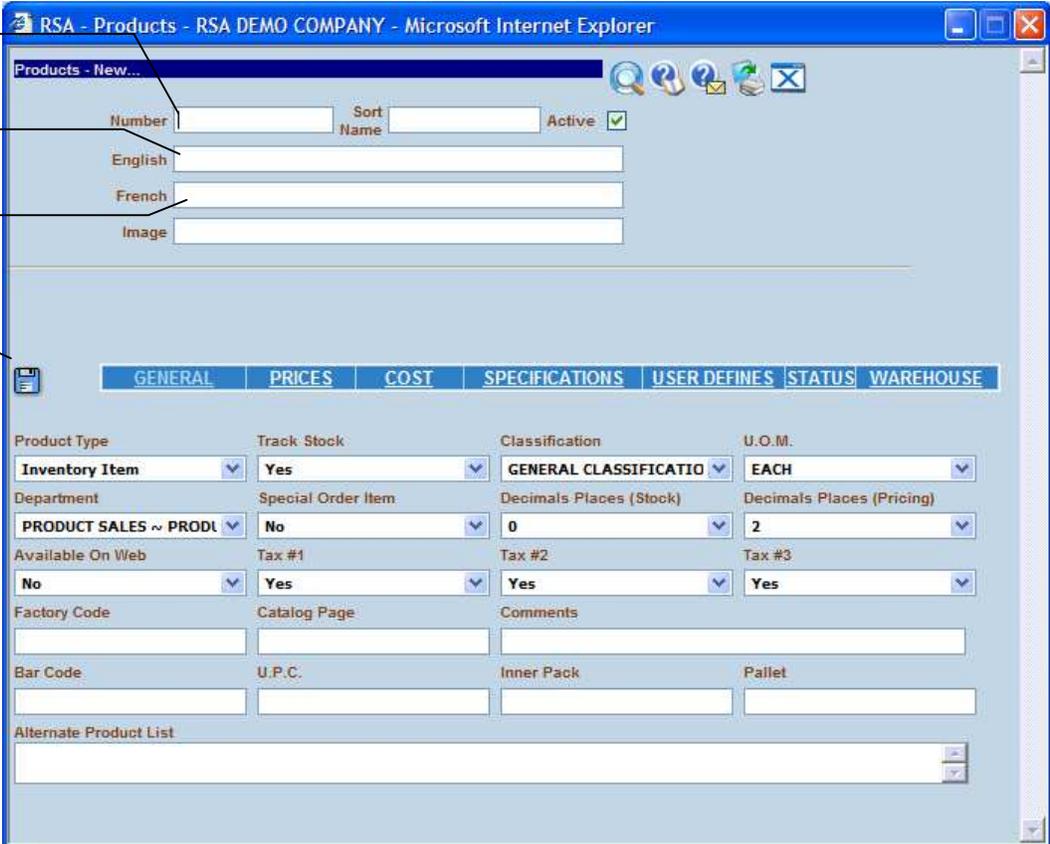


RSA e-Business: Navigation

How to create a new Product

1. Select the tab **Invoices** from the main menu.
2. Under **Maintenance** group, click on the link **Products - New**. This will open a new window.
3. Enter a **product number** (required). The value should not exist previously in the database.
4. Enter description of the product in English and French
5. Optionally on the bottom side of the screen, click on each Tab menu and change the default values of the desired field.
6. Click on the **Save** button  for creating and saving the product.

The window below shows the interface for creating a new product.



The screenshot shows a web browser window titled "RSA - Products - RSA DEMO COMPANY - Microsoft Internet Explorer". The main content area is titled "Products - New...". It features several input fields: "Number", "Sort Name", "Active" (with a checked checkbox), "English", "French", and "Image". Below these fields is a horizontal tabbed menu with tabs labeled "GENERAL", "PRICES", "COST", "SPECIFICATIONS", "USER DEFINES", "STATUS", and "WAREHOUSE". The "GENERAL" tab is currently selected and displays a grid of configuration options, including dropdown menus for "Product Type" (Inventory Item), "Track Stock" (Yes), "Classification" (GENERAL CLASSIFICATIO), and "U.O.M." (EACH). Other options include "Department" (PRODUCT SALES ~ PRODT), "Special Order Item" (No), "Decimals Places (Stock)" (0), "Decimals Places (Pricing)" (2), "Available On Web" (No), "Tax #1" (Yes), "Tax #2" (Yes), and "Tax #3" (Yes). There are also text input fields for "Factory Code", "Catalog Page", "Comments", "Bar Code", "U.P.C.", "Inner Pack", and "Pallet". At the bottom, there is a text area for "Alternate Product List".

Fig 1: window for searching a product by criteria

How to modify product's information: Summary

1. Select the tab **Invoices** from the main menu.
2. Under **Maintenance** group, click on the link **Products - Search**. This will open a new window.
3. In the new window click on the **Search** button . Optionally you can enter some search criteria before clicking on the search button.
4. In the displayed list, choose a product by clicking on the **Select** button . The **Modify** button  will appear.
5. Click on the **Modify** button  on the top right side of the window.
6. Change the value of the fields you want.
7. When you are done click on the **Save** button .

How to modify product's information: details

1. Select the tab **Invoices** from the main menu.
2. Under **Maintenance** group, click on the link **Products - Search**. This will open a new window (see fig 1 below).

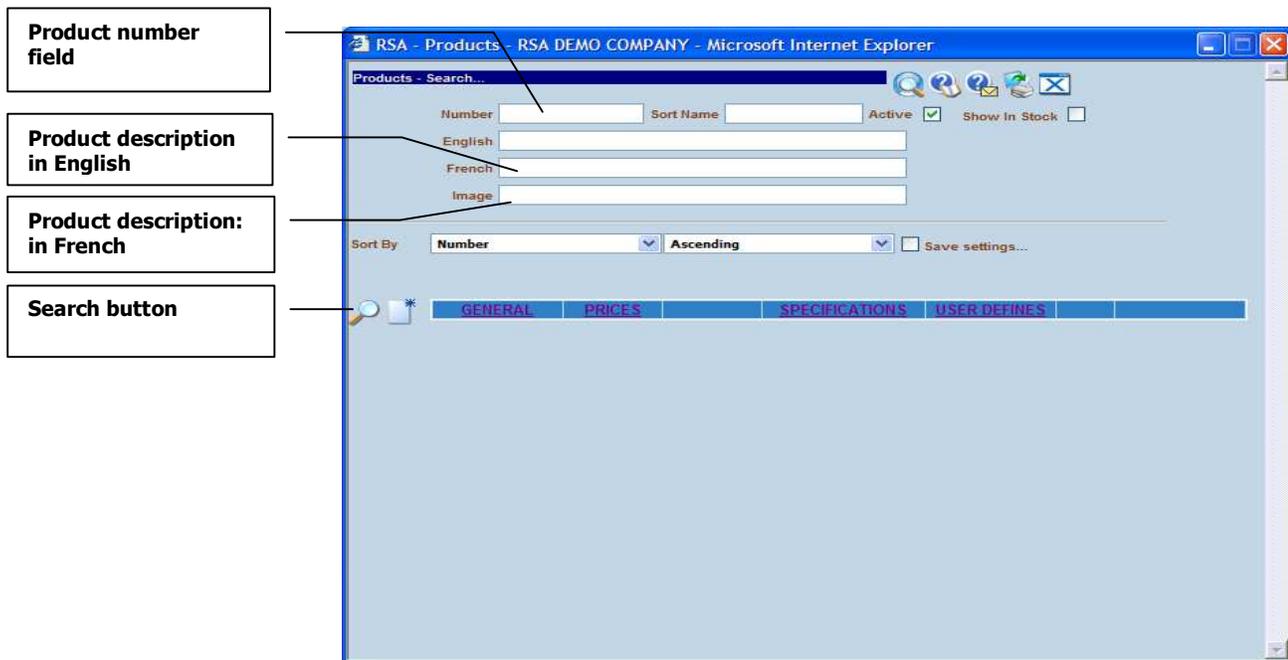


Fig1: Interface for searching a product

3. In the new window, use on the following methods for searching for a product:
 1. **Searching a product number by criteria:**
 - a. Enter the keywords in one or any fields you want. The keywords can be either one or any combination of either a word, a character, a wildcard like % character.
 - b. Optionally use the sorting options for the result display
 - c. Once the criteria are defined, click on the tab key or the Search button . This will bring a list of products meeting the search criteria (See fig 2).
 2. **Searching a product number without any criteria:**
 - a. Click directly on the search button  without entering any criteria. This will bring a list of products meeting the search criteria (See fig 2).

A list of products that meet the search criteria is display if any (see fig 2).

Select buttons

New product button

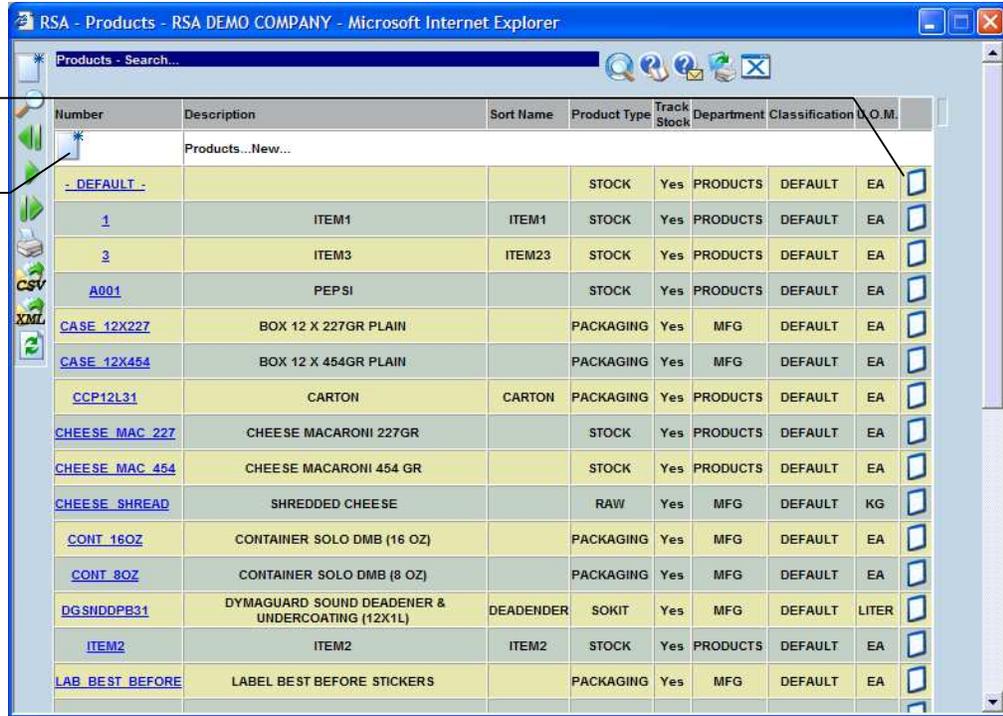


Fig2: Window for selecting a product

4. Navigate through the list of products and select the desired one using the select button . This will show a **Modify** button on the top right side of the window (see fig 3 below).

Modify button

Delete product button

New product button

Selected product

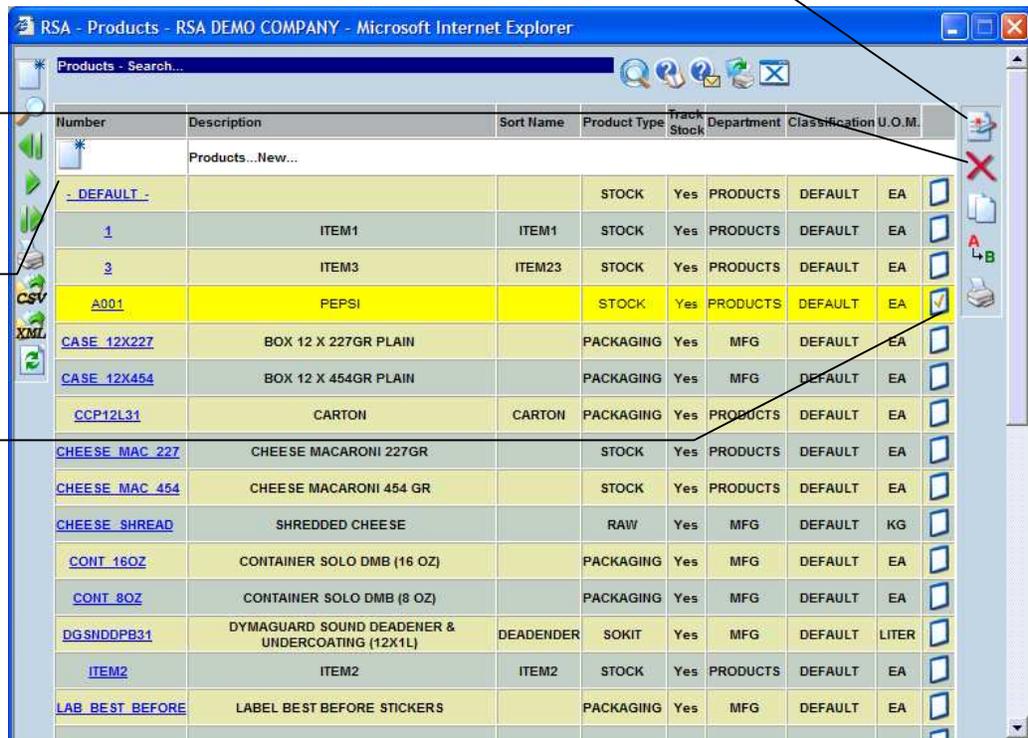
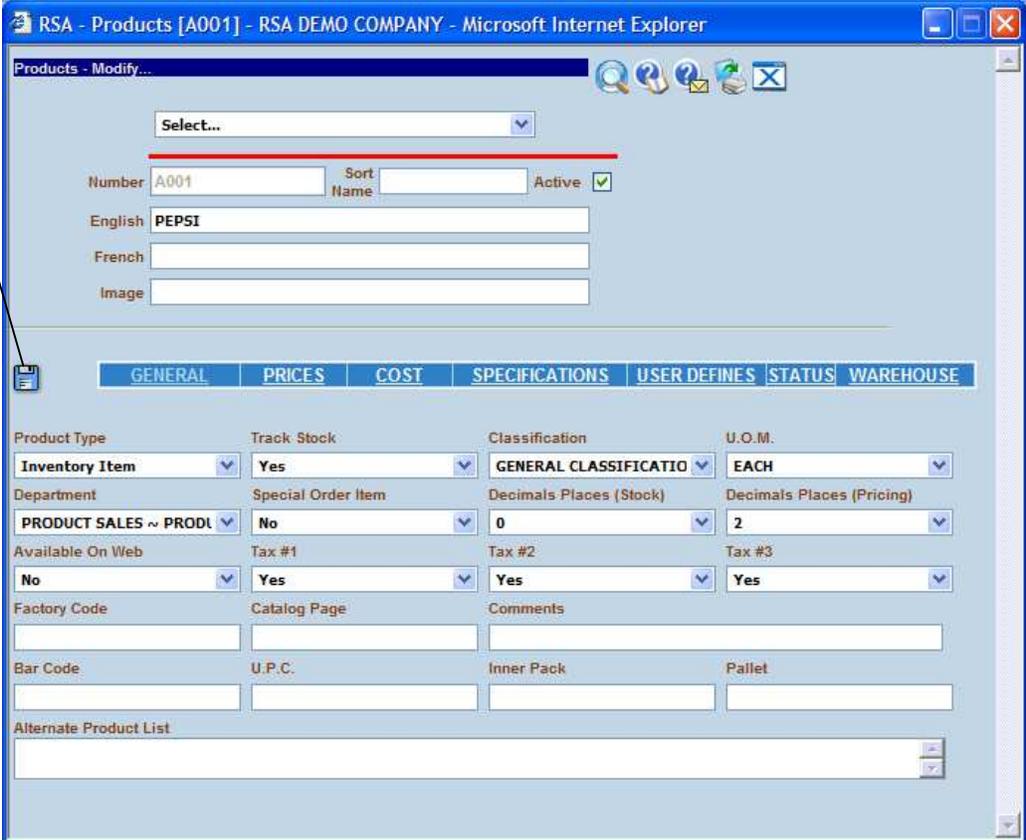


Fig 3. Selecting a product

5. Click on the Modify button . This will open a window with the default values of the selected product (see fig 4 below).



Save button

Fig 4: window for modifying the product information

6. Use the tab key for navigation through the fields and change their values if necessary.
7. Click on the **Save** button  when you are done.

How to delete a product

Notes: in the following it is suppose that you have the privileges for deleting a product

1. Select the tab **Invoices** from the main menu
2. Under **Maintenance** group, click on the link **Products - Search**. This will open a new window.
3. In the new window click on the **Search** button . Optionally you can enter some search criteria before clicking on the search button.
4. In the displayed list, choose a product and click on the **Select** button .
A delete button  will appear on the top right side of the window if you have a delete privilege
5. Click on the **Delete** button .
6. On the confirmation window, read the information of product you've selected.
7. Click inside the checkbox for confirming your action.
8. Click on the Delete button  for deleting the product.