

WAND Product Information Manager v2.0

User Guide



December 6, 2013

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WAND PIM Introduction

The WAND Product Information Manager (PIM) tool is the first PIM with a comprehensive product and service taxonomy built in to allow for detailed attribute level classification of product SKUs. The WAND Product and Service Taxonomy is a foundation of categories and attributes which can be completely customized to reflect the way that each customer wants to present product information.

- Suppress Attributes for individual product categories so that attribute is not delivered for the given product category
- Suppress attribute globally so the given attribute is never delivered for any product category
- Suppress attribute values for individual product categories so that attribute value is not delivered for the given Product Category.
- Suppress attribute values globally so the given attribute value is never delivered for any product category
- Add labels to categories, attributes, or attribute. In this case, the element in question will appear in the data delivery with the label in place of the original name.
- Create new “Dynamic Product Categories” based upon combinations of existing product category and an attribute value. Any products that are categorized to the existing product category and are assigned the key attribute value will automatically be delivered in the “Dynamic Product Category”.
- Review a report of customizations that have been made to the delivery

Log-in

The tool is located at the My WAND Tools Portal:

<http://my.wand-tools.com/ProductV2/Default.aspx>

Enter your login information and you will be taken to the PIM home page.



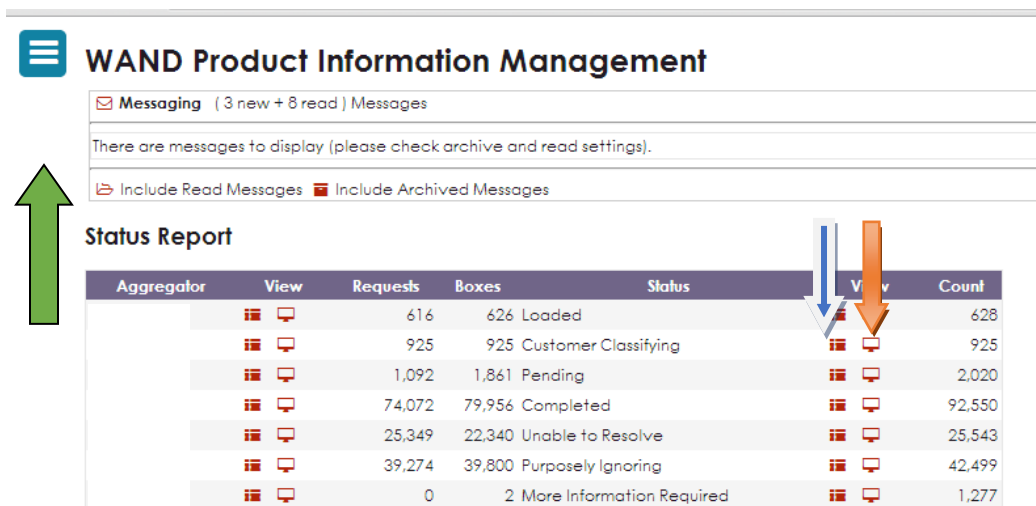
The image shows the WAND login interface. At the top left is the WAND logo with the tagline "precision classification for search". Below the logo are two input fields: "User Name:" and "Password:". A red "Login" button is positioned below the password field.

Figure 1

Home Page

The home page of the PIM includes displays a tabular report of the status of all products that are currently managed in the PIM. The report contains links to directly navigate to the list of products or requests which are in each status category. The links underneath the blue arrow in figure 2 will take you to the list of all requests in that status category. The links underneath the orange arrow will take you to the list of all products in that status category.

The primary means of navigation through the PIM is the menu which can be access by clicking on the blue icon in the upper left hand corner of every page.



The image shows the WAND Product Information Management (PIM) home page. At the top left is a blue menu icon. The main heading is "WAND Product Information Management". Below this is a "Messaging" section with a notification "(3 new + 8 read) Messages" and a message "There are messages to display (please check archive and read settings)". There are two checkboxes: "Include Read Messages" (checked) and "Include Archived Messages" (unchecked). A green arrow points to the menu icon. Below the messaging section is a "Status Report" table. A blue arrow points to the "View" link in the "Requests" column, and an orange arrow points to the "View" link in the "Boxes" column.





























Aggregator	View	Requests	Boxes	Status	View	Count
	 	616	626	Loaded	 	628
	 	925	925	Customer Classifying	 	925
	 	1,092	1,861	Pending	 	2,020
	 	74,072	79,956	Completed	 	92,550
	 	25,349	22,340	Unable to Resolve	 	25,543
	 	39,274	39,800	Purposely Ignoring	 	42,499
	 	0	2	More Information Required	 	1,277

Figure 2

Menu

The PIM menu is the primary means of navigation throughout the PIM site. The items that appear in the menu will vary depending on the permissions granted to the individual PIM user. This user guide will review the features available at each menu item.

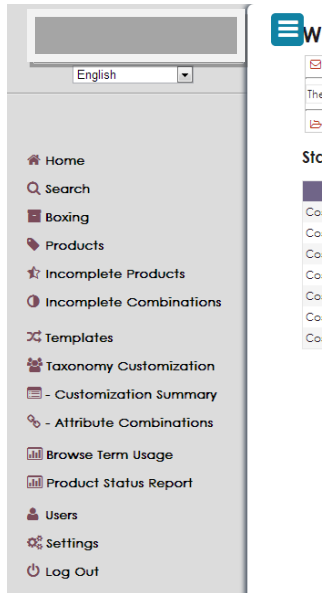


Figure 3

Search

Search is the primary way to locate products that are managed in the PIM. Search will allow you to search through requests and products.

Requests are line items that are submitted to the PIM for classification. Requests are sent to the WAND PIM via a daily feed from to WAND. Each request is assigned a box ID and a status. Once a request is added to the PIM, it will have a product category assigned to it. If a request has not been assigned to a category, it will be an empty request and it will have no blue product link to click on.

When you first click on the Search menu item, you will be taken to the screen shown in figure 4. Every request in the system will be accessible from this screen. If you cannot find a request via this search, it means that the specific request has not yet appeared in the feed to WAND.

Requests can be searched or filtered through by item number, product category, description text, date, status, department, model and more.

Requests

Search:

Showing Products where
AND they match **Aggregator** like

Advanced Filters

141328 request(s) match your criteria.

Request ID	Request Status	AS400 Dept	Item Number	Catalog Name	Product ID	Spine	UPC	Files	Desc	Product	Box	Date
239725	Unable to Resolve	22	249784	BC	11245798		86699254658	0	Michelin Pilot Alpin PA3 215/50R17 XL		71208	1/11/2011
240657	Unable to Resolve	22	321729	BC	11299223		86699336132	0	Michelin X-ICE Xi2 235/55R17 XL		71330	1/11/2011
240675	Unable to Resolve	22	321809	BC	11299721		86699106438	0	Michelin X-ICE Xi2 185/60R14 82T		71344	1/11/2011
243095	Unable to Resolve	22	459887	BC	11494143		86699024268	0	BFGoodrich Winter Slalom KSI 245/70R16		71732	1/11/2011
243112	Unable to Resolve	22	460152	BC	11495069		86699189233	0	BFGoodrich Winter Slalom KSI 245/75R16		71741	1/11/2011
243130	Unable to Resolve	22	460332	BC	11495059		86699866585	0	Michelin Pilot Alpin PA2 235/40R18		71755	1/11/2011
243313	Unable to Resolve	22	471083	BC	11499641		86699939029	0	BFGoodrich Winter Slalom KSI 195/55R15		71813	1/11/2011
245504	Unable to Resolve	22	504803	BC	11524675		92971176846	0	Bridgestone POTENZA RE760 225/40R18		72267	1/11/2011
247715	Unable to Resolve	22	539081	BC	11590515		86699782496	0	Michelin LATITUDE ALPIN 225/55R18		72588	1/11/2011
248384	Unable to Resolve	22	549225	BC	11601491		86699147196	0	Michelin LTX WINTER LT245/75R16		72619	1/11/2011
270601	Unable to Resolve	46	10000012	BC	10032193			0	STATE TIRE FEE ILLINOIS		121710	6/22/2011

Figure 4

To search, enter your search criteria in the search box and hit the search button. The first time you do a search you will have an opportunity to select which field you would like as your default search field in the future. You select your default by clicking the lock icon next to the field you want to be your default.

Requests

Search:

Where would you like to search?

- 🔒 Search anywhere for '813190' (slower)
- 🔒 Search [Aggregator] for '813190'
- 🔒 Search [Attribute] for '813190'
- 🔒 Search [Department] for '813190'
- 🔒 Search [Description] for '813190'
- 🔒 Search [ID1] for '813190'
- 🔒 Search [ID2] for '813190'
- 🔒 Search [ID3] for '813190'
- 🔒 Search [Item Number] for '813190'
- 🔒 Search [Model] for '813190'
- 🔒 Search [Product Categories] for '813190'
- 🔒 Search [Product Status] for '813190'
- 🔒 Search [Request Dates] for '813190'
- 🔒 Search [Request Status] for '813190'
- 🔒 Search [WAND Product ID] for '813190'

Showing Products where
AND they match **Aggregator** like **Costco-2011 (9)**

Advanced Filters

141328 request(s) match your criteria.

Request ID	Request Status	AS400 Dept	Item Number	Catalog Name	Product ID	Spine	UPC	Fi
239725	Unable to Resolve	22	249784	BC	11245798		86699254658	0

Figure 5

The search result will narrow the complete set of requests down to just those that match your search criteria. In figure 6, you can see a search result. To begin to edit the product attributes, click on the blue link under the "Product" column and circled in green.

Requests

Search: Search for Item Number Search

Showing Products where
 AND they match Aggregator like Costco-2011 (9)
 they match Item Number Exactly like (813190)

Advanced Filters

1 request(s) match your criteria. Clear Search

Request ID	Request Status	AS400 Dept	Item Number	Catalog Name	Product ID	Spine	UPC Files	Desc	Product #	Box	Date
391808	Completed	24	813190	BC		0	0	XBOX 360 XBOX LIVE 3 MONTH GOLD CARD MBR MICROSOFT 52K-00153	258670	211419	9/13/2013

Page:

Jump to page:

PageSize: 25

Sorting: Clear Sort

Figure 6

Product Editing

The WAND PIM manages several types of information about a product including product category, description, attributes, usage, extras, and history. Each type of information is represented by a tab that can be clicked on to edit or see that information. The primary interface for editing product information is the Product Details Page shown in Figure 7.

Attribute Editing

The WAND PIM is primarily used to manage product attributes. When you are on a product page, if you are not seeing product attributes, click on the “Attributes” tab. You will then see the attribute template associated with the product category that the product is assigned to.

At the top of the attribute panel is a field to enter the product Model number. This is the only free text entry field that will be available for any product category. Your administrator may have set up other custom free text fields may be available for certain product categories.

Below the model and custom fields, the attributes for the product category will be presented. Each attribute will have a pencil icon that can be clicked to add or change the value for that attribute. Attributes will either be selected from a pick list (radio buttons or check-boxes) or will be a numeric attribute where you will enter in an exact value and choose a unit of measure.

WAND Product ID: 144437 Refresh ❌ Mark Completed(BLOCKED) ✉ (0 new + 0 read) Messages

This product is status Purposely Ignoring for request id: 334991
Asus VivoBook S400CA-RH51T-CB, Bilingual 14.1-in Touch-screen Ultrabook, Intel® Core™ i5-3317U
 Item Number 814400 Product ID Item Number 814400 Product ID
 Classified as: **Laptop Computers** ✎

Descriptions Attributes Usage Extras History

Model ✕

Brand *	Asus
Operating System	Windows 8
Graphic Card	
Hard Drive Size	
SSD Size *	
Screen Size *	14 Inch
Optical Drive	
Processor	Intel Core i5-3317U
RAM Included	
Abrasion Resistant (hidden)	
Warranty (hidden)	2 Years

Figure 7

Editing a pick-list attribute value

To edit a pick-list value, click on the pencil icon next to the attribute and you will be presented with a set of potential values. If you see the value you wish to select, simply check the radio button or check box next to that value. Once you select the value, it will automatically save that value for the product. You can then move on to edit the next value.

If you do not see the value you want on the list, it may be on a broader list of choices for the attribute. As shown in Figure 8 and highlighted by the red box, click on the “Show all” check box and the pick list will refresh with the complete set of all possible values for this attribute. You can also filter through this list by entering text into search box and click on the search button (circled in green).

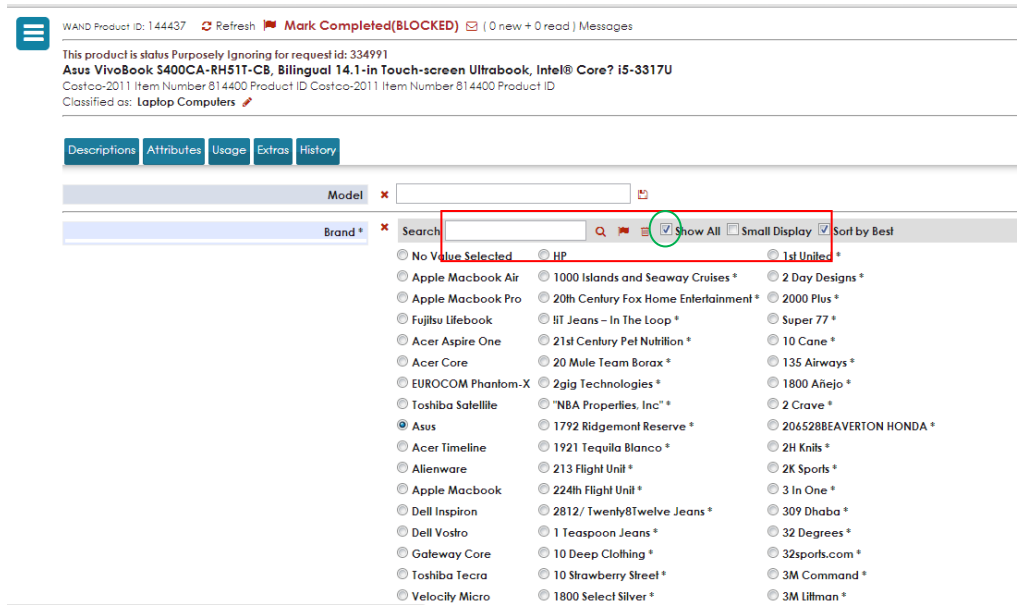


Figure 8

Editing a numeric value

To edit a numeric value, click on the pencil icon next to the attribute, as shown in Figure 9. A box will appear to allow you to enter a numeric value and there will be a drop down to choose the unit of measure. Once you have entered that information, click on the save icon (circled in green) to save the value to the database.

To remove a numeric value already in place, click on the trash icon next to the save icon to delete the value.

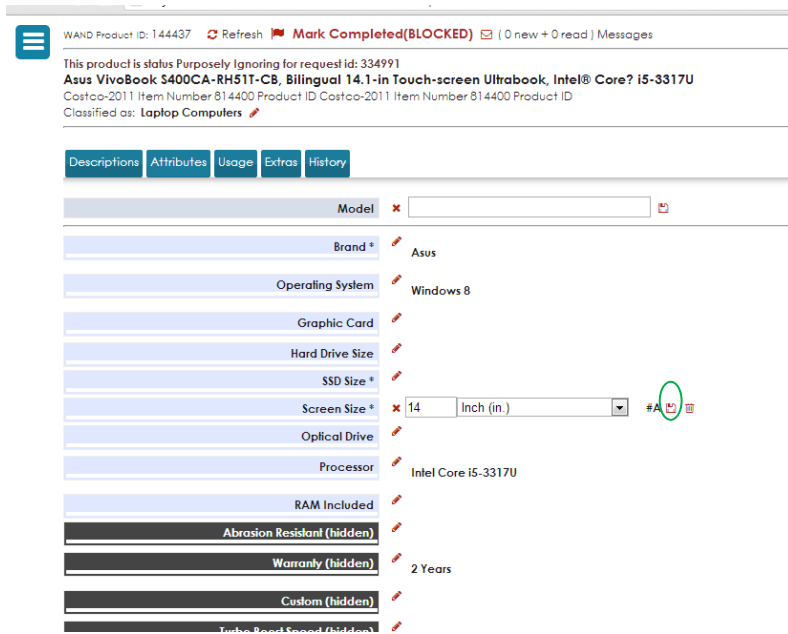


Figure 9

Editing a product category

If the product you are working on is assigned to the incorrect product category, you can easily change this within the WAND PIM. The existing category will be displayed in the header of the product page labeled as “Classified As:” and circled in red in Figure 10. To edit the category, simply click on the pencil icon next to the current category name. A text box will appear. Begin to type in the name of the category you are looking for and the WAND PIM will automatically search through the WAND Taxonomy and present a list of possible matches. Choose the category you wish to select and then click on the “Commit Template Change” button to save the new category name. Any attribute values that are common between the old and the new category will persist after the change.

WAND Product ID: 144437 Refresh Mark Completed(BLOCKED) (0 new + 0 read) Messages

This product is status Purposely Ignoring for request id: 334991
Asus VivoBook S400CA-RH51T-CB, Bilingual 14.1-in Touch-screen Ultrabook, Intel® Core® i5-3317U
 Costco-2011 Item Number 814400 Product ID Costco-2011 Item Number 814400 Product ID
 Classified as: **Laptop Computers**

Descriptions Attributes Usage Extras History

Model

Brand **Asus**

Figure 10

Product Usage

The “Usage” tab, shown in Figure 11, will show you where this specific product is being used in your catalogs. Some PIM Customers may have more than one catalog (in store, print, on-line, geographical) and this tab will show where edits to a particular product will be published.

WAND Product ID: 144437 Refresh Mark Completed(BLOCKED) (0 new + 0 read) Messages

This product is status Purposely Ignoring for request id: 334991
Asus VivoBook S400CA-RH51T-CB, Bilingual 14.1-in Touch-screen Ultrabook, Intel® Core® i5-3317U
 Costco-2011 Item Number 814400 Product ID Costco-2011 Item Number 814400 Product ID
 Classified as: **Laptop Computers**

Descriptions Attributes Usage Extras History

	Request	Aggregator	Request Status	Department	Reference ID	ID1	ID2	ID3	UPC Files	Desc	Product	Box	Date
Edit	334991	Costco-2011	Purposely Ignoring	Purposely Ignoring	814400	BCCA	Computers & Electronics		0 0	Asus VivoBook S400CA-RH51T-CB, Bilingual 14.1-in Touch-screen Ultrabook, Intel® Core® i5-3317U	144437	157997	12/22/2012
Edit	533743	Costco-2011	Completed	Completed	814400	BCCA			0 0	ASUS ULTRABOOK S400C	144437	157997	11/27/2013

Block

Figure 11

Product History

The history tab will show a history of all attribute changes made to the product. This list, shown in Figure 12, is sorted by when the change was made and also shows which user made each change.

WAND Product ID: 144437 Refresh Mark Completed(BLOCKED) (0 new + 0 read) Messages

This product is status Purposely Ignoring for request id: 334991
Asus VivoBook S400CA-RH51T-CB, Bilingual 14.1-in Touch-screen Ultrabook, Intel® Core™ i5-3317U
 Costco-2011 Item Number 814400 Product ID Costco-2011 Item Number 814400 Product ID
 Classified as: Laptop Computers

Descriptions Attributes Usage Extras History

Export To Excel Export To Word

Event ID	Date	Description	Changed Item	UNID1	Old	Additional Information	UNID2	New	User	WAND Product ID
21085924	12/28/2012 9:36:00 AM	Product - Changed Attribute Key	Operating System	3893501		Windows 8	10565506	10565508		144437
21085923	12/28/2012 9:36:00 AM	Product - Changed Attribute Key	Operating System	3893501	4000152	Windows 8	4000152			144437
21085922	12/28/2012 9:35:00 AM	Product - Changed Attribute Value	Number of RJ-45	9864977	1.000000	No Units	3851780			144437
20992062	11/27/2012 9:35:00 AM	Product - Changed Attribute Key	Built-in Webcam	8200277		Yes	8200278	8200278		144437
20992061	11/27/2012 9:35:00 AM	Product - Changed Attribute Key	Brands	8187768		Asus	8419458	8419455		144437
20992060	11/27/2012 9:35:00 AM	Product - Changed Attribute Key	Wireless Standard Compatibility	8144948		802.11b/g/n & Bluetooth	10245157	10245157		144437
20992059	11/27/2012 9:35:00 AM	Product - Changed Attribute Key	Processor	3908550		Intel Core i5-3317U	10277206	10277206		144437
20992058	11/27/2012 9:35:00 AM	Product - Changed Attribute Key	Resolution Description	3904555		1366 x 768	8187663	8187663		144437
20992057	11/27/2012 9:35:00 AM	Product - Changed Attribute Key	Operating System	3893501		Windows 8	4000152	4000152		144437
20992056	11/27/2012 9:35:00 AM	Product - Changed Attribute Key	Display Type	3892551		HD Backlit LED	10566168	10566165		144437
20992055	11/27/2012 9:35:00 AM	Product - Changed Attribute Key	Color	3890495		Black	3942630	3942630		144437

Figure 12

Product Descriptions

Product descriptions can be maintained in the PIM. Any descriptions provided with the initial product data will be loaded into the description tab, shown in Figure 13. Additional long or short descriptions may be added by clicking on the plus icon. Descriptions can be managed and maintained in multiple languages.

Existing descriptions can be edited by clicking on the pencil edit icon next to the description to be edited. Short descriptions have a field limit of 255 characters and long descriptions have a field limit of 4000 characters.

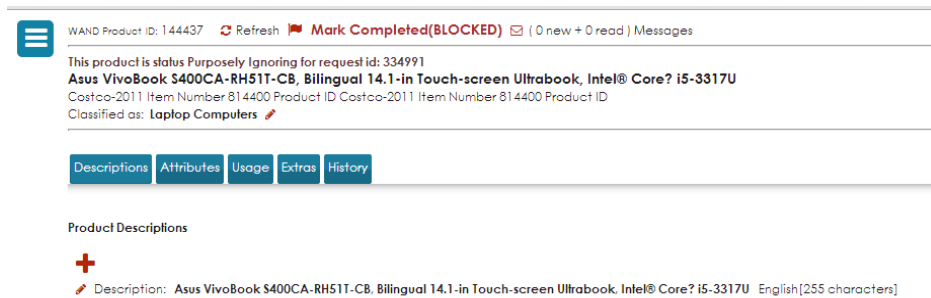


Figure 13

Product Extras

The Extras tab will contain any custom fields or flags that a customer has requested for its product data. Most users will not presently need to reference the Extras tab.

Customizing a Product Category Template

The WAND PIM allows users to customize the way that product category templates will appear within the PIM for product entry and how the data will be exported from the PIM. The editing interface can be access through the “Template” menu item.

First, enter the category name in the text box. More than one category names can be searched for at once by entering one category name per row before searching. Category names must be exact matches.

When you hit submit, the category names will show up as links, as shown in Figure 14. Also in Figure 14, a table with a summary view of the attribute templates for all categories entered will appear. This summary view can be used to compare templates between categories and as a worksheet to solicit feedback on attribute template changes that your team may wish to make.

Clicking on the category name link will take you to the product category template editing interface.

Templates

Enter one or more Templates (either one per line or separated by semi-colons)

laptop computers

Submit

Laptop Computers

Term	Abrasion Resistant	Additional Software Included	Battery Life	Battery Types Accepted	Brands	Built-In Webcam	Bus Speed	Cache Size	Clock Speed	Color	Condition	Custom
Laptop Computers	G	L-BC	L-BC	L-BC	Required	L-BC	L-BC	L-BC	L-BC	L-BC	G	G

Laptop Computers	Enabled
Brands	Required
Display Size	Y
Graphic Card	Y
Hard Drive Size	Y
Model Code	Y
Operating System	Y
Optical Drive	Y
Processor	Y
RAM Included	Y
SSD Size	Y
Abrasion Resistant	G
Additional Software Included	L-BC
Battery Life	L-BC
Battery Types Accepted	L-BC

Figure 14

Hidden Attributes

Hidden attributes can be used when there are attributes that are not needed or that you do not wish to collect for a product category. Click on the “Hidden Fields” button to bring up the ability to hide attributes, as shown in Figure 15.

Each attribute can either be hidden locally, which means it just be hidden for the specific product category you are working on, or globally, which means it will be hidden for all product categories. If you know you never want to collect a value for the attribute “Custom”, then you can just hide it globally once and it will be hidden for all categories.

Attributes can also be marked as hidden on a catalog by catalog basis (just BC or just BCCA) or for all catalogs.

To mark an attribute as hidden, mark the drop down next to the attribute as Local or Global. Then select which catalog the selection should apply to. Finally, click the icon to the right to save the selection. Text confirming your submission should appear on the same row as the attribute with an “x” icon to allow you to remove the hidden status.

Product Refresh: ! Request Refresh of this Category

Template: Laptop Computers : Hidden Fields for Costco-2011

Custom Labels for this Template

Standard Attributes: **Hidden Fields** Required Fields Sorting Labels All Custom Attributes: Custom Attributes Show Model

AVs Brands	Hiding: Local	All	
AVs Model Code	Hiding: Local	All	
AVs Operating System	Hiding: Local	All	
AVs Graphic Card	Hiding: Local	All	
AVs Hard Drive Size	Hiding: Local	All	
AVs SSD Size	Hiding: Local	All	
AVs Display Size	Hiding: Local	All	
AVs Optical Drive	Hiding: Local	All	
AVs Processor	Hiding: Local	All	
AVs RAM Included	Hiding: Local	All	
AVs Abrasion Resistant	Hiding: Local	All	
AVs Warranty	Hiding: Local	All	
AVs Custom	Hiding: Local	All	
AVs Turbo Boost Speed	Hiding: Local	All	
AVs Seen In Bright Light	Hiding: Local	All	

Figure 15

Required Fields

Attributes may be marked as required for entry. Click on the “Required Fields” tab and the page shown in Figure 16 will populate. Any attributes that should be required can be made required locally, or just for the specific product category, or globally for all product categories. For example, if brand is a value that should be collected for every product category, then making the attribute brand as Required globally would set it as required in all cases.

Setting an attribute as required means that when entering data, that attribute is marked as red for the person entering product attributes. Product data can still be saved and delivered without a required attribute, but a note will be set on the product page that a required field is missing and that required field will be highlighted in red until it is populated.

Product Refresh: ! Request Refresh of this Category

Template: Laptop Computers : Required Fields for Costco-2011

Custom Labels for this Template

Standard Attributes: **Hidden Fields** **Required Fields** **Sorting** **Labels** **All** Custom Attributes: **Custom Attributes** Show Model

AVs Brands	Required:	Local	!
AVs Model Code	Required:	Global	!
AVs Operating System	Required:	Local	!
AVs Graphic Card	Required:	Local	!
AVs Hard Drive Size	Required:	Local	!
AVs SSD Size	Required:	Local	!
AVs Display Size	Required:	Local	!
AVs Optical Drive	Required:	Local	!
AVs Processor	Required:	Local	!
AVs RAM Included	Required:	Local	!
AVs Abrasion Resistant	Required:	Local	!
AVs Warranty	Required:	Local	!
AVs Custom	Required:	Local	!
AVs Turbo Boost Speed	Required:	Local	!
AVs Seen In Bright Light	Required:	Local	!
AVs Condition	Required:	Local	!
AVs Fax/Modem	Required:	Local	!

Figure 16

Re-ordering Attributes

Re-ordering attributes in a template is valuable to move the attributes into a more favorable order for faster entry. For example, it may be helpful to order the attributes to match the way the values may appear on a vendor spec sheet. Click on “Sorting” to bring up the attribute re-ordering screen, showing in Figure 17.

To move an attribute, simply select the drop down next to that attribute name and choose the value to correspond to where in the list the attribute should be moved. The attribute will instantly be moved to that location in the list.



Product Refresh: ! Request Refresh of this Category

Template: Laptop Computers : Sort Order for Costco-2011

Custom Labels for this Template

A

Standard Attributes: [Hidden Fields](#) [Required Fields](#) [Sorting](#) [Labels](#) [All](#) Custom Attributes: [Custom Attributes](#) Show Model

AVs Brands	Sort: 1	▼	
AVs Model Code	Sort: 2	▼	
AVs Operating System	Sort: 3	▼	
AVs Graphic Card	Sort: 4	▼	
AVs Hard Drive Size	Sort: 5	▼	
AVs SSD Size	Sort: 6	▼	
AVs Display Size	Sort: 7	▼	
AVs Optical Drive	Sort: 8	▼	
AVs Processor	Sort: 9	▼	
AVs RAM Included	Sort: 10	▼	
AVs Abrasion Resistant	Sort: 11	▼	
AVs Warranty	Sort: 12	▼	
AVs Custom	Sort: 13	▼	
AVs Turbo Boost Speed	Sort: 14	▼	
AVs Seen In Bright Light	Sort: 15	▼	

Figure 17

Re-labeling Attributes

Re-labeling attributes allows for renaming of any attribute or attribute value. Click on the “Labels” link on the Template page to get to the screen shown in Figure 18. Labels can be added locally, for just a single specific product category, or globally for all product categories. So, if the attribute “Brands” should always appear as “Brand”, then a global label can be created and “Brands” will always appear as “Brand” for any category.

To create a new label, click on the “A” link on the same row as the attribute that is being re-labeled. Select the dropdown to choose whether the label will be local or global and then select the language for which the label is being created. Once the label is entered in the text box, click the save icon next to the text box to save that label.

A label can be edited by clicking on the pencil icon next to an existing label and then changing the text in the box. Alternatively, a label can be deleted by clicking the pencil icon next to a label and then clicking the trash icon.

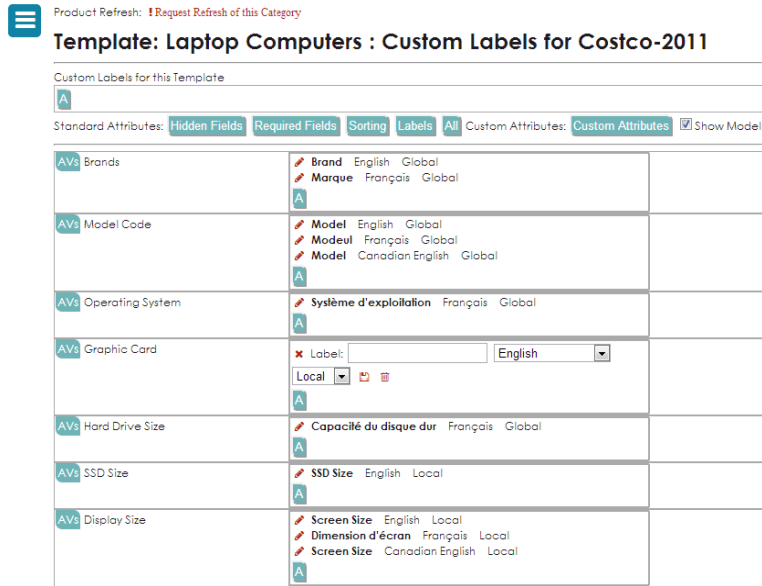


Figure 18

Creating Custom Attributes

Custom attributes can be used when there are no attributes in the existing taxonomy that meet a requirement and no standard attribute can be repurposed or created.

Custom attributes are created as free text entry fields without any controlled set of values.

To create a custom attribute, click on “Custom Attribute” on the Template screen. Enter the name of the new custom attribute in the text box and click the Add button. The custom attribute will now appear on the product attribute editing screen above all the standard attributes.

Warning! Custom attributes cannot be deleted. A custom attribute can be hidden from the delivery by changing the visibility flag in the template customization page, and it can also be re-labeled, but once created it cannot be deleted.

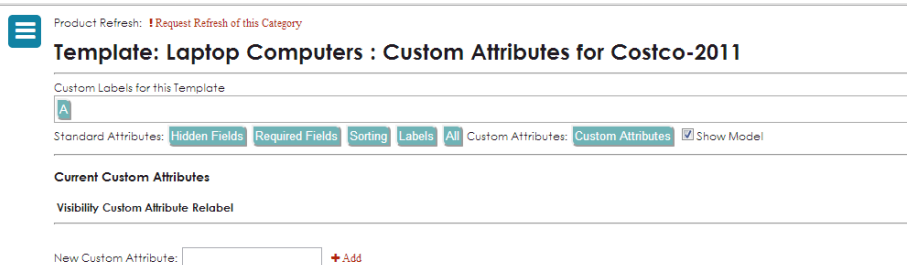


Figure 19

Re-Labeling and Hiding Attribute Values

Attribute values can be re-labeled or hidden the same way as attributes. To re-label or hide attribute values, click on the “AVs” link on the row of the attribute that you want to customize values for. For example, in Figure 20 below, clicking on the link circled in red will take the user to a screen where brand values for laptop computers can be hidden or re-labeled. The operations for hiding or re-labeling attribute values is the same as the operations for hiding or re-labeling attributes.

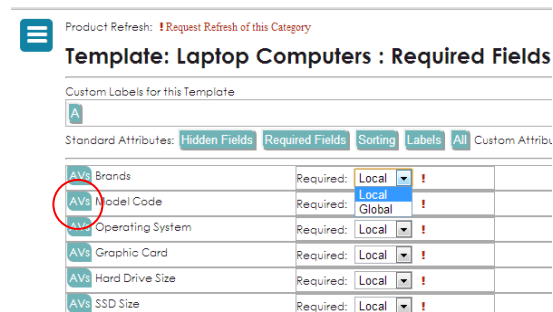


Figure 20

Bulk Attribute Value Edit for Multiple Products

The WAND PIM allows users to edit multiple products at the same time. This feature is accessed through the “Product” menu item. Enter the item numbers of the products you wish to edit (separated by a space) into the search box as shown in Figure 21. Each of the products associated with those item numbers should appear in the search result, as shown in Figure 22.

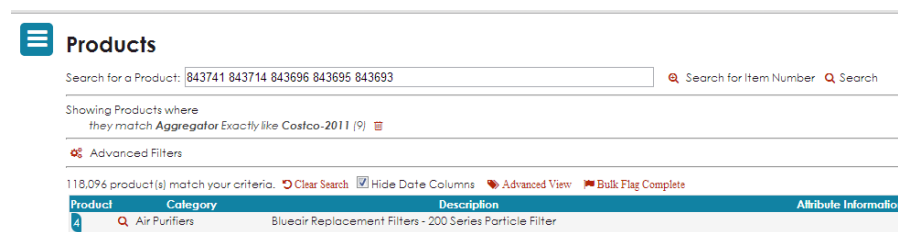


Figure 21

Click on the “Attribute Focus” button, circled in red in Figure 22, to expose the list of attributes that can be edited in bulk. Note that if there are products from multiple categories in the list, only the attributes associated with the first category on the list will appear in the attribute focus list.

Click on the attribute which you wish to edit and that attribute (and any existing values) will populate in the “Attribute Information” column. Click on the pencil icon for each row to edit the attribute values. If you would like to select the same attribute value for all items, fill in the first row and then click on the “Copy Values” link. This will bring up a window as shown in Figure 23.

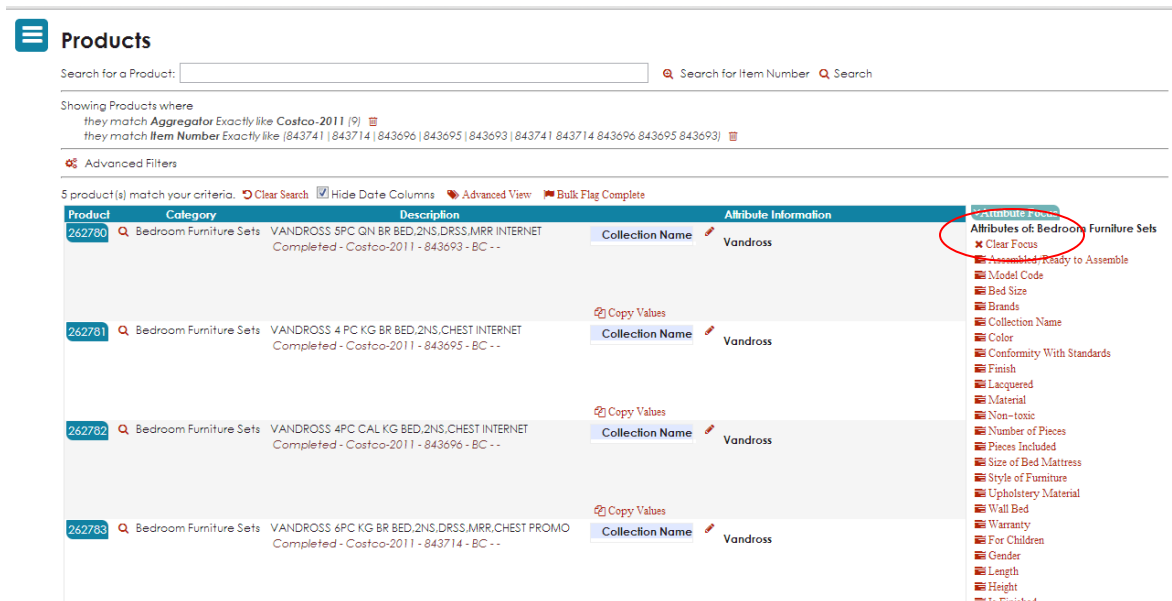


Figure 22

Check the boxes next to the products for which the attribute value should be copied. You can then choose to copy this value to only those products which did not previously have an attribute value selected, or you can choose to copy the value to all products and overwrite any previously existing values.

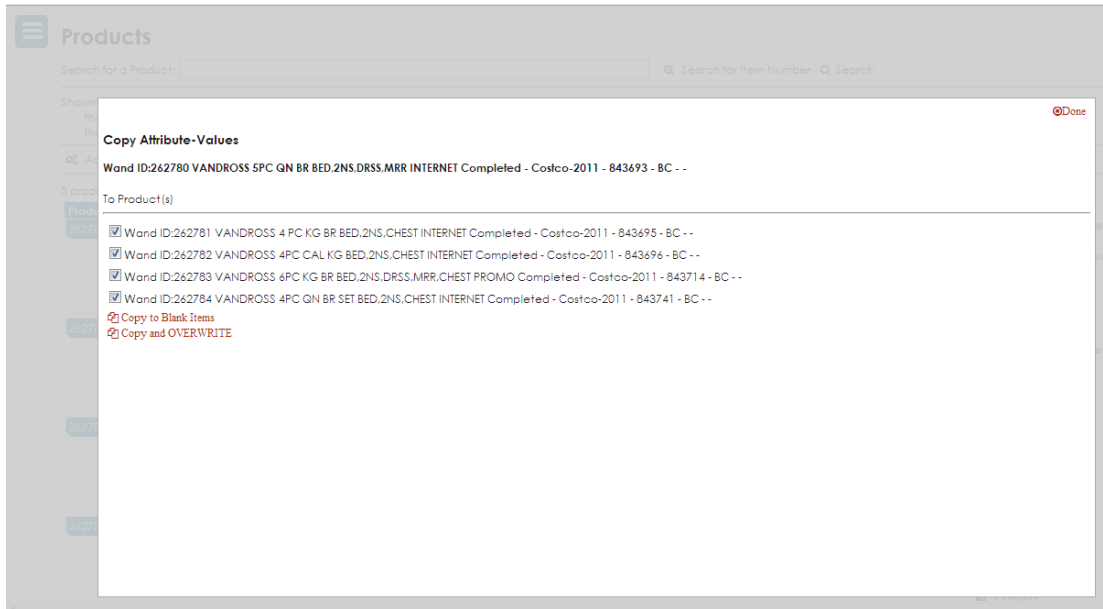


Figure 23

Finally, click the “Bulk Flag Complete” button, circled in green in Figure 24, to change the status of all edited items to complete and ensure they will be included in the data export.

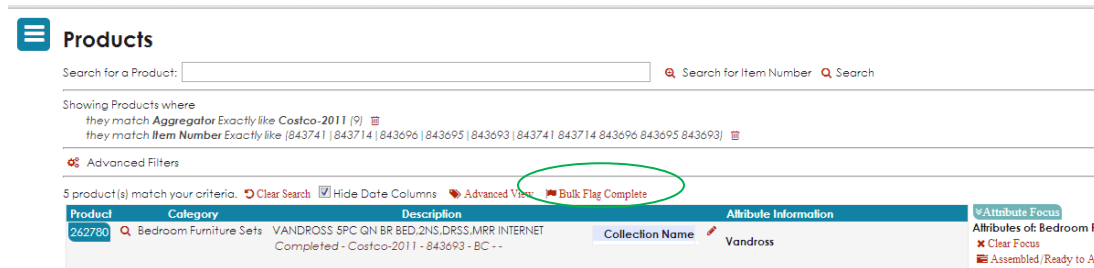


Figure 24

Bulk Attribute Value Edit – Advanced View

Multiple products may also be edited in an advanced grid view. After searching for multiple item numbers, click on the “Advanced view” link. This will bring up a grid view of the products and the attributes as shown in Figure 25.

A scroll bar at the bottom allows the user to see move other attributes into view. Any hidden attributes will be shaded. To edit a value, click on the attribute name in the row that corresponds with the product you wish to edit.

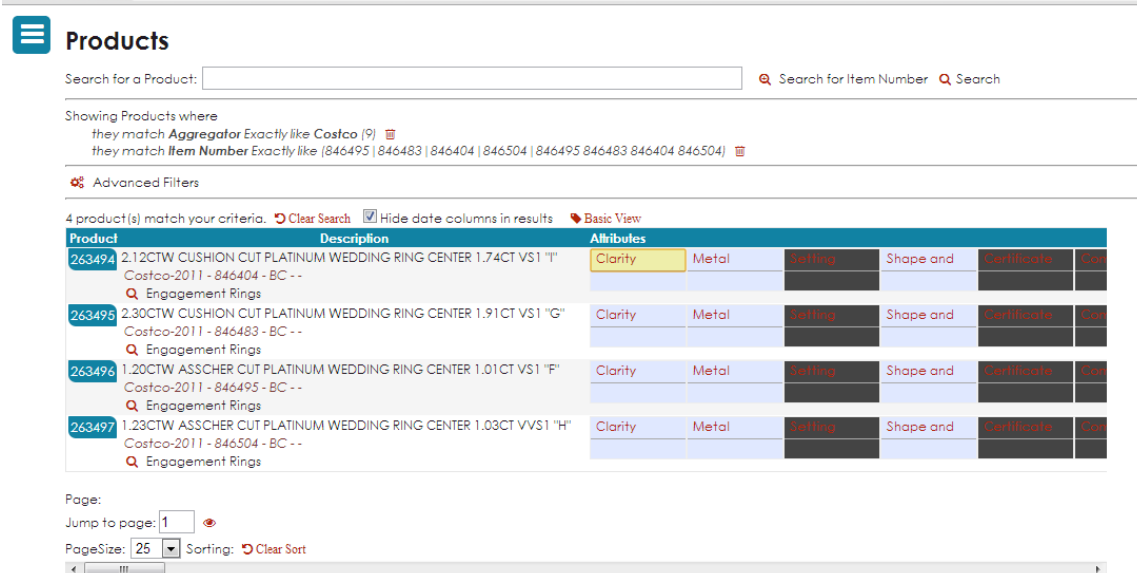


Figure 25

A window, as shown in Figure 26, will pop up to allow you to edit the value for that item. Values can be copied to other items in the grid from the same window by clicking on the “Copy Attribute-Values” shown in the red square in Figure 26.

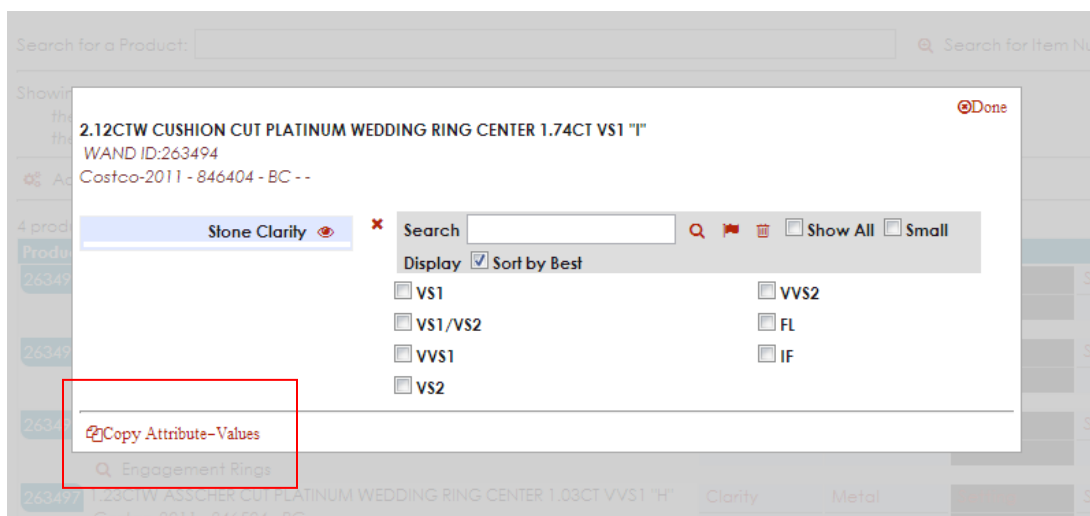
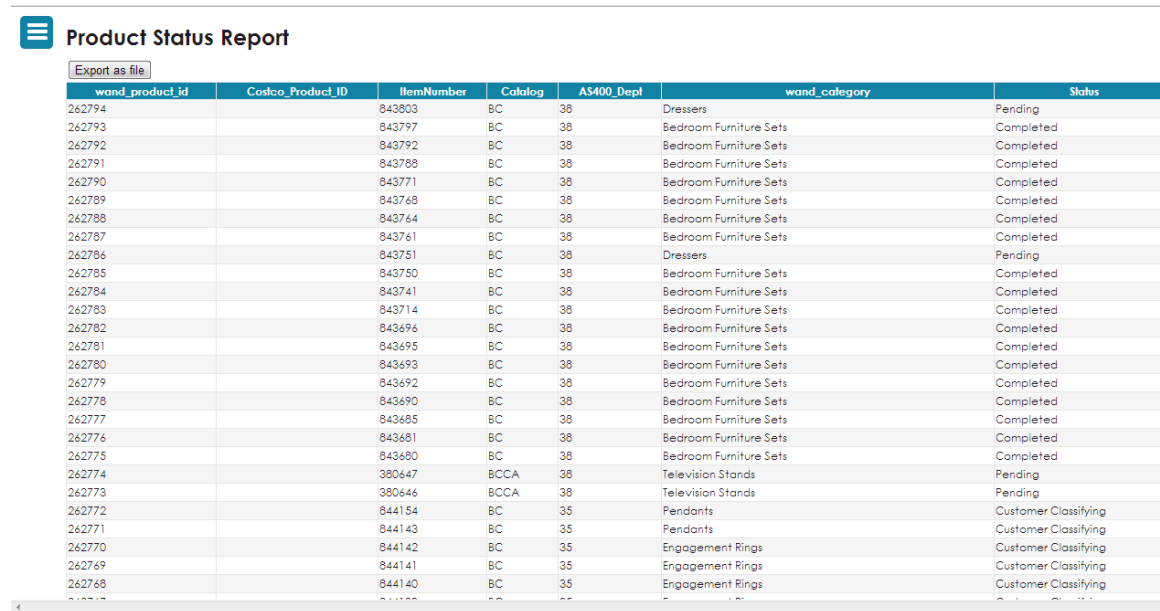


Figure 26

Product Status Report

The Product Status Report is a menu item that brings up a report showing the 500 most recent products at the top and the current category and status of each. A complete report of all products may be downloaded into an Excel file by clicking the “Export as file” button shown in Figure 27.



The screenshot shows a web interface for the 'Product Status Report'. At the top left is a hamburger menu icon. To its right is the title 'Product Status Report'. Below the title is a button labeled 'Export as file'. The main content is a table with the following columns: 'wand_product_id', 'Costco_Product_ID', 'ItemNumber', 'Catalog', 'AS400_Dept', 'wand_category', and 'Status'. The table contains 50 rows of data, with the first row having a 'Pending' status and the rest having a 'Completed' status. The categories include 'Dressers', 'Bedroom Furniture Sets', and 'Television Stands'.

wand_product_id	Costco_Product_ID	ItemNumber	Catalog	AS400_Dept	wand_category	Status
262794		843803	BC	38	Dressers	Pending
262793		843797	BC	38	Bedroom Furniture Sets	Completed
262792		843792	BC	38	Bedroom Furniture Sets	Completed
262791		843788	BC	38	Bedroom Furniture Sets	Completed
262790		843771	BC	38	Bedroom Furniture Sets	Completed
262789		843768	BC	38	Bedroom Furniture Sets	Completed
262788		843764	BC	38	Bedroom Furniture Sets	Completed
262787		843761	BC	38	Bedroom Furniture Sets	Completed
262786		843751	BC	38	Dressers	Pending
262785		843750	BC	38	Bedroom Furniture Sets	Completed
262784		843741	BC	38	Bedroom Furniture Sets	Completed
262783		843714	BC	38	Bedroom Furniture Sets	Completed
262782		843696	BC	38	Bedroom Furniture Sets	Completed
262781		843695	BC	38	Bedroom Furniture Sets	Completed
262780		843693	BC	38	Bedroom Furniture Sets	Completed
262779		843692	BC	38	Bedroom Furniture Sets	Completed
262778		843690	BC	38	Bedroom Furniture Sets	Completed
262777		843685	BC	38	Bedroom Furniture Sets	Completed
262776		843681	BC	38	Bedroom Furniture Sets	Completed
262775		843680	BC	38	Bedroom Furniture Sets	Completed
262774		380647	BCCA	38	Television Stands	Pending
262773		380646	BCCA	38	Television Stands	Pending
262772		844154	BC	35	Pendants	Customer Classifying
262771		844143	BC	35	Pendants	Customer Classifying
262770		844142	BC	35	Engagement Rings	Customer Classifying
262769		844141	BC	35	Engagement Rings	Customer Classifying
262768		844140	BC	35	Engagement Rings	Customer Classifying

Figure 27

FAQs

1) What is the deadline for making changes that will still appear in the next day’s export?

The export begins at 11:30 Pacific time so any changes must be made in advance.

2) Does hiding an attribute or attribute value cause the product data associated with those attributes/attribute values to be deleted?

No, if you hide an attribute or attribute value, the product data associated with that attribute or attribute value will not be deleted, it will just no longer appear in the export. If you later unhide the attribute or attribute value, this data will again begin to appear in the export. There is

nothing that can be done in this tool to affect the base data itself. This is merely altering what is delivered and any changes are reversible.

3) Can multiple users be using the tool and making changes at the same time?

Yes, simultaneous users are supported in this tool.

User Guide version tracking

v1.0 – First version of the document.