



ISS Admin

Markets

User Guide

EnfoTrust Networks, Inc
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About this Guide

User Guide -September 2005

This edition, released September 2005, is designed to help you understand the functionality and usage of the ISS Admin Guide - Markets.

Conventions Used in this Guide

- Text describing an illustration always appears *after* the illustration.

Notices, Terms, and Conditions

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ISS Admin

The Admin area is used to manage the internal and external resources. PACE Central supports a broad spectrum of administration utility. You can refine and expand the resources, assign and alter territory assignments, define permissions, create guest accounts, schedule activity and much more.



PACE Central **The Home Depot**

main page
log out
[PACE Central](#)
[Rep Group](#)
[Report Setup](#)

PACE Administration is your site for managing and maintaining the data needed to keep PACE up-to-date with changes in your organization.

Using the 'Actions' directory tree on the left, you can perform common functions like adding and deleting reps, or you can manage and change specific information such as rep territory assignments, department assignments and new vendor additions.

To use the Actions tree, simply click on a category (Underlined words in **BOLD**). All actions associated with the selected category will appear. When you click on an underlined action item, you will be presented with the appropriate data entry forms for completing the action.

Look for the navigation and action buttons presented on each form. These buttons will help you complete any action.

We have provided "mouse-over" help text throughout the Admin section and have aspired to create an intuitive and user-friendly administration tool. Please call us any time if you have any questions or if you would like to share your ideas for improving the PACE Administration site. We look forward to hearing from you.

Done Internet

PACE Admin Main Page

This page displays the name of the company in the title and the functionality of the application.

The words appear: "PACE Administration is your site for managing and maintaining the data needed to keep the PACE up-to-date with changes in your organization.

Using the "Actions" directory tree on the left, you can perform command functions like adding and deleting reps, or you can manage and change specific information such as rep territory assignments and new vendor additions.

To use the Actions tree, simply click on a category (Underlined words in BOLD). All actions associated with the selected category will appear. When you click on an underlined action item, you will be presented with the appropriate data entry forms for completing the action.

Look for the navigation and action button presented on each form. These buttons will help you complete any action.

We have provided "mouse-over" help text throughout the Admin section and have aspired to create intuitive and user-friendly administration tool.

Please call us any time if you have any questions or if you would like to share your ideas for improving the PACE Administration site. We look forward to hear from you" .

PACE Central

The Administration section for PACE Central allows [Markets](#) and to be added to the PACE Central repository.

Markets

Markets can be added as necessary to complete the PACE Central - Add Store process. Each Empire defines Markets or advertising regions. These identifiers are used by PACE Central to facilitate search and report features. Market is a required entry for PACE Central Stores.

It has 1 subsection: [Add Market](#).



Add Market

When Add Market is clicked, the [Add a New Market](#) screen is loaded.

Add a New Market

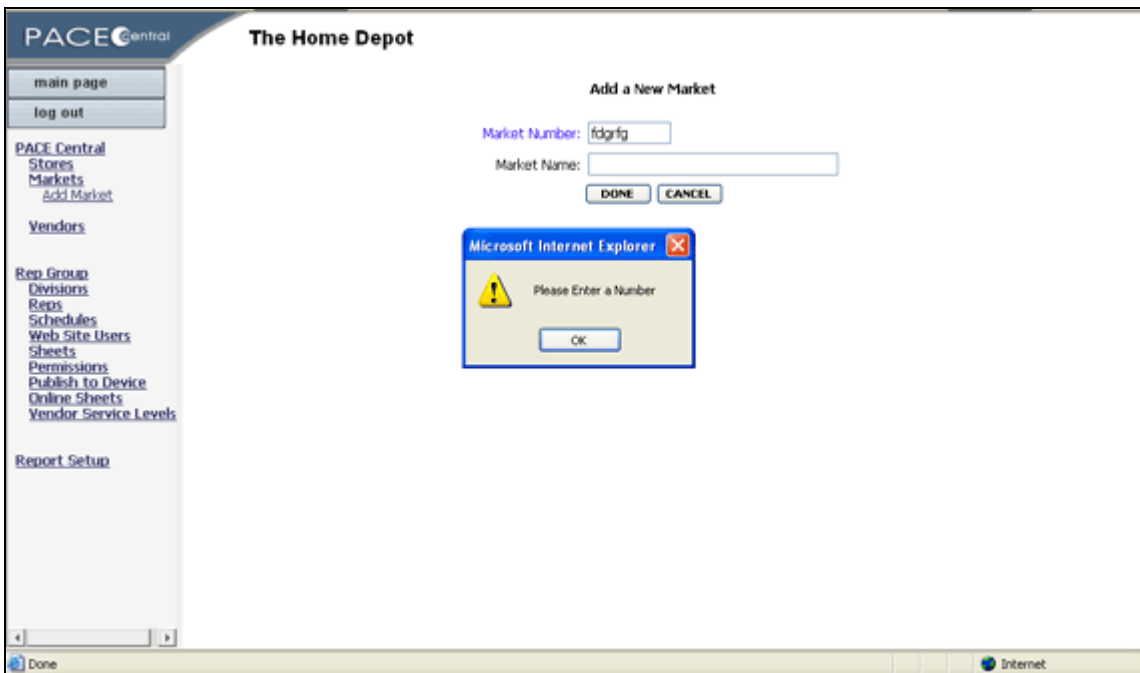


- **Market Number:** Accepts integers between 0 and 2147483647. (Required field)
- **Market name:** All character types are accepted. (optional field)
- **CANCEL:** The [PACE Central main page](#) is loaded.
- **DONE:**
 - If neither Market Number nor Market name is inserted, a message appears: "Please enter a Market Number".

Add Market



- If any character other than numbers is inserted in the Market Number field, a message appears: "Please Enter a Number".

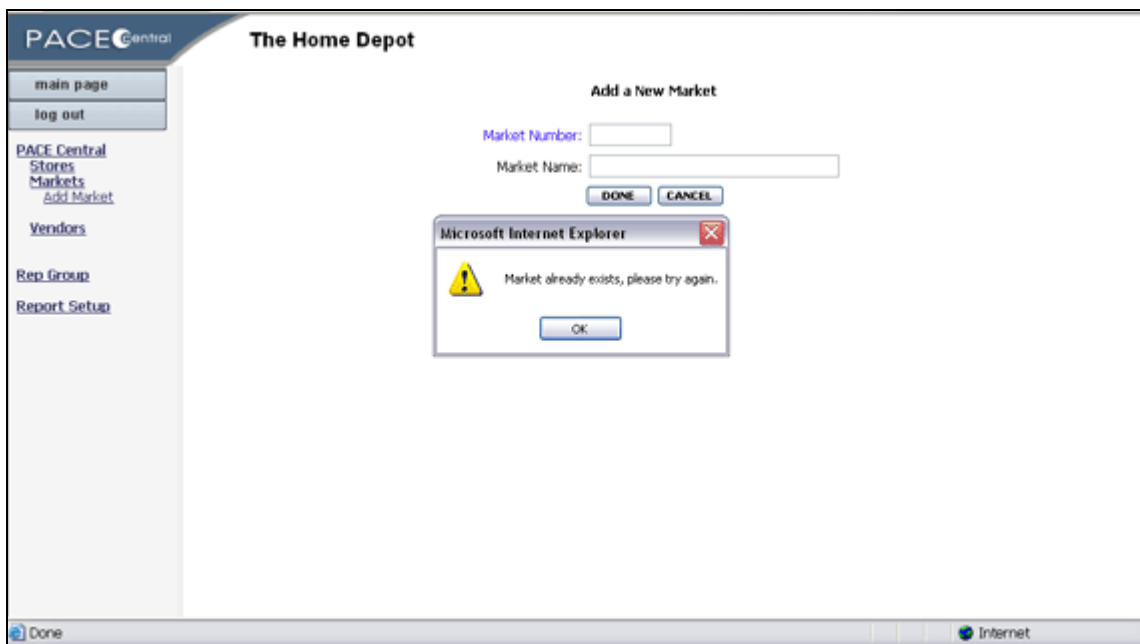


- If a Market Number not between 0 and 2147483647 is inserted, a message appears: "Please enter a number between 0 and 2147483647".

Add Market



- If a Market Number that already exists is inserted, a message appears: "Market already exists, please try again".



- If Market Number and Market Name are filled, the New Market is added and the words "Market added successfully" appear in title.
- If Market Number is filled and Market Name is not filled, the New Market is added and the words "Market added successfully" appear in title.

