



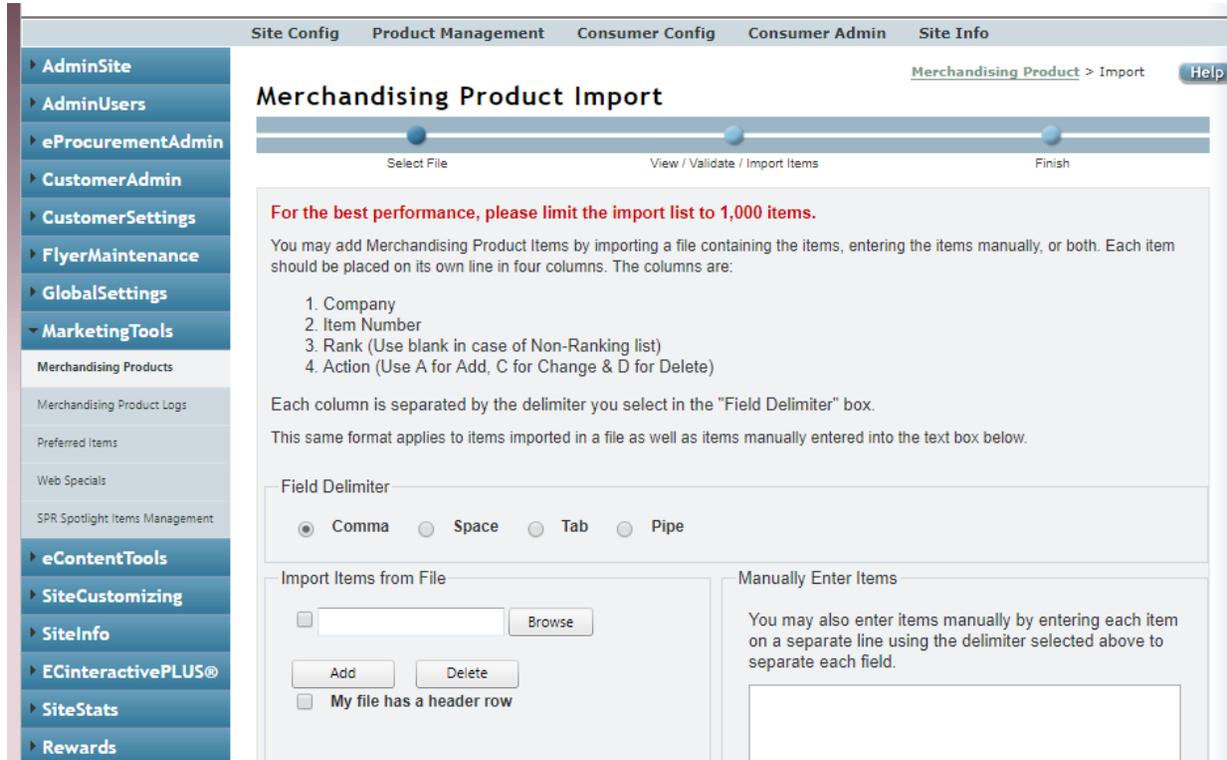
**First-in-Search How To Document
ECinteractive**

FIRST IN SEARCH HOW TO:

ECinteractive & ECinteractivePlus



- Receive the TriMega preferred supplier keyword search file
- Keep only the first four columns of the spreadsheet:
 1. **Company** - this is the 3 letter vendor code
 2. **Item Number** - item number without prefix
 3. **Rank** - Use this to rank each item within a category; 1=highest rank in search
 4. **Action** - A = Add item; C = Change item; D = Delete item
- Save the file as a CSV (comma delimited *.csv) file
- Upload the file using the Merchandising Product Import tool (see snip below)
- If you know how to get this to step great! If not, please refer to pages 3 through 9 for detailed instructions.



The screenshot shows the 'Merchandising Product Import' tool interface. At the top, there are navigation tabs: Site Config, Product Management, Consumer Config, Consumer Admin, and Site Info. Below these is a breadcrumb trail: Merchandising Product > Import. A progress bar indicates three steps: Select File, View / Validate / Import Items, and Finish.

For the best performance, please limit the import list to 1,000 items.

You may add Merchandising Product Items by importing a file containing the items, entering the items manually, or both. Each item should be placed on its own line in four columns. The columns are:

1. Company
2. Item Number
3. Rank (Use blank in case of Non-Ranking list)
4. Action (Use A for Add, C for Change & D for Delete)

Each column is separated by the delimiter you select in the "Field Delimiter" box. This same format applies to items imported in a file as well as items manually entered into the text box below.

Field Delimiter

Comma Space Tab Pipe

Import Items from File

My file has a header row

Manually Enter Items

You may also enter items manually by entering each item on a separate line using the delimiter selected above to separate each field.



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ECinteractive & ECinteractivePlus (Cont.)



- The Merchandising Product Import Tool can be found by clicking on “Merchandising Products” under the MarketingTools tab located on the left side of the ECI admin site.
- You then want to create a new ranking icon. To do this, click on the “Add new Icon” button.
- Please note that you can only have one ranking icon per site. So, if you already have one, you do not need to complete these steps.

Site Config Product Management Consumer Config Consumer Admin Site Info

AdminSite
AdminUsers
eProcurementAdmin
CustomerAdmin
CustomerSettings
FlyerMaintenance
GlobalSettings
MarketingTools
Merchandising Products
Merchandising Product Logs
Preferred Items
Web Specials
SPR Spotlight Items Management
eContentTools
SiteCustomizing
SiteInfo
ECinteractivePLUS®

Manage Merchandising Product

Map Products

You can add and edit priority icons here.

+ Add new Icon Refresh Icon list

		Name	Image	Rank
<input checked="" type="checkbox"/>	✗	TriMega Preferred		N/A
<input checked="" type="checkbox"/>	✗	Kelly's Best Deals		N/A
<input checked="" type="checkbox"/>	✗	ranking icon		1

Enable and Synchronize Existing Ranked Products Now.
Disable Existing Ranked Products Now.

Last Sync Status: Ranking List Availability: - ECP Available



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ECinteractive & ECinteractivePlus (Cont.)



- Within the new ranking icon screen, you want to give your new ranking icon set a name and then choose the icon you want. Most users will just choose the Default Icon image.
- You then want to be sure that the “Is Ranking Icon” check box is checked.

- ▶ AdminSite
- ▶ AdminUsers
- ▶ eProcurementAdmin
- ▶ CustomerAdmin
- ▶ CustomerSettings
- ▶ FlyerMaintenance
- ▶ GlobalSettings
- ▶ MarketingTools
- Merchandising Products
- Merchandising Product Logs
- Preferred Items
- Web Specials
- SPR Spotlight Items Management
- ▶ eContentTools
- ▶ SiteCustomizing
- ▶ SiteInfo
- ▶ ECinteractivePLUS®
- ▶ SiteStats
- ▶ Rewards

Manage Merchandising Product

[Map Products](#)

You can add and edit priority icons here.

[Add new Icon](#) [Refresh Icon list](#)

		Name	Image	Rank
Name: <input type="text" value="Test"/>				
Load Icon Image: <input type="button" value="Choose File"/> No file chosen				
Default Icon: <input type="radio"/>  <input type="radio"/> 				
<input checked="" type="checkbox"/> Is Ranking Icon				
Link Type: <input type="text" value="File"/>				
Link Path: <input type="text" value="chris.txt"/>				
		TriMega Preferred		N/A
		Kelly's Best Deals		N/A
		ranking icon		1

Enable and Synchronize Existing Ranked Products Now.

Disable Existing Ranked Products Now.

Last Sync Status: Ranking List Availability: - ECP Available

- You then want to create a new ranking icon. To do this, click on the “Add new Icon” button.
- Please note that you can only have one ranking icon per site. So, if you already have one, you do not need to complete these steps.
- Once you’ve named your new ranking icon set, click on the “Map Products” button.



FIRST IN SEARCH HOW TO:

ECinteractive & ECinteractivePlus (Cont.)



- You then be taken to the next screen will you select your icon (which is the one you just created).
- Once selected, click on the “Import” tool.

The screenshot shows the 'Manage Merchandising Product' interface. At the top, there are navigation tabs: Site Config, Product Management, Consumer Config, Consumer Admin, and Site Info. On the left is a vertical navigation menu with categories like AdminSite, AdminUsers, eProcurementAdmin, CustomerAdmin, CustomerSettings, FlyerMaintenance, GlobalSettings, MarketingTools, Merchandising Products, Merchandising Product Logs, Preferred Items, Web Specials, SPR Spotlight Items Management, eContentTools, SiteCustomizing, and SiteInfo. The main content area is titled 'Manage Merchandising Product' and includes a 'Continue' button. Below this is the 'Map Products' section, which contains instructions: 'Select an icon from the dropdown list below to assign to a specific item. (Note: You cannot assign "0" item.) Item rank can be either blank or any number between 1 and 99999, while 0 is not a valid rank. If an icon is mapped to an icon, only its Rank is allowed to be edited.' A red note states: 'The Quick Edit button will only display if there are less than 250 items in the grid below and a rank is selected.' Below the text is a dropdown menu labeled 'Select an icon:' with 'Kelly's Best Deals' selected. Underneath are three buttons: 'Add new Item', 'Import' (circled in red), and 'Refresh Item list'. At the bottom is a data grid with columns 'Item #', 'Description', and 'Image'. The grid is currently empty, showing 'No records to display.'

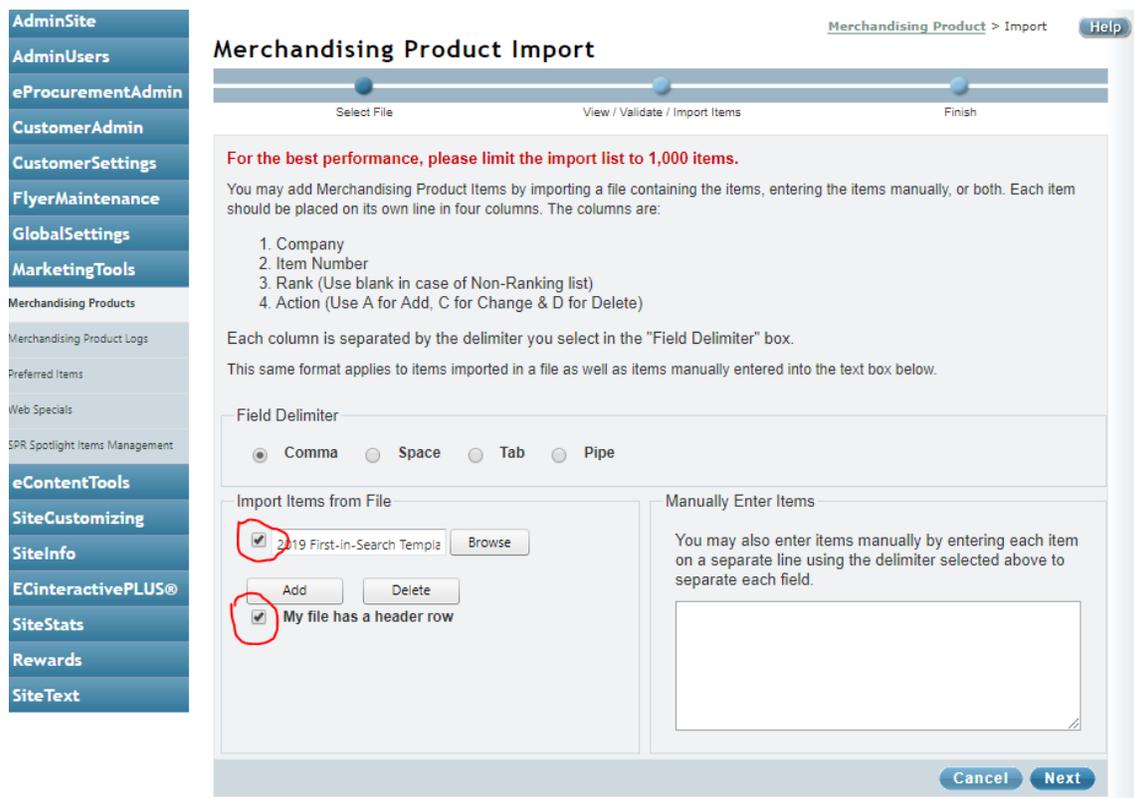


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- You are then taken to the Merchandising Product Import Tool screen
- 1. **Company** - this is the 3 letter vendor code
- 2. **Item Number** - item number without prefix
- 3. **Rank** - Use this to rank each item within a category; 1=highest rank in search
- 4. **Action** - A = Add item; C = Change item; D = Delete item
- Save the file as a CSV (comma delimited *.csv) file
- Upload the file using the Merchandising Product Import tool (see snip below)
- Click on Browse to search for the First in Search template that you have saved on your desktop.
- Be sure to check the box next to the file name otherwise it will not load
- Also be sure to check the box next to where it says “My file has a header row”
- Then click “Next”




FIRST IN SEARCH HOW TO:

ECinteractive & ECinteractivePlus (Cont.)



- Next you will be taken to a screen where you will validate your items
- IF you already have a ranking icon set, it will not allow you to rank the same items twice.
- If this is a new ranking icon set you will see a listing of item numbers in the first column.
- Click on "Validate"
- If you are updating an existing ranking icon set, you may get errors on items that already exist in your ranking set. It will show validate next to any items that are unique and that can be added to your ranking.

Merchandising Product > Import

Merchandising Product Import

Select File
View / Validate / Import Items
Finish

⚠ Some items will not be imported. Please note the line number below, along with the error, correct them and try again.

Line Number	Error	Data	Source
926	This item already exists.	HOD,124,1,A	

Review the results of your import in the grid below.

Click the Validate button to run validation on the items in the list.
 Click the Next button to prepare to import the results into your system.
 Click the Previous button to go back where you can reimport or Cancel.

Validate Passed: 1,381 Failed: 1,492

	Valid	Company	Number	Rank	Action
✗	Valid	ABF	5C1153RB	1	Add
✗	Valid	ACI	1100	1	Add
✗	Valid	ACI	1110	1	Add
✗	Valid	ACI	1118	1	Add
✗	Valid	ACI	1122	1	Add
✗	Valid	ACI	1210	1	Add
✗	Valid	ACI	1423	1	Add
✗	Valid	ACI	1510	1	Add
✗	---	ACI	1558	1	Add
✗	Valid	ACI	1800	1	Add
✗	---	ACI	2100	1	Add
✗	Valid	ACI	2101	1	Add
✗	Valid	ACI	2103	1	Add
✗	Valid	ACI	2105	1	Add
✗	Valid	ACI	2188	1	Add

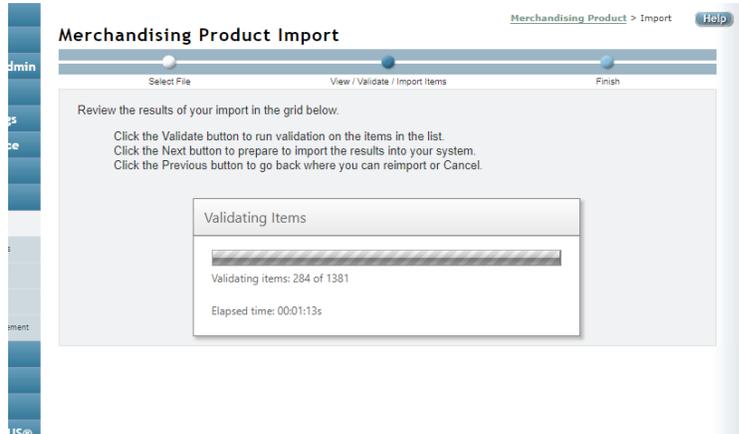


FIRST IN SEARCH HOW TO

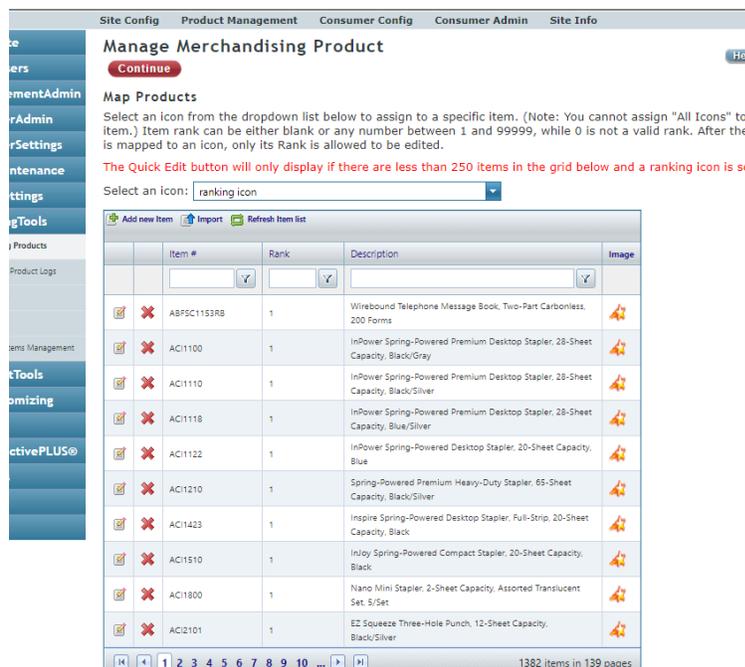
ECinteractive & ECinteractivePlus (Cont.)



- Once validated, click on the “Import” button. You should get the below message:



- You will then get a message saying that your items have been imported. There may be some items that do not get accepted. This could be due to ECI not recognizing the item(s).
- Next, click on “finish”.
- You will be directed to the below page, click on “Continue”

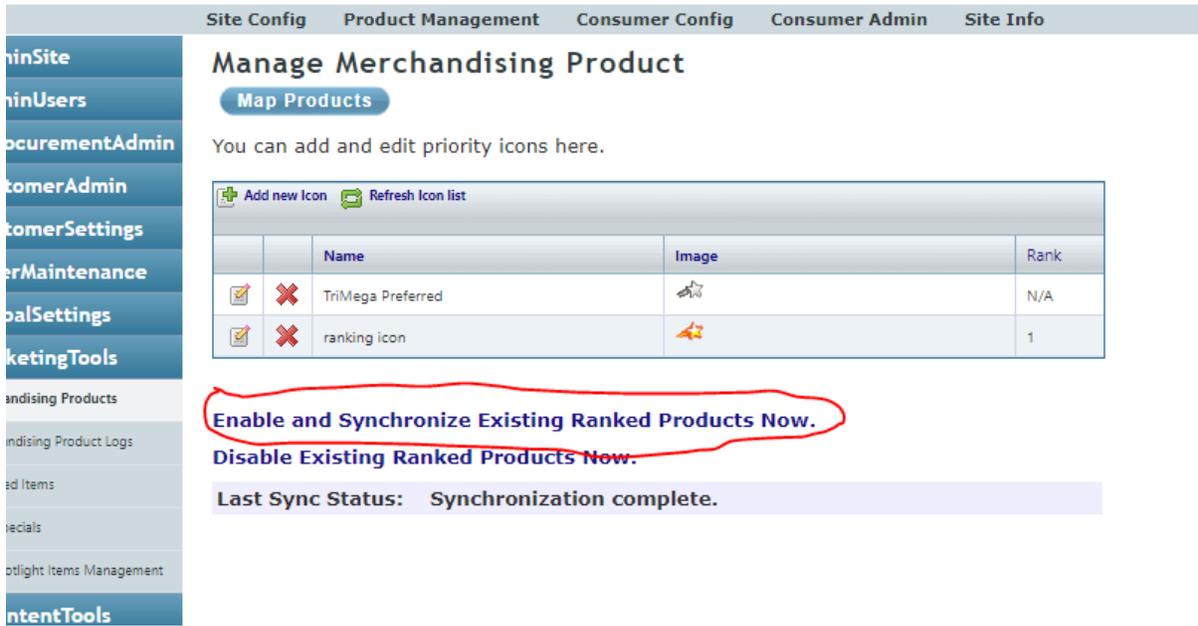


FIRST IN SEARCH HOW TO:

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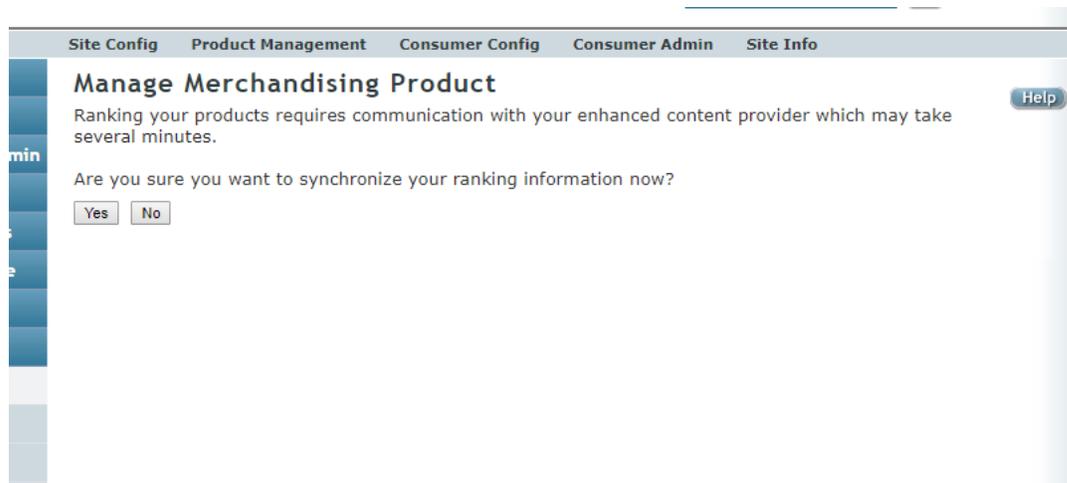
- The last step is to click on the “Enable and Synchronize Existing Ranked Products Now” link



The screenshot shows the 'Manage Merchandising Product' page. At the top, there are navigation tabs: Site Config, Product Management, Consumer Config, Consumer Admin, and Site Info. A left sidebar contains various menu items. The main content area has a 'Map Products' button and a message: 'You can add and edit priority icons here.' Below this is a table with columns for Name, Image, and Rank. The table contains two rows: 'TriMega Preferred' with rank 'N/A' and 'ranking icon' with rank '1'. Below the table, there are two links: 'Enable and Synchronize Existing Ranked Products Now.' (circled in red) and 'Disable Existing Ranked Products Now.'. At the bottom, a status bar indicates 'Last Sync Status: Synchronization complete.'

	Name	Image	Rank
<input checked="" type="checkbox"/>	TriMega Preferred		N/A
<input checked="" type="checkbox"/>	ranking icon		1

- Next click on “Yes” when it asks you to if you want to synchronize now. Please note this may take several minutes.



The screenshot shows a confirmation dialog box titled 'Manage Merchandising Product'. It contains the text: 'Ranking your products requires communication with your enhanced content provider which may take several minutes.' Below this, it asks: 'Are you sure you want to synchronize your ranking information now?' with 'Yes' and 'No' buttons. A 'Help' button is visible in the top right corner.

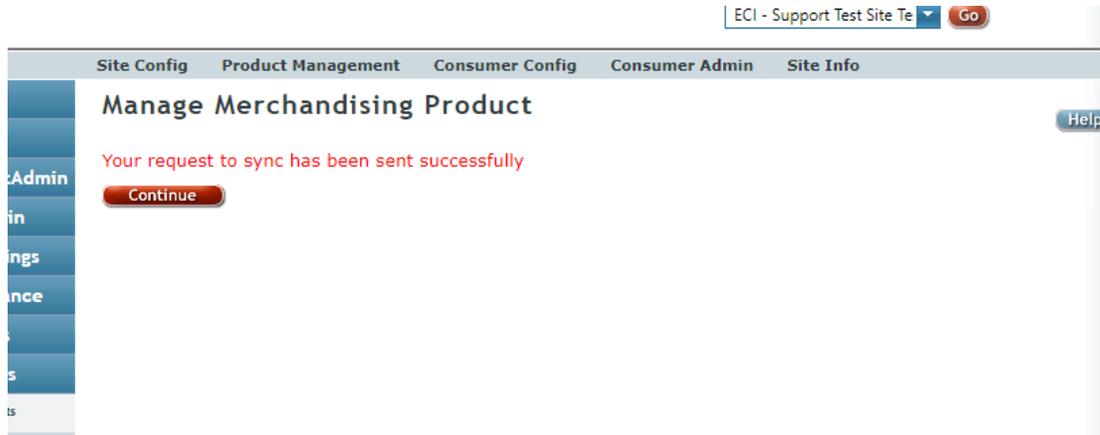


FIRST IN SEARCH HOW TO:

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- ECI will then give you a message saying that your request to sync has been sent successfully. Click on "Continue".



- Lastly, you should get the message below stating that the synchronization completed successfully. Please allow the process to run over night and then check to be sure your rankings are working properly the next morning.

