Infor Distribution Storefront Catalog User Guide

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About this guide

Infor Distribution Storefront Catalog (Storefront Catalog) helps you manage your items and item information, such as images and file attachments, in a central database so that all of your item information is available for catalog creation. This guide explains how to set up and manage your item catalogs using Storefront Catalog.

Intended audience

This guide is intended for Storefront Catalog administrators.

Related documents

These documents are in the product documentation section of Infor Xtreme:

- *Infor Distribution Storefront Release Notes*
- *Infor Distribution Storefront Hardware and Software Requirements*
- *Infor Distribution Storefront Installation Guide*
- *Infor Distribution Storefront Catalog User Guide*
- *Infor Distribution Storefront Administration User Guide*
- The appropriate ERP installation and integration guides

Online help is available for Storefront Administration, Storefront Catalog, and Storefront Commerce.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal.

If we update this document after the product release, we will post the new version on this website. We recommend that you check this website periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Storefront Catalog overview

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With Infor Distribution Storefront Catalog, you can create and publish online catalogs for the products you sell. Storefront Catalog uses products from your ERP application as the basis of information for your catalogs. Presentation of that information is set up and maintained using Storefront Catalog. For example, you use the Storefront Catalog application to create attributes and attachments for catalog items, set up page layouts and page layout groups for catalogs, and publish items and catalogs for use in Storefront Commerce.

Review these topics for more information:

- "Getting started" on page 11
- "Setting up Storefront Catalog" on page 17
- "Translating Storefront Catalog data" on page 31
- "Working with items" on page 33
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- "Scheduling and running jobs" on page 103

Getting started

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Before you use Storefront Catalog to create and manage online catalogs, review these topics:

Logging in and out

The first time you log into Storefront Catalog, you must use the administrator user ID and password (admin, admin). The administrator user ID and password are included as part of your installation.

Note: To use Storefront applications, JavaScript must be enabled in your browser. Do not disable this setting when using Storefront applications.

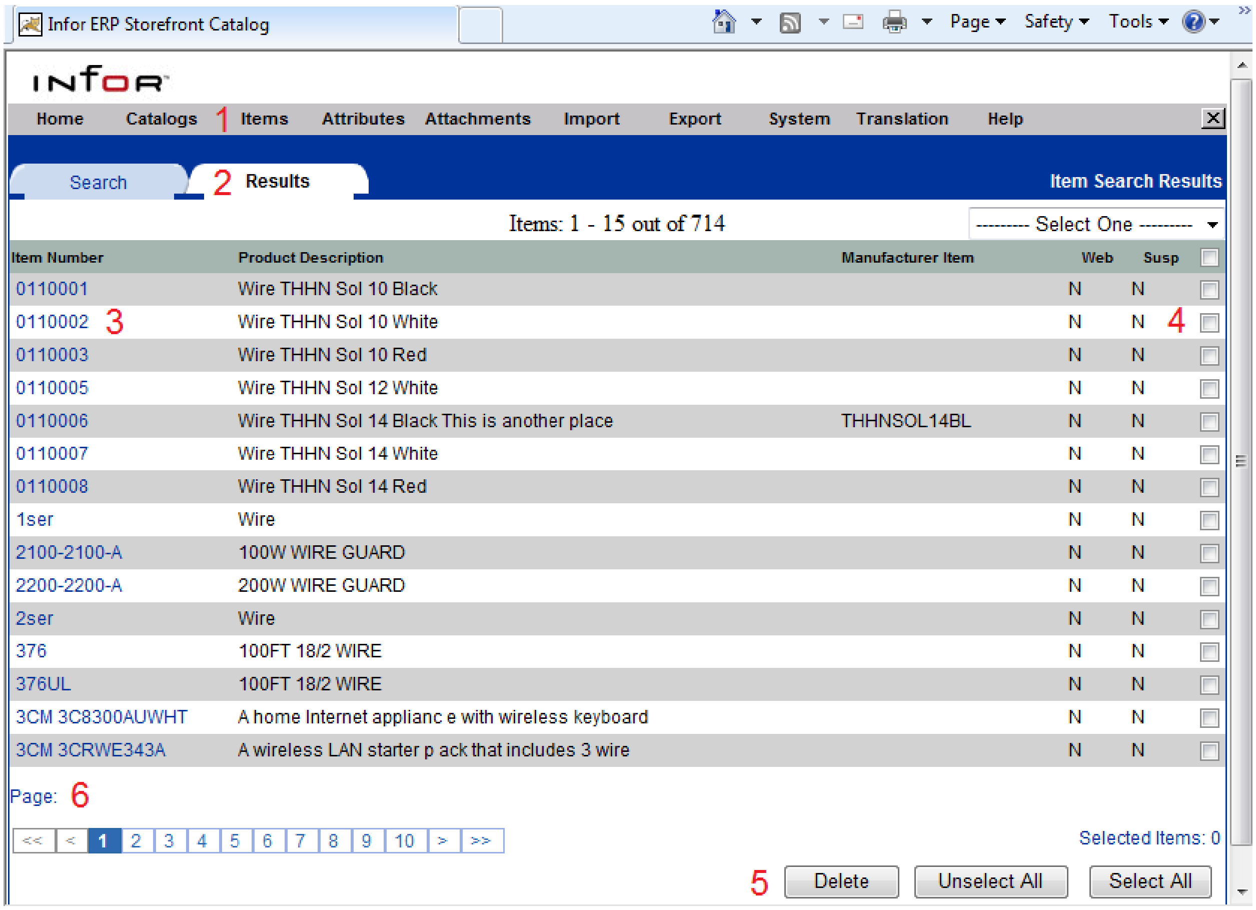
To log in:

1. Launch the Storefront Catalog application.
2. In the **User ID** and **Password** fields, type **admin**.
3. Click **Login** or press **Enter**. The Storefront Catalog home page is displayed.

To log out:
Click the logout **X**.

Navigating Storefront Catalog

This topic provides a description of the Storefront Catalog user interface and its conventions.



- Drop-down menus are available from any page in the application. To perform a task, select it from the menu.
- Tabs identify pages. The tab for the current page is white and in front. Tabs for inactive pages are blue and behind the active page. Click a tab to access its page.
- Use the links on the page to move to another page in the application. A link indicates an element of data, such as an item number, that you can click to review the item in detail.
- Select a row by clicking the check box associated with it. You can then perform actions on selected rows.
- Click a button to perform a specific action on the page. The button action always applies to selected rows.
- When multiple pages of data exist, use the page links to access the additional pages of results. Click the number of the page that you want to review to access that page. To go to the next page, click the forward arrow (>). To go to the previous page, click the back arrow (<). To go to the last page of results, click the double forward arrow (>>). To go the first page of results, click the double back arrow (<<).

Menus

The Storefront Catalog menus are described in this table:

Menu	Purpose
Home	Select to return to the Storefront Catalog home page.
Catalogs	Create and search for catalogs.
Items	Search for items, assign attributes and attachments, apply rules, and create rules for item descriptions.
Attributes	Create and search for attributes and assign attributes to items.
Attachments	Import single and multiple attachments, search for imported attachments, and assign attachments to items, catalogs, or categories.
Import	Import items, classifications, extended item comments, and user accounts from your ERP application. This menu is also used to publish items and catalogs.
Export	Export your catalogs.
System > Catalog	Create and search Item Detail page tabs; set the Storefront Catalog user interface options and options for handling import and export, attachments, and extended item comments; and schedule and run catalog jobs.
System > Commerce	Create and search for page layouts and page layout groups, and set the Storefront Commerce user interface option.
Translation	Translate user-defined data and imported master data for the supported languages.
Help	Shows the online help for Storefront Catalog.

Common page types

This table shows the common page types and the purpose of each type of page:

Page	Purpose
Search	Search pages are displayed when you select a Search task from a menu. Search pages typically contain a subset of maintenance fields you can use to type search criteria for limiting search results.
Create	Create pages are displayed when you select a Create task from a menu. Create pages contain all of the fields used to define the record being created. In some instances, not all fields are required.
Results	Results pages are displayed when you click **Search** on a Search page. Results pages list the results of your search. Typically, the first column in search results contains links you can click to view the full details of each record. Results pages also can be used to delete records.
View	View pages are displayed when you click the link in the first column of a Results page. Typically, the fields on a View page are the same as those on the Create page, except that they cannot be changed.

Page	Purpose
Edit	Edit pages are available when a View page is available. You can access an Edit page by clicking the **Edit** tab. Use Edit pages to change any of the information for a record. Edit pages also can be used to delete a record.

Searching for records

When searching in Storefront Catalog, be aware of the relationship between the search criteria. Two types of criteria relationships are possible:

- And

  This type of search combines all search criteria in a cumulative way so that all specified criteria must be met. For example, if you are searching for items and you specify **binder** in the **Description** field, **01** in the **Item Class/Subclass** field, and then you select **Suspended**, your search results will include only those items that match all three conditions: items that have binder in the description, are assigned to item class 01, and are suspended. Your results will not include all items with binder in the description, all items assigned item class 01, and all suspended items.

- Or

  This type of search does not combine search criteria, but looks for results that match any one of the search criteria. For example, if you are searching for catalogs and you specify **SUM** in the **Catalog Name** field and **Sale** in the **Catalog Description** field, your search results will include catalogs with SUM in the name or Sale in the description. You r results may include all items with a Catalog name of Summer or Summer 2024 or all items with a description of End of season sale, or Top ten percent customer sales.

To search for records:

1. In the menu bar, select the type of record to work with. For example, to find a particular item, select **Items > Search**. Or to find an attachment, select **Attachments > Search**.
2. Perform one of these steps:
   - To narrow your search, specify any of the requested search criteria and then click **Search**. The and/or relationship is indicated to the right of the field text boxes. The Results page is displayed, listing records that match your search criteria.
   - To find all records, leave search criteria fields empty and click **Search**. The Results page is displayed, listing all records.

     This common search functionality is provided for finding most records. Search criteria differ for the various record types and are explained in greater detail in a search topic related to each record type.

Editing records

To edit records in Storefront Catalog:

1. Search for the record to edit.
2. On the Results page, select the record to edit. The View page is displayed.
3. Click the **Edit** tab and make changes as necessary.
4. Click **Save**.

Deleting records

To delete records in Storefront Catalog:

1. Search for the record to work with.
2. Perform one of these steps:
    - Delete multiple records: On the Results page, select the check box of each record to delete and then click **Delete** and **OK**.
    - Delete a single record: On the Results page, select the record to edit. Select the Edit page and then click **Delete** and **OK**.

Setting up Storefront Catalog

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To set up Storefront Catalog, you will specify settings for attachments, extended item comments (EIC), import and export, and Storefront Catalog and Storefront Commerce user interface options.

Review these topics for more information:

- "Setting Catalog import options" on page 17
- "Setting Catalog export options" on page 18
- "Setting image attachment options" on page 18
- "Setting Catalog user interface options" on page 19
- "Setting Commerce user interface options" on page 20
- "Setting extended item comments options" on page 20
- "Importing user accounts" on page 21

Setting Catalog import options

Import options indicate how item information from your ERP database updates item information in Storefront Catalog.

To set import options:

1. Select **System > Catalog > Import Options**.
2. Specify this information:

   Update item product description with the back end descriptions if it has not been changed in Catalog.
   Select this option to update item descriptions during the import. A description is updated only if it has not been changed in Storefront Catalog. For example, assume that the description for item A100 changed on the ERP from "Arctic Sun Shades" to "Arctic Sunglasses" and the description has never been changed in Storefront Catalog. The description "Arctic Sun Shades" will be updated to "Arctic Sunglasses" during the next import, if this check box is selected.

Update item manufacturer with the back end manufacturer if it has not been changed in Catalog.
Select this option to update item manufacturers during the import. A manufacturer is updated only if it has not been changed in Storefront Catalog.

Automatically approve modified items from the staging area during the back end import (not rejected).
Select this option to approve items with changes during the import. This means items will be moved from the staging area to the repository as part of the import, unless the item is marked as rejected. Only existing items with changes are approved automatically. You must review and approve or reject new items. See "Publishing items" on page 42.

If you select this option, be sure you have rejected any existing items in the staging area that you do not want moved to the item repository.

3 Click **Submit**.

Setting Catalog export options

To set export options:

1 Select **System > Catalog > Export Options**.
2 Specify this information:

Export Directory
Specify the directory where the exported catalog will be saved.

Max File Size to Display
Specify the maximum file size for the exported catalog.

3 Click **Submit**.

Setting image attachment options

After setting attachment options, you can upload image attachments into Storefront Catalog in one size and resolution but display those images in different sizes in Storefront Commerce.

You can select a predefined image size or select **Custom** and define your own width and height for the image size.

Note: If the custom size entered is greater than the actual image size, Storefront will not adjust the image size up. The actual size of the image is displayed.

To set attachment options:

1 Select **System > Catalog > Attachment Options**.

2 Specify this information:

Thumbnail Size
Specify the size, in pixels, to display thumbnail images in Storefront Commerce. The default value is 64 x 64. Thumbnail images are displayed on pages where multiple products are listed, such as the Browse and Specials List pages. When a shopper clicks a thumbnail image, the Item Detail page for that product is opened.

Primary Image Size

Specify the size, in pixels, to display the primary product image in Storefront Commerce. The default value is 256 x 256. The primary image is displayed on the Item Detail page for a selected item. When a shopper clicks a primary image, it is displayed in the full size and resolution that was uploaded into Storefront Catalog.

Gallery Size

Specify the size, in pixels, to display gallery images in Storefront Commerce. The default value is 128 x 128. Gallery images are displayed on the Item Detail page for a selected item when there are multiple views to choose from. When a shopper clicks a gallery image, it is displayed in the full size and resolution that was uploaded into Storefront Catalog.

Category
Specify the size, in pixels, to display category images in Storefront Commerce. The default value is 128 x 128. Category images are displayed on the Browse all Categories page. When a shopper clicks a category image, it is displayed in the full size and resolution that was uploaded into Storefront Catalog.

3 Click **Submit**.

Setting Catalog user interface options

When you set Catalog user interface options, you specify the number of results to be shown on a page.

To set Catalog user interface options:

1 Select **System > Catalog > User Interface Options**.

2 Specify this information for all installations of Storefront Catalog:

Number of Results Per Page

Specify the number of search results to display on a Storefront Catalog Results page by default, and the number of results that can be displayed if the user wants to change the default number. The first field is for the number of results displayed by default and the second and third fields are for the user's options.

For example, if you specify 10, 20, 30, then when a Storefront Catalog user performs a search — such as a catalog, item, attribute, or attachment search — 10 results are displayed on each page by default, and the options for 20 or 30 results are provided in a drop-down field.

Number of Items Per Page (Categories page)
Specify the number of items to display on the Storefront Catalog Categories page for a selected category.

3 Click **Submit**.

Setting Commerce user interface options

When you set Storefront Commerce user interface options, you specify the number of results to be displayed for a search in Storefront Commerce.

To set Commerce user interface options:

1 Select **System > Commerce > User Interface Options**.

2 Specify this information:

Number of Results per Page
Specify how many search results to show by default in Storefront Commerce, and how many can be shown if the user wants to change this number.

For example, in the three fields provided, you could specify 10, 20, and 30. When Storefront Commerce users perform a search, they are shown a list of 10 results per page, and they are given links to change the number of results displayed to 20 or 30.

Number of Items per Row
Specify the number of items per row to show by default in Storefront Commerce. This is only available for the grid view in Storefront Commerce.

Number of Rows per Page
Specify the number of rows per page to show on the Storefront Commerce. This is only available for the grid view in Storefront Commerce.

3 Click **Submit**.

Setting extended item comments options

Note: Refer to the ERP integration documentation delivered with the Infor Distribution Storefront Integration components for details regarding support of this feature with your ERP.

Extended item comments (EICs) provide additional information about an item. Before you set extended item comments (EIC) options, you must import the extended item comments. They can be imported when you import items. Refer to "Importing items from the ERP" on page 33. They can also be imported by themselves. Refer to "Importing extended item comments" on page 34.

To set EIC options:

1 Select **System > Catalog > EIC Options**. The EIC groups defined on your ERP application, and available to be used in Storefront Catalog, are displayed in the **Available** list box. The EIC groups set to be used in Storefront Catalog are displayed in the **Selected** list box.
2 Use the left and right arrow buttons to arrange your groups in the appropriate list box.
3 Click **Submit**. EICs for selected groups are shown on the Item Detail page if the tab is set up to show EICs. See "Working with item detail tabs" on page 91.

Importing user accounts

Note: Refer to the ERP integration documentation delivered with the Infor Distribution Storefront Integration components for details regarding support of this feature with your ERP.

On the ERP, you have defined a set of users that are authorized to use the ERP application. To minimize duplication of effort, you can create user accounts for the users that you have defined on your ERP by importing the data from the ERP.

To import back end user accounts:

1 Select **Import > Back End > User Accounts**.
2 Click **Start Import**. When the import is complete, the status of each stage of the import and the number of records processed for each stage is displayed. If there are errors at a particular stage, click View Errors.
3 Wait for the import process to complete before you leave the page.

Working with the Catalog import utility 4

With the Infor Distribution Storefront Catalog import utility, you can create files containing catalog data and import the file data into the Storefront Catalog. You can use the utility as a high speed approach to creating catalog data and automate repetitive Catalog application data entry tasks.

You can use Storefront Catalog to manage your items and item information, such as images and file attachments. This information is stored in a central database and is available for catalog creation. You can use the Catalog import utility to upload file data into the Storefront Catalog.

A set of file formats support the interface to corresponding catalog objects such as catalogs, categories, attributes, attachments, and the assignment of these objects to items, catalogs, and categories. Additionally, you can unassign and delete catalog objects. The import utility reads, validates, and loads the file data into the Storefront Catalog. The Storefront Catalog may be published for use in Storefront Commerce.

Note: You should perform an SQL backup of the Catalog prior to using the Catalog import utility. Any data corruption caused by the import utility is not supported. Additionally, you should create a new catalog.

Understanding the Catalog import utility processing flow

To use the catalog utility, follow these steps

1 Upload files

- Files are uploaded to the Infor Distribution Storefront AppServer Catalog import utility data input directory through the Upload Page, FTP, or file copy.
- A set of Storefront Catalog import utility data directories are created when you upload the first file. If this directory is inadvertently deleted, it is re-created when you upload.
- The data directories are created on the Storefront AppServer in the webapps directory for example, `c:\tomcat\webapps\storefrontAppServerData`
- The upload input directory is `\webapps\storefrontAppServerData\ciu\in`

- The directory where processed files are moved after processing is `\webapps\storefrontAppServerData\ciu\processed`.

  Note: The input files are not deleted.

2. Read the spreadsheet files into a set of corresponding Catalog import utility temp database tables.
   - The temp tables correspond to each file format.
   - Data validation is performed and messages are available on the Catalog import utility Status Page or SQL query.
   - When you use the Upload Page, the validation process is started after the file upload.
   - If you use Ftp/Copy, the validation process is initiated from the Catalog import utility Status Page.
   - Optionally, you can write data directly to the temp tables to enable your own automation.
3. Process the Catalog import utility temp table data into the Storefront Catalog staging area tables.
   - The Storefront Catalog staging are tables store data for the Storefront Catalog user interface.
   - The data is validated before processing data into Catalog staging tables.
   - You can view any warning or error messages on the Storefront Catalog import utility Status Page.
   - Optionally, you can view the temp table data through SQL to validate data.
   - Only valid data is transferred to the Catalog staging tables.
   - This process is available via the Storefront Catalog Schedule/Run Jobs Page.
   - After this process completes, the Storefront Catalog import utility temp table data associated with the File(s) processed is deleted.
4. Publish the Storefront Catalog as usual. Storefront Catalog data is processed as usual through the Catalog publish/indexing process.

Preparing the import utility files

You can use the provided formats for creating data to be imported. The data must be specified as defined in these file formats.

See the `Documentation\sample` folder for file format examples.

Using the Catalog import utility

After you create the catalog files, you can upload the files. You can upload one or more files before you process the data into the Catalog staging area tables.

To access the Catalog import utility and upload a file:

1 In Storefront Catalog, select **Import > File Utility**.
2 Select the **Upload Files** tab.
3 Click **Browse** to open a file dialog and select a file.
4 Select the file to upload and click **Open**.
5 Select **Run File Validation Only** to validate the file without loading the data.
6 Click **Upload File**. The selected file is uploaded to the input directory and processed into the corresponding temp tables.

Uploading files using FTP or File/Copy

Optionally, you can copy your files directly to the Catalog import utility input directory.

To copy your files directly to the input directory:

1 Select the files in the source directory and click **Copy**.
2 Browse to the target input directory: `\webapps\storefrontAppServerData\ciu\in` and click **Paste**.

Checking the upload status

After you upload the files, you can use the Status Search function to check the upload status. The Search Status function shows the status of the files that have been uploaded but have not been published to the Storefront Catalog.

To check the status of the files:

1 Select **Import > File Utility > Status Search**.
2 Optionally, you can specify filter criteria.
3 Click **Search** to display the Status Results page.

   The Status Results page shows the status of files that have not been published into the Storefront Catalog. Only data for entries with a status of Load Complete and an error count of zero are eligible for processing into the Storefront Catalog. You must correct and re-upload all data with entries that have an error count greater than zero.

Understanding the search results

On the Status Results page, you can view the file ID, filename, number of input records processed, error information, and the status of the upload.

If the Id field is non-numeric and begins with u, for example *u001* and the status is UPLOADED:

- The file was copied directly to the input directory using FTP or File Copy.
- The file has not yet been processed into the TEMP tables
- You can process this file as an UPLOADED file using one of the Process Uploaded Actions.

If the Id field is numeric, the status is LOAD COMPLETE, and the Filename is not a Link:

- This file was processed into the temp tables.
- Because the filename is not a link, and there are no errors, this data can be published to Storefront Catalog.

If the Id field is numeric, the status is LOAD COMPLETE, and the filename is a link:

- This file was processed into the temp tables.
- Because the filename is a link, there are errors. Click the filename to view the warning and error messages. The error messages state the row and column that failed the validation process. You must correct the errors and re-upload the data. These files are not ready to be published to Storefront Catalog and are ignored by the Processing File Data into the Storefront Catalog process.

This table illustrates the search results columns:

Status Results Column	Notes
Records	Count of input file records
Processed	Count of input file records processed
Valid	Count of input file records processed that pass validation and are inserted into SFCIU TEMP tables
Warning	Count of input file records processed with non-fatal warnings and are inserted into SFCIU TEMP tables. If Warning Count > 0, data will be processed into Storefront Catalog.
Error	Count of input file records processed that failed validation and are not inserted into SFCIU TEMP tables. If Error Count > 0, data is not processed into Storefront Catalog; this data must be corrected and re-uploaded.
Data	Count of rows inserted into all corresponding SFCIU TEMP tables. It is possible that multiple table rows will result from one input record; this is true for the unassign/delete formats that support wild card processing.
File Upload Status	**UPLOADED** - File is uploaded to the input directory but not loaded into the TEMP tables. **LOAD COMPLETE** - File is uploaded to the input directory and loaded into the TEMP tables.

Status Results Column	Notes
	LOADING - File is uploaded to the input directory and is currently being loaded into the TEMP tables.
Process Data JOB Status	**NOT PROCESSED** - Initial status during file upload to TEMP tables. **LOAD COMPLETE** - TEMP table to SA table processing job successful (Scheduled Jobs Page - Catalog Import Utility Process Temp Data). **ERROR** - An error has occurred during TEMP table to SA table processing (Scheduled Jobs Page - Catalog Import Utility Process Temp Data). Click the **Filename** to view the error. After you resolve the issue, you must re-upload the file.

File options on the Status Results

You can perform these options on the Status Results page:

- Refresh

  You can click **Refresh** to update the record counts and statuses.
- Delete

  You can delete any file that is displayed. Select one or more files and click **Delete** to delete the file, status entries, messages, and the TEMP table data.
- Process Selected Uploaded Files

  This operation is allowed on files that have a status of UPLOADED and the files are uploaded by FTP or File Copy. This action is disabled until one of more files that have the status of UPLOADED are selected. Select one or more files and click **Process Selected Uploaded Files** to process this data into the TEMP tables. You should review the status of these files after processing because they contains error/warnings.
- Process All Uploaded Files

  his operation is allowed on files that have a status of UPLOADED and the files are uploaded by FTP or File Copy. This action is disabled until one of more files that have the status of UPLOADED are selected. Click **Process All Uploaded Files** to process all UPLOADED data into the TEMP tables. Only files with Status of UPLOADED are processed as a batch of files. You should review the status of these files after processing because they contains error/warnings.

Understanding the processed directory

After the input file is uploaded and processed into the temp tables, the files are moved to the processed directory. The files are not deleted.

The input filename is pre-pended with processing date/time timestamp. All files processed as a batch will have same timestamp. For example:

Original Input Filename	Filename in SFCIU processed directory
SFCIU_account.xlsx	20140424153702_SFCIU_account.xlsx
• SFCIU_01_saitem_sacategory_unassign_delete_DEL_CATALOG.xlsx • SFCIU_02_saitem_sacategory_ADD_CATALOG_CATEGORIES_ITEMS.xlsx • SFCIU_03_saitem_saattribute_unassign_delete_DEL_ATTRIBUTES.xlsx SFCIU_04_saitem_saattribute_ADD_ATTRIBUTES.xlsx • SFCIU_05_saitem_saattachment_unassign_delete_UNASSIGN_ATTACHMENTS.xlsx • SFCIU_06_saitem_saattachment_ASSIGN_ATTACHMENTS.xlsx	• 20140423121838_SFCIU_01_saitem_sacategory_unassign_delete_DEL_CATALOG.xlsx • 20140423121838_SFCIU_02_saitem_sacategory_ADD_CATALOG_CATEGORIES_ITEMS.xlsx • 20140423121838_SFCIU_03_saitem_saattribute_unassign_delete_DEL_ATTRIBUTES.xlsx • 20140423121838_SFCIU_04_saitem_saattribute_ADD_ATTRIBUTES.xlsx • 20140423121838_SFCIU_05_saitem_saattachment_unassign_delete_UNASSIGN_ATTACHMENTS.xlsx • 20140423121838_SFCIU_06_saitem_saattachment_ASSIGN_ATTACHMENTS.xlsx

Processing File Data into the Storefront Catalog

After the input files are uploaded, processed into the temp tables, and all errors are resolved, you can publish the data into Storefront Catalog. Only data with a status of LOAD COMPLETE and zero error can be processed.

To process your file data into Storefront:

1. To execute the job that moves the data from the temp tables into the Storefront Catalog staging area tables, click the **Go to Scheduled Jobs to process Catalog Import Utility Job** from any of the import utility screens. The Storefront Catalog Scheduled Jobs page is displayed.
2. Select **Catalog Import Utility Process Temp Data**.
3. Click **Run Now**.
4. Click **Refresh** to view the current status of the job.
5. To validate the data after the process completes:
   - Validate the data in Storefront Catalog
   - Use SQL Query to validate the data

- Verify that data from the original input files processed appears as expected in the corresponding Storefront Catalog object(s). If your original input file is misplaced, the original file that you uploaded remains in the processed directory until it is deleted.

Processing data order

Files are processed in a particular order based on data dependency. This enables a set of files to be processed as a batch. Data with a particular format can be processed across multiple files. This enables loading larger sets of data, for example, creating a large catalog that would not otherwise fit into a single file.

The Catalog Import Utility Process Temp Data JOB executes the program CatalogImportUtilityNativeSQL. This program processes data in this order:

Processing Method	File Format	Description
importSaitem	SFCIU_saitem	UPDATING Item Product Description, Manufacturer
deleteSaattributes	SFCIU_saitem_saattribute_unassign_delete	DELETING Attributes DELETING Attribute Name/Values UNASSIGNING Attribute Name/Values from Items
importSaAttributes	SFCIU_saitem_saattribute	ADDING Attributes ADDING Attribute Values, Attribute Value Sequence ASSIGNING Attribute Name/Value Pair(s) to Items
deleteSaattachments	SFCIU_saitem_saattachment_unassign_delete	UNASSIGNING Attachment(s) from Items by Attachment Name DELETING Attachments
importSaAttachments	SFCIU_saitem_saattachment	ASSIGNING Image/Text/File/URL Attachments to Items by Attachment Name ADDING Text Attachment Content (same as Process As Text Option) ADDING URL Attachment Content
deleteSaCatalog	SFCIU_saitem_sacategory_unassign_delete	DELETING Catalog(s) DELETING Categories and SubCategories from a Catalog UNASSIGNING Item(s) from Categories
importSaCatalog	SFCIU_saitem_sacategory	ADDING Catalog(s) ADDING Categories and SubCategories to a Catalog with category se-

Processing Method	File Format	Description
		quence numbers supported at all levels ASSIGNING Item (s) to Categories and set item sequence numbers at category level
deleteSaCategoryAttachments	SFCIU_sacategory_saattachment_unassign	UNASSIGNING Attachment(s) from existing Catalogs/Categories
importSaCategoryAttachments	SFCIU_sacategory_saattachment	ASSIGNING Attachment(s) to existing Catalogs/Categories WILL NOT ADD Catalog/Category WILL NOT ADD Text/URL Attachment Content
deleteAccounts	SFCIU_account_delete	DELETING Accounts Will NOT Delete Shopper Accounts (Active Budget/Approval Accounts)
importAccounts	SFCIU_account	ADDING Accounts

Translating Storefront Catalog data

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In Storefront Catalog, you can translate user-defined and imported master data for the supported languages, which are English, Spanish, French, German, and Italian. The translated text is displayed in Storefront Commerce based on the language that the user selects on the Home page in Storefront Commerce.

If you require multiple languages, you can specify translated text in the languages that you support on these pages:

- Catalog
- Category
- Item
- Attachment
- Text Attachment
- Extended Item Comment
- Attribute
- Attribute Value
- Page Layouts
- Item Detail Tabs

To add or change translated text individually for only a few items, see "Adding or changing translated text" on page 31. To provide translated text for multiple items, you can download a spreadsheet, make your changes in Microsoft Excel, and then upload the file. See "Uploading translated text for items" on page 32.

Adding or changing translated text

To specify translated text:

1 Select **Translation** and then select one of the translation menu options that you want to specify the translated text such as **Catalog**. For the option that you selected, the Translation Summary page shows the number of untranslated entries and the number of translated entries for each of the supported languages.

2 To specify translated text for untranslated entries, click Untranslated Entries next to the language to translate. To view or change text that has already been translated, click Translated Entries next to the language to translate. The Translation Details page is displayed.
3 For each field, specify the appropriate translated text.
4 For text that was not translated previously, click **Add Translation**; otherwise, click **Update Translation**.
5 Click Back to Summary.
6 To specify translated text for a different option, select another option from the **Translation** menu or click one of the tabs.
7 Repeat steps 1 through 5 until all entries that you require are translated or updated.
8 To publish your changes, select **Import > Publish > Catalog**.

Uploading translated text for items

To upload translated text for items:

1 Select **Translation > Items**. The Translation Summary page shows the number of untranslated entries and the number of translated entries for each of the supported languages.
2 To specify translated text for untranslated entries, click Untranslated Entries next to the language to translate. To view or change text that has already been translated, click Translated Entries next to the language to translate. The Translation Details page is displayed.
3 In the **Download item entries** field for the language that you chose, click the numer of items to translate, click **Download**, and save the file. The file that includes the items to translate for the specified language is saved to the location that you specify.
4 Open the file in Microsoft Excel and add the translated text in each column provided for the translation.
5 Save your changes.
6 In Storefront Catalog, navigate back to the Items Translation Details page. See steps 1 and 2 for details to do this, if necessary.
7 To upload the file, click **Browse** next to the **Upload item translations** field for the language that you chose. Select the file with your changes.
8 Click **Upload File**. The translated text is saved.
9 Repeat this process until all items in the language that you require are translated.
10 To publish your changes, select **Import > Publish > Catalog**.

Working with items

6

Items are the foundation of your catalogs. After you have imported items to Storefront Catalog, you can begin to work with them. You can edit item information for presentation on your website. You can also assign attachments to items, such as product specifications, to provide additional information to prospective buyers. Attributes can be assigned to items to help classify their identifying characteristics and enhance the search capabilities provided to users.

Review these topics for more information:

- "Importing items from the ERP" on page 33
- "Understanding item information" on page 36
- "Using normalization rules for item descriptions" on page 38
- "Searching for items" on page 40
- "Editing items" on page 41
- "Publishing items" on page 42
- "Deleting records" on page 15

Importing items from the ERP

Note: Refer to the ERP integration documentation delivered with the Infor Distribution Storefront Integration components for details regarding support of this feature with your ERP.

Storefront Catalog allows you to import items from your ERP application.

The Storefront Catalog back-end item import process copies item, item classification, and extended item comment (EIC) data from the ERP. You also can import user accounts from your ERP database to Storefront Catalog, as explained in "Importing user accounts" on page 21.

Note: If this is the initial import for a new installation, you must run the Data Retrieve option in Storefront Administration to retrieve warehouse data first. Then, you can you import items.

To import items:

1 Select **Import > Back End > Items**.

2 On the Import Items page, click **Start Import**.

Your first import may take longer than subsequent imports because the first import must pull all item data; subsequent imports pull only new items and changed data.

When the import is complete, the status of each stage of the import and the number of records processed for each stage is displayed on the page. If there are errors at a particular stage, click View Errors.

With a complete set of item data available in the Storefront Catalog staging area, you must use the publish function to move data from the staging area to the production area, so items are available to add to catalogs. See "Publishing items" on page 42.

Also, after EICs are imported, you can set options for them. See "Setting extended item comments options" on page 20.

Note: When you change an item in the ERP, you should run the import. Item changes on the ERP do not automatically update Storefront Catalog.

Importing classifications

Item classification data is information that can be used to characterize and classify items, such as item classes, item subclasses, GL codes, price classes, miscellaneous codes, and user fields. Item classifications are included in the import data when you import items. However, if you know that changes have been made to item classification information on the ERP and you want to import only those changes to Storefront Catalog, you can select to import just classification data.

To import classifications:

1. Select **Import > Back End > Classifications**.
2. Click **Start Import**.

   When the import is complete, the status of each stage of the import and the number of records processed for each stage are displayed. If there are errors at a particular stage, click View Errors.

   Note: As you make classification data changes on the ERP, you must import classifications again. Classification changes on the ERP do not automatically update Storefront Catalog.

Importing extended item comments

Note: Refer to the ERP integration documentation delivered with the Infor Distribution Storefront Integration components for details regarding support of this feature with your ERP.

On the ERP, you can create extended item comments (EICs) to provide additional information about an item, such as warranty information, picking/packing instructions, or promotional information. EICs are included in the import data when you import items. However, if you know that changes have been made to EIC information on the ERP and you want to import only those changes to Storefront Catalog, you can select to import only extended item comments.

To import extended item comments:

1 Select **Import > Back End > Extended Item Comments**.
2 Click **Start Import**.
When the import is complete, the status of the import and the number of records processed is displayed. If there are errors, click View Errors.

Note: As you make EIC data changes on the ERP, you must import EICs again. EIC changes on the ERP do not automatically update Storefront Catalog.

After EICs are imported, you can set options for them. See "Setting extended item comments options" on page 20.

Uploading to the Catalog

In Storefront Catalog, you can upload United Nations Standard Products and Services Codes (UNSPSC) and UOM cross-reference codes.

Uploading UNSPSC codes

In Storefront Catalog, you can upload United Nations Standard Products and Services Codes (UNSPSC). The upload process uses a Microsoft Excel spreadsheet that has this data:

- UNSPSC
- Item number

To process each line of your Excel spreadsheet, the upload process :

- Searches for the UNSPSC.
  - If the UNSPSC is found then it is assigned to the item.
  - If a UNSPSC is not found then a UNSPSC is created and assigned to the item.
- Assigns the UNSPSC to all the items with that item number regardless of the company and a status of stocked or non-stocked.

To upload your UNSPSC codes:

1 Select **Items > Upload > Unspsc**.
2 Browse to and select the Excel spreadsheet file containing Item UNSPSC.
3 Click **Upload file**.

Uploading UOM cross-reference codes

In Storefront Catalog, you can upload UOM cross-reference codes. UOM cross-reference codes are used to map the Storefront item UOM codes with the external UOM codes.

The upload process uses a Microsoft Excel spreadsheet that has this data:

- Connection name: This is the Punchout connection created in Storefront Administration.
- Item Number
- UOM in Storefront
- UOM cross-reference

To process each line of your excel spreadsheet, the upload process :

- Searches for the UOM.
  - If the Storefront UOM is found in the table then update the replacement UOM code with the UOM cross-reference value.
  - If the Storefront UOM is not found then a new entry is created.
- The UOM is moved to production tables after the Item Index Generation job is run. See "Publishing catalogs" on page 101.

To upload your UOM cross-reference codes:

1. Select **Items > Upload > UOM cross-ref**.
2. Browse to and select the file containing UOM cross-reference codes.
3. Click **Upload file**.

Understanding item information

The View page in Storefront Catalog shows detailed information about a selected item. Item information defined on your ERP application is copied to Storefront Catalog when item data is imported. Only the product description and manufacturer can be edited in Storefront Catalog. See "Editing items" on page 41 for information about editing item data.

This information is displayed for an item:

Item Number
The item number that is displayed to the shopper.

Product Description
The product description. The product description is assigned using the Edit page in Storefront Catalog. If a product description has not been assigned through Storefront Catalog, the item description from the ERP is displayed.

Manufacturer
The item's manufacturer name. The manufacturer is assigned using the Edit page in Storefront Catalog. If a manufacturer has not been assigned through Storefront Catalog, this field is left blank.

Manuf. Item Number
The number the manufacturer uses to identify the item.

Default UOM
The item's default unit of measure.

UOM1
The item's first stocking unit of measure.

UOM2
The item's second stocking unit of measure. If this field is blank, a second stocking unit of measure has not been assigned.

UOM3
The item's third stocking unit of measure. If this field is blank, a third stocking unit of measure has not been assigned.

UOM Conv 1
The conversion factor that defines the relationship between the first and second units of measure.

UOM Conv 2
The conversion factor that defines the relationship between the first and third units of measure.

Price UOM
The item's pricing unit of measure.

Price UOM Conv
The conversion factor that defines the relationship between the pricing unit of measure and the first stocking unit of measure.

List Price 1-5
The item's five list prices.

Product Rest. Code
The item's product restriction code. Product restriction codes prevent certain customers from ordering an item. If this field is blank, a product restriction code has not been assigned.

Configurable
If you are using Infor Product Configurator, this field indicates if the product is configurable.

Description 1
The first line of the item description.

Description 2
The second line of the item description.

Company Number
The number of the company to which the item is assigned.

Item Class/Subclass
The item's class and subclass.

Item GL Code
The item's general ledger (GL) code. This code represents a product class and is not directly related to the GL chart of accounts.

Item Price Class
The item's price class.

Suspended
This field indicates whether an item is suspended, which means it is not available to order. An item can be suspended on the ERP through Item Master Maintenance. **No** means the item is not suspended. **Yes** means it is suspended.

Prevented From Web
This field indicates whether an item is available for online ordering. **No** means the item is available to the Web site. **Yes** means the item is not available to the Web site.

Extended Item Comments
Additional information provided for an item, such as warranty information, picking/packing instructions, or promotional information.

Vendor Number
The number of the primary vendor from whom the item is purchased.

Vendor Non-stock
Indicates whether the item is a vendor non-stock item.

Using normalization rules for item descriptions

Rules are conditions you can set to help make your item descriptions consistent. When you create rules, you are defining search and replace text that Storefront Catalog will use to modify your item descriptions.

For example, if you had item descriptions that use BL, BLK, and BLCK to mean black, use a rule to modify those descriptions so that all variants are changed to BLACK. In this example, create three rules, one for each black variant. Then apply them to items. Applying the three rules for the black variants will make your descriptions consistent so they all use BLACK.

Review these topics for more information:

"Creating rules" on page 38

"Searching for rules" on page 39

"Applying rules to items" on page 39

"Editing records" on page 15

"Deleting records" on page 15

Creating rules

To create a rule:

1 Select **Items > Rules**.
2 Click the **Create** tab.
3 Specify this information:

   Rule Name
   Specify a name for the rule you are creating.

Rule Description
Specify descriptive text to identify the rule you are creating.

From Text
Specify the text you want Storefront Catalog to change. For example, if you want to change BL to BLACK, specify **BL** in this field. Be sure to include any spacing or other special characters when entering your From Text. For example, to change OR to ORANGE, specify **OR** in this field with a space after OR. If you do not include a space and also have ORIOLES in some of your item descriptions, than ORIOLES will become ORANGEIOLES. Specifying a space does not require a special character; pressing the space bar on the keyboard includes the space.

To Text
Specify the text that you want to be the result of the rule. For example, if you want to change BL to BLACK, you would specify **BLACK** in this field.

4 Click **Create**.

Searching for rules

You can search for rules to view, edit, or delete.

To search for a rule:

1 Select **Items > Rules**.

2 Specify any of this search criteria:

Note: To show all rules, leave search criteria fields empty and then click **Search**.

Rule Name Contains
Specify all or part of a rule name.

Rule Description Contains
Specify all or part of a rule description.

3 Click **Search**. The Results page is displayed, listing rules that match your search criteria.

Applying rules to items

To apply rules to items, you must first create the rule. For information about creating rules, see "Creating rules" on page 38.

To apply a rule to items:

1 Select **Items > Search**

2 Specify search criteria to find the items to which to apply a rule and click **Search**. The Results page is displayed.

Note: To display all rules, leave search criteria fields empty and click **Search**.

3 Select the check box of each item to which to apply the rule and select **Apply Rule**. Rule search fields are displayed.
4 Specify search criteria and click **Search**. The rules that match your search criteria are displayed.
5 Select the rule to apply. The Rules page shows the items that have the text specified as the "from text" for the rule, the current item description, and the description as it will be after the rule is applied.

   Note: You cannot remove or "undo" a rule once it has been applied. Review the changes carefully to be certain that the rule you created changes the item description in the way that you intended. If you do not want to apply the rule at this time, click **Back** to leave the page.

6 Click **Apply**.

Searching for items

You can search for item records to view, edit, or delete.

To search for an item:

1 Select **Items > Search**.
2 Specify any of this search criteria:

   Note: To show all items, leave search criteria fields empty and then click **Search**.

   Item Number
   Specify all or part of the item number or range of item numbers.

   Product Description
   Specify all or part of the item description.

   Manuf. Item Number
   Specify all or part of the manufacturer's item number.

   Prevented from Web
   Select whether you want the search results to include all items, only items available to the Web (not prevented from Web), or only items unavailable to the Web (prevented from Web). An item's availability to the Web is set through Item Master Maintenance on the ERP.

   Suspended
   Select whether you want the search results to include all items, only suspended items, or only unsuspended items. Suspended items are those items that have been suspended from availability to ordering through Item Master Maintenance on the ERP.

   Item Class/Subclass
   Choose an item class or an item class and subclass combination. Once you choose the item class, the page refreshes and the drop-down list for the subclasses is displayed.

   Item GL Code
   To search for items by the item general ledger (GL) code, select an item GL code. This code represents a product class and is not directly related to the GL chart of accounts.

Company Number
Specify the company number.

Attachment
Select whether you want the search results to include all items, only items with a primary attachment assigned to them, or only items with no primary attachment assigned.

Approved Date
To search for items based on the date on which the item was approved in Storefront Catalog, select the date or range of dates to limit the search results. Click **select date** to use a calendar.

Attribute
Specify an attribute to search by and specify if the attribute is assigned or not.

Filter items based only on selected attribute
Select this option if you specified **NOT Assigned** in the **Attribute** field. You can select this field to exclude items based on the selected attribute.

Sort By
Specify a value to be used to sort the search results and specify the order in which to list results. Select **Ascending** to sort in ascending order. Clear **Ascending** to sort in descending order.

Stock Type
Specify whether you want the search results to include all items, only non-stock items, or only stock items.

Product Restriction Code
To search for items by product restriction code, specify the code.

Item Price Class
To search for items by price class, select the price class.

Vendor Number
To search for items based on the vendor assigned to the item, type the vendor number.

3. Click **Search**. The Results page is displayed, listing items that match your search criteria.

Editing items

You can edit an item imported from the ERP to change the item's description or to provide the name of the item's manufacturer.

To edit an item:

1. Select **Items > Search**.
2. Specify search criteria to find the item to edit and click **Search**. The Results page is displayed.

   Note: To show all items, leave search criteria fields empty and click **Search**.

3. Select the item number of the item to edit. The View page is displayed.
4. Click the **Edit** tab and make changes as necessary. You can edit this item information:

Product Description
Specify changes to the item's description. A text editor lets you change the format of the text, add lists, links, or images. To increase or decrease the size of an image in one or more directions, select the image and then drag a sizing handle away from or toward the center of the image.

Changing the product description in Storefront Catalog does not change the item description on the ERP. The default value for this field is the description provided for the item on the ERP.

Manufacturer
Specify the item's manufacturer name.

Alternate Price Message
If an item cannot be priced or no price is available, you can specify a message that is displayed in Storefront Commerce. For example, you can specify **Call for price.**

You must publish the items and generate an Item Index to see the new message in Storefront Commerce.

Note: These items cannot be added to the cart.

5 Click **Save**.

Publishing items

Publishing items moves them from the staging area to the production area where they are available to add to catalogs. You must publish items before you publish catalogs. After items are published, you can publish catalogs that contain those items. Unlike publishing catalogs, publishing items does not request an index build from the Progress EasyAsk Studio server. You must publish a catalog before items will be added to the search index. See "Publishing catalogs" on page 101.

Note: You can set import options to automatically publish item changes during an import.

See "Setting Catalog import options" on page 17.

To publish items:

1 Select **Import > Publish > Items**.
2 Provide any of the following search criteria to limit the list of items to be published. To publish all items, see "Publishing all items" on page 44.

Item Number
Specify all or part of the item number or a range of item numbers.

Description
Specify all or part of the item description.

Manufacturer Item
Specify all or part of the manufacturer item number.

Status
Select the statuses to be included in your search. The Storefront Catalog item statuses are determined by comparing records in the staging area to records in the item repository. New items

are those items that have not been added to the item repository. Modified items are those items that have changed in the staging area, but the change has not been added to the item repository. Select **New and Modified** to include both new and modified items. Select **New** to include only those items that have not been added to the item repository. Select **Modified** to include only those items with changes in the staging area that have not been approved to the item repository.

Rejected Only
Select this field to include items or item changes that have been rejected in the staging area.

Prevented from Web Only
Select this field to include items that have been set to prevent from the Web on the back end.

Suspended Only
Select this field to include items that have been suspended on the back end.

3. Click **Search**. Results are displayed on the View page.
4. Select the check boxes of items to accept or reject and click **Accept Selected** or **Reject Selected**. To accept or reject all items, click **Accept All** or **Reject All**.
5. Click **Submit**.
6. To view the changes that have been made to the item, click the item number link on the Results page. The View page is displayed. Use the pages described in this table to review item changes:

Page	Description
View Item Changes	Shows the item master information. In the Staging Area Item column, the values as they were imported from the ERP into the staging area are shown. In the Commerce Catalog Item column, the values as they currently exist in the Storefront Catalog item repository are shown. Fields with a change are highlighted.
Item Wh Changes	Shows the item balance information changes. In the Staging Area Item Warehouses section, the values as they were imported from the ERP into the staging area are shown. In the Commerce Catalog Item Warehouses section, the values as they currently exist in the item repository are shown. Fields with a change are highlighted.
Item Cls Changes	Shows the item classification changes.
Attributes	Lists the name and value for attribute assignment changes. Attribute changes are made only when you import items from an XML document. Attributes that were also created by the import process (not just assigned) are marked with an asterisk.
Attachments	Lists the name, description, text, or URL, and type for attachment assignment changes. Attachments that were also created by the upload process (not just assigned) are marked with an asterisk.

7. On the Results page, make your selections and then click **Submit**. Approved items are moved to the item repository. Rejected items are marked as rejected and are not moved to the item repository. A progress bar shows the progress of the publication.

8 When the publication is complete, three links are displayed on the processing window. Use the links to perform one of these steps:

- To continue searching for items to approve, click **Return to Item Approval Search**.
- To publish catalogs, click **Publish Catalog**.

  See "Publishing catalogs" on page 101.
- To work with scheduled jobs, click **Go to Scheduled Jobs**.

  See "Scheduling jobs" on page 104.

Publishing all items

Optionally, you can publish all items.

To publish all items:

1. Select **Import > Publish > All**.
2. Select **Publish all items** and click **Publish**.

Working with attributes

7

Attributes identify specific item qualities or characteristics. You can use attributes to help classify items, which makes searching for them easier. For example, if you sell light bulbs, you can create an attribute called WATT to classify bulb wattage. For each attribute you create, you can then assign a number of values that represent valid entries for the attribute. Using the watt example, you may create entries for 60, 75, 100, and 120.

Review these topics for more information:

- "Creating attributes" on page 45
- "Searching for attributes" on page 47
- "About assigning attributes" on page 47
- "Editing records" on page 15
- "Deleting attributes" on page 51

Creating attributes

You can add as many attributes to Storefront Catalog as you need to help classify your items and promote successful searches for your customers.

To create an attribute:

1. Select **Attributes > Create**.
2. Specify this information:

   Attribute Name
   Specify a name of up to 30 characters for the attribute being created.

   Attribute Description
   Specify descriptive text of up to 200 characters to identify the attribute being created. Do not use a vertical bar (|) in your attribute description.

   Active
   Indicate whether this attribute is active. Select this option to allow this attribute to be assigned to an item in Storefront Catalog. Clear this option to prevent this attribute from being assigned to an item in Storefront Catalog.

Searchable
Indicate whether this attribute can be used in Storefront Commerce to search for items. Searchable attributes are included in the Progress EasyAsk Studio search index. Select this option to allow this attribute to be searchable. Clear this option to prevent this attribute from being searchable.

Visible
Indicate whether this attribute will be displayed in the search results of Storefront Commerce. Users can use visible attributes to refine their search results. Select this option to allow this attribute to be shown for further limiting search results. Clear this option to prevent this attribute from being shown for further limiting search results.

3 Click **Create**. After the attribute record is created, you can add values.

Adding values to attributes

Attributes are assigned values to identify the different valid entries the attribute may possess. For example, a color attribute could have values of red, blue, green, and yellow.

To add values to an attribute:

1. Select **Attributes > Search**. If you have just created a new attribute and the record is still open, start at step 4.
2. Specify search criteria to find the attribute to which to assign values and then click **Search**. The Results page is displayed.

   Note: To show all attributes, leave the search criteria fields empty and click **Search**.

3. Select an attribute. The View page is displayed.
4. Click the **Values** tab.
5. Specify a value to add to the attribute and click **Add**.
6. Repeat step 5 as needed.

Deleting attribute values

To delete attribute values:

1. Select **Attributes > Search**. If you have just added values to an attribute and the record is still open, go to step 5.
2. Specify search criteria to find the attribute from which to delete values and then click **Search**. The Results page is displayed.

   Note: To show all attributes, leave search criteria fields empty and click **Search**.

3. Select an attribute. The View page is displayed.
4. Click the **Values** tab.
5. Select the check box of each value to delete. Click **Delete** and **OK**.

Searching for attributes

You can search for attribute records to view, edit, or delete.

To search for an attribute:

1. Select **Attributes > Search**.
2. Specify any of the search criteria:

   Note: To show all attributes, leave search criteria fields empty and click **Search**.

   Attribute Name Contains
   Specify all or part of the attribute's name.

   Attribute Description Contains
   Specify all or part of the attribute's description.

   Attribute Active
   Specify the attribute status to limit results by status. Select **active and inactive** to search all attributes regardless of type. Select **active only** to search for only the active attributes. Select **inactive only** to search for only the inactive attributes.

3. Click **Search**. The Results page is displayed, listing attributes that match your search criteria.

About assigning attributes

In Storefront Catalog, you can assign attributes to catalogs, categories, and items. When you assign attributes to a catalog or category, you assign only the attribute (for example, Color), not the attribute values (for example, Red). Attribute values can be assigned to only items.

You can manually add, change, or delete attribute value assignments for a selected item, or you can assign a value to multiple items at once. When you delete an attribute, its attribute assignments also are deleted.

Attribute assignment example

Assume you have two categories in your catalog: t-shirts and sunglasses. You create Color, Sleeve, and Fabric attributes and assign them to the t-shirt category. You also create Lens Color and Brand attributes and assign them to the sunglasses category.

When the user searches items in Storefront Commerce, if the user has selected the category t-shirts, three attribute boxes are displayed (Color, Sleeve, Fabric). The user can search the category by the attributes' values, such as Red, Short-Sleeve, and Cotton. If the user selects the category sunglasses, two attribute boxes are displayed (Lens Color and Brand), and the user can search by those attributes' values, such as Yellow and Ray Ban.

Review these topics for more information:

- "Assigning attributes to catalogs" on page 48
- "Assigning attributes to catalog categories" on page 48

- "Assigning attributes to a single item" on page 49
- "Assigning attributes to an item search result set" on page 49
- "Assigning attribute values to items in a category" on page 50
- "Deleting attribute assignments" on page 50

Assigning attributes to catalogs

To assign attributes to a catalog:

1. Select **Catalogs > Search**.
2. Specify search criteria to find the catalog to which to assign attributes and click **Search**. The Results page is displayed.

   Note: To show all catalogs, leave search criteria fields empty and click **Search**.
3. Select a catalog. The View page is displayed.
4. Click the **Categories** tab.
5. Click the catalog name at the top level of the tree.
6. Select **Category Attributes**. Attribute search fields are displayed, and any attributes already assigned to the catalog are listed.
7. Specify search criteria and click **Search**. Attributes that match your search criteria are displayed.
8. Select the check box of each attribute to assign to the catalog and click **Assign** and **OK**. The page shows the attributes assigned to the catalog.

Assigning attributes to catalog categories

To assign attributes to a catalog category or subcategory:

1. Select **Catalogs > Search**.
2. Specify search criteria to find the catalog with categories to which to assign attributes and click **Search**. The Results page is displayed.

   Note: To show all catalogs, leave search criteria fields empty and click **Search**.
3. Select a catalog. The View page is displayed.
4. Click the **Categories** tab.
5. Expand categories and select a category or subcategory.
6. Select **Category Attributes**. Attribute search fields are displayed, and any attributes already assigned to the category are listed.
7. Specify search criteria and click **Search**. Attributes that match your search criteria are displayed.
8. Select the check box of each attribute to assign to the selected category. Click **Assign** and **OK**. The page shows the attributes assigned to the category.

Assigning attributes to a single item

To assign attributes to items, you must create the attribute and its values. See "Creating attributes" on page 45.

To assign an attribute to an individual item:

1 Select **Items > Search**.
2 Specify search criteria to find the item to which to assign an attribute and click **Search**. The Results page is displayed.

   Note: To show all items, leave search criteria fields empty and click **Search**.

3 Select an item number. The View page is displayed.
4 Select the **Attributes** tab. Any attributes already assigned to the item are displayed.
5 Select **Assign Attributes**. Attribute search fields are displayed.
6 Specify search criteria and click **Search**. Attributes that match your search criteria are displayed.
7 Select an attribute. Values for the selected attribute are displayed.
8 Select the name of the value. The attribute value is assigned to the item. Also, the assigned attribute and its value are added to the list on the Attributes page.

Assigning attributes to an item search result set

To assign attributes to items, you must first create the attribute and its values. See "Creating attributes" on page 45.

To assign an attribute to an item search results set:

1 Select **Items > Search**.
2 Specify search criteria to find the items to which to assign an attribute and click **Search**. The Results page is displayed.

   Note: To show all items, leave search criteria fields empty and click **Search**.

3 Select the check box of each item to assign and select **Assign Attributes**. Attribute search fields are displayed.
4 Specify search criteria and click **Search**. Attributes that match your search criteria are displayed.
5 Select the name of the attribute to assign. Values for the selected attribute are displayed. This option also is displayed:

   Overwrite attribute values that are already assigned

   Indicate if this attribute value assignment should override any previous value assignment. For example, if you are assigning attribute and value Color-Red to an item that was previously assigned attribute and value Color-Blue, you can select this check box to overwrite existing value assignments. Clear the check box to keep existing value assignments.

6 Select the name of the value to assign. The attribute is assigned to all of the items in the search result set and you are returned to the Results page.

Note: If an attribute value has already been assigned to the item at the item level (not at the catalog/category level), an asterisk is displayed to the left of the name and it cannot be selected.

Assigning attribute values to items in a category

To assign attribute values to items in a category, you must first create the attribute and its values and assign the attribute to the catalog or category. See "Assigning attributes to catalogs" on page 48 and "Assigning attributes to catalog categories" on page 48.

To assign attribute values to items in a catalog category or subcategory:

1. Select **Catalogs > Search**.
2. Specify search criteria to find the catalog with category items to which to assign attribute values. Click **Search**. The Results page is displayed.

   Note: To show all catalogs, leave search criteria fields empty and click **Search**.

3. Select a catalog. The View page is displayed.
4. Click the **Categories** tab.
5. Select the category or subcategory that contains the items. The list of items is displayed.
6. Select the check box of each item to which to assign the attribute values. In the **Assign to Selected Items** field, select Attribute Values. Attributes already assigned to the category are displayed.
7. Click the name of the attribute to which to assign values. Values for the selected attribute are displayed. This option also is displayed:

   Overwrite attribute values that are already assigned

   Indicate if this attribute value assignment should override any previous value assignment. For example, if you are assigning attribute and value Color-Red to an item that was previously assigned attribute and value Color-Blue, you can select this check box to overwrite existing value assignments. Clear the check box to keep existing value assignments.

8. Select the value to assign. The attribute value is assigned to selected items.

   Note: If an attribute value has already been assigned to the item at the item level (not at the catalog/category level), an asterisk is displayed to the left of the name and it cannot be selected.

Deleting attribute assignments

To delete an attribute assignment:

1. Select **Items > Search**.
2. Specify search criteria to find the item and click **Search**. The Results page is displayed.

   Note: To show all items, leave search criteria fields empty and click **Search**.

3. Select an item. The View page is displayed.

4 Click the **Attributes** tab. The Attributes page is displayed with attributes assigned to the item.

5 Select the each attribute to remove and click **Delete** and **OK**.

Deleting attributes

When you delete an attribute, it is removed from Storefront Catalog and is no longer available for assignment to items. It is also removed from the items to which it has already been assigned. See "Deleting records" on page 15.

You can prevent an attribute from being assigned and still preserve that attribute in the Storefront Catalog. Change the status of the attribute by clearing the Active check box on the Edit page.

Working with attachments

8

Attachments are text, URL, image, and other MIME media-type files that provide additional product information to your customers in Storefront Commerce. You can upload or create attachments in Storefront Catalog and then associate them with your items, catalogs, or categories. For example, you can attach detailed product specifications or product reviews to help customers make buying decisions, and you can assign various image files to display pictures of your products.

For a complete listing of the MIME media-type files supported by Infor Distribution Storefront, go to http://www.iana.org/assignments/media-types/index.html.

Setting up and using attachments

This is an overview of tasks for setting up and using attachments in Storefront Catalog:

1. Save attachment files to a local drive.
2. Optionally, you can change attachment file names for automatic item assignment. The file names should correspond with specific items from the ERP, so when the attachments are uploaded, they can be automatically assigned to those items in Storefront Catalog. See "Naming attachments for automatic item assignment" on page 54.
3. Set image attachment options. Before you upload and assign image attachments, you must specify sizes for displaying those images in Storefront Commerce. See "Setting image attachment options" on page 18.
4. Upload attachment files that have been saved to a local drive. See "Uploading a single attachment" on page 54 and "Uploading an attachment archive" on page 55.
5. Create text and URL attachments. See "Creating text or URL attachments" on page 55.
6. Assign attachments to items, if they were not assigned automatically during the upload process. See "About assigning attachments" on page 58.
7. Create item detail tabs and assign information types to them. After you know the type of attachments you have available, you can create tabs for the Item Detail page in Storefront Commerce. This page shows attachment information assigned to your items, with tabs that organize, group, and show the information. See "Working with item detail tabs" on page 91.

Review these topics for more information:

- "Searching for attachments" on page 56
- "Previewing attachments" on page 57
- "Editing attachments" on page 62
- "Deleting attachments" on page 64

Naming attachments for automatic item assignment

When you select **Attachments > Upload > Create**, the **Make Item Assignments** upload option allows attachments to be automatically assigned to items from the ERP system. This option is especially helpful if you have hundreds or even thousands of attachments to include with items in Storefront Commerce.

For this option to work, your attachment file names, excluding the extension, must match the item number of the corresponding item. For example, if your product number is A100, the product can have an image file named `A100.jpg` and a text file named `A100.txt`. When you upload these files into Storefront Catalog, they are automatically mapped to corresponding items in the ERP system.

For more information about enabling auto assignment of attachments to corresponding items, see "Uploading a single attachment" on page 54 and "Uploading an attachment archive" on page 55.

Uploading a single attachment

You can upload any attachment file that you have saved to a local drive. If a file for upload has the same name as a file that was previously uploaded, the existing file is overwritten with the new file.

To upload a single attachment:

1. Select **Attachments > Upload**.
2. Click **Browse**.
3. Select the attachment file to upload and click **Open**.
4. Optionally, you can specify a list of comma-separated keywords or phrases that describe the attachment. Keywords are used for searching Storefront Catalog for a particular attachment. If you specify one or more keywords, the **Tag Status** is set to **Tagged**.
5. Optionally, you can select **Load File Data as Text**.

   If the attachment file has 4000 characters or less and you want to copy its content to the Storefront database (instead of attaching the file attachment as a link), select this option. To show the attachment as a link and to maintain the file outside of Storefront Catalog, clear this option.
6. Optionally, you can select **Make Item Assignment**.

   To use this feature, the attachment file name must match the number of the item to which the attachment should be assigned. See "Naming attachments for automatic item assignment" on page 54. Select this check box to assign the attachment to the item with which it is associated. Leave the check box cleared to prevent the attachment from being assigned to the item automatically. You can also assign attachments to items manually. See "About assigning attachments" on page 58.
7. Click **Upload**. The attachment is uploaded and the **Usage Status** is set to **Active**, which means it is available to be assigned to items in Storefront Catalog and it can be seen in Storefront Commerce. A message is displayed to indicate that the process was successful.

Uploading an attachment archive

You can upload groups of attachment files that are archived in .zip or .tar files, and the attachment files are saved individually in Storefront Catalog. You must use a .zip utility such as Winzip or WinRar to create the zip files for upload. If you use a different type of archiver, they may not load and upzip correctly. If files in the archive have the same names as files that were previously uploaded, the new files will overwrite existing files.

To upload an attachment archive:

1 Select **Attachments > Upload**.
2 Click **Browse**.
3 Select the archive file to upload and then click **Open**.
4 Optionally, you can specify a list of comma-separated keywords or phrases that describe the attachments. These keywords are added to each attachment in the archive file. Keywords are used for searching Storefront Catalog for a particular asset. If you specify one or more keywords, the tag statuses are automatically set to **Tagged**.
5 Optionally, you can select **Load File Data as Text**.

   If the attachment archive file contains an attachment file that is a .txt, .htm or .html file with 4000 characters or less and you want to copy the contents of the file to the Storefront database (instead of attaching the file attachment as a link), select this option. To show the attachment as a link and to maintain the file outside of Storefront Catalog, clear this option.

6 Optionally, you can select **Make Item Assignment**.

   To use this feature, the attachment file names must match the numbers of the items to which the attachments should be assigned. See "Naming attachments for automatic item assignment" on page 54. Select this check box to automatically assign the attachments to the items with which they are associated. Leave the check box cleared to prevent the attachments from being assigned to the items automatically. You can also assign attachments to items manually. See "About assigning attachments" on page 58.

7 Click **Upload**. The attachments in the archive file are uploaded and their usage statuses are set to **Active**, which means they are available to be assigned to items in Storefront Catalog and they can be seen in Storefront Commerce. A message is displayed to indicate that the process was successful.

Creating text or URL attachments

To create a text or URL attachment:

1 Select **Attachments > Manage > Create**.
2 Specify this information:

   Name
   Specify a name for the attachment.

   Type
   Specify the type of attachment:

- To create a text attachment, leave **Text** selected. A **Text** field is included on the page.
- To create a URL attachment, specify **URL**. A **URL Address** field is displayed on the page.

Tag Status
If you specify one or more keywords, the attachment tag status is automatically set to **Tagged**. If you do not specify one or more keywords, the tag status remains as **Untagged**.

Creation Date
This is the date the attachment was created.

Usage Status
To make the attachment available to be assigned to items in Storefront Catalog and to be seen in Storefront Commerce, leave **Active** selected. To create the attachment but make it unavailable for use, specify **Inactive**.

Description
Optionally, you can specify a description for the attachment.

Keywords
Optionally, you can specify a list of comma-separated keywords or phrases that describe the attachment. Keywords are used for searching Storefront Catalog for a particular asset.

Make Item Assignment
Select this field to automatically assign the attachment to the item with which it is associated. Clear this field to prevent the attachment from being assigned to the item automatically.

You can also assign attachments to items manually. See "About assigning attachments" on page 58.

Text
This field is displayed for text attachments. Specify the text to display in Storefront Commerce for the attachment. In Storefront Commerce, this text is displayed on the **Item Details** tab.

URL Address
This field is displayed for URL attachments. Specify the URL address to display in Storefront Commerce for the attachment. The correct format for the URL address is http://www.domain.com.

3 Click **Submit**. The attachment is created. A list of all attachments is displayed on the Results page.

Searching for attachments

You can search for attachment records to view, edit, or delete:

To search for attachments:

1 Select **Attachments > Manage > Search**.
2 To show all attachments, leave search criteria fields empty and click **Search**. Otherwise, specify any search criteria:

Name
Specify all or part of the attachment file name.

Type
Specify the MIME type of attachment to find. This table provides examples of the text to specify for various attachment types:

To find	You can specify
Text	TEXT, HTML, RTF
Spreadsheet	EXCEL
Drawing	VISIO
Image	PNG, JPEG, TIF, GIF, POSTSCRIPT
Document	MSWORD, PDF
URL	URL

Keywords
Specify keywords that were assigned when attachments were created or uploaded.

Tag Status
Specify a status of Tagged or Untagged. Tagged finds attachments with assigned keywords, and Untagged find attachments with no assigned keywords.

Usage Status
Specify a status of Active or Inactive. Active finds attachments that are available for use in Storefront Catalog and viewable in Storefront Commerce. Inactive finds attachments that are not available for use.

3 Click **Search**. The Results page is displayed, listing attachments that match your search criteria.

Previewing attachments

To preview an attachment:

1. Select **Attachments > Manage > Search**.
2. Specify search criteria to find the attachment to preview and click **Search**. The Results page is displayed.

   Note: To show all attachments, leave search criteria fields empty and click **Search**.

3. Select the attachment to preview. The attachment is displayed on the Preview tab. All fields on this page are read-only.
4. To optionally open the attachment, click Open.
   - If the attachment is an image file, it is opened in a new browser window. The image is in the original size and resolution that was uploaded into Storefront Catalog.
   - If the attachment is a document file, such as a .doc, .xls, .txt. or .pdf file, it is opened in a new browser window for viewing.

- If the attachment is a URL, the corresponding website is opened.

About assigning attachments

In Storefront Catalog, you can assign attachments to a catalog, to catalog categories and subcategories, and to items. You can make the assignment by first finding the catalog, category, or item to which to assign the attachment, or by finding the attachment to assign and then finding the catalog, category, or item to which to assign it.

When you assign more than one image attachment, you must indicate which one is the primary image to be displayed by default as the digital asset thumbnail image in Storefront Commerce. Also, when you assign more than one text description attachment, you must indicate which one is the primary description to be displayed by default in Storefront Commerce. The secondary images that are assigned to an item are gallery images. These images are displayed on the **Item Detail** tab in Storefront Commerce.

When an attachment is deleted, its assignments are also deleted, and the affected catalogs or items must be published to complete the change. If a deleted attachment was a primary image or description, then the next image or description file in the list of assigned attachments, if one exists, becomes primary.

You must upload attachments before you can assign them. See "Uploading a single attachment" on page 54 and "Uploading an attachment archive" on page 55.

Review these topics for more information:

- "Assigning attachments to catalogs by catalog selection" on page 58
- "Assigning attachments to catalogs by attachment selection" on page 59
- "Assigning attachments to categories by catalog selection" on page 59
- "Assigning attachments to categories by attachment selection" on page 60
- "Assigning attachments to items by item selection" on page 61
- "Assigning attachments to items by attachment selection" on page 61
- "Deleting attachment assignments" on page 62

Assigning attachments to catalogs by catalog selection

To assign attachments to a catalog, you must find the catalog and then find the attachments.

1. Select **Catalogs > Search**.
2. Specify search criteria to find the catalog to which to assign attachments. To display all catalogs, leave the search criteria fields blank. Click **Search**. The Results page is displayed.
3. Select a catalog. The View page is displayed.
4. Click the **Categories** tab.

5 Right-click the catalog name and select Assign. Attachment search fields are displayed, and any attachments already assigned to the catalog are listed.
6 Specify search criteria and click **Search**. Attachments that match your search criteria are displayed.
7 Select each attachment to assign to the catalog. Click **Assign** and **OK**. The list of attachments assigned to the catalog is displayed.
8 If you have assigned more than one image attachment and more than one description attachment, you must specify which files to show in Storefront Commerce by default. If you do not select a primary image and description, then the first image file and the first text file in the list of attachments are used as the primary image. To specify the primary image and description:
   - In the list of attachments, select the check box of the image file to show by default and click **Primary Image**.
   - In the list of attachments, select the check box next to the text file to show by default and click **Primary Description**.

Assigning attachments to catalogs by attachment selection

To assign attachments to a catalog, you must find the attachments and then finding the catalogs.

1. Select **Attachments > Manage > Search**.
2. Specify search criteria to find the attachments to assign to catalogs. To display all attachments, leave the search criteria fields blank. Click **Search**. The Results page is displayed.
3. Select the check box next to one or more attachments to assign and click **Catalog/Category Assignment**. Select the check box in the **Results** header to select all attachments on the current page or click **Select All**. Catalog search fields are displayed.
4. Specify search criteria and click **Search**. Catalogs that match your search criteria are displayed.
5. Select the check box of each catalog to which to assign the selected attachments and then click **Assign**. The list of attachments assigned to the catalog is displayed.
6. If you have assigned more than one image attachment and more than one description attachment, you must specify which files to show in Storefront Commerce by default. If you do not select a primary image and description, then the first image file and the first text file in the list of attachments are used as the primary image. To specify the primary image and description:
   - In the list of attachments, select the check box of the image file to show by default and click **Primary Image**.
   - In the list of attachments, select the check box next to the text file to show by default and click **Primary Description**.

Assigning attachments to categories by catalog selection

This topic explains how to assign attachments to catalog categories by first finding the categories and then finding the attachments.

To assign attachments to categories by catalog selection:

1 Select **Catalogs > Search**.
2 Specify search criteria to find the catalog with categories to which to assign attachments. To display all catalogs, leave the search criteria fields blank. Click **Search**. The Results page is displayed.
3 Click the name of the catalog to work with. The View page is displayed.
4 Click the **Categories** tab.
5 In the tree on the left, expand categories, right-click the category or subcategory to work with, and then select Assign. Attachment search fields are displayed, and any attachments already assigned to the catalog category are listed in the lower portion of the page.
6 Specify search criteria and then click **Search**. Attachments that match your search criteria are displayed.
7 Select the check box of each attachment to assign to the category and then click **Assign** and **OK**.
8 If you have assigned more than one image attachment and more than one description attachment, you must specify which files to display in Storefront Commerce by default. If you do not select a primary image and description, then the first image file and the first text file in the list of attachments are used as the primary image. To specify the primary image and description:
   - In the list of attachments, select the check box of the image file to display by default and then click **Primary Image**.
   - In the list of attachments, select the check box next to the text file to display by default and then click **Primary Description**.

Assigning attachments to categories by attachment selection

To assign attachments to catalog categories , you must first find the attachments and then find the categories.

1 Select **Attachments > Manage > Search**.
2 Specify search criteria to find the attachments to assign to catalog categories. To show all attachments, leave the search criteria fields blank. Click **Search**. The Results page is displayed.
3 Select one or more attachments to assign and click **Catalog/Category Assignment**. You can click the check box in the **Results** header to select all attachments on the current page or click the **Select All**. Catalog search fields are displayed.
4 Specify search criteria and click **Search**. Catalogs that match your search criteria are displayed.
5 Select each catalog and click **Assign**.
6 If you have assigned more than one image attachment and more than one description attachment, you must specify which files to display in Storefront Commerce by default. If you do not select a primary image and description, then the first image file and the first text file in the list of attachments are used as the primary image. To specify the primary image and description:
   In the list of attachments, select the check box of the image file to display by default and then click **Primary Image**.
   - In the list of attachments, select the check box of the image file to display by default and then click **Primary Image**.

- In the list of attachments, select the check box next to the text file to display by default and then click **Primary Description**.

Assigning attachments to items by item selection

To assign attachments to an item, you must first find the item and then assign the attachments.

1. Select **Items > Search**.
2. Specify search criteria to find the item. To show all items, leave the search criteria fields blank. Click **Search**. The Results page is displayed.
3. Select the item. The View page is displayed.
4. Click the **Attachments** tab.
5. Select **Search Attachments**. Attachment search fields are displayed.
6. Specify search criteria and click **Search**. Attachments that match your search criteria are displayed.
7. Select each attachment to assign and click **Assign**. The assigned attachments are added to the list on the Attachments page.
8. If you have assigned more than one image attachment and more than one description attachment, you must specify which files to display in Storefront Commerce by default. If you do not select a primary image and description, then the first image file and the first text file in the list of attachments are used as the primary image. To specify the primary image and description:
   - In the list of attachments, select the check box of the image file to display by default and then click **Primary Image**.
   - In the list of attachments, select the check box next to the text file to display by default and then click **Primary Description**.

Assigning attachments to items by attachment selection

To assign attachments to items, you must first find the attachments to assign and then find the items.

1. Select **Attachments > Manage > Search**.
2. Specify search criteria to find the attachments. To display all attachments, leave search criteria fields blank. Click **Search**. The Results page is displayed.
3. Select one or more attachments to assign and click **Item Assignment**. You can click the check box in the **Results** header to select all attachments on the current page or click **Select All**.
4. Specify search criteria and click **Search**. Items that match your search criteria are displayed.
5. Select each item to which to assign the selected attachments and click **Assign** .
6. If you have assigned more than one image attachment and more than one description attachment, you must specify which files to display in Storefront Commerce by default. If you do not select a primary image and description, then the first image file and the first text file in the list of attachments are used as the primary image. To specify the primary image and description:

- In the list of attachments, select the check box of the image file to display by default and then click **Primary Image**.
- In the list of attachments, select the check box next to the text file to display by default and then click **Primary Description**.

Deleting attachment assignments

To delete an attachment assignment:

1. Select **Items > Search**.
2. Specify search criteria to find the item from which to delete an attachment assignment. To show all items, leave the search criteria fields blank. Click **Search**. The Results page is displayed.
3. Select an item. The View page is displayed.
4. Click the **Attachments** tab. The Attachments page is displayed with attachments assigned to the item.
5. Select each attachment to remove and click **Delete** .
6. Publish the item to complete the change.

Editing attachments

To edit an attachment:

1. **Select > Attachments > Manage > Search**.
2. Specify search criteria to find the attachment to edit and click **Search**. The Results page is displayed.

   Note: To show all attachments, leave search criteria fields empty and click **Search**.
3. Select the attachment. The **Preview** tab is displayed.
4. Click the **Edit** tab and make changes as necessary. You can edit the name, description, keywords, or usage status. Keywords are used to define additional search criteria when searching for this item.
5. Click **Save**. After you save your changes, the tag status is **Tagged**. If you do not specify a keyword, the tag status is **Untagged**.

Viewing items assigned to attachments

You can view all of the items assigned to an attachment. For example, the import process can have attachments automatically assigned to items from the ERP system. See "Working with attachments" on page 53.

To view items assigned to the attachment:

1 Select **Attachments > Manage > Search**.
2 Specify search criteria to find the attachment to preview and click **Search**. The Results page is displayed.

   Note: To show all attachments, leave search criteria fields empty and click **Search**.

3 Select the attachment to view. The **Preview** tab is displayed.
4 Click the **Items** tab to view items that have been assigned this attachment.
5 To return to the search results, click the **Results** tab.

Viewing catalogs and categories assigned to attachments

You can view all of the catalogs and categories assigned to the attachment. See "Working with attachments" on page 53.

To view catalogs and categories assigned to the attachment:

1 Select **Attachments > Manage > Search**.
2 Specify search criteria to find the attachment to preview and click **Search**. The Results page is displayed.

   Note: To show all attachments, leave search criteria fields empty and click **Search**.

3 Select the attachment to view. The **Preview** tab is displayed.
4 Click the **Catalogs/Categories** tab to view catalogs and categories that have been assigned this attachment.
5 To return to the search results, click the **Results** tab.

Changing attachments usage status from active to inactive

When attachments are uploaded in Storefront Catalog, their usage status is automatically set to **Active**, so they are available to be assigned to items. You can change the status to **Inactive** as necessary. If an attachment has already been assigned to an item and then its status is changed to **Inactive**, the item assignment remains, but the attachment is no longer displayed in Storefront Commerce. If you change the status of the attachment to Inactive for an attachment that is a primary image and the item has multiple images assigned, the first secondary image becomes the primary image. If no other images are assigned, then **No Image Available** is displayed in Storefront Commerce.

1. Select **Attachment > Manage > Search**.
2. Specify any search criteria, including the usage status, **Active**, and click **Search**.
3. Select the attachment to update.
4. Change the usage status to **Inactive**.
5. Click Save.
6. To include this change in Storefront Commerce, republish the catalog.

Deleting attachments

When you delete an attachment, it is removed from Storefront Catalog and is no longer available to assign to items. It is also removed from any catalogs or items to which it has already been assigned. The catalogs or items must be published for the attachment change to be complete.

When you delete an attachment that has a primary image or description, the next image or text attachment for that category becomes the primary one.

See "Deleting records" on page 15.

Working with page layouts

9

With page layouts, you can create the pages that display in Storefront Commerce and you can control every field and link available on those pages.

The default page layouts for Storefront Catalog are:

- Additional Charges
- Alternate Warehouses
- Alternates
- Assortments
- Browse Results
- Checkout
- Complements
- Invoice Detail
- Item Detail
- Open Invoices
- Order Detail
- Order History
- Order Listing
- Paid Invoices
- Sales Statistics
- Search Results
- Shopping Cart
- Shopping List
- Specials
- Wish List

You can use default page layouts or customize the type of data that is included on a page, such as the label for each column in search or browse results, the order of the information, and what price and availability information is shown. You can modify classes in the Storefront cascading style sheet to define the colors and fonts for your Storefront user interface.

Not only can you fully customize your pages, you can create multiple versions of each type of page to meet the needs of different user audiences that you have. For example, if you have B2C Anonymous, B2C Registered, and B2B Storefront accounts, you have three different audiences that need, or are authorized to view, different information. To handle multiple versions and audiences using the user interface, complete these tasks:

1. Create page layouts for each audience.
2. Create a page layout group for each audience.
3. Assign the appropriate page layout group to Storefront accounts. Refer to the *Infor Distribution Storefront Administration User Guide*.

Note: If you choose to modify a default page layout to customize it for your company, we recommend that you create a copy of the default format and modify the copy.

Review these topics for more information:

- "Planning page layouts" on page 66
- "Page layout fields" on page 66
- "Creating page layouts" on page 85
- "Searching for page layouts" on page 87
- "Copying page layouts" on page 87
- "Viewing a sample of the page layout" on page 88

Planning page layouts

Before you begin creating page layouts, we recommend that you carefully plan the fields you want to include on your pages, what each field will be named, and the order in which fields will be displayed on the page. You can review the default layout samples and use them as a guide for creating your own layouts.

We also recommend that the user who designs and modifies your page layouts has at least a basic knowledge of HTML and understands how to create and use tables to design pages.

Refer to "Page layout fields" on page 66 for information that will help you plan which fields to include in your layouts. Also see "Viewing a sample of the page layout" on page 88 for information about viewing a sample of your layout.

Page layout fields

This topic provides descriptions of the fields available for Storefront Catalog page layouts.

Search Results, Browse Results, and Item Detail page types

Field	Data	Search Results page	Browse Results page	Item Detail page
Add to Cart Link	Shows a link to add the item to the shopping cart.	X	X	
Blank Line	Inserts a blank line in the page layout.			X
Calculated Availability	Shows the item availability as obtained by the Commerce Gateway Price and Availability transaction. This availability is retrieved from the back-end database.	X	X	X
Calculated Availability (Default Whse)	Similar to Calculated Availability, but this field shows item availability for only the default warehouse, not an accumulated quantity.	X	X	X
Calculated Availability Flag	Shows an indicator (In stock/Out of Stock) of the item availability based on the availability obtained by the Commerce Gateway Price and Availability transaction. This availability is retrieved from the back-end database.	X	X	X
Calculated Availability Flag (Default Whse)	Similar to Calculated Availability Flag, but this field shows an indicator (In stock/Out of Stock) of item availability for only the default warehouse, not an accumulated quantity.	X	X	X
Calculated Price	Shows the item's price for the default unit of measure. This price is retrieved from the back-end database by the Commerce Gateway Price and Availability transaction.	X	X	X
Calculated Savings	Shows the amount of savings for the item. The saving is calculated as Calculated Price - Web Price = Savings	X	X	X
Customer Item Number	Shows the customer's item number.	X	X	X
Customer Item Number Link to Item Detail	Shows the customer's item number as a link to the Item Detail page.	X	X	X
Extended Item Price	Shows the price of the item multiplied by the quantity entered to order. For example, if the user entered 5 to order five bottles priced at $3.00/each, the extended item price is $15.00.			X

Field	Data	Search Results page	Browse Results page	Item Detail page
Global Tracking Identification number (GTIN)	Shows the GTIN code that is imported from the ERP.	X	X	X
Item Class/Subclass	Shows the class and subclass of the item.			X
Item Description	Shows the item's description. If you have added product descriptions to your back-end items in Storefront Catalog, the item's product description is displayed.	X	X	X
Item Inventory Status				X
Item Manufacturer	Shows the name of the item's manufacturer.	X	X	X
Item Number	Shows the number of the item.	X	X	X
Item Number Link to Item Detail	Shows the number of the item as a link to the Item Detail page.	X	X	
Item Thumbnail	Shows the thumbnail image attachment which links to the Item Detail page.	X	X	
List Price	Shows the item list prices that are set up in the ERP. The ERP determines which price is displayed in Storefront Commerce.	X	X	X
Local Avail (All Whs)	Shows the availability of the item in all warehouses. This availability value is from the CMS database, not the back end.	X	X	X
Local Avail (All Whs) Flag	Shows an indicator (In stock/Out of Stock) for the availability of the item in all warehouses. This availability value is from the CMS database, not the back end.	X	X	X
Local Avail (Def. Whs)	Shows the availability of the item in the warehouse assigned to the user who is logged in. This availability value is from the CMS database, not the back end.	X	X	X
Local Avail (Def. Whs) Flag	Shows an indicator (In stock/Out of Stock) for the availability of the item in the warehouse assigned to the user who is logged in. This availability value is from the CMS database, not the back end.	X	X	X

Field	Data	Search Results page	Browse Results page	Item Detail page
Manufacturer's Item	Shows the manufacturer's item number.	X	X	X
Next PO Date	Shows the date of the next open requisition for this item.	X	X	X
Next PO Quantity	Shows the quantity of this item on the next open requisition.	X	X	X
Next Quantity Break	Shows the quantity that meets the next quantity break requirements.			X
Next Quantity Break Price	Shows the price of the item at the next quantity break.			X
Next Quantity Break Type	Shows whether the quantity break is a percent or an amount.			X
Order UOM	Shows the item's default unit of measure.	X	X	X
Price UOM Price	Shows the item's price for the pricing unit of measure.	X	X	X
Pricing UOM	Shows the unit of measure at which the item is priced.	X	X	X
Quantity Input Box	Shows an input field for entering order quantity.	X	X	
Unit of Measure Drop-Down	Shows a drop-down list for selecting the ordering unit of measure. For the Item Detail page and Results pages, if there is only a single unit of measure, this field displays the single UOM for the B2C interface.	X	X	
User-defined	Shows user-defined fields based on your ERP. After you specify your user-defined fields, you can import them to Storefront Commerce by selecting **Import > Backend > Items**.		X	X
Web Price	Shows the item's list price. For Web users, the list price to use is based on the customer number of the user who is logged in. For back-end users, the list price on the Order Header Screen is used.	X	X	
UPC	Shows the UPC code that is imported from the ERP.		X	X

Shopping List, Shopping Cart, and Wish List page types

Field	Data	Shopping List page	Shopping Cart page	Wish List page
Add to Cart Link	Shows a link to add the item to the shopping cart.	X	X	X
Calculated Availability	Shows the item availability as obtained by the Commerce Gateway Price and Availability transaction. This availability is retrieved from the back-end database.	X	X	X
Calculated Availability (Default Whse)	Similar to Calculated Availability, but this field shows item availability for only the default warehouse, not an accumulated quantity.	X	X	X
Calculated Availability Flag	Shows an indicator (In stock/Out of Stock) of the item availability based on the availability obtained by the Commerce Gateway Price and Availability transaction. This availability is retrieved from the back-end database.	X	X	X
Calculated Availability Flag (Default Whse)	Similar to Calculated Availability Flag, but this field shows an indicator (In stock/Out of Stock) of item availability for only the default warehouse, not an accumulated quantity.	X	X	X
Calculated Price	Shows the item's price for the default unit of measure. This price is retrieved from the back-end database by the Commerce Gateway Price and Availability transaction.	X	X	X
Calculated Savings	Shows the amount of savings for the item. The saving is calculated as Calculated Price - Web Price = Savings	X	X	X
Comment Text	Shows on the cart where users can specify a comment for an item. During checkout, the comment that the user enters is displayed.		X	
Comment (Print on) Type	Shows on the cart where users can specify where to print the comment, for example, on all documents, on the pick ticket, or on the invoice. During checkout, the selection is displayed.		X	

Field	Data	Shopping List page	Shopping Cart page	Wish List page
Customer Item Number	Shows the customer's item number.	X	X	X
Customer Item Number Link to Item Detail	Shows the customer's item number as a link to the Item Detail page.	X	X	X
Extended Item Price	Shows the price of the item multiplied by the quantity entered to order. For example, if the user entered 5 to order five bottles priced at $3.00/each, the extended item price is $15.00.		X	
Global Tracking Identification Number (GTIN)	Shows the GTIN number from the ERP.	X	X	X
Item Description	Shows the item's description. If you have added product descriptions to your back-end items in Storefront Catalog, the item's product description is displayed.	X	X	X
Item Manufacturer	Shows the name of the item's manufacturer.	X	X	X
Item Number	Shows the number of the item.	X	X	X
Item Number Link to Item Detail	Shows the number of the item as a link to the Item Detail page.	X	X	X
Item Thumbnail	Shows the thumbnail image attachment which links to the Item Detail page.	X	X	X
List Price	Shows the item list prices that are set up in the ERP. The ERP determines which price is displayed in Storefront Commerce.	X	X	X
Local Avail (All Whs)	Shows the availability of the item in all warehouses. This availability value is from the CMS database, not the back end.	X	X	X
Local Avail (All Whs) Flag	Shows an indicator (In stock/Out of Stock) for the availability of the item in all warehouses. This availability value is from the CMS database, not the back end.	X	X	X
Local Avail (Def. Whs)	Shows the availability of the item in the warehouse assigned to the user who is logged in. This availability value is from the CMS database, not the back end.	X	X	X

Field	Data	Shopping List page	Shopping Cart page	Wish List page
Local Avail (Def. Whs) Flag	Shows an indicator (In stock/Out of Stock) for the availability of the item in the warehouse assigned to the user who is logged in. This availability value is from the CMS database, not the back end.	X	X	X
Manufacturer's Item	Shows the manufacturer's item number.	X	X	X
Next PO Date	Shows the date of the next open requisition for this item.	X	X	X
Order UOM	Shows the item's default unit of measure.	X	X	X
Price UOM Price	Shows the item's price for the pricing unit of measure.	X	X	X
Pricing UOM	Shows the unit of measure at which the item is priced.	X	X	X
Quantity Input Box	Shows an input field for entering order quantity.	X	X	X
Remove Check Box	Shows a check box to indicate that the item should be removed from the shopping cart.	X	X	X
Remove Item Link	Shows Remove Item at the line item level to remove one item from the cart. This new page layout field is only available for the Cart page layouts.		X	
Unit of Measure Drop-Down	Shows a drop-down list for selecting the ordering unit of measure. For the Item Detail page and Results pages, if there is only a single unit of measure, this field displays the single UOM for the B2C interface.	X	X	X
User-defined	Shows user-defined fields based on your ERP. After you specify your user-defined fields, you can import them to Storefront Commerce by selecting **Import > Back-end > Items**.	X		X
Warehouse Abbreviation	Shows the warehouse abbreviation.		X	
Web Price	Shows the item's list price. For Web users, the list price to use is based on the customer number of the user who is	X	X	X

Field	Data	Shopping List page	Shopping Cart page	Wish List page
	logged in. For back-end users, the list price on the Order Header Screen is used.			
Next PO Quantity	Shows the quantity of this item on the next open requisition.	X	X	X
UPC	Shows the UPC code that is imported from the ERP.	X		X

Specials and Checkout page types

Field	Data	Specials page	Checkout page
Add to Cart Link	Shows a link to add the item to the shopping cart.	X	
Calculated Availability	Shows the item availability as obtained by the Commerce Gateway Price and Availability transaction. This availability is retrieved from the back-end database.	X	X
Calculated Availability (Default Whse)	Similar to Calculated Availability, but this field shows item availability for only the default warehouse, not an accumulated quantity.	X	X
Calculated Availability Flag	Shows an indicator (In stock/Out of Stock) of the item availability based on the availability obtained by the Commerce Gateway Price and Availability transaction. This availability is retrieved from the back-end database.	X	X
Calculated Availability Flag (Default Whse)	Similar to Calculated Availability Flag, but this field shows an indicator (In stock/Out of Stock) of item availability for only the default warehouse, not an accumulated quantity.	X	X
Calculated Price	Shows the item's price for the default unit of measure. This price is retrieved from the back-end database by the Commerce Gateway Price and Availability transaction.	X	X
Calculated Savings	Shows the amount of savings for the item. The saving is calculated as Calculated Price - Web Price = Savings	X	X
Comment Text	Shows on the cart where users can specify a comment for an item. During checkout, the comment that the user enters is displayed.		X

Field	Data	Specials page	Checkout page
Comment (Print on) Type	Shows on the cart where users can specify where to print the comment, for example, on all documents, on the pick ticket, or on the invoice. During checkout, the selection is displayed.		X
Customer Item Number	Shows the customer's item number.	X	X
Customer Item Number Link to Item Detail	Shows the customer's item number as a link to the Item Detail page.	X	X
Extended Item Price	Shows the price of the item multiplied by the quantity entered to order. For example, if the user entered 5 to order five bottles priced at $3.00/each, the extended item price is $15.00.		X
Global Tracking Identification Number (GTIN)	Shows the GTIN number from the ERP.	X	X
Item Description	Shows the item's description. If you have added product descriptions to your back-end items in Storefront Catalog, the item's product description is displayed.	X	X
Item Manufacturer	Shows the name of the item's manufacturer.	X	X
Item Number	Shows the number of the item.	X	X
Item Number Link to Item Detail	Shows the number of the item as a link to the Item Detail page.	X	X
Item Thumbnail	Shows the thumbnail image attachment which links to the Item Detail page.	X	X
List Price	Shows the item list prices that are set up in the ERP. The ERP determines which price is displayed in Storefront Commerce.	X	X
Local Avail (All Whs)	Shows the availability of the item in all warehouses. This availability value is from the CMS database, not the back end.	X	X
Local Avail (All Whs) Flag	Shows an indicator (In stock/Out of Stock) for the availability of the item in all warehouses. This availability value is from the CMS database, not the back end.	X	X
Local Avail (Def. Whs)	Shows the availability of the item in the warehouse assigned to the user who is logged in. This availability value is from the CMS database, not the back end.	X	X

Field	Data	Specials page	Checkout page
Local Avail (Def. Whs) Flag	Shows an indicator (In stock/Out of Stock) for the availability of the item in the warehouse assigned to the user who is logged in. This availability value is from the CMS database, not the back end.	X	X
Manufacturer's Item	Shows the manufacturer's item number.	X	X
Next PO Date	Shows the date of the next open requisition for this item.	X	X
Next PO Quantity	Shows the quantity of this item on the next open requisition.	X	X
Order Quantity	Shows the quantity ordered.		X
Order UOM	Shows the item's default unit of measure.	X	X
Price UOM Price	Shows the item's price for the pricing unit of measure.	X	X
Pricing UOM	Shows the unit of measure at which the item is priced.	X	X
Quantity Input Box	Shows an input field for entering order quantity.	X	
Remove Check Box	Shows a check box to indicate that the item should be removed from the shopping cart.	X	
Unit of Measure Drop-Down	Shows a drop-down list for selecting the ordering unit of measure. For the Item Detail page and Results pages, if there is only a single unit of measure, this field displays the single UOM for the B2C interface.	X	
User-defined	Shows user-defined fields based on your ERP. After you specify your user-defined fields, you can import them to Storefront Commerce by selecting **Import > Backend > Items**.	X	X
Warehouse Abbreviation	Shows the warehouse abbreviation.		X
Web Price	Shows the item's list price. For Web users, the list price to use is based on the customer number of the user who is logged in. For back-end users, the list price on the Order Header Screen is used.	X	X
UPC	Shows the UPC code that is imported from the ERP.	X	

Alternates, Complements, and Assortments page types

Field	Data	Alternates page	Complements page	Assortments page
Add to Cart Link	Shows a link to add the item to the shopping cart.	X	X	X
Calculated Availability	Shows the item availability as obtained by the Commerce Gateway Price and Availability transaction. This availability is retrieved from the back-end database.	X	X	X
Calculated Availability (Default Whse)	Similar to Calculated Availability, but this field shows item availability for only the default warehouse, not an accumulated quantity.	X	X	X
Calculated Availability Flag	Shows an indicator (In stock/Out of Stock) of the item availability based on the availability obtained by the Commerce Gateway Price and Availability transaction. This availability is retrieved from the back-end database.	X	X	X
Calculated Availability Flag (Default Whse)	Similar to Calculated Availability Flag, but this field shows an indicator (In stock/Out of Stock) of item availability for only the default warehouse, not an accumulated quantity.	X	X	X
Calculated Price	Shows the item's price for the default unit of measure. This price is retrieved from the back-end database by the Commerce Gateway Price and Availability transaction.	X	X	X
Calculated Savings	Shows the amount of savings for the item. The saving is calculated as Calculated Price - Web Price = Savings	X	X	X
Customer Item Number	Shows the customer's item number.	X	X	X
Customer Item Number Link to Item Detail	Shows the customer's item number as a link to the Item Detail page.	X	X	X
Item Description	Shows the item's description. If you have added product descriptions to your back-end items in Storefront Catalog,	X	X	X

Field	Data	Alternates page	Complements page	Assortments page
	the item's product description is displayed.			
Item Manufacturer	Shows the name of the item's manufacturer.	X	X	X
Item Number	Shows the number of the item.	X	X	X
Item Number Link to Item Detail	Shows the number of the item as a link to the Item Detail page.	X	X	X
Item Thumbnail	Shows the thumbnail image attachment which links to the Item Detail page.	X	X	X
Local Avail (All Whs)	Shows the availability of the item in all warehouses. This availability value is from the CMS database, not the back end.	X	X	X
Local Avail (All Whs) Flag	Shows an indicator (In stock/Out of Stock) for the availability of the item in all warehouses. This availability value is from the CMS database, not the back end.	X	X	X
Local Avail (Def. Whs)	Shows the availability of the item in the warehouse assigned to the user who is logged in. This availability value is from the CMS database, not the back end.	X	X	X
Local Avail (Def. Whs) Flag	Shows an indicator (In stock/Out of Stock) for the availability of the item in the warehouse assigned to the user who is logged in. This availability value is from the CMS database, not the back end.	X	X	X
Manufacturer's Item	Shows the manufacturer's item number.	X	X	X
Multiplier	Shows if there is a multiplier for this item that is associated with the compliment or alternate. For example, if a flashlight requires two batteries, the compliment is batteries, and the multiplier is 2. This is informational only.	X	X	
Next PO Date	Shows the date of the next open requisition for this item.	X	X	X

Field	Data	Alternates page	Complements page	Assortments page
Next PO Quantity	Shows the quantity of this item on the next open requisition.	X	X	X
Order UOM	Shows the item's default unit of measure.	X	X	X
Price UOM Price	Shows the item's price for the pricing unit of measure.	X	X	X
Pricing UOM	Shows the unit of measure at which the item is priced.	X	X	X
Quantity Input Box	Shows an input field for entering order quantity.	X	X	X
Remove Check Box	Shows a check box to indicate that the item should be removed from the shopping cart.	X	X	
Unit of Measure Drop-Down	Shows a drop-down list for selecting the ordering unit of measure. For the Item Detail page and Results pages, if there is only a single unit of measure, this field displays the single UOM for the B2C interface.	X	X	X
User-defined	Shows user-defined fields based on your ERP. After you specify your user-defined fields, you can import them to Storefront Commerce by selecting **Import > Backend > Items**.	X	X	
Web Price	Shows the item's list price. For Web users, the list price to use is based on the customer number of the user who is logged in. For back-end users, the list price on the Order Header Screen is used.	X	X	X

Open Invoices, Paid Invoices, and Invoice Detail page types

Field	Data	Open Invoice page	Paid Invoices page	Invoice Detail page
Adjustment Amount	Shows the amount by which the original invoice amount was adjusted.		X	

Field	Data	Open Invoice page	Paid Invoices page	Invoice Detail page
Adjustment Number	Shows the adjustment number.			X
Age Date	Shows the age date.	X	X	
Cash Discount Amount	Shows the cash discount amount.			X
Check Number	Shows the check number applied to the invoice payment.			X
Currency Code	Shows the code for the invoice's currency.	X	X	X
Days Open	Shows the number of days the invoice has been open, based on the invoice date.	X	X	
Finance Charge	Shows an indicator that the open amount is the result of a finance charge.	X		
History Sequence Number	Shows an internal sequence number for tracking invoices.			X
Invoice Amount	Shows the amount of the invoice when it was issued.	X	X	
Invoice Balance	The amount yet to be received for the invoice.	X		
Invoice Date	Shows the date on which the invoice was created.	X		
Invoice Dispute Code	Shows the invoice dispute code assigned to an invoice in dispute.	X		
Invoice Number	Shows the invoice number.	X	X	
Invoice Type	Shows the type of invoice: invoice, credit memo, or disputed invoice	X	X	
Last Transaction Date	Shows the date of the last payment transaction made for the invoice.	X	X	
Order Generation Number	Shows the order generation number associated with the invoice.			X
Order Number	Shows the order number associated with the invoice.			X
Payment Amount	Shows the amount of the payment that was received for the invoice.		X	X

Field	Data	Open Invoice page	Paid Invoices page	Invoice Detail page
Purchase Order Number	Shows the purchase order number associated with the invoice.	X		X
Trade Invoice Amount	Shows the invoice amount in the trading currency.	X	X	
Trade Adjustment Amount	Shows the adjustment amount in the trading currency.		X	
Trade Invoice Balance	Shows the invoice balance in the trading currency.	X		
Trade Payment Amount	Shows the amount of payment that was received for the invoice in the trading currency.		X	
Transaction Amount	Shows the amount applied for a specific transaction.			X
Transaction Date	Shows the date on which a specific transaction was processed.			X
Transaction Type	Shows the type of transaction that was processed.			X
Reference Number	Shows the reference number for an invoice document	X		

Sales Statistics page type

Field	Data
Month	Shows the month in which a product was purchased.
Year	Shows the year in which a product was purchased.
Quantity Purchased	Shows the quantity of product purchased.
Average Purchase Price	Shows the average price paid for the product.

Order Listing and Order Detail page types

Field	Data	Order Listing page	Order Detail page
Customer Item Number	Shows the item number the customer uses.		X
Customer Order UOM	Shows the unit of measure the customer uses to order (which may be different than		X

Field	Data	Order Listing page	Order Detail page
	the unit of measure used to track the purchase in your ERP system).		
Customer Pricing UOM	Shows the unit of measure the customer sees for pricing.		X
Entry Date	Shows the date the order was entered.	X	
Entry Sequence Number	Shows an internal sequence number for tracking orders.		X
Estimated Ship Date	Shows the date it is expected that the order will ship.	X	X
Extended	Shows the sell price multiplied by the quantity ordered.		X
Invoice Amount	Shows the total value invoiced.	X	
Invoice Date	Shows the date on which the order was invoiced.	X	
Invoice Number	Shows the invoice number.	X	
Item Description	Shows the item description.		X
Item Number	Shows the item number.		X
List Price	Shows the product list price.		X
Order Generation Number	Shows the generation number of the order.	X	
Order Number	Shows the customer's order number.	X	
Order Status	Shows the status of the order.	X	
Order Type	Shows the order type.	X	
Order Value	Shows the total value of the order.	X	
Original Item Number	Shows the item's original item number.		X
P.O. Number	Shows the purchase order number.	X	
Pricing Unit of Measure	Shows the unit of measure at which the product is priced.		X
Quantity Back Ordered	Shows the quantity of product that was back ordered.		X
Quantity Ordered	Shows the quantity of product the customer ordered.		X

Field	Data	Order Listing page	Order Detail page
Quantity Shipped	Shows the quantity of product that was shipped.		X
Sell Price	Shows the price for which the product was sold.		X
Ship Confirm Date	Shows the date on which the order was processed for shipping.	X	
Ship-to Number	Shows the order ship-to number.	X	
Unit of Measure	Shows the unit of measure in which the product was purchased.		X
Warehouse Abbreviation	Shows the warehouse abbreviation.	X	X

Order History page type

Field	Data
Add to Cart Link	Shows a link to add the item to the shopping cart.
Calculated Availability	Shows the item availability as obtained by the Commerce Gateway Price and Availability transaction. This availability is retrieved from the back-end database.
Calculated Availability (Default Whse)	Similar to Calculated Availability, but this field displays item availability for only the default warehouse, not an accumulated quantity.
Calculated Availability Flag	Shows an indicator (In stock/Out of Stock) of the item availability based on the availability obtained by the Commerce Gateway Price and Availability transaction. This availability is retrieved from the back-end database.
Calculated Availability Flag (Default Whse)	Similar to Calculated Availability Flag, but this field shows an indicator (In stock/Out of Stock) of item availability for only the default warehouse, not an accumulated quantity.
Calculated Price	Shows the item's price for the default unit of measure. This price is retrieved from the back-end database by the Commerce Gateway Price and Availability transaction.
Calculated Savings	Shows the amount of savings for the item. The saving is calculated as Calculated Price - Web Price = Savings
Customer Item Number	Shows the customer's item number.
Customer Item Number Link to Item Detail	Shows the customer's item number as a link to the Item Detail page.

Field	Data
Item Description	Shows the item's description. If you have added product descriptions to your back-end items in Storefront Catalog, the item's product description is displayed.
Item Manufacturer	Shows the name of the item's manufacturer.
Item Number	Shows the number of the item.
Item Number Link to Item Detail	Shows the number of the item as a link to the Item Detail page.
Item Thumbnail	Shows the thumbnail image attachment which links to the Item Detail page.
List Price	Shows the item list prices that are set up in the ERP. The ERP determines which price is displayed in Storefront Commerce.
Local Avail (All Whs)	Shows the availability of the item in all warehouses. This availability value is from the CMS database, not the back end.
Local Avail (All Whs) Flag	Shows an indicator (In stock/Out of Stock) for the availability of the item in all warehouses. This availability value is from the CMS database, not the back end.
Local Avail (Def. Whs)	Shows the availability of the item in the warehouse assigned to the user who is logged in. This availability value is from the CMS database, not the back end.
Local Avail (Def. Whs) Flag	Shows an indicator (In stock/Out of Stock) for the availability of the item in the warehouse assigned to the user who is logged in. This availability value is from the CMS database, not the back end.
Manufacturer's Item	Shows the manufacturer's item number.
Next PO Date	Shows the date of the next open requisition for this item.
Next PO Quantity	Shows the quantity of this item on the next open requisition.
Order UOM	Shows the item's default unit of measure.
Price UOM Price	Shows the item's price for the pricing unit of measure.
Pricing UOM	Shows the unit of measure at which the item is priced.
Quantity Input Box	Shows an input field for entering order quantity.
Remove Check Box	Shows a check box to indicate that the item should be removed.
Unit of Measure Drop-Down	Shows a drop-down list for selecting the ordering unit of measure.
Warehouse Abbreviation	Shows the warehouse abbreviation.
Web Price	Shows the item's list price. For Web users, the list price to use is based on the customer number of the user who is logged in. For back-end users, the list price on the Order Header Screen is used.

Additional Charges page type

Field	Data
Charge Amount	Shows the amount of the additional charges.
Charge Description	Shows a description of the additional charges.

Alternate Warehouses page type

Field	Data
Calculated Availability	Shows the item availability as obtained by the Commerce Gateway Price and Availability transaction. This availability is retrieved from the back-end database.
Calculated Availability Flag	Shows an indicator (In stock/Out of Stock) of the item availability based on the availability obtained by the Commerce Gateway Price and Availability transaction. This availability is retrieved from the back-end database.
Calculated Price	Shows the item's price for the default unit of measure. This price is retrieved from the back-end database by the Commerce Gateway Price and Availability transaction.
Calculated Savings	Shows the amount of savings for the item. The saving is calculated as Calculated Price - Web Price = Savings
Customer Item Number	Shows the customer's item number.
Warehouse Abbreviation	Shows the warehouse abbreviation.
Warehouse Description	Shows a description of the warehouse.
Item Manufacturer	Shows the name of the item's manufacturer.
Item Number	Shows the number of the item.
Item Thumbnail	Shows the thumbnail image attachment which links to the Item Detail page.
Local Availability	Shows the availability of the item in all warehouses. This availability value is from the CMS database, not the back end.
Local Availability Flag	Shows an indicator (In stock/Out of Stock) for the availability of the item in all warehouses. This availability value is from the CMS database, not the back end.
Manufacturer's Item	Shows the manufacturer's item number.
Next PO Date	Shows the date of the next open requisition for this item.
Next PO Quantity	Shows the quantity of this item on the next open requisition.
Order UOM	Shows the item's default unit of measure.
Price UOM Price	Shows the item's price for the pricing unit of measure.

Field	Data
Pricing UOM	Shows the unit of measure at which the item is priced.
Web Price	Shows the item's list price. For Web users, the list price to use is based on the customer number of the user who is logged in. For back-end users, the list price on the Order Header Screen is used.

Creating page layouts

In Storefront Catalog, you can use the default page layouts or create your own. You can create as many layouts as required. For example, if you have different levels of users who will be using Storefront Commerce, you can create page layouts for each type of user. This allows you to control what data is available to different users, such as internal users versus Web site users or account managers versus a customer service representatives.

To create a page layout:

1. Select **System > Commerce > Page Layout > Create**.
2. Specify this information:

   Page Layout Name
   Specify the name of the page layout being created.

   Page Layout Description
   Specify descriptive text to identify the page layout being created.

   Page Layout Type
   Specify the type of page for which the layout is being created.

3. Click **Create**. The View page is displayed with the new page layout. Now you can add fields to the layout. See "Adding fields to page layouts" on page 85.

Adding fields to page layouts

You can add fields to new or existing page layouts. You can add one field at a time, or add all default layouts for the page type at one time.

To add one or more fields to a page layout:

1. Select **System > Commerce > Page Layout > Search**. If you just created a new page layout and the record is still open, start at step 4.
2. Specify search criteria to find the page layout to which to add fields and click **Search**. The Results page is displayed.
3. Select a page layout. The View page is displayed.
4. Click the **Page Detail** tab.

5 Perform one of these steps:

- To add all default fields based on the page layout type, click **Add All Defaults**.
- To add one field, select it from the drop-down list and specify this information:

  Display
  Specify whether this field should be displayed on the page.

  Field Name
  Specify the name of the field as it will be shown on the page.

  Width
  Specify the width of the column, in pixels, for the field.

  Align
  Specify the alignment of the data in the column.

  Line Number
  Specify the number of the row in which the field data will be displayed. For example, if you want the item description to be in the second row, type **2**.

  Column Span
  Specify the number of columns this field will span in the table. Type **0** if the field is contained in a single column.

  Row Span
  Specify the number of rows this field will span in the table. Type **0** if this field is contained in a single row.

  Wrap Column
  Specify whether the content in this column will wrap when it reaches the maximum width of the column.

  CSS Class
  If you modified a class in the cascading style sheet (.css) to format the color and fonts of your page, type the name of the class that should be used to format this field.

  Show in Grid View
  This field is displayed if you select **Browse Results Page** page layout. Select the check box to display this field in a grid view.

6 Click **Add**.

Changing field order

You can specify the order in which field data is read and loaded from the database to the page layouts. After you have added two or more fields to your page layout, you can change the order in which they are displayed. By default, fields are incremented by ten as they are added.

When you change the field sequence number, you must change the line number for the fields, to maintain the relationship between the sequence in which data is retrieved and the order in which it appears on the page.

To change the order of fields on a page layout:

1 Select **System > Commerce > Page Layout > Search**. If you just added fields to a page layout and the record is still open, start at step 5.
2 Specify search criteria to find the page layout and click **Search**. The Results page is displayed.
3 Select the page layout. The View page is displayed.
4 Click the **Page Detail** tab.
5 In the drop-down field, select Resequence Detail.
6 In the fields provided, specify new sequence numbers and click **Reorder**.
7 For the fields whose sequence you changed, you must now change the line number to correspond with the new sequence position. For example, if the Item Thumbnail field was in the first sequence position and you moved it to the second position, you must select that field on the Page Detail page and change **Line Number** from **1** to **2**.

Searching for page layouts

You can use search criteria to limit the list of page layouts that are displayed on the Page Layouts page.

To search for a page layout:

1 Select **System > Commerce > Page Layout > Search**.
2 Specify any of this search criteria:

Name Contains
Specify all or part of the page layout name.

Description Contains
Specify all or part of the page layout description.

Type
Specify the type of page or leave **All** selected to search for all page types.

3 Click **Search**. The page shows page layouts that match your search criteria.

Copying page layouts

To copy a page layout:

1 Select **System > Commerce > Page Layout > Search**.
2 Specify search criteria to find the page layout to copy and click **Search**. The Results page is displayed.
3 Select the page layout to copy. In the **Copy To** field, specify the name of the page layout that you want to create.

4 Click **Copy** and **OK**. The page shows the new page layout added to the list, in alphabetical order.

Viewing a sample of the page layout

As you create your page layout, you should view a sample of how the page will look.

To view a sample layout:

1. Select **System > Commerce > Page Layout > Search**.
2. Specify search criteria to find the page layout to view and click **Search**. The Results page is displayed.
3. Select the page layout. The View page is displayed.
4. Click the **Page Detail** tab.
5. In the drop-down field, click **View Sample**. A new browser window opens that shows the page layout filled with the maximum sample data allowed.

Working with page layout groups

10

After you create page layouts, you can create page layout groups to which page layouts can be assigned. A page layout group is a container for page layout formats that you have created.

For example, suppose you have created page layouts for Internal Search Results, Internal Browse Results, and Internal Item Detail. You could create a page layout group called Internal, add these three layouts to the group, and assign the group to your internal catalog users.

Page layout groups are assigned to Storefront Commerce Web accounts using Storefront Administration. Refer to the *Infor Distribution Storefront Administration User Guide*.

Review these topics for more information:

- "Creating page layout groups" on page 89
- "Assigning page layouts to page layout groups" on page 90
- "Searching for page layout groups" on page 90

Creating page layout groups

To create a page layout group:

1. Select **System > Commerce > Page Layout Groups > Create**.
2. Specify this information:

   Page Layout Group Name
   Specify the name of the page layout group.

   Page Layout Group Description
   Specify descriptive text to help identify the page layout group.

3. Click **Create**. The View page is displayed, showing the information you entered for the page layout group record. Now you can assign page layouts to the group.

Assigning page layouts to page layout groups

To assign page layouts to a page layout group:

1. Select **System > Commerce > Page Layout Groups > Search**. If you create a new page layout group and the record is still open, start at step 4.
2. Specify search criteria to find the page layout group to which to assign page layouts and click **Search**. The Results page is displayed.
3. Select a group. The View page is displayed.
4. Click the **Assignments** tab.
5. Use the drop-down field to select the page layout type to assign to the group. The page shows unassigned page layouts of the type you selected.
6. Select a page layout to assign it to the page layout group. You can assign only one layout of each type to a group. If a layout of a certain type is already assigned, clicking the name removes the current assignment and replaces it with the layout selected.
7. Repeat step 5 for each page layout type until the group has all types assigned.

   Note: For each page layout group, you must complete page layout assignments for each type of page layout. If a page layout type remains unassigned, users in that group will not have access to that type of page. For example, you cannot have a page layout group with only a search results and browse results page layout assigned.

Searching for page layout groups

You can use search criteria to limit the list of page layout groups that are displayed on the Page Layout Groups page.

To search for a page layout group:

1. Select **System > Commerce > Page Layout Groups > Search**.
2. Specify any of the search criteria:

   Name Contains
   Specify all or part of the group's name.

   Description Contains
   Specify all or part of the group's description.

3. Click **Search**. A list of page layout groups that match your search criteria is displayed.

Working with item detail tabs

11

Item detail tabs are used on the Storefront Catalog Item Detail page to provide different types of information about an item. You can control the number, order, content, and text labels of the tabs included on the Item Detail page.

The Item Detail page includes all or part of this information:

- Related categories
- Alternate items
- Complementary items
- Extended item comments
- Detailed text descriptions
- Images
- Links to files and/or Web sites
- Additional warehouses where the item is available (this feature is for the Storefront Catalog user interface only)

You can assign one or more of these information types to a tab and specify the order in which the information will be shown on the tabbed page. Then, if an item has an attachment for the information type, the attachment information is displayed.

Unlike page layout groups, which are assigned to accounts, you do not need to assign item detail tabs to accounts. Each tab you create is automatically displayed on the Item Detail page.

Review these topics for more information:

- "Creating detail tabs" on page 92
- "Searching for detail tabs" on page 92
- "Managing information on detail tabs" on page 93
- "Changing tab order" on page 94
- "Editing records" on page 15
- "Deleting records" on page 15

Creating detail tabs

To create a tab for the Item Detail page:

1 Select **System > Catalog > Item Detail Tabs > Create**.

2 Specify this information:

Tab Name
Specify the name of the tab. The name you provide will be the name shown on the tab on the Item Detail page.

Tab Description
Specify descriptive text to help identify the tab.

Tab Visibility Type
Select **Web/Internal** if this tab will be available to Storefront Commerce users and internal users. Select **Web** if the tab is for Storefront Commerce users only. Select **Internal** if the tab is for internal users only.

Tab Default Position
Select **Extended** if, by default, the tab contents will be expanded on the Item Detail page. Select **Unextended** if, by default, the contents will be collapsed on the Item Detail page.

3 Click **Create**. The View page is displayed with the new tab. Now you can add information to the tab. See "Managing information on detail tabs" on page 93.

Searching for detail tabs

You can search for detail tab records to view, edit, or delete.

To search for a detail tab:

1 Select **System > Catalog > Item Detail Tabs > Search**.

2 Specify any search criteria:

Note: To display all detail tabs, leave search criteria fields empty and click **Search**.

Tab Name Contains
Specify all or part of a tab name.

Tab Description Contains
Specify all or part of a tab description.

Tab Visibility Type
Select the tab visibility type. Leave **All** selected to search for all visibility types.

3 Click **Search**. The Results page is displayed, listing detail tabs that match your search criteria.

Managing information on detail tabs

Each detail tab must have at least one information type assigned to it. The information type determines what type of attachment information is available on the tab. You can add, delete, and reorder tab information.

Adding information types to a tab

To add information types to a tab:

1. Select **System > Catalog > Item Detail Tabs > Search**. If you have just created a new tab and the record is still open, start at step 4.
2. Specify search criteria to find the tab to which to add information and click **Search**. The Results page is displayed.

   Note: To display all tabs, leave search criteria fields empty and click **Search**.

3. Select the tab. The View page is displayed.
4. Click the **Tab Detail** tab.
5. In the **Tab Detail Type** field, choose the information type to add and click **Add**.
6. Repeat step 5 as needed.

Deleting information types from a tab

To delete information types from a tab:

1. Search for the tab from which to delete information.
2. On the Results page, select the tab. The View page is displayed.
3. Click the **Tab Detail** tab.
4. Select the each information type to delete. Click **Delete** and **OK**.

Reordering information on a tab

To reorder information on a tab:

1. Search for the tab to organize.
2. On the Results page, select the tab. The View page is displayed.
3. Click the **Tab Detail** tab.
4. Select **Tab Detail Sequence**. The page shows only the list of information types and number fields.

5 Specify a sequence number for each information type and click **Reorder**. We recommend using sequence numbers in increments of 10 (10, 20, 30, and so on), so that in the future you can add information types between existing types without renumbering.

Changing tab order

Sequence numbers control the order in which your item detail tabs are displayed on the Item Detail page. The system automatically assigns sequence numbers to a tab when you create the tab. Sequence numbers are incremented by ten (ten being the first sequence number). You can change the sequence number on the Tab Sequence page.

To change the order of tabs for the Item Detail page:

1. Select **System > Catalog > Item Detail Tabs > Search** or **System > Catalog > Item Detail Tabs > Create**. The Search or Create page is displayed.
2. Click the **Tab Sequence** tab.
3. In the Tab Visibility Type field, specify the tab visibility to limit the list of tabs based on where they are shown. The page shows the tabs with the visibility type you selected.
4. Specify sequence numbers for the tabs you want to rearrange.
5. Click **Reorder**.

Working with catalogs

12

A catalog is a set of all products you intend to market to customers. With Storefront Catalog, you can create as many different types of catalogs as you require. For example, a catalog can be global, regional, available to all customers, or specific to a single customer. You also can create seasonal and sales catalogs.

After you create a catalog, you must publish it and the items in it before it can be assigned to Web accounts and seen by Storefront Commerce users.

Review these topics for more information:

- "Setting Catalog user interface options" on page 19
- "Creating catalogs" on page 95
- "Searching for catalogs" on page 96
- "Creating catalog categories and subcategories" on page 97
- "Adding and managing catalog items" on page 98
- "Copying catalogs" on page 99
- "Resequencing catalog items, attachments, and attributes" on page 100
- "Publishing catalogs" on page 101
- "Exporting catalogs" on page 102
- "Editing records" on page 15
- "Deleting records" on page 15

Creating catalogs

Use Storefront Catalog to create as many catalogs as you need. When you create a catalog, you can select to use information from your ERP, such as item class/subclass or GL codes, to create the catalog categories, or you can create custom catalogs with categories/subcategories designed specifically for your Storefront.

To create a catalog:

1 Select **Catalogs > Create**.
2 Specify this information:

Catalog Name
Specify the name of the catalog.

Catalog Description
Specify descriptive text to identify the catalog.

Create Catalog
Specify how you want your catalog to be created:

- Select **Empty Catalog** to create the catalog with no categories or subcategories. You will be able to build all of your categories later. See "Creating catalog categories and subcategories" on page 97.
- Select **Item Class/SubClass** to create the catalog with categories and subcategories based on the item classes and subclass defined in the ERP. You can type a range to limit the category/subcategory creation to classes in the specified range. Categories and subcategories are named as the item classes and subclasses, and items in those classes are assigned to the category or subcategory.
- Select **GL class** to create the catalog with categories and subcategories based on the GL classes defined in the ERP. You can type a GL code range to limit the category/subcategory creation to classes in the specified range. Categories are named as the GL classes, and items in those classes are assigned to the category or subcategory.

3 Click **Create**. The View page is displayed, showing the catalog you just created.

Searching for catalogs

You can search for catalog records to view, edit, or delete.

To search for a catalog:

1 Select **Catalogs > Search**.

2 Specify any of the search criteria:

Note: To display all catalogs, leave search criteria fields empty and click **Search**.

Catalog Name Contains
Specify all or part of the catalog name.

Catalog Description Contains
Specify all or part of the catalog description.

3 Click **Search**. The Results page is displayed, listing catalogs that match your search criteria.

Creating catalog categories and subcategories

If you chose **Empty Catalog** when creating catalogs, you must create categories and subcategories using the Categories page. Categories and subcategories allow you to organize your catalog contents into groups of products. For example, a Toy catalog can have categories for Action Figures, Stuffed Animals, and Dolls. Action Figures can have subcategories for Sports Heroes and TV Stars.

There is no limit to the number of categories and subcategories you can create, and you can have as many subcategory levels as you need to organize your items.

You also can use the Categories page to manage existing categories and subcategories for a catalog. See "Managing catalog categories and subcategories" on page 97.

To create a catalog category or subcategory:

1. Select **Catalogs > Search**. If you have just created an empty catalog and the record is still open, start at step 4.
2. Specify search criteria to find the catalog and click **Search**. The Results page is displayed.

   Note: To display all catalogs, leave search criteria fields empty and click **Search**.
3. Select the catalog. The View page is displayed.
4. Click the **Categories** tab.
5. Right-click the catalog name and click **Add**. A new category node is added under the catalog name.
6. Specify a name for the new category. A successful message is displayed.
7. Perform one or more of these tasks:
   - Create another main category for your catalog: Right-click the catalog name in the hierarchy tree and repeat this process at step 5. You can create as many categories as required.
   - Create a subcategory under a category: Right-click the category name in the hierarchy tree and repeat this process at step 5. You can create as many subcategories as required.
   - Add items to a category or subcategory.

     See "Adding and managing catalog items" on page 98.

Managing catalog categories and subcategories

Whether your catalog categories were created automatically during catalog creation or manually using the Categories page, you can use the Categories page to manage them.

A search function is provided above the catalog hierarchy tree to help you find categories. To search for categories:

1. Specify all or part of a category name in the search field and click **Search**. Categories matching the search criteria are highlighted in the tree.
2. To clear the search field and start again, click **Clear**.

Using the right-click menu or the chevron button above the tree, you can display options to add, rename, delete, cut, copy, and paste categories and subcategories, and to assign attachments. Use the right-click menu to expand or collapse categories and subcategories. To manage categories using these options, select the category to work with and then select the action to perform on that category.

You can move categories and subcategories using multi-select and drag-and-drop functionality.

When you use cut and paste or drag and drop to move a category or subcategory, its items are moved. However, when you copy a category or subcategory, its items are not copied.

Adding and managing catalog items

You can search for and add items to catalogs using the **Categories** tab. You can remove items from catalogs, move items among categories and subcategories, and copy items to multiple categories and subcategories.

Adding a single item by item number

To add a single item by item number:

1. Navigate to the Categories page for a selected catalog.
2. In the tree, click the category or subcategory to which to add an item.
3. Specify the item number and click **Add to Category**. To add multiple items from search results:

Adding multiple items from search results

To add multiple items from search results:

1. Navigate to the Categories page for a selected catalog.
2. In the tree, click the category or subcategory to which to add items.
3. Select **Add Items**. Item search fields are displayed.
4. Specify the search criteria and click **Search**. To show all items, leave the search criteria fields empty and click **Search**. The Results page is displayed.
5. Select a category or subcategory and click **Add to Category**. The items are added to the end of the current list of items in the selected category or subcategory. To resequence the items, see "Resequencing catalog items, attachments, and attributes" on page 100.

Copying items to another category or subcategory

To copy items to another category or subcategory

1 Navigate to the Categories page for a selected catalog.
2 In the tree, click the category or subcategory from which to copy an item.
3 Select each item to copy and click **Copy**. A new browser window is displayed that shows the list of categories to which you can copy the items.
4 Select the parent category for the copied items. You are returned to the Categories page, with your selected items copied to the new parent category. The items are added to the end of the current list of items. To resequence the items, see "Resequencing catalog items, attachments, and attributes" on page 100.

Moving items within the catalog

To move items within the catalog:

1 Navigate to the Categories page for a selected catalog.
2 In the tree, click the category or subcategory from which to move items.
3 Select each item to move and click **Move**. A new browser window opens that shows the list of categories to which you can move the items.
4 Select a new parent category for the items. You are returned to the Categories page, with your selected items in the new parent category. The items are added to the end of the current list of items. To resequence the items, see "Resequencing catalog items, attachments, and attributes" on page 100 .

Deleting items from the catalog

To delete items from the catalog

1 Navigate to the Categories page for a selected catalog.
2 In the tree, click the category or subcategory from which to remove items.
3 Select each item to remove. Click **Delete** and **OK**.

Copying catalogs

If you have an existing catalog that you want to modify to create a new catalog, you can copy the existing catalog from the Results page.

To copy a catalog:

1 Select **Catalogs > Search**.
2 Specify the search criteria to find the catalog to copy and click **Search**. The Results page is displayed.

   Note: To display all catalogs, leave the search criteria fields empty and click **Search**.

3 Select the catalog to copy. In the **Copy To** field, specify the name of the catalog to create as a copy.
4 Click **Copy** and **OK**. The catalog you selected is copied and assigned the name you specified. The new catalog is added to the bottom of the list of catalogs on the Results page. You can edit the catalog and work with its categories.

Resequencing catalog items, attachments, and attributes

Sequence numbers determine the order in which items, attachments, or attributes are displayed in Storefront Commerce when users browse catalog categories.

Note: The search results for Storefront Commerce are always sequenced by relevancy.

When a category or subcategory contains one or more items, or has one or more attachments or attributes assigned to it, you can change the order in which they are displayed. By default, the sequence of items, attachments, and attributes is incremented by ten.

Resequencing items in a category or subcategory

To resequence items in a category or subcategory:

1 Navigate to the Categories page for a selected catalog.
2 In the tree, click the category or subcategory with items.
3 Select **Resequence Items**.
4 Specify new sequence numbers for the items and click **Reorder**.

Resequencing attachments for a category item

To resequence attachments for a category item:

1 Navigate to the Categories page for a selected catalog.
2 In the tree, click the category or subcategory with which to work.
3 Select the item number of the item with attachments.
4 Select **Attachments**. Attachment search fields and a list of current attribute assignments are displayed.
5 Select **Attachment Sequence**.
6 Specify new sequence numbers for the attachments and click **Resequence**.

Resequencing attributes in a category

To resequence attributes in a category:

1. Navigate to the Categories page for a selected catalog.
2. In the tree, click the category or subcategory with attribute assignments to resequence.
3. Select **Category Attributes**. Attribute search fields and a list of current attribute assignments are displayed.
4. Click **Attribute Sequence**.
5. Specify new sequence numbers for the attributes and click **Reorder**.

Publishing catalogs

When a catalog is ready for browsing in Storefront Commerce, you must publish the catalog to make it available to Storefront Catalog.

When you publish a catalog, the catalog, its categories, the category item assignments, attribute assignments, and item attribute value assignments are published from the staging area to the production area. At the same time, an index build request is sent to the Progress EasyAsk Studio server and a search index is generated.

You must publish items in the catalog before you can publish the catalog. For help publishing items, see "Publishing items" on page 42.

To publish a catalog:

1. Select **Import > Publish > Catalogs**.
2. Specify all or part of the catalog's name or description to find the catalog to import and click **Search**. The Results page is displayed. To publish all catalogs, see "Publishing all catalogs" on page 101

   Note: To display all catalogs, leave the search criteria fields empty and click **Search**.

3. Click **Publish Catalog** next to the catalog to publish. If no errors are present, a message is displayed saying the catalog publish status is complete and the system is ready for indexing.
4. Click **Generate Item Index**. The Scheduled Jobs page is displayed.
5. Select the check box for the Item Index Generation job and click **Run Now**. See "Running a job manually" on page 105.

Publishing all catalogs

Optionally, you can publish all catalogs.

To publish all catalogs:

1. Select **Import > Publish > All**.

2 Select **Publish all catalogs** and click **Publish**.

Exporting catalogs

You can export your new Storefront catalogs to an XML document. Exporting to an XML document provides you with a text format that can be used with certain publishing programs to help create paper catalogs.

To export a catalog:

1. Make sure export options are set. See "Setting Catalog export options" on page 18.
2. Select **Export > Catalogs**.
3. Specify all or part of the catalog's name or description to find the catalog to export and click **Search**. The Results page is displayed.

   Note: To display all catalogs, leave the search criteria fields empty and click **Search**.
4. Select the catalog to export. The Export Catalog page is displayed with elements for the catalog.
5. Clear the check box for each element you do not want to include in your exported file. By default, all of the lines are selected. You can rename the element tags. You must change only the opening tag (the first field in the row). The closing tag (the second field in the row) changes automatically to match your entry in the opening tag.
6. Select **Replace HTML Entity Number with Symbol** to include symbols in the export. This field is used for exporting Manufacturer and Product Descriptions.

   Select this field if you are specifying a trademark symbol.
7. Click **Submit**. The resulting XML output content is displayed in the browser window.
8. To save the file, select **File > Save As**.

Scheduling and running jobs

13

You can use the Storefront Catalog Schedule/Run Jobs option to run these processes:

- Item Index Generation is used for the Storefront search. You must have imported items before you can generate the item index. Only items in published catalogs are searchable by Storefront users. As your item information changes, you must regenerate the item index to reflect the change in items. It is recommended that you generate the item index after every import of items.
- Import Back End Items is for retrieving item information from the back end.
- Import Back End Item Quantities is for retrieving item quantities from the back end.
- Import Back End Item Classifications and Import Back End Item Extended Comments is for retrieving classifications, EICs, and users.
- Customer and SHipto Synch to synchronize customer and ship-to information with the ERP. This process retrieves the current customer and ship-to data from the ERP for B2B Web accounts based on the **Synchronize ship-tos at Login** setting in Storefront Administration account options.

  Note: When processing corporate group accounts, the Storefront Administration setting is not used. All corporate group customer and ship-to data is processed.

- Delete Inactive Ship to Data is is for deleting information that is no longer active. The deleted or inactive shipto data in the ERP is not removed from the Storefront database but is marked as inactive. You must run this job to delete the inactive information.
- Sitemap Generation is to generate the sitemap for search engines. The URLs generated are search engine friendly. We recommend that you schedule this job after the item index generation. This will ensure that any added items and categories are included. A `sitemap.xml` for each language and site, if the multisite feature is turned on, will be created in the `<EaskAsk install dir>/server/EasyAsk/sitemaps` folder.
- Delete Stale Cart Data is for clearing the tables that contain left over cart data. The B2C-A cart data is saved in the database. Run this job to clear the data.

Because it is important that your item information is current and available, it is recommended that you schedule these jobs to run automatically. Jobs can be scheduled to run daily or weekly at the time you specify or you can set a recurring interval for the job.

Review these topics for more information:

- "Scheduling jobs" on page 104
- "Managing scheduled jobs" on page 104
- "Running a job manually" on page 105

Scheduling jobs

To schedule a job:

1 Select **System > Catalog > Schedule/Run Jobs**.
2 A job must be disabled before you can maintain its schedule. To disable a job, select the check box of the enabled job and then click **Enable/Disable**.
3 Click the name of the job to schedule. The Job Schedule Options page is displayed.

   Note: If you are an SX.enterprise user, do not schedule the *Import Back End Item Quantities* job.

4 Specify this information:

   Repeat
   To schedule the job to run on specific days of the week, select the appropriate check boxes. For example, to run the job weekly on Sundays, select the check box for **Sun**. To run the job daily, select the check boxes for **Sun**, **Mon**, **Tue**, **Wed**, **Thu**, **Fri**, and **Sat**.

   at __:__ AM/PM
   Use this field to run at a specific hour and minute of the days selected in the Repeat field. Select the option, specify the hour as a value between 1 through 12, specify the minute as a value between 00 and 59, and select AM or PM. For example, to run the job at midnight, specify **12:00** and select **AM**.

   every __ Hours __ Minutes
   Use this field to run the job periodically, at the interval you specify. Select the option and then specify the interval in hours and/or minutes. For example, to run the job every 10 minutes, specify **00** for the Hours and **10** for the Minutes. To run the job every four hours, specify **4** for the Hours and **0** for the Minutes.

5 Click **Update**.

   Note: If you made changes but want to reset the values to those you had before entering changes, click **Reset**.

6 Repeat these steps for each job you need to schedule.
7 After a job is scheduled, you must enable it. Select the check box of a disabled job and click **Enable/Disable**.

Managing scheduled jobs

To check the status of the jobs you have scheduled or to enable or disable scheduled jobs:

1 Select **System > Catalog > Schedule/Run Jobs**.
2 Perform one of these steps:
   - To disable a job, select the enabled job and click **Enable/Disable**.
   - To review the current status of the job, check the Job Status, Last Run Time, and Job Message columns.

Running a job manually

To run a job manually at any time:

1. Select **System > Catalog > Schedule/Run Jobs**.
2. Select the check box of the job to run and click **Run Now**.

   You can click **Refresh** to update the job status, or click **Enable Auto Refresh** to have the job status updated automatically.

Catalog import utility file formats

A

To access the Catalog Import Utility sample spreadsheets, browse to and select `Documentation\sample\SFCIU_Sample_Spreadsheet_Files.zip`.

To access the Catalog Import Utility sample attachment files, browse to and select `Documentation\sample\SFCIU_Sample_Attachment_Files.zip`.

This is a summary of the available file formats:

SFCIU File Formats	Description
SFCIU_saitem	Updates Item Product Description and/or Manufacturer
SFCIU_saitem_saattribute_unassign_delete	Deletes Attributes, Deletes Attribute Name/Values, Unassigns Attribute Name/Values from Items
SFCIU_saitem_saattribute	Add Attributes, Add Attribute Values, Attribute Value Sequence and Assigns Attribute Name/Value Pair(s) to Items
SFCIU_saitem_saattachment_unassign_delete	Unassign Attachment(s) from Items by Attachment Name, Deletes Attachments
SFCIU_saitem_saattachment	Assign Image/Text/File/URL Attachments to Items by Attachment Name. Adds Text Attachment Content (same as Process As Text Option), Adds URL Attachment Content
SFCIU_saitem_sacategory_unassign_delete	Delete Catalog(s), Deletes Categories and SubCategories from a Catalog, Unassign Items from Categories
SFCIU_saitem_sacategory	Adds Catalog(s), Adds Categories and SubCategories to a Catalog with category sequence numbers supported at all levels, Assigns Item(s) to Categories and set Item sequence numbers at category level
SFCIU_sacategory_saattachment_unassign	Unassigns Attachment(s) from existing Catalogs/Categories

SFCIU File Formats	Description
SFCIU_sacategory_saattachment	Assigns Attachment(s) to existing Catalogs/Categories. Does Not Add Catalog/Category, and does not add Text/URL Attachment Content
SFCIU_account_delete	Deletes Accounts, Does not Delete Shopper Accounts (Active Budget/Approval Accounts)
SFCIU_account	Adds Accounts

File size limitations

The technology that processes the spreadsheet files is open source software that reads the entire fileinto memory. Therefore, file size limitations are imposed. Without these limitations, the process thatreads files may cause errors in your Web container (TomCat). The limitations specified below weretested with the following:

- Java version 1.6.0_25 (32bit)
- Apache-tomcat-6.0.29 (32-bit)
- LaunchConfig= -Xmx768M -XX:MaxPermSize=768M

If your system is 64bit and/or has larger memory specifications, you can increase these properties. Itis recommended that you divide large files in multiple smaller files. If the data is logically correct and does not overlap, the spreadsheet files are processed as if the data were in a single larger file.

Note: These limitations may be modified, but use caution. Infor Storefront Support will not be responsible for problems encountered as a result of changing these properties.

Restore the values to the default and restart TomCat if you have file size problems: maxFileSizeToReadForStatus 1048576 bytes = 1MB.

If an uploaded file is larger than 1M, the Catalog import utility status function does not read the file because it is not critical that the File Format and Number of Records be extracted just for the status display. If this limitation is encountered, the File Format is displayed as NOT DETECTED.

The **maxFileSizeToProcess 4619566 bytes** is approximately 4.5MB or 100,000 records for most File Formats. If an uploaded file is larger than 4.5M, it is not be processed and the file status displayed is FILE TOO LARGE. In this case, the file must be broken into smaller files or the file size limitations must be changed.

These properties are specified in the following file: `\webapps\storefrontAppServer\WEB-INF\StorefrontApplicationContext.xml`

```
<property name="maxFileSizeToReadForStatus" value="1048576" /><property
 name="maxFileSizeToProcess" value="4619566" />
```

Excel 2010 Limitations

Worksheet size limit is 1,048,576 rows by 16,384 columns. Total number of characters that a cell can contain is 32,767 characters.

Note: The input file length is checked against corresponding Storefront database columns.

If an uploaded file is larger than 400k, the Catalog import utility status function does not read the file because it is not critical that the File Format and Number of Records be extracted just for the status display. If this limitation is encountered, the File Format will display as NOT DETECTED. The MaxFileSizeToProcess 3072000 = 3000k = 3MB is approximately 50,000 records for most File Formats. If an uploaded file is larger than 3000k, it is not be processed and the file status displayed is FILE TOO LARGE. In this case, the file must be broken into smaller files or the file size limitations must be changed.

SFCIU_saitem

You can use this file format to update the item product description and/or the manufacturer. The columns are:

- Company
- Item Number
- Item Description
- Manufacturer

The processing options are:

- languagecode
- convertsymbolhtml

The required fields are:

- languagecode
- Valid item number or valid item company/item number
- Item Description or Manufacturer

Example:

	A	B	C	D
1	SFCIU_saitem		languagecode=en	
2	Company	Item Number	Item Description	Manufacturer
3	1000	1-001	New Description 1-001 2014-06-20-1236	New Manufacturer 1-001 2014-06-20-1236
4	1000	1-002		New Manufacturer 1-002 2014-06-20-1236
5	1000	1-003	New Description 1-003 2014-06-20-1236	
6		1-003	New Description 1-003 Global 2014-06-20-1236	New Manufacturer 1-003 Global 2014-06-20-1236

Example with special characters to convert

	A	B	C	D
1	SFCIU_saitem		languagecode=en	convertsymboltohtml=true
2	Company	Item Number	Item Description	Manufacturer
3	1000	1-001	SingleQuote' - I'm 1-001	DoubleQuote" - "Inside DoubleQuotes"
4	1000	1-002	Pipes| - this|that	DoublePipes|| - join||together
5	1000	1-003	DollarSign$ - $100.00	Brackets[] - ix[0]
6	1000	2-001	Registered®Symbol	Copyright©Symbol
7	1000	2-002	cent¢Symbol	AtSign@ - Iam@theStore
8	1000	2-003	TradeMark™Symbol	XXX----Symbol

SFCIU_saitem_saattribute

You can use this file format to add attributes, attribute name/values, and assign attribute name/values to items. The columns are:

- Company
- Item Number
- Name 1
- Value 1
- Seq 1
- Name 2
- Value 2
- Seq 2
- Name 3
- Value 3
- Seq 3
- Name 4
- Value 4
- Seq 4
- Name 5
- Value 5
- Seq 5

The processing options are:

- languagecode
- convertsymbolhtml

The required fields are:

- languagecode

- At least 1 Name when adding an attribute
- At least 1 Name/value when adding an attribute name/value
- Valid Item number or valid Company/item number when assigning name/value to an item

Note: There is a known limitation in Attribute processing. If there is only one Item assigned to a Attribute Value, the Attribute may not appear as expected in Storefront Commerce. This could be because the Item is filtered out by Price and Availability or because the Item was not indexed as expected by EasyAsk.

Example:

	A	B	C	D	E	F	G	H	I	J	K
1	SFCIU_saitem_saattribute			languagecode=en							
2	Company	Item Number	**Name1**	Value1	Seq1	**Name2**	Value2	Seq2	**Name3**	Value3	Seq3
3	**1000**	1-001	ciuAttrName1	ciuAttrName1Value1	100	ciuAttrName2	ciuAttrName2Value1	200	ciuAttrName3	ciuAttrName3Value1	300
4	1000	1-002	ciuAttrName1	ciuAttrName1Value2	100	ciuAttrName2	ciuAttrName2Value2	200	ciuAttrName3	ciuAttrName3Value2	300
5		1-003	ciuAttrName1	ciuAttrName1Value3	100	ciuAttrName2	ciuAttrName2Value3	200	ciuAttrName3	ciuAttrName3Value3	300
6			ciuAttrName4	ciuAttrName4Value1		ciuAttrName5	ciuAttrName5Value1				
7			ciuAttrName4	ciuAttrName4Value2		ciuAttrName5	ciuAttrName5Value2				

Example continued:

	L	M	N	O	P	Q
1						
2	**Name4**	Value4	Seq4	**Name5**	Value5	Seq5
3	ciuAttrNameZZ	ciuAttrNameZZValue1	400			
4	ciuAttrNameZZ	ciuAttrNameZZValue1	400			
5	ciuAttrNameZZ	ciuAttrNameZZValue1	400			
6						
7						

SFCIU_saitem_saattribute_unassign_delete

You can use this file format to delete attributes, attribute name/value, and unassign attribute name/values from items. The columns are:

- Company
- Item number
- Attribute name
- Attribute value

The processing option is languagecode.

The required fields are:

- languagecode
- At least 1 Attribute Name (or wildcard) when deleting an attribute
- At least 1 Attribute Name/value (or wildcard) when deleting an attribute name/value

- Valid Item number or valid Company/item number when unassigning name/value to an item. Wildcards can be used.

Note: To unassign Attributes from Global Items and other items with the same name, specify two Rows: one with Company and one without Company.

Example:

	A	B	C	D
1	SFCIU_saitem_saattribute_unassign_delete			languagecode=en
2	Company	Item Number	Attribute Name	Attribute Value
3	1000	1-001*	*	*
4	1000	1-002	ciuAttrName1	*
5	1000	1-002	ciuAttrName2	ciuAttrName2Value2
6			ciuAttrName4*	ciuAttrName4Value1*
7			ciuAttrName5	*
8			ciuAttrNameZ*	
9		1-003	*	*
10	1000	1-003	*	*

SFCIU_saitem_saattachment

You can use this file format to assign Image/Text/File/URL attachments to items by Attachment Name and add Text Attachment Content. Additionally, you can add URL attachment content. The columns are:

- Company
- Item Number
- ImagePrimary
- ImageSecondary
- Image3
- Text Name1
- Text Desc1
- Text Content1
- Text Name2
- Text Desc2
- Text Content2
- File Name1
- File Name2
- URL Name1
- URL Desc1

- URL Content1
- URL Name2
- URL Desc2
- URL Content2

The processing options are:

- languagecode
- convertsymbolhtml

The required fields are:

- languagecode
- Required fields for assigning and Image/Text/File/URL attachment to items by attachment name:
  - Valid Item Number or Company/Item name
  - Image File attachment is valid
  - At least one attachment name
- Required fields for adding text and URL attachments
  - Text description/content
  - URL description/content
- Required fields for assigning text and URL attachments to items
  - Valid Item Number or Company/Item name
  - Text description/content
  - URL description/content

Example:

	A	B	C	D	E	F	G	H
1	SFCIU_saitem_saattachment			languagecode=en				
2	Company	Item Number	ImagePrimary	ImageSecondary	Image3	Text Name1	Text Desc1	Text Content1
3	1000	1-001	ciu_1-001.jpg	ciu_1-001_2.jpg	ciu_1-001_3.jpg	ciu_1-001_text	ciu_1-001_text Desc	ciu Item 1-001 Co=
4	1000	1-002	ciu_1-002.bmp	ciu_1-002_2.jpg	ciu_1-002_3.jpg	ciu_1-002_text	ciu_1-002_text Desc	ciu Item 1-002 Co=
5	1000	1-003	ciu_1-003.png	ciu_1-003_2.jpg	ciu_1-003_3.jpg	ciu_1-003_text	ciu_1-003_text Desc	ciu Item 1-003 Co=

Example continued:

	I	J	K	L	M
1					
2	Text Name2	Text Desc2	Text Content2	File Name1	File Name2
3	ciu_1-001_text2	ciu_1-001_text2 D	ciu 1-001 Co=1000	ciu_1-001_MSDS.doc	ciu_1-001_Brochure.pdf
4	ciu_1-002_text2	ciu_1-002_text2 D	ciu 1-002 Co=1000	ciu_1-002_MSDS.doc	ciu_1-002_Brochure.pdf
5	ciu_1-003_text2	ciu_1-003_text2 D	ciu 1-003 Co=1000	ciu_1-003_MSDS.doc	ciu_1-003_Brochure.pdf

Example continued:

	N	O	P	Q	R	S	T	U	V	W
1										
2	URL Name1	URL Desc1	URL Content1	URL Name2	URL Desc2	URL Content2				
3	ciu_1-001_URL1	ciu 1-001_URL1 De	http://localhost:8	ciu_1-001_URL2	ciu 1-001_URL2 De	http://localhost:8080/storefrontCommerce/itemDetail.do?ite				
4	ciu_1-002_URL1	ciu 1-002_URL1 De	http://localhost:8	ciu_1-002_URL2	ciu 1-002_URL2 De	http://localhost:8080/storefrontCommerce/itemDetail.do?ite				
5	ciu_1-003_URL1	ciu 1-003_URL1 De	http://localhost:8	ciu_1-003_URL2	ciu 1-003_URL2 De	http://localhost:8080/storefrontCommerce/itemDetail.do?ite				

SFCIU_saitem_saattachment_unassign_delete

You can use this file format to unassign Attachment(s) from Items by Attachment Name and delete Attachments (which also UNASSIGNS).

Note: The Catalog Import Utility only supports adding Text/URL Attachments and not Image/Files. Therefore, if Image/File Attachments are deleted, then the Storefront Catalog application can be used to Upload/Add Attachments.

The columns are:

- Company
- Item Number
- Image Primary
- Image Secondary
- Image3
- Text Name1
- Text Name2
- File Name1
- File Name2
- URL Name1
- URL Name2

The processing options is languagecode. .

The required fields are:

- languagecode
- At least 1 Attachment Name (wildcard available)
- Valid Item Number or Company/Item Number when unassigning attachments from items.
- Empty Company/Item Number for deleting Image, Text, File, and URL Attachments

Example:

	A	B	C	D	E	F	G	H	I	J	K
1	SFCIU_saitem_saattachment_unassign_delete				languagecode=en						
2	Company	Item Number	ImagePrimary	ImageSecondary	Image3	Text Name1	Text Name2	File Name1	File Name2	URL Name1	URL Name2
3	1000	1-001	ciu_1-001.jpg	ciu_1-001_2.jpg	ciu_1-001_3.jpg	ciu_1-001_text	ciu_1-001_text2	ciu_1-001_MSDS.doc	ciu_1-001_Brochure.pdf	ciu_1-001_URL1	ciu_1-001_URL2
4	1000	1-002	ciu_1-002.bmp	*	*	*	*	*	*	*	*
5			ciu_1-002*								
6			ciuCatalog1*								

SFCIU_saitem_sacategory

You can use this file format to add Catalog Categories and Subcategories to a Catalog with category sequence numbers supported at all levels. You can assign Items to Categories and set item sequence numbers at the category level. The columns are:

- Catalog
- Level 1
- Seq 1
- Level 2
- Seq 2
- Level 3
- Seq 3
- Level 4
- Seq 4
- Level 5
- Seq 5
- Company
- Item Number
- Item Seq

The processing options are:

- languagecode
- convertsymbolhtml

The required fields are:

- languagecode
- Category
- At least one level consecutive Category Names (no gaps between Levels) when adding a Category
- A valid Item Number or Company/Item Number and at least one level when assigning an Item to a Category

Example:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SFCIU_saitem_sacategory			languagecode=en										
2	Catalog	Level1	Seq1	Level2	Seq2	Level3	Seq3	Level4	Seq4	Level5	Seq5	Company	Item Number	Item Seq
3	ciuCatalog1	ciuC1-L1	1	ciuC1-L11	1	ciuC1-L111	1					1000	1-001	1
4	ciuCatalog1	ciuC1-L1	1	ciuC1-L11	1	ciuC1-L111	1					1000	1-002	2
5	ciuCatalog1	ciuC1-L1	1	ciuC1-L11	1	ciuC1-L111	1					1000	1-003	3
6	ciuCatalog1	ciuC1-L1	1	ciuC1-L11	1	ciuC1-L111	1					1000	1-004	4
7	ciuCatalog1	ciuC1-L1	1	ciuC1-L11	1	ciuC1-L111	1	ciuC1-L1111				1000	1-005	1
8	ciuCatalog1	ciuC1-L2	2	ciuC1-L21	2	ciuC1-L211	2					1000	2-001	1
9	ciuCatalog1	ciuC1-L2	2	ciuC1-L21	2	ciuC1-L211	2					1000	2-002	2
10	ciuCatalog1	ciuC1-L2	2	ciuC1-L21	2	ciuC1-L212	3					1000	2-003	1
11	ciuCatalog1	ciuC1-L2	2	ciuC1-L21	2	ciuC1-L213	4					1000	2-004	1
12	ciuCatalog1	ciuC1-L3	3	ciuC1-L31	3							1000	3-001	1
13	ciuCatalog1	ciuC1-L3	3	ciuC1-L31	3							1000	3-002	2
14	ciuCatalog1	ciuC1-L3	3	ciuC1-L31	3							1000	3-003	3
15	ciuCatalog1	ciuC1-L3	3	ciuC1-L31	3							1000	3-004	4
16	ciuCatalog2	ciuC2-L1	1									1000	1-001	1

SFCIU_saitem_sacategory_unassign_delete

You can use this file format to delete Catalogs, delete Categories and SubCategories from a Catalog, and unassign Items from Categories. The columns are:

- Catalog
- Level 1
- Level 2
- Level 3
- Level 4
- Level 5
- Company
- Item Number

The processing option is languagecode.

The required fields are:

- languagecode
- A valid Catalog when deleting a Catalog
- At least one Level or wildcard consecutive Category Names (no gaps between Levels) when deleting Categories.
- A valid Item Number or Company/Item Number or wildcard, at least one Level or wildcard Consecutive Category Names (no gaps between Levels) when unassigning items from a Category.

Example:

	A	B	C	D	E	F	G	H
1	SFCIU_saitem_sacategory_unassign_delete			languagecode=en				
2	Catalog	Level1	Level2	Level3	Level4	Level5	Company	Item Number
3	**ciuCatalog1**	**ciuC1-L1**	*					
4	ciuCatalog1	**ciuC1-L2**	**ciuC1-L21**	**ciuC1-L211**			1000	*
5	ciuCatalog1	**ciuC1-L3**	**ciuC1-L31**				1000	**3-004**

SFCIU_sacategory_saattachment

You can use this file format to assign valid Attachments to valid Catalogs and Categories. This file format does not add Catalogs and Categories and does not add Attachment content. The columns are:

- Catalog
- Level 1
- Level 2
- Level 3
- Level 4
- Level 5
- Image Primary
- Image Secondary
- Image 3
- Text Name 1
- Text Name 2
- File Name 1
- File Name 2
- URL Name 1
- URL Name 2

The processing option is convertsymboltohtml.

The required fields are:

- A valid Catalog
- At least one valid Attachment Name when assigning an Attachment to a Catalog.
- At least one valid level, at least one valid Attachment Name, and consecutive category names (no gaps between Levels), when assigning an attachment to a Category.

Example:

	A	B	C	D	E	F	G	H	I
1	SFCIU_sacategory_saattachment								
2	Catalog	Level1	Level2	Level3	Level4	Level5	ImagePrimary	ImageSecondary	Image3
3	ciuCatalog1						ciuCatalog1.jpg		
4	ciuCatalog1	**ciuC1-L1**					ciuC1-L1.jpg		
5	ciuCatalog1	ciuC1-L1	ciuC1-L11				ciuC1-L11.jpg	ciuC1-L11_2.jpg	
6	ciuCatalog1	ciuC1-L1	ciuC1-L11	ciuC1-L111			ciuC1-L111.jpg		
7	ciuCatalog1	**ciuC1-L2**					ciuC1-L2.jpg		
8	ciuCatalog1	ciuC1-L2	ciuC1-L21				ciuC1-L21.jpg		
9	ciuCatalog1	**ciuC1-L3**					ciuC1-L3.jpg		
10	ciuCatalog2						ciuCatalog2.jpg		

Example continued:

	J	K	L	M	N	O
1						
2	Text Name1	Text Name2	File Name1	File Name2	URL Name1	URL Name2
3	ciuCatalog1.txt		ciuCatalog1.pdf			
4	ciuC1-L1.txt		ciuC1-L1.pdf			
5	ciuC1-L11.txt	ciuC1-L11_2.txt	ciuC1-L11.pdf	ciuC1-L11_2.pdf	ciuC1-L11_URL	ciuC1-L11_2_URL
6	ciuC1-L111.txt		ciuC1-L111.pdf			
7	ciuC1-L2.txt		ciuC1-L2.pdf			
8	ciuC1-L21.txt		ciuC1-L21.pdf			
9	ciuC1-L3.txt		ciuC1-L3.pdf			
10	ciuCatalog2.txt		ciuCatalog2.pdf			

SFCIU_sacategory_saattachment_unassign

You can use this file format to unassign Attachments from existing Catalogs and Categories. The columns are:

- Catalog
- Level 1
- Level 2
- Level 3
- Level 4
- Level 5
- Image Primary
- Image Secondary
- Image 3
- Text Name 1
- Text Name 2
- File Name 1
- File Name 2

- URL Name 1
- URL Name 2

There are no processing options for this file format.

The required fields are:

- At least one valid Attachment Name or wildcard when you unassign an attachment from a Catalog.
- At least one valid level or wildcard and at least one Attachment Name or wildcard when you unassign an attachment from a Category.

Example:

	A	B	C	D	E	F	G	H	I
1	**SFCIU_sacategory_saattachment_unassign**								
2	Catalog	Level1	Level2	Level3	Level4	Level5	ImagePrimary	ImageSecondary	Image3
3	**ciuCatalog1**						ciuCatalog1.jpg		
4	ciuCatalog1	**ciuC1-L1**					ciuC1-L1.jpg		
5	ciuCatalog1	ciuC1-L1	ciuC1-L11				ciuC1-L11.jpg	ciuC1-L11_2.jpg	
6	ciuCatalog1	ciuC1-L1	ciuC1-L11	ciuC1-L111			ciuC1-L111.jpg		
7	ciuCatalog1	**ciuC1-L2**	*				*	*	*
8	ciuCatalog1	ciuC1-L2	ciuC1-L21				*		
9	**ciuCatalog2**	*					*	*	

Example continued:

	J	K	L	M	N	O
1						
2	Text Name1	Text Name2	File Name1	File Name2	URL Name1	URL Name2
3	ciuCatalog1.txt		ciuCatalog1.pdf			
4	ciuC1-L1.txt		ciuC1-L1.pdf			
5	ciuC1-L11.txt	ciuC1-L11_2.txt	ciuC1-L11.pdf	ciuC1-L11_2.pdf	ciuC1-L11_URL	ciuC1-L11_2_URL
6	ciuC1-L111.txt		ciuC1-L111.pdf			
7	*	*	*	*	*	*
8	*					
9	*	*	*		*	

SFCIU_account

You can use this file format to add accounts. The columns are:

- Company
- Customer
- UserId
- Password
- Question
- Answer
- Account Profile
- Corporate Group
- Ship To Group

- Contact Name
- Email Address
- Bcc
- Phone
- Domain

The required fields are:

- Valid UserID
- Valid Password (must be 8 to 32 characters)
- Valid Question and Answer
- Valid Account Profile
- Valid Contact Name
- Valid Email Address

Note: If the Account Profile is for ACCOUNTTYPE_B2B_CORPGROUP, then the Corporate Group must be specified and must be valid. If the Account Profile is for ACCOUNTTYPE_B2B_SHIPTOGROUP, then the Ship To Group must be specified and must be valid.

If SystemOption MultiSite is Active and Domain EMPTY, Domain is DEFAULTED to default site domain. If SystemOption MultiSite is Active and Domain NOT EMPTY, the Domain must be valid.

Example:

1	SFCIU_account								
2	Company	Customer	UserId	Password	Question	Answer	Account Profile	Corporate Group	Ship To Group
3		101	ciu5B2BR1	12345678Aa$1	Favorite Food51	donuts51	ciub2bAccountProfile		
4		101	ciu5B2CR1@infor.com	12345678Aa$2	Favorite Food52	donuts52	ciub2crAccountProfile		
5			ciu5CorpGrpUserId1	12345678Aa$3	Favorite Food53	donuts53	THKB2BCorpGroup01	PDS	
6			ciu5ShipToGrpUserId1	12345678Aa$4	Favorite Food54	donuts54	THKB2BShipToGroup02		THKShipToGroup02
7		101	ciu5B2BRShopper1	12345678Aa$5	Favorite Food55	donuts55	ciub2bAccountProfile		

Example continued:

1					
2	Contact Name	Email Address	Bcc	Phone	Domain
3	ciu5B2BR1 ContactName	ciu5B2BR1@infor.com	bcc1@infor.com	111-222-3333	
4	ciu5B2CR1 ContactName	ciu5B2CR1@infor.com		222.333.4444 X1234	
5	ciu5CorpGrpUserId1 ContactName	ciu5CorpGrpUserId1@infor.com		333-444-5555	
6	ciu5ShipToGrpUserId1 ContactName	ciu5ShipToGrpUserId1@infor.com	bcc1@infor.com	444-555-6666	
7	ciu5B2BRShopper1 ContactName	ciu5B2BRShopper1@infor.com		555-666-7777	

SFCIU_account_delete

You can use this file format to delete accounts. This file format does not delete Shopper Accounts (Active Budget/Approval Accounts). The columns are:

- Company
- Customer
- UserId

- Domain

The required fields are:

- A valid Company
- A valid UserId

Note: To delete Corporate Group Accounts, you must include a record that has Field Customer=EMPTY. This will delete a Corporate Group Account with any Customer.

Note: If SystemOption MultiSite is Active, the Domain must be a WildCard or a valid Domain.

Example:

	A	B	C	D
1	SFCIU_account_delete			
2	Company	Customer	UserId	Domain
3	1000	101	ciu4B2B*	
4	1000	101	ciu4B2C*	
5	1000		ciu4CorpGrpUserId1	
6	1000	101	ciu4ShipToGrpUserId1	
7	1000	101	ciu4B2BR1000Shopper	
8	1000	101	ciu4UserIdShouldBeNOTFOUND	
9	1000	101	ciu4JUNK*	*

Catalog import utility temporary tables

These are the temp tables associated with each file format.

SFCIU File Format	Associated TempTable(s)
SFCIU_saitem	ciu_saitem
SFCIU_saitem_saattribute_unassign_delete	ciu_saitem_saattribute_unassign_item ciu_saitem_saattribute_unassign_category ciu_saitem_saattribute_value_delete ciu_saitem_saattribute_delete
SFCIU_saitem_saattribute	ciu_saitem_saattribute
SFCIU_saitem_saattachment_unassign_delete	ciu_saitem_saattachment_unassign_item ciu_saitem_saattachment_unassign_category ciu_saitem_saattachment_delete
SFCIU_saitem_saattachment	ciu_saitem_saattachment

SFCIU File Format	Associated TempTable(s)
SFCIU_saitem_sacategory_unassign_delete c	ciu_saitem_sacategory_unassign_item ciu_saitem_sacategory_unassign_attachment ciu_saitem_sacategory_unassign_attribute ciu_saitem_sacategory_delete
SFCIU_saitem_sacategory	ciu_saitem_sacategory
SFCIU_sacategory_saattachment_unassign	ciu_sacategory_saattachment_unassign
SFCIU_sacategory_saattachment	ciu_sacategory_saattachment
SFCIU_account_delete	ciu_account_delete
SFCIU_account	ciu_account
ciu_dataimport_status	Management of SFCIU files and processing status
ciu_dataimport_message	Management of SFCIU files and processing messages