ALLIUM PIMICS

Use Case Scenarios

allium

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Content

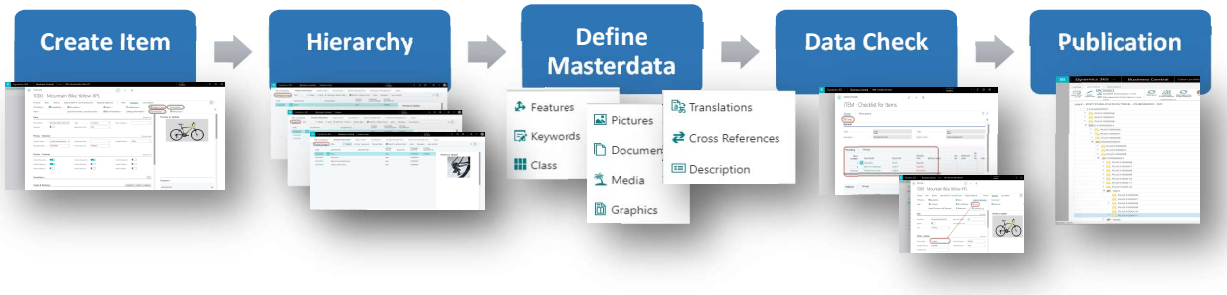
Application Pimics 5
Create Item and Define Master Data 6
Hierarchy 6
Data Check 6
Publication 7
Master Data 9
UC101 New Item 9
UC102 New Item group/Product Group/Chapter/Catalog Group 10
UC103 Description 11
UC104 Extended Text 12
UC105 Cross-references 13
Classification 14
UC201 New Feature 14
UC202 New Feature Group 16
UC203 New Feature value 17
UC204 New Keywords 18
UC205 New Class 20
UC206 New Catalog Unit 21
UC207 Add Feature or Feature Group to an Entity (Item/ Item group/ Product group/Product group/Chapter/ Class) 22
UC208 Add a keyword to an Item, Item group, Product group, Chapter, or Class 23
UC209 Add a Class to an item or a group 25
Document Management 26
UC301 Create New Document / Picture / Media / Graphic 26
UC302 Assigning a Document, Media or Graphic to an Item 26
UC303 Assigning Pictures to an Item 27
UC304 Add a Keyword to a Digital Assets (Document /Picture /Graphic /Media) 29
UC305 Add a Feature/Feature Group to a Digital Assets (Document /Picture /Graphic /Media) 30
UC306 Add Description to a Digital Asset (Document /Picture /Graphic /Media) 31
UC307 Replace Document 32
UC308 Download the Digital Asset 33
Hierarchy 35
UC401 Make default structure of Master Data 35
UC402 Inheritance 36
Translations 38
UC501 Pimics Language Setup 38
UC502 Translate Item description 38
UC503 Translate rich texts 40
Data Check 41

UC601 Checklists 42
UC602 Certify Item 43
UC603 Advanced checklist with relations 44
System Status 45
Publications 46
UC701 New Publication 46
UC702 New Publication Structure 47
UC703 Insert Peer into Publication Structure 48
UC704 Drag and Drop Publication Structure 48
UC705 Update and Reorganize Publication 49
UC706 Lock and Unlock Publication 50
UC707 Release Publication and View Line Change Log 51
UC708 Publication Archive List 52
UC709 Reopen and Release the Publication 53
Setup 55
UC801 Document Groups 55
UC802 Document Areas 55
UC803 Document Usages 56
UC804 Description Class 56
Preinstalled settings 58
UC901 New Catalogue User 58
UC902 New Usage Type 58
UC903 Document Classes 58
UC904 Document Types 59
UC905 New Publication Group 60

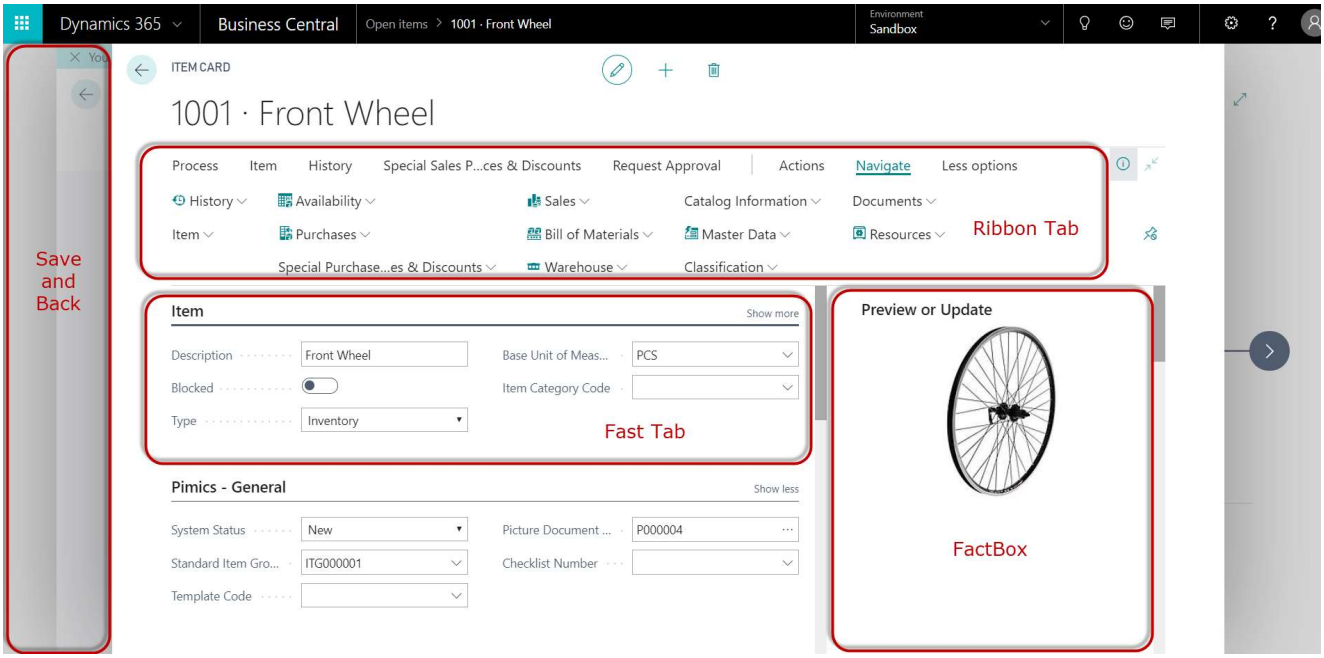
Application Pimics

Pimics is an application for managing structured and unstructured product information. It is used to define master data of products by features, classes, descriptions, pictures, documents, video and relationships, which can be defined at the level of a similar product or accessory. All data can be translated into any number of languages. Each item or group can be assigned and categorized into multiple groups. An item or group is automatically reviewed before publication, in accordance with user rules.

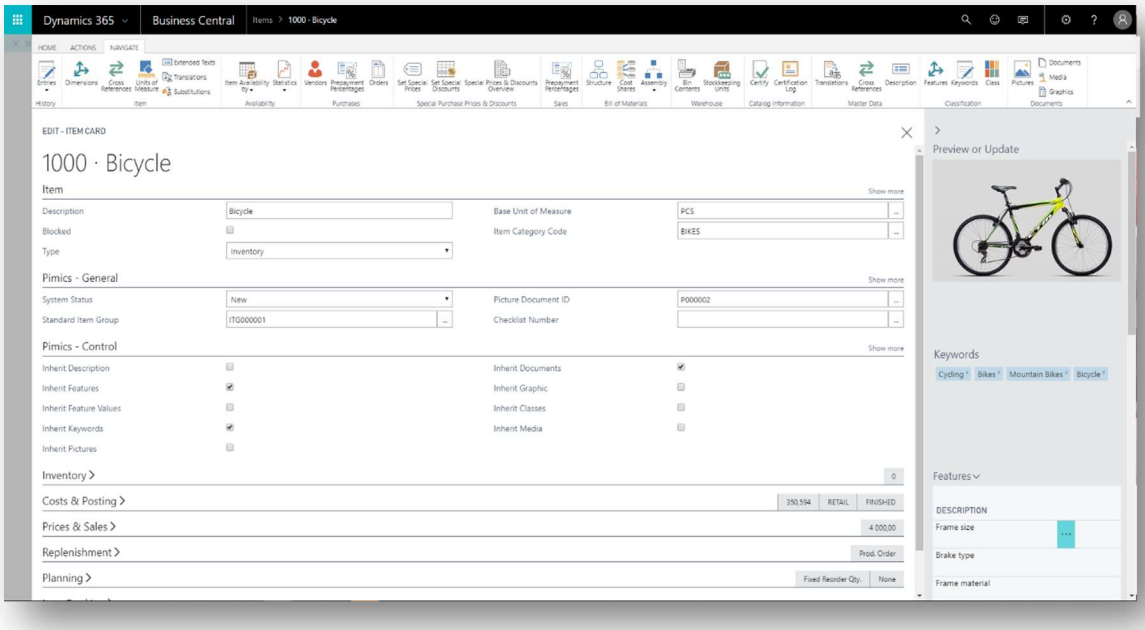
Pimics can gather complete, reviewed product data and selected master data in a single publication. Master data is selected based on publication type of use. Pimics allows graphic processing and printing, automated e-shop creation, and electronic exchange of data with partners.



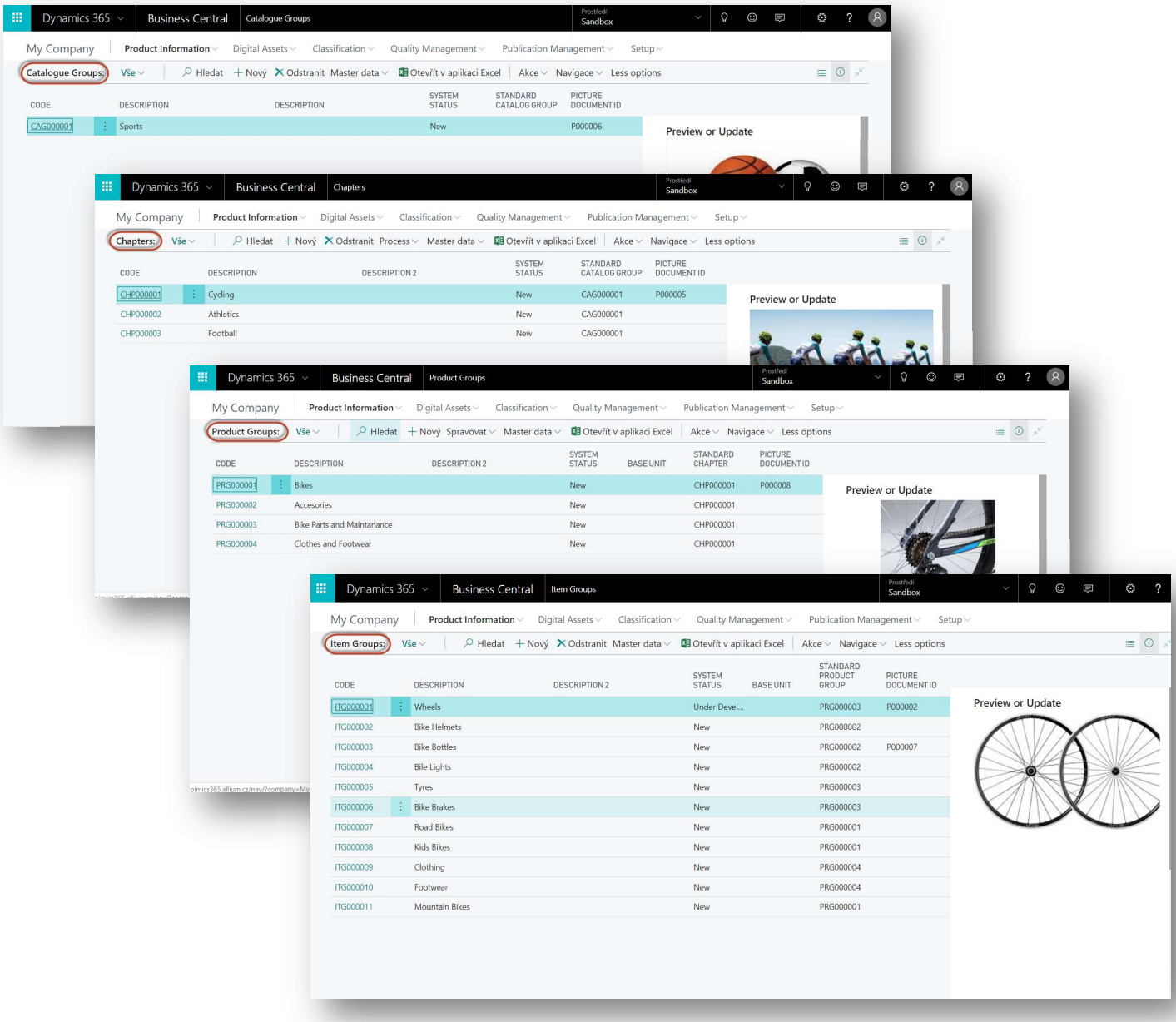
Use Case in this document uses the following codes:



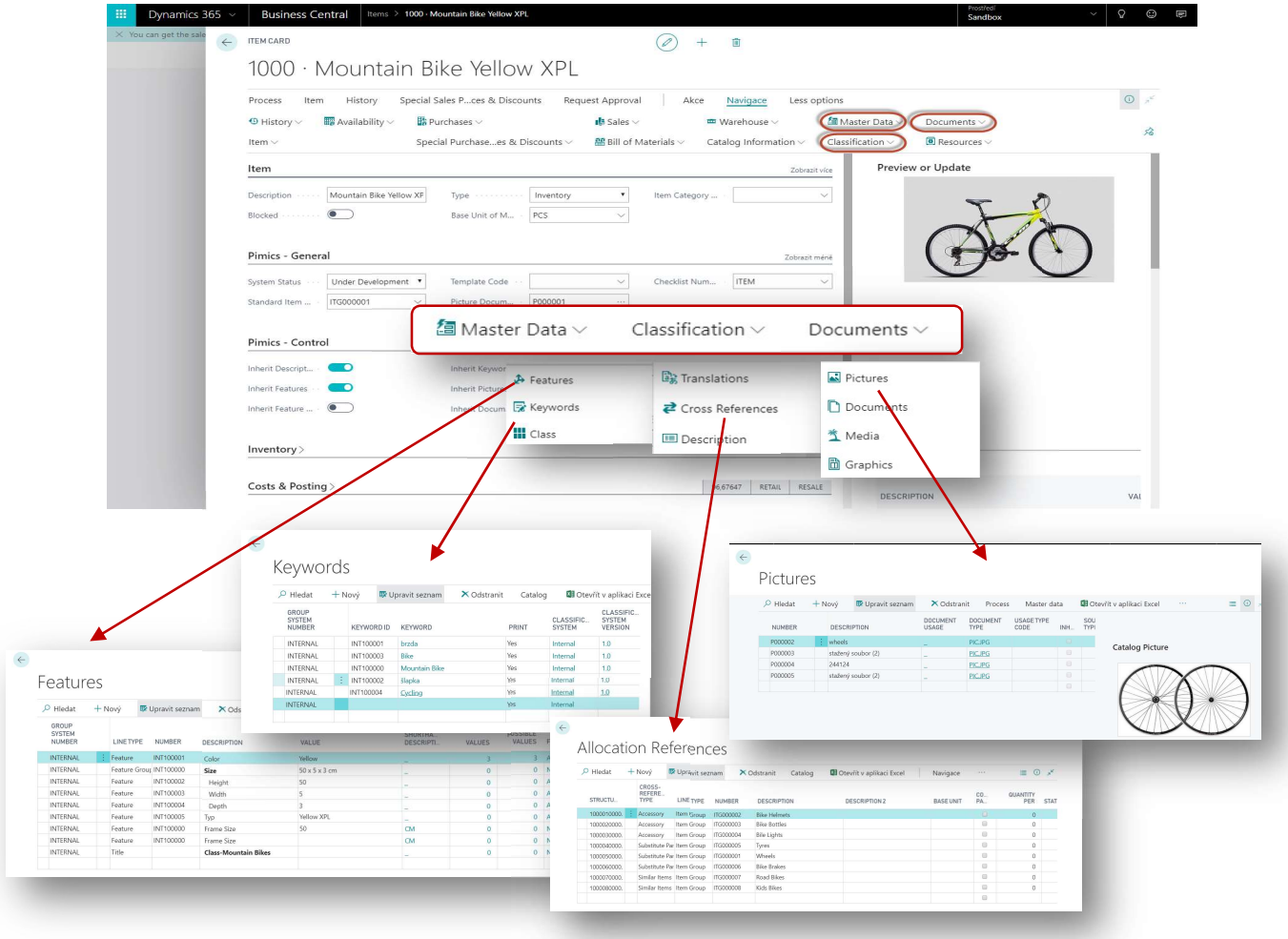
Create Item



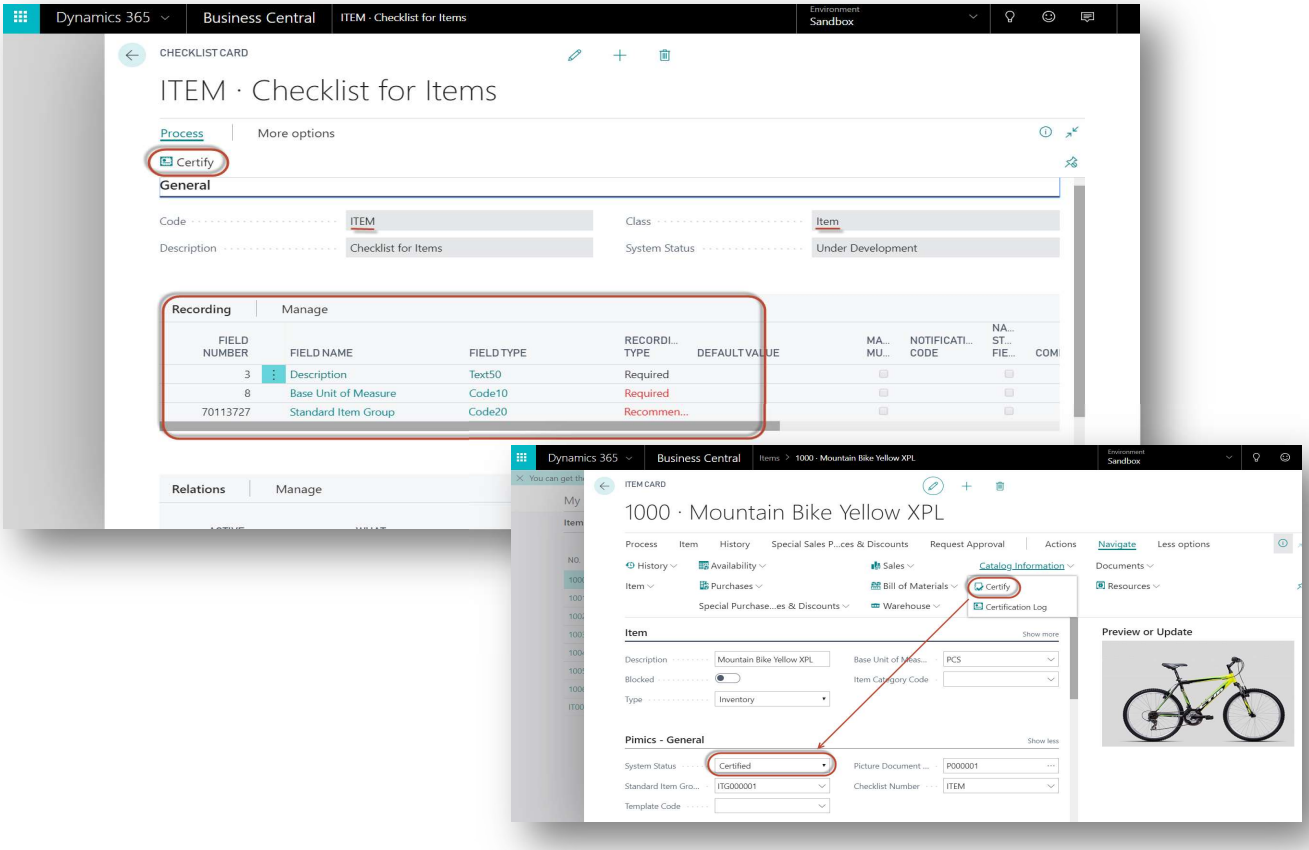
Hierarchy



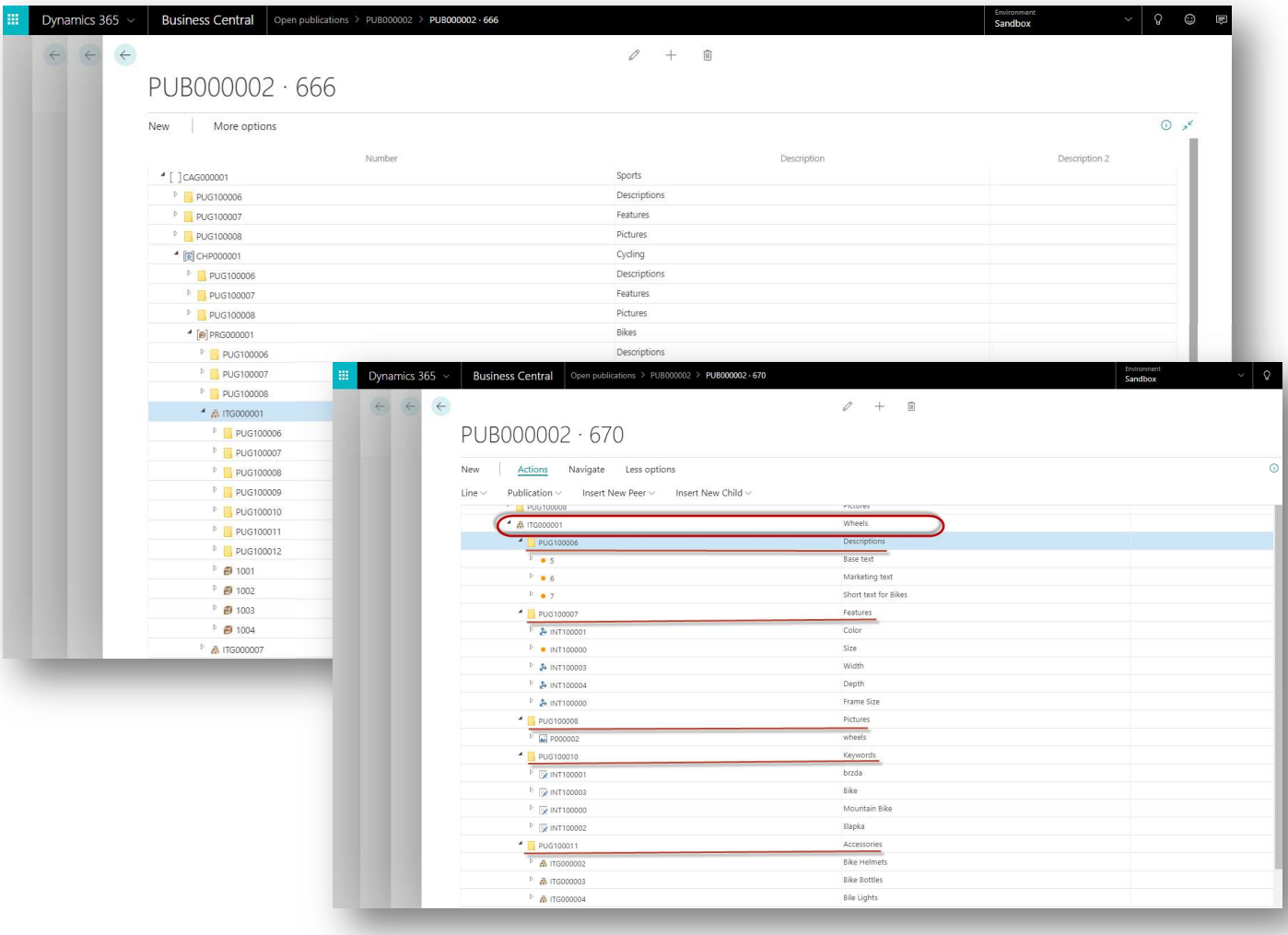
Define Masterdata



Data Check



Publication



Master Data

UC101 New Item

Description: Item is the lowest level of the catalog structure. This use case describes how to create a new Item.

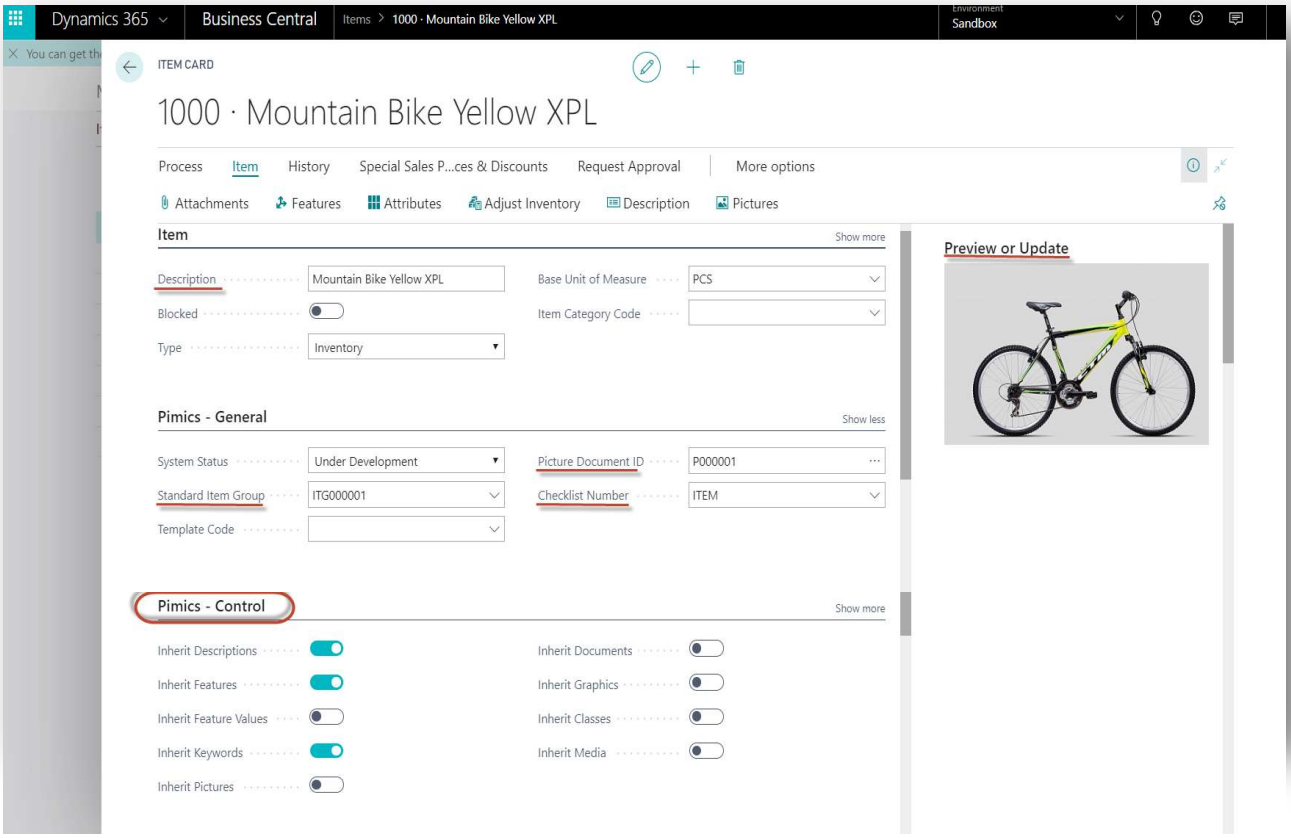
Actor: Content Manager

Preconditions:

- The user is the Catalog user (see more UC901 New Catalogue User)
- Main Picture should by created (see UC301 Create New Document / Picture / Media / Graphic)
- Item Group should be created (see more UC102 New Item group/Product Group/Chapter/Catalog Group)

Main Steps:

1. Go to the **Items** page (Product Information/Items)
2. Click on **New**
3. Select a template for a new item
4. **Item** fast tab
    a. **No.** is filled automatically from the existing Series No. or type it manually
    b. **Description -** type in the description
    c. **Blocked -** mark this checkbox if the created item should be blocked
    d. **Base Unit of Measure** – select from the existing Units of Measure or create a new one
5. **Pimics - General** fast tab
    a. **System status** (see more System Status)
    b. **Standard Item group -** select the Item group you want to add this item to and from which will inherit, or create a new one
    c. **Picture Document ID -** select a main picture from the list or create new one
    d. **Checklist No.** – select the Checklist (see more UC602 Certify Item)
6. **Pimics - Control** fast tab (See UC402 Inheritance)
    a. **Inherits -** select what the Item should inherit from the Standard Item Group
    b. **Catalog Item -** mark this checkbox if the created item should be a Catalog Item



UC102 New Item group/Product Group/Chapter/Catalog Group

Description: An Item Group is the second lowest level of the catalog hierarchy and contains similar items. You can create new Product Groups, Chapters and Catalog Group by similar way as the Item Group described in this Use case. This use case describes how to create a new Item group.

Actor: Content Manager

Preconditions:

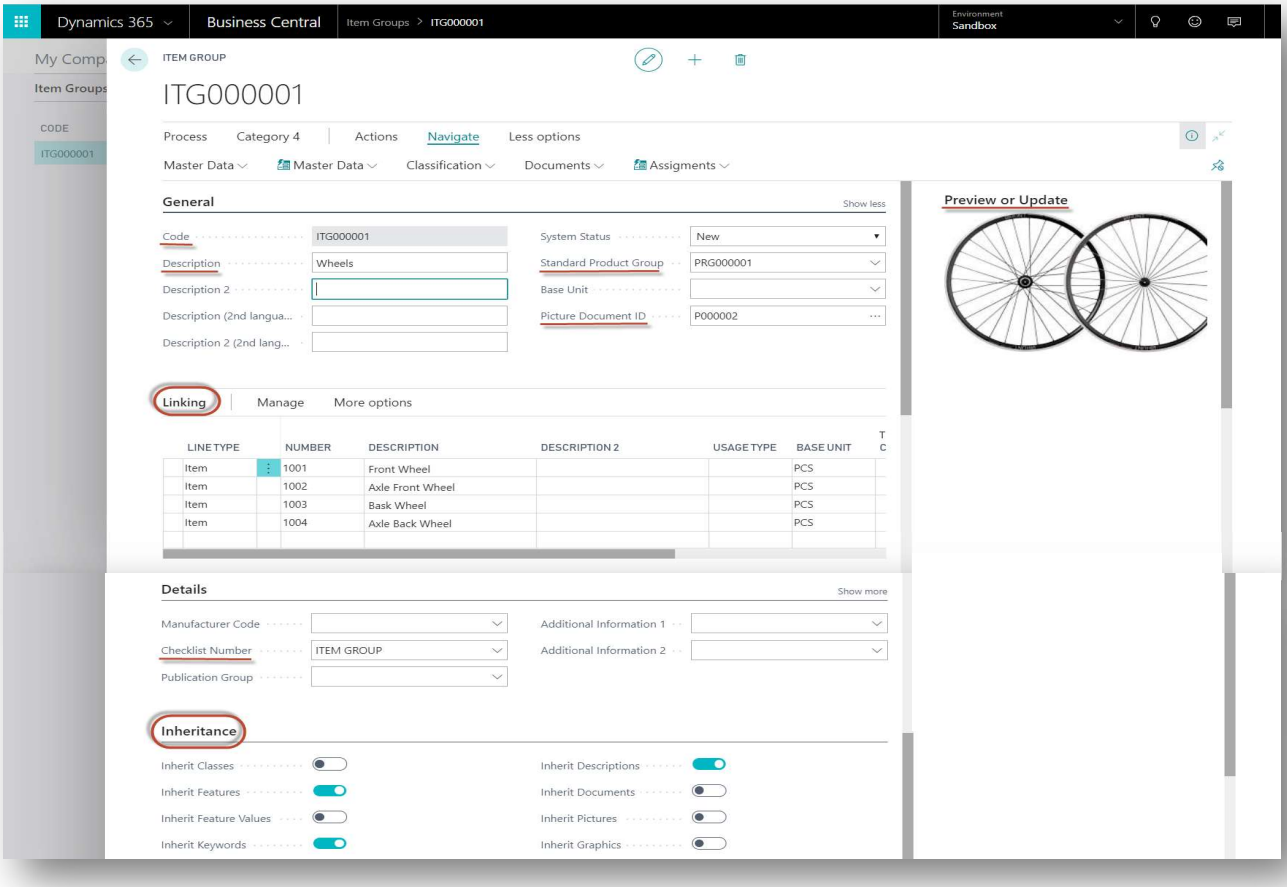
- A Standard Product Group should be created (similar to creating a new item group in this use case)
- A Main Picture should by created (see UC301 Create New Document / Picture / Media / Graphic)

Main Steps:

1. Go to the **Item Groups** page (Product Information/Item Groups)
2. Click **New**
3. **General** fast tab
    a. Press Enter to generate a **Code** from the default No. Series or type in a unique Code manually
    b. Fill the **Description/Description 2,** you can also define descriptions in second language
    c. **System status** (see more System Status)
    d. **Standard Product Group** - select the Product group you want to add this Item group to, or create a new by clicking on New in Product Group list
    e. **Base unit** - Select the main unit for this Item group

f. **Picture ID -** Select the main picture from list or assign another picture by clicking on New and choose the Number

4. **Linking** fast tab – the list of Items which are added to this group. You can add the existing items to this Item Group (click on the new line and set the Line Type to "Item" and select the Item from list)
5. **Details** fast tab – add there the detailed information about the Item Group
    a. Checklist Number (see more UC603 Advanced checklist with relations)
    b. Data Resolution Type and Data Resolution Code
6. **Inheritance** fast tab - select what this Item Group should inherit from the parent entity (Standard Product Group). See more UC402 Inheritance
   Note: Allium recommends setting **Inherit Features** to "True" and **Inherit Documents**, **Inherit Pictures** and **Inherit Keywords** to "False".
7. **Log** – contains information about the Item Group



UC103 Rich Description

Description: Pimics enables the creation of rich text entities, which can be attached to the entity card. Specific description and extended text, which can be same for items. This use case describes how to create and add a rich description to the Entity.

Actor: Content Manager

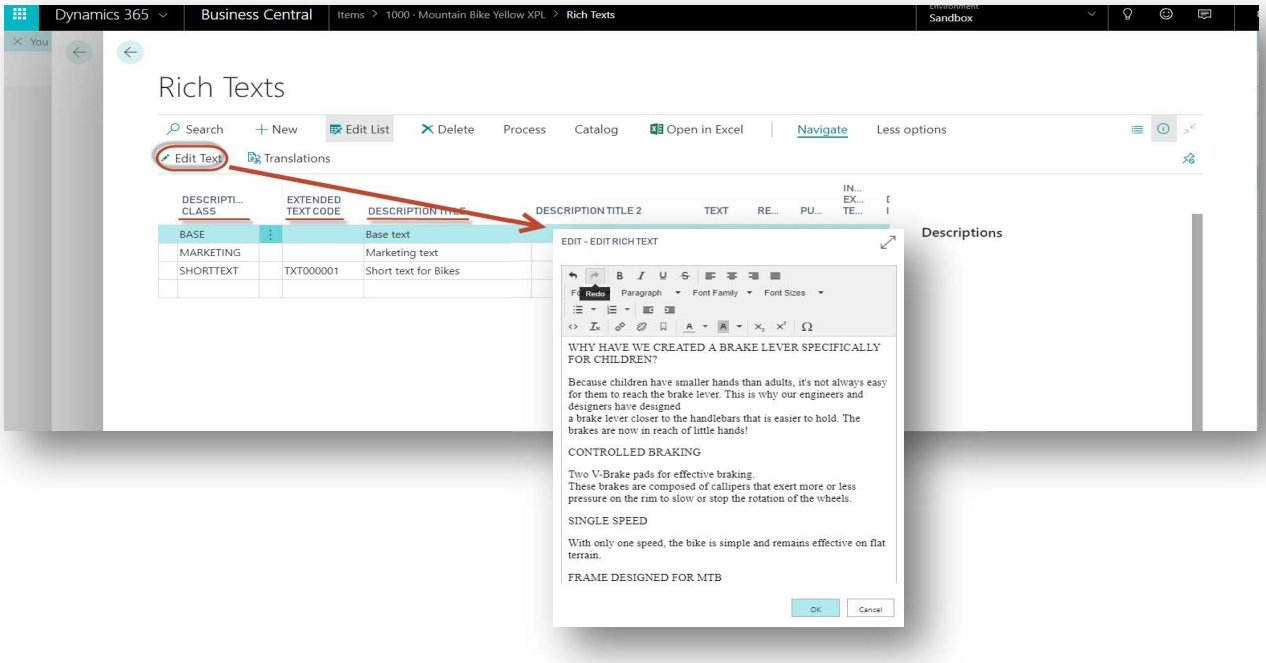
Other Use Cases:

- Preconditions, but initialized during the installation
    - Defined description class (See UC804 Description Class)

- Optional
    - Extended text (See UC104 Extended Text)

Main Steps:

1. Go to **list of Entities** for which you want to add a Description (Product Information/Item or Item Group or Product Group or Chapter or Catalog Group)
2. Open the **Entity Card**
3. Go to PIM ribbon tab and click on **Description** button
4. Click on **New** or click to new line
5. Set the **Description class** according to the purpose of the description
6. Select **Extended Text Code** if you want to add prepared text, **or** click on the **Edit Text** button to open the editor and type the specific text.
7. **Description Title** is filled automatically by Description Class.
8. Mark all fields corresponding to the description use
9. **Source Type** and **Source Code** contain information about the source of the description.



UC104 Extended Text

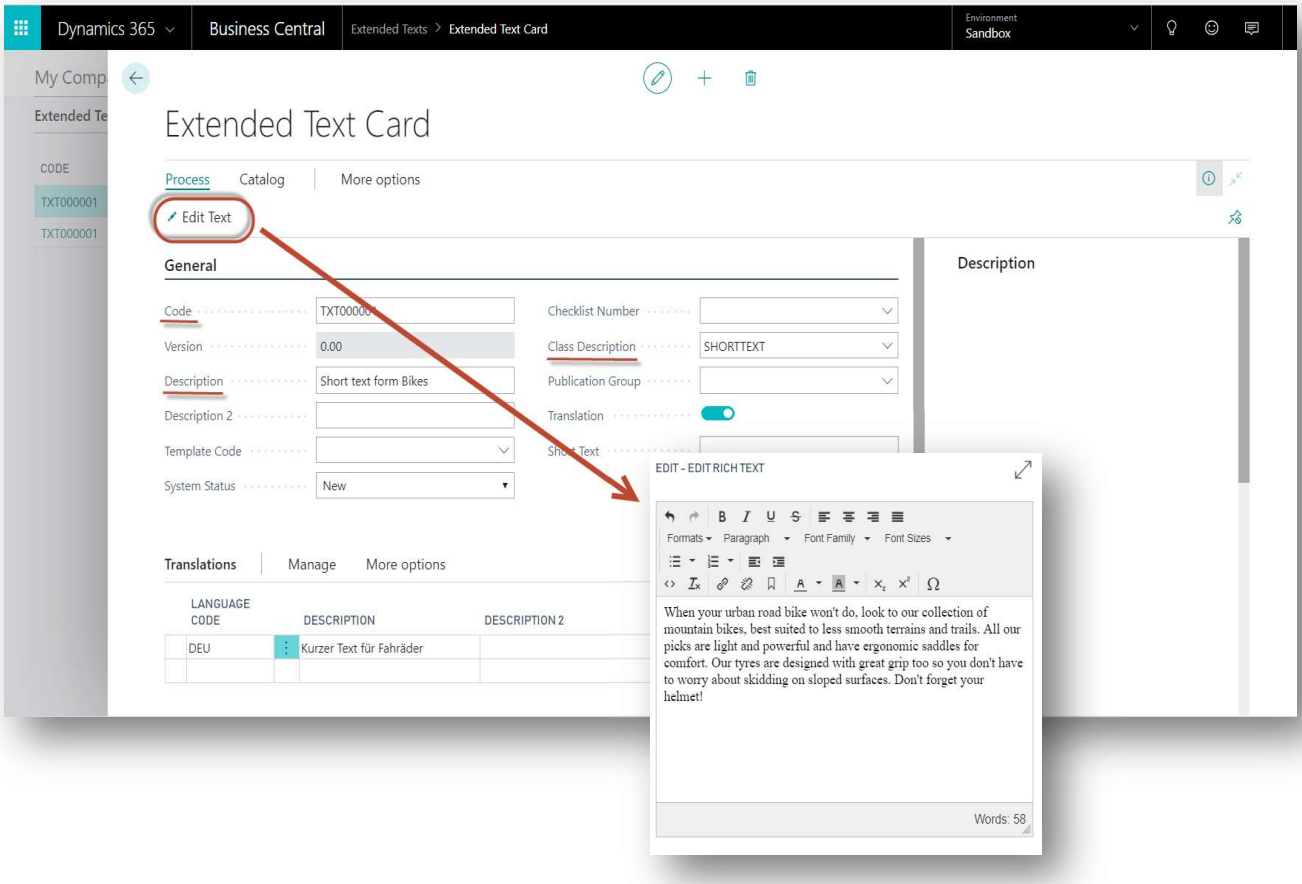
Description: Extended Texts are entities similar to Rich Texts. The text is first prepared, then assigned to the entity specified in the descriptions. This use case describes how to create an Extended Text.

Actor: Content Manager

Main Steps:

1. Open the **Extended Text** page (Product Information/Extended text)
2. Click on **New**
3. Press Enter to generate a new **Code** from the default Number Series or type in a code manually.
4. Fill in the **Description**
5. Select the **Description Class** to which the text belongs – it is important for filtering in Rich Texts
6. On ribbon tab **PROCESS**, click on **Edit Text** button to open the editor.

7. Fill in the text
8. Click **OK** to save and close the editor.
9. Translate fast tab (see more UC502 Translate Item description)



UC105 Cross-references

Description: Cross-references defines the relation between items, item groups, product groups and chapters (Components, Substitute Part, Accessories etc.). This use case describes how to create references between entities.

Actor: Content Manager

Preconditions:

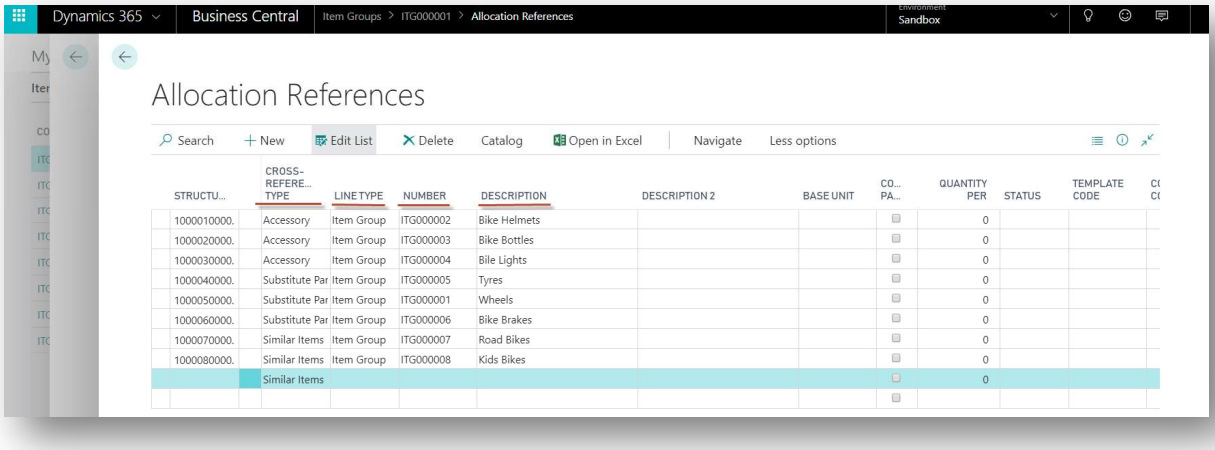
- At least two items (entities) are created (see more UC101 New Item and UC102 New Item group/Product Group/Chapter/Catalog Group)

Main Steps:

1. Go to **list of Entity** page for which you want to add a cross reference (Product Information/Item or Item Group or Product Group or Chapter or Catalog Group)
2. Open the **Entity Card**
3. Switch to the **PIM** ribbon tab and click on the **Cross-References** button
4. Click on **New** to create a new line
5. Specify the following fields
    a. **Cross-Reference Type** – choose the relation between entities
        i. **Components**
        ii. **Substitute part**
        iii. **Accessory**

iv. **Option**
v. **Following Entity**
vi. **Similar Items**
vii. **Country Item**
viii. **Base Item**

b. **Line Type** – select the type of related entity
c. **Number** – select the entity
d. **Description** is filled automatically



Classification

UC201 New Feature

Description: A Feature is the base characteristic of an entity, consisting of at least a feature name and feature value. For example, the feature could be length, color, size etc. This use case describes how to create a new feature.

Actor: Content Manager

Other use cases:

- Optional
  - Unit for the feature value is created (see more UC206 New Catalog Unit)
  - Values should be created (see more UC203 New Feature value)
  - Translation to other languages (see more UC502 Translate Item description)

Main Steps:

1. Go to **Features** (Classification/Features)
2. Click **New**
3. **General** fast tab
   a. Press Enter to generate a new **Feature ID** from the default Number Series or type in a unique **Feature ID** manually.
   b. Fill in the **Description** (e.g. “Color”)
   c. Fill in the **Abbreviation** if needed
   d. **Unit ID** – fill in if the feature value can be measured by a unit (e.g. Inch, Kg, mm etc.). The Unit Shorthand will be added automatically. If there are no Units, create a new one. (see more UC206 New Catalog Unit)
   e. **Field Type/Field Format** – select the type/format

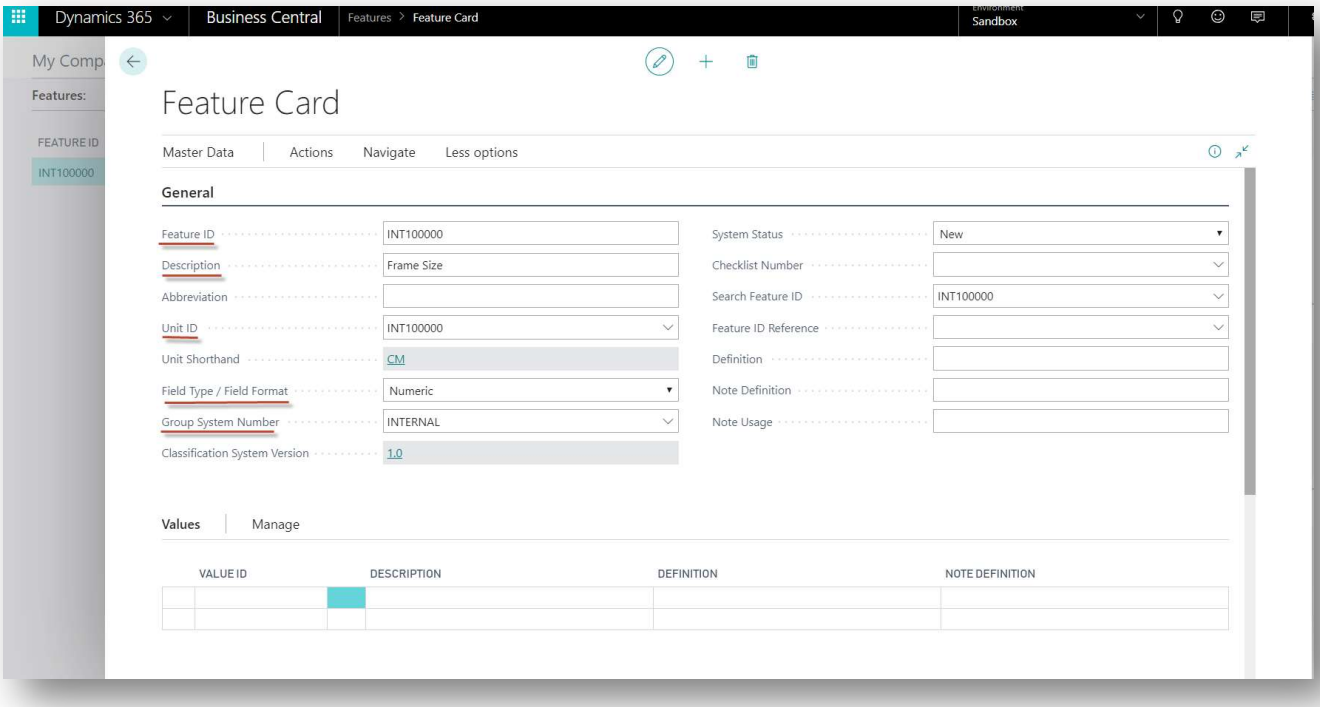
i. Numeric
ii. Alphanumeric
iii. Logical
iv. Range

c. **System status** (see more System Status)
f. **Search Feature ID** is filled automatically

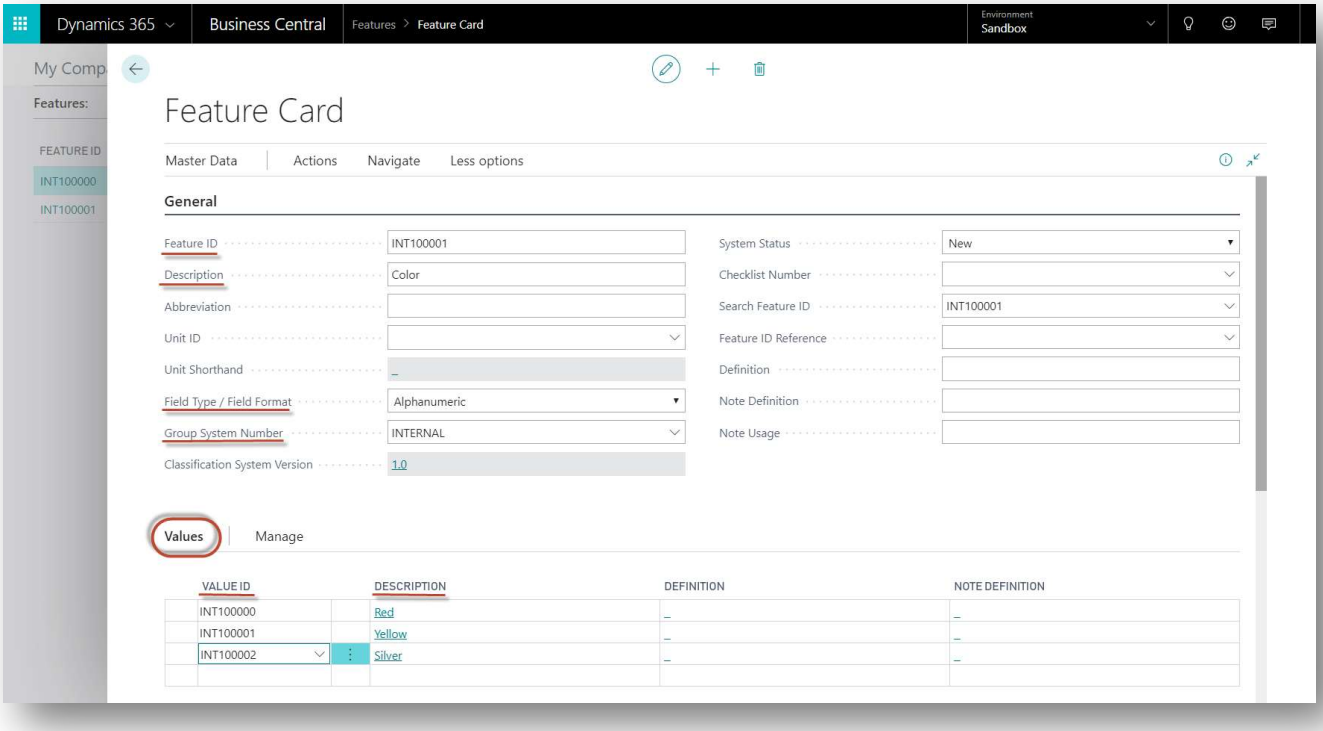
4. **Values** fast tab - the list of values that specify which value could be assigned to the feature
    a. Click on **new line** to create a new value for this feature (e.g. “Black”, “Red”, or “Yellow”).
    b. Select a **Value ID** or create a new one. (see more UC203 New Feature value)
    c. **Description** is filled automatically
5. **Translations** fast tab – set up the translations for the Feature (see more UC502 Translate Item description)
7. **Allocations** fast tab – add more information about the Feature

Note: You can also define a feature without values, in which case the values can be attached later.

Without values:



With values:



UC202 New Feature Group

Description: A Feature Group associates multiple features into one structure. For example, a feature group Size associates Height, Width and Depth. This use case describes how to create a Feature Group.

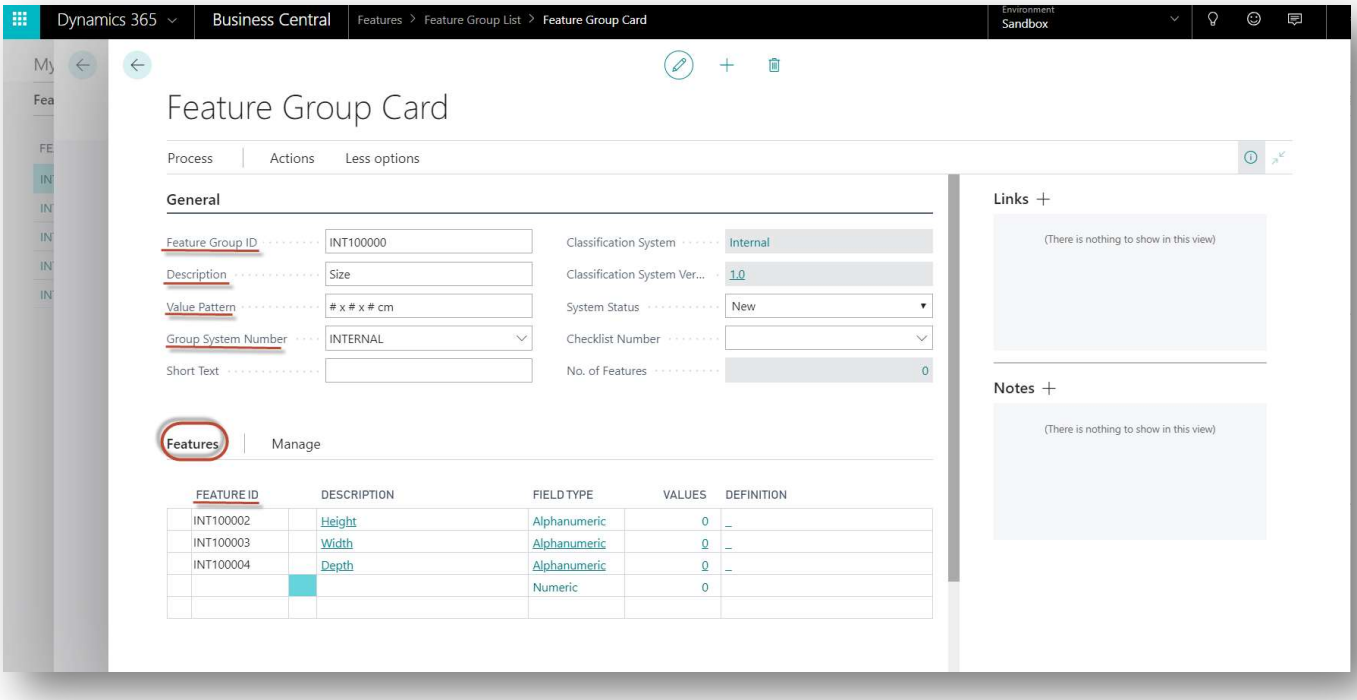
Actor: Content Manager

Preconditions:

- At least two features must exist (see more UC201 New Feature)

Main Steps:

1. Go to **Feature Groups** (Classification/Feature Groups)
2. Click on **New** to create new a Feature Group Card
3. **General** fast tab:
    a. Press enter to generate a new **Feature Group ID** from the default Number Series or type in a unique ID manually.
    b. Fill in the **Description**
    c. Fill **Value Pattern** for example # x # x # mm
    a. **System status** (see more System Status)
4. **Features** fast tab:
    a. Click on the new line and select the Feature ID you want to add to the Feature Group.
    b. Other fields will be filled automatically
    c. Add additional features as needed
5. **Translations** fast tab – set the translations for the Feature Group (see more UC502 Translate Item description)



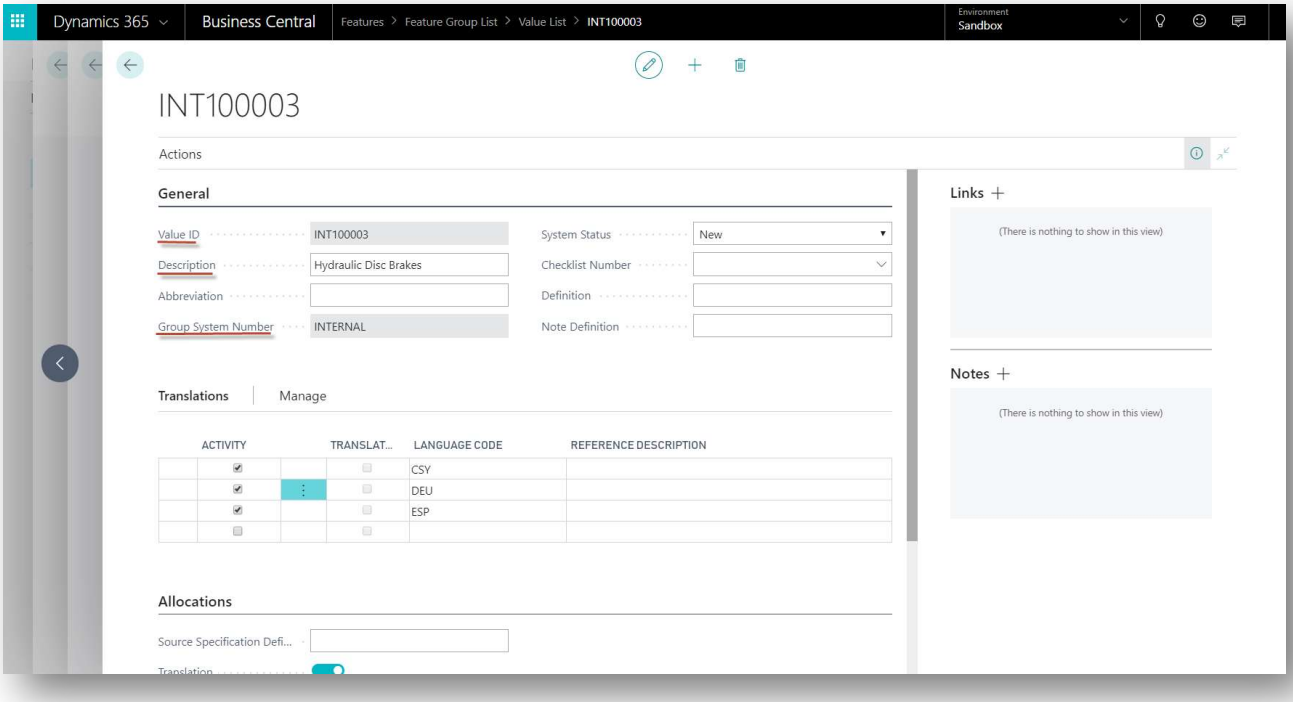
UC203 New Feature value

Description: Feature values represent usable values for a specific feature. For example, a feature color may have the values red, green, and black. This use case describes how to create a feature value.

Actor: Content Manager

Main Steps

1. Go to the **Values** page (Classification/Values)
2. Click on **New** to open a new form.
3. Under the **General** fast tab:
    a. Press Enter to generate a new **Value ID** from the default Number Series, or type in a unique **Value ID** manually.
    b. Fill in the **Description** field
    c. Fill in the **Abbreviation** field
    d. The field **Group System Number** must be same as the field in Feature.
    e. **System status** (see more System Status)
4. **Translations** fast tab - set up the translations for the Value (see more UC502 Translate Item description)
5. **Allocations** fast tab - set up the **Source Specification Definition** and if you want to use the translations, you have to mark field **Translations**.
6. **Log** fast tab - contains information about the Value card



UC204 New Keywords

Description: Keywords are an alternative to short descriptions, allowing users to classify items either by various standards such as ETIM, Datanorm, and others; or using an internal classification. Keywords helps to find the product quickly. Keywords must be singular and match the product as much as possible. This use case describes how to create the new keyword.

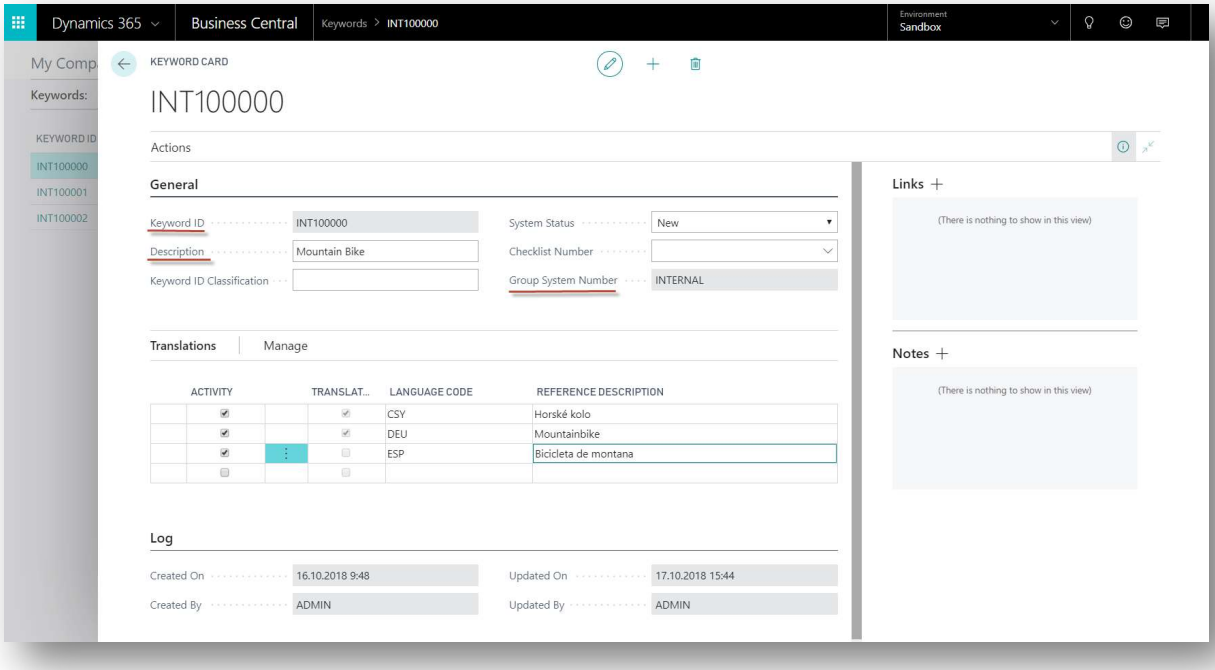
Actor: Content Manager

Other Use Cases:

- Preconditions for alternative steps:
    - An Item card should exist for alternative steps (see more UC101 New Item)

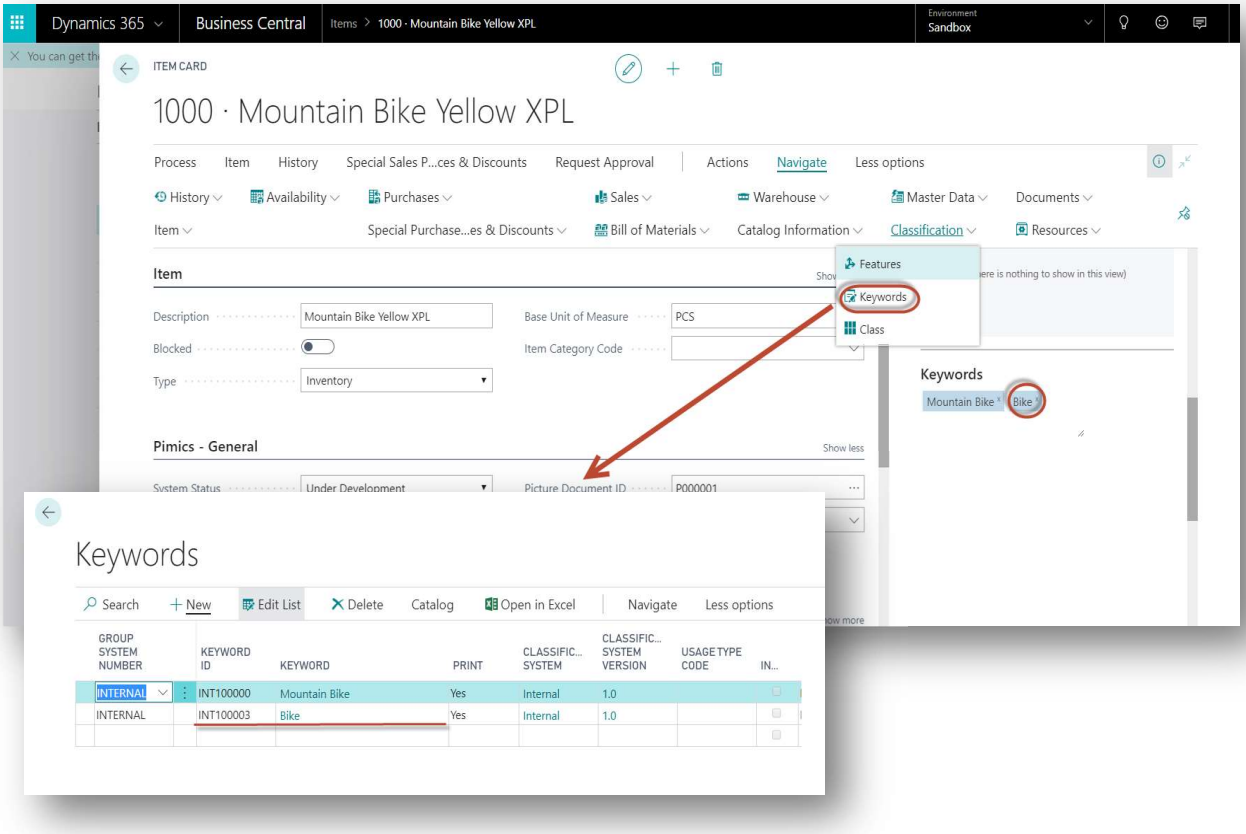
Main Steps:

1. Go to **Keywords** (Classification/Keywords)
2. Click **New**
3. Press **Enter** to generate a **Keyword ID** from the default Number Series, or type in unique **Keyword ID** manually.
4. Specify the **Description**
5. **System status** (see more System Status)
6. Select the **Group System Number** and the **Language Code**
7. **Translations** fast tab – set the translations for the Keyword (see more UC502 Translate Item description)
8. **Log** fast tab - contains information about the Keyword card



Alternative steps:

1. Open the **Items** page (Product Information/Items)
2. Open the **Item Card**
3. Find the **Keywords** Fact Box (if is not displayed, use Customize - Customize this page and choose Fact Box – Keywords)
4. Click the **Keyword** fact box, type in the keyword and press **Enter**
    a. If the Keyword was found in Keyword list, you can choose the existing keyword
    b. If the Keyword was not found, then the system creates a new Internal keyword



UC205 New Class

Description: You can define a class for each level of the catalog hierarchy (Items, Item Groups, Product Groups, and Chapters). Each class can have defined Features and Keywords. When you apply a class to an Item or Item group, that Item/Item group will inherit the Features and Keywords from the class. This use case describes how to create new class.

Actor: Content Manager

Preconditions:

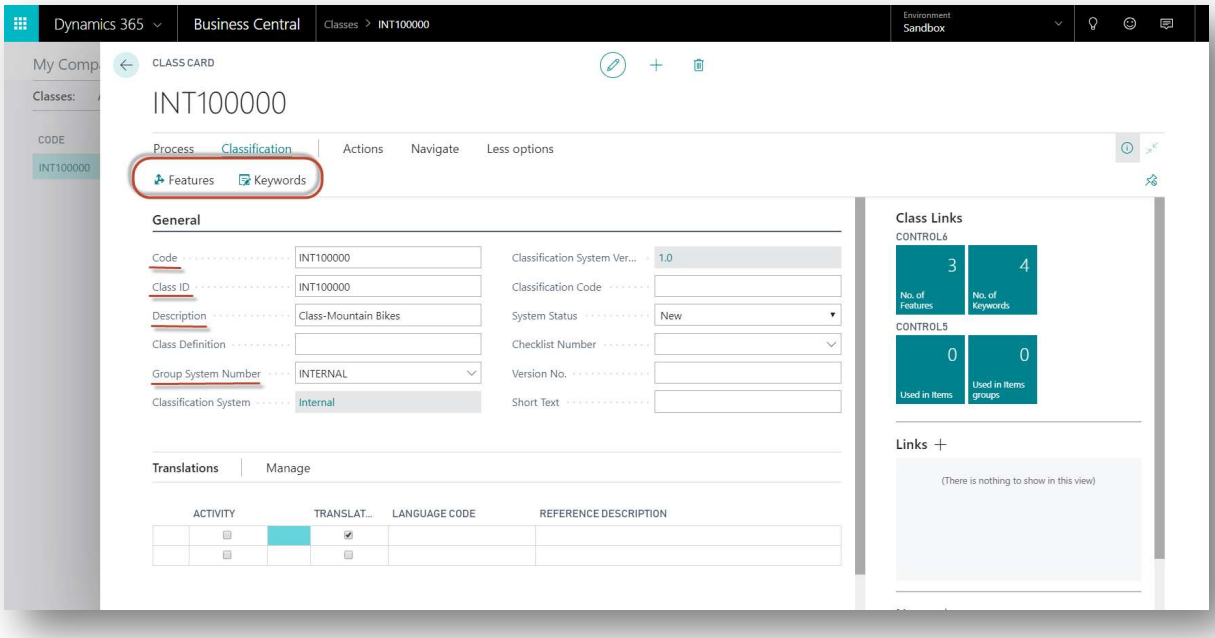
- Features and keywords should exist (see more UC201 New Feature and UC204 New Keywords)

Main steps:

1. Open the **Classes** list (Classification/Classes)
2. Click **New**
3. Press enter or type in the unique **Code**
4. **Class ID** is filled automatically according to Code
5. Type in the **Description** and **Class Definition**
6. Select the **Group System Number** to restrict the Features and Keywords Lists
7. You can optionally select the **Checklist number** (see more UC602 Certify Item)
8. **System Status** (see more System Status)
9. Open the **Features** on the Ribbon to define the Feature Class List
    a. Click on **New** to create a new line
    b. Select **Line Type** - Feature/Feature Group
    c. Select **Number** – choose one of the existing Feature or create a new one

d. Set **Required** to “yes” if this Feature/Feature/Title is required/mandatory in this class

10. Open the **Keywords** on the ribbon to define the Keywords Class List
    a. Click on New to create a new line
    b. Select Keyword ID from existing keywords or create a new keyword



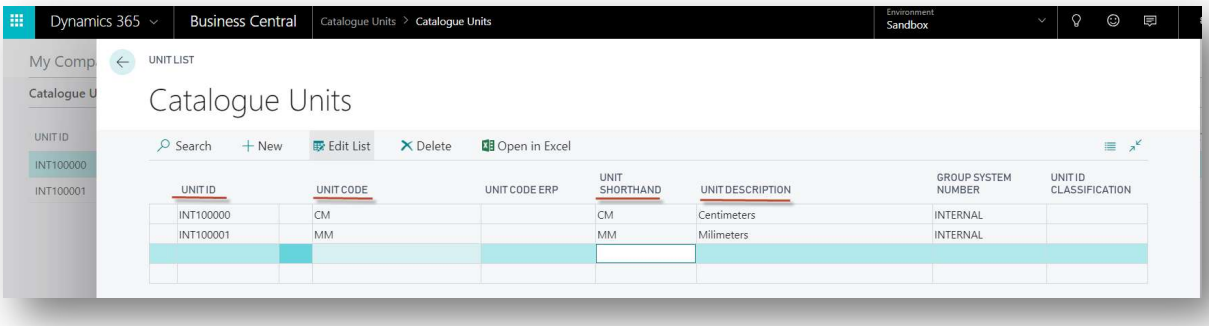
UC206 New Catalog Unit

Description: Catalog units are set on the Feature Card, and are used to mark a Feature value. A unit can be created as an internal unit, or uploaded from external standards. This use case describes how to create a new catalog unit.

Actor: Content Manager

Main Steps:

1. Open **Catalogue Units** (Classification/Catalogue Units)
2. Click on **New** to create a new line
3. Type in a unique **Unit ID**
4. Fill in the **Unit Code** and **Unit Shorthand** – usually the same
5. Fill in the **Description**
6. **Group System Number** - indicates whether the unit is internal or uploaded from the standard



UC207 Add Feature or Feature Group to an Entity (Item/ Item group/ Product group/Product group/Chapter/ Class)

Description: Features are the characteristics of an entity. Features can be added to an Item, Item Group, Product Group, Class and other structures. Using Features, entities can be sorted, ordered, and otherwise manipulated. This use case describes how to add a feature to the entity.

Actor: Content Manager

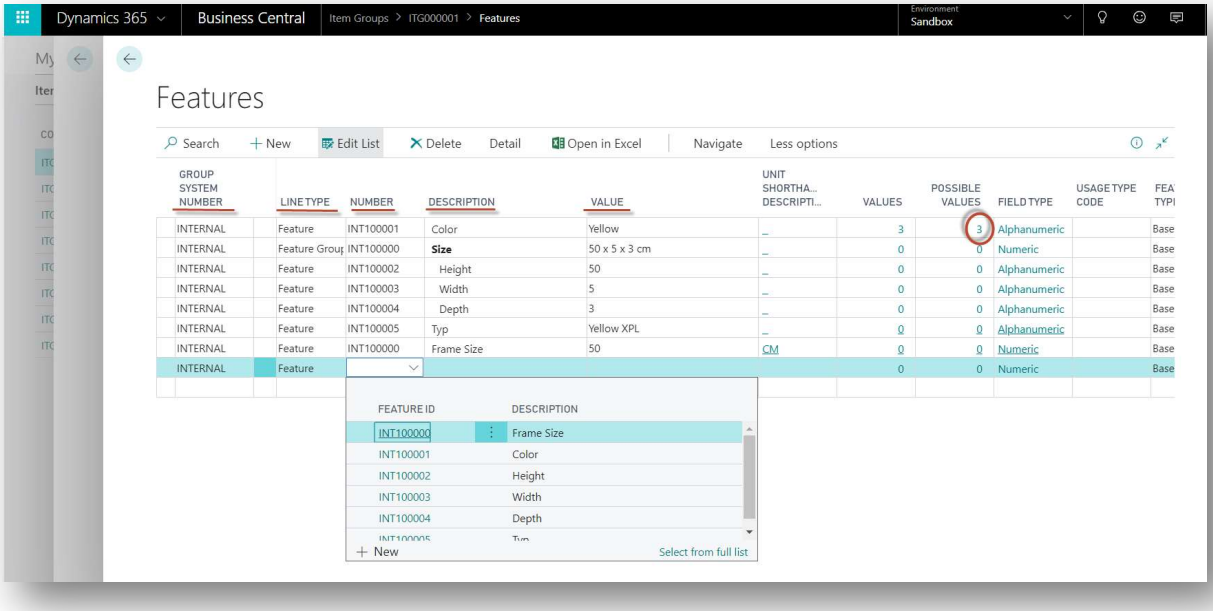
Preconditions:

- At least one feature or feature group exists (see more in UC201 New Feature and UC202 New Feature Group)
- Entity was created (see more UC101 New Item and UC102 New Item group/Product Group/Chapter/Catalog Group)

Main Steps:

1. Open the **list of entity** for which you want to add the **Feature** (Product Information/ Item or Item group or Product Group or Chapter or Catalogue Group)
2. Open the **Entity Card**
3. Switch to **NAVIGATE - Classification** ribbon tab and click on **Features**
4. Click **New** to create a new line
5. Select the **Group System Number**
6. Select **Line Type** to **Feature** or **Feature Group**
7. In the **Number** field, select the Feature from the list
8. If the **Feature** contains values, you can specify which values are available for the Item:
    a. Click on the arrow in the **Values** field, opening a new window
    b. In the field **Value Allowed,** you can specify if the values should be selected as the value on the feature (List must be in Edit List mode) for this **Item**
    c. Click **OK** to save settings (If you make any changes, the **Values** and **Possible Values fields** have been changed**).**
9. **Value** - If the feature contains values, you can select a value from the list. If the feature doesn´t uses values, type in the field **Value** by text or number
10. **Unit shorthand i**s filled automatically based on the Feature

Note: An entity can inherit features from its parent entity. For example, you can define the features for an Item group, allowing the items it contains to inherit those features (including values, if any). This functionality should be used when the items have the same features. For example, for an item group “T-shirts” with the features Color (red, blue, white…), Size (S,M,L,XL...), and Long sleeve (yes/no); you can assign all T-shirt items to this Item group and then specify the feature values for each Item.



UC208 Add a keyword to an Item, Item group, Product group, Chapter, or Class

Description: Keywords classify entities. The process of adding a keyword is very similar to that of other entities. This use case describes how to add a keyword to an Item.

Actor: Content Manager

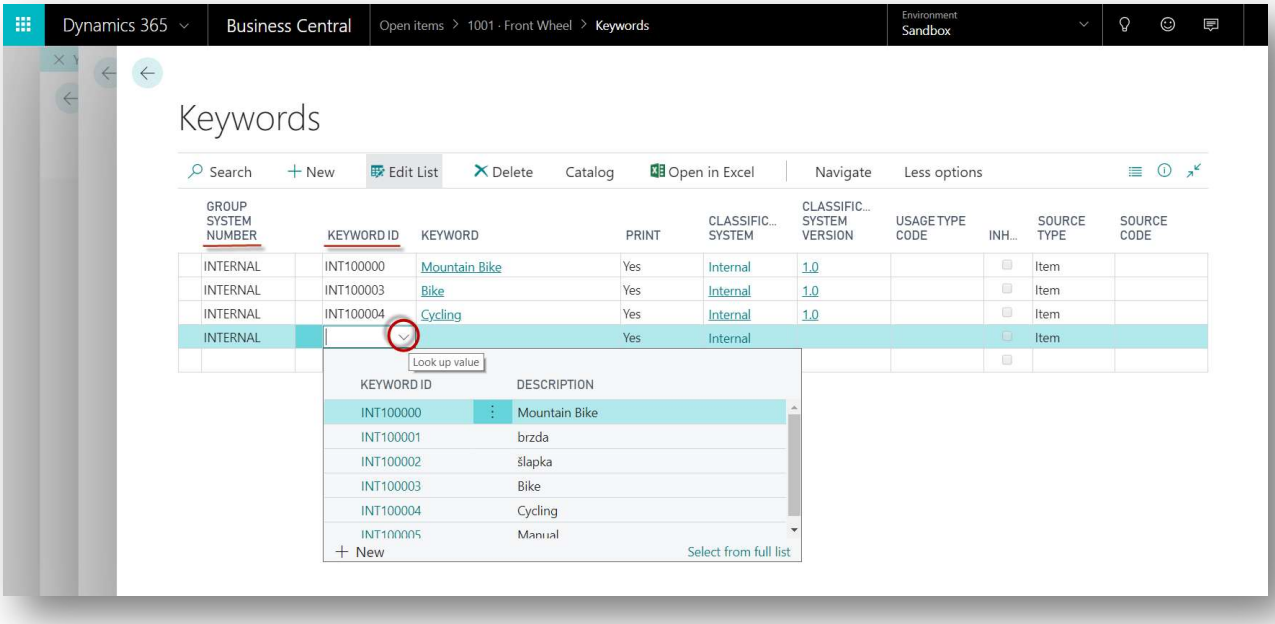
Preconditions:

- At least one keyword should exist (see more UC204 New Keywords)
- Usage type code should be set (see more UC902 New Usage Type)

Note: There are at least two ways how to add a keyword to Item:

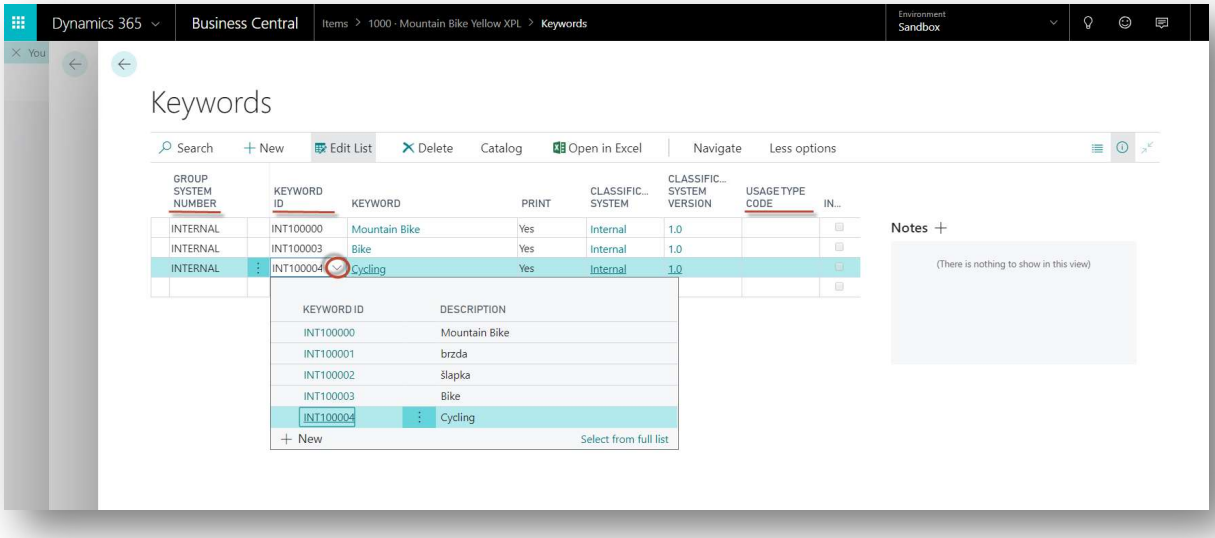
Main steps:

1. Open the **list of Items (**Product Information/Items)
2. Open the **Item Card** for which you want to add the **Keyword**
3. Switch to the **NAVIGATE** - Classification ribbon tab and click on **Keywords**
4. Click **New** to create a new line
5. Select the **Keyword ID,** the available keywords are filtered by the selected group system
6. Field **Keyword** will be filled automatically
7. **Usage Type Code** - decide which Keywords are for printing or for the web
8. **Source Type** and **Source Code** inform about the source of the Keyword.



Alternative steps:

1. Open the **list of Items** (Product Information/Items)
2. Open the **Item Card** for which you want to add a **Keyword**
3. Find the **Keywords** Fact Box (if is not displayed, use Customize - Customize this page and choose Fact Box – Keywords)
4. Click to the **Keyword** fact box, type in the keyword and press **Enter**
    a. If the Keyword was found in Keyword list, you can choose the existing keyword
    b. If the Keyword was not found, then the system creates a new Internal keyword



UC209 Add a Class to an item or a group

Description: When you apply a class to an entity (e.g. Item Group), then the Item Group inherits the Features and Keywords from the class. Each entity can have multiple classes. This use case describes how to apply a class to an entity.

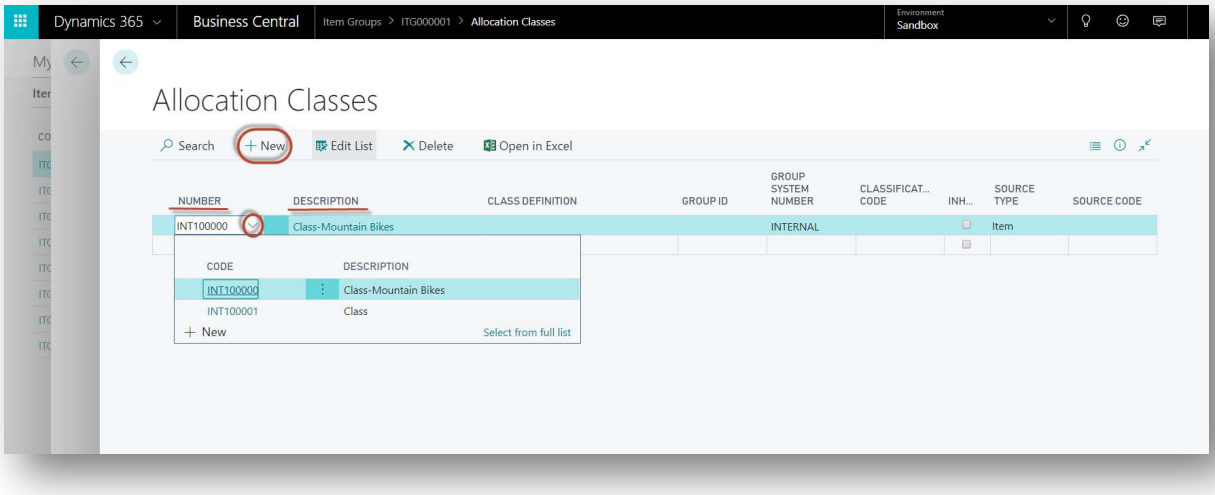
Actor: Content Manager

Preconditions:

- At least one class with features and keywords exists (see more UC205 New Class)

Main Steps:

1. Open the **list of entity** (Product Information/ Item or Item group or Product Group or Chapter or Catalogue Group)
2. Open the **Card of entity** for which you want to apply the class
3. Switch to the **NAVIGATE - Classification** ribbon tab; on the ribbon, click the **Class** button
4. Click on **New** to create a new line
5. Select the **Class Code** from the list
6. You can open the **Features or Keywords** to see that both have been inherited from the class (you can also find Features and Keywords in Fact box panel)



Document Management

UC301 Create New Document / Picture / Media / Graphic

Description: Before you add a digital asset to an entity, you must create one to upload to the system. This use case describes how to create a new Document, Picture, Media or Graphic.

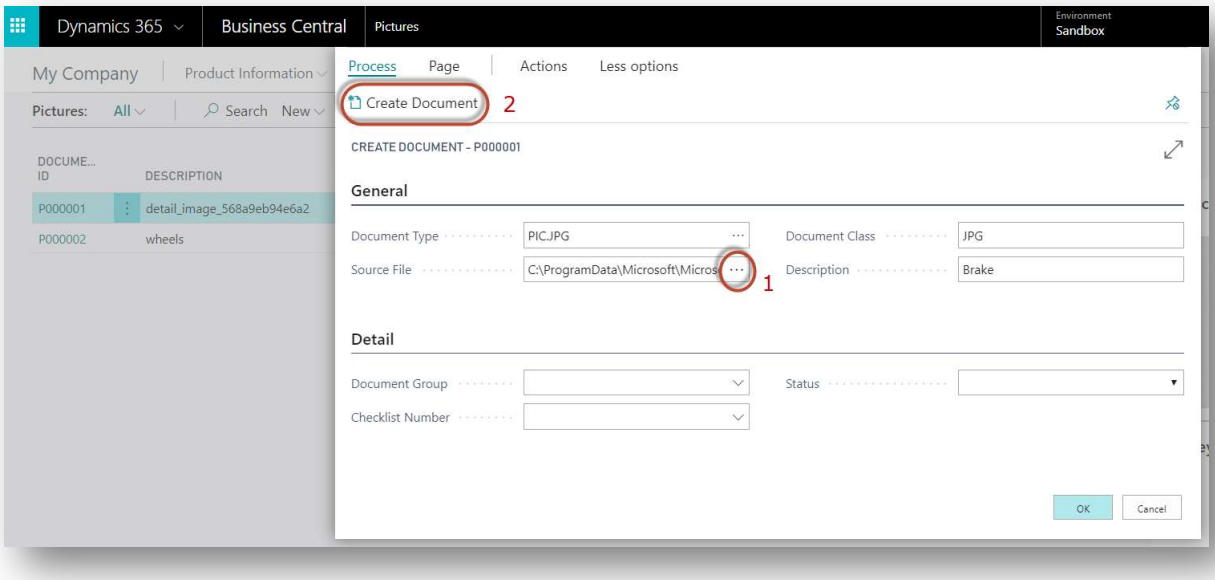
Actor: Content Manager

Preconditions:

- Document type for documents should exist (see more UC803 Document Usages)

Main Steps:

1. Open the Document/Picture/Media/Graphic list (Digital Asset)
2. Click on **New,** and select **Create Document** on the ribbon
3. Select the **Document type**
4. In the **Source File** field, choose the file you would like to upload
5. **Document Class** and **Description** will be filled automatically, but you can rename the file
6. Go to the **Detail** fast tab to fill more information about the document
7. Click on the **Create Document** button on the ribbon tab - by clicking on this button, the source file will be copied to a location specified in the setup



UC302 Assigning a Document, Media or Graphic to an Item

Description: When assigned to an item, Documents, Media and Graphics can provide better insight into an item's functions and proper usage. This use case describes how to how to assign a document to an Item, through the process similar to that of other entities.

Actor: Content Manager

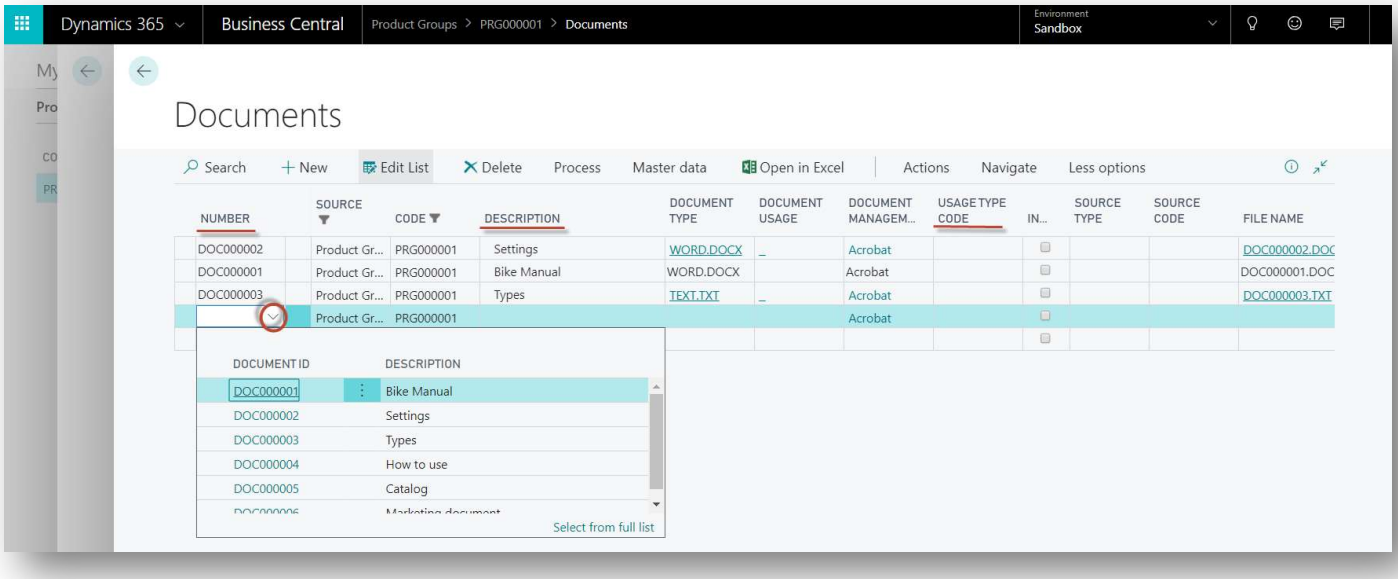
Preconditions:

- The document that you would like to assign exists (see more UC501 Create New Document / Picture / Media / Graphic)

Main Steps:

1. Go to **Items** (Product information/Items)
2. Open the **Item Card** you would like to attach the uploaded file to
3. Switch to the **NAVIGATE** – Documents ribbon tab and click on **Documents / Media / Graphics**
4. Click **New** or click to a new line
5. Fill the **Number** or use the look up function to select your **Document**
6. Use **Usage Type Code** to restrict the usage of the picture for this **Item**

Note: Uploaded media files must be 30 MB or smaller.



UC303 Assigning Pictures to an Item

Description: Pictures assigned to an Item can give consumers a better idea of the product. Each entity can be assigned multiple pictures, but only one, the main picture, is displayed on the card. The main picture can be selected from the list in the Picture Document ID field on the entity card. This use case describes how to upload a picture and assign it to an Item. This process is very similar to that of other entities.

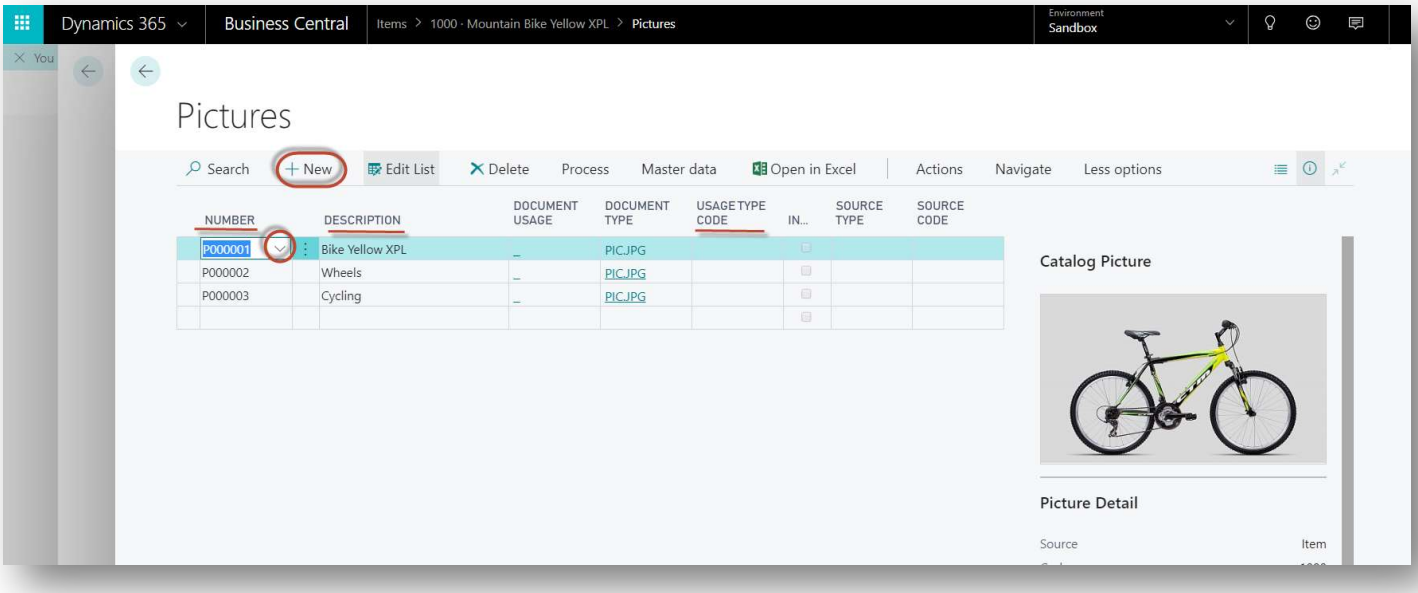
Actor: Content Manager

Other Use Cases:

- Not required for alternative steps
    - Picture that you want to upload and assign exists (see more UC501 Create New Document / Picture / Media / Graphic and UC502 Create New Document / Picture / Media / Graphic by Drag and Drop)

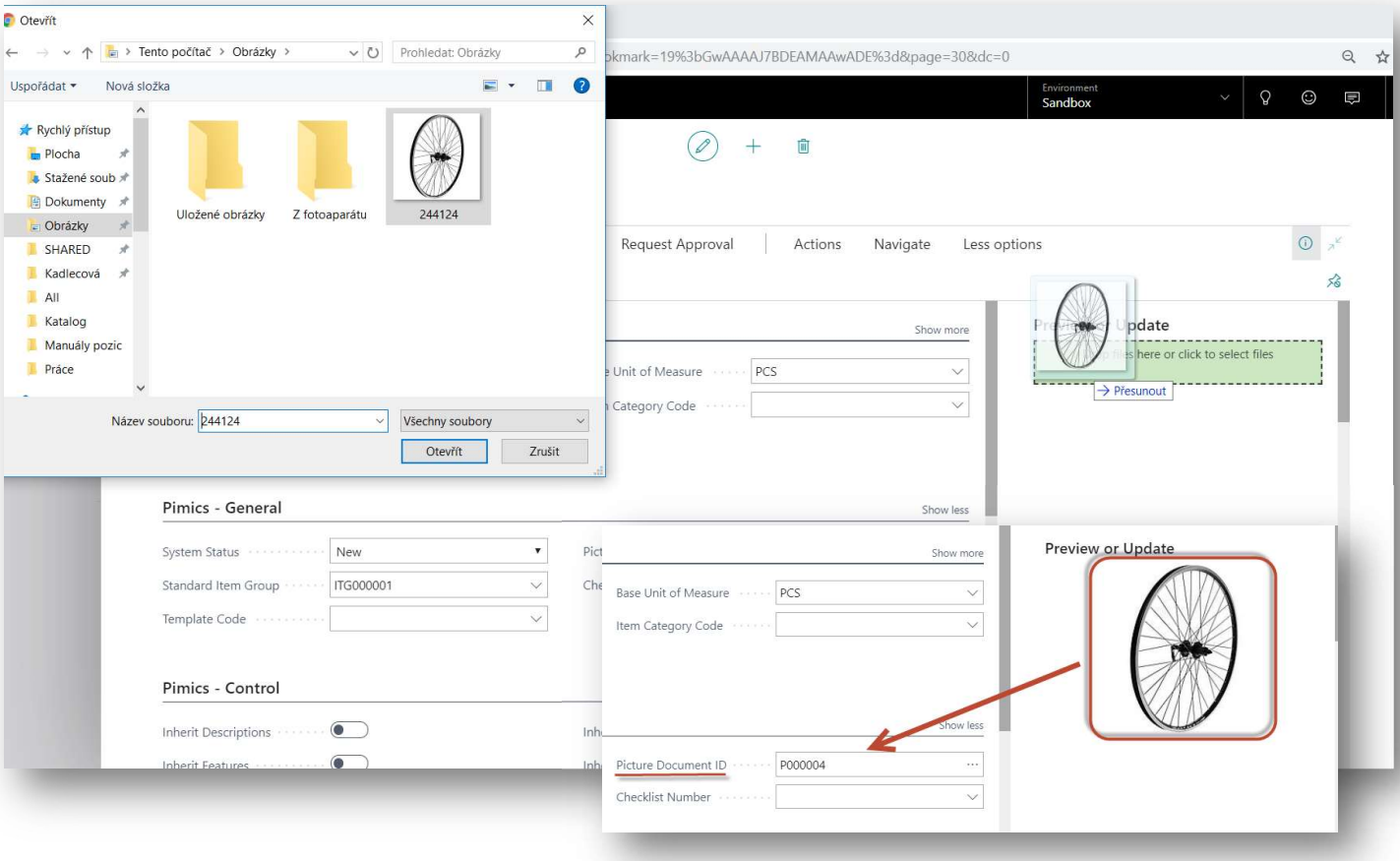
Main Steps:

1. Go to **Items** (Product Information/Items)
2. Open the **Item Card** that you want to attach the uploaded picture to
3. Switch to the **NAVIGATE** – Documents ribbon tab and click on **Pictures**
4. Click **New** or click to new line
5. Fill the **Number** or use look up to select your **Picture**
6. Use the Usage Type Code to restrict the usage of the picture for this item



Alternative steps:

1. Open the **Item Card** that you want to attach the uploaded picture to
2. Find the **Preview or Update** Fact Box (if is not displayed, use Customize this page and choose Fact Box – **Preview or Update**)
3. Use the **drag and drop function** or click to select files
4. If the attached picture is the first picture of an Item, the picture is automatically selected as **Main Picture** (otherwise the main picture is unchanged).



UC304 Add a Keyword to a Digital Assets (Document /Picture /Graphic /Media)

Description: Keywords are an alternative to a short description, allowing users to classify assets by various standards such as ETIM, Datanorm, and others, or using an internal classification; they help users find a product quickly. Keywords must be singular and match the product as much as possible. This use case describes how to add a keyword to an asset.

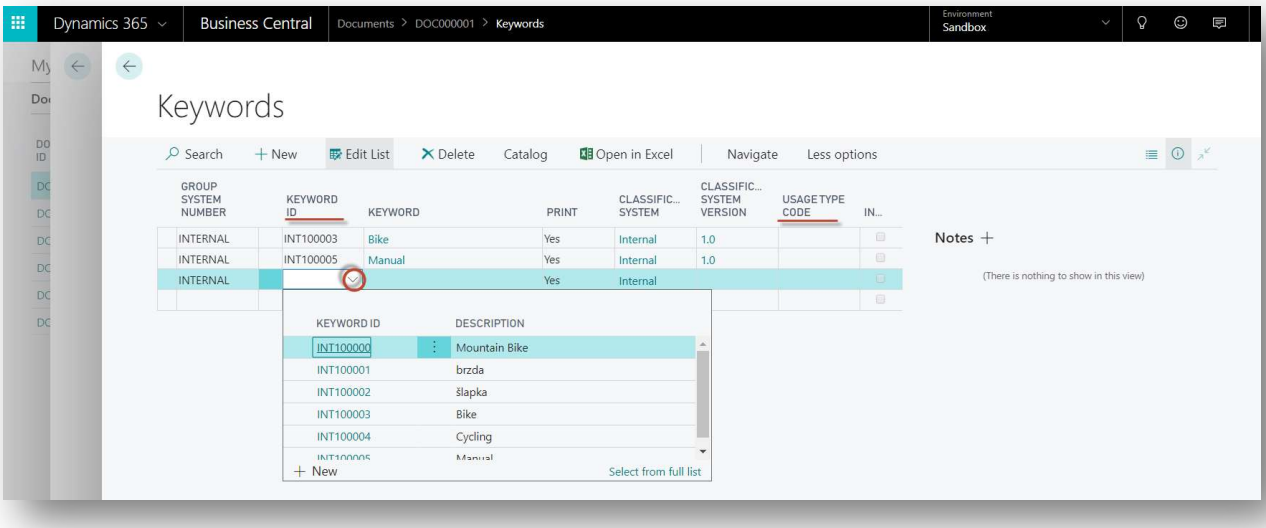
Actor: Content Manager

Other Use Cases:

- Preconditions for main steps
    - At least one keyword should exist (see more UC204 New Keywords)

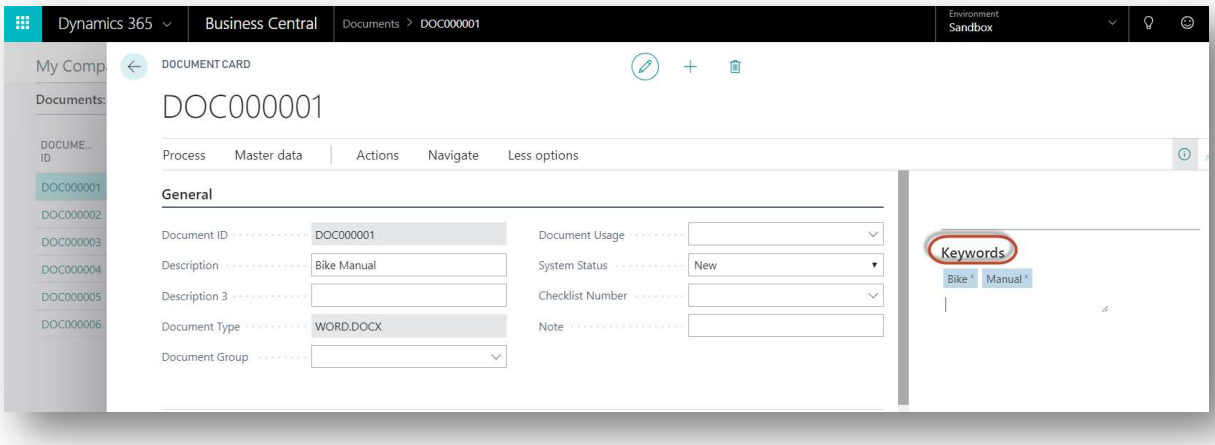
Main steps:

1. Open the **Digital Asset** list (Picture, Documents, Media, Graphics)
2. Open the **Card** for which you want to add the **Keyword**
3. Switch to the **NAVIGATE** - **Classification** ribbon tab and click on **Keywords**
4. Click **New** to create a new line
5. Select the **Keyword ID,** the available keywords are filtered by the selected group system
6. The **Keyword** field will be filled automatically
7. **Usage Type Code** - you can specify where this keyword can be used.
8. **Source Type** and **Source Code** inform about the source of the Keyword.



Alternative steps:

1. Open the **Digital Asset** list(Picture, Documents, Media, Graphics)
2. Open the **Card** for which you want to add the **Keyword**
3. Find the **Keywords** Fact Box (if is not displayed, use Customize - Customize this page and choose Fact Box - Keywords)
4. Click to the **Keyword** fact box, type in the keyword, and press **Enter**
    a. If the Keyword was found in Keyword list, you can choose the existing keyword
    b. If the Keyword was not found, then the system creates a new Internal keyword



UC305 Add a Feature/Feature Group to a Digital Assets (Document /Picture /Graphic /Media)

Description: Features are the characteristics of assets, and can be added to a Document, Picture, Media or Graphic. Assets can be sorted, ordered, and otherwise manipulated through the use of features. This use case describes how to add a feature to an asset.

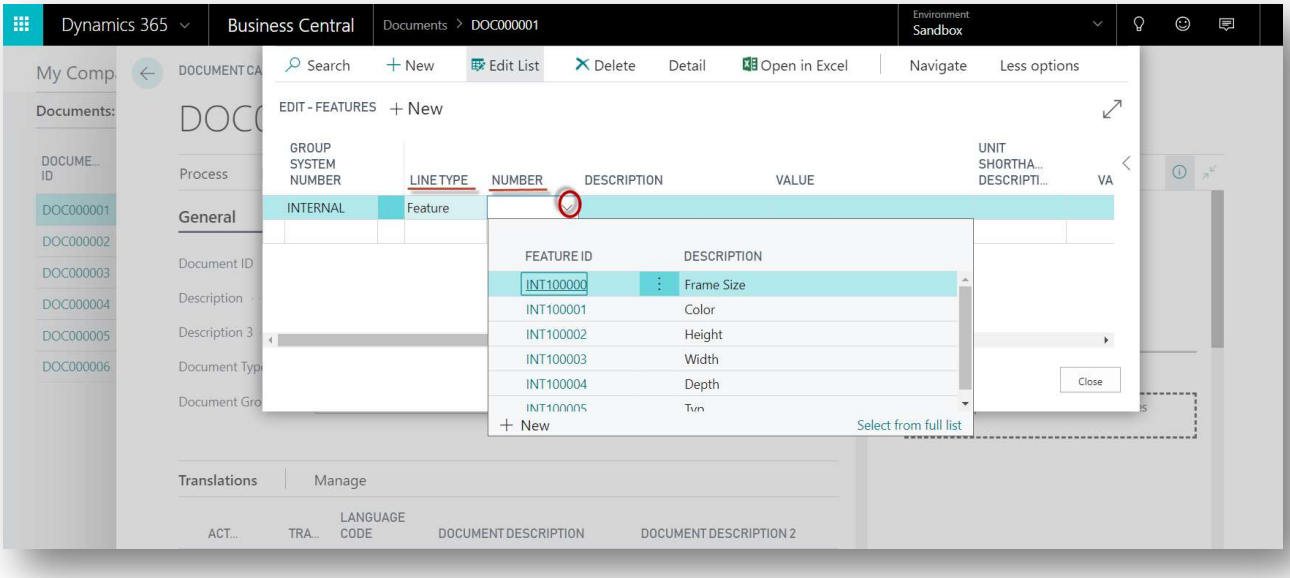
Actor: Content Manager

Preconditions:

- At least one feature exists (see more UC201 New Feature)
- Feature values should exist (see more UC203 New Feature value)

Main Steps:

1. Open the **list of Digital Assets** (Digital Assets/Picture or Document or Media, or Graphic)
2. Open the **Card** for which you want to add the **Feature**
3. Switch to the **NAVIGATE** - **Classification** ribbon tab and click on **Features** button
4. Click **New** to create a new line
5. Select the **Group System Number**
6. Select **Line Type** to **Feature** or **Feature Group**
7. In the **Number** field, select the Feature from the available Features
8. If the **Feature** uses values, you can specify which values are available for the Item
    a. Click on the arrow in **Values** field and a new window is opened
    b. In the field **Value Allowed** you can specify if the values could be selected as the value on the feature (List must be in Edit List mode) for this **Item**
    c. Click **OK** to save settings (If you make any changes, they are also reflected in the **Values** and **Possible Values** fields**).**
9. **Values** - If the feature uses values, you can select one from the list. If the feature doesn´t use values, type in the field by text or number and select the **Unit ID**.
10. **Usage Type Code** - specifies where this feature can be used.



UC306 Add Description to a Digital Asset (Document /Picture /Graphic /Media)

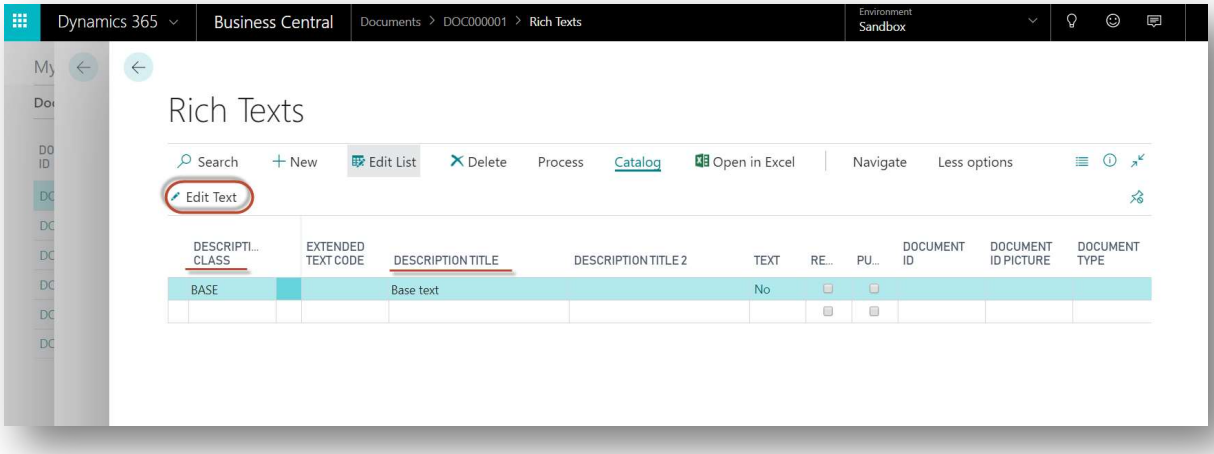
Description: Pimics enables you to create a rich text entity and attach it to the Card of an entity. This use case describes how to create and add a rich text description.

Actor: Content Manager

Preconditions: Already existing extended text(see more UC104 Extended Text)

Main Steps:

1. Open the **list of Digital Assets** (Digital Assets/Picture or Document or Media, or Graphic)
2. Open the **Card of an asset** for which you want to add a description
3. Switch to the **NAVIGATE - Classification** ribbon tab and click **Description** button.
4. Click **New** or click to a new line
5. Select **Description class**
6. Select **Extended Text Code**
7. **Description Title** is filled automatically by Description Class.
8. On the **HOME** ribbon tab, click on the **Edit Text** button to open the editor.
9. Click **OK** to save and close the editor.
10. Mark all relevant fields with the description
11. **Source Type** and **Source Code** inform about the source of the description.



UC307 Replace Document

Description: To replace a document, you can upload a new file to the card of the original document. The document will be replaced, but the name and linking of this document will be retained, changing only the content. This use case describes how to replace a document. The process is the same for Pictures, Media and Graphics.

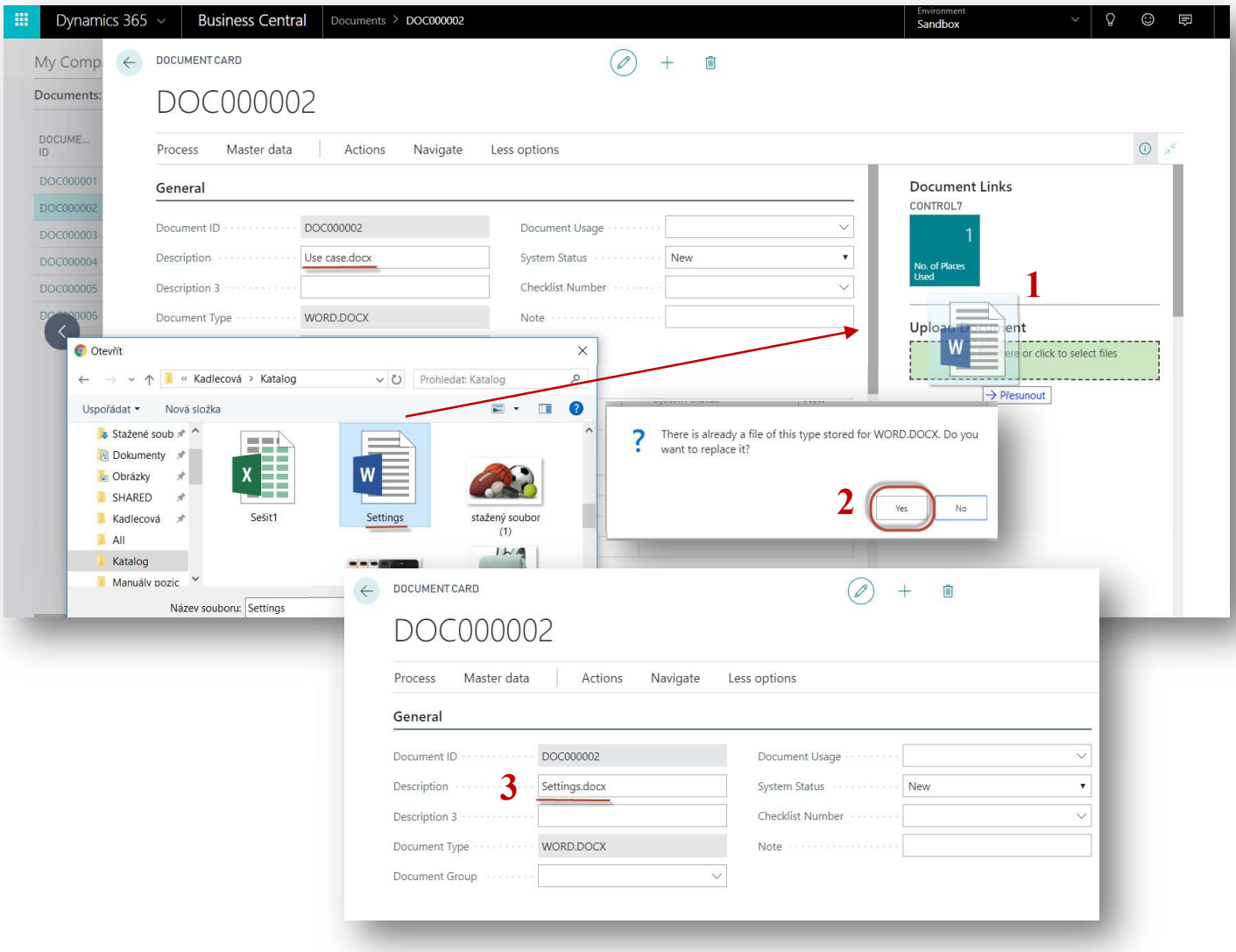
Actor: Content Manager

Preconditions:

- Digital Asset (Document/Picture/Media/Graphics) must exist (see more UC301 Create New Document / Picture / Media / Graphic)

Main Steps:

1. Go to **Documents list** (Digital Assets /Documents)
2. Open **Document Card**, which you want to replace
3. Go to the **Upload Document** FactBox
4. Drag a file, or click to select
5. Document is replaced



UC308 Download the Digital Asset

Description: If you want to download a document, picture, media or graphic, use the Open button. This use case describes how to download Documents, Pictures, Media and Graphics.

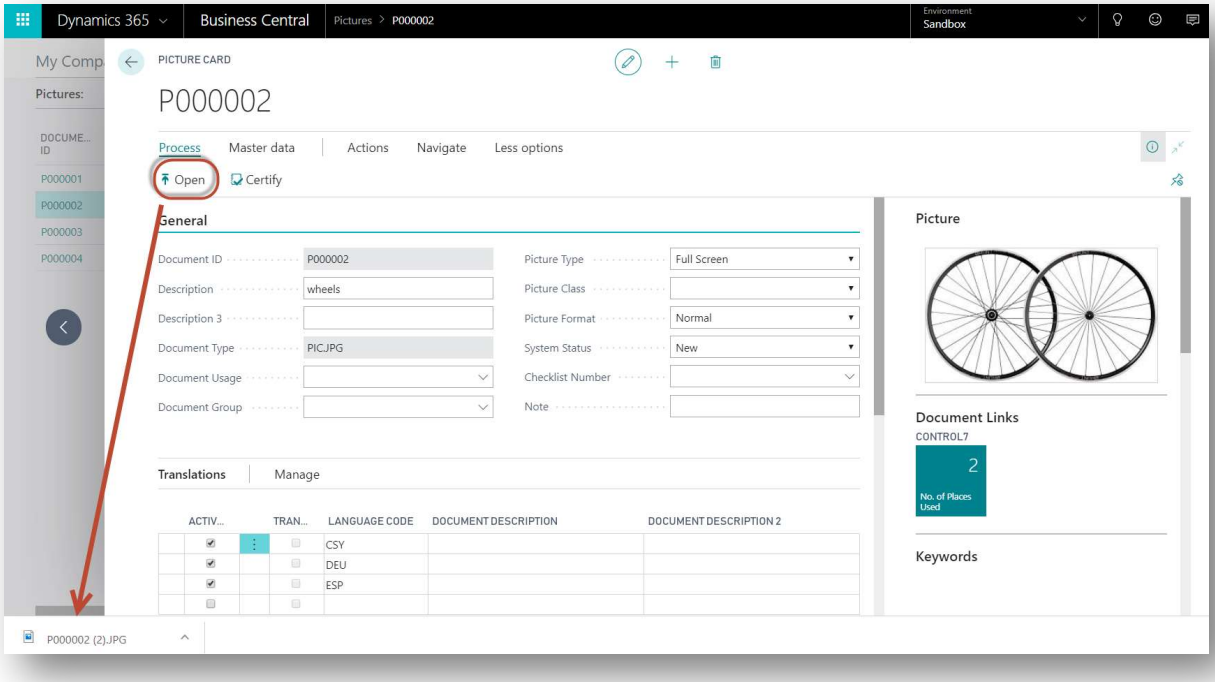
Actor: Content Manager

Preconditions:

- Digital Asset must exist (see more UC301 Create New Document / Picture / Media / Graphic)

Main Steps:

1. Open the **list of Digital Asset** (Digital Assets/Picture or Document or Media, or Graphic)
2. Open the **Card of Asset** that you want to download
3. Switch to the **ACTIONS** – file ribbon tab and click the **Open** button.


Dynamics 365
Business Central
Pictures > P000002
Environment
Sandbox
My Comp
Pictures:
DOCUME... ID
P000001
P000002
P000003
P000004
PICTURE CARD
P000002
Process
Master data
Actions
Navigate
Less options
Open
Certify
General
Document ID
P000002
Description
wheels
Description 3
Document Type
PICJPG
Document Usage
Document Group
Picture Type
Full Screen
Picture Class
Picture Format
Normal
System Status
New
Checklist Number
Note
Translations
Manage
ACTIV...
TRAN...
LANGUAGE CODE
DOCUMENT DESCRIPTION
DOCUMENT DESCRIPTION 2
CSY
DEU
ESP
Picture
Document Links
CONTROL7
2
No. of Places Used
Keywords
P000002 (2).JPG

Hierarchy

UC401 Make default structure of Master Data

Description: This use case describes how to create a basic structure for catalog data. It is possible to use this structure internally, and if needed, to adapt it in a publications catalog. The first option is to link an entity in its card, the second being a link in Allocation tree. The Allocation tree displays all entities that do not have a higher level assigned. Here you can link entities using either the Insert new Peer/Child functions, or using drag and drop. For example, if you add an Item as new child to the Item Group, it will appear in the Standard Item Group on the Item card.

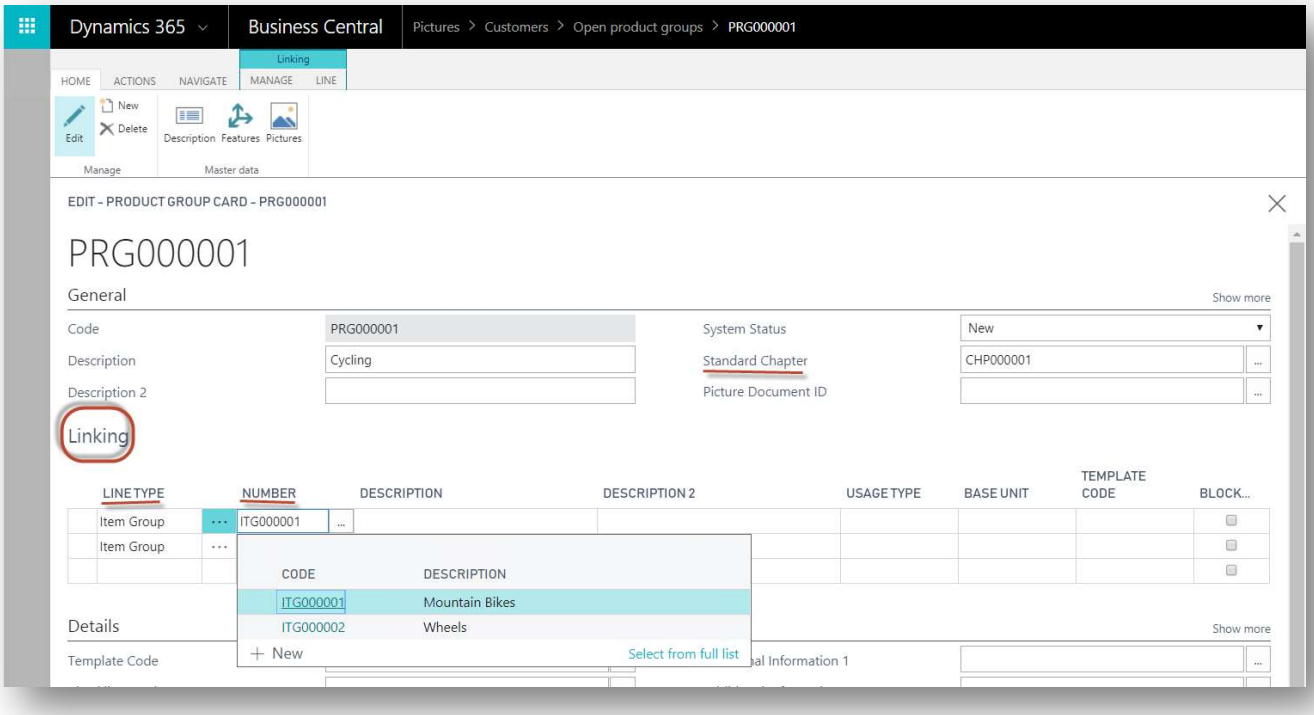
Actor: Content Manager

Preconditions:

You have an Item, an Item Group, a Product group and/or a Chapter. You can create the Item Group, Product group and Chapter like creating an Item (see more UC101 New Item and UC102 New Item group/Product Group/Chapter/Catalog Group)

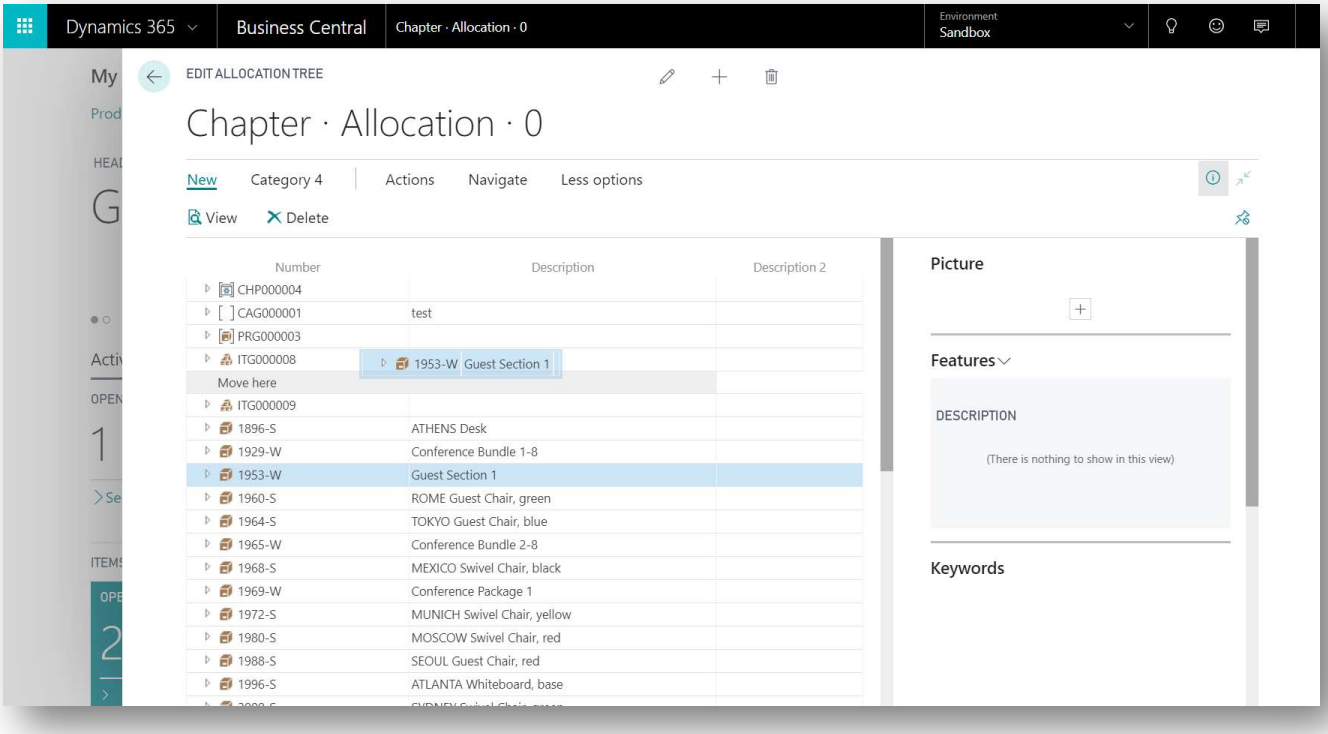
Main Steps:

1. Go to the **Chapter** or the highest level of your structure (Product Information/Chapter)
2. Go to the **Linking** fast tab - you can add child master data:
    a. Select **LineType** (The Product Group, Item Group etc)
    b. Select **Number** of the item or group of items
3. You can use the same steps for the Item Group and the Product Group



Alternative Steps:

1. Go to **Role Center**
2. Open **Allocation Tree**
3. Switch on the **ACTIONS** ribbon tab
4. Create the structure with the **Insert New Peer** and **Insert New Child** functions, or by drag and drop



UC402 Inheritance

Description: Catalog data is structured in the tree hierarchy. Data is inherited from higher entities to lower ones in the hierarchy (e.g. Product Group to Item Group, Chapter to Product group, and so on). Classes, Features, Feature Values, Keywords, Descriptions, Pictures, Documents, Media, and Graphics can all be inherited. For example, a feature can be added to the Product group, which will be inherited by its item groups, and from each item group to their constituent items. This use case describes how to inherit data from an Item group to an Item, but the process for all other entities is identical.

Actor: Content Manager

Preconditions:

- At least one Item Group and one Item exists (see more UC101 New Item and UC102 New Item group/Product Group/Chapter/Catalog Group)
- Item Group has assigned Features, Feature Values, Keywords, Descriptions, Pictures, Documents, Media, or Graphics (for more information see **Classification UC208 Add a keyword to an Item, Item group, Product group, Chapter, or Class**, **UC103 Rich** Description**, UC302 Assigning a Document, Media or Graphic to an** Item and **UC303**)

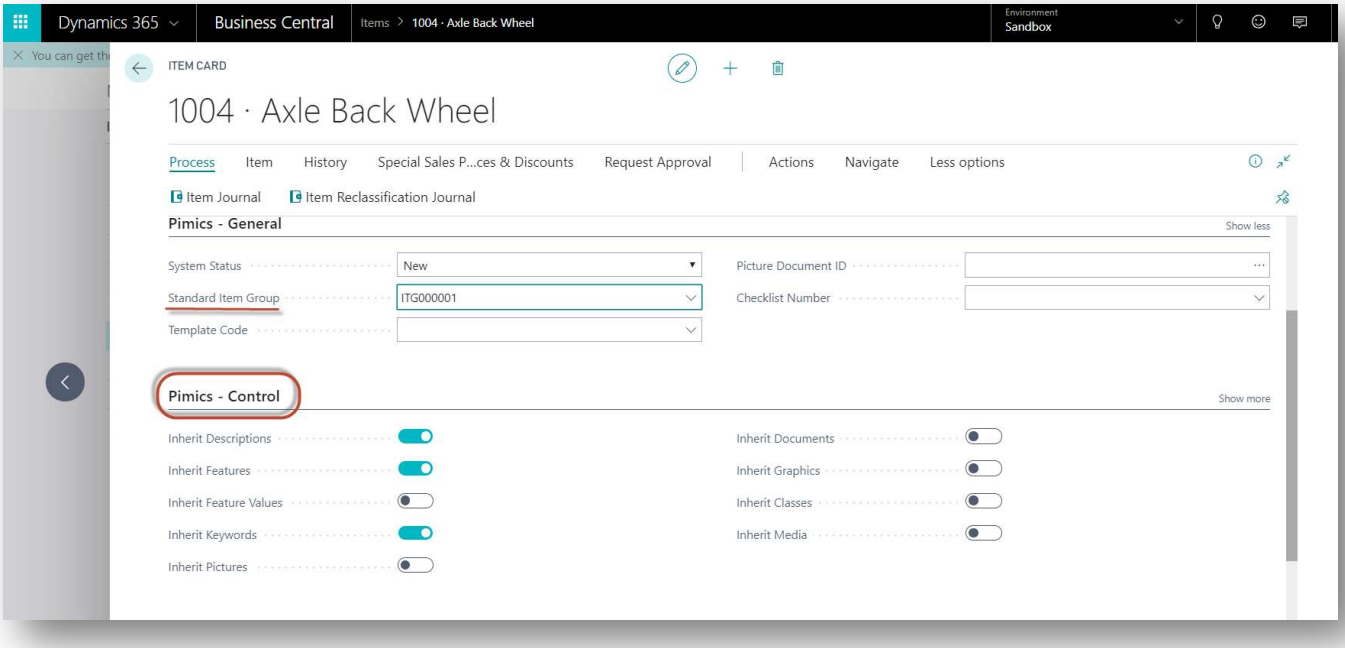
Main Steps:

1. Go to **Items** (Product information/Items)
2. Open the **Item Card**
3. Set the **Standard Item Group** as Item Group from which data will be inherited
4. Go to the **Inheritance (Control)** fast tab - select what this Item should inherit from the parent entity (Item Group).
    a. **Feature** – inherit all feature from the parent entity
    b. **Feature Value** – inherit values from the parent entity, the Feature checkbox must also be checked
    c. **Class** – inherit feature and keywords which are set in the Class section. The class must be attached to the Item Group (parent entity)
    d. Keywords
    e. **Digital Access** – inherit Documents, Pictures, Media and Graphics

Note: Allium recommends setting **Inherit Features, Descriptions,** and **Keywords** to "True". In the Catalog Setup you can set what each new item should inherit.

Note: After unchecking, the inherited Features, Values, Classes, Keywords and Digital Assets will be deleted from the Item.

Note: If the value is overwritten at a higher level, this change is also reflected in lower levels. Inherited values cannot be overwritten at child level.



Translations

UC501 Pimics Language Setup

Description: Pimics allows translating descriptions and rich texts for enabled languages. This use case describes how to enable a language for Pimics translations.

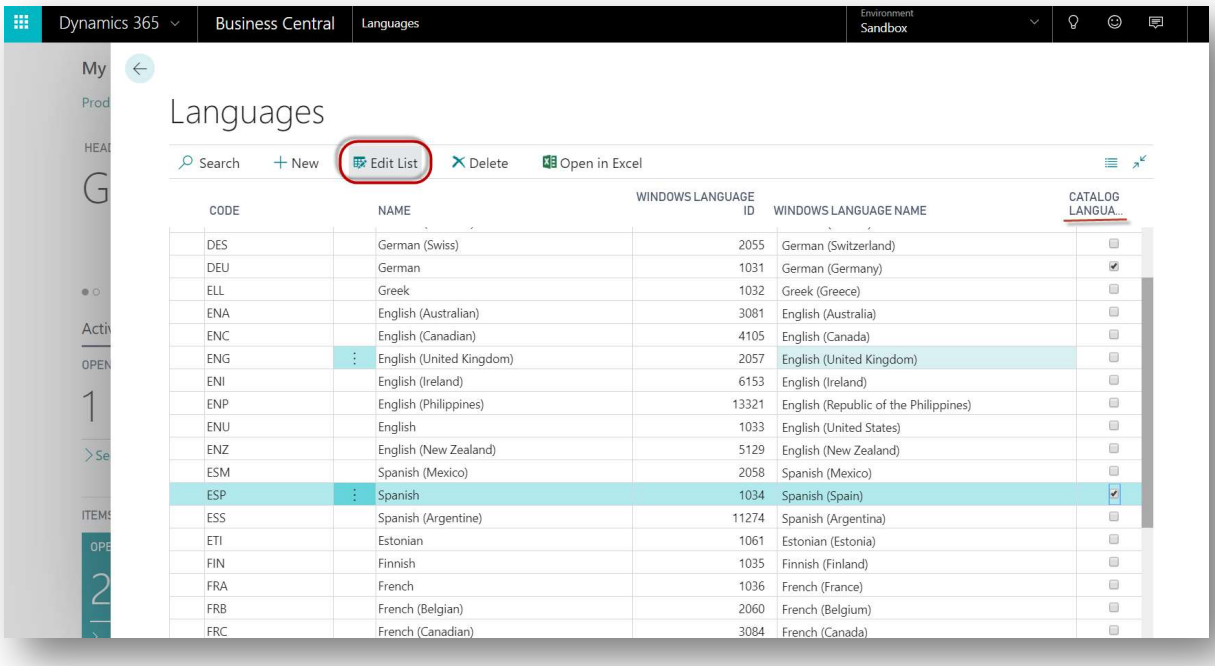
Actor: Translator

Precondition:

- Existing languages in the Language card

Main Steps:

1. Go to **Languages** (through the search bar)
2. Click on the **Edit list** button to modify existing lines
3. Select line with the language you want to add to Pimics translations
4. Tick the **Catalog Language** checkbox
5. **Confirm** the action "Do you want to add language to catalogue?"
6. Repeat the action for any other languages you want to use



UC502 Translate Item description

Description: For supported languages, descriptions in the master data such as product information, classification and digital assets can be translated. In the following use case, we will look at how to translate item descriptions.

Actor: Translator

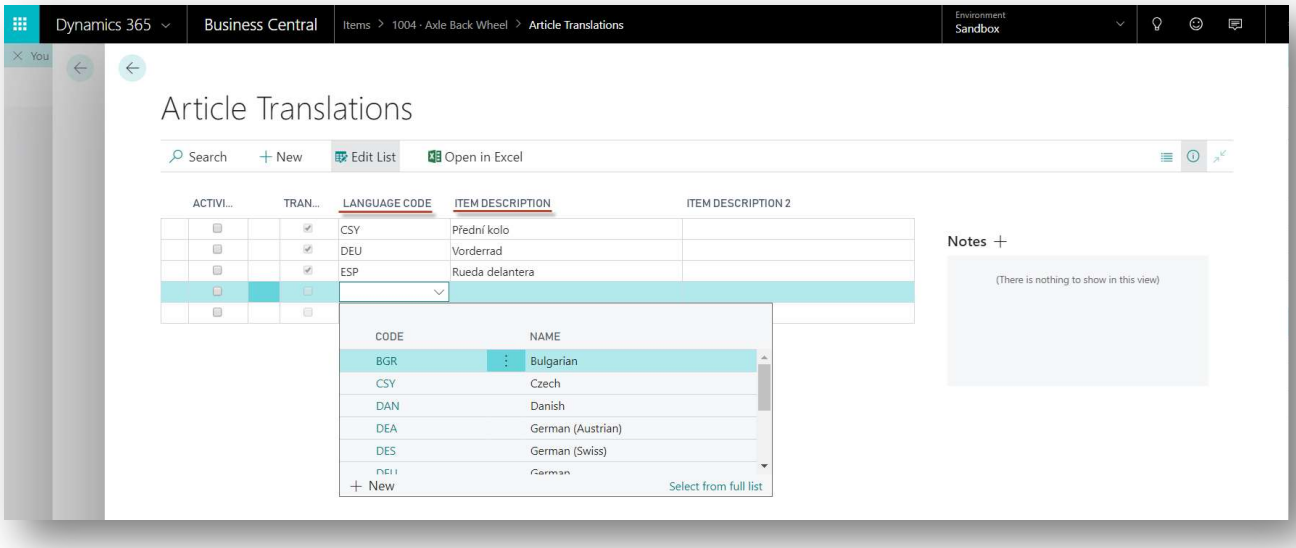
Precondition:

- Enabled language(s) for Pimics (see more UC501 Pimics)
- Existing Item (see more UC101 New Item)

Main Steps:

1. Go to **Item list** (Product Information/Items)

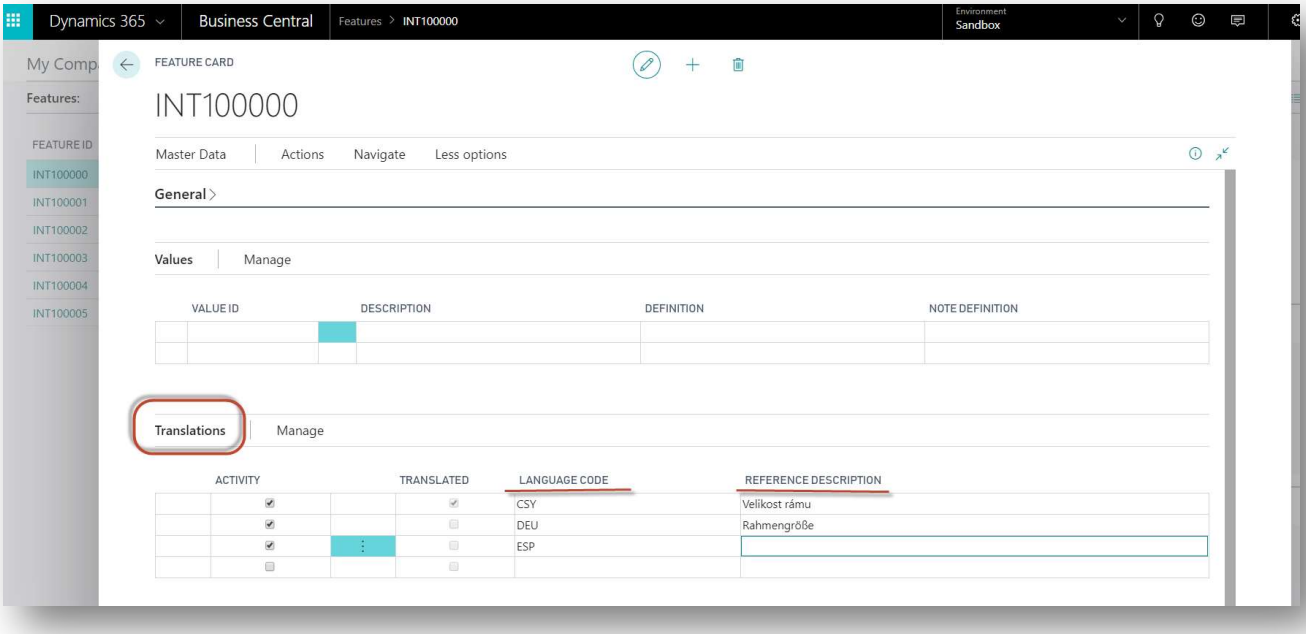
2. Open **Item Card**
3. In the ribbon, click on the **NAVIGATE - Master Data ribbon** tab, then on the **Translations** button
4. On the Translation page, click **Edit List**
5. Click on the **Item Description** field and fill the translation for the available language
6. Uncheck the Activity field on the line and confirm the dialogue "Do you wish to close the Translation?"



Alternative Steps:

Note: On the majority of pages, the Translations area is attached to the page card.

1. Open **Card**
2. Go to the **Translations** fast tab
3. Select the line with the **Language Code** of the language to which you want to translate the description
4. Fill in the **Description/Item Description 2** field for the specific Language Code
5. **Translated** means translation is done – this checkbox is checked automatically
6. Activity means the translation is under development – check this checkbox if the translation is not ready yet



UC503 Translate rich texts

Description: Rich texts allow for more detailed description of the master data. For enabled languages, it is possible to translate these rich texts as described. This use case describes how to translate rich texts for descriptions.

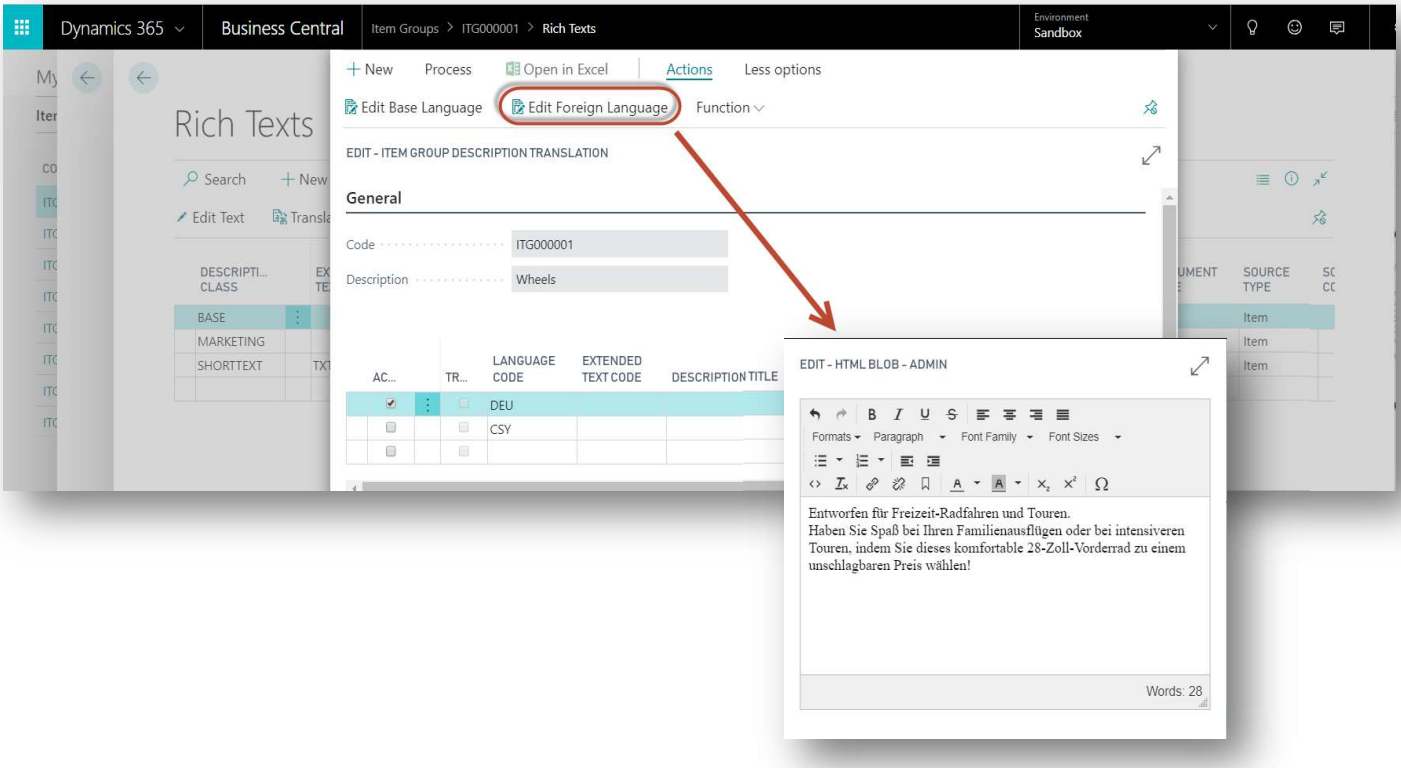
Actor: Translator

Precondition:

- Enabled language(s) for Pimics (see more UC501 Pimics)
- Existing rich text with description class Base for the item group (see more UC103 Rich Description)

Main Steps:

1. Go to **Item Group** list (Product Information/Item Group)
2. Open the **Item Group** card with existing Rich text
3. In the **NAVIGATE - Master Data** ribbon tab, click on the **Description** button
4. Click on the line with rich text description class **Base**
5. In the Ribbon, click on the **NAVIGATE** tab, then the **Translations** button
6. On the following page, you can see available languages, a preview of Base Language Description and Foreign Language Description
7. Select the line with the language you want to translate text in
8. In the Ribbon, go to the **ACTIONS** tab and click on **Edit Foreign Text**
9. Fill in the translation
10. Close the Descriptions
11. Go to the **ACTIONS** tab and click on the **Confirm Translations** button. This button confirms all translation activities are complete, sets the Activity field on translation lines as unchecked and sets the Translated fields as checked.
12. Confirm the action and selected language is translated


Dynamics 365
Business Central
Item Groups > ITG000001 > Rich Texts
Environment
Sandbox
Rich Texts
New
Process
Open in Excel
Actions
Less options
Edit Base Language
Edit Foreign Language
Function
EDIT - ITEM GROUP DESCRIPTION TRANSLATION
General
Code
ITG000001
Description
Wheels
AC...
TR...
LANGUAGE CODE
EXTENDED TEXT CODE
DESCRIPTION TITLE
DEU
CSY
EDIT - HTML BLOB - ADMIN
Formats
Paragraph
Font Family
Font Sizes
Entworfen für Freizeit-Radfahren und Touren.
Haben Sie Spaß bei Ihren Familienausflügen oder bei intensiveren Touren, indem Sie dieses komfortable 28-Zoll-Vorderrad zu einem unschlagbaren Preis wählen!
Words: 28

Data Check

UC601 Checklists

Description: Pimics allows you to control completeness of your data and verify based on a defined checklist. On a basic level, the user is able to fill the Recording part with fields of the following classes: *Item, Item Group, Product Group, Chapter, Catalog Group, Group System, Publication, Extended Text, Template, Document, Picture Document, Graphic Document, Media, Feature, Value, Keyword, Feature Group* and *Class*.

The following use case describes how to create a checklist for an Item class.

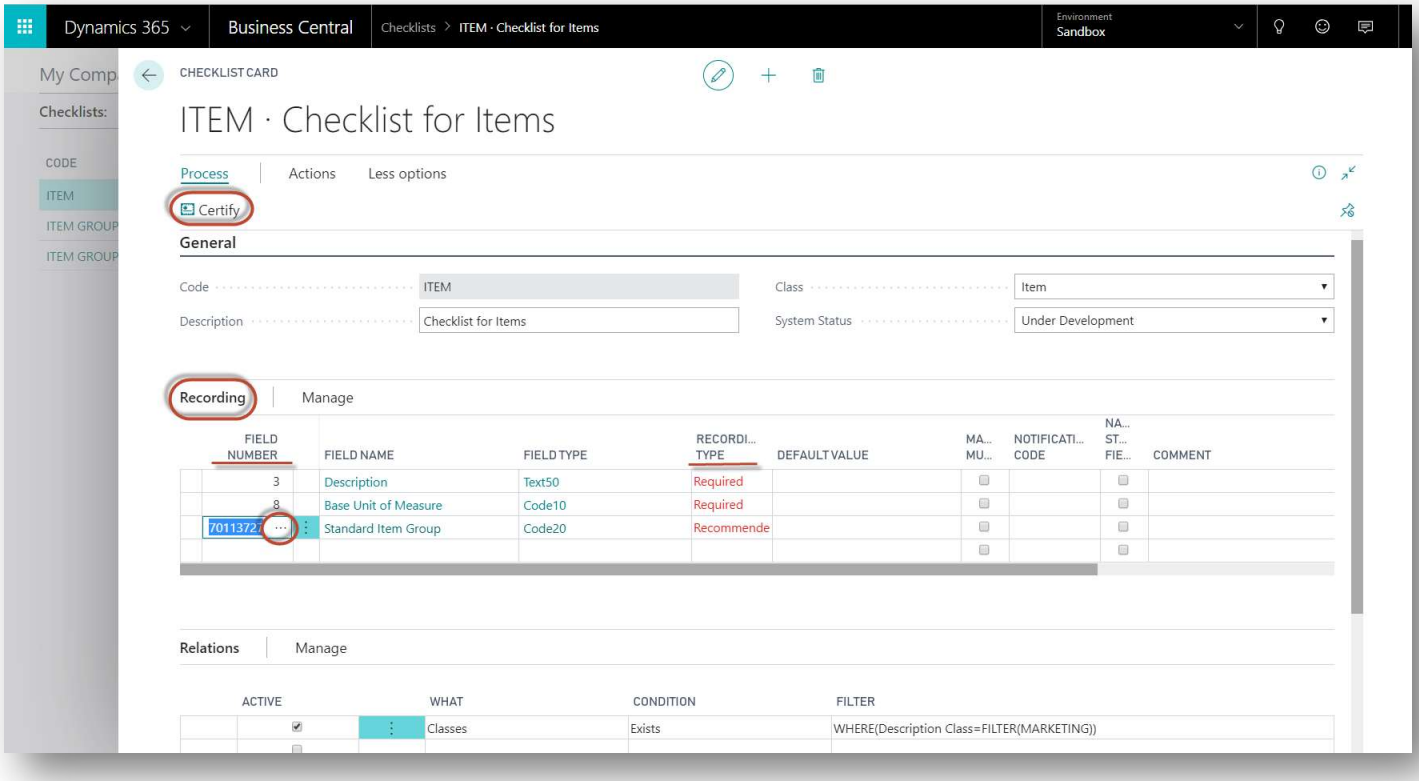
Actor: Content manager

Preconditions:

Main Steps:

1. Open the **list of Checklists** (Quality management/Checklists)
2. Click **New**
3. Define the **Code** field – in this example, as Item
4. Fill the **Description** field – in this example, also as Item
5. Select **Class** as Item
6. In the **Recording** FastTab, click on **FIELD NUMBER** and select the field you want to check within the Checklist:
    - Description
    - Base Unit of Measure
    - Unit Price
    - Standard Item Group
    - Picture Document ID
7. On the each line containing the **Recording type** field, select one of the following:
    - Required – Field must have a value
        i. Set **Required** for **fields Description, Base Unit of Measure, Unit Price**
    - Recommended – Field should have a value but doesn't block anything
        i. Set **Recommended** for **field Standard Item Group**
    - Optional – Field is optional
        i. Set **Option** for field **Picture Document ID**
8. In this use case, we will not check any existing relations
9. In the **Relations** FastTab, uncheck the active button on the line with Feature
10. On **HOME** ribbon tab, click **Certify**
11. Confirm the dialog "Do you want to recertify all master data"
12. The **System Status** has changed to Certified
13. The certified checklist for Item is ready to use

Note: Checklist uses the last certified version.



UC602 Certify Item

Description: In the following use case, we'll use the created checklist in UC801 Checklist to certify the item and explain the messages in the Certification Log.

Certification Log contains a list of warnings and errors for a class (entity) which has been certified via the Certify button.

Warning – Messages related to Recording type – Recommend inform that the field or fields should contain value(s). The class entity can still be certified with warnings.

Error – Messages related to Recording type – Warnings and Relations inform the field or fields must have value(s). The class entity cannot be certified with errors.

Actor: Content manager

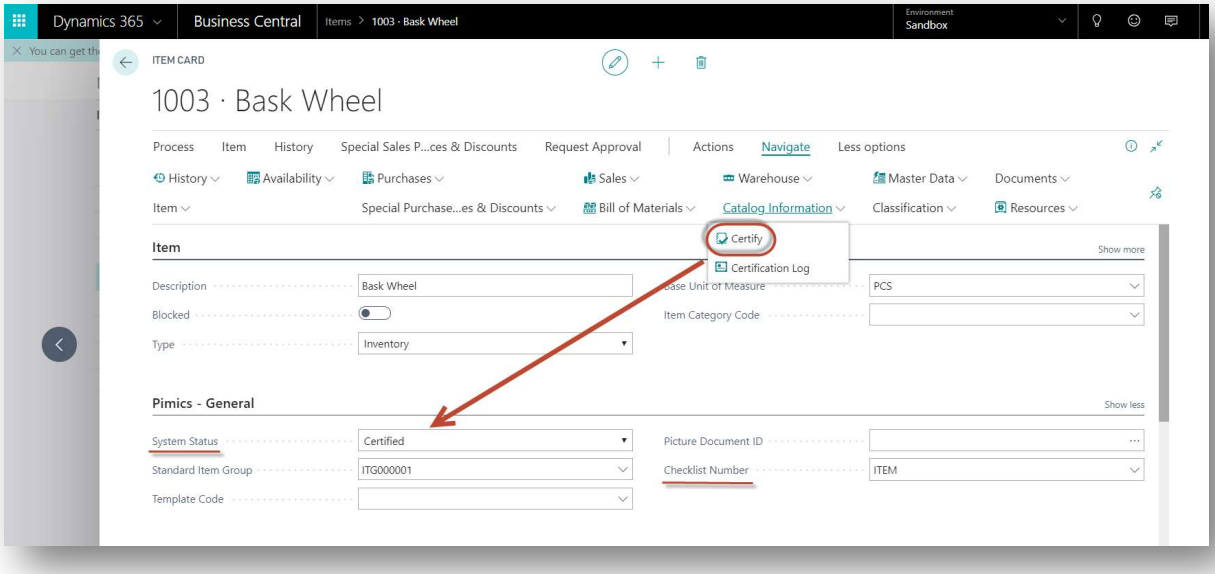
Preconditions:

- Existing checklist for item (see more UC601 Checklists)
- Existing item with values in fields Description, Base Unit of Measure, Unit Price (see more UC101 New Item)

Main Steps:

1. Open the list of **Items** (Product Information/Items)
2. Select the **Item** that you want to certify
3. Open the **Pimics - General** FastTab
4. Select **Checklist No.** with a checklist for item

5. Verify the followings fields:
    a. Description – has value
    b. Base Unit of Measure – has value
    c. Unit Price – has value
    d. Picture Document ID – is empty
    e. Standard Item Group – is empty
6. In the ribbon, under the **NAVIGATE** tab, group Catalog Information, click on **Certify**
    a. Verify the System Status field has changed to Certified
7. In the ribbon, under the **NAVIGATE** tab, group Catalog Information, click on **Certification Log**
   See the warning for Standard Item Group
8. Item has been certified



UC603 Advanced checklist with relations

Description: In many situations, product information can contain extended rich texts, digital media or classifications. To ensure the master data does not miss such information, the checklist allows checking existing relations with digital assets and classifications.

The following use case will describe how to check an item group's information and an existing feature group Sizes.

Actor: Content manager

Preconditions:

- Existing Item Group with feature group Sizes (see more UC102 New Item group/Product Group/Chapter/Catalog Group and UC202 New Feature Group)

Main Steps:

1. Open the **list of Checklists** (Quality management/Checklists)
2. Click **New**
3. Define the field **Code** – in this example, ITEMGROUP
4. Fill the field **Description** – in this example, Item Group
5. Select class **Item Group**

6. Go to **Recording** fast tab, click on **FIELD NUMBER** and select following fields to check within the Checklist:
    - Field **Description**, set Recording Type as Required
    - Field **Picture Document ID**, set Recording Type as Recommended
    - Field **Standard Product Group** set Recording Type as Recommended
7. In the **Relations** fast tab:
    - Click on the first line, select **What** as Features
    - select **Condition** as Exists
    - Click on **Filter**:
        i. select field Line Type and fill the value 'Feature Group'
        ii. on the next line, select type Description, fill the value Sizes
        iii. close the filter
    - Make sure the Active checkbox in the line with Relations is checked
8. On the **PROCESS** ribbon tab, click on **Certify**
9. Confirm the dialog "Do you want to recertify all master data"
10. Go to the Item Group list and open Item Group, which should contain the feature group Sizes with values (Product Information/Item Group)
11. On the Item Group, fill the field **Checklist Number** with ITEMGROUP
12. In the **NAVIGATE – Master Data** ribbon tab, click on **Certify**
13. Item Group should be certified

System Status

The System Status field helps to indicate the completeness of data, being connected to the quality management and checklists. Furthermore, based on the System Status field, the user is able to filter data for the publication.

System Status and the quality check:

The user is able to define their own checklists, which are the set of conditions entities must fulfill in order to pass the data quality check. Once the entities have assigned checklists, the System Status field shows the current state of data.

System Status flow and available options

New – the entity was created, no checklist assigned

Under Development – the checklist has been assigned to the entity, but has not been checked via the Certify function, or the entity did not pass the rules defined in the checklist. In that case, see Certification Log on the checked entity.

Certified – the entity has passed the quality check defined in the certified checklist

Archive – the entity in the structure will not be used further and has been archived

For more information about checklists and its use, see UC601 Checklists

System Status and Publication:

The user is able to define if the publication should include only entities which have passed the quality check and have their System Status set as Certified, or if the publication can include all data.

This control is able to activate/deactivate on the publication group via the **Insert Only Certified** checkbox. For more information about the publication and publication groups, see UC905 New Publication Group and next chapter Publications.

Publications

UC701 New Publication

Description: Publications are used for publishing data. A Publication's structure is suitable mostly for e-commerce and electronic catalogs. This use case describes how to create a new publication.

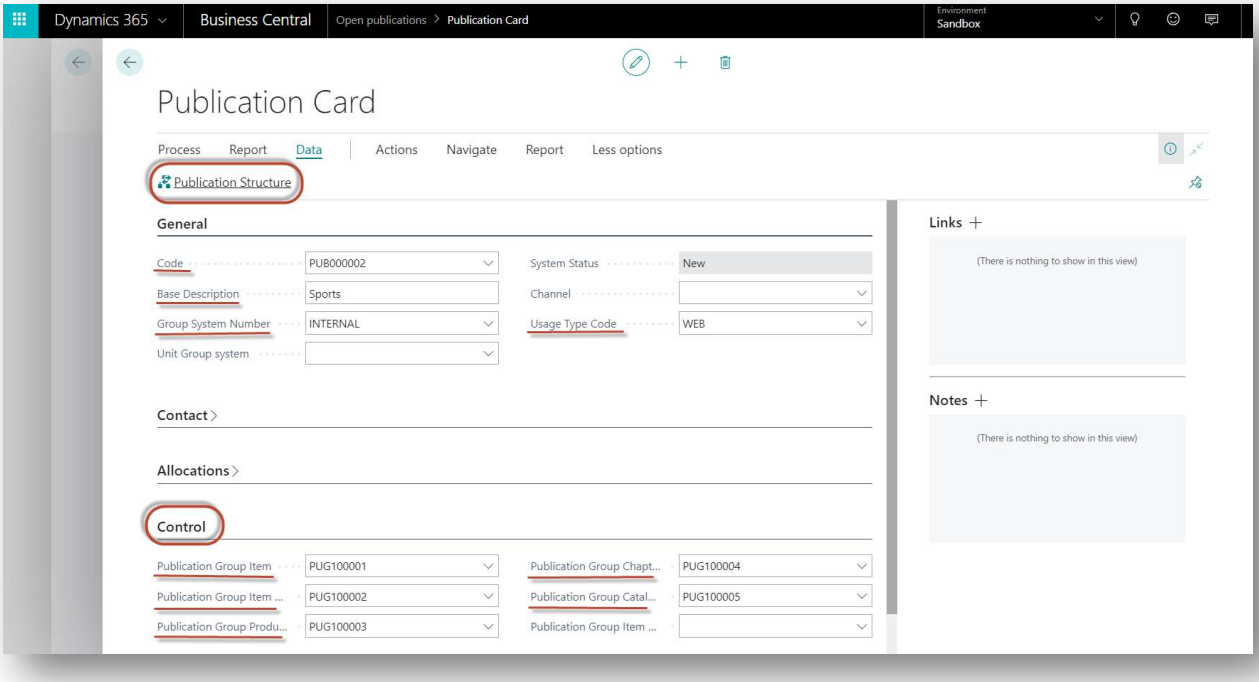
Actor: Channel Manager

Preconditions:

- Publication Groups have been created (see more UC905 New Publication Group)
- Default structure is in place (Chapter, Products Groups, Item Groups, and Items exist)

Main Steps:

1. Go to **Publications** (Publication Management/Publications)
2. Click on **New** to create a new Publication
3. Press Enter to get the unique **Code** from the number series
4. Fill in the **Base Description**
5. **Group System Number** – select which records have to be used in a publication (internal or from certification)
6. **Unit Group System** – select which unit has to be used in a publication (internal or from certification)
7. **System Status** can have the following values:
    a. **New** – a new publication
    b. **Certified** – a publication which has been successfully certified (for more info, see System Status)
8. **Channel -** templates and rules for export publication
9. **Usage Type Code-** this field affects which data is selected for the publication. Only information marked with this Usage Type Code will be uploaded into the publication.
10. Go to the **Contact** fast tab and fill information about the customer for which the publication will be created
11. Go to the **Allocations** fast tab and add more information about the Publication
12. Go to the **Control** fast tab and specify the Groups based on which publication will be generated.
13. **Click on Publication Structure on the ribbon tab HOME**



UC702 New Publication Structure

Description: The Publication structure is the main part of a Publication. This structure is represented by a Publication tree, where you can manage the content of the Publication. This use case describes how to create a new publication structure.

Actor: Channel Manager

Preconditions:

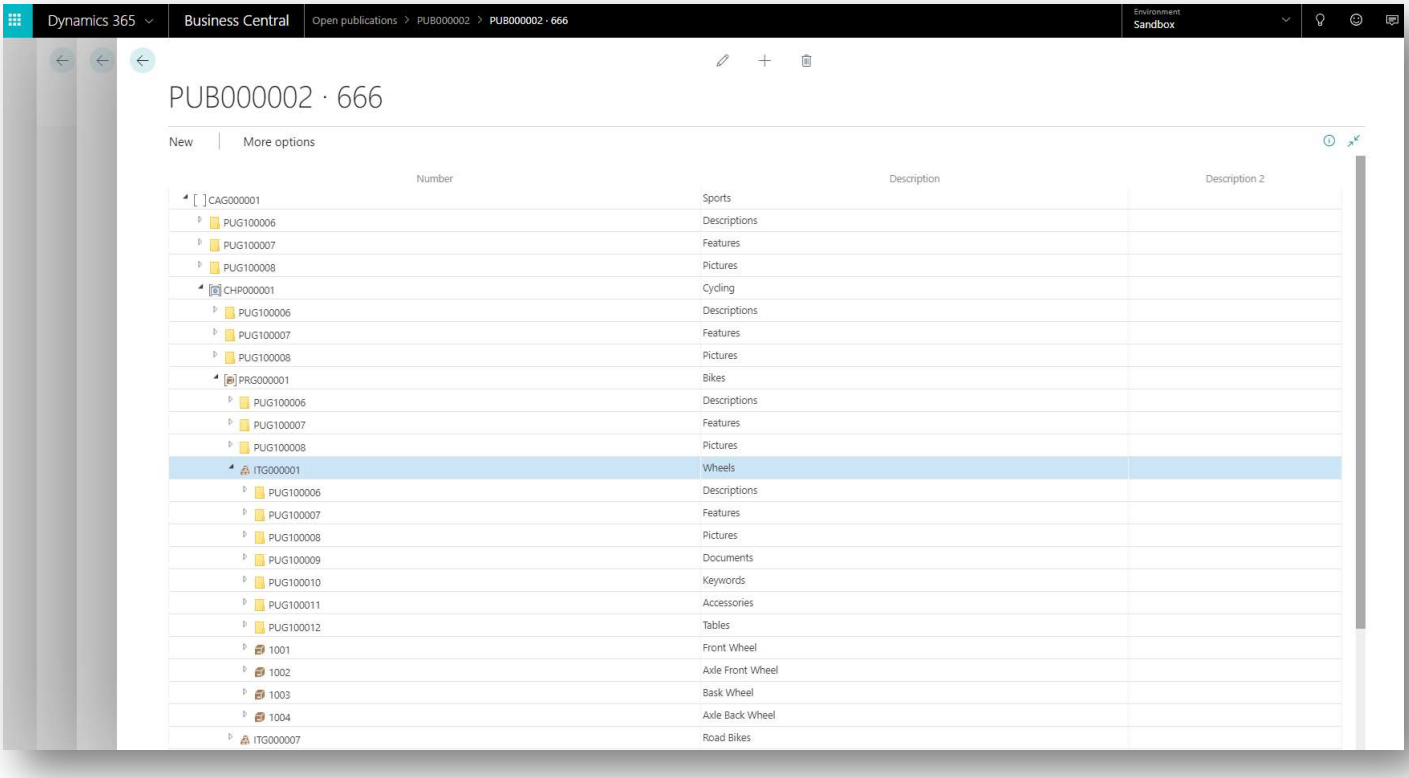
- Publication has been created (see more UC701 New Publication)

Main Steps:

1. Go to **Publications** (Publication Management/Publications)
2. Open the **Publication** for which you want to prepare the structure
3. On ribbon tab, click **Publication Structure**
4. Switch to the **ACTIONS** ribbon tab
5. Begin creating the structure with **Insert New Peer** and **Insert New Child**

Alternative steps:

1. Go to **Edit Publication Tree** (Publication Management/Edit Publication Tree)
2. Select the **Publication** for which you want to prepare the structure
3. Switch to the **ACTIONS** ribbon tab
4. Begin creating structure with **Insert New Peer** and **Insert New Child**



UC703 Insert Peer into Publication Structure

Description: Publication structure is the main part of a Publication. The structure is represented by a Publications tree, where you can manage the content of the Publication. From the Publication tree, you can insert Chapters, Product groups, Item groups and Items as a new peer or child. This use case describes how to insert a new peer into a publication structure.

Actor: Channel Manager

Preconditions:

- Default structure is done (Chapter, Products Groups, Item Groups, Items exists)

Main Steps:

1. Go to **Publication Structure** (Publication Management/Edit Publication Tree)
2. Switch to the **ACTIONS** ribbon tab
    a. **Insert New Peer** – insert on the same level as the selected entity
    b. **Insert New Child** - insert as a child of the selected entity

UC704 Drag and Drop Publication Structure

Description: Drag and drop functionality can make editing the publication tree easier, allowing users to move around lines in the structure, or insert lines as children. This use case describes how to move the lines of the Publication Structure.

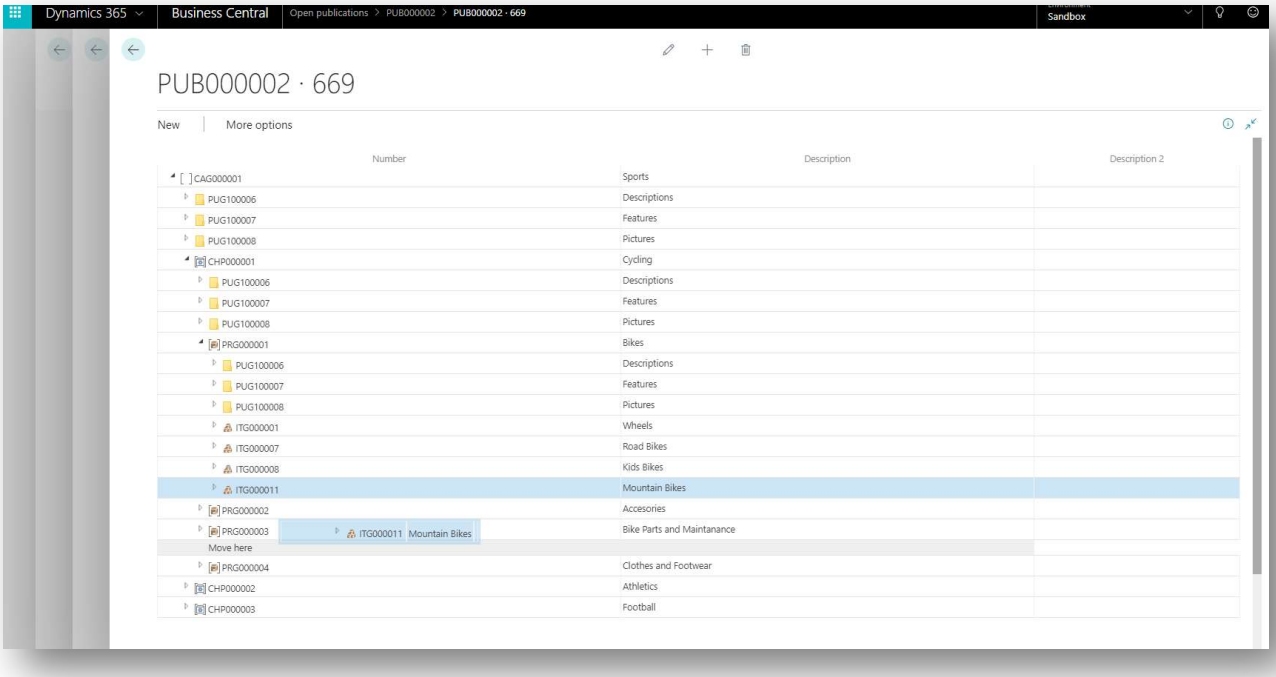
Actor: Channel Manager

Preconditions:

- Publication has been created (see more UC701 New Publication)

Main Steps:

1. Go to **Publications** (Publication Management/Publications)
2. Select the Publication
3. Click on **Publication Structure** in ACTIONS ribbon tab, or go to **Edit Publication Tree** (Publication Management/Edit Publication Tree)
4. Select a line of the publication structure, drag and drop it on to the desired place.



UC705 Update and Reorganize Publication

Description: Updating a publication can be done through the Update or Reorganize Publication function; Update Publication is used to update the information in the publication structure, while Reorganize Publication is used to update changes in the Publication structure. This use case describes how to update the publication.

Actor: Channel Manager

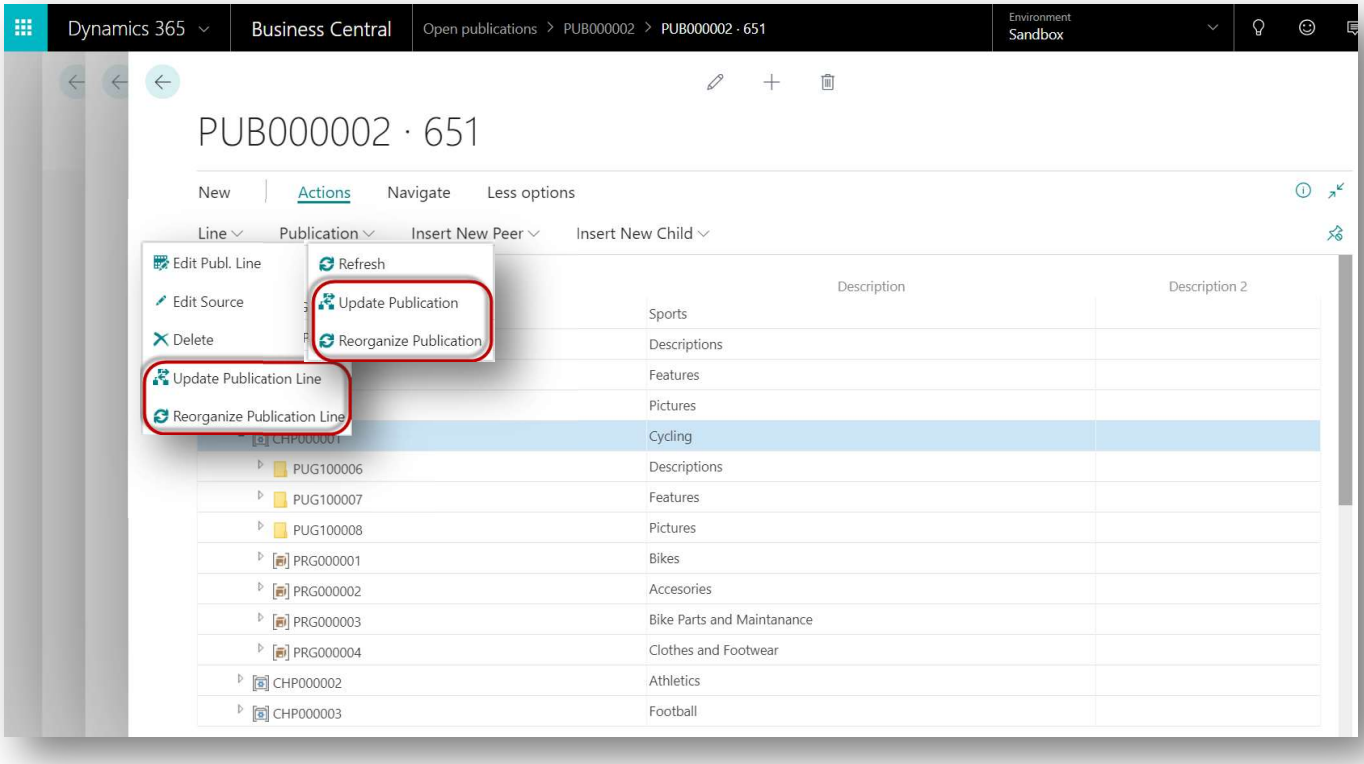
Preconditions:

- New information or items have been added to the structure or to entity card

Main Steps:

1. Open the **Publications** page (Publication Management/Publications)
2. Select the **Publication**
3. Click on **Update Publication/Reorganize Publication** in the **ACTIONS** ribbon tab
    a. Update has following options:
        - Delete bad references
        - Skip bad references
        - Error on bad references

Note: If you want to update or reorganize only one Publication line in a Publication Structure, you can click the line, then select Update or Reorganize Publication Line in the ACTIONS ribbon tab.



UC706 Lock and Unlock Publication

Description: To prevent a publication from being modified by other users, the Lock function can be used. With the correct credentials, you can also Force Unlock any Publication. This use case describes how to lock and unlock the Publication.

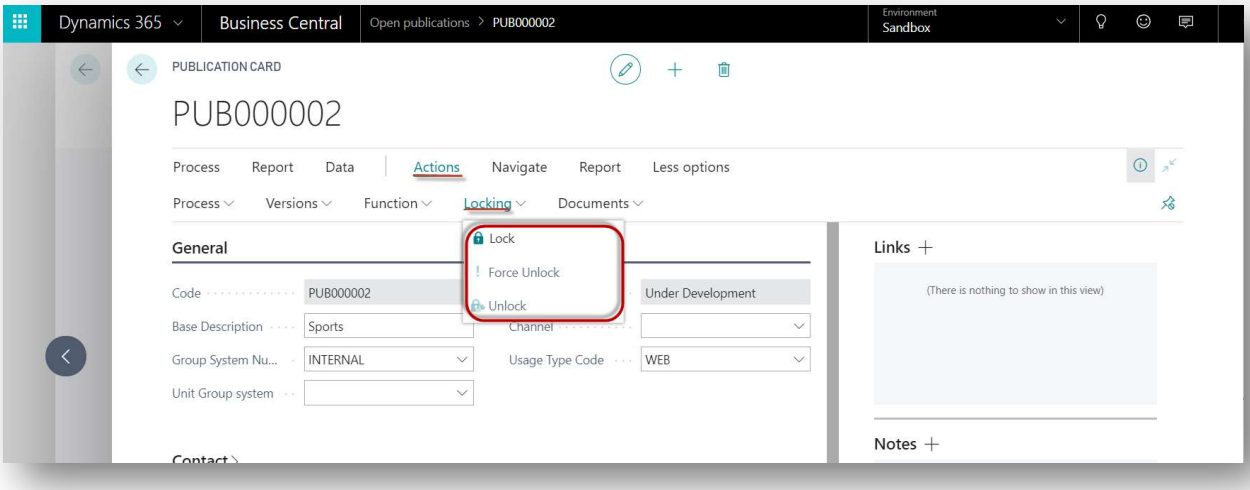
Actor: Channel Manager

Preconditions:

- Publication has been created (see more UC701 New Publication)

Main Steps:

1. Open the **Publications** page (Publication Management/Publications)
2. Select the **Publication**
3. Click on **Lock or Unlock** in the **ACTIONS - Locking** ribbon tab:
    - Lock - Locks editing of the publication for other users
    - Unlock – Unlocks the publication for editing
    - Force Unlock – the right of the superior to any locked Publication



UC707 Release Publication and View Line Change Log

Description: A Release is the process in which the status of the created version is set to Certified. The Change Log is a change management tool. All changes are saved to the log after a Publication's release. You can browse this list to see the change history for a Publication. This use case describes how to release a Publication and view the Publication Line Change Log.

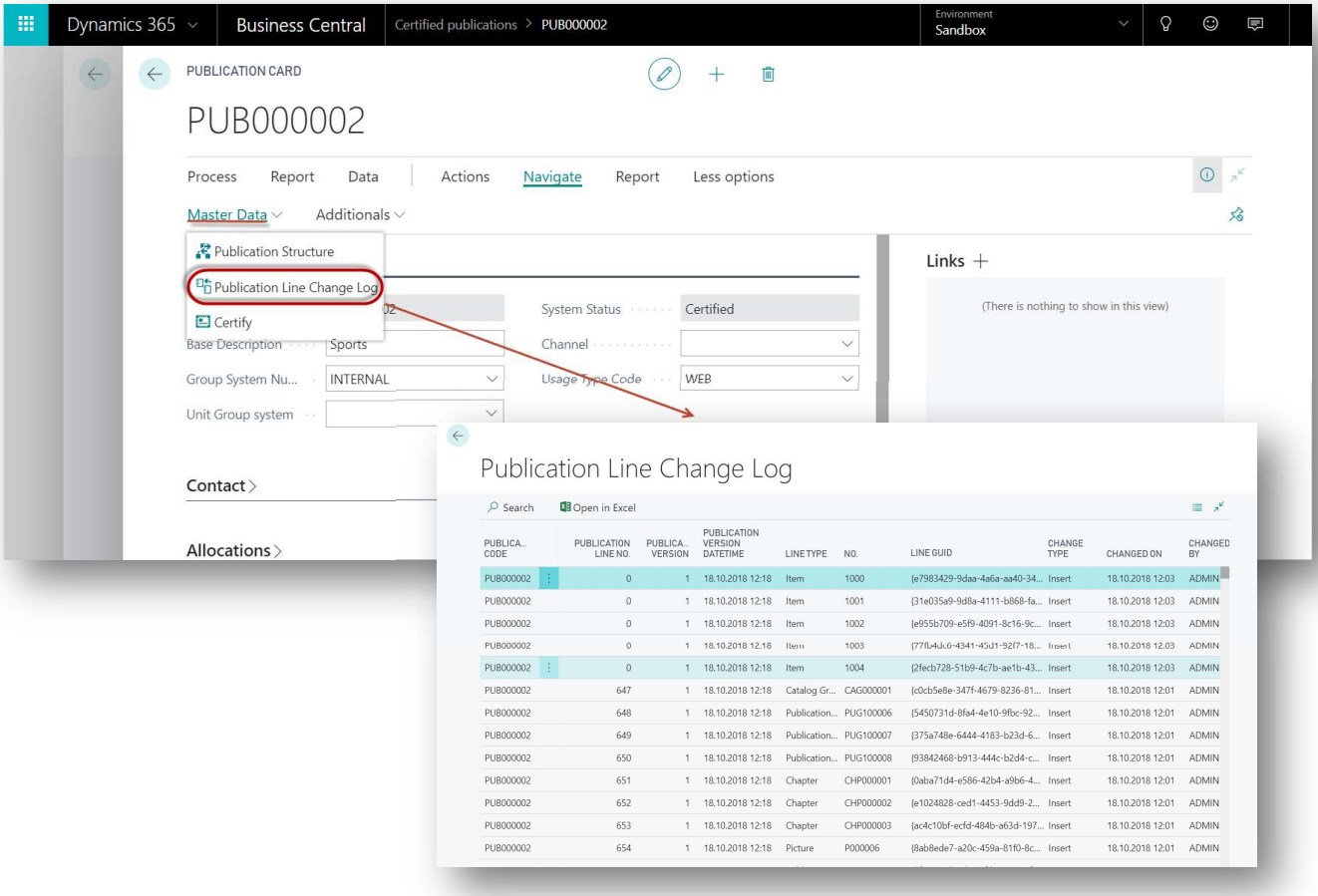
Actor: Channel Manager

Preconditions:

- Publication has been created (see more UC701 New Publication) and changes were made (UC703 Insert Peer into Publication Structure and UC704 Drag and Drop Publication Structure)

Main Steps:

1. Go to the **Publications** page (Publication Management/Publications)
2. After you have made all changes in the publication, click the **Release** button on the **ACTIONS** ribbon tab (this action may take some time)
3. If the release process is successful, the system status will be changed to Certified
4. To view all Publication changes, switch on the **NAVIGATE - Master Data** ribbon tab and click on **Publication Line Change Log** button
5. Browse the list of changes



UC708 Publication Archive List

Description: This use case describes how to view Publication versions.

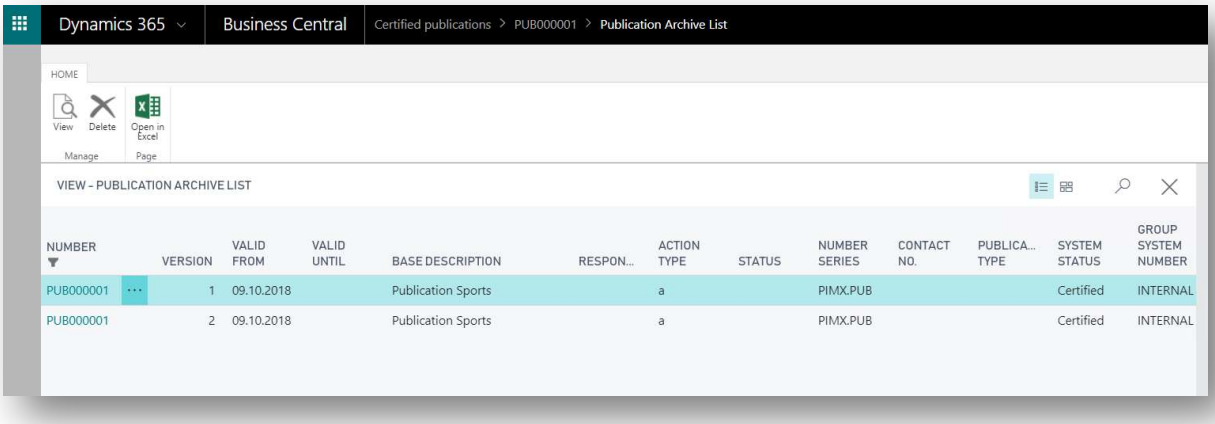
Actor: Channel Manager

Preconditions:

- The publication has been created (see more UC701 New Publication)
- Publication has been released

Main Steps:

1. Go to the **Publications** page (Publication Management/Publications)
2. Select the Publication
3. In the **NAVIGATE** ribbon tab, click on the **Publication Archive List** button
4. Browse the list



UC709 Reopen and Release the Publication

Description: If you want to make some changes in certified publication, you must first reopen it. After you have made all necessary changes, click Release to create a new version of the publication. If the Release process is successful, the status of the created version will be set to Certified. This use case describes how to reopen and release the publication.

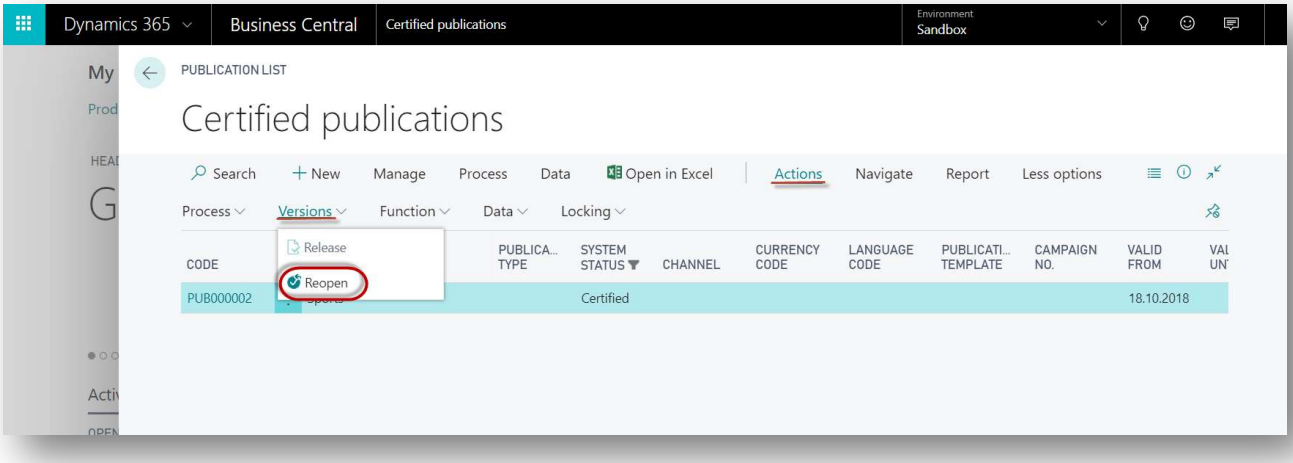
Actor: Channel Manager

Preconditions:

- Certified publication exists

Main Steps:

1. Open the **Publications** page (Publication Management/Publications)
2. Select the publication and click on **Reopen** on the **ACTIONS** ribbon tab
3. The **System Status** of the selected publication has been changed from “Certified” to “Under Development” and you are able to make changes in the publication.
4. After you have made all changes to the publication, click on the **Release** button on the **ACTIONS** ribbon tab (this action can take some time)
5. If the release process is successful, the system status will be changed back to Certified



UC710 Publication by Usage Type

Description: Publications can have many uses, each of which requires different content. You can tag content and specify usage upon its creation. For example, when you add a Picture to an Item, you can tag the picture with the WEB Usage Type, allowing the Publication Structure to only display content relevant to its usage type. This use case describes the different forms of Usage types and what sort of content they can be used with, as well as how to create a publication for a certain usage type.

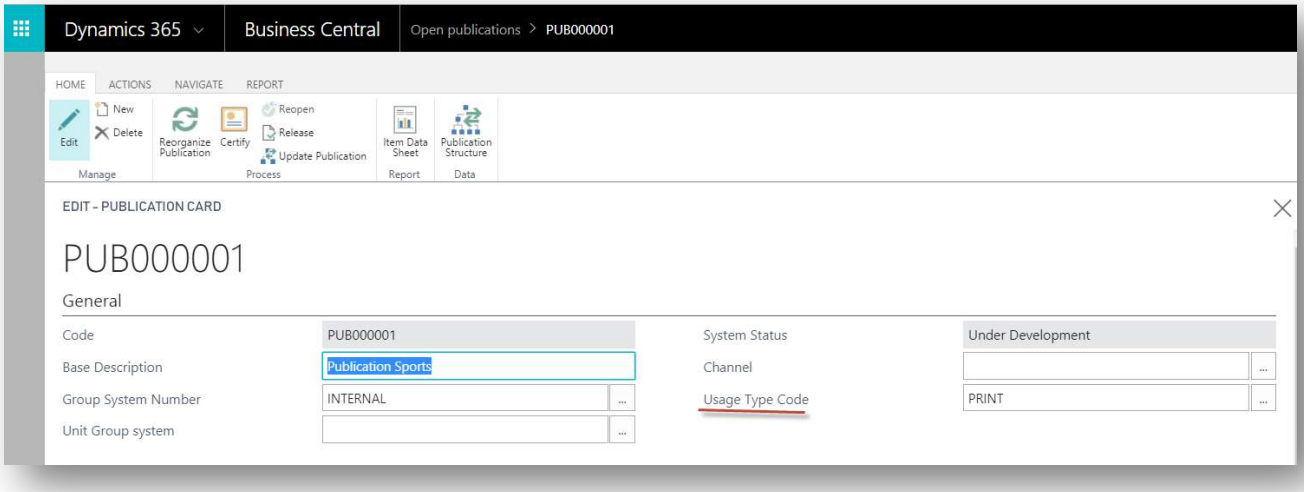
Actor: Channel Manager

Preconditions:

- Usage Code is set up to the content of Publication (Feature, Keyword, Description, Document, Picture, Media od Graphic)

Main Steps:

1. Add a Feature, Keyword, Description, Document, Picture, Media od Graphic to the entity
2. In a line select the **Usage Type Code**
3. Go to the **Publications**
4. Open/Create the **Publication Card**
5. Go to **General** fast tab
6. Select the **Usage Type Code**



Setup

UC801 Document Groups

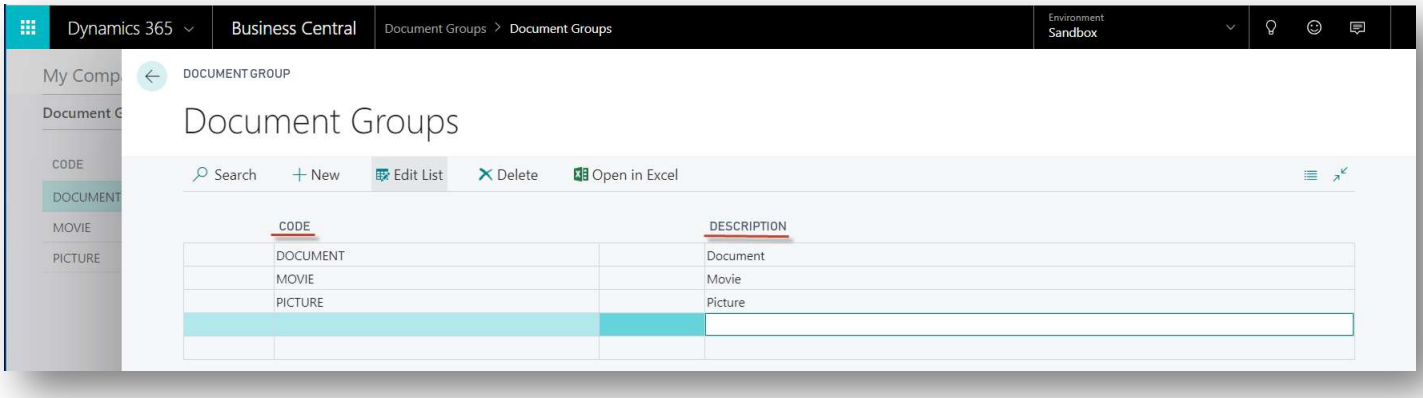
Description: You can create various document groups that can be later used to contain documents (Videos, Pictures, Documents and so on). This use case describes how to create a new document group.

Actor: Content Manager

Precondition:

Main Steps:

1. Go to **Document Groups** (Digital Assets/Document Groups)
2. Click on **New** to create a new line
3. Fill in the unique **Code (Document, Movie, Picture)**
4. Fill in the **Description**



UC802 Document Areas

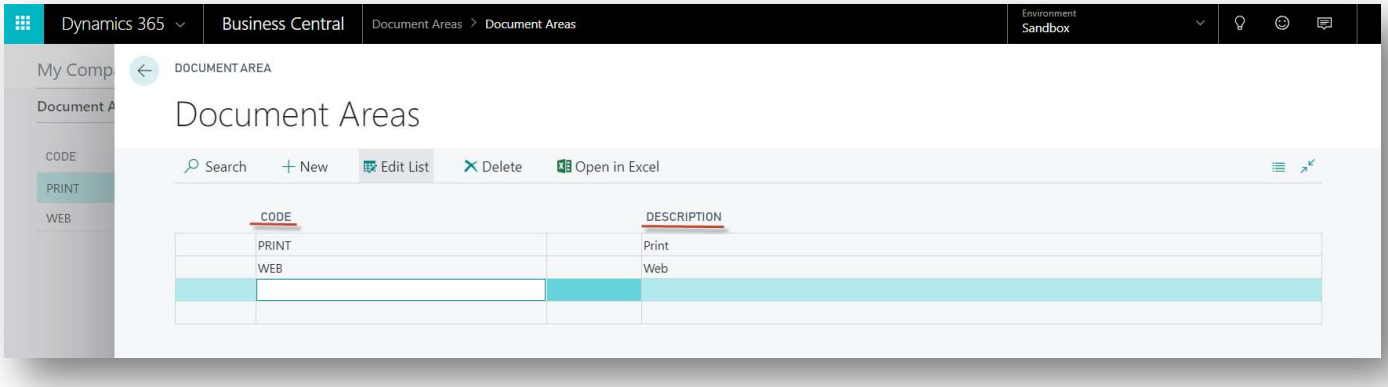
Description: Document Areas allow control over how each digital asset is used, such as for print or web. This use case describes how to create a Document Area.

Actor: Content Manager

Precondition:

Main Steps:

1. Go to **Document Area** (Digital Assets/Document Areas)
2. Click on **New** to create a new line
3. Fill in the unique **Code**
4. Fill in the **Description**



UC803 Document Usages

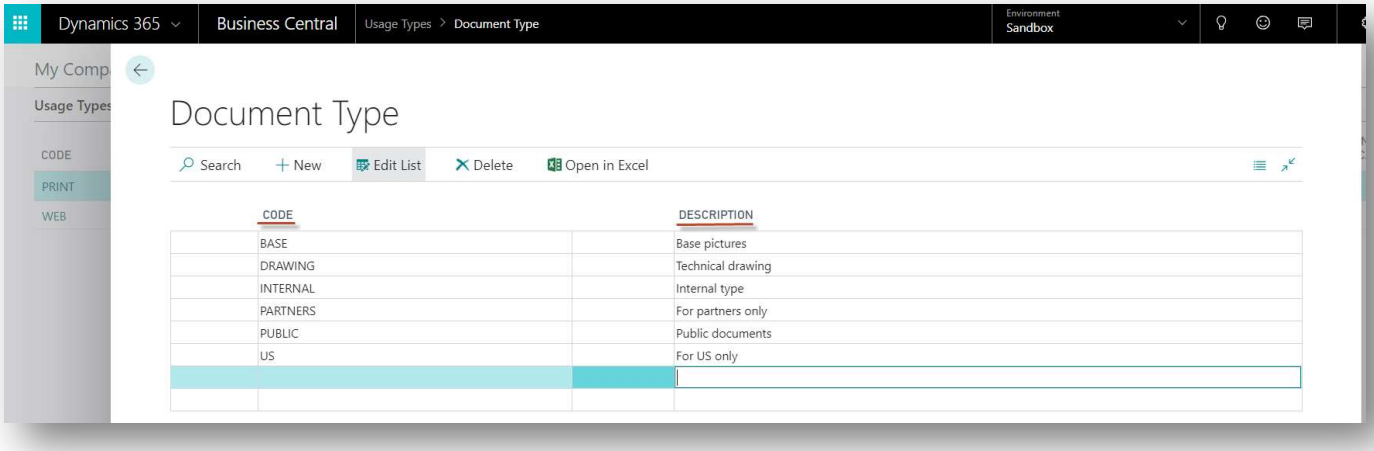
Description: Document Usages describe the purpose of a Digital Asset, such as Base document, Public documents, and more. Document Usages are related to Document Type. This use case describes how to create a new Document Usage.

Actor: Content Manager

Precondition:

Main Steps:

1. Open the **Document Usages** (Digital Assets/Document Usages)
2. Click on **New** to create a new line
3. Fill in the unique **Code** (BASE, PUBLIC, etc.)
4. Fill in the **Description**



UC804 Description Class

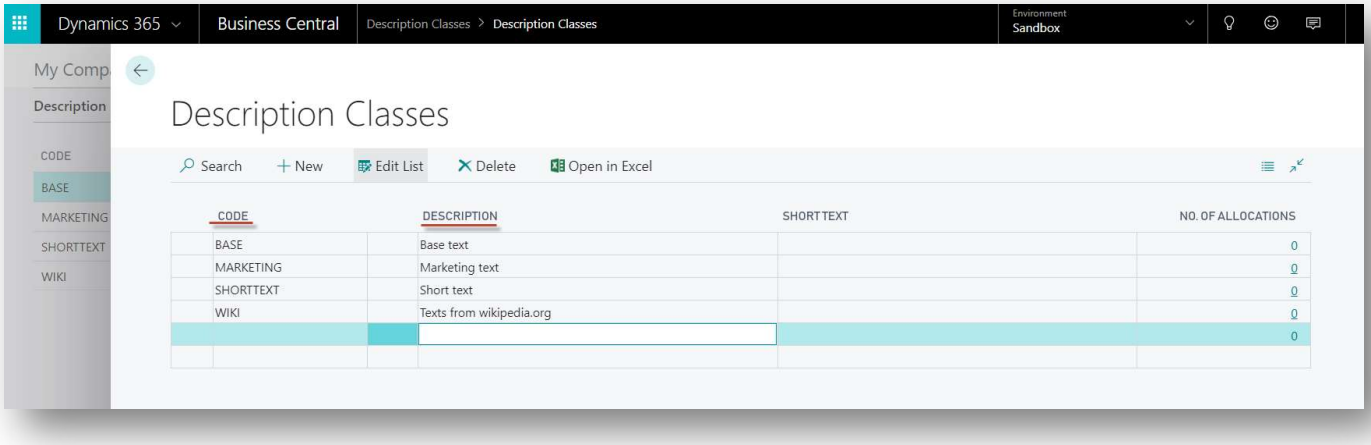
Description: Descriptions can be grouped into several types according to the purpose of use. For example, basic, marketing, wiki descriptions. This use case describes how to create a description class.

Actor: Content Manager

Preconditions:

Main Steps:

1. Open the **Description Classes** (Product Information/Description Classes)
2. Click on **New** or click to new line
3. Type a unique **Code** and fill in the short **Description**



Preinstalled settings

UC901 New Catalogue User

Description: Every user who will work with the Pimics must be specified in the Catalog User page, with permissions and other settings taken from the standard NAV user setup. Here, you can specify permissions and other settings for every user. This use case describes how to create a user account and specify permissions.

Actor: Administrator

Preconditions:

- The user must be specified in standard NAV

Main steps:

1. Go to the **Catalog User** page (Setup/Catalogue User)
2. Click on **New**
3. Specify the fields:
    a. **User ID**
    b. **Name**

UC902 New Usage Type

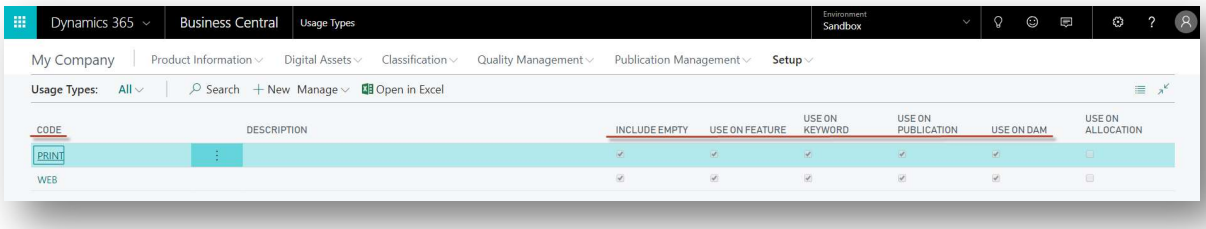
Description: For every feature, keyword, picture, document, media and graphic that is added to an entity, you can decide how it will be used, such as designating it for print or web. Therefore, the Usage Type must be defined before a document is used. This use case describes how to create a new Usage Type.

Actor: Content Manager

Precondition:

Main Steps:

1. Go to **Usage Types** (Setup/Usage Types)
2. Click on **new** to create a new line
3. Fill in the unique **Code** (example PRINT, WEB)
4. Fill in the **Description**
5. Tick the **Checkboxes**



UC903 Document Classes

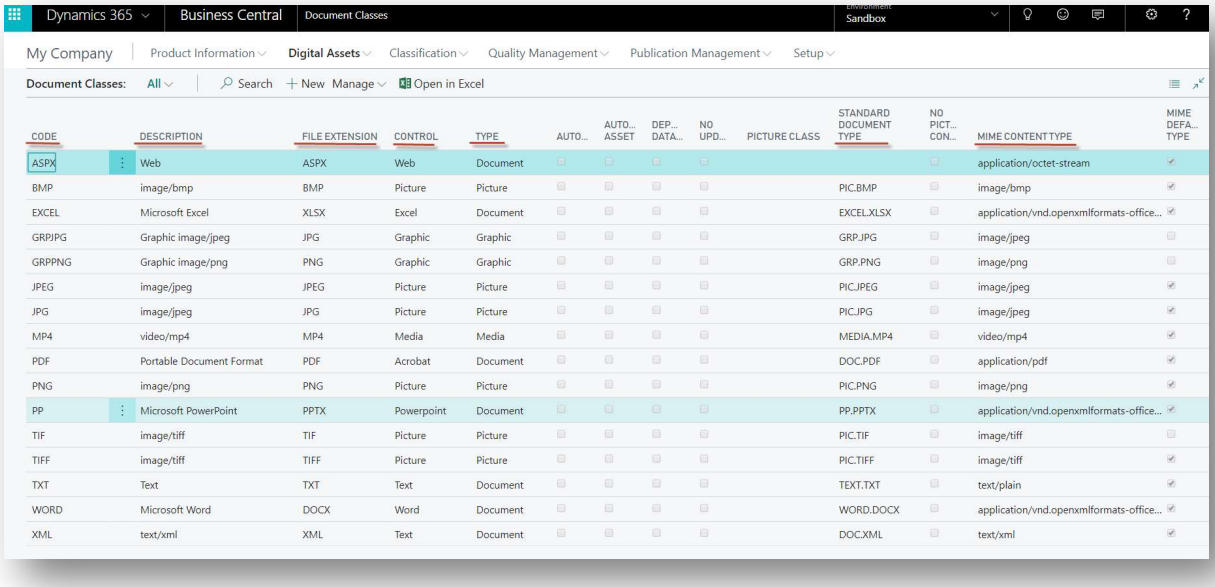
Description: A Document Class must be created for every file type used (for example, Word documents, Excel documents, videos, PNG images, JPG images, text files, PDF documents, etc). This use case describes how to create a document class.

Actor: Content Manager

Precondition:

Main steps:

1. Open the **Document Classes** page (Digital Asset/Document Classes)
2. Click on **New** to create a new line
3. Specify the unique **Code** (for example, PDF, word, MP4)
4. Fill in the **Description** (image/jpg, MS word, video/mp4)
5. Select or create a **File Extension**
6. Select or create a **Control** (picture, text, media, word)
7. Select or create a **Type** (document, picture, media, graphic)
8. Select the **Standard Document Type**
9. Set up the **Mime Content Type** and check **Mime Default Type**



CODE	DESCRIPTION	FILE EXTENSION	CONTROL	TYPE	AUTO...	AUTO... ASSET	DEP... DATA...	NO UPD...	PICTURE CLASS	STANDARD DOCUMENT TYPE	NO PICT... CON...	MIME CONTENT TYPE	MIME DEFA... TYPE
ASPX	Web	ASPX	Web	Document								application/octet-stream	
BMP	image/bmp	BMP	Picture	Picture						PIC.BMP		image/bmp	
EXCEL	Microsoft Excel	XLSX	Excel	Document						EXCEL.XLSX		application/vnd.openxmlformats-office...	
GRPJPG	Graphic image/jpeg	JPG	Graphic	Graphic						GRP.JPG		image/jpeg	
GRPPNG	Graphic image/png	PNG	Graphic	Graphic						GRP.PNG		image/png	
JPEG	image/jpeg	JPEG	Picture	Picture						PIC.JPEG		image/jpeg	
JPG	image/jpeg	JPG	Picture	Picture						PIC.JPG		image/jpeg	
MP4	video/mp4	MP4	Media	Media						MEDIA.MP4		video/mp4	
PDF	Portable Document Format	PDF	Acrobat	Document						DOC.PDF		application/pdf	
PNG	image/png	PNG	Picture	Picture						PIC.PNG		image/png	
PP	Microsoft PowerPoint	PPTX	Powerpoint	Document						PP.PPTX		application/vnd.openxmlformats-office...	
TIF	image/tiff	TIF	Picture	Picture						PIC.TIF		image/tiff	
TIFF	image/tiff	TIFF	Picture	Picture						PIC.TIFF		image/tiff	
TXT	Text	TXT	Text	Document						TEXT.TXT		text/plain	
WORD	Microsoft Word	DOCX	Word	Document						WORD.DOCX		application/vnd.openxmlformats-office...	
XML	text/xml	XML	Text	Document						DOC.XML		text/xml	

UC904 Document Types

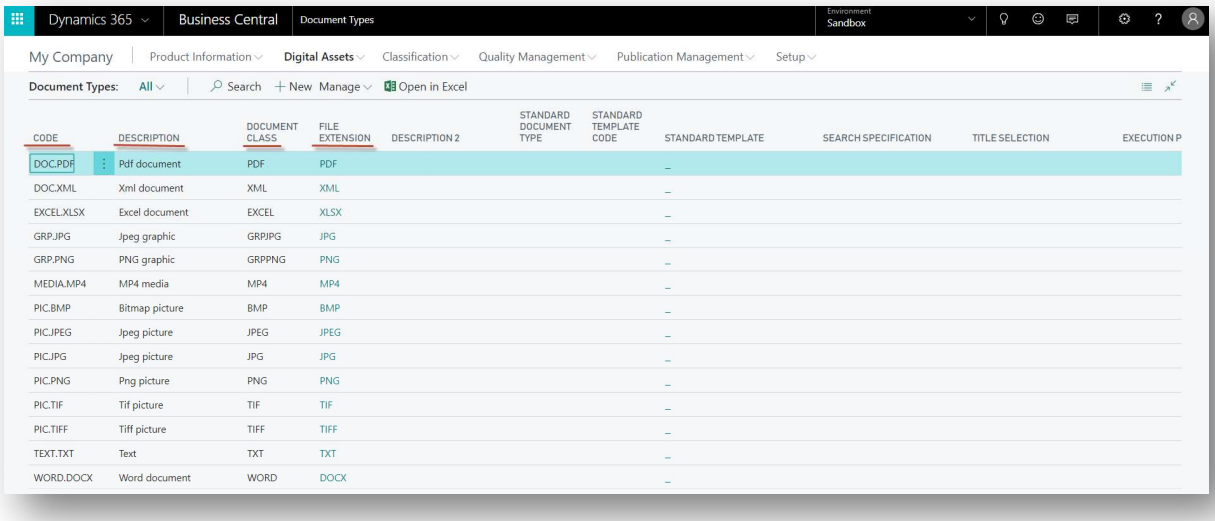
Description: You can create various document types to be used for documents to be added later, with each document type needing defined before use. This use case describes how to create a new document type.

Actor: Content Manager

Precondition:

Main Steps:

1. Open the **Document Types** page (Digital Assets/Document Types)
2. Click on **New** to create a new line
3. Fill in the unique **Code** (for example PIC.JPG, WORD.DOCX)
4. Fill in the **Description**
5. Select the **Document class**
6. The **File Extension** is filled automatically based on Document Class



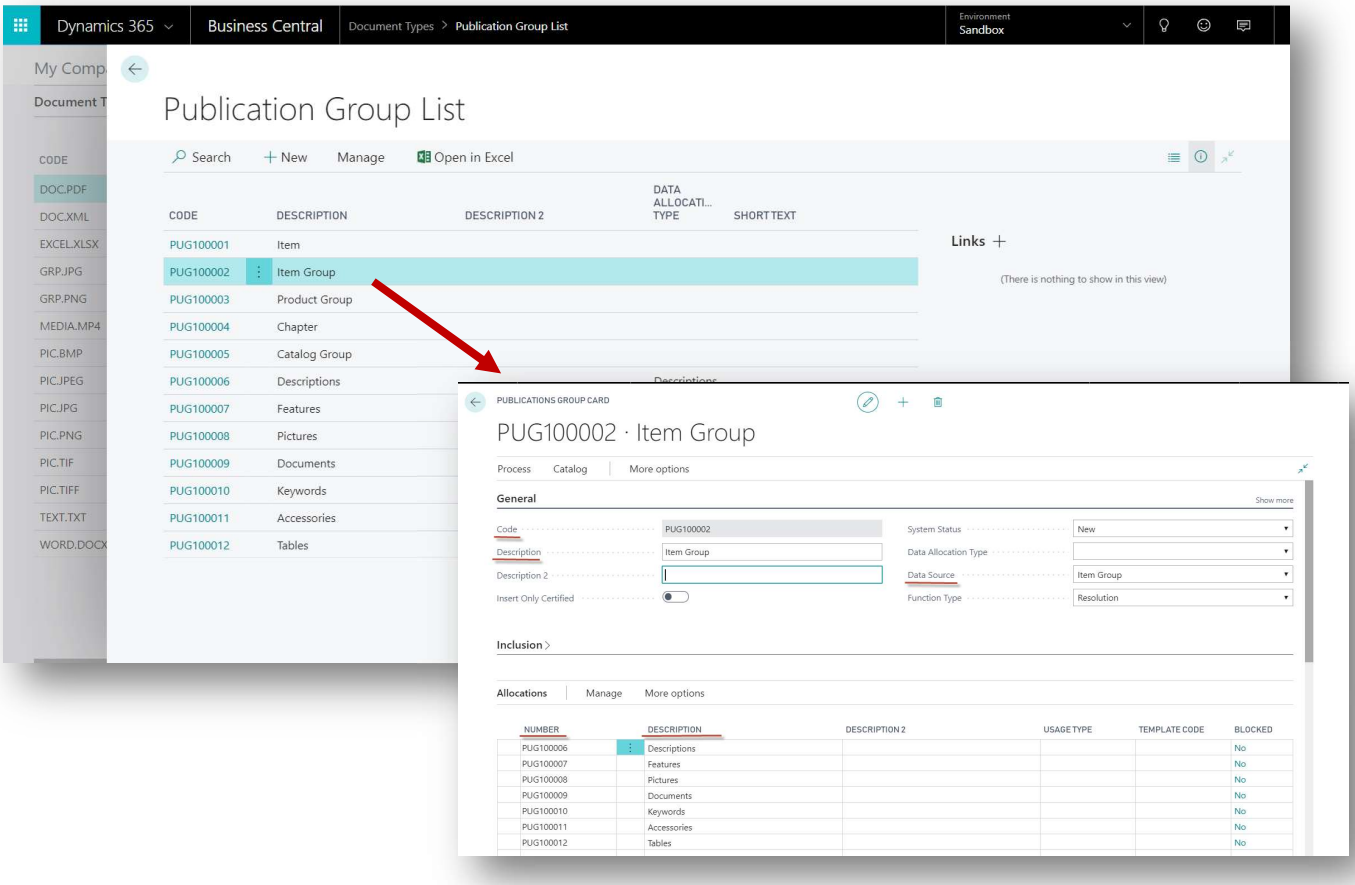
UC905 New Publication Group

Description: A Publication Group determines which data will be published for Items, Item Groups, Product Groups and Chapters. There is no limit to the number of Publication Groups that can be created, and one Publication Group can contain other Publication Groups. This use case describes how to create the publication groups that are necessary to publish an item group with long texts, along with the items that are assigned to it.

Actor: Channel Manager

Preconditions:

Main Steps:

1. Go to **Publication Groups** (Publication Management/Publication Groups)
2. Click on **New** to create a new publication group
3. Press Enter to get the **Code** from the number series
4. Fill in the **Description,** eventually **Description 2**
5. **Insert Only Certified** - check this checkbox, if you want to insert only the certified parts of the publication.
6. **System status** (see more System Status)
7. **Data allocation type** - Where the data will come from. Select if you set up the card for Digital Assets or Classifications
8. **Data Source** - Where the data will come from. Select if you set up the card for Product Information entities
9. **Function Type** - If you want to load the items for the item group, set Function Type to Resolution.
10. **Inclusion** fast tab – select what should be included for this publication group
11. **Allocations** fast tab – add Publication Groups, if any, to be linked to this Publication Group. For example, add Pictures, Features, Descriptions, etc to an Item Publication group
    a. Create a new line and specify the field Number of the Publication group
12. **Filters** fast tab – Set the content of the publication to be filtered by Type of Digital Asset or Classification:
    a. Select the **Number** of filters
    b. Description is filled automatically
13. Go to the **Translations** fast tab - set up the translations for the description/description 2 fields (see more UC502 Translate Item description)
14. **Log** fast tab - contains information about the Publication Group Card

Notes: We recommend creating publication groups for Items, Item Groups, Product Groups, Chapters, Features, Pictures, Documents and so on.