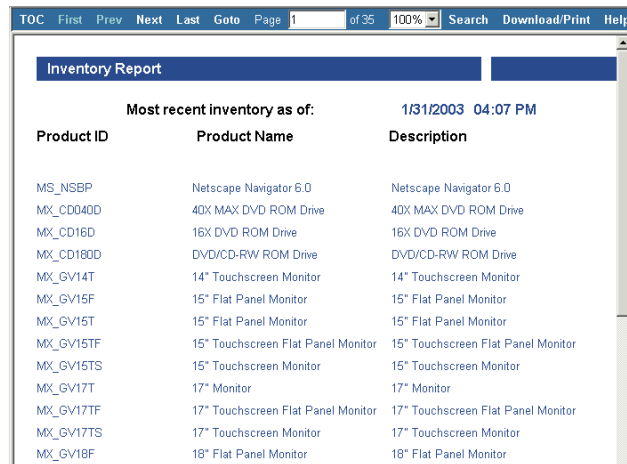
When run from the PRM Reports Summary page, the report shows the sales forecasts for the previous quarter.

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

### *Partner 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 49 and CHAPTER 27, "Inventory Collection" for additional information.)



Inventory Report		
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 595. Partner 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.

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**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_NT1500	Matrix 1500 NT Server	1/16/01 05:09 PM	UN_MXSR_NT150	13
UNISTOR	MXSR_NT2000	Matrix 2000 NT Server	1/16/01 05:09 PM	UN_MXSR_NT200	9
UNISTOR	MXSR_NT2500	Matrix 2500 NT Server	1/16/01 05:09 PM	UN_MXSR_NT250	13
UNISTOR	MXSR_UX1500	Matrix 1500 UNIX Server	1/16/01 05:09 PM	UN_MXSR_UX150	15
UNISTOR	MXSR_UX2000	Matrix 2000 UNIX Server	1/16/01 05:09 PM	UN_MXSR_UX200	15
UNISTOR	MXSR_UX2525	Matrix 2525 UNIX Server	1/16/01 05:09 PM	UN_MXSR_UX252	9
UNISTOR	MXSR_UX5000	Matrix 5000 UNIX Server	1/16/01 05:09 PM	UN_MXSR_UX500	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_1	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 596. Partner 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.

### 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 total carts ordered over the previous 24 months.

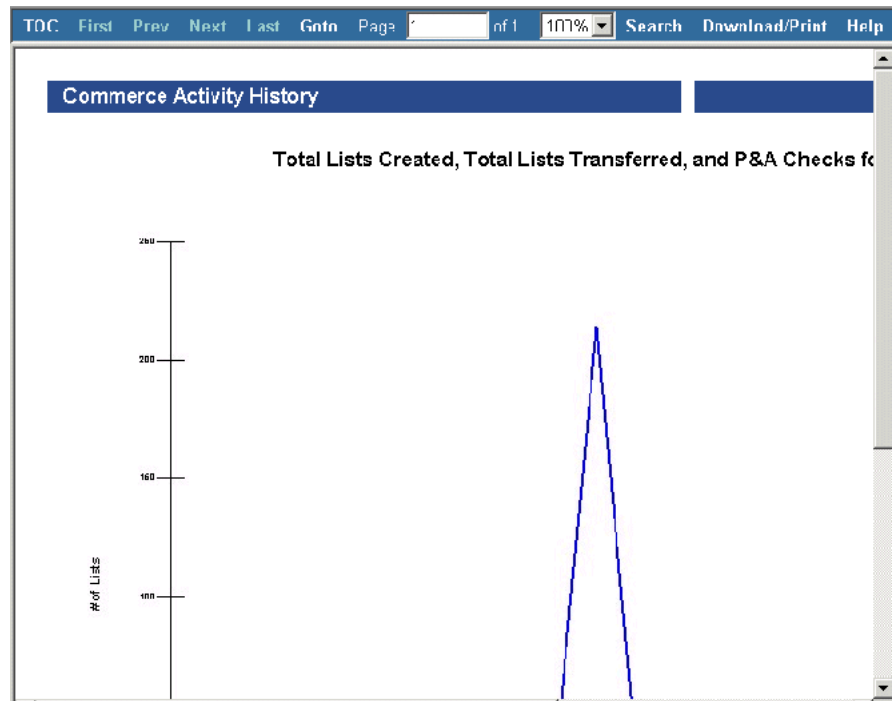


FIGURE 597. Commerce Activity History Report

## 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).

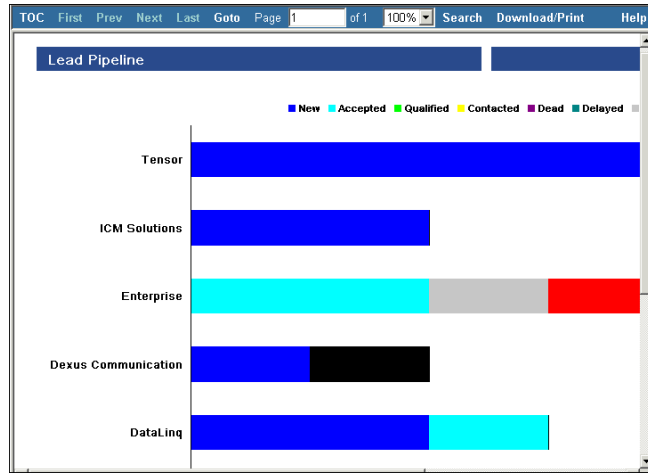


FIGURE 598. Lead Pipeline Report

TABLE 58. 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	<p>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.</p>

**TABLE 58. Lead Pipeline Report Parameters (Continued)**

Parameter	Values
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-totalled 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.

TOC First Prev Next Last Goto Page 1 of 1 100% Search Download/Print Help				
Lead Distribution				
Partner Name	Partner Type	Partner Level	Received	Leads Received
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 599. Lead Distribution Report: Example Report**

For each partner, the report contains the information described in Table 59 on page 855.

**TABLE 59. 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 600. Lead Closure Rate Report

For each partner, the report contains the following columns:

TABLE 60. Lead Closure Report Information

Column Header		Description
Profile Name		Profile name.
Leads Received in Period	Rcd.	The numb.er 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 <sup>a</sup> 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 60. 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.

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%
DataLink	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 601. Lead Execution Report: Example Report**

For each partner, the report contains the information described in Table 61 on page 857.

**TABLE 61. 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 61. 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.

Lead Performance				
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 602. Lead Performance Report: Example Report**

For each partner, the report contains the information shown in Table 62 on page 858.

**TABLE 62. Lead Performance Report**

Column Header	Description
Profile Name	Profile name
Profile Type	Profile type
Profile Level	Profile level

**TABLE 62. 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 834 for a description of this price list.

TOC First Prev Next Last Goto Page 1 of 1 100% Search Download Print Help

Abandoned Carts Report

11/1/2006 - 11/15/2006

PRM Reports

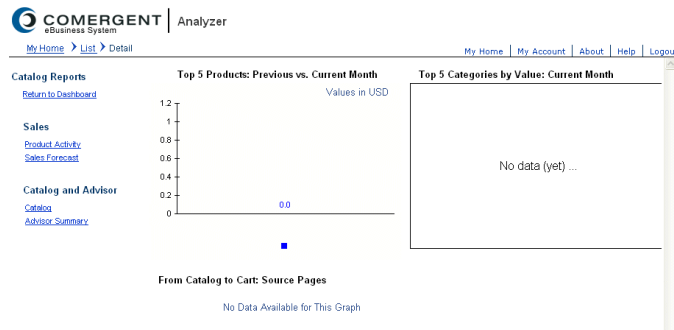
Partner	AffinityNet			
Partner Name	List Name	Status	P&A Requests	Potential Revenue
AffinityNet	7490 Laptop	DELETED	0	\$ 5955.00
AffinityNet	7480 Desktop	DELETED	0	\$ 699.00

**FIGURE 603. 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 604. Catalog Dashboard**

The catalog reports are organized into these sections:

- "Sales and Inventory" on page 860
- "Catalog and Advisor" on page 861

## 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 841 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 848 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 "Partner Inventory Report" on page 849 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.

<b>Note:</b> 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.

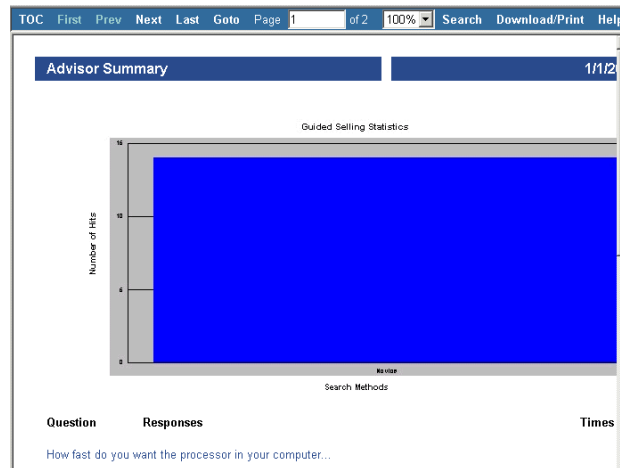


FIGURE 605. Advisor Summary Report

TABLE 63. 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>* \ ;</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.

TABLE 63. Advisor Summary Report Parameters (Continued)

Parameter	Values
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	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.
<b>Show All</b>	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.
<b>Search</b>	Creates a report using the specified parameters. If no parameters have been specified, then the report is displayed as if you had clicked <b>Show All</b> .
<b>Reset</b>	Returns all parameter fields to their initial states.



---

This chapter covers all of the tasks associated with enterprise system administration for the Comergent eBusiness System. Enterprise employees are responsible for maintaining their enterprise installation. See "Configuring the Comergent eBusiness System" on page 52 for an overview of enterprise system administration.

Note that some site administration tasks are performed by site system administrators: see CHAPTER 41, "Site System Administration" for more information.

---

## **System Administration Tasks**

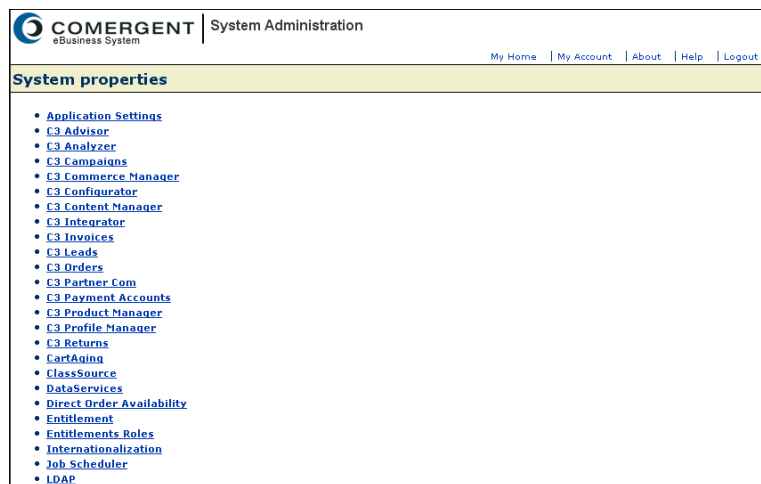
You perform the System Administration tasks through the System Administration link on the Comergent eBusiness System Administration page. This link is accessible only to authorized personnel.

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 606. 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 867 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 866 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 "Vereinigste 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.

Locale Name	Display Name
de_DE (German, Germany)	Germany
en_US (English, United States)	United States
fr_FR (French, France)	France
zh_TW (Chinese, Taiwan)	Taiwan

FIGURE 607. 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.

<b>Attention:</b> If you change the effective locale without clicking <b>Save</b> , 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 40, "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.

<b>Attention:</b> 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.
---

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 870).

### *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 quote 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 890 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 52 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 608 on page 874).

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.

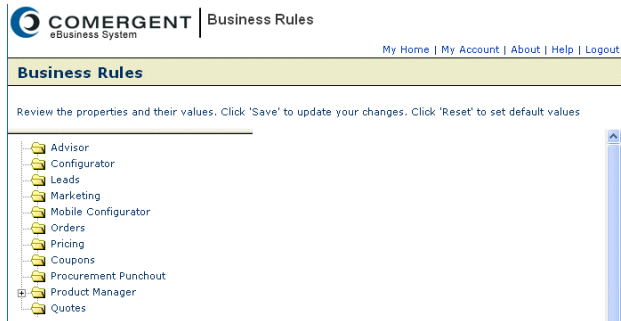


FIGURE 608. Business Rules Manager Page

2. Click a link to modify the desired set of business rules.

FIGURE 609. 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.

#### *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.

**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.

### *Show Widgets on Home Page*

Several business rules determine whether or not to show certain types of widgets on the home page of users. By default, enterprise users such as administrators and Customer Service Representatives see only the Tasks widget on their home page, while all other users see all widgets. To turn off viewing a particular widget, set the relevant business rule to false. To allow administrators and Customer Service Representatives to view particular widgets, you must modify the **WEB-INF/web/en/US/enterpriseMgr/home/HomeData.jsp** page. See the section Home Page Widgets in Chapter 17, Customization Examples, of the *Comergent eBusiness System Developer Guide* for more information.

The rules are:

- show Carts Widget On Home Page
- show Invoices Widget On Home Page
- show Orders Widget On Home Page
- show Quotes Widget On Home Page

- show Returns Widget On Home Page
- show Routed Carts Widget On Home Page
- show SalesContracts Widget On Home Page
- show Tasks Widget On Home Page
- show TeamTasks Widget On Home Page

***Parameter to pass to the DB as the rownum or top hint in SQL Select statements for widgets***

Use this rule to determine the number of results returned from the Knowledgebase by SQL SELECT queries.

## **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 361.

## **Quotes**

### ***Do you want to validate a configuration when the Order is placed?***

This rule determines whether a product configuration is validated at the time that the order is placed.

- If the business rule is set to true, then when the order is placed, the product configuration is validated. This is the default setting.
- If the business rule is set to false, then the product configuration is not validated when the order is placed.

### ***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 53. The latter section also includes important information about setting properties related to job scheduling.

<b>Note:</b> Two settings define how jobs are run on your Comergent eBusiness System. See "Job Scheduler Settings" on page 868.
---

---

## **Job Scheduling Tasks**

You can perform the following tasks:

- "To Display a Scheduled Job" on page 882
- "To Create a Job" on page 883
- "To Modify a Job" on page 884
- "To Run a Cron Job Immediately" on page 886
- "To Delete a Job" on page 886
- "To View the History of a Cron Job" on page 886

## To Display a Scheduled Job

1. Click **Job Scheduler** in the System Administration panel on the Comergent eBusiness System home page.

Administration

My Home

My Account

About

Help

Logout

List of Cron Jobs (10)

Create New Cron Job

Name	Actions	CronStatus	CronType	Frequency	Start Date	End Date	Last Exec Date	Last Exec Status
<a href="#">Cache Cleanup</a>		Active	System	40 minute(s)	5/1/2001	12/31/2199	9/20/2005	Failed
<a href="#">Campaigns Execution</a>		Active	Application	5 minute(s)	1/1/2004	12/31/2199	9/20/2005	Success
<a href="#">CommerceOne PO</a>		Inactive	Application	6 hour(s)	5/1/2001	12/31/2199		
<a href="#">Export Catalog</a>		Inactive	Application	1 week(s)	5/1/2001	12/31/2199		
<a href="#">Import Catalog</a>		Inactive	Application	1 week(s)	5/1/2001	12/31/2199		
<a href="#">Inventory Collection</a>		Inactive	System	3 hour(s)	5/1/2001	12/31/2199		
<a href="#">Maintain Indexsets</a>		Inactive	Application	60 week(s)	1/23/2003	12/31/2199		
<a href="#">OrdersToERP</a>		Active	Application	5 minute(s)	5/1/2001	12/31/2199	9/20/2005	Success
<a href="#">Update Catalog</a>		Inactive	Application	1 day(s)	5/1/2001	12/31/2199		
<a href="#">UpdateCatalogIndex</a>		Inactive	Application	1 minute(s)	11/20/2002	11/20/2199	11/21/2002	

FIGURE 610. Cron Job List Page

2. Click the name of a cron job to display the details of the selected job.

COMERGENT Administration eBusiness System		My Home   My Account   About   Help   Logout													
Edit Cron Job Configuration															
Save All Changes Cancel															
Cron Job Information															
Job Name	Export Catalog		<input type="checkbox"/> Active	Program	com.comergent.apps.productMgr.dataSynd.CatalogExportC										
				Command Line Arguments	ExportSetName=CatalogExportSet										
Cron Job Type															
	<input type="radio"/> System		<input checked="" type="radio"/> Application												
			Username		ajones										
			Password		*****										
Cron Job Schedule															
Start date and time				Hours	Minutes										
May 1 2001				0	0										
End date and time				Hours	Minutes										
Dec 31 2199				0	0										
Frequency															
every 1 weeks															

FIGURE 611. 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.

FIGURE 612. Cron Job Configuration Page

3. Enter the information about the job.

TABLE 64. Cron Job Configuration Page

Field	Description
Job Name	The name of the cron job
Program	The java implementation class that executes the job

TABLE 64. Cron Job Configuration Page (Continued)


Field	Description
Command Line Arguments	<p>The command line parameters that provide information about the job.</p> <p>For example, you can specify that a cron job should time out after 300 seconds (5 minutes) by setting the RequestTimeout parameter as follows:</p> <p>RequestTimeout=300</p>
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 <b>Application</b>, 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 <b>C3 Product Manager</b>.</p>
Frequency	How often will the job be run? Every three days? Every week? Every five minutes? and so on.
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.



COMERGENT  
eBusiness System

Administration

My Home

My Account

About

Help

Logout

List of Cron Jobs (10)

Create New Cron Job

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 PQ		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 613. 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.

COMERGENT Administration		My Home   My Account   About   Help   Logout			
Edit Cron Job Configuration					
<a href="#">Save All Changes</a>		<a href="#">Cancel</a>			
<b>Cron Job Information</b>					
Job Name Export Catalog	<input type="checkbox"/> Active	Program com.comergent.apps.productMgr.dataSynd.CatalogExportC Command Line Arguments ExportSetName=CatalogExportSet			
<b>Cron Job Type</b>					
<input type="radio"/> System		<input checked="" type="radio"/> Application Username <input type="text" value="ajones"/> Password <input type="password" value="*****"/>			
<b>Cron Job Schedule</b>					
Start date and time May 1 2001		Hours	Minutes		
		0	0		
End date and time Dec 31 2199		Hours	Minutes		
		0	0		
Frequency every 1 weeks					

FIGURE 614. Cron Job Configuration Page

- Enter the information about the job.  
See Table 64, "Cron Job Configuration Page", on page 883 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**.



Administration

[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 615. 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 883. 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 65. 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 359.

**TABLE 66. 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 67. Inventory Collection Cron Job**

<b>Cron Job Field</b>	<b>Entry</b>
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 349.

**TABLE 68. Import Catalog Cron Job**

<b>Cron Job Field</b>	<b>Entry</b>
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 368.

**TABLE 69. Index Builder Cron Job**

<b>Cron Job Field</b>	<b>Entry</b>
Job Name	Maintain Index Sets
Program	com.comergent.appservices.search.indexBuilder.IndexMaintenanceCron

TABLE 69. 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 70. 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 70 for more explanation.

<b>Note:</b>	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 71. Update Catalog Cron Job**

<b>Cron Job Field</b>	<b>Entry</b>
Program	com.comergent.apps.productMgr.suppressPC.UpdateCategoryCron
Command Line Arguments	DayOffset=0
Cron Job Type	Application



---

This chapter describes the tasks associated with managing the Comergent eBusiness System site. Site system administrators are responsible for:

- managing system users: see "System User Administration" on page 895
- managing the system profile: see "System Profile Administration" on page 896
- managing system properties: see "System Property Administration" on page 896
- managing system cron jobs: see "System Cron Jobs" on page 897
- reviewing the system status: see "System Status" on page 899

---

## **Overview**

In Release 7.1, there is a distinction between *system administration* and *enterprise administration*. System administration is the responsibility of *system administrators*: they manage the basic system properties of the Comergent eBusiness System and the system cron jobs. Enterprise administration is the responsibility of enterprise users: these users manage the building blocks of the enterprise e-commerce system: partners, users, products, price lists, storefronts, and so on.

A system administrator can manage:

- System users: see "System User Administration" on page 895
- System profile: see "System Profile Administration" on page 896
- System properties: see "System Property Administration" on page 896
- System cron jobs: see "System Cron Jobs" on page 897
- System status: see "System Status" on page 899

All these tasks are performed from the system administration home page.

### **To Access the System Administration Home Page**

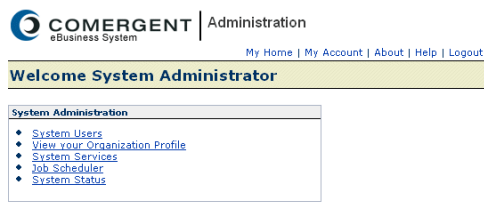
1. Point your browser to the System Administration URL. By default, this is:

`http://server:port/Comergent/en/US/enterpriseMgr/admin`

Check your site documentation to identify this URL.

2. Log in as a system administrator. When the Comergent eBusiness System is first installed, the default username/password combination is admin/admin. If other system administrator users have been created, then you can log in using one of these userids.

<b>Attention:</b> You must change at least the password of the admin user to protect the system from unauthorized access. We suggest that you create a different system administrator user, and then delete the admin user.
---



**FIGURE 616. System Administration Home Page**

3. From this page, you can perform the task described in the following sections.

## System User Administration

### To Create a System Administrator User

1. Log in as a system administrator.
2. Click **System Users**.

The screenshot shows the 'User List: Site' page in the Comergent eBusiness System Administration interface. At the top, there's a header with the Comergent logo and 'Administration' title. Navigation links include 'My Home', 'My Account', 'Help', and 'Logout'. Below the header, there's a search section with a text input 'Find users that match:', a dropdown for 'Username', and buttons for 'Search', 'Show All', and 'Advanced Search'. A note indicates 'Site: All users shown'. A 'Create User' button is present. Below this is a table listing users:

Username	Full Name	Functions	Manager	Profile	Business Phone	Email Address
aspadmin	Administrator, ASP	No	Site			gaguser@comergent.com

At the bottom, there's a 'Back to Top' link and a note: '[\*] denotes a Partner.com/Storefront Customer'.

FIGURE 617. System User List Page

3. Click **Create User**.

The screenshot shows the 'Create New User' page in the Comergent eBusiness System Administration interface. The header is similar to the previous page. Below the header, there's a 'Create New User' section with a sub-section 'Info'. It shows 'Belongs To: Site'. A note states 'NOTE: (\*) Items are required.' Below this are three main sections: 'User Information', 'User Locale', and 'User Functions'.

**User Information:**

- Username \* (text input)
- Password \* (text input)
- Confirm Password \* (text input)
- Title (dropdown menu with 'Mr.' selected)
- First name \* (text input)

**User Locale:**

- Preferred Locale (dropdown menu with 'United States' selected)
- Note: changes to Preferred Locale will take effect on the next login.

**User Functions:**

- ☐ Manager
- User Type (dropdown menu with 'Site Administrator' selected)

At the bottom right, there are 'Cancel' and 'Save' buttons.

FIGURE 618. Create New User Page

4. Enter information for the new user as appropriate.

- Click **Save**.

The new user information is saved.

- You can verify that the new user has been successfully created, by logging out and logging back in as the newly-created user.

## System Profile Administration

### To Manage the System Administrator Profile

- Log in as a system administrator.
- Click **View Your Organization Profile**.

The screenshot shows the 'Profile Manager' interface for the 'COMERGENT eBusiness System'. The main heading is 'Organization Profile: Site'. Below this are tabs for 'Info', 'Addresses', 'Detail', 'Business', 'Hierarchy', and 'Notes'. The 'Info' tab is selected. A 'NOTE: (\*) items are required.' is displayed. The 'General Information' section contains several fields: 'Profile name' (Site), 'Main telephone' (123-1234), 'Main facsimile' (123-1235), 'Profile type' (Enterprise), 'Profile level' (Enterprise), 'XML Message Version' (dXML 4.1.1), 'Login/Password required' (checkbox), 'Organization website address' (www.site.com), 'Organization Email' (admin@site.com), 'Distributors' (Select to add), 'Message URL' (http://localhost:8080/C/), 'Content Type', and five 'Custom Field' boxes. A 'Remove' button is next to the 'Distributors' dropdown. 'View Users' and 'Save' buttons are at the top right.

FIGURE 619. System Administration Profile Detail Page

- Modify the profile details as appropriate.
- Click **Save**.

## System Property Administration

System administrators can manage the system-level properties for the Comergent eBusiness System, including configuring logging settings, job scheduler categories, Configurator settings (number of models to cache, default template directory and page template), whether or not to use session-based cacheing, and so forth.



### To Update a System Property

1. Log in as a system administrator.
2. Click **System Services**.

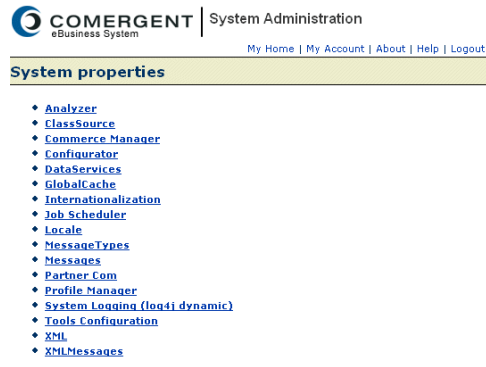


FIGURE 620. System Administration Properties List Page

3. Click the link to the set of properties that you wish to update.

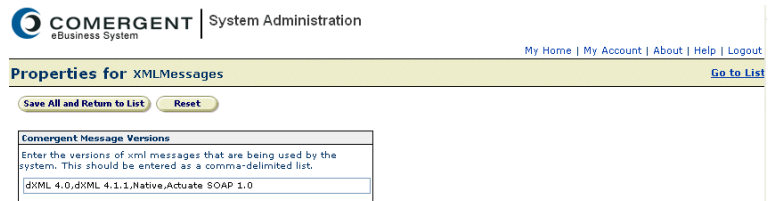


FIGURE 621. System Administration Properties Set Page

4. Modify the values of properties as required.
5. Click **Save All and Return to List**.

---

## System Cron Jobs

System administrators can manage system cron jobs. Enterprise administrators manage application cron jobs.

**To Create a System Cron Job**

1. Log in as a system administrator.
2. Click **Job Scheduler**.

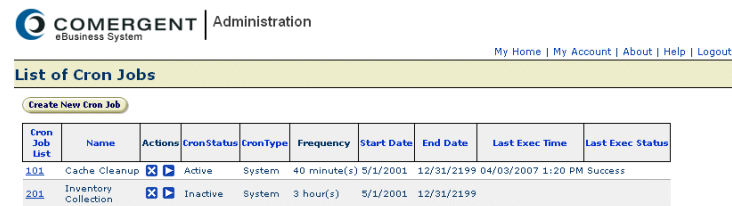


FIGURE 622. System Administration Cron Job List Page

3. Click **Create New Cron Job**.

**Create New Cron Job**

[Save All Changes](#) [Cancel](#)

**Cron Job Information**

Job Name:  ☐

Program:

Command Line Arguments:

**Cron Job Type**

☒ System

**Cron Job Schedule**

Start date and time: Apr 26 2006 Hours: 11 Minutes: 7

End date and time: Apr 26 2007 Hours: 11 Minutes: 7

Frequency: every  months

FIGURE 623. System Administration Create New Cron Job Page

4. Enter details for the new system cron job as appropriate.
5. Click **Save All Changes**.

## System Status

### To View the System Status

1. Log in as a system administrator.
2. Click **System Status**.

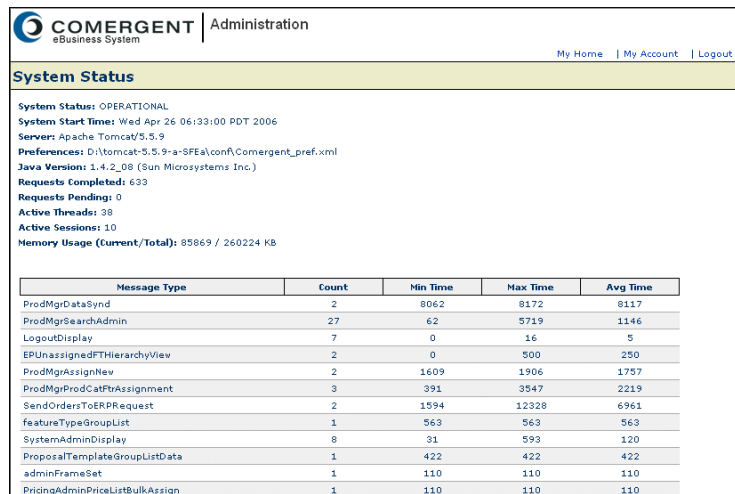


FIGURE 624. System Administration System Status Page

3. Review the system status details as appropriate.



---

This appendix provides description of files used by the Comergent eBusiness System. It covers:

- "CatalogRequest DTD" on page 901
- "Category Display Style" on page 902
- "Proposal Templates" on page 903
- "Search Configuration Parameters" on page 905
- "Product Mapping File Format" on page 909
- "Product Availability File Format" on page 910
- "Co-op Account Update File Format" on page 911

---

## **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>
<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: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"/>
<BooleanQueryMaxClauseCount value="100000"/>
  <MaxFieldLength value="10000"/>
  <MergeFactor value="2"/>
  <MaxMergeDocs value="2147483647"/>
  <MaxBufferedDocs value="10"/>
  <TermIndexInterval value="128"/>
  <UseCompoundFile value="true"/>
</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.apps-
ervices.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"/>
    <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 72 on page 909, each separated by a tab.
- One body line for each product included in the list.

**TABLE 72. 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.

<b>Note:</b>	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 73 on page 910, each separated by a tab.
- One body line for each product included in the list.

**TABLE 73. 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 74 on page 911, each separated by a tab.
- One body line for each account update included in the list.

**TABLE 74. Parameters Required for Co-op Account Update File**

Parameter <sup>a</sup>	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 74. Parameters Required for Co-op Account Update File (Continued)**

Parameter <sup>a</sup>	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*

---

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