



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 A is the defaulted table view in POD Review.**
- › **Example B1 – B2 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.**

A. This is the default view

Buy-Side Item - Pod Review

Select all Clear filter Apply view Clear view

| | Assignee | Assigned to me | Thumbnail | Name | Item/Item Family | GTIN | Status flag | Deadline | Request Comment | Supplier Nbr | Brand | |
|--------------------------|-------------------|----------------|--------------------------|---|-----------------------------------|------|-------------|--------------|--------------------|--------------|--------|--------|
| <input type="checkbox"/> | MR Sucker Vanilla | POD 31 | <input type="checkbox"/> |  | MR Sucker Vanilla | Item | | HighPriority | 7/23/18 7:19:04 PM | | 073580 | Nestle |
| <input type="checkbox"/> | MR Mints Cherry | POD 31 | <input type="checkbox"/> |  | MR Mints Cherry | Item | | HighPriority | 7/23/18 7:18:56 PM | | 073580 | Nestle |
| <input type="checkbox"/> | MR Mints Cinnamon | POD 31 | <input type="checkbox"/> |  | MR Mints Cinnamon | Item | | HighPriority | 7/23/18 7:19:15 PM | | 073580 | Nestle |


B1. This the Applied view that shows the defaulted columns and the added columns


| | Brand | Description | Unit Cost* | VPN (Vendor Product Number) | Reject Reason | Color Name | Buyer | Department Number | Buyer Case Name | Inner Pack Size | Case Pa Size |
|--------------------------|--------------------|-------------|-----------------|-----------------------------|---------------|------------|----------|-------------------|-----------------|-----------------|--------------|
| <input type="checkbox"/> | MR Sucker Vanilla | Nestle | Sucker Vanilla | 1.00 | MRSUC10 | | No Color | Turgut, Diana Y. | | 24 | 48 |
| <input type="checkbox"/> | MR Mints Cherry | Nestle | Mints Cherry | 1.00 | MRMINT6 | | No Color | Turgut, Diana Y. | | 24 | 48 |
| <input type="checkbox"/> | MR Mints Cinnamon | Nestle | Mints Cinnamon | 1.00 | MRMINT7 | | No Color | Turgut, Diana Y. | | 24 | 48 |
| <input type="checkbox"/> | MR Mints Coconut | Nestle | Mints Coconut | 1.00 | MRMINT8 | | No Color | Turgut, Diana Y. | | 24 | 48 |
| <input type="checkbox"/> | MR Mints Chocolate | Nestle | Mints Chocolate | 1.00 | MRMINT9 | | No Color | Turgut, Diana Y. | | 24 | 48 |





B2. Continuing to show additional columns that the users added to their new view.

| | Unit Cost* | VPN (Vendor Product Number) | Reject Reason | Color Name | Buyer | Department Number | Buyer Case Name | Inner Pack Size | Case Pack Size | Online Item |
|--------------------------|------------|-----------------------------|---------------|------------|------------------|-------------------|-----------------|-----------------|----------------|-------------|
| <input type="checkbox"/> | 1.00 | MRSUC10 | | No Color | Turgut, Diana Y. | | | 24 | 48 | Yes |
| <input type="checkbox"/> | 1.00 | MRMINT6 | | No Color | Turgut, Diana Y. | | | 24 | 48 | Yes |
| <input type="checkbox"/> | 1.00 | MRMINT7 | | No Color | Turgut, Diana Y. | | | 24 | 48 | Yes |
| <input type="checkbox"/> | 1.00 | MRMINT8 | | No Color | Turgut, Diana Y. | | | 24 | 48 | Yes |






› 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, on the top right round green circle with a + sign in the center.
- › Click the circle icon.

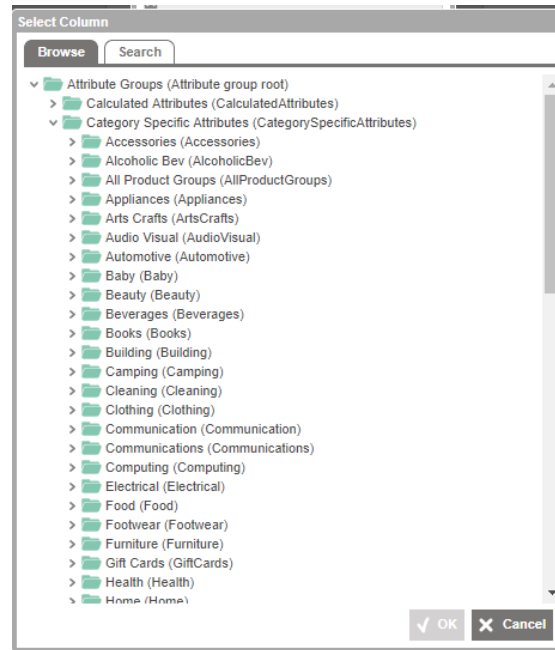
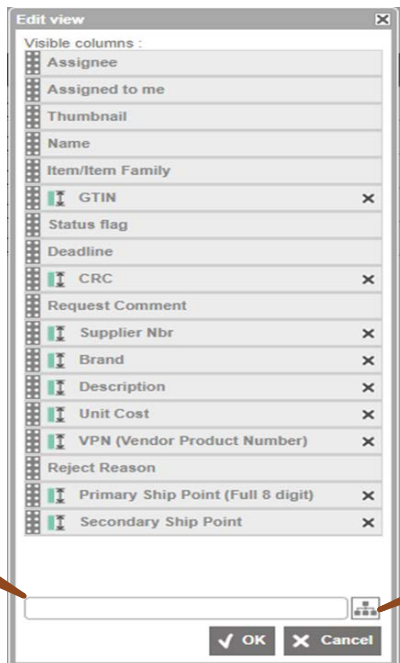
Buy-Side Item - Pod Review


 Select all
  Clear filter
  Apply view
  Clear view

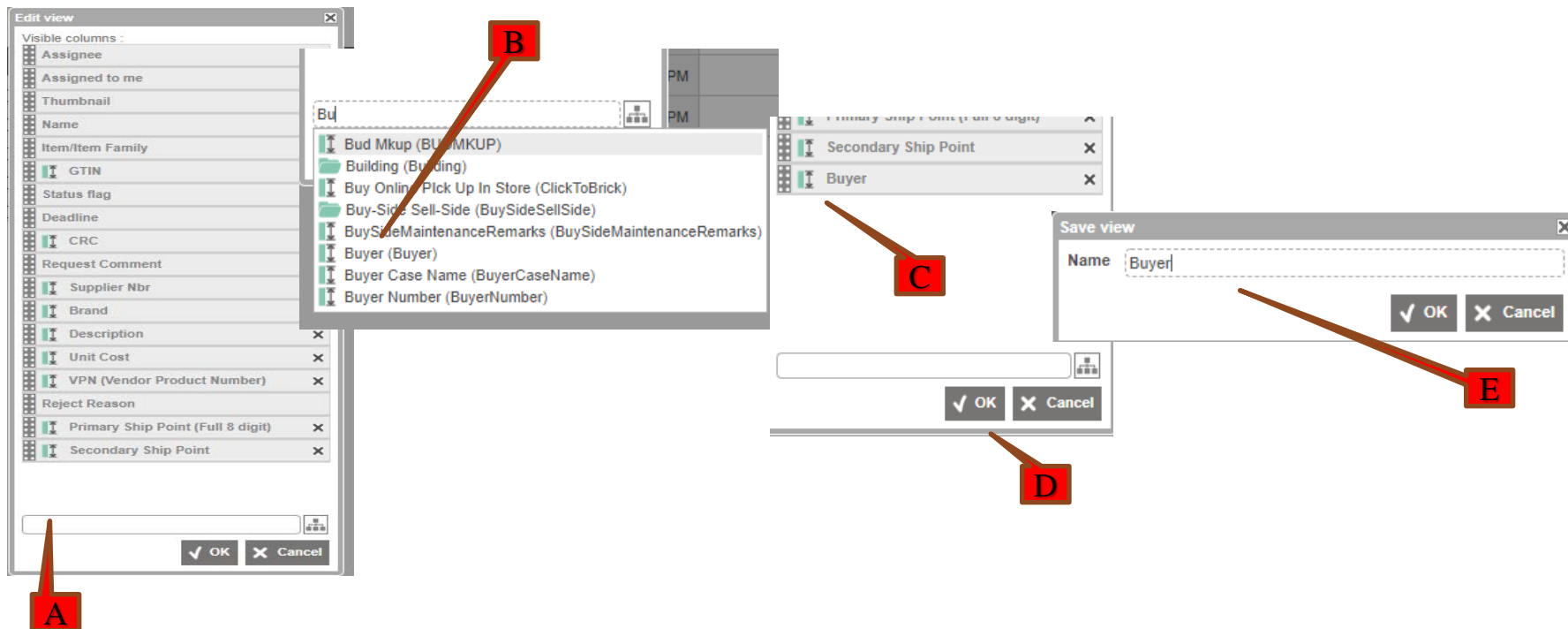
A

| | Assignee | Assigned to me | Thumbnail | Name | Item/Item Family | GTIN | Status flag | Deadline | Request Comment | Supplier Nbr | Brand |
|--------------------------|--------------------------|----------------|-------------------------------------|---|--|------|--------------|---------------------|-----------------|--------------|-------------|
| <input type="checkbox"/> | AE WMN Yoga Pants Small | POD 1672 | <input checked="" type="checkbox"/> |  | AE WMN Yoga Pants Small | Item | HighPriority | 7/26/18 10:33:30 AM | | 093800 | New Balance |
| <input type="checkbox"/> | AE WMN Yoga Pants Medium | POD 1672 | <input checked="" type="checkbox"/> |  | AE WMN Yoga Pants Medium | Item | HighPriority | 7/26/18 10:33:31 AM | | 093800 | New Balance |
| <input type="checkbox"/> | AE WMN Yoga Pants Large | POD 1672 | <input checked="" type="checkbox"/> |  | AE WMN Yoga Pants Large | Item | HighPriority | 7/26/18 10:33:34 AM | | 093800 | New Balance |
| <input type="checkbox"/> | AE WMN Yoga Pants XSmall | POD 1672 | <input checked="" type="checkbox"/> |  | AE WMN Yoga Pants XSmall | Item | HighPriority | 7/26/18 10:33:29 AM | | 093800 | New Balance |
| <input type="checkbox"/> | AE WMN Yoga Pants Xlarge | POD 1672 | <input checked="" type="checkbox"/> |  | AE WMN Yoga Pants Xlarge | Item | HighPriority | 7/26/18 10:33:32 AM | | 093800 | New Balance |

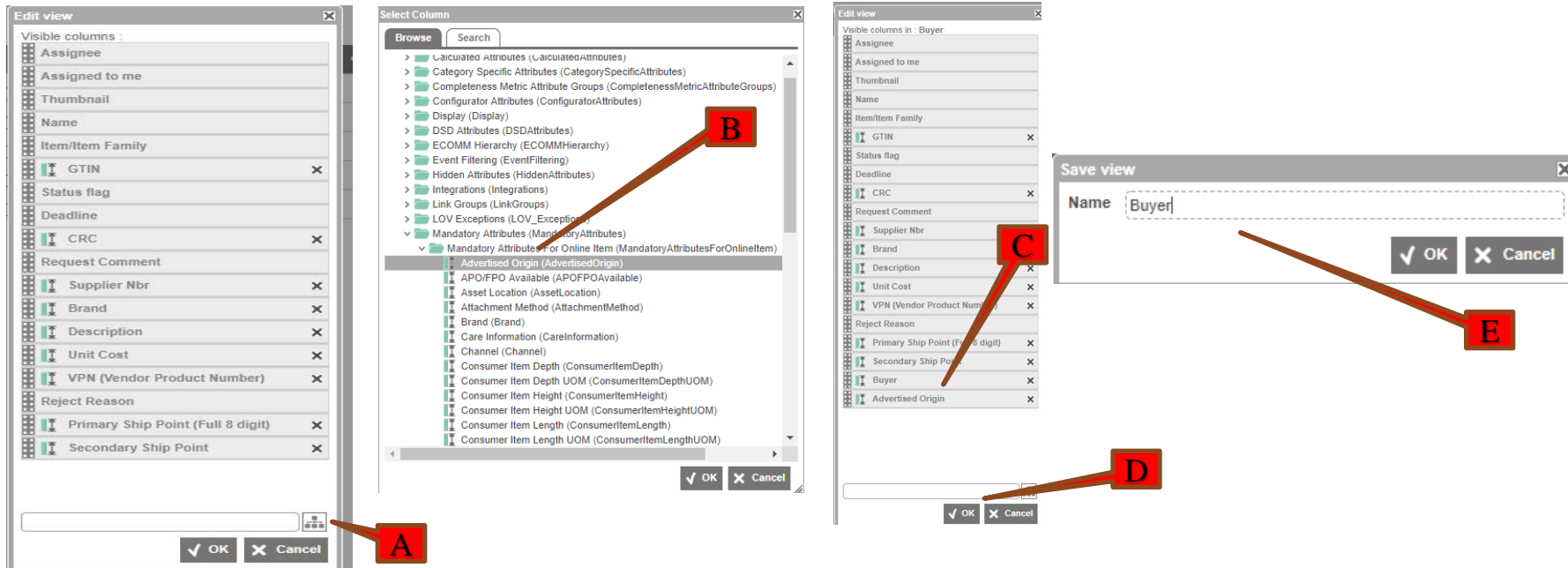
- › The Edit View box will open.
- › Adding attributes to the view you are creating can be done several ways.
 - › If you know the name of the attribute you can type it directly in the open field at the bottom of the box. **A**
 - › You can use the Browse tab to look through all the attributes by clicking the icon on the right in the open field. **B**
 - › 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. **A**
 - › Once the name of the attribute shows, click on the name. **B**
 - › The attribute name will show it has been added to the Visible Columns list. **C**
 - › Continue this same process adding the attributes you want to see in this view.
- › When finished click OK. **D**
- › The Save View box will open asking you to name your new view. **E**



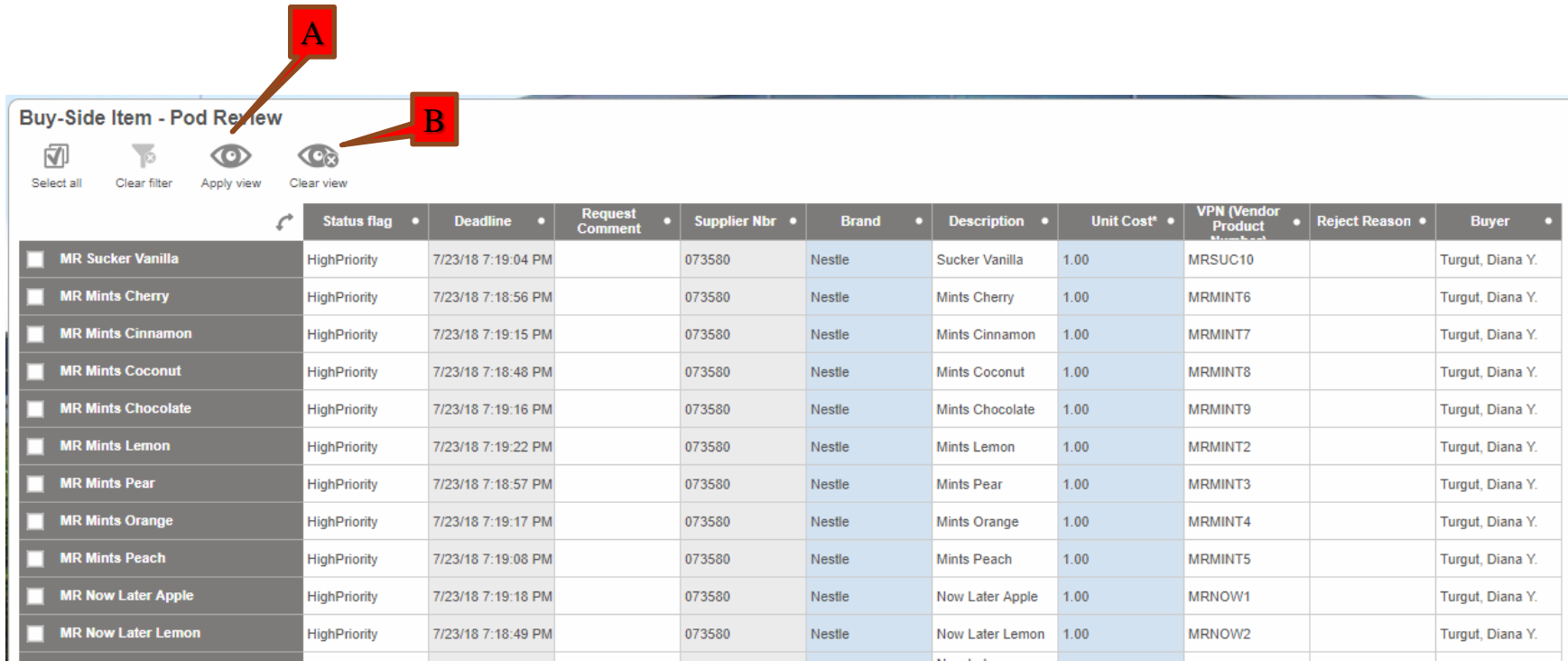
- **Using the Browse & Search tabs to add attributes to your applied view.**
 - Click the icon on the right side of the open field. **A**
 - The Select Column box will open, and you click down until you find the attribute you want to add, and click on the attribute. **B**
 - The attribute name will show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



› Using your new Applied View.

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

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



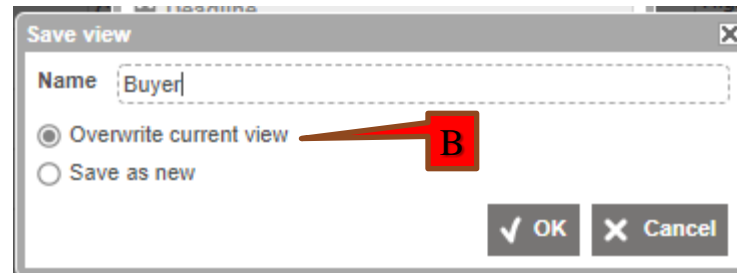
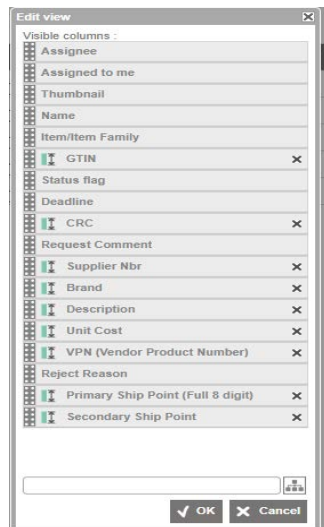
| | Status flag | Deadline | Request Comment | Supplier Nbr | Brand | Description | Unit Cost* | VPN (Vendor Product Number) | Reject Reason | Buyer |
|--------------------------|--------------------|--------------|--------------------|--------------|--------|-----------------|------------|-----------------------------|---------------|------------------|
| <input type="checkbox"/> | MR Sucker Vanilla | HighPriority | 7/23/18 7:19:04 PM | 073580 | Nestle | Sucker Vanilla | 1.00 | MRSUC10 | | Turgut, Diana Y. |
| <input type="checkbox"/> | MR Mints Cherry | HighPriority | 7/23/18 7:18:56 PM | 073580 | Nestle | Mints Cherry | 1.00 | MRMINT6 | | Turgut, Diana Y. |
| <input type="checkbox"/> | MR Mints Cinnamon | HighPriority | 7/23/18 7:19:15 PM | 073580 | Nestle | Mints Cinnamon | 1.00 | MRMINT7 | | Turgut, Diana Y. |
| <input type="checkbox"/> | MR Mints Coconut | HighPriority | 7/23/18 7:18:48 PM | 073580 | Nestle | Mints Coconut | 1.00 | MRMINT8 | | Turgut, Diana Y. |
| <input type="checkbox"/> | MR Mints Chocolate | HighPriority | 7/23/18 7:19:16 PM | 073580 | Nestle | Mints Chocolate | 1.00 | MRMINT9 | | Turgut, Diana Y. |
| <input type="checkbox"/> | MR Mints Lemon | HighPriority | 7/23/18 7:19:22 PM | 073580 | Nestle | Mints Lemon | 1.00 | MRMINT2 | | Turgut, Diana Y. |
| <input type="checkbox"/> | MR Mints Pear | HighPriority | 7/23/18 7:18:57 PM | 073580 | Nestle | Mints Pear | 1.00 | MRMINT3 | | Turgut, Diana Y. |
| <input type="checkbox"/> | MR Mints Orange | HighPriority | 7/23/18 7:19:17 PM | 073580 | Nestle | Mints Orange | 1.00 | MRMINT4 | | Turgut, Diana Y. |
| <input type="checkbox"/> | MR Mints Peach | HighPriority | 7/23/18 7:19:08 PM | 073580 | Nestle | Mints Peach | 1.00 | MRMINT5 | | Turgut, Diana Y. |
| <input type="checkbox"/> | MR Now Later Apple | HighPriority | 7/23/18 7:19:18 PM | 073580 | Nestle | Now Later Apple | 1.00 | MRNOW1 | | Turgut, Diana Y. |
| <input type="checkbox"/> | MR Now Later Lemon | HighPriority | 7/23/18 7:18:49 PM | 073580 | Nestle | Now Later Lemon | 1.00 | MRNOW2 | | Turgut, Diana Y. |

› 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 small round 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. **A**

› When you have finished making your changes click OK.

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



› 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.

Buy-Side Item - Pod Review

 Select all  Clear filter  Apply view  Clear view

| | Assignee | Assigned to me | Thumbnail | Name | Item/Item Family |
|---|----------|--------------------------|---|------------------------------------|------------------|
| <input type="checkbox"/> MR Mints Cherry | POD 31 | <input type="checkbox"/> |  | MR Mints Cherry | Item |
| <input type="checkbox"/> MR Mints Cinnamon | POD 31 | <input type="checkbox"/> |  | MR Mints Cinnamon | Item |
| <input type="checkbox"/> MR Mints Coconut | POD 31 | <input type="checkbox"/> |  | MR Mints Coconut | Item |
| <input type="checkbox"/> MR Mints Chocolate | POD 31 | <input type="checkbox"/> |  | MR Mints Chocolate | Item |



- › **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. **A**
 - › 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 - Pod Review

Select all Clear filter Apply view Clear view

| | Status flag | Deadline | Request Comment | Supplier Nbr | Brand | Description | Unit Cost* | VPN (Vendor Product) | Reject Reason | Buyer |
|---|--------------|--------------------|-----------------|--------------|--------|---------------------|------------|----------------------|---------------|------------------|
| <input type="checkbox"/> MR Sucker Vanilla | HighPriority | 7/23/18 7:19:04 PM | | 073580 | Nestle | Sucker Vanilla | 1.00 | MRSUC10 | | Turgut, Diana Y. |
| <input type="checkbox"/> MR Mints Cherry | HighPriority | 7/23/18 7:18:56 PM | | 073580 | Nestle | Mints Cherry | 1.00 | MRMINT6 | | Turgut, Diana Y. |
| <input type="checkbox"/> MR Mints Cinnamon | HighPriority | 7/23/18 7:19:15 PM | | 073580 | Nestle | Mints Cinnamon | 1.00 | MRMINT7 | | Turgut, Diana Y. |
| <input type="checkbox"/> MR Mints Coconut | HighPriority | 7/23/18 7:18:48 PM | | 073580 | Nestle | Mints Coconut | 1.00 | MRMINT8 | | Turgut, Diana Y. |
| <input type="checkbox"/> MR Mints Chocolate | HighPriority | 7/23/18 7:19:16 PM | | 073580 | Nestle | Mints Chocolate | 1.00 | MRMINT9 | | Turgut, Diana Y. |
| <input type="checkbox"/> MR Mints Lemon | HighPriority | 7/23/18 7:19:22 PM | | 073580 | Nestle | Mints Lemon | 1.00 | MRMINT2 | | Turgut, Diana Y. |
| <input type="checkbox"/> MR Mints Pear | HighPriority | 7/23/18 7:18:57 PM | | 073580 | Nestle | Mints Pear | 1.00 | MRMINT3 | | Turgut, Diana Y. |
| <input type="checkbox"/> MR Mints Orange | HighPriority | 7/23/18 7:19:17 PM | | 073580 | Nestle | Mints Orange | 1.00 | MRMINT4 | | Turgut, Diana Y. |
| <input type="checkbox"/> MR Mints Peach | HighPriority | 7/23/18 7:19:08 PM | | 073580 | Nestle | Mints Peach | 1.00 | MRMINT5 | | Turgut, Diana Y. |
| <input type="checkbox"/> MR Now Later Apple | HighPriority | 7/23/18 7:19:18 PM | | 073580 | Nestle | Now Later Apple | 1.00 | MRNOW1 | | Turgut, Diana Y. |
| <input type="checkbox"/> MR Now Later Lemon | HighPriority | 7/23/18 7:18:49 PM | | 073580 | Nestle | Now Later Lemon | 1.00 | MRNOW2 | | Turgut, Diana Y. |
| <input type="checkbox"/> MR Now Later Chocolate | HighPriority | 7/23/18 7:18:43 PM | | 073580 | Nestle | Now Later Chocolate | 1.00 | MRNOW9 | | Turgut, Diana Y. |
| <input type="checkbox"/> MR Now Later Lime | HighPriority | 7/23/18 7:19:24 PM | | 073580 | Nestle | Now Later Lime | 1.00 | MRNOW13 | | Turgut, Diana Y. |
| <input type="checkbox"/> MR Now Later Cinnamon | HighPriority | 7/23/18 7:19:23 PM | | 073580 | Nestle | Now Later Cinnamon | 1.00 | MRNOW7 | | Turgut, Diana Y. |

- All of the selected items now have the same values populated for the fields you selected under that attribute column.

Buy-Side Item - Pod Review



Select all



Clear filter



Apply view



Clear view

| | Item/Item Family | GTIN | Status flag | Deadline | Request Comment | Supplier Nbr | Brand |
|--------------------------|--------------------|------|--------------|--------------------|-----------------------------|--------------|--------|
| <input type="checkbox"/> | MR Mints Cherry | Item | HighPriority | 7/23/18 7:18:56 PM | Populate many items at once | 073580 | Nestle |
| <input type="checkbox"/> | MR Mints Cinnamon | Item | HighPriority | 7/23/18 7:19:15 PM | Populate many items at once | 073580 | Nestle |
| <input type="checkbox"/> | MR Mints Coconut | Item | HighPriority | 7/23/18 7:18:48 PM | Populate many items at once | 073580 | Nestle |
| <input type="checkbox"/> | MR Mints Chocolate | Item | HighPriority | 7/23/18 7:19:16 PM | Populate many items at once | 073580 | Nestle |
| <input type="checkbox"/> | MR Mints Lemon | Item | HighPriority | 7/23/18 7:19:22 PM | Populate many items at once | 073580 | Nestle |
| <input type="checkbox"/> | MR Mints Orange | Item | HighPriority | 7/23/18 7:19:17 PM | Populate many items at once | 073580 | Nestle |
| <input type="checkbox"/> | MR Mints Peach | Item | HighPriority | 7/23/18 7:19:08 PM | Populate many items at once | 073580 | Nestle |
| <input type="checkbox"/> | MR Mints Pear | Item | HighPriority | 7/23/18 7:18:57 PM | | 073580 | Nestle |

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

- › Click on the double ended arrow. **A**
- › Horizontal item view **B**
- › Vertical item view **C**

Buy-Side Item - Pod Review

Select all
 Clear filter **A**
 Apply view
 Clear view

| Assignee | | |
|--------------------------|-------------------|--------|
| <input type="checkbox"/> | MR Sucker Vanilla | POD 31 |
| <input type="checkbox"/> | MR Mints Cherry | POD 31 |
| <input type="checkbox"/> | MR Mints Cinnamon | POD 31 |

| Thumbnail | Name |
|--------------------------|--------------------|
| <input type="checkbox"/> | MR Sucker Vanilla |
| <input type="checkbox"/> | MR Mints Cherry |
| <input type="checkbox"/> | MR Mints Cinnamon |
| <input type="checkbox"/> | MR Mints Coconut |
| <input type="checkbox"/> | MR Mints Chocolate |
| <input type="checkbox"/> | MR Mints Lemon |
| <input type="checkbox"/> | MR Mints Orange |
| <input type="checkbox"/> | MR Mints Peach |
| <input type="checkbox"/> | MR Now Later Apple |
| <input type="checkbox"/> | MR Now Later Lemon |

Select all
 Clear filter
 Apply view **B**
 Clear view

| | MR Sucker Vanilla | MR Mints Cherry | MR Mints Cinnamon |
|------------------|--------------------------|--------------------------|--------------------------|
| Assignee | POD 31 | POD 31 | POD 31 |
| Assigned to me | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thumbnail | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Name | MR Sucker Vanilla | MR Mints Cherry | MR Mints Cinnamon |
| Item/Item Family | Item | Item | Item |

C

› 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
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Thank You!
