

Voltimum Catalogue Creation and Delivery

Training Instructions for use of Volti-Editor

Foreward

The Voltimum Product Catalogue offers all the advantages of a typical on-line product catalogue: up-to date, available 24x7, easy to maintain, not limited by size etc.

However, it also has features, which are absolutely unique to it: It is the first multi-brand catalogue containing information to such a high level of detail and richness. Additionally, this rich information is contained at many levels of the catalogue, not just at product page level (ie the bottom level), which is usual. Another unique feature of the Voltimum catalogue is its Search & Select functionality, which assists the user to find his information and select the appropriate product for his application.

These unique features do not just happen. They are the result of creative catalogue design by the Voltimum Central Team, tight management of catalogue preparation by Voltimum's Country Content Managers and thoughtful planning and huge time commitment by Manufacturers' Catalogue Content Teams.

This document has been prepared to help the Manufacturer's Catalogue Content Teams in the preparation of their individual catalogues. It explains the unique functionalities of the Voltimum Catalogue and how best to use them to present products on-line. It also explains in detail the process for compiling data using Voltimum's Catalogue Content Management Tool – **the Volti-Editor** - checking it and loading onto Voltimum's Staging Platform for checking prior to going live on the worldwide web.

This document is a working document and will be amended, improved and updated on a regular basis. For this reason any input from users of this document is very valuable and should be forwarded to Olivier Teughels, Voltimum's Marketing Manager at the following:

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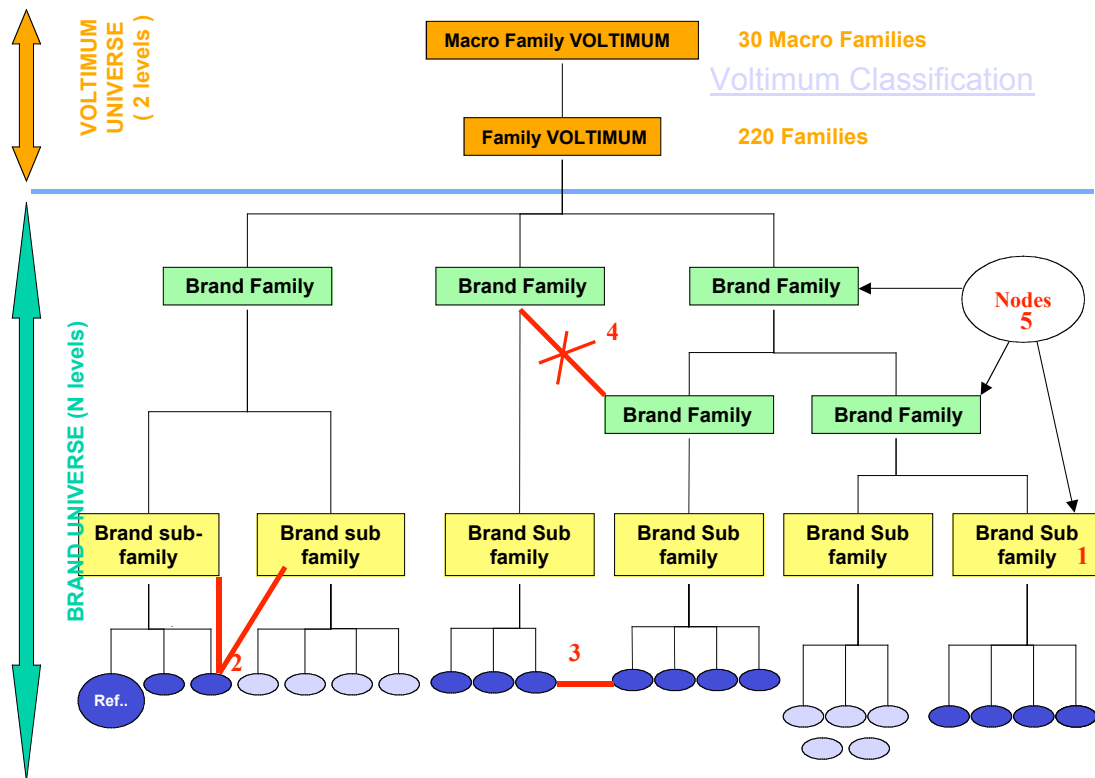
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1. INTRODUCTION

1.1 Catalogue Structure

The following diagram shows the basic structure of the Voltimum catalogue.



Voltimum has defined the first two levels of the catalogue. The top level, called the Voltimum Macrofamily, has 30 categories while the second level, the Voltimum Family, has roughly 220.

These top two levels of the Voltimum Classification are presented in Appendix I to this document. New categories cannot be added to the Voltimum Classification without prior authorisation of Voltimum's Head Office in Geneva.

The manufacturer must decide to which Voltimum Macro Family and Family his product ranges belong. This is the first step in designing the Brand Universe. Some basic rules

1. The product reference is the bottom level of the catalogue and the brand sub-family is the level just above the product reference.
2. A product reference can have more than one parent sub-family
3. A product reference can be linked to another product reference (useful for accessories, options or replacements)
4. A family can only have one parent
5. On each node or fork in the catalogue tree, the administrator can choose up to three tools to help the user to the next level in the tree. These are List, Discover or Assistant and are explained in section 1.3 of this chapter.

1.2 The Catalogue Search Function

The Voltimum Catalogue allows the user to search for products in four ways.

1. Typing a keyword in the search engine (see below)

The search engine will search for any matches in the catalogue database and display its results. If it finds results in more than one brand it will display all relevant brands. The user then selects which brand to browse.

2. Typing a part number or reference in the search engine.

This will take the user straight to the relevant family page.

3. Browsing through the Voltimum Classification and Brand family.

Voltimum have defined 30 Voltimum product macro families (1st level) and 220 Voltimum product families (2nd level) classifications which the user will click through (browse) and then select a brand to browse.

4. Browsing through a Brand family.

The user can click on a brand catalogue, and then browse through the specified brand family to find products.



Once the user is in a manufacturer's brand catalogue, there are 3 methods of viewing products and families. You can specify one, two or all three of these tools at each level in your catalogue.

1. 'List' (called Trade Price List in UK) as the name suggests is a list of product and/or family references.

2. 'Discover (called Find out More in UK)' is a page with images and text to inform the user about the product family

Version 1
24th February 2004

- voitimum** PREMIER PORTAL EUROPEEN DE L'INSTALLATION ELECTRIQUE

Accueil | Services clients | Catalogue produits | Info Pro | Les Fabricants | Découvrir voitimum | Nouveautés

voitimum > **ABB** > **Skas** > **Skas D Curve**

ABB **Skas D Curve**

Nombre total de Références : 80

Nombre de Références sélectionnées : 0

Références	Produit	Prix	Taxe	Valeur	Options	Stock
3231C4	Skas Type 3 - 4k with Single Pole	9,08 GBP				
3232C4	Skas Type 3 - 4k with Double Pole	21,08 GBP				
3233C4	Skas Type 3 - 4k with Triple Pole	34,26 GBP				

1.4 Links between products and ranges

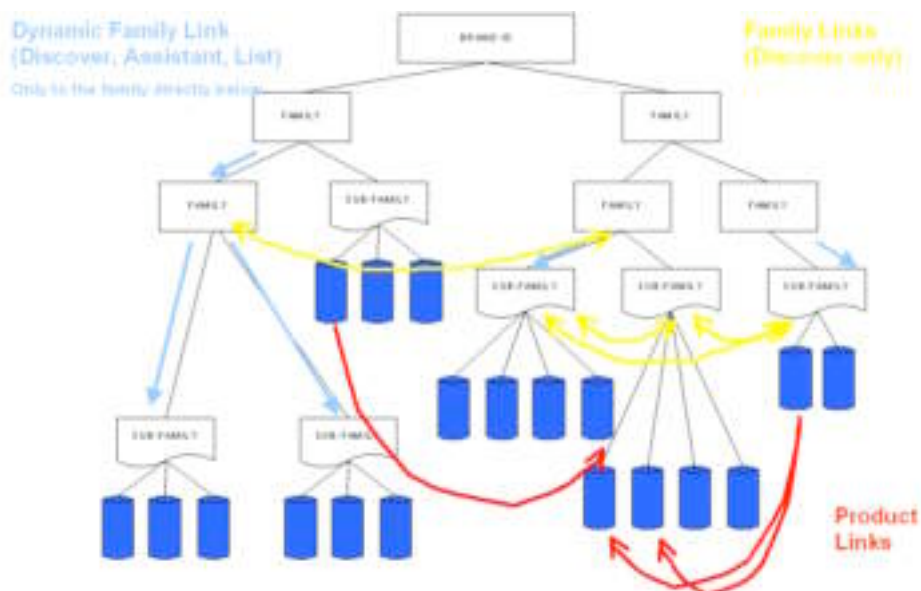
One of the unique features of the Voltimum web catalogue is the potential to link individual products and ranges to one another. From a product marketing perspective this is a very powerful tool if used correctly, as you are able to cross sell products across the product offering. You can offer the user a list of alternatives to the products he/she has found, as well as required accessories and/or optional accessories.

Within Voltimum you can link products and families in a number of ways.

1. 'Family Links'

Link one product range to another within the same brand

Link one product range to another from different brands (eg Merlin Gerin and Telemecanique or Philips & Mazda)



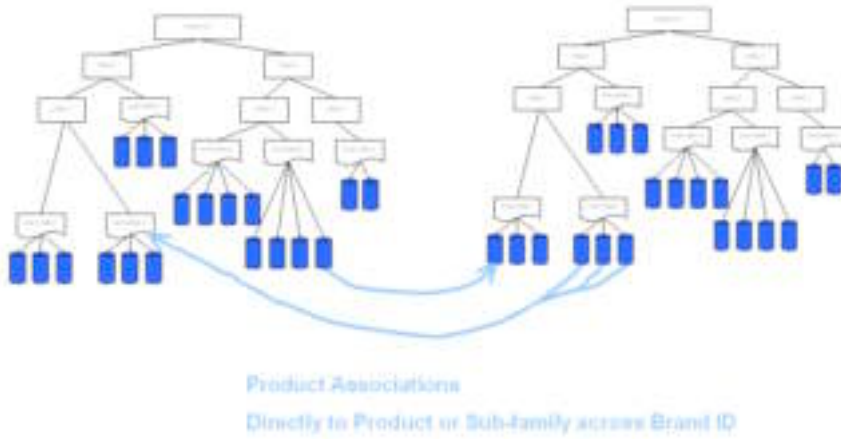
2. 'Product Links'

Link one product to another within same brand.

Link one product to another from different brands (eg Merlin Gerin & Telemecanique or Philips & Mazda)

Link one product to a range within same brand

Link one product to a range within a different brand.



1.5 Attachments

This is the rich information that can be attached to each product page or family page throughout the catalogue. The most important attachment of all is the image(s) that will appear on the product and family pages. Attachments can be in several formats and can encompass many types of information including:

- Training / Installation guides
- Standards and regulations
- Catalogue technical pages
- Catalogue commercial pages
- Tutorials
- Videos
- Line drawings
- Certificates of Conformity and test certificates
- FAQs
- Best practice
- Software
- 3D images

When browsing the web catalogue these attachments can be downloaded at family or product level as shown below, on a family page:

The screenshot shows the ABB website interface for the 6KA Type B - 5250 Series to 65EN 60000 product. The page layout includes a navigation bar at the top with links like Home, Product Catalogue, Voltimum, Products and Services, Features, and Voltimum Direct. The main content area displays the product name, a principle use statement, protection characteristics (Thermal and Magnetic), and technical characteristics. A list of attachments is provided on the left side, including General Information, MCB Applications, Tripping characteristics, Short circuit rupturing capacity, Internal resistance, Mounting and operating instructions, and Approvals and certifications. Two red arrows originate from a text box on the right, pointing to the product image and the attachments list.

1. Most important attachment is image
2. Attachments showing no. of pages, file size, language and date of doc.

1.6 Templates

Voltimum offers you the possibility to present your products in different ways through the use of product or family templates. There are 7 family templates (shown below) and 5 product templates. The default templates are F00 for families and P01 for products.

A detailed description of templates and the constituent parts can be found in Appendix IV to this document



2. CREATING YOUR CATALOGUE

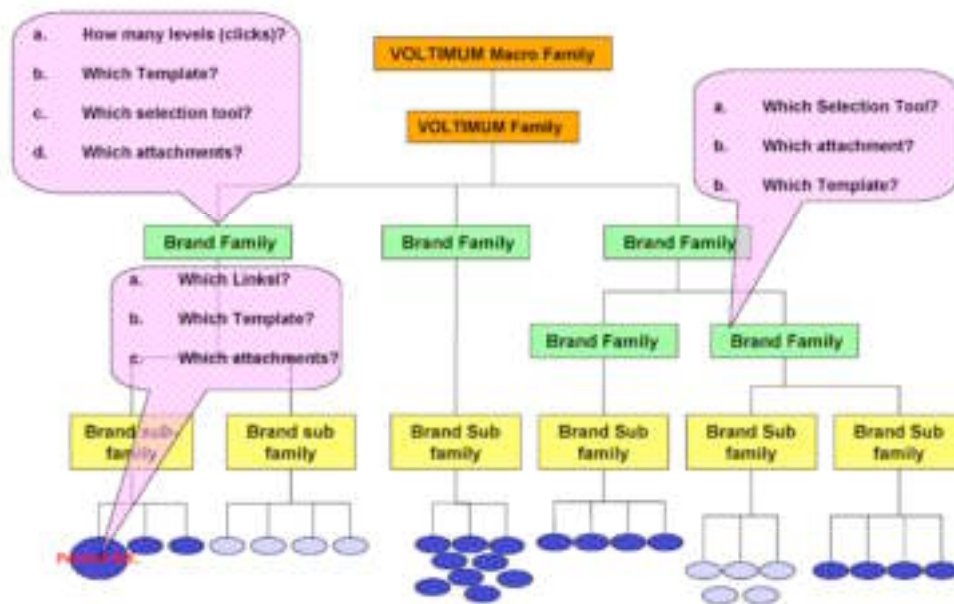
2.1 Points to consider

The following steps will show you how to create your Voltimum catalogue. Before you start please read the guidelines below.

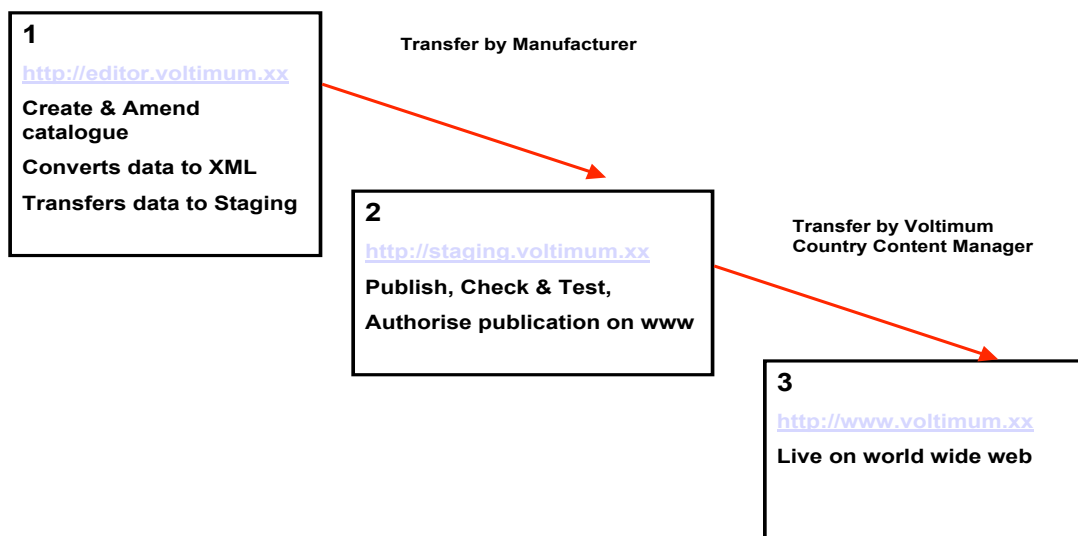
1. Think as an end user.
2. Keep the number of clicks the user needs to make to browse through to product level to a minimum, 5 clicks is a guideline.
3. Use the available Voltimum Search Tools (List, Discover, Assistant) to give advice, inform and guide, the user through your product families.
4. Use links and options to help the user find his project solution.
5. Keep image sizes to a minimum to help reduce download time (2.50 KB (2,500 bytes)) but maintain the quality.
6. Enrich your catalogue with downloadable attachments.
7. When deciding product and family layouts keep a similar theme throughout your catalogue or you will confuse the user.

2.2 Steps to creating a product catalogue on Voltimum (see diagram overleaf)

1. Decide to which Voltimum Macro Family or Family your range belongs and create your Product Hierarchy (it may be helpful to use the excel spreadsheet in Appendix II to this document)
2. Identify the search tools to be used at each level in your catalogue
3. Identify the templates to be used for Families and Products
4. Collect data required – Images, attachments and long descriptions.
5. Input the data using the VoltiEditor (see next chapter)
6. Test and preview using the pre-check tool in the VoltiEditor



Once prepared, the catalogue is transferred onto a 'Staging' Platform before being published on the World Wide Web as follows



3. VOLTIEDITOR - VOLTIMUM'S CATALOGUE CONTENT MANAGEMENT TOOL

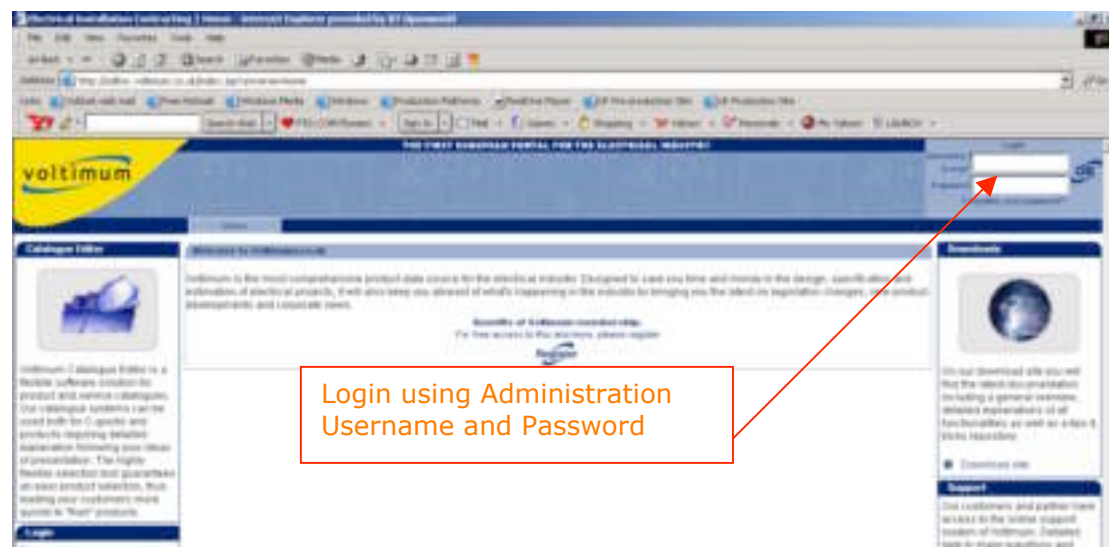
The VoltiEditor, launched in early 2004, is a user-friendly catalogue management system, which allows the user to create, view, amend and deliver catalogue content to Voltimum.

3.1 Getting Started

To gain access to the Volti-Editor, type the address http://editor.voltimum.country_extension (eg .fr, .it, .de, .co.uk, .es, .se).

You must then log in using your brand administration username and password. (If you have not already got an administration username and password, contact the Voltimum Portal Content Manager in your country).

Each manufacturer's brand has its own three-letter ID, which will be issued by your Country Content Manager. In Appendix III you will find an up-to-date list of the Brand Ids currently in force in Voltimum.



Once logged in, the homepage universe bar changes giving the User 5 Options:

- Home
- Catalogue Manager
- Editor
- Preview
- Administration (only relevant for Voltimum Country Content Manager)

Always start by going to Catalogue Manager!!!!

3.2 Catalogue Manager

Introduction

Within Catalogue Manager, there are 4 sub-functions :

1. Select a catalogue,
2. Import,
3. Publish
4. Export

The '**Select a Catalogue**' function allows the administrator to

- a. specify which **type** of catalogue he wants to or amend (from the Product, Catalogue, Library or Services Universe)
- b. specify which **brand** he wants to work on
- c. amend the **default view** of the product classification that will be seen on the home page (expanded or collapsed)

It also allows the user to create a catalogue from scratch by clicking on the 'New' button.

The '**Import**' function allows the administrator to import an existing catalogue from Voltimum's Staging or Production platforms in order to amend or edit it

'Publish' loads the catalogue onto the Staging Platform to enable the Administrator to view his/her work before going live.

'Export'

converts the catalogue data from the Editor database to XML format. This is stage before publishing on the Staging Platform. All data must be in XML format to be loaded. The Administrator can also use Exported XML data as a back-up of the latest version of the catalogue.

3.2.1 Select a Catalogue

Before you can create a new catalogue, ensure that the Country Portal Content Manager has created a 3-character Brand ID for your product range. (See Appendix III for current listing of Brand IDs).

2 Select Catalogue Type
then select Brand

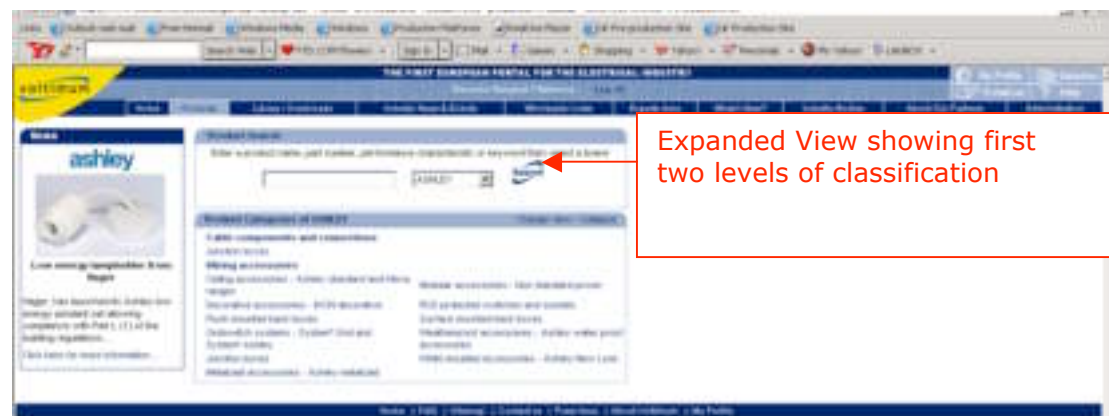
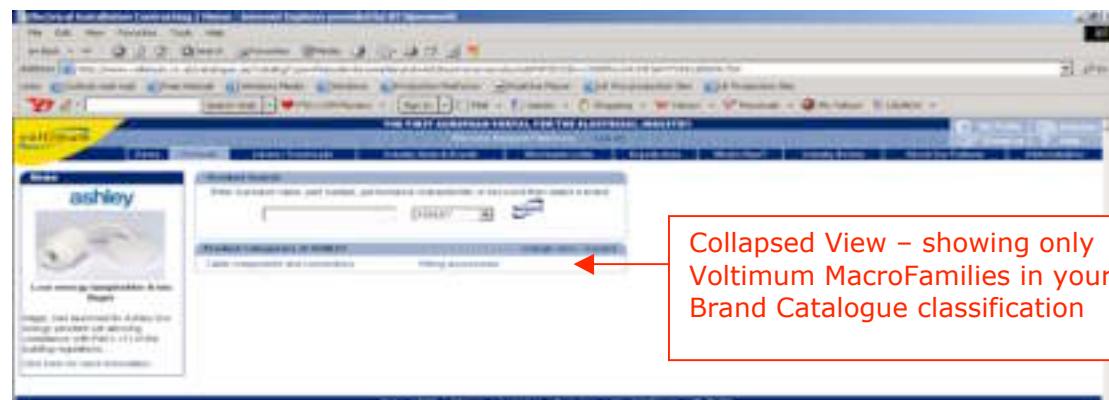
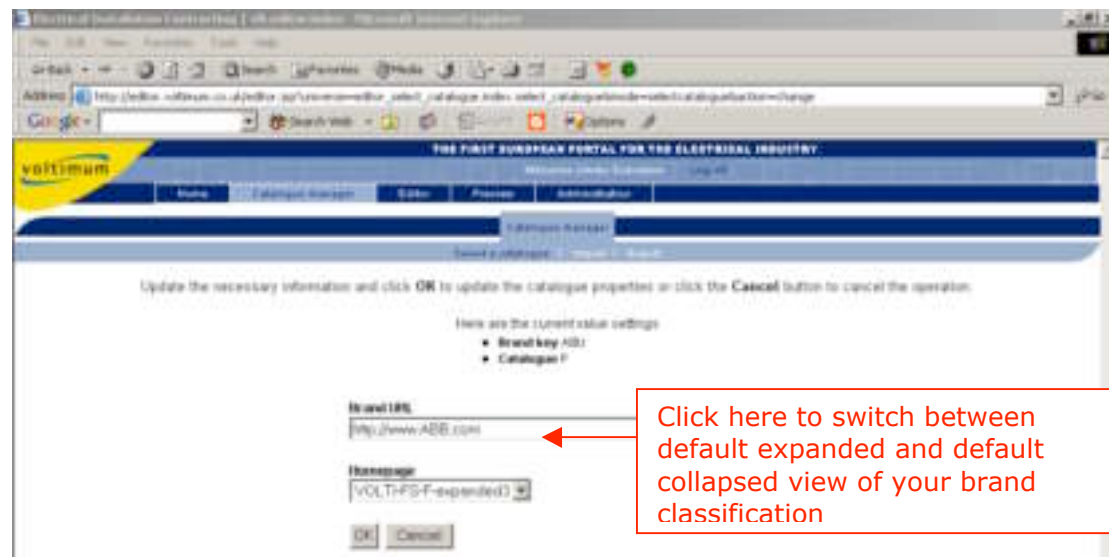
The screenshot shows a web browser window displaying the Voltimum website. The page title is 'THE FIRST EUROPEAN PORTAL FOR THE ELECTRICAL INDUSTRY'. The navigation bar includes links for 'Home', 'Catalogue Manager', 'Edit', 'Print', and 'Administration'. The main content area is titled 'Add a new catalogue' and contains the following form fields:

- Catalogue type:** A dropdown menu with options: Products, Libraries, and Services. The 'Products' option is selected.
- Brand name:** A dropdown menu with options: AED, AMU Research, ANEW, Action Energy, and AMWBB. The 'ANEW' option is selected.
- Brand ID:** A text input field.
- Homepage:** A dropdown menu with the option: VOLTIFIS-Dynamic.

At the bottom of the form are 'OK' and 'Cancel' buttons. A red box on the left side of the image contains the text '2 Select Catalogue Type then select Brand', with two red arrows pointing to the 'Catalogue type' and 'Brand name' dropdown menus respectively.

Once you have made your initial selection, the 'Change Properties' button will appear allowing you to change some basic settings of the Brand catalogue.

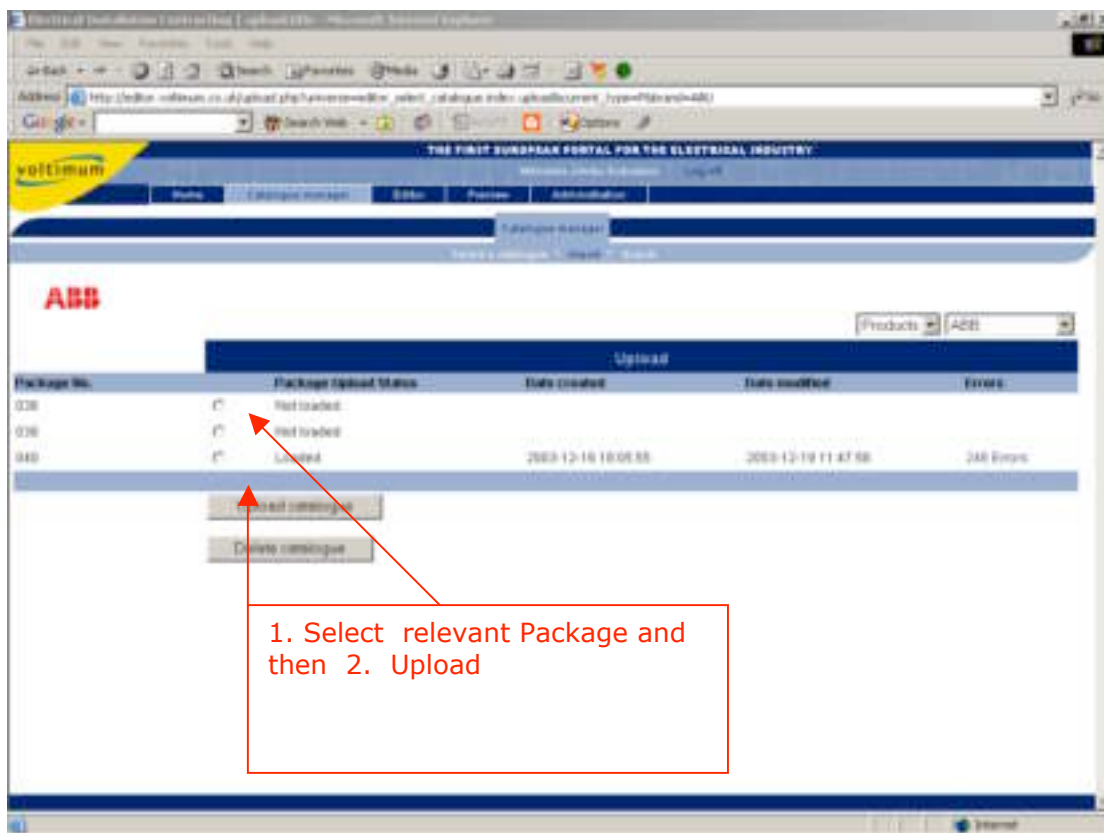
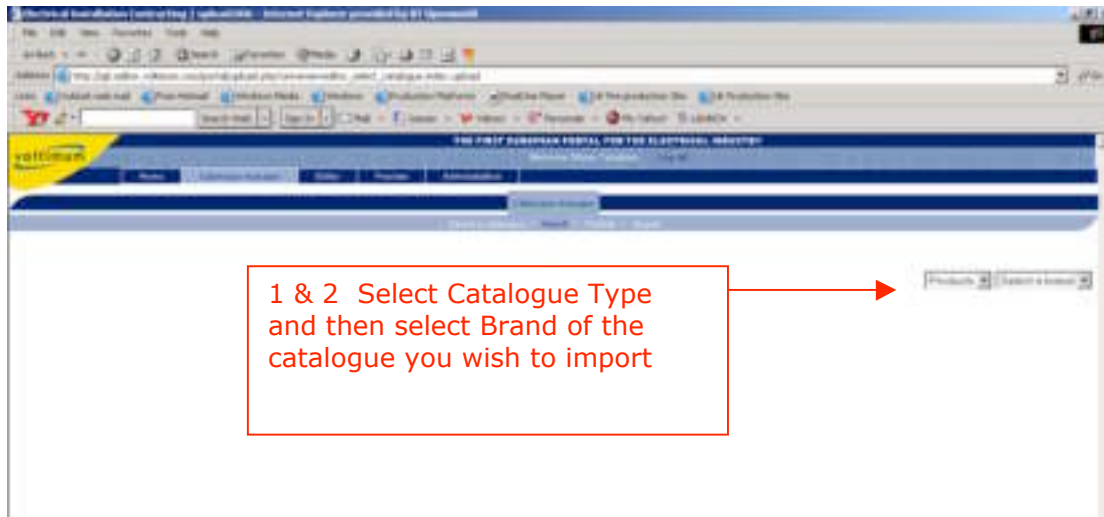
The 'Change Properties' button enables you to switch from expanded to collapsed (dynamic) view



Having selected the catalogue with which you wish to work, you can now go to the Editor function to start creating/amending your catalogue.

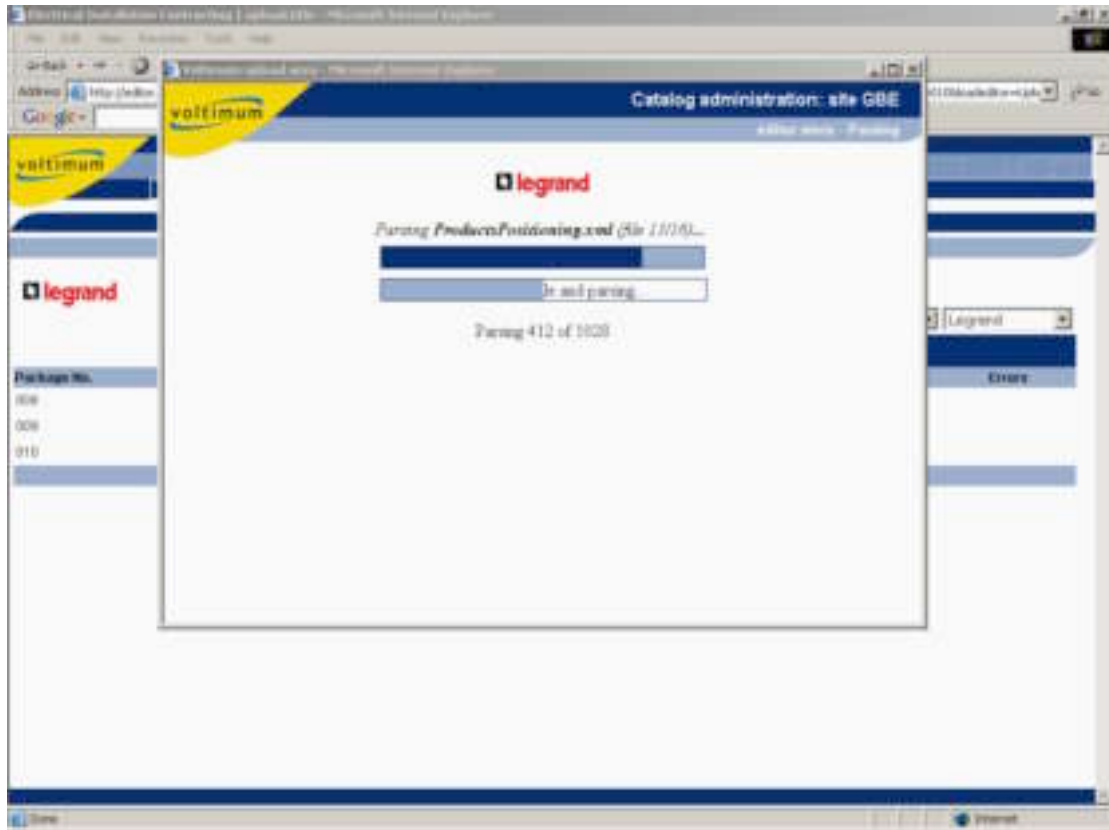
3.2.2 Import

The 'Import' function allows the administrator to import an existing catalogue from Voltimum's Staging or Production platforms in order to amend or edit it



The Delete button removes the catalogue from the VoltiEditor

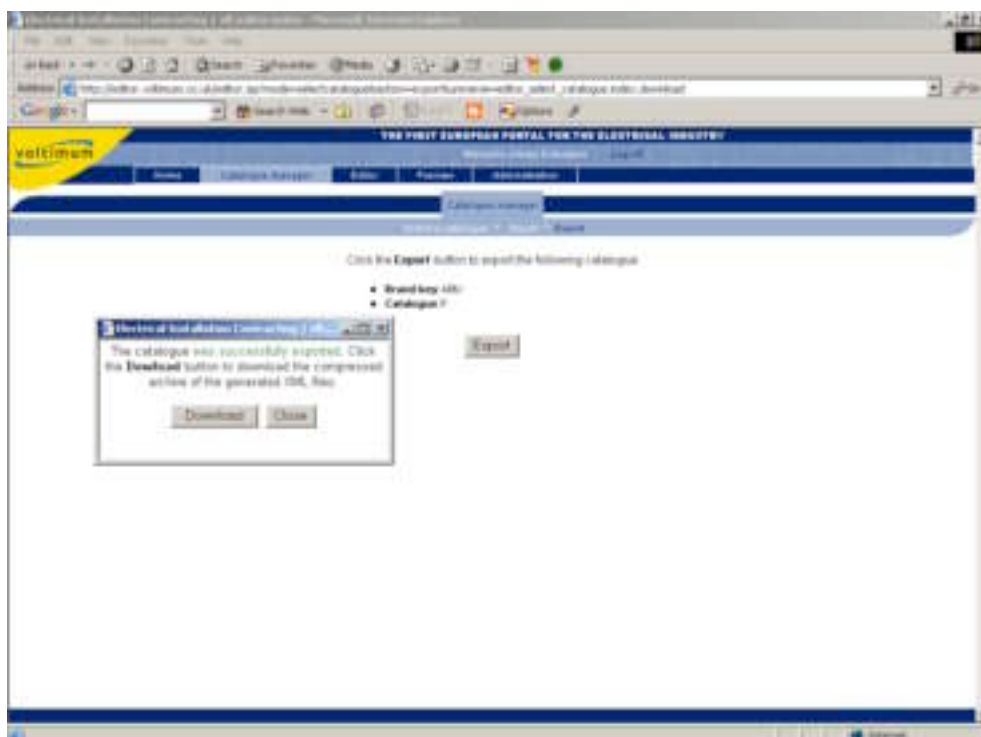
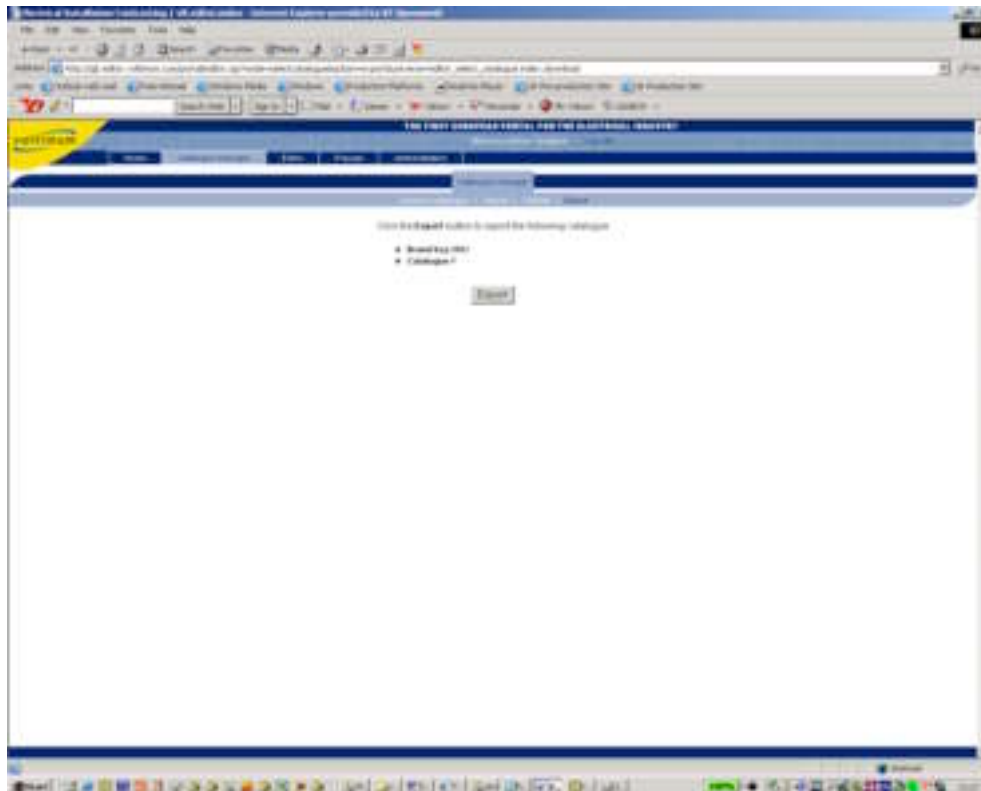
Once you launch the Upload, a pop-up will appear showing you the progress of the Import.



3.3.3 Export

This Function converts the catalogue data from the Editor database to XML format. This is the stage before publishing on the Staging Platform. All data must be in XML format to be loaded.

The Administrator can also use Exported XML data as a back-up of the latest version of the catalogue.



3.3.4 Publish

This function automatically creates a new 'package' from the now updated Editor Platform and copies this new 'package' onto the staging platform. It gives the package a number which is the next in sequence from previous packages.

3.3 Editor

There are 8 functions in the Editor.

1. Voltimum Hierarchy
2. Brand Hierarchy
3. Products
4. Product Positioning
5. Template Edition
6. Product Association
7. Attachments
8. Keywords

In the **Voltimum Hierarchy** the Administrator decides to which of the shared macro-families and families of Voltimum his product offering should be attached. There are approximately 30 macro-families and 220 families.

Brand Hierarchy is where the administrator defines the complete catalogue tree for his brand

Products is where the detailed product information is entered.

Product Positioning is where the detailed product information is linked to the various branches of the catalogue tree at the bottom level of the catalogue.

Template Edition enables the user to choose and define which of the template designs he will use for his catalogue. (Seven Product Family designs and Four Product designs are possible.)

Product Association is where the administrator can link products and ranges to one another.

Attachments Photographs, documents, downloads of all sorts are defined in this section.

Keywords is where the administrator creates a series of keywords which will form a drop-down menu in the Search Engine to help the user find the appropriate product or range.

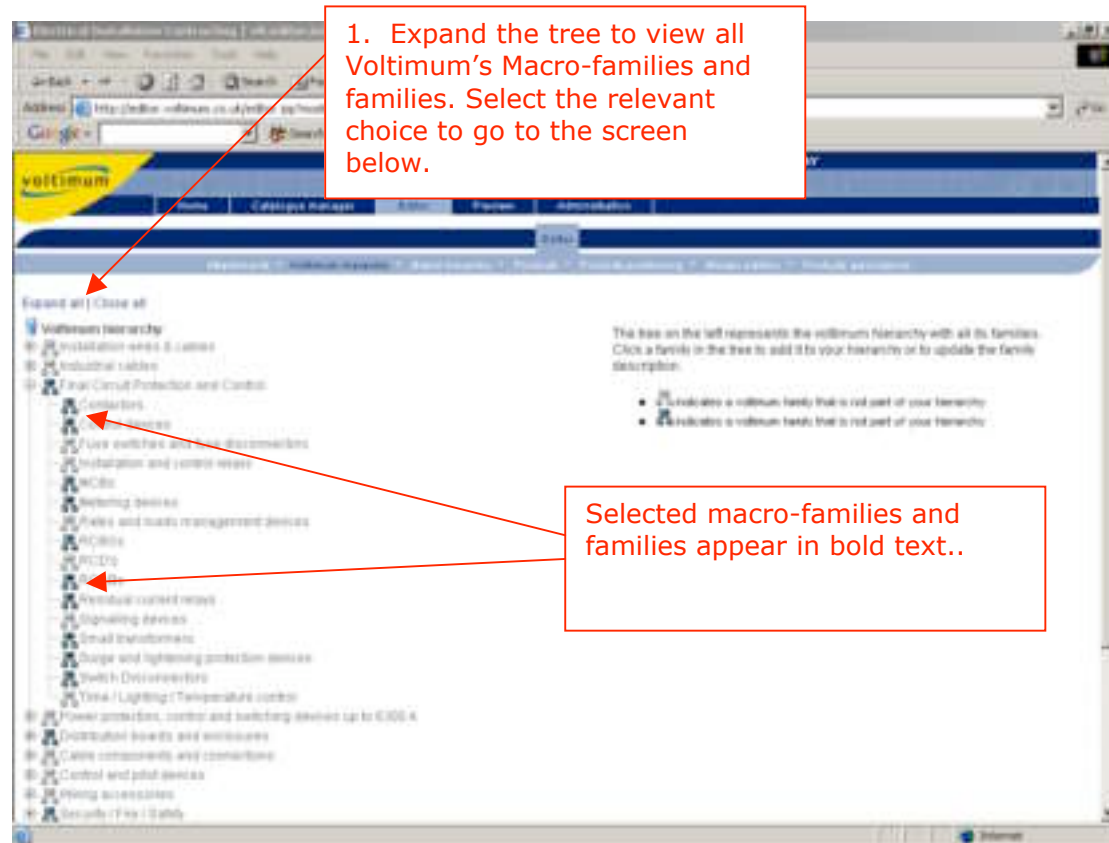
If you open the Editor before having gone to the 'Select a Catalogue' function, this error message will appear.

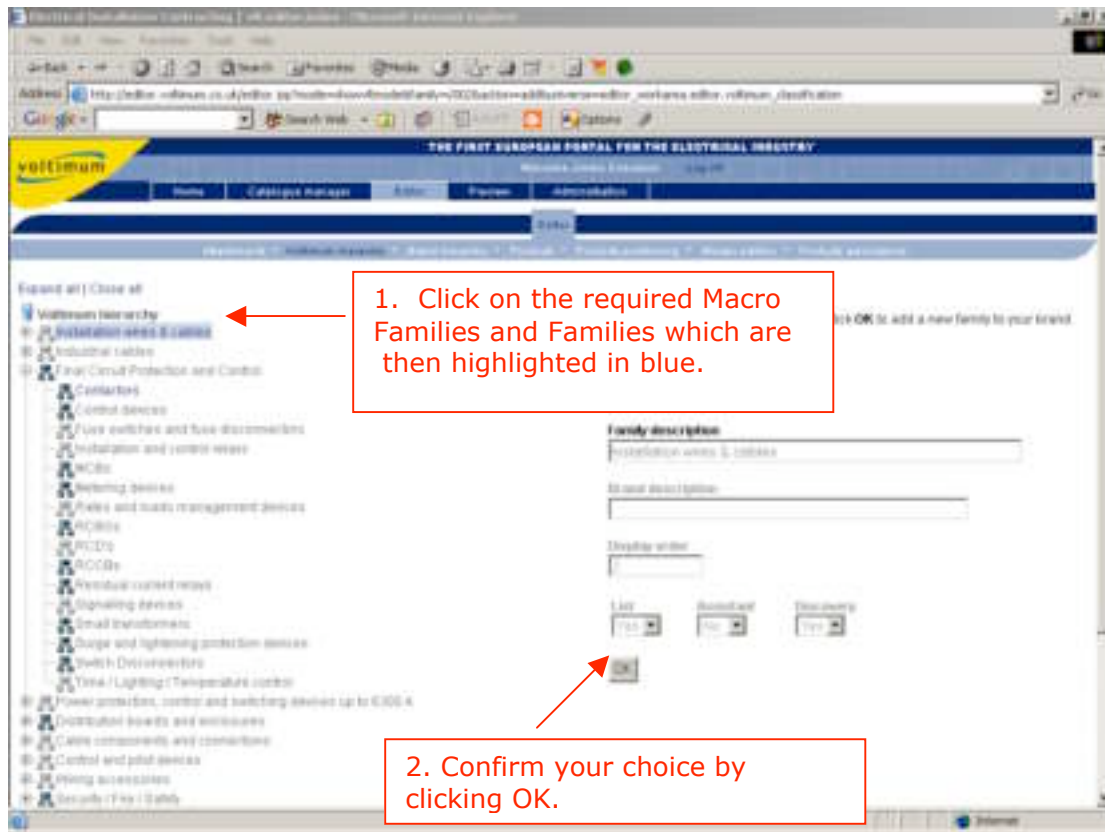


3.3.1 Voltimum Hierarchy

In the **Voltimum Hierarchy** the Administrator decides to which of the shared macro-families and families of Voltimum his product offering should be attached. There are approximately 30 macro-families and 220 families.

It is possible to attach the brand family to more than one Voltimum Macro-family or family.





Boxes on the right of the screen above are as follows:

Family ID: Numeric code of Voltimum Macro-families and families – cannot be altered

Family Description: Pre-set Voltimum Descriptions – cannot be altered

Extended Brand Description: this field enables the user to add his Individual Product Range names to the existing Voltimum classification. This extended name will appear on the search path and in the cascade.

Display Order No: Allows the Administrator to select or change the order in which the Voltimum Product Families appear once the user is within the brand universe. If no value is added here, then the Voltimum default order will be used.

List / Assistant / Discovery

List is the first of 3 tools which help the user navigate through the various levels of the catalogue. The others are Assistant and Discovery.

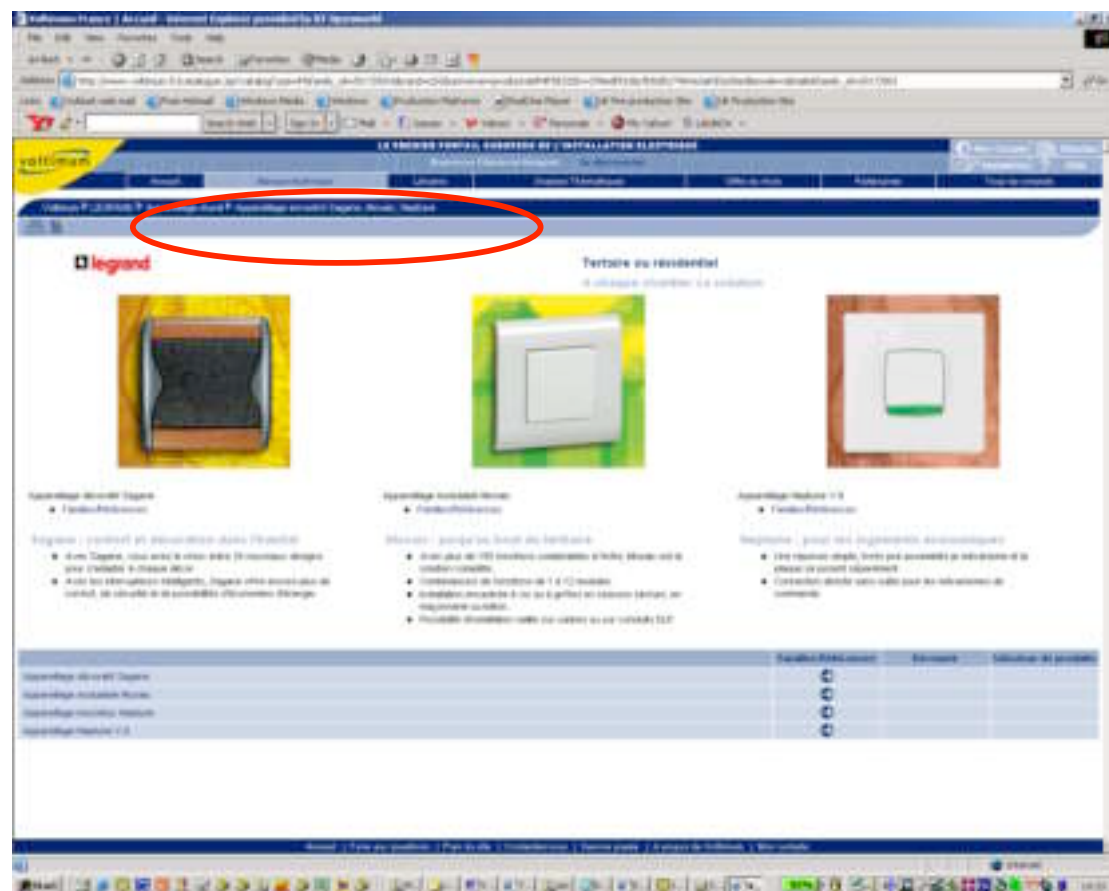
List : If 'yes' is chosen, the user will continue to see lists of options until the next level of the tree.

If 'no' is chosen, the user is automatically stopped in his navigation through the catalogue. In this case, it is important to specify yes for either Assistant or Discovery or both (see below).

Discovery: the administrator can use this tool to present the Voltimum Macro-family or family with a very attractive template. In the example below, Legrand has extended the Voltimum Family Name by adding its own range names and presenting this range using a 3-column template.

We strongly recommend that you consider this option when creating your catalogue as it reduces the number clicks for the user and allows you to differentiate your company at an early stage in the navigation.

Select 'yes' to use this option



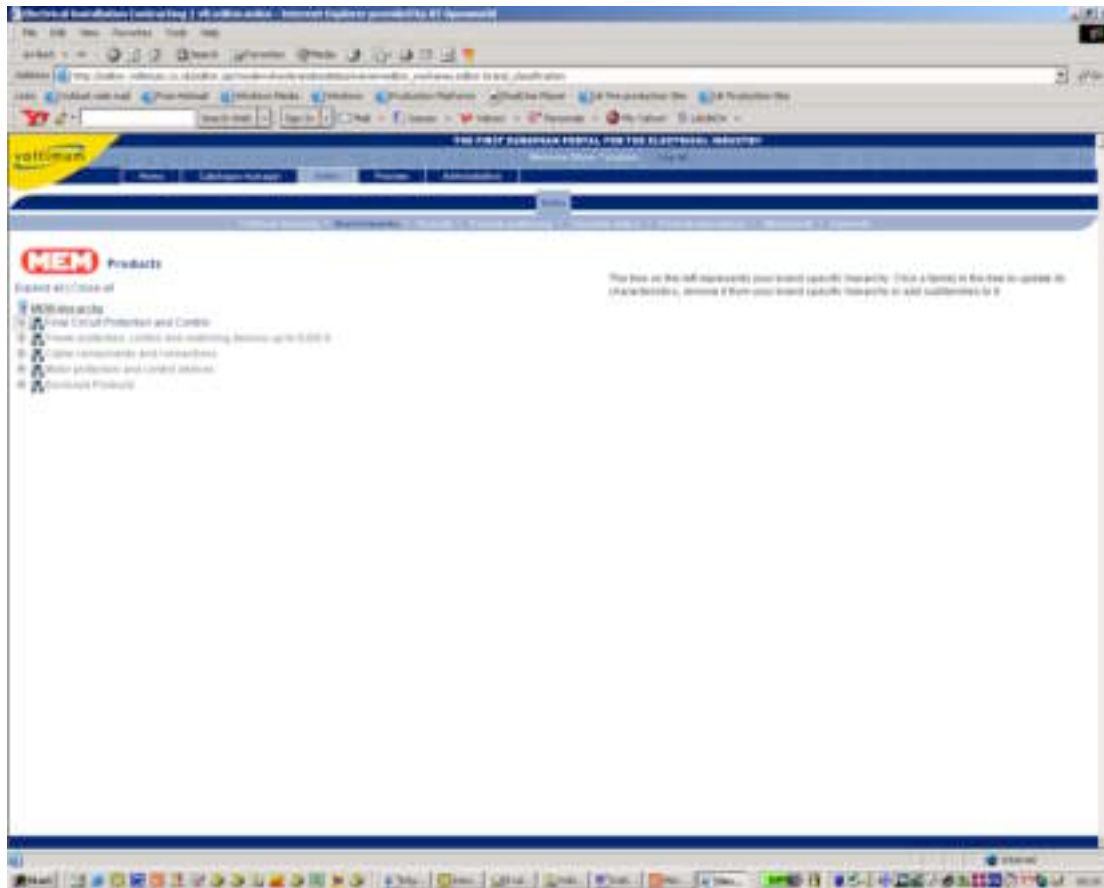
Assistant: not very important at this level.

Having made your selections click on the 'Brand Hierarchy' function in the bar on the top of your screen.

3.2.2. Brand Hierarchy

Brand Hierarchy is where the administrator defines the complete catalogue tree for his brand

Clicking on **Brand Hierarchy** will present a screen which only contains the Voltimum Macro-families and families previously selected in the Voltimum Hierarchy area.

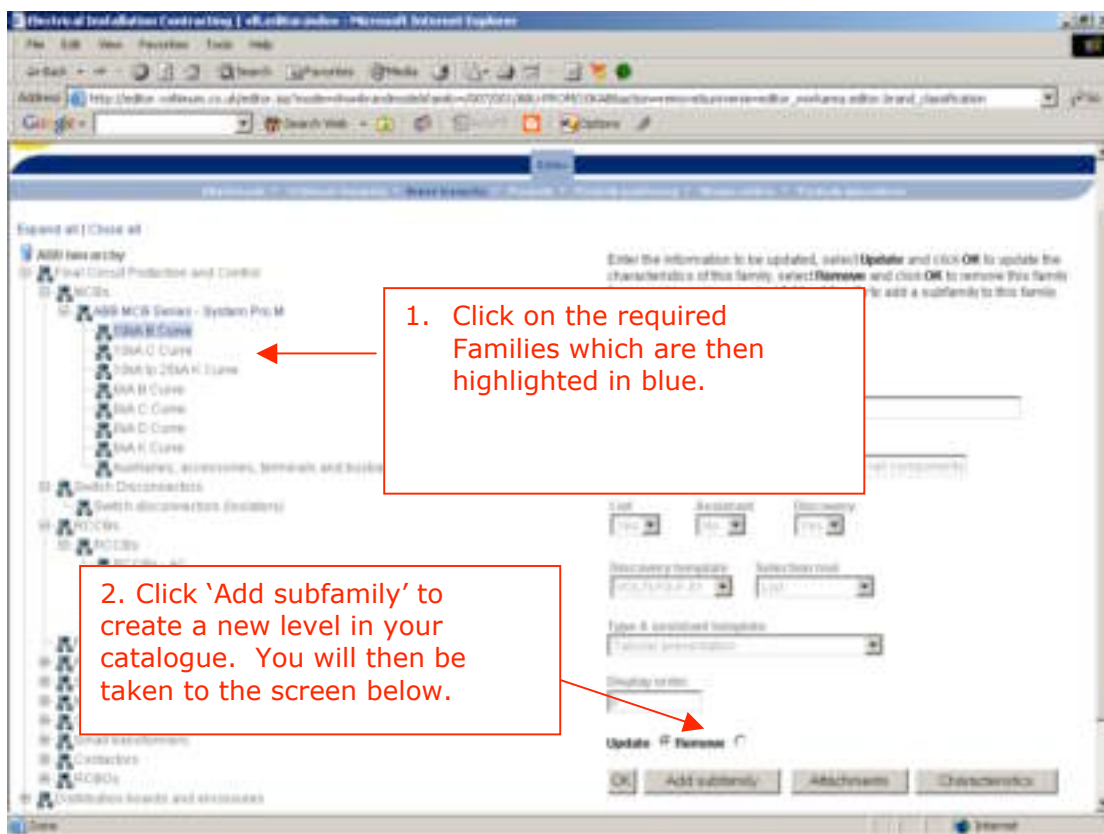


Having identified and defined the relevant areas of the Voltimum shared classification, we will now enter the 'Brand Universe' and start to create our family tree.

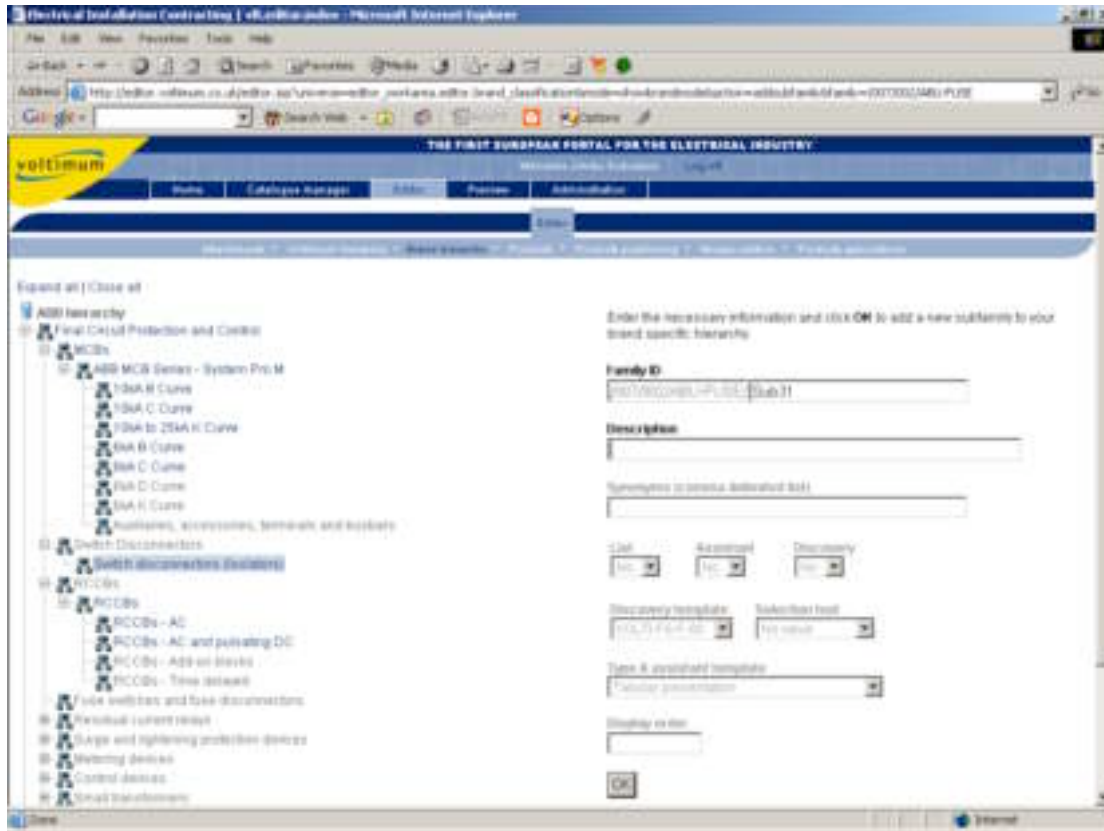
Defining the Brand Hierarchy or Brand Tree is an extremely important task and should be undertaken by someone with a clear understanding of the product range and the needs of the end user such as a Product Manager or Marketing Manager.

The principles are simple:

1. Select the family with which you wish to start
2. Click on the 'Add (sub)family' button



21- Editor - Brand hierarchy (Update)



Boxes on the right of the screen above are as follows:

Family ID: This is divided into two sections. The first is preset and reflects your choice from the previous level in the catalogue tree. It cannot be amended.

The second box is an obligatory field. It will contain the ID of the new family/range you want to create. We advise you to use an easily recognizable description of the range as this helps avoid confusion as you create further levels of your product tree. This field never appears to the end user. It can be alphanumeric and it can contain spaces.

Description (Hierarchy Level Name): Obligatory field. Max 50 characters. Alphanumeric.

Short name of the family or range. It will be displayed in the search path and in the cascade. This field will be used by the Search Engine.

This appears as the title on the Family Page if the Default Template is used.

Synonyms: Optional Field. This field will never be visible to the end user. However, it is very important as it is used by the Voltimum Catalogue Search Engine. This is a comma-delimited field to enable multiple synonyms. Up to 240 characters can be used. (Insert all words, separated by a comma, which may be used by an end user when searching for your products. Don't forget to enter mis-spellings and commonly used abbreviations.)

List/Assistant/Discovery: These are 3 tools which help the user navigate through the various levels of the catalogue. The others are Assistant and Discovery.

List : If 'yes' is chosen, the user will see the ranges in the next level of the catalogue in a list format.

If 'no' is chosen, the user is automatically stopped in his navigation through the catalogue. In this case, it is important to specify 'yes' for either Assistant or Discovery or both (see below).

Discovery/Find out more (Optional Field): the administrator can use this tool to present the Brand family using one of the Voltimum family templates. You must now select which template you will use to best present your range(s). this is done by selecting from the 'Discovery Template' drop-down menu below.

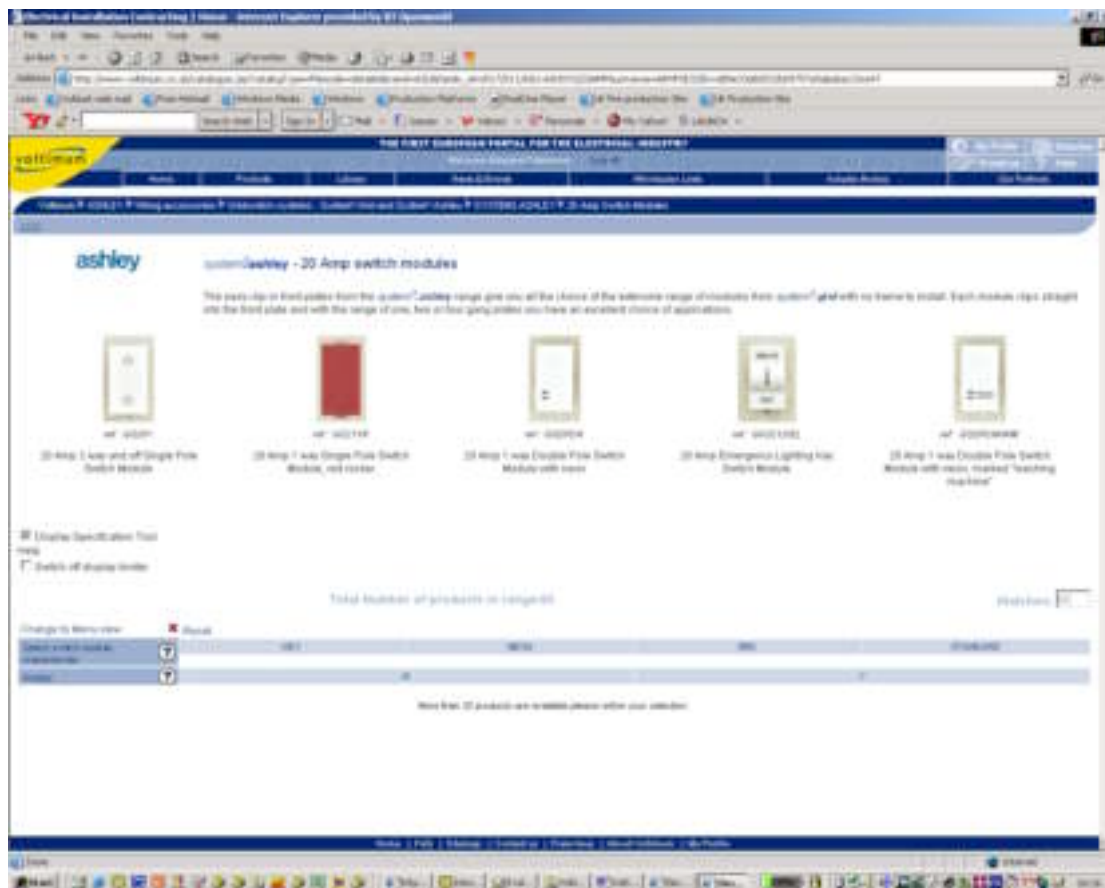
Discovery Template (Optional Field):

See Appendix IV – Voltimum Catalogue Templates - Description

Selection (Specification) Tool (Optional Field):

If the Administrator has chosen to use the Discovery/Find out more template. He can then select from a number of options to add to the information shown in the template. These options are:

1. No value: only shows the basic template
2. Assistant: adds the specification tool to the bottom of the template
3. List: adds a list of the next levels in the catalogue to the bottom of the template
4. Assistant & List: gives the user a view which shows the Assistant at the bottom of the template as default but offers the choice to switch to List view.
5. List & Assistant: gives the user a view showing the list of the next levels of the catalogue as default but offers the choice to switch to Assistant view.



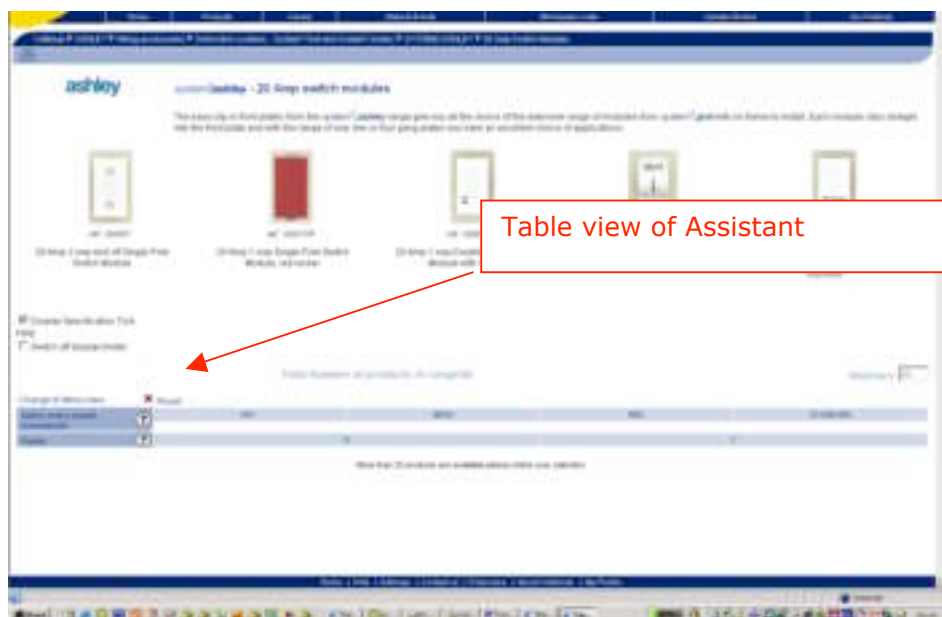
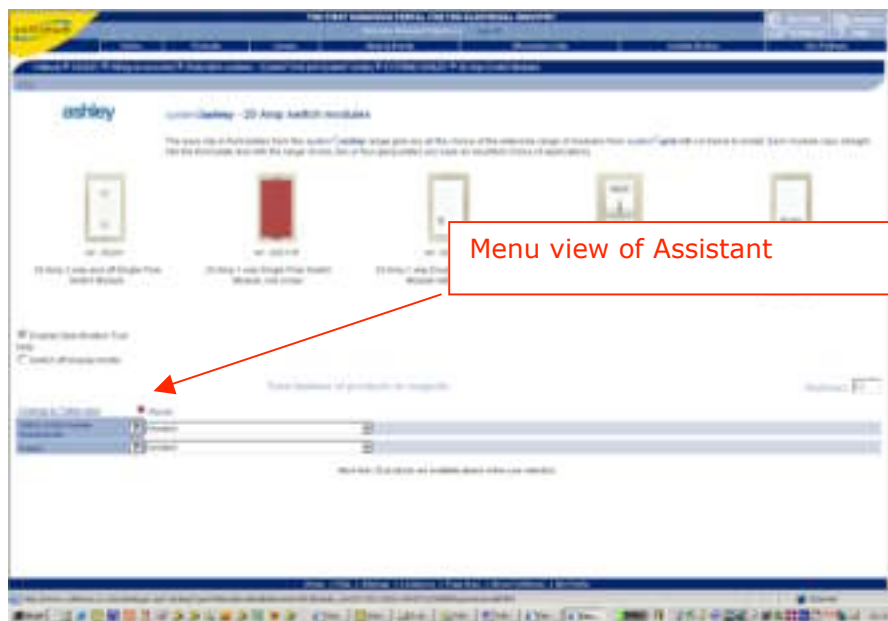
In the case above, the Administrator has chosen 'Assistant' to be displayed below the Discovery Template.

Assistant Template (Optional Field)

The field allows the administrator to choose how the user will view the Specification Tool (Assistant). This can be viewed in 2 different ways:

1. Tabular presentation: ideal when there are relatively few choices within each characteristic. Information is presented in a table format.
2. Menu presentation: a dropdown menu which is ideal when there is a long set of choices within each characteristic.

By choosing 'Tabular Presentation & Menu Presentation' the user is allowed to switch between the two views above.



Display Order (Optional field)

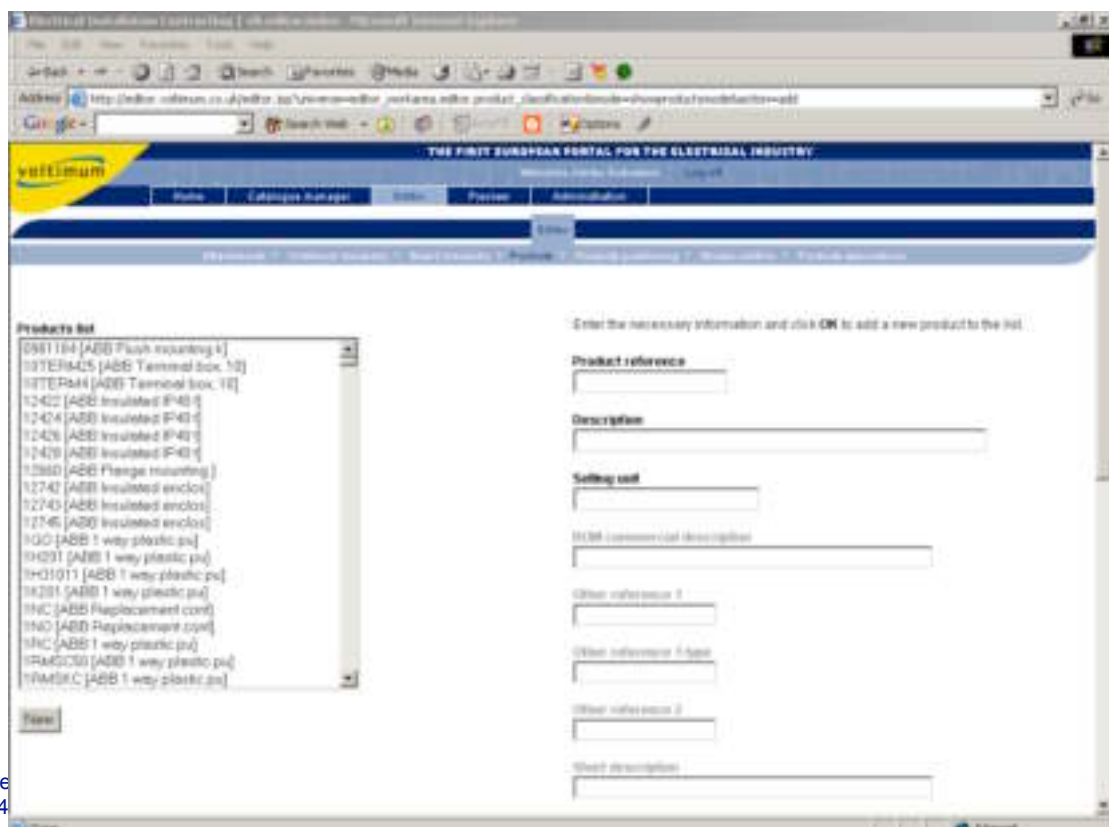
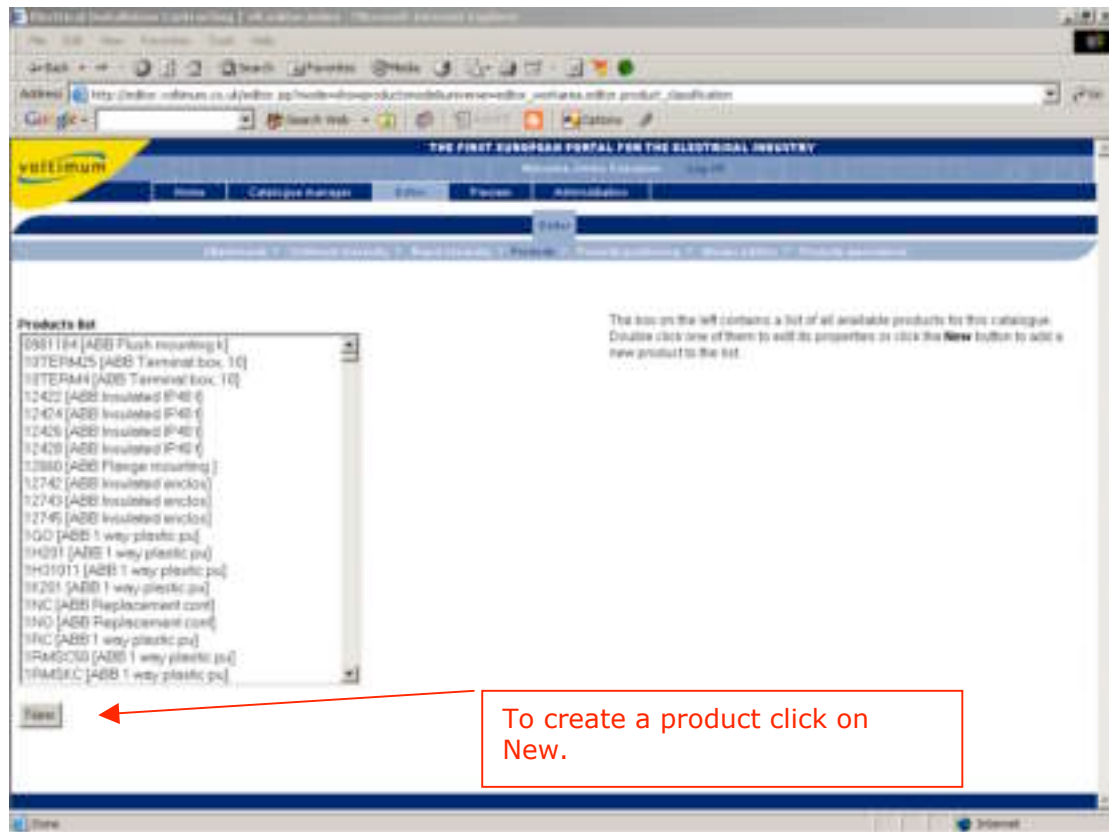
Use this field to specify the order in which the ranges will appear in the cascade. Default order follows the Family ID (alphabetical or numerical order)

The tree has now been created and you can now start adding products by clicking on the products function on the Editor navigation bar.

3.3.3. Products Function

-This function is the area where you define and describe your products. They are stored in a separate table to the catalogue tree and you will link them together afterwards using the Products Positioning function.

To create a product click on the new button



You must then fill in the following fields to define the product:

Product reference: This is the unique code for a product in a brand

Description: (commercial designation): short commercial description of the products – product label, product name, this field is used in the product template and reference lists.

Selling units: the minimum selling unit for the product e.g. .each, 1 box of 25, 1 reel of 500 meters etc....

BOM commercial designation: Short commercial description used only in the BOM when a user creates a Request for Quotation. If the field is not completed the commercial designation as described above is used.

Other reference 1 and Other reference 1 type: you can use another reference here for the product and a description for the product – these two fields will be displayed on top of the product data sheet

Other reference 2: This field is for EAN codes.

Short description: HTML short description of the products. The short description is displayed when the user is viewing a sub-family product list and selects short text . This opens a small pop- up window with contents of this field.

Product standard packaging: (Olivier to complete)

Product minimum standards packaging: Product Minimum number of selling units deliverable

Conversion rate: Number of selling units per standard unit. 1 by default.

Example of two products

- P1 is sold in a 50 m roll for 50 GBP a roll.
- P2 is sold in a 2000 m roll for 16000 GBP a roll.

By defining the Standard pricing unit "for 1000 m" for those two products the price display in the product datasheet will be as follows :

Example of two products, the standard pricing unit is 1000 metres.

Product reference	Selling Unit	Selling unit price	Conversion rate
P1	Reel of 50 m	50 GBP	20
P2	Reel of 2000 m	16000 GBP	0,5

The number of Selling Units per Standard Pricing Units. 1 by default.

Example of two products

- P1 the user wants 1000m.
- P2 the users wants 35 units.

Product reference	Selling Unit	Price per selling unit	Conversion rate
P1	50 metre Roll	£50	20
P2	Pack of 10off	£7.28	4.1

Price per Selling Unit x quantity required / conversion rate = Price to pay

Part Allowed Part of selling unit allowed (O/1C)

Indicates if the selling unit can be divided into smaller quantities.

- Y = Yes N = No

Default value is N.

New product : Adds the word 'New' to the product list as shown in the example below

- Y = Yes N = No

Default value is N

10kA Type B - Single Pole					
S271B6	10kA Type B - 6A with Single Pole	NOUVEAU	7.28 GBP for a pack of 10	↩	→
S271B10	10kA Type B - 10A with Single Pole		6.68 GBP for a pack of 10	↩	→

Directly sold: When the manufacturer sells the product directly to the customer

Product validity start date: The date from which the product information is valid.

Breakpoint Header text of the break points associated with the product. This text will be used in the product list and helps break up a large list of sub-families or products. As shown below for a sub-family of products.

Reference	Product	Price	Price start	Price end	Options	Image
10kA Type B - Double Pole						
127188	10kA Type B - 6kA with Double Pole	20.90 GBP				
127189	10kA Type B - 15kA with Double Pole	18.20 GBP				
127190	10kA Type B - 13kA with Double Pole	18.20 GBP				
127191	10kA Type B - 16kA with Double Pole	18.20 GBP				
127192	10kA Type B - 20kA with Double Pole	18.20 GBP				
127193	10kA Type B - 25kA with Double Pole	18.20 GBP				
127194	10kA Type B - 32kA with Double Pole	19.20 GBP				
127195	10kA Type B - 40kA with Double Pole	20.90 GBP				
127196	10kA Type B - 50kA with Double Pole	21.90 GBP				
127197	10kA Type B - 63kA with Double Pole	21.90 GBP				
10kA Type B - Single Pole						
127198	10kA Type B - 6kA with Single Pole	7.20 GBP for a pack of 10				
127199	10kA Type B - 15kA with Single Pole	6.80 GBP for a pack of 10				
127200	10kA Type B - 13kA with Single Pole	6.80 GBP				
127201	10kA Type B - 16kA with Single Pole	6.80 GBP				
127202	10kA Type B - 20kA with Single Pole	6.80 GBP				
127203	10kA Type B - 25kA with Single Pole	6.80 GBP				
127204	10kA Type B - 32kA with Single Pole	6.80 GBP				
127205	10kA Type B - 40kA with Single Pole	7.20 GBP				
127206	10kA Type B - 50kA with Single Pole	7.80 GBP				
127207	10kA Type B - 63kA with Single Pole	7.75 GBP				
10kA Type B - Triple Pole						
127208	10kA Type B - 6kA with Triple Pole	20.90 GBP				
127209	10kA Type B - 15kA with Triple Pole	18.20 GBP				

Break Points

Templates: See Appendix IV

Currency: Currency of the catalogue list price use

To be specified with ISO-codes.

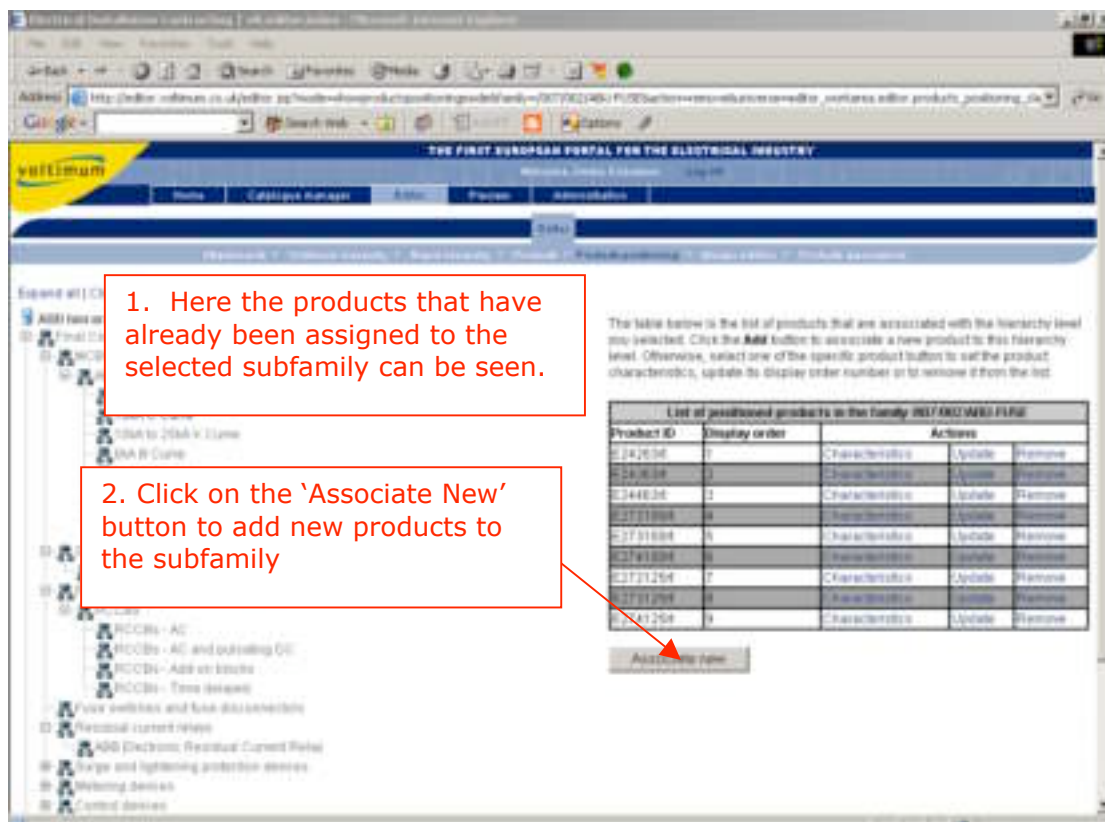
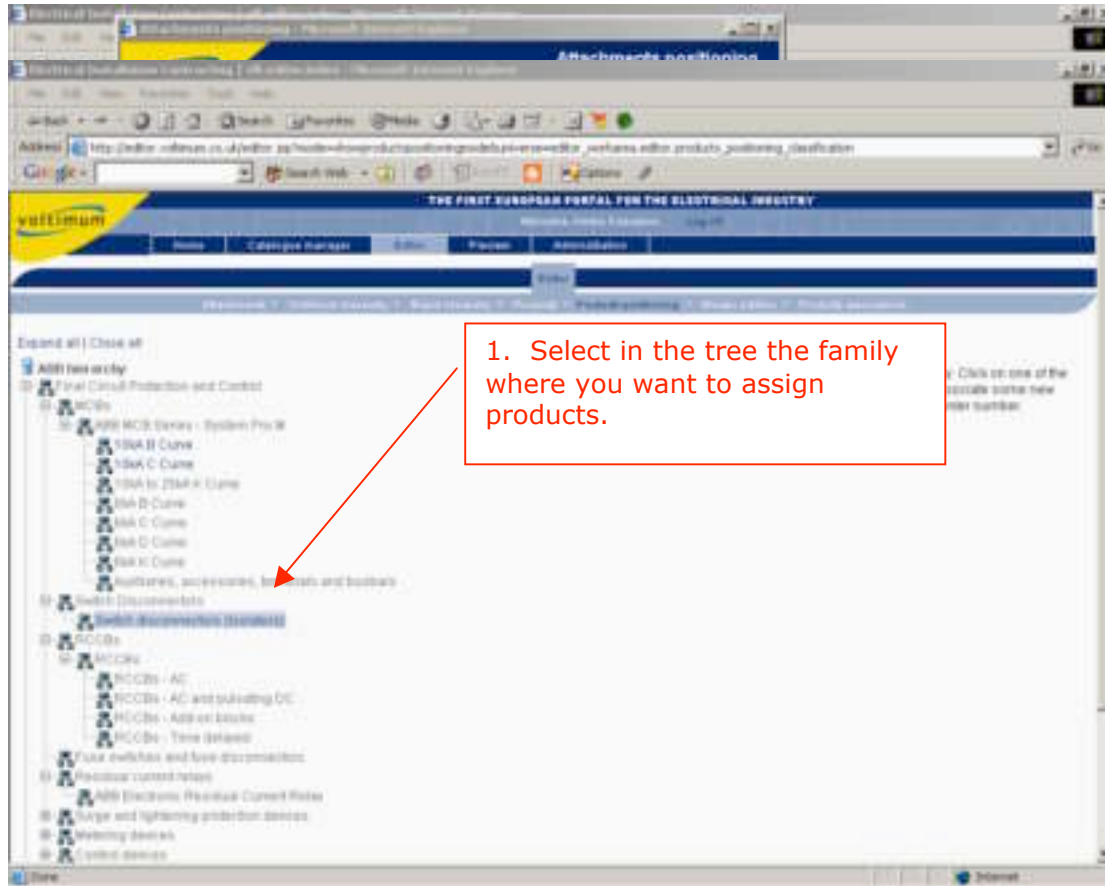
- EUR for Euros
- GBP for UK
- SEK for Swedish Krona

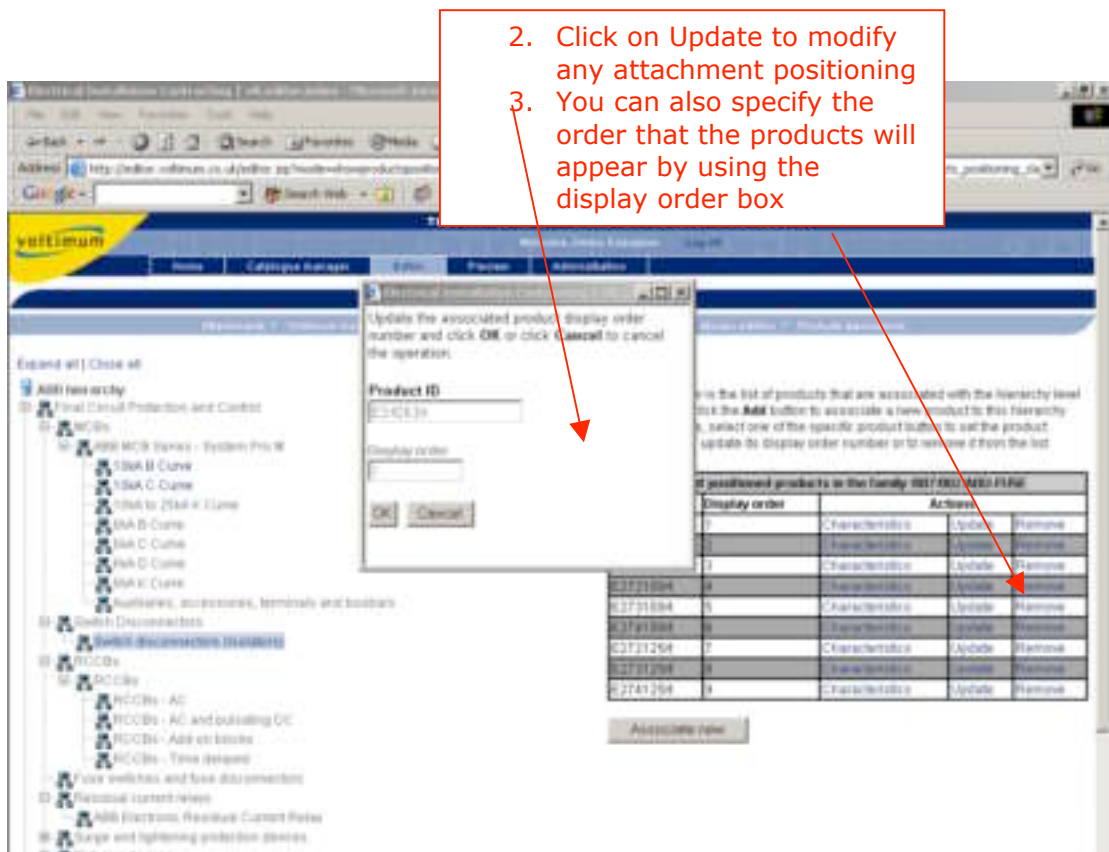
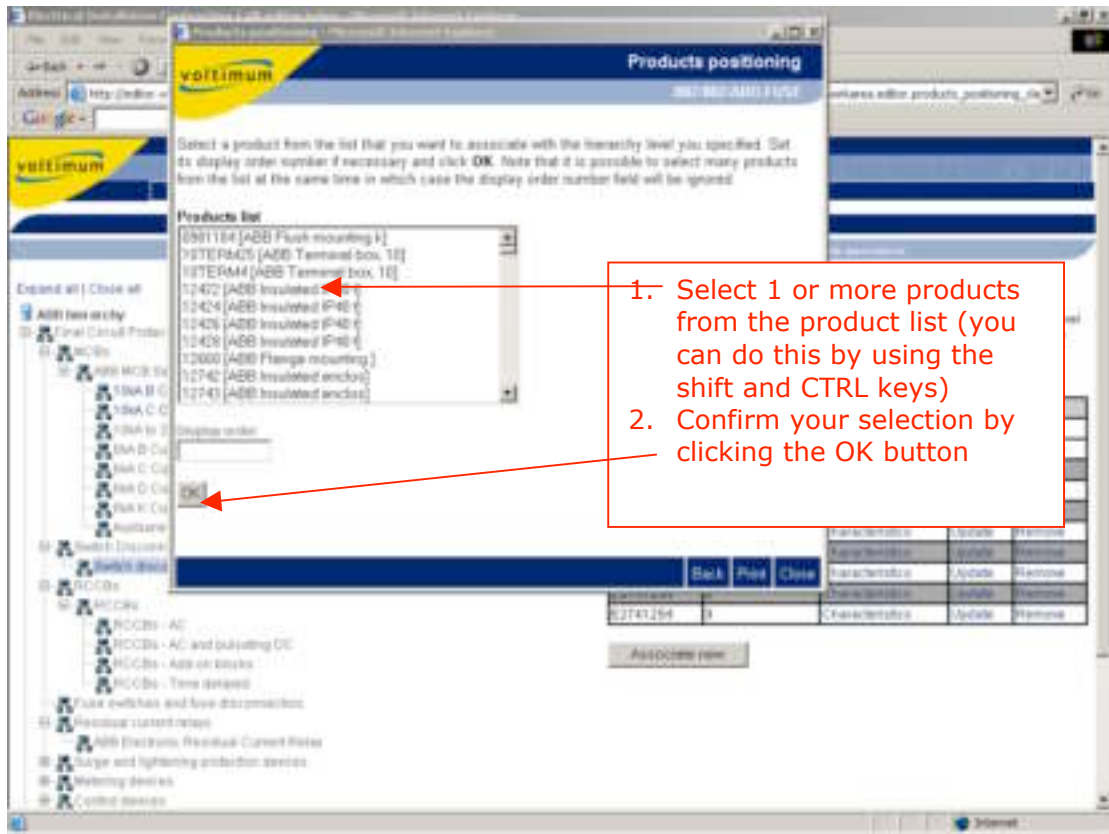
Price: This must be the manufacturer's trade price before tax, catalogue list price MUST be specified for one selling unit.

Price start validity date: This is when the price is valid from

3.3.4 Product positioning function

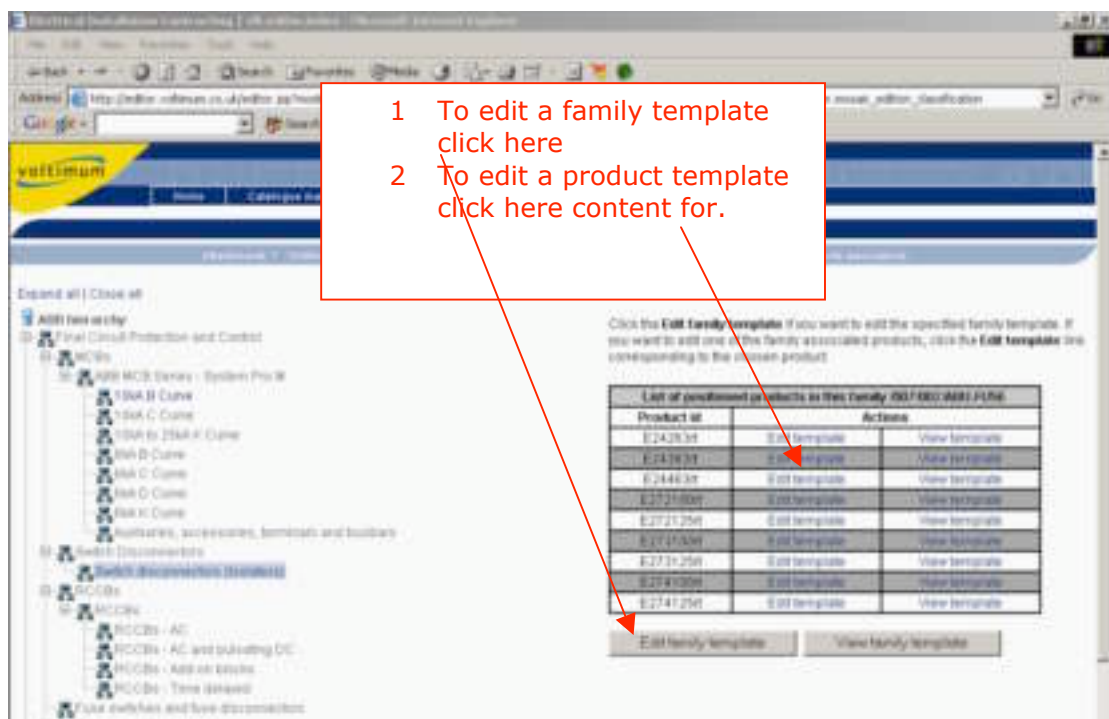
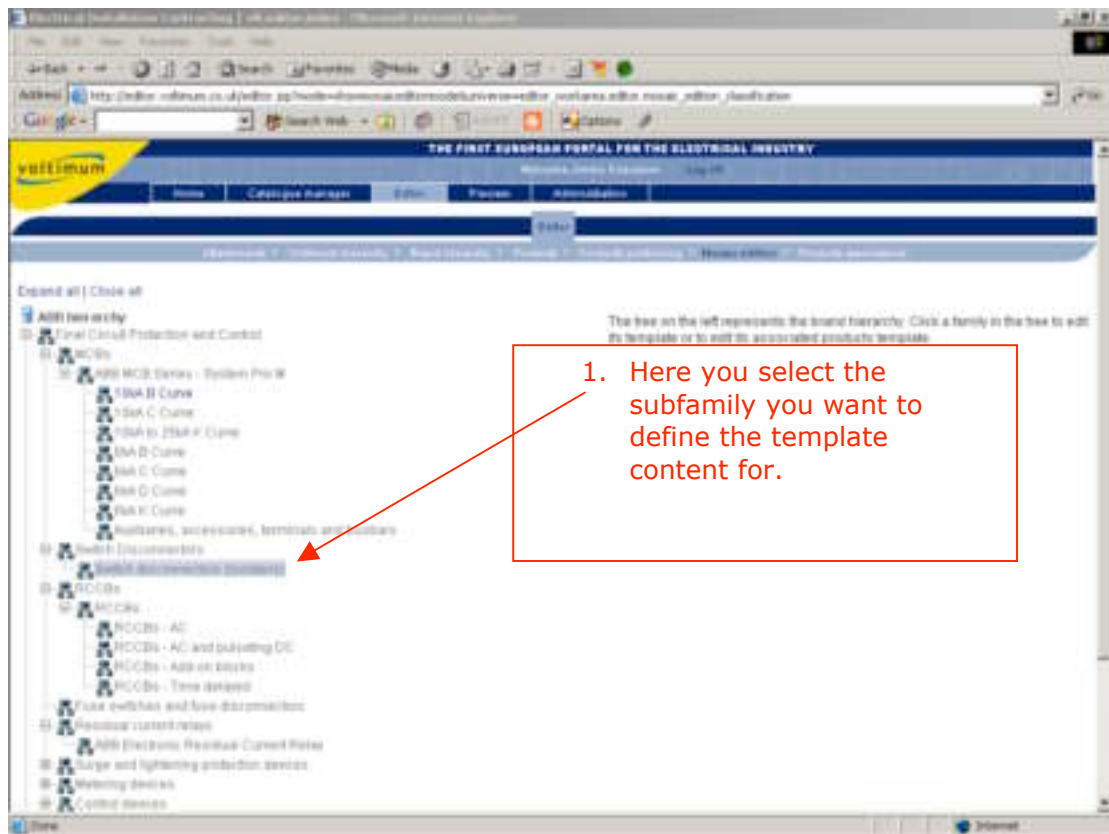
Once you have created your products using the products function link them to your tree using the product positioning function. Select the Product Positioning function



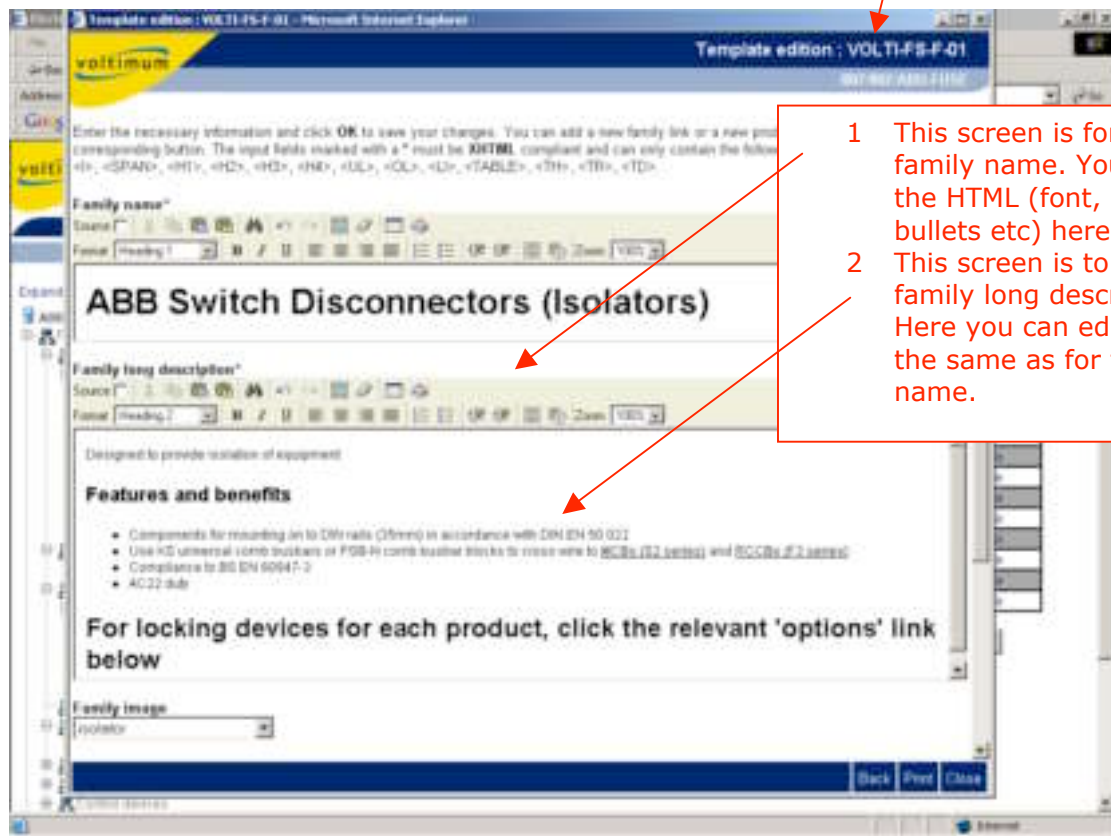


3.3.5 Template Edition function

This is where you can design the appearance of your family and product pages. Do this by selecting the family or subfamily you wish to work with. Once selected you can either edit the family template or the template of each individual product.



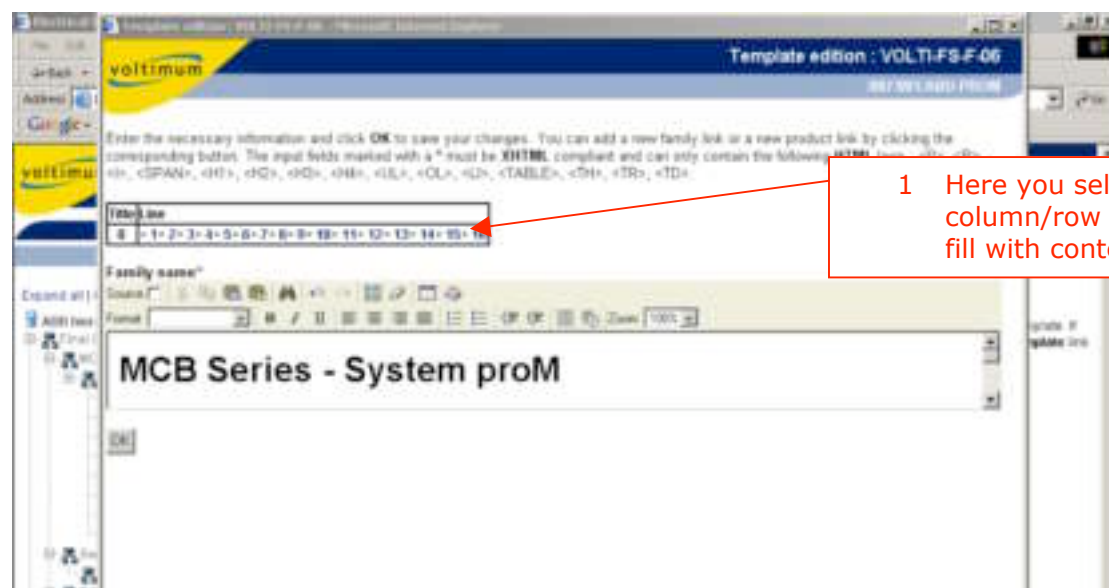
Here you have clicked on the edit family template button. You will see a screen of the template you have chosen either in the brand hierarchy or product functions. The screen is made up of two HTML editors. The first for editing the family name and the second for editing the family long description which is the text of the template.



Here you can see the type of template

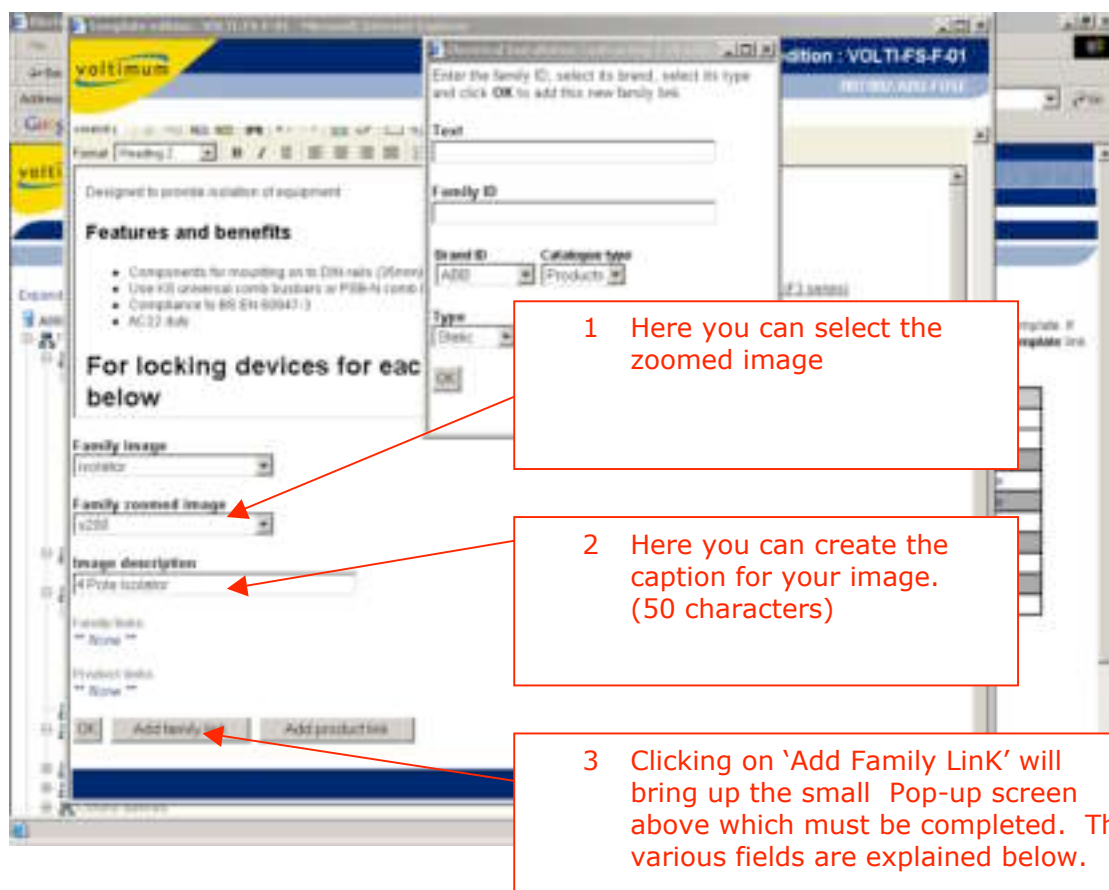
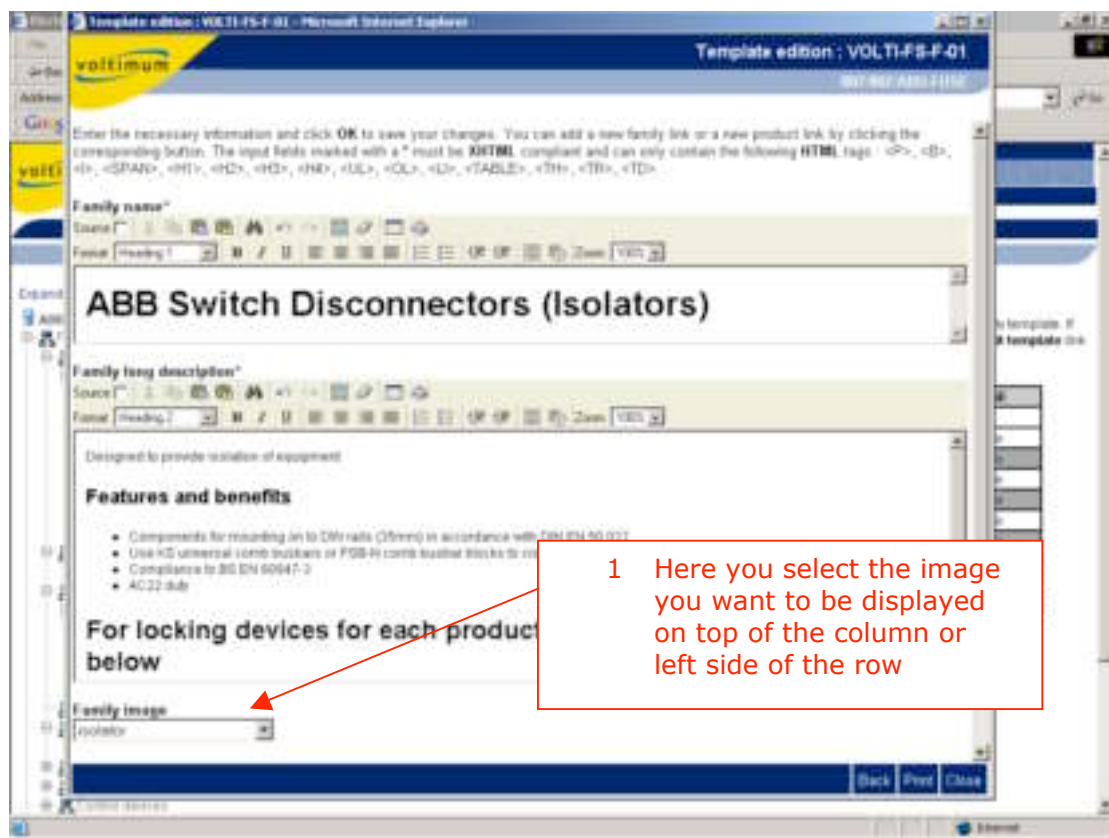
- 1 This screen is for the family name. You may edit the HTML (font, alignment, bullets etc) here
- 2 This screen is to edit the family long description. Here you can edit exactly the same as for the family name.

If a template has been selected that has more than one column (template F02-F05) then you must select the column you want to fill with content. If you have selected template F06 then you must select the row you wish to fill content with.

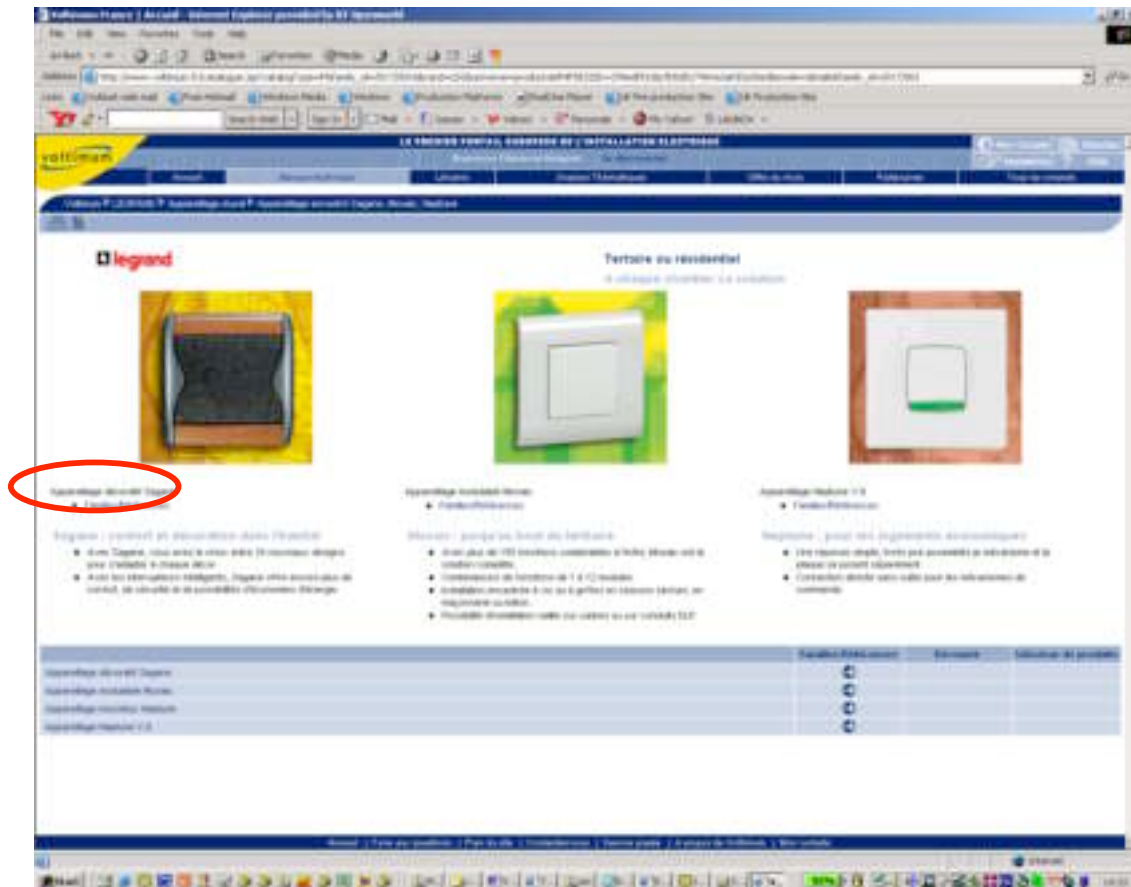


- 1 Here you select the column/row you want to fill with content

You can preview your template at any time by clicking on the 'View family template' button.



Text: Name of the Family Link as it appears on the chosen template (see example below)



Family ID: The family ID has been specified by you in the Brand Hierarchy function. This ID should be re-entered here by copying and pasting.

Brand ID: By default this will show the Brand name of the current catalogue.

Catalogue Type: Default is the current catalogue. The drop down menu allows you to switch between Library, Product Catalogue and Services.

Type: Static = automatically opens the Find out More (Discovery) template
 Dynamic = allows up to three possible links for the Family (Trade Price List (List), Discovery (Find out More) and Assistant (Specification Tool))

Click on OK to close pop-up.
 Click on OK to confirm template edition.

3.3.6 Characteristics

Now we will discuss how to manage Product and Family Characteristics. We have already created the Brand Hierarchy, the Products, the Product Positioning, the Templates. It is now time to enrich our catalogue. In this chapter we will talk about 'characteristics' and the next chapter we will discuss 'Attachments'

The following screen shot shows excellent use of product Characteristics



ABB 10kA Type B - 6A with Single Pole
Réf. : S27988

Description:
Current limiting miniature circuit breaker with undervoltage magnetic and delayed thermal trip, with fixed setting. Metal frame trip free switching mechanism.

Fonct.
Protection against overheating of electrical wires, cables and appliances in the case of overcurrent due to overload and short circuit.

Applications:
For switching, regulation and metering of building installations in nearly commercial applications. Suitable for switching loads with a small inrush or switching surges such as heating and tungsten lighting.

Caractéristiques principales	
Spécification	6025 (6025)
Break Capacity	10 kA
Tripping Characteristic	Type B
Current Inlet	6 A
Number of Poles	Single
Rated Operating Voltage	440V AC and 60V DC
Height	90 mm
Width	17.5 mm
Depth	66 mm
Weight	0.125 kg
Degree of Protection	IP20
Service life at rated loads = 32A	20,000 operations
Service life at rated loads = 32A	10,000 operations
Ambient Temperature	+40 to -25 °C

In order to achieve this result, 'characteristics' should be tackled in two steps:

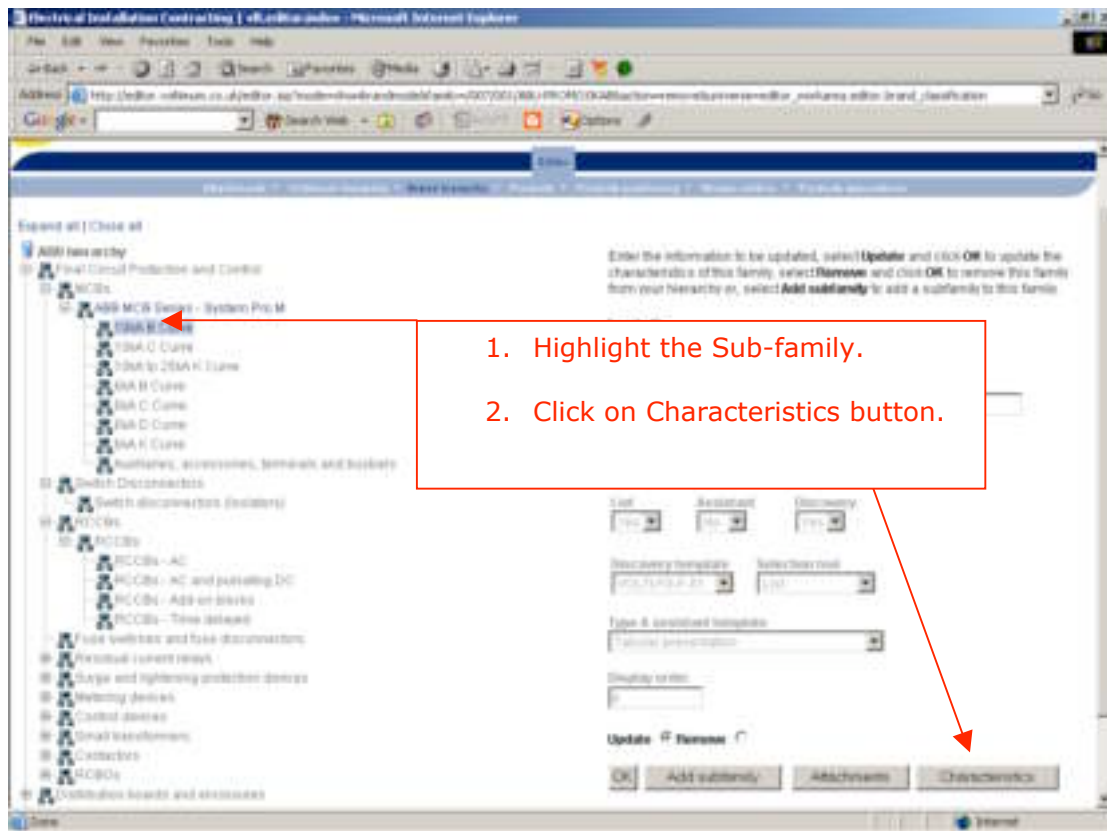
1. Define the characteristics for the product and its unit of measure (Definition)
2. Assign characteristic values to each individual product (Valuation)

Characteristics are normally defined at the sub-family level, ie one level above the individual product level.

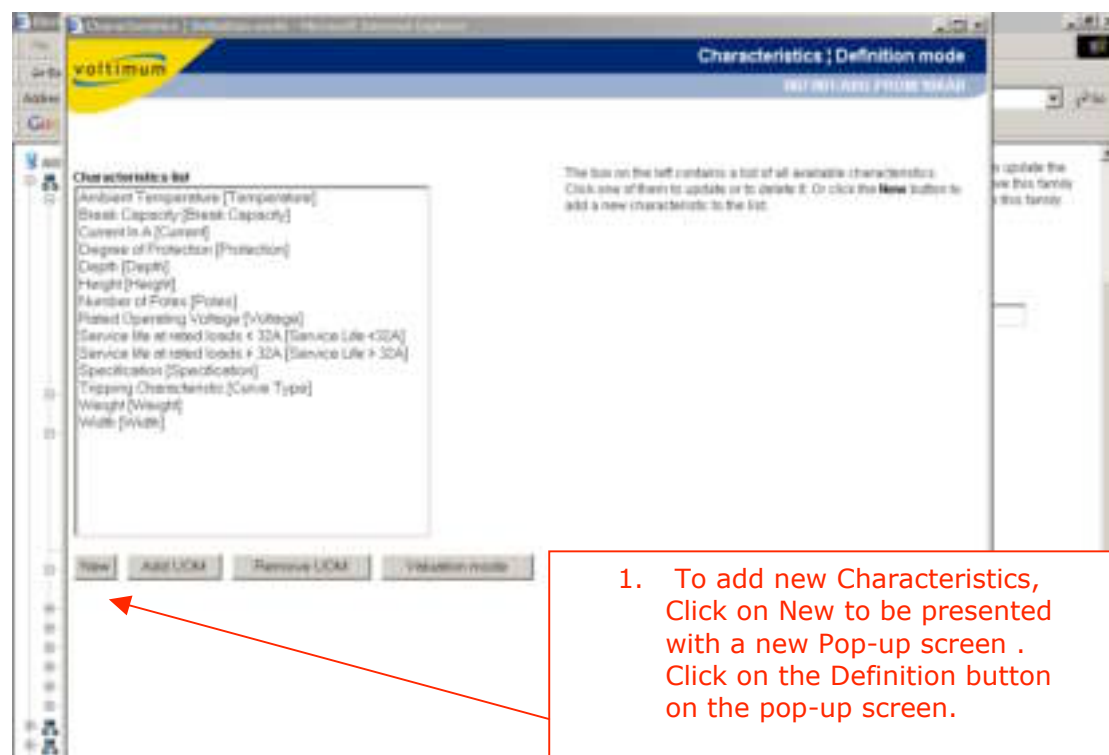
Values for each characteristic are defined at the individual product level.

Having selected the catalogue you wish to work on in Catalogue Manager, Go to Brand Hierarchy and select the Sub-family with which you want to work.

3.3.6.1 Defining Characteristics for the product and its unit of measure



If creating characteristics for a Sub-family for the first time, the Characteristics List box will be empty. In the following example, some characteristics have already been defined.



Characteristic ID: Required field (30 characters)

ID of the Characteristic as specified by the manufacturer. (Although this will never be seen by the end user, we advise using an easy to identify description for ease of management.) It must be unique within the brand.

Characteristic Name: Required field (50 characters)

The name as it will be displayed in the portal as shown in the example on page xx above.

Characteristic type (Required Field/1 Character)

- *N = Numeric*
- *C = Alphanumeric*
- *L = Logical (Y or N)*
- *R = Range* -> in this case the characteristic has two numeric or alphanumeric values, a minimum and a maximum value (e.g. 220 to 240 Volt)
- *S = Set of values* -> in this case the characteristic has a list of alphanumeric values (e.g. a characteristic could have a set of values e.g Horizontal and Vertical, whilst the rest would be only Vertical, or only Horizontal, therefore would be written as Horizontal,Vertical then just Vertical and Horizontal for the others)

- *I = Image* -> in this case characteristic values contain the attachment id of a picture to be displayed by the assistant.



Ch

aracteristic Type: Required field (1 character)

Characteristic unit of measure code (O/10C)

This is a drop down menu. If the required UOM is not already offered in the Drop down menu, click on the 'Add UOM' button. If a UOM is no longer required, highlight the redundant UOM and click on the Remove UOM button. To be specified by the manufacturer. To be unique within a brand.

Référence	Produit	Prix	Type	Options
12345678	Blk Type D - 100A with Single Pole	7.18 GBP	Type D	Ajouter
12345679	Blk Type D - 100A with Double Pole	20.88 GBP	Type D	Ajouter
12345680	Blk Type D - 100A with Single Pole	21.17 GBP	Type D	Ajouter

Characteristic default value (O/50C)

To be used on the portal together with the characteristic if no value is set for the product or the sub hierarchy level. [\(Olivier to clarify\)](#)

Inherited (Optional Field. 1Character)

This allows characteristic values defined for a family to be automatically inherited by all the products positioned in the family.

- Y = Yes N = No

Default value is N.

Searchable (O/1C)

This allows you to specify which characteristics are to be used by the 'Assistant' tool.

- Y = Yes N = No

Default value is Y.

Displayable (O/1C):

Specifies whether a characteristic value will be displayed for the hierarchy sub level in the default templates VOLTI-FS-F-00 for family and VOLTI-FS-P-01 or VOLTI-FS-P-02 for products.

- Y = Yes N = No

Default value is N.

Characteristic Display Order No.

Specify the position you wish to place the characteristic vis-à-vis the other characteristics as it will be seen on the live portal. (This is not the same order as you see on the Characteristics List in front of you.)

Removing an existing Characteristic

Highlight the Characteristic to be removed and tick the 'Remove' button on the bottom of the pop-up.

Click on OK to confirm your newly defined Characteristics.

Close the Characteristic Definition pop-up. We are now ready to assign values to our defined characteristics.

Go to the Product Positioning Function in the Editor Universe.

3.3.6.2 Assigning Values to Characteristics

Go to the Product Positioning Function in the Editor Universe

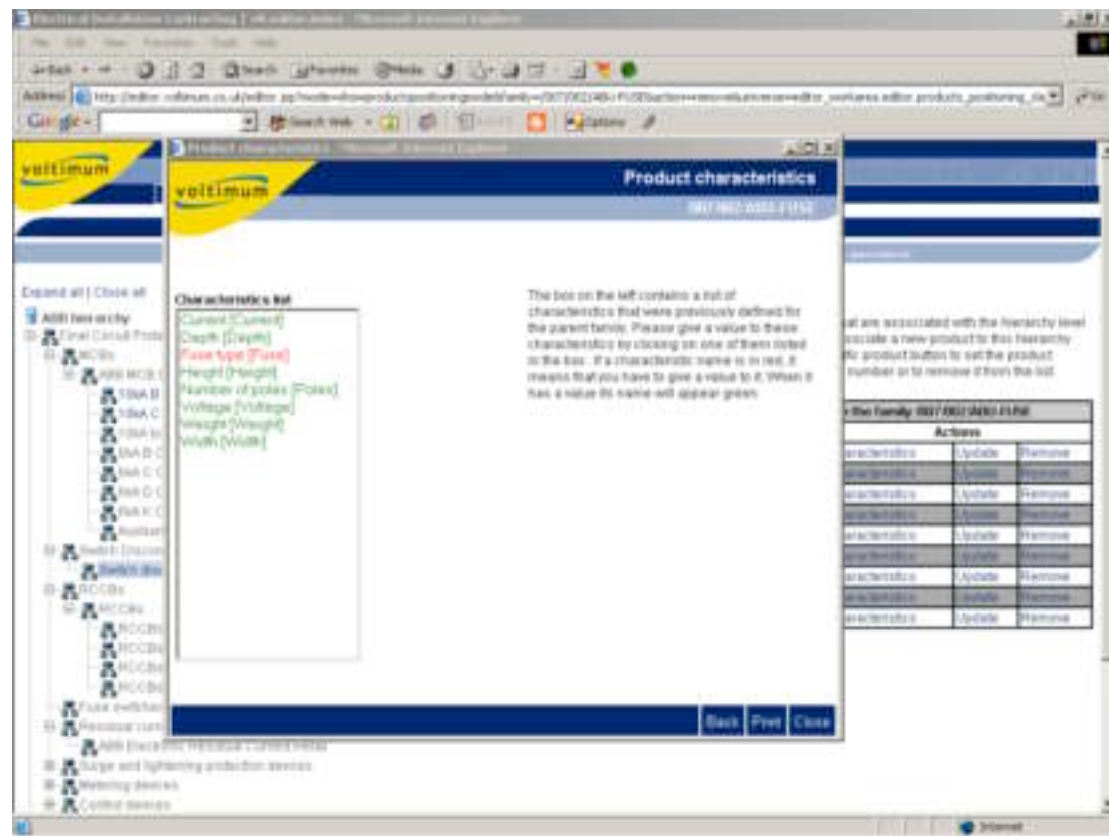
Highlight the Sub-family with which you wish to work.

A Product Table Will be displayed. Click on the word 'characteristics' for the relevant product.

The list of characteristics previously defined for the sub-family will appear in a pop-up as below.

Characteristics in green mean that the value has already been defined for that product.

Characteristics in red will need to have a value assigned to them.



Double click on the red characteristic to be presented with the following pop-up form.

Note: double-clicking on the green characteristics will present you with a similar pop-up to enable you to up-date them.

Product characteristics

Characteristics list

- Current (Current)
- Depth (Depth)
- Face type (Face)
- Height (Height)
- Number of poles (Poles)
- Voltage (Voltage)
- Weight (Weight)
- Width (Width)

Enter the characteristic value and click OK to save this information. If you want to specify a range of values, please use the maximum value field as the second value of the range.

Characteristic ID:

Characteristic value:

Characteristic max value:

OK Cancel

Actions		
Characteristic ID	Update	Remove
Characteristic ID	Update	Remove
Characteristic ID	Update	Remove
Characteristic ID	Update	Remove
Characteristic ID	Update	Remove
Characteristic ID	Update	Remove
Characteristic ID	Update	Remove
Characteristic ID	Update	Remove

Characteristic ID: Cannot be modified

Characteristic Value: Enter the value for the product . In the example above, the value for the characteristics 'Current' is 63 amps. The word 'Amps' is not displayed because it has been assigned to the characteristic 'current'.

Characteristic Max Value: to be investigated by OT

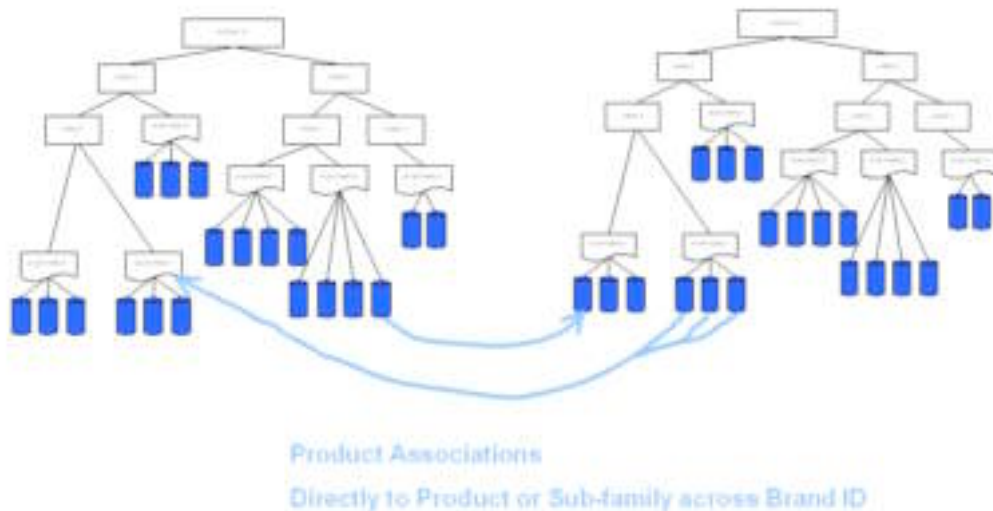
Click OK to confirm

Click 'Close' to close the pop-up.

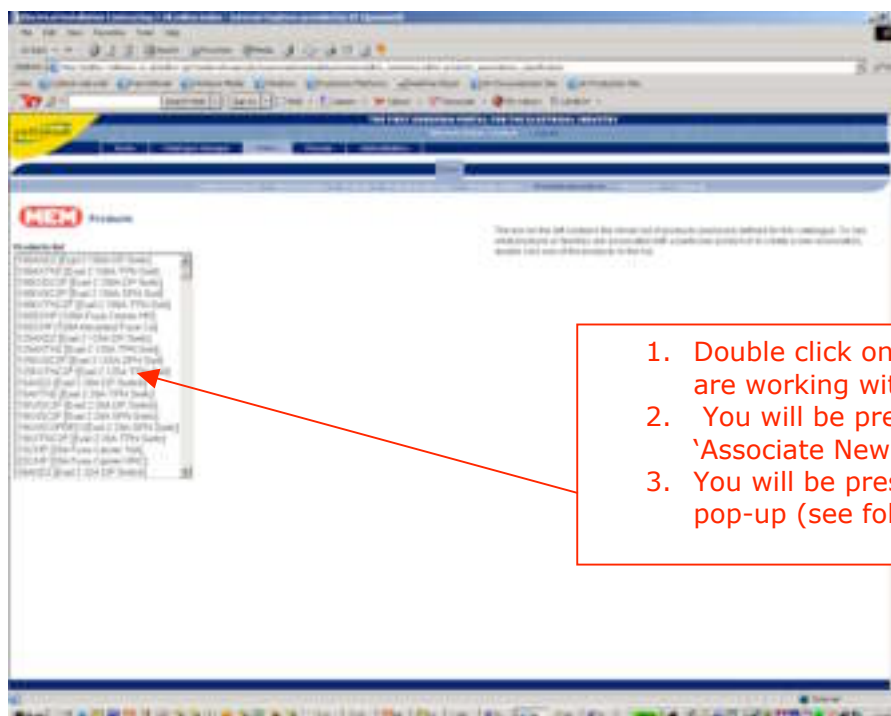
3.3.7 Product Associations

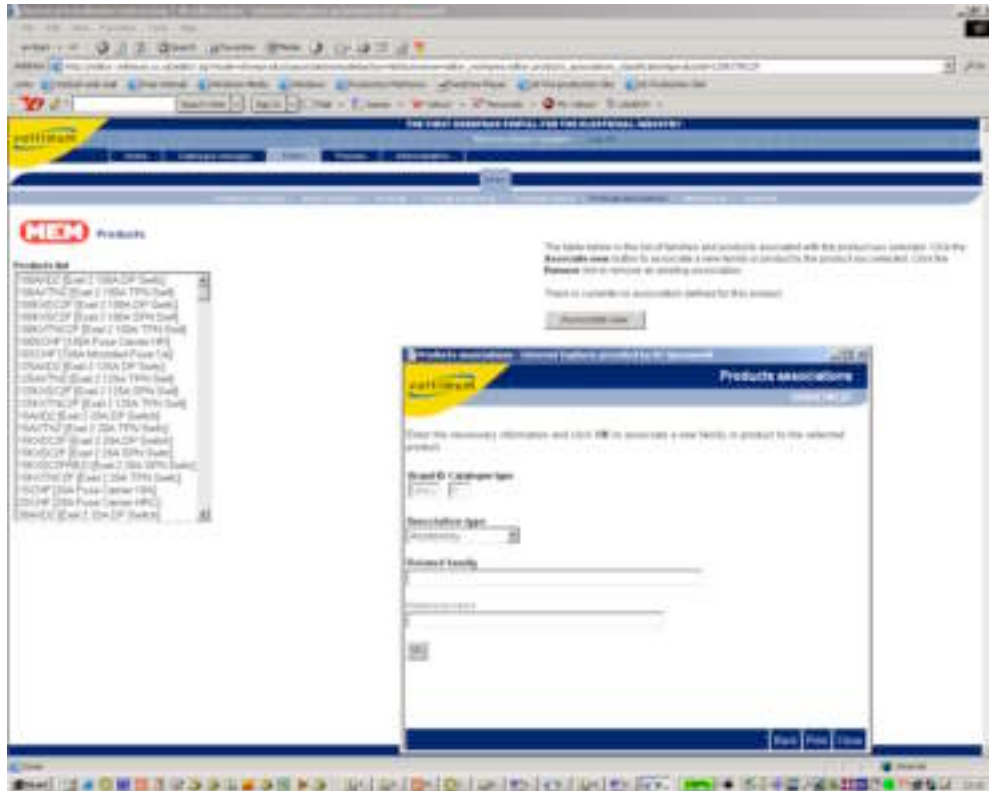
This function allows you to create the following types of links as shown in the diagram below:

1. individual product to individual product
2. individual product to sub-families



Click on Product Association in the Editor menu bar. You will be presented with the following screen. The drop-down list contains all the product references in your catalogue database.





Brand ID and Catalogue Type : Not editable unless you wish to associate the product to another Brand Catalogue eg Merlin Gerin to Square D. In this case you must ensure you have access rights to both catalogues in the Volti-Editor before you can make the association.

Association Type: You will have 3 options in the drop-down menu

1. Accessory (default choice): If selected, you will see a button in the product list and a dedicated link on the product page under the title "Options and Extras". This has no impact on the BOM process
2. Required Accessory If selected, you will see a button in the product list and a dedicated link on the product page under the title "Options and Extras".) In the BOM process, all the required accessories will be added to the BOM automatically when the main product is selected.
3. Replacement: In the BOM process, the original product will not appear. Instead the replacement will be selected. ([Action for Olivier to verify](#))

Related Family: You must insert the ID of the Subfamily which contains the linked product range. (This ID can be found in the Brand Hierarchy function in the Editor menu.)

Related Product: Product reference of the linked product. When this field is left blank, all the products belonging to the linked sub-family will then be associated to the main product.

3.3.8 Attachments

Attachments are defined as

1. the image that appears on the product and family pages
2. all the downloadable material attached to the product and family pages.
3. external URL links to manufacturers' tools and documents

For all the images directly displayed on a product or family page you can only use the following formats.

- GIF, JPEG (see template documents in Appendix IV for details of image sizes)





For other attachments

- GIF, JPEG
- DXF (autocad).
- MPEG1, Real Video, Microsoft Media Player, AVI, Flash.
- HTML, TXT, PDF.
- Microsoft Word, Excel and PowerPoint.
- EXE.
- ZIP.

For any new file types that you wish to use you need to contact Voltimum.

Example of look and feel of attachment data.

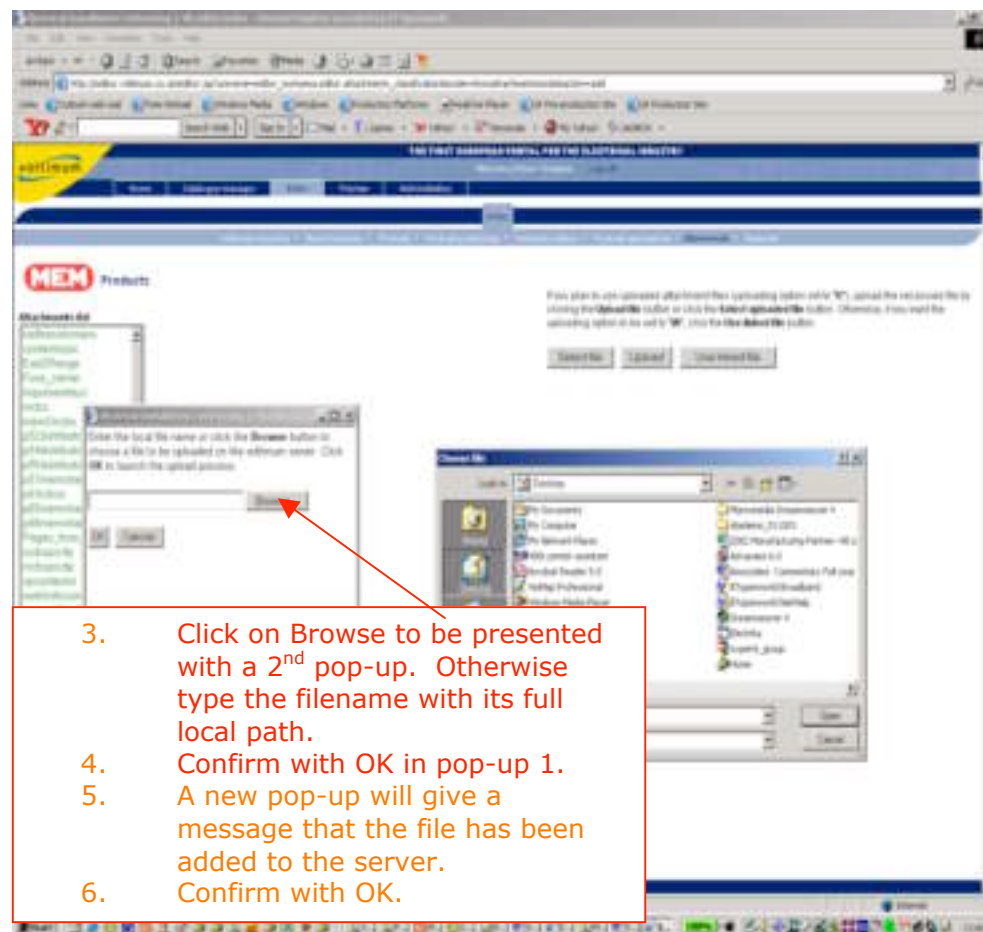
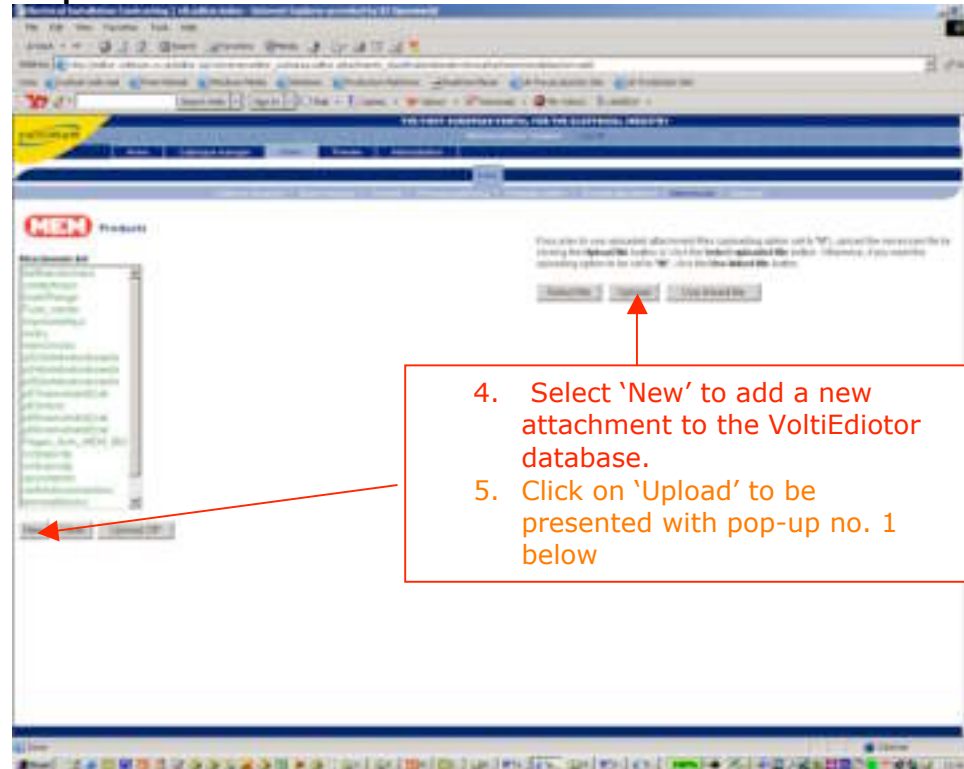
Documentation

- Technical data and dimensions S260/S270 
(2p, 711 Ko, 2002-05-27)
- Tripping characteristics and diagrams 
(6p, 1134 Ko, 2002-05-27)
- Short circuit rupturing capacity and selectivity  (5p, 689 Ko, 2002-05-27)
- Internal resistances and impedance 
(2p, 352 Ko, 2002-05-27)
- Mounting and operating instructions 
(1p, 383 Ko, 2002-05-27)
- Approvals and certifications 
(1p, 382 Ko, 2002-05-27)

Adding attachments is a three-step process.

1. First you must add your attachment to the VoltiEditor database.
2. Then you give it an ID and description within the database
3. Thirdly, you create a link from the product or family to the attachment in the database.

Step 1. Select 'Attachment' from the Editor menu.



Step 2: Add ID and description to attachment

Attachment ID: Mandatory Field. Max 50 characters (alphanumeric). To be created by the manufacturer. The Unique ID of the attachment, which will be used by the system to link it to product or family pages. We suggest you use the file name.

Attachment Title: Mandatory Field. Max 240 characters Title of the document as it appears on the product or family page and as seen by the User.

Attachment URL: Not Editable URL or file name of the attachment.

Attachment Type: Drop down menu with V & C.

V = Textual or visual elements

C = [To be verified by OT](#)

Attachment language: dropdown menu with 6 language choices. If the attachment is an image then select 'Choose a value'

Attachment Description: Optional. 240 Characters. Will not be displayed to the user. Only for database use.

Attachment Version date: Will be seen by user. Insert date of the original publication of the document.

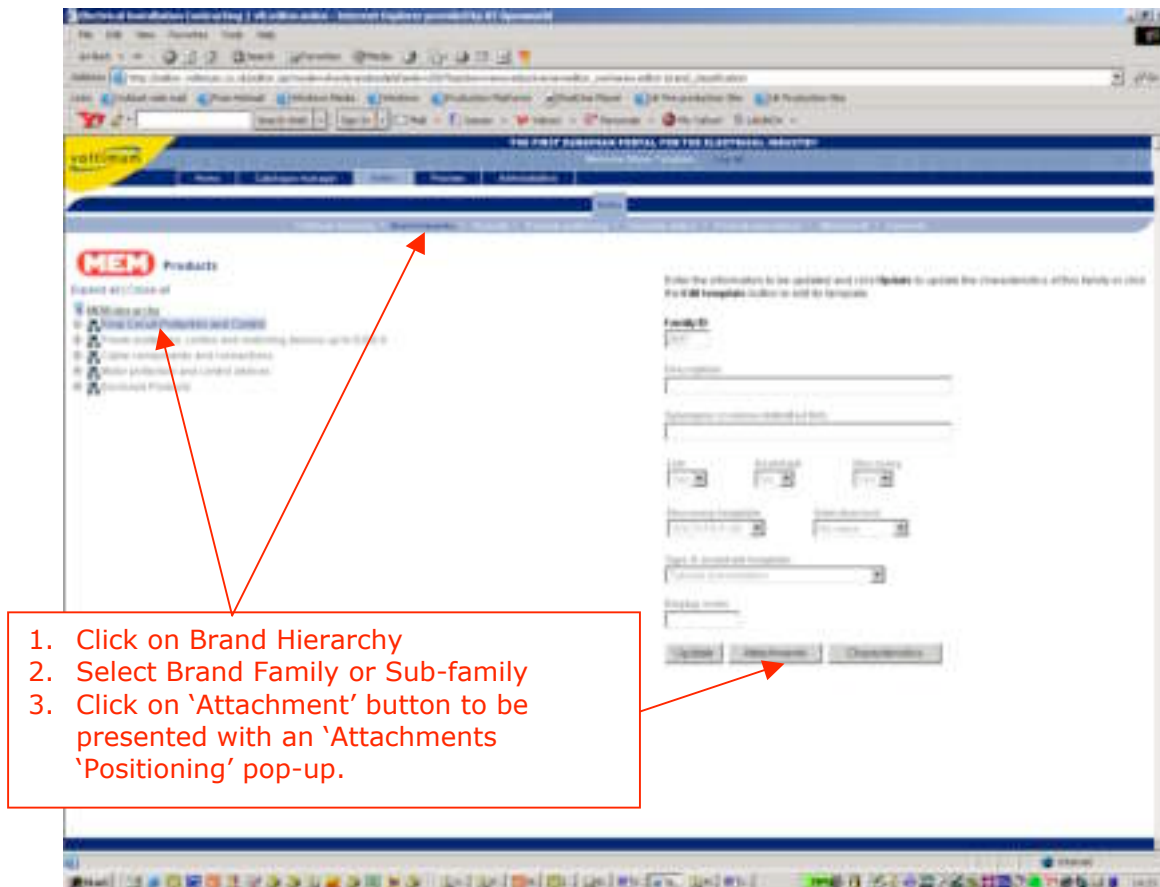
Attachment Number of pages: Insert no. of pages in document.

Click on OK to confirm attachment description.

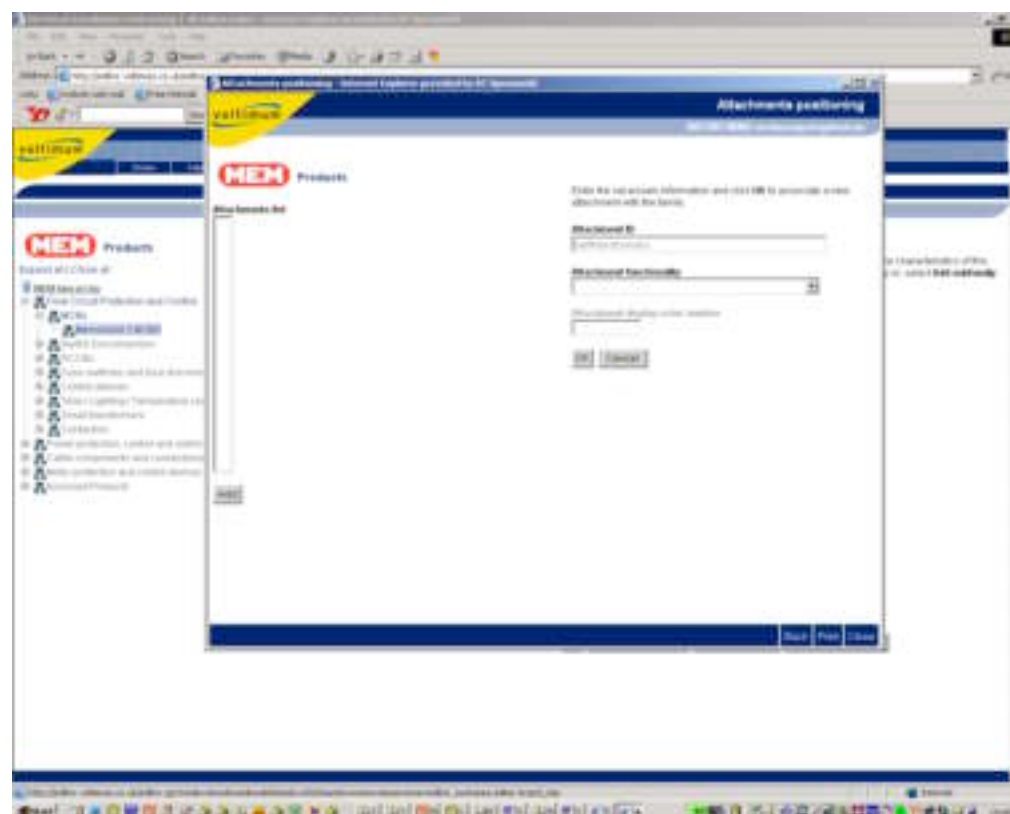
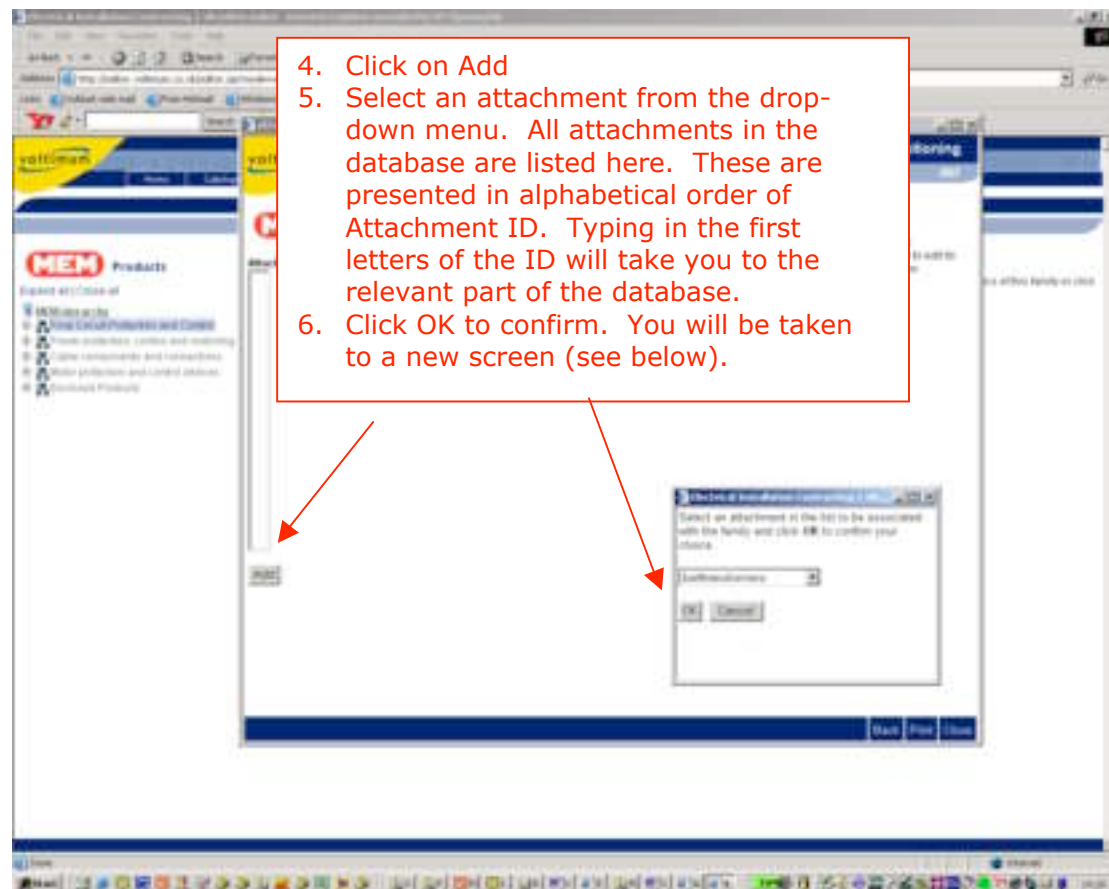
Step 3: Link Attachment to Product or family page.

You must now go to either the Brand Hierarchy or the Product Function in the Editor toolbar in order to select the predefined attachments.

Adding an attachment to a family: Firstly go to Brand Hierarchy in the Editor Toolbar



Click on 'Add' in the pop-up below



Attachment ID: Not Editable. As chosen previously

Attachment Functionality: The first choice from this drop-down menu called 'Product Datasheet/Family Description Page photo' should be chosen if the attachment is the image that will be seen by the user.

Otherwise click on the description that most closely matches the download or attachment type.

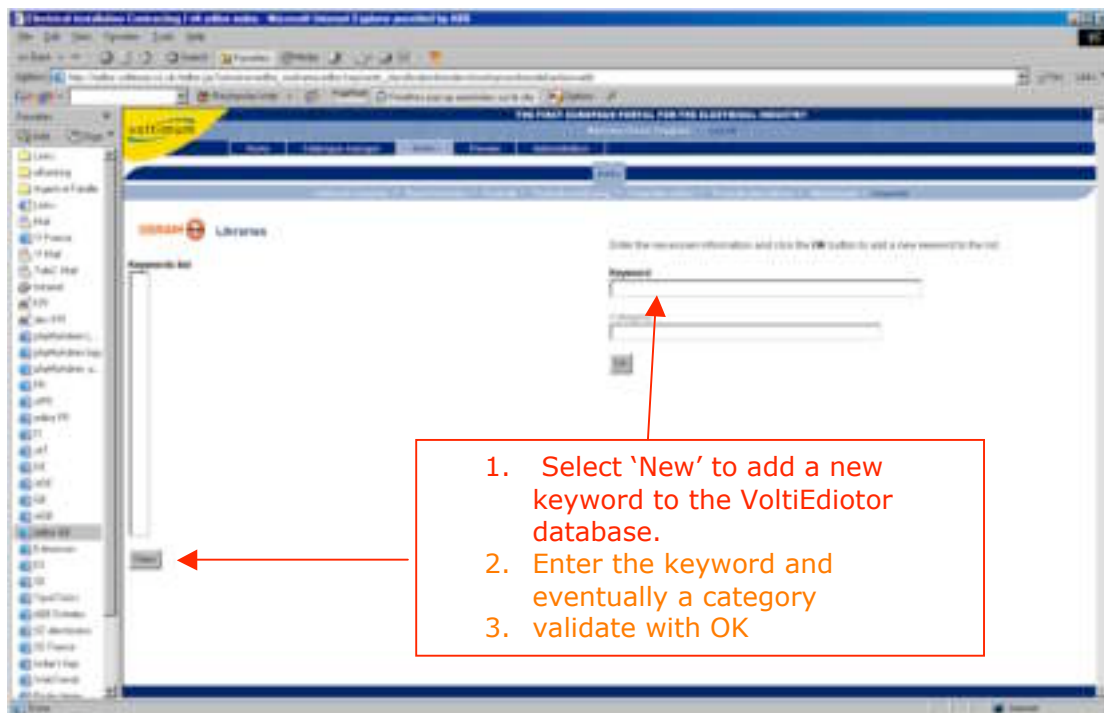
Attachment Display Order No.: Specifies the order in which the attachment will appear to the user in the list of attachments. Not relevant if the attachment is the displayed image.

Click OK to confirm.

The list of attachments related to that family or sub-family will now be displayed in the specified order in the 'Attachments List' on the left hand side of the screen.

To add attachments to Products, select 'Products' from the VoltiEditor menu and repeat Step 3 above.

3.3.9 Keywords



Manufacturers can define keywords or expressions to help users during the search process.

Once the user is in the catalog, they can quicken the search by selecting a keyword, ensure these are similar to those in the Hierarchy level name and Hierarchy level synonym.

3.4 Preview

At any time in the process you can click on the 'Preview' function in the Menu Bar to view your catalogue as it will be seen by the user on the live portal.

APPENDIX I

VOLTIMUM CLASSIFICATION

APPENDIX II

EXCEL SHEET FOR CREATION OF CATALOGUE STRUCTURE

APPENDIX III 3-LETTER BRAND IDS

APPENDIX IV

FAMILY & PRODUCT TEMPLATES