Catman User Manual

Requirements

For using the catalog upload tool Catman the following points are to be considered:

- installation of the latest catman version (https://dig.at/en/dig-catman)
- the ports 80 and 443 must be open
- min. Microsoft Excel 2010 or higher
- min. Windows 7 or higher
- min. .NET-Framework 4.0
- use of proxy server
    - configuration in the Catman tool

First start

When first starting you will be asked to define a work folder. The update protocols are stored in this directory. Sufficient storage space (>2GB) should be available for this on the corresponding partition.

Proxy settings

If you are using a proxy server for Internet access, you must configure also this accordingly in the Catman tool. Clicking on the button "Settings" in the log in window opens a window for input of the corresponding settings. Tick the box "Use proxy" and then input the address of the proxy server in the "Address" field. If you do not know the address, your network administrator can help you.

Authentication

To be able to use the Catman tool you must register with the combination of username and password. If you tick the box "Store user data" beneath the password field, the program stores your registration information and you do not have to reinsert it when starting again.
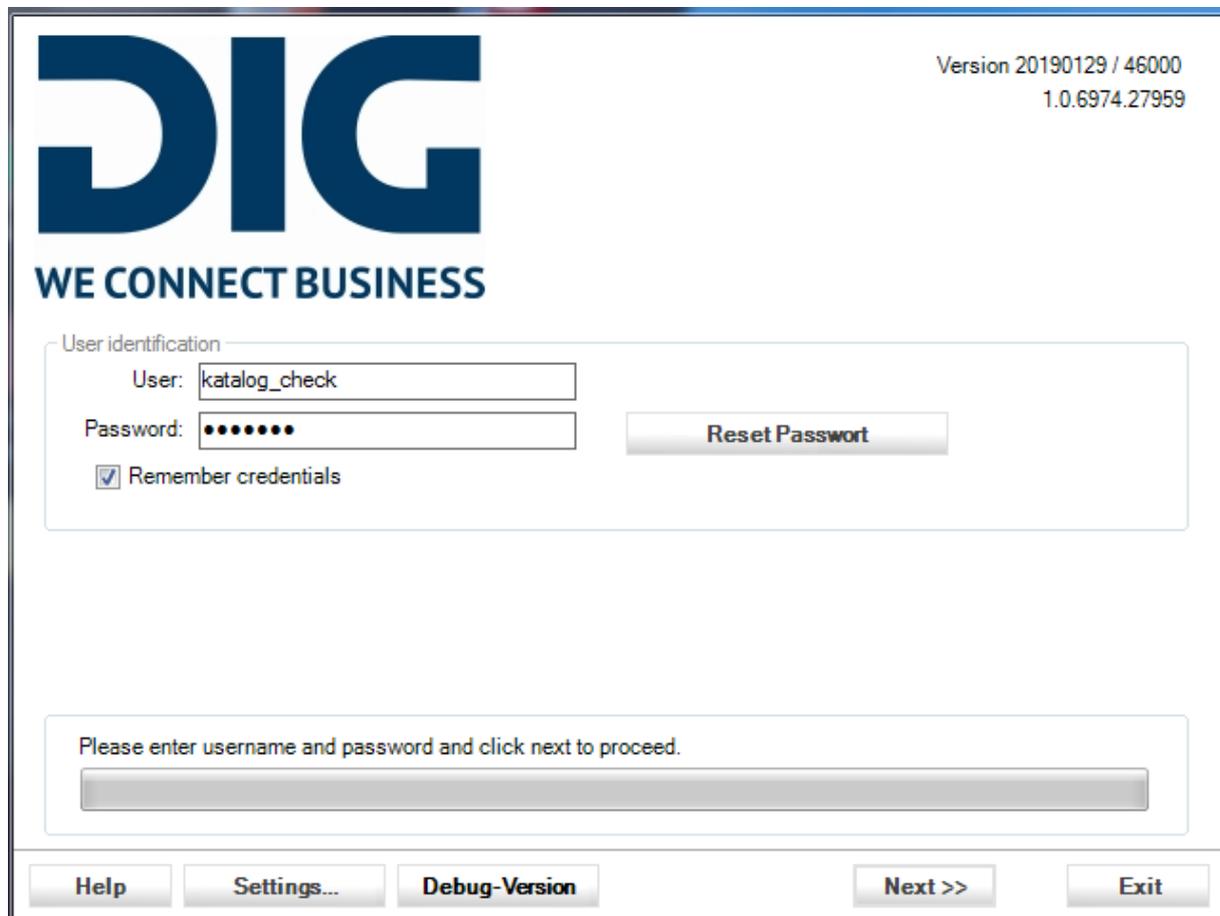
Figure1: Registering on the Catman tool

Main window

After successful authentication you are taken to the main menu of the Catman tool. Initially you will be given here an overview of all still uncompleted catalogue updates. With the help of what is described in the following filter, you can already consider the updates as completed.

Filter

In the upper half of the main window you will find three selection fields with the help of which you can filter the updates displayed in the lower area. In the first selection field (left) you can select between completed and open updates or simply display all updates. Using the second selection field you can filter by client name and with the third, you can filter at the level of the status of the update (for example, to view all updates waiting for approval by the supplier).
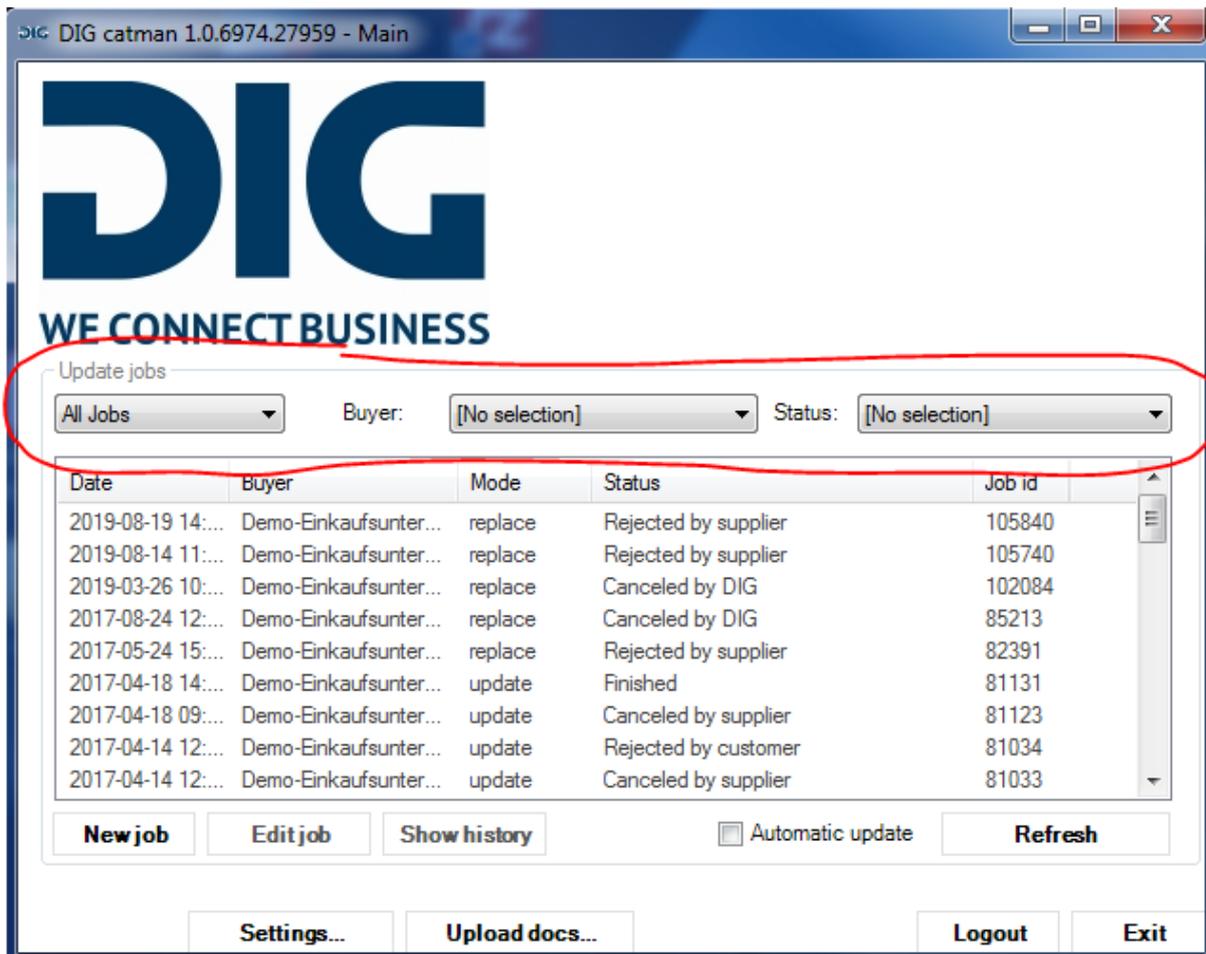
Figure 2: Filtering the view

Enter a new catalogue update

By clicking on the button "New..." the process for entering a new catalogue update is started. Then, in a first step, the partner must be selected for which the update is to be entered. Then on the field "Path" the path of the catalogue file must be input. If it is a file it must be either a BMEcat-XML file or an Excel file. By choosing the mode (either "replace" or "update") one can decide either to overwrite existing catalogue data (from an older version of the catalogue) or only to update it. The option "replace" is only available, if the registered user has the corresponding rights. Furthermore, one can determine from which point the catalogue update is valid. If "Insert immediately after approval" is selected, the update enters the system from the following day. If "Approval on: " is selected, you can set the date on which the update becomes valid.
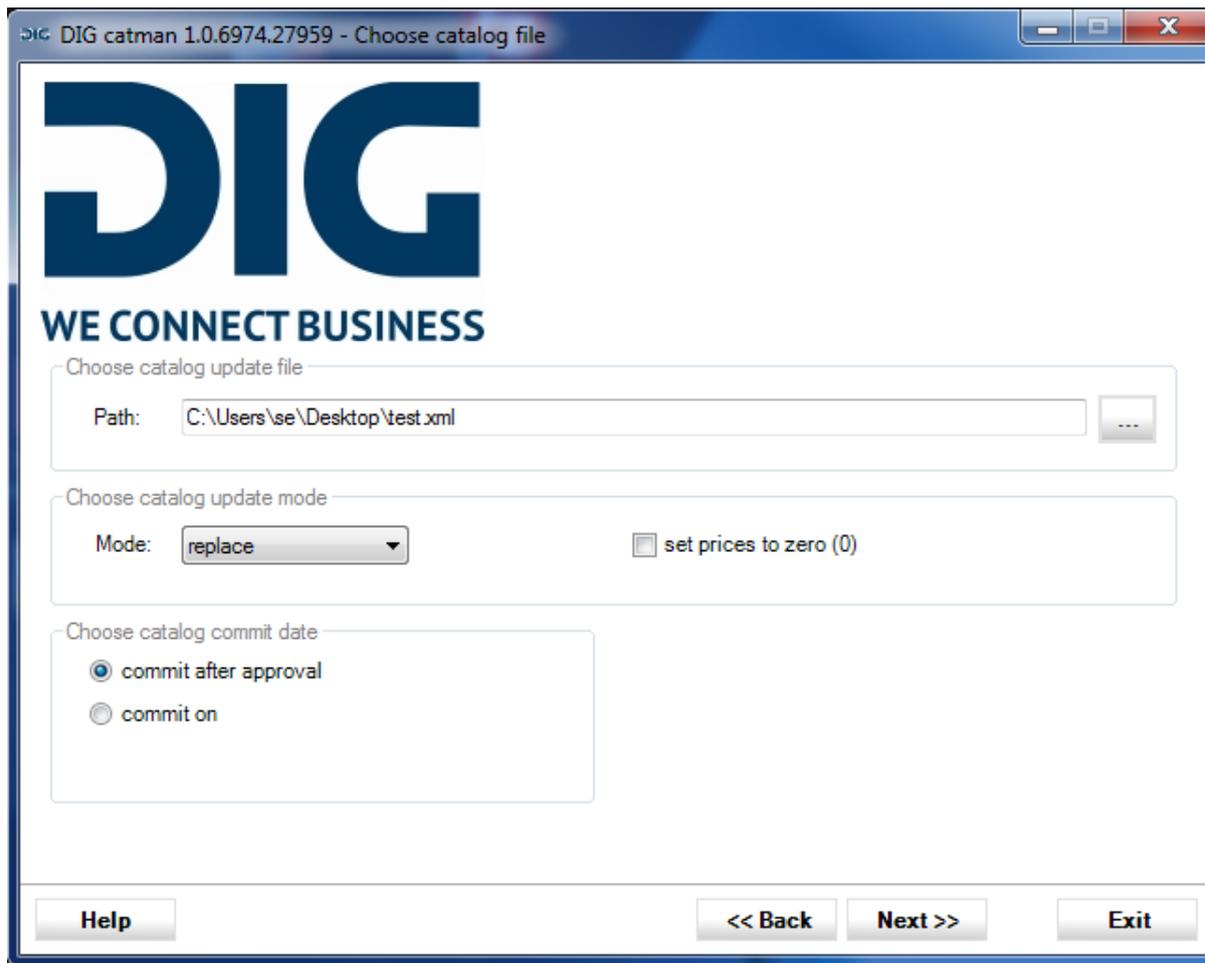
Figure 3: Select catalogue

By clicking on "Continue >>" button the catalogue file starts to be processed.

Processing catalogue files

Processing catalogue files checks their correctness. In concrete terms, the compatibility with the catalogue copy and previously stored data (e.g. valid E numbers, currencies etc.) is checked. All errors found in the check are listed in the bottom area. If the catalogue file has errors, these are either corrected in the file (for this reason processing must be restarted) or they are ignored. If the errors are ignored, the files containing the errors are not input. When the check is finished, by clicking on the button "Continuer $>>$" the catalogue transfer is started. When this is finished, by clicking on the button "Main view" one returns to the overview.
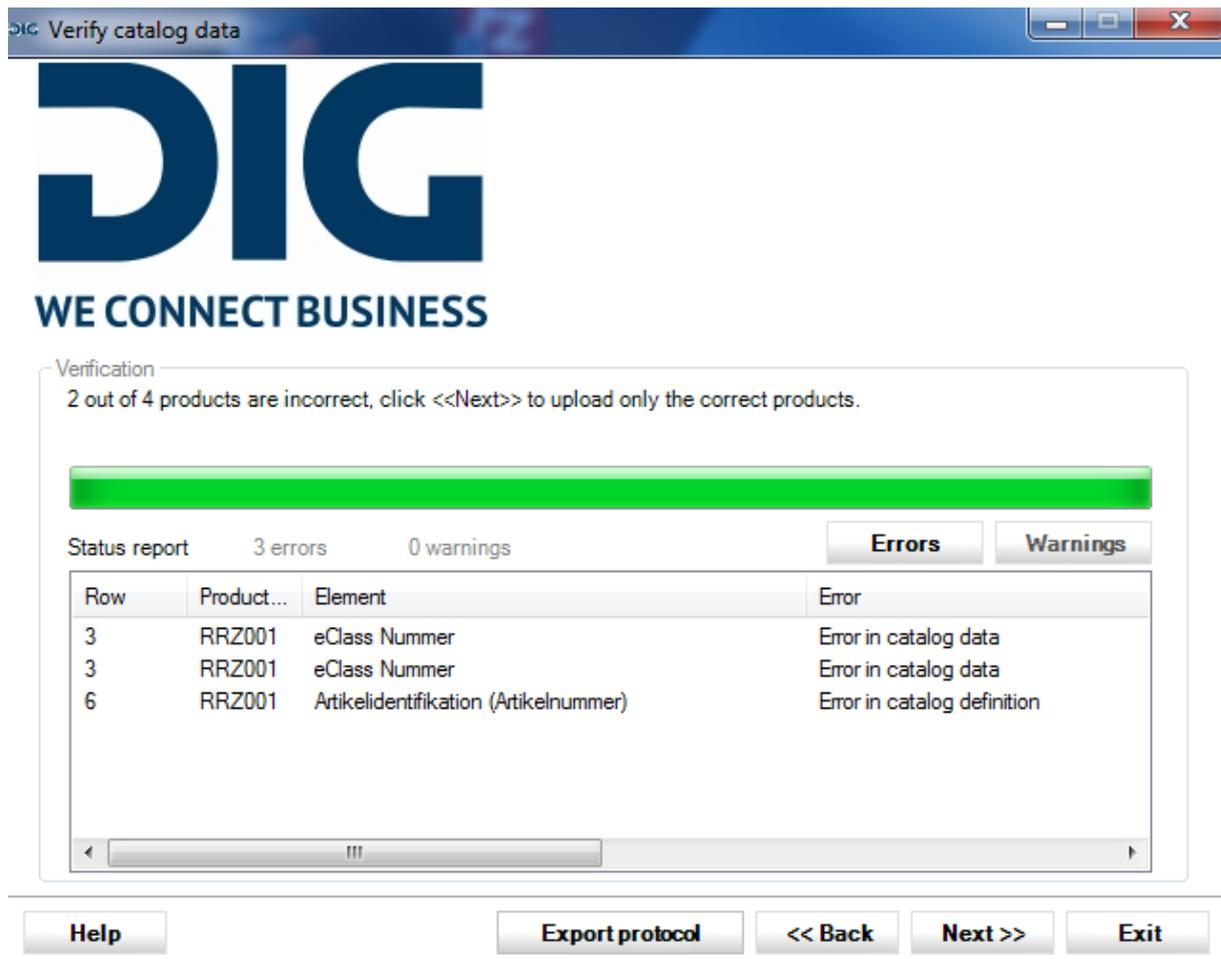
Figure 4: Example of processing with errors

Image upload

In addition to catalogue updates, the Catman tool can also be used to upload images. This process is started by clicking on the button "Upload doc." in the display. Subsequently a dialogue opens where one can select the files to be uploaded. By clicking on the button "Add folder ..." or "Add file ..." entire directories or individual files can be added and by clicking on the button "Delete entry" input from the list can be deleted.
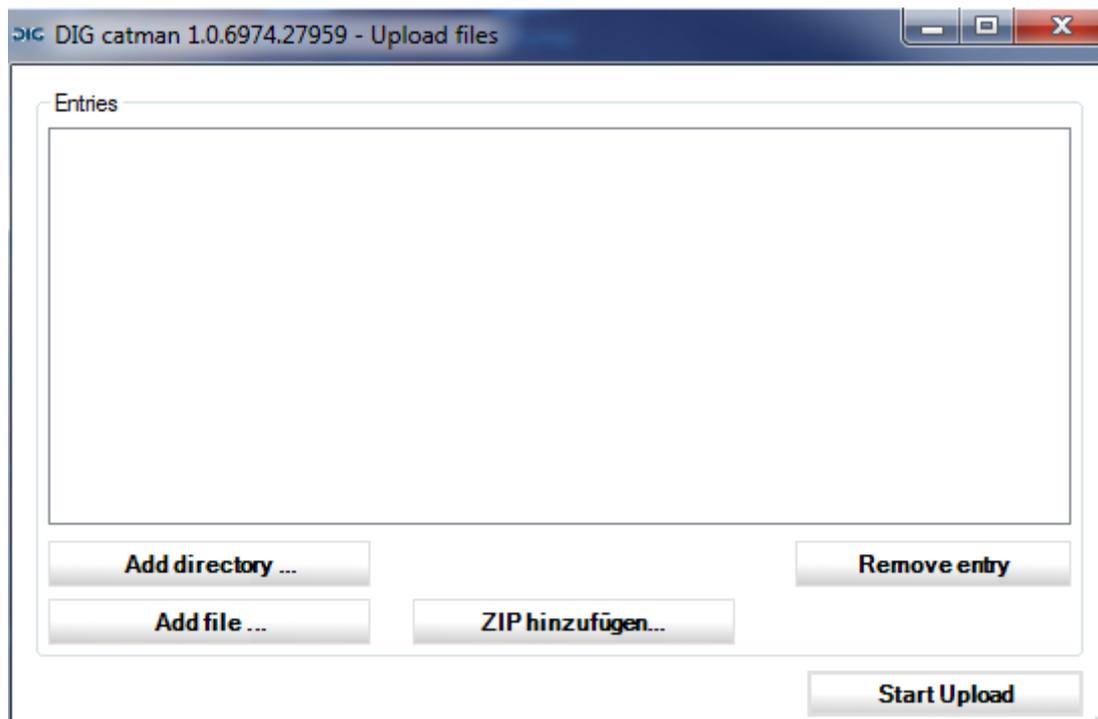
Figure 5: Upload files

Catalogue approval

After successful processing, catalogues can be approved by the Catman tool. Approvals can be made by the user having the required rights at the time (e.g. when an update is waiting approval by the supplier etc.). To do so the input must be marked on the overview and subsequently opened in the editing dialogue by clicking on the button "Process". In the lower area of the dialogue one can select from several options (e.g. "Approve update" and "Refuse update"). If one of these options is selected and subsequently the button "Save" is selected, the update changes automatically to the corresponding status.

Figure 6: Approve update