

Manual Attachments & Certificates COS PIM

Version 5.3

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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:

⋟.∟	- 🔍 [
Filter	Search	All Details Manage Screen layouts Help	
Navigation 🤇	Code	Description	Туре
Configuration	Unknow	<u>n</u> Unknown	Unknown
	PPI	Image for internet	Image for internet
dit 🧭	CAD	CAD	CAD
Autofill	CHR	Link to Sheet	Link to Sheet
	EEP	Energy Label	Energy Label
Add	LDT	Photometric Data	Photometric Data
Modify	LNK	Deeplink	Deeplink
A locally	LOG	Logo	Logo
Delete record (s)	MAN	Manual	Manual
Print		Installation- & maintenance document	Installation- & maintenance documen
Print	<u>OTA</u>	Other Attachments	Other Attachments
	OTD	Other document	Other document
Printing options		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	PVI	Presentation video	Presentation video
	<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>7.2 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

<u>Important</u>: 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

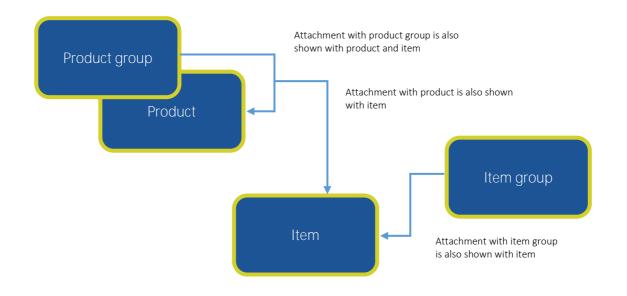
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Which image is shown with item number 101.01?

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.



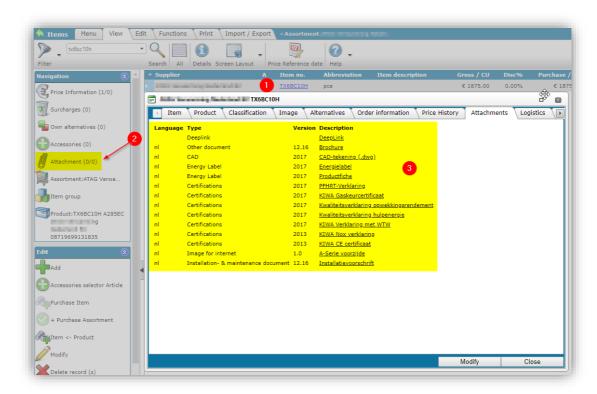
1.4 Attachment overview with item or product

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).

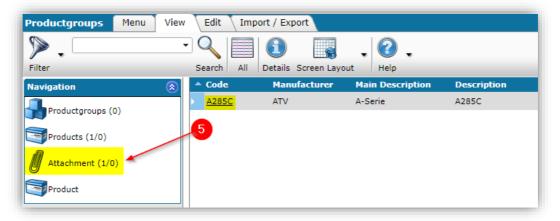
<u>Note</u>: To see if an item has attachments, you can always look at the *Details* of the item, on the tab *Attachments*.



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	v Edit	: Functions Print	Import / Expo	ort			▶
Filter	•		Gcreen Layout	🕜 🗸			
Navigation	(⊗) _	A Manufacturer Descrip	otion Code	GTIN	мс	F	T Product description
Items (2/0)		 Anti-Anti-Anti-Anti-Anti-Anti-Anti-Anti-	TX6B	810H 08719699131828			A285C
Trems (2/0)		And the second second	100 M 100	08719699131835		2	ALC: NO
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:



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 group**s. This is shown by the level of the product group (6):

▲ Code	Manufacturer	Main Description	Description	Main group	A T	Level
A285C	ATV	A-Serie	A285C	COMBI.A	🛛 🛃 🧕 🌔	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 *COMBLA*, the other ten attachments are linked:

Navigation	Code	Manufacturer	Main Description	Description
1	 ACC.ZLB	100	Accessories	Fix jig / connection kit Solar
Productgroups (6)	COMBI	100		Combi-heater
Products (0/0)	COMBLA	A114	Combi-heater	A-Serie
Â	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			Centrale

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

Product group level 1: COMBI \rightarrow No attachments

Product group level 2: COMBI.A \rightarrow Ten attachments

Product group level 3: A285EC \rightarrow Two attachments

Product TX6BC10H → 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 Edit Function	ons Print Import / Export	
Contacts Products Items	DAM Publications	ssification System My details	Help Logout
Navigation	Attachments	Supplier OPPLE Lighting	C Accessories
Product:140043899 LED	Q Certificates	OPPLE Lighting	
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	Ec	dit Functions	Import / Export	-					
≫	- (🔧 🔲 📵							3
Filter	S	earch All Deta	ls Screen Layout	Help	4				259.29
Edit 🤅)	Archived	Sequence number	Source overview	Key	Sequence number	Location	Upload date	-
Delete attachment			1	Product	8712423008875 GV4PE07N6	1	http://eshop.schneider- electric.com/product.aspx3 productid=GV4PE07N6∨	07-02-2020 12:34	
Modify	×		1	Product	8712423008878 ZBE204	1	http://eshop.schneider- electric.com/product.aspx? productid=ZBE204&org=2		
Line edit on			1	Product	8712423008878 GV4PE075	1	http://eshop.schneider- electric.com/product.aspx? productid=GV4PE07S&org		
Copy Paste			1	Product	8712423008878 ZBE2033	1	http://eshop.schneider- electric.com/product.aspx3 productid=ZBE2033&org=		
					8712423008878		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:

ttachments Menu View	Edit	Functions	Import / Export						
🔊 gv4pe115b6 🚺	- Q			2					l
ilter	Sea	rch All Details	Screen Layout	Help					6
dit 🛞	•	Archived	Sequence numbe	r Source overview	Кеу	Sequence number	Location	Upload date	
Delete attachment	×		1	1 Item	SCHNEIDER GV4PE115B6	1	http://www.schneiderelec FROM=87142520059298	t 07-52-2020 13:47	
Modify			1	1 Product	8712423008878 GV4PE115B6		http://editop.schneider- electric.com/product.asp productid=GV4PE115B6&		
Line edit on			2	2 Product	8712423008878 GV4PE115B6	2	https://att.2ba.nl/871242	2307-02-2020 12:34	
Сору			3	3 Product	8712423008878 GV4PE115B6	3	https://att.2ba.nl/871242 32e2-4da3-8d5a- 921ab6104128.jpg	07-02-2020 12:34	

1.5.1 Filtering all attachments

Attachments in the Overview of all attachments can be filtered. For instance, to find all Images for internet (PPI) that were imported from 2BA (<u>https://att.2ba</u>), the filter can be set as follows:

Filter										E
Attachment										
Source overview		= value	~							•
Key description		start	~							
Sequence number		= value	~							
Description		contains w	ord 🗸							
Location	1	start	~	https://at	t.2ba					
Extension		start	~							
Upload date		= value	~			m Ø				
Special										
Title		start	~							
Language		= value	~							•
Version		start	~							
Attachment type		= value	~	PPI Image	e for interne	et				•
Source		= value	~				Unknown			
Confidential	(i)	= value	~		No 🔍 All		Onknown			
Status	0									
Time created		= value	~			III O				
Import date		= value	~							
Modification time		= value	~							
Archive moment		empty	~			~				
_			Арр		-	npty	Empty and close	6	/e as	

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:

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

Filter	•	Search All Details Screen Lay	yout Help	•	_
Navigation 🛞		Manufacturer Description	Code	GTIN	MO
Ttems (2/0)		All the second systems with the	AA000100	08719699133624	
		the second second second	AA00010B	08719699133600	
Product parts (0)			AA00010U	08719699133617	
Accessory products (0)		And the second produced of the	AA0001AU	08719699133594	
Is part of (0)		encoder and the second state of the	AA00020B	08719699133631	
Attachment (1/0)		provide a profession in the second	AA00030B	08719699133655	
Manufacturer:		Contraction in the last of the	AA00030U	08719699133662	
Manufacturer:		and the second second second second	AA00040B	08719699133679	
Productgroup		distribute of a finite institute	AA00040U	08719699133686	
Edit 🛞		and the second second second second	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:

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Attachment	
Sequence	2
Description	Waterontharder 5 liter
ile	-waterverzachter-zij-grijs.jog x /Data/Environments/000001/Attachment/Bijlage/waterverzachter-zij-grij:
special	
itle	
anguage	- 🗶
'ersion	
ttachment Type	afb
	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.

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

Filter	Search All Details Screen Lay	rout Help		
Navigation 🤅	Manufacturer Description	Code	GTIN	мс
Ttems (2/0)	 REFERENCES Interfactor 	AA000100	08719699133624	
	and a second second second second	AA00010B	08719699133600	
Product parts (0)	and a second second second second second	AA00010U	08719699133617	
Accessory products (0)		AA0001AU	08719699133594	
Is part of (0)	and the probability of the	AA00020B	08719699133631	
Attachment (1/0)	and the second second size in the	AA00030B	08719699133655	
9	CONTRACTOR INCOME.	<u>AA00030U</u>	08719699133662	
Manufacturer:	and the second system of the	AA00040B	08719699133679	
Productgroup	All the second surface in the	AA00040U	08719699133686	
Edit	and the second sec	AA00050B	08719699133693	

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

▶ .		• 🕜 •	
ter	Search All Details Screen Layo	ut Help	
	Sequence Description	>	
Product:AA00010B Desc	1 DeepLink	v	
J	Edit - DeepLink		
it	Attachment		
Add	Sequence	•	
,]}		l Davel lab	_
Attachments	Description	DeepLink	-
Image 3	File	4 http://www.aterontharder/atag-waterontharde	
Modify	Special Title	5	-
Delete record (s)	Language		-
	Version		
Copying	attachment Type	LNK Deeplink	٦.
Paste	accaciment type	цик реерипк	<u> </u>
	Source	WWW	

- 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).

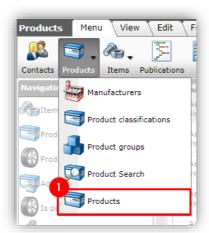
<u>Please note</u>: Images can also be deleted by selecting the image in the attachment screen and by clicking on *Delete record(s)* afterwards in the tab *Edit*.

2.3 Archive/delete an attachment

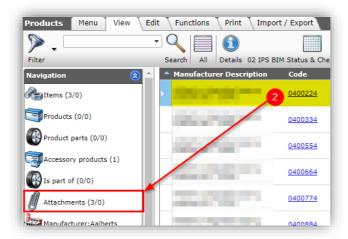
An image can also be archived or deleted:

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):

🔦 Attachment 🛛 Menu 🔍 View	Edit Function	ns Import / Export	» Product:	
⋟	- 🔍 🔲 🤅		. 🕐 .	
Filter	Search All Det	tails Aalberts - image sourc	e Help	
Navigation 😣	Description	File	SourceType	Source
Product:			Unknown 3	Unknown
Edit 🛞				
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:

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🔦 Attachment 🛛 Menu 🔍 Vie	ew Edit Functions	Import / Export > Pro	oduct:	
	- 0		. 🕜 .	
Including archive	Search A	II Details Aalberts - kopi	e Help	
Navigation 4	Description	X File	SourceType	Extensie
Edit (*		e	Unknown	
Add Attachments	2		Unknown	
Modify	k	http://	<u>//prc</u> WWW	

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 View	Edit Functions Imp	port / Export > Product:0400224	
2.		1.0.	
Including archive	Search All De	etails Aalberts - kopie Help	
Navigation 💿	Description X Fi	le SourceType	Extensie Sequen
Product:	<u>kiwa</u>	Unknown	
Add	=		
Attachments	ОК Са	u want to archive 1 attachment? ancel	
5 Delete record (s)			
Line edit on			
Сору			
Paste			
Functions			
From archive]

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*.

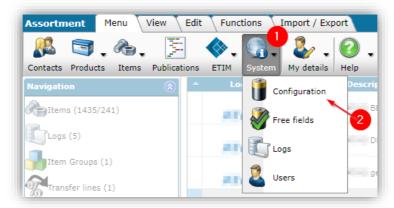
Which method you choose depends on the way the attachments will be used. Consult your Compano consultant on the best practice.

<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):

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Productgroups Menu	View Edit II	nport / Export	. 🕜 .	
Filter	Search Al	Details Screen Lay	yout 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
Products (0/0)	COMBI	100		Combi-heater
Attachment (10/0)	COMBI.A	an: (4)	Combi-heater	A-Serie
Configuration	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 View	v Edit Import / Export > Productgroup:COMBI.A A-S
▶.	• 🔍 🗐 🚯 📲 . 🙆 .
Filter	Search All Details Screen Layout Help
Navigation 🛞	Sequence Description
Productgroup:COMBI.A	> 1 Brochure
	2 CAD-tekening (.dwg)
Edit (Received and the second	3 Kwaliteitsverklaring opwekkingsrendement
	4 Kwaliteitsverklaring hulpenergie
	5 KIWA Verklaring met WTW
	6 KIWA Nox verklaring
Modify	7 KIWA CE certificaat
	8 A-Serie right mirror
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:

Attachment Sequence Description File Special Title Language Version attachment Type Unknown Onbekend Source Unknown	Add - New attachment to productgroup COM	IBI.A A-Serie	
Description File Special Title Language Version attachment Type Unknown Onbekend	Attachment		
File Special Title Language Version attachment Type Unknown Onbekend	Sequence 7	11	-
Special Title Language Version attachment Type Unknown Onbekend	Description		
Title Language Version attachment Type Unknown Onbekend	File	X	_
Language Version attachment Type Unknown Onbekend	Special		- 1
Version Unknown Onbekend	Title		
attachment Type Unknown Onbekend	Language	• 🕱	- 1
	Version		- 1
Source Unknown	attachment Type	Unknown Onbekend	•
Unknown	Severe		- 1
	Source	UNKNOWN	
Save 8 Canc		Save 8 Cance	•

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

4 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*.
 - Manufacturers Manufacturers Products Products Manufacturers Product classifications Product groups Product search Prod Mem Products Products
- 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 F	unctions \setminus Import ,	/ Export	
▶.	•			. 🕜 .	
Filter		Search A) Help	
Navigation	۲	🔺 X Co	de	Code	Manufacturer
Edit	۲			and the sectors	3
	\otimes	۰ ا			
Add					
Modify					
Delete record(s)					and the second se

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

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Manufacturer Organi	ation Item manager Translations		
Central manufacturer		- *	
Links			
Deeplink template	www.mercator.eu/en/pi	id/%code%	
Product image URL	1 https://media.mercator.	eu/asp?f=foto&art=%prdcode%	
Product drawing URL			
Settings			
DataOwner		- ×+	

4. Next, click on Save record.

Note: Several system variables can be used in the URL template:

- %code%: Product or Item code (number)
- %groupcode%: Product or Item group code
- %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

4.1 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.

4.1.1 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.



- 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>4.1.2 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
РНІ	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>7.2 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>4.1.3 UPLOAD TEMPLATE FOR LINKING ATTACHMENTS</u>.

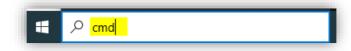
4.1.2 Entering relative paths (FTP)

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

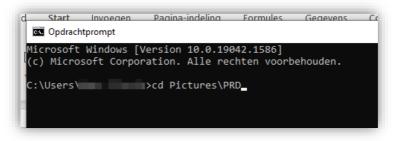


Relative paths to attachments in the folder structure can be generated using the following method (Windows):

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



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



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:

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	А	В	С	D	E	F	G	н	I	J	
1	C:\Users\		<pre>S\Pictures\</pre>	PRD\attacl	hment-pat	hs.csv					
2	C:\Users\		;\Pictures\	PRD\Foil							
3	C:\Users\		;\Pictures\	PRD\Tape							
4	C:\Users\		;\Pictures\	PRD\Foil\A	Aluminium						
5	C:\Users\		s\Pictures\	PRD\Foil\F	Plastic						
6	C:\Users\		;\Pictures\	PRD\Tape	Duct						
7	C:\Users\		<pre> ¡\Pictures\</pre>	PRD\Tape	Masking						
8	C:\Users\		;\Pictures\	PRD\Tape	Duct\9815	9.jpg					
9	C:\Users\	10.00	;\Pictures <mark>\</mark>	PRD\Tape	Masking\3	m_2090_s	cotch_afpl	aktape_bla	uw-www	este.png	
10	C:\Users\		<pre> ¡\Pictures]</pre>	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:

4	A	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*:

no online	soft	ware
	Version	
088 266 7 266	Name:	Leeuw V03 ßeta
support@compano.com	Revised Version:	22.04.06.22
	CodeBase:	21.10.17
	Server:	A-H03
	Instance:	2
Fabrikant	Environment	
PIM	Contract:	C03035
1	Number:	3
	Language:	nl Dutch
	088 266 7 266 support@compano.com https://www.compano.com Fabrikant PIM	088 266 7 266 Name: support@compano.com CodeBase: Server: Instance: Fabrikant Environment PIM Contract: 1 Number:

8. The final path is something like this:

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

1	(A	В	C	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.pn
2					

4.1.3 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:

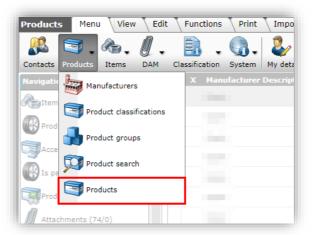
22

脧 Compano Online Software 🍠 🌮 💭 Importsjabloon_Bijlagen_r1-2.xlsx - Opgeslagen Opslaan als 斺 Start ↑ 🗁 Documenten > Downloads L Recent n_Bijlagen_r1-2 🕶 🕅 🕅 🖓 🗁 Opene iller: CSV UTF-8 (o DesDire - Despare Hr Naam 1 Gewijzigd op Max - Comparently Importsjabloon_Bijlagen_r1-2.csv

> Note: 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.

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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 Vie	w Edit Fun	ctions Print	Impo	rt / Export
Filter	- Q Search	Export products	ل Import	🕜 🗸 Help
Navigation	🛞 🔶 🔺 🗴	Manufacturer I	Descript	ion Code
Ttems (3/0)		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:

Import			
Import			
Summary			
Import with format Attachment with impactreport: Full	of file Template_ImportAttachments_r2-1_L03.csv		
	n file template_importattachments_r2-1_103.csv		
Settings			
Reporting level	Full		~
Is testrun	🔿 Yes 🔍 No		
	Previous	Next	Close

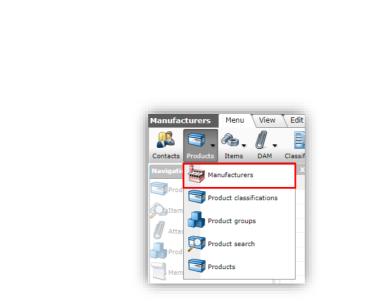
- a. Reporting level: Select the reporting level for the import report:
 - i. None: Don't generate an import report. This results in the fastest import.
 - ii. *Full*: Generate a full import report, including all changes to all fields. This results in the slowest import because all fields are checked.
 - 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.

4.2 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:



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

Manufacturers	Menu Viev	v \ Edit \ Functions \	Import / Export	
⋟		- 🤍 🗐 🚯	. 📀 .	
Filter		Search All Details	Compano Help	
Navigation	۲	🔺 X Code	Code	Manufacturer
Edit	۲			
	\odot			and the second se
Add				
Modify				1000 0 1000 000
Delete record(s)				the state of the s

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

Manufacturer Organization It	Translations	
Franslations English (United Kingdom) (Standard)	
Deeplink template	www.mercator.eu/en/pid/%code%	
Translations German		
Deeplink template	www.mercator.eu/de/pid/%code%	Automatic
Translations English		
Deeplink template	www.mercator.eu/en/pid/%code%	🗹 Automatic
Translations French		
Deeplink template	www.mercator.eu/fr/pid/%code%	Automatic
Translations French (Belgium)		
Deeplink template	www.mercator.eu/fr/pid/%code%	Automatic
Translations Dutch		
Deeplink template	www.mercator.eu/nl/pid/%code%	Automatic
Translations Dutch (Belgium)		
Deeplink template	www.mercator.eu/nl/pid/%code%	Automatic
Translations Dutch (Netherlands)		
Deeplink template	www.mercator.eu/nl/pid/%code%	Automatic
	· · ·	

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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.

5 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.

6 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.

6.1 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 *FileZilla Client*

<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.

6.1.1 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.

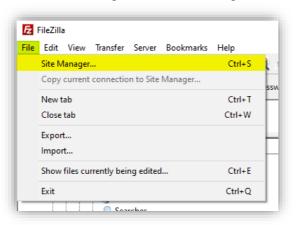
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6.1.2 Upload attachments

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:

Site Manager	×
Select entry:	General Advanced Transfer Settings Charset
My Sites Groupsono FTPS	Protocol: FTP - File Transfer Protocol Host: ftps.compano.com Port: Encryption: Require explicit FTP over TLS
	Logon Type: Normal V
	User: <username> Password:</username>
	Background color: None V Comments:
New site New folder	^
New Bookmark Rename	
Delete Duplicate	×
	Connect OK Cancel

- 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*:

0	The server's certificate is unknown. Please carefully examine the certificate to make sure
T	the server can be trusted.
	Compare the displayed fingerprint with the certificate fingerprint you have received from your server administrator or server hosting provider.
	<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
	Locality: Salford
	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.

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 PRD			~		
Filename	Filesize	Filetype	Last modified ^	F	Filename
<mark>]</mark> .					<u> </u>
📜 Camera Roll		Bestandsmap	3/29/2022 11:2	1	Attachments
Label_162209_small_color		Bestandsmap	11/28/2022 2:4		Downloads
PRD		Bestandsmap	4/8/2022 1:31:	н.	
Saved Pictures		Bestandsmap	2/21/2023 9:49	н.	
SSO 📕		Bestandsmap	8/30/2021 3:26	н.	
	38.446	PNG-bestand	8/9/2022 1:07:		
E contra a contra a contra c	61.920	Greenshot File	9/27/2022 11:0		
	1.543	PNG-bestand	11/10/2022 3:0		
	210.444	JPG-bestand	12/9/2022 12:3		
	43.921	PNG-bestand	12/16/2022 11:		
	46.471	PNG-bestand	12/16/2022 11: 🗸		
<			>	<	<
18 files and 5 directories. Total size: 1.315.617 bytes				2	2 directories
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.

7 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.

7.1 Standard attachment types (Ketenstandaard)

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

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

7.2 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 Mer	nu View Edit Functions Import / E	export
▶.		0.
Filter	Search All Details Manage screen	n layouts Help
Navigation	😞 🔺 Code Description	
Configuration	CAD CAD	
Uconnguration	CHR Link to sheet	
Edit	💿 📄 Add - New attachment type	
Autofill	Attachment Type Translation	is a second s
Add	Code	INS
	Description 2	Installation document
Modify 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:

Attachment					
Sequence number	[2			
Description	[
File	[X			
Special					
Title					
Language				•	×
Version	ĺ				
Attachment Type	[•	X
Source		PHI	Image for printing	•	
Confidential	(1)	PPI	Image for internet		
		PRT	Presentation document		
		PVI	Presentation video		
		SCH	Diagram		
		SOF	Software		
		STR	Certifications		
		PAR	Parts list/exploded view		
		Unknown	Unknown		
		INS	Installation document		
			 There are 21 Attachment types found 		

7.3 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.

7.3.1 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.

7.4 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.

7.5 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>4. 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.

8 Certificates

A certificate is a document containing a certified statement by an authorizing agent identifying

that a product has fulfilled certain requirements. Certificates can take the form of quality marks, (safety) statements, verified labels, etc.

Some examples are:

- Sanitary Conformity Certificate
- BREEAM Declaration BREEAM (Building Research Establishment Environmental Assessment Method)
- DOCCE Declaration of Conformity (Conformité Européenne)
- RoHS (Restriction of Hazardous Substances)
- Safety Datasheet

Compared to the separate Certificate option under *Add attachments*, this Certificate option now allows for more detailed information on the certificate to be entered and exported, such as:

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

8.1 Add a certificate

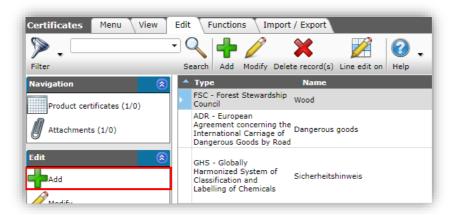
Note: Certificates first need to be added to the application and only then can be linked to products.

To add a Certificate:

1. Go through the Menu to *DAM > Certificates*.



2. Under Edit, click +Add.



3. In the pop-up screen:

Certificate tab

Add - New certificate		•
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	
	Add next record Save record	Cancel

- a. Type²: Choose the type of certificate, for example FSC. Several predefined types are available.
- b. Name: Type a name for the certificate. <u>Note</u>: The name of a certificate is mandatory and, if unique, can used to distinguish between multiple certificates with the same (or no) certificate Number. Max. length is 35 characters.
- 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.

² Mandatory fields are marked in red font.

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- 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:



3. On the next screen, click +Add.

Attachment Menu View	Edit	Fun	ctions Im	port / E	xport » Certifi	cate:FSC - Fo	orest Stewa	rd
▶		+	Q.		×			2.
Filter	Search	Add	Attachments	Modify	Delete record(s)	Line edit on	Сору	Help
Navigation 🛞	▲ X	Sourc	e overview	Key	Key o	description	Desc	ription
Certificate:FSC - For								
Edit 🛞								
Add								

4. In the pop-up screen:

Add - New attachment to certificate FSC	- Forest Stewardship Council Redwood	
Attachment		
Sequence number	1	
Description	Certificate FSC Signed	
File	20210521144458966 -1555850526.pdf x /Data/Environments/000002/Attachment/Bijlage/202105211444589661555	
Special		
Title		
Language	▼ 🕷	
Version		
Attachment Type	STR Certifications 🗾 🗙	
Confidential	① Yes No	
	Add next record Save record Cancel	

- 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

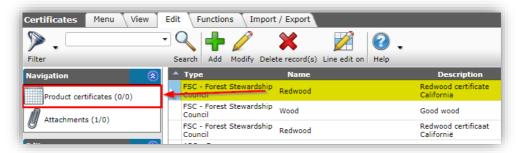
After adding the certificates you can link them to products. This can be done in two ways:

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

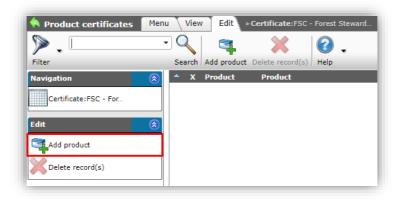
8.2.1 Link the certificate to product(s)

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:



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



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:

\gg	paneel .	- 🔍 🔲	 Image: A start of the start of	🏟 🎕 🖨 🏶 🗳 🕗 .
Filter		Search All	Details Manage screen layouts	Select Product Deselect Clear Transfer Stop Help
▲ X	Manufacturer Description	Code	GTIN A	F T Short description
	Opple	<u>140053150</u>	06956712647900	A LEDPANELRC-SL-E MOUNTING-SPRINGS
	Opple	<u>140055365</u>	06956712682802	A LEDPANEL-SL-E-SUSTENSION-KIT
	Raab Karcher	<u>1421091</u>	08712029116069	Plafondpaneel brandwerend 1220x620x12mm wi
	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 330x600mm
	Raab Karcher	KP70 930	08716564002573	Kozijnpanee 930x600mm
	Raab Karcher	1690596	07055750015500	Wandpane HG F01 2400x620x11mm wit
	Raab Karcher	1690612	07055750015906	Wandpansel HG F03 2400x620x11mm antraciet
	Raab Karcher	<u>2970577</u>	08712029025903	Wandpaneel S F01 2400x620x11mm wit
	Raab Karcher	2970579	08712029025927	Wandpaneel S F22 2400x620x11mm wit
	Raab Karcher	<u>1694618</u>		Plafordpaneel 1220x620x12mm wit linnen
	Raab Karcher	1694619		Plafendpaneel 1220x620x12mm witstuc
	Raab Karcher	1421089	0871143895834	Pla ondpaneel spaanpl 1220x620x12mm pleister
	Raab Karcher	<u>1421088</u>	08711438975926	pafondpaneel vochtwerend 1220x620x12mm wit
	Number of Manufacturer De	scription Co	ode TIN	A F Product description
	1.00 Raab Karcher	<u>16</u>	90596 07055750015500	
	1.00 Raab Karcher	<u>16</u>	90612 07055750015906	'Shopping basket'

- 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

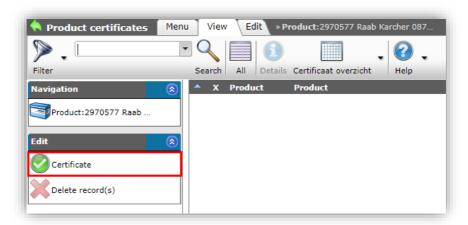
Conversely, you can also link (several) certificates to one product:

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

Products Menu View	Edit \ Functions \ Print \	Import / Export		
Filter		atapool - Help		
Navigation 🛞	Manufacturer Code	Manufacturer Description	S	GTIN
Ttems (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:

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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:

Certificate selection	n View						
▶.	- 🤍			•			📬 🕜 ,
lter	Search	All Details	Layout suitable for import	Select Certifica	ite Deselect	Clear Transfer	Stop Help
Туре	Name		Descrip	tion	Issuer 🔻		
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		34534534	<u>5 123</u>
ADR - European Agreement concerning the International Carriage of Dangerous Goods by Road			Attestation de Conformite Sanitaire	eurofins		<u>19 ACC NY</u>	<u>(184</u>
ADR - European Agreement concerning the International Carriage of Dangerous Goods by Road			Careful with these!	DSM		123123	<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	7	Description				
FSC - Forest Stewar Council	^{rdship} Redwood		Redwood certific	ate California	'Shopping	g basket'	

- 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 cart³.

8.2.3 Import certificate-product links

Links between certificates and product can also be imported.

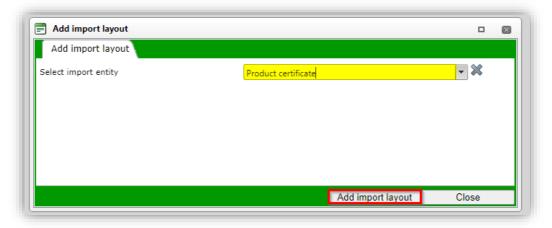
Note: Detailed information on imports can be found in the Manual Universal Import/Export.

To import certificate-product links, first create an appropriate import layout:

- 1. Through the Menu, go to System > Layouts.
- 2. Under Edit, click on +Add import layout.
- 3. In the pop-up window:

³<u>Note</u>: The shopping cart is limited to 1000 records.

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- a. Select import layout: Select the **Product certificate** entity.
- b. Click on Add import layout.
- 4. On the next screen:

Layout tab

-		
D Contraction of the second		
Excel import	~	
Standaard certificate imp	ort layout without GT	IN
 ○ ₩ Within the company ● S For user 	이라 For all n	nembers
Add next record	Save record	Cancel
	Excel import Standaard certificate imp O III Within the company O S For user	Excel import v Standaard certificate import layout without GT ि 🛱 Within the company िज्जे For all n ा इ

- a. Type: Select the type of import file (Excel or text-formatted).
- b. Name: Type a name for the layout.

Fields tab

Layout Properties	Fields Memo		
Number of header rows		1	
Continue import on errors	(🔿 Yes 💿 No	
Next import layout			- 💥

a. Number of header rows: Set the number of header rows.

Properties tab

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Layout Properties Fields Memo					
Available fields		Selected fields			
All fields		Field	Header	Pos	
Im Alphabetically by letter		Certificate certificate type code	Certificate type	1	
العام الع العام العام الع		Certificate name	Certificate	2	
		Certificate number	Number	3	
	>	Certificate sub number	Sub number	4	1
	<	Certificate issuer	Issuer	5	•
		Certificate start date	Start date	6	
		Product manufacturer code (GLN)	Manufacturer	7	
		Product code	Product	8	
		Product GTIN	GTIN	0	
Properties					
Conversion table			_	(中 <u>-</u>	
Header	GTIN			omatic	
Field position	0	Automatic			
Fixed value					

- a. Selected fields: Select all the data fields that need to be imported with corresponding **Pos** number (indicating the number of the column in the data file).
- 5. Save the record.

The following data fields are mandatory:

- Certificate type
- Certificate name
- Certificate number
- Certificate sub number
- Certificate issues
- Certificate start date
- Product code
- Product GTIN

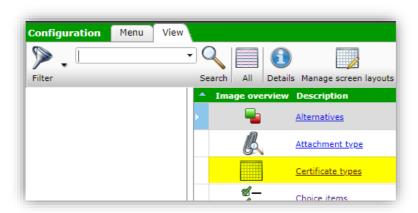
<u>Note</u>: Either the Product code or the Product GTIN can be used to identify the product that needs to be linked. Make sure to set the option that is *not used* to field position **0**.

8.3 Certificate types

The COS application offers over 60 types of commonly used Certificate Types.

To add all common certificate types:

1. Through the Menu, go to *System > Configuration* and click on the option *Certificate Types*.



2. On the next screen, use the button *Autofill* to add all available Certificate Types⁴:

Certificate types Menu	View Edit Functions Import / Export
Filter	Search All Details Manage screen layouts Help
Navigation	Code Description
	ACS Sanitary Conformity Certificate
Configuration	ADR European Agreement concerning the International Carriage of Dangerous Goods by Road
Edit	ART mark (motor-)cycle locks
Autofill	AVCP Assessment and Verification of Constancy of Performance Certificate
Autonin	BATTERY Air freight inspection of batteries and accumulators
Add	BOIS EU Timber Regulation
Modify	BREEAM Declaration BREEAM (Building Research Establishment Environmental Assess-ment Method)
	CAL Calibration certificate
Delete record(s)	CEE Energy Savings Certificate
Functions	CLP Classification Labelling and Packaging
	CMC Confority Mark Certificate
Manipulate	CMR United Nations Convention on the Contract for the International Carriage of Goods by Road Information
From archive	COC Declaration CoC (Certificate of Conformity requested for CPR)
-40 F	<u>CONTRIB</u> Eco-contributions
	CPR Construction Products Regulation

3. Optional: Use the +Add button to add your own Certificate Type(s); also see the next paragraph.

<u>Note</u>: The default Overview, indicates how and with which Type Code certificate types will be exported in the industry standard formats DICO/SALES, BMEcat, DQR and FAB-DIS:

⁴ In a standard COS application, only the DICO/SALES certificates types are available.

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Cod	de	Description	Type for DICO/Sales	Type for BMEcat	Type for DQR	Type for FAB-DIS
<u>ACS</u>	5	Sanitary Conformity Certificate	#None	#None	#None	#ACS
ADR	R	European Agreement concerning the International Carriage of Dangerous Goods by Road	#ADR	#None	#None	#None
ART	C	mark (motor-)cycle locks	#ART	#None	#None	#None
AVC	<u>CP</u>	Assessment and Verification of Constancy of Performance Certificate	#None	#MD42	#None	#None
BAT	TERY	Air freight inspection of batteries and accumulators	#None	#None	#GG	#BATTERY
BOI	IS	EU Timber Regulation	#None	#None	#None	#BOIS
BRE	EEAM	Declaration BREEAM (Building Research Establishment Environmental Assess-ment Method)	#None	#MD53	#None	#None
CAL	L	Calibration certificate	#CAL	#MD08	#None	#None
CEE		Energy Savings Certificate	#None	#None	#None	#CEE
CLP	2	Classification Labelling and Packaging	#None	#MD43	#None	#None
СМС	<u>c</u>	Confority Mark Certificate	#None	#None	#None	#CMC
CMR	R	United Nations Convention on the Contract for the International Carriage of Goods by Road Information	#CMR	#None	#None	#None
coc	_	Declaration CoC (Certificate of Conformity requested	#None	#MD50	#None	#None

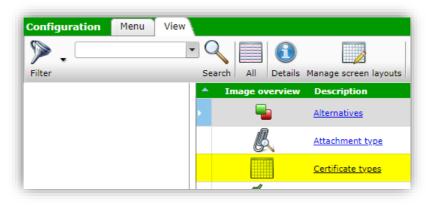
Note: Not all certificate types will be available in every industry standard format.

8.3.1 Add a certificate type

Certifcate types can also be added manually, for instance to add your own (variants of a) certificate.

To add a Certificate Type:

- 1. Through the Menu, go to *System > Configuration*.
- 2. Click on *Certificate types*.



3. On the next screen, click on +Add.

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Add - New certificate type		
Certificate type Translation		
Code	MD42-2	
Description	Variant of MD42 certificate	
Type for DICO/Sales	#None 🗸	
Type for BMEcat	#MD42 🗸	
Type for DQR	#None V	
Type for FAB-DIS	#None 🗸	
	Add next record Save record C	ancel

- a. Code: Enter a Code for the Certificate.
- b. Description: Enter description for the Certificate.
- c. Type DICO/BMEcat/DQR/FAB-DIS: Optionally, if this certificate should be exported in an industry standard formats, set the relevant Type for each of the industry standards.
- 4. Save the record.

8.4 Import of certificates

Certificates can also be linked to products via an Import:

- DICO/SALES005 import
- Manual 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.

<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:

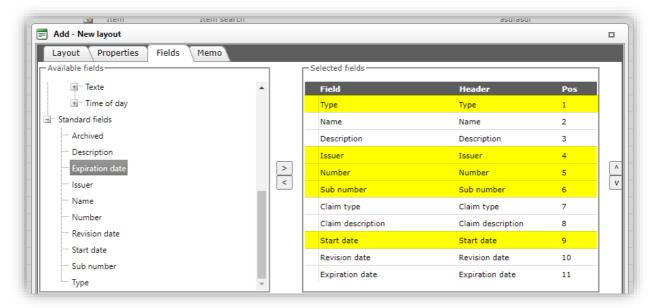
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🗹 delt	a import of products
🗹 delt	a import of etim product features
delt	a import of certificates
🗹 delt	a import of #productcertificate
	a import of attachments (product)
🗹 full	import of items
🗹 delt	a import of attachments (item)
🗹 delt	a import of item encloseitem relations

8.4.2 Manual import

Certificates can also be imported manually, thus creating the Certificates. Note that these certificates then still need to be linked to products.

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



- 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. Name: Enter the name of the Certificate. <u>Note</u>: Use different names in case of multiple certificates with the same *type*, *number* and *sub number*. Max. length is 35 characters.
- c. Issuer: Type the name of the issuing authority, for example, KEMA.
- d. Number: Enter the certificate number here
- e. Sub number: Enter the certificate sub number here. <u>Note</u>: This field is only mandatory if you enter multiple certificates of the same *type and with the same number*. So, two certificates of the type **GHS** and with number **102** are then given as sub numbers **01** and **02**.
- f. Start date: Enter the start date of the certificate here.

Excel templates are available on the Compano Help website with which Certificates can be imported: Template_Import Certificaten_r[#-#]_L04 (NL) and Template_Import_Certificates_r[#-#]_L04 (EN)

For these imports, use the **Standaard import certificaten L04** import templates, or create your own import template.

For a detailed description of how to import data from an Excel file format, please see the *Manual Universal Import/Export*, which is available on the <u>Compano Help website</u>.

8.4.3 Linking certificates to products (import)

The links between Certificates and Products can also be made via an Excel import. Key fields for this import are: Type, Number, Sub-number, Issuer, Start date, Manufacturer (GLN), Product code.

A standard import template and a corresponding import layout are available for this import. The data field **name** has also been added as a key field so that *certificates can also be identified as unique* by 'name'.

```
Templates:
Template_Link_Certificaten_aan_Producten_r#-#_L04.xslx
Template_Link_Certificates_to_Products_r#-#_L04.xslx
```

Layout: Standaard import product certificaat link - LO4 (v#.#)

8.5 Export of certificates

The COS application offers over 60 common types of Certificates. Certificates can be exported using an industry standard format (DICO/SALES, BMEcat, DQR or FAB-DIS), or using the standard Export function.

8.5.1 Industry standard export

<u>Note</u>: The default Overview, indicates how and with which Type Code certificate types will be exported in the industry standard formats DICO/SALES, BMEcat, DQR and FAB-DIS. Not all certificate types will be available in every industry standard format:

Code	Description	Type for DICO/Sales	Type for BMEcat	Type for DQR	Type for FAB-DIS
ACS	Sanitary Conformity Certificate	#None	#None	#None	#ACS
ADR	European Agreement concerning the International Carriage of Dangerous Goods by Road	#ADR	#None	#None	#None
ART	mark (motor-)cycle locks	#ART	#None	#None	#None
AVCP	Assessment and Verification of Constancy of Performance Certificate	#None	#MD42	#None	#None
BATTERY	Air freight inspection of batteries and accumulators	#None	#None	#GG	#BATTERY
BOIS	EU Timber Regulation	#None	#None	#None	#BOIS
BREEAM	Declaration BREEAM (Building Research Establishment Environmental Assess-ment Method)	#None	#MD53	#None	#None
CAL	Calibration certificate	#CAL	#MD08	#None	#None
CEE	Energy Savings Certificate	#None	#None	#None	#CEE
CLP	Classification Labelling and Packaging	#None	#MD43	#None	#None
CMC	Confority Mark Certificate	#None	#None	#None	#CMC
CMR	United Nations Convention on the Contract for the International Carriage of Goods by Road Information	#CMR	#None	#None	#None
coc	Declaration CoC (Certificate of Conformity requested	#None	#MD50	#None	#None

<u>Note</u>: For the correct export of certificates in the BMEcat, DQR or FAB-DIS exchange format, also see the corresponding Manuals available on the <u>Compano Help website</u>.

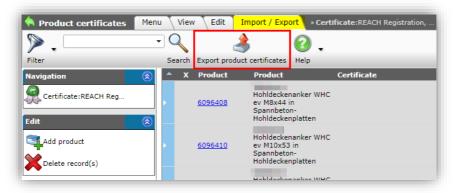
8.5.2 Standard export

Certificates can also be exported using the standard Export function in combination with either the screen layout or an export layout. This function is available on the following overviews:

• Product certificates Overview under Products: Menu > Products > Product certificates



• Product certificates Overview under *Certificates: Menu > DAM > Certificates > Product certificates.*



Product certificates Overview under Product certificates: Menu > DAM > Product certificates.

Product certificates	Menu Vi	ew	Edit Import / Export			
⋟	•	Q	1	40		
Filter	5	Search	Export product certificates	Import Help		
Edit		×	Manufacturer	Product	Certificate 🔻	Number
Add	•		<u>3337000000004</u>	<u>5000</u>	UN-Nummer	<u>2037</u>
	•		<u>333700000004</u>	<u>5100/350</u>	UN-Nummer	<u>2037</u>
Modify	•		<u>333700000004</u>	<u>5210</u>	<u>UN-Nummer</u>	2037
Delete record(s)	•		4018422000009	<u>0001499</u>	SCIP-Number	<u>595b237a-</u> <u>cb3d-4f91-</u> <u>8731-</u> a4c832a4905b

8.6 View certificates

There are two options to view which certificates are linked to a Product:

- Certificate tab on Product
- All certificates Overview

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8.6.1 Certificate tab on product

Which certificates are linked to a Product, can be viewed on the Certificates tab of the Product information: C

- *1.* Through the Menu, go to any Product overview.
- 2. Select a Product and either click on the *Product Code* or on the Details button under View:

Products Menu View Edi	t Functions	Print Import / Export		
Filter Be aware, there is a filter active!		Contails Screen Layout		
Navigation		X X Nanufacturer Descrip	tion Product code	GTIN
Hems (1)	:) (0)	Compano	Product 2	
Product - Product relations (child)	(0)	dan b	140043898	000072304023
Readuct parts (0)		and a	140043899	(PROCESSION)

3. Any linked Certificates show in the pop-up information window, on the Certificates tab:

4	Product	Classification \ M	odel \ Attachments	Certificates Image	Drawing	Additional	\ Items
ĸ	Certificate type	Name	Issuer	Number	Sub number	Start date	Revision date
	SDS	Virial International	And in the stand of the			28/06/2021	
	KIWA	VICTOR AND A	the state of the	K6013/05		01/04/2020	
	Gastec		Key Selected Ltd.	97749/02		30/10/2020	
	Gastec	And a line of the local division of the loca	the block of the	110164	01	01/02/2023	
	ECHA-DB	SCIP-Number		9096d92f-2905-489e-9245- 022c48ad808b			

8.6.2 All certificates overview

To view *all* certificates which are linked to *all* Products:

1. Through the Menu, go to DAM > Product certificates:

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2. The Overview will show all **certificate** – **product** links, ordered by Certificate Type:

Product certificates Menu	View Edit Import / Export			
Filter	Search All Details Manage scr	een layouts Help		
Edit 🛞	 X Manufacturer 	Product Certificate	Number Sub numb	er Issuer
Add	222000074100	Product 2 CMR of CRM		<u>Wissink</u>
	<u>4024074000007</u>	000660	04112022	
Modify	4024074000007	000661	04112022	
Delete record(s)	4024074000007	0010003083 ERP	<u>C</u>	Warmwasserspeicher
	4024074000007	0010003084 ERP	<u>c</u>	Warmwasserspeicher
	4024074000007	0010007508 ERP	Δ	<u>jahresz. Raumheizung</u>
	4024074000007	0010007512 ERP	Δ	jahresz. Raumheizung
	4024074000007	0010007516 ERP	Δ	jahresz. Raumheizung
	4024074000007	0010007520 ERP	Δ	<u>jahresz. Raumheizung</u>
	4024074000007	0010007524 ERP	Δ	jahresz. Raumheizung
	4024074000007	0010007688 ERP	Δ	<u>jahresz. Raumheizung</u>
	4024074000007	0010007692 ERP	А	iahresz. Raumheizung

3. Or, by ordering on **Product Code**, all certificates on a single Product can be grouped together:

Product certificates Menu	View Edit Import / Ex	port				
⋟	- 🔍 📃 🗊					
Filter	Search All Details Mana	age screen layouts Help				
Edit 🛞	X Manufacturer	Product	Certificate	Number	Sub number	Issuer
Add	4024074000007	0010015596	ERP	A		Warmwasseraufbereitung
	4024074000007	0010015597	ERP	Δ		Warmwasseraufbereitung
Modify	4024074000007	0010015597	ERP	A		jahresz. Raumheizung
Delete record(s)	4024074000007	0010015598	ERP	Δ		Warmwasseraufbereitung
	4024074000007	001 015598	ERP	Δ		jahresz. Raumheizung
	4024074000007	0010015599	<u>ERP</u>	Δ		<u>jahresz. Raumheizung</u>
	<u>4024074000007</u>	0010015599	ERP	Δ		<u>Warmwasseraufbereitung</u>
	4024074000007	0010015600	ERP	Α		jahresz. Raumheizung
	4024074000007	0010015600	ERP	Δ		Warmwasseraufbereitung
	4024074000007	0010015601	FRP	Δ		Warmwasseraufhereitung

8.7 Filter and Search certificates

Certificates can be filtered and/or searched on the following overviews:

- Product overview
- Product certificates overview



8.7.1 Filter on Product overview

On the Product Overview, the Filter box can be used to filter on linked Certificates. The filter tab *Additional* offers the following filter options:

Filter				
Product Classification Mo	del Additional	User-defined fields	Translations	Country-specific fields
Manufacturer	= value 🗸 🗸			
Special				
Items	all 🗸			
Number of items	= value 🗸 🗸			
Certificates	all 🗸			
Number of certificates	= value 🗸 🗸			
Attachments	all 🗸			
Number of attachments	= value 🗸 🗸			
Product - Product relations (narent)	all 🗸			

- Certificates:
 - o Has certificates: Product has certificates (regardless of archive status)
 - o Has no certificates: Product has no certificates at all
 - *Has unarchived certificates*: Product has active certificates (and possibly also archived certificates)
 - *Has archived certificates*: Product has archived certificates (and possibly also active certificates)
 - o Has no unarchived certificates: Product does not have active certificates
 - o All: Show all Products (default setting)
- Number of certificates: Filter on the number of Certificates.

8.7.2 Filter on Product certificate overview

The Filter on the Product certificate overview can be used to filter on (a combination of):

	0411	2022				
Filter						□ (
Product certificate						
Product	= value	~				•
Certificate	= value	~				•
Manufacturer	= value	~				•
Certificate type	= value	~				•
	L		ACS	Sanitary Conformity Certifi	ate	-
			ADR	European Agreement conc Dangerous Goods by Road	erning the International Carri	age of
			ART	mark (motor-)cycle locks		
			AVCP	Assessment and Verificatio	n of Constancy of Performanc	e Certificate
			BATTERY	Air freight inspection of ba	tteries and accumulators	
			BOIS	EU Timber Regulation		
			BREEAM	Declaration BREEAM (Build Assess-ment Method)	ing Research Establishment E	nvironmental
			CAL	Calibration certificate		
			CEE	Energy Savings Certificate		-
				▼ There are 63 co	ertificate types found	
			Apply	Empty	Empty and close	Save as

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- Product: Select a product from the drop-down menu.
- Certificate: Select a certificate from the drop-down.
- Manufacturer: Select a manufacturer from the drop-down menu.
- Certificate type: Select a certificate type from the drop-down.

<u>Note</u>: This Filter can be set on either the Product certificates Overview of a single Product, or on the All certificates Overview.

9 Appendix A. Examples of adding images

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

- LED Light bulbs
 o Socket E2
 - Socket E27
 - Warm-white
 - Bright
 - Flame
 - Socket E14
 - Warm-white
 - Bright
 - Flame
- LED Spots
 o So

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

0

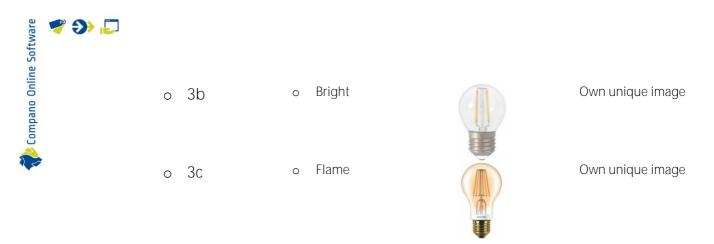
- LED TUDES
 - o 60 cm o 120 cm
 - o 120 cm
 - o 150 cm

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

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

Level 1	Description LED Light bulbs	Images	Link Generic image LED light bulb with socket E27
• 2	Socket E27		Inherited form level 1 <i>LED Light bulbs</i>
o 3a	o Warm-white		Own unique image

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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 Ied-spot
•	2a		• Socket	GU10		Generic image led-spot GU10
	0	За	0	Non dimmable	A 13	Inherited from level 2a
	0	3b	0	Dimmable		Inherited from level 2a
•	2b		• Socket	MR16		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 the image it doesn't matter which length the tubes have in this setup. One image on all levels will do.

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10 Common certificate types

The most commonly used Certificate Types are:

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
EPD	Environmental Product Declaration
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
RoHS	Restriction of Hazardous Substances
Sds	Safety data sheet
Seal	Label
UN	Dangerous substances identification number
WEEE	Waste Electrical and Electronic Equipment (WEEE) Directive

<u>Note</u>: This list can be expanded in COS by making use of the Autofill function under *System > Configuration > Certificate types*.