

Manual Attachments & Certificates COS PIM

Version 1.10

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Contents

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1	Introdu	ction	4
	1.1 Glo	ossary	4
	1.2 Att	achment types	5
	1.2.1 F	File names	6
	1.2.2	Automatic image resizing	6
	1.3 Inh	neritance of attachments	6
	1.4 Att	achment overview with item or product	7
	1.5 Ov	erview of all attachments (system-wide)	9
	1.6 Ge	neral rules	10
2	Add an	attachment per product	10
	2.1 Ad	d an attachment	10
	2.2 Edi	it an attachment	12
	2.3 Arc	chive/delete an attachment	13
3	Add att	achments per product group	15
4	Add att	achment per item group	17
5	Add att	achments using FTPS and import template	17
	5.1 Tra	insfer attachments via FTPS	17
	5.1.1 /	Attachment folder structure	18
	5.1.2 l	Jpload attachments	18
	5.2 Lin	k attachments via import template	20
	5.2.1 F	Prepare template for linking attachments	20
	5.2.2 [Entering relative paths (FTP)	22
	5.2.3 l	Jpload template for linking attachments	23
6	Exchan	ge/Share attachments	25
	6.1 Sta	indard attachment types (Ketenstandaard)	26
	6.2 Ow	vn attachment types	26
	6.3 Ori	ginal source indicator	28
	6.3.1 F	Presentatie video's	28
	6.4 Exc	changing images	28
	6.5 Exc	changing deep links	28
7	Link ten	nplates	28
	7.1 Mu	Ilti-language deep link templates	30
8	Certifica	ates	31
	8.1 Ad	d a certificate	32
	8.1.1 (Certificate with attachment	33
	8.2 Lin	king certificates to product	34
	8.2.1 l	_ink the certificate to product(s)	35

🧳 🌮 🗾

	8.2.2	Link the product to certificates	. 36
8.	3 C	ertificate types	38
8.	4 Ir	nport of certificates	. 38
	8.4.1	DICO import	. 38
	8.4.2	Manual import	. 39
8.	5 E	xport of certificates	. 40
	8.5.1	DQR export	40
	8.5.2	BMEcat5 export	40
9	Apper	ndix A. Examples of adding images	. 41

1 Introduction

This manual describes how you can add attachments (images, pdf, other) to items, products, item groups or product groups.

1.1 Glossary

COS Compano Online Software.

Product

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Products are delivered by manufacturers. A Manufacturer is the one who produces the actual product. Thus Apple is the manufacturer of the iPhone. In the ideal situation the manufacturer is responsible for the (digital) technical information which belongs to a physical product. The description of a product is defined in the product information.

Item

A product can be supplied as item by several suppliers. A supplier is the one who delivers the product as an item to the (end) customer. Thus, Amazon is a supplier of (the item) the iPhone. A supplier describes trade information (for example gross price, delivery time, stock, discount groups) of an item as item information.

Product group

Products can be categorized into groups. A product group contains products with corresponding product features. For example: LED lights can be categorized into the product groups Light bulbs, Spots or Tubes.

Item group

You can categorize items into groups. An item group contains articles with corresponding item information. For example: LED spots can be packaged per piece or per blister of three pieces. This results in the item groups 'Spots piece' and 'Spots blister'.

Attachment

An attachment is a file that can be added to a product, an item, a product group or an item group. An attachment can be an image, drawing, PDF file or any other computer file.

Attachment type

In order to submit attachments to data pools 2BA and InstallData, the exchange format **Attachment index [version number]** is used. According to this format, several types of attachments are distinguished. As an added feature, the Compano software allows you to define your own attachment types.

Certificate

A certificate is a written statement, intended as proof of the quality of a service or product. There are usually various criteria underlying the issuance of a certificate, such as standards, legal requirements or industry rules. The issuance of a certificate is usually preceded by a control act such as an inspection, audit or other forms of verification. Examples of certificates are: FSC certificates, RoHs certificates, CE Marking and warranty statements).

1.2 Attachment types

Types of Attachments that can be added to a product are, for instance:

- Image (JPG, PNG, etc.)
- Drawing (AI, EPS, SVG, etc.)
- 3D-model (CAD)
- Document (PDF, Word, Excel, etc.)
- Deep link (URL)
- Video (MP4, MKV, etc.)

In principle any type of file can be added as an attachment. COS contains some predefined Attachment Types, however you can also add your own Attachment Type to this list:

attachment Type Menu	View	Edit P	rint	
▶.	•		1	le l
Filter		Search All	Details Manage Screen layouts Help	1
Navigation	\otimes	Code	Description	Туре
Configuration		<u>Unknown</u>	Unknown	Unknown
		<u>PPI</u>	Image for internet	Image for internet
Edit	\bigotimes	CAD	CAD	CAD
Autofill		CHR	Link to Sheet	Link to Sheet
		EEP	Energy Label	Energy Label
D Add		<u>LDT</u>	Photometric Data	Photometric Data
Modify		<u>LNK</u>	Deeplink	Deeplink
		LOG	Logo	Logo
Delete record (s)		MAN	Manual	Manual
Print	$\overline{\otimes}$	MTE	Installation- & maintenance document	Installation- & maintenance document
Rint		<u>OTA</u>	Other Attachments	Other Attachments
		<u>OTD</u>	Other document	Other document
Printing options	•	<u>OTV</u>	Other visual element	Other visual element
Managing detail lay-outs	-	PHI	Image for printing	Image for printing
		PRT	Presentation document	Presentation document
Managing list lay-outs		<u>PVI</u>	Presentation video	Presentation video
L		<u>SCH</u>	Diagram	Diagram
		SOF	Software	Software
		STR	Certifications	Certifications

It is also possible to add your own attachment types to this list in COS. See paragraph <u>6.2 Own</u> <u>ATTACHMENT TYPES</u> for a further explanation.

<u>Note</u>: The procedure to add an attachment is the same for all types of attachments. Also the procedure for the adding of attachments for product groups, item groups, products or items is the same. Therefore, this manual will only contain examples of how to add an image to a Product or Product Group.

1.2.1 File names

Important: Characters such as []\/:*?'"<> | & are not allowed in file names of attachments. Please remove these characters before uploading or replace them with, for instance, a dash - or underscore _

Example Product&item-image.jpg → Product-and-item-image.jpg

1.2.2 Automatic image resizing

It is usually not necessary to add images of varying size. Images will be automatically resized when requested, using the parameters W and H in the URL:

http://name.compano.nl/Data/Environments/00XXXX/Images/ProductGroup/D rawings/D1112.t.jpg?W=300&H=300

The example above will generate a resized (300x300) version of the JPG-file **D1112.t.jpg** and store it in a cache folder 300x300 on the Compano server.

<u>Note</u>: Cache folders will be emptied when the original image is replaced. The new image will be resized on the next retrieval request.

The following image types can be resized this way:

- PNG
- JPG
- JPEG
- GIF
- WMF

1.3 Inheritance of attachments

Inside COS there are three ways to add images to products:

- 1. Add to a product \rightarrow Add an attachment per product
- 2. Add to a product group \rightarrow Add attachments per product group
- 3. Add within a publication structure (publication tree) → See the Compano Manual Publications

Next to that, the level at which attachments are added is important, because COS always shows attachments of a higher level. This is called inheritance of attachments.

Example

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Which image is shown with item number 101.01?

Product group 100→ No image at *Product*, then the image of the *Product group* will be shown Product 101.01→ No image at *Item* or *Item group*, then the image of the *Product* will be shown

Item group 100 → No image at *Item*, then image of the *Item group* will be shown Item 101.01 → the image added at the item will be shown

You can find detailed examples in Appendix A.



1.4 Attachment overview with item or product

With the inheritance of attachments it is not always clear with which item an image is added. In the *Attachment overview* you will find more information.

Example

In the image below the selected item *TX6BC10H*(1) has NO attachments (2) on the level of the item itself, but because of the link with attachments on the level of product and product group, the item has *fourteen* attachments (3).

<u>Note</u>: To see if an item has attachments, you can always look at the *Details* of the item, on the tab *Attachments*.

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When you go to product *TX6BC10H*, belonging to this item, then you will see that there are <u>three</u> attachments linked (4):

Products Menu View	Edit	Functions	Print Import	/ Export				
Filter tx6bc10h	•	Search All	Details Screen Lay	out Help				
Navigation (🔺 Manufactu	rer Description	Code	GTIN	МС	F	T Product description
A 14-14-14-14-14-14-14-14-14-14-14-14-14-1		 Attachment 	and press of the second second	TX6BB10H	08719699131828			A285C
Titems (2/0)		200 Carlos	and second second	1000	08719699131835			1.000
Product parts (0)								
Accessory products (0)		4						
Is part of (0)								
Attachment (3/0)								
Manufacturer:								
Productgroup:A285C A2								

When you look at the product group *A285EC* you will see that there is one other linked attachment:



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But where are the other ten linked attachments?

Nested product groups

It is also possible to *nest* product groups. This means that a product group can be part of one or multiple higher product groups.

The product group from this example is part of two 'higher' product groups. This is shown by the level of the product group (6):

	Code	Manufacturer	Main Description	Description	Main group	A T	Level
Þ	<u>A285C</u>	ATV	A-Serie	A285C	COMBI.A	A 6	3

The other ten attachments should then be linked to the two parent product groups *COMBLA* and *COMBL*.

When you look at *Menu > Configuration > Product groups*, then you see that at the level of product group *COMBI.A*, the other ten attachments are linked:

Navigation	\bigotimes	Code	Manufacturer	Main Description	Description
1		ACC.ZLB	100	Accessories	Fix jig / connection kit Solar
Productgroups (6)		COMBI	100		Combi-heater
Products (0/0)		COMBI.A	100	Combi-heater	A-Serie
		COMBI.E	100	Combi-heater	E-Series
Attachment (10/0)		COMBI.I	100	Combi-heater	i-Series
Configuration		COMBI.Q	100	Combi-heater	Q-Series
•		CONTR			Cantala

So, in this example, the attachments are linked as follows:

Product group level 1: COMBI \rightarrow No attachments

Product group level 2: COMBLA → Ten attachments Product group level 3: A285EC → Two attachments

Product TX6BC10H \rightarrow Three attachments

<u>Note</u>: The nesting of product or item groups will not be explained further in detail in this manual. The Compano consultant can advise when such a structure is needed.

1.5 Overview of all attachments (system-wide)

It is also possible to get an overview of all attachments for all products, items, product groups and item groups:

1. Through the Menu go to *Dam*(1) > *Attachments*(2):

Item search Menu	View	ons Print Import / Export		
🥂 🤜 🖓		🗟 . 🖪 . 🕹 .	0.	
Contacts Products Items	DAM Publications	ssification System My details	Help	Logout
Navigation	Attachments	Supplier	С	Accessories
		OPPLE Lighting	-	0
Product:140043899 LED	Q Certificates	OPPLE Lighting	-	0
Edit	* *	OPPLE Lighting	-	

2. In the screen that opens, you will now see an overview of all (3) attachments and you also see what the *source* is for the attachment (4):

Attachments Menu View	Edit Functions Import / Export				
▶	< □ 1 □ .	2.			3
Filter	Search All Details Screen Layout	Help	4		259.29
Edit 🛞	Archived Sequence number Sequence number	Source overview	Key	Sequence number Location Upload date	^
Delete attachment	1 F	Product	8712423008875 GV4PE07N6	http://eshop.schneider- 1 electric.com/product.aspx?07-02-2020 12:34 productid=GV4PE07M5&org	
Modify	> 1 F	Product	8712423008875 ZBE204	http://eshop.schneider- 1 electric.com/product.aspx?07-02-2020 13:34 productia=ZBE204&org=2/	
Line edit on	1 F	Product	8712423008875 GV4PE07S	http://eshop.schneider_ 1 electric.com/product.aspx?07-02-2020 12:34 productid=GV4PE07S&org:	
Paste	1 F	Product	8712423008875 ZBE2033	http://eshop.schneider_ 1 electric.com/product.aspx?07-02-2020 13:34 productid=ZBE2033&org=;	
			8712423008876	http://eshop.schneider-	

3. By searching / filtering (5) by, for example, product code you can get an overview of all attachments (6) quickly, which are linked to one product:

Attachments Menu View	Edit Function	ons Import / Export						
gv4pe115b6 5 -	• 🔍 🔲	() . (2.					0
Filter	Search All	Details Screen Layout He	elp					6 4
Edit 🛞	 Archived 	Sequence number So	urce overview	Key	Sequence number	Location	Upload date	
Delete attachment	•	1 Iter	m	SCHNEIDER GV4PE115B6	1	http://www.schneiderelect FROM=871425200592981	07-02-2020 13:47	
Modify		1 Pro	oduct	<u>8712423008878</u> GV4PE115B6	-	http://eshipp.schneider- electric.com/product.aspx? productid=GV4PE115B6&o	07-02-2020 12:34	
Line edit on		2 Pro	oduct	8712423008878 GV4PE11586	2	https://att.2ba.nl/8712423	07-02-2020 12:34	
Сору		3 Pro	oduct	8712423008878 GV4PE115B6	3	https://att.2ba.nl/8712423 32e2-4da3-8d5a- 921ab6104128.jpg	07-02-2020 12:34	
· 🔁 .								

1.6 General rules

But what is exactly the best way to add attachments? That depends strongly on your situation. Consult the Compano consultant for more advise about this.

As general rule:

- Images for *Item* and *Item group* inherit linked images from *Product* or *Product group*. When you have multiple items, which are all based on one product, then you simply add the image to the product; all items based on this product will fall back on these images.
- When products or items have strong visual similarity an image should be added on the level of product or item groups; all products or items in this group (for instance nuts and bolt) will fall back on the group image. Adding an image to a product group is preferable to adding to an item group (see previous rule of thumb).

2 Add an attachment per product

In this chapter we will explain how to add an attachment to a product or item manually. The examples are about adding an *image* as attachment to a product. However, the procedure applies adding attachments to items as well and is similar for all types of attachments.

2.1 Add an attachment

To add an image to a product:

1. Go via the menu to *Products > Products* and search for the product with which you want to add the image.

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2. Select the product in the list and click on the button *Attachment* in the *Navigation* panel:

Products Menu View	lit Functions Print Import / Export	
Filter	Search All Details Screen Layout Help	
Navigation 🛞	Manufacturer Description Code GTIN	МС
Items (2/0)	AA000100 08719699133624	
	AA00010B 08719699133600	
Product parts (0)	AA00010U 08719699133617	
Accessory products (0)	AA0001AU 08719699133594	
Is part of (0)	AA00020B 08719699133631	
Attachment (1/0)	AA00030B 08719699133655	
	AA00030U 08719699133662	
Manufacturer:	AA00040B 08719699133679	
Productgroup	AA00040U 08719699133686	
Edit 🛞	AA00050B 08719699133693	

- 3. Click the tab *Edit* and click *+Add* (and NOT on *+Attachments*!)
- 4. A popup window will open where you can add the image as an attachment:

Attachment				
Secure	2			
Sequence	2			
Description	Waterontha	arder 5 liter		
File	-watery	<u>erzachter-zij-grijs.jpg</u> X		
The second se	/Data/Envi	ronments/000001/Attachment/Bijlage/	-grij:	
Special				
Title				
Language			- 💥	3
Version				
attachment Type	afb			-
Source	PHI	Afbeelding voor drukwerk		
Source	PPI	Afbeelding voor internet		

Sequence: Type the sequence number here. This sequence number determines (for example on a product website), in which order the attachments are displayed. The attachment with the lowest number will be shown first.

Description (mandatory): Type a short description here of the attachment. Location (mandatory): Add an attachment file:

- By uploading an image via the button:
- By typing a location (URL) to the image (file) in the field *File*. This URL is a reference to an external location, for example a (own) product website or media server: https://media.firm.com/product/series/293847.jpg.

Title: The title you want to give to an attachment (often the same as the description). Language: Enter a language when that's relevant. Leave blank when the attachment is multilingual. For example with an energy label language can be relevant, because the same label is available in English, German and Portuguese. You add three separate attachments, where you define the language for every attachment. When you create a web feed for a Portuguese website later on, then only the Portuguese label is exported.

Version: Enter a version number if applicable when you use multiple versions of the same attachment.

Attachment Type: Choose the right attachment type here by typing a part of the word, for example **img** will give you two options: *Image for print* (high resolution) and *Image for internet* (low resolution). As indicated this can also be an attachment type which you have defined yourself.

<u>Note</u>: If you need to see the complete list of available attachment types, you need to clear this field first!

Source: The attachment source will be determined automatically. Confidential: Set the option to *Yes* if the attachment is for internal use only. The attachment will then not be displayed in, for example, a customer environment. Also, the attachment is not exported in the BMECat, INSBOU or SALES format.

2.2 Edit an attachment

To edit or delete an image:

- 1. Go via the menu to *Items > Products* and search the product for which you want to add the image.
- 2. Select the product in the list and click the button *Attachment* in the *Navigation* pane:



3. Click on *Modify* (3) in the *Navigation* pane:

Attachment Menu View	Edit Import / Export > Product:AA0003	0B Descale i	
Filter	Search All Details Screen Lavout Help	•	
Navigation 🛞	Sequence Description	Ν	
Product: AA00010B Desc	> 1 DeepLink	h2	
	📄 Edit - DeepLink		•
Edit 🛞	Attachment		
Add	Sequence	1	-
Attachments	Description	DeepLink]
	File	descale 5 X	
S	4	http://wwwwwwwallander.atag-waterontharder/atag-waterontharde	
Modify	Special 5		1
Delete record (s)	Language		,
Copving	Version		
	attachment Type	LNK Deeplink	9
Paste	Source	WWW	.
		Save 6 Cancel	
		ouro ouroa	

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- 4. In the popup window that opens you can do the following with the image:
 - a. Edit: Click on the button with the 3 dots (4) and select a new image, or type a new URL in the field.
 - b. Delete: Click on the button with the 'x' (5) to delete the image.
- 5. Click on *Save* (6).

<u>Please note</u>: Images can also be deleted by selecting the image in the attachment screen and by clicking on *Delete record(s)* afterwards in the tab *Edit*.

2.3 Archive/delete an attachment

An image can also be archived or deleted:

1. Through the menu go to *Products > Products* (2) and find the product where you want to archive or delete the image.



2. Select the product in the list and click the *Attachments* button (2) under *Navigation*.



3. In the next screen, under *Edit* click on *Delete record(s)* (3):

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Attachment Menu \	View Edit Function	s Import / Export	» Product:	
▶.			. ? .	
Filter	Search All Deta	ails Aalberts - image sourc	e Help	
Navigation	Description	File	SourceType	Source
Product:			Unknown 3	Unknown
Edit (۵			
Add				
Attachments			Unknown	Unknown
Modify				
Delete record (s)		http://www.	<u>rc</u> WWW	www
Line edit on				
Сору				

4. <u>Note</u>: The image will disappear from the attachment overview, but will be *archived* first. By setting the *Filter* to *Include archive* (4), the image can be made visible again:

Attachment Menu View	Edit Functions	Import / Export » Product:	in the second second
🔊 🗸 💷		i . ?	-
Including archive	Search All	Details Aalberts - kopie Help	
Navigation 4	Description X	File Source	Type Extensie
Product	ldeer 🔰 📳	Unknov	vn
Edit 🛞			
Add			
	2 2	Unknov	vn
Modify			
Delete record (s)	<u>k</u>	http://	

5. If you want to delete an image completely, select the archived image and under *Edit* click again on *Delete record(s)* (5):

🔦 Attachment 🛛 Menu 🛛 Vie	w Edit Functions Import / Export > P	roduct:0400224	Constant of the local division of the local	
2.		. 🕜 .		
Including archive	Search All Details Aalberts - kop	bie Help		
Navigation 🛞	Description X File	SourceType	Extensie	Sequen
Product:	KTWA	Unknown		
Add				
Attachments	Are you sure you want to archive 1 a	attachment?		
Delete record (s)				
Line edit on				
Сору				
Paste				
Functions 🔗				
From archive				

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6. An image can also be retrieved *from the archive*. Select the archived image and under *Functions* click on *From Archive* (6).

<u>Note</u>: The *Archive status* of an attachment can be used in (XML/JSON) feeds or in (calculated) userdefined fields.

3 Add attachments per product group

As explained before, in principle an attachment can be added to:

- A product group \rightarrow See later on in this manual
- A publication node in a publication tree → You can read more about this in the *Manual Publications*.

Which method you choose depends on the way the attachments will be used. Consult your Compano consultant on the best practice.

<u>Tip</u>: By adding attachments to product groups, then later on the attachments will be passed through to all publication structures which are generated on the basis of product groups. This has the advantage that, even though there are multiple publication structures (for example a web shop, catalogue, etc.), you only have to add and maintain an attachment in one place (the product group). More information can be found in the Manual Publications.

In the remainder of this chapter we will focus on adding attachments to product groups. As an example we will use the adding of images for a LED light web shop. For an overview of the web shop structure, see <u>Appendix A</u>.

Follow the steps below to add an attachment per product group manually:

1. Go via *Menu > System* (1) to *Configuration*. (2)



2. In the overview click on *Product groups* (3):



3. Select a product group (4) and click on *Attachment* (5):

Productgroups Menu Vie	w Edit Imp	ort / Export		
▶.	- 🔍 🔲		. 🕜 .	
Filter	Search All	Details Screen Lay	out Help	
Navigation 🛞	▲ Code	Manufacturer	Main Description	Description
Productgroups (6)	ACC.ZBC	100	Accessories	Fix jig / connection kit Solar
	ACC.ZLB	100	Accessories	Fix jig / connection kit Solar
	COMBI	100		Combi-heater
Attachment (10/0)	COMBI.A	- 4	Combi-heater	A-Serie
	COMBI.E	100	Combi-heater	E-Series
	COMBI.I	100	Combi-heater	i-Series

4. In the following screen you will see an overview of all attachments that are added to this product group. You can use the button +Add(6) to add an attachment:

Attachment Menu Vie	W Edit Import / Export > Productgroup:COMBI.A A-S
▶	
Filter	Search All Details Screen Layout Help
Navigation 🛞	Sequence Description
Productgroup:COMBI.A	> 1 Brochure
	2 <u>CAD-tekening (.dwg)</u>
Edit 🛞	3 Kwaliteitsverklaring opwekkingsrendement
	4 Kwaliteitsverklaring hulpenergie
	5 KIWA Verklaring met WTW
	6 KIWA Nox verklaring
Modify	7 KIWA CE certificaat
A	8 <u>A-Serie right mirror</u>
Delete record (s)	9 <u>A-Serie voorzijde</u>
Copying	10 Installatievoorschrift
Paste	

5. Enter the correct values (7) for the attachment in the popup screen. See <u>2.1 ADD AN</u> <u>ATTACHMENT</u> for an explanation of the different fields:

Add - New attachment to pr	oductgroup COMBI.A A-Serie	
Attachment		
Sequence	7 11	
Description		
File	X	
Special		
itle		
anguage	▼	×
ersion		,
ttachment Type	Unknown Onbekend	•
Source	Unknown	

6. Click Save (8) to save the attachment.

4 Add attachment per item group

Adding an attachment to an item group is similar to adding an attachment to a product group; all items that are part of the item group inherit any attachments that have been linked to the item group.

Important: An item group NEVER inherits any attachments from a product or product group.

This means that if there no attachment added to the item, the application will *first* check whether it can find an attachment at the item group level. If there is no attachment to be found there, the item will inherit the attachment from the product. If there is no attachment at the product level, the item will inherit the attachment from the product group.

5 Add attachments using FTPS and import template

It is also possible to add multiple attachments to product groups at the same time. This procedures consists of two steps:

- 1. Upload attachments via FTPS: You can transfer your attachment files to your Compano server via the FTPS protocol. You will need a (free) FTPS account for this.
- 2. Link attachments via an import template: With an import template (spreadsheet) you can indicate which attachment(s) should be linked to which product, item, or group.

5.1 Transfer attachments via FTPS

FTPS stands for *File Transfer Protocol SSL*. With this protocol you can upload files from your computer to your Compano server. The FTPS protocol will ensure that this transfer is encrypted (secured). You will need FTPS software and an FTPS account from Compano.

- If you do not yet have a (free) FTPS account, request one via <u>support@compano.com</u>
- If you don't have FTPS software yet, download the open-source *<u>FileZilla Client</u>*

<u>Note</u>: As of January 15, 2021, the FTPS (FTP SSL/TLS) protocol is active. Older FTP accounts have been converted to the FTPS protocol.

5.1.1 Attachment folder structure

Before you start uploading attachments, it's good to think about how you are going to organize the attachments into folders. With a logical folder structure, it will be much easier to maintain attachments.

You are completely free to organize your folder structure. Compano gives the following tips for your consideration:

- Create root folders for Product and/or Item attachments, for example PRD and ITM.
- Create subfolders for Product and Product group attachments, for example,
 ProductImage and ProductGroupImage; the first folder is for unique product images, the second for product group-level images.
- Or, create subfolders for the different Attachment types, such as: *PPI, PHI, SCH, CAD* or one of the other types of the Chain Standard.

5.1.2 Upload attachments

To upload attachments using FTPS:

- 1. Start the FileZilla client and connect to the Compano FTPS server from Compano. Enter the correct credentials at *Host, User, Password* and *Port* and click on the button *Quickconnect*.
 - Host address FTP: **ftps.compano.com**
 - Host address FTPS: ftps.compano.com → Use: Explicit FTP over TLS
 - a. In FileZilla, through the main menu, go to *File> Site manager*.



b. In the pop-up window, click on *New site* and enter the following details on the *General* tab:

WWW.COMPANO.COM

~
~
~
~
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\wedge

- i. Protocol: Select the regular File Transfer Protocol
- ii. Host: ftps.compano.com
- iii. Encryption: Select Require explicit FTP over TLS
- iv. Logon type: Select Normal
- v. User: Type your Compano FTPS username
- vi. Password: Type your Compano FTPS password
- c. Next, click on *Connect*.
- 2. <u>Opmerking</u>: Wanneer je voor het eerst verbinding maakt met een nieuwe, beveiligde FTPSsite, moet je het *beveiligingscertificaat* vertrouwen. Zorg ervoor dat je de juiste vinkjes zet en klik dan op *OK*:

Unkno	wn certificate	×
?	The server's certificate is unknown. Please carefully examine the certificate to make sure the server can be trusted.	
	Compare the displayed fingerprint with the certificate fingerprint you have received fro your server administrator or server hosting provider.	m
	<u>C</u> ertificate in chain: 0 (Server certificate) ~	
	Certificate	
	Overview	^
	Fingerprint (SHA-256): 8c:4d:3c:d6:ad:73:df:de:db:cf:92:b4:e3:3a:11:39: a7:9d:2a:77:74:e0:f8:77:5e:24:68:0b:5e:12:9b:54	
	Fingerprint (SHA-1): 3c:0a:df:4d:4d:12:dd:8e:9c:47:16:b0:5d:d2:07:57:8b:42:7c:b5	
	Validity period: From 7/8/2022 2:00:00 AM to 8/9/2023 1:59:59 AM	
	Subject	
	Common name: *.compano.com	
	Alternative names: *.compano.com	
	compano.com	
	Issuer	
	Common name: Sectigo RSA Domain Validation Secure Server CA	
	Organization: Sectigo Limited	
	Country: GB	
	State or province: Greater Manchester	
	Eccanty. Sanoru	
	Details	
	Serial: 6c:c5:61:d0:f9:0f:1c:ec:e0:3c:44:49:39:4b:de:dd	
	Public key algorithm: RSA with 2048 bits	
	Signature algorithm: RSA-SHA256	~
	Session details	
	Host: FtpsPreRelease.compano.com:21	
	Protocol: TLS1.2 Cipher: AES-256-GCM	
	Key exchange: ECDHE-SECP256R1-RSA-SHA384 Mac: AEAD	
	Trust the server certificate and carry on connecting?	
	Always trust this certificate in future sessions.	
	Trust this certificate on the listed alternative hostnames	
	OK Cancel	

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3. Once the connection has been established, you will see the folder structure on the Compano server. Drag the *PRD* folder you have created to the folder *Attachments* on the server (from the left column to the right column):

PRD			~
Filename	Filesize I	Filetype	Last modified ^
1 <mark>1</mark> .			
📕 Camera Roll	1	Bestandsmap	3/29/2022 11:2
Label_162209_small_color		Bestandsmap	11/28/2022 2:4
PRD	1	Bestandsmap	4/8/2022 1:31:
Saved Pictures	1	Bestandsmap	2/21/2023 9:49
SSO SSO	1	Bestandsmap	8/30/2021 3:26
	38.446	PNG-bestand	8/9/2022 1:07:
T	61.920	Greenshot File	9/27/2022 11:0
	1.543 I	PNG-bestand	11/10/2022 3:0
	210.444 J	JPG-bestand	12/9/2022 12:3
	43.921 I	PNG-bestand	12/16/2022 11:
	46.471 I	PNG-bestand	12/16/2022 11: 🗸
			>
18 files and 5 directories. Total size: 1.315.617 bytes			
Server/Local file Direc Remote file Size Priority Status			

4. The folders and images are now being transferred. You can check if the transfer was a success by opening the (new) folders in the right column.

5.2 Link attachments via import template

Once the attachment files have been uploaded to the Compano server, you can link the attachments to the correct product, item, product group or item group.

5.2.1 Prepare template for linking attachments

Download the Template import attachments (Excel) from the Compano Help website.

Link attachments by filling out the correct data in the Excel template, using one Excel row per attachment. <u>Note</u>: Columns marked in red font are mandatory.

17	A	8		с	D	E	F	G	н	1	J	к	L
1	Source	Supplier / Manufact	rer code	Code	Description	File / Path	Language	Sequence number	Title	Attachment Type	Version	Source reference	Confidential
2	Product	8712	62000006	5 1244034	Polaris Dutch manual	\Data\Environments\000042\Attachment\PRD\Product\V5A\1244034 Dutch Polaris.pdf	NL	1	Polaris handleiding	Manual	3.0	1	No
3	Product group	8712	62000006	5 GK191	Polaris English manual	\Data\Environments\000042\Attachment\PRD\Product\VSA\1244034 English Polaris.pdf	EN		2 Polaris manual	MAN	3.2		
4	Item	FLWCTRL		51387	Conti flow regulator image	http://core.flowcontrol.com/products/conti/51387.jpg			1	Image for internet		X	
5	Item group	FLWCTRL		CON12	Conti regulator group image	http://core.flowcontrol.com/products/conti/CON12.jpg				PPI			
6												/	4

- Source: Indicate whether the attachment will be added to a product, product group, item or item group.
- Supplier / Manufacturer code: Enter the correct supplier / manufacturer code; when linking to a product/product group enter the manufacturer code, when linking to an item/item group enter the supplier code.
- Code: Enter the product, product group, item or item group code to which you want to add the attachment.
- File / Path: Enter the path to the attachment file:
 - *Attachment on Compano (FTP) server*. Enter the relative path to the file. See paragraph <u>5.2.2 ENTERING RELATIVE PATHS (FTP)</u>.
 - *Attachment on external server*: Enter the URL (exact path) of the attachment, for instance: <u>https://mycompano.com/solar/phaesun/Sun_plus_s_50.jpg</u>
- Description: Type a description for the attachment.
- Language (optional): Attachments can be coupled with a specific language. For instance, a brochure in French, can be coupled with the French language code **fr**. This way, when exporting only French data, only the French brochures are exported.

- Sequence number (optional): When adding multiple attachments, the sequence number can be used to specify in which order attachments are displayed. For instance, when adding multiple images, the sequence number could specify which images is shown first.
- Title (optional): Enter a title for the attachment. This title could be used as, for instance, the image alt text on a website.
- Attachment Type (recommended): Enter the correct attachment type code. This code is used on data pools 2BA and InstallData to identify the type of attachment.

• Code	Description	Туре
CAD	CAD	CAD
CHR	Link to Sheet	Link to sheet
EEP	Energy Label	Energy Label
LDT	Photometric Data	Photometric Data
LNK	Deeplink	Deeplink
LOG	Logo	Logo
MAN	Instructions	Instructions
MTE	Installation- & maintenance document	Installation- & maintenance document
ΟΤΑ	Other Attachments	Other attachments
OTD	Other document	Other document
ΟΤV	Other visual element	Other visual element
PHI	Image for printing	Image for printing
PPI	Image for internet	Image for internet
PRT	Presentation document	Presentation document
PVI	Presentation video	Presentation video
SCH	Diagram	Diagram
SOF	Software	Software
STR	Certifications	Certifications
PAR	Parts list	Parts list/exploded view
Unknown	Unknown	Unknown
SDS	Veiligheidsinformatieblad	Link to sheet
REACH	REACH certificaat	Certifications
PDS	Product datasheet	Link to sheet

The list above shows the standard Attachment Types, however you can expand this list by adding your own attachment types, see paragraph: <u>6.2 OWN ATTACHMENT TYPES</u>

- Source reference (not used): The source reference has been deprecated, however the data column *must* be present in your import file.
- Confidential (optional): When set to Yes, the attachment is not displayed in client environments and will not be exported in BMEcat and DICO (INSBOU/SALES) standard.

Save the Excel as a CSV file and import this into COS, see paragraph: <u>5.2.3 UPLOAD TEMPLATE FOR LINKING ATTACHMENTS</u>.

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5.2.2 Entering relative paths (FTP)

When uploading attachments via FTP to the Compano server, these have probably been organized in folders, for instance:

	1
- Foil	1
Aluminium	
- Plastic	
📊 Tape	
Duct	
- Masking	

Relative paths to attachments in the folder structure can be generated using the following method (Windows):

1. Type **cmd** and use **<ENTER>** in the Windows search box:

🛨 🔎 cmd	
---------	--

2. In the Windows terminal that opens, using the **cd** and **dir** commands, navigate to the top folder containing your attachments, for instance:

d	Start	Invoegen	Pagina-indeling	Formules	Genevens	Cc
	Opdracht	prompt				- 1
Mi(c)	crosoft) Micros	Windows [\ oft Corpor	ersion 10.0.190 ation. Alle rec	042.1586] Chten voorb	ehouden.	
c:,	\Users\	ine i i i e di	>cd Pictures\PF	RD		

3. Next, in the terminal window, type dir /b /s > attachment-paths.csv



- 4. Close the terminal window and, using the file explorer, again navigate to the top folder containing your attachments.
- 5. Open the CSV file you generated:

	А	В	С	D	E	F	G	н	I	J	
1	C:\Users\		<pre>S\Pictures\</pre>	PRD\attack	nment-pat	hs.csv					
2	C:\Users		;\Pictures\	PRD\Foil							
3	C:\Users\	0.0	;\Pictures\	PRD\Tape							
4	C:\Users\		;\Pictures\	PRD\Foil\A	luminium						
5	C:\Users	10.00	;\Pictures\	PRD\Foil\F	lastic						
6	C:\Users		;\Pictures\	PRD\Tape\	Duct						
7	C:\Users\		;\Pictures\	PRD\Tape\	Masking						
8	C:\Users\		;\Pictures\	PRD\Tape\	Duct\9815	9.jpg					
9	C:\Users\	100	;\Pictures <mark>\</mark>	PRD\Tape\	Masking\3	m_2090_s	cotch_afpla	aktape_bla	uw-wwb	este.png	
10	C:\Users\		;\Pictures\	PRD\Tape\	Masking_	v_i_viv_81	.50006_1.jp	og			
11											

6. For each of the attachments that you need to link, copy the relative path(s) to the linking attachments template:

	А	В	С	D	E
1	Source	Supplier / Manufacturer code	Code	Description	File / Path
2	Product	8712862000006	2090	Scotch afplaktape	\PRD\Tape\Masking\3m_2090_scotch_afplaktape_blauw-wwwbeste.png
3					

To each relative path, add the following suffix:
 \Data\Environments\000003\Attachment. The correct number for your COS application, can be found under *Menu > Help > Info*.

Info	140043000		
nter se en la compa	no online	soft	ware
Support		Version	
Telephone:	088 266 7 266	Name:	Leeuw V03 ßeta
Email:	support@compano.com	Revised Version:	22.04.06.22
Website:	https://www.compano.com	CodeBase:	21.10.17
License Info		Server:	A-H03
DEMO		Instance:	2
Edition:	Fabrikant	Environment	
Productline	PIM	Contract:	C03035
Maximum number of (named) users:	1	Number:	3
Modules		Language:	nl Dutch
Basis, relaties, contactpersonen en me	mo		

8. The final path is something like this:

\Data\Environments\000003\Attachment\PRD\Tape\Masking\3m_2090_scotch_afpla ktape_blauw-wwwbeste.png

	A	В	С	D	E
1	Source	Supplier / Manufacturer code	Code	Description	File / Path
2	Product	8712862000006	2090	Scotch afplaktape	\Data\Environments\000003\Attachment\PRD\Tape\Masking\3m_2090_scotch_afplaktape_blauw-wwwbeste.png
2					

5.2.3 Upload template for linking attachments

After this preparation the CSV file can be imported:

1. <u>Important</u>: First save the Excel as a *CSV file*; choose **CSV-UTF-8** if you have this choice:

Online Software	▶ ,⊑⊐			
ano			Importsjabloon_Bijlag	en_r1-2.xlsx - Opgeslagen
dwo	e	Opslaan als		
	🕥 Start	-		
	🕒 Nieuw	L Recent	Documenten > Downloads	
	🗁 Openen	Compare Bi	CSV UTF-8 (door komma's gescheiden) (*.csv)	- Doslaan
	Info	 DesDire - Lamparo IV stratigenegative 	meer opues	
	Opslaan	Stat - Longeno Pr	Naam ↑ Importsjabloon_Bijlagen_r1-2.csv	Gewijzigd op 11-6-2020 12:45

<u>Note</u>: If you want to make changes to your file, always do so in the Excel file and save it again as a CSV file. This prevents data corruption such as GLN numbers.

2. Now, the CSV file can be imported using any *Import* button in COS, for instance at *Products* > *Product*.



3. Next, go to the Import / Export tab and click on Import.

Products	Menu View	Edit	: \	Fun	ctions Print	Impor	rt / Exp	ort
».		•		2		4		•
Navigation	(2)		- Se	x	Manufacturer [Descript	ion	Code
Hems (3/0	D)		>		Opple			<u>14004389</u>

4. In the Import dialog Select the CSV file you created and click on Next.

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5. In the next dialog screen:

		20		
Import				
Import				
Summary				
Import with format Attachment of file Templ with impactreport: Full	ate_ImportAttachn	nents_r2-1_L03.csv		
delta import of attachments from file templa	te_importattachme	ents_r2-1_l03.csv		
Settings				
Reporting level	Full			~
Is testrun	🔾 Yes 🔍 No			
		Previous	Next	Close
				-

- a. Reporting level: Select the reporting level for the import report:
 - i. None: Don't generate an import report. This results in the fastest import.
 - ii. *Full*: Generate a full import report, including all changes to all fields. This results in the slowest import because all fields are checked.
 - iii. *Only warnings*: Generate an import report with only warnings. This import is generally faster than with a Full report.
- b. Is testrun: Set to *Yes* to simulate an import; this only generates an import report with possible errors and/or warnings. No data is imported!

The images are now added to the items / products or item groups / product groups you have entered. You will receive an email with a report when this process is finished. Open the report to see if the import was a success.

6 Exchange/Share attachments

Attachments of all types can be exchanged with a data pool such as 2BA or InstallData or can be shared using one of the standard exchange formats such as DICO-SALES005, INSBOU, BMEcat, FAB-DIS, etc.

Data pools and exchange standards usually define different attachment types and apply rules when exchanging/sharing this information.

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6.1 Standard attachment types (Ketenstandaard)

The list below shows the standard Attachment Types, as defined by Ketenstandaard:

CAD	CAD
CHR	Link to sheet
EEP	Energy Label
LDT	Photometric Data
<u>LNK</u>	Deeplink
LOG	Logo
MAN	Instructions
MTE	Installation- & maintenance document
<u>OTA</u>	Other attachments
<u>OTD</u>	Other document
<u>otv</u>	Other visual element
PHI	Image for printing
<u>PPI</u>	Image for internet
PRT	Presentation document
PVI	Presentation video
<u>SCH</u>	Diagram
SOF	Software
STR	Certifications
PAR	Parts list/exploded view
<u>Unknown</u>	Unknown

6.2 Own attachment types

In addition to the standard attachment types, you can also define your *own* attachment types.

<u>Important</u>: Own attachment types are not recorded by data pool 2BA, unless they are based upon an existing, standard attachment type.

To define an own attachment type in COS:

1. Go to Configuration > Attachment Type

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Attachment type Menu	View Edit Functions Import / Expo	ort
>		0.
Navigation	Search All Details Manage screen lay All Details Manage screen lay All Details Manage screen lay	outs neip
Configuration	CAD CAD	
Edit	CHR Link to sheet	
Autofill	Attachment Type Translations	
Add	Code	INS
Modify	Description 2	Installation document
Delete record(s)	Туре	Installation- & maintenance document
Functions		Add next record Save record Cancel
Manipulate	PHI Image for printing	

- 2. Use the +Add(1) button to add your own Attachment type, for example:
- 3. Enter the correct values in the pop-up screen (2):
 - c. Code: Enter your own code here, for example **INS**. <u>Note</u>: This code is sent in data feeds (JSON, XML) and can therefore be used on, for example, your product website.
 - d. Description: Type here a clear, short description of the type of attachment, for example *Installation document*.
 - e. Type: Select here the type that best fits the attachment. <u>Note</u>: The Type you choose will be passed to data pools. However, data pools only recognize the default types; hence this field is a list box.
- 4. Then click on *Save* (3).

If you are now going to link new attachments, you can choose from all standard attachment types plus the types that you have defined yourself:

Sequence number 2 Description x File x Special x Itile x Language		
Description x File x Special x Industry x Language x Version x Attachment Type x Source PHI PPI Image for printing Confidential PPI Image for internet PRT PVI Presentation document PVI Presentation video SCH Diagram SOF Software STR Certifications PAR Pats list/exploded view		
File x Special Special Stanguage Version Attachment Type Source PHI Image for printing Confidential Image for printing PPI Image for internet PRT PRT PVI PVI PVI PSOF SOF Software STR Certifications PAR PAR		
Special Title Language Version Attachment Type Confidential PHI Image for printing PHI Image for internet PRT Presentation document PVI Presentation video SCH Diagram SOF Software STR Certifications PAR Parts list/exploded view		
Title Language Version Attachment Type Confidential PHI Image for printing PPI Image for internet PRT Presentation document PVI Presentation document PVI Presentation video SCH Diagram SOF Software STR Certifications PAR Parts list/exploded view		
Language Version Attachment Type Source Confidential		
Version Attachment Type Source Confidential	•	. *
Attachment Type Source PHI Image for printing PPI Image for internet PRT Presentation document PVI Presentation video SCH Diagram SOF Software STR Certifications PAR Parts list/exploded view		~
Source Confidential PHI Image for printing PPI Image for internet PRT Presentation document PVI Presentation video SCH Diagram SOF Software STR Certifications PAR Parts list/exploded view	•	*
Confidential PPI Image for internet PRT Presentation document PVI Presentation video SCH Diagram SOF Software STR Certifications PAR Parts list/exploded view	^	
PRT Presentation document PVI Presentation video SCH Diagram SOF Software STR Certifications PAR Parts list/exploded view		
PVI Presentation video SCH Diagram SOF Software STR Certifications PAR Parts list/exploded view		
SCH Diagram SOF Software STR Certifications PAR Parts list/exploded view		
SOF Software STR Certifications PAR Parts list/exploded view		
STR Certifications PAR Parts list/exploded view		
PAR Parts list/exploded view		
Unknown Unknown		
INS Installation document	*	
 There are 21 Attachment types found 		

6.3 Original source indicator

Data pools 2BA and InstallData use a tag called Original source indicator to determine whether they will download an attachment to the data pool server, or whether to only record the referral URL.

The tag original source indicator is set by Compano according to the following rules:

Attachment on Compano server?	Original Source Indicator	Attachment downloaded by data
		pool?
Yes	False	Yes
No (external source)	True	No
Deep link	True	No

<u>Note</u>: The original source indicator is set automatically by Compano and *cannot* be changed by users of the application.

6.3.1 Presentatie video's

An exception is made for attachments of type *PVI* (presentation video); the *original source indicator* is set to **True** for this type, so that these videos are not unnecessarily downloaded by 2BA.

6.4 Exchanging images

Data pool 2BA will *always* download images of the type PPI independent of the setting of the original source indicator. When no PPI image is available, but a high resolution image(PHI) can be found on the Compano server, 2BA will download this image and scale it down.

6.5 Exchanging deep links

Within the DICO standard, a deep link must be specified as attachment type LPP. Only the *first* specified deep link is imported by 2BA as a product or item deep link. Should you specify multiple deep links, then these will be imported as attachment type **OTA** *(other)*.

Deep links in COS can be either individual attachments per product or item, or a general deep link URL template can be set for all products of a manufacturer or items of a supplier, see also chapter <u>7. LINK TEMPLATES</u>.

<u>Important</u>: With respect to exchanging deep links, the COS application will first search for any LNK attachments at the product or item. The first attachment of type LNK will then be exported as an attachment of type LPP. If no LNK-attachment is available, the application will check whether a deep link template has been filled out for the Manufacturer or Supplier and if so it will export the resulting URL as an LPP-attachment.

7 Link templates

If you have an external source for images, drawings and/or deep links, such as the product website of your company, you can make use of *link templates*. Link templates directly link an external

attachment source to your product or item, provided that the structure of the link-URL can be constructed in a logical manner.

Example

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Product pages on the website of the manufacturer Mercator always have the following structure:

www.mercator.eu/en/pid/[product code]

Based on this structure, a deep link template can be created:

1. Go through the Menu to *Products > Manufacturers*.



2. In the next screen, select the manufacturer where you need to define the external source and under Edit click on *Modify*.

Manufacturers	Menu View	Edit Functions	Import / Export	
▶	- (. 🕄 .	
Filter	Se	earch All Details	Compano Help	
Navigation	۹	X Code	Code	Manufacturer
Edit		and the second		al and a second at
				and the second se
Add				
Modify				
Delete record(s)			1000	1. COL. A.

3. In the pop-up window, go to the Item management tab and enter the relevant templates / URLs:

Manufacturer Orga	nization Item manager	Translations		
Central manufacturer				- **
Links				
Deeplink template	www.	mercator.eu/en/pid/	%code%	
Product image URL	1 https://www.com/action/ac	//media.mercator.e	u/asp?f=foto&art=%pr	dcode%
Product drawing URL	(i)			
Settings				
DataOwner				- *+

4. Next, click on Save record.

<u>Note</u>: Several system variables can be used in the URL template:

- **%code%**: Product or Item code (number)
- %ean%: Product or Item ean
- %gtin%: Product or Item GTIN
- **%username%**: username for login to fi. TU website (only for Item)
- **%password%**: password for login to fi. TU website (only for Item)
- %customercode%: Customer code in COS

7.1 Multi-language deep link templates

The same method can be used to create deep links to web pages in different languages:

1. Go through the Menu to Products > Manufacturers:

Manufac	turers	Menu	View	Edit
	3.	♣.	0.	
Contacts	Products	Items	DAM	Classif
Navigatio	Mai	nufacture	rs	x
Prod	Pro	duct class	ifications	
Atta	🔒 Pro	duct grou	ps	
Prod	Pro 🏹	duct sear	ch	
Mem	Pro Pro	ducts		
-				

2. In the next screen, select the manufacturer and under Edit click on *Modify*.

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3. In the pop-up window, go to the *Translations* tab and enter the relevant templates / URLs for the different languages¹:

Translations English (United Kingdom) (Standard) Deeplink template www.mercator.eu/en/pid/%code% Translations German	
Deeplink template www.mercator.eu/en/pid/%code% Franslations German Deeplink template (ranslations English Deeplink template (ranslations French Deeplink template (ranslations French Deeplink template (ranslations French (Belgium) Deeplink template (ranslations Dutch Deeplink template (ranslations Dutch (Belgium) Deeplink template (ranslations Dutch (Netherlands) Deeplink template (ranslations Dutch (Netherlands) (ranslations Dutch (metherlands)	
Translations German Deeplink template Translations English Deeplink template Www.mercator.eu/en/pid/%code% Translations French Deeplink template Www.mercator.eu/fr/pid/%code% Translations French Deeplink template Www.mercator.eu/fr/pid/%code% Translations French (Belgium) Deeplink template Www.mercator.eu/fr/pid/%code% Translations Dutch Deeplink template Www.mercator.eu/nl/pid/%code% Translations Dutch Deeplink template Www.mercator.eu/nl/pid/%code% Translations Dutch (Belgium) Deeplink template Www.mercator.eu/nl/pid/%code% Translations Dutch (Netherlands) Deeplink template Www.mercator.eu/nl/pid/%code%	
Deeplink template www.mercator.eu/de/pid/%code% Franslations English Deeplink template Www.mercator.eu/en/pid/%code% Iranslations French Deeplink template Www.mercator.eu/fr/pid/%code% Iranslations French (Belgium) Deeplink template Www.mercator.eu/fr/pid/%code% Iranslations Dutch Deeplink template Www.mercator.eu/nl/pid/%code% Iranslations Dutch (Belgium) Deeplink template Www.mercator.eu/nl/pid/%code% Iranslations Dutch (Netherlands) Deeplink template	
Translations English Deeplink template Translations French Deeplink template Www.mercator.eu/fr/pid/%code% Translations French (Belgium) Deeplink template Www.mercator.eu/fr/pid/%code% Translations Dutch Deeplink template Www.mercator.eu/nl/pid/%code% Translations Dutch Deeplink template Www.mercator.eu/nl/pid/%code% Translations Dutch (Belgium) Deeplink template Www.mercator.eu/nl/pid/%code% Translations Dutch (Belgium) Deeplink template Www.mercator.eu/nl/pid/%code% Ceeplink template Www.mercator.eu/nl/pid/%code% Ceeplink template Www.mercator.eu/nl/pid/%code% Ceeplink template Www.mercator.eu/nl/pid/%code% Ceeplink template Www.mercator.eu/nl/pid/%code%	Automatic
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Deeplink template www.mercator.eu/nl/pid/%code%	
	Automatic
	a 1

8 Certificates

Certificates, such as quality marks, statements, labels, etc. can now be added via the DAM menu:



¹ <u>Note</u>: By checking the tick box Automatic, the translation will automatically fall back; first on the 'main' languages, then on the language which is set as the 'standard' for your application.

Compared to the Certificate option under *Add attachments*, this new option now allows for more detailed information on the certificate, such as:

- Type of certificate
- Certificate issuer
- Number
- Sub number
- Claim type
- Claim Description
- Starting date
- Date of revision
- Expiration date

Note: Certificates are first added to the application and only then linked to products.

8.1 Add a certificate

To add a Certificate:

1. Go through the Menu to DAM > Certificates.



2. Under Edit, click +Add.



3. In the pop-up screen:

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Cartificate Concert		
Certificate General		
General		
Туре	FSC - Forest Stewardship Council	~
Name	Redwood	
Description	Redwood certificate California	
Issuer	Redwoods Inc.	
Number	0134787	
Sub number	9848	
Additional		
Claim type	FSC mix 70%	~
Claim description		
Data		
Start date	11/1/2021	
Revision date		
Expiration date	9/1/2022	

- a. Type²: Choose the type of certificate, for example FSC. Several predefined types are available.
- b. Name: Type a name for the certificate
- c. Description: Type an (extended) description for the certificate
- d. Issuer: Type the name of the organization that issued the certificate.
- e. Number: Type the number of the certificate
- f. Sub number: Enter the sub-number of the certificate
- g. Claim type: Choose the claim type, for example like FSC 70%, FSC 100%, etc.
- h. Claim description: Type a description for the claim type
- i. Start date: Choose the date on which the certificate takes effect
- j. Revision date: Choose the date on which the certificate was revised
- k. Expiration date: Choose the date the certificate expires
- 4. Click the *Save record* button to save the certificate.

8.1.1 Certificate with attachment

A certificate can also have attachments, for example a scan of the certificate document.

To add an attachment to a certificate:

- 1. Go through the Menu to *DAM > Certificates*.
- 2. Select the certificate to which you want to add an attachment and click on *Attachments* under Navigation:

² Mandatory fields are marked in red font.

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Certificates Menu View	Edit Functions Import / Export	
▶.	े 🔍 🖶 🧷 🛛 🗶 🛛 🖉	
Filter	Search Add Modify Delete record(s) Line edit on He	łp
Navigation 🛞	Type Name	Description
Product certificates (0/0)	FSC - Forest Stewardship Council Redwood	Redwood certificate California
Attachments (0/0)	FSC - Serest Stewardship Council Redwood	Redwood certificaat Californië
Accountences (0/0)	FSC - Forest Stewardship Council Wood	Good wood

3. On the next screen, click +Add.

VIEW	Ealt	Fun	ictions Im	port / E	xport > Certifi	cate:FSC - Fo	rest Stewa	rd
•	Q	♣	A		×			0.
	Search	Add	Attachments	Modify	Delete record(s)	Line edit on	Сору	Help
\otimes	▲ X	Sourc	e overview	Key	Key	description	Desc	ription
\otimes								
	 <	Search	Search Add	Search Add Attachments	Search Add Attachments Modify	Search Add Attachments Modify Delete record(s)	Search Add Attachments Modify Delete record(s) Line edit on	Search Add Attachments Modify Delete record(s) Line edit on Copy

4. In the pop-up screen:

Add - New attachment to certif	icate FSC - Forest Stewardship Council Redwood	
Attachment		
Sequence number	1	
Description	Certificate FSC Signed	
File	20210521144458966 -1555850526.pdf x /Data/Environments/000002/Attachment/Bijlage/2021	05211444589661555
Special		
Title		
Language		- 💥
Language Version		- 💥
Language Version Attachment Type	STR Certifications	- X
Language Version Attachment Type Confidential	STR Certifications () O Yes No	• ×
Language Version Attachment Type Confidential	STR Certifications ③ ○ Yes No	

- a. Description: Type a description for the attachment
- b. File: Upload and/or choose a file
- c. Attachment type (optional): Choose an attachment type

<u>Note</u>: Attachments to Certificates are always *files* (PDF, JPG, etc.) and *never* a reference to a web page or external download; so URLs are not allowed.

8.2 Linking certificates to product

After adding the certificates you can link them to products. This can be done in two ways:

- Link the certificate to one or more products
- Link the product to one or more certificates

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8.2.1 Link the certificate to product(s)

To link one or more products to a certificate:

- 1. Go to *DAM > Certificates* via the Menu.
- 2. Select the certificate you want to link products to and click on *Product certificates* under Navigation:

Certificates Menu View	Edit Functions	Import / Export	
⋟.	- 🔍 🕂 🌶	1 🗙 📝	0.
Filter	Search Add Mo	dify Delete record(s) Line edit	t on Help
Navigation	🔊 🔺 Туре	Name	Description
Product certificates (0/0)	FSC - Forest Ster	wardship Redwood	Redwood certificate California
Attachments (1/0)	FSC - Forest Ster Council	wardship Wood	Good wood
Attachments (1/0)	FSC - Forest Stev Council	wardship Redwood	Redwood certificaat Californië

3. In the next screen, click on +Add Product:

Product certificates	Menu View Edit » Certificate: FSC - Forest Stew	ard
▶.		
Filter	Search Add product Delete record(s) Help	
Navigation	🛞 🔺 X Product Product	
Certificate:FSC - For		
Edit		
Add product		
Delete record(s)		

4. In the next screen, select the products you need to link the certificate to. Here you can use the Filter or the Search box and choose one or more products:

N Pro	oduct selection View			
	paneel	- 🔍 🔲	1	
Filter		Search All	Details Manage screen layout	ts Select Product Deselect Clear Transfer Stop Help
^ x	Manufacturer Description	Code	GTIN	A F T Short description
	Opple	140053150	06956712647900	📓 📓 LEDPANELRC-SL-E MOUNTING-SPRINGS
	Opple	<u>140055365</u>	06956712682802	A LEDPANEL-SL-E-SUSPENSION-KIT
	Raab Karcher	<u>1421091</u>	08712029116069	Plafondpaneel brandwerend 1220x620x12mm wit s
	Raab Karcher	3089613382		Plafondpaneel wit 24 1200x600x22mm 12 st/ds
	Raab Karcher	<u>3089613374</u>		Plafondpaneel wir A24 600x600x22mm 24 st/ds
	Raab Karcher	KP54 830		Kozijnpaneel 830x600mm
	Raab Karcher	KP54 900	08716564002528	Kozijnpaneel 900x600mm
	Raab Karcher	KP54 930		Kozijnpaneel 30x600mm
	Raab Karcher	KP70 930	08716564002573	Kozijnpanee 930x600mm
	Raab Karcher	1690596	07055750015500	Wandpane I HG F01 2400x620x11mm wit
	Raab Karcher	1690612	07055750015906	Wandpaneel HG F03 2400x620x11mm antraciet
	Raab Karcher	<u>2970577</u>	08712029025903	Wandpaneel S F01 2400x620x11mm wit
	Raab Karcher	2970579	08712029025927	Wandpeneel S F22 2400x620x11mm wit
	Raab Karcher	1694618		Plafordpaneel 1220x620x12mm wit linnen
	Raab Karcher	1694619		Plafindpaneel 1220x620x12mm witstuc
	Raab Karcher	1421089	0871143895834	Pla ondpaneel spaanpl 1220x620x12mm pleisterwe
	Raab Karcher	<u>1421088</u>	08711438975926	pafondpaneel vochtwerend 1220x620x12mm wit li
	Number of Manufacturer De	scription Co	ode TIN	A F Product description
	1.00 Raab Karcher	<u>16</u>	0705575001550	0
	1.00 Raab Karcher	<u>16</u>	90612 07055750015900	Shopping basket'
	1.00 Raab Karcher	29	<u>70577</u> 08712029025903	3

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- 5. Select products and click *Select product* (or double-click in the list).
- 6. Click on *Transfer* to copy the contents of your 'shopping cart'.
- 7. The certificate is now linked to the product(s) from your shopping cart.

8.2.2 Link the product to certificates

Conversely, you can also link (several) certificates to one product:

- 1. Go to *Products > Products* via the Menu.
- 2. At Navigation click on Product certificates.

Products Menu View Edit Functions Print Import / Export							
wandpaneel Saarch All Details Datagool Halo							
Navigation 🛞	▲ ▲ Manufacturer Code	Manufacturer Description	n S	GTIN			
Items (1/0)	8717496940100	Raab Karcher	None	07055750015500			
Product parts (0/0)	8717496940100	Raab Karcher	None	07055750015906			
Accessory products (0)	8717496940100	 Raab Karcher 	None	08712029025903			
Is part of (0/0)	8717496940100	Raab Karcher	None	08712029025927			
Product certificates (0/0)	8717496940100	Raab Karcher	None				
Attachments (0/0)	8717496940100	Raab Karcher	None				

3. Click on *Certificate* in the next screen under Edit:



4. In the next screen, select the certificates you want to link to the product. Here you can use the Filter or Search box and choose one or more certificates:

▶	- 0				🤹 🌢		1
ter	Searc	h All Details	Layout suitable for import	Select Certificate De	eselect Clear	Transfer Stop	Help
Туре	Name		Descrip	tion Issu	Jer 🚽		
FSC - Forest Stewardship Council	Redwood		Redwood certificate California	Redwoods Inc.		<u>0 34787</u>	<u>9848</u>
FSC - Forest Stewardship Council	Redwood		Redwood certificaat Californië	Houtmij		123404	<u>4234W</u>
FSC - Forest Stewardship Council	Wood		Good wood	HoutMij		345345345	<u>123</u>
ADR - European Agreement concerning the International Carriage of Dangerous Goods by Road			Attestation de Conformite Sanitaire	eurofins		19 ACC NY 18	<u>4</u>
ADR - European Agreement concerning the International Carriage of Dangerous Goods by Road	Dangerous good		Careful with these!	DSM		<u>123123</u>	<u>567464</u>
REACH - Registration, Evaluation, Authorisation and restriction of Chemicals			reach doc a				
GHS - Globally Harmonized System of Classification and						<u>P280</u>	
Х Туре	Name		Description				

- 5. Select certificates and click *Select Certificate* (or double-click in the list)
- 6. Click on *Transfer* to copy the contents of your 'shopping cart'7. The product is now linked to the certificate(s) from your shopping cart.

8.3 Certificate types

In COS, the following certificates are available by default:

Code	Certificate description
Adr	European Convention for the International Carriage of Dangerous Goods by Road
Art	ART quality mark two-wheeler locks
Cal	calibration certificate
Cmr	International convention on cross-border road transport information
Decl	Supplier's declaration of preferential origin
Din	DIN information
Docce	Declaration of Conformity DoC/CE (Declaration of Conformity/ Conformité Européenne)
Shell	Declaration of performance
Eccn	Export Control Classification N umber
Eco	ECO label
Eel	EU energy label
FSC	Forest Stewardship Council
Gas	Gaskeur quality mark
approval	
Gastec	Gastec quality mark
Hotels	
Ghs	Method of classification, marking and labelling of chemicals and preparations.
IHM	Inventory of hazardous materials
150	ISO information
Ispm	International Standards For Phytosanitary Measures No. 15
Kema	KEMA quality mark
Kh	Certified wood
KIWA	KIWA quality mark
Komo	KOMO quality mark
LQC	Limited Quantity Value
Mtcs	Malaysian Timber Certification System
Pefc	Programme for Endorsement of Forest Certification
Pvw	Police quality mark safe home
REACH	Registration, evaluation, authorization and restriction of chemicals
Sds	Safety data sheet
Seal	Label
UN	Dangerous substances identification number
WEEE	Waste Electrical and Electronic Equipment (WEEE) Directive

8.4 Import of certificates

Certificates can also be linked to products via an Import.

8.4.1 DICO import

Certificates will be imported using a DICO/SALES005 import file. Any certificate data present in the SALES005 productdata.xml file will be imported:

- Any existing certificates which are present in COS, but are not offered in the SALES005 data file, will be removed from COS, except any certificates with attachments of type OTA or DQR.
- Multiple certificates can be added to a product, provided the combination of Certificate number, SubNumber, Issuer, and StartingDate is unique.

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<u>Note:</u> When manually adding additional certificates, after a first import via SALES005, you must make sure to uncheck the box for *delta import product* certificates with each *subsequent* SALES005 import to prevent the manually added certificates from being removed:



8.4.2 Manual import

Certificates can also be imported manually; this concerns the Certificate information such as Type, Name, Description, etc.

Note: Certificates cannot (yet) be linked to products by means of an import.

Excel templates are available on the Compano Help website with which Certificates can be imported: **Template_Import_Certificates** (EN)

For these imports, use the **Standaard import certificaten** import templates, or create your own import template.

For an import of Certificates, the following fields are required:

item item	n search		dsurdsur	
Add - New layout				
Layout Properties Fields Mer	no			
Available fields		Selected fields		
Texte		Field	Header	Pos
Time of day		Туре	Туре	1
I''' Standard fields		Name	Name	2
Archived		Description	Description	3
····· Description		Issuer	Issuer	4
Expiration date	>	Number	Number	5
···· Issuer	<	Sub number	Sub number	6
···· Name		Claim type	Claim type	7
Number		Claim description	Claim description	8
····· Revision date		Start date	Start date	9
Start date		Revision date	Revision date	10
Sub number		Expiration date	Expiration date	11
і Туре	*			

- a. Type: Enter a certificate type from the drop-down list available in the application; it is sufficient to enter the letter code of the type here, for example GHS. Alternatively, the value can **other** be entered.
- b. Issued by: Type the name of the issuing authority, for example, KEMA.
- c. Number: Enter the certificate number here
- d. Subnumber: Enter the certificate subnumber here. <u>Note</u>: This field is only mandatory if you enter multiple certificates of the same *type and with the same*

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number. So, two certificates of the type **GHS** and with number **102** are then given as subnumbers **01** and **02**.

e. Start date: Enter the start date of the certificate here.

8.5 Export of certificates

For the correct export of certificates in the various export formats, sometimes additional actions are required.

8.5.1 DQR export

For the correct export of certificates in the DQR exchange format, see the *Manual DQR Export* available on the <u>Compano Help website</u>.

8.5.2 BMEcat5 export

For the correct export of certificates in the BMEcat5 exchange format, see the *Manual BMEcat5 Export* available on the <u>Compano Help website</u>.

Appendix A. Examples of adding images 9

To explain how the adding of attachment works, we will show an example of the adding of images to product groups.

Example

For a web shop which sells lightning, LED lamps are structured in the following way:

Product group structure

Linked images

LED lamps ٠

- LED Light bulbs
 - Socket E27 0
 - Warm-white
 - . Bright
 - . Flame
 - Socket E14
 - Warm-white
 - Bright
 - Flame
- LED Spots 0

0

- Socket GU10
 - Non dimmable
 - Dimmable
- Socket MR16
 - Non dimmable
 - . Dimmable
- LED Tubes

0

- o 60 cm
- 120 cm 0
- 150 cm 0

- Generic image LED lamp
 - Generic image LED Light bulb E27
 - No image
 - Image LED E27 warm-white .
 - Image LED E27 bright .
 - Image LED E27 flame .
 - Generic image LED Light bulb E14 0
 - Image LED E27 warm-white
 - Image LED E27 bright
 - Image LED E27 flame
 - Generic image LED spot
 - o Image LED spot GU10
 - No image
 - No image
 - Image LED spot MR16 0
 - No image
 - . No image
 - Generic image LED tube
 - o No image
 - 0 No image
 - No image 0

When we point out the part with LED light bulbs, this results in the following images:

Level Description Images Link LED Light bulbs Generic image LED 1 light bulb with socket E27 Inherited form level Socket E27 2 1 LED Light bulbs Warm-white Own unique image 3a 0 0



In the example above a generic image of a LED light bulb with a socket type E27 is linked on the first level. On the second level no image is linked, that is why this level inherits the image of the above level 1. On the third level every lamp has its own unique image.

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Level 1			Description LED Spots		Image	Link Generic image led-spot
•	2a		• Socket	GU10		Generic image led-spot GU10
	0	3a	0	Non dimmable		Inherited from level 2a
	0	3b	0	Dimmable		Inherited from level 2a
•	2b		• Socket	MR16	9.19	Generic image led-spot MR16
	0	3a	0	Non dimmable		Inherited from level 2b
	0	3b	0	Dimmable		Inherited from level 2b

The part with the LED spots looks differently:

Another setup is chosen here. Because you can't see if the lamp is dimmable and only the socket differs, every led spot can inherit the image from the second level. Only on the first and second level an image is linked.

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For LED tubes it is even more easier:



For the image it doesn't matter which length the tubes have in this setup. One image on all levels will do.