

ANTEROS 5 User Manual

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Imprint

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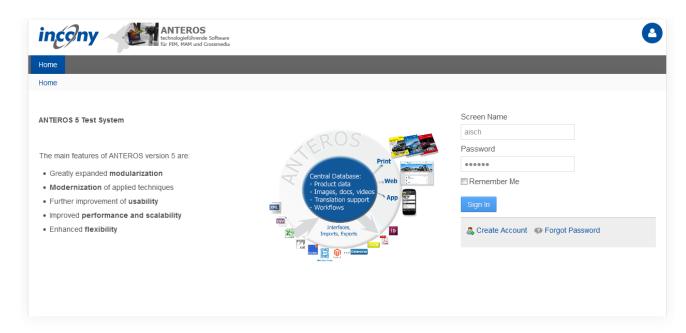


1. General functions and icons

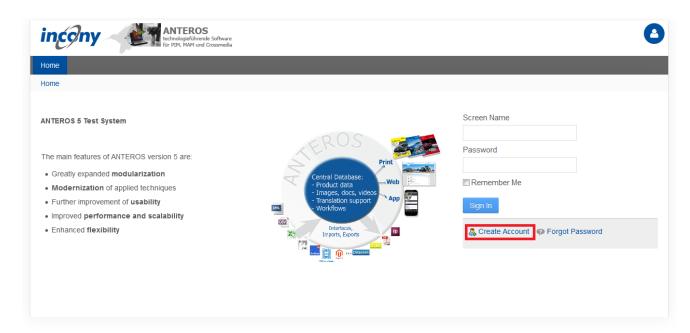
1.1 Login page

1.1.1 Login

If you want to work with the ANTEROS system, you must **log in** first. Enter your username and password and confirm by clicking the Login button.



1.1.2 Create Account

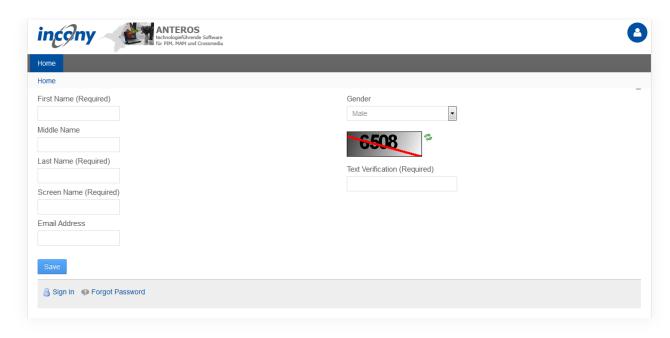


New users can request access to PIM on their own, directly on the home page via the "Create account" link.



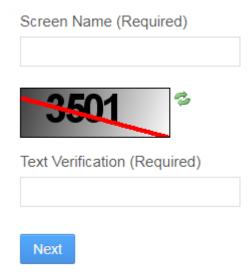
Registration Form:

In this form, data such as first name, surname and user name must be entered. For security reasons, you must also enter the text from an image in a field (text check).



1.1.3 Password Forgotten

If you have forgotten your password, you can click on the menu item "Forgot password". All you have to do is enter your user name and carry out a text check.



1.2 Home, Help, Feedback, User Account, Logout

After successfully logging in, you will be redirected to the ANTEROS home page. The navigation bar with the main menus and the corresponding submenus for calling the ANTEROS functions is located in the upper area.

In the top right corner you will find an icon that represents your user. If you click on this icon, a small menu opens with the submenus "My Account", where you can make changes to your **user ad-**



ministration data (more on this in the next subchapter), and the submenu Logout.



By clicking on the Home-icon or on the header image with the INCONY logo and the ANTEROS graphic, you can return to the Home page from any dialogue/form you might be in.

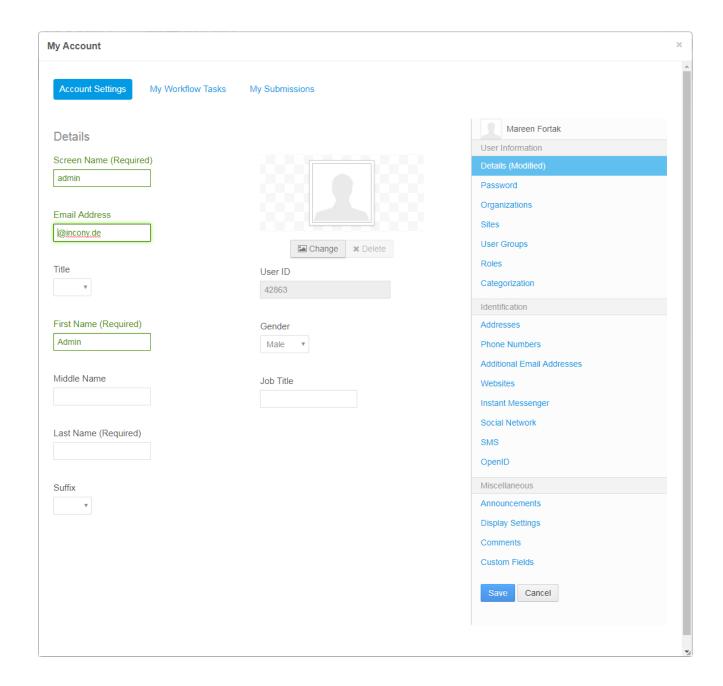
1.3 User Management

You can manage your user account by clicking on your profile photo in the top right corner and then selecting "My Account" from the menu that appears.



Here you will find your account settings. First you will see your account details, which you can edit. In the selection list on the right, you will also find further subcategories on the topics of user information, identification and miscellaneous, in which you can enter data to complete your account. However, the basic user rights are managed by your administrator. Further information can be found in the chapter Administration.





1.4 Advice for doing things more quickly

1.4.1 Working with multiple open tabs on multiple screens

In ANTEROS it is possible to work in multiple browser windows or tabs at the same time. This enables you to work on ecach task fully independently, e.g. you can maintain product families in one window, or on one monitor and work on images in another. This extends to you being able to upload images in one window and edit product properies in another. Previously uploaded images can be assigned straight away.

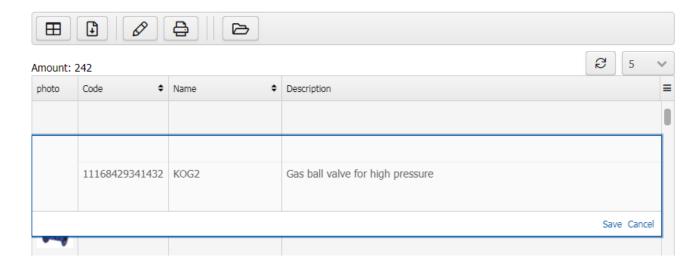
You can als utilize this function to have diffrent windows work together. For example, it is possible to open the page "Product Family: Categories+List" in one tab and the Product Families Editor in another tab. When selecting a product family in the 1st tab, this is loaded in the editor of the 2nd tab and can be edited there.

To open something in a new tab in Chrome, click on the desired menu item with the mouse wheel or hold the CTRL-key when clicking on the subitem.



1.4.2 Inline-editing of lists

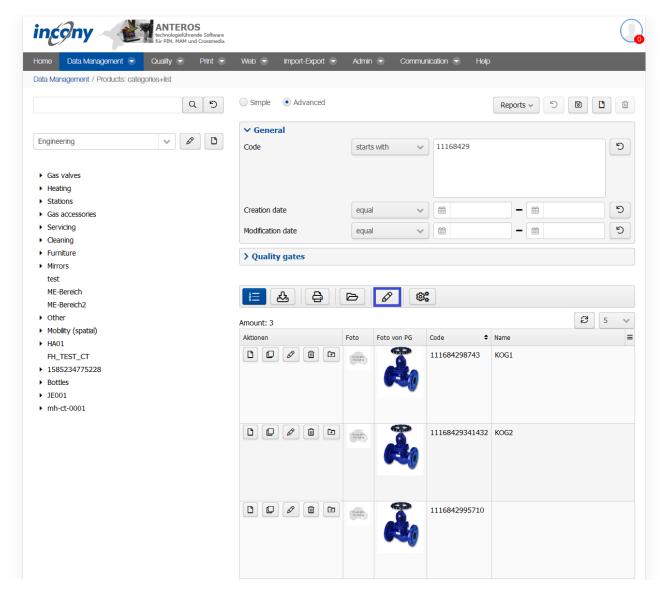
Simple contents can be maintained directly in the pages marked "Categories+List". Double click on the desired line to enter the editing mode. This is where the cell contents can be changed. Here, input fields are used identically to the editor, e.g. you have selection lists or radio buttons for parameters. After saving the changes, a green check mark is displayed in the bar above the list indicating a confirmation of the changes having been saved.



1.4.3 Mass data processing in lists

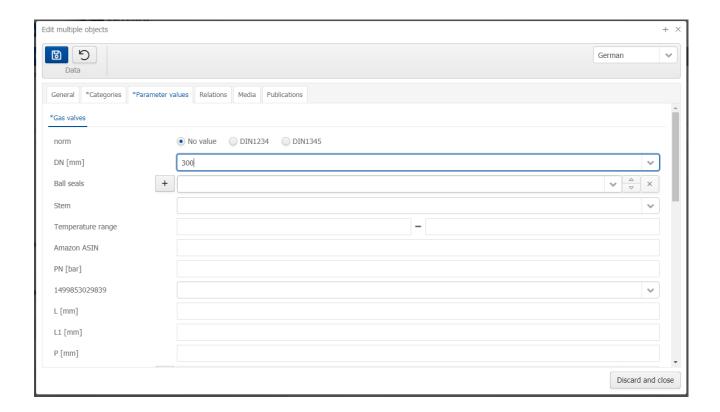
Mass processing of data in lists allows you to perform actions for all objects in the list. The objects must be selected, for example, by an Advanced search. In the next step, you can set certain parameter values for all objects in this list or assign them to an ETIM category. To do this, click on the edit icon above the corresponding list.





Then enter the data in the editor that you want to store for all products/product families/... in the results list. To save your changes, click on the Save icon:





1.5 Overview of icons

1.5.1 Information icons

I-Symbol

If you are unsure about a function or significance of a field, you can simply hover over the i-symbol (if available). This can provide you with more detailed information on individual elements.



Tool tips

The I-icon is more likely to be found within the forms. In the remaining areas tooltips are mostly used to describe functions, e.g. for buttons or input fields. These tooltips explain the functions behind some buttons and input fields, and can even explain why a button is grayed out at the moment and cannot be used.



1.5.2 Icons found in the editor for categories, product families, ... Save 圆 Undo all unsaved changes or reset a search Create a duplicate, e.g. of product families/products Create a new object, e.g. new product, new product family, new subcategory or new parameter Permanently delete an object, such as a product or product family 凬 Export object data 釒 Perform a simple keyword-based search Q Reload all objects from the database Upload a media object 枩 Download a media variant ₽~ Generate a print version of the object Place an object in the folder ⊞ Remove an object from the folder \Box Execute maintenance process for the object @<u>*</u> Display usages of an object Shows the history of the edited objects 3 Navigate to the previous object of the history

Navigate to the next object of the history

Edit the product family belonging to the current product





Assign the product to another product family



Leads to the product list of the product family



Overloaded: The higher-level values of the product family are replaced by other parameter values, thereby overloading the old ones



Cancel overload: Remove the parameter values that have already been set in order to adopt the higher-level values of the product family



Manage publication links



If this button is highlighted, the objects can be re-sorted using Drag&Drop



1.5.3 Icons in text fields

Bold

В

Ī

Italics

U

Underlined

_

Strike though



Superscript





Subscript



Remove formatting



Select special character



Add / Edit link



Table options





Left-justified



Centred



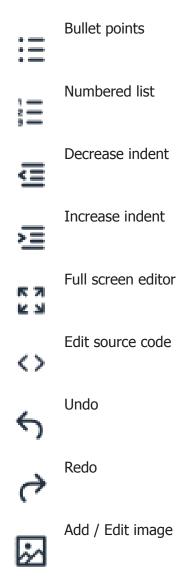
Right-justified



Justified







Further editing options can be found in the drop-down lists above the input field

1.6 Input elements

1.6.1 General

In ANTEROS, you can enter texts and values for your product data in the input elements (input fields in the form).

There are different input elements, depending on which data you can enter in this field. The type of input element is either fixed on the ANTEROS side or determined by your ANTEROS administrator.

1.6.2 Input elements for Simple values

1.6.2.1 Definition

Simple values are values that can only be maintained once per object (product family, product, image...), for example, a product diameter.

1.6.2.2 Language independent text, numerical values and number range values

Numeric values, numeric range values, and language-independent texts (that is, texts that are the same for all languages and do not require translation) are maintained using a standard input field.



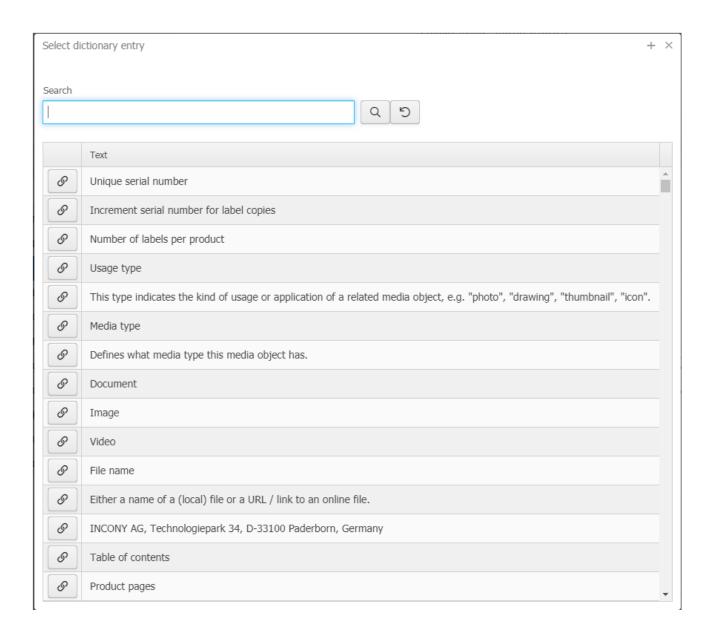
This input element is also used for the input fields of the ANTEROS master data code and sort criterion.

1.6.2.3 Translatable text

In the case of **translatable texts**, a distinction is made between entering a text in the master language and translating it.

If you are entering a text in the master language for the first time, do so directly in the corresponding input field.

When selecting an existing string or when the text is already used elsewhere, use the link symbol above the input field. Resolve the connection to the existing dictionary entry with the symbol next to the link symbol. You can manage the translations for the entered text by selecting the corresponding language in the editor at the top right of the drop-down list and entering the translation in the text field.





1.6.3 Input elements for multiple values

1.6.3.1 Definition

Parameters can be defined as multiple by your ANTEROS administrator, i.e. you can set the values for the Auto Extras parameter on a product to Rear View Camera and LED Rear Light, or set several materials such as stainless steel and plastic in the Material parameter.

In contrast to the simple values, you can store several parameter values in a targeted and structured way. This is particularly easy if your ANTEROS administrator has defined default values for a parameter, because these values are then directly available for selection (see below under "Default values").

Otherwise, a plus icon will appear, which allows you to enter a new parameter value. One such input field is, for example, the "Synonyms" field when editing products or product families in the General tab.





1.6.3.2 Language independent text, numerical values and number range values

To **add a new value/text**, click on the plus symbol to the left of the existing values. Subsequently, an empty input field will be appended to the list of values in which you can enter the new value. To delete the input value, click on the X symbol above the entered value.

1.6.3.3 Translatable text

In addition to the functions described above, in the case of translatable text values, the icons described in the chapter *Overview "Language selection for multilingual specifications"* are displayed here with the corresponding functions and/or meanings.

1.6.4 Default values

1.6.4.1 Definition

Default values are values that you maintain for the parameter itself. You can select one or more of these values in the product data. This is defined by the ANTEROS administrator in the classification editor.

For parameter values, and therefore also default values, you can either allow a maximum of one value or several values. This is defined by the administrator in the classification editor for the parameter using the *Max. one value for this parameter per product* option.

1.6.4.2 One value at most

If the administrator has allowed single values for a parameter, the default values are either displayed in a value list or they are displayed side-by-side with radio buttons. The display type depends on whether the administrator has selected the option *Use radio buttons instead of shortlist* in the parameter definition:

– if this option was selected then the default values are displayed side by side with a radio button and you can easily mark the relevant value.



- if this option was not selected the values are presented in a list. By clicking on the arrow, the list of the default values is shown, from which you can select one. By clicking the unselect-button you can undo your selection. This deletes the value from the product, so that no value is set.



1.6.4.3 Multiple values allowed

If the administrator has allowed multiple values for a parameter, you can select a value from a list and always add another value by clicking on the +-icon.

Here you can also change the order of the selected values using the arrows.

1.6.5 WYSIWYG editor: entering text with formatting

The **WYSIWYG editor** provides easy-to-use buttons for formatting text, e.g. emboldening a word (see icon overview). Wysiwyg is an acronym for "what you see is what you get", i.e. you directly see the formatting changes in the editor, e.g. bold font.

1.7 Language selection for multilingual information

You can switch between data in different languages using the language selection at the top right of the menu bar.

If you have entered data in one language, for example German, you can change the language in the selection list at the top right of the input form, for example to English. Then the input mask changes to the input of data for this language.

All language-independent data (such as numeric parameter values or language-independent text parameter values) are taken directly from your German entries and displayed here. A value for a language-independent parameter that is entered in any language applies to all languages. Changes to language-independent values always affect all languages.

All data that you have entered in German using the selection list should be automatically translated for you here. The translations of the values in the selection lists, that is, the translations of the standard values, should have been stored in the system.

You now only need to fill the language-dependent input fields with your translations, for example, the *Description* field or the language-dependent text parameters.

For multiple values of text parameters, you should translate all values individually into the new language and have the system manage the assignment of the translations to each other. If you define different numbers of values in the individual languages, some of the values are not translated and the values of the other language appear.



2. Data management

2.1 Product families

2.1.1 Overview

The first three sub-items of the "Data maintenance" menu are used to edit the product family. These items differ in their layout, allowing you to select the appropriate submenu for your screen resolution or processing task.

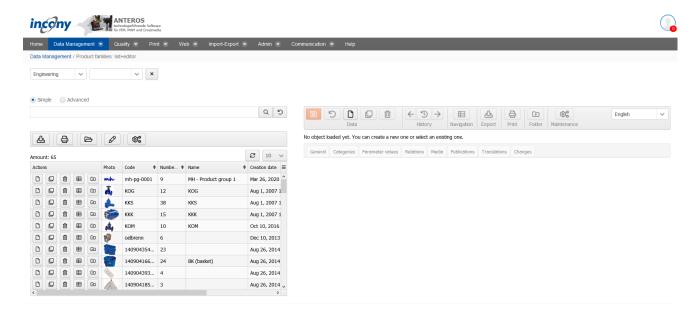
2.1.2 Product family: List+Editor

2.1.2.1 Overview

The menu item **"List+Editor"** comprises a list of all objects (product families, products, parameters,...) on the left-hand side and the corresponding editor is located on the right-hand side. The object selected in the list is loaded in this editor. You can select the list by using the simple or advanced search.

To edit an object, just click on the line with the corresponding object in the list. The corresponding data then appears on the right in the editor.

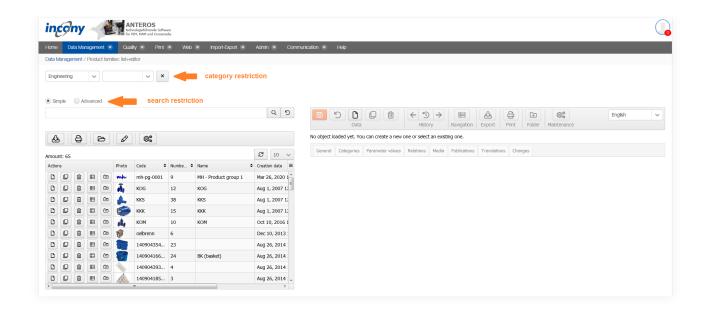
In addition, you can delete an object from the list (trash can icon), duplicate it (overlapping squares icon), or place it in the folder (folder icon). Also, if your object is a product family, you can jump directly to the product list of assigned products by clicking on the table icon. To do this, the "Actions" column in the results list must be activated. If you move the mouse pointer on an icon, a short description of the respective function appears.



2.1.2.2 Adding constraints to list items

You can restrict the list by selecting categories and subcategories at the top or by reducing the result list to the relevant objects using a simple or advanced search.





Search restrictions: You can input any words or word parts in the search field to restrict the result list to objects that contain this text, e.g. in the name or in the description, using a simple keyword search.

If you switch to Advanced Search, you can more differentiated restrictions. The Advanced Search functions are described in further detail under Search Functions => Advanced Search.

Category Restriction: In the first field that is permanently displayed, you can select the first top-level category. Depending on which category you have selected and whether this category has sub-categories, you will be provided with additional selection lists.

By clicking on the X button next to a selection list, you can cancel the selection of the category.



2.1.2.3 Folder

The collection folder can be useful when you want to trigger an export or print generation for several selected objects which you cannot restrict using a search query.

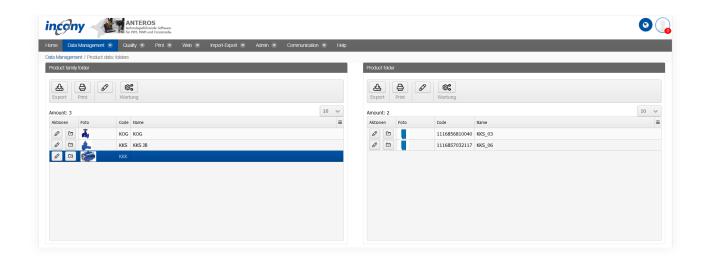
Click on the folder icon in the list of relevant product families to place it in a folder. This action changes the symbol in front of these product families to a Delete icon, which you can then use to easily remove the product families from the folder. This works in the same way for products.



After you have placed all the relevant product families in the folder, find the sub-menu "Product data: folders" under the Data maintenance menu. Here you can see your folders for products and product families.

Start the export or the print generation by selecting one of the symbols above the list.





2.1.2.4 Display new product family

There are two ways to create a new object:

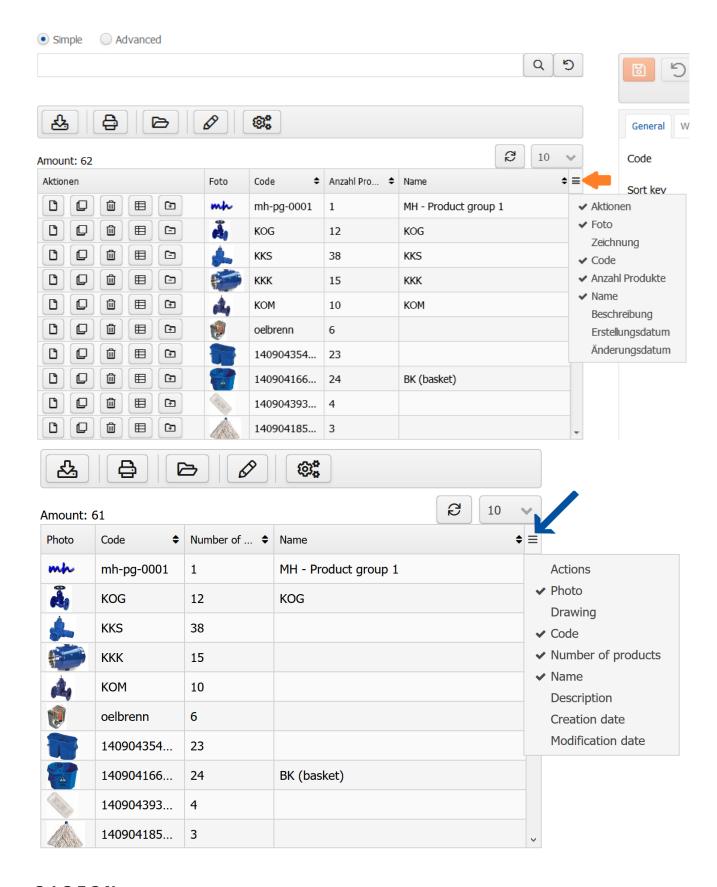
- If you have activated the "Actions" column in the list, you can create a new object by clicking on the corresponding icon (the single sheet with dog's ear). After the click a small dialog window opens. A code for the new object has already been entered and you only have to assign a name. You can also use an existing dictionary entry. With this procedure, the new object is inserted below the one where you clicked on the icon.
- In the editor you will find the 'New'-icon in the header. A dialog window will also appear here after the click, but only the generated code will be displayed and it is not yet possible to assign a name to the object. However, if you confirm the code or have modified it according to your wishes and then click on "Create", an empty object is opened in the editor. Here you can enter your data. After saving by clicking the 'Save'-icon, the object appears at the top of the list.

2.1.2.5 Actions for the list

2.1.2.5.1 Overview

There are various actions that you can use to restrict the list and edit the objects in the list. To be able to use some of the functions described in the following subchapters, you must have activated the Actions column in the list. To do this, click on the burger icon (three horizontal lines placed on top of each other) in the top right corner of the list. This will open a small list in which you can click to decide which columns should be displayed in your table. If a column is displayed, there is a check mark in front of its name.





2.1.2.5.2 New

To add a new object, the *Actions* column must be activated in the list. Click on the first icon in the left column. This will open a small pop-up window in which a code for the new object has been created. Additionally you can assign a name in the window and either use an existing dictionary entry



or assign a new name.

Once you have confirmed your entries by clicking the Create button, the object is added to the list.

2.1.2.5.3 Duplicate

If, for example, you want to create an existing product family or a slightly modified product again, you can use the duplicate function here. You can do this by clicking the corresponding button in the Actions column. If you click on this button for a product or product family, a window opens in which you can now determine which of the data is to be duplicated and how many duplicates are to be created.

2.1.2.5.4 Delete

You can also delete products or product families from the list by clicking on the trash can icon in the *Actions* column next to the object that is to be deleted. A message will then appear asking you to confirm the deletion.

2.1.2.5.5 **Navigation**

Clicking on the navigation icon opens the menu item "Products: List+Editor". The list that opens contains all products that are assigned to the product family that was previously opened in the editor. If you then use your browser's back arrow, you will be taken back to the product family.

2.1.2.5.6 Folder

The folder is ideal for comparing data from several products or product families. If you want to add an object to the list that is not yet in the folder, click on the folder icon in the *Actions* column with a + in it. If you wish to remove an object from the folder use the folder icon with the - on it. Once the desired elements are in the folder, you can open them by clicking the folder icon above the result list.

2.1.2.5.7 Print preview

A printer icon is displayed above the results list with which you can generate a print document for the current results. Clicking the button opens a window with the settings for the document that is to be generated.

2.1.2.5.8 Export

You can also start an export for the results list. Clicking on the table symbol in the bar above the list will open the options that can be adjusted for your export. Here you have two options for exporting data objects (Excel/CSV and GOM/XML). In addition, it is also possible to start a translation export for the product data from the list. You can find more details about the translation export in chapter 2.5.4.

2.1.2.5.9 Mass processing

The pencil icon above the list opens a window in which mass editing is available for all objects in the list. This means that you can edit all objects that are currently in the list at the same time and thus, for example, adjust the parameters of all results at the same time. Likewise, you can assign products to categories here, but it should be noted that categories that are incompatible with the product family categories will not be accepted. In addition, there are now options on how to handle the set categories. Thus, you can ignore set categories (to set only parameter values, for example), add (existing categories will not be changed) or replace (existing categories will be replaced).

2.1.2.5.10 Maintenance

By clicking on the maintenance icon, you can start maintenance for the data object that is currently in the editor or for a set of data objects in a list. Here, a dialog box will open in which you have all the options that are also available in the "Maintenance" menu option in the admin area.

2.1.2.5.11 Sorting

There are two superimposed arrows behind some column names, one pointing up and one pointing down. These indicate that you can sort the list by these attributes. Just click on the column name, another click changes the sorting from alphabetical ascending to alphabetical descending. If you



hold down the SHIFT key you can also sort by more than one column. To do this, small numbers behind the arrows indicate which column is primarily used for sorting and in which order the sorting of the other columns is relevant. To cancel sorting by more than one column, simply click on a column name without holding down SHIFT.

2.1.2.6 Product family editor: overview

For the product family, you can store general information, category assignments, parameter values, and information in various input areas. The following tabs are available for structured editing: **General:** This includes the code, name, sort criterion, synonyms, and a description of the product family.

Categories: Here you can assign the product family to a category.

Parameter values: Here you can define shared parameter values for all products of this product family.

Relations: Here you can define relationships from this product family to other product families or products.

Media: Here you can assign images, documents and videos to the product family.

Print: Here you can define specific settings for print (such as page break after the product family).

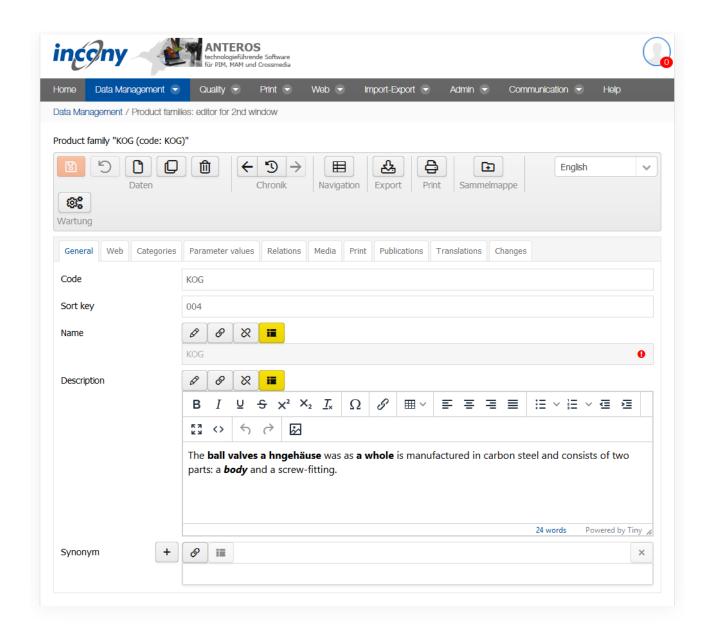
Publications: Here you can determine in which publications and whether the product family should be included in print and/or web. These settings can also be inherited from the category to which the product family is assigned.

Translations: This lists all texts with the corresponding translation status that are used in the product family.

After a product family has been created with a code assigned by the system, you should first enter and save some information to identify the new product family in the General tab. It is advisable to then assign this product family to a category.

<u>Note:</u> Each time the editor saves a change, incorrect or missing mandatory entries are indicated before the final save with an indication of the rider and, if applicable, the subrider.





2.1.2.7 Actions in the product family editor

2.1.2.7.1 Save

Use the "Save" function or the "Save" icon to save the currently entered data.

Once the saving process is finished, a green tick will appear next to the delete symbol.

If mandatory parameters are missing, a yellow warning sign is displayed next to the delete symbol instead.

2.1.2.7.2 Undo

All unsaved changes will be undone.

2.1.2.7.3 New

You can create new objects using the "new" icon or the "plus" icon in the product list.

2.1.2.7.4 Duplicate

Objects that only slightly differ in data can be duplicated. This can be done with the "Duplicate" action or with the "Duplicate" icon.



Clicking on the icon will open a dialog window in which you can define simple and advanced settings for the duplicate.

2.1.2.7.5 Delete

The product family, the product or the data object will be permanently deleted.

2.1.2.7.6 History

The history provides an overview of the edited products/product families. The "<-" icon loads the previous object from history into the editor and the "-> " icon loads the next object.

2.1.2.7.7 **Navigation**

Clicking on the navigation icon opens the menu item "Products: List+Editor". The list that opens contains all products that are assigned to the product family that was previously opened in the editor. If you then use your browser's back arrow, you will be taken back to the product family.

2.1.2.7.8 Export

To trigger the export for this object with the current data, select "Export". Depending on which settings have been made, the export file will be displayed as a download link, emailed to you, etc.

2.1.2.7.9 Print preview

To generate the print preview for this product family with the current data, select "Print preview ". Consequently, the generated print file is offered for download. To view it in PDF format, a PDF display program (Adobe) must be installed on your computer; for INX, Adobe InDesign must be installed.

2.1.2.7.10 Maximize

The button in the upper right corner next to the language selection allows you to maximize the editor over the entire window or undo the maximization of the editor.

2.1.2.7.11 Add to folder

Click on the icon to either add the product family to the folder (when there is a + on the folder icon) or remove the product family from the folder (if there is a '-' sign on the folder icon).

2.1.2.7.12 Maintenance

By clicking on the maintenance icon, you can start maintenance for the data object that is currently in the editor or for a set of data objects in a list. Here, a dialog box will open in which you have all the options that are also available in the "Maintenance" menu option in the admin area.

2.1.2.7.13 Unsaved changes character

Whenever you change data in a tab and have not yet saved it, the "Change" icon (a small asterisk) will appear to the left of the tab name in which you made the change. When saving, your entries will be checked. After this, you will see a note telling you whether the save was successful. This note disappears automatically, if an error occurs it will remain for longer, but it can also be closed at any time by pressing the X.

2.1.2.8 General tab

2.1.2.8.1 Overview

You can enter elementary data in the "General" input area. The mandatory fields are indicated by a different colour. The information in this tab includes code, sort criteria, name, description and synonyms.

2.1.2.8.2 Code

The "Code input field allows you to enter an identifier or code for the product family. You must select a code that is unique to the catalog, otherwise you will receive an error message when saving. It is recommended that you choose a descriptor that is easy to understand and remember.

After clicking on the New symbol, the system always sets a code based on the current time (to the



millisecond). However, this code is not "speaking", meaning not always easy to understand and remember, and can make later searches or changes more tedious. For this reason, you can also provide your own separate identifier in the Code field.

Recommendation: Only use letters and numbers for the code and, if possible, only a dot, hyphen or underscore as special characters in the code. The use of the special characters $@' " \setminus = \beta$ will prompt an error message, as these characters are not allowed.

2.1.2.8.3 Name

In this field, the name of the object can be added.

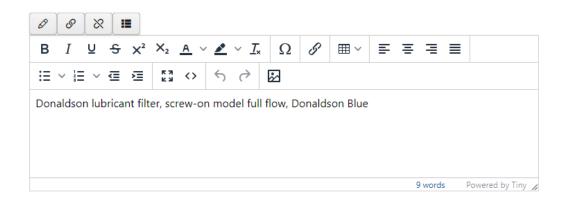
2.1.2.8.4 Product type

This selection list allows you to select one or more product types for your product or product family.

2.1.2.8.5 Description

You should enter an explanation in the "Description" field. The description can be displayed in the lists, in print, web or apps. You can format this description by using the formatting elements in the toolbar.

Description



2.1.2.8.6 Synonyms

You can define any number of synonyms. Synonyms are alternative terms your customers or staff can also search for, e.g. "wrench" as a synonym for "monkey-wrench". Use the button with the plus symbol to add more synonyms, the arrows can be used to sort them and the button with the X to remove synonyms.

Note: The synonyms are technically linked to the dictionary entry of the name.

This means that changing synonyms will affect every instance where the dictionary entry of the name is used.

For example, if a synonym is added, the new synonym will also be added to all other data objects that use the same dictionary entry with the name.

When setting another dictionary entry for the name, all synonyms of the new dictionary entry will also be applied.

If no synonyms are stored for the new dictionary entry, the list of synonyms will also be empty after setting.

If the name of the dictionary entry is deleted, the previous synonyms are also removed from the data object.

2.1.2.9 Category tab

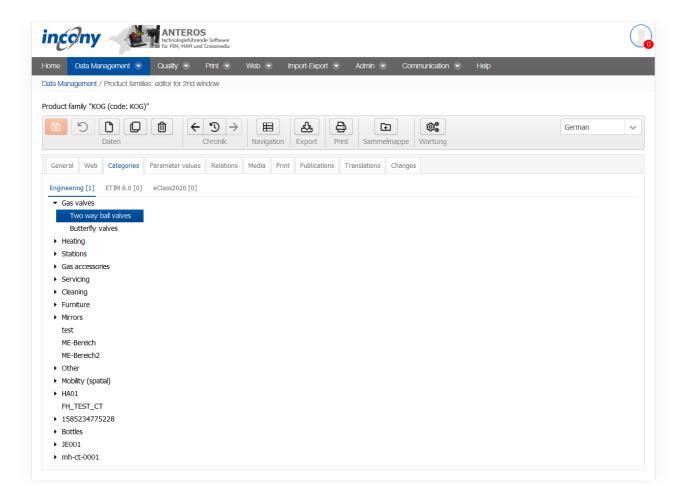
Once an object has been created, you should assign it to a category. An object that is not assigned to a category is not displayed in the print catalog and cannot be found in the Web shop or app via the search tree, only via the keyword search.



If you have selected one or more product types in the General tab, your object will automatically be assigned to their categories, as these are inherited. As already known from the inheritance of the product family categories to the products, inherited main or intermediate categories can be further refined locally. However, leaf categories can no longer be modified.

If you use several classifications in your system, e.g. your company classification and ETIM, then these classification trees appear under the tab "Categories". By clicking on the arrow symbols, you can expand and collapse the category tree step by step. Once you have found the appropriate category for your product family, select the category by clicking on it. The category(ies) that are highlighted in blue have already been assigned to the object.

After selecting a category, all parameters defined in the selected category(ies) appear in the "Parameter values" tab (not in media assets).



2.1.2.10 Param.values tab

2.1.2.10.1 Overview

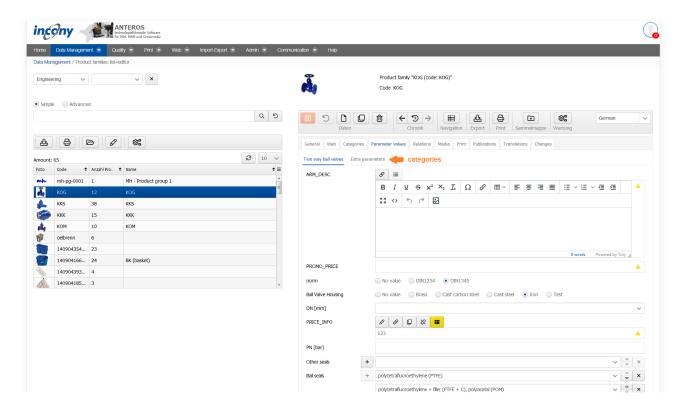
The Parameter values tab shows all the parameters that have been defined by the administrator in the categories selected in the "Category" tab. The parameters are categorized according to these: For each category there is a separate tab under the parameter values.

If you use product types, there is a separate tab here for each product type, and not for each category.

In addition, there may be another tab "Other parameters" for parameter values that are set in the



object but are not defined in the currently assigned categories, because you have deleted the assignment but not the parameter values in the meantime. You can also freely add new parameters here. For this purpose a selection list of parameter definitions is available, where you can search for them. For each parameter definition selected there an input field is created. If you enter a value for input fields added in this way, the input field will remain in the "Other parameters" sub-tab after saving. If no value is entered or if it is removed later, the input field also disappears after saving.



2.1.2.10.2 Language dependent - language independent

A text parameter can be defined as language-dependent or language-independent. For a language-dependent parameter, the values for each language must be input separately. If a parameter is language-independent, the entered value is valid for all languages. Modifications of language-independent values have an effect on all languages.

Whether a parameter is language-dependent or language-independent is determined by your admin in the parameter definition.

2.1.2.10.3 Single or multiple values

Parameters can be defined by a single value or may have multiple values, depending on their definition in the classification editor. Unique parameters allow at most one value as input.



2.1.2.10.4 Selection list

If the administrator has defined default values for a parameter, these values can be chosen from a selection list. For parameters which were defined as "max. one value for a product" by the administrator, only a single value can be selected from the list.

For multi-valued parameters, a selection list is displayed which allows more than one entry. Similar to Windows applications, pressing the Ctrl-key and clicking on an element adds or removes it.



2.1.2.10.5 Numerical parameters

An input field for numerical parameters will appear in which you can enter any number, but no letters or other characters. When inputting, please note that a comma or the character separating 1000s is interpreted according to the language selected in the login form. If you have logged in via the German login form, numbers of the format 9,8 or 9.022,88 are allowed. If you have logged in via the English login form, numbers of the form 9.8 or 2,988.78 are allowed. Numeric parameters are always language independent.

Warning: If the incorrect character is used, it will be ignored. For example, if you have logged in via the German login page and enter the value 28.98 in a numeric field, this is interpreted as 2898. In English, for example, 1.000,8 is interpreted as 1,0008.

Formats: Numerical parameters can be defined as a fixed format. At present, the following numerical formats may be available:

- Inch notation (allows you to enter 1/2 or 2 1/3)
- One decimal place (numerical values with one digit after the decimal point)
- Two decimal places (numerical values with two digits after the decimal point)

2.1.2.10.6 Number ranges

There are parameters that are not defined by a single value, but by a range of values. These values have two input fields separated by a hyphen. If you only enter one value, this value is considered both the minimum and maximum. Parameters for number ranges are always language-independent.

2.1.2.10.7 Structured parameters

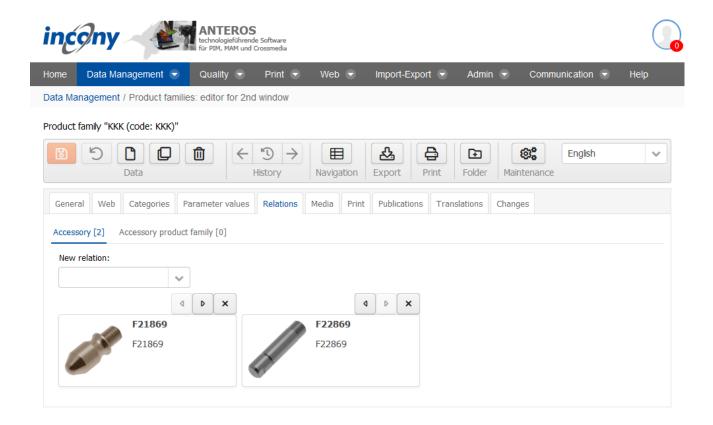
Once you have defined a structured parameter, you can edit it within the assigned product family or product.

You can also find the created structured parameter in the "Parameter values" tab of the product family or product, similar to simple parameters with the type number, range or text. Here you can see the structured parameter in the form of a table in which you can now enter the corresponding values.

2.1.2.11 Relations tab

In this tab you can set various relations to other products or product families. Using these relations, your customers can navigate between the objects in the web catalog/web shop with just a few clicks. In the ANTEROS standard, the relationship types "Accessories" for product families and products and "Spare parts" for products are configured. In "Accessories" the relationships are displayed individually by default and in "Spare parts" they are displayed in table form. Other relationship types can be configured in your ANTEROS application.





Existing relations can be deleted by clicking on the **X-button**.

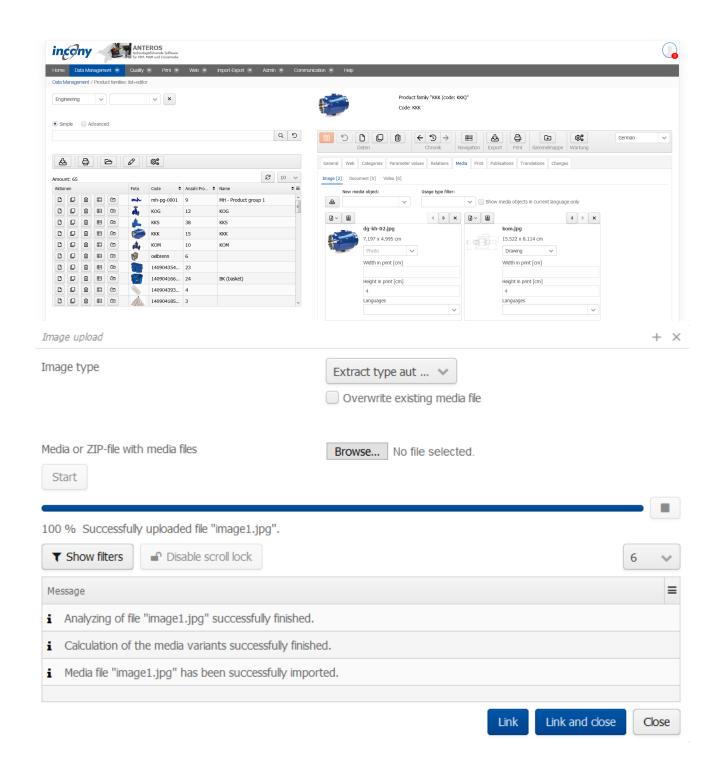
To create new relations, click on the arrow symbol next to the input field. This opens a drop-down list that you can scroll through. Once you have found the right product / product family for your new relation, create the relations by simply clicking on the object. If you already know which relation you want to create, you can enter the name or code in the input field and thus limit the drop-down list.

2.1.2.12 Media tab

The Media tab contains a list of all media types such as image, document and video, you can restrict the output to your current language by checking the checkbox. Each of these types has its own subtab. A special feature of working in the Media tab is that you also have the possibility to upload media objects that are not yet included here, but you can only upload one file at a time. However, you can assign these files directly to the object opened in the editor and thus save yourself a step in between.

Further input options for media are described in the chapter "Media assets".





2.1.2.13 Publications Tab

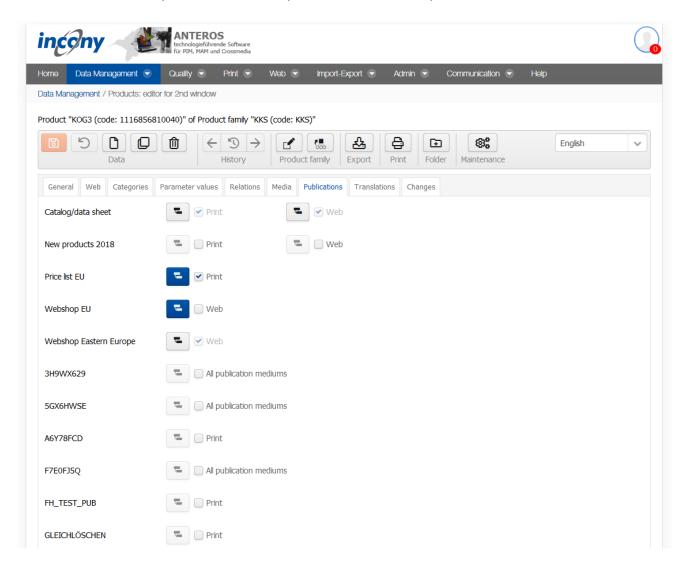
Here you will find a list of all publications, some of which are differentiated between print and web presentation. You can select these representation types by selecting the appropriate checkboxes. Publications that have yet to be assigned to a higher-level object are indicated by a gray inheritance icon in front of the publication. If you place the mouse pointer over the symbol, the tooltip shows from which category the assignment is inherited. Here you can simply select the checkbox and to assign the publication to an object.

On the other hand, if an assignment to a publication has already been set in a parent object, there is a blue inheritance icon in front of the publication. Here you can only change the inherited settings if you have clicked on the inheritance icon and the checkbox is no longer grayed out. If you place



the mouse pointer over the symbol, the tooltip shows from which category the assignment is inherited

The information you enter here will be inherited by the associated products. However, you can overwrite these inherited specifications in the publication tab of the products.



2.1.2.14 Workflows tab

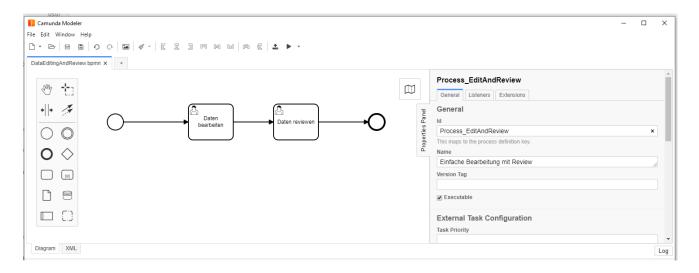
In the Workflows tab, the workflows that are controlled and executed by the Camunda system are operated. Workflows can be freely defined using BPMN models with the help of the "Camunda Modeler" application, which must be installed on the local PC for this purpose. The Camunda Modeler can be downloaded free of charge.

BPMN models created in this way can be uploaded directly to ANTEROS. These must be activated only for products, product families or media objects, which is task of the administrator.

An example is used here to illustrate how this works.

The BPMN model looks like this in the Camunda Modeler:





Each symbol has the following meaning:

ዏ

Each BPMN model has a unique starting point (technically: start event), which is visualized by this symbol.

If a workflow is started, this node is visited and its outgoing edges / transitions are traversed.

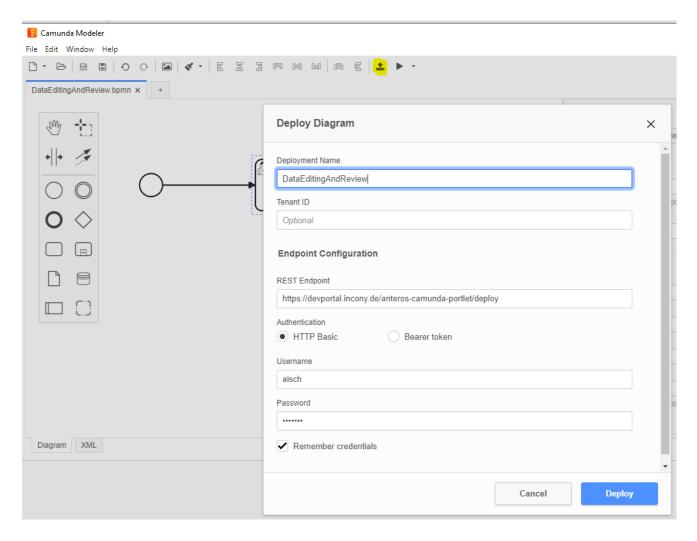
This is a transition (technically: flow) from one element to another.

This is a so-called user task (technically: activity or user task), i.e. a task that must be executed by a user.

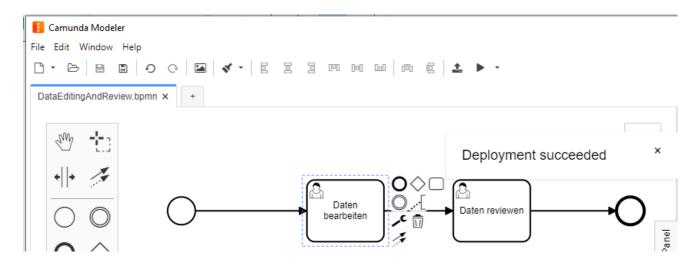
This is an endpoint of a BPMN model. Visiting an endpoint terminates the workflow process.

This workflow can be uploaded directly to ANTEROS in the Camunda Modeler:





Clicking the "Deploy" button will display a short message if the deployment was successful:



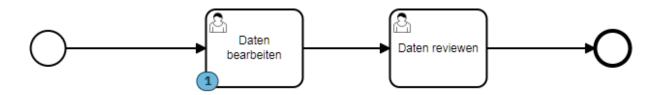
This workflow is installed in the Camunda backend, which is integrated in ANTEROS. Now this workflow has to be made known to the editors in ANTEROS, for it to be offered in the "Workflow" tab of the product (family) editor.

After this has been done, the "Workflow" tab will appear within the editing tools, where this new workflow can be started:

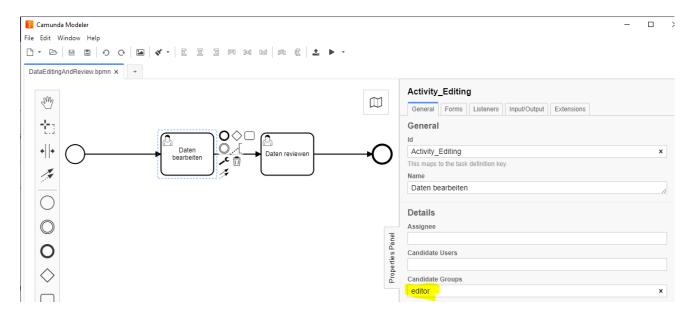


To start the workflow of a product you just have to click on the "Start workflow" button: Once a workflow has been started for a product, it cannot be deleted, therefore the delete button in the editor will be disabled. This would remove the basis of the running workflow, something that is prevented by this. Changing the code of the product is also not allowed while the workflow is running.

After starting the workflow, you can see that a task is pending. However, this task has not yet been started properly, which can be seen from the button. In the workflow, the start node has been passed and the first user task has been visited, the process is in a state where the task is pending, but still needs to be started by a user:



A task can generally be executed by different users. These users can be defined in the BMPN model by specifying so-called candidates. In this example, a user group "editor" was stored in this task. It looks like the following in the Camunda Modeler:

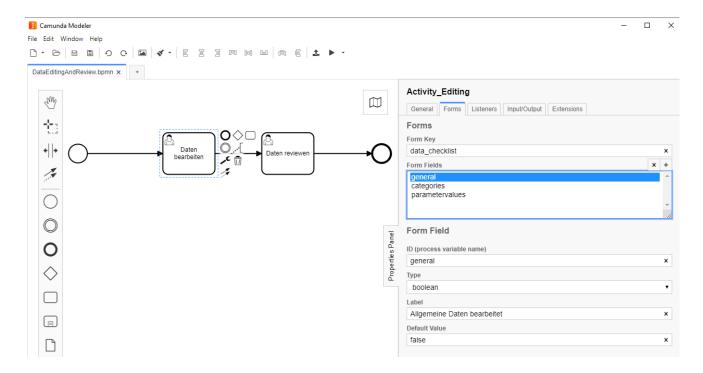


The start button in the "Workflow" tab is disabled for users who are not in this group: In this state, different users are generally responsible for a task. As soon as one of these users starts the task in a product, then this user is solely responsible for the task and must complete it. In this example, a form has been stored in the BPMN model that must be filled out before the task is completed:

For other users, including those who could have completed the task before, this is indicated as follows:

The displayed form is stored in the task in the BPMN model, in the Camunda Modeler it looks like this:



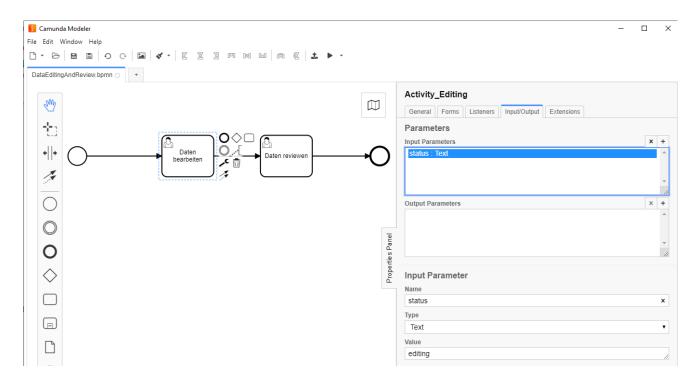


Here you can freely define input fields with a unique ID, a type (boolean represents yes/no), a name and optionally a default value. Further restrictions can be defined for a field, e.g. a field can be marked as mandatory, the minimum or maximum length can be defined in a text field or a minimum and/or maximum can be defined in a number field. Further information can be found in the Camunda documentation.

In order for a task to be completed by the assigned user, all entries must have been made in compliance with the restrictions. In this example, no special constraints are stored in the fields.

In a BPMN model a status can be set in different locations, which will be stored internally in the respective product in a system parameter. For example, a so-called input or output parameter with the name "status" can be set in a task. In this example, a status "editing" was stored in the task "Data processed":





This status can be used, for example, to filter for products with specific status in the advanced search:

This allows reports to be conveniently generated to visualize an overview of the processing status of the products in the dashboard:

In addition to the status, further information on workflows is stored in system parameters on the product data, according to which products can be filtered in the advanced search. Thus, one can generally search for products for which a certain workflow is running, regardless of their status. In addition, one can search for products for which tasks are pending or need to be completed for specific users.

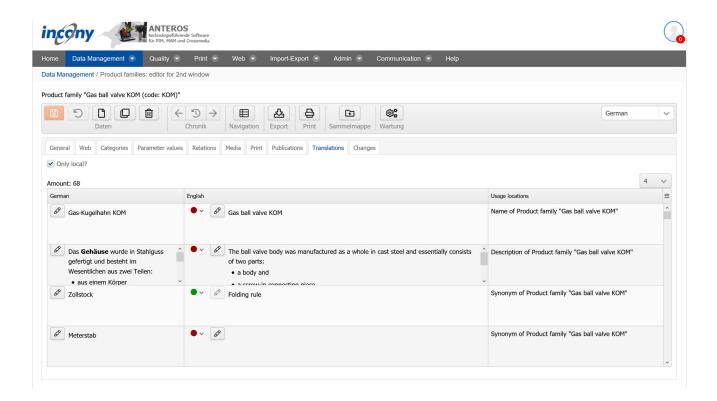
In BPMN models you can do much more complex things than in the example shown. For example, you can include timers in a workflow to implement an escalation process, for example. Other interesting options include automatically starting workflows for new objects, sending e-mails from a workflow, or calling web services to trigger the generation of a print catalog, for example. Through scripting possibilities, one can also implement complex checks or case distinctions in a BPMN model, and much more.

2.1.2.15 Translations tab

This tab contains all texts and corresponding translations associated with this object. By default, the "Local uses only" checkbox is selected and thus only texts used in the current product family appear in the list below.

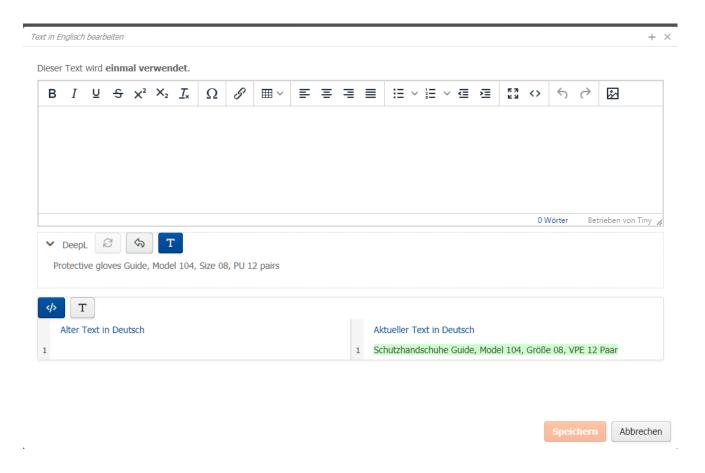
To prevent inconsistent text changes, the "Texts" tab is deactivated as soon as changes are made in any other tab. After saving your changes, the "Texts" tab will be reactivated.





If you use the ANTEROS.tm.deepl, you can use the translation help from DeepL here. For this you only have to click the edit button (pencil) in the "foreign language". This opens the translation dialog and in the bottom right corner the current text is displayed in the master language. To now have the text translated by DeepL, click on the update button next to the text "DeepL". After a few seconds the text translated by DeepL will appear. By clicking the Apply button, this translation is transferred to the editable text, where you can further adjust the text if necessary.





2.1.2.16 Print tab

The Print tab is divided into two areas, the Layout Settings and the General Specifications. By default, the layout settings are open first, which are divided into different expandable blocks that open when you click on the title bar (e.g. "Product Family Block").

To open the second area, the General Specifications, just click on the grayed-out title bar here as well. The General Specifications include:

– Page break (yes/no)

A page break is forced for all selected languages in the printed catalogs before this product family.

Hide in print (yes/no)

The current product family is not included in the printed catalogs for all selected languages.

Number of blank pages

Here you can specify the number of empty pages to be inserted after the product family pages. This can be used, for example, to insert decorative pages, advertising pages, etc. into the finished PDF file later by replacing the blank pages. The blank pages ensure that the page numbering of the subsequent pages is correct despite inserting (or replacing) the decorative pages.

- Heading above article table

Free, formatted text that is placed above the article table in the printed catalog.

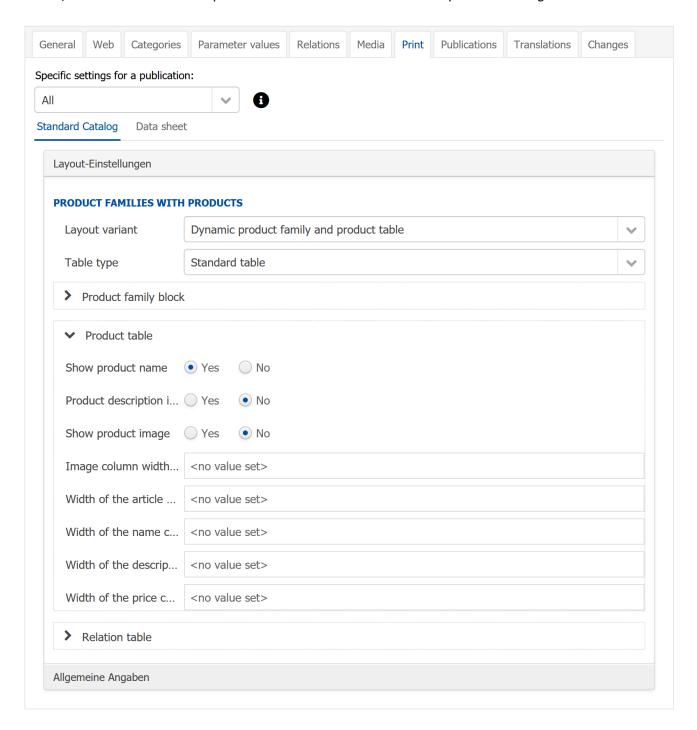
- Subtitles above article table

Free, formatted text that is placed in the printed catalog above the article table and under the heading (last point).



Description under article table

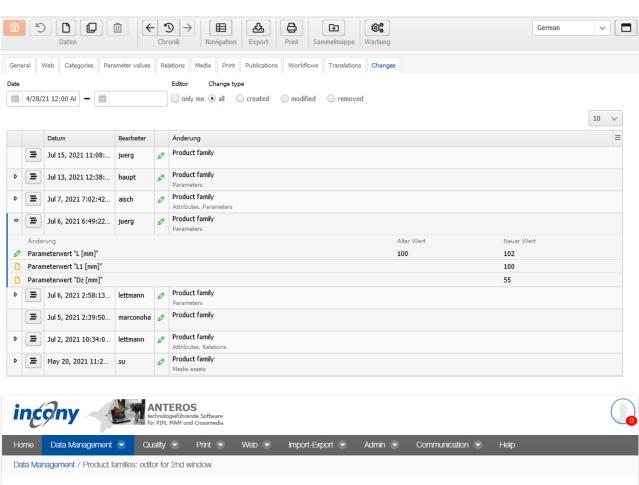
Free, formatted text that is placed under the article table in the printed catalog.

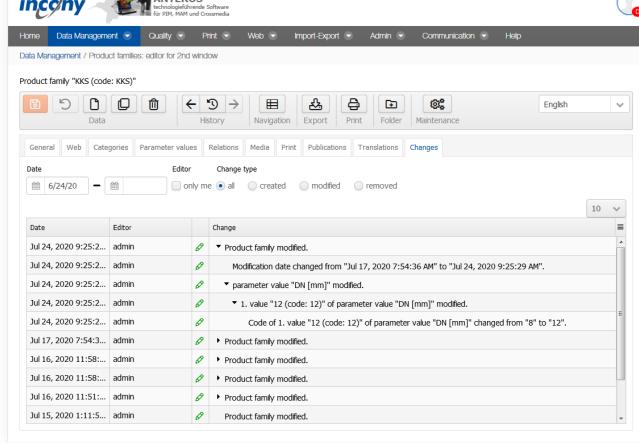


2.1.2.17 Changes tab

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the right. For example, in the screenshot below after clicking on the icon it is shown that the parameter L was changed from 100 to 102.









There are various filter options available so that you can find out about the many points of specific changes.

Date: Here you can restrict the period of the changes.

Editor: Here you can specify whether only changes made by you are to be displayed.

Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.

2.1.3 Product family: Categories+List

2.1.3.1 Overview

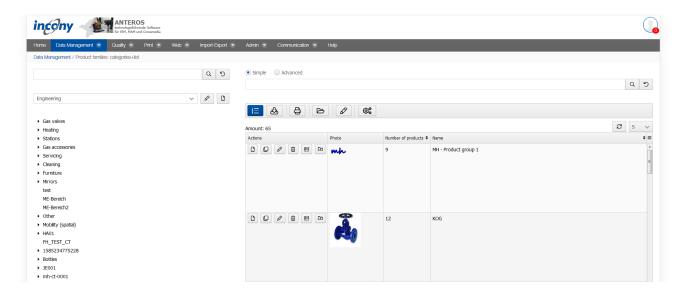
In "Category+List" you will see the classification tree on the left side and a list of objects (product families or products) on the right side. There are several ways to reduce the list on the right. First of all, the drop-down list of the classification selection is on the left side. Depending on the choice made there, the category tree belonging to the classification is displayed. If you now click on a category and thus select it, only products/product families belonging to the selected category are displayed in the list on the right. You can search for your desired category by clicking through the different levels of the tree or by using the category search above the category tree.

If you have activated the "Actions" column in the top right corner of the product list using the Burger menu, you can perform the following actions on the list:

- Edit (pencil icon)
- Delete (garbage can icon)
- Duplicate (icon with two overlapping squares)
- Place in the folder (folder icon with +)
- Remove from the folder (folder icon with -)

You can get a short description of a function in the form of a tooltip by holding your mouse pointer over the corresponding icon.

To create a new object, you must have enabled the "Actions" column in the product list. Then you can create a new object by clicking on the corresponding icon (the single sheet with dog's ear). After the selection a small dialogue window opens. In this dialog a code for the new object is already entered and you only have to assign a name, for which you can also use an existing dictionary entry. With this procedure, the new object is inserted below the one originally selected.

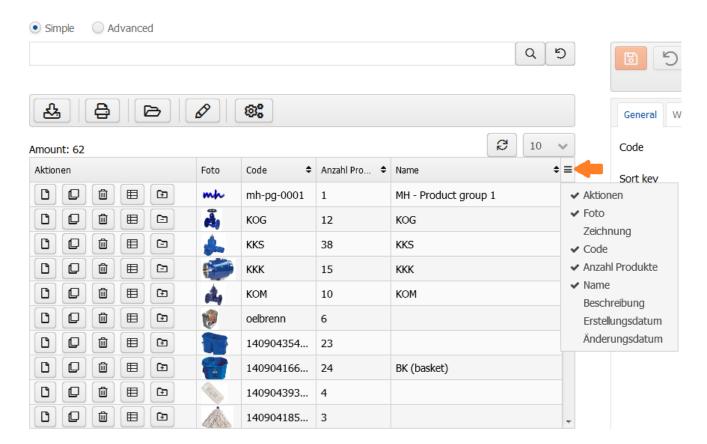




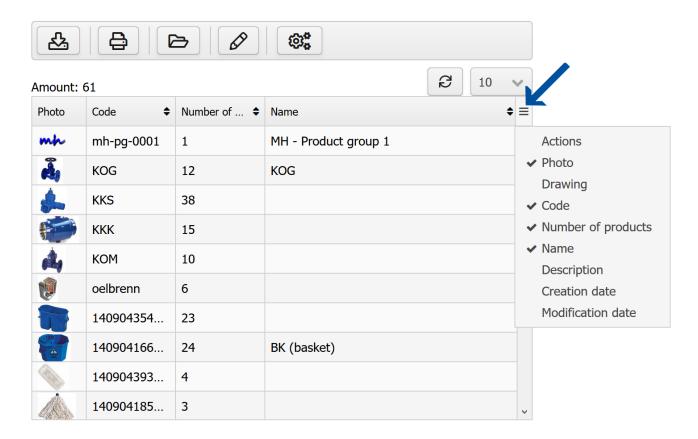
2.1.3.2 Actions for the list

2.1.3.2.1 Overview

There are various actions that you can use to restrict the list and edit the objects in the list. To be able to use some of the functions described in the following subchapters, you must have activated the Actions column in the list. To do this, click on the burger icon (three horizontal lines placed on top of each other) in the top right corner of the list. This will open a small list in which you can click to decide which columns should be displayed in your table. If a column is displayed, there is a check mark in front of its name.







2.1.3.2.2 New

To add a new object, the *Actions* column must be activated in the list. Click on the first icon in the left column. This will open a small pop-up window in which a code for the new object has been created. Additionally you can assign a name in the window and either use an existing dictionary entry or assign a new name.

Once you have confirmed your entries by clicking the Create button, the object is added to the list.

2.1.3.2.3 Duplicate

If, for example, you want to create an existing product family or a slightly modified product again, you can use the duplicate function here. You can do this by clicking the corresponding button in the Actions column. If you click on this button for a product or product family, a window opens in which you can now determine which of the data is to be duplicated and how many duplicates are to be created.

2.1.3.2.4 Editing

There is also the option of jumping directly from the list to the editor of a particular object. Click on the pencil icon in the *Actions* column in the results list to open the editor for the corresponding product or product family.

2.1.3.2.5 Delete

You can also delete products or product families from the list by clicking on the trash can icon in the *Actions* column next to the object that is to be deleted. A message will then appear asking you to confirm the deletion.

2.1.3.2.6 Navigation

Clicking on the navigation icon opens the menu item "Products: List+Editor". The list that opens contains all products that are assigned to the product family that was previously opened in the editor. If you then use your browser's back arrow, you will be taken back to the product family.



2.1.3.2.7 Folder

The folder is ideal for comparing data from several products or product families. If you want to add an object to the list that is not yet in the folder, click on the folder icon in the *Actions* column with a + in it. If you wish to remove an object from the folder use the folder icon with the - on it. Once the desired elements are in the folder, you can open them by clicking the folder icon above the result list.

2.1.3.2.8 Print preview

A printer icon is displayed above the results list with which you can generate a print document for the current results. Clicking the button opens a window with the settings for the document that is to be generated.

2.1.3.2.9 Export

You can also start an export for the results list. Clicking on the table symbol in the bar above the list will open the options that can be adjusted for your export. Here you have two options for exporting data objects (Excel/CSV and GOM/XML). In addition, it is also possible to start a translation export for the product data from the list. You can find more details about the translation export in chapter 2.5.4.

2.1.3.2.10 Mass processing

The pencil icon above the list opens a window in which mass editing is available for all objects in the list. This means that you can edit all objects that are currently in the list at the same time and thus, for example, adjust the parameters of all results at the same time. Likewise, you can assign products to categories here, but it should be noted that categories that are incompatible with the product family categories will not be accepted. In addition, there are now options on how to handle the set categories. Thus, you can ignore set categories (to set only parameter values, for example), add (existing categories will not be changed) or replace (existing categories will be replaced).

2.1.3.2.11 Maintenance

By clicking on the maintenance icon, you can start maintenance for the data object that is currently in the editor or for a set of data objects in a list. Here, a dialog box will open in which you have all the options that are also available in the "Maintenance" menu option in the admin area.

2.1.3.2.12 Sorting

In addition, behind some column names you will see two arrows pointing up and down, one above the other. These indicate that you can sort the list by these attributes. Just click on the column name, another click changes the sorting from alphabetical ascending to alphabetical descending. If you hold down the SHIFT key, you can also sort by more than one column. Small numbers behind the arrows indicate which column is used first for sorting and in which column the sorting of the other columns is relevant. To cancel sorting by more than one column, simply click on a column name without holding down SHIFT. Lastly, you can re-sort the list here using Drag&Drop if the button with the numbered list above the list is highlighted in blue. All you have to do is left-click on the desired object while holding down the left mouse button. You can then move the object to its new position. For visualization purposes, a blue line will appear in the list representing the position of the object.

2.1.3.3 Search

The " **Categories+List** " area offers you three options for performing a search:

- Above the category tree you will find a simple search, with which you can search for a category based on its name.
- Another simple search can be found above the results list. Here you can filter the results in the list based on the name.
- Limit the results list with an advanced search, e.g. general data like the name, as well as parameters and quality levels.



2.1.4 Product family: Editor for 2nd window

2.1.4.1 Overview

The last menu item for product families/ products "**Editor for 2nd window**" opens an empty editor in a new tab. Here you have the same possibilities as in the menu item "Product family: Categories +List".

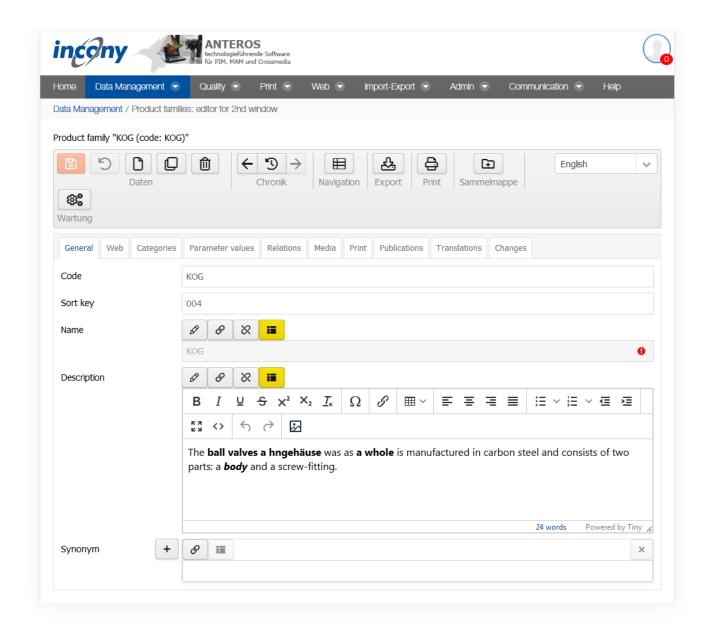
The product list allows you to edit (pencil symbol), delete (trash can symbol), duplicate (symbol with two overlapping squares), or place a product family in the folder ("folder symbol") by clicking on the respective symbol (here the "Actions" column must be activated in your list). If you hover the mouse over a symbol, a short description of its respective function will appear.

There are two ways of creating a new object.

If you have activated the column "Actions" in the product list, you can create a new object by clicking on the corresponding icon (the single sheet with dog-ear). After the selection a small dialog window opens. A code for the new object is already entered in this dialog box and you only have to enter a name, for which you can also use an existing dictionary entry. In this procedure, the new object is inserted below the one you clicked on the icon.

In the editor, you will find the described icon in the header line. Here, too, a dialog box appears after selection, initially only showing a generated code without possibility of assigning a name yet. Confirm the code, or adapt it according to your wishes, and then click on "Create" and an empty object will be opened in the editor and you can enter the required data. The object will appear at the top of the list after saving.





2.1.4.2 Folder

The collection folder can be useful when you want to trigger an export or print generation for several selected objects which you cannot restrict using a search query.

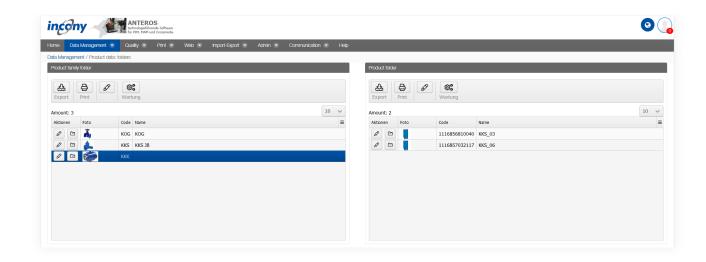
Click on the folder icon in the list of relevant product families to place it in a folder. This action changes the symbol in front of these product families to a Delete icon, which you can then use to easily remove the product families from the folder. This works in the same way for products.



After you have placed all the relevant product families in the folder, find the sub-menu "Product data: folders" under the Data maintenance menu. Here you can see your folders for products and product families.

Start the export or the print generation by selecting one of the symbols above the list.





2.1.4.3 Product family editor: overview

For the product family, you can store general information, category assignments, parameter values, and information in various input areas. The following tabs are available for structured editing: **General:** This includes the code, name, sort criterion, synonyms, and a description of the product family.

Categories: Here you can assign the product family to a category.

Parameter values: Here you can define shared parameter values for all products of this product family.

Relations: Here you can define relationships from this product family to other product families or products.

Media: Here you can assign images, documents and videos to the product family.

Print: Here you can define specific settings for print (such as page break after the product family).

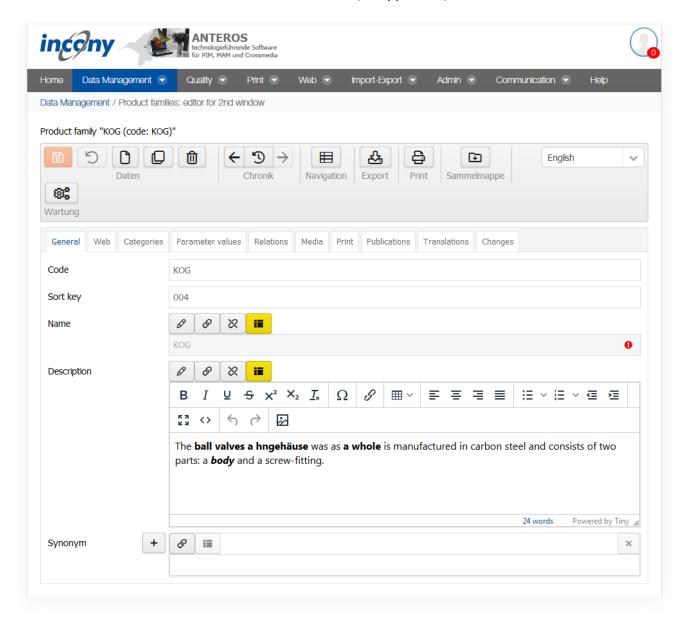
Publications: Here you can determine in which publications and whether the product family should be included in print and/or web. These settings can also be inherited from the category to which the product family is assigned.

Translations: This lists all texts with the corresponding translation status that are used in the product family.

After a product family has been created with a code assigned by the system, you should first enter and save some information to identify the new product family in the General tab. It is advisable to then assign this product family to a category.



<u>Note:</u> Each time the editor saves a change, incorrect or missing mandatory entries are indicated before the final save with an indication of the rider and, if applicable, the subrider.



2.1.4.4 Actions in the product family editor

2.1.4.4.1 Overview

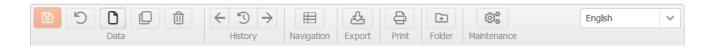
The editor has menus at the top with multiple icons that allow you to perform actions such as save or duplicate.

The following subchapters explain these actions in further detail.

It is important to note that not all icons are displayed in all editors. The following screenshot shows, for example, the icon area of the product editor. Icons are shown or hidden depending on the object to be edited (product, product family, category, parameters,...). In the following, only the relevant icons of the editor are explained.

<u>Note:</u> Each time the editor saves a change, incorrect or missing mandatory entries are indicated before the final save with an indication of the rider and, if applicable, the subrider.





2.1.4.4.2 Save

Use the "Save" function or the "Save" icon to save the currently entered data. Once the saving process is finished, a green tick will appear next to the delete symbol. If mandatory parameters are missing, a yellow warning sign is displayed next to the delete symbol instead.

2.1.4.4.3 New

You can create new objects using the "new" icon or the "plus" icon in the product list.

2.1.4.4.4 Duplicate

Objects that only slightly differ in data can be duplicated. This can be done with the "Duplicate" action or with the "Duplicate" icon.

Clicking on the icon will open a dialog window in which you can define simple and advanced settings for the duplicate.

2.1.4.4.5 Delete

The product family, the product or the data object will be permanently deleted.

2.1.4.4.6 History

The history provides an overview of the edited products/product families. The "<-" icon loads the previous object from history into the editor and the "-> " icon loads the next object.

2.1.4.4.7 **Navigation**

Clicking on the navigation icon opens the menu item "Products: List+Editor". The list that opens contains all products that are assigned to the product family that was previously opened in the editor. If you then use your browser's back arrow, you will be taken back to the product family.

2.1.4.4.8 Export

To trigger the export for this object with the current data, select "Export". Depending on which settings have been made, the export file will be displayed as a download link, emailed to you, etc.

2.1.4.4.9 Print preview

To generate the print preview for this product family with the current data, select "Print preview ". Consequently, the generated print file is offered for download. To view it in PDF format, a PDF display program (Adobe) must be installed on your computer; for INX, Adobe InDesign must be installed.

2.1.4.4.10 Maximize

The button in the upper right corner next to the language selection allows you to maximize the editor over the entire window or undo the maximization of the editor.

2.1.4.4.11 Add to folder

Click on the icon to either add the product family to the folder (when there is a + on the folder icon) or remove the product family from the folder (if there is a '-' sign on the folder icon).

2.1.4.4.12 Maintenance

By clicking on the maintenance icon, you can start maintenance for the data object that is currently in the editor or for a set of data objects in a list. Here, a dialog box will open in which you have all the options that are also available in the "Maintenance" menu option in the admin area.



2.1.4.4.13 Unsaved changes character

Whenever you change data in a tab and have not yet saved it, the "Change" icon (a small asterisk) will appear to the left of the tab name in which you made the change. When saving, your entries will be checked. After this, you will see a note telling you whether the save was successful. This note disappears automatically, if an error occurs it will remain for longer, but it can also be closed at any time by pressing the X.

2.1.4.5 General tab

2.1.4.5.1 **Definition**

You can enter elementary data in the "General" input area. The mandatory fields are indicated by a different colour. The information in this tab includes code, sort criteria, name, description and synonyms.

2.1.4.5.2 Code

The "Code input field allows you to enter an identifier or code for the product family. You must select a code that is unique to the catalog, otherwise you will receive an error message when saving. It is recommended that you choose a descriptor that is easy to understand and remember.

After clicking on the New symbol, the system always sets a code based on the current time (to the millisecond). However, this code is not "speaking", meaning not always easy to understand and remember, and can make later searches or changes more tedious. For this reason, you can also provide your own separate identifier in the Code field.

Recommendation: Only use letters and numbers for the code and, if possible, only a dot, hyphen or underscore as special characters in the code. The use of the special characters $@' " \setminus = \beta$ will prompt an error message, as these characters are not allowed.

2.1.4.5.3 Name

In this field, the name of the object can be added.

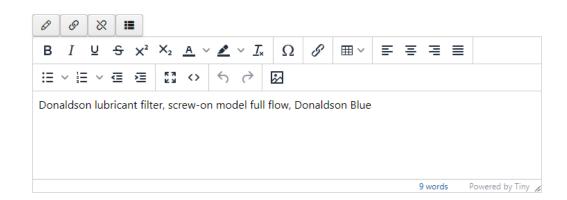
2.1.4.5.4 Product type

This selection list allows you to select one or more product types for your product or product family.

2.1.4.5.5 Description

You should enter an explanation in the "Description" field. The description can be displayed in the lists, in print, web or apps. You can format this description by using the formatting elements in the toolbar.

Description



2.1.4.5.6 Synonyms

You can define any number of synonyms. Synonyms are alternative terms your customers or staff can also search for, e.g. "wrench" as a synonym for "monkey-wrench". Use the button with the plus



symbol to add more synonyms, the arrows can be used to sort them and the button with the X to remove synonyms.

Note: The synonyms are technically linked to the dictionary entry of the name.

This means that changing synonyms will affect every instance where the dictionary entry of the name is used.

For example, if a synonym is added, the new synonym will also be added to all other data objects that use the same dictionary entry with the name.

When setting another dictionary entry for the name, all synonyms of the new dictionary entry will also be applied.

If no synonyms are stored for the new dictionary entry, the list of synonyms will also be empty after setting.

If the name of the dictionary entry is deleted, the previous synonyms are also removed from the data object.

2.1.4.6 Category tab

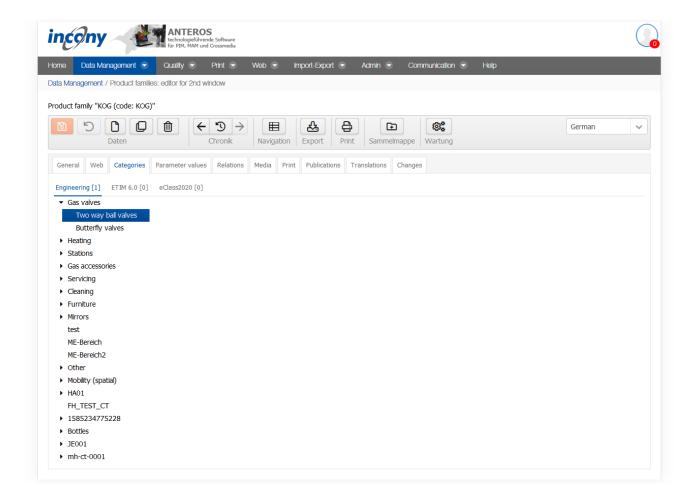
Once an object has been created, you should assign it to a category. An object that is not assigned to a category is not displayed in the print catalog and cannot be found in the Web shop or app via the search tree, only via the keyword search.

If you have selected one or more product types in the General tab, your object will automatically be assigned to their categories, as these are inherited. As already known from the inheritance of the product family categories to the products, inherited main or intermediate categories can be further refined locally. However, leaf categories can no longer be modified.

If you use several classifications in your system, e.g. your company classification and ETIM, then these classification trees appear under the tab "Categories". By clicking on the arrow symbols, you can expand and collapse the category tree step by step. Once you have found the appropriate category for your product family, select the category by clicking on it. The category(ies) that are highlighted in blue have already been assigned to the object.

After selecting a category, all parameters defined in the selected category(ies) appear in the "Parameter values" tab (not in media assets).





2.1.4.7 Param.values tab

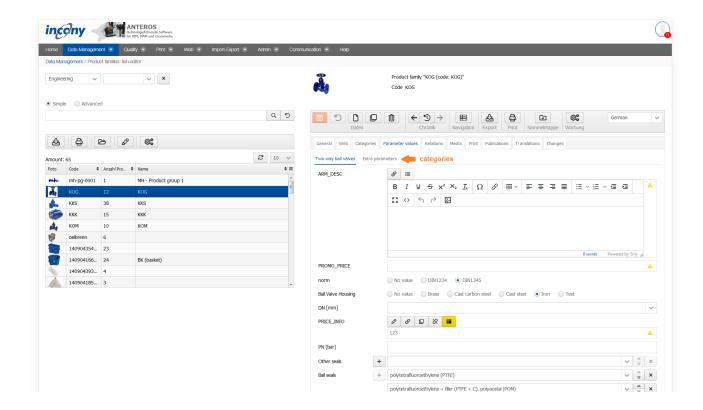
2.1.4.7.1 **Definition**

The Parameter values tab shows all the parameters that have been defined by the administrator in the categories selected in the "Category" tab. The parameters are categorized according to these: For each category there is a separate tab under the parameter values.

If you use product types, there is a separate tab here for each product type, and not for each category.

In addition, there may be another tab "Other parameters" for parameter values that are set in the object but are not defined in the currently assigned categories, because you have deleted the assignment but not the parameter values in the meantime. You can also freely add new parameters here. For this purpose a selection list of parameter definitions is available, where you can search for them. For each parameter definition selected there an input field is created. If you enter a value for input fields added in this way, the input field will remain in the "Other parameters" sub-tab after saving. If no value is entered or if it is removed later, the input field also disappears after saving.





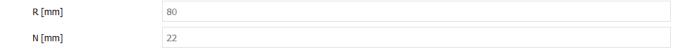
2.1.4.7.2 Language dependent - language independent

A text parameter can be defined as language-dependent or language-independent. For a language-dependent parameter, the values for each language must be input separately. If a parameter is language-independent, the entered value is valid for all languages. Modifications of language-independent values have an effect on all languages.

Whether a parameter is language-dependent or language-independent is determined by your admin in the parameter definition.

2.1.4.7.3 Single or multiple values

Parameters can be defined by a single value or may have multiple values, depending on their definition in the classification editor. Unique parameters allow at most one value as input.



2.1.4.7.4 Selection list

If the administrator has defined default values for a parameter, these values can be chosen from a selection list. For parameters which were defined as "max. one value for a product" by the administrator, only a single value can be selected from the list.

For multi-valued parameters, a selection list is displayed which allows more than one entry. Similar to Windows applications, pressing the Ctrl-key and clicking on an element adds or removes it.

2.1.4.7.5 Numerical parameters

An input field for numerical parameters will appear in which you can enter any number, but no letters or other characters. When inputting, please note that a comma or the character separating 1000s is interpreted according to the language selected in the login form. If you have logged in via the German login form, numbers of the format 9,8 or 9.022,88 are allowed. If you have logged in



via the English login form, numbers of the form 9.8 or 2,988.78 are allowed. Numeric parameters are always language independent.

Warning: If the incorrect character is used, it will be ignored. For example, if you have logged in via the German login page and enter the value 28.98 in a numeric field, this is interpreted as 2898. In English, for example, 1.000,8 is interpreted as 1,0008.

Formats: Numerical parameters can be defined as a fixed format. At present, the following numerical formats may be available:

- Inch notation (allows you to enter 1/2 or 2 1/3)
- One decimal place (numerical values with one digit after the decimal point)
- Two decimal places (numerical values with two digits after the decimal point)

2.1.4.7.6 Number ranges

There are parameters that are not defined by a single value, but by a range of values. These values have two input fields separated by a hyphen. If you only enter one value, this value is considered both the minimum and maximum. Parameters for number ranges are always language-independent.

2.1.4.7.7 Structured parameters

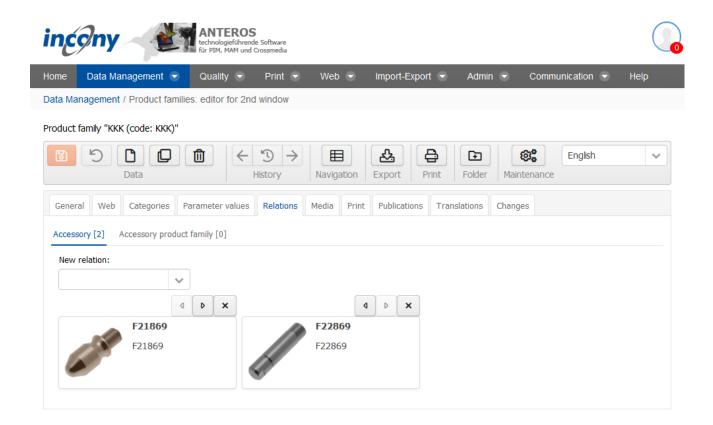
Once you have defined a structured parameter, you can edit it within the assigned product family or product.

You can also find the created structured parameter in the "Parameter values" tab of the product family or product, similar to simple parameters with the type number, range or text. Here you can see the structured parameter in the form of a table in which you can now enter the corresponding values.

2.1.4.8 Relations tab

In this tab you can set various relations to other products or product families. Using these relations, your customers can navigate between the objects in the web catalog/web shop with just a few clicks. In the ANTEROS standard, the relationship types "Accessories" for product families and products and "Spare parts" for products are configured. In "Accessories" the relationships are displayed individually by default and in "Spare parts" they are displayed in table form. Other relationship types can be configured in your ANTEROS application.





Existing relations can be deleted by clicking on the **X-button**.

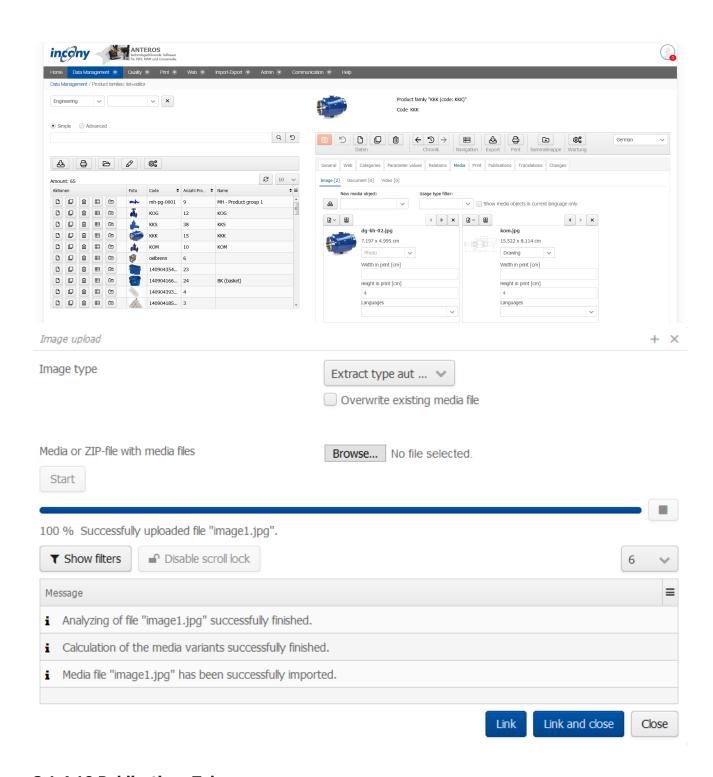
To create new relations, click on the arrow symbol next to the input field. This opens a drop-down list that you can scroll through. Once you have found the right product / product family for your new relation, create the relations by simply clicking on the object. If you already know which relation you want to create, you can enter the name or code in the input field and thus limit the drop-down list.

2.1.4.9 Media tab

The Media tab contains a list of all media types such as image, document and video, you can restrict the output to your current language by checking the checkbox. Each of these types has its own subtab. A special feature of working in the Media tab is that you also have the possibility to upload media objects that are not yet included here, but you can only upload one file at a time. However, you can assign these files directly to the object opened in the editor and thus save yourself a step in between.

Further input options for media are described in the chapter "Media assets".





2.1.4.10 Publications Tab

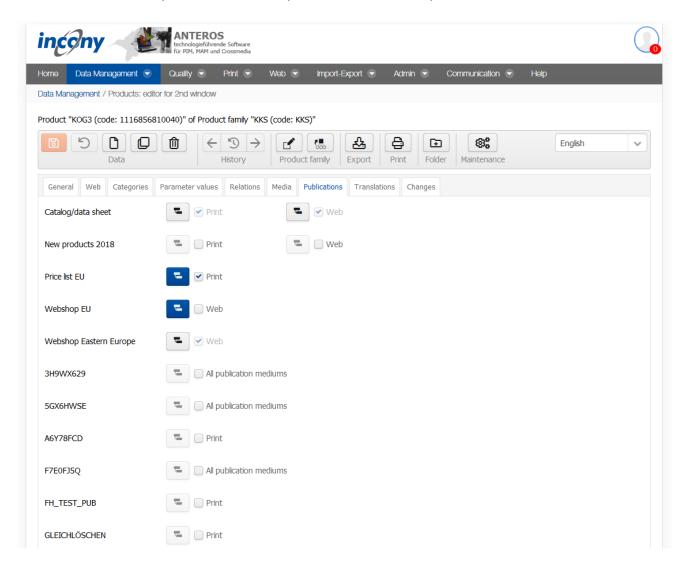
Here you will find a list of all publications, some of which are differentiated between print and web presentation. You can select these representation types by selecting the appropriate checkboxes. Publications that have yet to be assigned to a higher-level object are indicated by a gray inheritance icon in front of the publication. If you place the mouse pointer over the symbol, the tooltip shows from which category the assignment is inherited. Here you can simply select the checkbox and to assign the publication to an object.

On the other hand, if an assignment to a publication has already been set in a parent object, there is a blue inheritance icon in front of the publication. Here you can only change the inherited settings if you have clicked on the inheritance icon and the checkbox is no longer grayed out. If you place



the mouse pointer over the symbol, the tooltip shows from which category the assignment is inherited.

The information you enter here will be inherited by the associated products. However, you can overwrite these inherited specifications in the publication tab of the products.



2.1.4.11 Workflows tab

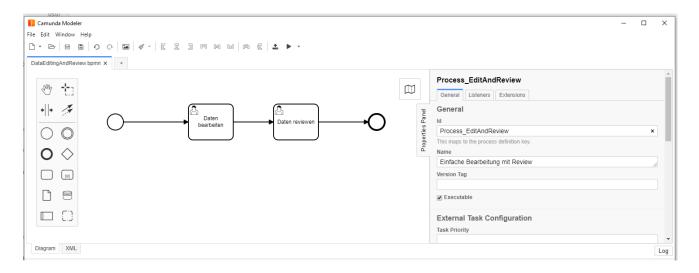
In the Workflows tab, the workflows that are controlled and executed by the Camunda system are operated. Workflows can be freely defined using BPMN models with the help of the "Camunda Modeler" application, which must be installed on the local PC for this purpose. The Camunda Modeler can be downloaded free of charge.

BPMN models created in this way can be uploaded directly to ANTEROS. These must be activated only for products, product families or media objects, which is task of the administrator.

An example is used here to illustrate how this works.

The BPMN model looks like this in the Camunda Modeler:





Each symbol has the following meaning:

Each BPMN model has a unique starting point (technically: start event), which is visualized by this symbol.

If a workflow is started, this node is visited and its outgoing edges / transitions are traversed.

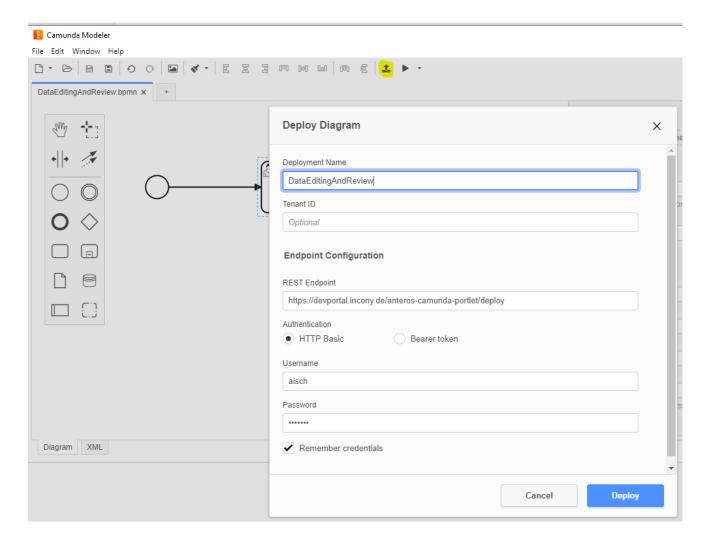
This is a transition (technically: flow) from one element to another.

This is a so-called user task (technically: activity or user task), i.e. a task that must be executed by a user.

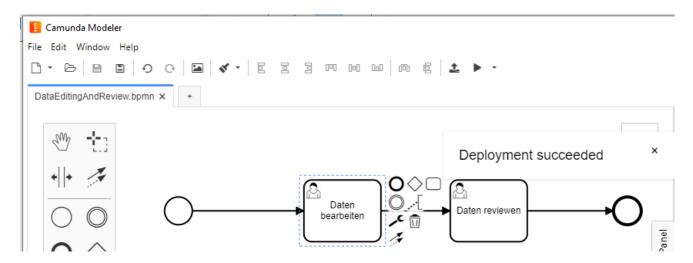
This is an endpoint of a BPMN model. Visiting an endpoint terminates the work-flow process.

This workflow can be uploaded directly to ANTEROS in the Camunda Modeler:





Clicking the "Deploy" button will display a short message if the deployment was successful:



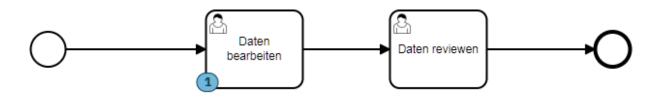
This workflow is installed in the Camunda backend, which is integrated in ANTEROS. Now this workflow has to be made known to the editors in ANTEROS, for it to be offered in the "Workflow" tab of the product (family) editor.

After this has been done, the "Workflow" tab will appear within the editing tools, where this new workflow can be started:

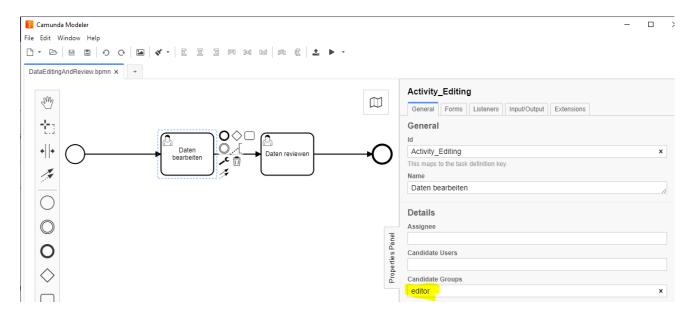


To start the workflow of a product you just have to click on the "Start workflow" button: Once a workflow has been started for a product, it cannot be deleted, therefore the delete button in the editor will be disabled. This would remove the basis of the running workflow, something that is prevented by this. Changing the code of the product is also not allowed while the workflow is running.

After starting the workflow, you can see that a task is pending. However, this task has not yet been started properly, which can be seen from the button. In the workflow, the start node has been passed and the first user task has been visited, the process is in a state where the task is pending, but still needs to be started by a user:



A task can generally be executed by different users. These users can be defined in the BMPN model by specifying so-called candidates. In this example, a user group "editor" was stored in this task. It looks like the following in the Camunda Modeler:

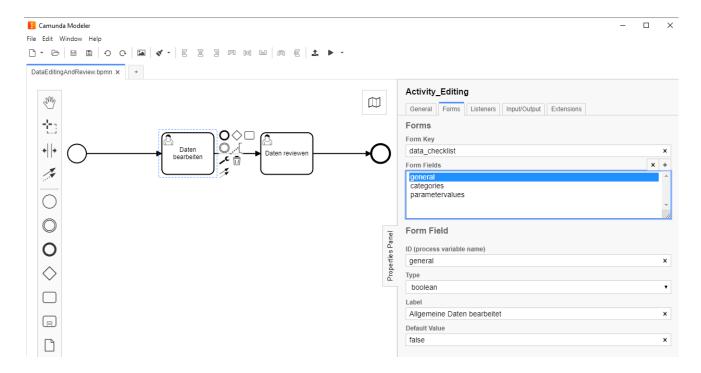


The start button in the "Workflow" tab is disabled for users who are not in this group: In this state, different users are generally responsible for a task. As soon as one of these users starts the task in a product, then this user is solely responsible for the task and must complete it. In this example, a form has been stored in the BPMN model that must be filled out before the task is completed:

For other users, including those who could have completed the task before, this is indicated as follows:

The displayed form is stored in the task in the BPMN model, in the Camunda Modeler it looks like this:



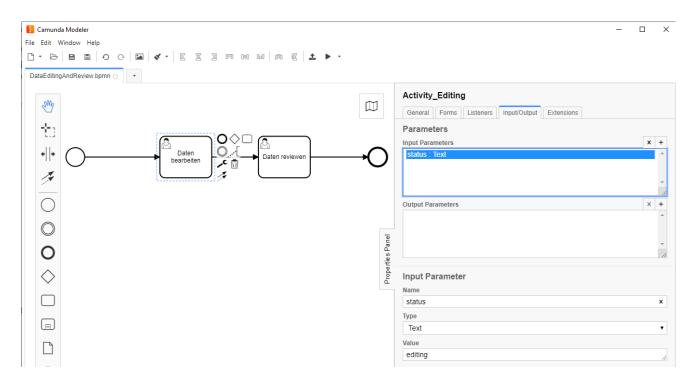


Here you can freely define input fields with a unique ID, a type (boolean represents yes/no), a name and optionally a default value. Further restrictions can be defined for a field, e.g. a field can be marked as mandatory, the minimum or maximum length can be defined in a text field or a minimum and/or maximum can be defined in a number field. Further information can be found in the Camunda documentation.

In order for a task to be completed by the assigned user, all entries must have been made in compliance with the restrictions. In this example, no special constraints are stored in the fields.

In a BPMN model a status can be set in different locations, which will be stored internally in the respective product in a system parameter. For example, a so-called input or output parameter with the name "status" can be set in a task. In this example, a status "editing" was stored in the task "Data processed":





This status can be used, for example, to filter for products with specific status in the advanced search:

This allows reports to be conveniently generated to visualize an overview of the processing status of the products in the dashboard:

In addition to the status, further information on workflows is stored in system parameters on the product data, according to which products can be filtered in the advanced search. Thus, one can generally search for products for which a certain workflow is running, regardless of their status. In addition, one can search for products for which tasks are pending or need to be completed for specific users.

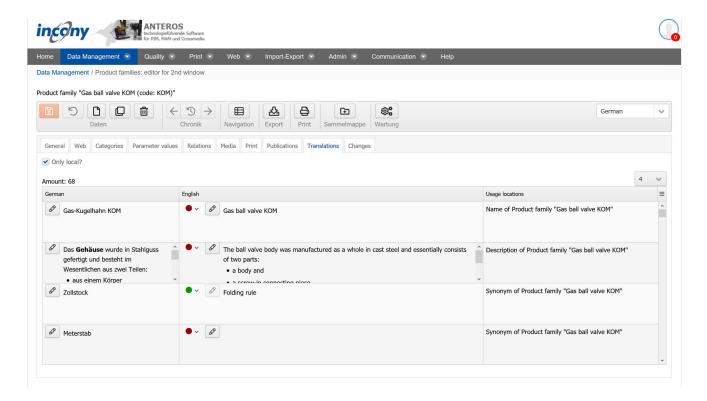
In BPMN models you can do much more complex things than in the example shown. For example, you can include timers in a workflow to implement an escalation process, for example. Other interesting options include automatically starting workflows for new objects, sending e-mails from a workflow, or calling web services to trigger the generation of a print catalog, for example. Through scripting possibilities, one can also implement complex checks or case distinctions in a BPMN model, and much more.

2.1.4.12 Translations tab

This tab contains all texts and corresponding translations associated with this object. By default, the "Local uses only" checkbox is selected and thus only texts used in the current product family appear in the list below.

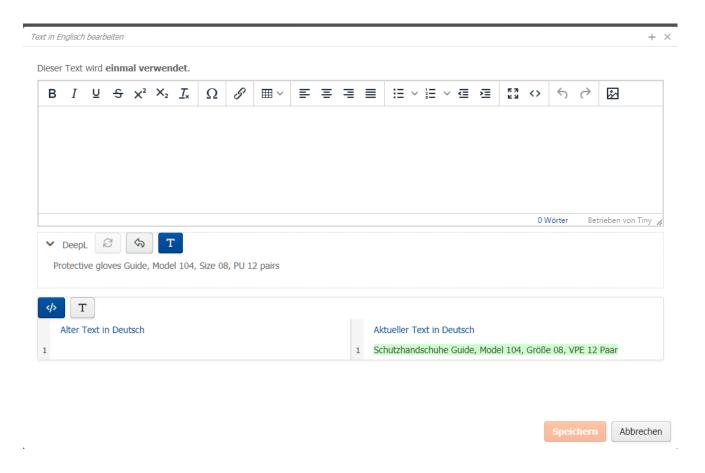
To prevent inconsistent text changes, the "Texts" tab is deactivated as soon as changes are made in any other tab. After saving your changes, the "Texts" tab will be reactivated.





If you use the ANTEROS.tm.deepl, you can use the translation help from DeepL here. For this you only have to click the edit button (pencil) in the "foreign language". This opens the translation dialog and in the bottom right corner the current text is displayed in the master language. To now have the text translated by DeepL, click on the update button next to the text "DeepL". After a few seconds the text translated by DeepL will appear. By clicking the Apply button, this translation is transferred to the editable text, where you can further adjust the text if necessary.





2.1.4.13 Print tab

The Print tab is divided into two areas, the Layout Settings and the General Specifications. By default, the layout settings are open first, which are divided into different expandable blocks that open when you click on the title bar (e.g. "Product Family Block").

To open the second area, the General Specifications, just click on the grayed-out title bar here as well. The General Specifications include:

– Page break (yes/no)

A page break is forced for all selected languages in the printed catalogs before this product family.

– Hide in print (yes/no)

The current product family is not included in the printed catalogs for all selected languages.

Number of blank pages

Here you can specify the number of empty pages to be inserted after the product family pages. This can be used, for example, to insert decorative pages, advertising pages, etc. into the finished PDF file later by replacing the blank pages. The blank pages ensure that the page numbering of the subsequent pages is correct despite inserting (or replacing) the decorative pages.

- Heading above article table

Free, formatted text that is placed above the article table in the printed catalog.

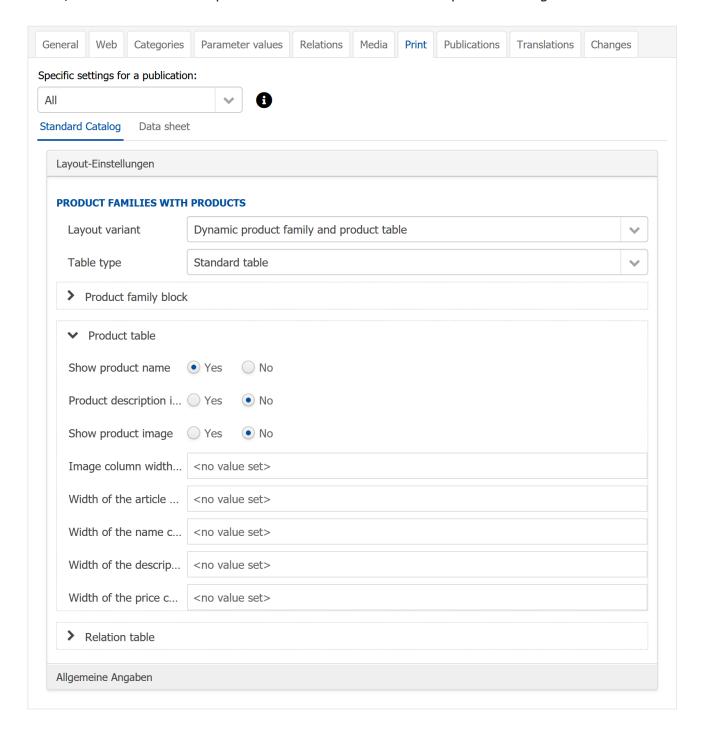
- Subtitles above article table

Free, formatted text that is placed in the printed catalog above the article table and under the heading (last point).



Description under article table

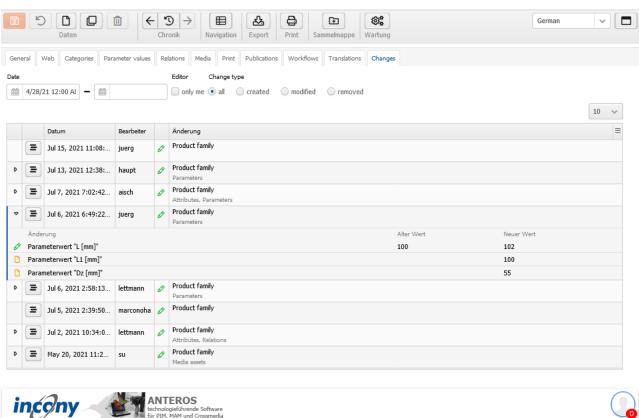
Free, formatted text that is placed under the article table in the printed catalog.

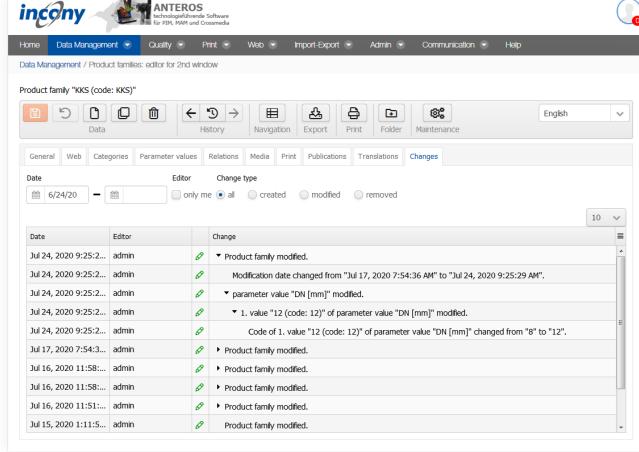


2.1.4.14 Changes tab

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the right. For example, in the screenshot below after clicking on the icon it is shown that the parameter L was changed from 100 to 102.









There are various filter options available so that you can find out about the many points of specific changes.

Date: Here you can restrict the period of the changes.

Editor: Here you can specify whether only changes made by you are to be displayed.

Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.

2.2 Products

2.2.1 Overview

The second block of sub-items in the "Data maintenance" menu is used to edit the products. The individual items differ in layout.

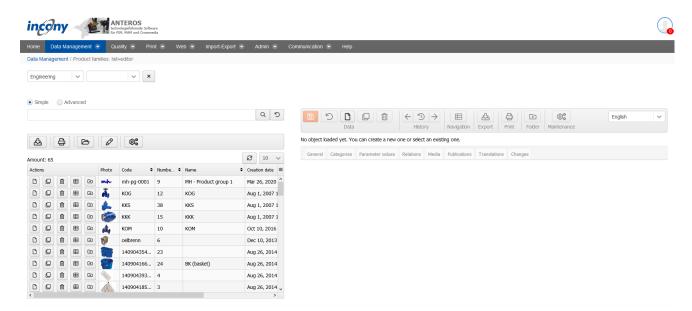
2.2.2 Products: List+Editor

2.2.2.1 Overview

The menu item **"List+Editor"** comprises a list of all objects (product families, products, parameters,...) on the left-hand side and the corresponding editor is located on the right-hand side. The object selected in the list is loaded in this editor. You can select the list by using the simple or advanced search.

To edit an object, just click on the line with the corresponding object in the list. The corresponding data then appears on the right in the editor.

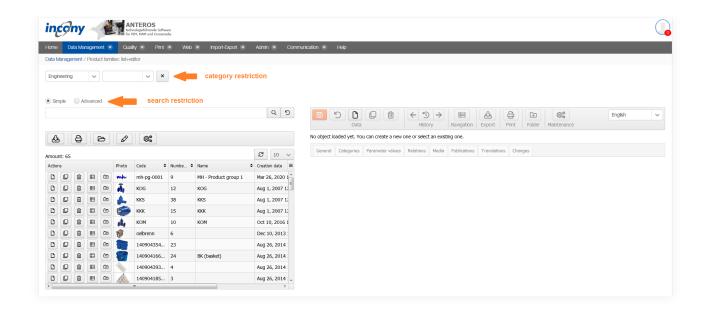
In addition, you can delete an object from the list (trash can icon), duplicate it (overlapping squares icon), or place it in the folder (folder icon). Also, if your object is a product family, you can jump directly to the product list of assigned products by clicking on the table icon. To do this, the "Actions" column in the results list must be activated. If you move the mouse pointer on an icon, a short description of the respective function appears.



2.2.2.2 Adding constraints to list items

You can restrict the list by selecting categories and subcategories at the top or by reducing the result list to the relevant objects using a simple or advanced search.





Category Restriction: In the first field that is permanently displayed, you can select the first top-level category. Depending on which category you have selected and whether this category has subcategories, you will be provided with additional selection lists.

By clicking on the X button next to a selection list, you can cancel the selection of the category.



2.2.2.3 Folder

The collection folder can be useful when you want to trigger an export or print generation for several selected objects which you cannot restrict using a search query.

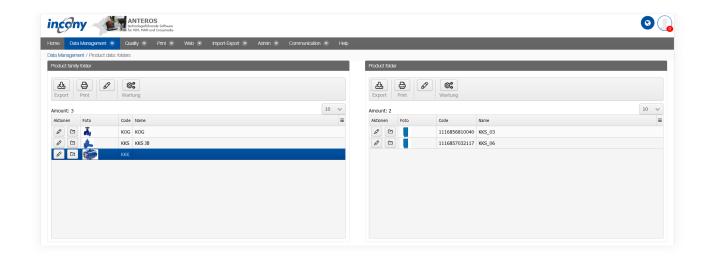
Click on the folder icon in the list of relevant product families to place it in a folder. This action changes the symbol in front of these product families to a Delete icon, which you can then use to easily remove the product families from the folder. This works in the same way for products.



After you have placed all the relevant product families in the folder, find the sub-menu "Product data: folders" under the Data maintenance menu. Here you can see your folders for products and product families.

Start the export or the print generation by selecting one of the symbols above the list.





2.2.2.4 Create a new product

There are two ways to create a new object:

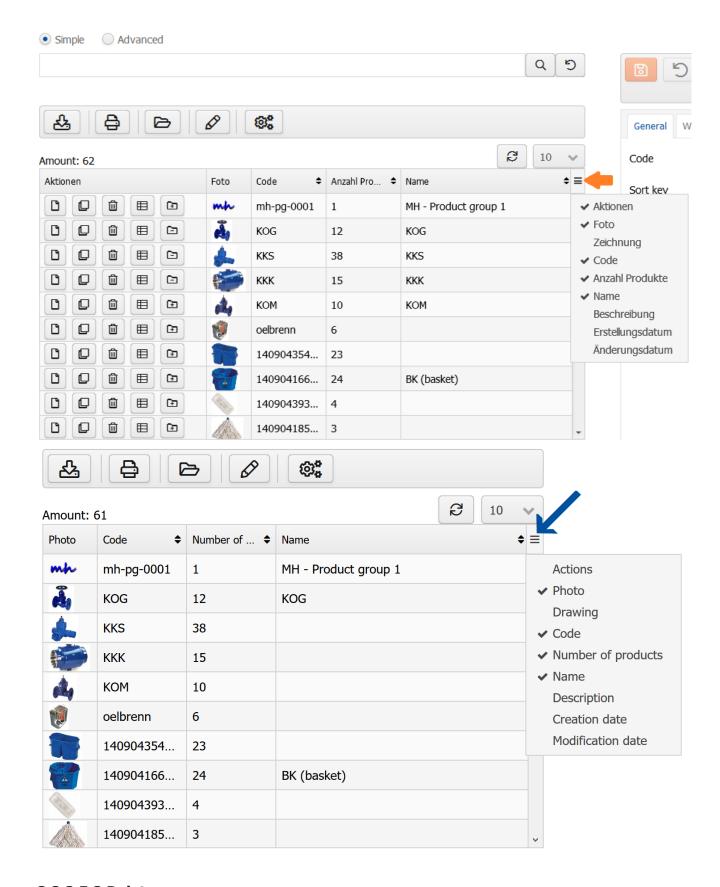
- If you have activated the "Actions" column in the list, you can create a new object by clicking on the corresponding icon (the single sheet with dog's ear). After the click a small dialog window opens. A code for the new object has already been entered and you only have to assign a name. You can also use an existing dictionary entry. With this procedure, the new object is inserted below the one where you clicked on the icon.
- In the editor you will find the 'New'-icon in the header. A dialog window will also appear here after the click, but only the generated code will be displayed and it is not yet possible to assign a name to the object. However, if you confirm the code or have modified it according to your wishes and then click on "Create", an empty object is opened in the editor. Here you can enter your data. After saving by clicking the 'Save'-icon, the object appears at the top of the list.

2.2.2.5 Actions for the list

2.2.2.5.1 Overview

There are various actions that you can use to restrict the list and edit the objects in the list. To be able to use some of the functions described in the following subchapters, you must have activated the Actions column in the list. To do this, click on the burger icon (three horizontal lines placed on top of each other) in the top right corner of the list. This will open a small list in which you can click to decide which columns should be displayed in your table. If a column is displayed, there is a check mark in front of its name.





2.2.2.5.2 Delete

You can also delete products or product families from the list by clicking on the trash can icon in the *Actions* column next to the object that is to be deleted. A message will then appear asking you to



confirm the deletion.

2.2.2.5.3 Folder

The folder is ideal for comparing data from several products or product families. If you want to add an object to the list that is not yet in the folder, click on the folder icon in the *Actions* column with a + in it. If you wish to remove an object from the folder use the folder icon with the - on it. Once the desired elements are in the folder, you can open them by clicking the folder icon above the result list.

2.2.2.5.4 Export

You can also start an export for the results list. Clicking on the table symbol in the bar above the list will open the options that can be adjusted for your export. Here you have two options for exporting data objects (Excel/CSV and GOM/XML). In addition, it is also possible to start a translation export for the product data from the list. You can find more details about the translation export in chapter 2.5.4.

2.2.2.5.5 Print preview

A printer icon is displayed above the results list with which you can generate a print document for the current results. Clicking the button opens a window with the settings for the document that is to be generated.

2.2.2.5.6 Mass processing

The pencil icon above the list opens a window in which mass editing is available for all objects in the list. This means that you can edit all objects that are currently in the list at the same time and thus, for example, adjust the parameters of all results at the same time. Likewise, you can assign products to categories here, but it should be noted that categories that are incompatible with the product family categories will not be accepted. In addition, there are now options on how to handle the set categories. Thus, you can ignore set categories (to set only parameter values, for example), add (existing categories will not be changed) or replace (existing categories will be replaced).

2.2.2.5.7 Maintenance

By clicking on the maintenance icon, you can start maintenance for the data object that is currently in the editor or for a set of data objects in a list. Here, a dialog box will open in which you have all the options that are also available in the "Maintenance" menu option in the admin area.

2.2.2.5.8 Sorting

There are two superimposed arrows behind some column names, one pointing up and one pointing down. These indicate that you can sort the list by these attributes. Just click on the column name, another click changes the sorting from alphabetical ascending to alphabetical descending. If you hold down the SHIFT key you can also sort by more than one column. To do this, small numbers behind the arrows indicate which column is primarily used for sorting and in which order the sorting of the other columns is relevant. To cancel sorting by more than one column, simply click on a column name without holding down SHIFT.

2.2.2.6 Actions in the product editor

2.2.2.6.1 Overview

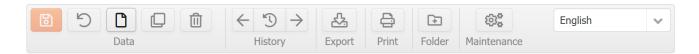
The editor has menus at the top with multiple icons that allow you to perform actions such as save or duplicate.

The following subchapters explain these actions in further detail.

It is important to note that not all icons are displayed in all editors. The following screenshot shows, for example, the icon area of the product editor. Icons are shown or hidden depending on the object to be edited (product, product family, category, parameters,...). In the following, only the relevant icons of the editor are explained.



<u>Note:</u> Each time the editor saves a change, incorrect or missing mandatory entries are indicated before the final save with an indication of the rider and, if applicable, the subrider.



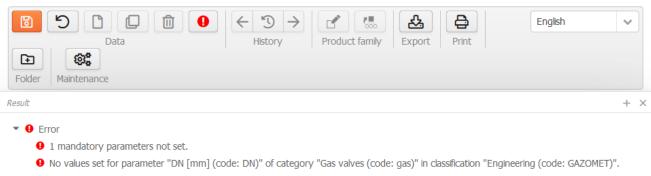
2.2.2.6.2 Save

Use the "Save" function or the "Save" icon to save the currently entered data.

Once the saving process is finished, a green tick will appear next to the delete symbol.

If mandatory parameters are missing, the system does not save the data and a red error message will appear next to the delete symbol, indicating which mandatory parameters are missing.

Product "KKK_18 (code: 1116854540594)" of Product family "KKK (code: KKK)"



2.2.2.6.3 Undo

All unsaved changes will be undone.

2.2.2.6.4 New

You can create new objects using the "new" icon or the "plus" icon in the product list.

2.2.2.6.5 Duplicate

Objects that only slightly differ in data can be duplicated. This can be done with the "Duplicate" action or with the "Duplicate" icon.

Clicking on the icon will open a dialog window in which you can define simple and advanced settings for the duplicate.

2.2.2.6.6 Delete

The product family, the product or the data object will be permanently deleted.

2.2.2.6.7 History

The history provides an overview of the edited products/product families. The "<-" icon loads the previous object from history into the editor and the "-> " icon loads the next object.

2.2.2.6.8 Edit product family

In this section you have two possible options of changing something in a product family directly from the product. First, you can edit the product family of the selected product and second, you can assign the product to another product family.

2.2.2.6.9 Export

To trigger the export for this object with the current data, select "Export". Depending on which settings have been made, the export file will be displayed as a download link, emailed to you, etc.



2.2.2.6.10 Print preview

To generate the print preview for this product family with the current data, select "Print preview ". Consequently, the generated print file is offered for download. To view it in PDF format, a PDF display program (Adobe) must be installed on your computer; for INX, Adobe InDesign must be installed.

2.2.2.6.11 Maximize

The button in the upper right corner next to the language selection allows you to maximize the editor over the entire window or undo the maximization of the editor.

2.2.2.6.12 Add to folder

Click on the icon to either add the product family to the folder (when there is a + on the folder icon) or remove the product family from the folder (if there is a '-' sign on the folder icon).

2.2.2.6.13 Maintenance

By clicking on the maintenance icon, you can start maintenance for the data object that is currently in the editor or for a set of data objects in a list. Here, a dialog box will open in which you have all the options that are also available in the "Maintenance" menu option in the admin area.

2.2.2.6.14 Unsaved changes icon

Whenever you change data in a tab and have not yet saved it, the "Change" icon (a small asterisk) will appear to the left of the tab name in which you made the change. When saving, your entries will be checked. After this, you will see a note telling you whether the save was successful. This note disappears automatically, if an error occurs it will remain for longer, but it can also be closed at any time by pressing the X.

2.2.2.7 General tab

2.2.2.7.1 **Definition**

You can enter elementary data in the "General" input area. The mandatory fields are indicated by a different colour. The information in this tab includes code, sort criteria, name, description and synonyms.

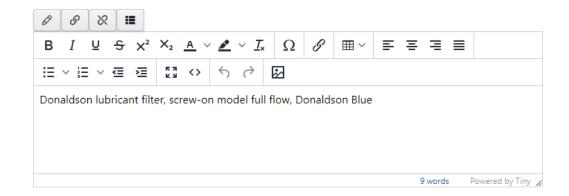
2.2.2.7.2 Name

In this field, the name of the object can be added.

2.2.2.7.3 Description

You should enter an explanation in the "Description" field. The description can be displayed in the lists, in print, web or apps. You can format this description by using the formatting elements in the toolbar.

Description



2.2.2.7.4 Product type

This selection list allows you to select one or more product types for your product or product family.



2.2.2.7.5 Synonyms

You can define any number of synonyms. Synonyms are alternative terms your customers or staff can also search for, e.g. "wrench" as a synonym for "monkey-wrench". Use the button with the plus symbol to add more synonyms, the arrows can be used to sort them and the button with the X to remove synonyms.

Note: The synonyms are technically linked to the dictionary entry of the name.

This means that changing synonyms will affect every instance where the dictionary entry of the name is used.

For example, if a synonym is added, the new synonym will also be added to all other data objects that use the same dictionary entry with the name.

When setting another dictionary entry for the name, all synonyms of the new dictionary entry will also be applied.

If no synonyms are stored for the new dictionary entry, the list of synonyms will also be empty after setting.

If the name of the dictionary entry is deleted, the previous synonyms are also removed from the data object.

2.2.2.8 Parameter values tab

2.2.2.8.1 **Definition**

This area can be used to assign values to parameters that are defined in the assigned category. A parameter can either be a mandatory field or an optional field. Empty mandatory fields can be recognized by the red frame around the input field. Mandatory input fields, must always contain values. Some fields inherit their values from the product family to which the product is assigned. However, you can overwrite these values by clicking on the hierarchy symbol. This also works the other way round. If a value has been assigned to a parameter and there is a corresponding different value in the product family, the independent value can be overwritten by clicking on the hierarchy symbol with the value of the product family.

2.2.2.8.2 Language dependent - language independent

A text parameter can be defined as language-dependent or language-independent. For a language-dependent parameter, the values for each language must be input separately. If a parameter is language-independent, the entered value is valid for all languages. Modifications of language-independent values have an effect on all languages.

Whether a parameter is language-dependent or language-independent is determined by your admin in the parameter definition.

2.2.2.8.3 Single or multiple values

Parameters can be defined by a single value or may have multiple values, depending on their definition in the classification editor. Unique parameters allow at most one value as input.

R [mm]	80
N [mm]	22

2.2.2.8.4 Selection list

If the administrator has defined default values for a parameter, these values can be chosen from a selection list. For parameters which were defined as "max. one value for a product" by the administrator, only a single value can be selected from the list.



For multi-valued parameters, a selection list is displayed which allows more than one entry. Similar to Windows applications, pressing the Ctrl-key and clicking on an element adds or removes it.

2.2.2.8.5 Numerical parameters

An input field for numerical parameters will appear in which you can enter any number, but no letters or other characters. When inputting, please note that a comma or the character separating 1000s is interpreted according to the language selected in the login form. If you have logged in via the German login form, numbers of the format 9,8 or 9.022,88 are allowed. If you have logged in via the English login form, numbers of the form 9.8 or 2,988.78 are allowed. Numeric parameters are always language independent.

Warning: If the incorrect character is used, it will be ignored. For example, if you have logged in via the German login page and enter the value 28.98 in a numeric field, this is interpreted as 2898. In English, for example, 1.000,8 is interpreted as 1,0008.

Formats: Numerical parameters can be defined as a fixed format. At present, the following numerical formats may be available:

- Inch notation (allows you to enter 1/2 or 2 1/3)
- One decimal place (numerical values with one digit after the decimal point)
- Two decimal places (numerical values with two digits after the decimal point)

2.2.2.8.6 Number ranges

There are parameters that are not defined by a single value, but by a range of values. These values have two input fields separated by a hyphen. If you only enter one value, this value is considered both the minimum and maximum. Parameters for number ranges are always language-independent.

2.2.2.8.7 Structured parameters

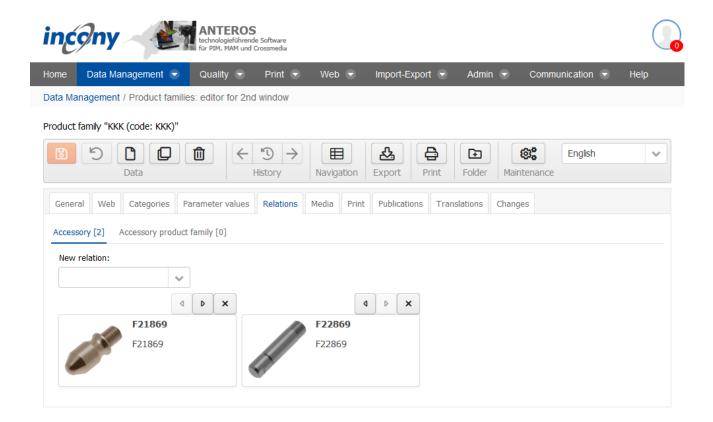
Once you have defined a structured parameter, you can edit it within the assigned product family or product.

You can also find the created structured parameter in the "Parameter values" tab of the product family or product, similar to simple parameters with the type number, range or text. Here you can see the structured parameter in the form of a table in which you can now enter the corresponding values.

2.2.2.9 Relations tab

In this tab you can set various relations to other products or product families. Using these relations, your customers can navigate between the objects in the web catalog/web shop with just a few clicks. In the ANTEROS standard, the relationship types "Accessories" for product families and products and "Spare parts" for products are configured. In "Accessories" the relationships are displayed individually by default and in "Spare parts" they are displayed in table form. Other relationship types can be configured in your ANTEROS application.





Existing relations can be deleted by clicking on the **X-button**.

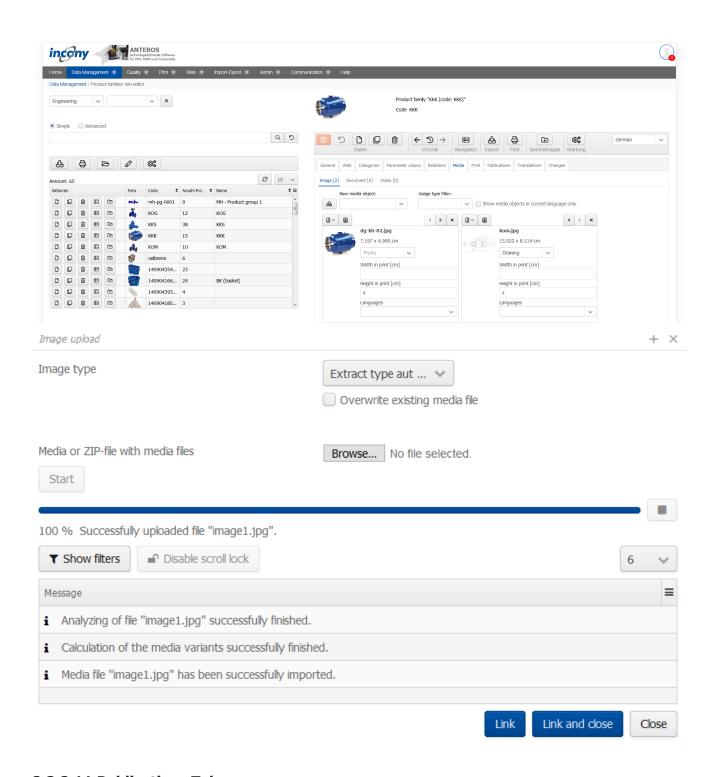
To create new relations, click on the arrow symbol next to the input field. This opens a drop-down list that you can scroll through. Once you have found the right product / product family for your new relation, create the relations by simply clicking on the object. If you already know which relation you want to create, you can enter the name or code in the input field and thus limit the drop-down list. The representation in the spare parts section of the tab is different from the other sections. Here the relations are presented in a list. In addition, the relations in the table can be re-sorted here not only by using the arrow icons, but also via Drag&Drop.

2.2.2.10 Media tab

The Media tab contains a list of all media types such as image, document and video, you can restrict the output to your current language by checking the checkbox. Each of these types has its own subtab. A special feature of working in the Media tab is that you also have the possibility to upload media objects that are not yet included here, but you can only upload one file at a time. However, you can assign these files directly to the object opened in the editor and thus save yourself a step in between.

Further input options for media are described in the chapter "Media assets".





2.2.2.11 Publications Tab

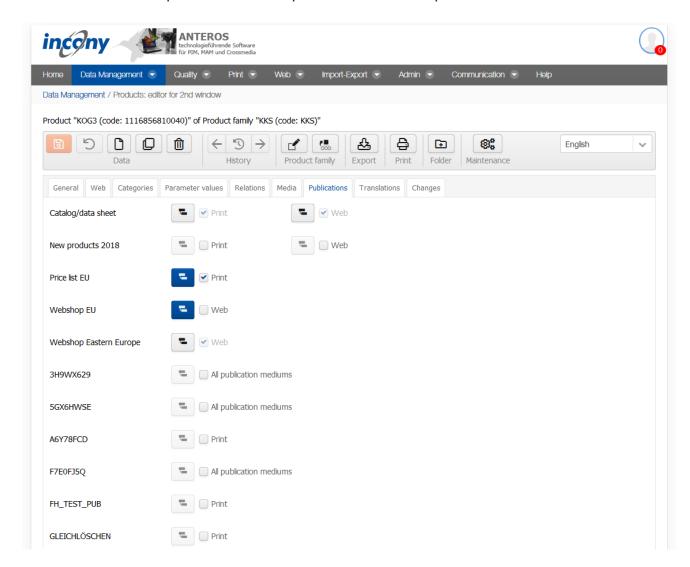
Here you will find a list of all publications, some of which are differentiated between print and web presentation. You can select these representation types by selecting the appropriate checkboxes. Publications that have yet to be assigned to a higher-level object are indicated by a gray inheritance icon in front of the publication. If you place the mouse pointer over the symbol, the tooltip shows from which category the assignment is inherited. Here you can simply select the checkbox and to assign the publication to an object.

On the other hand, if an assignment to a publication has already been set in a parent object, there is a blue inheritance icon in front of the publication. Here you can only change the inherited settings if you have clicked on the inheritance icon and the checkbox is no longer grayed out. If you place



the mouse pointer over the symbol, the tooltip shows from which category the assignment is inherited.

The information you enter here will be inherited by the associated products. However, you can overwrite these inherited specifications in the publication tab of the products.



2.2.2.12 Workflows tab

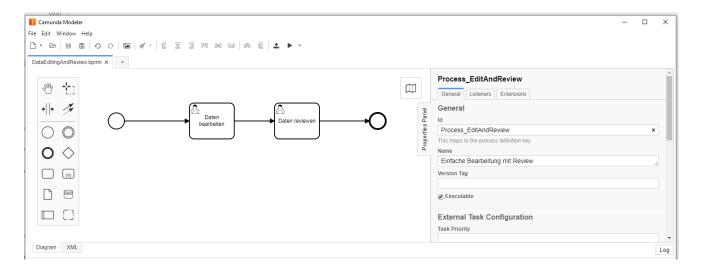
In the Workflows tab, the workflows that are controlled and executed by the Camunda system are operated. Workflows can be freely defined using BPMN models with the help of the "Camunda Modeler" application, which must be installed on the local PC for this purpose. The Camunda Modeler can be downloaded free of charge.

BPMN models created in this way can be uploaded directly to ANTEROS. These must be activated only for products, product families or media objects, which is task of the administrator.

An example is used here to illustrate how this works.

The BPMN model looks like this in the Camunda Modeler:





Each symbol has the following meaning:

Each BPMN model has a unique starting point (technically: start event), which is visualized by this symbol.

If a workflow is started, this node is visited and its outgoing edges / transitions are traversed.

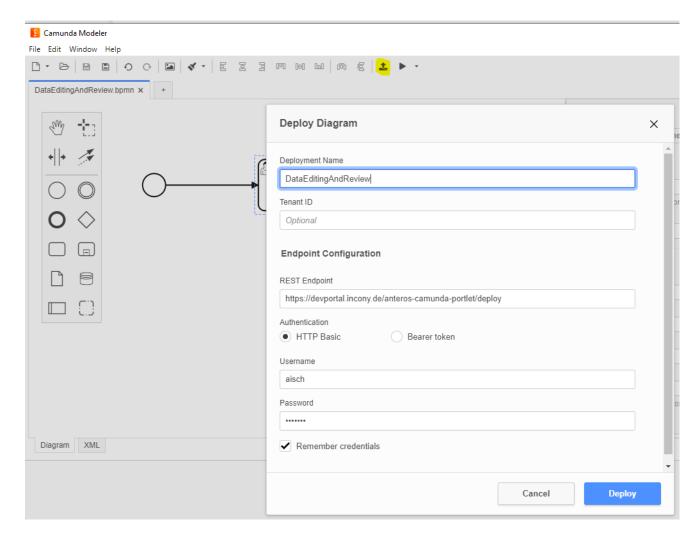
This is a transition (technically: flow) from one element to another.

This is a so-called user task (technically: activity or user task), i.e. a task that must be executed by a user.

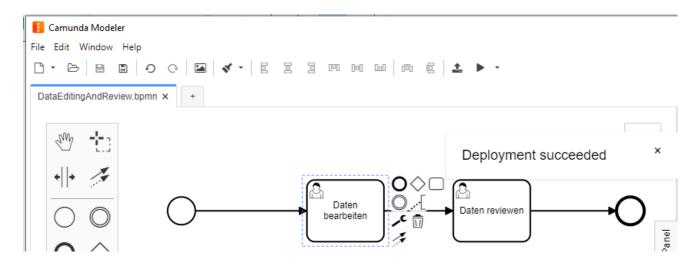
This is an endpoint of a BPMN model. Visiting an endpoint terminates the work-flow process.

This workflow can be uploaded directly to ANTEROS in the Camunda Modeler:





Clicking the "Deploy" button will display a short message if the deployment was successful:



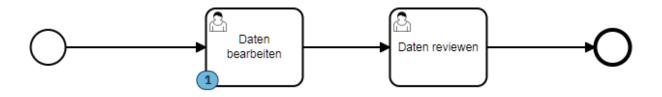
This workflow is installed in the Camunda backend, which is integrated in ANTEROS. Now this workflow has to be made known to the editors in ANTEROS, for it to be offered in the "Workflow" tab of the product (family) editor.

After this has been done, the "Workflow" tab will appear within the editing tools, where this new workflow can be started:

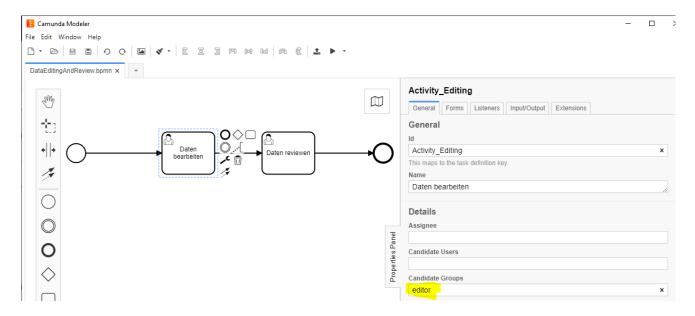


To start the workflow of a product you just have to click on the "Start workflow" button: Once a workflow has been started for a product, it cannot be deleted, therefore the delete button in the editor will be disabled. This would remove the basis of the running workflow, something that is prevented by this. Changing the code of the product is also not allowed while the workflow is running.

After starting the workflow, you can see that a task is pending. However, this task has not yet been started properly, which can be seen from the button. In the workflow, the start node has been passed and the first user task has been visited, the process is in a state where the task is pending, but still needs to be started by a user:



A task can generally be executed by different users. These users can be defined in the BMPN model by specifying so-called candidates. In this example, a user group "editor" was stored in this task. It looks like the following in the Camunda Modeler:

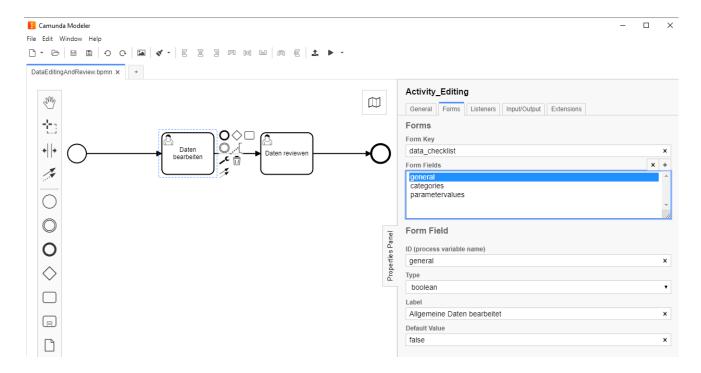


The start button in the "Workflow" tab is disabled for users who are not in this group: In this state, different users are generally responsible for a task. As soon as one of these users starts the task in a product, then this user is solely responsible for the task and must complete it. In this example, a form has been stored in the BPMN model that must be filled out before the task is completed:

For other users, including those who could have completed the task before, this is indicated as follows:

The displayed form is stored in the task in the BPMN model, in the Camunda Modeler it looks like this:



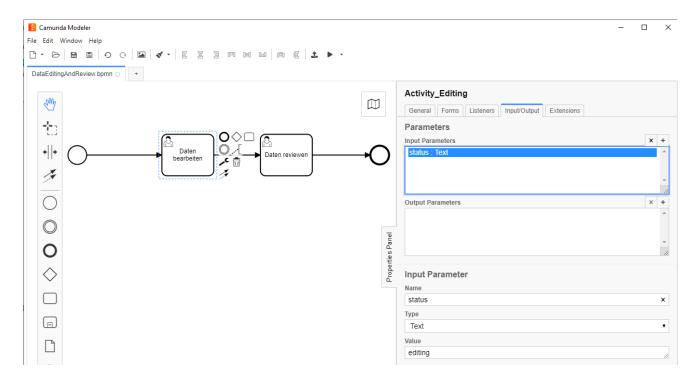


Here you can freely define input fields with a unique ID, a type (boolean represents yes/no), a name and optionally a default value. Further restrictions can be defined for a field, e.g. a field can be marked as mandatory, the minimum or maximum length can be defined in a text field or a minimum and/or maximum can be defined in a number field. Further information can be found in the Camunda documentation.

In order for a task to be completed by the assigned user, all entries must have been made in compliance with the restrictions. In this example, no special constraints are stored in the fields.

In a BPMN model a status can be set in different locations, which will be stored internally in the respective product in a system parameter. For example, a so-called input or output parameter with the name "status" can be set in a task. In this example, a status "editing" was stored in the task "Data processed":





This status can be used, for example, to filter for products with specific status in the advanced search:

This allows reports to be conveniently generated to visualize an overview of the processing status of the products in the dashboard:

In addition to the status, further information on workflows is stored in system parameters on the product data, according to which products can be filtered in the advanced search. Thus, one can generally search for products for which a certain workflow is running, regardless of their status. In addition, one can search for products for which tasks are pending or need to be completed for specific users.

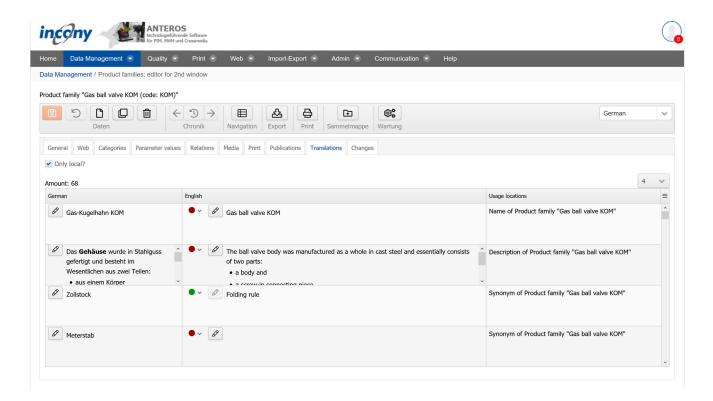
In BPMN models you can do much more complex things than in the example shown. For example, you can include timers in a workflow to implement an escalation process, for example. Other interesting options include automatically starting workflows for new objects, sending e-mails from a workflow, or calling web services to trigger the generation of a print catalog, for example. Through scripting possibilities, one can also implement complex checks or case distinctions in a BPMN model, and much more.

2.2.2.13 Translations tab

This tab contains all texts and corresponding translations associated with this object. By default, the "Local uses only" checkbox is selected and thus only texts used in the current product family appear in the list below.

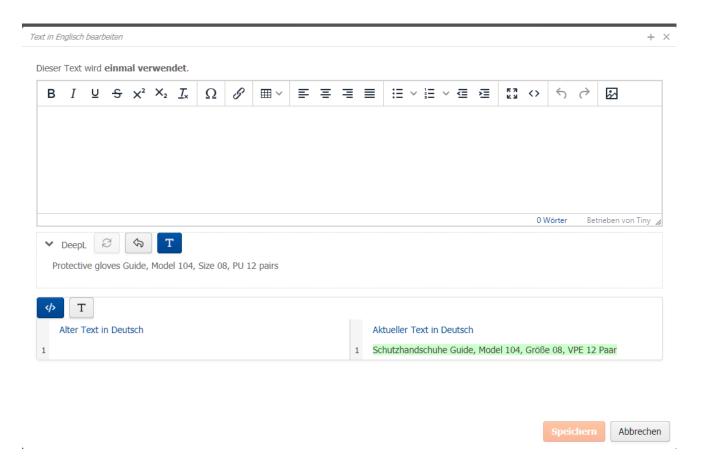
To prevent inconsistent text changes, the "Texts" tab is deactivated as soon as changes are made in any other tab. After saving your changes, the "Texts" tab will be reactivated.





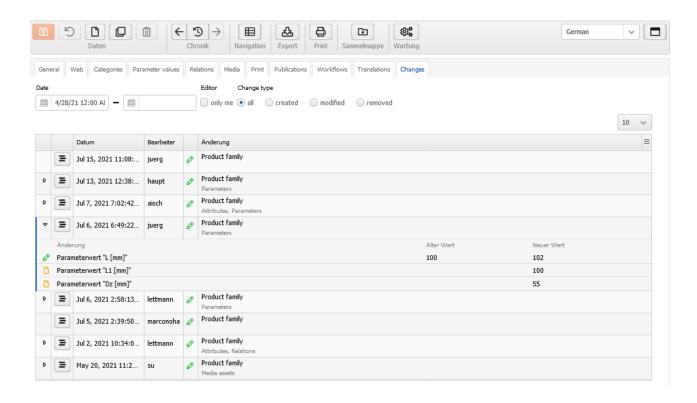
If you use the ANTEROS.tm.deepl, you can use the translation help from DeepL here. For this you only have to click the edit button (pencil) in the "foreign language". This opens the translation dialog and in the bottom right corner the current text is displayed in the master language. To now have the text translated by DeepL, click on the update button next to the text "DeepL". After a few seconds the text translated by DeepL will appear. By clicking the Apply button, this translation is transferred to the editable text, where you can further adjust the text if necessary.



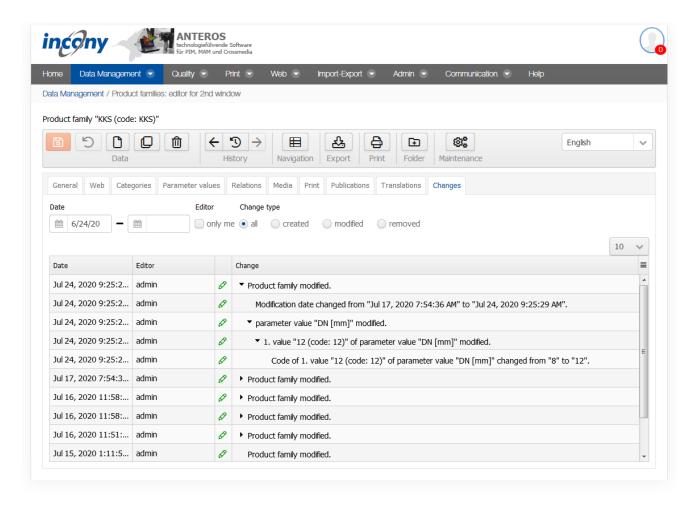


2.2.2.14 Changes tab

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the right. For example, in the screenshot below after clicking on the icon it is shown that the parameter L was changed from 100 to 102.







There are various filter options available so that you can find out about the many points of specific changes.

Date: Here you can restrict the period of the changes.

Editor: Here you can specify whether only changes made by you are to be displayed.

Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.

2.2.3 Products: Categories+List

2.2.3.1 Overview

In "Category+List" you will see the classification tree on the left side and a list of objects (product families or products) on the right side. There are several ways to reduce the list on the right. First of all, the drop-down list of the classification selection is on the left side. Depending on the choice made there, the category tree belonging to the classification is displayed. If you now click on a category and thus select it, only products/product families belonging to the selected category are displayed in the list on the right. You can search for your desired category by clicking through the different levels of the tree or by using the category search above the category tree.

If you have activated the "Actions" column in the top right corner of the product list using the Burger menu, you can perform the following actions on the list:

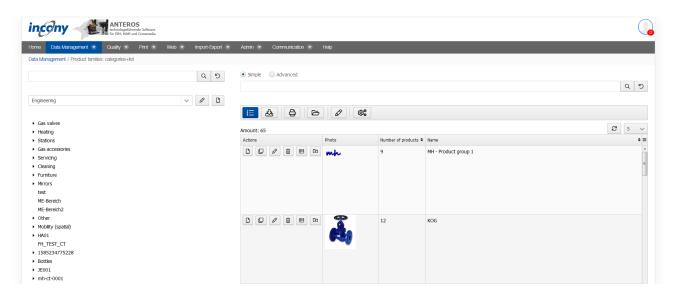
- Edit (pencil icon)
- Delete (garbage can icon)



- Duplicate (icon with two overlapping squares)
- Place in the folder (folder icon with +)
- Remove from the folder (folder icon with -)

You can get a short description of a function in the form of a tooltip by holding your mouse pointer over the corresponding icon.

To create a new object, you must have enabled the "Actions" column in the product list. Then you can create a new object by clicking on the corresponding icon (the single sheet with dog's ear). After the selection a small dialogue window opens. In this dialog a code for the new object is already entered and you only have to assign a name, for which you can also use an existing dictionary entry. With this procedure, the new object is inserted below the one originally selected.

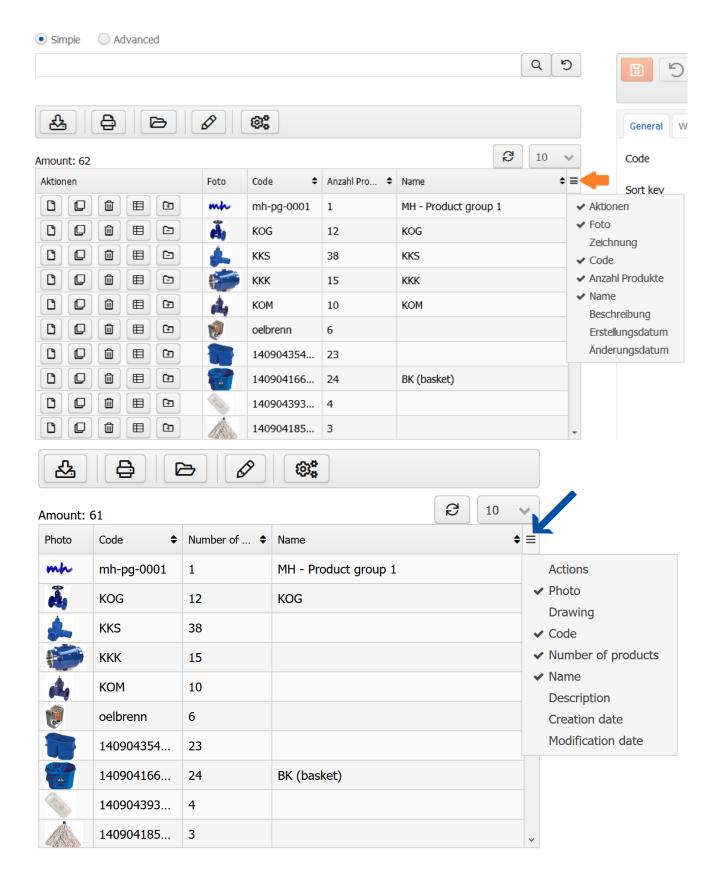


2.2.3.2 Actions for the list

2.2.3.2.1 Overview

There are various actions that you can use to restrict the list and edit the objects in the list. To be able to use some of the functions described in the following subchapters, you must have activated the Actions column in the list. To do this, click on the burger icon (three horizontal lines placed on top of each other) in the top right corner of the list. This will open a small list in which you can click to decide which columns should be displayed in your table. If a column is displayed, there is a check mark in front of its name.





2.2.3.2.2 New

To add a new object, the *Actions* column must be activated in the list. Click on the first icon in the left column. This will open a small pop-up window in which a code for the new object has been created. Additionally you can assign a name in the window and either use an existing dictionary entry



or assign a new name.

Once you have confirmed your entries by clicking the Create button, the object is added to the list.

2.2.3.2.3 **Duplicate**

If, for example, you want to create an existing product family or a slightly modified product again, you can use the duplicate function here. You can do this by clicking the corresponding button in the Actions column. If you click on this button for a product or product family, a window opens in which you can now determine which of the data is to be duplicated and how many duplicates are to be created.

2.2.3.2.4 Editing

There is also the option of jumping directly from the list to the editor of a particular object. Click on the pencil icon in the *Actions* column in the results list to open the editor for the corresponding product or product family.

2.2.3.2.5 Delete

You can also delete products or product families from the list by clicking on the trash can icon in the *Actions* column next to the object that is to be deleted. A message will then appear asking you to confirm the deletion.

2.2.3.2.6 Folder

The folder is ideal for comparing data from several products or product families. If you want to add an object to the list that is not yet in the folder, click on the folder icon in the *Actions* column with a + in it. If you wish to remove an object from the folder use the folder icon with the - on it. Once the desired elements are in the folder, you can open them by clicking the folder icon above the result list.

2.2.3.2.7 Print preview

A printer icon is displayed above the results list with which you can generate a print document for the current results. Clicking the button opens a window with the settings for the document that is to be generated.

2.2.3.2.8 Export

You can also start an export for the results list. Clicking on the table symbol in the bar above the list will open the options that can be adjusted for your export. Here you have two options for exporting data objects (Excel/CSV and GOM/XML). In addition, it is also possible to start a translation export for the product data from the list. You can find more details about the translation export in chapter 2.5.4.

2.2.3.2.9 Mass processing

The pencil icon above the list opens a window in which mass editing is available for all objects in the list. This means that you can edit all objects that are currently in the list at the same time and thus, for example, adjust the parameters of all results at the same time. Likewise, you can assign products to categories here, but it should be noted that categories that are incompatible with the product family categories will not be accepted. In addition, there are now options on how to handle the set categories. Thus, you can ignore set categories (to set only parameter values, for example), add (existing categories will not be changed) or replace (existing categories will be replaced).

2.2.3.2.10 Maintenance

By clicking on the maintenance icon, you can start maintenance for the data object that is currently in the editor or for a set of data objects in a list. Here, a dialog box will open in which you have all the options that are also available in the "Maintenance" menu option in the admin area.

2.2.3.2.11 Sorting

In addition, behind some column names you will see two arrows pointing up and down, one above the other. These indicate that you can sort the list by these attributes. Just click on the column name, another click changes the sorting from alphabetical ascending to alphabetical descending. If



you hold down the SHIFT key, you can also sort by more than one column. Small numbers behind the arrows indicate which column is used first for sorting and in which column the sorting of the other columns is relevant. To cancel sorting by more than one column, simply click on a column name without holding down SHIFT. Lastly, you can re-sort the list here using Drag&Drop if the button with the numbered list above the list is highlighted in blue. All you have to do is left-click on the desired object while holding down the left mouse button. You can then move the object to its new position. For visualization purposes, a blue line will appear in the list representing the position of the object.

2.2.3.3 Search

The " **Categories+List** " area offers you three options for performing a search:

- Above the category tree you will find a simple search, with which you can search for a category based on its name.
- Another simple search can be found above the results list. Here you can filter the results in the list based on the name.
- Limit the results list with an advanced search, e.g. general data like the name, as well as parameters and quality levels.

2.2.4 Products: Editor for 2nd window

2.2.4.1 Overview

The last menu item for product families/ products "**Editor for 2nd window**" opens an empty editor in a new tab. Here you have the same possibilities as in the menu item "Product family: Categories +List".

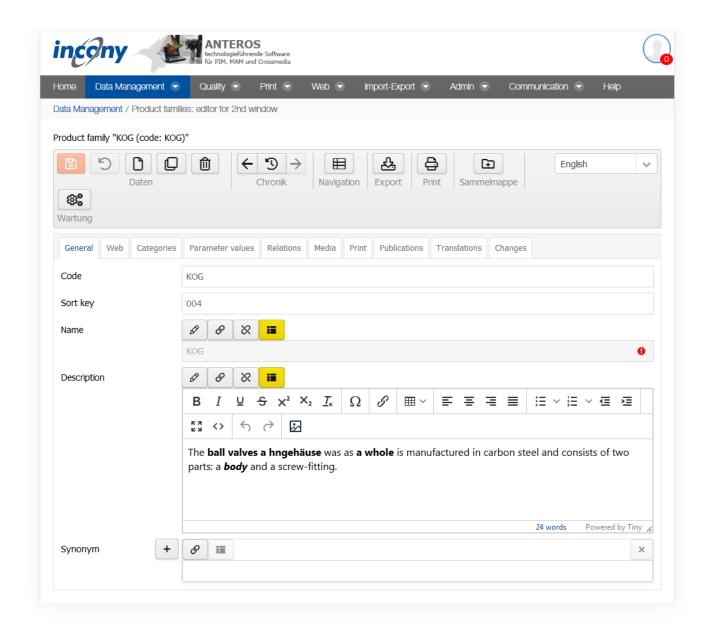
The product list allows you to edit (pencil symbol), delete (trash can symbol), duplicate (symbol with two overlapping squares), or place a product family in the folder ("folder symbol") by clicking on the respective symbol (here the "Actions" column must be activated in your list). If you hover the mouse over a symbol, a short description of its respective function will appear.

There are two ways of creating a new object.

If you have activated the column "Actions" in the product list, you can create a new object by clicking on the corresponding icon (the single sheet with dog-ear). After the selection a small dialog window opens. A code for the new object is already entered in this dialog box and you only have to enter a name, for which you can also use an existing dictionary entry. In this procedure, the new object is inserted below the one you clicked on the icon.

In the editor, you will find the described icon in the header line. Here, too, a dialog box appears after selection, initially only showing a generated code without possibility of assigning a name yet. Confirm the code, or adapt it according to your wishes, and then click on "Create" and an empty object will be opened in the editor and you can enter the required data. The object will appear at the top of the list after saving.





2.2.4.2 Folder

The collection folder can be useful when you want to trigger an export or print generation for several selected objects which you cannot restrict using a search query.

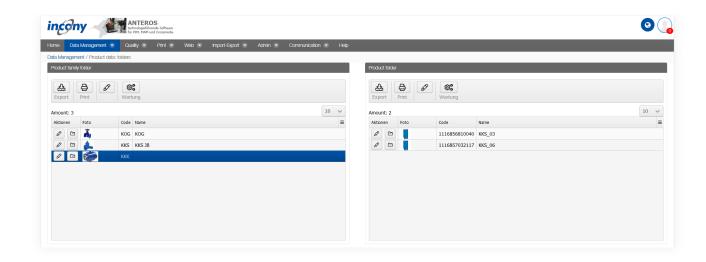
Click on the folder icon in the list of relevant product families to place it in a folder. This action changes the symbol in front of these product families to a Delete icon, which you can then use to easily remove the product families from the folder. This works in the same way for products.



After you have placed all the relevant product families in the folder, find the sub-menu "Product data: folders" under the Data maintenance menu. Here you can see your folders for products and product families.

Start the export or the print generation by selecting one of the symbols above the list.





2.2.4.3 Actions in the product editor

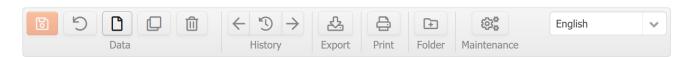
2.2.4.3.1 Overview

The editor has menus at the top with multiple icons that allow you to perform actions such as save or duplicate.

The following subchapters explain these actions in further detail.

It is important to note that not all icons are displayed in all editors. The following screenshot shows, for example, the icon area of the product editor. Icons are shown or hidden depending on the object to be edited (product, product family, category, parameters,...). In the following, only the relevant icons of the editor are explained.

<u>Note:</u> Each time the editor saves a change, incorrect or missing mandatory entries are indicated before the final save with an indication of the rider and, if applicable, the subrider.



2.2.4.3.2 Save

Use the "Save" function or the "Save" icon to save the currently entered data.

Once the saving process is finished, a green tick will appear next to the delete symbol.

If mandatory parameters are missing, the system does not save the data and a red error message will appear next to the delete symbol, indicating which mandatory parameters are missing.



Product "KKK_18 (code: 1116854540594)" of Product family "KKK (code: KKK)"



2.2.4.3.3 Undo

All unsaved changes will be undone.

2.2.4.3.4 Duplicate

Objects that only slightly differ in data can be duplicated. This can be done with the "Duplicate" action or with the "Duplicate" icon.

Clicking on the icon will open a dialog window in which you can define simple and advanced settings for the duplicate.

2.2.4.3.5 Delete

The product family, the product or the data object will be permanently deleted.

2.2.4.3.6 History

The history provides an overview of the edited products/product families. The "<-" icon loads the previous object from history into the editor and the "-> " icon loads the next object.

2.2.4.3.7 Edit product family

In this section you have two possible options of changing something in a product family directly from the product. First, you can edit the product family of the selected product and second, you can assign the product to another product family.

2.2.4.3.8 Export

To trigger the export for this object with the current data, select "Export". Depending on which settings have been made, the export file will be displayed as a download link, emailed to you, etc.

2.2.4.3.9 Print preview

To generate the print preview for this product family with the current data, select "Print preview ". Consequently, the generated print file is offered for download. To view it in PDF format, a PDF display program (Adobe) must be installed on your computer; for INX, Adobe InDesign must be installed.

2.2.4.3.10 Maximize

The button in the upper right corner next to the language selection allows you to maximize the editor over the entire window or undo the maximization of the editor.

2.2.4.3.11 Add to folder

Click on the icon to either add the product family to the folder (when there is a + on the folder icon) or remove the product family from the folder (if there is a '-' sign on the folder icon).

2.2.4.3.12 Maintenance

By clicking on the maintenance icon, you can start maintenance for the data object that is currently in the editor or for a set of data objects in a list. Here, a dialog box will open in which you have all the options that are also available in the "Maintenance" menu option in the admin area.



2.2.4.3.13 Unsaved changes icon

Whenever you change data in a tab and have not yet saved it, the "Change" icon (a small asterisk) will appear to the left of the tab name in which you made the change. When saving, your entries will be checked. After this, you will see a note telling you whether the save was successful. This note disappears automatically, if an error occurs it will remain for longer, but it can also be closed at any time by pressing the X.

2.2.4.4 General tab

2.2.4.4.1 **Definition**

You can enter elementary data in the "General" input area. The mandatory fields are indicated by a different colour. The information in this tab includes code, sort criteria, name, description and synonyms.

2.2.4.4.2 Code

The "Code input field allows you to enter an identifier or code for the product family. You must select a code that is unique to the catalog, otherwise you will receive an error message when saving. It is recommended that you choose a descriptor that is easy to understand and remember.

After clicking on the New symbol, the system always sets a code based on the current time (to the millisecond). However, this code is not "speaking", meaning not always easy to understand and remember, and can make later searches or changes more tedious. For this reason, you can also provide your own separate identifier in the Code field.

Recommendation: Only use letters and numbers for the code and, if possible, only a dot, hyphen or underscore as special characters in the code. The use of the special characters $@' " \setminus = \beta$ will prompt an error message, as these characters are not allowed.

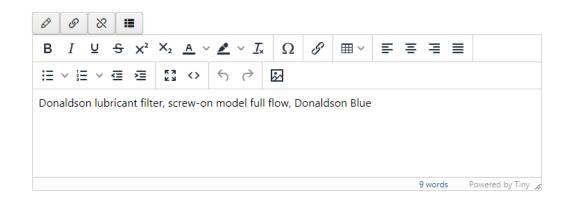
2.2.4.4.3 Name

In this field, the name of the object can be added.

2.2.4.4.4 Description

You should enter an explanation in the "Description" field. The description can be displayed in the lists, in print, web or apps. You can format this description by using the formatting elements in the toolbar.

Description



2.2.4.4.5 Product type

This selection list allows you to select one or more product types for your product or product family.

2.2.4.4.6 Synonyms

You can define any number of synonyms. Synonyms are alternative terms your customers or staff can also search for, e.g. "wrench" as a synonym for "monkey-wrench". Use the button with the plus



symbol to add more synonyms, the arrows can be used to sort them and the button with the X to remove synonyms.

Note: The synonyms are technically linked to the dictionary entry of the name.

This means that changing synonyms will affect every instance where the dictionary entry of the name is used.

For example, if a synonym is added, the new synonym will also be added to all other data objects that use the same dictionary entry with the name.

When setting another dictionary entry for the name, all synonyms of the new dictionary entry will also be applied.

If no synonyms are stored for the new dictionary entry, the list of synonyms will also be empty after setting.

If the name of the dictionary entry is deleted, the previous synonyms are also removed from the data object.

2.2.4.5 Parameter values tab

2.2.4.5.1 Definition

This area can be used to assign values to parameters that are defined in the assigned category. A parameter can either be a mandatory field or an optional field. Empty mandatory fields can be recognized by the red frame around the input field. Mandatory input fields, must always contain values. Some fields inherit their values from the product family to which the product is assigned. However, you can overwrite these values by clicking on the hierarchy symbol. This also works the other way round. If a value has been assigned to a parameter and there is a corresponding different value in the product family, the independent value can be overwritten by clicking on the hierarchy symbol with the value of the product family.

2.2.4.5.2 Language dependent - language independent

A text parameter can be defined as language-dependent or language-independent. For a language-dependent parameter, the values for each language must be input separately. If a parameter is language-independent, the entered value is valid for all languages. Modifications of language-independent values have an effect on all languages.

Whether a parameter is language-dependent or language-independent is determined by your admin in the parameter definition.

2.2.4.5.3 Single or multiple values

Parameters can be defined by a single value or may have multiple values, depending on their definition in the classification editor. Unique parameters allow at most one value as input.

R [mm]	80
N [mm]	22

2.2.4.5.4 Selection list

If the administrator has defined default values for a parameter, these values can be chosen from a selection list. For parameters which were defined as "max. one value for a product" by the administrator, only a single value can be selected from the list.

For multi-valued parameters, a selection list is displayed which allows more than one entry. Similar to Windows applications, pressing the Ctrl-key and clicking on an element adds or removes it.



2.2.4.5.5 Numerical parameters

An input field for numerical parameters will appear in which you can enter any number, but no letters or other characters. When inputting, please note that a comma or the character separating 1000s is interpreted according to the language selected in the login form. If you have logged in via the German login form, numbers of the format 9,8 or 9.022,88 are allowed. If you have logged in via the English login form, numbers of the form 9.8 or 2,988.78 are allowed. Numeric parameters are always language independent.

Warning: If the incorrect character is used, it will be ignored. For example, if you have logged in via the German login page and enter the value 28.98 in a numeric field, this is interpreted as 2898. In English, for example, 1.000,8 is interpreted as 1,0008.

Formats: Numerical parameters can be defined as a fixed format. At present, the following numerical formats may be available:

- Inch notation (allows you to enter 1/2 or 2 1/3)
- One decimal place (numerical values with one digit after the decimal point)
- Two decimal places (numerical values with two digits after the decimal point)

2.2.4.5.6 Number ranges

There are parameters that are not defined by a single value, but by a range of values. These values have two input fields separated by a hyphen. If you only enter one value, this value is considered both the minimum and maximum. Parameters for number ranges are always language-independent.

2.2.4.5.7 Structured parameters

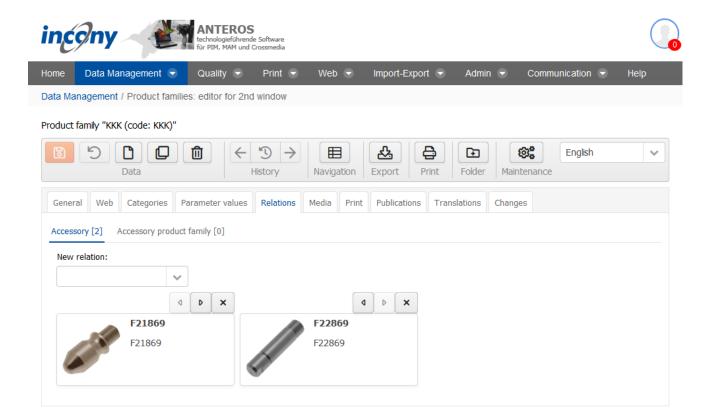
Once you have defined a structured parameter, you can edit it within the assigned product family or product.

You can also find the created structured parameter in the "Parameter values" tab of the product family or product, similar to simple parameters with the type number, range or text. Here you can see the structured parameter in the form of a table in which you can now enter the corresponding values.

2.2.4.6 Relations tab

In this tab you can set various relations to other products or product families. Using these relations, your customers can navigate between the objects in the web catalog/web shop with just a few clicks. In the ANTEROS standard, the relationship types "Accessories" for product families and products and "Spare parts" for products are configured. In "Accessories" the relationships are displayed individually by default and in "Spare parts" they are displayed in table form. Other relationship types can be configured in your ANTEROS application.





Existing relations can be deleted by clicking on the **X-button**.

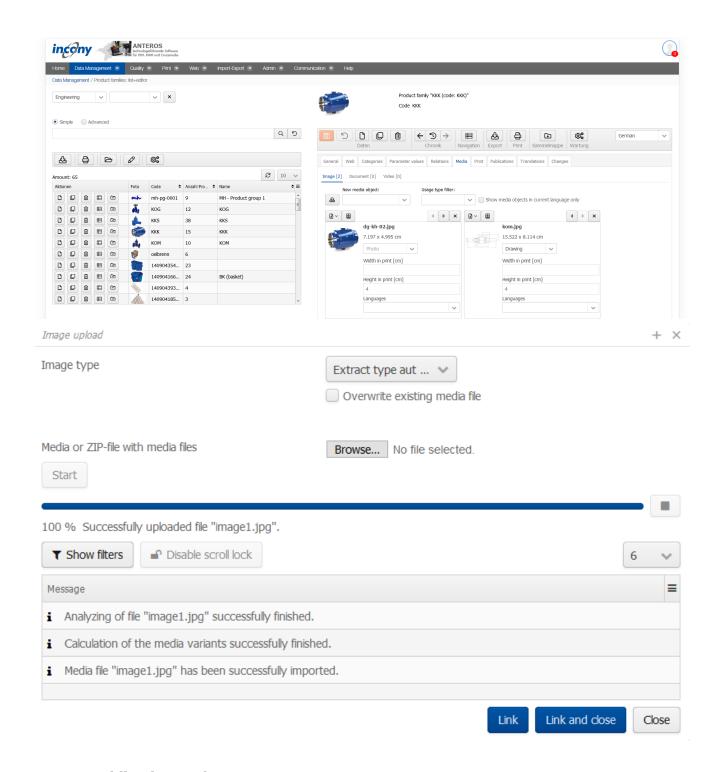
To create new relations, click on the arrow symbol next to the input field. This opens a drop-down list that you can scroll through. Once you have found the right product / product family for your new relation, create the relations by simply clicking on the object. If you already know which relation you want to create, you can enter the name or code in the input field and thus limit the drop-down list. The representation in the spare parts section of the tab is different from the other sections. Here the relations are presented in a list. In addition, the relations in the table can be re-sorted here not only by using the arrow icons, but also via Drag&Drop.

2.2.4.7 Media tab

The Media tab contains a list of all media types such as image, document and video, you can restrict the output to your current language by checking the checkbox. Each of these types has its own subtab. A special feature of working in the Media tab is that you also have the possibility to upload media objects that are not yet included here, but you can only upload one file at a time. However, you can assign these files directly to the object opened in the editor and thus save yourself a step in between.

Further input options for media are described in the chapter "Media assets".





2.2.4.8 Publications Tab

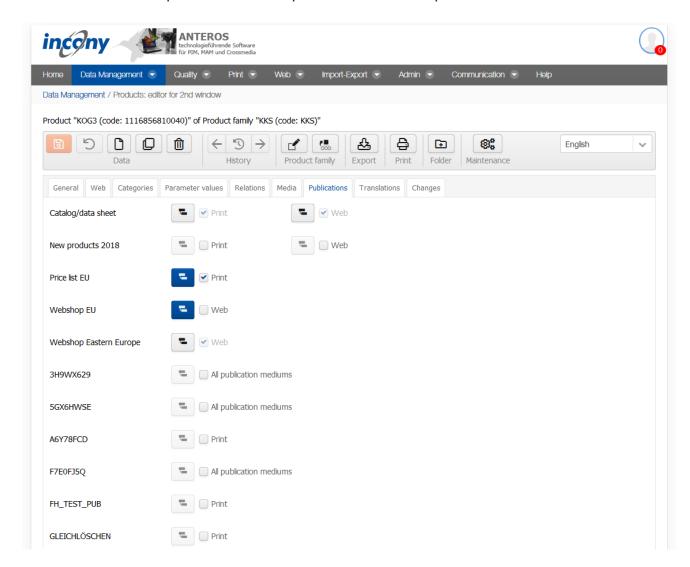
Here you will find a list of all publications, some of which are differentiated between print and web presentation. You can select these representation types by selecting the appropriate checkboxes. Publications that have yet to be assigned to a higher-level object are indicated by a gray inheritance icon in front of the publication. If you place the mouse pointer over the symbol, the tooltip shows from which category the assignment is inherited. Here you can simply select the checkbox and to assign the publication to an object.

On the other hand, if an assignment to a publication has already been set in a parent object, there is a blue inheritance icon in front of the publication. Here you can only change the inherited settings if you have clicked on the inheritance icon and the checkbox is no longer grayed out. If you place



the mouse pointer over the symbol, the tooltip shows from which category the assignment is inherited.

The information you enter here will be inherited by the associated products. However, you can overwrite these inherited specifications in the publication tab of the products.



2.2.4.9 Workflows tab

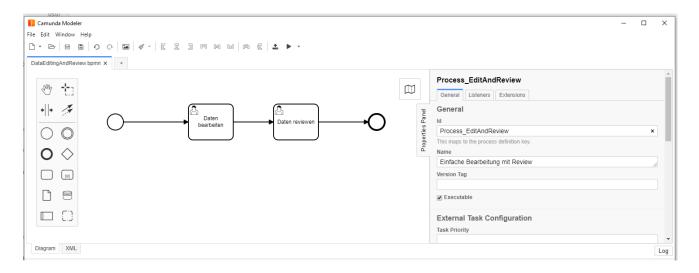
In the Workflows tab, the workflows that are controlled and executed by the Camunda system are operated. Workflows can be freely defined using BPMN models with the help of the "Camunda Modeler" application, which must be installed on the local PC for this purpose. The Camunda Modeler can be downloaded free of charge.

BPMN models created in this way can be uploaded directly to ANTEROS. These must be activated only for products, product families or media objects, which is task of the administrator.

An example is used here to illustrate how this works.

The BPMN model looks like this in the Camunda Modeler:





Each symbol has the following meaning:

ዏ

Each BPMN model has a unique starting point (technically: start event), which is visualized by this symbol.

If a workflow is started, this node is visited and its outgoing edges / transitions are traversed.

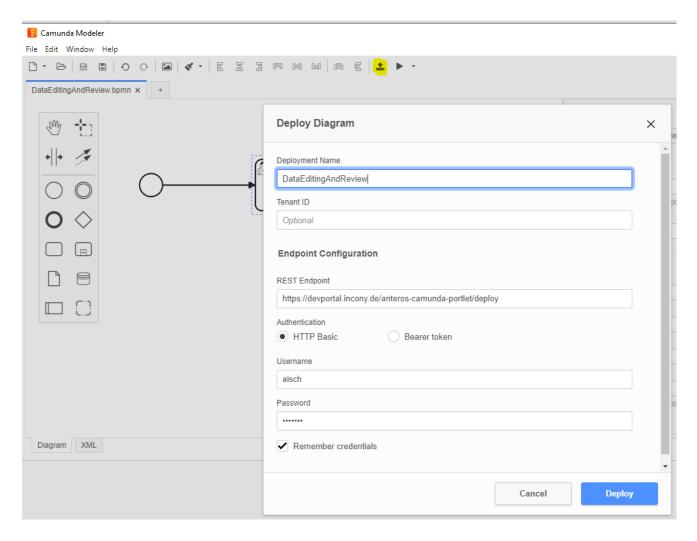
This is a transition (technically: flow) from one element to another.

This is a so-called user task (technically: activity or user task), i.e. a task that must be executed by a user.

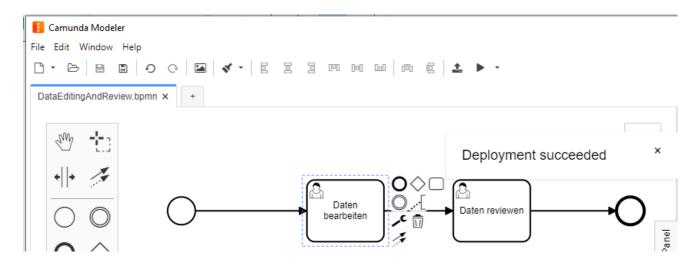
This is an endpoint of a BPMN model. Visiting an endpoint terminates the work-flow process.

This workflow can be uploaded directly to ANTEROS in the Camunda Modeler:





Clicking the "Deploy" button will display a short message if the deployment was successful:



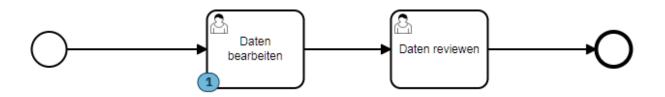
This workflow is installed in the Camunda backend, which is integrated in ANTEROS. Now this workflow has to be made known to the editors in ANTEROS, for it to be offered in the "Workflow" tab of the product (family) editor.

After this has been done, the "Workflow" tab will appear within the editing tools, where this new workflow can be started:

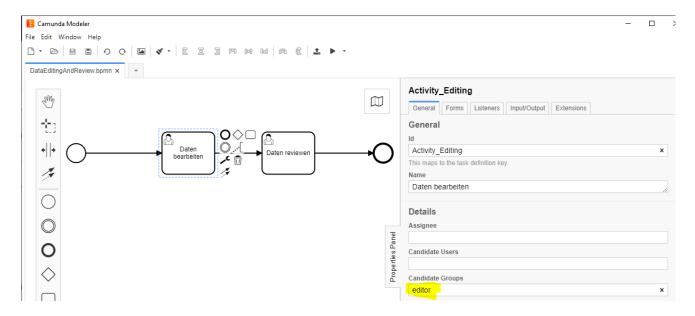


To start the workflow of a product you just have to click on the "Start workflow" button: Once a workflow has been started for a product, it cannot be deleted, therefore the delete button in the editor will be disabled. This would remove the basis of the running workflow, something that is prevented by this. Changing the code of the product is also not allowed while the workflow is running.

After starting the workflow, you can see that a task is pending. However, this task has not yet been started properly, which can be seen from the button. In the workflow, the start node has been passed and the first user task has been visited, the process is in a state where the task is pending, but still needs to be started by a user:



A task can generally be executed by different users. These users can be defined in the BMPN model by specifying so-called candidates. In this example, a user group "editor" was stored in this task. It looks like the following in the Camunda Modeler:

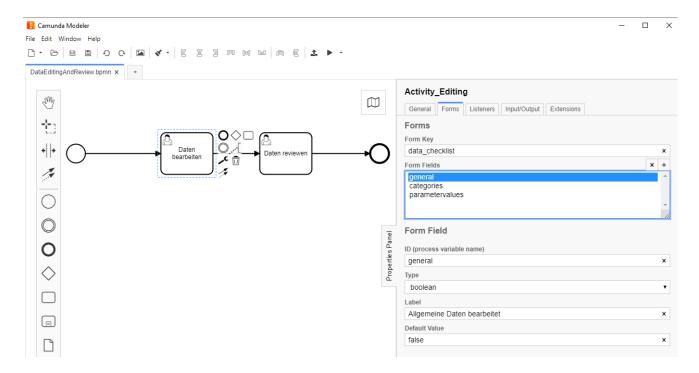


The start button in the "Workflow" tab is disabled for users who are not in this group: In this state, different users are generally responsible for a task. As soon as one of these users starts the task in a product, then this user is solely responsible for the task and must complete it. In this example, a form has been stored in the BPMN model that must be filled out before the task is completed:

For other users, including those who could have completed the task before, this is indicated as follows:

The displayed form is stored in the task in the BPMN model, in the Camunda Modeler it looks like this:



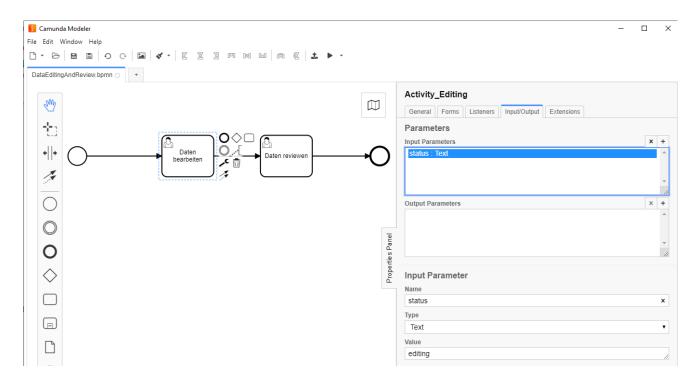


Here you can freely define input fields with a unique ID, a type (boolean represents yes/no), a name and optionally a default value. Further restrictions can be defined for a field, e.g. a field can be marked as mandatory, the minimum or maximum length can be defined in a text field or a minimum and/or maximum can be defined in a number field. Further information can be found in the Camunda documentation.

In order for a task to be completed by the assigned user, all entries must have been made in compliance with the restrictions. In this example, no special constraints are stored in the fields.

In a BPMN model a status can be set in different locations, which will be stored internally in the respective product in a system parameter. For example, a so-called input or output parameter with the name "status" can be set in a task. In this example, a status "editing" was stored in the task "Data processed":





This status can be used, for example, to filter for products with specific status in the advanced search:

This allows reports to be conveniently generated to visualize an overview of the processing status of the products in the dashboard:

In addition to the status, further information on workflows is stored in system parameters on the product data, according to which products can be filtered in the advanced search. Thus, one can generally search for products for which a certain workflow is running, regardless of their status. In addition, one can search for products for which tasks are pending or need to be completed for specific users.

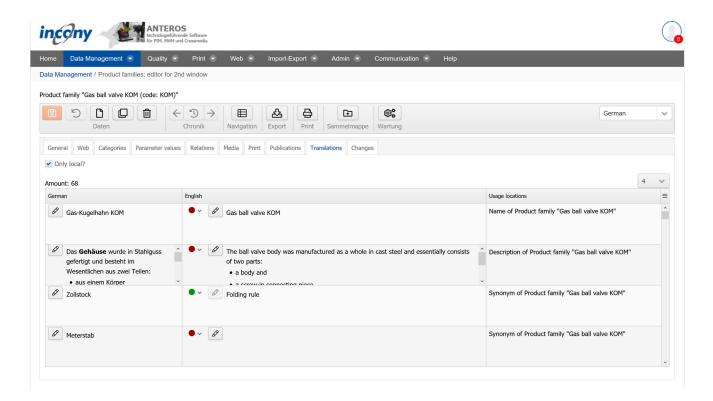
In BPMN models you can do much more complex things than in the example shown. For example, you can include timers in a workflow to implement an escalation process, for example. Other interesting options include automatically starting workflows for new objects, sending e-mails from a workflow, or calling web services to trigger the generation of a print catalog, for example. Through scripting possibilities, one can also implement complex checks or case distinctions in a BPMN model, and much more.

2.2.4.10 Translations tab

This tab contains all texts and corresponding translations associated with this object. By default, the "Local uses only" checkbox is selected and thus only texts used in the current product family appear in the list below.

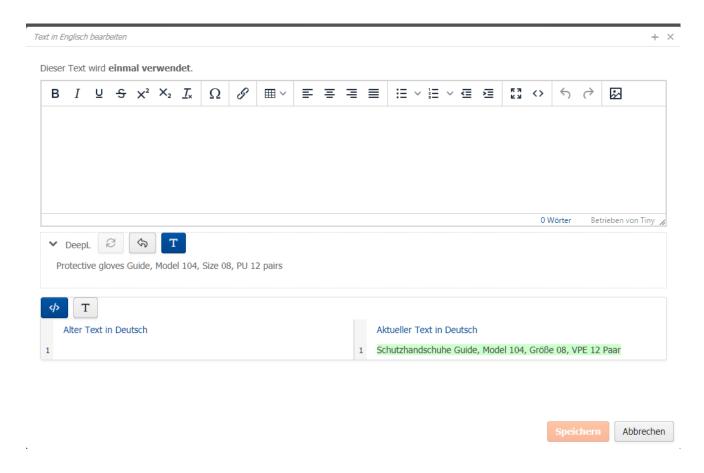
To prevent inconsistent text changes, the "Texts" tab is deactivated as soon as changes are made in any other tab. After saving your changes, the "Texts" tab will be reactivated.





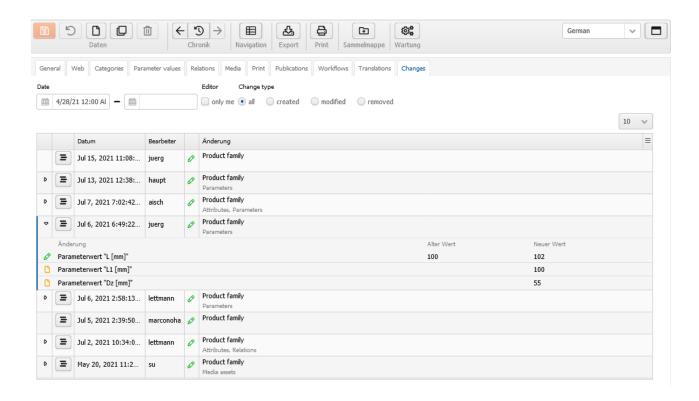
If you use the ANTEROS.tm.deepl, you can use the translation help from DeepL here. For this you only have to click the edit button (pencil) in the "foreign language". This opens the translation dialog and in the bottom right corner the current text is displayed in the master language. To now have the text translated by DeepL, click on the update button next to the text "DeepL". After a few seconds the text translated by DeepL will appear. By clicking the Apply button, this translation is transferred to the editable text, where you can further adjust the text if necessary.



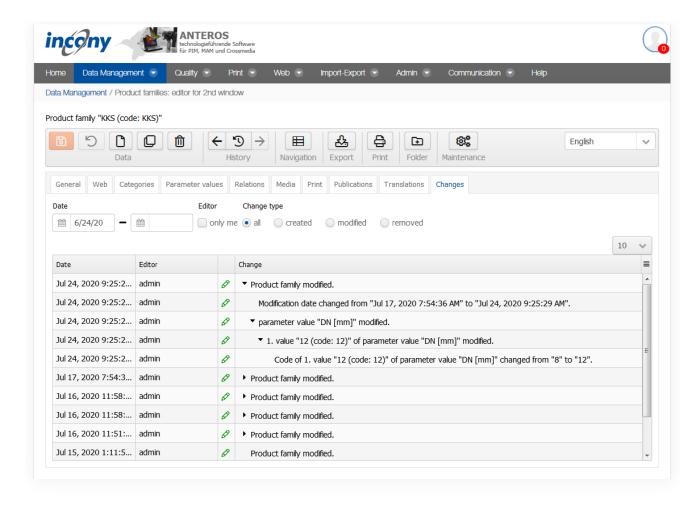


2.2.4.11 Changes tab

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the right. For example, in the screenshot below after clicking on the icon it is shown that the parameter L was changed from 100 to 102.







2.3 Product data

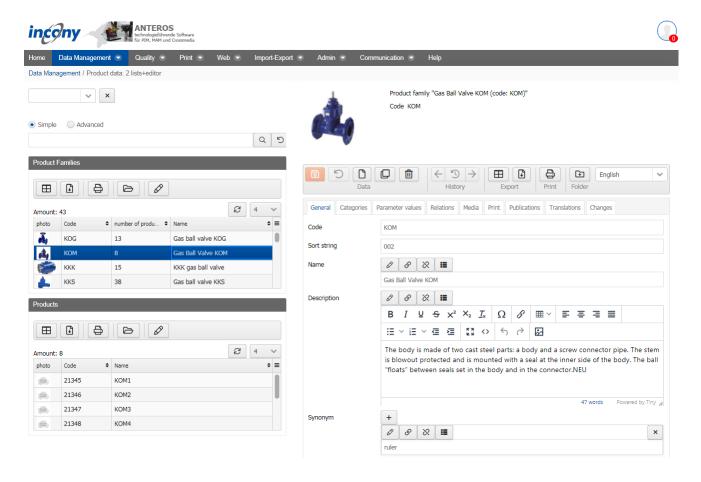
2.3.1 Product data: 2 lists + editor

2.3.1.1 Overview

In the data maintenance menu you will find the item **"Product data: 2 lists+editor"**. On the left side a list with all product families and a list of the products which are assigned to the product family which you have selected in the upper list are displayed. The editor on the right acts as both a product family editor and a product editor, depending on the object you have clicked on in one of the lists

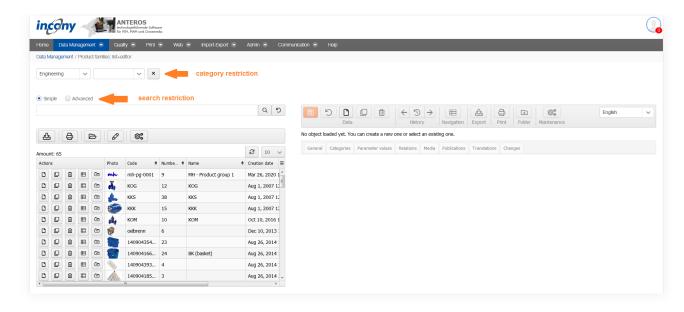
The editor and its functions are explained in more detail in the following subchapters.





2.3.1.2 Adding constraints to list items

You can restrict the list by selecting categories and subcategories at the top or by reducing the result list to the relevant objects using a simple or advanced search.





Category Restriction: In the first field that is permanently displayed, you can select the first top-level category. Depending on which category you have selected and whether this category has sub-categories, you will be provided with additional selection lists.

By clicking on the X button next to a selection list, you can cancel the selection of the category.



2.3.1.3 Product Families

2.3.1.3.1 Product family editor: overview

For the product family, you can store general information, category assignments, parameter values, and information in various input areas. The following tabs are available for structured editing: **General:** This includes the code, name, sort criterion, synonyms, and a description of the product family.

Categories: Here you can assign the product family to a category.

Parameter values: Here you can define shared parameter values for all products of this product family.

Relations: Here you can define relationships from this product family to other product families or products.

Media: Here you can assign images, documents and videos to the product family.

Print: Here you can define specific settings for print (such as page break after the product family).

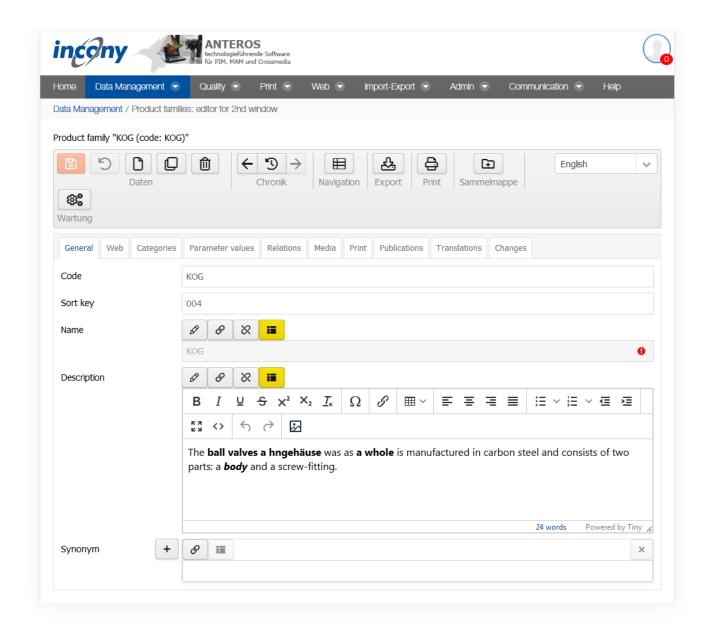
Publications: Here you can determine in which publications and whether the product family should be included in print and/or web. These settings can also be inherited from the category to which the product family is assigned.

Translations: This lists all texts with the corresponding translation status that are used in the product family.

After a product family has been created with a code assigned by the system, you should first enter and save some information to identify the new product family in the General tab. It is advisable to then assign this product family to a category.

<u>Note:</u> Each time the editor saves a change, incorrect or missing mandatory entries are indicated before the final save with an indication of the rider and, if applicable, the subrider.





2.3.1.3.2 Actions in the product family editor

2.3.1.3.2.1 Overview

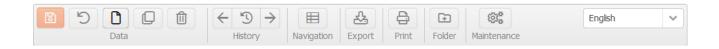
The editor has menus at the top with multiple icons that allow you to perform actions such as save or duplicate.

The following subchapters explain these actions in further detail.

It is important to note that not all icons are displayed in all editors. The following screenshot shows, for example, the icon area of the product editor. Icons are shown or hidden depending on the object to be edited (product, product family, category, parameters,...). In the following, only the relevant icons of the editor are explained.

<u>Note:</u> Each time the editor saves a change, incorrect or missing mandatory entries are indicated before the final save with an indication of the rider and, if applicable, the subrider.





2.3.1.3.2.2 Save

Use the "Save" function or the "Save" icon to save the currently entered data. Once the saving process is finished, a green tick will appear next to the delete symbol. If mandatory parameters are missing, a yellow warning sign is displayed next to the delete symbol instead.

2.3.1.3.2.3 Undo

All unsaved changes will be undone.

2.3.1.3.2.4 New

You can create new objects using the "new" icon or the "plus" icon in the product list.

2.3.1.3.2.5 Duplicate

Objects that only slightly differ in data can be duplicated. This can be done with the "Duplicate" action or with the "Duplicate" icon.

Clicking on the icon will open a dialog window in which you can define simple and advanced settings for the duplicate.

2.3.1.3.2.6 Delete

The product family, the product or the data object will be permanently deleted.

2.3.1.3.2.7 History

The history provides an overview of the edited products/product families. The "<-" icon loads the previous object from history into the editor and the "-> " icon loads the next object.

2.3.1.3.2.8 Export

To trigger the export for this object with the current data, select "Export". Depending on which settings have been made, the export file will be displayed as a download link, emailed to you, etc.

2.3.1.3.2.9 Print preview

To generate the print preview for this product family with the current data, select "Print preview ". Consequently, the generated print file is offered for download. To view it in PDF format, a PDF display program (Adobe) must be installed on your computer; for INX, Adobe InDesign must be installed.

2.3.1.3.2.10 Maximize

The button in the upper right corner next to the language selection allows you to maximize the editor over the entire window or undo the maximization of the editor.

2.3.1.3.2.11 Add to folder

Click on the icon to either add the product family to the folder (when there is a + on the folder icon) or remove the product family from the folder (if there is a '-' sign on the folder icon).

2.3.1.3.2.12 Maintenance

By clicking on the maintenance icon, you can start maintenance for the data object that is currently in the editor or for a set of data objects in a list. Here, a dialog box will open in which you have all the options that are also available in the "Maintenance" menu option in the admin area.

2.3.1.3.2.13 Unsaved changes character

Whenever you change data in a tab and have not yet saved it, the "Change" icon (a small asterisk) will appear to the left of the tab name in which you made the change. When saving, your entries will be checked. After this, you will see a note telling you whether the save was successful. This note



disappears automatically, if an error occurs it will remain for longer, but it can also be closed at any time by pressing the X.

2.3.1.3.3 General tab

2.3.1.3.3.1 Definition

You can enter elementary data in the "General" input area. The mandatory fields are indicated by a different colour. The information in this tab includes code, sort criteria, name, description and synonyms.

2.3.1.3.3.2 Code

The "Code input field allows you to enter an identifier or code for the product family. You must select a code that is unique to the catalog, otherwise you will receive an error message when saving. It is recommended that you choose a descriptor that is easy to understand and remember.

After clicking on the New symbol, the system always sets a code based on the current time (to the millisecond). However, this code is not "speaking", meaning not always easy to understand and remember, and can make later searches or changes more tedious. For this reason, you can also provide your own separate identifier in the Code field.

Recommendation: Only use letters and numbers for the code and, if possible, only a dot, hyphen or underscore as special characters in the code. The use of the special characters @ ' " \setminus = ß will prompt an error message, as these characters are not allowed.

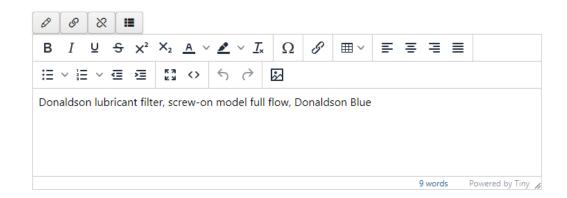
2.3.1.3.3.3 Name

In this field, the name of the object can be added.

2.3.1.3.3.4 Description

You should enter an explanation in the "Description" field. The description can be displayed in the lists, in print, web or apps. You can format this description by using the formatting elements in the toolbar.

Description



2.3.1.3.3.5 Synonyms

You can define any number of synonyms. Synonyms are alternative terms your customers or staff can also search for, e.g. "wrench" as a synonym for "monkey-wrench". Use the button with the plus symbol to add more synonyms, the arrows can be used to sort them and the button with the X to remove synonyms.

Note: The synonyms are technically linked to the dictionary entry of the name.

This means that changing synonyms will affect every instance where the dictionary entry of the name is used.

For example, if a synonym is added, the new synonym will also be added to all other data objects that use the same dictionary entry with the name.

When setting another dictionary entry for the name, all synonyms of the new dictionary entry will



also be applied.

If no synonyms are stored for the new dictionary entry, the list of synonyms will also be empty after setting.

If the name of the dictionary entry is deleted, the previous synonyms are also removed from the data object.

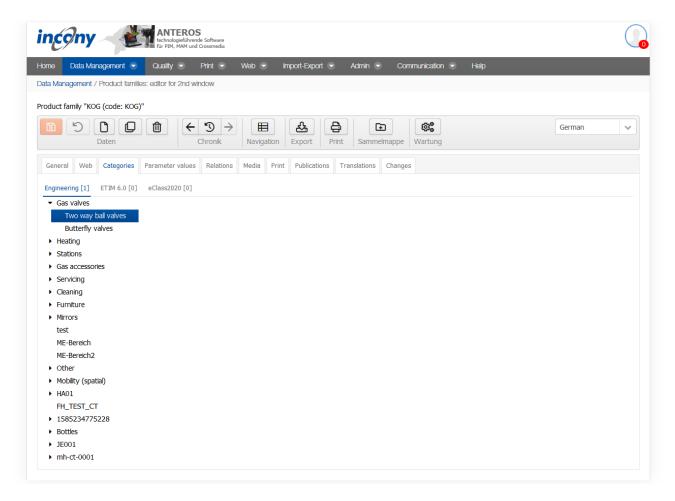
2.3.1.3.4 Category tab

Once an object has been created, you should assign it to a category. An object that is not assigned to a category is not displayed in the print catalog and cannot be found in the Web shop or app via the search tree, only via the keyword search.

If you have selected one or more product types in the General tab, your object will automatically be assigned to their categories, as these are inherited. As already known from the inheritance of the product family categories to the products, inherited main or intermediate categories can be further refined locally. However, leaf categories can no longer be modified.

If you use several classifications in your system, e.g. your company classification and ETIM, then these classification trees appear under the tab "Categories". By clicking on the arrow symbols, you can expand and collapse the category tree step by step. Once you have found the appropriate category for your product family, select the category by clicking on it. The category(ies) that are highlighted in blue have already been assigned to the object.

After selecting a category, all parameters defined in the selected category(ies) appear in the "Parameter values" tab (not in media assets).





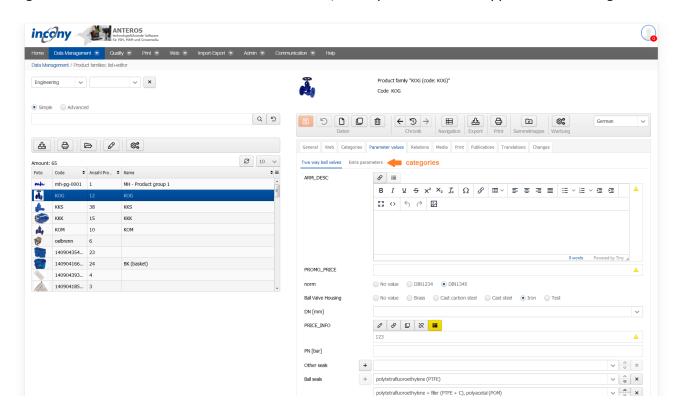
2.3.1.3.5 Param.values tab

2.3.1.3.5.1 Definition

The Parameter values tab shows all the parameters that have been defined by the administrator in the categories selected in the "Category" tab. The parameters are categorized according to these: For each category there is a separate tab under the parameter values.

If you use product types, there is a separate tab here for each product type, and not for each category.

In addition, there may be another tab "Other parameters" for parameter values that are set in the object but are not defined in the currently assigned categories, because you have deleted the assignment but not the parameter values in the meantime. You can also freely add new parameters here. For this purpose a selection list of parameter definitions is available, where you can search for them. For each parameter definition selected there an input field is created. If you enter a value for input fields added in this way, the input field will remain in the "Other parameters" sub-tab after saving. If no value is entered or if it is removed later, the input field also disappears after saving.



2.3.1.3.5.2 Language dependent - language independent

A text parameter can be defined as language-dependent or language-independent. For a language-dependent parameter, the values for each language must be input separately. If a parameter is language-independent, the entered value is valid for all languages. Modifications of language-independent values have an effect on all languages.

Whether a parameter is language-dependent or language-independent is determined by your admin in the parameter definition.

2.3.1.3.5.3 Single or multiple values

Parameters can be defined by a single value or may have multiple values, depending on their definition in the classification editor. Unique parameters allow at most one value as input.



R [mm]	80
N [mm]	22

2.3.1.3.5.4 Selection list

If the administrator has defined default values for a parameter, these values can be chosen from a selection list. For parameters which were defined as "max. one value for a product" by the administrator, only a single value can be selected from the list.

For multi-valued parameters, a selection list is displayed which allows more than one entry. Similar to Windows applications, pressing the Ctrl-key and clicking on an element adds or removes it.

2.3.1.3.5.5 Numerical parameters

An input field for numerical parameters will appear in which you can enter any number, but no letters or other characters. When inputting, please note that a comma or the character separating 1000s is interpreted according to the language selected in the login form. If you have logged in via the German login form, numbers of the format 9,8 or 9.022,88 are allowed. If you have logged in via the English login form, numbers of the form 9.8 or 2,988.78 are allowed. Numeric parameters are always language independent.

Warning: If the incorrect character is used, it will be ignored. For example, if you have logged in via the German login page and enter the value 28.98 in a numeric field, this is interpreted as 2898. In English, for example, 1.000,8 is interpreted as 1,0008.

Formats: Numerical parameters can be defined as a fixed format. At present, the following numerical formats may be available:

- Inch notation (allows you to enter 1/2 or 2 1/3)
- One decimal place (numerical values with one digit after the decimal point)
- Two decimal places (numerical values with two digits after the decimal point)

2.3.1.3.5.6 Number ranges

There are parameters that are not defined by a single value, but by a range of values. These values have two input fields separated by a hyphen. If you only enter one value, this value is considered both the minimum and maximum. Parameters for number ranges are always language-independent.

2.3.1.3.5.7 Structured parameters

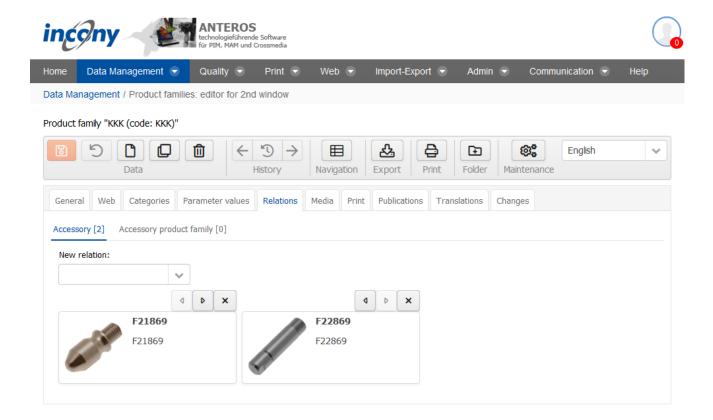
Once you have defined a structured parameter, you can edit it within the assigned product family or product.

You can also find the created structured parameter in the "Parameter values" tab of the product family or product, similar to simple parameters with the type number, range or text. Here you can see the structured parameter in the form of a table in which you can now enter the corresponding values.

2.3.1.3.6 Relations tab

In this tab you can set various relations to other products or product families. Using these relations, your customers can navigate between the objects in the web catalog/web shop with just a few clicks. In the ANTEROS standard, the relationship types "Accessories" for product families and products and "Spare parts" for products are configured. In "Accessories" the relationships are displayed individually by default and in "Spare parts" they are displayed in table form. Other relationship types can be configured in your ANTEROS application.





Existing relations can be deleted by clicking on the **X-button**.

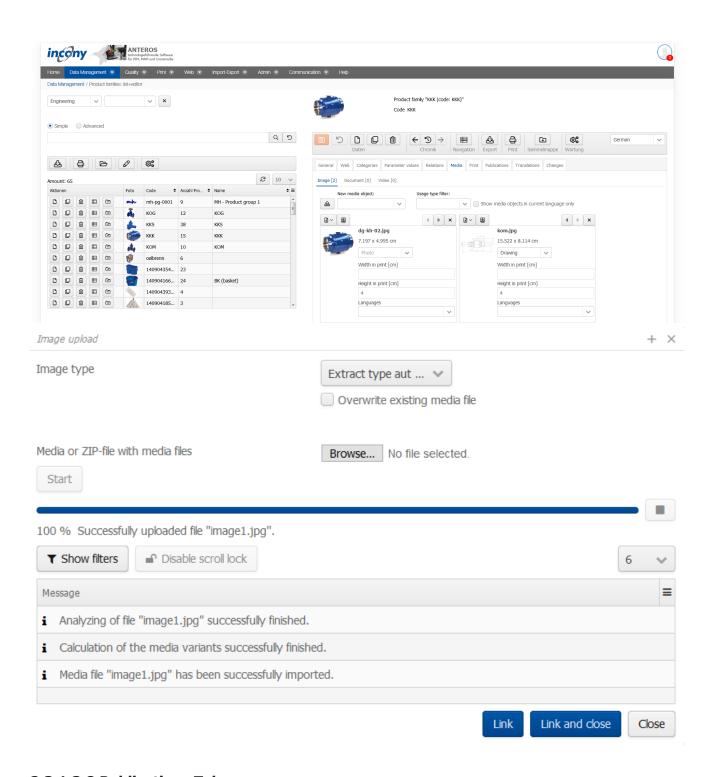
To create new relations, click on the arrow symbol next to the input field. This opens a drop-down list that you can scroll through. Once you have found the right product / product family for your new relation, create the relations by simply clicking on the object. If you already know which relation you want to create, you can enter the name or code in the input field and thus limit the drop-down list.

2.3.1.3.7 Media tab

The Media tab contains a list of all media types such as image, document and video, you can restrict the output to your current language by checking the checkbox. Each of these types has its own subtab. A special feature of working in the Media tab is that you also have the possibility to upload media objects that are not yet included here, but you can only upload one file at a time. However, you can assign these files directly to the object opened in the editor and thus save yourself a step in between.

Further input options for media are described in the chapter "Media assets".





2.3.1.3.8 Publications Tab

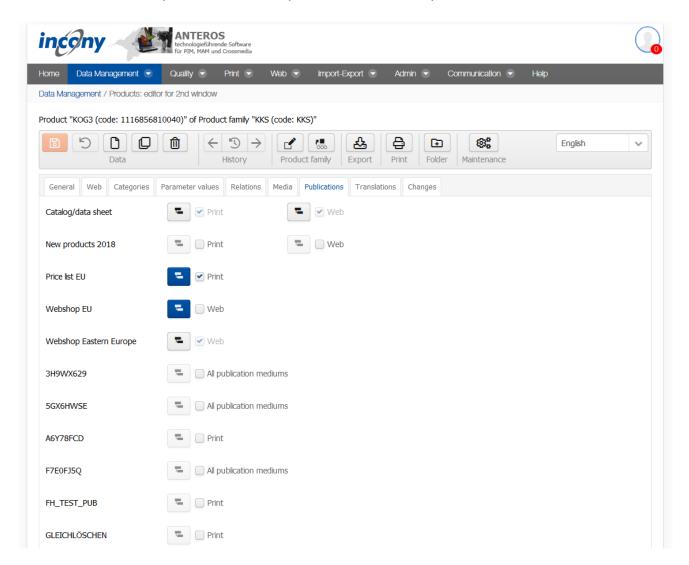
Here you will find a list of all publications, some of which are differentiated between print and web presentation. You can select these representation types by selecting the appropriate checkboxes. Publications that have yet to be assigned to a higher-level object are indicated by a gray inheritance icon in front of the publication. If you place the mouse pointer over the symbol, the tooltip shows from which category the assignment is inherited. Here you can simply select the checkbox and to assign the publication to an object.

On the other hand, if an assignment to a publication has already been set in a parent object, there is a blue inheritance icon in front of the publication. Here you can only change the inherited settings if you have clicked on the inheritance icon and the checkbox is no longer grayed out. If you place



the mouse pointer over the symbol, the tooltip shows from which category the assignment is inherited.

The information you enter here will be inherited by the associated products. However, you can overwrite these inherited specifications in the publication tab of the products.



2.3.1.3.9 Workflows tab

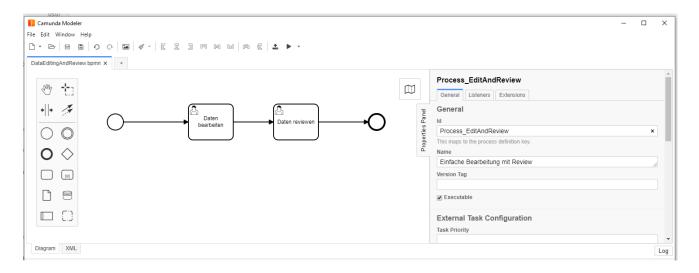
In the Workflows tab, the workflows that are controlled and executed by the Camunda system are operated. Workflows can be freely defined using BPMN models with the help of the "Camunda Modeler" application, which must be installed on the local PC for this purpose. The Camunda Modeler can be downloaded free of charge.

BPMN models created in this way can be uploaded directly to ANTEROS. These must be activated only for products, product families or media objects, which is task of the administrator.

An example is used here to illustrate how this works.

The BPMN model looks like this in the Camunda Modeler:





Each symbol has the following meaning:

Each BPMN model has a unique starting point (technically: start event), which is visualized by this symbol.

If a workflow is started, this node is visited and its outgoing edges / transitions are traversed.

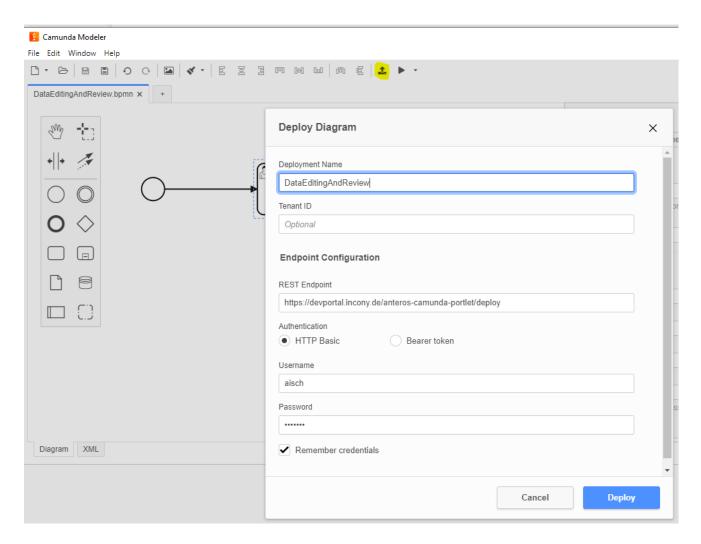
This is a transition (technically: flow) from one element to another.

This is a so-called user task (technically: activity or user task), i.e. a task that must be executed by a user.

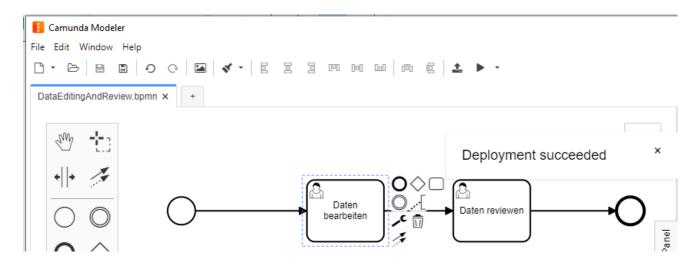
This is an endpoint of a BPMN model. Visiting an endpoint terminates the workflow process.

This workflow can be uploaded directly to ANTEROS in the Camunda Modeler:





Clicking the "Deploy" button will display a short message if the deployment was successful:



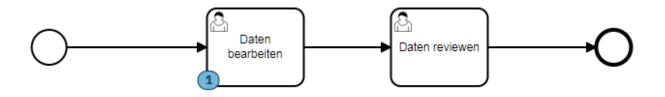
This workflow is installed in the Camunda backend, which is integrated in ANTEROS. Now this workflow has to be made known to the editors in ANTEROS, for it to be offered in the "Workflow" tab of the product (family) editor.

After this has been done, the "Workflow" tab will appear within the editing tools, where this new workflow can be started:

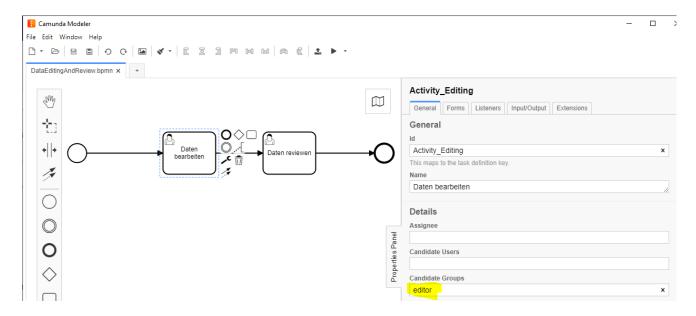


To start the workflow of a product you just have to click on the "Start workflow" button: Once a workflow has been started for a product, it cannot be deleted, therefore the delete button in the editor will be disabled. This would remove the basis of the running workflow, something that is prevented by this. Changing the code of the product is also not allowed while the workflow is running.

After starting the workflow, you can see that a task is pending. However, this task has not yet been started properly, which can be seen from the button. In the workflow, the start node has been passed and the first user task has been visited, the process is in a state where the task is pending, but still needs to be started by a user:



A task can generally be executed by different users. These users can be defined in the BMPN model by specifying so-called candidates. In this example, a user group "editor" was stored in this task. It looks like the following in the Camunda Modeler:

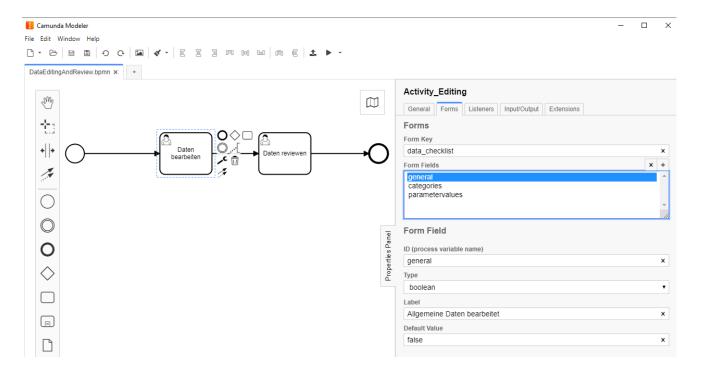


The start button in the "Workflow" tab is disabled for users who are not in this group: In this state, different users are generally responsible for a task. As soon as one of these users starts the task in a product, then this user is solely responsible for the task and must complete it. In this example, a form has been stored in the BPMN model that must be filled out before the task is completed:

For other users, including those who could have completed the task before, this is indicated as follows:

The displayed form is stored in the task in the BPMN model, in the Camunda Modeler it looks like this:



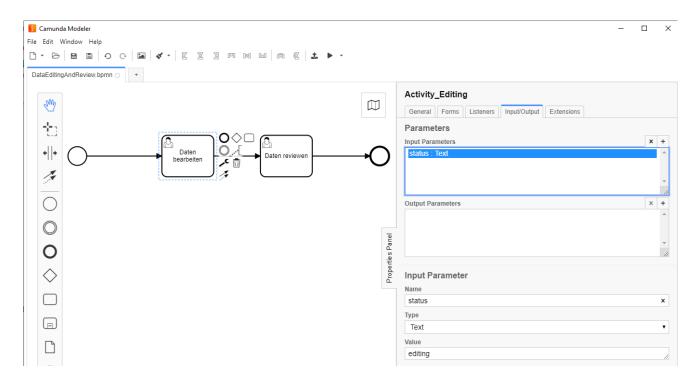


Here you can freely define input fields with a unique ID, a type (boolean represents yes/no), a name and optionally a default value. Further restrictions can be defined for a field, e.g. a field can be marked as mandatory, the minimum or maximum length can be defined in a text field or a minimum and/or maximum can be defined in a number field. Further information can be found in the Camunda documentation.

In order for a task to be completed by the assigned user, all entries must have been made in compliance with the restrictions. In this example, no special constraints are stored in the fields.

In a BPMN model a status can be set in different locations, which will be stored internally in the respective product in a system parameter. For example, a so-called input or output parameter with the name "status" can be set in a task. In this example, a status "editing" was stored in the task "Data processed":





This status can be used, for example, to filter for products with specific status in the advanced search:

This allows reports to be conveniently generated to visualize an overview of the processing status of the products in the dashboard:

In addition to the status, further information on workflows is stored in system parameters on the product data, according to which products can be filtered in the advanced search. Thus, one can generally search for products for which a certain workflow is running, regardless of their status. In addition, one can search for products for which tasks are pending or need to be completed for specific users.

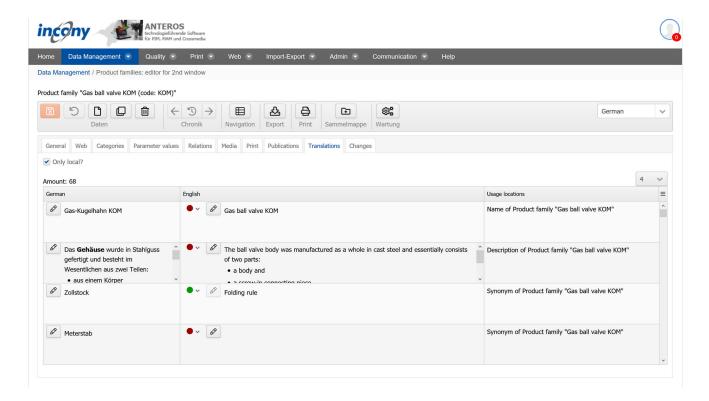
In BPMN models you can do much more complex things than in the example shown. For example, you can include timers in a workflow to implement an escalation process, for example. Other interesting options include automatically starting workflows for new objects, sending e-mails from a workflow, or calling web services to trigger the generation of a print catalog, for example. Through scripting possibilities, one can also implement complex checks or case distinctions in a BPMN model, and much more.

2.3.1.3.10 Translations tab

This tab contains all texts and corresponding translations associated with this object. By default, the "Local uses only" checkbox is selected and thus only texts used in the current product family appear in the list below.

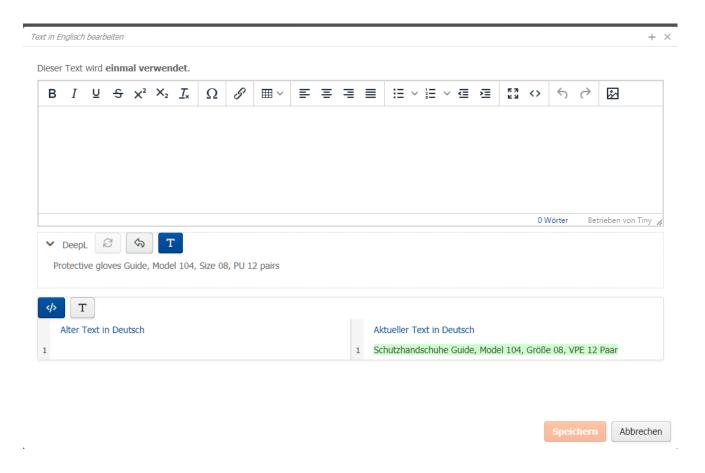
To prevent inconsistent text changes, the "Texts" tab is deactivated as soon as changes are made in any other tab. After saving your changes, the "Texts" tab will be reactivated.





If you use the ANTEROS.tm.deepl, you can use the translation help from DeepL here. For this you only have to click the edit button (pencil) in the "foreign language". This opens the translation dialog and in the bottom right corner the current text is displayed in the master language. To now have the text translated by DeepL, click on the update button next to the text "DeepL". After a few seconds the text translated by DeepL will appear. By clicking the Apply button, this translation is transferred to the editable text, where you can further adjust the text if necessary.





2.3.1.3.11 Print tab

The Print tab is divided into two areas, the Layout Settings and the General Specifications. By default, the layout settings are open first, which are divided into different expandable blocks that open when you click on the title bar (e.g. "Product Family Block").

To open the second area, the General Specifications, just click on the grayed-out title bar here as well. The General Specifications include:

– Page break (yes/no)

A page break is forced for all selected languages in the printed catalogs before this product family.

– Hide in print (yes/no)

The current product family is not included in the printed catalogs for all selected languages.

Number of blank pages

Here you can specify the number of empty pages to be inserted after the product family pages. This can be used, for example, to insert decorative pages, advertising pages, etc. into the finished PDF file later by replacing the blank pages. The blank pages ensure that the page numbering of the subsequent pages is correct despite inserting (or replacing) the decorative pages.

- Heading above article table

Free, formatted text that is placed above the article table in the printed catalog.

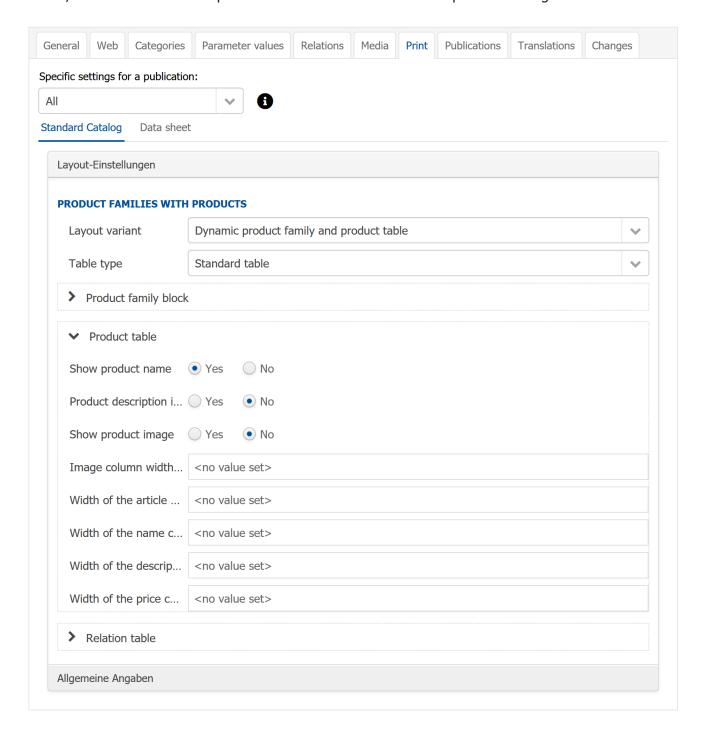
- Subtitles above article table

Free, formatted text that is placed in the printed catalog above the article table and under the heading (last point).



Description under article table

Free, formatted text that is placed under the article table in the printed catalog.



2.3.1.4 Products

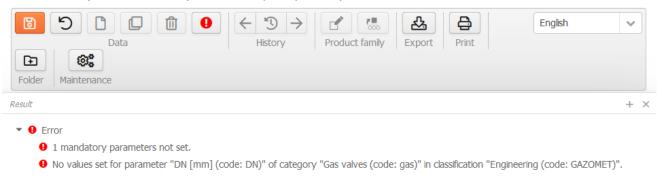
2.3.1.4.1 Actions in the product editor

2.3.1.4.1.1 Save

Once the saving process is finished, a green tick will appear next to the delete symbol. If mandatory parameters are missing, the system does not save the data and a red error message will appear next to the delete symbol, indicating which mandatory parameters are missing.



Product "KKK_18 (code: 1116854540594)" of Product family "KKK (code: KKK)"



2.3.1.4.1.2 Undo

All unsaved changes will be undone.

2.3.1.4.1.3 New

You can create new objects using the "new" icon or the "plus" icon in the product list.

2.3.1.4.1.4 Duplicate

Objects that only slightly differ in data can be duplicated. This can be done with the "Duplicate" action or with the "Duplicate" icon.

Clicking on the icon will open a dialog window in which you can define simple and advanced settings for the duplicate.

2.3.1.4.1.5 Delete

The product family, the product or the data object will be permanently deleted.

2.3.1.4.1.6 History

The history provides an overview of the edited products/product families. The "<-" icon loads the previous object from history into the editor and the "-> " icon loads the next object.

2.3.1.4.1.7 Edit product family

In this section you have two possible options of changing something in a product family directly from the product. First, you can edit the product family of the selected product and second, you can assign the product to another product family.

2.3.1.4.1.8 Export

To trigger the export for this object with the current data, select "Export". Depending on which settings have been made, the export file will be displayed as a download link, emailed to you, etc.

2.3.1.4.1.9 Print preview

To generate the print preview for this product family with the current data, select "Print preview ". Consequently, the generated print file is offered for download. To view it in PDF format, a PDF display program (Adobe) must be installed on your computer; for INX, Adobe InDesign must be installed.

2.3.1.4.1.10 Maximize

The button in the upper right corner next to the language selection allows you to maximize the editor over the entire window or undo the maximization of the editor.

2.3.1.4.1.11 Add to folder

Click on the icon to either add the product family to the folder (when there is a + on the folder icon) or remove the product family from the folder (if there is a '-' sign on the folder icon).



2.3.1.4.1.12 Maintenance

By clicking on the maintenance icon, you can start maintenance for the data object that is currently in the editor or for a set of data objects in a list. Here, a dialog box will open in which you have all the options that are also available in the "Maintenance" menu option in the admin area.

2.3.1.4.1.13 Unsaved changes character

Whenever you change data in a tab and have not yet saved it, the "Change" icon (a small asterisk) will appear to the left of the tab name in which you made the change. When saving, your entries will be checked. After this, you will see a note telling you whether the save was successful. This note disappears automatically, if an error occurs it will remain for longer, but it can also be closed at any time by pressing the X.

2.3.1.4.2 General tab

2.3.1.4.2.1 Definition

You can enter elementary data in the "General" input area. The mandatory fields are indicated by a different colour. The information in this tab includes code, sort criteria, name, description and synonyms.

2.3.1.4.2.2 Code

The "Code input field allows you to enter an identifier or code for the product family. You must select a code that is unique to the catalog, otherwise you will receive an error message when saving. It is recommended that you choose a descriptor that is easy to understand and remember.

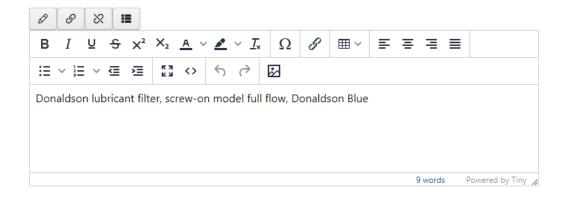
After clicking on the New symbol, the system always sets a code based on the current time (to the millisecond). However, this code is not "speaking", meaning not always easy to understand and remember, and can make later searches or changes more tedious. For this reason, you can also provide your own separate identifier in the Code field.

Recommendation: Only use letters and numbers for the code and, if possible, only a dot, hyphen or underscore as special characters in the code. The use of the special characters $@' " \setminus = \beta$ will prompt an error message, as these characters are not allowed.

2.3.1.4.2.3 Description

You should enter an explanation in the "Description" field. The description can be displayed in the lists, in print, web or apps. You can format this description by using the formatting elements in the toolbar.

Description



2.3.1.4.2.4 Synonyms

You can define any number of synonyms. Synonyms are alternative terms your customers or staff can also search for, e.g. "wrench" as a synonym for "monkey-wrench". Use the button with the plus symbol to add more synonyms, the arrows can be used to sort them and the button with the X to remove synonyms.



Note: The synonyms are technically linked to the dictionary entry of the name.

This means that changing synonyms will affect every instance where the dictionary entry of the name is used.

For example, if a synonym is added, the new synonym will also be added to all other data objects that use the same dictionary entry with the name.

When setting another dictionary entry for the name, all synonyms of the new dictionary entry will also be applied.

If no synonyms are stored for the new dictionary entry, the list of synonyms will also be empty after setting.

If the name of the dictionary entry is deleted, the previous synonyms are also removed from the data object.

2.3.1.4.3 Parameter values tab

2.3.1.4.3.1 Definition

This area can be used to assign values to parameters that are defined in the assigned category. A parameter can either be a mandatory field or an optional field. Empty mandatory fields can be recognized by the red frame around the input field. Mandatory input fields, must always contain values. Some fields inherit their values from the product family to which the product is assigned. However, you can overwrite these values by clicking on the hierarchy symbol. This also works the other way round. If a value has been assigned to a parameter and there is a corresponding different value in the product family, the independent value can be overwritten by clicking on the hierarchy symbol with the value of the product family.

2.3.1.4.3.2 Language dependent - language independent

A text parameter can be defined as language-dependent or language-independent. For a language-dependent parameter, the values for each language must be input separately. If a parameter is language-independent, the entered value is valid for all languages. Modifications of language-independent values have an effect on all languages.

Whether a parameter is language-dependent or language-independent is determined by your admin in the parameter definition.

2.3.1.4.3.3 Single or multiple values

Parameters can be defined by a single value or may have multiple values, depending on their definition in the classification editor. Unique parameters allow at most one value as input.

R [mm]	80
N [mm]	22

2.3.1.4.3.4 Selection list

If the administrator has defined default values for a parameter, these values can be chosen from a selection list. For parameters which were defined as "max. one value for a product" by the administrator, only a single value can be selected from the list.

For multi-valued parameters, a selection list is displayed which allows more than one entry. Similar to Windows applications, pressing the Ctrl-key and clicking on an element adds or removes it.

2.3.1.4.3.5 Numerical parameters

An input field for numerical parameters will appear in which you can enter any number, but no letters or other characters. When inputting, please note that a comma or the character separating 1000s is interpreted according to the language selected in the login form. If you have logged in via



the German login form, numbers of the format 9,8 or 9.022,88 are allowed. If you have logged in via the English login form, numbers of the form 9.8 or 2,988.78 are allowed. Numeric parameters are always language independent.

Warning: If the incorrect character is used, it will be ignored. For example, if you have logged in via the German login page and enter the value 28.98 in a numeric field, this is interpreted as 2898. In English, for example, 1.000,8 is interpreted as 1,0008.

Formats: Numerical parameters can be defined as a fixed format. At present, the following numerical formats may be available:

- Inch notation (allows you to enter 1/2 or 2 1/3)
- One decimal place (numerical values with one digit after the decimal point)
- Two decimal places (numerical values with two digits after the decimal point)

2.3.1.4.3.6 Number ranges

There are parameters that are not defined by a single value, but by a range of values. These values have two input fields separated by a hyphen. If you only enter one value, this value is considered both the minimum and maximum. Parameters for number ranges are always language-independent.

2.3.1.4.3.7 Structured parameters

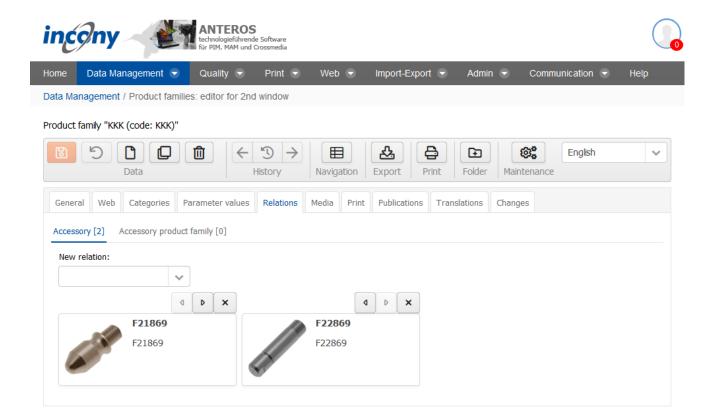
Once you have defined a structured parameter, you can edit it within the assigned product family or product.

You can also find the created structured parameter in the "Parameter values" tab of the product family or product, similar to simple parameters with the type number, range or text. Here you can see the structured parameter in the form of a table in which you can now enter the corresponding values.

2.3.1.4.4 Relations tab

In this tab you can set various relations to other products or product families. Using these relations, your customers can navigate between the objects in the web catalog/web shop with just a few clicks. In the ANTEROS standard, the relationship types "Accessories" for product families and products and "Spare parts" for products are configured. In "Accessories" the relationships are displayed individually by default and in "Spare parts" they are displayed in table form. Other relationship types can be configured in your ANTEROS application.





Existing relations can be deleted by clicking on the **X-button**.

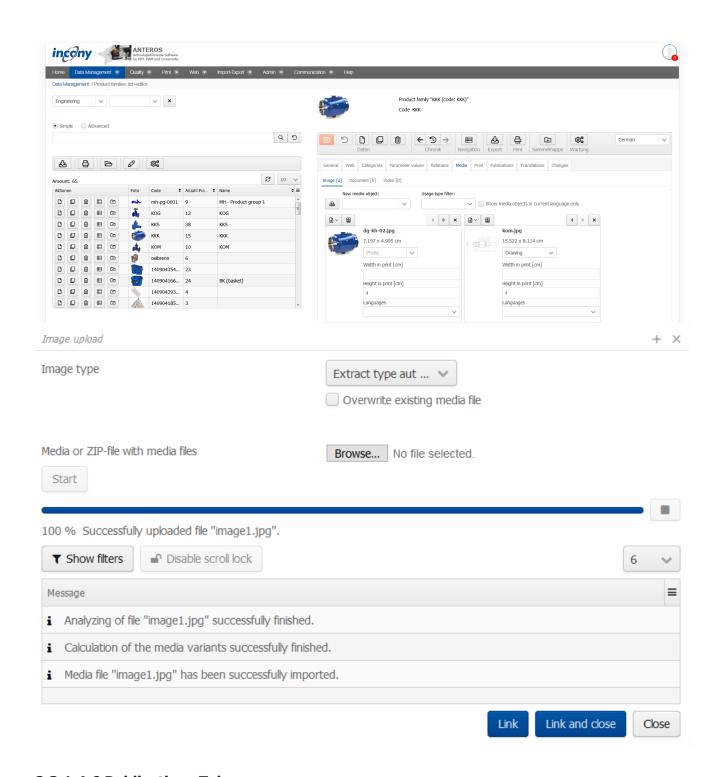
To create new relations, click on the arrow symbol next to the input field. This opens a drop-down list that you can scroll through. Once you have found the right product / product family for your new relation, create the relations by simply clicking on the object. If you already know which relation you want to create, you can enter the name or code in the input field and thus limit the drop-down list.

2.3.1.4.5 Media tab

The Media tab contains a list of all media types such as image, document and video, you can restrict the output to your current language by checking the checkbox. Each of these types has its own subtab. A special feature of working in the Media tab is that you also have the possibility to upload media objects that are not yet included here, but you can only upload one file at a time. However, you can assign these files directly to the object opened in the editor and thus save yourself a step in between.

Further input options for media are described in the chapter "Media assets".





2.3.1.4.6 Publications Tab

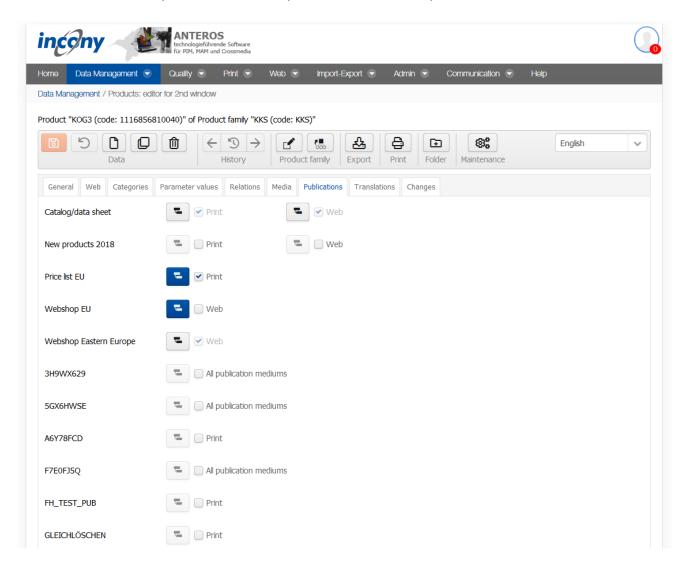
Here you will find a list of all publications, some of which are differentiated between print and web presentation. You can select these representation types by selecting the appropriate checkboxes. Publications that have yet to be assigned to a higher-level object are indicated by a gray inheritance icon in front of the publication. If you place the mouse pointer over the symbol, the tooltip shows from which category the assignment is inherited. Here you can simply select the checkbox and to assign the publication to an object.

On the other hand, if an assignment to a publication has already been set in a parent object, there is a blue inheritance icon in front of the publication. Here you can only change the inherited settings if you have clicked on the inheritance icon and the checkbox is no longer grayed out. If you place



the mouse pointer over the symbol, the tooltip shows from which category the assignment is inherited.

The information you enter here will be inherited by the associated products. However, you can overwrite these inherited specifications in the publication tab of the products.



2.3.1.4.7 Workflows tab

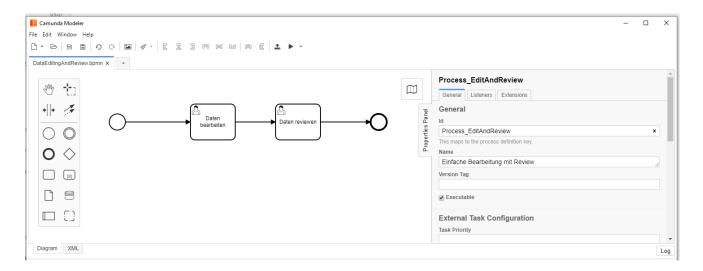
In the Workflows tab, the workflows that are controlled and executed by the Camunda system are operated. Workflows can be freely defined using BPMN models with the help of the "Camunda Modeler" application, which must be installed on the local PC for this purpose. The Camunda Modeler can be downloaded free of charge.

BPMN models created in this way can be uploaded directly to ANTEROS. These must be activated only for products, product families or media objects, which is task of the administrator.

An example is used here to illustrate how this works.

The BPMN model looks like this in the Camunda Modeler:





Each symbol has the following meaning:

Each BPMN model has a unique starting point (technically: start event), which is visualized by this symbol.

If a workflow is started, this node is visited and its outgoing edges / transitions are traversed.

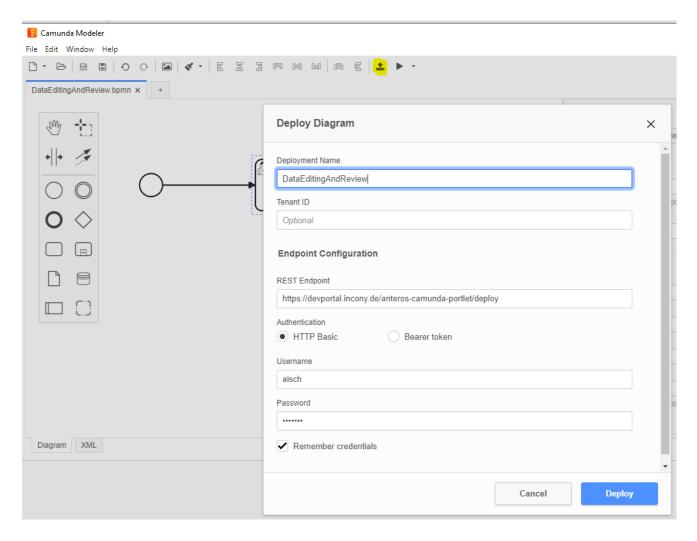
This is a transition (technically: flow) from one element to another.

This is a so-called user task (technically: activity or user task), i.e. a task that must be executed by a user.

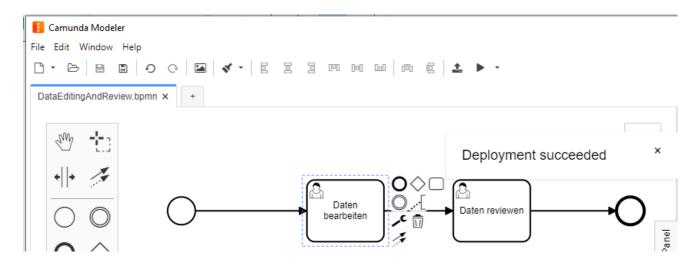
This is an endpoint of a BPMN model. Visiting an endpoint terminates the work-flow process.

This workflow can be uploaded directly to ANTEROS in the Camunda Modeler:





Clicking the "Deploy" button will display a short message if the deployment was successful:



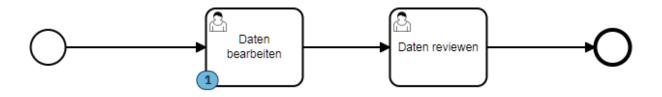
This workflow is installed in the Camunda backend, which is integrated in ANTEROS. Now this workflow has to be made known to the editors in ANTEROS, for it to be offered in the "Workflow" tab of the product (family) editor.

After this has been done, the "Workflow" tab will appear within the editing tools, where this new workflow can be started:

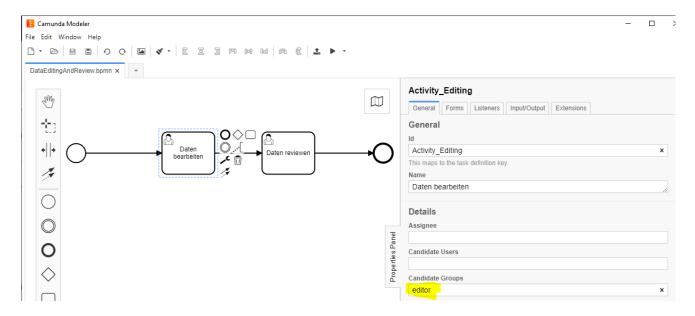


To start the workflow of a product you just have to click on the "Start workflow" button: Once a workflow has been started for a product, it cannot be deleted, therefore the delete button in the editor will be disabled. This would remove the basis of the running workflow, something that is prevented by this. Changing the code of the product is also not allowed while the workflow is running.

After starting the workflow, you can see that a task is pending. However, this task has not yet been started properly, which can be seen from the button. In the workflow, the start node has been passed and the first user task has been visited, the process is in a state where the task is pending, but still needs to be started by a user:



A task can generally be executed by different users. These users can be defined in the BMPN model by specifying so-called candidates. In this example, a user group "editor" was stored in this task. It looks like the following in the Camunda Modeler:

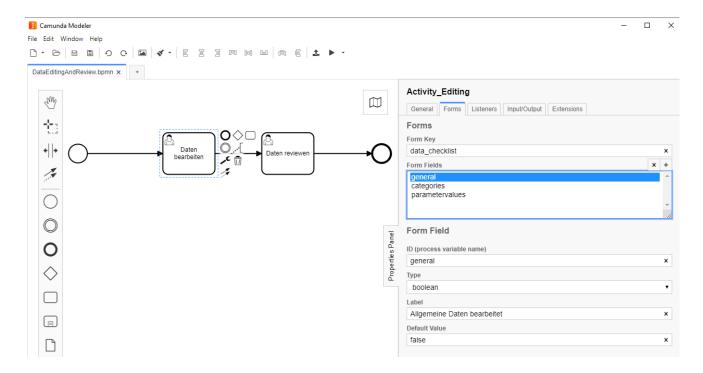


The start button in the "Workflow" tab is disabled for users who are not in this group: In this state, different users are generally responsible for a task. As soon as one of these users starts the task in a product, then this user is solely responsible for the task and must complete it. In this example, a form has been stored in the BPMN model that must be filled out before the task is completed:

For other users, including those who could have completed the task before, this is indicated as follows:

The displayed form is stored in the task in the BPMN model, in the Camunda Modeler it looks like this:



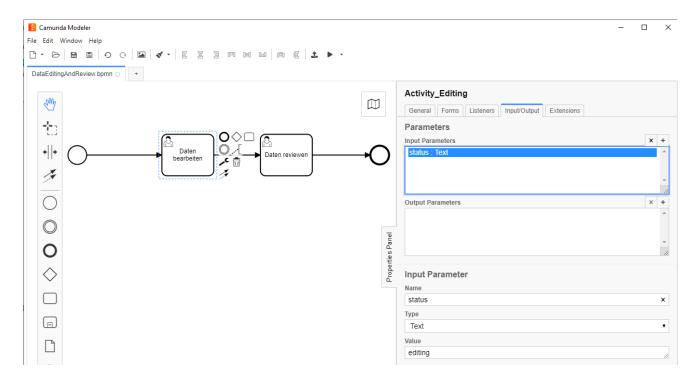


Here you can freely define input fields with a unique ID, a type (boolean represents yes/no), a name and optionally a default value. Further restrictions can be defined for a field, e.g. a field can be marked as mandatory, the minimum or maximum length can be defined in a text field or a minimum and/or maximum can be defined in a number field. Further information can be found in the Camunda documentation.

In order for a task to be completed by the assigned user, all entries must have been made in compliance with the restrictions. In this example, no special constraints are stored in the fields.

In a BPMN model a status can be set in different locations, which will be stored internally in the respective product in a system parameter. For example, a so-called input or output parameter with the name "status" can be set in a task. In this example, a status "editing" was stored in the task "Data processed":





This status can be used, for example, to filter for products with specific status in the advanced search:

This allows reports to be conveniently generated to visualize an overview of the processing status of the products in the dashboard:

In addition to the status, further information on workflows is stored in system parameters on the product data, according to which products can be filtered in the advanced search. Thus, one can generally search for products for which a certain workflow is running, regardless of their status. In addition, one can search for products for which tasks are pending or need to be completed for specific users.

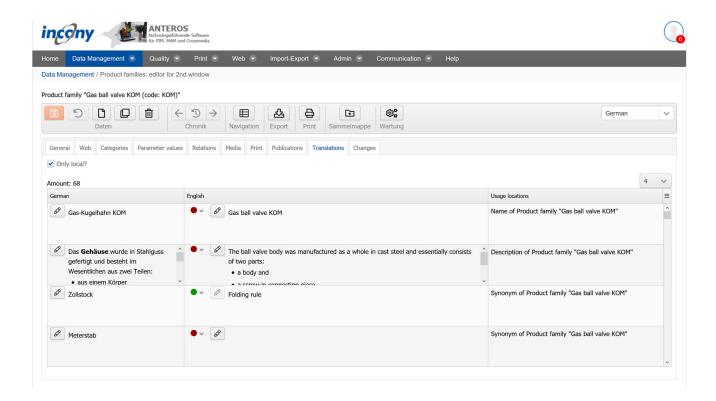
In BPMN models you can do much more complex things than in the example shown. For example, you can include timers in a workflow to implement an escalation process, for example. Other interesting options include automatically starting workflows for new objects, sending e-mails from a workflow, or calling web services to trigger the generation of a print catalog, for example. Through scripting possibilities, one can also implement complex checks or case distinctions in a BPMN model, and much more.

2.3.1.4.8 Translations tab

This tab contains all texts and corresponding translations associated with this object. By default, the "Local uses only" checkbox is selected and thus only texts used in the current product family appear in the list below.

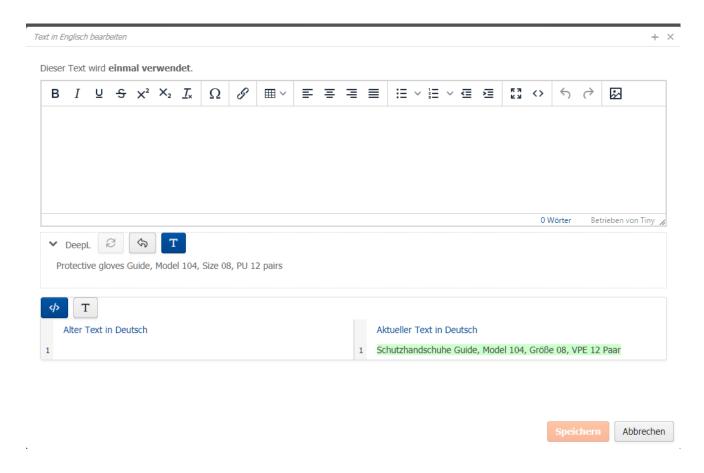
To prevent inconsistent text changes, the "Texts" tab is deactivated as soon as changes are made in any other tab. After saving your changes, the "Texts" tab will be reactivated.





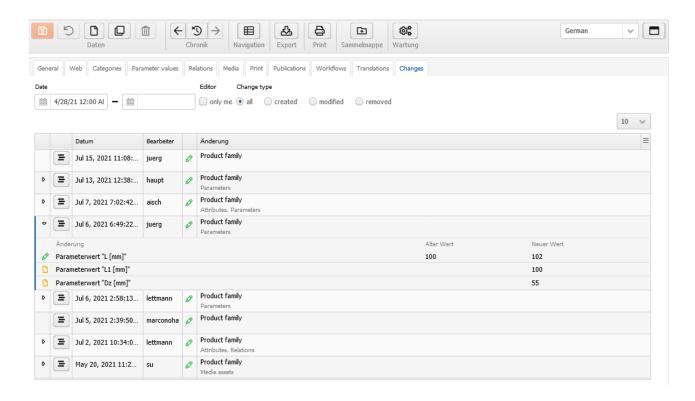
If you use the ANTEROS.tm.deepl, you can use the translation help from DeepL here. For this you only have to click the edit button (pencil) in the "foreign language". This opens the translation dialog and in the bottom right corner the current text is displayed in the master language. To now have the text translated by DeepL, click on the update button next to the text "DeepL". After a few seconds the text translated by DeepL will appear. By clicking the Apply button, this translation is transferred to the editable text, where you can further adjust the text if necessary.



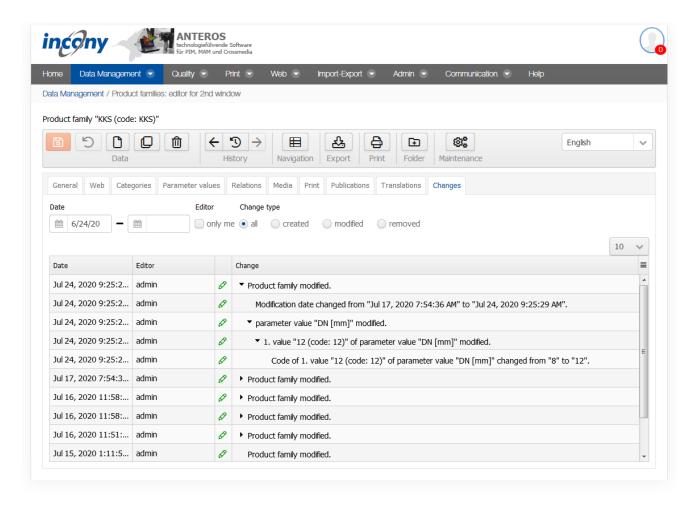


2.3.1.4.9 Changes tab

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the right. For example, in the screenshot below after clicking on the icon it is shown that the parameter L was changed from 100 to 102.







There are various filter options available so that you can find out about the many points of specific changes.

Date: Here you can restrict the period of the changes.

Editor: Here you can specify whether only changes made by you are to be displayed.

Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.

2.3.2 Product data: folder

The collection folder can be useful when you want to trigger an export or print generation for several selected objects which you cannot restrict using a search query.

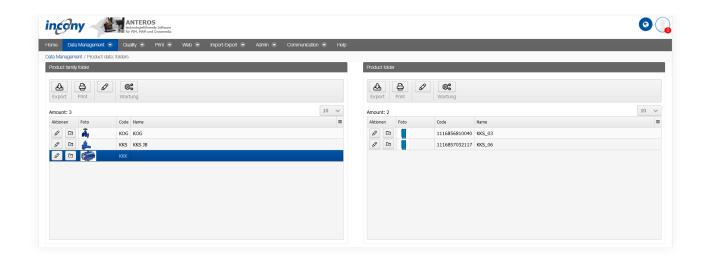
Click on the folder icon in the list of relevant product families to place it in a folder. This action changes the symbol in front of these product families to a Delete icon, which you can then use to easily remove the product families from the folder. This works in the same way for products.



After you have placed all the relevant product families in the folder, find the sub-menu "Product data: folders" under the Data maintenance menu. Here you can see your folders for products and product families.



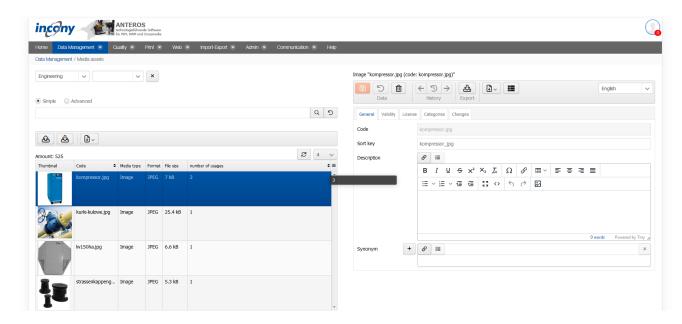
Start the export or the print generation by selecting one of the symbols above the list.



2.4 Media assets

2.4.1 Overview

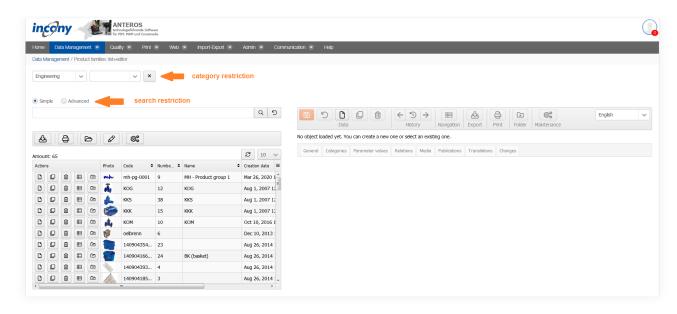
The "**Media-Assets**" section contains the list of all media objects and the simple or advanced search, which can restrict the list, on the left-hand side. Using the icons above the list, you can import and export media objects as well as start a download of all listed objects and even select the appropriate variant. On the right-hand side you will find the Media Editor with the functions described in the other subchapters.





2.4.2 Adding constraints to list items

You can restrict the list by selecting categories and subcategories at the top or by reducing the result list to the relevant objects using a simple or advanced search.



Not only can you reduce the list here by the known restrictions under General and Quality Levels, but you can also reduce the number of search results by media characteristics and the number of uses. The number of usages of data objects and categories is calculated and managed automatically. **Category Restriction:** In the first field that is permanently displayed, you can select the first top-level category. Depending on which category you have selected and whether this category has subcategories, you will be provided with additional selection lists.

By clicking on the X button next to a selection list, you can cancel the selection of the category.



2.4.3 Oprations in the media editor

2.4.3.1 Overview

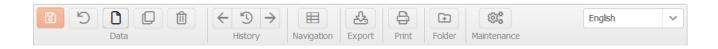
The editor has menus at the top with multiple icons that allow you to perform actions such as save or duplicate.

The following subchapters explain these actions in further detail.

It is important to note that not all icons are displayed in all editors. The following screenshot shows, for example, the icon area of the product editor. Icons are shown or hidden depending on the object to be edited (product, product family, category, parameters,...). In the following, only the relevant icons of the editor are explained.

<u>Note:</u> Each time the editor saves a change, incorrect or missing mandatory entries are indicated before the final save with an indication of the rider and, if applicable, the subrider.





2.4.3.2 Save

Use the "Save" function or the "Save" icon to save the currently entered data.

2.4.3.3 Undo

All unsaved changes will be undone.

2.4.3.4 Delete

The product family, the product or the data object will be permanently deleted.

2.4.3.5 History

The history provides an overview of the edited products/product families. The "<-" icon loads the previous object from history into the editor and the "-> " icon loads the next object.

2.4.3.6 Export

To trigger the export for this object with the current data, select "Export". Depending on which settings have been made, the export file will be displayed as a download link, emailed to you, etc.

2.4.3.7 Maintenance

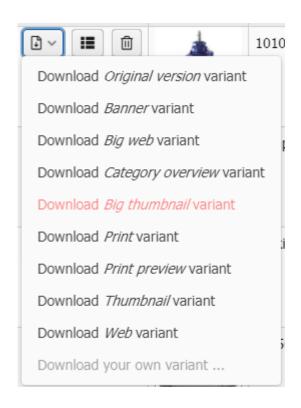
By clicking on the maintenance icon, you can start maintenance for the data object that is currently in the editor or for a set of data objects in a list. Here, a dialog box will open in which you have all the options that are also available in the "Maintenance" menu option in the admin area.

2.4.3.8 Maximize

The button in the upper right corner next to the language selection allows you to maximize the editor over the entire window or undo the maximization of the editor.

2.4.3.9 Download

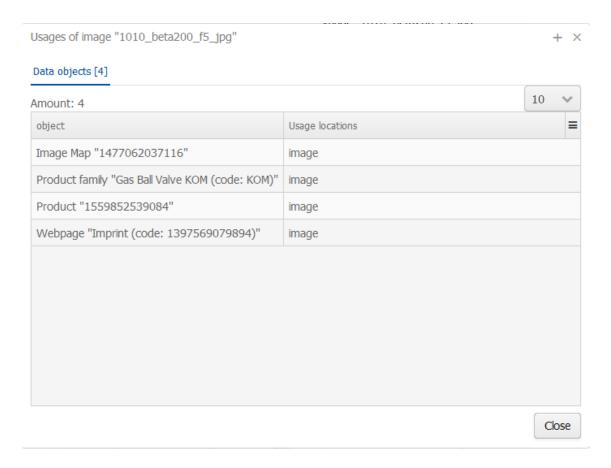
A click on the download icon opens a drop-down list where you can select the variant in which you want to download the media object. If a variant is not available, it is highlighted in red and cannot be selected.





2.4.3.10 Cross References

By clicking on the use icon, a list of all product families, products, websites, etc. in which the media object currently open in the editor will appear. If there is no usage, it will be displayed with an indication of this.



2.4.4 Tabs in the media assets editor

2.4.4.1 General tab

2.4.4.1.1 **Definition**

You can enter elementary data in the "General" input area. The mandatory fields are indicated by a different colour. The information in this tab includes code, sort criteria, name, description and synonyms.

2.4.4.1.2 Code

The "Code input field allows you to enter an identifier or code for the product family. You must select a code that is unique to the catalog, otherwise you will receive an error message when saving. It is recommended that you choose a descriptor that is easy to understand and remember.

After clicking on the New symbol, the system always sets a code based on the current time (to the millisecond). However, this code is not "speaking", meaning not always easy to understand and remember, and can make later searches or changes more tedious. For this reason, you can also provide your own separate identifier in the Code field.

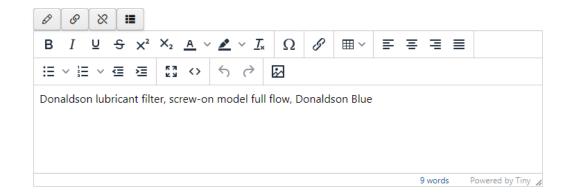
Recommendation: Only use letters and numbers for the code and, if possible, only a dot, hyphen or underscore as special characters in the code. The use of the special characters @ ' " \setminus = β will prompt an error message, as these characters are not allowed.



2.4.4.1.3 Description

You should enter an explanation in the "Description" field. The description can be displayed in the lists, in print, web or apps. You can format this description by using the formatting elements in the toolbar.

Description



2.4.4.1.4 Synonyms

You can define any number of synonyms. Synonyms are alternative terms your customers or staff can also search for, e.g. "wrench" as a synonym for "monkey-wrench". Use the button with the plus symbol to add more synonyms, the arrows can be used to sort them and the button with the X to remove synonyms.

Note: The synonyms are technically linked to the dictionary entry of the name.

This means that changing synonyms will affect every instance where the dictionary entry of the name is used.

For example, if a synonym is added, the new synonym will also be added to all other data objects that use the same dictionary entry with the name.

When setting another dictionary entry for the name, all synonyms of the new dictionary entry will also be applied.

If no synonyms are stored for the new dictionary entry, the list of synonyms will also be empty after setting.

If the name of the dictionary entry is deleted, the previous synonyms are also removed from the data object.

2.4.4.2 Validity tab

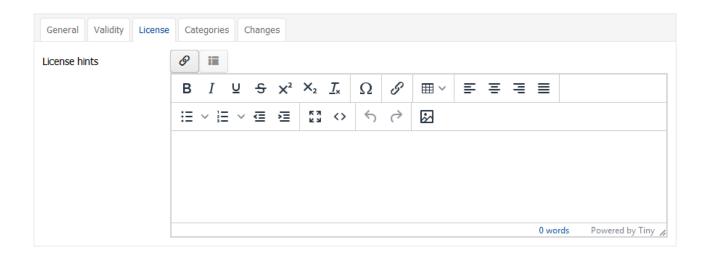
The validity tab allows you to define the period of time in which a medium is valid.



2.4.4.3 License tab

Information about the media object's license can be saved in the license tab.





2.4.4.4 Category tab

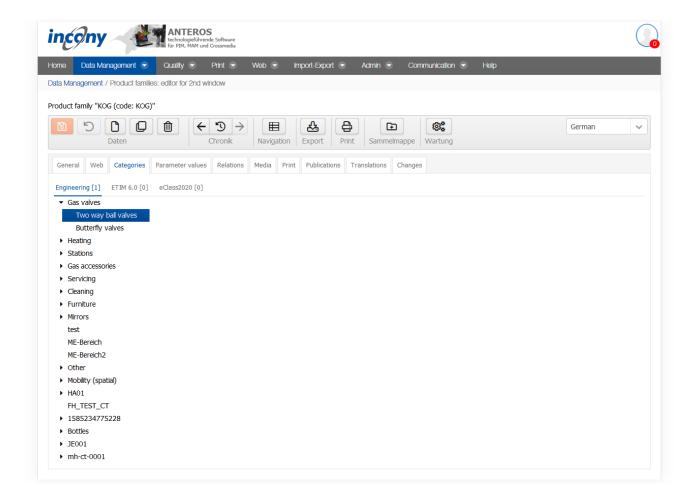
Once an object has been created, you should assign it to a category. An object that is not assigned to a category is not displayed in the print catalog and cannot be found in the Web shop or app via the search tree, only via the keyword search.

If you have selected one or more product types in the General tab, your object will automatically be assigned to their categories, as these are inherited. As already known from the inheritance of the product family categories to the products, inherited main or intermediate categories can be further refined locally. However, leaf categories can no longer be modified.

If you use several classifications in your system, e.g. your company classification and ETIM, then these classification trees appear under the tab "Categories". By clicking on the arrow symbols, you can expand and collapse the category tree step by step. Once you have found the appropriate category for your product family, select the category by clicking on it. The category(ies) that are highlighted in blue have already been assigned to the object.

After selecting a category, all parameters defined in the selected category(ies) appear in the "Parameter values" tab (not in media assets).





2.4.4.5 Workflows tab

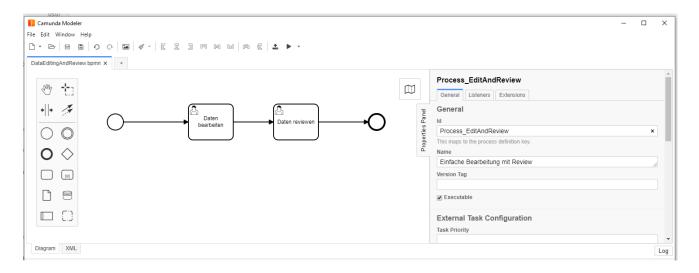
In the Workflows tab, the workflows that are controlled and executed by the Camunda system are operated. Workflows can be freely defined using BPMN models with the help of the "Camunda Modeler" application, which must be installed on the local PC for this purpose. The Camunda Modeler can be downloaded free of charge.

BPMN models created in this way can be uploaded directly to ANTEROS. These must be activated only for products, product families or media objects, which is task of the administrator.

An example is used here to illustrate how this works.

The BPMN model looks like this in the Camunda Modeler:





Each symbol has the following meaning:

Each BPMN model has a unique starting point (technically: start event), which is visualized by this symbol.

If a workflow is started, this node is visited and its outgoing edges / transitions are traversed.

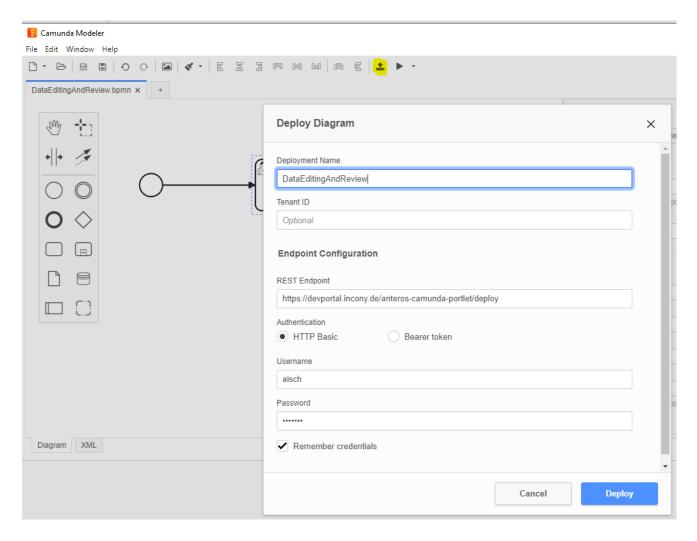
This is a transition (technically: flow) from one element to another.

This is a so-called user task (technically: activity or user task), i.e. a task that must be executed by a user.

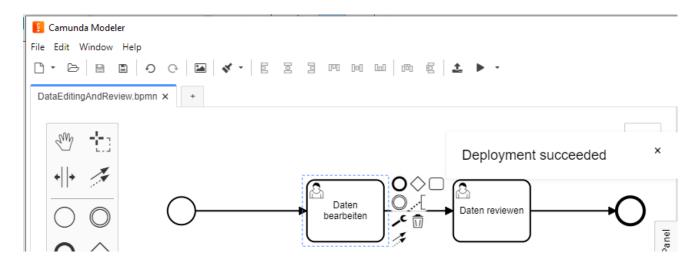
This is an endpoint of a BPMN model. Visiting an endpoint terminates the work-flow process.

This workflow can be uploaded directly to ANTEROS in the Camunda Modeler:





Clicking the "Deploy" button will display a short message if the deployment was successful:



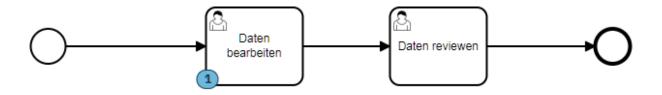
This workflow is installed in the Camunda backend, which is integrated in ANTEROS. Now this workflow has to be made known to the editors in ANTEROS, for it to be offered in the "Workflow" tab of the product (family) editor.

After this has been done, the "Workflow" tab will appear within the editing tools, where this new workflow can be started:

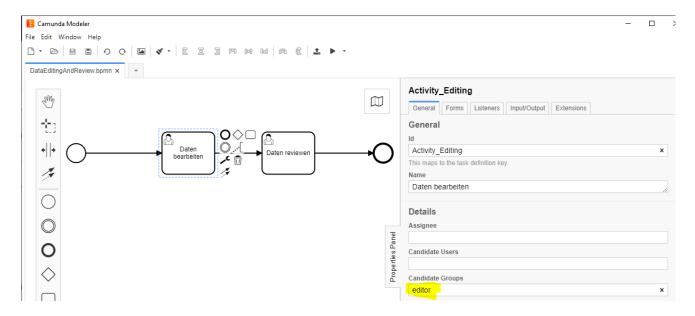


To start the workflow of a product you just have to click on the "Start workflow" button: Once a workflow has been started for a product, it cannot be deleted, therefore the delete button in the editor will be disabled. This would remove the basis of the running workflow, something that is prevented by this. Changing the code of the product is also not allowed while the workflow is running.

After starting the workflow, you can see that a task is pending. However, this task has not yet been started properly, which can be seen from the button. In the workflow, the start node has been passed and the first user task has been visited, the process is in a state where the task is pending, but still needs to be started by a user:



A task can generally be executed by different users. These users can be defined in the BMPN model by specifying so-called candidates. In this example, a user group "editor" was stored in this task. It looks like the following in the Camunda Modeler:

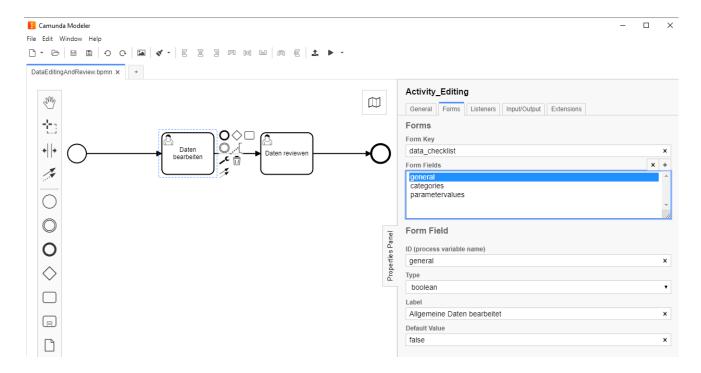


The start button in the "Workflow" tab is disabled for users who are not in this group: In this state, different users are generally responsible for a task. As soon as one of these users starts the task in a product, then this user is solely responsible for the task and must complete it. In this example, a form has been stored in the BPMN model that must be filled out before the task is completed:

For other users, including those who could have completed the task before, this is indicated as follows:

The displayed form is stored in the task in the BPMN model, in the Camunda Modeler it looks like this:



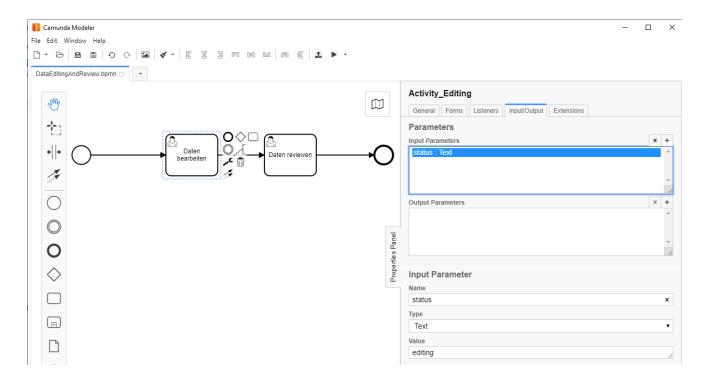


Here you can freely define input fields with a unique ID, a type (boolean represents yes/no), a name and optionally a default value. Further restrictions can be defined for a field, e.g. a field can be marked as mandatory, the minimum or maximum length can be defined in a text field or a minimum and/or maximum can be defined in a number field. Further information can be found in the Camunda documentation.

In order for a task to be completed by the assigned user, all entries must have been made in compliance with the restrictions. In this example, no special constraints are stored in the fields.

In a BPMN model a status can be set in different locations, which will be stored internally in the respective product in a system parameter. For example, a so-called input or output parameter with the name "status" can be set in a task. In this example, a status "editing" was stored in the task "Data processed":





This status can be used, for example, to filter for products with specific status in the advanced search:

This allows reports to be conveniently generated to visualize an overview of the processing status of the products in the dashboard:

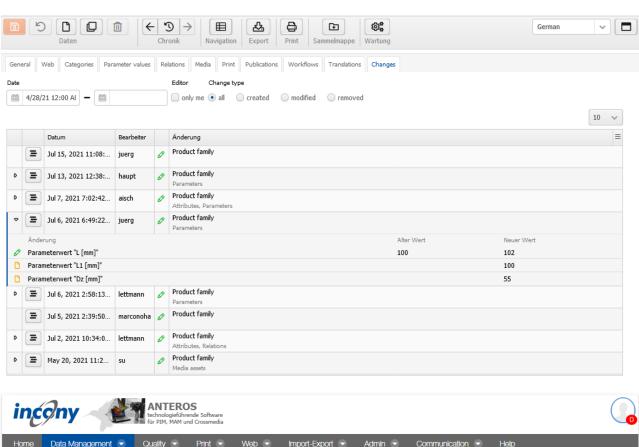
In addition to the status, further information on workflows is stored in system parameters on the product data, according to which products can be filtered in the advanced search. Thus, one can generally search for products for which a certain workflow is running, regardless of their status. In addition, one can search for products for which tasks are pending or need to be completed for specific users.

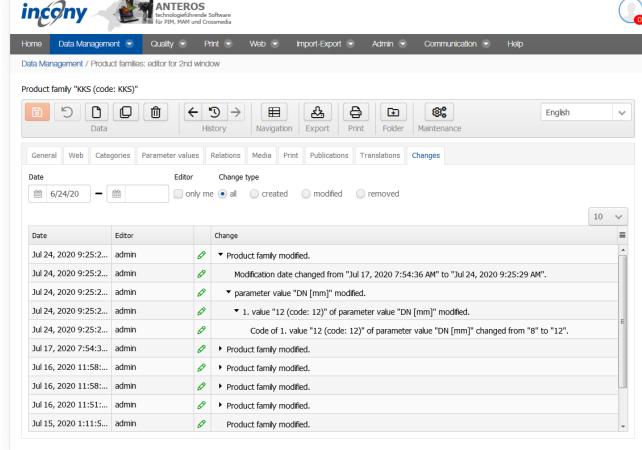
In BPMN models you can do much more complex things than in the example shown. For example, you can include timers in a workflow to implement an escalation process, for example. Other interesting options include automatically starting workflows for new objects, sending e-mails from a workflow, or calling web services to trigger the generation of a print catalog, for example. Through scripting possibilities, one can also implement complex checks or case distinctions in a BPMN model, and much more.

2.4.4.6 Changes tab

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the right. For example, in the screenshot below after clicking on the icon it is shown that the parameter L was changed from 100 to 102.









There are various filter options available so that you can find out about the many points of specific changes.

Date: Here you can restrict the period of the changes.

Editor: Here you can specify whether only changes made by you are to be displayed.

Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.

2.4.5 Upload Media

Click on the upload icon at the top to upload one or more media objects. After uploading, the object is not yet assigned to any product family etc. .

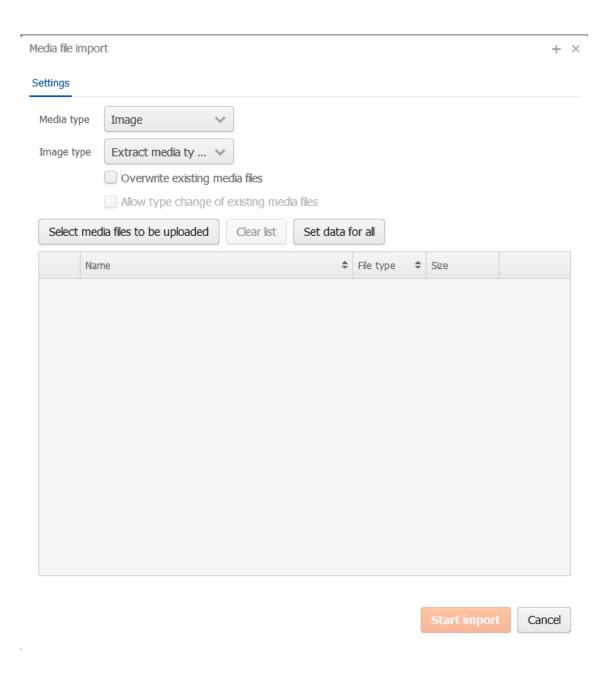
It is also possible to upload media objects in the editor of a category, product family or product by clicking on the upload icon in the "Media" tab.

In both cases, a new window will appear in which you can upload one or more media objects or a ZIP file. In this window, you can select a media type and an image/document/video type before uploading, or have it recognized automatically. This media object type can then be changed in the Media tab.

A further setting option is the checkbox "**Overwrite existing media file**": By activating this option, media objects already stored in the system can be uploaded again and overwritten. This option is deactivated by default in order to avoid accidental overwriting due to the identical names of the files.

It is worth mentioning that it is possible to upload a large number of file types as documents and that this type is therefore not fixed to e.g. PDF files.





2.4.6 Search Media

In the simple search, you can simpy input the name of the media object to find it in the list.

You can use the Advanced search to search more specifically for media objects.

General

- Code: If you know parts of the code, or even the entire code, you can enter it in the top field "Code". In front of it is a drop-down list with the following options: "begins with", "contains", "ends with", "corresponds", "equals", "has a value" and "has no value".
- Creation/change date: You can also limit the results by their creation/change date. Both restrictions consist of two input fields for one value range. In this way, you can limit the creation or change period.
- Number of usages: If you enter a value here and select one of the values "equal to", "> =", "> ", "<=", "<=", "<=", "<=", "has any value" and "has no value", the list of media assets will be restricted according to this selection.</p>



- Article number: behaves in the same way as the "Code" search criterion

Media characteristics

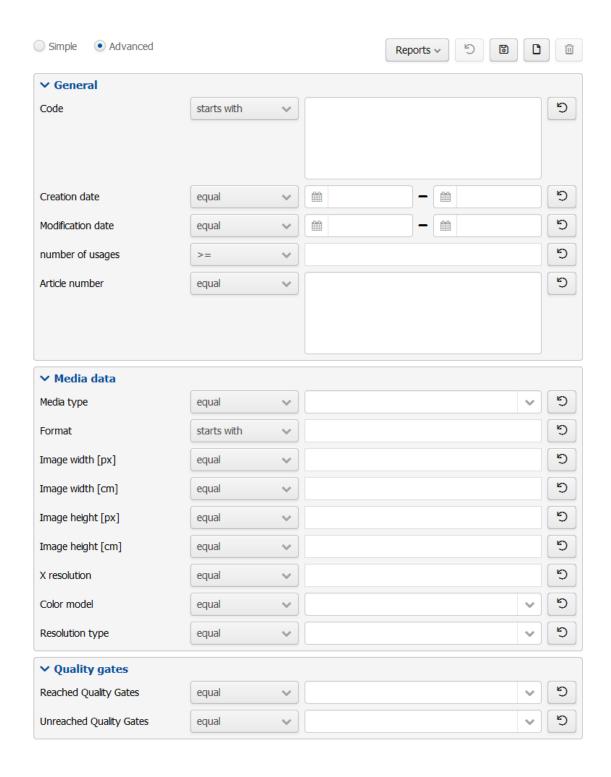
You can also reduce the search results using media characteristics. You can choose from:

- Media type: The default media types are "Image", "Video" and/or "Document".
- Format: Your search can also be filtered according to the format of a media object, e.g. jpg or png for an image.
- Image width [px/cm]: With this option, the image width can be restricted with the help of comparison operators (=, <, >, <=, ...). This information must be given in px or cm.
- Image height [px/cm]: With the help of this setting option you can select the image height. Using comparison operators (=, <, > , <=, ...) you can enter values in px or cm.
- X-resolution: With this option it is possible to search specifically for a desired resolution.
- Color model: At this point you can select the corresponding color model from the selection list.
 This can be useful, for example, if the searched images have the HSL color model.
- Resolution type: Here you can select the resolution type, e.g. dots per centimeter (DPC), from the selection list.

Quality levels

- Quality levels fulfilled: This option allows you to search for images that meet certain quality levels.
- Non-fulfilled Quality Levels: This option allows you to search for images that do not meet certain quality levels.





2.4.7 Assign Media

When assigning media objects in the "Media" tab, e.g. a product family, the following should be considered:

Images can be stored in the **"Image"** input area. For each image you can edit the properties image type, width in print [cm] and relevant languages.

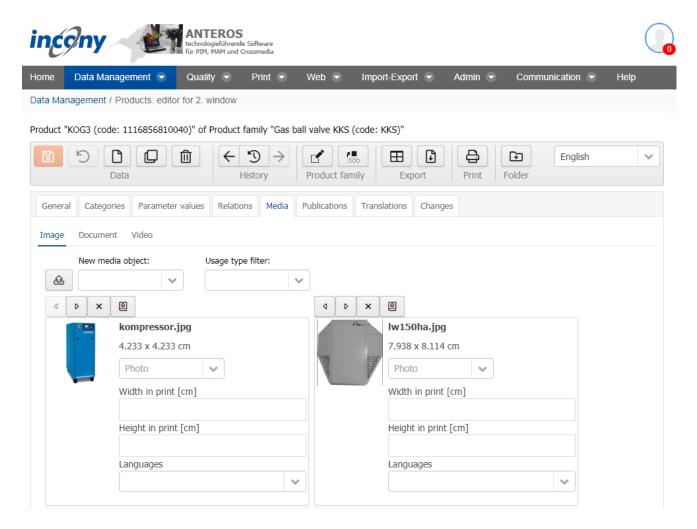
Documents can be stored in the **"Document"** input area. The document type and relevant languages properties are also available here and can be filled manually.



Videos can be stored in the "Video" input area. Here you also have the video type and relevant languages properties, which you can assign values to.

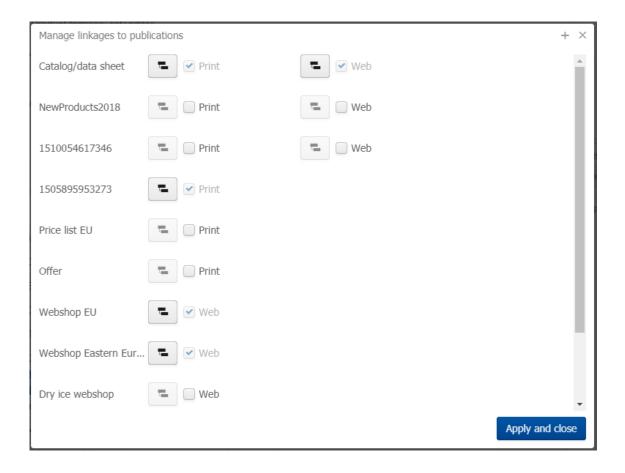
The order of the media can be rearranged using the arrow symbols. The link to an individual media object can be deleted pressing the X-button.

If you want to add a new media object, the familiar drop-down list with identical functions will help. However, if you want to add an object that has not yet been uploaded, you can use the upload button to upload the object and add it to the product family at the same time.



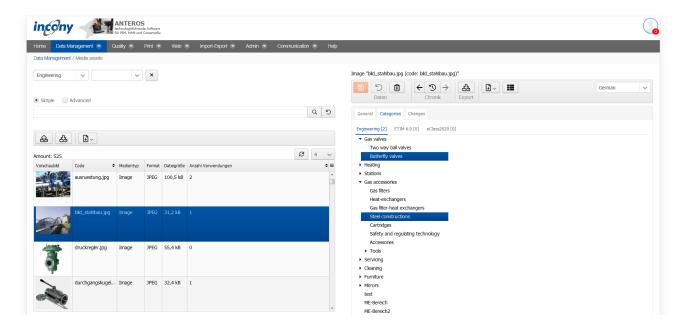
Each media object has a button that displays a book with a globe. Click on this button to open the administration of links to publications. Below you will see a list of all publications, some of which are differentiated between print and web presentation. You can select this representation by clicking checkboxes. Please note that some checkboxes are grayed out. This is due to the symbol in front of the checkboxes. If the symbol is grayed out for a publication, this means that there is no publication assignment in higher-level objects for this publication. In this case, the checkbox is not grayed out and you can easily select the checkbox. If the symbol is not grayed out in a publication, however, the checkbox is. This means that the publication assignment has been defined in the category and by clicking on the icon, you get the possibility to overwrite this inherited setting.





2.4.8 Categorize media

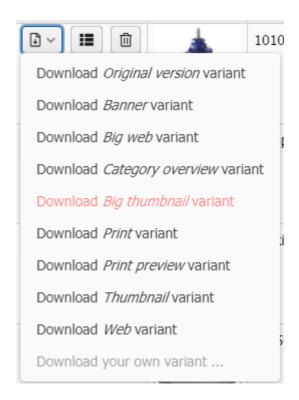
To assign a media object to a category, open it in the Editor. To do this, you must select it in the "Media Assets" menu item in the list. You can then select the categories to which you want to assign the media object in the "Category" tab.





2.4.9 Download Media

A click on the download icon opens a drop-down list where you can select the variant in which you want to download the media object. If a variant is not available, it is highlighted in red and cannot be selected.



2.5 Dictionary

2.5.1 Overview

The dictionary lists all texts with their translations from the products, product families, categories and parameter definitions and can be searched specifically. The texts include all parameter values classified as Text (except language-independent values) as well as texts from master data fields such as Name, Description, Synonym or Title.

The user rights define which languages are displayed to you. If you are authorized to use more than one language, you can use the drop-down list at the top left to select the **languages** that you want to display. This makes it easier to read the individual texts due to fewer language columns. To ensure only dictionary entries that have a text in the selected language are displayed, select Yes in "Restrict by languages".

You can also check the **translation status** to reduce the number of dictionary entries displayed, e.g. only texts with the status "Translation required". The translation status and the working methods for translating the texts are explained in more detail in the following subchapters.

You can also restrict the types according to "general", "etim" and "print", or take all types into account.

You can also distinguish between "Used texts" and "Not used texts" and between "Texts to be translated" and "Texts not to be translated".

2.5.2 Translation status

ANTEROS manages the translation status of each text, which is displayed in the dictionary list in the form of traffic light icons.



The following translation statuses exist:

- **Translation required**: ANTEROS automatically sets this status when a text is changed in the master language. This allows you to identify only those texts that still need to be translated.
- **In translation**: If you export data for translation using EXCEL and have it translated in an offline process, you can set the status of these texts to "In translation". This allows you to easily recognize texts that have been changed in the master language and export them for a second translation export.
- **Ready for release**: After translating, you can set the texts directly to "Released" or first to the intermediate level "Ready for release" and afterwards to "Released".
- **Released**: Translated texts should generally be set to the status "Released" once translated.

Use the checkbox in the dictionary list to only display texts with a specific translation status, for example, only texts with the status "Translation required".

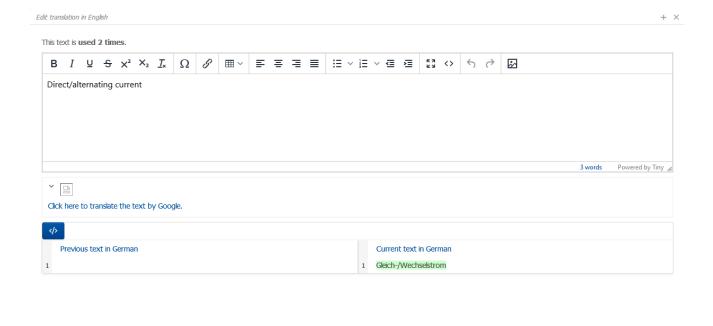
2.5.3 Online translation

To translate the remaining texts for one language online that have the status Translation required, you should first activate the checkbox "Translation required" in the dictionary list under Translation status. Proceed step by step line by line as follows: Click on the Edit button of the text that you want to translate to revise or click on the Edit button in the column of the language in which you want to translate to create or revise the appropriate translation.

In both cases, a window opens after you have made a selection. Depending on which button you clicked, you will either see only one editor in which you can edit the text in your master language, e.g. German, or you will see an editor for your translation, including a plug-in from Google that helps like the Google translator, and below this you will see two fields in which the current German text and, if available, the old text in German is displayed.

Subsequently, click on the "Save" button at the bottom right to save the entries. You will then be taken back to the dictionary list and the translation you have just edited will have changed to the "Ready for release" status. Check again to make sure the text is correct. If it is, click on the translation status and select "Released" from the list, or simply click on the edit button again to make changes to the translation.

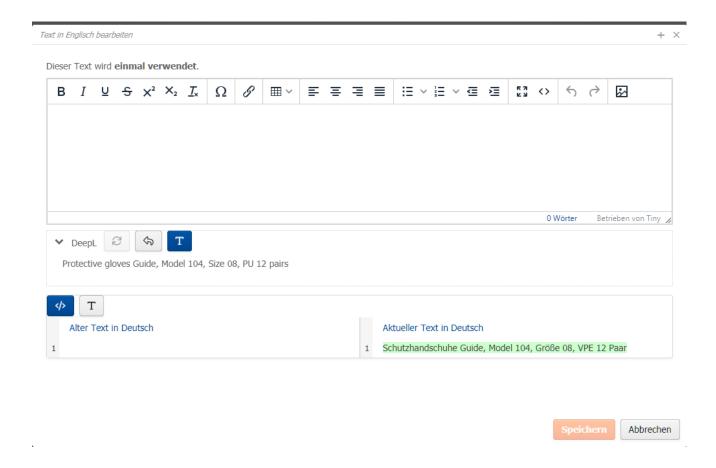




Cancel

If you use the ANTEROS.tm.deepl, you can use the translation help from DeepL here. For this you only have to click the edit button (pencil) in the "foreign language". This opens the translation dialog and in the bottom right corner the current text is displayed in the master language. To now have the text translated by DeepL, click on the update button next to the text "DeepL". After a few seconds the text translated by DeepL will appear. By clicking the Apply button, this translation is transferred to the editable text, where you can further adjust the text if necessary.





2.5.4 Exporting, translating, and importing texts

Texts can also be exported to EXCEL, e.g. to transfer them to a translator. Once the translation has occured the passage can easily be imported into ANTEROS.

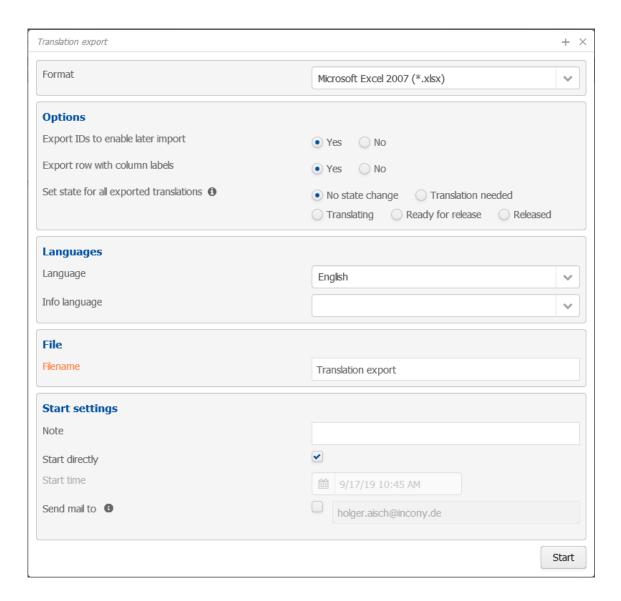
We recommend this option if many different paragraphs require translation. For further information on how to export translations see the section "Export".

Export translation

The default settings in the dictionary should be selected when exporting translations. By default, the translation status is set to "Translation required", the text usage is set to "Used texts" and the translation relevance is set to "Texts to be translated".

Finally, click on the export icon at the top to open the following window:





Excel Translation file

The exported file has at least four columns:

- Column 1 for the Text ID
- Column 2 for the texts as they existed in the master language when the last translation into the selected language was made.
- Column 3 with the texts as they now exist in the ANTEROS database in the master language.
- Column 4 contains the translation language, with the translations currently available in the PIM database
- If you have selected an info language, this is displayed directly to the left of the column for the translation language.

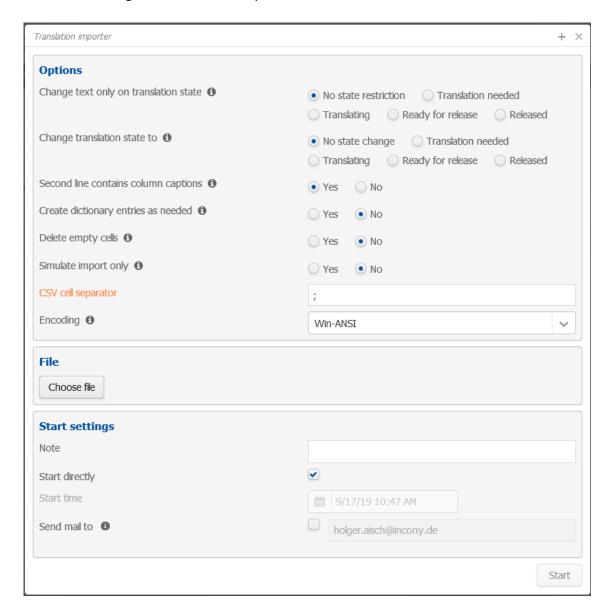
Changes within a language are highlighted in color so that you can carry out your translation even more efficiently

Importing the Excel translation file

If your translator has added the missing texts to the translation file, you can import this file directly under the same menu item Data Maintenance \rightarrow Dictionary using the Import button. You can accept the default settings, upload your file by browsing below and click "Start". Or you can customize the following options:



- Only accept texts with status: If you select something other than "No status restriction", the imported translations are checked against the selected status. If the translation status of a translation does not match, it will not be imported.
- **Set translation status to:** The selected status is set for all imported translations.
- Second line contains column labels: If activated, the second line is not regarded as a content line and is ignored.
- Create dictionary entries on demand: If activated, dictionary entries that do not yet exist in the database will be created. If disabled, only existing dictionary entries are updated by the import.
- Delete empty cells: If enabled, the fields of empty cells are deleted. If it is the code of an object such as a product, product family, category, media object, parameter definition, or dictionary entry, the object is completely deleted. If it is a content field, e.g. a text value, numeric value, minimum or maximum, the whole parameter value is deleted. If not activated, empty cells are ignored and do not lead to changes.
- Only simulate import: If activated, the data is imported as normal, but all changes made to each object are immediately undone. So the data import is simulated and you can look at the messages without changing the database.
- CSV separator: A a semicolon is the default value.
- Encoding: If the import uses special characters or alphabets such as Chinese or Greek, you must use Unicode encoding. For Western European texts "Win-ANSI" or "ISO Latin-1" can be used.





2.5.5 Resolve text duplicates

Due to the free input or due to the import of translatable texts, it can quickly occur that there are several entries with the same texts in the dictionary. This makes the translation process more tedious, as the same texts have to be translated several times.

To eliminate these duplicates in the dictionary, you can detect and resolve duplicates in the dictionary. The 🖃 button for this purpose is available in the dictionary.

When you press the button, a dialog with 2 tabs appears. In the first tab "Determine duplicates" you can determine so-called duplicate groups for all entries selected in the dictionary. These are groups of dictionary entries whose translations are very similar in the master language. All dictionary entries of a duplicate group are potential duplicates with respect to their translations in the other languages. Determining the duplicate groups can take a while depending on the number of dictionary entries. If this is the case, there is no need to wait for it to finish. You can safely close the dialog during the determination, the process will continue and can be viewed in the process monitor.

The process for determining dictionary duplicates can also be started directly via maintenance with "Determine dictionary duplicates". You can start this process with a time delay and/or repeatedly, e.g. every night.

After completing the duplicate determination, the duplicate groups can be viewed in the 2nd tab "Resolve determined duplicates".

The duplicate groups can have 3 statuses:

- Without complaints
 - All translations of this duplicate group are identical.
- •Incomplete
 - All existing translations per language are identical, but there are languages with translation gaps.
- With conflicts
 - Translations differ in some languages.

In the case of incomplete and conflicting duplicate groups, an info icon is displayed. Here, a tooltip (hovering the mouse over it for a moment) shows the languages in which there are discrepancies: Initially, all duplicate groups without discrepancies are selected in the list, while the incomplete or conflicting ones are not. You can expand them to view the discrepancies:

Duplicate groups with complaints are often duplicates as well. After expanding the duplicate group, you can select the entries and texts to be used in the duplicate resolution. Here you can also deselect entries to disregard them during the resolution. After clarifying the inconsistent duplicate translations, these groups can also be selected for the resolution.

The list of duplicate groups can be filtered by the statuses. In addition, all listed duplicate groups can be selected or deselected by clicking on them:

To resolve the selected duplicate groups click the "**x Duplicate Resolution**" button at the bottom right. A new tab will be created where you can see the duplicate resolution process:

Duplicate resolution replaces all dictionary entries of a duplicate group with a single entry, which is supplied with translations of the others depending on the selection. The usages of the other dictionary entries are changed to one. As with other processes, the result with the messages can be downloaded as an archive.

After resolving the previously selected duplicate groups, you can switch back to the "Resolve detec-



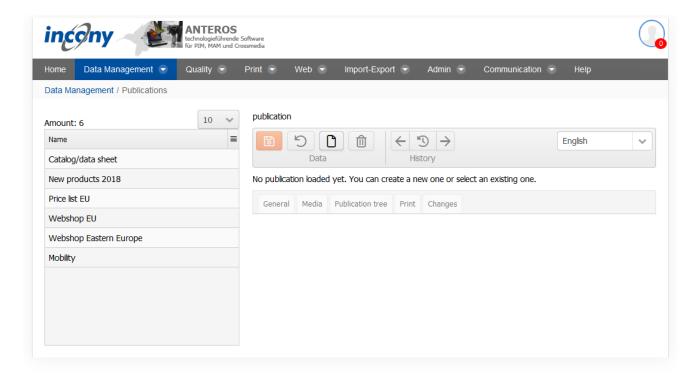
ted duplicates" tab. The previously resolved duplicate groups are no longer listed here. This way you can resolve duplicate groups step by step.

2.6 Publications

2.6.1 Publication list

You can define your own publications for print and web, e.g. for a printed price list, a printed catalog, a web catalog for the brand "Gut+Billig" and a web catalogue for the brand "Professionell". You can assign categories, parameters, product families and products to a publication in order to determine exactly which products and which of your data fields should appear in this publication.

If you click on the "Data Management" menu and then on the "Publications" sub-item, a list of your publications created so far appears on the left and an editor to edit them appears on the right.

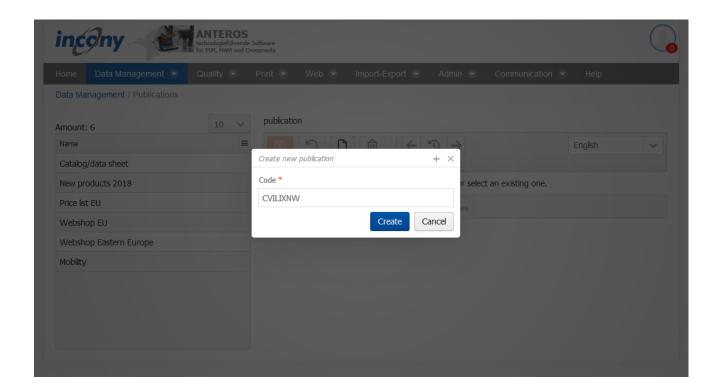


2.6.2 New Publication

Click on the "New" icon in the Editor header bar to create a new publication. A small dialog box will then appear in which you must confirm a generated code. An empty publication then opens in the editor and you can enter information about the publication.

The new publication will be appended to the bottom of the publication list if you have not specified a specific sort criterion.



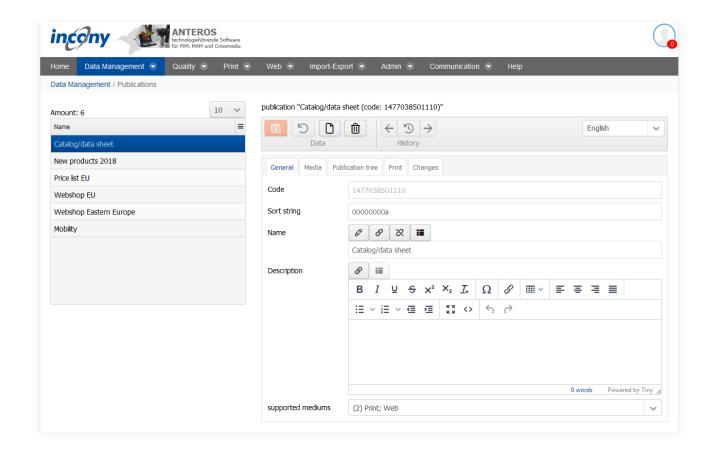


2.6.3 General tab

The following specifications can be made within the "General" tab of a publication:

- Code: In the "Code" input field, you can enter an identifier or code for the product family. You must select a code that is unique in the catalog, otherwise you will receive an error message when saving. It is recommended that you select an identifier that is easy for you to understand and remember.
- Sort criterion: In the input field "Sort criterion" you can enter a text according to which the individual objects are sorted in a list. The objects are sorted in lexical ascending order according to the sorting criterion, i.e. according to the text entered, like in a telephone book.
- Name: Publication name (e.g. "Price list Europe"); this name appears in the list of publications for the categories, parameters, product family and products, allowing you to specify which products and data fields should appear in the publication.
- Description: Here you can enter details of your publication, e.g. "Price list for all countries with EUR currency; first used from 2013".
- Publication types: This field is a mandatory field. Here you can decide which media to assign to the categories, product families and products within a publication. You can choose from the existing options, such as "Print" and "Web". Important to note here is that all relevant media types must be set before allocations are made in the categories, product families, or products. In the categories, product families, products and media links, you can control per media type whether they should be displayed or not. This allows you to maintain different assortments for print catalogs or a shop.





2.6.4 Media Tab

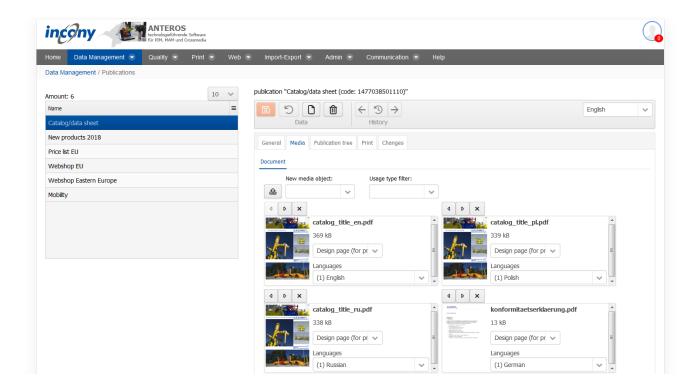
Here you can store documents for publication that are to appear before or after all product pages and directories, e.g. a catalog title page.

For each added object define the relevant languages, the insertion position (Before / After this object) and, as already known, manage the publication links via the corresponding button.

To assign a new document, use the corresponding input field "New media object". You can also use the adjacent button to upload new PDF files and then assign them.

Image-only pages that are to appear within the product pages and after the table of contents can be uploaded in the categories or product family in the "Media" tab under the Document item.





2.6.5 Tab publication tree

In the tab "Publication tree" you have an overview of where which media are set. Here you can easily manage the assignments down to the product level.

The overview can be influenced by various options. Two buttons are available at the top: "Expand all categories", where each individual category is expanded to the product level, and "Collapse all categories", where each category that you have already opened to a lower level is collapsed again. Using the Burger icon in the upper right corner of the table, you can choose to display both the Print and Web columns, or just one of the two, or none at all.

You can also choose between "Keep Subassignments" and "Override Subassignments":

- Keep subassignments: If a publication assignment is changed, the assignments of all subobjects are not overwritten.
- Overwrite subassignments: If a publication assignment is changed, the assignments of all subobjects will be overwritten.

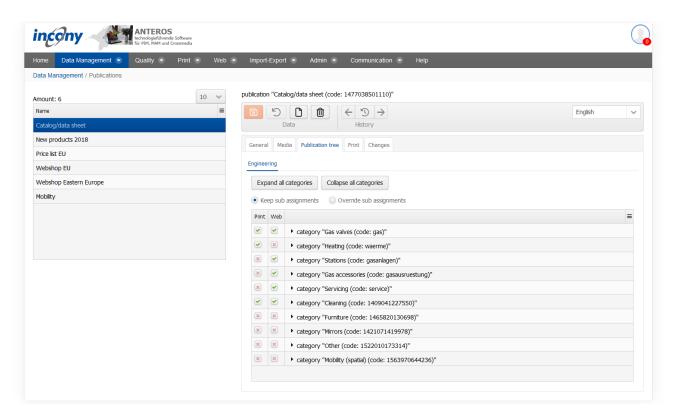
In the publication tree, expand a category or product family by clicking the arrow to pointing right. Clicking the down arrow brings the category or product family together again.

In each table entry you will find at the first position whether these are a category, a product family or a product.

The first two columns "Print" and "Web" represent whether the category, product family or product is relevant for this publication on the Web or in print. The green tick means that the respective object is taken into account and the red cross means that the object is not included. A click on one of these symbols switches it from one to the other. If the symbols are grayed out, no media are set on

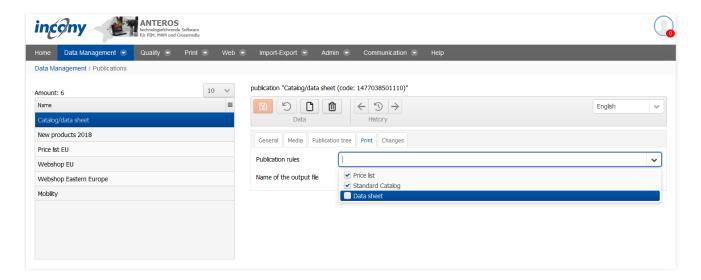


the level, they are only inherited from the superordinate element. Thus, changes to the assignments of the superordinate elements always have an effect here, regardless of the mode (keep / overwrite subassignments).



2.6.6 Print Tab

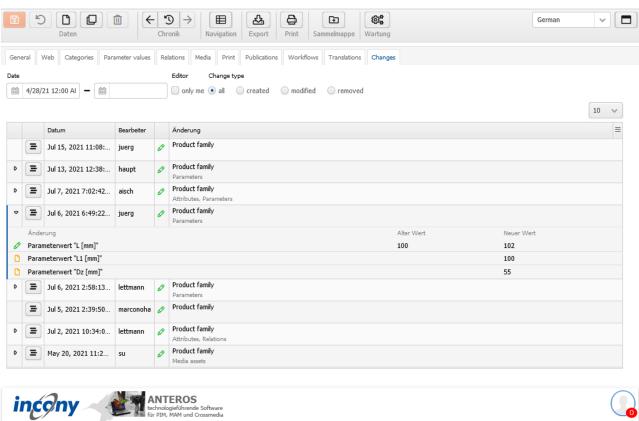
In the "Print" tab, you can select one or more print controls for the selected publication via a selection list and give the output file to be generated a name. The selection of a print rule is not mandatory.

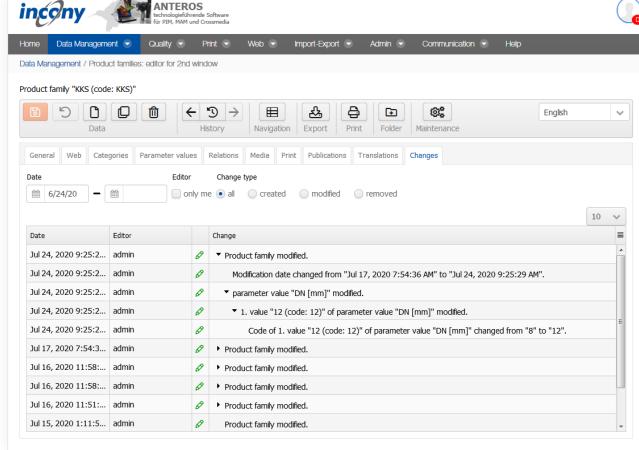


2.6.7 Changes Tab

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the right. For example, in the screenshot below after clicking on the icon it is shown that the parameter L was changed from 100 to 102.









2.6.8 Publications in the Media tab of categories, product families, products

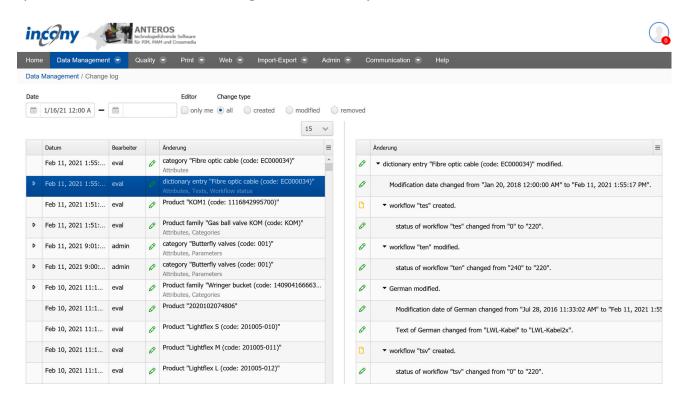
The details are identical to those you see in the "Publications" tab for categories, product families and products.

2.7 Change log

The change log is divided into two sections. On the left side there is a list of all changes made in the system, under the name of which fields / elements have been changed. The list can be narrowed down by specifying a time period, the editor and the type of change. Thus, you can choose to only view changes that you have made yourself. The types of changes you can choose between are " all ", " created ", " changed " and " deleted ". The first column of some rows includes an arrow that expands to show the most important changes when clicked.

If you want a detailed view of the changes of an object, you can click on it in the list, whereupon it will be highlighted in blue. After selecting an object, a tree structure opens on the right side of the change log, in which you can see for each change to this object who changed what and when. Here, too, the changes can be expanded and collapsed using the arrow icons.

The two sides of the change log are separated by a vertical line that can be moved to give more space to the tree structure on the right side, for example.



There are various filter options available so that you can find out about the many points of specific changes.

Date: Here you can restrict the period of the changes.

Editor: Here you can specify whether only changes made by you are to be displayed.

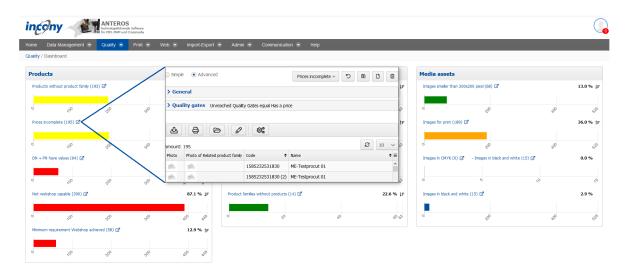
Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.



3. Quality

3.1 Overview

The ANTEROS.qm module allows you to get an overview of the quality of your data in the dash-board. For example, you can clearly see the status of translations or which images are still too small or which product families do not yet have images assigned to them. In order to improve the data in a targeted manner, simply click on a report to go directly to the list of objects to be improved.



The dashboard displays your own audit reports and the global reports of your colleagues. Reports can be defined via search queries and quality levels and compiled in report groups. As a short overview first the **process of creating new reports with quality levels and their display on the dashboards**. It is explained in more detail in later chapters. 1) Create quality levels under Quality -> Quality levels2) Recalculate quality levels per maintenance process under Admin -> Maintenance3) Select the quality level via advanced search and, if necessary, further search restrictions under Data maintenance -> Products/product series/media (set search to advanced)4) Save the search as a new report by clicking the New icon in the upper right corner. If "Show in Dashboard" is set to Yes, the report will appear directly in the dashboard.5) To place the report in a group in the dashboard, edit this group under Quality -> Report Groups and set the report in relation to the other reports in the Relations tab. With the arrow icons you can change the order of the reports in the report group.6) Edit reports: If necessary, you can now or later open the report in the report editor under Quality -> Reports and make additions, e.g. to set a report as a starting point for another report.

3.2 Dashboard

3.2.1 Overview

The dashboard serves to show the current status of your entered data. Standardized and user-defined evaluations are displayed by means of column and bar diagrams. Initial ANTEROS already provides some standard reports, for example to evaluate how many product families are not yet assigned to a category. Reports are based on the results of advanced searches saved as reports. This means that each report contains saved search restrictions. The display of the evaluations or reports can be individually adapted and extended. You can create new reports as well as view, modify and use existing ones. Grouping in report groups is also possible. The following are available in ANTEROS: Products, product families, images, documents and information. For example, the dashboard reports tell you how many products are not assigned to a category or how many products lack a product name. This makes it much easier to evaluate your data for completeness.

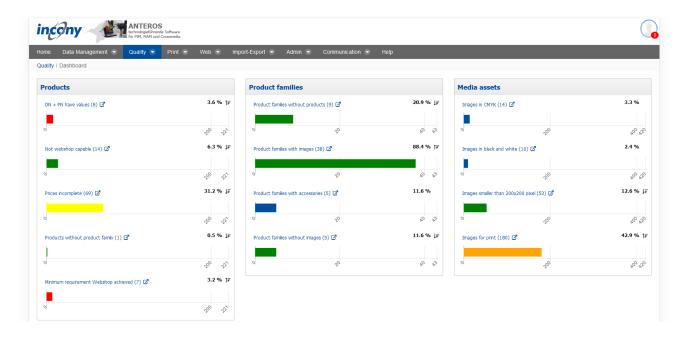
The evaluations of the reports are based on the search results of the advanced search. Each time



you access the dashboard, the reports are updated. Search results are loaded using the saved search mask, ensuring up-to-date reporting. You can also use the dashboard to go directly to the search results in Advanced Search and make changes. If, for example, you want to edit or complete products without a product name, you can jump to the advanced search with the saved search mask by clicking on it. There the products are listed, which e.g. have no product names.

Dashboard Structure

The dashboard is composed of several evaluations, which are grouped in report groups. These are shown in the following screenshot:

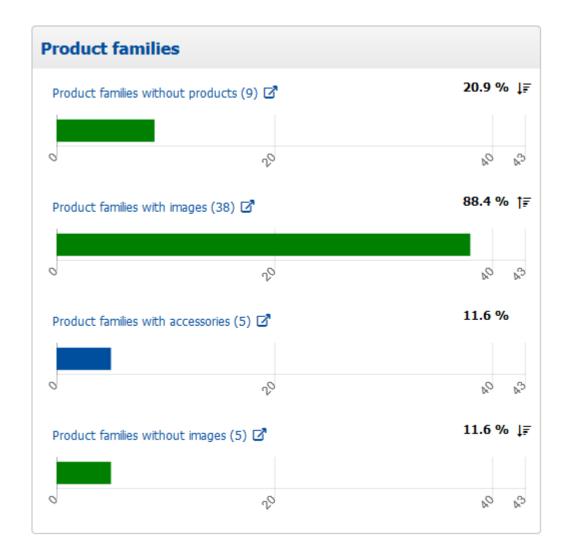


3.2.2 Report Groups

The statistics are divided into products, product families, images, documents and information, the so-called report groups. Evaluations that only refer to product families, for example, are sorted into the corresponding report group. Reports can therefore be grouped. If you click on the name of a report within a report group, an extended search with the restrictions of this report is started. In addition, next to the name is the percentage of objects that fall under this report, and a symbol that contains either an up arrow or a down arrow. If the arrow points down, this means that lower percentages are better than higher and opposite for the arrow pointing up.

The report groups are managed under the menu item **Quality-> Report Groups** and the reports under **Quality Levels-> Reports.**





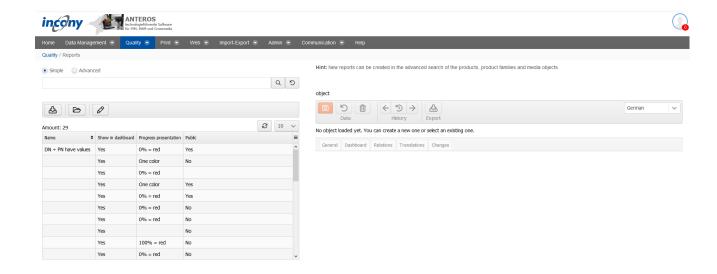
3.3 Reports

3.3.1 Overview

Reports contain search queries that you can use to analyze and evaluate your data, images, and documents. Upon delivery of ANTEROS, there are standard reports such as "Products without name" or "Product families without categories". You can also create new reports and change or delete reports in this menu.

You can group reports, display specific reports and report groups in the dashboard and customize the appearance of the dashboard. You can delete a report using the delete icon in the action column of the list or in the editor. Create a new report by saving it using the advanced search.





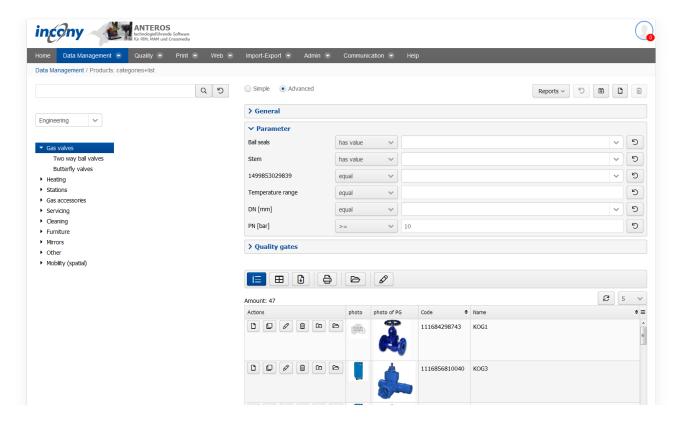
3.3.2 Create New Report

3.3.2.1 Create Report Using Advanced Search

Reports can be created by saving the search restrictions as a report in the advanced search menu. If you want to create a new report using the search, proceed as follows:

First of all, you must consider for which type of object (product, product family, images, documents, ...) an extended search and thus a new report should be created.

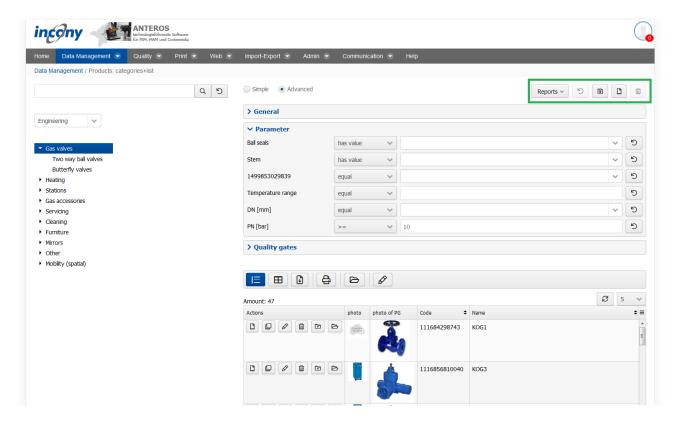
In the following example, an advanced search is performed for products. Now you can make search restrictions at will.



As can be seen from the previous screenshot, in the advanced search the system searches specifically for products for which the parameter "PN" has a value > = 10. The search result list is also updated according to this search restriction.

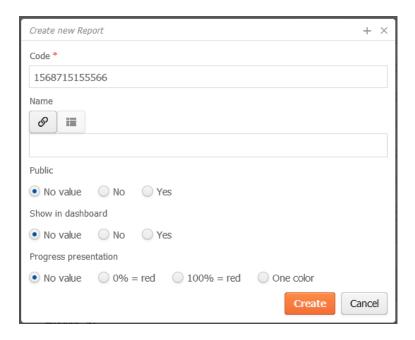


Above the search form there is a selection list with the name "Reports".



It is possible to save the applied search restrictions and thus also search results in the form of a report via this display. You can display this in your dashboard and access the automatically updated search results at any time.

To save the current search restrictions, click on the new icon (2nd icon from the right). A dialog box will then open in which you can enter a unique code and name.



The following additional options are possible:

Public

You can specify whether the report is a public report. This allows you to specify whether only your



user is allowed to view the report or whether all users of your PIM system have access to it. If you create a public report, it can be modified and deleted by any user.

Show on Dashboard

At this point you can specify whether this report should be displayed on the dashboard or not.

Progress bar

This option can be used to adjust the graphical display of the progress bar. This can be useful to make the evaluation more understandable for the user by means of a progress bar within the dashboard. The progress bar on the dashboard represents the number of objects found in the overall context. For example, the percentage of products that do not have a product name in relation to the total number of existing products.

0% = red

If "0% = red" is selected for the display of the progress bar, the bar will initially be red and with increasing percentage change first to orange, then to green.

This can be illustrated by the following example:

For example, a report provides information on whether a parameter value is set or available for the parameters "DN" and "PN". If this is the case for none or few products, the evaluation is considered negative. One could therefore say that the fewer parameter values there are, the worse. Accordingly, the progress bar has the color red, as shown in the following screenshot.

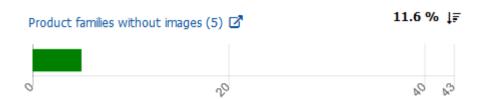


"100% = red"

The option 100% = red can also be selected. In this case the progress bar will be green if the number of search results or the percentage is low. As the percentage increases, the color of the bar changes first to orange and then to red. This setting option therefore behaves contrary to "0% = red".

If, for example, a report is to provide information on how many product families no image has been assigned to, this option would be useful. If this case applies to all or many product families, the evaluation can be regarded as negative. Consequently, one could say that the more product families that do not have an image assignment, the worse.

As can be seen in the following screenshot, there are currently only a few product families without images assigned. As a result, the progress bar is displayed in green.



No Color Gradiation

The option "Without color gradation" displays the color of the bar independent of the percentage. This display option is particularly suitable for neutral information, such as how many product families have been assigned accessories.

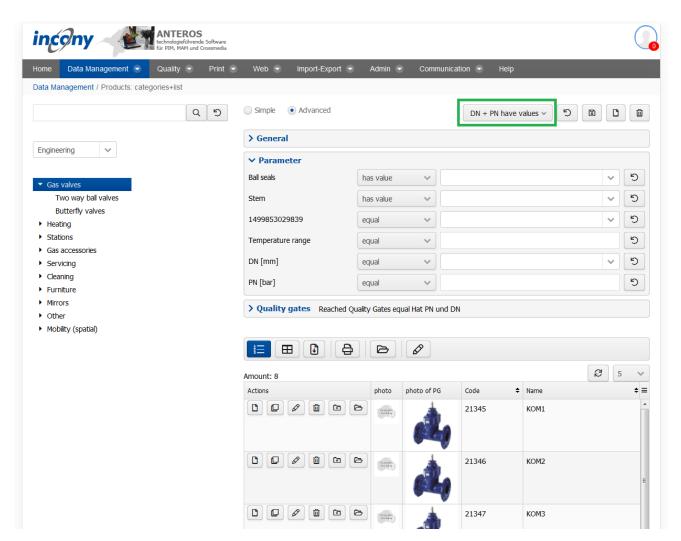




Edit existing report

You can edit an existing report. To do this, you must select the corresponding report from the drop-down menu "Reports". The reports are divided into "Global Reports", "Public Reports" and "My Reports".

After you have selected a report, the report name is displayed, in this case "DN+PN set". In addition, the search restrictions of this report are loaded. The following screenshot shows that quality levels were used for the search result filtering. You can also edit the report here. You can simply delete existing filters or add new ones. Changes must be saved by clicking the Save icon. The previously existing search restrictions will be overwritten.





3.3.3 General tab

3.3.3.1 Overview

You can enter elementary data in the "General" input area. The mandatory fields are indicated by a different colour. The information in this tab includes code, sort criteria, name, description and synonyms.

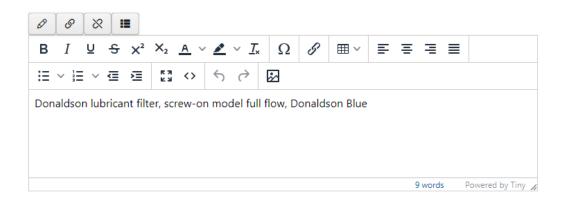
3.3.3.2 Name

In this field, the name of the object can be added.

3.3.3.3 Description

You should enter an explanation in the "Description" field. The description can be displayed in the lists, in print, web or apps. You can format this description by using the formatting elements in the toolbar.

Description



3.3.3.4 Public

If you decide that your report should be public, any user can use and edit your report. If the report is not public, only the user who created it can access and edit it.

3.3.4 Dashboard tab

In this tab, you can customize the representation of the report in the dashboard. Starting with whether the report should be displayed in the dashboard at all. You can also set the color gradation of the progress bar. Here you have 3 options to choose from:

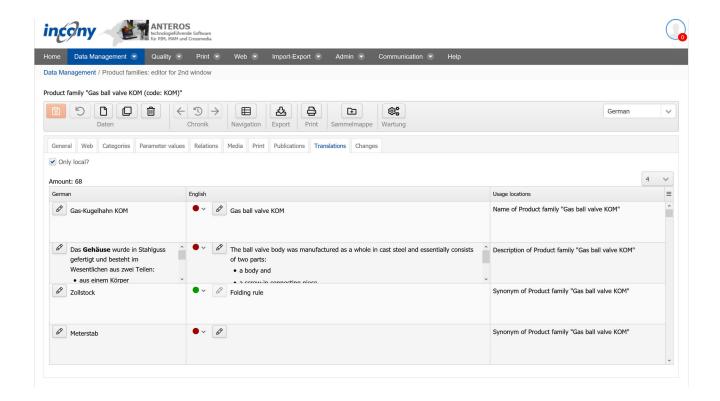
- 0% = red: Lower percentages are considered "bad" here. The low percentage range is represented by a red color, the middle by a yellow and the high by a green. (Example: Minimum requirements webshop fulfilled)
- 100% = red: High percentages are considered "bad" here. The high percentage range is represented by a red color, the middle by a yellow and low by a green. (Example: Empty product family)
- Without color gradation: Here the three percent ranges are not distinguished by different colors and by default the progress bar is permanently displayed in INCONY blue.

3.3.5 Translations tab

This tab contains all texts and corresponding translations associated with this object. By default, the "Local uses only" checkbox is selected and thus only texts used in the current product family appear in the list below.

To prevent inconsistent text changes, the "Texts" tab is deactivated as soon as changes are made in any other tab. After saving your changes, the "Texts" tab will be reactivated.





3.3.6 Relations Tab

In the Relations tab, you can set a basic report in relation to your currently selected report. This adjusts and displays the percentage display in the dashboard in relation to the base report. The current report builds on the results of the basic report. The assignment of a basic report is also displayed on the dashboard.



The report "Has accessories" is displayed in this report group. This report states that a total of 2.2% of products currently have accessories assigned to them. The report below has the name "Has spare parts" and after the name of this report "-Has accessories (5)" is displayed. This indicates that the report "Has accessories" is the basic report of "Has spare parts". In this case it means that the evaluation of the "Has Spare Parts" report depends on the evaluation of "Has Accessories". In concrete



terms this means that of the products that have accessories, 40% even have accessories AND spare parts. The evaluation is therefore based on the evaluation results of the "Has accessories" report. This can also be seen from the scaling below the percentage display. "Has accessories" provides 5 products out of a total of 226 to which an accessory is assigned. The "Has Spare Parts" report evaluates the report conditions only for these 5 products. The 5 products can be taken from the basic report.

3.3.7 Changes tab

There are various filter options available so that you can find out about the many points of specific changes.

Date: Here you can restrict the period of the changes.

Editor: Here you can specify whether only changes made by you are to be displayed.

Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.

3.4 Report groups

3.4.1 Overview

Each report group lists the reports assigned to it. For each report, a bar is displayed showing the percentage of objects found. The number of objects found per report is also displayed under "Number". Clicking on the name of the report takes you to the advanced search with the saved search mask and the search results.. The list of reports can be limited using either the simple or the advanced search. If you want to edit a report, you can switch to the editing mask by clicking on the pencil symbol.

The arrow next to the bar indicates which percentage is desirable, i.e. whether the goal is to reach 100% or 0%. When evaluating products that have a product name, the goal is to achieve 100% so that each product has a product name. In this case, the arrow would point right/up. When evaluating product families that do not have a complete description, for example, 0% is desirable, because the fewer incomplete descriptions, the better. In this case the arrow points to the left/down.

Roughly speaking, the arrows show the desirable improvement tendencies.

3.4.2 General tab

3.4.2.1 Overview

You can enter elementary data in the "General" input area. The mandatory fields are indicated by a different colour. The information in this tab includes code, sort criteria, name, description and synonyms.

3.4.2.2 Code

The "Code input field allows you to enter an identifier or code for the product family. You must select a code that is unique to the catalog, otherwise you will receive an error message when saving. It is recommended that you choose a descriptor that is easy to understand and remember.

After clicking on the New symbol, the system always sets a code based on the current time (to the millisecond). However, this code is not "speaking", meaning not always easy to understand and remember, and can make later searches or changes more tedious. For this reason, you can also provide your own separate identifier in the Code field.

Recommendation: Only use letters and numbers for the code and, if possible, only a dot, hyphen or underscore as special characters in the code. The use of the special characters @ ' " \setminus = ß will prompt an error message, as these characters are not allowed.



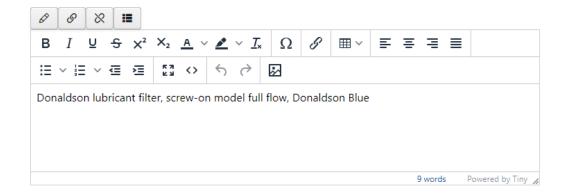
3.4.2.3 Name

In this field, the name of the object can be added.

3.4.2.4 Description

You should enter an explanation in the "Description" field. The description can be displayed in the lists, in print, web or apps. You can format this description by using the formatting elements in the toolbar.

Description



3.4.2.5 Synonyms

You can define any number of synonyms. Synonyms are alternative terms your customers or staff can also search for, e.g. "wrench" as a synonym for "monkey-wrench". Use the button with the plus symbol to add more synonyms, the arrows can be used to sort them and the button with the X to remove synonyms.

Note: The synonyms are technically linked to the dictionary entry of the name.

This means that changing synonyms will affect every instance where the dictionary entry of the name is used.

For example, if a synonym is added, the new synonym will also be added to all other data objects that use the same dictionary entry with the name.

When setting another dictionary entry for the name, all synonyms of the new dictionary entry will also be applied.

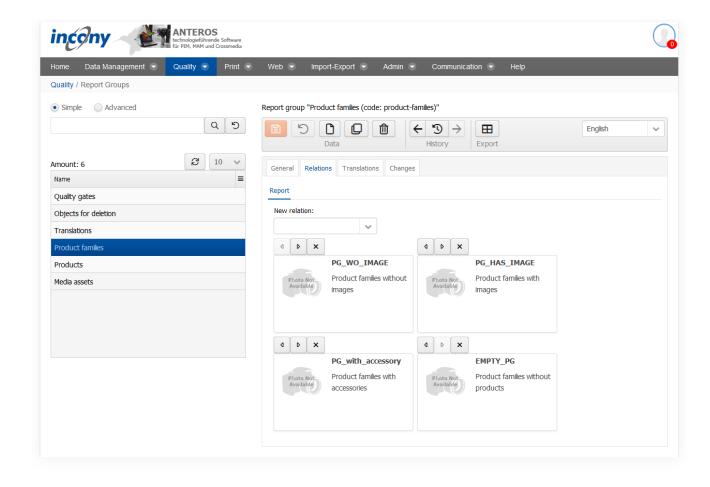
If no synonyms are stored for the new dictionary entry, the list of synonyms will also be empty after setting.

If the name of the dictionary entry is deleted, the previous synonyms are also removed from the data object.

3.4.3 Relations tab

Here you can create relations to the reports that are to be assigned to the selected report group. You can use the selection list to create a new relation, the X-button to cancel an existing relation, and the arrows to change the order of the assigned reports.



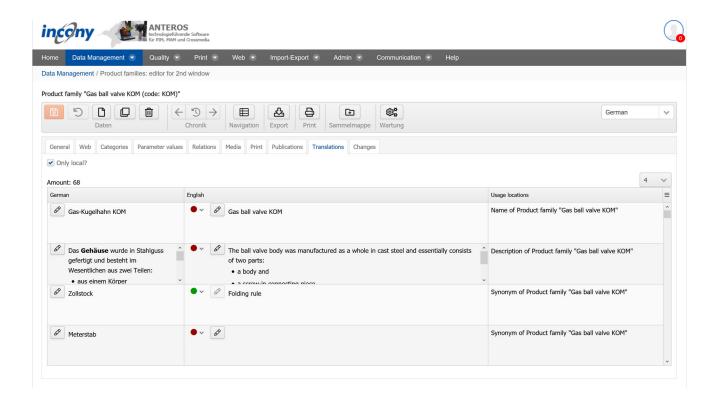


3.4.4 Translations tab

This tab contains all texts and corresponding translations associated with this object. By default, the "Local uses only" checkbox is selected and thus only texts used in the current product family appear in the list below.

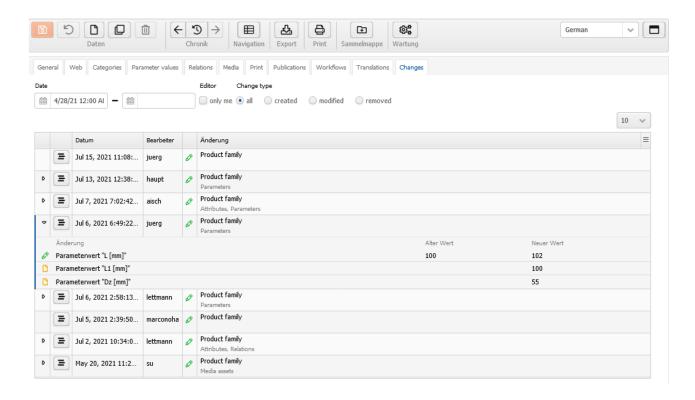
To prevent inconsistent text changes, the "Texts" tab is deactivated as soon as changes are made in any other tab. After saving your changes, the "Texts" tab will be reactivated.



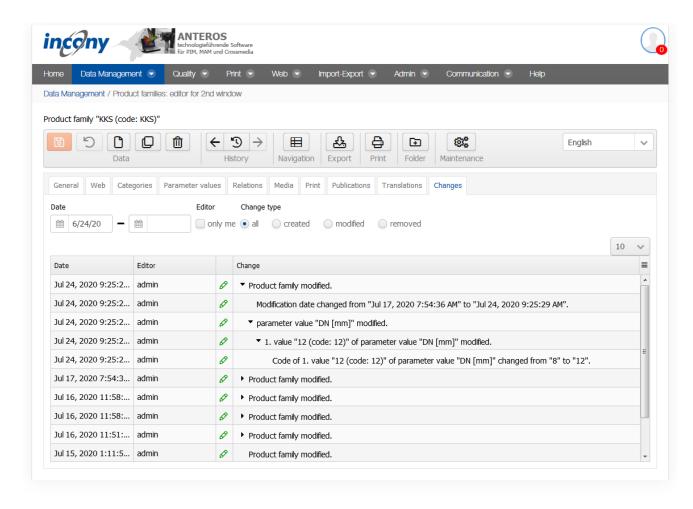


3.4.5 Changes tab

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the right. For example, in the screenshot below after clicking on the icon it is shown that the parameter L was changed from 100 to 102.







There are various filter options available so that you can find out about the many points of specific changes.

Date: Here you can restrict the period of the changes.

Editor: Here you can specify whether only changes made by you are to be displayed.

Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.

3.5 Quality Levels

3.5.1 Overview

Create new quality level

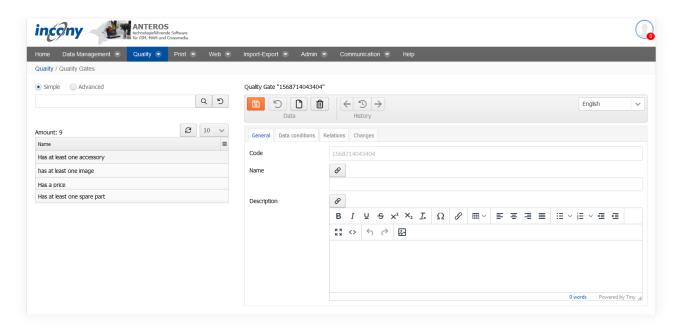
To create a new quality level, click on the new icon. A dialog box will then open in which you can either enter a unique code or accept the code generated by ANTEROS. The newly created quality level is loaded in the editor on the right. This editor can now be used to enter further information and set setting options.

Edit existing quality level

If you want to edit an already existing quality level, you have to select it in the selection list on the left. This will display the quality level in the editor to the right. In this case, you can edit and supplement information that has already been entered, as well as setting options.



Note: Changes to the data conditions or new quality levels require a recalculation for all data objects. If not done, they will not be considered correctly in the dashboard and advanced search. Therefore, after you have completed your work on the quality levels, perform the recalculation using Maintenance. You can find Maintenance under Admin -> Maintenance. Before you perform maintenance, select "Recalculate quality levels" under Data Processor.



3.5.2 General tab

On the General tab, you can specify a unique code, name and description for the quality level. A code will initially be generated automatically, but this can also be adapted according to your interests.

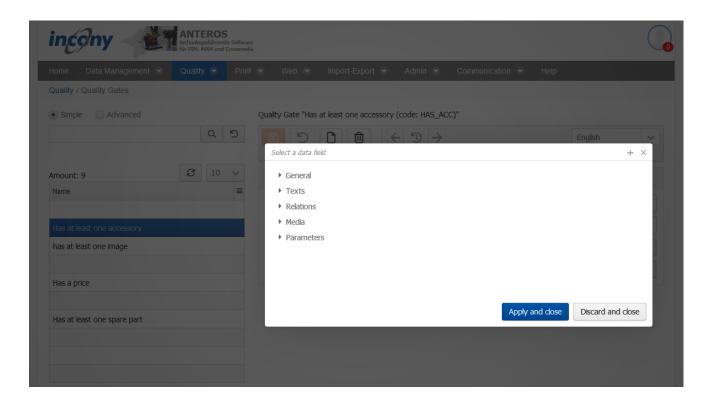
3.5.3 Data conditions tab

You can select data conditions by navigating within the tree and selecting the desired conditions. To do this, click on one of the top items "General", "Texts", "Media" or "Parameters". The properties are partly grouped; click on the arrow symbol to open the group. When you select a property, it will be highlighted in blue. To add a selected property to a quality level, click on "Apply".

Subsequently, you can still specify the condition in terms of which the property is to be evaluated. The following options are available:

- Is available: In this case, a value must be stored in the product data for the condition to be fulfilled.
- equal: A value must be entered in the input field to the right of "equal". The condition is fulfilled
 by the objects that have the identical value.
- ->, > =, <, <=: Values can be entered in the input field to the right of the corresponding operators.
- is not present: In this case, no value must be present in the product data for the condition to be met.
- has minimum length, has maximum length: A number of characters that a text parameter may have as a minimum or maximum can be entered in the input field on the right.





Select data conditions by navigating within the tree and selecting the desired condition. To do this, click on one of the headings "General", "Texts", "Media" or "Parameters". The properties are partly grouped; click on the arrow symbol to open the group. If you select a property, it will be highlighted in blue. To add a selected property to a quality level, click "Apply".

You can then specify the condition for which the property is to be evaluated. The following options are available:

- Exists In this case, a value must be stored in the product data in order for the condition to be fulfilled.
- **Equals** A value must be entered in the input field to the right of "Equal". The condition is fulfilled by the objects that have the identical value.
- ->, > =, <, <= Values can be entered in the input field to the right of the corresponding operator.
- **Doesn't exist** in this case, no value must be stored in the product data

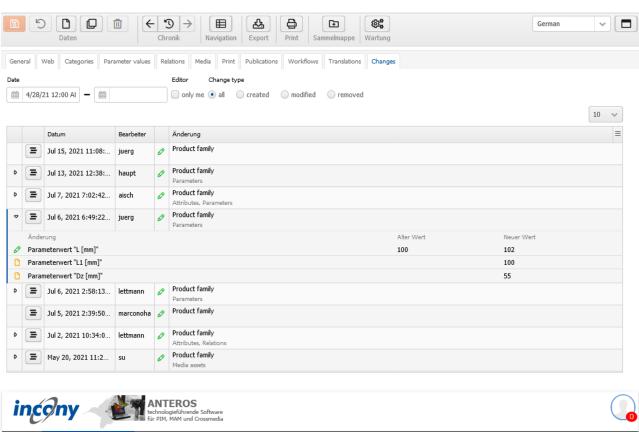
3.5.4 Relations tab

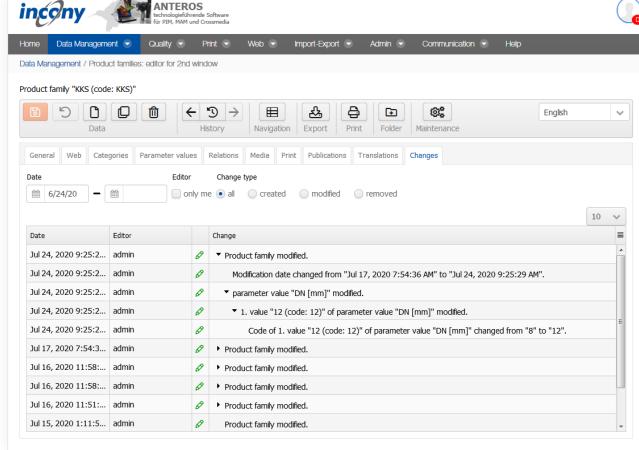
In this tab, you can create predecessor quality levels. This defines that these quality levels must be fulfilled before the quality level opened in the editor can be fulfilled.

3.5.5 Changes tab

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the right. For example, in the screenshot below after clicking on the icon it is shown that the parameter L was changed from 100 to 102.









There are various filter options available so that you can find out about the many points of specific changes.

Date: Here you can restrict the period of the changes.

Editor: Here you can specify whether only changes made by you are to be displayed.

Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.

3.6 Data checks

3.6.1 Overview

This Quality menu subitem maintains data checks that are either automatically run with each save/import or are initiated via the "Run Data Checks" maintenance process for all or selected data objects.

3.6.2 General Tab

The General tab allows you to set the time when the data check should be executed, along with the usual information, code, name and description. The following options are available:

- The data check should be executed automatically each time changes are saved
- Failure to perform the data check should result in a failure and thus prevent saving
- The data check can be selected in the "Execute data checks" maintenance process

3.6.3 Category Tab

The Categories tab allows you to restrict the data check to certain categories. This way you can cause this data check to only be executed for data objects that are located in the corresponding category area.

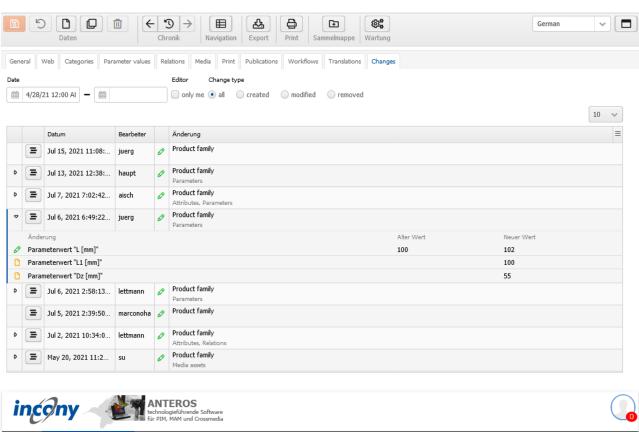
3.6.4 Data conditions tab

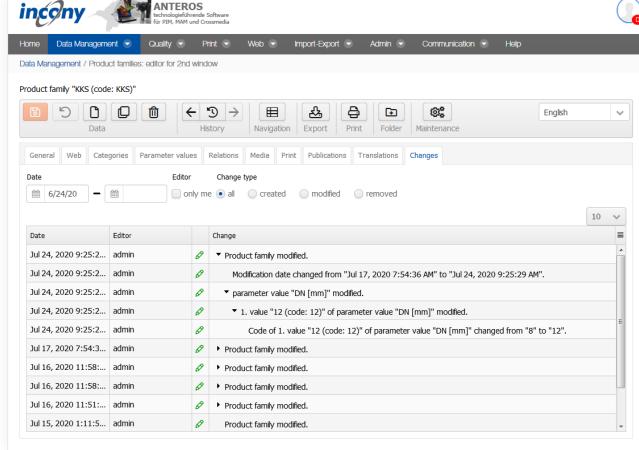
The data conditions that form the basis of the data check are maintained in this tab. The same principle is used for the quality levels.

3.6.5 Changes Tab

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the right. For example, in the screenshot below after clicking on the icon it is shown that the parameter L was changed from 100 to 102.









There are various filter options available so that you can find out about the many points of specific changes.

Date: Here you can restrict the period of the changes.

Editor: Here you can specify whether only changes made by you are to be displayed.

Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.



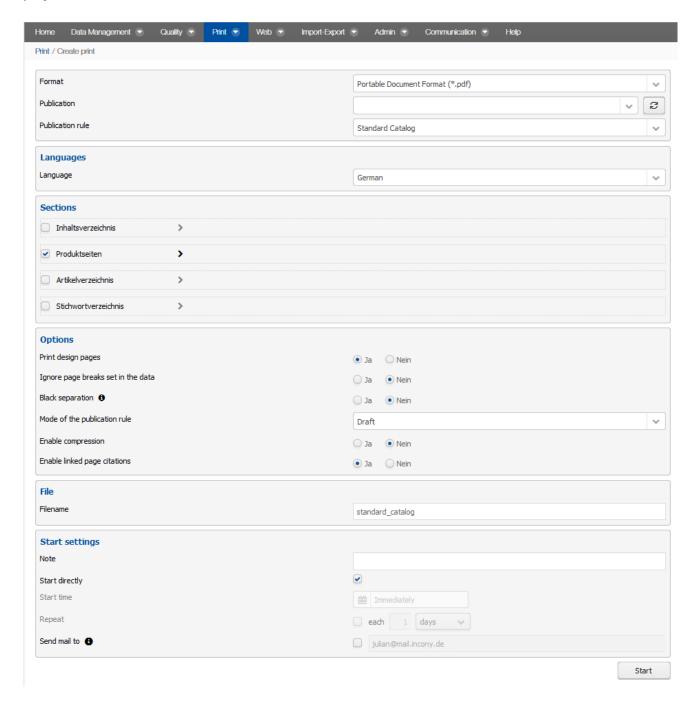
4. Print

4.1 Create Print

4.1.1 Overview

Use the Print menu to create a desired publication according to a selected rule, which will influence the further setting options.

The standard menu already provides a number of choices - even more can be found in customer projects.



4.1.2 Printing Rule

There are standard selection options such as "standard catalog", "price lists", "data sheets" and "brochure", which can be further supplemented in the customer project.



4.1.3 Publication

Here you can select a previously created publication to extract it.

4.1.4 Languages

At this point you can select the language used for generating the print document. The translations of the objects within the system are used here.

4.1.5 Sections

If you selected "Standard catalog" from the Print rule options list, you can select styles for the catalog sections listed below:

- **Table of contents**: If you decide on a table of contents, you can add a main table of contents and/or a chapter table of contents by clicking on the arrow to the right.
- Product pages: If you want to display product pages in your document, you can also decide
 whether to display prices and relations.
- Article directory: For a selected article directory, you can also specify whether the article name should be displayed or not.
- **Index**: Here you can also decide whether the article name should be used as a keyword.

4.1.6 Options

Here you can personalize your print document by making further adjustments:

Embed decorative pages: "Yes" is selected by default.

Ignore set page breaks: "No" is selected by default.

Black change: You can activate a black change function in the standard printing rules. This determines the height of various text blocks during print generation and stores it in the DataObject. If a height is already stored, it will be updated if the height of the generated block is greater than the stored height.

This way, all print catalogs can be generated in all desired languages first, and finally the final catalogs can be generated in each language with the determined maximum block heights.

This allows the black parts (especially the texts) to be printed separately from the color parts by color separation.

Mode: Here you can select the format your print document will be created in. It can be a "draft", or a "webpdf", or even in "print quality", or should the document still be accessible for "correction". Your choice will influence the subsequently available options. "Draft" is selected by default.

More options for " Draft ":

- with PDF compression: "No" is selected by default.
- Link page reference: "Yes" is selected by default.
- Enable multi-PDF creation: This option is only available if you have selected the print rule "Datasheets".

More options for "Print Quality":

- With Trim: The trim is the distance from the contents of the document to the margin. By default, Yes is selected.
- Trim [mm]: Here you can specify how much trim the document should have. The default is 3mm. **More options for "Correction":**
- With PDF compression: "No" is selected by default.
- Use PIM Editor linking: If activated, then links to the corresponding entry in the PIM system are stored in the correction PDF behind the individual content elements, allowing you to enter changes in a time-efficient manner. Yes" is selected by default.



 Gridlines for page areas, tables, block elements and inline elements: All gridlines are disabled by default.

4.1.7 File

Here you can name your export file before export. By default, a name based on the selected export types is generated here. If you specify your own file name, its validity will be checked.

4.1.8 Start Settings

Here you can add a note to your export and decide whether you want to start the export directly or specify a start time.

If you uncheck "Start directly", you can specify the execution date and time. After planning the process, you will be notified by a short note at the top of the screen. The note is used to later identify the process in the process monitor.

You can find more information about the process monitor in the corresponding subchapter under "Administration". You can also decide whether the process should be repeated and at which intervals.

In addition, you can decide whether you want to receive an e-mail after the process has been completed. You can also specify several e-mail addresses, which must then be separated by a comma/ semicolon.

Finally, you can select one or more locations to which the result file(s) will be additionally copied after a successful export. These locations must have been set up beforehand.

Once you have started the print generation, it is also possible to pause it again.





5. Web

5.1 Web Shop

5.1.1 Overview

ANTEROS.web provides you with one or more web shops for your products, online catalog or an information system, with which your sales staff can, for example, present the product variety to a customer and configure relevant product variants. ANTEROS.web can be individually configured and adapted to your wishes regarding layout and functionality.

ANTEROS.web is a shop module which is fully integrated into a system for central and efficient maintenance of product and media data. This makes it possible to maintain the data, images, translations, documents and videos for the products once and then use this data for various exports for dealers, partners or systems but also for the webshops of ANTEROS.web and print catalogs, price lists and labels.



The **main features** of webshops, online catalogs and information portals created with ANTE-ROS.web are the following:

- Responsive web design: The content can be viewed on varios sized screens as well as tablets and smartphones. The output displayed adapts to the different devices and screen sizes (see Apps)
- Convenient search functions: Aside from the search function products can also be found via categories and parameter restrictions. This makes product configurations simple to implement. A configurator ensures that selection lists are automatically reduced; because often your web catalog does not get a second chance if a prospect runs into a search dead end (0 hits). ANTEROS helps you to avoid search dead ends.
- You can decide to what degree your product data is displayed: Characteristic data, images, drawings, links, the download option for documents (such as installation instructions, CAD files etc.) are all available for selection
- Cross-selling: Detailed information about products such as accessories and spare parts are available at the click of a button
- Product comparison: The basket can be used to collect and compare products. Key data can be
 displayed in one row highlighting each line containing differing parameter values allowing users to
 easily recognize differences between products.
- Order functions in the web shop allow your (new) customers to compile an order request or order in a shopping cart and send it to you. For recurring orders you can save your shopping bas-



kets and use them again later at any time. In addition, an order overview shows all orders already placed and the currently open shopping cart, with details of when what was ordered.

- Registration and ERP connection: Only allow authorized users access to specific data and functions via register and login functions. You can create and import user data yourself or allow your customers to register and release this data themselves. In addition, customer prices and availability from the ERP system can be displayed directly in the web shop and orders can be deeply integrated into your processes.
- Support multiple alphabets, i.e. the product and search pages can be displayed in languages such as German, Russian, Chinese, etc. This enables the user to change the language freely and on each page and to reach all information in the right way. A web catalog in the language of your customers offers you clear competitive advantages!
- Fully integrated with product data maintenance: The product data is taken directly from AN-TEROS.pim meaning your product data need not be separately managed for internet publishing. Specifically define which product data should be displayed in which webshop or online catalog via publications. Thanks to the deep integration of the PIM and web module, no interfaces to other systems need to be configured or programmed.
- Your corporate design: The layout of your web shop, online catalog or information system is adapted to your individual wishes.
- Integration into websites: In ANTEROS you can also maintain general pages of your homepage such as company profile and imprint. Alternatively, the ANTEROS web shop or online catalog can be integrated with your existing website, including web content management systems (CMS) such as Typo3, Wordpress, OpenCMS, etc.

In the following, the functions are explained step by step and in more detail, often in the ANTEROS standard layout, occasionally using customer references.

5.1.2 Navigation

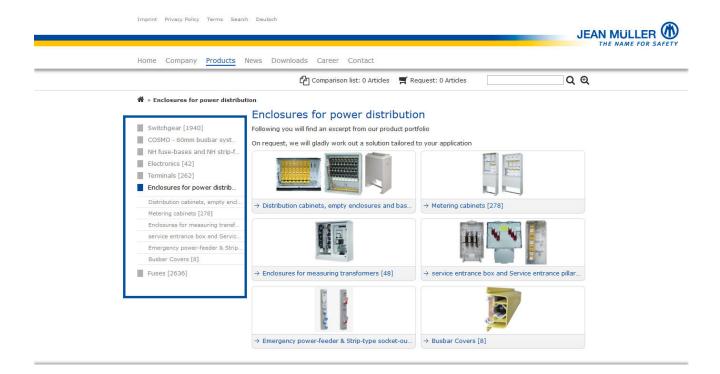
5.1.2.1 Overview

To find products within the webshop or online catalog simply navigate the category tree or search via the keyword search, advanced search or faceted search. The following chapter will explain how to browse the category tree as well as the how the product data is displayed. The next chapter will describe other search options.

5.1.2.2 Classification tree

After navigating to the products, the classification tree is displayed on the left side.





This navigation tree corresponds to one of the classification trees that a PIM administrator has created in ANTEROS and if necessary reduced by a publication for the shop.

ANTEROS.web can also be configured to display multiple classifications in a shop, e.g. if they correspond to different views of different target groups (e.g. pumps structured by both the pump category and applicable fields).

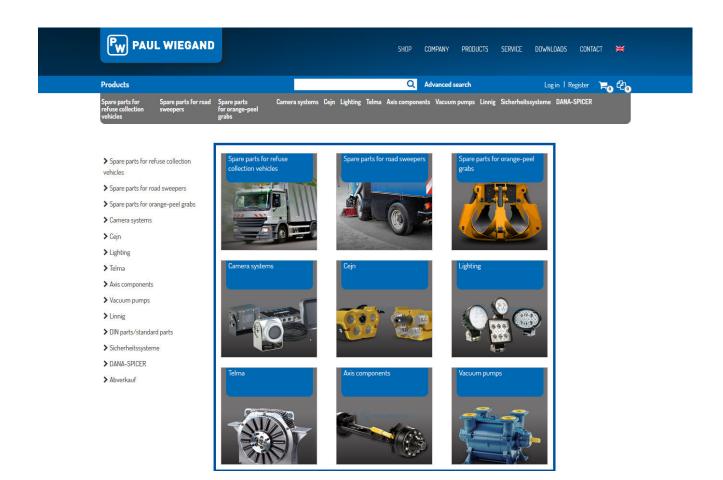
The appearance can also be adapted, so that, for example, the number of products at the categories are only displayed by the product families or not at all.

5.1.2.3 Category Tiles

In addition to the category tree on the left, the categories of a level and a corresponding image as well as the category name are displayed on the right. This ensures a more intuitive navigation for the users. As soon as a category tile is selected applicable sub-categories names and images are displayed.

The images on the tiles are maintained within the PIM of the corresponding category.





5.1.2.4 Product Family and Product Navigation

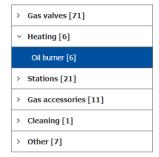
5.1.2.4.1 Tables (in the ANTEROS standard layout)

After browsing through the categories in the category tree and if there are no more subcategories in the selected category branch, a table with the product families of the selected category will appear. Selecting a product family here will bring up the list of products in that product family. The two lists are shown in screenshots below. Both screens allow you to further restrict the list on the left by setting parameter values. Furthermore, you can re-sort the lists by clicking on a parameter column. Which parameters appear on the left or in the list as a column is defined by the PIM administrator in the parameter definition.

Product table



Heating » Oil burner »



Modern condensing technology makes now even with oil fired boilers for maximum efficiency. With the new generation oil condensing boiler, we have perfected this technique particularly efficient. Thanks to twin condensation on stainless steel heat exchanger and exhaust system STRATON LAS achieves a standard efficiency of over 103%. Accordingly, low exhaust gas temperatures spare the fireplace in the new building. The LAS achieves a standard enforcer of over 103%. Accordingly, low exhaust gas temperaturies spare in the new building. The refurbishment of the old building is cost-effective since the evacuation of combustion gases only a plastic tube into the existing fireplace is retracted.

Optimal standard efficiency.

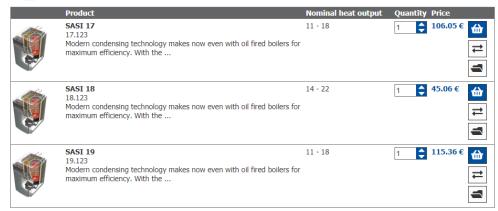
Maximum thermal comfort, minimal consumption through unique product 60/100% Laststufung.

Lowest emissions by blue flame burner technology.

Water-cooled reflux condenser made of stainless steel.

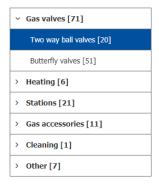
- Easy to use. Power-saving mode.
- High immunity.
- Optionally with heating remote monitoring system.

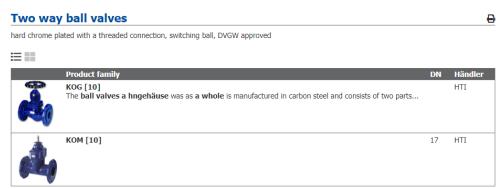




Product family table

Gas valves » Two way ball valves





5.1.2.4.2 Tiles (in the ANTEROS standard layout)

Product family tiles





hard chrome plated with a threaded connection, switching ball, DVGW approved





Product tiles







5.1.2.4.3 Overview

When navigating you can seamlessly access the lowest level category of a corresponding product family. To do this the user must click on the bottom category prompting the list of related product families to open, selecting one of these families displays all assigned products.

The information shown can be adjusted for the webshop by the PIM administrator e.g. they can edit which parameter should be shown in the overview of each product family or product. The user can also can also choose between two different display designs, namely the table and tile view. The shop can be configured to just show one of these, if desired.



Both display designs allow the user to add products to the basket or the folder, in order to compare products, directly from the product level.

5.1.3 Search

5.1.3.1 Keyword search

5.1.3.1.1 Auto-completion of the keyword search

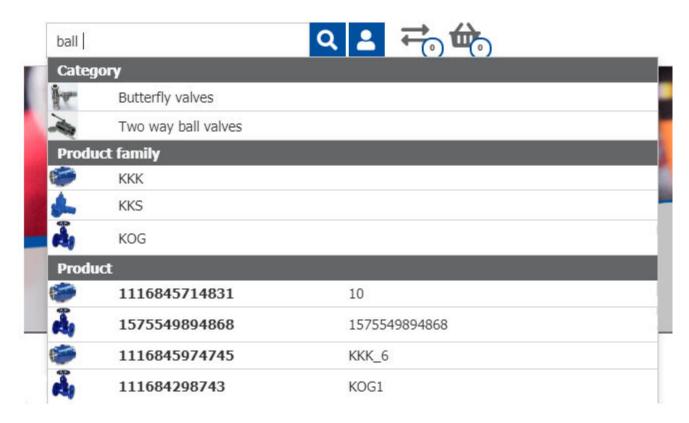
In order to make it easier for shop users to find a product, there is an auto-complete function for keyword searches. After entering at least three characters in the search field, a list of possible hits is displayed.

The results are grouped by type, for example product and category.

Basically, an image and the name of the objects found are displayed from selection lines.

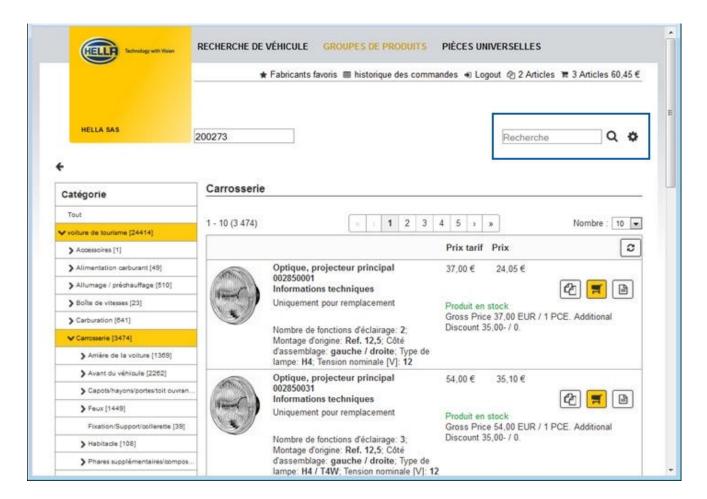
In the case of products, the article number is also displayed directly.

For example, clicking on the selected item will take you directly to the product detail page.



5.1.3.1.2 Overview





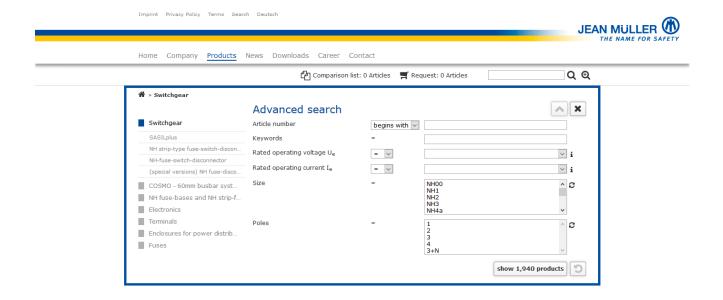
The keyword search enables the user to search for the desired product by simply entering a parameter value e.g. an article number or a product name. The search is located directly in the page header, which scrolls along with long pages and can therefore be accessed at any time.

5.1.3.2 Advanced search

The advanced search allows for a more detailed search query.

This means that the user can restrict categories in the tree on the left before applying the possible category parameters that were previously enabled by the PIM administrator on the right side. Applicable parameters can be selected as well as operators such as < and > used to restrict a search query. Shops with that contain a large amount of technical products that require very specific conditions can especially profit from this function.

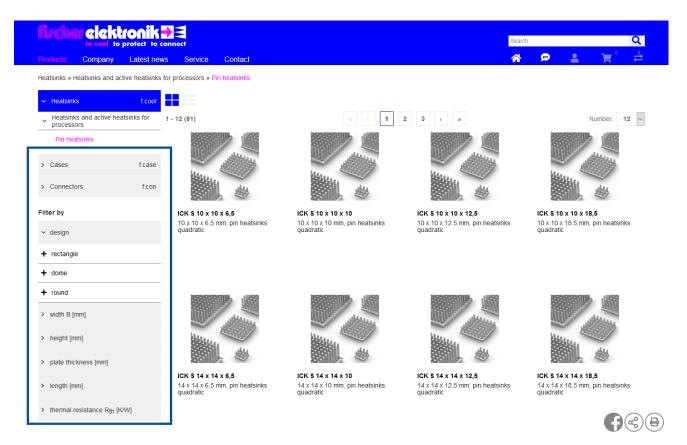




5.1.3.3 Faceted search

The faceted search is very similar to the advanced search. Here too, the PIM administrator must select the desired parameters using a filter ("Display in faceted search").

This search is not displayed on an extra page, but as a filter directly under the classification tree.





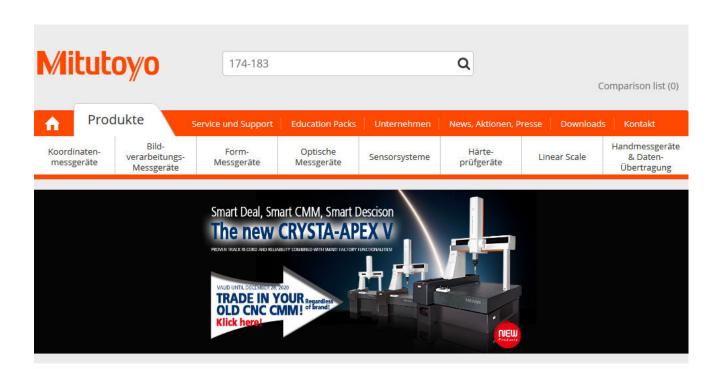
5.1.4 Detailed product page

5.1.4.1 Overview

All product data released in PIM for the shop is displayed on the product details page. These could be: Item number, product name, price, description and technical data of the product or product family, drawings, documents, videos etc.

In the following product detail pages of references are further detailed:







Linear Scale Counter KA-212

Item number: 174-183D

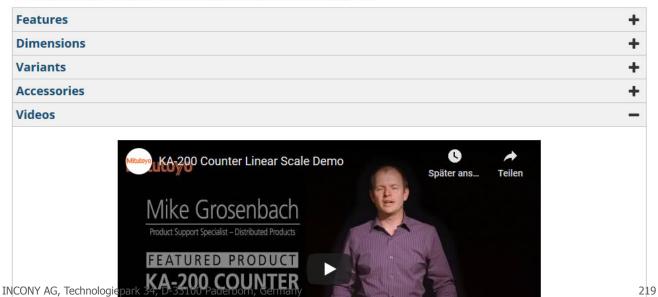
Suggested retail price: 586.00 €*

- Data sheet
- ☑ Recommend page
- Add to comparison

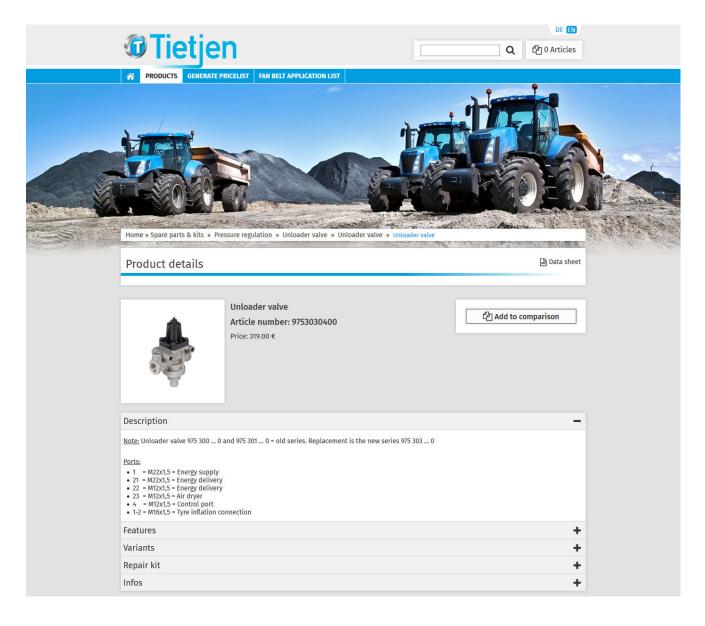
Description

This counter displays length indication transmitted from a linear scale. The KA-Counter offers you the following benefits:

- Can be used as a "standard counter" or a "lathe counter" by modifying parameters.
- Downsizing, weight saving and multiple function have been realized.
- Sub display for easy operation.
- $\bullet\,$ Text data can be output using the optional USB interface.
- The optional external interface RS-232C enables connection to a PC and a printer.







■ Data sheet Recommend page







VEHICLES ADVANCED SEARCH DOWNLOADS UNIVERSAL PARTS

Product

べ PC » MERCEDES-BENZ » COUPE (C124), 03/87 - 06/93 » 230 CE (124.043), 03/87 - 12/92, 97kW » **Q** Search result » Top Strut Mounting

Criteria General OE References Vehicle





21652120 Top Strut Mounting

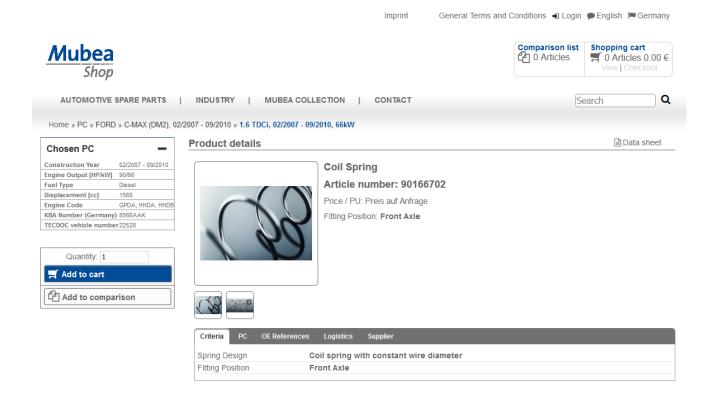
Type: **124.043** Fitting Position: Front Axle left and right Required quantity: 2

consider last vehicle constraints		
►Manufacturer ►Model	Year of Construction	kW
▼MERCEDES-BENZ		
▼COUPE (C124), 03/87 - 06/93		
Q 230 CE (124.043)	03/87 - 12/92	97
Type: 124.043		
Q 230 CE (124.043)	03/87 - 12/92	100
Type: 124.043		
Q 220 CE (124.042)	10/92 - 05/93	110
Q 230 CE (124.043) CAT	06/89 - 12/92	97
Q 300 CE (124.050)	03/87 - 05/93	132
Q 300 CE-24 (124.051)	09/89 - 12/92	162
Q 320 CE (124.052)	10/92 - 05/93	162
►E-CLASS (W124), 02/93 - 06/96		
►E-CLASS Coupe (C124), 06/93 - 06/97		
►E-CLASS Estate (S124), 06/93 - 06/96		
►KOMBI Estate (S124), 09/85 - 12/93		
►Saloon (W124), 12/84 - 08/93		

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Imprint | Data protection regulation | Contact | Freudenberg Group





5.1.4.2 Images

5.1.4.2.1 Overview

All images linked to a product are displayed on the product detail page.

The image type "photo" is always selected by default, although all image types defined within PIM can be selected here.

Only one image is displayed in the large version, the others are placed below it as thumbnails. If you click on a thumbnail, the large variant is replaced by the thumbnail.

5.1.4.2.2 Image gallery

In addition to the thumbnails and the large picture there is also a picture gallery. Click on the large product picture to open the gallery. Here the picture is shown enlarged and you can navigate through the other pictures.





5.1.4.2.3 Description

The description of a product is displayed in the description tab.

Description	Features	Variants	Accessories	Parts list	Documents	Drawings	Videos	
-------------	----------	----------	-------------	------------	-----------	----------	--------	--

5.1.4.2.4 Features

The features tab shows the parameters that have been assigned to the product and marked with the filter "Show in parameter table of detail page".

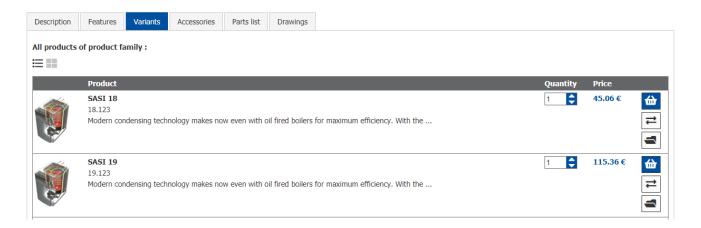
ANTEROS.web can also be configured to display a fixed list of parameters in a tab. This can also be extended to more than one tab.



Description	Features	Variants	Accessories	Parts list	Documents	Drawings	Videos		
Norm:		DIN1345							
Ball Valve Housing:		Iron	Iron						
DN:		500 mm	500 mm						
PN:		30 bar							
Ball seals:		 polytetrafluoroethylene (PTFE) polytetrafluoroethylene + filler (PTFE + C), polyacetal (POM) 							
Temperature ra	ange:	10 - 50							
Händler:		нті							
L:		100 mm							
L1:		142 mm							
H:		49 mm							
D:		14 mm							
A:		30 mm							
R:		80 mm							
N:		22 mm							

5.1.4.2.5 Variants

The Variants tab shows all other products in the product family.

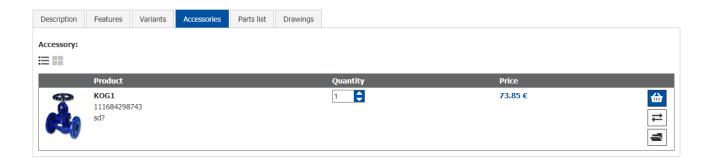


5.1.4.2.6 Cross-Selling: Showing accessories and spare parts

In order to inspire the shop customer when viewing a product detail page to also consider certain other supplementary products, such as standard or special accessories, these can be displayed directly on the product pages.

The relationships are maintained in the PIM and can even be displayed in the shop in both directions, e.g. from the product to its accessory and from the accessory to the possible basic products.





5.1.4.2.7 Documents

In this tab, the documents that have been deposited with the product are linked. Here you can configure whether documents are provided with a thumbnail or as a simple link and whether the document can be displayed directly or must be downloaded first.



5.1.4.2.8 Drawings

Any drawings attached to the product can be found in the Drawings tab.



5.1.4.2.9 Data sheet

There is a link to the product data sheet on the detail page. Here you will find all information optimized for printing, one below the other. Some information that is not relevant for printing is hidden, such as the links to the documents. In the top right corner there is a button for simple HTML printing via the browser.



incony

Product details

Print data sheet

SASI 17

Article number: 17.123

Price106.05 €plus dispatch cost including VAT

Images



Modern condensing technology makes now even with oil fired boilers for maximum efficiency. With the new generation oil condensing boiler, we have perfected this technique particularly efficient. Thanks to twin condensation on stainless steel heat exchanger and exhaust system STRATON LAS achieves a standard efficiency of over 103%. Accordingly, low exhaust gas temperatures spare the fireplace in the new building. The refurbishment of the old building is cost-effective since the evacuation of combustion gases only a plastic tube into the existing fireplace is retracted.

Optimal standard efficiency.

Maximum thermal comfort, minimal consumption through unique product 60/100% Laststufung.

Lowest emissions by blue flame burner technology.

Water-cooled reflux condenser made of stainless steel.

Easy to use.

Power-saving mode.

High immunity.

Optionally with heating remote monitoring system.

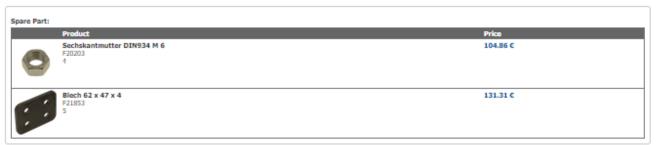
Features

Normnutzungsgrad 40/30°C:	103.5 %
Nominal heat output:	11 - 18 kW
Wichh: Depth: Gewicht:	630 mm
Depth:	880 mm
Gewicht:	130 kg

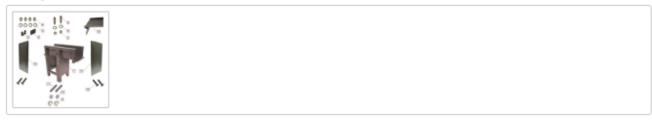
Accessories



Parts list



Drawings



5.1.5 Print on demand

The ANTEROS-based webshop can also be integrated with the ANTEROS.print print engine. This offers many benefits like, for example, enabling the customers of the shop or the online catalog to



generate a data sheet for the product with entirely up-to-date product data from the PIM or even export an excerpt catalog for certain products that a customer has compiled in a search query or folder.

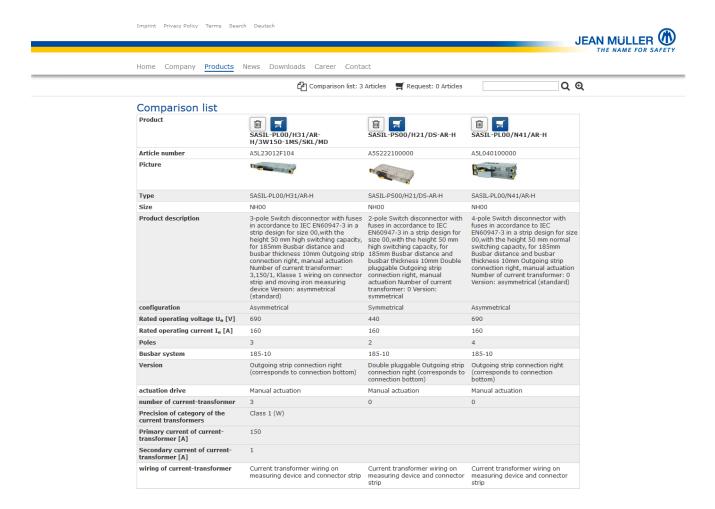
The printing rules configured for ANTEROS.print are used for the layout of these documents. Some of the ANTEROS customers have reserved this print function only for logged-in users.

5.1.6 Folder

The folder can be used in order to collect products in one place. This can be saved with a title and used to generate exports and print generation.

5.1.7 Product comparison

The product comparison allows the user distinguish between products. In order for the user to easily recognize differences these are highlighted. The behavior of the list can be configured, for example, to define a maximum number or products that can be compared with each other, or to switch off the highlighting function.



5.1.8 Orders and order inquiries

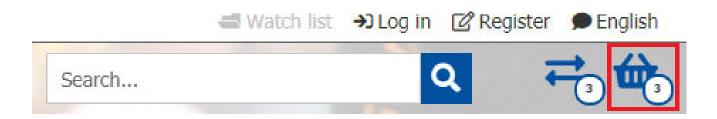
5.1.8.1 Shopping cart

ANTEROS provides a standard shopping cart so that customers can order products.

After logging in, it is possible to save the current contents of the shopping cart to be able to continue an order later, or to conveniently place the same order more often.

In addition there is the possibility to fill or save shopping baskets in Excel format.

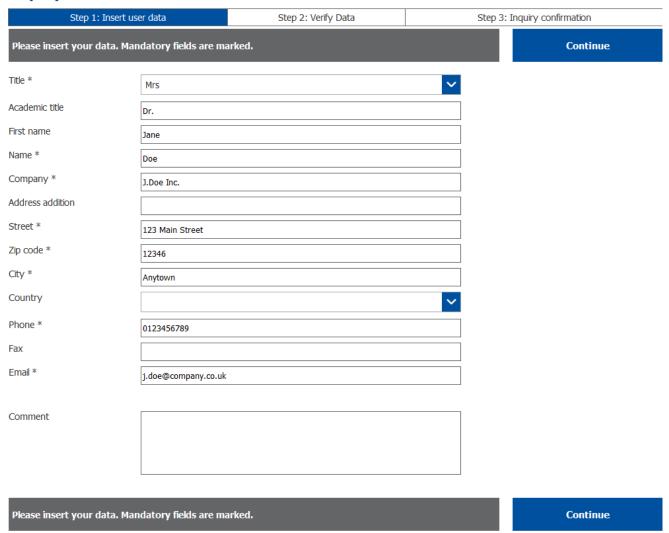




5.1.8.2 Sending order inquiries

An order can also be sent as a request if certain conditions must be met or if there are still questions regarding the order.

Inquiry



5.1.8.3 Address selection

During the ordering process different billing and delivery addresses can be input. By choosing the "edit addresses" button, these can be changed by the user. The addresses automatically input are those maintained under user administration (see 5.2.5 Address management)





5.1.8.4 Payment methods

As payment methods, the user can choose between purchase on account and payment by PayPal and thus also by credit card. This is configurable.

5.1.8.5 Order history

The order history provides information on all open and completed orders.

Individual items or complete orders can be added directly to the shopping cart from here and ordered again.

Order history				
Please select a date for	or the order history view.			
Show orders since:	6/24/20			
Order state: closed				
Date	2	Order id	Order state	
July	24, 2020	1595593849336	closed	^
w				
■ A	Article number		Quantity	Price excl. VAT
	1116857131928 KKS_08		1	7.72 €
		Sum Price excl. VAT	T	7.72 €

5.1.8.6 Overview

ANTEROS can be configured to allow users to create order requests or orders that are (initially) only sent by e-mail to the shop owner. Diversely, the ERP can also be deeply integrated, allowing the order to be directly entered into the merchandise management system and customer prices and availabilities displayed for logged-in users.

5.1.9 User Management

5.1.9.1 Registration

5.1.9.1.1 Direct activation

To unlock users one of the following methods can be defined to customize the shop to the specific needs of a company.

5.1.9.1.2 Activation by admin

Each customer can create a user profile, but this profile will only be activated after it has been confirmed by an admin.

5.1.9.1.3 Creation by admin

The user is created or imported by an admin and can then be transferred to the customer.

5.1.9.2 User account management

5.1.9.2.1 Delete account

The user administration provides the user with all functions to adjust and correct their data.



You can configure which information can be stored here and which of it is mandatory. It is also possible for the user to change the e-mail address via the user administration. In this case, the mail is checked again in the same way as for registration and a password is requested beforehand.

5.1.9.2.2 Password forgotten

If the user can no longer log in, they can have an e-mail sent to the e-mail address stored in their account.

The e-mail will contain the user name and an option to change the password. In the next step the user does not have to contact a support or administrator but can log in directly with the new access

	User name:		
		•	
	Password:	Forgot your password?]
		P	
	Lo	g in	
	Don't have an account?	Sign up here	
Change passwo	ord		
Insert your email address to	o receive a link where you co	ould change your password.	
Email *			
Send I	ink		

5.1.9.2.3 Address management

Alternate billing and shipping addresses can be input by the user via the user account management. Ticking the boxes "use different billing address" or " use different delivery address" opens the relevant fields regarding address. Here the user can input an alternate address before saving. Here you can store multiple billing and shipping addresses, one of which can be marked as a "preferred address" to be set as default in the ordering process.



User account management

Please insert your data. Mandatory fields are marked.

Title *	Mrs	~
Academic title		
First name	Jane	
Name *	Doe	
Company *	J.Doe Inc.	
Address addition		
Street *	123 Main Street	
Zip code *	12346	
City *	Anytown	
Country *	United Kingdom	~
Phone *	0123456789	
Fax		
Email	kala.mewhorter@incony.de	
Billing address	use different billing address	
Delivery address	use different delivery address	
	Save	

5.1.10 Websites

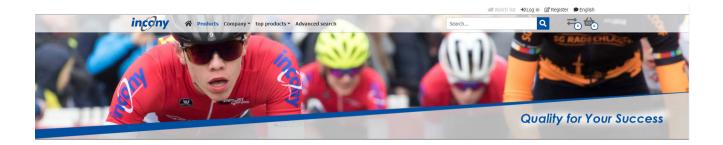
5.1.10.1 Simple websites

If you want to set up a shop with ANTEROS.web and only want to add a few additional pages, such as imprint, contact, company information, etc., then you can also maintain these page contents in the PIM.

5.1.10.2 Banner image

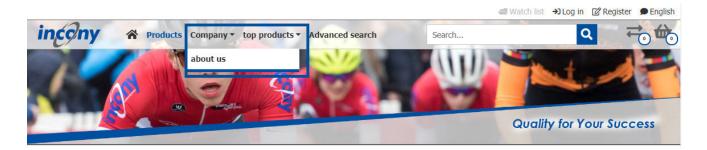
A banner image or automatically changing images can be displayed below the main navigation (with logo and main menus). The banner graphics can also be configured in such a way that, for example, different images matching the category are displayed in different categories. Language dependent banners are also supported, meaning that a promotion banner can be displayed in any given language and linked to the corresponding action.





5.1.10.3 Other websites

In PIM you can also maintain further pages and even place them in a two-level hierarchy: for example, under a main menu "Company" the sub-pages "History" and "Management". You can also specify in which menu area the page should be linked and thus be accessible for users: In the page header, the menu navigation or in the footer. You can also place links to specific product pages of the shop in the menus, e.g. to the product of the month.



5.1.10.4 Contact page

The user can comfortably send an e-mail with questions, problems or remarks via the contact form.



Contact						
Do you have any question or remark?						
Leave us a message, we will imme	ediately take care of your concerns.					
Title *	~					
Name *						
Company *						
Phone						
Email *						
Subject *	Question/remark on products					
Your message *						

5.1.10.5 Privacy and cookie policy

The web shop complies with the current data protection and cookie guidelines. The user is informed accordingly about the cookies used and can agree to functional and analysis cookies.

5.2 Web User

5.2.1 Overview

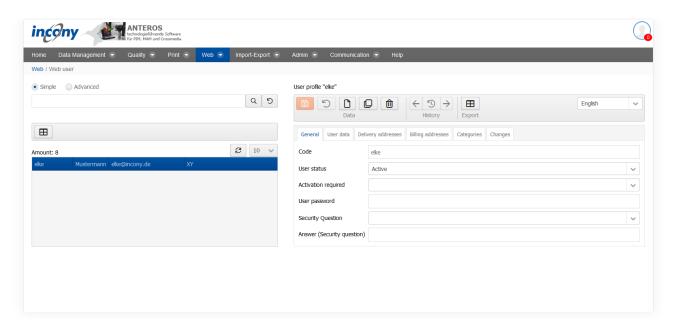
In Web user management, you can create and edit users in your ANTEROS-based Web catalog/ shop. If you select the menu item "Web: Web Users" you will find a list of all previously created users on the left side of the layout. Using this list, you can duplicate or delete an existing user or create a new user. On the right side there is an editor, whose tabs and functions are described in the following subchapters.

Send



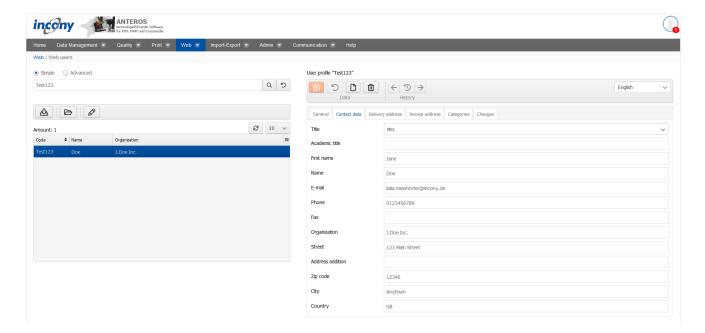
5.2.2 General tab

This is where a user's basic properties are managed. This includes the code, which is the user name with which you log on, the user password and the associated customer number. You can also select a user status and role. Depending on the user status, the user can log on to the web catalog (released) or cannot log on (not released, locked, deleted). You can choose between these options from the drop-down list. Using the role, you can determine which rights a user has in the web catalog/web shop.



5.2.3 Contact data tab

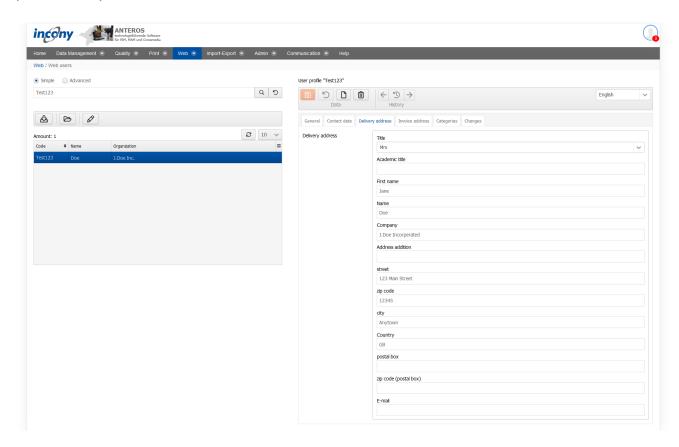
This is where the user's personal information can be saved, such as e-mail, telephone and fax, as well as company and associated address.





5.2.4 Delivery addresses tab

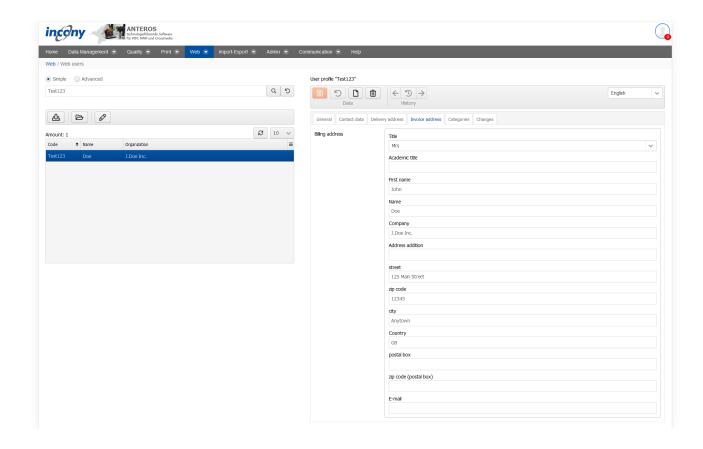
If the user has a delivery address that differs from the address already entered, the new address can be input in the "Billing address" field along with details such as first name, surname, street, postcode, city, etc.



5.2.5 Invoice Addresses tab

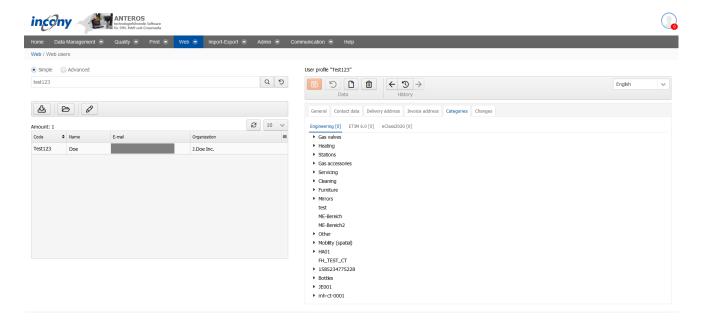
If the user has a billing address that differs from the address already entered, the new address can be input in the "Billing address" field along with details such as first name, surname, street, post-code, city, etc.





5.2.6 Category Tab

In the "Categories" tab, you can define which areas of the web shop users have access to. The areas with access authorization are highlighted in blue in this case. A user will have access to all areas, however, if you do not select a category.



5.2.7 Changes tab

There are various filter options available so that you can find out about the many points of specific changes.

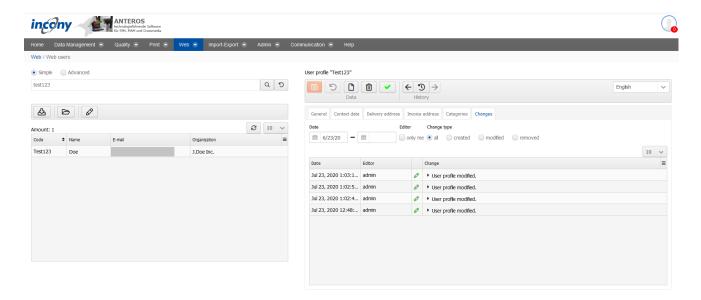


Date: Here you can restrict the period of the changes.

Editor: Here you can specify whether only changes made by you are to be displayed.

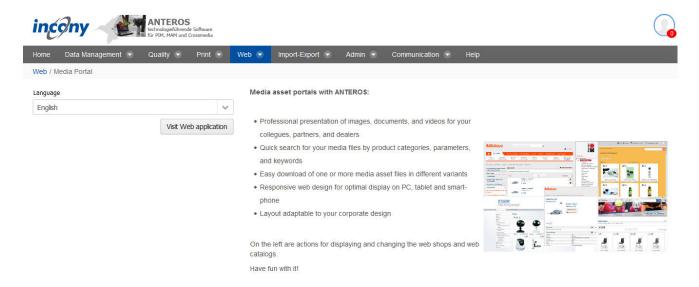
Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the left. For example, in the screenshot below, after clicking on the icon, you can see which value the object (product family, product, parameter, ...) had before the change.



5.3 Media portal

After selecting the "Media Portal" option, the following window opens. This can be used to visit the web application:



The media portal displays all your images and documents, easily searchable and downloadable. This allows you to enable partners, distributors, publishers, etc. to easily find product images for themselves and download them in various formats.



Users can easily browse through the product categories: from the main categories to sub-categories, etc. The users can see directly the images or documents that are assigned to the category selected. Important: You do not have to enter the images or documents into the search trees

The assignment is already known to ANTEROS when you assign an image/document to a product and a category to the product. This will save you a lot of time!

Easy to download: Each image or document has an icon for download.

For images you can choose between several formats, e.g. web-size or web-mini. With a folder you can put together several images and then download all these images in the desired format with a single action.

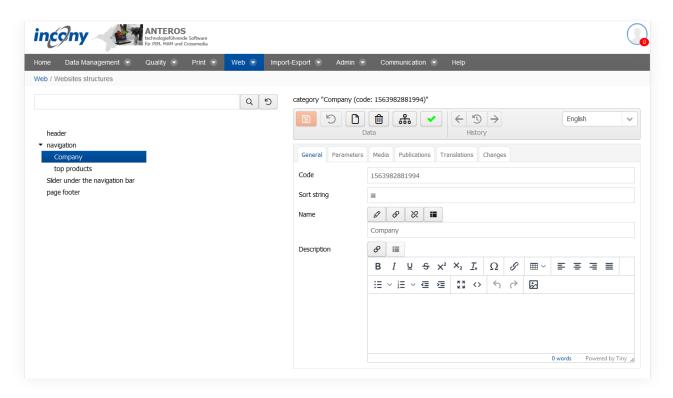
In the "Users (Media Portal)" menu, you can assign specific rights to the relevant persons for the media portal.

The media portal can not only be provided with your logo, but can also be individually adapted to your layout wishes.

5.4 Web page structure

Here you can define **menus** for the image pages of the new web pages, e.g. for companies or news. The menus to be displayed in the upper menu are to be created as subcategories of the main category "navigation". The functionality is analogous to the classification editor (see chapter Admin- > Classification editor).

You can also set header graphics for the respective menu in the Media tab.



5.5 Websites

5.5.1 Overview

In addition to the product pages for your ANTEROS.web-based web catalog/web shop, you can also maintain content for other websites, such as e.g. a short introduction to your company, using the menu item "Websites" in the "Web" menu.

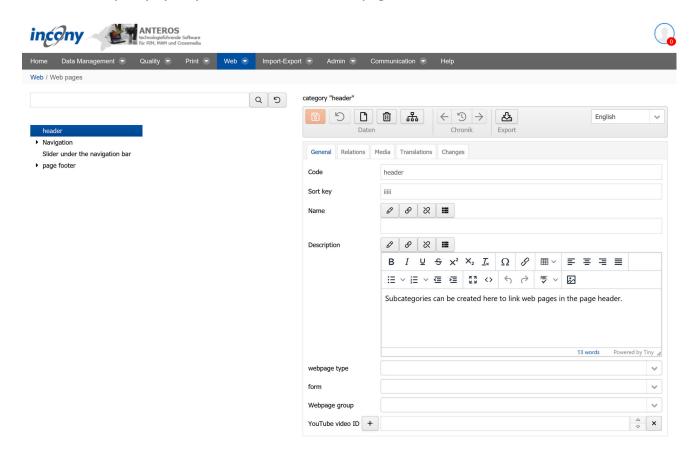
If you click on the menu item, a list of the websites entered in ANTEROS so far will be displayed on the left-hand side and on the right-hand side you will see, as previously shown for the products and product families, an initially empty editor.



Similar to the maintenance of the product families and products, you can create a new website by clicking on the add symbol in the top line of the editor or in the actions column of the list. By clicking on the web page you can edit it and if you have opened a web page in the editor, delete it by clicking on the delete icon.

5.5.2 General tab

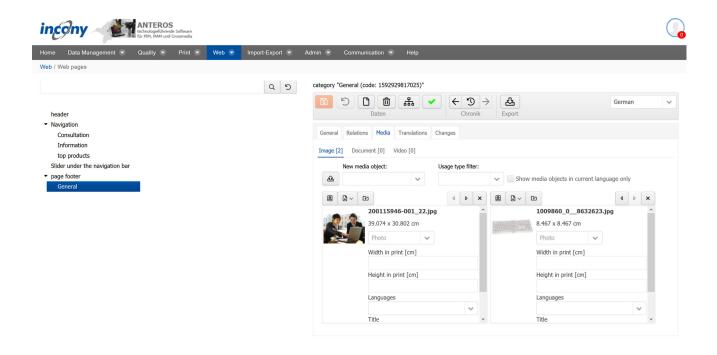
When creating and editing, you are directed to the editor, where you should enter the web page menu name in the "Name" field of the "General" tab at the top and the content of the page in the "Description" field (using the formatting buttons, if necessary with formatting, tables or embedded images). If you have not yet opened a web page in the editor and you click on the Add icon in the top bar of the editor, the new web page will be displayed second in the list on the left side. If you click on the icon in the action column, the new web page is displayed below the selected row. You can also specify synonyms for the selected web page at the bottom of the editor.



5.5.3 Media Tab

Here you can upload pictures and videos similar to the **"Media" tab** for product families and products. In addition, the type "Web page header image" is used to select the image type.

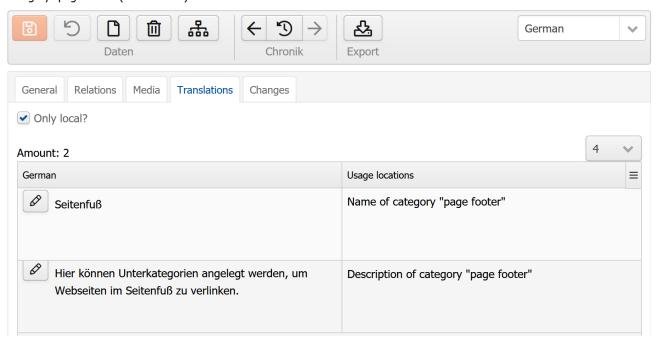




5.5.4 Translations tab

This tab displays all texts and corresponding translations for this object. By default, the checkbox "Only local uses" is selected and thus only texts used in the current product family appear at the bottom of the list.

category "page footer (code: footer)"



5.5.5 Changes tab

There are various filter options available so that you can find out about the many points of specific changes.

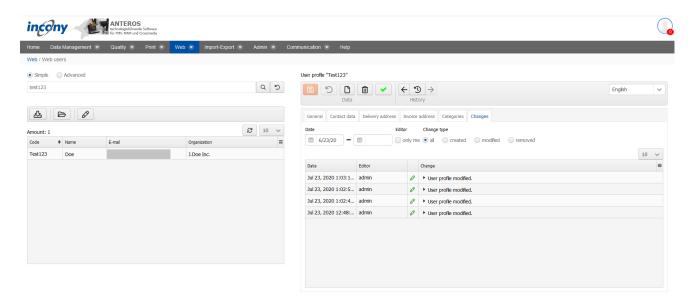
Date: Here you can restrict the period of the changes.



Editor: Here you can specify whether only changes made by you are to be displayed.

Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the left. For example, in the screenshot below, after clicking on the icon, you can see which value the object (product family, product, parameter, ...) had before the change.

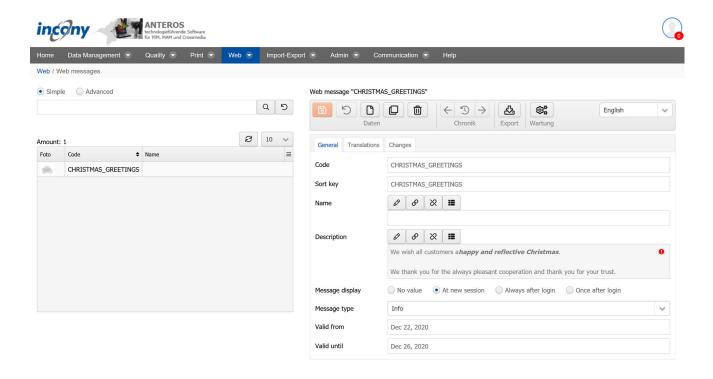


5.6 Web Messages

In this section you will find a central tool used to manage messages that are displayed in the web store / catalog for certain periods of time and when certain events occur. Each message allows you to specify the time period in which it should be displayed and what type of message it should be (e.g. info or warning). Furthermore, you can control whether this message is only displayed once per visit, with every login or one time only when logging in.

For example, for the pre-Christmas period, from 12/22/2021 to 12/26/2021, Christmas greetings can be displayed once per session.



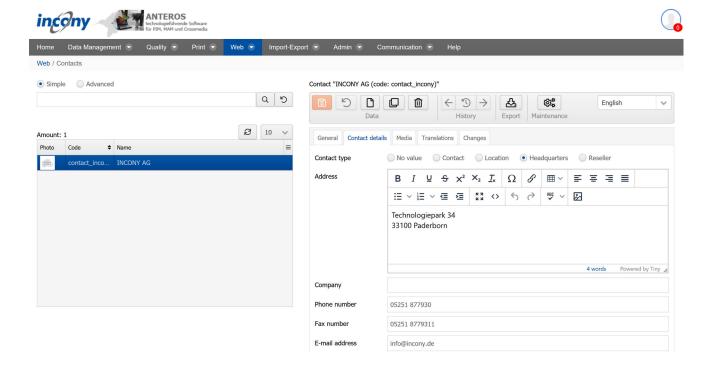


5.7 Contacts

Contacts can be linked to websites and product categories in the contact management. This is done in the corresponding editors via the "Relations" tab.

The contact information consists of the usual details such as name, address, e-mail and phone number. In order to display the address via Google Maps, you may additionally specify the longitude and latitude.

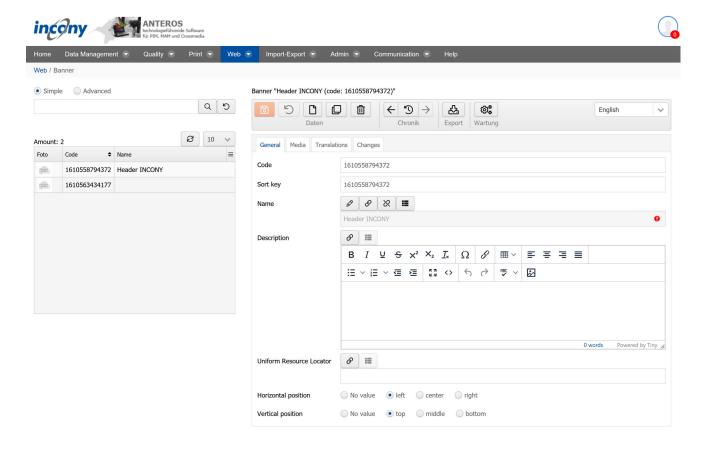
Similar to the output of contact data for a website, the contacts linked to a product category are displayed in the product navigation on the left.





5.8 Banner

A separate maintenance allows you to link banners to web pages or product categories, just like you did with contacts. These are displayed according to their position settings in the web page and in the product navigation in the online store / catalog.



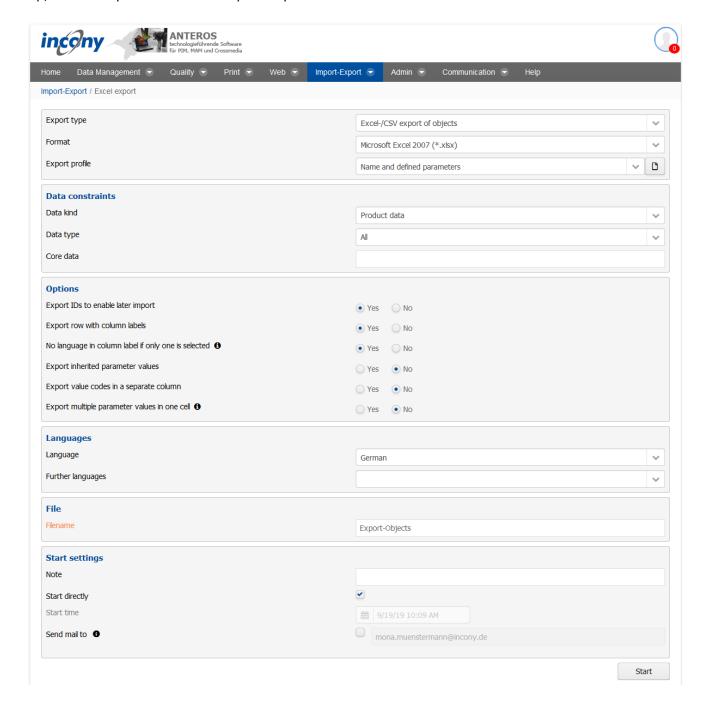


6. Import-Export

6.1 Export

6.1.1 Overview

To export existing data from ANTEROS, whether to use it in other applications or to perform a backup, select "Export" from the "Import-Export" menu.



6.1.2 Standard Export Data

You can control the export by specifying the following (each selection influences the next selection list).

Export type: The export type determines which type of data is to be exported. The following types



are available:

- Excel/CSV export of objects
- Excel/CSV export of categories
- Excel/CSV export of parameter definitions
- Excel/CSV export of media objects
- Excel/CSV export of dictionary entries
- GOM-XML export of categories
- GOM-XML export of media objects
- GOM-XML export of product types
- GOM-XML export of data objects
- GOM-XML export of parameter definitions

Format: The format determines the file format into which the selected data is converted. The following formats are available:

- Microsoft Excel 2007/2010 (*.xlsx)
- Microsoft Excel 97-2003 (*.xls)
- Comma separated values (*.csv)
- Tab separated values (*.tsv)
- Normal Text (*.txt)

Export profile: Export profiles are specifically managed for the selected data type. Different data is exported depending on the export profile. The profile "Basic data" only contains the data "Code", "Sort criterion", "Creation date" and "Change date". You can select one of the standard export profiles or custom profiles from the drop-down list, edit an existing profile using the pencil icon (excluding the standard export profiles), or create a new export profile using the new icon.

Note: The drop-down list only shows10 export profiles at a time; you can access the next 10 profiles in the list via the small arrow icon at the bottom right, and the 10 before that via the arrow at the top right.

6.1.3 Data Constraints

- Data type (only when exporting objects): Here you specify the type of objects you want to export. You can choose between product data, user data, index data and master data. If you select user or master data, you also have the option of restricting the data area. Choosing user data, allows you to choose between "All", "UPMGMT", "USERS" or "IPUSERS". Select master data if you wish to select from "All", "Technology" or " ETIM 6.0".
- Data type (only for export of objects): The values available here depend on your selected data type.
 - If you have selected the data type "Product data", you can decide whether you want to export all data, only the product families or the products.
 - If you have selected the data type "Master data", you can decide whether you want to export everything, or only the parameter definitions, object definitions or the structured types.
- Classification (only when exporting categories): Here you can select a classification, if necessary, provided that you had created multiple classifications in your system. By doing so, you determine whether or not to export the categories from all classifications, or only from a specific one.
- Parameter definition area (only when exporting parameter definitions): Here you can select the area from which you want to export the parameter definitions. You can choose between "Global" and your own data areas.
- **Type (only when exporting media objects)**: Here you can decide if you want to only export pictures, only videos, only documents, or all media types.
- Text conditions (only when exporting dictionary entries): Here you can, for example, enter a word that must be contained in the texts to be exported.



 Attribute conditions: Here you can further restrict the texts to be exported by referring to their attributes. This is intended for ANTEROS configuration experts.

6.1.4 Options

The options available here also depend on your choice of export type.

– File should be re-importable:

When this checkbox is selected, the first line of the exported Excel file contains controls (keys). This row is initially hidden in the Excel file to prevent accidental manipulation. However, when editing this kind of Excel table, the row should be displayed to ensure that the key fits the corresponding information column below.

- 2nd row contains column caption: If activated, then the parameter names are output in the 2nd line of the export file.
- No language in the name, if only one is selected: If activated, no language is mentioned in the caption line of a translatable field if only one export language has been selected.
- Export inherited parameter values: When selected, the parameter values that were inherited from a higher level are also exported. The standard ANTEROS configuration will then also export the values of products when exporting products.
- **Export value codes to a separate column**: If activated, the value codes get their own column.
- Export all values in one cell: If activated, values or value codes of objects, which have several values (codes) for one object, are output in one cell. For example, the values "Navi" and "Headup-display" for the parameter "Extras" are then displayed in a cell as "Navi|Headupdisplay" for product X1.

If not activated, a new row is created for each value(ecode), therefore in the example one row with value "Navi" and one with "Headupdisplay" are created. In this case the values are repeated in the columns ID, Code and Name, so that the relation of the values to the object is clear. So, in the example, the Name column contains "X1".

Note: for parameters with sub-parameters (so-called structured parameters), however, the following applies: one row is created per structured value.

2	Code	Name	Short name	Description	Supanum
		Name	Short hame	Description	Synonym
_	1435303210052				
4	14353032100521				
5	14353032100522				
6	14353032100523				
7	14353032100525				
8	14353032100526				
9	14353032100528				
10	14770620371161				
11	14353032100527				
12	14353032100524				
13	KOG	KOG		The ball valves a hngehäuse was as a valves	1
14	KKK	KKK		The body is made as a steel cast and a cover mounted in the top by bolts. The stem	i
15	KKS	KKS		The ball valve housing GTSE was used as a steel cast<th>)</th>)
16	13624754	Customer Service and Training		We offer full service technical customer support. Let us know what you need.	
17	oelbrenn			Modern condensing technology makes now even with oil fired boilers for maximum effects	j

6.1.5 Languages

Here you can select the languages in which you want to carry out the export. If you only want to select one language, do so using the drop-down list "Language". The list "Other languages" allows you to add any number of additional languages.

6.1.6 File

Here you can name your export file before export. By default, a name based on the selected export types is generated here. If you specify your own file name, its validity will be checked.

6.1.7 Execution settings

Here you can add a note to your export and decide whether you want to start the export directly or specify a start time.



If you uncheck "Start directly", you can specify the execution date and time. After planning the process, you will be notified by a short note at the top of the screen. The note is used to later identify the process in the process monitor.

You can find more information about the process monitor in the corresponding subchapter under "Administration". You can also decide whether the process should be repeated and at which intervals.

In addition, you can decide whether you want to receive an e-mail after the process has been completed. You can also specify several e-mail addresses, which must then be separated by a comma/semicolon.

Finally, you can select one or more locations to which the result file(s) will be additionally copied after a successful export. These locations must have been set up beforehand.

Once you have started the print generation, it is also possible to pause it again.

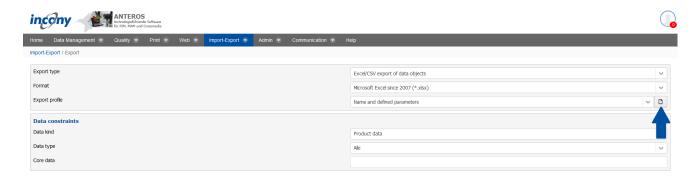


6.1.8 Export profile

6.1.8.1 Create an export profile

A new export profile for MS-Excel files can be created in which it can be specified which columns should be included in the export file.

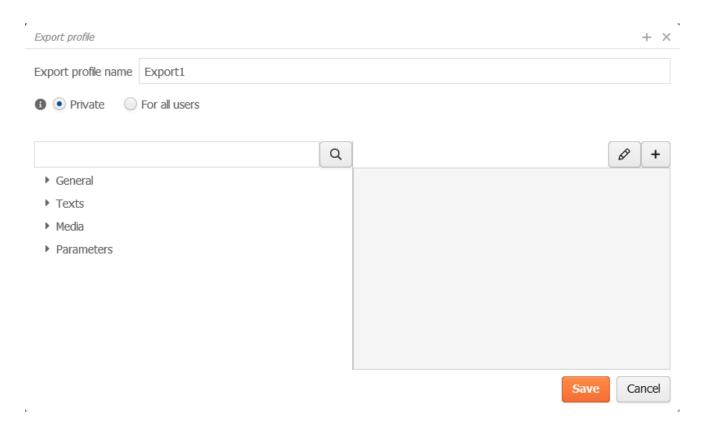
Create a new export profile by clicking the *new* icon on the right-hand side.



A new window will open in which you can specifically select the type of data that should be exported with this export profile.

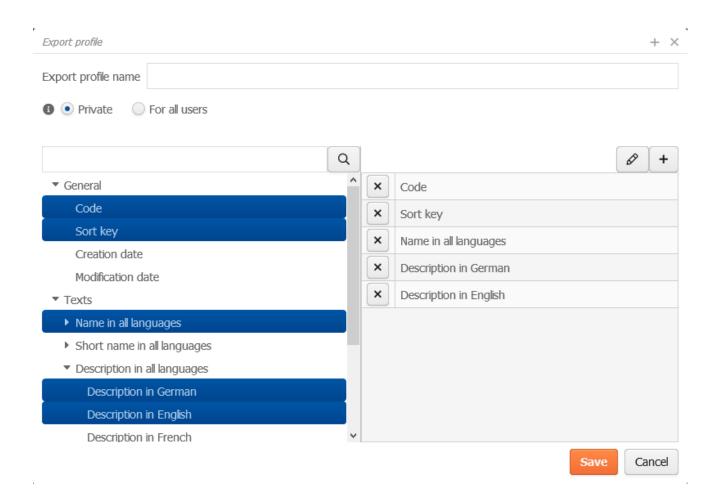
At this point you can choose whether the profile created should be public or not. Public profiles can be edited by all users. Profiles that are not publicly available can only be edited or made public by the user who made it. Make your selection by using the radio buttons marked "private" and "public".





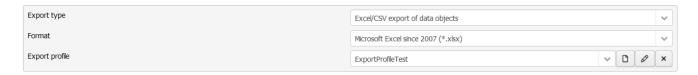
First, you can give the new export profile a name in the top entry field. It is recommended that you choose a descriptive name to clearly distinguish the profile from others. On the left side you will see the four main categories "General", "Texts", "Media" and "Parameters". With the arrows next to the category name you can expand them further and assign single elements and sometimes whole subcategories to the export profile. You can browse the tree until you find the correct attribute, or you can use the search field above the tree. The objects already assigned are highlighted in blue in the tree and displayed on the right-hand side. You can change the order of the selected attributes by using dragging and dropping them.





6.1.8.2 Edit and remove export profiles

Only certain export profiles can be edited and deleted. For example, this does not include the standard export profiles such as "Name and possible parameters" or "Basic data". You can already see in the export form whether an export profile is intended to be edited or deleted. If this is the case and you have selected the corresponding export profile from the drop-down list, an edit and a delete button will appear next to the button for creating a new profile.



Selecting the Edit button opens the same window as when creating an export profile. Name, public settings and assigned attributes can be edited.

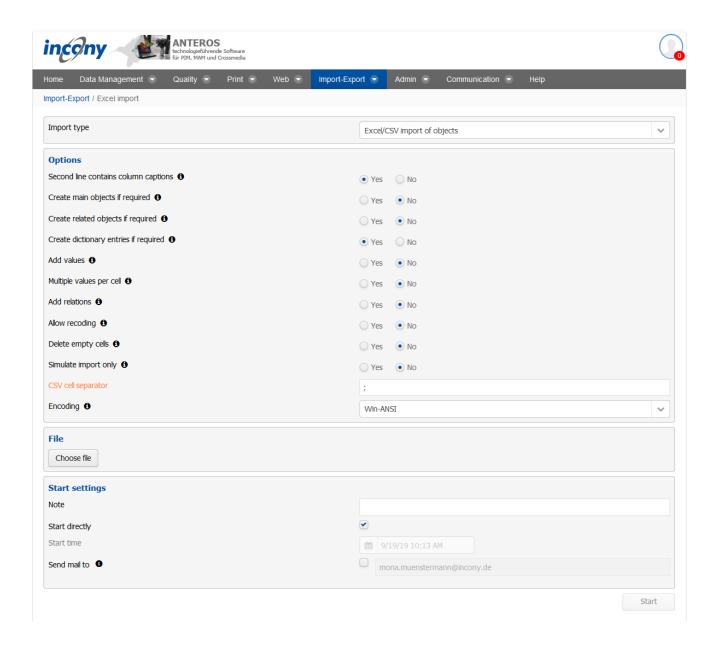
Selecting the delete button prompts a small dialog box in which the deletion must be confirmed.

6.2 Import

6.2.1 Overview

You can find the item "Import" in the ""Import-Export"" menu. From here you can run Excel imports of objects, categories, parameter definitions and dictionary entries. Different import options are available depending on the type of import selected.





6.2.2 Import Type

The import type determines which type of data is to be imported. The following types are available:

- Excel/CSV Import of Objects
- Excel/CSV import of categories
- Excel/CSV import of parameter definitions
- Excel/CSV import of media objects
- Excel/CSV import of dictionary entries
- Media File Import

The GOM XML import can be used to import complex data, such as entire classifications, from other systems. In addition, it can be used to correct or delete data in a targeted manner. Regular data exports in the GOM-XML format can also be used in terms of a data backup and in case of an emergency, the data can be restored. The DOM-XML files can be opened in a conventional text editor (recommendation: Notepad++ with XML extension or a web browser).



6.2.3 Options

The options available here also depend on your choice of import type:

- Second row contains column captions: If activated, the 2nd row is not considered a content row and is ignored.
- Create objects on demand: If activated, then main objects that do not yet exist in the database are created. If deactivated, only existing objects are updated by the import.
- Create new related objects on demand: Create new related objects, media objects and categories. If deactivated, relations can only be created for existing objects.
- Create new dictionary entries on demand: If activated, dictionary entries of translatable fields such as name, description or translatable parameters will be newly created if they do not already exist. If not activated, only existing dictionary entries will be updated.
- Add values: If enabled, then values of parameters or parameter definitions are added during import, instead of updating them position by position.
- Multiple values per cell: If enabled, then an attempt is made to extract multiple values (codes) from a cell using the specified value separator.
- Add relations: If enabled, relations are added on import instead of updating them position by position.
- **Allow Recoding**: If enabled, you can change the code of objects or values by importing them.
- Delete empty cells: If enabled, the fields of empty cells will be deleted. When the code refers to an object such as a product, product family, category, media object, parameter definition or dictionary entry, the object is completely deleted. If it is a content field, e.g. a text value, numeric value, minimum or maximum, the whole parameter value is deleted. If not activated, cells are ignored and do not lead to changes.
- Only simulate import: If activated, the data will be imported as normal, but all changes per object will be immediately undone. So the data import is simulated and you can look at the messages without changing the database.
- CSV separator: It indicates that there are several values in a cell that are separated by this character. The default value is a semicolon.
- Encoding: If the import uses special characters or alphabets such as Chinese or Greek, you must use Unicode encoding. For Western European texts, "Win-ANSI" or "ISO Latin-1" can be used.
- Keyword Search Index / Parameter Search Index Update Mode: Here you can choose between three options in a selection list: update automatically (keyword search index will only be updated if changes require this), do not update (keyword search index will not be updated even if there are text changes that would require this) and always update (keyword search index will always be updated even if there are no text changes).

6.2.4 Import Source

Here you can select the file you want to import from your computer. There are three different types of import source:

- Uploading a file directly from your computer
- Uploading a Hot Folder
- Downloading a file specified by a **URL**

6.2.5 Execution settings

Here you can add a note to your import and decide whether you want to start the import directly or specify a start time. If you uncheck the "Start directly" box, you can add a rerun for the import and decide after how many days the import should be executed again.

6.2.6 Excel/CSV import without control line

When importing data objects from Excel, if you upload an Excel file that does not have a control line for mapping columns to fields, you can now select an import profile for column mapping or create a new one. Moreover, in this case it is necessary to specify what kind of data and which data type is



involved.

Example: Excel file with article prices (column "Article number" and "Price"):

After uploading this Excel file, in the import window it will be extended to include elements for specifying the data type and you can choose or create import profiles:

A new import profile can be created by clicking the New button. A window will open that shows the first lines of the uploaded Excel file:

A suitable field must be specified for each column you wish to import. Using the Edit button in each column, a field can be selected via the field selection tree already known from the export profiles: It is important to ensure that at least the "Code" field is assigned, otherwise the data object being updated cannot be identified during import. Finally, a meaningful profile name must be entered in order to save the new import profile:

Before the Excel file can finally be imported, the data type and the data format must be selected in the import mask:

If the data type is selected before the import profile is created, the type-specific fields are also provided in the field selection tree of the assignment dialog. In addition, the new import profile is only available for objects of the data type in the import mask.

Thus, the import of the Excel file can be performed as usual:

6.2.7 Media file import via hotfolder

The "Media file import" import type gives you the option of importing media files to the server via hotfolder. A prerequisite for this procedure is that hot folders have been set up on the server.

After selecting the appropriate import type, a hot folder must be selected as the import source. In addition, the option "Start directly" must be taken out in the execution settings and the repetition must be set as desired.

It is recommended to specify a note for better assignment in the process monitor and in the e-mails. If the e-mail dispatch is activated, then an e-mail is sent out once initially and thereafter only when media files appear in the hot folder after they have been processed.

After starting or scheduling the import with the mentioned information, this process will appear in the Process Monitor in the "Scheduled" tab:

With each run there will be a check to see if there are any importable files in the hotfolder. If not, the program waits the duration set at "Repeat" again. If files are encountered, they will be processed and an e-mail will be sent upon completion, if this has been previously enabled.

As usual, completed import operations are listed in the "Completed" tab in the Process Monitor. By clicking the Result button you can see how many media files have been processed:

As usual, you can download all process messages and errors via the import archive. If individual media files could only be processed incorrectly, then these media files with errors are also included in the import archive so that they can be corrected and reimported if necessary.

6.2.8 Import Change Report

You can have a change report created as an Excel file during the Excel and GOM XML import. This contains all essential changes that were made by the import.

Example: Changing two parameters by Excel import:



4	В	С	D	Е	F	G	Н	I	J	K	L	M	N	0	Р
2	Code	Name	EAN	Preis [€	A [mm]	D [mm]	DN [mn	Do [mm]	G [inch	H [mm]	L [mm]	L1 [mm	N [mm]	PN [bar	Norm
3	111684298743	KOG 1	E123511	79,99	35	14	12		G 1/2"	49		142	22	30	
4															

To do this, the "Create change report" option must be selected in the import form. If the import was successful, you can download the result file as well as the usual import archive. This contains the change report.

In the following example you can see that the two parameters "Price [€]" and "A [mm]" have been changed. You can also see a change to the "Action price [€]" parameter. This was changed by a calculation rule. This means that you can see all the changes that have actually been made, as well as the changes that have been made automatically.

The change report is also included in the import archive, allowing you to check retrospectively which actual changes were made by an import.

It is also possible to create a change report if you are only simulating an import. This way, before the actual import, you can look at all the actual changes that would be made with that import.



7. Search functionality

7.1 Overview

ANTEROS offers you convenient, context-sensitive search functions. This makes it possible to perform a short keyword search or a precisely configured search on already entered data at any time. Search functions can be found in data maintenance in the menu items "Product family", "Products" and "Media assets".

There are two search options:

- **Simple search**: Here you search within the texts (name, description, synonyms) and the code.
- Advanced search: Here the search can be restricted by general, such as code and creation/ change date, and the quality levels.

7.2 Simple search

To use the simple search, enter one or more keywords and the system will supply a list of results. The keyword search will search the fields *name*, *description*, and *synonyms* of objects, e.g. if you search for products, then the search engine is going through the product codes, name, descriptions and synonyms.

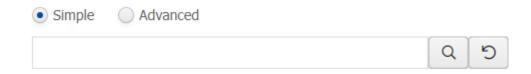
The keyword search is performed by entering the search term at the top of the input field and starting the search by clicking on the symbol.

As a search term any desired characters can be input, i.e. letters, numbers and special characters. For example, you can use these search terms:

- spiral drill
- multi-pin connector gold plated protective shroud
- *drill

If more than one word is searched, objects that contain all words in their description are found; this is a conjunction search. Word terms can also be input by using apostrophes e.g. "accessories for"to only search in product names and synonyms.

The special character * can be used as a placeholder for any number of characters, whereas ? is used as a placeholder for a single character. E.g. the search term *drill displays products that contain the word drill such as *spiral drill, center drill* etc. in their description. Characters like hyphen, dots, comma and blanks are ignored by the search engine, in order to ensure an efficient and more fault-tolerant search.



7.3 Advanced search

7.3.1 Advanced Search

Click the "Advanced search" checkbox above the search field to open a comprehensive search form. Here you can narrow down your search independently of categories.

The restrictions are divided into general, quality levels and publications.

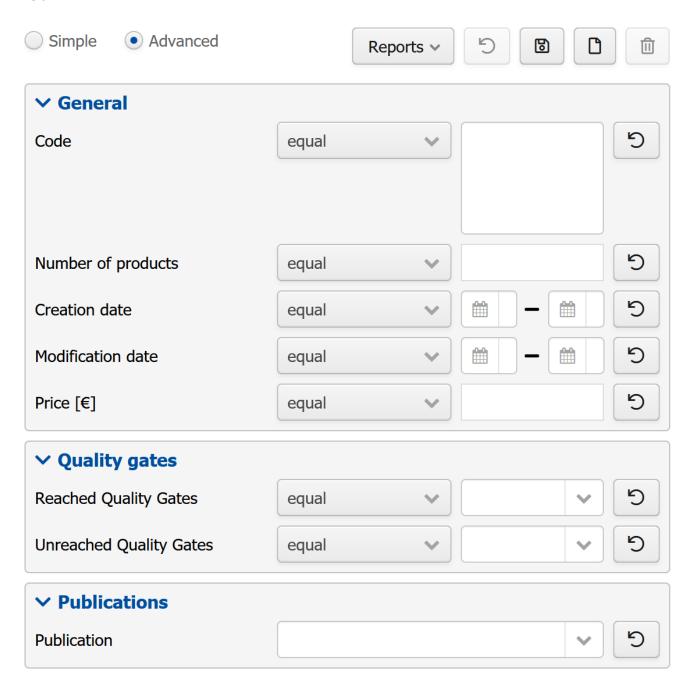
The arrows next to each input field allow you to undo your entries if they are incorrect or inapplicable.

Using the arrow symbols in front of "General", "Quality levels" and "Publications" you can expand or



collapse the corresponding restrictions.

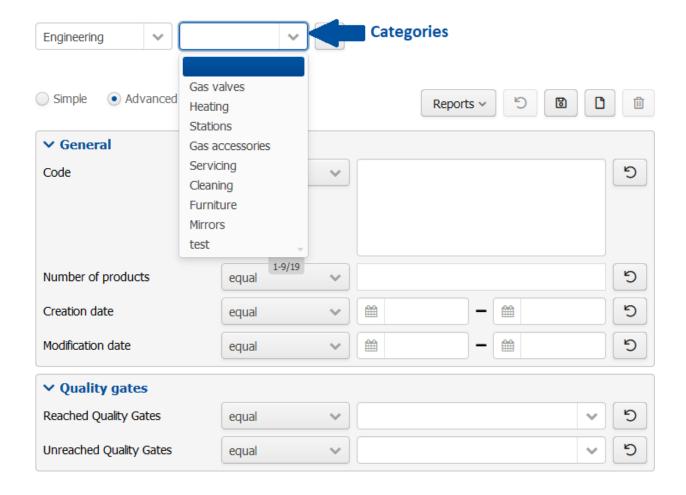
Ultimately, the search is performed according to the data entered when you click out of the text field.



7.3.2 Category selection

The left side of the advanced search displays the categories as a search filter. Any desired specification can be selected via the drop-down list (see screenshot).



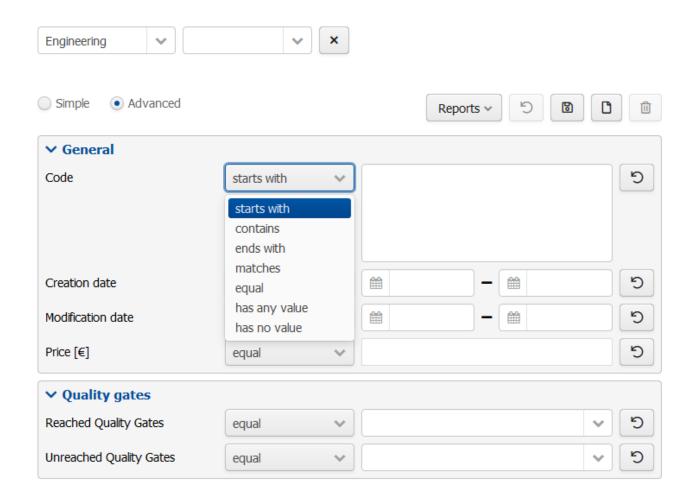


7.3.3 Search restrictions

7.3.3.1 General

In this section, the search can be limited by general product information, such as the article number, other article number (EAN) and / or keyword. These restriction options are located e.g. in the advanced product search, but vary depending on which area an advanced search is performed (products, manufacturers, axes, ...). Search results are selected by entering this information in the input fields and selecting the corresponding operator. The following operators are available: =, matches, contains, starts with, and ends with. The operators vary, depending on the input field, so, for example, in the field "Other article number" the operators: available and not available are applicable. While all fields can be filled out, this is not a must. You can use the advanced search for your individual criteria and information.





This section allows you to specify the code, creation date, and modification date to narrow down the results of your search.

The input field for the code accepts letters as well as numbers and special characters. The special character * is interpreted as a placeholder for any number of characters, e.g. **3*28** fits **3**6a27bc**28** or **328** or **328**. The drop-down list in front of the input fields allows you to choose between *begins with, contains, ends with, equals, has any value* and *has no value*.

Two input fields are available for the creation date and the change date. If you enter the same date in both fields, the system only displays results that were edited/created on exactly this date. If the dates differ, all results from this period are displayed.

7.3.3.2 Quality Levels

- Quality levels fulfilled: This search restriction allows you to list all objects that meet the requirements of the selected quality level.
- Unfulfilled Quality Levels: This option displays all objects that do not meet the requirements of the selected quality level.

To select a quality level, click the checkbox in front of the corresponding quality level in the selection list.

7.3.3.3 Publications

Here you select a publication in the new search group "Publications". If multiple publication types are stored in the selected publication, these can be (de)selected individually. This can be freely combined with other filters such as the category or parameters.



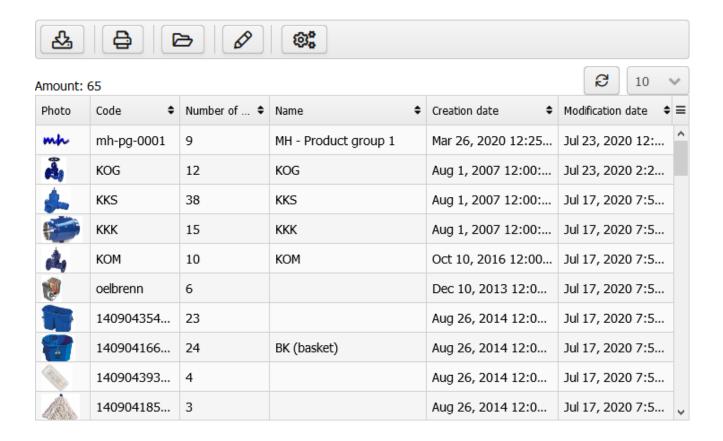
✓ Publications										
Publication	Catalog/data sheet	~	(C)							
Publication type	Print Web		C							

7.4 Result overview

7.4.1 Overview

Once search restrictions have been applied, the system determines the relevant objects for this search query and presents the results in the list below the search options. Some column headers show two arrows, one pointing up and one pointing down. If you click in this column header, the results are sorted according to this column and you can use the arrows to decide whether to sort in ascending or descending order.

The Burger icon in the top right corner allows you to control which columns and properties of the results are displayed.





8. Administration

8.1 Overview

The ANTEROS administration area allows users to create categories and parameters. These actions, however, require the appropriate rights to be assigned to the user account.

8.2 Classification editor

8.2.1 Overview

In order to ensure information can be found quickly and precisely both by you during data maintenance and by your customers in the print/web catalogs, a classification must be established in advance. The classification defines the structure of the data in a structure tree consisting of categories (e.g. gas and equipment) and a series of parameters for each category (e.g. pressure and delivery quantity). The categories and parameters can then be used later to enter product data into the catalog system. In addition, the classification can be used to search more precisely (e.g. ball valves with devices with a delivery quantity between 10 and 20).

A classification is a hierarchical arrangement of categories. It has a unique identifier or code, a name and a description. This information may also be available in different languages.

To edit a classification, click on the menu item "Classification" in the "Admin" menu. Here you will find the layout you are already familiar with. On the left side is the classification tree and on the right side the editor, in which you can edit a category.

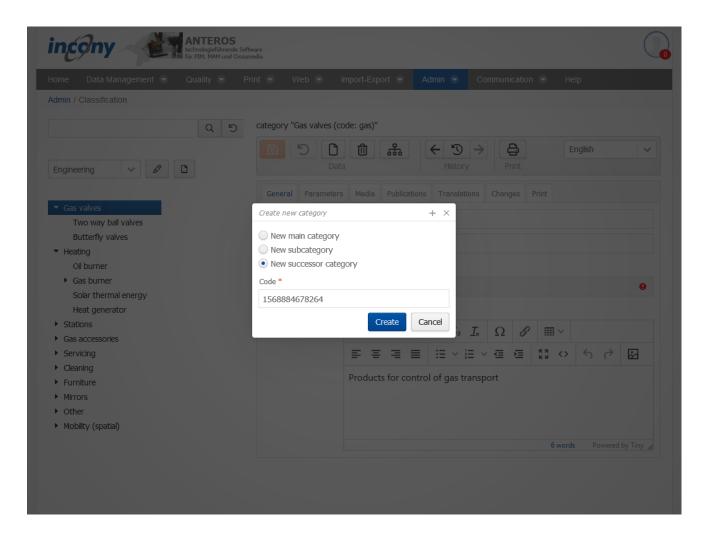
8.2.2 Defining Categories of a Classification

Three cases are distinguished when defining a new classification category:

- the **creation of a main category**, that is, a category on the highest hierarchy level.
- **creating a subcategory**, that is, a category within the tree or at the lowest level (leaf category).
- creating a neighboring category, that is, a category that is on the same level as the category
 you opened in the editor.

After you click on the New icon in the bar above the editor, a window will open and you can decide which type of categories you want to create and which classification you want to assign it to. This window also contains the generated unique code for the new category.





The category opened in the editor is highlighted in blue on the left side of the classification tree. A category allows you to store general information and parameters in different tabs:

- General: This includes the code, the sorting criteria, the name and the description. If a mandatory field has been left empty, it will be highlighted in red.
- **Parameters**: Any parameter can be defined for a category.
- **Media**: Here you can assign images, documents and videos to the category.
- **Publications**: You can define which publication the category should be included in.
- Translations: Here all texts are listed with their translation status, which are used in the category.
- **Print**: Various settings regarding the appearance can be stored in the print catalog.

8.2.3 Actions in the classification editor

8.2.3.1 Overview

The data entry form contains several icons at the top of the form that allow you to perform actions such as save or delete.

Some actions are identical to the editor of, for example, product families, but some actions are unique to the Classification Editor.

The following subchapters explain these functions in more detail.

8.2.3.2 Save

Use the "Save" function or the "Save" icon to save the currently entered data.



8.2.3.3 Undo

All unsaved changes will be undone.

8.2.3.4 New main category

You can create a new main category by clicking on the New icon in the bar above the editor and selecting "New main category" in the subsequent window. An empty category will then open in the editor. Here you can enter the necessary information.

After saving, the new category is appended to the end of the classification tree as the main category on the top hierarchy level.

8.2.3.5 New neighboring-category

You can create a "New neighboring-category" by clicking on the New icon in the bar above the editor and selecting "New sub-category" in the following window. This will open an empty category in which you can enter relevant information.

8.2.3.6 New sub category

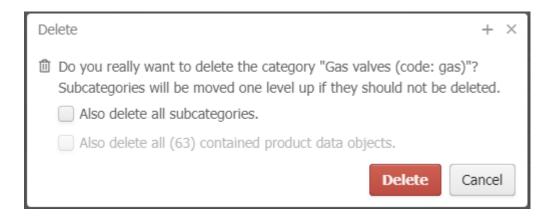
You can create a "New subcategory" by clicking on the New symbol in the bar above the editor and selecting "New subcategory" in the subsequent window. An empty category will also open here where you can enter additional information.

The newly created category will be set as a sub category of the one that was originally open when the "New Subcategory" icon was selected and will be displayed in the classification tree once saved. Note that sub-categories can inherit parameters and the like from the main category.

8.2.3.7 Remove category

When permanently deleting a category, it is necessary to distinguish between two variations. The less complicated variant is to delete a category if, for example, no products or the like are assigned to it. In this case, simply click on the delete icon and confirm the deletion.

In the case of a category that still has subcategories, after clicking on the delete icon you must select whether the subcategories should also be deleted. If you decide to do so, you can also specify whether the products and product families contained should also be deleted.



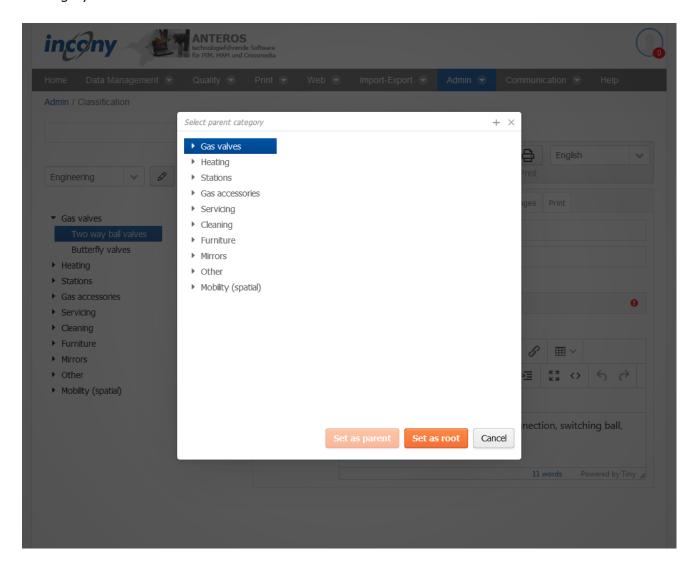
8.2.3.8 Change parent category

Clicking on the hierarchy symbol in the bar above the editor will open a small window in which you can edit the status of the category within the hierarchy. A number of options are available:

- If the category was previously a main category, you can now make it a sub-category of another category. You have to click on the future parent category and then use the button "Set parent category".
- If the category was previously a sub-category and should now become a main category, all you
 have to do is click on the button "Make it the main category".



If the category is and should remain a sub-category and you want to assign it to a new main category, select the new main category and confirm the selection by clicking the button "Set parent category".



8.2.3.9 History

The history provides an overview of the edited products/product families. The "<-" icon loads the previous object from history into the editor and the "-> " icon loads the next object.

8.2.3.10 Print preview

To generate the print preview for this product family with the current data, select "Print preview ". Consequently, the generated print file is offered for download. To view it in PDF format, a PDF display program (Adobe) must be installed on your computer; for INX, Adobe InDesign must be installed.

8.2.3.11 Maximize

The button in the upper right corner next to the language selection allows you to maximize the editor over the entire window or undo the maximization of the editor.

8.2.4 Tabs in the classification editor

8.2.4.1 General tab

You can enter elementary data in the "General" input area. The mandatory fields are indicated by a different colour. The information in this tab includes code, sort criteria, name, description and synonyms.



The "Code input field allows you to enter an identifier or code for the product family. You must select a code that is unique to the catalog, otherwise you will receive an error message when saving. It is recommended that you choose a descriptor that is easy to understand and remember.

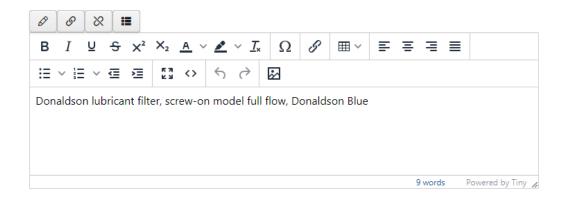
After clicking on the New symbol, the system always sets a code based on the current time (to the millisecond). However, this code is not "speaking", meaning not always easy to understand and remember, and can make later searches or changes more tedious. For this reason, you can also provide your own separate identifier in the Code field.

Recommendation: Only use letters and numbers for the code and, if possible, only a dot, hyphen or underscore as special characters in the code. The use of the special characters @ ' " \setminus = β will prompt an error message, as these characters are not allowed.

In this field, the name of the object can be added.

You should enter an explanation in the "Description" field. The description can be displayed in the lists, in print, web or apps. You can format this description by using the formatting elements in the toolbar.

Description

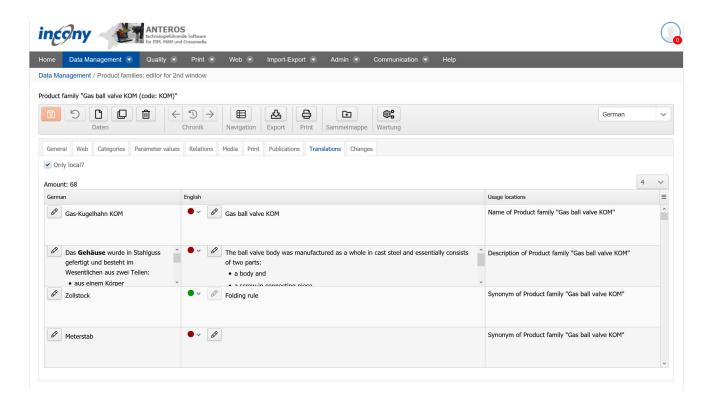


8.2.4.2 Translations tab

This tab contains all texts and corresponding translations associated with this object. By default, the "Local uses only" checkbox is selected and thus only texts used in the current product family appear in the list below.

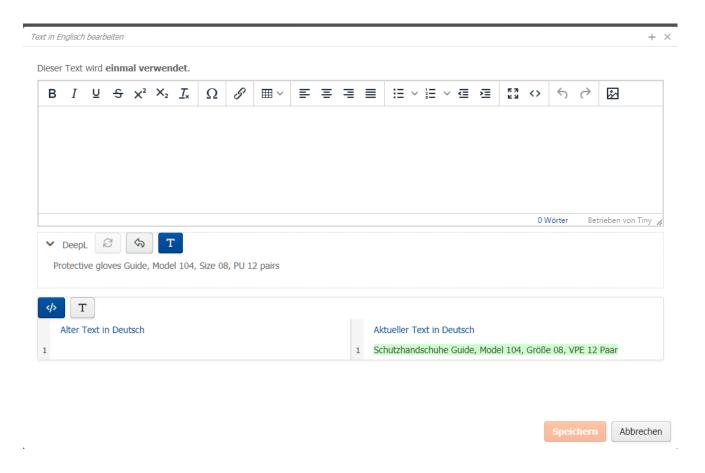
To prevent inconsistent text changes, the "Texts" tab is deactivated as soon as changes are made in any other tab. After saving your changes, the "Texts" tab will be reactivated.





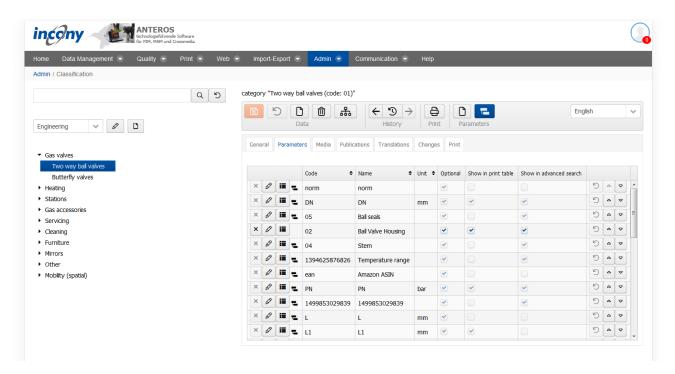
If you use the ANTEROS.tm.deepl, you can use the translation help from DeepL here. For this you only have to click the edit button (pencil) in the "foreign language". This opens the translation dialog and in the bottom right corner the current text is displayed in the master language. To now have the text translated by DeepL, click on the update button next to the text "DeepL". After a few seconds the text translated by DeepL will appear. By clicking the Apply button, this translation is transferred to the editable text, where you can further adjust the text if necessary.





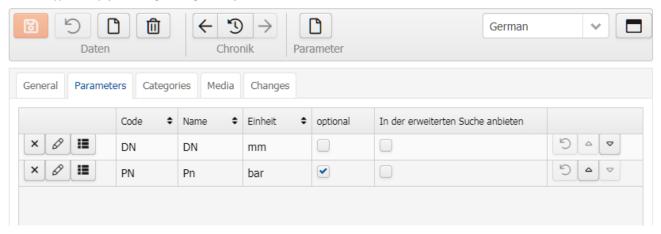
8.2.4.3 Parameter tab

The "Parameters" tab is used to define the possible parameters that can be maintained in assigned product families / products in the "Parameter values" tab.





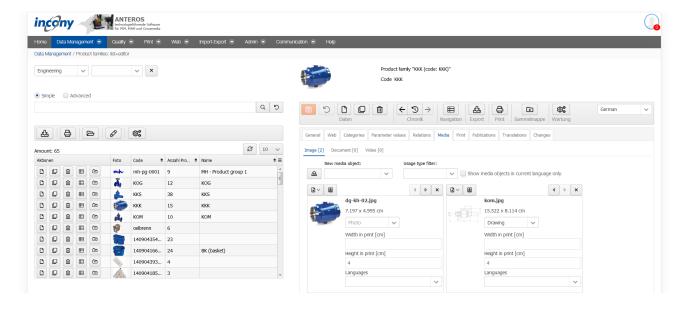
Product type "Body (code: Kugelhahngehäuse)"



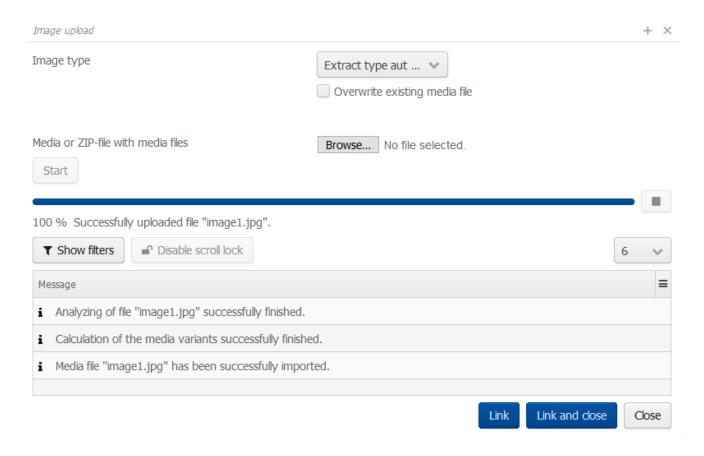
8.2.4.4 Media tab

The Media tab contains a list of all media types such as image, document and video, you can restrict the output to your current language by checking the checkbox. Each of these types has its own subtab. A special feature of working in the Media tab is that you also have the possibility to upload media objects that are not yet included here, but you can only upload one file at a time. However, you can assign these files directly to the object opened in the editor and thus save yourself a step in between.

Further input options for media are described in the chapter "Media assets".







8.2.4.5 Print tab

Various print-specific data and options can be saved under "Print", which are used to generate the print documents.

You can specify general settings, such as page break, as well as more specific settings, such as the table layout. If you make a selection here, the selected data applies to all product data in this category.

Regarding the layout settings, you can make general decisions for the product pages. To do this, you can select a **layout variant** from the following:

- Images next to and below each other, the product table below them
- Images below each other, followed by the product table
- Images below each other, product table to the right of the images
- All images next to each other, the product table below them
- Images on the left, text on the right, product table below
- Images on the right, text on the left, product table below

In addition, you can select your desired **table type** from the following:

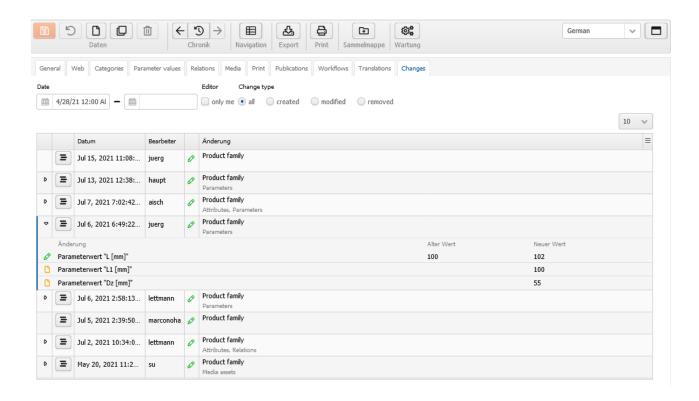
- Standard table
- Summarized table (without duplicates)
- Pivot table (a tool to make large amounts of data more manageable)



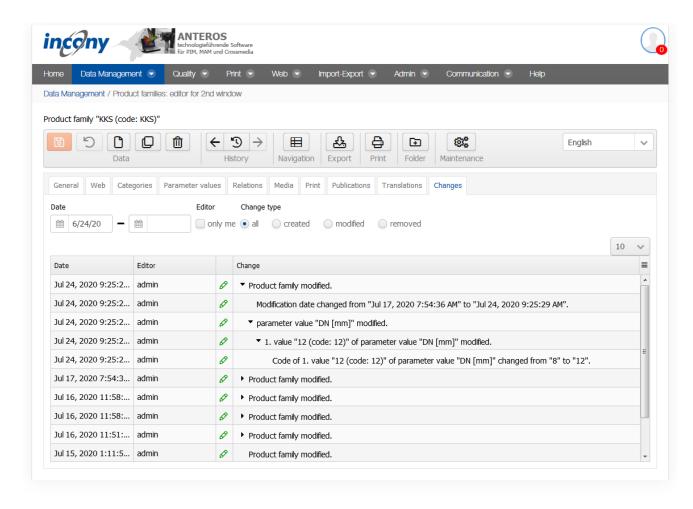
Finally, you can specify the width of the Article Number column, the Name column, the Edit column and the Price column (each in cm) for both **product tables** and **relationship tables**.

8.2.4.6 Changes tab

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the right. For example, in the screenshot below after clicking on the icon it is shown that the parameter L was changed from 100 to 102.







There are various filter options available so that you can find out about the many points of specific changes.

Date: Here you can restrict the period of the changes.

Editor: Here you can specify whether only changes made by you are to be displayed.

Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.

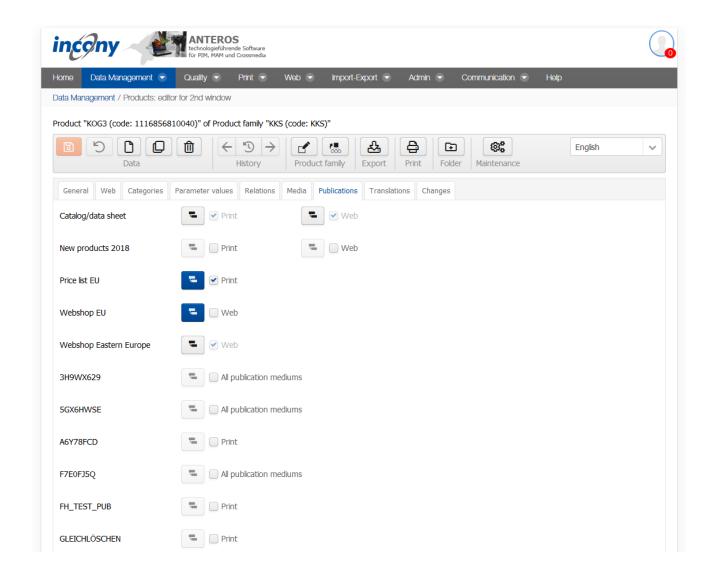
8.2.4.7 Publications Tab

Here you will find a list of all publications, some of which are differentiated between print and web presentation. You can select these representation types by selecting the appropriate checkboxes. Publications that have yet to be assigned to a higher-level object are indicated by a gray inheritance icon in front of the publication. If you place the mouse pointer over the symbol, the tooltip shows from which category the assignment is inherited. Here you can simply select the checkbox and to assign the publication to an object.

On the other hand, if an assignment to a publication has already been set in a parent object, there is a blue inheritance icon in front of the publication. Here you can only change the inherited settings if you have clicked on the inheritance icon and the checkbox is no longer grayed out. If you place the mouse pointer over the symbol, the tooltip shows from which category the assignment is inherited.

The information you enter here will be inherited by the associated products. However, you can overwrite these inherited specifications in the publication tab of the products.





8.2.5 Parameter

A category can be assigned any number of parameters, which specify the properties of the products of that category. For example, a "compressors" category may have the following parameters:

- Max. operating pressure
- Type [portable, mobile, stationary, to be built in]
- Power
- Delivery quantity

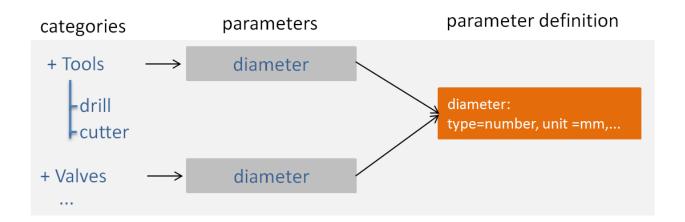
8.2.5.1 Parameters and parameter definitions

In order to be able to use the same parameters in different category subtrees, e.g. a parameter "Diameter" for the category subtree of "Valves" and "Tools", ANTEROS separates parameter definition and parameter. First you create a parameter definition and then several parameters of categories can refer to this parameter definition. For these parameters, further information can be given which only refers to the corresponding category parameter. Examples of category parameter specifications are:

- A sort criterion for controlling the arrangement of the parameter in the advanced search, in the editor (tab "Parameter values") or in the data sheet of the web catalog / shop.
- an option whether the parameter should be offered in the advanced search if the category is selected
- an option whether the parameter should be listed as columns in the article table in the print catalog



– Assignments to publications & media, e.g. publication "Gesamtkatalog 2019", medium "Print". **Note:** The parameter definition can be created not only in the "Parameter definition" menu, but also when adding new category parameters. Here a button "New parameter definition" is offered in the New dialog.



8.2.5.2 Parameter List of a Category

Parameter Inheritance

If the category has at least one parameter, the parameters of this category are listed in the "Parameters" tab.

The parameter list contains the important properties of the parameters, such as name, description, type, unit, whether it is searchable or optional and whether it may have a maximum of one value in the products.

A parameter is always inherited in the category subtree, i.e. it is automatically valid in all subcategories, i.e. in the entire subtree. Therefore, if you define the parameters as high up in the tree as possible and allow them to be inherited, this means that these parameters are valid in the so-called leaf categories (the lowest categories in the category tree): Leaf categories are important for data entry. It also means that a customer does not have to descend to the depths of the classification to include this parameter in the search query.

The categories in the "Parameters" tab contain both the parameters inherited from the top categories and the parameters that are defined locally in this category. Parameters inherited from a super category are preceded by the inheritance symbol. If you hover your cursor over this symbol, a tool-tip will appear, indicating from which category the parameter was inherited.

You can remove parameters that have not been inherited from the category by clicking on the X symbol.

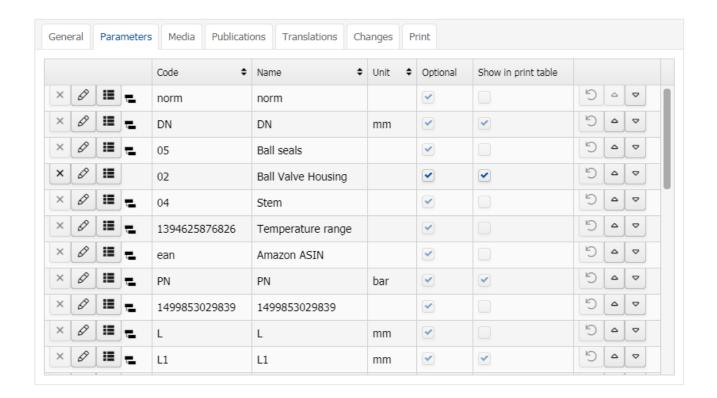
Rearrangement of parameters

You can easily move the parameters of a category using the arrows on the far right. Use the down arrow to move the parameter one position down in the list and the up arrow to move it one position up.

Internally, the Sort criterion field of the parameter is changed. The sort criterion is a data field in the Parameter Editor, General tab (for details, see the corresponding chapter).

If you have made changes to a parameter, e.g. changed the sorting, the Undo icon is no longer grayed out and you can undo the unsaved changes.





8.2.5.3 Create a new parameter

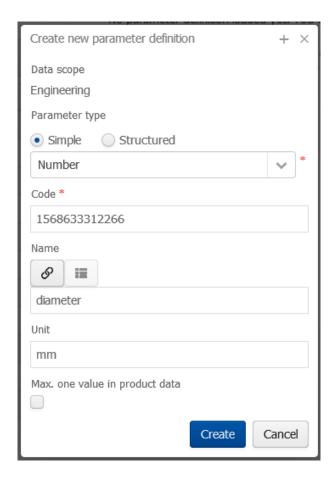
1. Create a new parameter with a new parameter definition

If you do not want your new parameter to be based on an existing parameter definition, click the "New Parameter Definition" button at the top.

You will then see a window in which you can enter the most important characteristics of the parameter definition editor (code, name, type and unit). After clicking the "Create" button below, this new parameter definition is created and you return to the list of existing parameter definitions for your new parameter for the selected category. The new parameter definition is already in the lower selection list.

Note: To efficiently create multiple parameters for a category, select multiple parameters at the top of the list of parameter definitions so that they all appear at the bottom of the drop-down list.





2. Create a new parameter based on an existing parameter definition

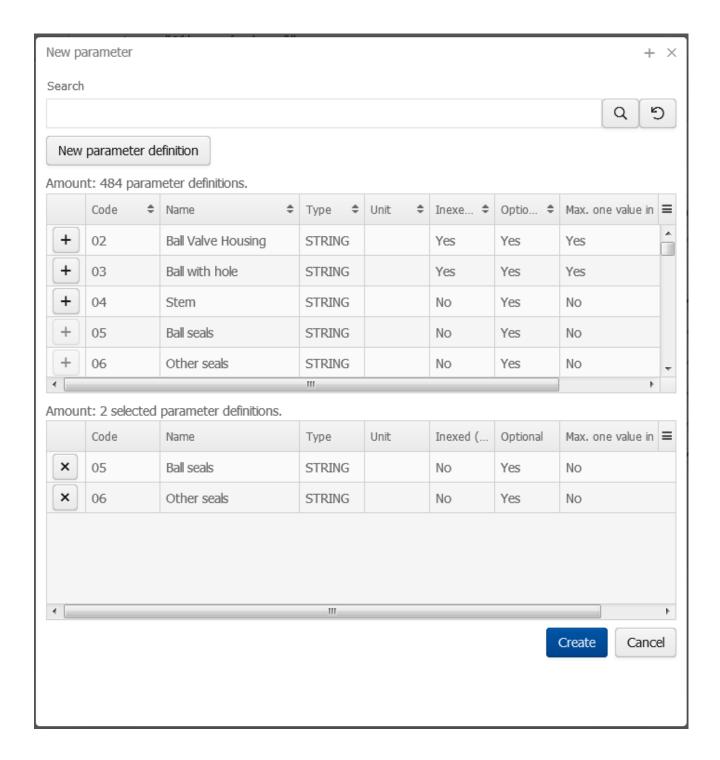
Parameters can be created based on existing parameter definitions to use the parameter definitions in multiple sub-trees of the classification or across multiple classifications.

Use keyword search to find the relevant parameter definition and select it by clicking on the '+'-icon. You can also select several parameter definitions and thus very efficiently create several parameters for a category.

Special case: Change default values along the inheritance path:

It is also possible to work with different default values within a tree if the parameter has been defined as inheritable. In this case, define the first parameter of the tree as inheritable, define the default values there, and then change the default values for individual subcategories at different levels. This is useful if there are value restrictions for the entire category hierarchy.





8.2.5.4 Changing parameters in the parameter definition editor

To modify a parameter, select the corresponding category in the tree by clicking on the category name. All parameters in this category or those inherited from supercategories appear in the "Parameters" tab in the right-hand section of the window.

The parameters can be changed using the edit-icon. In the case of inherited parameters, you will want to edit to the original definition of the parameter. Inherited parameters are marked by the symbol which is displayed instead of the delete symbol. In order to make it easier for you to find this category with the parameter definition above in the classification tree, the name is displayed next to the parameter.



Click on the edit icon to change the data for a parameter defined in this category. The system displays an input form filled with information about the parameter.

			Code \$	Name \$	Unit 💠	Optional	Show in print table	Show in advanced search				
×	0	i i i	norm	norm		•			C	Δ	•	^
×	0	i i i i i i i i i i i i i i i i i i i	DN	DN	mm	•	•	•	C	Δ	•	
×	0	[IE]	05	Ball seals		•		•	5	۵	\Box	E
×	0	i=	04	Stem		•		•	5	Δ	▽	
×	0	i=	1394625876826	Temperature range		•		•	(5)	Δ	lacksquare	
×	0	i i i i i i i i i i i i i i i i i i i	ean	Amazon ASIN		•			5	Δ	•	
×	0	i i i	PN	PN	bar	•	•	•	(5)	Δ	lacksquare	
×	0	i i i i i i i i i i i i i i i i i i i	1499853029839	1499853029839		•		•	5	۵	▽	
×	0	i=	L	L	mm	•			5	۵	\Box	
×	0	i i	L1	L1	mm	•	•		5	۵	▽	
×	0	i i i i i i i i i i i i i i i i i i i	P	Р	mm	•	•		(5)	_	lacksquare	+

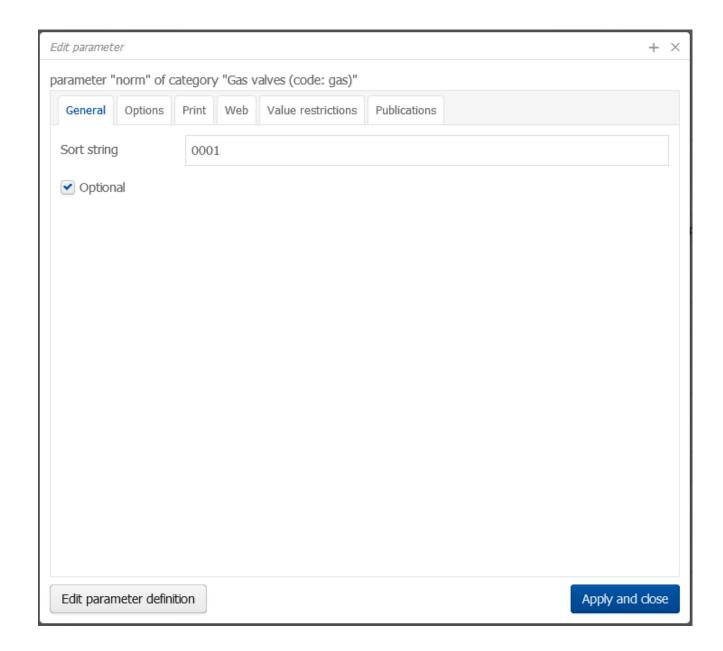
In the parameter editor, you can change the sorting for this category, options such as MUST/CAN field, searchable, publication assignment, and so on.

To make changes to the parameter definition of this parameter, click the blue "Edit Parameter Definition" icon below. The following applies:

- You cannot change the code and type if data has already been entered for this parameter definition.
- In the parameter definition editor, changes to the Name, Description and Unit fields affect all parameters that are based on the same parameter definition, i.e. have the same code. This does not apply to options such as searchable, optional, single value, and so on.

For more details, see the Parameter Def: List+Editor chapter as included in the main chapter Administration.





8.3 Product types

8.3.1 Overview

Hint

Please notice that the product types are no enabled by default. Please contact your project manager to enable this function if you wish to use it.

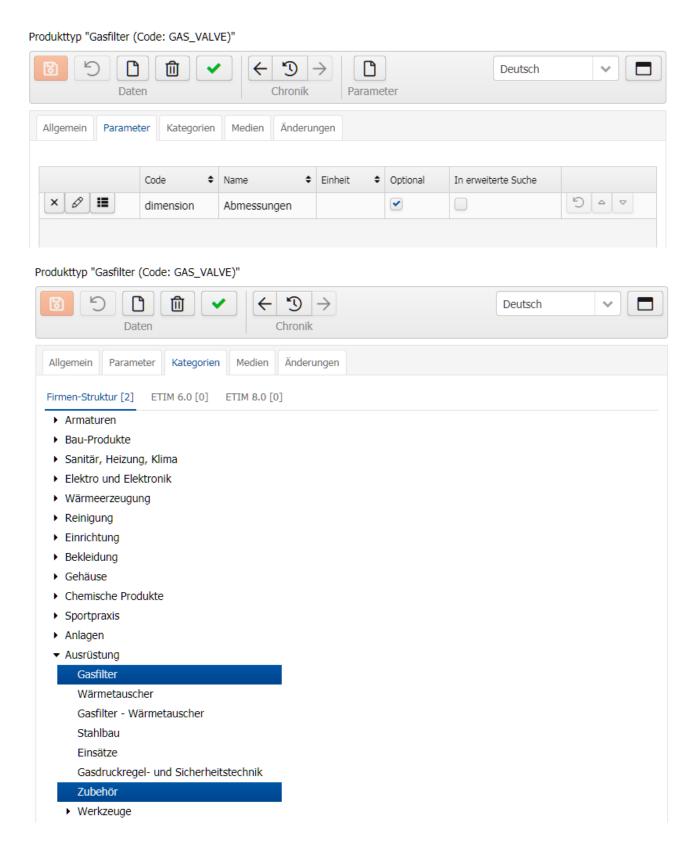
Introduction

The product type is a concept used to define the possible parameters of products and product families. With this, you can create a list of all possible product types, which is a sort of list of characteristics. The product types can have category assignments in addition to parameters. This allows you to define which category products of certain product types should be hung in.

You can set one or more product types in a product family or in a product. With this, the parameters defined in the type will be taken into account in the Parameter values tab of the object. A separate sub-tab is then added for each selected product type. In addition, the product or product family is (indirectly) assigned to the categories of the assigned product types.



Example: "Gas filter" product type



The use of product types is optional and, depending on the data structures, can facilitate data maintenance and structuring. Here are two approaches where the use of product types is advantageous:

1. Parameterization separate from structure.



Define all possible basic product types and define the possible parameters in them. The product families or products are then only assigned to the product types and thus receive the information on the possible parameters.

The structuring of the products and product families is done independently by one or more classifications. These thereby form a kind of overview of the product data, e.g. for the navigation in a store or for the structuring of the chapters of a print catalog. No matter how many categories or classifications the products and product families are in, the parameterization is clearly controlled by the product types. This facilitates the definition of parameterization when using multiple categorization.

If necessary, additional parameters can be stored in the categories. This allows definition of basic parameters in the product type and expansion with specific parameters in the categories.

2. Parameterization and categorization

In addition to defining parameters in product types, the categories can also be assigned here already. A category selection in the products and product families is thus no longer necessary, since this is controlled centrally via the product type. This makes it easier to restructure product data, for example, because only the product types need to be reassigned.

This means that product types can also replace previous sheet categories. This makes the structure flatter and simpler and allows product types to represent the same leaf category in different classifications, so to speak.

In combination with the use of different classifications, e.g. standard classifications like ETIM and eCl@ss in addition to your own, the mapping to further classifications can be controlled centrally via the product types.

If a product type is assigned to a main or intermediate category, only its sub-categories are available for selection in the product family editor for the classification concerned. The range within classifications can be restricted accordingly by product types.

The use of product types is also useful if products or product families have to be assigned to multiple / a large number of categories. If necessary, this need only be done via the product types, eliminating the tedious categorization of the product families and products, requiring only one product type to be specified.

An example of the use of product types are the so-called generic articles in TecDoc data.

8.3.2 General Tab

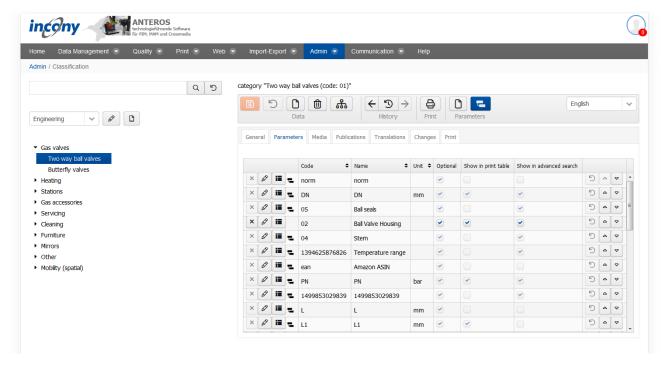
As usual, the basic data code, sort criterion, name and description are maintained in the General tab.

In this field, the name of the object can be added.

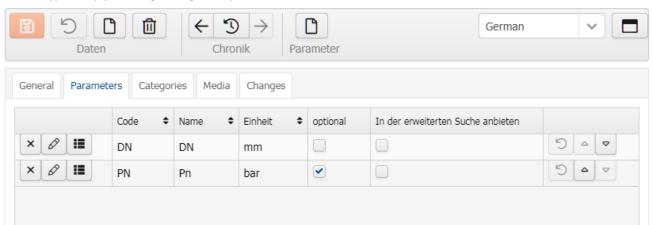
8.3.3 Parameter tab

The "Parameters" tab is used to define the possible parameters that can be maintained in assigned product families / products in the "Parameter values" tab.





Product type "Body (code: Kugelhahngehäuse)"



8.3.4 Category Tab

You can assign your product types to one or more categories in the Category tab.

All products / product families that have this product type are automatically linked to the categories specified here.

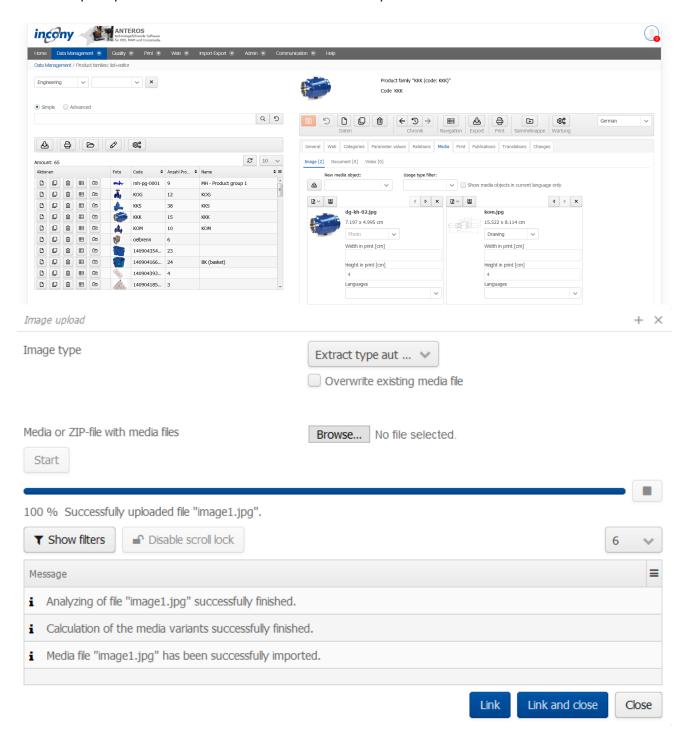
When leaf categories are assigned to the product type, these are defined in all products / product families. If main or intermediate categories are assigned to the product type, sub-categories of these can be assigned in the product families or products.

8.3.5 Media Tab

The Media tab contains a list of all media types such as image, document and video, you can restrict the output to your current language by checking the checkbox. Each of these types has its own subtab. A special feature of working in the Media tab is that you also have the possibility to upload media objects that are not yet included here, but you can only upload one file at a time. However, you can assign these files directly to the object opened in the editor and thus save yourself a step in between.



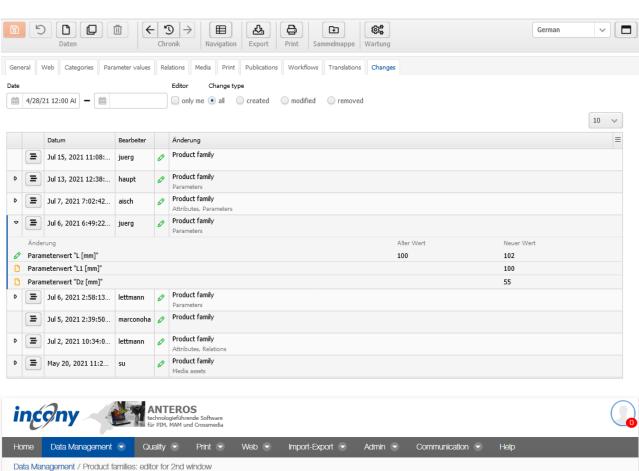
Further input options for media are described in the chapter "Media assets".

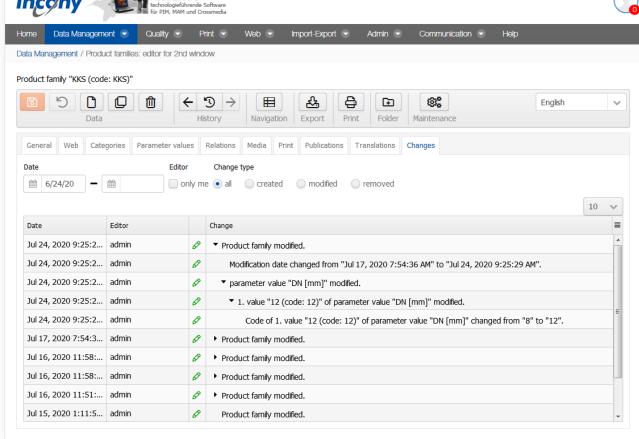


8.3.6 Changes Tab

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the right. For example, in the screenshot below after clicking on the icon it is shown that the parameter L was changed from 100 to 102.









There are various filter options available so that you can find out about the many points of specific changes.

Date: Here you can restrict the period of the changes.

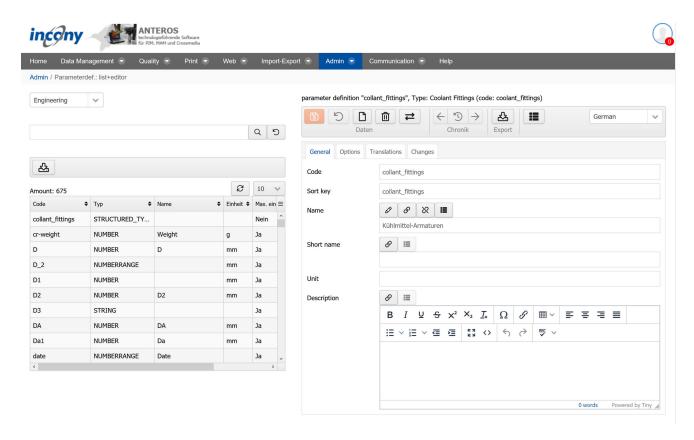
Editor: Here you can specify whether only changes made by you are to be displayed.

Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.

8.4 Parameterdef: list + editor

8.4.1 Overview

In addition, there is the menu item "Parameterdef.: List+Editor" which allows you to edit a parameter definition and create new ones. The functions of the editor are described in greater detail below. In the bar above the editor, in addition to the possibility of creating a new parameter definition, you also have the classic options of saving, undoing, deleting, viewing history and exporting. Moreover, you can change the type of the parameter definition with the button labeled with two arrows and with the last button on the right side of the bar you can see where the opened parameter definition is used.



8.4.2 General tab

In the **General** tab, you can enter general information such as code, sort criteria, name, short name and description, as you would for products. In addition, you can enter more specific information about the unit, type and format and decide whether the parameter should be searchable and/or simple.

To edit the type, click on the button with two arrows. This will open a small window where you can first decide whether your parameter definition refers to a simple or a structured parameter. Depending on your selection, other types are available.



The following types exist for **simple parameters**:

- Text (translatable)
- Text (language neutral)
- Number range
- Ratio (number ratio)
- Time (time specification)

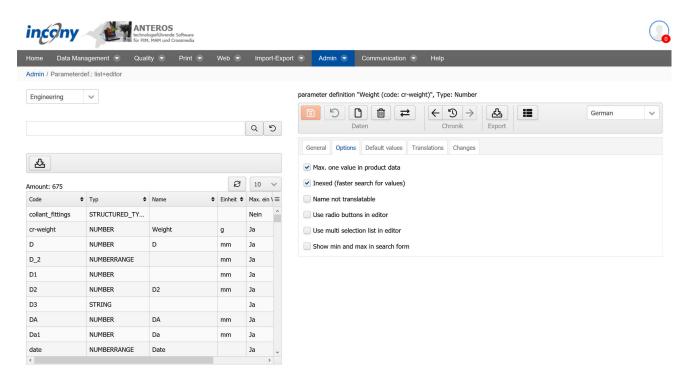
The following types exist for **structured parameters**:

- Article dimensions
- packing
- packaging dimensions
- BMEcat address
- Address
- dimension type
- attributes
- base type

8.4.3 Options Tab

The Options tab allows you to choose the following properties for your parameter:

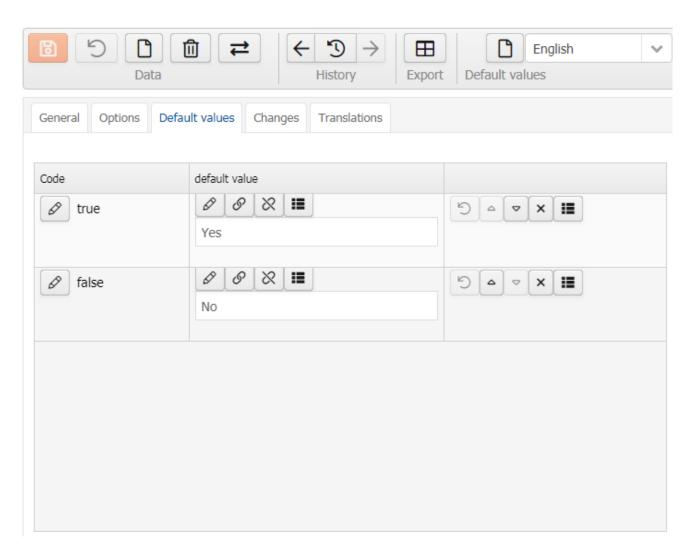
- A maximum of one value in the product data
- Indexed (faster search for values)
- Name is not to be translated
- Values are not to be translated
- Multiline, unformatted text
- Use formatting editor
- Use radio buttons in editor
- Use multiple selection list in editor
- Maximum value length





8.4.4 Default values tab

These can be maintained in the Standard values tab. This means that only these parameters are allowed within the data. To create a new value, click in the bar above the editor, the button above the label "Default values".

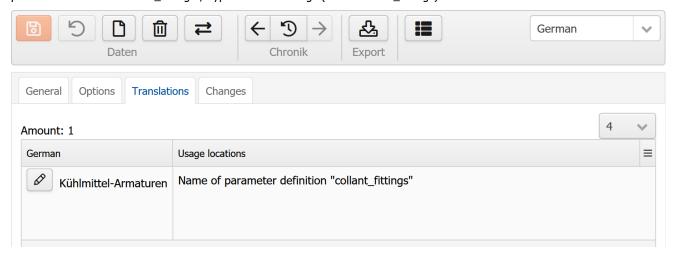


8.4.5 Translations tab

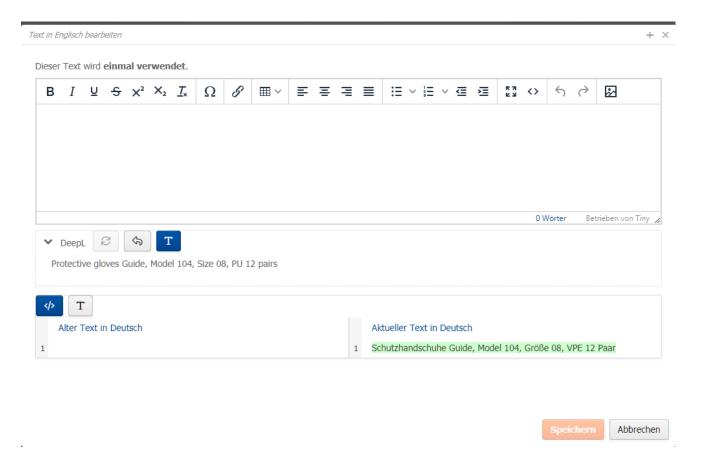
This tab displays all texts and the corresponding translations for this object. By default, the checkbox "Only local uses" is selected and thus only texts used in the current product family appear at the bottom of the list.



parameter definition "collant_fittings", Type: Coolant Fittings (code: coolant_fittings)



If you use the ANTEROS.tm.deepl, you can use the translation help from DeepL here. For this you only have to click the edit button (pencil) in the "foreign language". This opens the translation dialog and in the bottom right corner the current text is displayed in the master language. To now have the text translated by DeepL, click on the update button next to the text "DeepL". After a few seconds the text translated by DeepL will appear. By clicking the Apply button, this translation is transferred to the editable text, where you can further adjust the text if necessary.

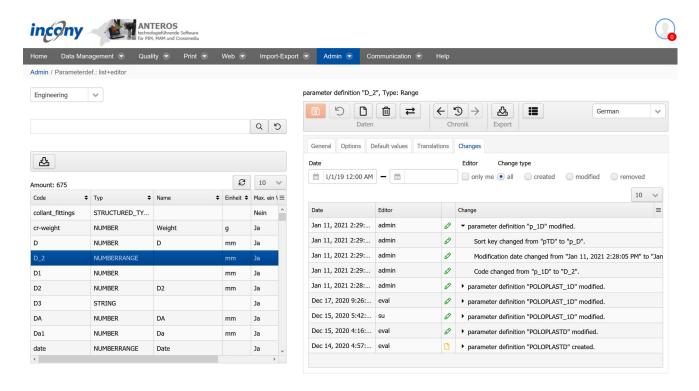


8.4.6 Changes tab

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the left. For example, in the screenshot



below, after clicking on the icon, you can see which value the object (product family, product, parameter, ...) had before the change.



8.5 Calculation Rules

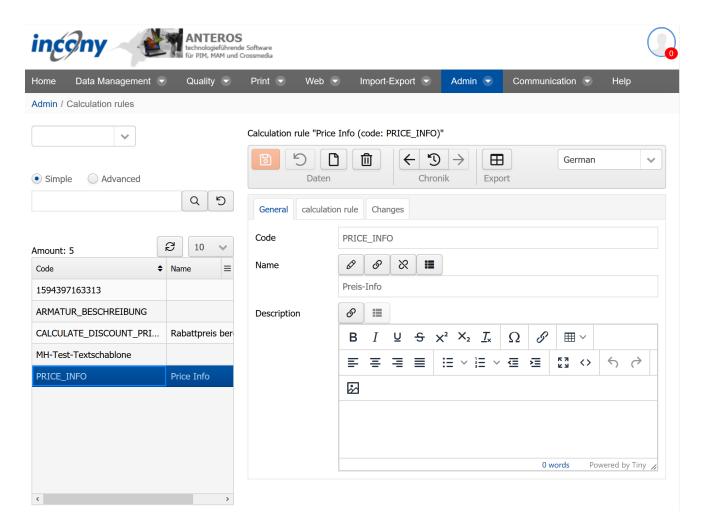
8.5.1 Overview

ANTEROS has a menu called "Calculation Rules" in the Admin area. This aspect makes it possible to perform calculations with entered parameters. This means that you can use a rule to calculate a parameter value. The values that are used for the calculation are parameter values that have been entered and are accessed using placeholders. The result of this calculation is written in a target parameter.

The calculation rules can be used in many ways. You can use a calculation rule to calculate values that are made up of different parameter values. This can be useful, for example, to calculate discounts for each customer or to convert currencies.

As soon as you click on the "Calculation rules" menu, you will see the following view:





The list on the left side shows all rules that have already been created. To load one of them into the editor, simply click on the corresponding line in the list. Using the "Actions" column you can also duplicate or delete a rule or create a new calculation rule. You will also find a delete and a new icon in the bar above the editor.

If you click on the New icon and thus start the creation of a new calculation rule, a dialog box will open showing an automatically generated code for the rule. You can customize this code to your liking or keep the default code. After clicking on the "Create" button, an empty editor will open, where you can enter information about your new calculation rule.

8.5.2 General Tab

You can enter a name and a description for the calculation rule in the "General" tab, as well as revise the code as you wish. It is recommended to use a code that is representative of the calculation rule.

8.5.3 Calculation rule tab

You now have to make several decisions regarding your calculation rule in the "Calculation rules" tab before you can create the actual template for the rule.

- Parameter value type: Here you define the type of the parameter to be calculated. You can choose between "No value", "Text (language neutral)", "Text (translatable)", "Number" and "Number range".
- Data types: For the data type, you can choose from the list "Product", "Image page", "Product family", "Company" and "Website" and here you can also select several data types.



 Data ID: Here you select the relevant fields for your calculation rule and can give them a name with which you can usually reference the fields.

In the "Template" field you can now access the previously defined fields and thus enter the actual calculation rule. The calculation rules are designed with FTL (FreeMarker Template Language). Visit this website (https://freemarker.apache.org/docs/dgui_quickstart_template.html) for more information about this language. Below are some examples to show you how it works.

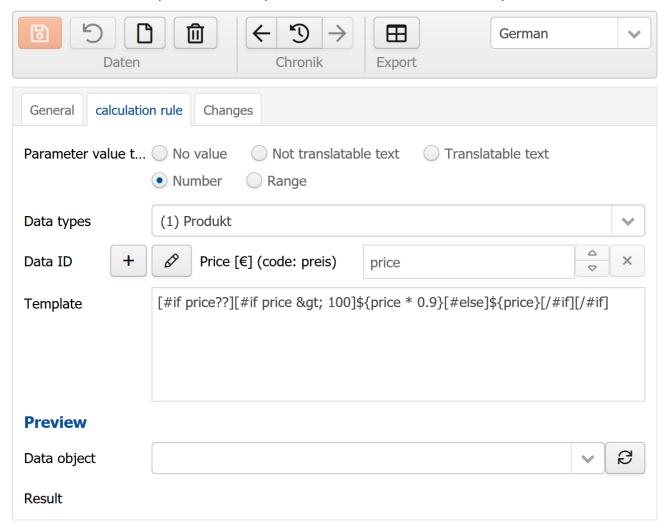
- Output of the field named "length": \${length}
- Output the field named "length" with a default value if no other value is available: \${length!}
- Area calculation with the fields "length" and "width": \${length * width}
- Output, if field "length" is set: [#if length??]Length set[/#if]
- Output depends on whether field "length" is set: [#if length??]length set [#else]length not set [/ #if]
- for another nested if statement there is also [#elseif]

At the bottom of the tab you will find a preview function that allows you to select data objects according to the stored data types in order to see the result or to receive errors if the template contains errors.

In the parameter definition editor you can select a defined calculation rule according to the value type. This is not possible if default values exist.



Calculation rule "Rabattpreis berechnen (code: CALCULATE_DISCOUNT_PRICE)"

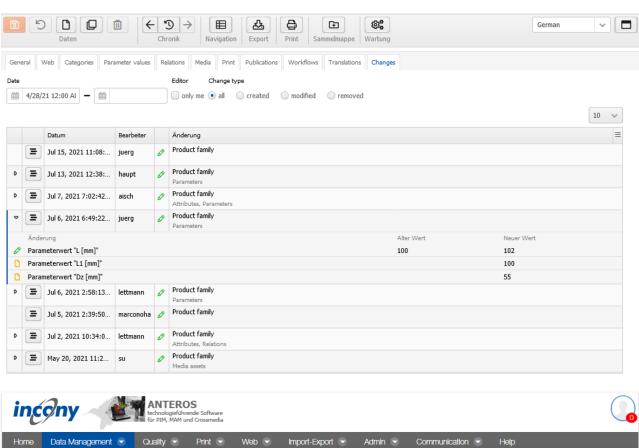


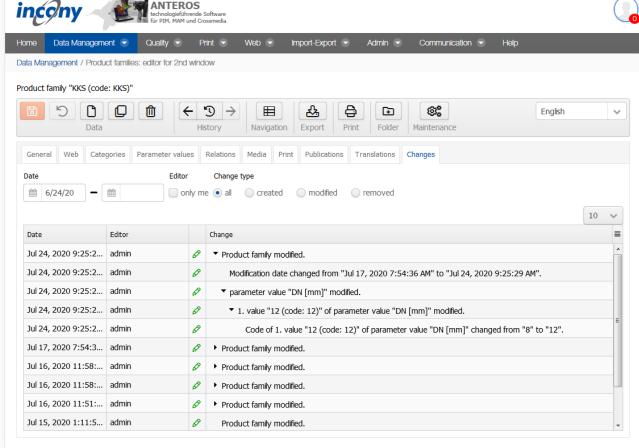
A preview function is available below the template. Here you can select a data object corresponding to the data types set above. The result of the calculation is displayed below. If the template is faulty, this will be displayed to the right of the "Refresh" button. For example, if you access a variable without checking whether it is assigned a value (e.g. with "!": \${length!} or [#if ...??]):

8.5.4 Changes Tab

In this tab you can see exactly who made which changes to this object and when. Details of the action can be obtained by clicking on the arrow symbol on the right. For example, in the screenshot below after clicking on the icon it is shown that the parameter L was changed from 100 to 102.









There are various filter options available so that you can find out about the many points of specific changes.

Date: Here you can restrict the period of the changes.

Editor: Here you can specify whether only changes made by you are to be displayed.

Change type: Here you can decide whether all changes should be displayed or only actions in which data was created, changed and/or deleted.

8.6 Structured types

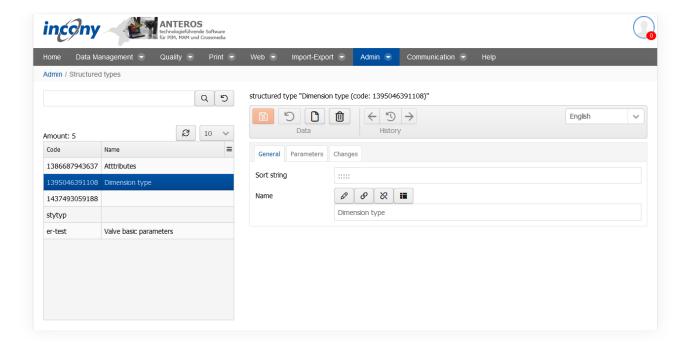
Structured types can be used to create structured parameters consisting of several parameters. For example, a "Dimension" parameter consisting of the sub-parameters "Length", "Width" and "Height". Using this example, the creation of this parameter is explained in more detail below.

Three steps are necessary to implement parameters with structured types:

- 1. create parameter definitions for the sub-parameters, i.e. length, width and height in the example
- 2. create a structured type with the sub-parameters
- 3. create the structured parameter for a category in the classification editor and set it as the "structured type".

In **step 1**, go to the Admin menu and the item Parameterdef.: list+editor to create a parameter definition for the sub-parameters.

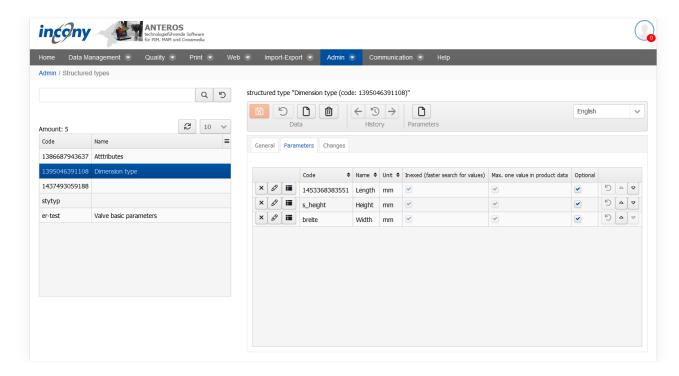
In **step 2** you create a structured type. To do this, go to "Structured Types" in the Admin menu at the top and click on the new icon above the editor. Next, give the new type a meaningful name in the editor. This is important because you will have to select this type later when creating the "Dimension" parameter. In this example, we call the structured type "Dimension Types". Here it is verified whether a cycle exists in the stored structured type due to a new parameter, e.g. if one of the added parameters has the current structured type. Finally, save your changes.



Navigate to the "Parameters" tab in the editor and click on the button above the "Parameters" label in the bar at the top of the editor. This opens a window in which you select the parameter definitions "Length", "Width" and "Height" and assign them to the type. If you forgot to create the definitions

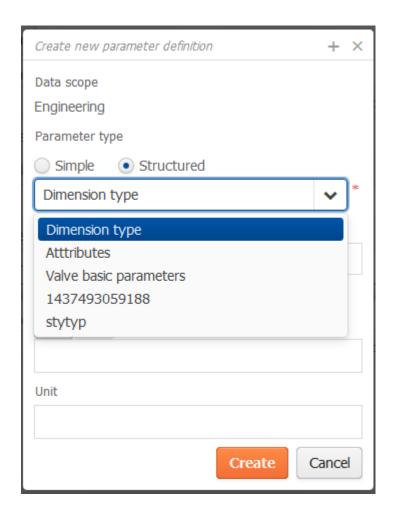


beforehand, simply click on the corresponding button. Now, in the "Parameters" tab, you can see the added parameters.



Step 3: Once you have successfully added all parameters, you can create the new "Dimension" parameter in the relevant category in the classification editor. Click on the corresponding symbol and select "Create new parameter definition". Then, in the window that opens, select the parameter type "Structured". Afterwards, the previously created structured type "Dimension type" must be selected from the drop-down list. It is also important that you give the parameter a name, such as "Dimension".





8.7 Maintenance

8.7.1 Maintenance Process

The Maintenance menu in the ANTEROS Standard provides actions to update the data index, calculate new calculation formulas and update quality levels.

Data Index:

Among other things, the data index ensures that within the classification tree in the square brackets the number of products, product families, images and documents is updated to the objects currently in the database. It is also an important basis for displaying products or parameter values in the ANTEROS web catalog/shop. The data index is used during data maintenance and in the web catalog to only offer categories with at least one product/product family for the search and in the parameter search to only provide the parameters and parameter values for the search that lead to a result. After activating the checkbox, a sub-selection appears, with which you specify the object types for which the data index is to be renewed. When you execute this action, the search index for the selected object types is updated using the current data in the database.

Note: If you have many products in the PIM, the execution may take longer. If you have only created new objects in one or a few categories, you can shorten this time and have the data index recalculated in the Classification Editor directly at this category with the icon "Index new".

The following aspects are stored in the data index:

- How many objects are there per category?
- Which parameters and parameter values are used in the data in the respective categories? An update is only worthwhile if the data has changed in terms of scope, category assignment or parameter values.



Quality levels:

If you have created a new quality level with corresponding parameters, then you can use the check-box here to ensure that these are entered in the index. This quality level will then be displayed in the Advanced Search of Products in the "Processing Status" section, under "Unfulfilled Quality Levels" (if necessary, log out and log in again beforehand). This allows you to create inspection reports that indicate in the dashboard how many and which products do not meet this quality level.

Set translation status in all dictionary entries for new data languages:

This operation checks in every dictionary entry to see if a language does not have a translation status set. If this is the case, the initial translation status "translation required" is set for the respective language. This maintenance process should be performed when new data languages have been installed.

Calculation formulas:

If you have created a new calculation formula for calculating a parameter by formula from another parameter (e.g. using the calculation diameter-in-mm to calculate the diameter-in-in-inch value) in the administration area, you can use it to automatically calculate the values for all relevant products and product families. If you enter the initial value manually in the product (family) editor, the other parameter value is automatically calculated according to the calculation formula when the object is saved and displayed in the editor (if necessary after changing tabs).

Data checks:

There are new "Validator" type plugins available. These are small data validators that are called when saving. There is also a maintenance process to run data validators on all or selected data. There is also a maintenance process to check all products / product families. In the maintenance process one or more can be selected from the list of all installed data validators. The data check results are provided as an Excel file.

Article number search index:

The article numbers and codes of products and product families are linked to the media objects of these objects, allowing the media objects to also be found via the article numbers of associated products or product families.

Update search indexes for media objects:

This allows the categories from the product data to be inherited by the linked media objects. Thus, the media objects can also be found using the categories of the linked product data.

Recalculate media variants

Allows you to recalculate all media variants without having to re-upload the media file. This is useful, for example, if new customer-specific variants have been added or the rules for calculating media variants have been changed.

8.7.2 Options

The options listed here depend on the maintenance process selected.

Data index: The option "Create index also per publication" is the only one available here. This option creates an additional index for each publication. This is primarily used in web catalogs that offer different product ranges via publications.

Quality levels, calculation rules, data checks: Here you can restrict the data for maintenance by means of the data type, the data types and attribute conditions.

Article number search index: Here you can restrict the relevant media objects for maintenance



using a media type and attribute conditions.

There is a further section "Validations" devoted to data checks. Here you can determine the following factors:

- Mandatory parameter check: Here you answer the question of whether a check of all mandatory parameters should be carried out.
- <u>TecDoc basic data validations:</u> This validator carries out basic data checks on data objects that do not require a great deal of effort, so that they can be performed automatically whenever data is changed.
- <u>TecDoc extended data validations:</u> This validator performs extended data checks on data objects
 that may require a great deal of effort / computing time, so that they should not be performed
 automatically each time data is changed.

8.7.3 Execution settings

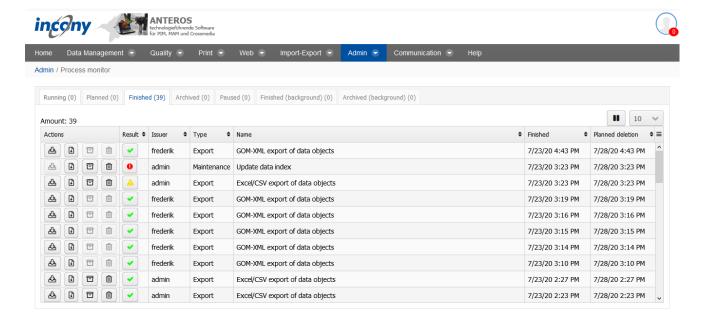
Finally, you can add a note to the maintenance and decide whether the process should be performed immediately or at a later time. If you decide on a later time, you must also specify a start time and can also define whether the process should be repeated at a certain time interval. If you want to be informed about the progress of the maintenance process, you can have the system send you emails. Here you can even enter multiple e-mail addresses, each of which must be separated by a comma or semicolon.

8.8 Process monitor

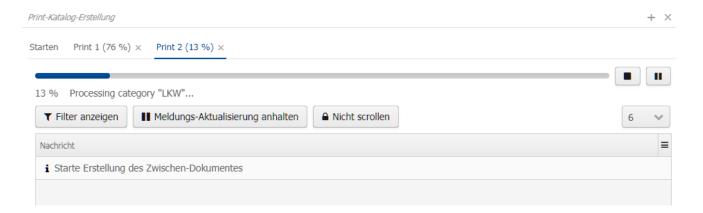
The process monitor keeps all executed processes available after completion, so you can download an exported file or a created print catalog here at any time. The processes are listed in a table and the entries can be sorted according to the individual columns. Simply click on the arrows next to the column name and another click will change the sorting from ascending to descending or vice versa. You can define how long the completed processes are to be stored. By default, directly started processes are stored for 5 days and those started in the background are saved for 30 days.

In addition, a tab is created for each started process (import, export, print, maintenance). Thus, several processes can be started in parallel or directly one after the other and you can access all results directly without having to switch to the process monitor.

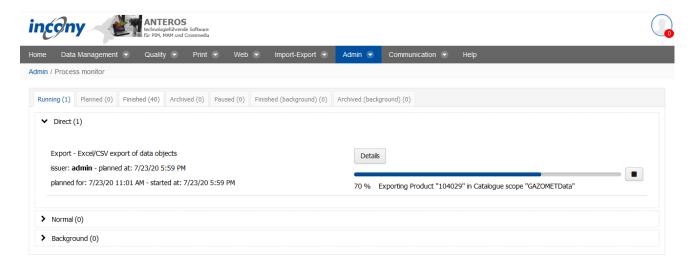
For example, you can start the creation of a print catalog in German and English directly one after the other. In the respective tab you can see the progress of the print generation. After completion, you can see the result in the respective tab and download the catalog.







After starting a process, you can follow its execution directly in the process monitor, since the progress of all running processes is updated in real-time here. A click on the "Details" icon opens a new dialog with a progress bar and the message board, in which the process flow messages are displayed. You can also display filters, such as notes and warnings.



Restarting the Liferay portal keeps planned or running processes intact. These are automatically restarted after the restart.



9. User administration

9.1 Overview

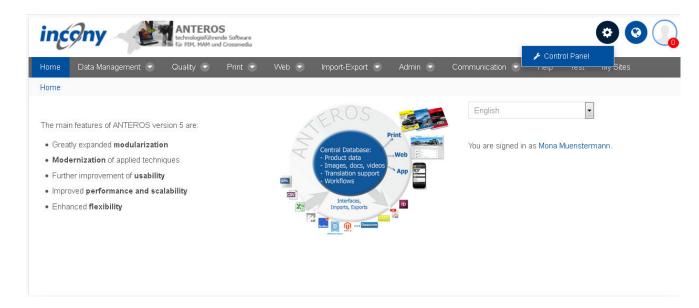
Corporate users can also have the regular role of "User Administrator", which allows you to create new users and assign roles. If no other person is explicitly addressed in the following paragraphs, the actions described are to be performed by that same user administrator.

9.2 Manage users

9.2.1 Create new user

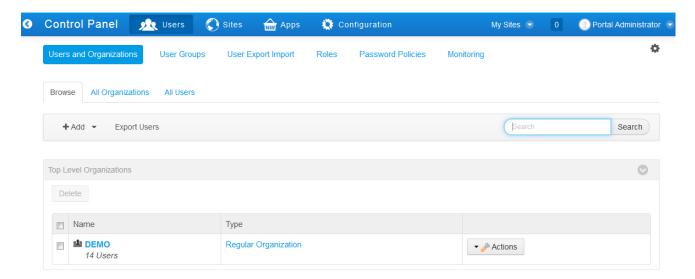
9.2.1.1 Overview

To create a new user, you must first access the control area. To do so, hover your cursor over your ANTEROS user icon in the top right corner. Several icons will appear to the left of your user icon. Select the gear icon shown here. A drop-down menu will open in which the "Control area " submenu can be selected.



You are now in the control area. Here you can create, deactivate or assign users for your organization (company). Users who registered online can also be assigned to the organization here. Next, select the sub-item "Users and Organization" on the far left under the keyword "Users". All organizations relevant to your company are listed here and a quick overview shows you how many users are in an organization.





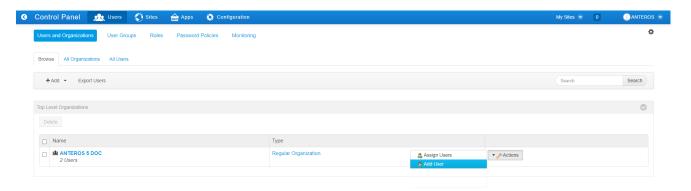
In the previous screenshot you can see your organization on one side and in a second list you can see users that have not been assigned to any organization.

Add new user

To create a new user for an organization, click on the "Actions" button next to the corresponding organization and then select "Add user".

Edit existing user

The second list is comprised of newly registered users who have to be assigned to your organization in order to use the ANTEROS pages and functions. To do this, click the "Edit "button to the right of a user, this will open the user editor.

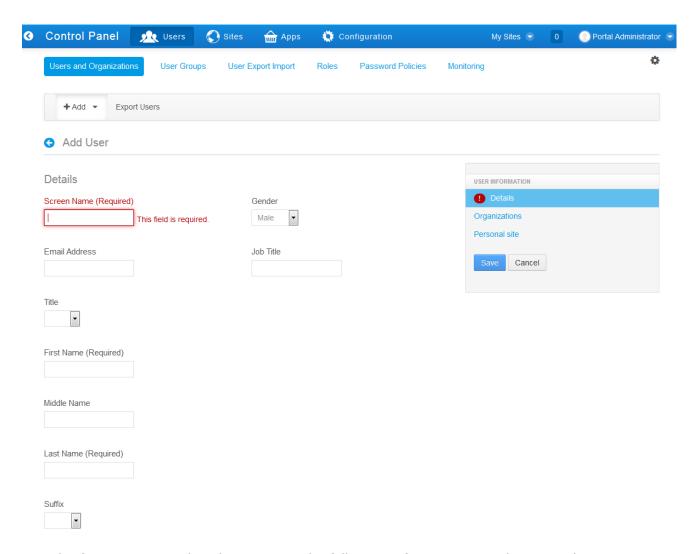


9.2.1.2 Enter user data

Creating a new user opens an empty input form, in which you can now enter the new user's details. If you are editing an existing user, the completed fields are displayed in the input form. Mandatory fields that must be filled in are user name, e-mail address, first name and last name.

IMPORTANT: Please note that the user name with which the user logs in to ANTEROS later on will not appear in any verification e-mail and should therefore be noted.





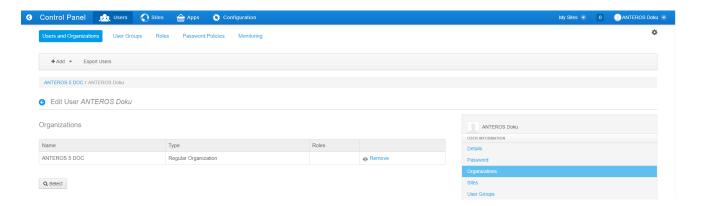
In order for a user to work with ANTEROS, the following information must be entered:

- Organization
- Site
- ANTEROS role
- Optional: " User administrator" role

9.2.1.3 Assign organization

Next, assign the user to an organization. To do this, click "Organizations" on the right in the gray-shaded area of the user information. Here you can find the organization that you started the user creation process from. If you want to assign the user to another organization, this is of course also possible.

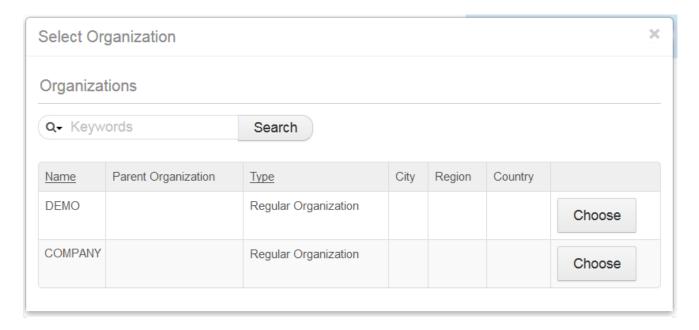




Click the "Selection" button. A list of all organizations that are relevant for your company will open. Your screen will likely look different to the following screenshot, which should only serve as an example.

Next, select the new user's organization by clicking the "Select" button to the right. The selection window will close automatically.

You can also remove the assignment to an organization at any time by clicking the "Remove" action in the line of the corresponding organization. Please note that a user should be assigned to at least one organization.

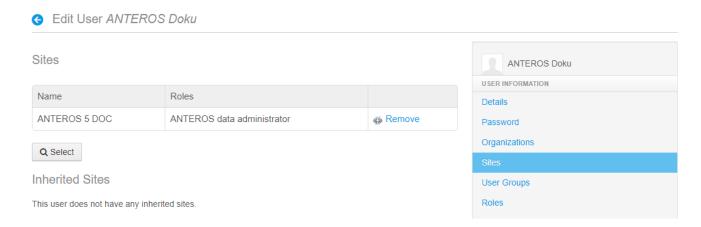


NOTE: Click the Save button after each change, otherwise your changes will be lost. This button is located below the user information and is highlighted in blue.

9.2.2 Site assignment

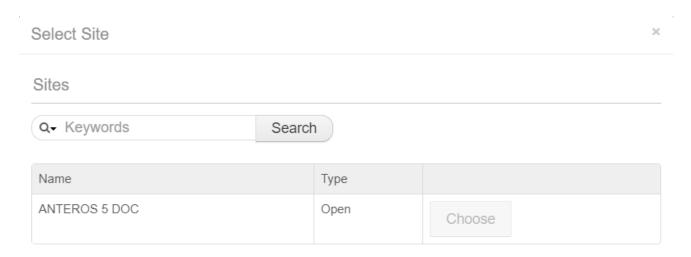
To assign a user to a site, you must first click on the "Sites" item in the user information menu on the right-hand side.





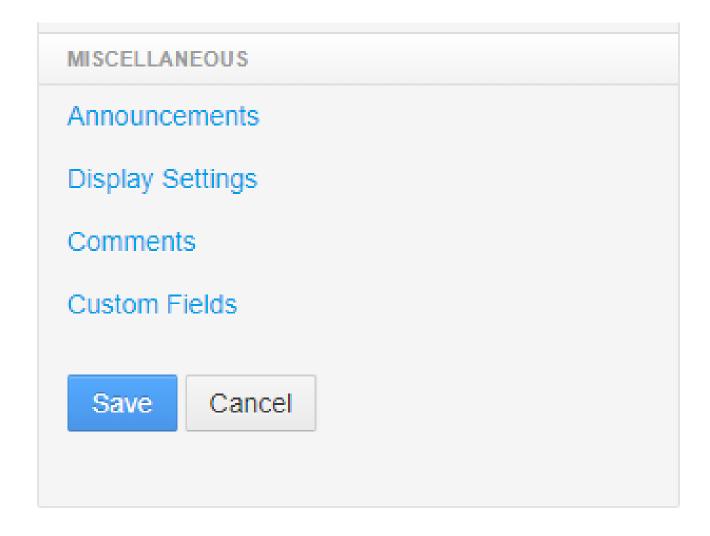
Next press the "Select" button on the left. This will display a list of possible sites (usually only one). Click on the "Select" button to assign the user to the appropriate site.

Remember to save your changes by clicking on the "Save" button, bottom right.



Afterwards press the "Save" button in the bottom right corner of the User Editor (you may have to scroll down depending on the monitor size).





9.2.3 Assign roles

9.2.3.1 Overview

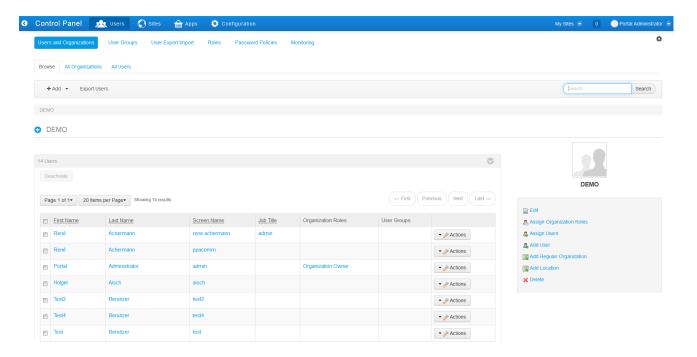
Assigning a role to a user determines how much the user can see and do.

The roles that are currently relevant are ANTEROS Translator, ANTEROS Editor, ANTEROS Data Administrator and ANTEROS Main User.

- ANTEROS Translator: Translators are allowed to change texts and values in all or in their assigned foreign languages. Translators can not create or delete data objects. Texts and values in the master language, as well as language-neutral fields, such as numerical parameters, can also not be changed by this role.
- ANTEROS Editor: Editors can maintain products, product families and media.
- ANTEROS Data Administrator: A data administrator can do everything an editor is allowed to do. They can also maintain classifications, categories, parameter definitions, parameters and structured types.
- -ANTEROS Main User: A main user can do everything a data administrator is allowed to. They can also change configurations, such as data/format/media configurations. In addition, user texts can be edited and translated and logs can be viewed by this role. In addition, running processes can be paused or stopped by other users in the Process Monitor and finished processes can be removed.



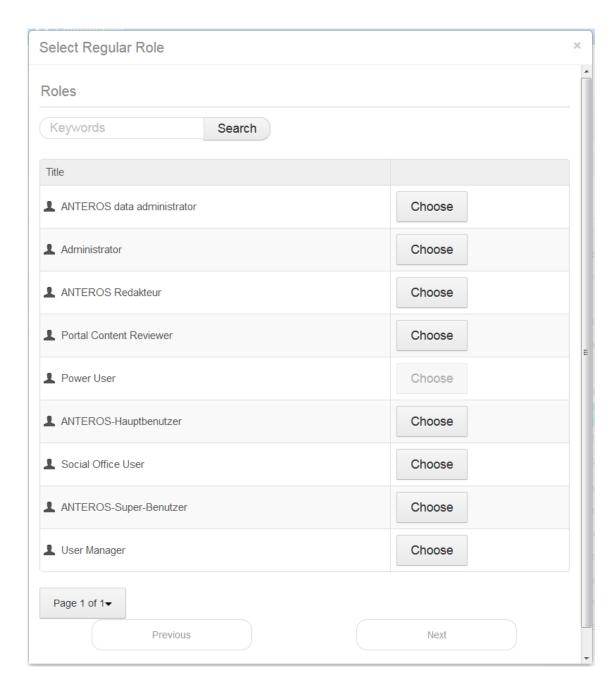
To assign a role to the user, select the "Roles" item in the user information menu on the right-hand side.



9.2.3.2 Assign new role

If you want to assign a new role to the user, click on the "Selection" button under "Site specific roles". A selection list with the available roles will open. Click on the "Select" button to assign the corresponding role and the selection list will automatically close.





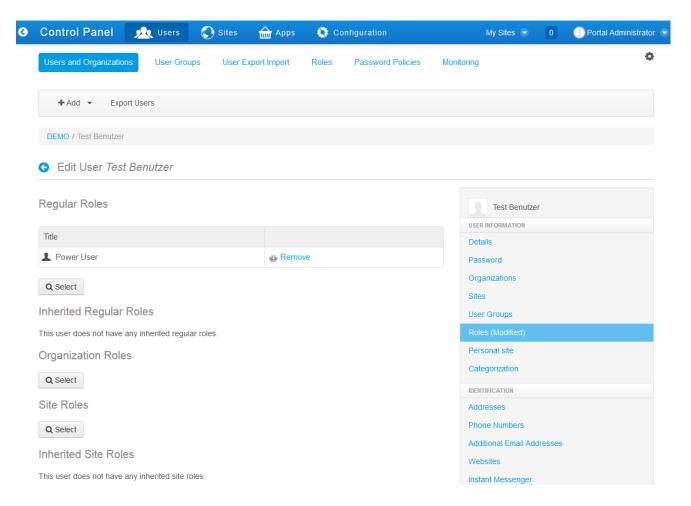
Change data of existing users

Users can be edited at any time. To do this, go to "Users and Organizations" in the control panel and select "All Users".

9.2.3.3 Remove role assignment

This is where you can see whether a user already has a role assigned to them. This role can be deleted by selecting "Remove".





Remember to save your changes.

This concludes the user creation process for the user administrator, and subsequent instructions must be executed by the user who has just been created.

NOTE: The arrow in the top left corner always takes you back to your ANTEROS interface.



9.3 Verification email

9.3.1 Overview

Once the administrator has saved the details for the new user, they will receive two messages sent to the specified e-mail address.

NOTE: The subsequent actions must be performed by the new user and not by the administrator.

9.3.2 Verifying your email address

The first e-mail, with the subject "Verification of your e-mail address", contains a verification link which must be used to verify your e-mail address.

If you copy this link into a browser, the verification page will open and the verification code, which is also contained in the e-mail, will already be input in the correct field. All you have to do is click "Verify".



Now that the verification is finished and you are prompted to login for the first time, but to do so requires the second email sent to you.

9.3.3 Your new account in the ANTEROS portal

The second e-mail with the subject "Your new account in the ANTEROS portal" will provide a temporary password for your first login to ANTEROS.

9.3.4 First login

If you are logging in to ANTEROS for the first time, you will need your username and temporary password from the email. Once you have logged in with this data, you will be shown the terms and conditions that must be confirmed before you can proceed.

After the confirmation you will have to assign a password to your user and save it. After confirming your password, select a security question for your account and enter the corresponding answer.

Now the new user's entire creation process is complete all ANTEROS functionalities within the assigned role are available.