



ISS Admin

Stores

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 - Stores.

Conventions Used in this Guide

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

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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 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 [Stores](#) to be added to the PACE Central repository.

Stores

PACE Central maintains a “global” repository of Stores for each Empire. The Stores in PACE Central are available to all PACE Users. Rep Group administrators are allowed to update the repository of Stores; enabling the rapid addition of new Stores to their respective Divisions and Reps.

It has 2 subsections: [Add Store](#) and [Store Profile](#).



Add Store

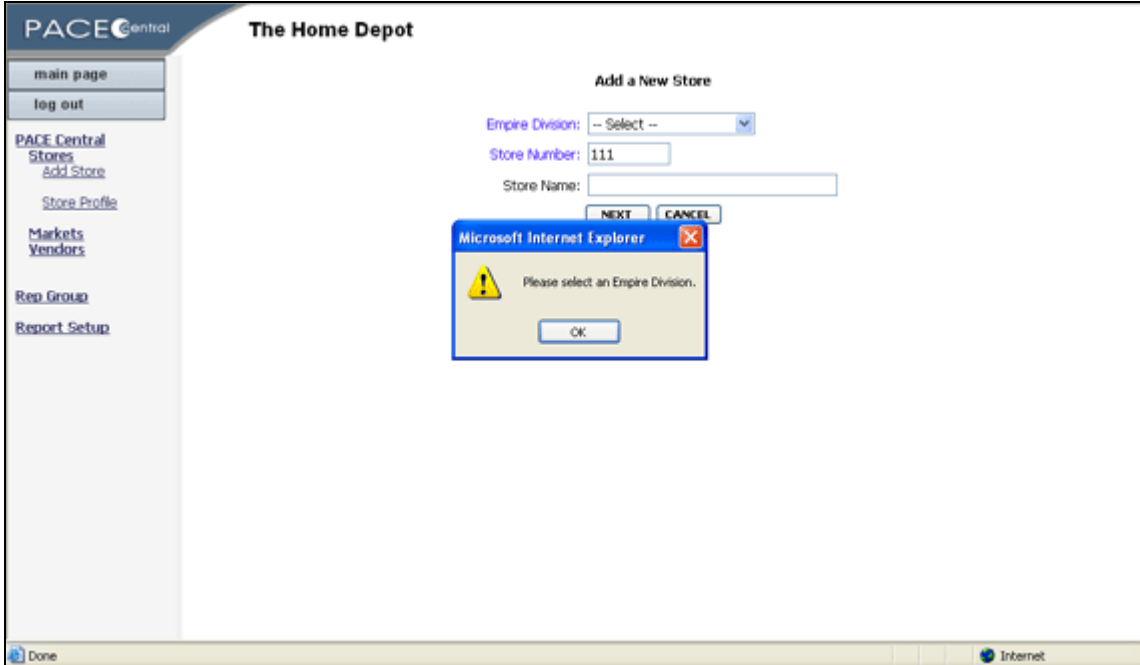
When Add Store is clicked, the [Add a New Store](#) screen is loaded.

Add a New Store Screen

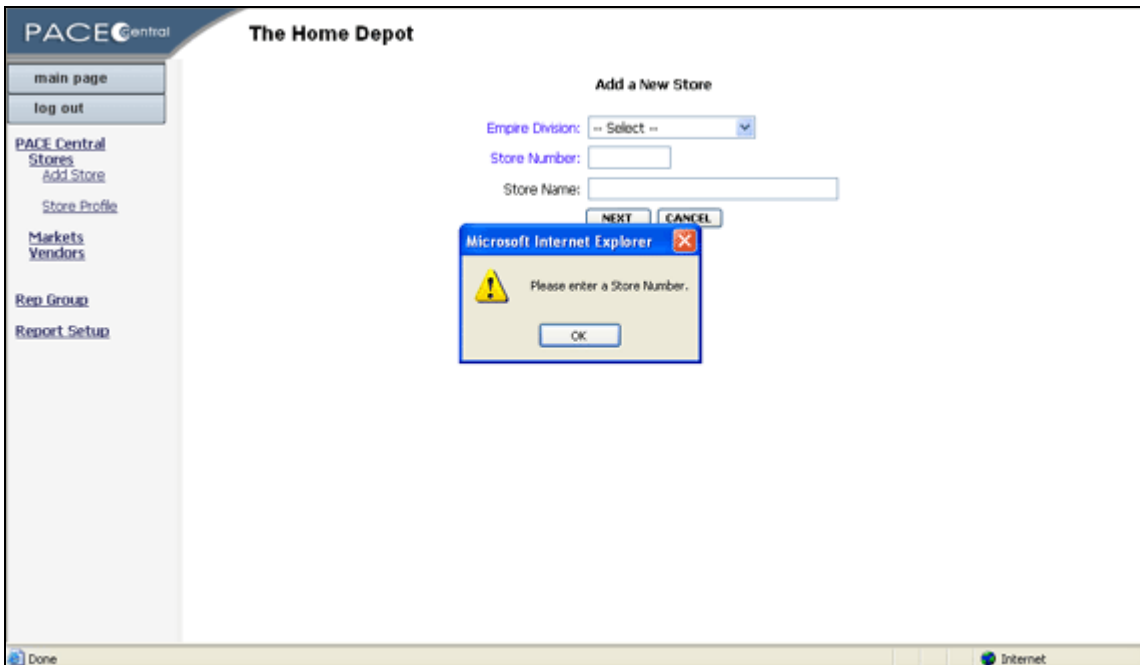


- **Empire Division:** The drop down list loads all the Empire Divisions related to the Rep Group of logged in User Name. (Required field)
- **Store Number:** Accepts integers between 0 and 2147483647. (Required field)
- **Store Name:** All character types are accepted. (optional field)
- **CANCEL:** The [PACE Central main page](#) is loaded.
- **Next:**
 - If a Store Number is inserted and no Empire Division is selected, a message appears: "Please select an Empire Division".

Add Store

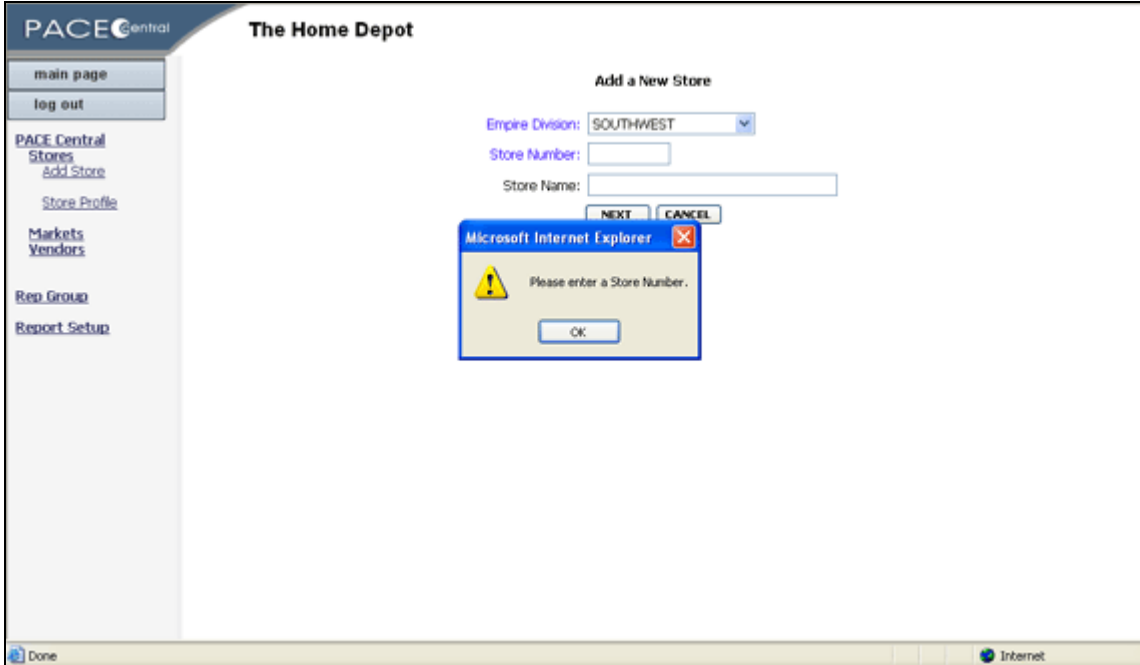


- If neither Empire Division nor Store Number is completed, a message appears: "Please enter a Store Number".

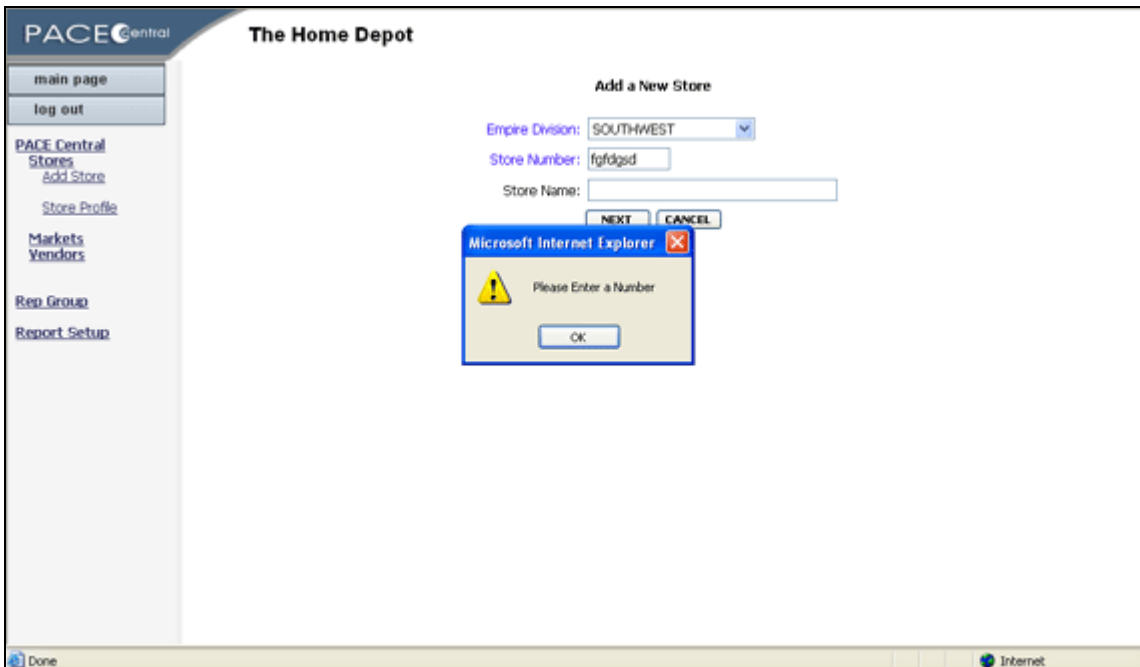


- If no Store Number is inserted, a message appears: "Please enter a Store Number."

Add Store

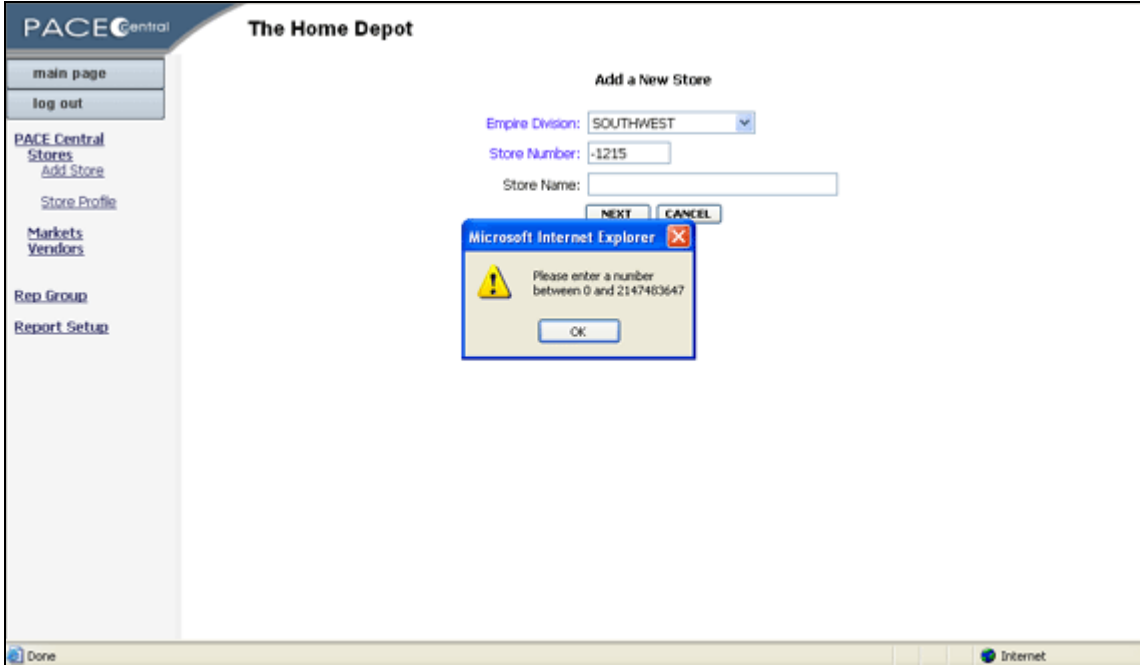


- If any character other than a number is inserted, a message appears: "Please Enter a Number".

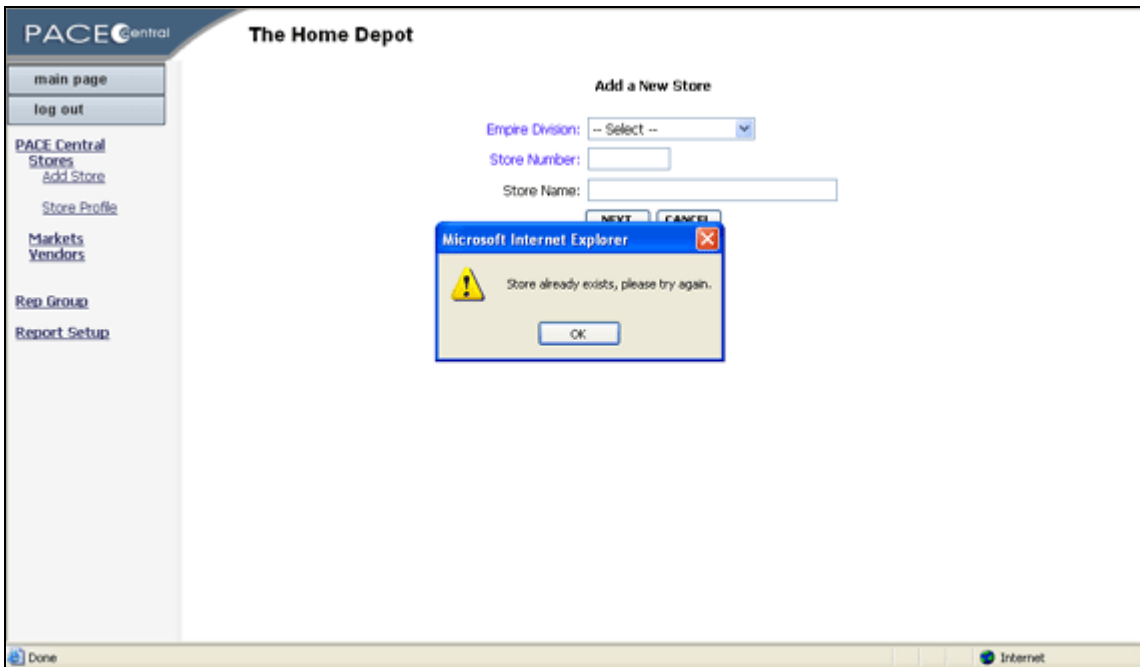


- If a Store Number that is not between 0 and 2147483647 is inserted, a message appears: "Please enter a number between 0 and 2147483647".

Add Store



- If a Store Number that already exists in the database is inserted, a message appears: "Store already exists, please try again".



- If Empire Division and Store Number are filled, the [Store Profile](#) screen is loaded.
- If Empire Division, Store Number and Store Name are filled, the [Store Profile](#) screen is loaded.

Store Profile Screen

The screenshot displays the 'Store Profile Screen' within the 'PACE Central' interface for 'The Home Depot'. The page includes a navigation menu on the left with options like 'main page', 'log out', 'Add Store', 'Store Profile', 'Markets', 'Vendors', 'Rep Group', and 'Report Setup'. The main content area features a 'Selected Store:' dropdown with a 'SELECT STORE' button. Below this is a form with the following fields and controls:

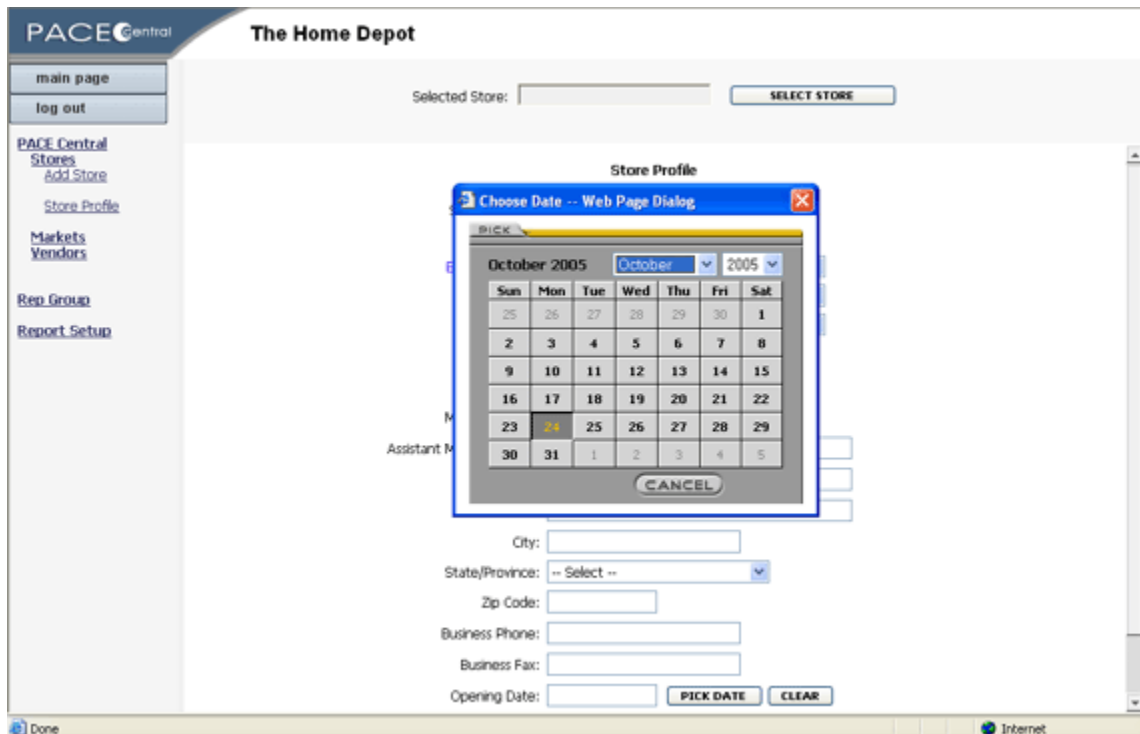
- Store Number: Text input field
- Store Name: Text input field
- Empire Division: Dropdown menu (value: -- Select --)
- Region: Dropdown menu (value: -- Select --)
- Market: Dropdown menu (value: -- Select --)
- District Office: Text input field
- VDO Number: Text input field
- Manager Name: Text input field
- Assistant Manager Name: Text input field
- Address: Text input field (with a second line below it)
- City: Text input field
- State/Province: Dropdown menu (value: -- Select --)
- Zip Code: Text input field
- Business Phone: Text input field
- Business Fax: Text input field
- Opening Date: Text input field with 'PICK DATE' and 'CLEAR' buttons
- Closing Date: Text input field with 'PICK DATE' and 'CLEAR' buttons
- A 'CANCEL' button at the bottom center.

This screen allows the Store profile to be edited.

- If this screen is accessed from Add Store:
 - **Store Number:** Is loaded by default from the Add Store screen.
 - **Store Name:** Is loaded by default from the Add Store screen (if a Store Name was previously inserted).
 - **Empire Division:** Is loaded by default from the Add Store screen but can be edited.
 - **Region:** Can be selected from a drop down list and is optional.
 - **Market:** Is a required drop down list that loads all markets according to the selected Empire Division.
 - **District Office:** Is an optional text box to enter the district office.
 - **VDO Number:** Is an optional text box to enter the VDO number. It accepts positive integer numbers only.
 - **Manager Name:** Is an optional text box to enter the manager name.
 - **Assistant Manager Name:** Is an optional text box to enter the assistant manager name.
 - **Address:** Is an optional text box to enter the address of the store.
 - **City:** Is an optional text box to enter the city where the Store is located.

Store Profile Screen

- **State/Province:** A drop down where the user can select the state or the province where the Store is located.
- **Zip Code:** Is an optional text box to enter the area zip code where the Store is located.
- **Business Phone:** Is an optional text box to enter the business phone of the Store.
- **Business Fax:** Is an optional text box to enter the business fax of the Store.
- **Opening Date:** Is an optional field. When it is selected, the Store can be given an opening date.
- **Pick Date:** A Pop up window appears that allows the selection of the opening date. Choose the date:



- **Cancel:** The Pop up window is closed and no opening date is saved.
- **OK:**
 - If the opening date is greater than the closing date, a message appears: " "Closing Date" should be greater than "Opening Date" " .

Store Profile Screen

The screenshot shows the 'Store Profile Screen' in the PACE Central system for 'The Home Depot'. The selected store is '1764 - COMMERCE, GA'. The form includes fields for Region (set to '-- Select --'), Market (set to '16 - DALLAS/FT WORTH'), District Office, City (set to 'COMMERCE'), State/Province (set to 'Georgia'), Zip Code (set to '30529'), Business Phone (set to '7063355883'), Business Fax (set to '7064232573'), Opening Date (set to '09/16/2005'), and Closing Date (set to '09/06/2005'). A Microsoft Internet Explorer error dialog box is displayed over the form, with the message: '"Closing Date" should be greater than "Opening Date"'. The dialog box has an 'OK' button. The form also includes 'PICK DATE' and 'CLEAR' buttons for the date fields, and 'SAVE' and 'CANCEL' buttons at the bottom.

- If the Opening Date is less than the Closing Date, the Pop up window is closed and the selected date is saved in the Opening Date field.
- Clear: to clear the selected Opening Date.
- Closing Date: Is an optional field. When it is selected, the Store can be given a closing date.
- Pick Date: A Pop up window appears that allows the selection of the opening date. Choose the date:
 - Cancel: The Pop up window is closed and no closing date is saved.
 - OK:
 - If the closing date is less than the opening date, a message appears: ""Closing Date" should be greater than "Opening Date"".

Store Profile Screen

PACE Central
The Home Depot

main page
log out

PACE Central
Stores
Add Store
Store Profile

Markets
Add Market

Vendors

Rep. Group
Divisions
Reps
Schedules
Web Site Users
Sheets
Permissions
Publish to Device
Online Sheets
Vendor Service Levels

Report Setup

Selected Store: 1764 - COMMERCE, GA SELECT STORE

Region: -- Select --
Market: 16 - DALLAS/FT WORTH
District Office:
City:
State/Province: Georgia
Zip Code: 30529
Business Phone: 7063355883
Business Fax: 7064232573
Opening Date: 09/16/2005 PICK DATE CLEAR
Closing Date: 09/06/2005 PICK DATE CLEAR

Microsoft Internet Explorer
"Closing Date" should be greater than "Opening Date"
OK

SAVE CANCEL

- If the closing date is greater than the opening date, the Pop up window is closed and the selected date is saved in the Closing Date field.
- Clear: to clear the selected Closing Date.
- If this screen is accessed from Store Profile after logging in without adding any new Stores, all fields listed previously are empty and function as previously listed expect for the following:
 - Store Number: Is a disabled field.

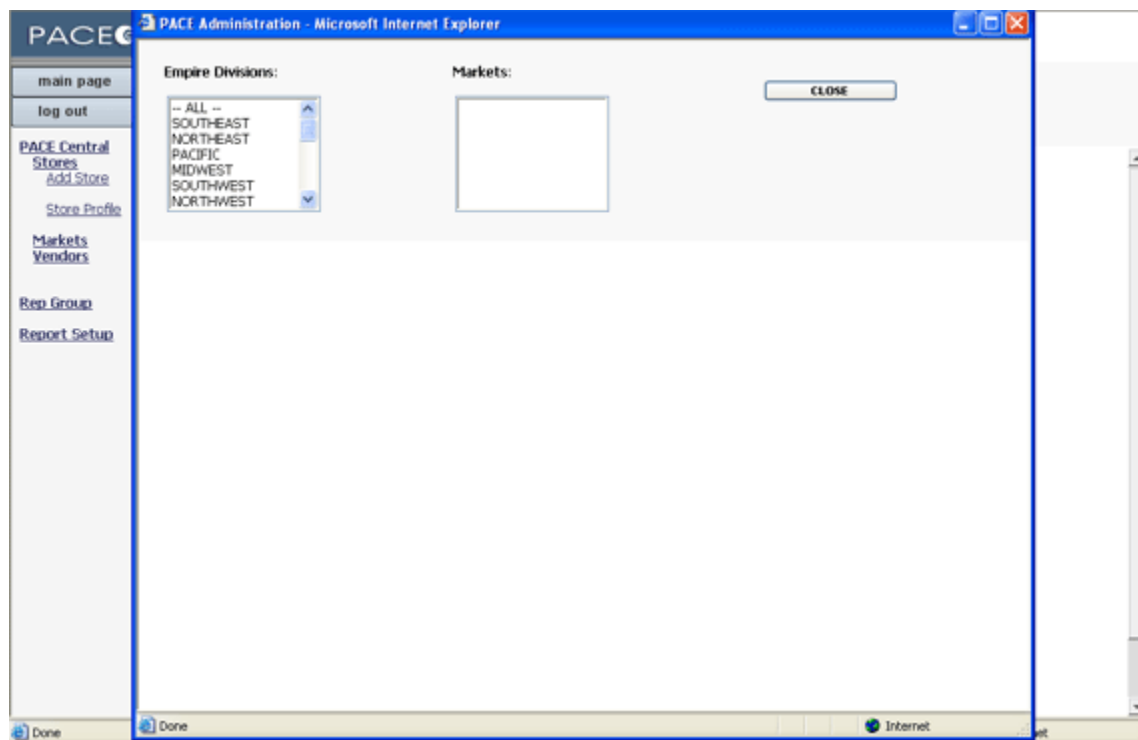
Store Profile Screen

The screenshot displays the 'Store Profile' form within the 'PACE Central' application. The form is titled 'Store Profile' and is located in the main content area. The left sidebar contains navigation links: 'main page', 'log out', 'PACE Central Stores', 'Add Store', 'Store Profile', 'Markets', 'Vendors', 'Rep Group', and 'Report Setup'. The form fields are as follows:

- Store Number:
- Store Name:
- Empire Division:
- Region:
- Market:
- District Office:
- VDO Number:
- Manager Name:
- Assistant Manager Name:
- Address:
- City:
- State/Province:
- Zip Code:
- Business Phone:
- Business Fax:
- Opening Date:

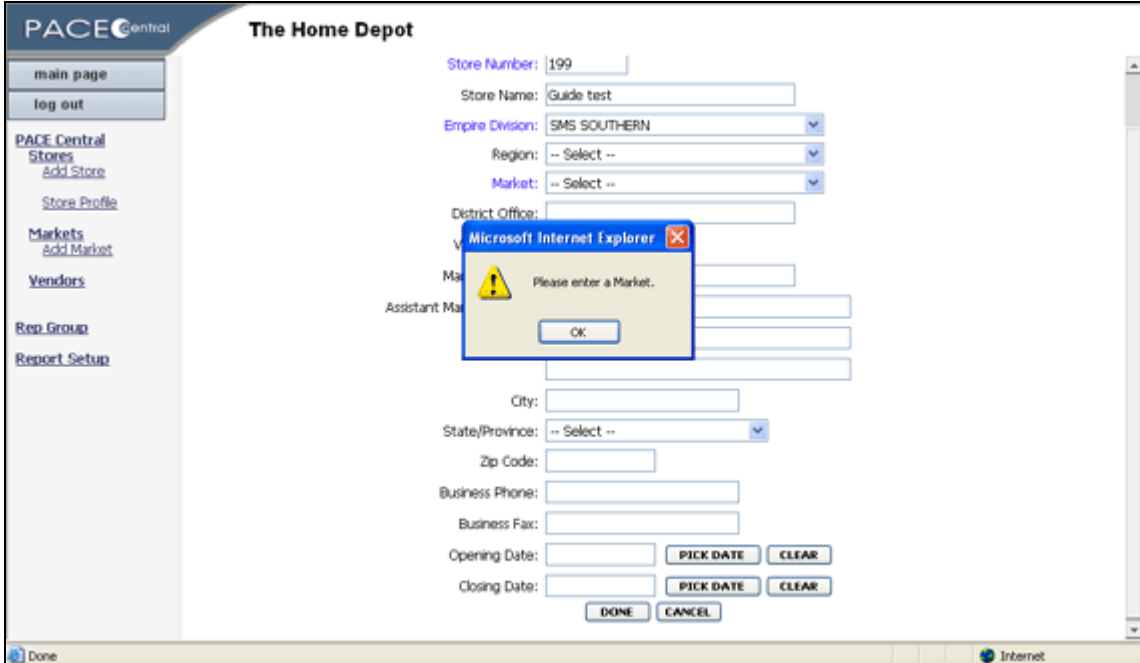
At the top of the form, there is a 'Selected Store:' label and a 'SELECT STORE' button. The bottom of the screen shows a taskbar with 'Done' and 'Internet' icons.

- Store Name, Empire Division and Market are empty fields until a Store is selected.
- If SELECT STORE is clicked, the [Select Store](#) screen is loaded.
- If this screen is accessed from Store Profile, the fields are loaded with the saved entries of the last added Store.
 - If SELECT STORE is clicked, the [Select Store](#) screen is loaded.

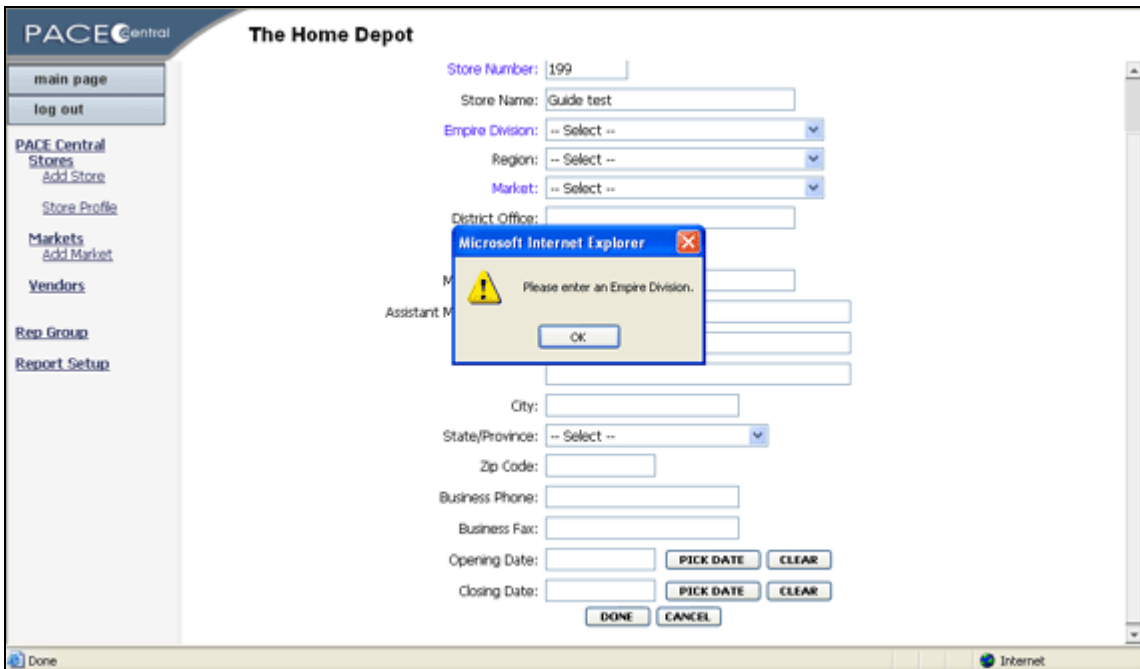
Select Store Screen

- Close: The Pop up window is closed and no store is displayed.
- **DISPLAY STORES:** Is hidden until an Empire Divisions and a Market are selected. When it is clicked, all the Stores belonging to the selected Empire Division and Market are displayed. When a Store is selected, the pop up window is closed and the Store Information is loaded in the Store Profile screen.
- **CANCEL:** The [PACE Central main page](#) is loaded.
- **DONE:**
 - If no Market is selected, a message appears: "Please enter a market".

Store Profile Screen



- If no Empire Division is selected, a message appears: "Please enter an Empire Division".



- If all required fields are completed, the words "Store added successfully" appear in title.

Store Profile Screen

