



Product Information Manager

PIM


How To Create Or Edit Applied Views

- › **When looking at the Table View in a workflow, you are presented with a defaulted view of predetermined attributes.**
- › **Creating an Applied View will allow you to.**
 - › Customize the table view to show you information that is important to you, and your specific category.
 - › View and enrich information in fields on multiple items at one time.
- › **Users can create multiple views that allow them to work through all the different workflow screens that they have privileges.**
- › **Example B1 is the table view using an Applied View. The Applied View displays the defaulted columns as well as all of the added columns the user included in their new view they created.**

This is the default view

New Buy-Side Item - Item Review


Select all
 Clear filter
 Apply view
 Clear view

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag
<input type="checkbox"/> Top Freezer	Supplier501	✓		Top Freezer	Item		Normal

This the Applied view that shows the defaulted columns and the added columns

New Buy-Side Item - Item Review


Select all
 Clear filter
 Apply view
 Clear view

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline
<input type="checkbox"/> Top Freezer	Supplier501	✓		Top Freezer	Item		Normal	9/17/19 12:54: PM

- › To create your new applied view.
 - › Open your Table View
 - › Click on the Applied View icon and a window will open.
 - › The box that opens will say “Recent Views” on the top left, at the bottom is a Tab to “ADD VIEW”
- › Click the circle icon

New Buy-Side Item - Item Review

Select all Clear filter Apply view Clear view

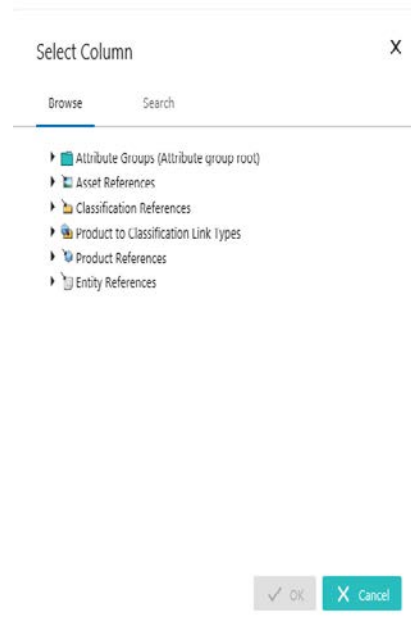
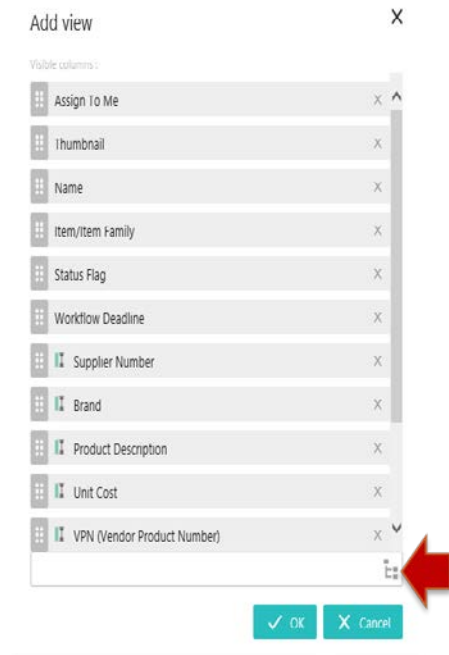
	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline
<input type="checkbox"/> Top Freezer	Supplier501	✓		Top Freezer	Item		Normal	9/17/19 12:54: PM

Add view

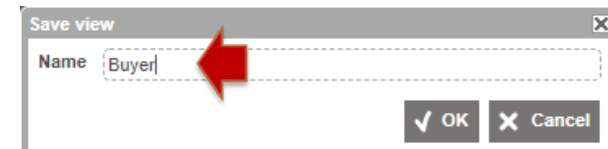
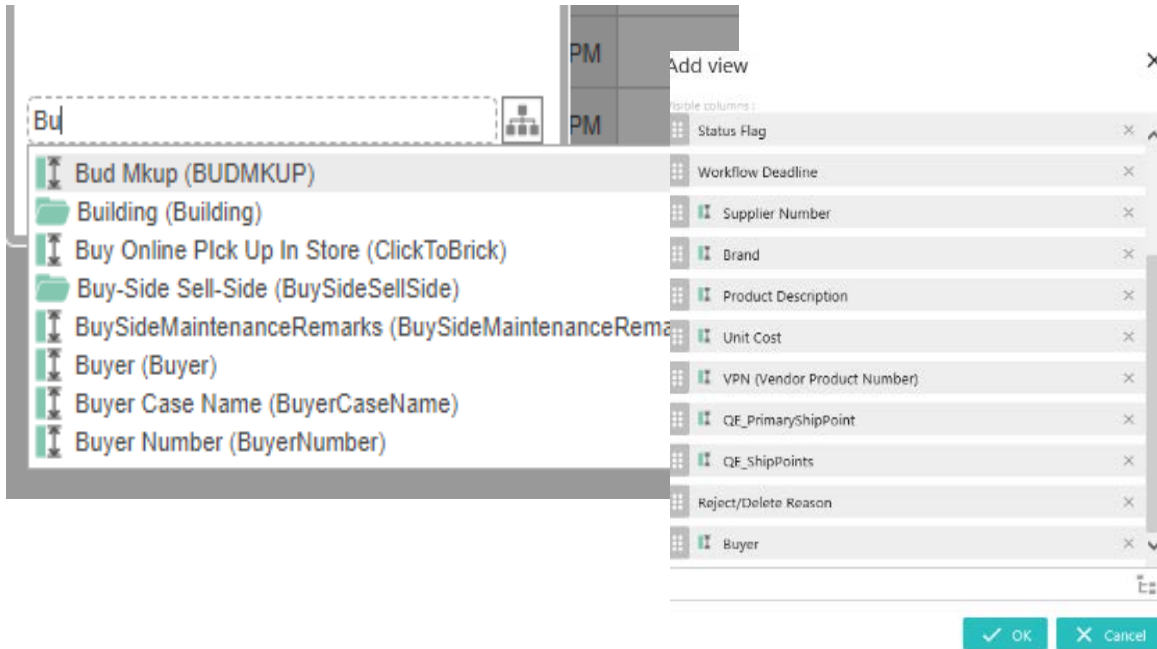
Visible columns :

- Assign To Me
- Thumbnail
- Name
- Item/Item Family
- Status Flag
- Workflow Deadline
- Supplier Number
- Brand
- Product Description
- Unit Cost
- VPN (Vendor Product Number)

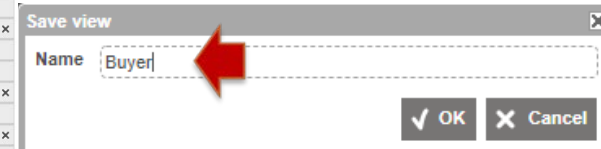
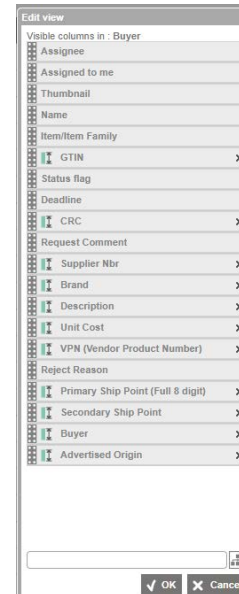
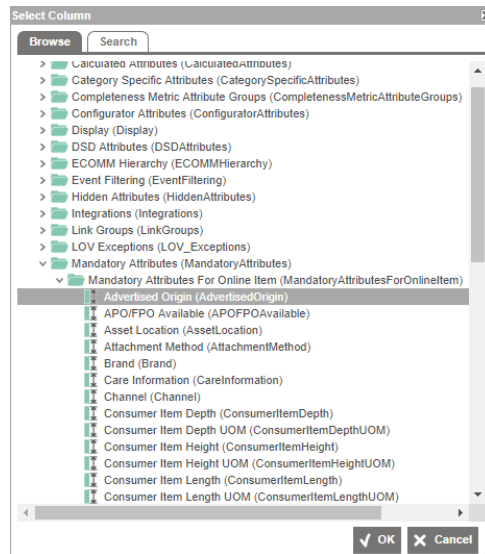
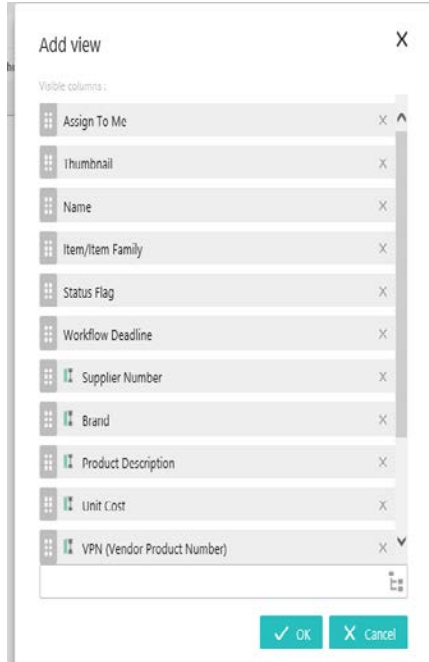
- › The Edit View box will open.
- › Adding attributes to the view you are creating can be done several ways.
 - › If you know the name of the attribute you can type it directly in the open field at the bottom of the box.
 - › You can use the Browse tab to look through all the attributes by clicking the icon on the right in the open field.
 - › You can use the Search Tab to search for the attribute names .



- › **Typing the attributes by name in the open field.**
 - › Start typing the attribute name and matching values will begin to appear for your selection.
 - › Once the name of the attribute shows, click on the name.
 - › The attribute name will show it has been added to the Visible Columns list (Buyer) .
 - › Continue this same process adding the attributes you want to see in this view.
- › **When finished click OK.**
- › **The Save View box will open asking you to name your new view.**



- **Using the Browse & Search tabs to add attributes to your applied view.**
 - Click the icon on the right side of the open field.
 - The Select Column box will open, and you click down until you find the attribute you want to add, and click on the attribute. Click OK.
 - The attribute name will show it has been added to the Visible Columns list.
 - Continue this same process adding the attributes you want to see in this view.
- **When finished click OK.**
- **The Save View box will open asking you to name your new view.**






› Using your new Applied View.

- › To use your new view click on the apply view icon, and select the view that you created.
- › You will see all the new attribute columns you added.

› To clear your view you click on the Clear View icon.

New Buy-Side Item - Item Review

Select all
 Clear filter
 Apply view
 Clear view
 

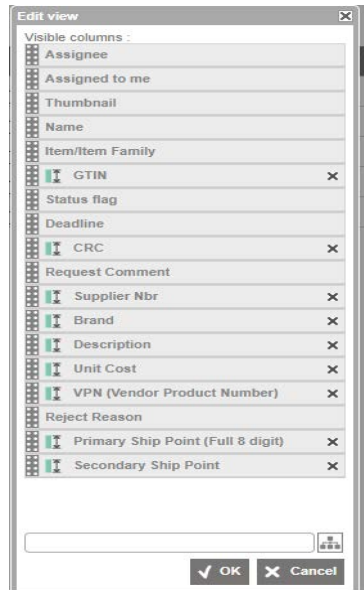
	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline
<input type="checkbox"/> Top Freezer	Supplier501	<input checked="" type="checkbox"/>		Top Freezer	Item		Normal	9/17/19 12:54: PM

› How to Edit an existing Applied View.

- › To edit your new view click on the apply view icon.
- › The applied views screen will open, click on the pencil icon to the right of the existing view that you want to edit.
- › You will add the new attribute column name.
- › You can remove attribute columns that you don't use, click the X on the attribute that you want to remove from your view.





› When you have finished making your changes click OK.




› You are overwriting the previously set up view with new information, click OK,



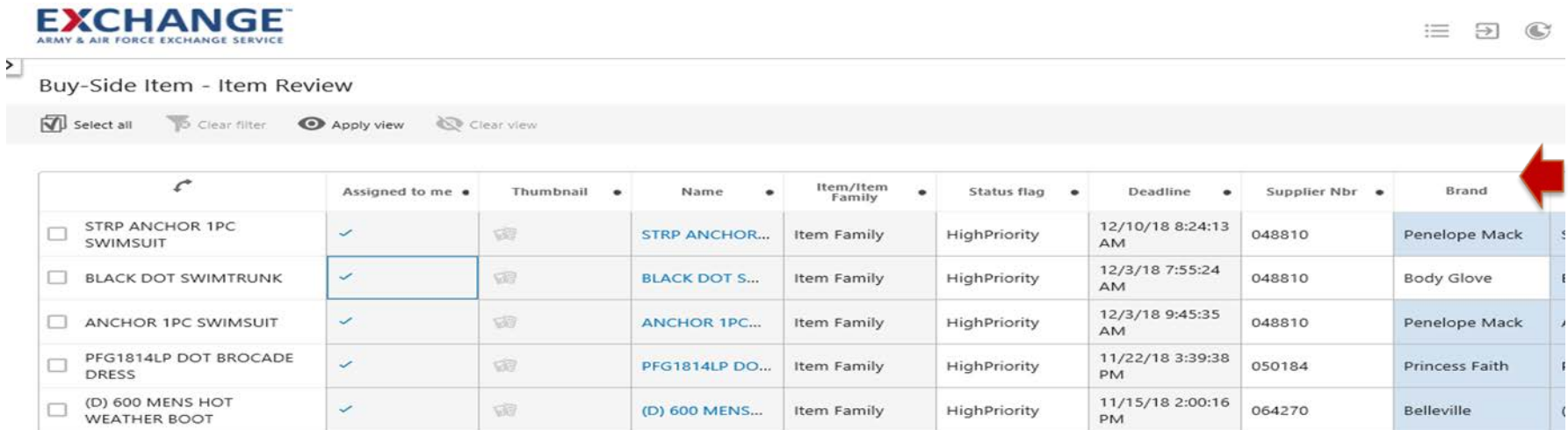
- › **Columns in the Table view can be filtered to narrow items down that you want to work.**
 - › Click on the column header that you want to filter.
 - › The filter icon will show in the header of any columns you have filters engaged.
 - › You can type in all or part of the information that you are looking to filter on.
 - › You can filter on multiple columns.
- › **To clear your Filters.**
 - › You can click on the header of the column and click the Select All box.
 - › You can refresh/reload the page.
 - › You can click the **EXCHANGE** to go back to your Home Page.

New Buy-Side Item - Item Review

 Select all  Clear filter  Apply view  Clear view

	Assignee •	Assigned to me •	Thumbnail •	Name 	Item/Item Family •	GTIN •
<input type="checkbox"/> Top Freezer	Supplier501	<input checked="" type="checkbox"/>		Top Freezer	Item	

- › Locate and select the column that you want to filter (i.e. Brand)
- › Click enter.
- › A Value Editor box will open.
 - › The box will tell you how many items you have selected to edit.
 - › Type in the value that you want to populate on the selected items, and click OK.



EXCHANGE
ARMY & AIR FORCE EXCHANGE SERVICE








Buy-Side Item - Item Review


Select all Clear filter Apply view Clear view


	Assigned to me	Thumbnail	Name	Item/Item Family	Status flag	Deadline	Supplier Nbr	Brand
<input type="checkbox"/> STRP ANCHOR 1PC SWIMSUIT	✓		STRP ANCHOR...	Item Family	HighPriority	12/10/18 8:24:13 AM	048810	Penelope Mack
<input type="checkbox"/> BLACK DOT SWIMTRUNK	✓		BLACK DOT S...	Item Family	HighPriority	12/3/18 7:55:24 AM	048810	Body Glove
<input type="checkbox"/> ANCHOR 1PC SWIMSUIT	✓		ANCHOR 1PC...	Item Family	HighPriority	12/3/18 9:45:35 AM	048810	Penelope Mack
<input type="checkbox"/> PFG1814LP DOT BROCADE DRESS	✓		PFG1814LP DO...	Item Family	HighPriority	11/22/18 3:39:38 PM	050184	Princess Faith
<input type="checkbox"/> (D) 600 MENS HOT WEATHER BOOT	✓		(D) 600 MENS...	Item Family	HighPriority	11/15/18 2:00:16 PM	064270	Belleville

- › **Enriching information on multiple items at one time.**
 - › In the column that you want to populate information click on the first box.
 - › Holding down the Shift button you can click on the last box in that group of items, you will notice that all of the boxes between now have a bold box around them.
 - › Holding Ctrl button and selecting items by clicking with your mouse pointer will also work.
- › **Click enter.**
- › **A Value Editor box will open.**
 - › The box will tell you how many items you have selected to edit.
 - › Type in the value that you want to populate on the selected items, and click OK.

Buy-Side Item - Item Review

 Clear all
  Clear filter
  Apply view
  Clear view
  Assign
  Export action
  Submit to next state in workflow



	Item/Item Family	Status flag	Deadline	Supplier Nbr	Brand	Description*	Unit Cost*	VPN*	Primary Ship Point (full 8)	Secondary Ship Points	Reject/Del... Reason
<input checked="" type="checkbox"/>	SMSG Galaxy Buds Black	Normal	5/3/19 8:08:...	511949	Samsung	SM-R170N...		SM-R170N...			Populated...
<input checked="" type="checkbox"/>	SMSG 5.0 CU.FT Top Load Washer Active Waterlet	Normal	5/6/19 10:1...	511949	Samsung	WA50R520...		WA50R520...			Populated...
<input checked="" type="checkbox"/>	Freezer	Normal	6/7/19 9:04:...	001186	Whirlpool	Deep Freezer	44.00	12345			Populated...

› You can change the Table View to show items Vertical or Horizontal.

- › Click on the double ended arrow.
- › Horizontal item view
- › Vertical item view

Buy-Side Item - Item Review

Select all
 Clear filter
 Apply view
 Clear view

	Assigned to me	Thumbnail
<input type="checkbox"/> Freezer	<input checked="" type="checkbox"/>	



Buy-Side Item - Item Review

Select all
 Clear filter
 Apply view
 Clear view

	Assigned to me	Thumbnail	Name	Item/Item Family	Status flag	Deadline	Supplier Nt
<input type="checkbox"/> Freezer	<input checked="" type="checkbox"/>		Freezer	Item	Normal	6/7/19 9:04:...	001186

Buy-Side Item - Item Review

Select all
 Clear filter
 Apply view
 Clear view

	Freezer
Assigned to me	<input checked="" type="checkbox"/>
Thumbnail	
Name	Freezer
Item/Item Family	Item
Status flag	Normal
Deadline	6/7/19 9:04:10 AM
Supplier Nbr	001186
Brand	Whirlpool
Description *	Deep Freezer
Unit Cost *	
VPN *	12345
Primary Ship Point (full 8 digit) *	
Secondary Ship Points	
Reject/Delete Reason	Populated Example
Buyer	

› Apply views to get you started

› POD Review

- › Search for Mandatory Item Review
- › Add this view
- › Provides much of the basic item data needed to review and approve supplier data

› POD Enrich

- › Search for POD, Modify
- › Provides values that must be enriched by POD User



PIM email address
<http://pim.aafes.com/webui/supplierwebui>



Thank You!