

# PIM users guide



## Foreword

Meet the Eezeebest support team



Antje Reitsma



Lars Peter Poll

This user's guide provides insight and clarity about the modules and the associated functionalities in Eezeest PIM. In addition to the general explanation, the guide describes all related modules and settings. Although we try to keep the user's guide up to date, it may contain inaccuracies or miss information.

The way in which data is imported to Eezeest PIM differs for everyone and we do not have any insight into how the data should be populated in your ERP. We recommend that you contact your ERP supplier or reseller about this.

Implementing changes in Eezeest PIM is your own responsibility and should preferably be carried out by the person who has received the training. Eezeebest is not responsible for the consequences of this and is not able to reverse any changes. If a malfunction is caused during the change, you can contact support. When you contact support, it is important to clearly describe the problem, to send an e-mail, and to include a screenshot so that we can address it in the most efficient way possible.

If you have any questions, please feel free to contact the support department.

The Eezeebest team is always happy to help!



<https://eezeebest.zendesk.com/hc>



[support@eezeebest.com](mailto:support@eezeebest.com)



+31 (0)85 401 55 00

Table of contents

## Table of contents

Foreword.....	2
Table of contents.....	3
Login.....	6
Dashboard.....	6
Filters.....	7
Batch.....	8
Boards.....	9
Reports.....	10
Profile.....	12
Watchlist.....	13
Tasks.....	13
Batch history.....	14
Search.....	15
Controlpanel.....	16
Properties.....	18
Add a new property.....	19
Boards.....	24
Add a new board.....	25
Edit a existing board.....	29
Models.....	31

- Add a new model ..... 32
- Products..... 36
  - Add a new product ..... 37
- Channelmanager profiles..... 40
  - Add a new channel ..... 41
- Comment tags..... 45
  - Add a new comment tag..... 46
- Users..... 49
  - Add a new user..... 50
- Usergroups..... 51
  - Add a new usergroup..... 52
- Settings..... 56
  - General..... 56
  - Technical..... 57
  - Comments..... 60
- Importruns ..... 61
  - Match properties..... 65
  - Field mapping ..... 66
- Upload documents..... 69
  - Set filename configuration..... 70
  - Add files..... 72
- Bulk move products ..... 73
- Workflows..... 76

Add a new workflow .....	77
Propertygroups.....	79
Add a new propertygroup .....	80
Tasks.....	81
Add a new task.....	82
Reports .....	85
Add a new report .....	86
Countries.....	90
Add a new country .....	91
Languages.....	92
Manage translations .....	94
Image import .....	95
App4sales import .....	96

## Login

### Login

E-mail address

Password

Remember me

[Login](#)

### Login

Log in with your username (e-mailadress) and password. Click on 'remember me' to save the login in the browser.

## Dashboard

Eezee Bee Fashion PLM 🔍

### Dashboard

Adjustments				
Product	Property	Value	Edit date	User
Product 2970	Modelnumber	35003.120525	2020-07-14 01:05:44	EezeeBee Admin
Product 2970	Color	Black/Yellow	2020-07-14 01:05:44	EezeeBee Admin
Product 2970	Size	S	2020-07-14 01:05:44	EezeeBee Admin
Product 2970	Collection	Allie	2020-07-14 01:05:44	EezeeBee Admin
Product 2970	Season	Summer 2015 waterwear	2020-07-14 01:05:44	EezeeBee Admin
Product 2970	Brand	Mystic Waterwear Kite & Wind	2020-07-14 01:05:44	EezeeBee Admin
Product 2970	Category	Mystic Waterwear Kite & Wind	2020-07-14 01:05:44	EezeeBee Admin
Product 2970	Product group	Mystic Harnesses	2020-07-14 01:05:44	EezeeBee Admin

#### Assigned tasks

There are no assigned tasks

#### Last comments

There are no comments available

#### Last comments for me

There are no comments available



Controlpanel



Filters and batches



Boards



Reports



Profile



Search

### Dashboard

After a successful login you will be taken to the dashboard. In this overview there will be shown recent adjustments, assigned tasks and latest comments.

## Filters

## Filters

This screen allows you to find products by using filters. For apply changes you can “batch” them. The numbers on the image below correspond to the comments.

#	sale percentage	Collection	Season	Brand	Category	Sale price	Description	Modelnumber
3492	0.7	Alle	Summer 2016 waterwear	Mystic Waterwear Kite & Wind	Mystic Waterwear Kite & Wind	60	<Empty>	35005.160490
3493	0.7	Alle	Summer 2016 waterwear	Mystic Waterwear Kite & Wind	Mystic Waterwear Kite & Wind	60	<Empty>	35005.160490
3488	0.7	Alle	Summer 2016 waterwear	Mystic Waterwear Kite & Wind	Mystic Waterwear Kite & Wind	60	<Empty>	35005.160490
3489	0.7	Alle	Summer 2016 waterwear	Mystic Waterwear Kite & Wind	Mystic Waterwear Kite & Wind	60	<Empty>	35005.160490
3490	0.7	Alle	Summer 2016 waterwear	Mystic Waterwear Kite & Wind	Mystic Waterwear Kite & Wind	60	<Empty>	35005.160490
3491	0.7	Alle	Summer 2016 waterwear	Mystic Waterwear Kite & Wind	Mystic Waterwear Kite & Wind	60	<Empty>	35005.160490

**Set a filter**

1. This is the name of the active filter. Set which filter you want to use or create a “new empty view”. Click on the pencil to add the name of the filter and use “Enter” to save.
2. Manage the properties that you want to set for this filter.
3. Manage which columns you want to add to this filter.
4. Select the boards you want to add to this filter. Only results from the selected boards will be returned. When nothing is selected, every option is valid.
5. Select the language in which you wish to display the fields. If none is selected, the language from your profile will be set.

**Batch**

6. After setting a filter you have the option to batch. Click on ‘batch’ to add. More information on the next page.

**Search**

7. You can use the search field to search for products by the values in the columns that are shown in this overview.

**View**

8. Use this option to browse through the pages of this overview.
9. Set how many items you want show per page.
10. You can set a block or list view.

## Batch

After setting a filter you have the option to apply changes on the result set. Click on “Batch” to add. This might take a while. The duration is based on the filter results.

 Loading Batch

The duration might vary based on your filter results.

[Select a Board >](#)

Boards (1)

[Publish \(6\) >](#)

[Select a property >](#)

Properties (32)

[Name >](#)  
[Description >](#)  
[New >](#)  
[Sizeguide >](#)  
[Modelnumber >](#)  
[Bleaching >](#)  
[Washing >](#)  
[Drying >](#)  
[Ironing >](#)  
[Professional cleaning >](#)  
[Show on B2C >](#)

[Edit their value\(s\) >](#)

Values

Name  
Products





Description  
Products





### Boards

Select the board with the products you want to customize (one board at the time).

### Properties

Select the properties you want to edit. Every property can be selected. The property will appear in the “Values” column.

### Values

Based on the type of property you can select a field or type a text.

### Delete value

‘Hover’ on the name of the value and click on the x button.

### Cancel batch

Click on the “Cancel” button to cancel the batch.



## Boards

### Boards

This is an overview of all the boards.

### Boards

The screenshot shows five board cards in a row. Each card has the EeZeeBee.com logo at the top. Below the logo is the board title: 'Import Data', 'Media', 'Marketing', 'Publish', and 'Inactive Products'. Under each title is a user profile picture, a name, and a timestamp. Below that is the text 'EeZeeBee • 0 Comments' and a link 'Go to Products / Models'. The 'Publish' card is highlighted with a black box. An arrow points from a text box below to the 'Publish' card. Another arrow points from the 'Products Import' title to a text box below.

Each board can be represented by properties:

- 1) Name
- 2) Description
- 3) Image

Choose the properties to be shown in the board overview. Go to [boards](#) for edit the board. See example above where these properties are shown.

## Reports

### Reports

If you click on the report button in the top menu bar you will see the existing reports. To add/change a report go to “[Reports](#)”.

### Generate reports



Generate report

## Reports

Select at least one board and click on “Generate report” to view the report.

Show full report

### Add comments

Click on the button in the rule “Comments”. Add your comment and click on “Respond”.

Per page:

10

Page:

1

Search

Comments	Test2	Test1
1	1	Metal Grey
0	1	Metal Grey
0	1	Caviar
0	1	Caviar
0	1	Caviar
0	1	Caviar
0	1	Orange
0	1	Orange
0	1	1
0	1	

## Profile

### Profile



Bestand kiezen Geen bestand gekozen

Change avatar

General

Comments

Watchlist

Profile

(0) Watchlist

(0) Tasks

Batch history

Logout

#### EeZeeBee Admin

Name	EeZeeBee Admin
E-mail address	[Redacted]
Country	Netherlands
Language	English (United Kingdom)
Creation date	2020-02-17 10:29:07

Change password

[Redacted password field]

New password

New password (Repeat)

Save

**Profile** = See above the image how to set a new password or change your profile image.

**Watchlist** = See all products you are currently watching (click the "eye" button on a product tile in a board overview to start watching that product).


**Tasks** = Here you will see tasks assigned to you.

**Batch history** = This is a overview of the added batches.

**Logout** = Click on this button to log out.

## Watchlist

### Watchlist ×

#	Board	Product	Toegevoegd op..
	2de bord	Product 10498	2018-06-07 19:50:16

## Tasks

### Assigned Tasks

#	Duedate	Asked	
<span style="background-color: green; color: white; padding: 2px;">Complete</span>	2020-08-28	Fill in Property: Product description long voor <span style="color: orange;">Product 1123</span>	Onvoltooid
	Duedate	Asked	
	2018-08-04	Fill in Property: Description voor <span style="color: orange;">Product 10769</span>	Voltooid

#### Complete a task

Did you fulfill your assigned task? Click on “Complete” and leave a comment for the administrator.

## Batch history

In this overview you will see your own “Batch history”.

### Batch history

ID	Datetime	User	Nr of changes	Reverted
1	2019-02-25 15:21:42	EeZeeBee Admin	0	Yes

## Batch details

[Back](#)

### General

Datetime	2019-02-25 15:21:42
User	EeZeeBee Admin

### Updates

Product	Property	Language	Old value	New value	Reverted
10758	Description	nl_nl	<Empty>	backthed	Yes
10759	Description	nl_nl	<Empty>	backthed	Yes
10760	Description	nl_nl	<Empty>	backthed	Yes

#### Batch details

Click on the number in the column “ID” to see the details of the batch.

## Search

### Search

✕

Search by the following

- Modelnumber
- Model description
- Dimensions













✕

### 9 Products

Product	Dimensions	Board
Product 10503 : No description given	Black/Grey : L	Products
Product 10504 : No description given	Black/Grey : LS	Products
Product 10505 : No description given	Black/Grey : LT	Products
Product 10506 : No description given	Black/Grey : M	Products
Product 10507 : No description given	Black/Grey : MS	Products
Product 10508 : No description given	Black/Grey : MT	Products
Product 10509 : No description given	Black/Grey : S	Products
Product 10510 : No description given	Black/Grey : XL	Products
Product 10511 : No description given	Black/Grey : XS	Products

## Controlpanel

Click on the module for more info

 Properties	 Boards	 Models	 Products
 Channelmanager profiles	 Comment Tags	 Users	 Usergroups
 Settings	 Importruns	 Upload documents	 Bulk move products





Workflows



Propertygroups



Tasks



Reports



Countries



Languages

## Properties

## Properties












## Properties

[Add](#)
[Duplicate](#)
[Invert status](#)
[Delete selected](#)
[Batch sorting](#)

« < 1 2 > »

Showing: 1 - 25  
Total: 50

Search

	#	Type	Name	Propertygroup	Created by	Last updated by	Sort	Status	<input checked="" type="checkbox"/>
	25016	Number	sale percentage	Web	EeZeeBee Admin	EeZeeBee Admin	0 ↓	Active	<input type="checkbox"/>
	25015	Text	Video url	Web	EeZeeBee Admin	EeZeeBee Admin	10 ↑↓	Active	<input type="checkbox"/>
	25012	Checkbox (On/Off)	Publish	Publish	yvette sanders	EeZeeBee Admin	20 ↑↓	Inactive	<input type="checkbox"/>
	25011	Checkbox (On/Off)	Active for Bol.com	Publish	Daisy Rijkhoff	EeZeeBee Admin	30 ↑↓	Active	<input type="checkbox"/>
	25010	Checkbox (On/Off)	Active for Zalando	Publish	Daisy Rijkhoff	EeZeeBee Admin	40 ↑↓	Active	<input type="checkbox"/>
	25006	Text	Country code	Delogue	Daisy Rijkhoff	EeZeeBee Admin	50 ↑↓	Active	<input type="checkbox"/>
	25005	Text	Country of Origin	Delogue	Daisy Rijkhoff	EeZeeBee Admin	60 ↑↓	Active	<input type="checkbox"/>
	25004	File	Impressions (image)	Images	yvette sanders	EeZeeBee Admin	70 ↑↓	Inactive	<input type="checkbox"/>
	25000	File	Front Image	Images	yvette sanders	EeZeeBee Admin	80 ↑↓	Active	<input type="checkbox"/>
	25001	File	Back Image	Images	EeZeeBee Admin	EeZeeBee Admin	90 ↑↓	Active	<input type="checkbox"/>

**Add**

Click on this button to add a new property. More info on the next page.

**Duplicate**

Select one property to duplicate.

**Invert status**

Select a property and click invert status to toggle between active and inactive.

**Delete selected**

Select a property and click “delete selected” to delete a property. Note that you can receive a warning that a property can not be deleted because it is in use. In that case you can deactivate the product.

**Batch sorting**

Enter a sorting value to change the order of the properties. This is the order as shown on the boards. Then click batch sorting.

**Sort one property**

You can use the arrows next to the sorting number to move a property up or down.

## Add a new property

+ New property

General

 English (United Kingdom)

 Dutch (Netherlands)

## General

Type Property

Propertygroup

[+ Create a new one](#)

Is shared property

Active

Sort after

Colour

Save and close

Save and edit

Save and create another

Save and clone

Cancel

## Type Property

**Type property****Default**

Text = standard text is a text box. Rich text is a optional rich text. Fill the minimal and maximal length of the text that can be filled for this property.

Number = box to fill in only numbers. Fill the minimal and maximal value of the numbers that can be filled for this property.

Currency = box to fill in only currency.

Date = box to fill in a date.

**Choice**

Checkbox (On/Off) = showing a checkbox.

Select = show a select box where the user can select one value from a list of options. This is a one select option. It is possible to set option keys. More info on next page.

Multi-select = show a select box where the user can select one ore more values from a list of options. This is a multi-select option. It is possible to set option keys. More info on next page.

**Source**

File = allows to add one file.

Multiple Files = allows to add multiple files.

Data resource = allows the user to select a value for a product which is on another board.

When choosing this property, you will have to select the board on which the product(s) that act(s) as resource(s), is/are located. Please make sure you have created your resources first.

Multiple resource = allows to select multiple products which are placed on another board.

This is only possible by select and multi-select. If you want to export a extra field for this property you can use option keys. See the images for a example.

### + New property

General

English (United Kingdom)

Dutch (Netherlands)

Option keys (optional)

## English (United Kingdom)

Fieldname

### Choiceoptions



Add field



Clone all fields

Field 1

Remove field

Field 2

Remove field

### + New property

General

English (United Kingdom)

Dutch (Netherlands)

Option keys (optional)

## Option keys (optional)

Key 1

Key 2

Save and close

Save and edit

Save and create another

Save and clone

Cancel

Properties > add a new property

Propertygroup

Make a choice..  
General  
Care  
B2C properties  
B2B properties  
Fabric  
Labels  
Planning

**Propertygroup**  
Select an existing propertygroup. This propertygroup corresponds with the tab on the product page in PIM.

Is shared property

Active

**Is shared property**  
Whether the property value is shared between all variants of a model or not.

**Active**  
Choose the status of this property.

Sort after

Colour

**Sort after**  
Determines the showing order of the property. You can always change this in the property list overview, but if you already know where to place it, you can save the order here.

**Colour**  
Select a colour.

## English (United Kingdom)

Fieldname

[Save and close](#) [Save and edit](#) [Save and create another](#) [Save and clone](#)

[Cancel](#)

### Give the property a name

After setting the property you have to give the property a name. Click on the language button to go to the textbox “Fieldname”. This is the name of the property as shown on the board.

[Save and close](#) [Save and edit](#) [Save and create another](#) [Save and clone](#)

[Cancel](#)

### Save and close

Saves this property and navigates to the property overview window.

### Save and edit

Saves this property and keeps you in this property editing window.

### Save and create another

Saves this property and navigates to a new property creation window.

### Save and clone

Saves this property and clones the property.

### Cancel

Cancel the property creation process. You will lose your work.

## Boards

## Boards

## Boards

[Add](#)
[Duplicate](#)
[Invert status](#)
[Delete selected](#)
[Batch sorting](#)

Showing: 1 - 7  
Total: 7

	#	Name	Fields	Products	Created by	Last updated by	Sort	Status	<input checked="" type="checkbox"/>
	7	2de bord	<ul style="list-style-type: none"> <li>Name</li> <li>Description</li> <li>New</li> </ul> Show 53 more	9	EeZeeBee Admin	EeZeeBee Admin	0 ↓	Active	<input type="checkbox"/>
	4	Fila Products	<ul style="list-style-type: none"> <li>Fila Season</li> <li>Fila Ordermr</li> <li>Fila Article number</li> </ul> Show 14 more	8	EeZeeBee Admin	EeZeeBee Admin	10 ↑↓	Inactive	<input type="checkbox"/>
	6	Fila Labels	<ul style="list-style-type: none"> <li>Fila Product Labelling</li> <li>Fila Product Labelling Description</li> <li>Fila Product Labelling Image</li> </ul>	3	EeZeeBee Admin	EeZeeBee Admin	20 ↑↓	Inactive	<input type="checkbox"/>

**Editing/updating**

Click on the pencil on the right side of the board.

**Add**

Click on this button to add a new board. More info on the next page.

**Duplicate**

Select one board to duplicate.

**Invert status**

Select a board and click invert status to toggle between active and inactive.

**Delete selected**

Select a board and click “delete selected” to delete a board. Note that you can receive a warning that a board can not be deleted because it is in use. In that case you can deactivate the product.

**Batch sorting**

Enter a sorting value to change the order of the boards. This is the order as shown on the boards. Then click batch sorting.

**Sort one property**

You can use the arrows next to the sorting number to move a board up or down.



## Add a new board

### + New Board

General

Associated Properties

Visibility

 English (United Kingdom)

 Dutch (Netherlands)

## General

Active

Image  Geen bestand gekozen

Adding/removing entities allowed

Entity type

### Active

Choose the status of this board.

### Image

Upload an image that you want to represent the board image.  
This will be shown on the board.

### Adding/removing entities allowed

Set if its allowed to add or remove a entity on a board in PIM.

### Entity type

Not in use.

+ New Board

General

Associated Properties

Visibility

English (United Kingdom)

Dutch (Netherlands)

## Associated Properties

Expand screen

**Change rights for all properties**  
 Batch editable by = Users/Usergroups that can edit the information entered for this property on this board.  
 Batch visible for = Users/Usergroups that can see the property on this board.

Cancel

+ Add property  
 + Add all properties

Batch editable by.. Batch visible for..

Representation	Description	Type	Editable by..	Visible for..	Resource Visible	Required

Save and close Save and edit Save and create another Save and clone

Cancel

Add the properties that will be associated with this board.

**Add one property**  
 Use the select box and then “add property”.

**Add all properties**  
 Use the option “add all properties”.

**Change rights for one property**  
 Editable by = Users/Usergroups that can edit the information entered for this property on this board.  
 Visible for = Users/Usergroups that can see the property on this board.

+ New Board

General

Associated Properties

Visibility

 English (United Kingdom)

 Dutch (Netherlands)

# Visibility

## Visibility Usergroups

Root

Administrator

Save and close

Save and edit

Save and create another

Save and clone

Cancel

### Visibility


Here you can set which usergroups may see this board.

+ New Board

General

Associated Properties

Visibility

 English (United Kingdom)

 Dutch (Netherlands)

## English (United Kingdom)

Name

Save and close

Save and edit

Save and create another

Save and clone

Cancel

### Give the board a name

After setting the board you have to give the board a name. Click on the language button to go to the textbox “Name”.

Save and close

Save and edit

Save and create another

Save and clone

Cancel

#### Save and close

Saves this board and navigates to the board overview window.

#### Save and edit

Saves this board and keeps you in this board editing window.

#### Save and create another

Saves this board and navigates to a new board creation window.

#### Save and clone

Saves this board and clones the board.

#### Cancel

Cancel the board creation process. You will lose your work.

## Edit a existing board

+ Update Board "zde bord"

General

Associated Properties

Visibility

✓ English (United Kingdom)

✓ Dutch (Netherlands)

### Change rights for all properties

Batch editable by = Users/Usergroups that can edit the information entered for this property on this board.

Batch visible for = Users/Usergroups that can see the property on this board.

Save and close

Save and edit

Save and create another

Cancel

+ Add property

+ Add all properties

Batch editable by..

Batch visible for..

Representation

Description

Type

Editable by..

Visible for..

Resource Visible

Required

---

Name

Text

Everyone

Everyone

✗

---

Description

Text

Everyone

Everyone

✗

---

New

Checkbox (On/Off)

Everyone

Everyone

✗

---

Sizeguide

Text

Everyone

Everyone

✗

### Change rights for one property

Editable by = Users/Usergroups that can edit the information entered for this property on this board.

Visible for = Users/Usergroups that can see the property on this board.

+ Update Board "2de bord"

General

Associated Properties

Visibility

- ✓ English (United Kingdom)
- ✓ Dutch (Netherlands)

## Associated Properties

Expand screen

### Required

When this option is active, the property needs to be filled in before it can move from this board to another board. This is only applicable when the workflow module is active.

Save and close Save and edit Save and create another Cancel

+ Add property

+ Add all properties

Batch editable by..

Batch visible for..

Representation	Description	Type	Editable by..	Visible for..	Resource Visible	Required	
---	Name	Text	<input checked="" type="checkbox"/> Everyone	<input checked="" type="checkbox"/> Everyone	<input type="checkbox"/>	<input type="checkbox"/>	✗
---	Description	Text	<input checked="" type="checkbox"/> Everyone	<input checked="" type="checkbox"/> Everyone	<input type="checkbox"/>	<input type="checkbox"/>	✗
---	New	Checkbox (On/Off)	<input checked="" type="checkbox"/> Everyone	<input checked="" type="checkbox"/> Everyone	<input type="checkbox"/>	<input type="checkbox"/>	✗
---	Sizeguide	File	<input checked="" type="checkbox"/> Everyone	<input checked="" type="checkbox"/> Everyone	<input type="checkbox"/>	<input type="checkbox"/>	✗

### Resource visible

If you want show properties of a data resource (a product on another board), select the properties you want to show on the board on which the source product is placed. Its properties 'fabric description' and 'fabric code' are shown on the product page. Toggling the select box will make this information visible or invisible.

## Models

## Models







Models contain variants/products.

## Models

[Add](#)
[Create from product](#)
[Duplicate](#)
[Invert status](#)
[Delete selected](#)

« < 1 2 3 > »

Showing: 1 - 25  
Total: 1491

	#	Name	Board	Variants	Created by	Last updated by	Active	<input checked="" type="checkbox"/>
	1496	Every Turtle Tee	Fila Products	8 <a href="#">Edit</a>	EeZeeBee Admin	EeZeeBee Admin	<span>Active</span>	<input type="checkbox"/>
	1495	Test copy	Products	0 <a href="#">Edit</a>	EeZeeBee Admin	-	<span>Active</span>	<input type="checkbox"/>
	1494	Test	Products	1 <a href="#">Edit</a>	EeZeeBee Admin	-	<span>Inactive</span>	<input type="checkbox"/>
	1492	Test	Products	3 <a href="#">Edit</a>	EeZeeBee Admin	-	<span>Active</span>	<input type="checkbox"/>
	1489	Product model	Products	3 <a href="#">Edit</a>	EeZeeBee Admin	-	<span>Active</span>	<input type="checkbox"/>

### Editing/updating

Click on the pencil on the right side of the model.

### Add

Click on this button to add a new model. More info on the next page.

### Create from product

Click on this button to add a new model based on a existing product.

### Duplicate

Select one model to duplicate.

### Invert status

Select a model and click invert status to toggle between active and inactive.

### Delete selected

Select a model and click “delete selected” to delete a model. Note that you can receive a warning that a model can not be deleted because it is in use. In that case you can deactivate the product.

## Add a new model

### + New Model step 1

General

 English (United Kingdom)

 Dutch (Netherlands)

## General

Active

Board

[+ Create a new one](#)

Cancel

Next step

### Active

Choose the status of this model.

### Board

Select the board you want to add this model to. Note: If you did not create a board, you have to do this first. In that case click on “Create a new one”.

### Give the model a name

Click on the language button to go to the textbox “Name”. This name will be shown on the product page in PIM.

Click on “Next step”.



Dimensions usually means sizes and/or colors. These are the attributes which determine the variants in the model.

+ New Model step 2

Dimensions

## Dimensions

+ Add property

Size (Select)

Description	Type	
Color	Select	x
Size	Select	x

Cancel

Next step

### Add properties

Add the properties that will define the dimensions of this model. Select and click on “Add property”.

Click on “Next step”.

Shared properties means that all variants of the same model have the same value for the property. For example, modelnumber or description.

+ New Model step 3

Shared Properties

## Shared Properties

+ Add property      + Add all standard shared properties

Description	Type	x
-------------	------	---

Cancel    Next step

**Add shared properties**

Add all the properties that belong to this dimension. Select and click on “Add property”.

Click on “Next step”.

+ New Model step 4

Dimension properties: Color

Dimension properties: Size

## Dimension properties: Color

+ Add property

Description

Type

Cancel

Finalize

### Add dimension properties

Add all the dimension properties that belong to this new model. Select and click on “Add property”.

Click on “Finalize”.

## Products

## Products

## Products

[Add](#)
[Invert status](#)
[Delete selected](#)

« < 1 2 3 > »

Showing: 1 - 25  
Total: 10776

# ▾	Name	Board	Created by	Last updated by	Status	<input checked="" type="checkbox"/>
10783	Product 10783	Fila Labels	EeZeeBee Admin	EeZeeBee Admin	<span>Active</span>	<input type="checkbox"/>
10782	Product 10782	Fila Labels	EeZeeBee Admin	EeZeeBee Admin	<span>Active</span>	<input type="checkbox"/>
10781	Necklabel	Fila Labels	EeZeeBee Admin	EeZeeBee Admin	<span>Active</span>	<input type="checkbox"/>
10780	Product 10780	Fila Fabrics	EeZeeBee Admin	EeZeeBee Admin	<span>Active</span>	<input type="checkbox"/>
10779	Q141	Fila Fabrics	EeZeeBee Admin	EeZeeBee Admin	<span>Active</span>	<input type="checkbox"/>
10778	Fila	Fila Brands	EeZeeBee Admin	EeZeeBee Admin	<span>Active</span>	<input type="checkbox"/>

**Add**

Click on this button to add a new product. More info on the next page.

**Invert status**

Select a product and click “invert” status to toggle between active and inactive.

**Delete selected**

Select a product and click “delete selected” to delete a product. Note that you can receive a warning that a product can not be deleted because it is in use. In that case you can deactivate the product.

**Copy a product**

To copy a product, with all properties, but without data (information entered), you need to add a product and choose a template. The new product will be placed on the board on which the original product is placed. The product will have the associated properties of this board connected. Go to the next page to add a new product.

## Add a new product

Products / Create

+ New Product

General

### General

Type

Active

[Cancel](#) [Save](#)

Type	<input type="text" value="Product"/>	
Quantity	<input type="text" value="Quantity"/>	
Template	<input type="text" value="Select a product"/>	
Initial board	<input type="text" value="Products"/>	<a href="#">+ Create a new one</a>
Active	<input type="text" value="Active"/>	
Type	<input type="text" value="Model variant"/>	
Model	<input type="text"/>	<a href="#">+ Create a new one</a>
Active	<input type="text" value="Active"/>	

### 1. Choose your type

#### Product

Choose this option if you want to add a single product.

Quantity = fill in the quantity to add more single products at once.

Template = creating a product based on a template creates a copy of an existing product.

Initial board = select the initial board of this product. Please note that you can only select boards that are valid for the base product.

Active = sets the active/inactive status of the product.

Click on “Save”.

#### Model variant

Choose this option if you want to create a model variant. For example a new size or a new colour of a existing model.

Model = select the model you want to add this variant. Note: If you did not create a model, you have to do this first. In that case click on “Create a new one”.

Active = sets the active/inactive status of the product.

Click on “Save”. Go to step 2.

**+ New Product step two**

Dimensions

## Dimensions

**Existing variants**

7	Orange	L
8	Orange	XS

Color

Size

Cancel

Save

**2. Choose your dimensions**

The overview shows the existing variants. Dimensions are predefined select properties which are defined during your system set up. In this example the dimensions are color and size.

Color = select a color you want to add.

Size = select a size you want to add.

Click on "Save".

After saving you are turning to the product overview. You will see the following message:

Success Creation completed and data saved!

## Channelmanager profiles

### Channelmanager profiles

[Add](#) [Invert status](#) [Delete selected](#)

Showing: 1 - 2  
Total: 2

	#	Name	Created by	Field mappings	Type	Last export	Num exports	Status	<input checked="" type="checkbox"/>
	3	B2C Channel	EeZeeBee Admin		webservice	channel-3-5f1842e01217b.json ( 2020-07-22 15:45:04 )	634	Active	<input type="checkbox"/>
	1	B2B Channel	EeZeeBee Admin		webservice	channel-1-5f1842de50dcf.json ( 2020-07-22 15:45:04 )	8252	Active	<input type="checkbox"/>

**Add**  
Click on this button to add a new channel. More info on the next page.

**Invert status**  
Select a channel and click invert status to toggle between active and inactive.

**Delete selected**  
Select a channel and click “delete selected” to delete a channel.



## Add a new channel

+ New channelmanager profile

General

Properties

### General

Name

Type

Export interval

Export domain

Default language

Email on completion to

Limit to products on these boards

Active

Cancel

Save

#### Give the channel a name

Go to the textbox "Name". This name will be shown in the channelmanager overview.

Channelmanager profiles > add a new channel

Type

A dropdown menu with a search bar at the top. Below the search bar, four options are listed: CSV, JSON, Webservice, and XML. The 'CSV' option is highlighted with a blue background.

Choose the type of the channel

The type “webservice” returns the JSON type.

Export interval

A dropdown menu with a search bar at the top. Below the search bar, four options are listed: Every hour, Every 4 hours, Every 12 hours, and Every 24 hours. The 'Every 24 hours' option is highlighted with a blue background.

Select how often a channel will refresh the data.

You can choose between once a hour, every 4 hours, every 12 hours and every 24 hours.

Export domain

A dropdown menu with a search bar at the top. Below the search bar, two options are listed: Don't export domain and Export domain. The 'Export domain' option is highlighted with a blue background.

Choose if there must be added a domain-link to the exported documents after finishing the export of this channel. Export domain means it will send full url's to the channel for upload fields. Otherwise only the filename will be sent.

## Channelmanager profiles &gt; add a new channel

Default language Email on completion to Limit to products on these boards Active 

Link to export location

- Regular link
- Hashed link

**Default language**

Choose between NL or ENG/GB.

**Email on completion to**

Set a e-mail so you will receive a e-mail when the export is completed.

**Limit to products on these boards**

Fill this textbox with boards if you want to export products from only one or more specific boards. The channel export will be limited to only this board(s). If not, leave empty.

**Active**

Choose the status of this channel.

Go to the tab "Properties".

This option appears when you choose the type "Webservice" or "CSV". Choose "Regular link" or "Hashed link".

**Regular link** = choose this option if you want to use a regular link like <https://pim.eezeebce.com/webservice/channel/1>**Hashed link** = choose this option if you want to use a export link like <https://pim.eezeebce.com/webservice/channel/5f4f7151a7183>.

+ New channelmanager profile

General

Properties

## Properties

+ Add property

Size (Select)

Property	Type	Required
Color	Select	x
Size	Select	x

Cancel

Save

After filling the general settings you have to add (at least one) properties. Choose a property and click on “Add property”.

Only the properties that are filled in this tab will be exported!

After adding all the properties click on “Save”.

## Comment tags

## Comment tags

This will give you the possibility to add specific tags for using comments on the product detail page. If you want to add a comment that is only meant for “Marketing” or for “Shirts” you can add tags for those categories. That makes filtering on specific comments easier.

## Comment Tags

[Add](#) [Invert status](#) [Delete selected](#)

Showing: 1 - 1  
Total: 1

	#	Tag name	Created by	Last updated by	Status	<input checked="" type="checkbox"/>
	1	flippers	EeZeeBee Admin	-	<a href="#">Active</a>	<input type="checkbox"/>

### Add

Click on this button to add a new comment tag. More info on the next page.

### Invert status

Select a comment tag and click invert status to toggle between active and inactive.

### Delete selected


Select a comment tag and click “delete selected” to delete a comment tag.

## Add a new comment tag

+ New Comment Tag

Comment Tags

 English (United Kingdom)

 Dutch (Netherlands)

## General

Active

Universal Tag name

Cancel

Save

### STEP 1

#### Active

Choose the status of this comment tag.


#### Universal Tag name

Type here a tag name if it's a universal tag name. If not, leave this field empty and go to STEP 2.

Click on "Save".

+ New Comment Tag

Comment Tags

 English (United Kingdom)

 Dutch (Netherlands)

# English (United Kingdom)

Tag name

Cancel

Save

## STEP 2

### Tag name

Type the tag name for the language(s).

Click on “Save”.

See below the preview. You can add comments on the left side of the product detail page. This comment is added without selecting a tag name.

No main image selected



1 Comments

Filter [Shirts](#) [flippers](#)



EeZeeBee [2019-02-25 11:36:42]  
hallo

---

Respond





## Users

### Users

### Users

[Add](#) [Invert status](#) [Delete selected](#)

Showing: 1 - 1  
Total: 1

	# ▾	Firstname	Surname	Created by	Last updated by	Status	<input checked="" type="checkbox"/>
	1	EeZeeBee	Admin	EeZeeBee Admin	-	<a href="#">Active</a>	<input type="checkbox"/>

#### Add

Click on this button to add a new user. More info on the next page.

#### Invert status

Select a user and click invert status to toggle between active and inactive.

#### Delete selected

Select a user and click “delete selected” to delete a user.

## Add a new user

+ New User

General

### General

Firstname	<input type="text" value="Firstname"/>
Surname	<input type="text" value="Surname"/>
E-mail address	<input type="text" value="support@eezebee.com"/>
Password	<input type="password" value=""/>
Country	<input type="text" value="Netherlands"/> <a href="#">+ Create a new one</a>
Language	<input type="text" value="Dutch (Netherlands)"/> <a href="#">+ Create a new one</a>
Active	<input type="text" value="Active"/>

Cancel Save

#### Firstname/Surname

Fill the name.

#### Email address

Fill a valid email address. This will be the username of this user.

#### Password

Set a password.

#### Country

Select a country.

#### Language

Select a language. This will also determine the language view in the whole PIM.

#### Active




Select the status of this user.

## Usergroups

### Usergroups

[Add](#) [Invert status](#) [Delete selected](#)

Showing: 1 - 2  
Total: 2

	#	Name	Created by	Last updated by	Status	
	2	Administrator	EeZeeBee Admin	EeZeeBee Admin	<a href="#">Active</a>	<input type="checkbox"/>

#### Add

Click on this button to add a new usergroup. More info on the next page.

#### Invert status

Select a usergroup and click invert status to toggle between active and inactive.

#### Delete selected

Select a usergroup and click “delete selected” to delete a usergroup.

## Add a new usergroup


### + New Usergroups

General

Rights

Users

 English (United Kingdom)

 Dutch (Netherlands)

## General

Active

Active

Cancel

Save

### STEP 1

#### Active

Select the status of this usergroup.

+ New Usergroups

General

Rights

Users

 English (United Kingdom)

 Dutch (Netherlands)

## Rights

Cancel

Save

Right	<input checked="" type="checkbox"/>
Create new Sizescreen	<input type="checkbox"/>
Access BOM	<input type="checkbox"/>
Access BOM in controlpanel	<input type="checkbox"/>
Access to Boards in the Controlpanel	<input type="checkbox"/>

### STEP 2

Determine which pages/fields the usergroup may see or edit. Select the boxes.

+ New Usergroups

General

Rights

Users

 English (United Kingdom)

 Dutch (Netherlands)

## Users

+ Create a new one

User



EeZeeBee Admin



Cancel

Save

### STEP 3


Determine which users belong to this usergroup. Select the boxes. Note: If you did not create a user yet, you have to do this first. In that case click on “Create a new one”.

+ New Usergroups

General

Rights

Users

 English (United Kingdom)

 Dutch (Netherlands)

## English (United Kingdom)

Name

Cancel

Save

### STEP 4

Give the usergroup a name per language. Click on “Save”.

## Settings

### General

#### Settings

General

Technical

Comments

Modules

Standard Language	<input type="text" value="English (United Kingdom)"/>
Default timezone	<input type="text" value="Europe/Amsterdam"/>
Use drawing tool	<input type="text" value="Don't use drawing tool"/>
Use workflows	<input type="text" value="Use workflows"/>

Cancel

Save

#### Standard language

Sets the language in the PIM system.

#### Default timezone

Sets the timezone in the PIM system.

#### Use drawing tool

No longer in use.

#### Use workflows

Choose if you want to use workflows. Go to the module workflows to set.

Click on “Save” to set the changes.



## Technical

### Settings

General

Technical

Comments

Modules

Standard Theme	<input type="text" value="plm-tool"/>
Logo	<input type="button" value="Bestand kiezen"/> Geen bestand gekozen
No Image	<input type="button" value="Bestand kiezen"/> Geen bestand gekozen
Broken Image	<input type="button" value="Bestand kiezen"/> Geen bestand gekozen
Base URL	<input type="text" value="https://plm.eezeebee.com/"/>
Product image max size enabled	<input type="text" value="Yes"/>
Hide empty products	<input type="text" value="No"/>

#### Standard Theme

You can only select the pim-tool.

#### Logo

You can set a logo that will be shown in de header of PIM.

#### No Image

Set a image if there is “no image” available. This will be shown on the product page and product detail page.

#### Broken Image

Set a image if there is “a broken image”. This will be shown on the product page and product detail page.

#### Base URL

This is the URL of your PIM system. This is the field is can also be used by exporting the channel. Go to [channelmanager profiles](#) for more info.

#### Product image max size enabled

Productimages will be resized on the product detail page.

#### Hide empty products

Set this option if you want to hide products if the product doesn't contain any properties.

Click on “Save” to set the changes.

Settings > Technical

Active status on by default in Controlpanel  
creation functions

Results per page (Controlpanel lists)

**Active status on by default in Controlpanel creation functions**

Set if you want to show the function Active/Inactive in the modules.

**Results per page (Controlpanel lists)**

Set how many modules must shown in the controlpanel.

Click on “Save” to set the changes.

Combine product detail variants

Show color code before the color

Only at product details page

Show both key and value

**Combine product detail variants**

Sets the view for variants on the product detail page.

**Show color code before the color**

Set this option to 'yes' if you want to show the color code before the color name. Only possible for the product detail page.

**Show both key and value**

This setting depends on the property type select or multi-select.

## Comments

### Settings

General

Technical

Comments

Modules

Allow users to delete comments

Cancel

Save

Choose if you want allow the users to delete comments on the product detail page.

Click on “Save” to set the changes.

## Importruns

## Importruns

This function allows you to import data in your system. Before starting an importrun you need to prepare your file to the following instructions =  
 - Your file needs to be a csv file - Values can be seperated by ‘,’ or ‘;’ - Your file needs to be UTF-8 coded.

## Importruns

Records (2/2)

Add

Search

#	Name	Status	Last change
2	dv	New	2019-02-25 14:57:55

**Shown imported data**

There will be shown only columns/properties which are cope with the channelmanager and added in the field mapping.

**Add**

Click on this button to create a new importrun.

**Duplicate a importrun**

Click on the pencil and then “Duplicate importrun”.

**Revert a importrun**

If you want to revert a importrun you can click on the pencil and then “Revert importrun”. There will be shown a message because you will overwrite all the changes.

Are u sure you wish to revert all changes made by this importrun?

OK

Annuleren

# Importruns

Name

Import with user

Type of import

[Cancel](#)[Next](#)

## STEP 1

Click on “Add”.

### Name

Enter a name.

### Import with user

Select the name of the user which should be used for this import. This user will be linked to the new data, shown as the editor as well as shown in the property revision popup.

### Type of import

Models with variants = select this option to import (for example descriptions) models with variants.

Loose products or resources = select this to import specific products or resource boards. For example by adding info (like descriptions). There is no model/color or size needed.

Click on “Next”.

# Importruns

Name Product descriptions

CSV-file  Geen bestand gekozen

CSV-separator

Cancel

Previous

Next

## STEP 2

### Name

This is the name of the import selected in step 1.

### CSV file

Click on “Bestand kiezen” and choose the file to import.

### CSV separator

Select the correct separator used in your selected file.

Click on “Next”.

# Importruns

Name	Product descriptions
CSV-file	99c3ccb69fdc0f8aef357ee70f5a89415b729658.csv
CSV encoding UTF-8	Yes
CSV-separator	;
Nr of rows	14
Nr of columns	5
Errors	<b>No errors</b>

Item	Item description	Color	Size	Product description long ENG
35000.180018	Star Fullsuit 5/4mm Bzip	Black/Grey	L	A polar lining full suit with 4-way stretch kneepads
35000.180018	Star Fullsuit 5/4mm Bzip	Black/Grey	LS	A polar lining full suit with 4-way stretch kneepads
35000.180018	Star Fullsuit 5/4mm Bzip	Black/Grey	LT	A polar lining full suit with 4-way stretch kneepads
35000.180018	Star Fullsuit 5/4mm Bzip	Black/Grey	M	A polar lining full suit with 4-way stretch kneepads
35000.180018	Star Fullsuit 5/4mm Bzip	Black/Grey	MS	A polar lining full suit with 4-way stretch kneepads
35000.180018	Star Fullsuit 5/4mm Bzip	Black/Grey	MT	A polar lining full suit with 4-way stretch kneepads

## STEP 3

The system will show a preview of the uploaded data. If errors are found, the system will notify you at this point.

### Errors

Errors

**No errors**

If you see this notification the file is correctly filled with data.

### Preview

Is the info correct in the columns from the selected file?

Click on “Next”.



## Match properties

### STEP 4

Match the model property in PIM to equal the model property in your import sheet. If you want to add variant properties, one entry per variant needs to be imported (one line per variant) and the variant dimensions also need to be matched. In the example used, only model properties are imported. Variant properties are left blank. Make sure that PIM properties match the CSV properties below.

## Importruns

Name Product descriptions

### PLM properties

PLM model no (Field required)	<input type="text" value="Model ID"/>
PLM color	<input type="text" value="Color"/>
PLM size	<input type="text" value="Size"/>

### CSV properties

Property for model-no (Field required)	<input type="text" value="--- Not selected ---"/>
Property for color	<input type="text" value="--- Not selected ---"/>
Property for size	<input type="text" value="--- Not selected ---"/>

Auto-match properties

Use this option so PIM can “match” the properties that are recognizable.

## Field mapping

## Importruns

Name Product descriptions

## Field mapping

Auto-match properties

Data	Property	Language
Item description	Description	English (United Kingdom)
Product description long ENG	Product description long	English (United Kingdom)

Auto-match properties

**STEP 5**

Link all the datafields to match with the fields in PIM.

When applicable, multiple fields will be shown to import the data in different languages. You can also use the automatic function. Based on column headers, the system will attempt to match the properties. Note that the properties need to match 100% for this to function without error. At least one field needs to be mapped.

The system will ask you to complete below formats (when applicable):

- Select separators for Multiple select attributes
- Set date format for date attributes
- Select attributes can be mapped either by key or value. Non existing values for select attributes will be created.

**Data**

This is the datafield that will be imported.

**Property**

Match the datafield with a property in PIM.

**Language**

Determin for which language the datafield has to be imported.

**Auto-match properties**

Use this option so PIM can “match” the properties that are recognizable. Always check if this is the right property!

Click on “Next”.

# Importruns

Name Product descriptions

Cancel

Previous

Next

## STEP 6

Check the name of the importrun. If this is correct click on “Next”

# Importruns

Name Product descriptions

Notifier emailaddress

Notifier emailaddress

Cancel

Previous

Next

## STEP 7

Fill in an emailadress to send a notification if the importrun is completed.

Click on “Next”

# Importruns

Name Product descriptions

Cancel

Previous

Start import

## STEP 8

Click on “Start import”. If the importrun is finished you will get an email. You can close your browser, the import will run in the background.

The status of the importrun can be found in the importrun [overview](#).

# Importruns

Import will start shortly

You will receive an email when it has finished

Back

## Upload documents


## Upload documents

This module gives you the possibility to add documents that belong to a specific property and product. The property is assigned to products so the documents will be shown on the product detail page. This can be images or pdf's.

## Upload documents

Add Delete selected

Showing: -24 - -25  
Total: 0

	# ▾	Description	Adding files	Created by	Last updated by	Status <input checked="" type="checkbox"/>
--	-----	-------------	--------------	------------	-----------------	--

### Add

Click on this button to add a new document. More info on the next page.

### Delete selected

Select a document-upload configuration and click “delete selected” to delete a document-upload configuration.

### Status

Waiting for files = This will be shown if there a no images to upload, or the system is busy uploading files following the configuration settings.

#### Other possible status

- Configuration incomplete - Waiting for files
- Processing files - Ready

### Additional settings

#### Show the document(s) on the B2B

After uploading the documents that belongs to a specific property you have to determine how the document should be displayed on the B2B. Go to the module tabmanager in the backend of the B2B. For more info read the B2B Guide.

## Set filename configuration

This determines on which property the documents will be added.

+ New

General

Filename configuration

## General

Description

Description

Upload property

Sizeguide

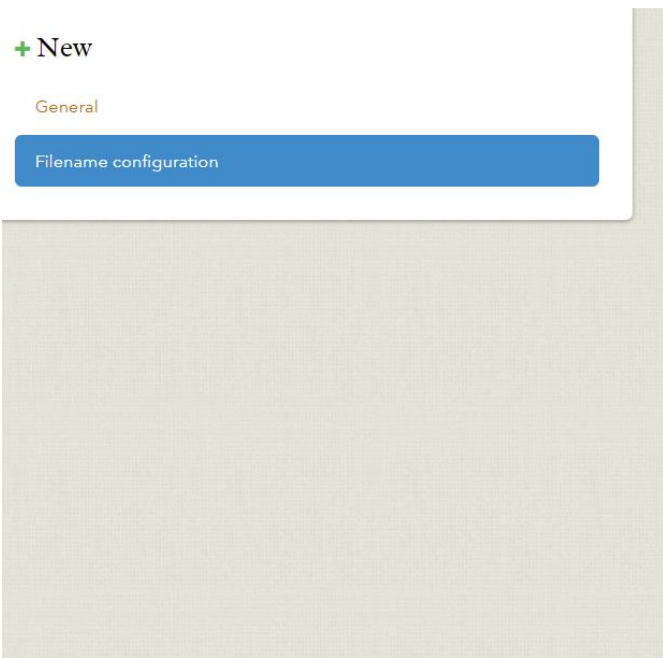
### STEP 1

#### Description

Give the uploadconfiguration a name. This will be shown in the overview.

#### Upload property

Select a property in which the uploaded document will be added. This can be only a property that allows to add files.



## Filename configuration

Seperator	<input type="text" value="-"/>
Filename blocks	<input type="text" value="4"/>
Block one	<input type="text"/>
Block two	<input type="text"/>
Block three	<input type="text"/>
Block four	<input type="text"/>

[Cancel](#)[Save](#)

### STEP 2

#### Seperator

Fill the separator that will be used in the filenames of the documents you want to upload.

#### Filename blocks

Select how many parts are shown in the filename. Select the property for every block to match the value with a productattribute. Choose only the parts you want to match with the parts in the filename.

#### For example:

The filename is named as "1205487\_26\_doc.xls" the name is separated by 3 "blocks". The first block is the modelnumber, the second block is the size and the last block is a description.

### Add files

Click on “Add files” in the overview. Drop the files to upload, or click on this text to select a file.

## Adding documents

Drop files here to upload

## Overview files

Cleanup

Filename	Status
----------	--------

Back



## Bulk move products

## Bulk move products

This module gives you the possibility to move products in a “bulk”. So if you have a large list of products that you want to move to another board you can use this module.

### Bulk move products - Step one: Select board

ID	Name	Select
23	Step 1 PRODUCTION	Select
31	Step 2 PACKING	Select
32	Step 3 APPROVAL	Select
33	Step 4 ARCHIVE	Select

#### Start a new “bulk”

##### STEP 1

Click on the “Select” button from which board the products have to move.

## Bulk move products

### Bulk move products - Step two: Select products

Selectable products

Please type the first characters

Product 10762
Product 10784
Product 1
Product 2
Product 3
Product 4
Product 5
Product 6
Product 7
Product 8
Product 9
Product 10
Product 11
Product 12
Product 13
Product 14
Product 15
Product 16
Product 17
Product 18
Product 19
Product 20
Product 21
Product 22

Selected products

Next

#### STEP 2

Click on the products you want to move to another board. To deselect the products in the right column you can just click on the product. Click on “Next”.

## Bulk move products

### Bulk move products - Summary

#### Origin board

Products

#### Selected products to move

Product 1
Product 5
Product 8
Product 12
Product 14
Product 16
Product 24

#### Destination board

Board 1

Execute move

#### STEP 3

Select the destination board. Click on the “Select” button to the board you want to move the products. After selecting you will see the overview above. Check if the info is correct and click on “Execute move” to move the “bulk” of products.

## Workflows

## Workflows






A workflow can be used to determine a “flow” which way the product moves through the system(boards).

## Workflows

Add

Delete selected

Showing: 1 - 4  
Total: 4

	# ▼	Board	Next board	Main flow	Required fields on entry	<input checked="" type="checkbox"/>
	4	Products	2de bord	<b>Main flow</b>	0 <a href="#">Edit</a>	<input type="checkbox"/>
	3	Fila Fabrics	Fila Labels		0 <a href="#">Edit</a>	<input type="checkbox"/>
	2	New products	Products		0 <a href="#">Edit</a>	<input type="checkbox"/>
	1	Products	New products		0 <a href="#">Edit</a>	<input type="checkbox"/>

**Add**

Click on this button to add a new workflow. More info on the next page.

**Main flow**

This is the main route to follow. On each board you can select a next board as a “main flow”, so this is the preferred path the product should move.

**Delete selected**

Select a workflow and click “delete selected” to delete a workflow.

## Add a new workflow

+ New workflow

General

### General

Board	<input type="text"/>	+ Create a new one
Next board	<input type="text"/>	+ Create a new one
Main flow	<input type="text" value="No"/>	

Cancel

Save

#### Board

Select the first board for this workflow. Note: If you did not create a board, you have to do this first. In that case click on “Create a new one”.

#### Next board

Select the next board for this workflow. Note: If you did not create a board, you have to do this first. In that case click on “Create a new one”.

#### Main flow

Decide if you want to select this workflow as the “Main flow”.

Click on “Save”.

Required fields will be validated when moving a product between boards. So you are defining which properties are required to enter a next board.

## Workflows - 2de bord - Required fields on entry

[Back](#)

### Shared Properties

B2B properties ▾

Name	Type	Language	Required field
Yvette	resource		<input type="checkbox"/>
Promotion price	currency		<input type="checkbox"/>
B2B Sale	checkbox		<input type="checkbox"/>
Others also bought	multiple_resource		<input type="checkbox"/>
Extra information	text	nl_nl	<input type="checkbox"/>

Click on “Edit” in the column “Required field to entry”.

Select the box “Required field” for the properties that are required for this workflow.

Click on “Save”.

## Propertygroups

## Propertygroups

## Propertygroups

[Add](#)
[Invert status](#)
[Delete selected](#)
[Batch sorting](#)

Showing: 1 - 7  
Total: 7

	#	Name	Properties	Created by	Last updated by	Sort	Status	<input checked="" type="checkbox"/>
	1	General	28	EeZeeBee Admin	EeZeeBee Admin	0 	<span>Active</span>	<input type="checkbox"/>
	5	Fabric	6	EeZeeBee Admin	EeZeeBee Admin	10 	<span>Active</span>	<input type="checkbox"/>
	6	Labels	4	EeZeeBee Admin	EeZeeBee Admin	20 	<span>Active</span>	<input type="checkbox"/>

**Editing/updating**

Click on the pencil on the left side of the propertygroup.

**Add**

Click on this button to add a new propertygroup. More info on the next page.

**Duplicate**

Select one propertygroup to duplicate.

**Invert status**

Select a propertygroup and click invert status to toggle between active and inactive.

**Delete selected**

Select a propertygroup and click “delete selected” to delete a propertygroup. Note that you can receive a warning that a propertygroup can not be deleted because it is in use. In that case you can deactivate the product.

**Batch sorting**

Enter a sorting value to change the order of the propertygroup. This is the order as shown on the propertygroup. Then click batch sorting.

**Sort one property**

You can use the arrows next to the sorting number to move a propertygroup up or down.

## Add a new propertygroup

+ New Propertygroups

General

English (United Kingdom)

Dutch (Netherlands)

### General

Active

### Active

Choose the status of this propertygroup.

### Give the propertygroup a name

Click on the language button to go to the textbox "Name". This name will be shown on the product page in PIM.

Click on "Save".



## Tasks

### Tasks

You can use this module to make a task for a user in the PIM system. The user can see this task in his profile by clicking on “[Tasks](#)”.

### Tasks

[Add](#) [Delete selected](#)

Showing: 1 - 1  
Total: 1

Search

#	Type task	Description	Responsible	Duedate	Status	<input checked="" type="checkbox"/>
1	Fill in Property	Description op <a href="#">Product 10769</a>	EeZeeBee Admin	2018-08-04	<a href="#">Completed</a>	<input type="checkbox"/>

#### Add

Click on this button to add a new task. More info on the next page.

#### Delete selected

Select a task and click “delete selected” to delete a task.

**Add a new task** (See next page for a example)

+ New Task

General

## General

Type Task	<input type="text" value="Type Task"/>	
User	<input type="text" value="Choose user"/>	+ Create a new one
Board	<input type="text" value="Choose Board"/>	+ Create a new one
Property	<input type="text"/>	+ Create a new one
Product	<input type="text"/>	+ Create a new one
Due date	<input type="text" value="24-08-2020"/>	
Comments	<input type="text"/>	


**Type task**

You can choose between “Fill in Property” or “Generic”.

**User**

Select the user for this task.

**Board**

Select the board that is ment for this task.

**Property**

Select a property for this task. Note: If you did not create a property, you have to do this first. In that case click on “Create a new one”.

**Product**

Click on the field next to this item and search the product(s) you want to add to this task.

**Due date**


Select the date this task has to be fulfilled.

**Comments**

Add a comment for this task so the user knows what to do.

Click on “Save”.

### Example task

Type Task	<input type="text" value="Fill in Property"/>	
User	<input type="text" value="EeZeeBee Admin"/>	<a href="#">+ Create a new one</a>
Board	<input type="text" value="Board Products"/>	<a href="#">+ Create a new one</a>
Property	<input type="text" value="Product description long"/>	<a href="#">+ Create a new one</a>
Product	<input type="text" value="Product 1123 (1123)"/>	<a href="#">+ Create a new one</a>
Due date	<input type="text" value="28-08-2020"/> 	
Comments	<input type="text" value="Add a long description for this product"/>	

The following step is that the user has to “Complete” the task.

### Assigned Tasks

#	Duedate	Asked	
<span>Complete</span>	2020-08-28	Fill in Property: Product description long voor <span>Product 1123</span>	Onvoltooid
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"><p>comment (optioneel)</p></div> <div style="margin-top: 5px;"><span>Voltoeien</span></div>			

## Reports

# Reports

- Add
- Duplicate
- Invert status
- Delete selected

Showing: -24 - -25  
Total: 0

	# ▾	Name	Fields	Created by	Last updated by	Status	<input checked="" type="checkbox"/>
--	-----	------	--------	------------	-----------------	--------	-------------------------------------

### Editing/updating

Click on the pencil to edit an existing report.

### Add

Click on this button to add a new report. More info on the next page.

### Duplicate

Select one report to duplicate.

### Invert status

Select a report and click invert status to toggle between active and inactive.

### Delete selected

Select a report and click “delete selected” to delete a report.

## Add a new report

+ New report

General

Usergroups

Boards

English (United Kingdom)

Dutch (Netherlands)

1  
GeneralActive 

Cancel

Save

3  
Boards

+ Create a new one

- Producten
- Nieuwe producten
- Fila Fabrics
- Fila Products
- Fila Brands
- Fila Labels
- 2de bord

4  
English (United Kingdom)Name report Report description **1. General**

Set the active/inactive status of the report.

**2. Usergroups**

Select the usergroups which will have access to the report. Create a new one if you want to add a new usergroup.

**3. Boards**

Select the boards which will be active for this report. An active board can be selected when generating a report. Products which are placed on active boards, will be visible on the report.

**4. Languages**


Give the report a name and description per language.

Click on "Save".

Add fields to the report

## Report fields 'New products'

[Back](#) [Add](#) [Invert status](#) [Delete selected](#)

	#	Name	Type	Source	Units	Colour	Display on report	Display sequence	Calculation sequence	Active <input checked="" type="checkbox"/>
---	---	------	------	--------	-------	--------	-------------------	------------------	----------------------	--

Click on “Add”.

### **Invert status**

Select a report and click invert status to toggle between active and inactive.

### **Delete selected**

Select a report and click “delete selected” to delete a report. Note that you can receive a warning that a report can not be deleted because it is in use. In that case you can deactivate the report.

### + New report field

General

Dutch (Netherlands)

English (United Kingdom)

## General

Active

Fieldtype

Property

[+ Create a new one](#)

#### Active

Set the active/inactive status for the report field.

#### Fieldtype

Set the type of field.

Property = allows to display property values on the report. Select a property.

Property from source-board = displays a property which is related to the product through a data resource. Fill the field "Source-property" and "Source-board Property".

Fixed Value = field to enter a fixed value. This can be used to calculate.

Calculationfield = field to calculate. This can be used if (for example) you want to calculate the retail price, customer price with a discount price.

#### Calculation field(s)

**Report field #1** = select the first value to calculate.

**Operator** = fill the calculation operator for how you want to calculate.

**Report field #2** = select the second value to calculate.

**Decimals** = fill how many decimals you want to use.

Note: When making complex reports, make sure to define every step of your calculation in advance. Every calculation-step is a separate field. Use the descriptionfield to describe exactly what is calculated in this field. This will help to trace errors or change calculations.

Report field #1

Operator

Report field #2

Decimals



Reports > add a new report > add fields

Colour = choose a colour for the field to display on the report. This is optional not mandatory.  
Display on report = can be used to hide fields from the report (calculations for example).  
Display sequence = order of displaying on the report.

Colour

Display on report

Display sequence

Calculation sequence

Fill this option when using a calculation field which uses another calculation field as input

At last you need to name the report field.  
Name = Enter a name for the report field.  
Unit = Fill the type of unit (Euro's, meters, etc.).

Name report field

Unit

## Countries

### Countries

[Add](#) [Invert status](#) [Delete selected](#)

Showing: 1 - 2  
Total: 2

	# ▾	Name	Code	Created by	Last updated by	Status	
	2	United Kingdom	gb	EeZeeBee Admin	-	<a href="#">Active</a>	<input type="checkbox"/>
	1	Netherlands	nl	EeZeeBee Admin	-	<a href="#">Active</a>	<input type="checkbox"/>

#### Add

Click on this button to add a new country. More info on the next page.

#### Invert status

Select a country and click invert status to toggle between active and inactive.

#### Delete selected

Select a country and click “delete selected” to delete a country.

## Add a new country

+ New Country

General

### General

Code

Active

Language

+ Create a new one

Cancel

Save

#### Code

Select the country.

#### Active

Select the status of this country.

#### Language

Select the language of this country.

Click on "Save".

## Languages

## Languages

## Languages

Add

Invert status

Delete selected

Showing: 1 - 2  
Total: 2

	# ▼	Name	Manage	Code	Created by	Last updated by	Status	<input checked="" type="checkbox"/>
	2	English (United Kingdom)	<a href="#">Manage translations</a>	en_gb	EeZeeBee Admin	Liane Taurozzi	<span>Active</span>	<input type="checkbox"/>
	1	Dutch (Netherlands)	<a href="#">Manage translations</a>	nl_nl	EeZeeBee Admin	-	<span>Active</span>	<input type="checkbox"/>

**Add**

Click on this button to add a new language. More info on the next page.

**Invert status**

Select a language and click invert status to toggle between active and inactive.

**Delete selected**

Select a language and click “delete selected” to delete a language.

+ New Language

General

## General

Code

Active

Cancel

Save

**Code**

Select the language.

**Active**

Select the status of this language.

Click on "Save".

### Manage translations

Click on “Manage translations” in the overview. Click on “Save to overwrite our standard translations.”

- Error
- Calendar
- General**
- Email
- Number
- Date
- Dm Models
- Imglib
- Languages
- Countries
- Profiler
- Upload
- Db
- Datamapper
- Ftp
- Unit Test
- Migration
- Form Validation

Cancel Save

Variable	Standard Translations	Custom Translation
access_denied	Access Denied	<input type="text"/>
account	Account	<input type="text"/>
active	Active	<input type="text"/>
add	Add	<input type="text"/>
add_all_properties	Add all properties	<input type="text"/>
add_all_sharedproperties	Add all shared properties	<input type="text"/>
add_another_file_field	Add another file field	<input type="text"/>
add_another_product	Add product	<input type="text"/>
add_another_property	Add property	<input type="text"/>
add_another_sharedproperty	Add shared property	<input type="text"/>

## Image import

It is possible to import images from an ftp-folder in your PIM. Contact your ERP supplier or IT department for the possibilities. The images should be uploaded to an ftp-folder which we will supply, together with a CSV-file with the columns: modelnumber, color\_code, plm-property-id, image-filename. The image format must be jpg or png.

### Logfiles

An overview of the logfiles can be found after the first import in the admin panel > Image Import.

### Import/Export

Settings

App4Sales

Image import

### Image import - logfile

```
[2020-12-04 11:17:01][image_import][6M] Starting cron ...
[2020-12-04 11:17:01][image_import][6M] Cron has ended, runtime:
00:00:00, peak usage: 6M.
[2020-12-04 12:17:01][image_import][6M] Starting cron ...
[2020-12-04 12:17:01][image_import][6M] Cron has ended, runtime:
00:00:00, peak usage: 6M.
[2020-12-04 13:17:02][image_import][6M] Starting cron
```

### Images in upload directory

1.260

## App4sales import

This following info is only for customers who are using this product.

The product is matched by model number, color and size. If it does not exist yet, it will be created. The other fields are updated.

### Freefields and logfiles

The freefields can be freely controlled by App4sales, to get them imported into the PIM, a characteristic of type text or single\_select must be created, whose name is exactly the same as the key of the freefield. An overview of the freefields can be found after the first import in the admin panel > App4Sales > Found Freefields. Here you can also find the logfiles of the running imports.

### Import/Export

t

Settings

App4Sales

Image import

### App4Sales - logfile

```
[2020-11-25 09:07:02][a4s_import][6M] Starting cron ...
[2020-11-25 09:07:02][a4s_import][6M] Cron has ended, runtime: 00:00:00,
peak usage: 6M.
[2020-11-25 10:07:01][a4s_import][6M] Starting cron ...
[2020-11-25 10:07:01][a4s_import][6M] Cron has ended, runtime: 00:00:00,
peak usage: 6M.
[2020-11-25 11:07:02][a4s_import][6M] Starting cron ...
[2020-11-25 11:07:02][a4s_import][6M] Cron has ended, runtime: 00:00:00,
peak usage: 6M.
```

### Found Freefields

Adapter included (459)  
 Battery included (454)  
 Battery Type (467)  
 Brand (2294)  
 Category (2095)  
 Colour General (2095)  
 Colour name (2268)  
 Depth in cm (1205)  
 Dial Design (406)