



ISS Admin

Vendors

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 - Vendors.

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

Vendors

Vendors are stored in PACE Central. Before a Vendor can be added to the Rep Group, the Vendor must first exist in PACE Central. A new Vendor Line can be established, view and edit the Vendor's profile and set up the Departments associated with the new line.

It has 3 subsections: [Add Vendor Line](#), [Vendor Profile](#) and [Vendor Departments](#).



Add Vendor Line

Add Vendor Line

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

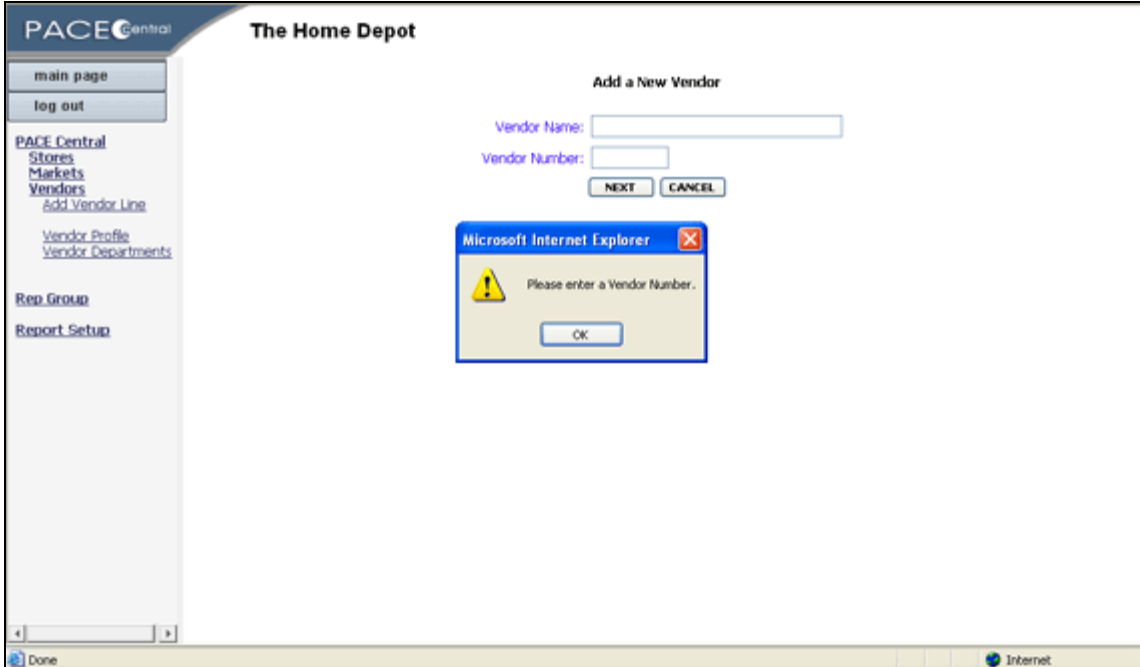
Add a New Vendor Screen

This page allows new Vendors to be added.

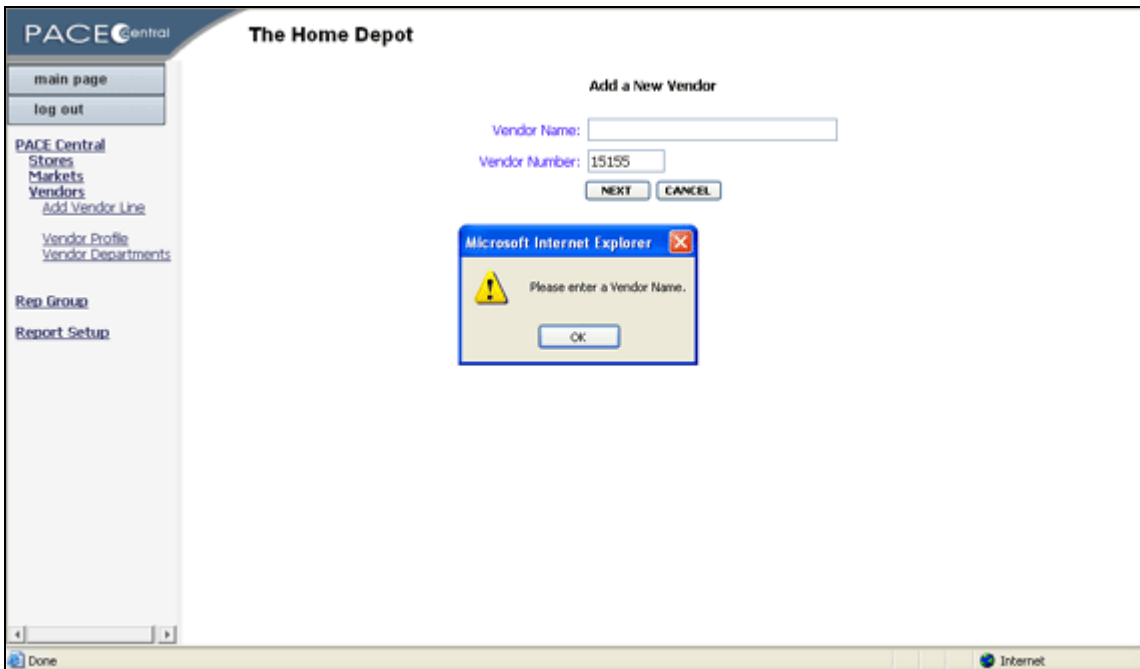


- **Vendor Name:** Is a required field to insert the vendor name. It accepts any type of characters.
- **Vendor Number:** Is a required field to insert the vendor number. It accepts any type of characters.
- **CANCEL:** The [PACE Central main page](#) is loaded.
- **NEXT:**
 - If neither Vendor Name nor a Vendor Number is inserted, a message appears: "Please Enter a Vendor Number".

Add Vendor Line

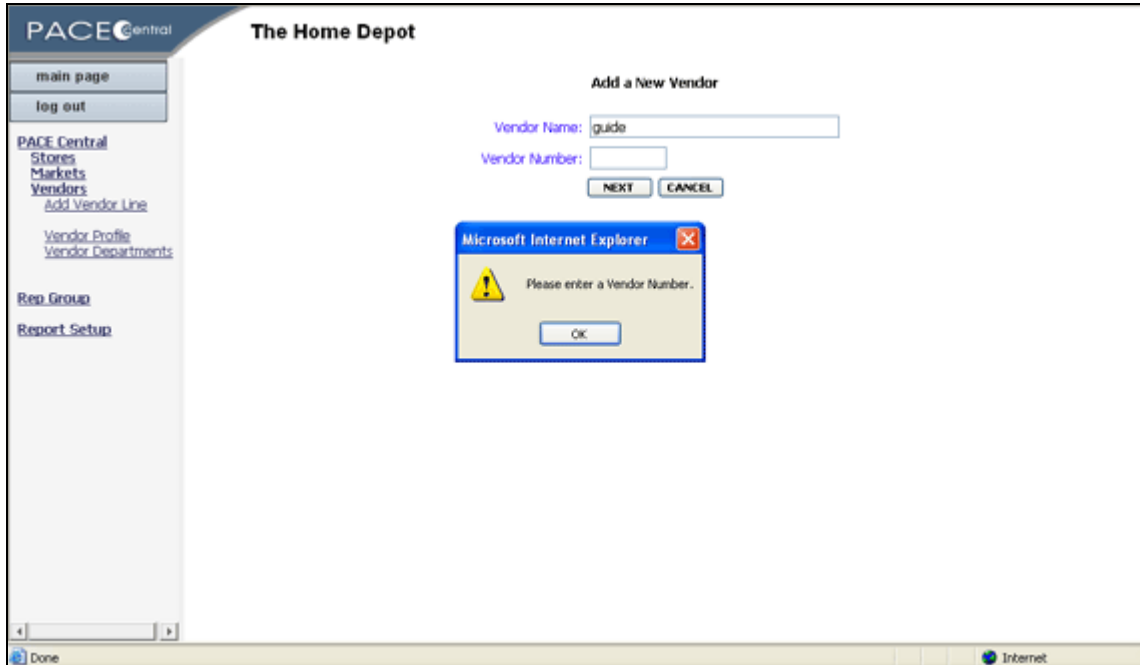


- If a Vendor Number is only inserted, a message appears: "Please Enter a Vendor Name".

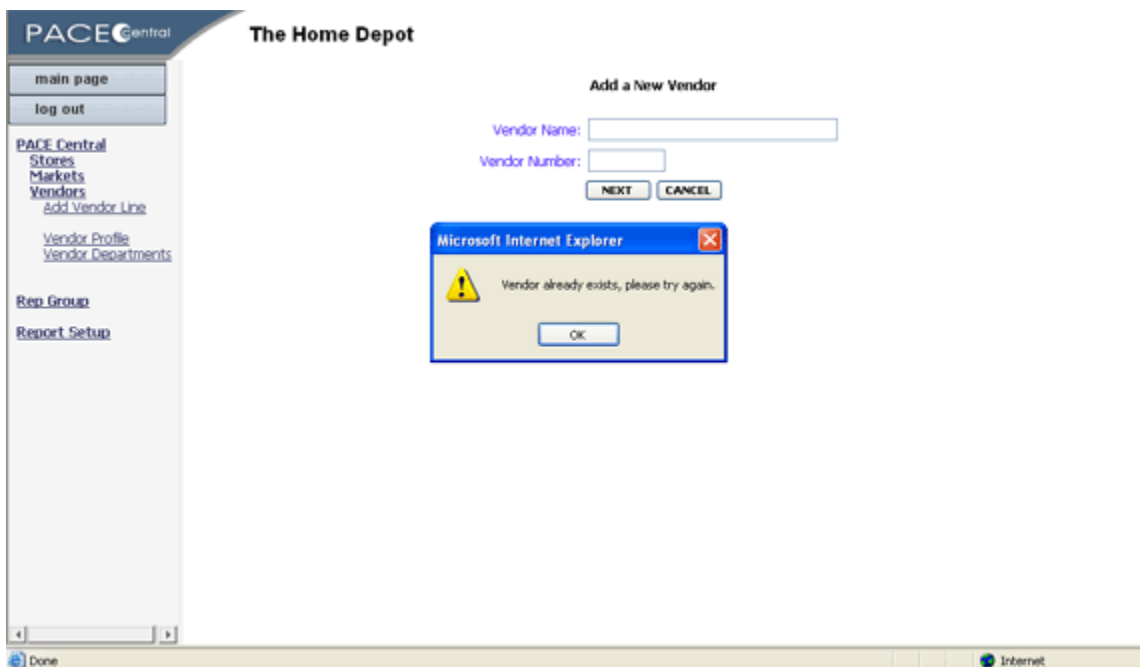


- If a Vendor Name is only inserted, a message appears: "Please Enter a Vendor Number".

Add Vendor Line

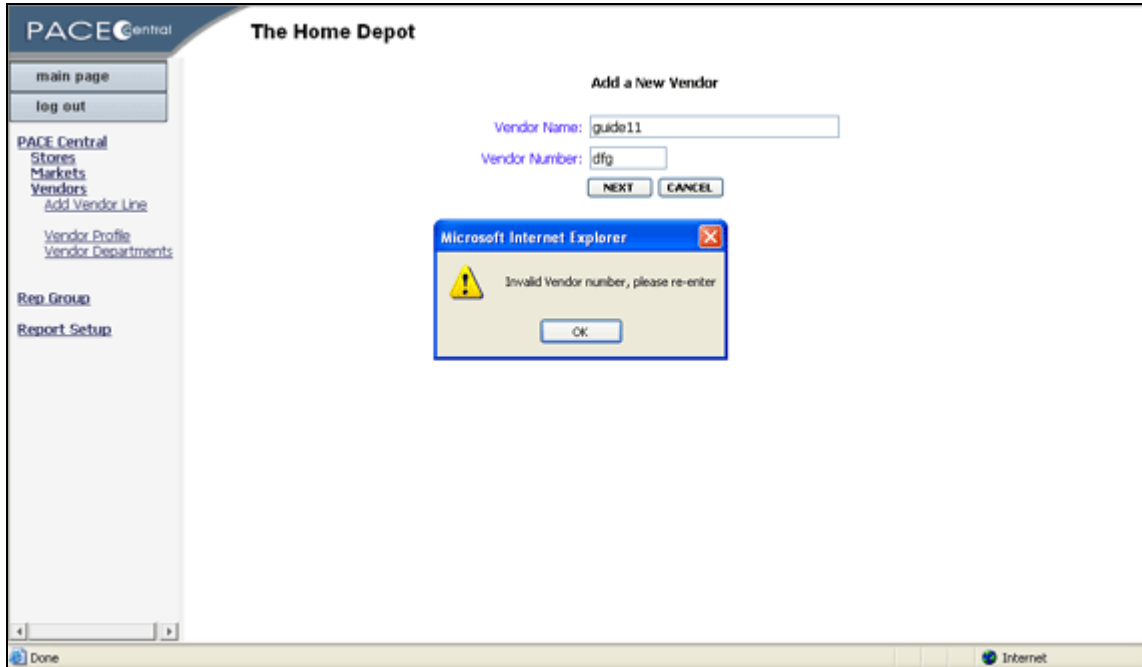


- If the Vendor Number already exists, a message appears: "Vendor already exists, please try again".



- If a character is inserted in the Vendor Number box, a message appears: "Invalid Vendor number, please re-enter".

Add Vendor Line



- If all fields are inserted and valid, the [Vendor Profile screen](#) is loaded.

Vendor Profile

It allows the modification of the Vendor Profile information at any time.

When Vendor Profile is clicked, the [Vendor Profile screen](#) is loaded.

Vendor Profile Screen

The screenshot shows the 'Vendor Profile' screen in the PACE Central application. The page title is 'The Home Depot'. The left sidebar contains navigation links: 'main page', 'log out', 'PACE Central', 'Stores', 'Markets', 'Vendors', 'Add Vendor Line', 'Vendor Profile', 'Vendor Departments', 'Rep Group', and 'Report Setup'. The main content area is titled 'Vendor Profile' and contains a form with the following fields: 'Selected Vendor:' (text box), 'SELECT VENDOR' (button), 'Vendor Name:' (text box), 'Vendor Number:' (text box), 'Contact:' (text box), 'Contact Title:' (text box), 'Address:' (text box), 'City:' (text box), 'State/Province:' (dropdown menu with '-- Select --'), 'Zip Code:' (text box), 'Telephone:' (text box), 'Fax:' (text box), and 'Email Address:' (text box). A 'CANCEL' button is located at the bottom of the form. The browser status bar at the bottom shows 'Done' and 'Internet'.

- If Vendor Profile is accessed from Add Vendor Line:
 - The **Vendor Name** and the **Vendor Number** are loaded by default.
 - **Contact**, **Contact Title**, **Address**, **City**, **Zip Code**, **Telephone**, **Fax**, **Email Address** are optional fields where any type of characters can be inserted.
 - **State/Province**: is a drop down list from which a state can be selected.
 - **CANCEL**: The [PACE Central main page](#) is loaded.
 - **NEXT**: The [Vendor Departments](#) screen is loaded.
- If this screen is accessed from Vendor Profile, the fields are loaded with the saved entries of the last added Vendor.

Vendor Profile

The screenshot shows the PACE Central interface for editing a vendor profile. The page title is 'The Home Depot'. On the left is a navigation menu with links for 'main page', 'log out', 'PACE Central', 'Stores', 'Markets', 'Vendors', 'Add Vendor Line', 'Vendor Profile', 'Vendor Departments', 'Rep. Group', and 'Report Setup'. The main content area is titled 'Vendor Profile' and contains the following fields: Vendor Name (filled with 'marisa'), Vendor Number (filled with '999'), Contact, Contact Title, Address, City, State/Province (dropdown menu with '-- Select --'), Zip Code, Telephone, Fax, and Email Address. At the bottom of the form are 'NEXT' and 'CANCEL' buttons.

- If Vendor Profile is accessed from the Vendor Profile after logging in without adding any new Vendors, all fields function as follows:

This screenshot shows the PACE Central interface with a 'Selected Vendor' dropdown menu at the top right, containing a search box and a 'SELECT VENDOR' button. Below this, the 'Vendor Profile' form is displayed. The 'Vendor Name' and 'Vendor Number' fields are disabled (grayed out). The other fields (Contact, Contact Title, Address, City, State/Province, Zip Code, Telephone, Fax, Email Address) are active. A 'CANCEL' button is located at the bottom of the form.

- The Vendor Name and the Vendor Number are disabled.

Vendor Profile

- Contact, Contact Title, Address, City, Zip Code, Telephone, Fax, Email Address are optional fields where any type of characters can be inserted.
- CANCEL: The [PACE Central main page](#) is loaded.
- SAVE: Is hidden until a Vendor is selected.

The screenshot shows the PACE Central interface for 'The Home Depot'. The top left navigation menu includes 'main page', 'log out', 'PACE Central', 'Stores', 'Markets', 'Vendors', 'Add Vendor Line', 'Vendor Profile', 'Vendor Departments', 'Rep Group', and 'Report Setup'. The main content area is titled 'Vendor Profile' and contains the following fields: 'Selected Vendor:' (with a dropdown menu and a 'SELECT VENDOR' button), 'Vendor Name:', 'Vendor Number:', 'Contact:', 'Contact Title:', 'Address:', 'City:', 'State/Province:' (a dropdown menu with '-- Select --'), 'Zip Code:', 'Telephone:', 'Fax:', and 'Email Address:'. A 'CANCEL' button is located at the bottom of the form. The browser's status bar at the bottom shows 'Done' and 'Internet'.

- If SELECT VENDOR is clicked, the [Select Department](#) screen is loaded.

Select Department Screen

Select Department

-- ALL --
D28 CLASSES
RTV
POP
PK

Search Criteria: Number 1

Order By: Number Name

RESET GO

Select Vendor

CLOSE

- **CLOSE:** The Select Department screen is closed and no Vendor is displayed.
- Select the Department to which the Store belongs.
- **Searching Criteria:**
 - **Number:** Is selected by default in the drop down list followed by the number 1 in the text box.
 - **Name:** Name can be selected from the drop down list. The Vendor Name can be inserted in the empty text box.
- **Order By:**
 - **Number:** The displayed Vendors are ordered by ascending order.
 - **Name:** The displayed Vendors are ordered alphabetically.
- **RESET:** All the selections made are cleared.
- **GO:** All Vendors are loaded according to the selection made.

Vendor Profile

Select Department

-- ALL --
D28 CLASSES
RTV
POP
PK

Search Criteria: Name

Order By: Number Name

Select Vendor

27 FLUORESCENTS	2715
29 KITCHEN SHOWROOM 27	2927
3 M COMPANY	471004
3M COMPANY	17960
A & B WOOD PRODUCTS, LLC	36155
A & M CLEANING PRODUCTS	56460
A & R SPADA FARMS	43490
A ACTION NURSERY PROD.	11280

Done Internet

- When a Vendor is selected, the Select Department screen is closed; the selected Vendor and its Number are loaded in the Vendor Profile screen.

Vendor Profile



- **CANCEL:** The [PACE Central main page](#) is loaded.
- **SAVE:** The changes are saved and the Vendor Profile is updated successfully. The words "Vendor Profile update successfully" appear in title.



Vendor Departments

Vendor Departments

Each PACE Central Vendor is associated with one or several Departments. Because Departments are defined by the Empires, this assignment ties the Vendor to an Empire.

The Vendor can be associated with any number of Departments. The Department assignment represents the “primary area” within the Empire where the Vendor’s products are merchandised. A “primary area” department should not be created for locations within the Store where the Vendor’s products may be cross-merchandised.

This Department assignment is very important for several reasons:

- Reps servicing within a Department may view all Vendors with the same Department association.
- Work Sheets may be assigned to Vendors for a specific Department.

When Vendor Departments is clicked, the [Vendor Department](#) screen is loaded.

Vendor Departments Screen

The screenshot shows the PACE Central interface for The Home Depot. On the left is a navigation menu with links for 'main page', 'log out', 'PACE Central', 'Stores', 'Markets', 'Vendors', 'Add Vendor Line', 'Vendor Profile', 'Vendor Departments', 'Rep Group', and 'Report Setup'. The main content area is titled 'The Home Depot' and contains a 'Selected Vendor' input field with a 'SELECT VENDOR' button. Below this is the 'Vendor Departments' section, which includes a 'Vendor:' label, a large empty rectangular box, and three buttons: 'SELECT DEPARTMENTS', 'REMOVE DEPARTMENTS', and 'CANCEL'. The browser's status bar at the bottom shows 'Done' and 'Internet'.

- CANCEL: The [PACE Central main page](#) is loaded.
- SELECT VENDOR: The [Select Department](#) screen is loaded.
- SELECT DEPARTMENTS:
 - If no Vendor is selected, the [Select Departments To assign to Vendor](#) screen is loaded but no Departments appear.

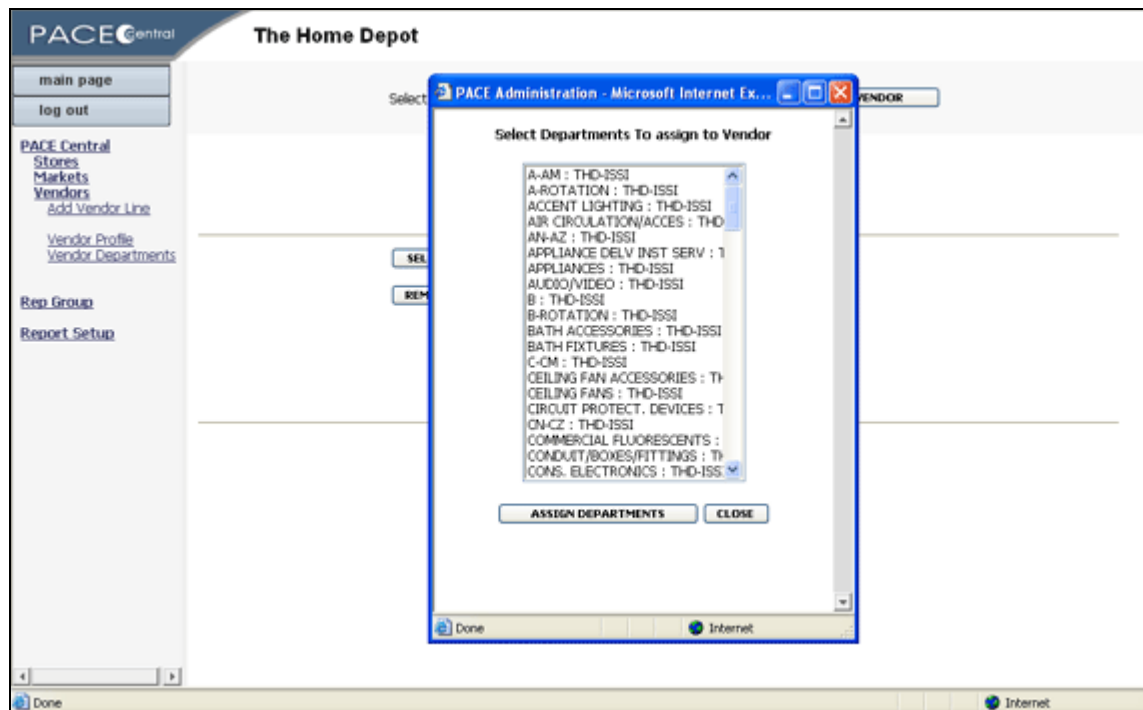
Vendor Departments

- If a Vendor is selected, the [Select Departments To assign to Vendor](#) screen is loaded.
- **REMOVE DEPARTMENTS:** Highlight the Department to remove then click Remove Departments to delete from the list.
- **SAVE:** All changes that were made will be saved and the words "Vendor Departments update successful. If you selected departments for removal that had vendor sheets assigned, they were not removed. You must remove any vendor sheet assignments before you can remove the department(s)." appear in the title.



Vendor Departments

Select Departments To assign to Vendor Screen



- **CLOSE:** The Screen will close and no Departments are added.
- **ASSIGN DEPARTMENTS:**
 - If no Department is selected, the screen will close and no Departments are added.
 - If a department that already exists is selected, the screen will close and no departments will be added.
 - If any Department is selected, it will be added to the old Departments.