



# Compano Online Software

## Manual Custom Classification Compano Online Software

**Version 4.2**

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# 1 Introduction

Existing classification systems in Compano Online Software can be expanded with custom classes or features or you can add your own, custom classification system. This manual explains how expand or create one custom classification system.

Important: To be able to use a custom classification system, a *dedicated (private) COS application* is mandatory.

## 1.1 Concepts

COS PIM

Compano Online Software, Product Information Management.

Classification System

A classification system identifies (technical) products, sorting them into *product classes* and describing them using standardized *product features* and *feature values*. Examples of classification systems are: ETIM, EZ-base, GPC, Q-model, etc.

ETIM

ETIM is an international classification standard for technical products of the installation sector, the construction sector and the maritime sector. *ETIM Dynamic* is the current development version of ETIM, which is updated weekly. Previous, fixed version of ETIM include ETIM 9, ETIM 8, etc.



## 2 Custom classification scenarios

### 2.1 Scenario I: Expanding classification system

An existing classification system, such as ETIM Dynamic, can be expanded with custom groups, classes or features. This scenario is suitable if almost all product data can be fitting into the existing classification system (for instance ETIM Dynamic), but a few crucial classes or characteristics are missing. These missing classes or features can then be added manually.

Note: Data of these custom classes or features will not be exported in industry standard formats such as DICO/INSBOU or BMEcat, however this data can be used for, for example, your own web shop.

### 2.2 Scenario II: New custom classification system

If your products *don't* fit into an existing classification system at all, you can set up your own system. This scenario is useful for, for example, wholesalers who, in addition to installation materials, also carry products that have nothing to do with the installation or construction world.

Note: Many groups, classes, characteristics and values are already included in ETIM. You can reuse this data, even within your own system, first find out if the group, class, characteristics or values you want to use already exists and then reuse it.

#### Example 1

As a first example, this guide describes expanding the ETIM classification system to include outdoor furniture, such as garden benches, garden chairs, garden tables and more.

#### Example 2

The second example concerns the creation of a new, custom classification system for classifying *Packaging sustainability information*.

## 3 Expanding existing classification system

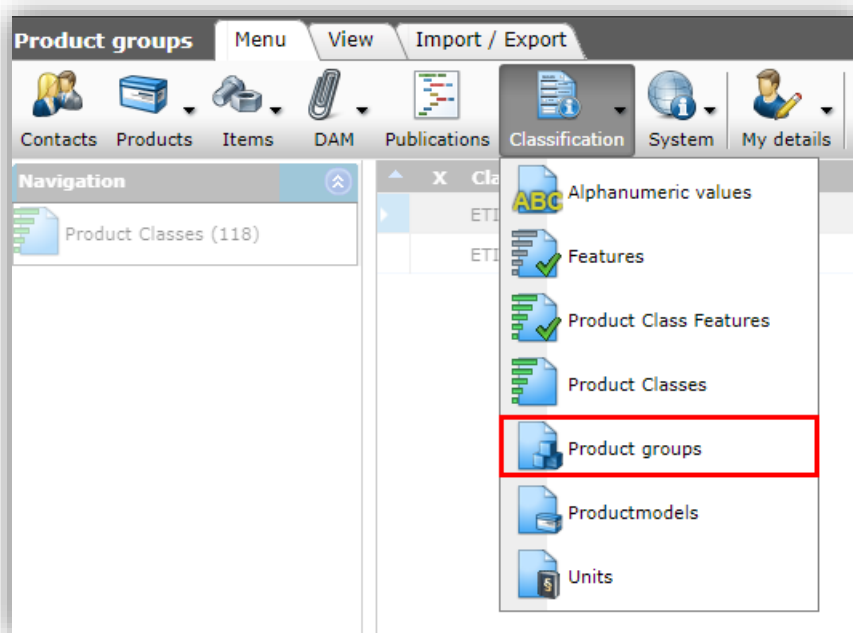
Within ETIM, the product group *Furniture* **EG017960** exists for bathroom and bedroom furniture, but not for *garden furniture*. The following classes for outdoor furniture could be added to this product group:

- Garden tables
- Garden chairs
- Garden benches
- Sunbeds
- Lounge furniture
- Parasols
- Hammocks

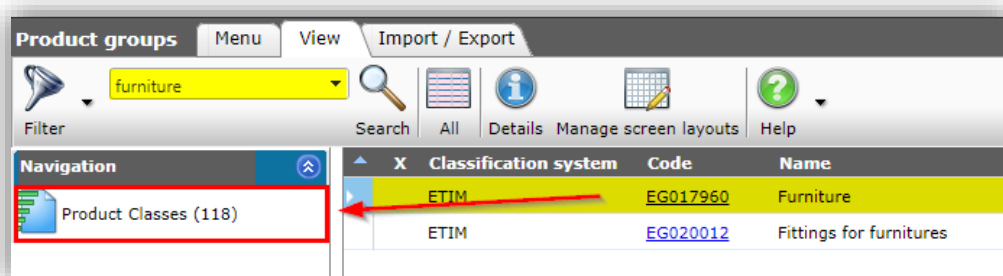
### 3.1 Add new Product Class

To add a new Product Class to a Product Group:

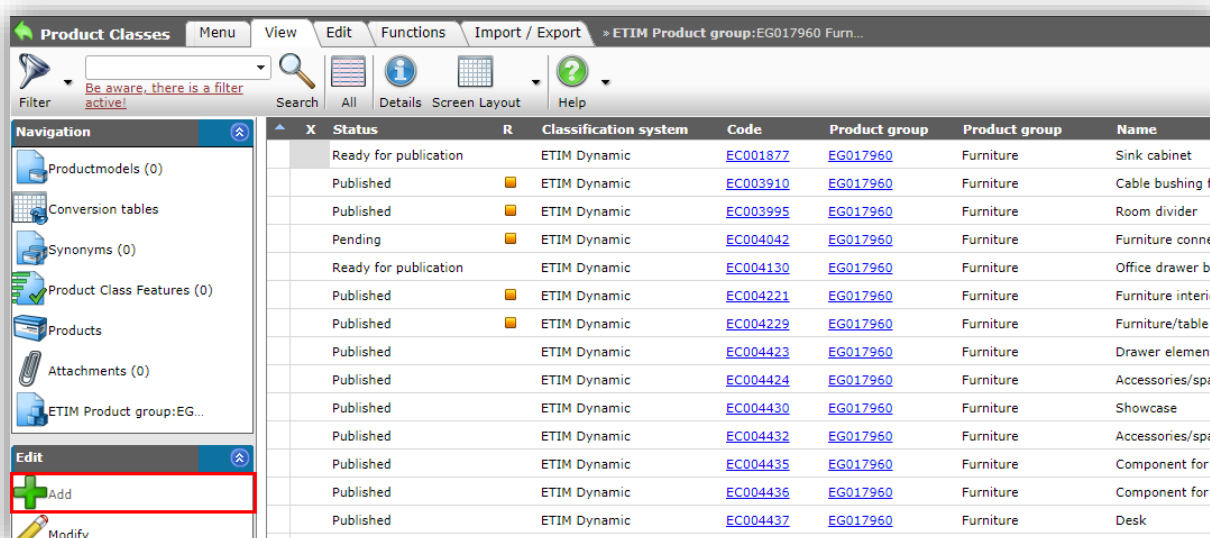
1. Through the Menu, go to *Classification > Product groups*



2. In the Search box, search for **Furniture**, select the product group **Furniture EG017960** and, under Navigation, click on *Product Classes*.

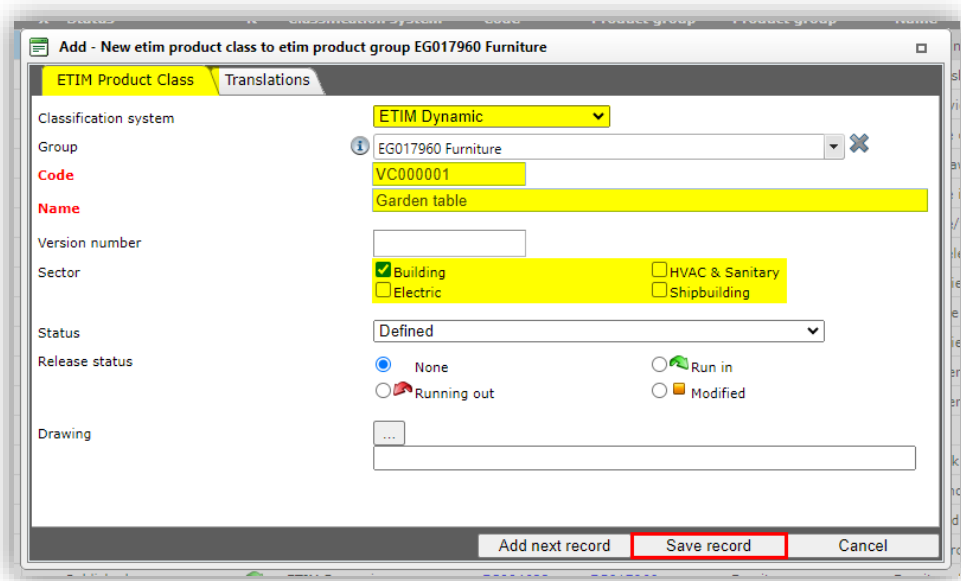


3. On the next screen, under Edit, click on *+Add* to add a new class:



4. In the pop-up window:

## ETIM Product Class tab



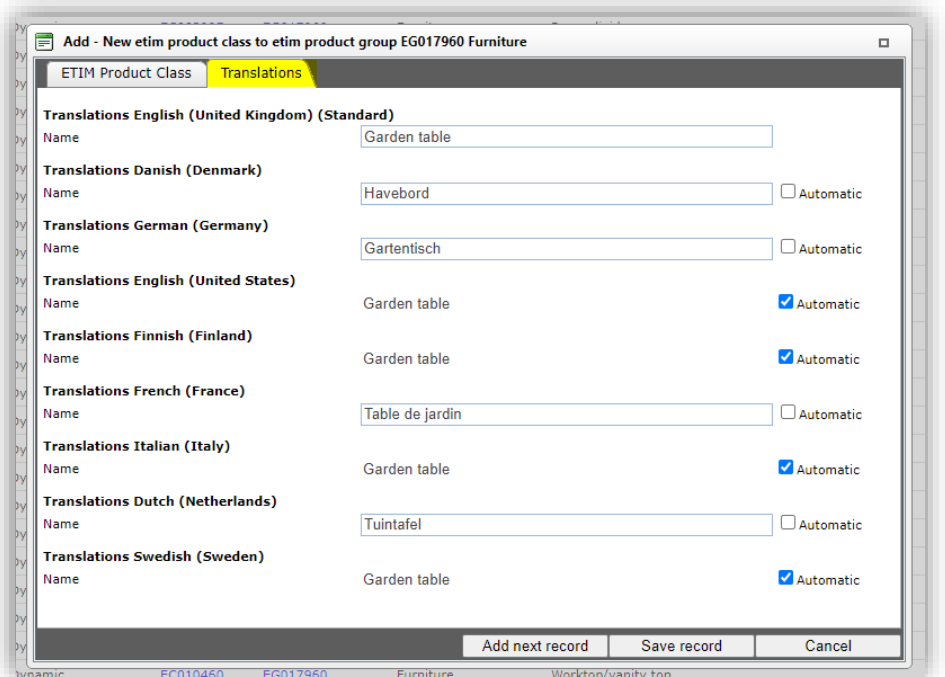
The screenshot shows the 'ETIM Product Class' tab of a dialog box titled 'Add - New etim product class to etim product group EG017960 Furniture'. The form contains the following fields and options:

- Classification system:** A dropdown menu set to 'ETIM Dynamic'.
- Group:** A dropdown menu set to 'EG017960 Furniture'.
- Code:** A text field containing 'VC000001'.
- Name:** A text field containing 'Garden table'.
- Version number:** An empty text field.
- Sector:** A group of checkboxes including 'Building' (checked), 'Electric', 'HVAC & Sanitary', and 'Shipbuilding'.
- Status:** A dropdown menu set to 'Defined'.
- Release status:** Radio buttons for 'None' (selected), 'Running out', 'Run in', and 'Modified'.
- Drawing:** A text field with a browse button (three dots).

At the bottom of the dialog are three buttons: 'Add next record', 'Save record' (highlighted with a red rectangle), and 'Cancel'.

- Classification system: The classification system to which the new class will be added. Check that the correct system is selected.
- Group: The group to which the class will be added.
- Code: Type a code for the new class; preferably use a system of codes of your own design. Note: Keep in mind that ETIM uses a system where codes start with an **EX** prefix. In these examples, the 'E' has been replaced by a 'V' to distinguish between ETIM classes and custom classes.
- Name: Type a name for the new class.
- Sector: Optionally, select the sector for which this class is relevant.
- Status: Leave on the default value.

## Translation tab (optional)



The screenshot shows the 'Translations' tab of the same dialog box. It displays a list of languages with corresponding name fields and 'Automatic' checkboxes:

Language	Name	Automatic
Translations English (United Kingdom) (Standard)	Garden table	
Translations Danish (Denmark)	Havebord	<input type="checkbox"/>
Translations German (Germany)	Gartentisch	<input type="checkbox"/>
Translations English (United States)	Garden table	<input checked="" type="checkbox"/>
Translations Finnish (Finland)	Garden table	<input checked="" type="checkbox"/>
Translations French (France)	Table de jardin	<input type="checkbox"/>
Translations Italian (Italy)	Garden table	<input checked="" type="checkbox"/>
Translations Dutch (Netherlands)	Tuintafel	<input type="checkbox"/>
Translations Swedish (Sweden)	Garden table	<input checked="" type="checkbox"/>

At the bottom are the same three buttons: 'Add next record', 'Save record', and 'Cancel'.

- a. Translations [language]: Optionally, fill out any translations for the Class Name.  
To fill out a name, first uncheck the tick box *Automatic*.
5. Save the record.

On the Overview, under the *Source* column, you can see which classes belong to the classification system (**Publicist**) and which are created by the **User**:

X	Status	R	Classification system	Code	Product group	Product group	Name	T	Source
	Defined		ETIM Dynamic	VC000001	EG017960	Furniture	Garden table		User
	Pending		ETIM Dynamic	EC004042	EG017960	Furniture	Furniture connecting fitting		Publicist
	Ready for publication		ETIM Dynamic	EC001877	EG017960	Furniture	Sink cabinet		Publicist
	Ready for publication		ETIM Dynamic	EC004468	EG017960	Furniture	Clothes hook		Publicist

The Filter can also be used to filter on *Source* **User**:

The screenshot shows the 'Filter' dialog box for 'ETIM Product Class'. The 'Translations' tab is selected. The 'Classification system' is set to '= value' with a dropdown menu showing 'ETIM Dynamic' selected. The 'Group' is set to '= value' with a dropdown menu showing 'EG017960 Furniture'. The 'Code' is set to 'start'. The 'Name' is set to 'start'. The 'Sector' is set to '= value' with a dropdown menu showing 'Building' and 'Electric' selected. The 'Status' is set to '= value' with a dropdown menu showing 'Defined' and 'Pending' selected. The 'Release status' is set to '= value' with a dropdown menu showing 'None' and 'Run in' selected. The 'Source' is set to '= value' with a dropdown menu showing 'User' and 'Publicist' selected. The 'Product classes' are set to 'all'. The 'Archive moment' is set to 'empty'. The 'Apply' button is highlighted.

### 3.2 Add a new Product Class Feature

For instructions on how to add a new Product Class Feature, please see [4.4 ADD A PRODUCT CLASS FEATURE](#).

## 4 Manually create custom classification system

A new, custom classification system can be set-up according to the following structure :

1. Product groups
  - 1.1. Product classes

### 1.1.1. Product Class Features

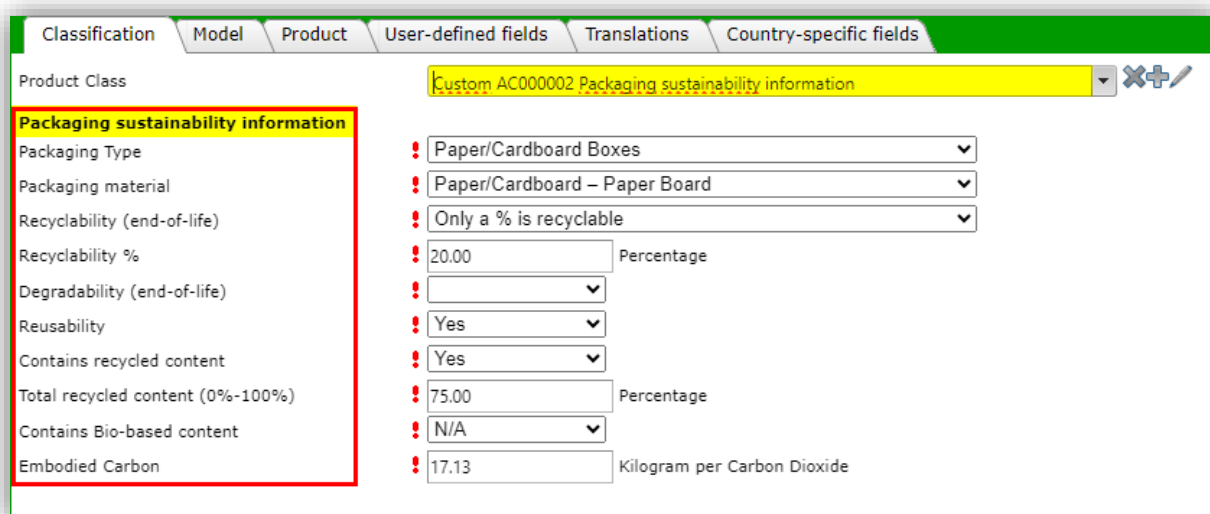
At these levels, you can add your own Groups, Classes, or Features.

Additionally, you can add your own, custom alphanumeric values or units, if necessary. However, it is recommended to make use of the existing (ETIM) alphanumeric values and units, as much as possible.

## 4.1 Custom classification example

In this manual, the following example is used to set up a custom classification system:

To identify the sustainability of product packaging a new class **AC000002** is to be set up which will contain the following features:



The screenshot displays the 'Custom AC000002 Packaging sustainability information' product class configuration in the Compano software. The interface includes a green header bar with tabs for 'Classification', 'Model', 'Product', 'User-defined fields', 'Translations', and 'Country-specific fields'. The 'Classification' tab is active, showing a list of features on the left and their corresponding values on the right. The features are grouped under the heading 'Packaging sustainability information'.

Feature	Value	Unit
Packaging Type	Paper/Cardboard Boxes	
Packaging material	Paper/Cardboard – Paper Board	
Recyclability (end-of-life)	Only a % is recyclable	
Recyclability %	20.00	Percentage
Degradability (end-of-life)		
Reusability	Yes	
Contains recycled content	Yes	
Total recycled content (0%-100%)	75.00	Percentage
Contains Bio-based content	N/A	
Embodied Carbon	17.13	Kilogram per Carbon Dioxide





Packaging sustainability information (AC000002)		
Feature	Type	Unit/Values
Packaging Type (AF000006)	alphanumeric	Paper/Carboard Boxes Paper/Carboard Labels Paper/Carboard Printed Manuals Paper/Carboard Other Plastic Bags / Sacks Plastic Flexibles Film Plastic Unknown / Other Pallet Wood (Crate) Other
Packaging Material (AF000007)	alphanumeric	Paper/Cardboard – Paper Paper/Cardboard – Paper Board Paper/Cardboard – Corrugated Paper/Cardboard – Moulded Fibre Paper/Cardboard – Other Plastic – HDPE Plastic – LDPE Plastic – OPP Plastic – PE Plastic – PET Plastic – PP Plastic – PS (polystyrene) Plastic – PVA (polyvinyl alcohol)
Recyclability (end-of-life) (AF000008)	alphanumeric	Only a % is recyclable Yes No N/A
Recyclability % (AF000009)	numeric	
Degradability (end-of-life) (AF000010)	alphanumeric	Biodegradable Compostable Oxo-degradable Other No
Reuseability % (AF000011)	alphanumeric	Yes, No, N/A
Contains recycled content (AF000013)	alphanumeric	Yes, No, N/A
Total recycled content (0-100%) (AF000014)	numeric	
Contains Bio-based content (AF000015)	alphanumeric	Yes, No, N/A
Embodied Carbon (AF000012)	numeric feature	Kilogram per Carbon Dioxide

To manually create a custom classification system, the complete classification structure needs to be set-up:

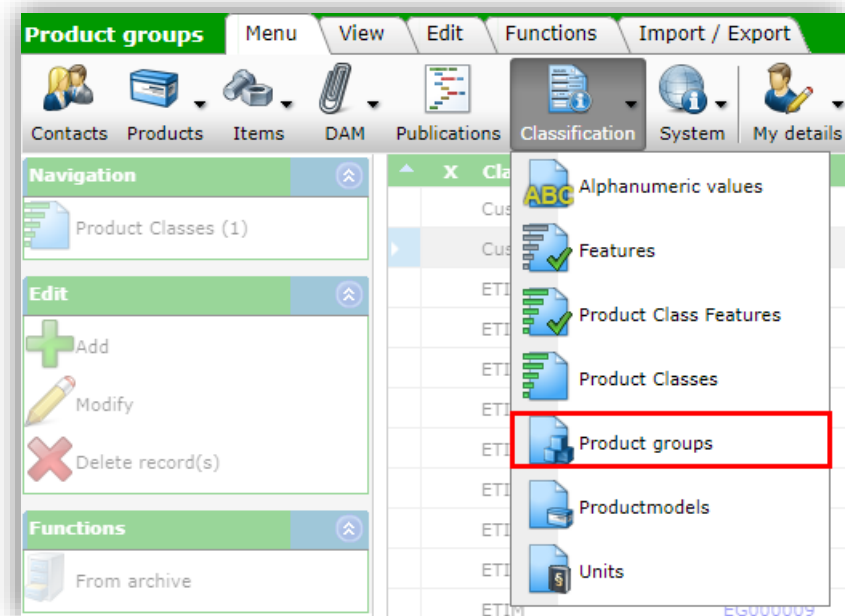
Product Group  
Product Class(es)  
Product Feature(s)

Additionally, feature values and/or units need to be set-up.

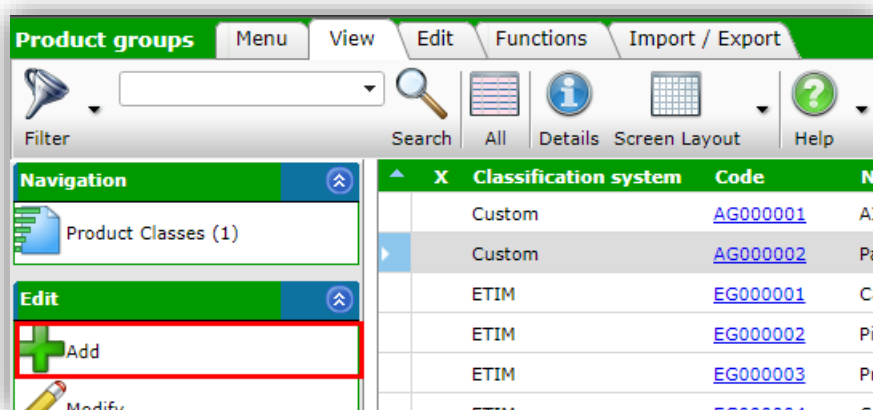
## 4.2 Create a Product Group

To create a new, custom Product Group:

1. Through the Menu, go to *Classification > Product group*.



2. On the next screen, under Edit, click on *+Add*.



3. In the pop-up window:

**Add - New etim product group**

ETIM Product group | Translations

Classification system: Custom

Code: AG000002

Name: Packaging sustainability information

Parent group: [dropdown]

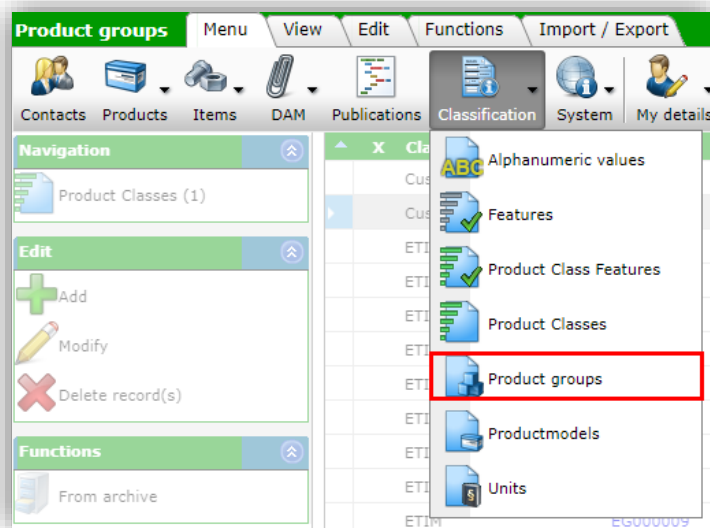
Buttons: Add next record, **Save record**, Cancel

- a. Classification system: Select **custom**
- b. Code: Type a code for the custom product group
- c. Name: Type a name for the custom product group
- d. Parent group: Optionally, select a parent group
4. Save the record.

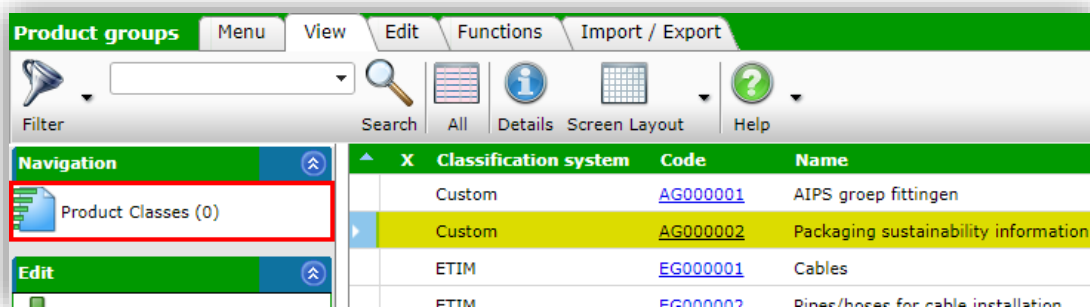
## 4.3 Create a Product Class

To add a new, custom Product Class to the Product Group:

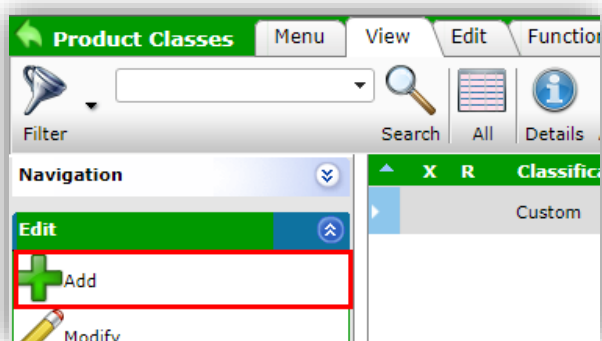
1. Through the Menu, go to *Classification > Product group*.



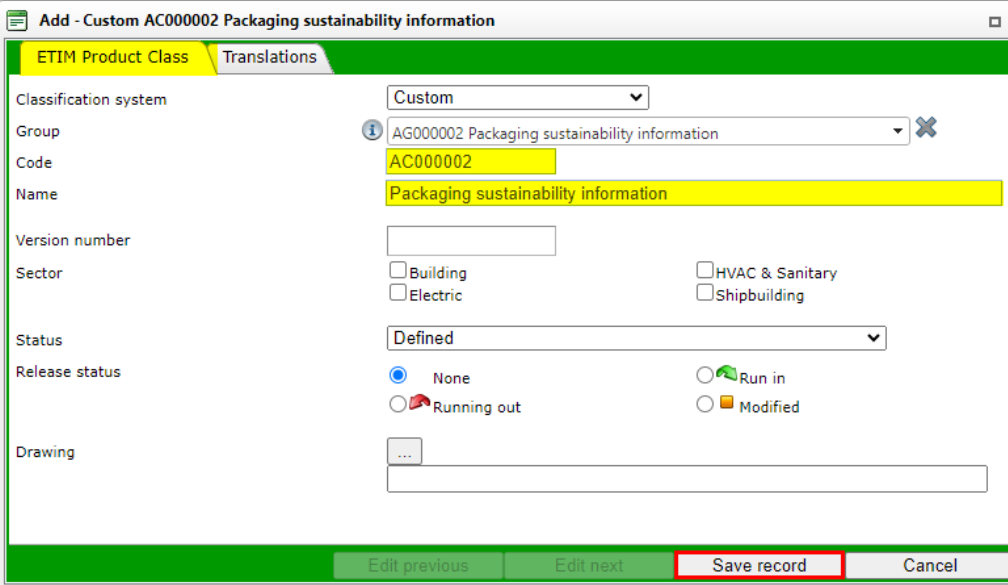
2. Select the custom group to which a new, custom Product Class is to be added, and under Navigation, click on *Product Classes*.



3. On the next screen, under Edit, click on *+Add*.



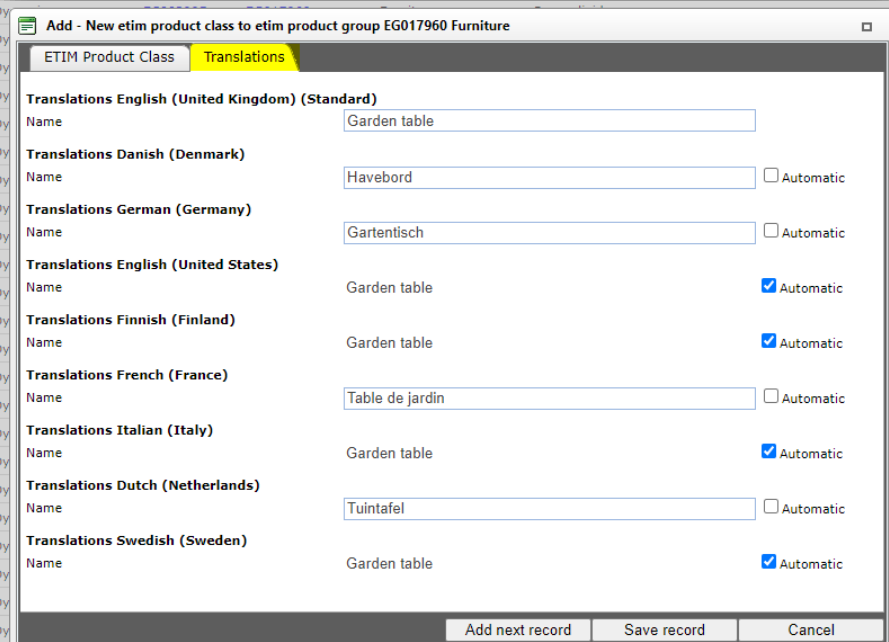
4. In the pop-up window:



- a. Classification system: Check to see if this is set to **Custom**.
  - b. Group: The group to which the class will be added.
  - c. Name: Type a name for the new product class.
  - d. Sector: Optionally, select the sector for which this class is relevant.
  - e. Status: Leave on the default value.
5. Save the record.

## Translations

Optionally, translations of the Class name can be added on the Translation tab:



- a. Translations [language]: Optionally, fill out any translations for the Class Name. To fill out a Name, first uncheck the tick box *Automatic*.

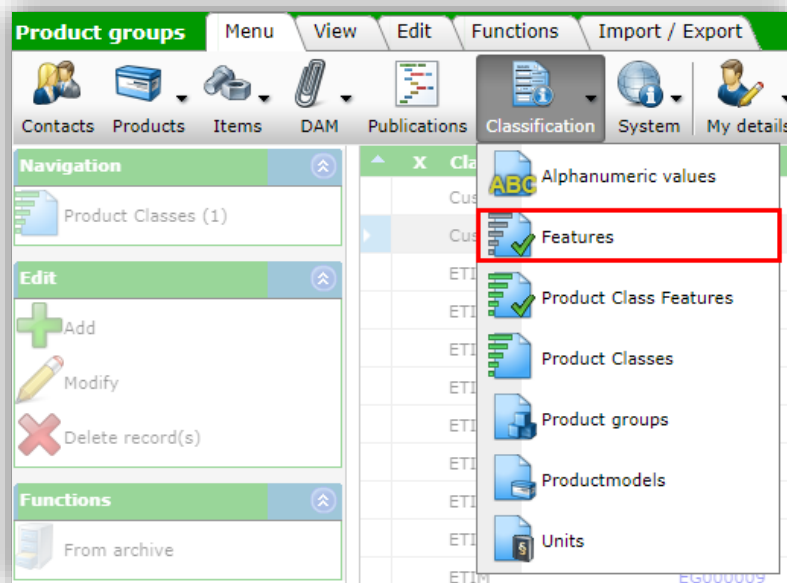
## 4.4 Add a Product Class Feature

To add a new, custom Product Class Feature to the Product Class:

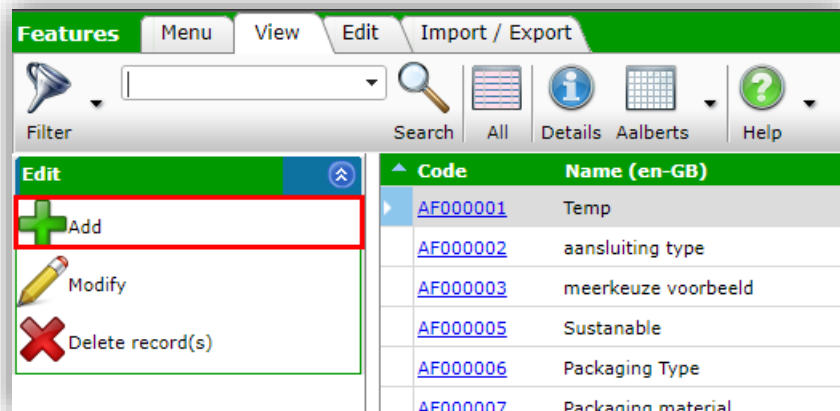
- First, create the new Feature
- Then, add the new Feature to the Product Class

### 4.4.1 Create new Feature

1. Through the Menu, go to *Classification > Features*.



2. On the next screen, under Edit, click on *+Add*.



3. In the pop-up window:

**Add - Packaging Type**

**ETIM Feature** | Translations

Classification system: Custom

Code: AF000006

Name: Packaging Type

Type: Alphanumeric

Buttons: Edit previous, Edit next, **Save record**, Cancel

- Classification system: Check to see if this is set to **Custom**.
- Code: Type a code for the new Feature.
- Name: Type a name for the new Feature.
- Type: Select the type of the Feature, which will determine the type of values:

Alphanumeric

Alphanumeric

Logical

Numerically

Range

Coordinate

Matrix

Attachment

Multiple choice

Text

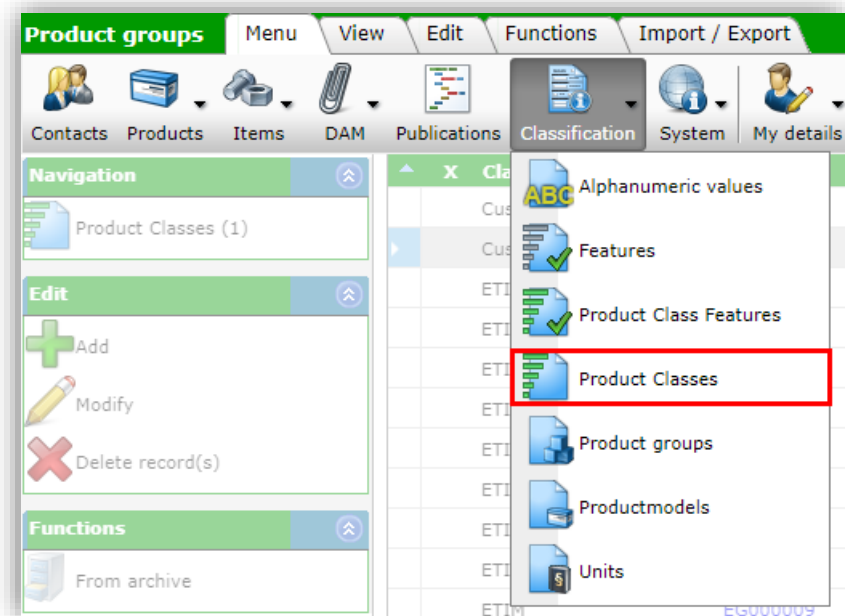
- Alphanumeric*: Values can be selected from a list of alphanumeric values.
  - Logical*: Values are **Yes** or **No**.
  - Numerical*: Values are numbers (Integers or Decimals).
  - Range*: Values are a Minimum and Maximum number.
  - Coordinate*: Values are 2- or 3-dimensional coordinates.
  - Matrix*: Coordinate values for graphs. ???
  - Attachment*: Values are (URL-)paths to an Attachment; attachments can be selected from the list of attachments that have been for this product. This is used, for instance, with EPREL classification.
  - Multiple choice*: Values can be multiple selections from a list.
  - Text*: Value is a customisable text value.
- Save the record.

#### 4.4.2 Add new Feature to Product Class

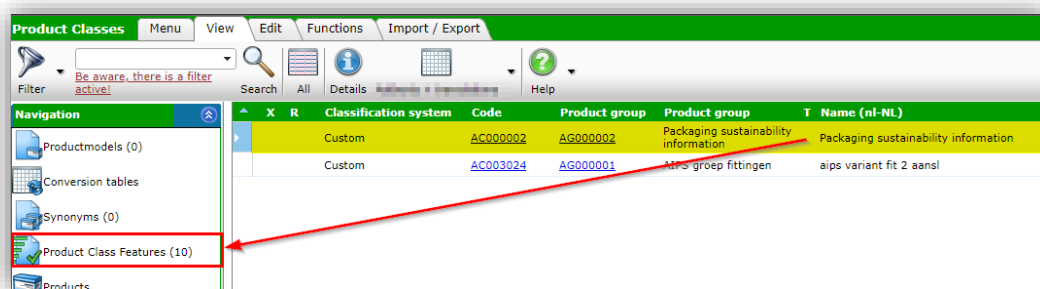
Next, add the new Feature to a Product Class:

To add a new, custom Product Class to the Product Group:

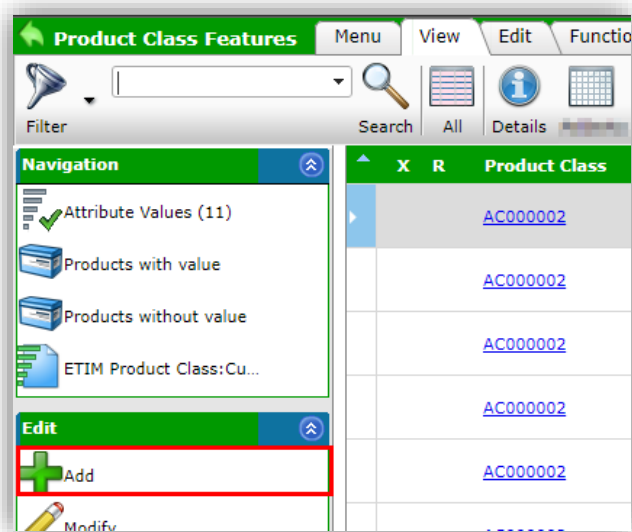
- Through the Menu, go to *Classification > Product Classes*.



- On the next screen, select the custom Product Class to which the Feature is to be added, and under Navigation, click on *Product Class Features*.



- On the next screen, under Edit, click on *+Add*.



- In the pop-up window:

- a. Product Class: Check to see if this is set to the Product Class to which the Feature is to be added.
- b. Feature: Search for and select the Feature that is to be added.
5. Save the record.

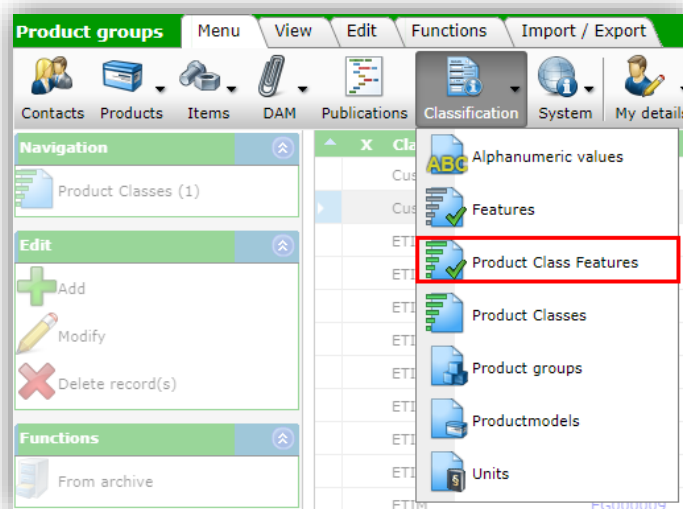
#### 4.4.3 Add Product Class Feature Attribute Values

For Product Class Features of the following types, *Attribute Values* need to be added:

- Alphanumeric
- Multiple choice

To add Attribute Values to a Product Class Feature:

1. Through the Menu, go to *Classification > Product Class Features*.



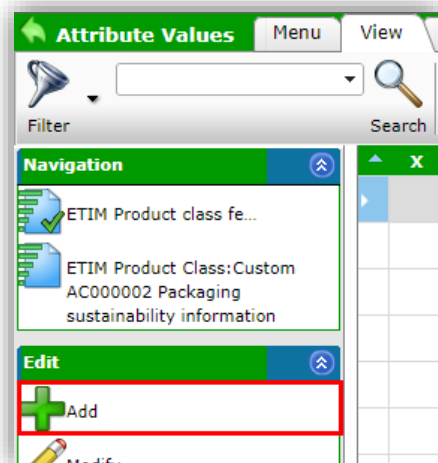
2. Select the Product Class Feature and, under Navigation, click on Attribute Values:





Product Class Features						
Menu View Edit Functions Import / Export > ETIM Product Class:Custom AC0000...						
Filter	Search	All	Details	Help		
Navigation	X	R	Product Class	Product Class	Sequence number	Feature
Attribute Values (0)			AC000002	Custom AC000002 Packaging sustainability information	1	AF000006 Packaging Type
Products with value			AC000002	Custom AC000002 Packaging sustainability	2	AF000007 Packaging material

3. On the next screen, under Edit, click on *+Add*.



4. In the pop-up window:

Edit - Paper/Cardboard Boxes

ETIM Attribute Value

Product class feature

Alphanumeric value

Sequence number

Release status

Packaging sustainability information Packaging Type

Paper/

AV000005 Paper/Cardboard Boxes

AV000006 Paper/Cardboard Labels

AV000007 Paper/Cardboard Printed Manuals

AV000008 Paper/Cardboard Other

AV000016 Paper/Cardboard – Paper

AV000017 Paper/Cardboard – Paper Board

AV000018 Paper/Cardboard – Corrugated

AV000019 Paper/Cardboard – Moulded Fibre

AV000020 Paper/Cardboard – Other

There are 9 alphanumeric values found

Edit previous

Edit next

Save record

Cancel

- Product class feature: Check to see if this is set to the Product class feature to which the Attribute Value is to be added.
- Alphanumeric value: Search and select the Alphanumeric value to be added as Attribute Value. Note: Should the correct alphanumeric value not be available from the default (ETIM) set, then new, custom values can be added. For detailed



instructions see paragraph [FOUT! VERWIJZINGSBRON NIET GEVONDEN. FOUT!](#)  
[VERWIJZINGSBRON NIET GEVONDEN..](#)

5. Save the record.

## 5 Import custom classification system

Setting up a custom classification system always follows the same logical steps. Thus, such a classification system can also be imported by preparing a number of Excel files and importing them in order.

The following example will be used in this chapter:

Lens Filters				
Features	Values	Neutral Density	Polarization	Color Correction
<i>Mounting Type</i>		x	x	x
	Screw-on	x	x	x
	Drop-in	x	x	x
	Magnetic	x	-	x
	Unmounted	x	x	x
<i>Circular Filter Size</i>		x	x	x
<i>ND-Coating</i>		x	-	-
	Single-sided	x		
	Double-sided	x		
<i>Density</i>		x	-	-
<i>Polarizer Type</i>		-	x	-
	Color Circular		x	
	Color Linear		x	
<i>Color Filter Type</i>		-	-	x
	Color Enhancing			x
	Cooling			x
	Fluorescent			x
	Sepia			x
	Tungsten			x
	Warming			
<i>Coating</i>		-	x	x
	Multi-coated		x	x
	Single-coated		x	x
<i>Anti-Scratch</i>		x	x	-
<i>Water-resistant</i>		x	x	-
<i>Oil-resistant</i>		x	x	-

Group

- Lens Filters

Classes

- Neutral Density Filter
- Polarizing Filter
- Color Correction Filter

Features

- Mounting Type (A)

- ND-Coating (A)
- Density (N)
- Polarizer type (A)
- Circular filter size (N)
- Color Filter Type (A)
- Coating (A)
- Anti-scratch (L)
- Water-resistant (L)
- Oil-resistant (L)

#### Class Feature

- Neutral Density Filter
  - Circular Filter Size
  - Mounting Type
  - ND-Coating
  - Density
  - Anti-scratch
  - Water-resistant
  - Oil-resistant
- Polarizing Filter
  - Circular Filter Size
  - Mounting Type → **Never 'magnetic'**
  - Polarizer Type
  - Coating
  - Anti-scratch
  - Water-resistant
  - Oil-resistant
- Color Correction Filter
  - Circular Filter Size
  - Mounting Type
  - Color Filter Type
  - Coating

#### (Alphanumeric) Values

- Mounting Type
  - Screw-on
  - Drop-in
  - Magnetic
  - Unmounted
- ND-Coating
  - Single-sided
  - Double-sided
- Color Filter type
  - Color Enhancing
  - Cooling
  - Fluorescent
  - Sepia
  - Tungsten
  - Warming
- Polarizer Type
  - Color Circular
  - Color Linear

- Coating
  - Multi-Coated
  - Single Coated

## 5.1 Prepare Excel files & layouts

In total 6 Excel files need to be prepared:

1. Alphanumeric values
2. Features
3. Product groups
4. Product classes
5. Product class features
6. Product feature values

---

*Tip: As these Excel files will be imported in order, number them accordingly from **1** to **6**. Make sure to number the corresponding Import Layouts in a similar fashion!*

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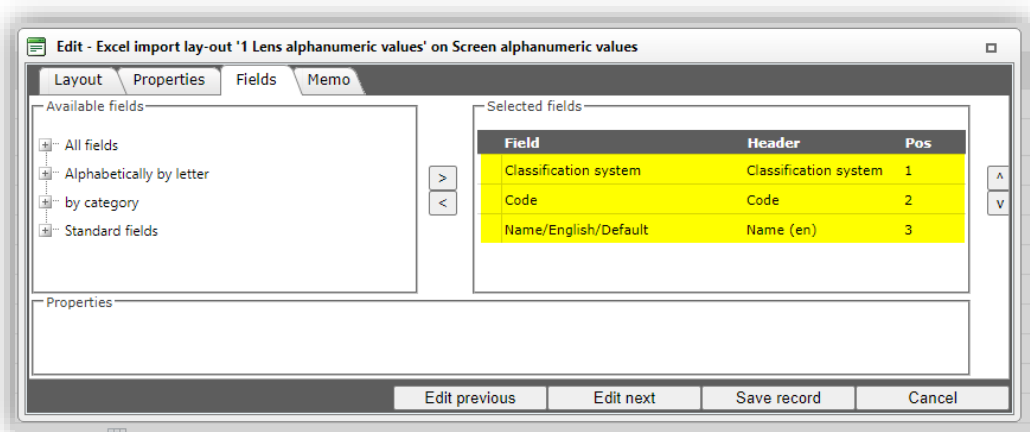
### 5.1.1 Alphanumeric values

When new *Alphanumeric Values* needs to be added, the Excel file should look something like this:

	A	B	C	
1	Classification system	Code	Name (EN)	
2	Custom	CV000001	Screw-on	
3	Custom	CV000002	Drop-in	
4	Custom	CV000003	Magnetic	
5	Custom	CV000004	Unmounted	
6	Custom	CV000005	Single-sided	
7	Custom	CV000006	Double-sided	
8	Custom	CV000007	Color Enhancing	
9	Custom	CV000008	Cooling	
10	Custom	CV000009	Fluorescent	
11	Custom	CV000010	Sepia	
12	Custom	CV000011	Tungsten	
13	Custom	CV000012	Warming	
14	Custom	CV000013	Color Circular	
15	Custom	CV000014	Color Linear	
16	Custom	CV000015	Multi-Coated	
17	Custom	CV000016	Single Coated	
18				

- Classification system: Enter **Custom** for the classification system.
- Code: Enter codes for the new values, for instance **CV000001**, etc.
- Name: Enter a 'name' for each of the new values; this name is the *actual value*. Note: In a multi-lingual application, multiple, language-specific Name values can be imported, for instance **Name\_EN**, **Name\_FR**, **Name\_DE**, etc.

Next, a corresponding *import layout* should be made, with the *Import entity* set to: **ETIM<sup>1</sup> Alphanumeric value**.



This import layout should contain the following fields:

- Classification system
- Code
- Name

Note: In a multi-lingual application, make sure to use the language-specific name field(s); multiple languages (translations) can be added at the same time.

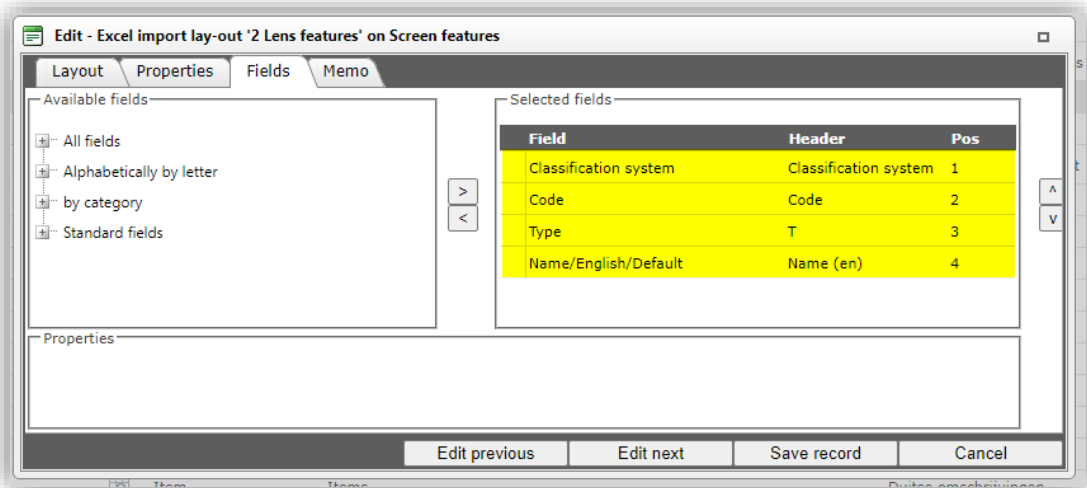
### 5.1.2 Features

Any *Features* can be imported using the following Excel file setup:

	A	B	C	D
1	<b>Classification system</b>	<b>Code</b>	<b>Type</b>	<b>Name (EN)</b>
2	Custom	CF000001	Alphanumeric	Mounting Type
3	Custom	CF000002	Alphanumeric	ND-Coating
4	Custom	CF000003	Numeric	Density
5	Custom	CF000004	Alphanumeric	Polarizer type
6	Custom	CF000005	Numeric	Circular filter size
7	Custom	CF000006	Alphanumeric	Color Filter Type
8	Custom	CF000007	Alphanumeric	Coating
9	Custom	CF000008	Logical	Anti-scratch
10	Custom	CF000009	Logical	Water-resistant
11	Custom	CF000010	Logical	Oil-resistant

Next, a corresponding *import layout* should be made, with *Import entity* set to: **ETIM Feature**.

<sup>1</sup> **ETIM Alphanumeric value** is the *only option available* for alphanumeric value import, even if your values are not strictly related to ETIM.

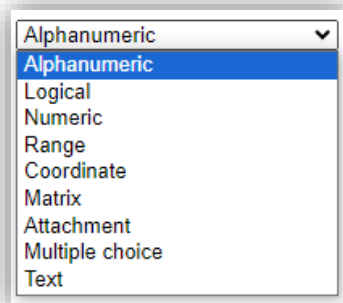


This import layout should contain the following fields:

- Classification system: Custom
- Code: Code of the Feature
- Type: Type of the Feature; see below
- Name: Name of the Feature

Note: In a multi-lingual application, make sure to use the language-specific name field(s); multiple languages (translations) can be added at the same time.

For the *Feature type* the following options are available:

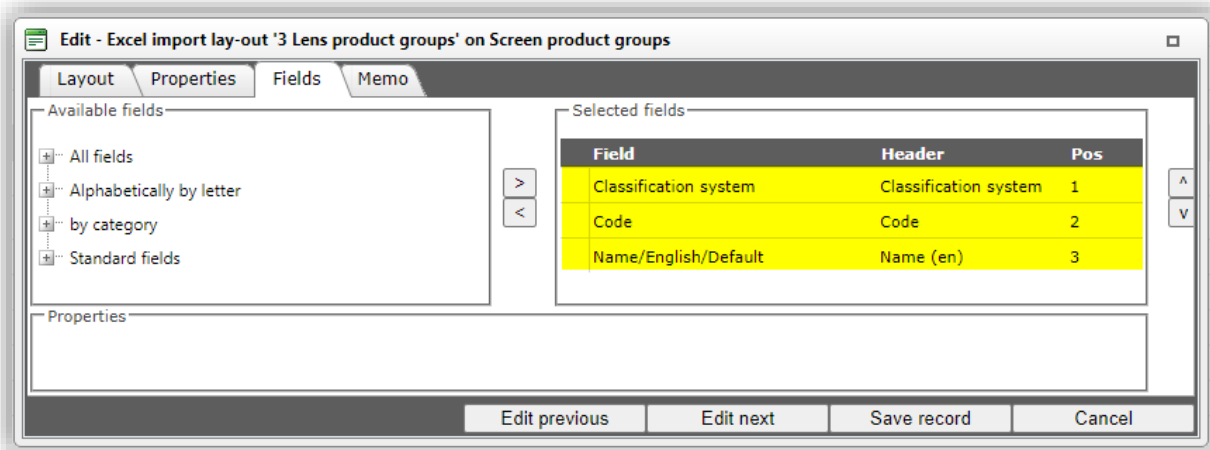


### 5.1.3 Product Groups

Any *Product Groups* can be imported using the following Excel file setup:

	A	B	C
1	<b>Classification system</b>	<b>Code</b>	<b>Name (EN)</b>
2	Custom	CG000001	Lens filters

Next, a corresponding *import layout* should be made, with Import entity set to: **ETIM Group**.



This import layout should contain the following fields:

- Classification system: **Custom**
- Code: Product group code
- Name: Name of the group

Note: In a multi-lingual application, make sure to use the language-specific name field(s); multiple languages (translations) can be added at the same time.

#### 5.1.3.1 Product subgroups

Product groups can have certain hierarchical structure with main groups, subgroups, sub-subgroups, etc. Should you wish to add product group hierarchy, then you can import this using the following data fields:

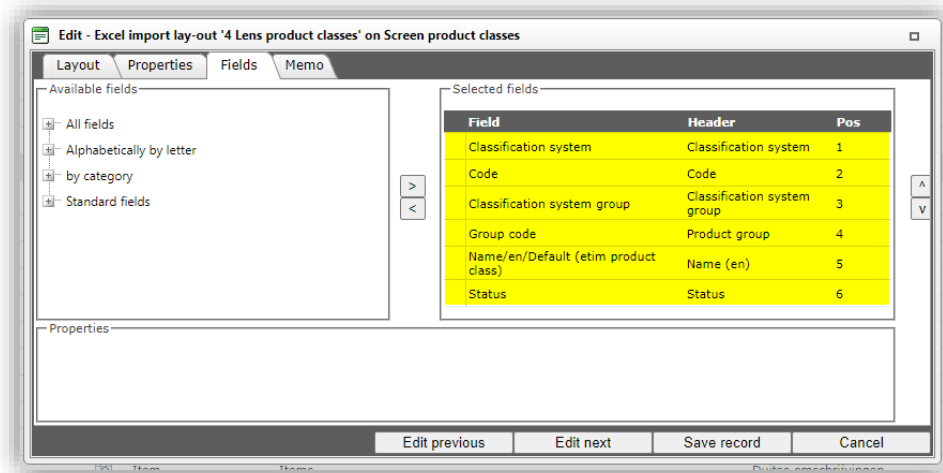
- Parent group classification system
- Parent group code

#### 5.1.4 Product Classes

Any *Product Classes* can be imported using the following Excel file setup:

	A	B	C	D	E	F
1	<b>Classification system</b>	<b>Code</b>	<b>Classification system group</b>	<b>Group code</b>	<b>Name</b>	<b>Status</b>
2	Custom	CC000001	Custom	CG000001	Neutral Density Filter	Published
3	Custom	CC000002	Custom	CG000001	Polarization Filter	Published
4	Custom	CC000003	Custom	CG000001	Color Correction Filter	Published

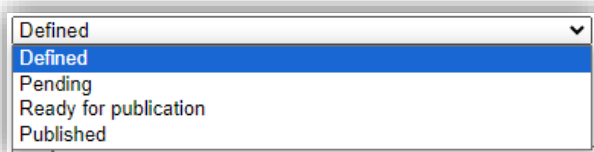
Next, a corresponding *import layout* should be made, with Import entity set to: **ETIM Product Class**.



This import layout should contain the following fields:

- Classification system: **Custom**
- Code: Product class code
- Classification system group: **Custom**
- Group code: Product group code
- Name: Name of the Product class
- Status: Status of the Product class

For the *Status* the following options are available:

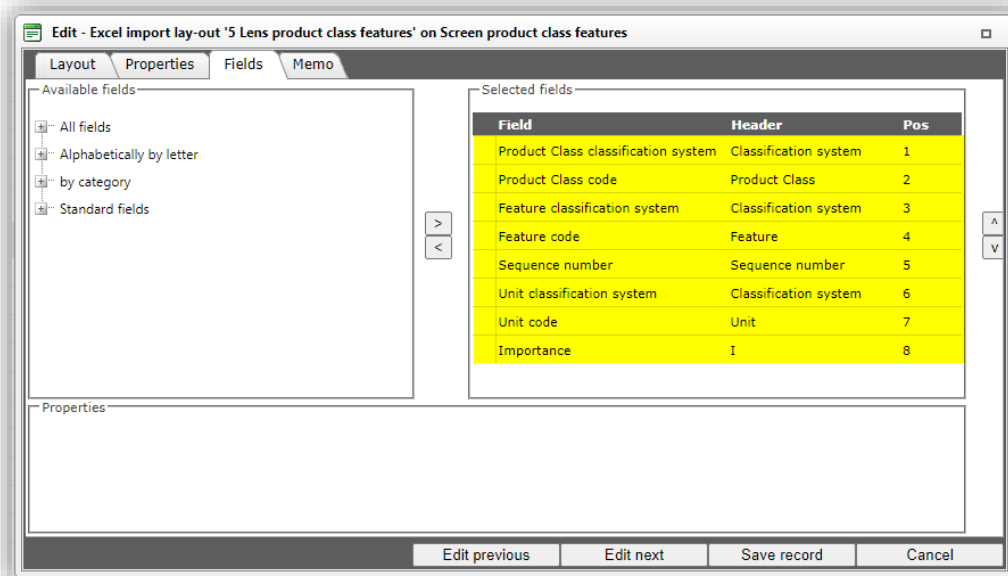


### 5.1.5 Product Class Features

Any *Product Class Features* can be imported using the following Excel file setup:

Next, a corresponding *import layout* should be made, with Import entity set to: **ETIM Product Class Feature**.





The import layout should contain the following fields:

- Product class classification system: **Custom**
- Product class code: Code of the product class to which a Feature is to be linked
- Feature classification system: **Custom**
- Feature code: Code of the Feature
- Sequence number: Features of a product class are ordered according to this sequence number
- Unit classification system: **Custom**
- Unit code: Code of the unit of measurement to be used for this Feature value
- Importance: Importance of the Feature

For *Importance* the following values are available:

Importance

☐ Required
 ☒ Undetermined
 ☐ Optional
 ☐ Unimportant

Note: Importance can be used to indicate whether a feature is important to be filled, however even if for a Feature the Importance is set to Required, it is never mandatory to fill out that Feature.

### 5.1.6 Attribute Values

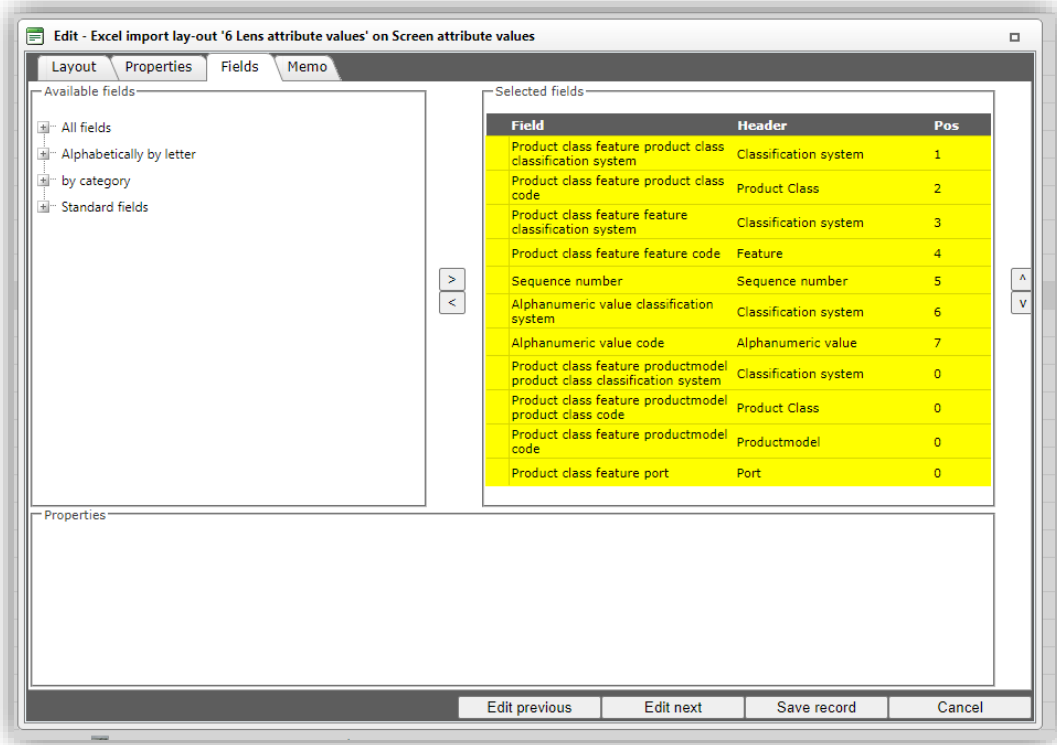
*Attribute Values* need to be linked to Product Features *per Product Class*. These links can be imported using the following Excel file setup:

	A	B	C	D	E	F	G
1	Feature product class classification system	Feature product class code	Feature classification system	Feature code	Alphanumeric value classification system	Alphanumeric value code	Sequence
2	Custom	CC000001	Custom	CF000001	Custom	CV000001	1
3	Custom	CC000001	Custom	CF000001	Custom	CV000002	2
4	Custom	CC000001	Custom	CF000001	Custom	CV000003	3
5	Custom	CC000001	Custom	CF000001	Custom	CV000004	4
6	Custom	CC000002	Custom	CF000001	Custom	CV000001	1
7	Custom	CC000002	Custom	CF000001	Custom	CV000002	2
8	Custom	CC000002	Custom	CF000001	Custom	CV000004	3



Note: The list of Attribute Values contains all possible values, say **CV000001** to **CV0000nn**, however in the context of classes one or the other subset of values may apply. For example, for the *Polarization Filter* only the options **Screw-in** and **Drop-in** are applicable, but *not* the option **Magnetic**, while for the *Neutral Density Filter* all option are applicable.

Next, a corresponding *import layout* should be made, with Import entity set to: **ETIM Attribute Value**.



The import layout should contain the following fields:

- Product class feature product class classification system: **Custom**
- Product class feature product class code: Product class code of the linked feature.
- Product class feature feature classification system: **Custom**
- Product class feature feature code: Feature code of the linked feature.
- Alphanumeric value classification system: **Custom**
- Alphanumeric value code: Code of the linked alphanumeric value(s).
- Sequence number: Alphanumeric values of a Feature are ordered according to this sequence number
- Product class feature productmodel product class classification system: Mandatory field only used with Product Model classification.
- Product class feature productmodel product code: Mandatory field only used with Product Model classification.
- Product class feature productmodel product class code: Mandatory field only used with Product Model classification.
- Product class feature port: Mandatory field only used with Product Model classification.

Note: As the Product Model en Port fields are mandatory for a successful import, but—in most cases—are *not* used, the import position numbers (pos) are **set to '0'**. Thus, for these fields no values are imported.

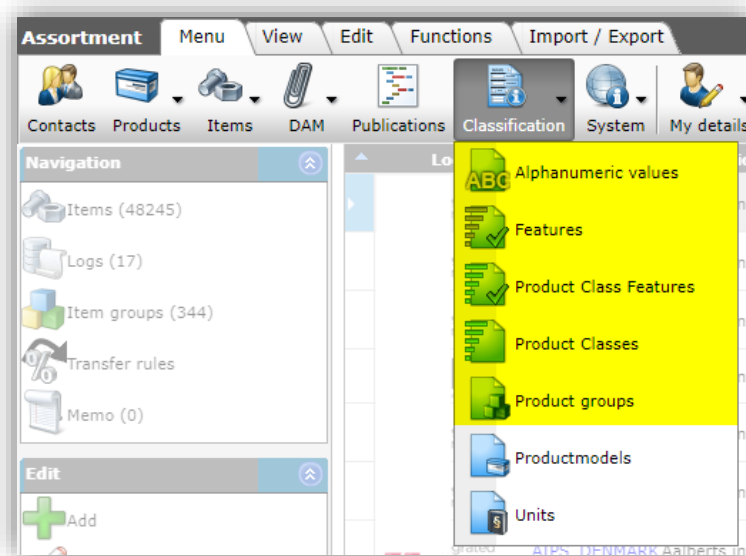
## 5.2 Import Excel files

In total 6 Excel files need to be imported in the following *mandatory order*:

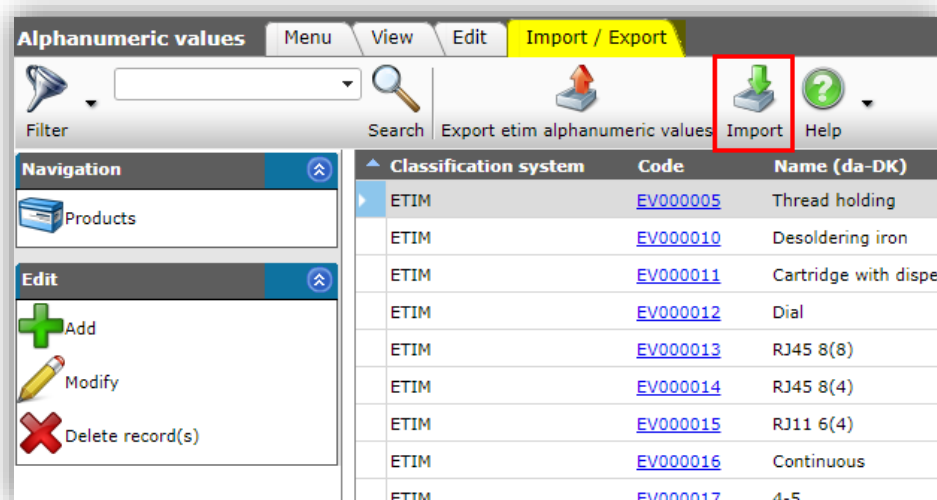
1. Alphanumeric values
2. Features
3. Product groups
4. Product classes
5. Product class features
6. Attribute values

To import the files:

1. Through the menu, go to *Classification* and select the corresponding category<sup>2</sup> where the Excel needs to be imported:

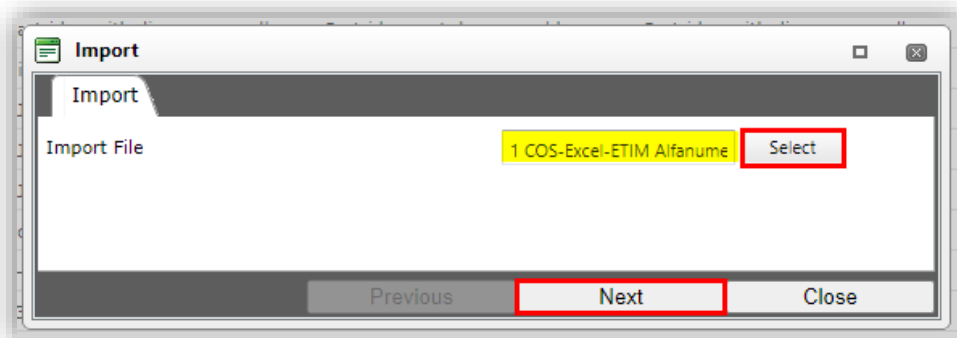


2. On the next screen, go to the Import/Export tab and click on *Import*:

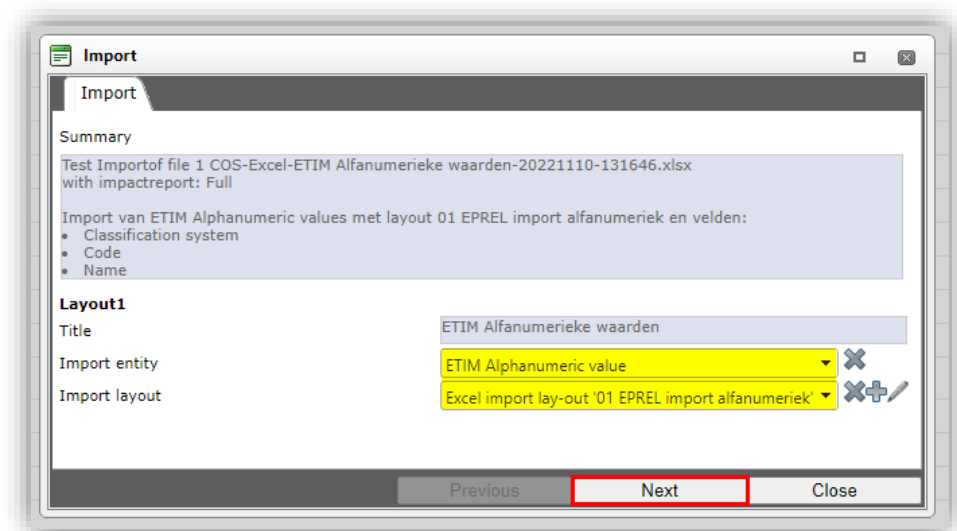


3. In the pop-up window:

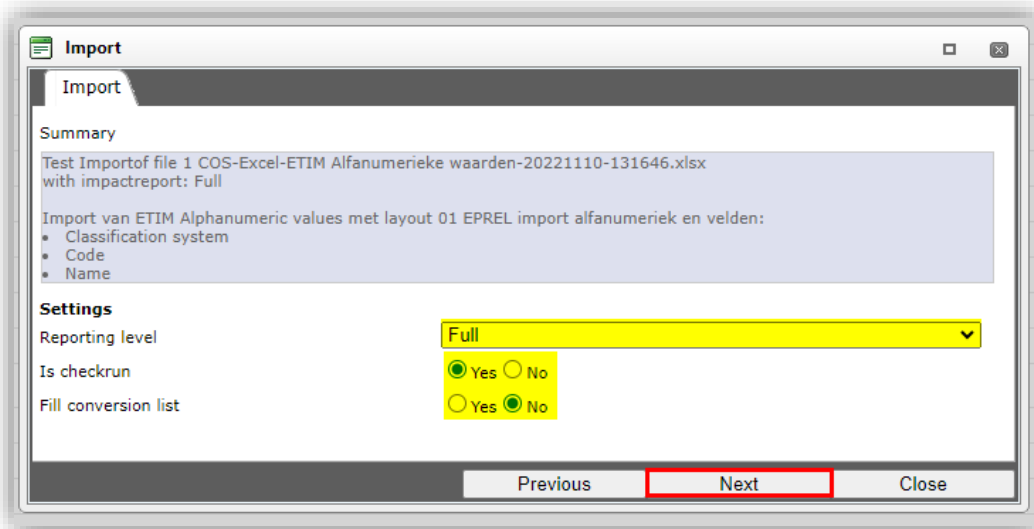
<sup>2</sup> There is no category for Attribute Value; attribute values can be imported with any random import function by setting the Import Entity to **(ETIM) Attribute value**.



- a. Import file: Select the Excel-file; in this example the Excel-file with Alphanumeric values.
4. Click on *Next*.



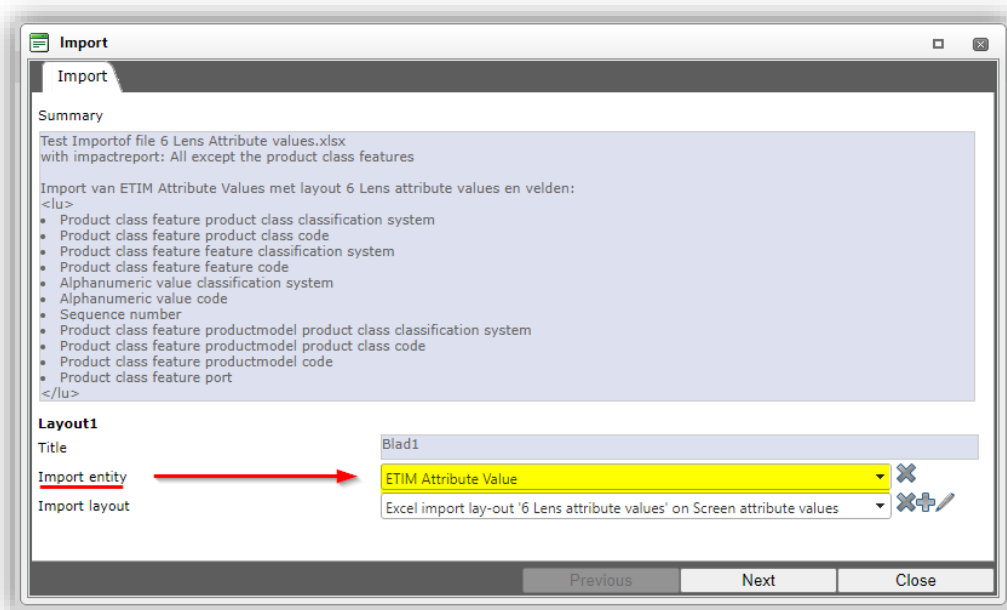
- a. Import entity: The correct entity should be automatically selected, or select the correct entity; in this example **ETIM Alphanumeric value**.
- b. Import layout: Select the corresponding import lay-out.
5. Click on *Next*.



- a. Reporting level: Select the reporting level for the import report:

- i. None: Do not generate an import report. This will result in the fastest import.
  - ii. Full: Generate a full import report, including all changes in all fields. This will result in the slowest import as all fields will be checked.
  - iii. Only warnings: Generate an import report only listing warnings. This import is generally faster than with a Full report.
- b. Is checkrun: Set to **Yes** to simulate an import; this will only generate an import report listing any potential error and/or warnings. No data is actually imported!
- c. Fill conversion list: Set this to **No**.
6. Click on *Next* to start the import.
7. Check the *Import report* for the results of the import.

Note: There is no entry in the Classification menu for Attribute Values. To import *Attribute Values*, start the import from, for instance, the *Product Classes* overview and select **Attribute value** as the import entity:



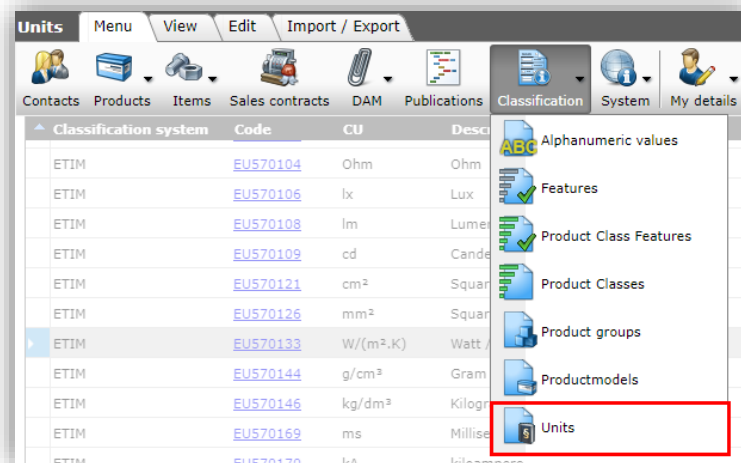
## 6 Units

Mostly, existing (ETIM) units of measurement, such as *millimetre*, *litre* or *Watt / m<sup>2</sup> Kelvin* can be used. However, sometimes a new type of unit needs to be added.

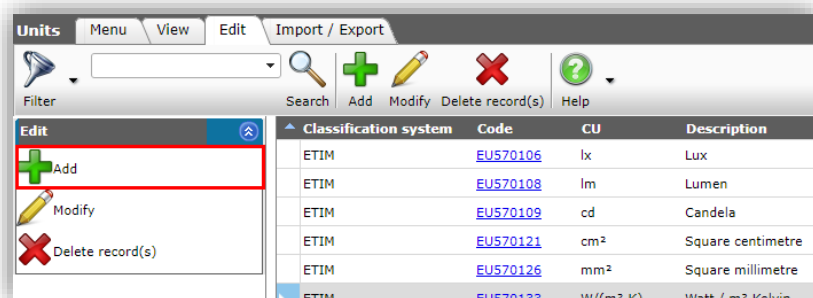
### 6.1 Create new unit

To create a new type of unit:

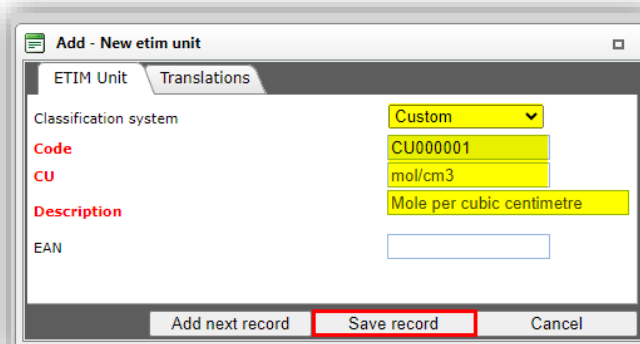
1. Through the Menu, go to *Classification > Units*.



2. Next, under Edit, click on *+Add*.



3. In the pop-up window:



**Add - New etim unit**

ETIM Unit | Translations

Classification system: Custom

Code: CU000001

CU: mol/cm3

Description: Mole per cubic centimetre

EAN:

Buttons: Add next record, **Save record**, Cancel

- Classification system: Set to **Custom**
  - Code: Enter a custom code for the new unit
  - CU: Enter an abbreviation for the new unit
  - Description: Enter description for the new unit
4. Save the record.