

## TecWeb via TecCom

### Administration Guide

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## 1 Administration Overview

This Administrator's User Guide covers all the options from the Organisations on the Toolbar.

Only users that have been set up with administrator rights can access and change Organisation Settings. (See Section 3 for further details on assigning User Rights)

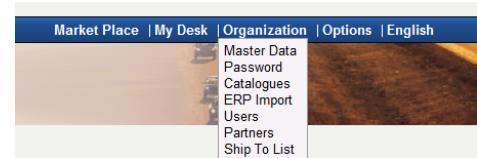


Figure 1: TecWeb Toolbar

### Tip: Filtering Lists

Screens which display lists have a Filter button at the bottom, for easier retrieval of items.

**To Add a Filter:** Click the *Filter* button and enter selection criteria. The % symbol acts as a wild card e.g. filtering by *Auto* will return just those that **begin** with *Auto* whereas filtering by *%Auto* will return all items with *Auto* anywhere in the text.

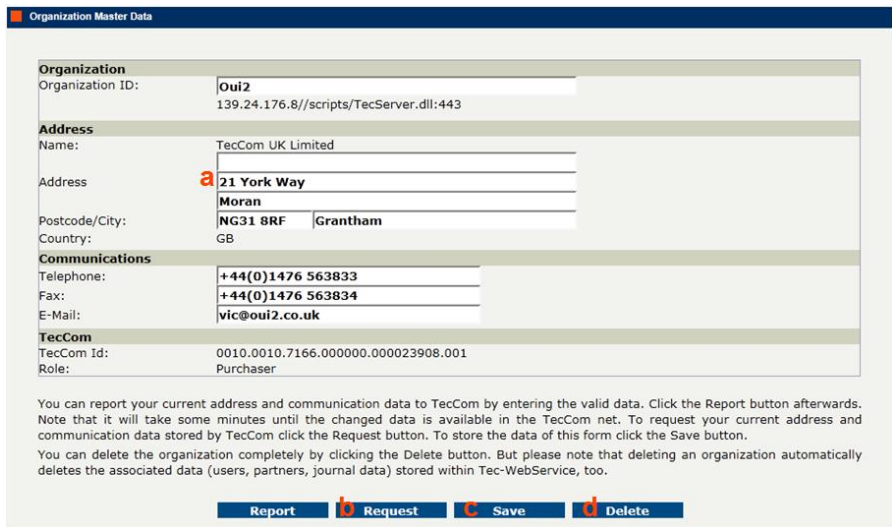
**To Remove a Filter:** Click the *Filter* button and click *Display All*.

## 2 Organisation Details

Select *Master Data* from the *Organization* dropdown list on the TecWeb Toolbar  
 Organisation address and contacts details can be changed here.

**Tip:** It is recommended that you keep the Organisation name you were issued with.

- a Report your current address and communication data to TecCom.
- b Request the current information held in the TecCom database
- c Save the information in the database
- d Delete the Organisation. Note there must be one organisation associated with each member account.



**Organization Master Data**

<b>Organization</b>	
Organization ID:	OUI2 139.24.176.8//scripts/TecServer.dll:443
<b>Address</b>	
Name:	TecCom UK Limited
Address:	<b>a</b> 21 York Way Moran
Postcode/City:	NG31 8RF Grantham
Country:	GB
<b>Communications</b>	
Telephone:	+44(0)1476 563833
Fax:	+44(0)1476 563834
E-Mail:	vic@oui2.co.uk
<b>TecCom</b>	
TecCom Id:	0010.0010.7166.000000.000023908.001
Role:	Purchaser

You can report your current address and communication data to TecCom by entering the valid data. Click the Report button afterwards. Note that it will take some minutes until the changed data is available in the TecCom net. To request your current address and communication data stored by TecCom click the Request button. To store the data of this form click the Save button.

You can delete the organization completely by clicking the Delete button. But please note that deleting an organization automatically deletes the associated data (users, partners, journal data) stored within Tec-WebService, too.

Report **b** Request **c** Save **d** Delete

Figure 2: Organisation Master Data

### 3 User Administration

- Tip:** To avoid changing administration data by mistake, it is recommended that you
1. Add at least one new user with *standard* rights for day to day requests and orders
  2. Do not use the Admin User unless you specifically want to change Administration details
  3. Do not change the details of the Admin User

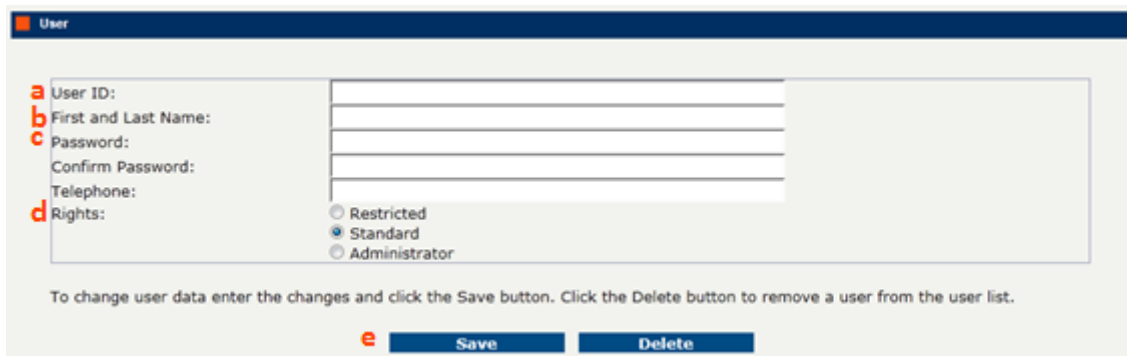
#### i Adding a New User

Select *Users* from the *Organisation* dropdown on the Toolbar.

Click the *Create* button at the bottom of the screen.



Figure 3: User Administration Screen



**a** User ID:   
**b** First and Last Name:   
**c** Password:   
 Confirm Password:   
 Telephone:   
**d** Rights:  Restricted  Standard  Administrator

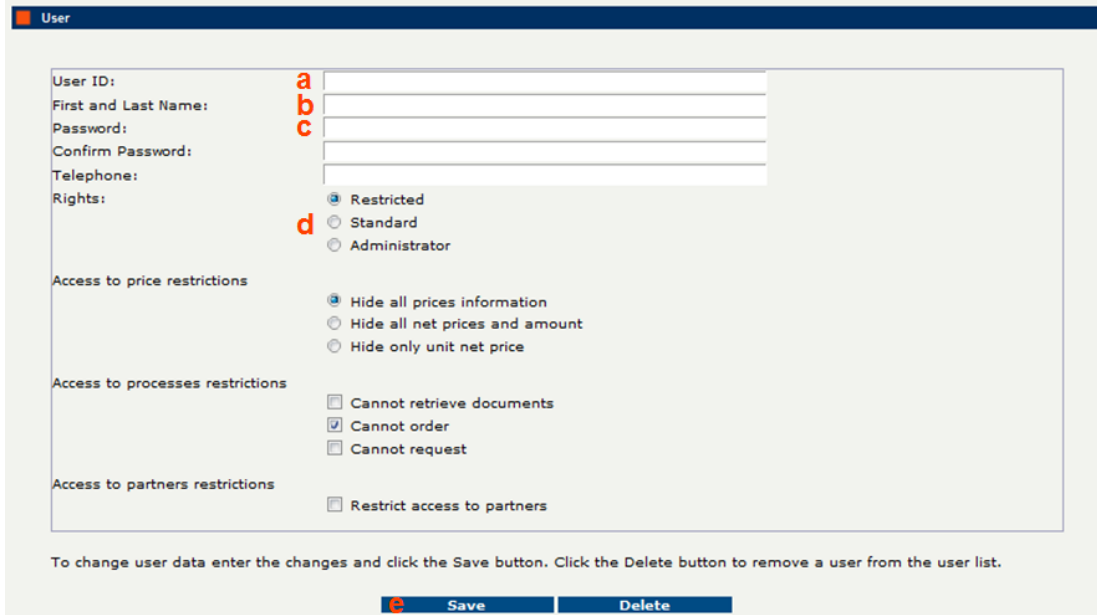
To change user data enter the changes and click the Save button. Click the Delete button to remove a user from the user list.

**e**

Figure 4: User Data Screen

- a** Enter a User ID. This ID is used to login. It will also be used on requests and orders
- b** Type in his First and Last Name. This is the name that will appear at the top of the WebClient screen.
- c** Define an initial Password and confirm it. It can be changed by the user during his first log in.
- d** Define the user's Rights. – As a Standard-User he will not be allowed to change organizational data. (It is best to make most users standard/restricted users and only login as Administrator if organisational details need to be changed)

If you select *Restricted* user rights then you will be asked to define restrictions that apply. For example a *Restricted* user login could be used for using the service in front of customers.



The screenshot shows a web form titled "User" with the following fields and options:

- User ID:  (labeled 'a')
- First and Last Name:  (labeled 'b')
- Password:  (labeled 'c')
- Confirm Password:
- Telephone:
- Rights:
  - Restricted (labeled 'd')
  - Standard
  - Administrator
- Access to price restrictions:
  - Hide all prices information
  - Hide all net prices and amount
  - Hide only unit net price
- Access to processes restrictions:
  - Cannot retrieve documents
  - Cannot order
  - Cannot request
- Access to partners restrictions:
  - Restrict access to partners

At the bottom, there is a "Save" button (labeled 'e') and a "Delete" button. Below the form, a note reads: "To change user data enter the changes and click the Save button. Click the Delete button to remove a user from the user list."

**Figure 5: Restricted User Rights Settings**

e Click the Save button.

**ii Change Details of an Existing User**

To change details of an existing user including resetting a password then click the User in the User Administration Screen (Figure 3).

The User Data Screen (Figure 4) will be displayed where you can make changes.

## 4 Passwords

### i Changing Your Own Password

Administrators can change their password by selecting the Password option from the dropdown.



The screenshot shows a web form titled "TecCom Password". It contains three input fields: "Old Password:", "New Password:", and "Confirm New Password:". Below the fields is a paragraph of instructions: "To set or change your TecCom password, fill in all fields and click the Save button. Click the Delete button to delete your TecCom password." At the bottom of the form are two buttons: "Save" and "Delete".

Figure 6: TecWeb Password Change

### ii Changing a Password for Other Users

Administrators can change the password of another user by selecting the *Users* option from the *Organisation* dropdown on the Toolbar.

Select the user's name and then enter a new password in the same way as creating a new user (See section 3)

## 5 Order Import Set Up

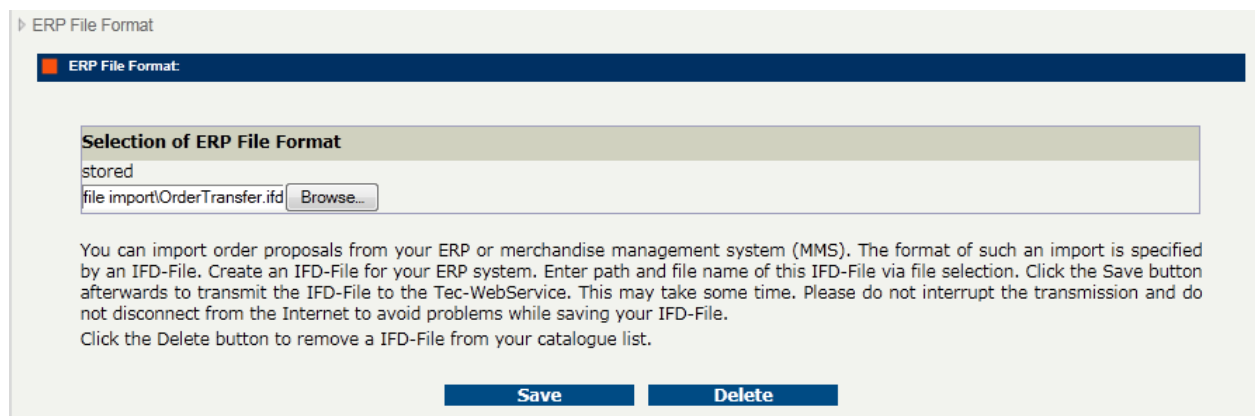
This feature imports a formatting file (ifd file) to enable the import of order proposals from csv files on your local machine. It is useful for repeat orders.

To use the Excel template file described in the *Quick Start Guide to TecWeb*, download the ifd file from the [TecCom website](#).

Under the *Downloads for Buyers Section*, select either the link: *File OrderTransfer.ifd for Import of Order Form* which is the european default version (semi colon separator) or *File OrderTransfer.ifd for Import of Order Form – UK version* which is the UK default version (comma separator).

### Import ERP file

- Select *ERP Import* from the *Organisation* dropdown on the Toolbar.
- Use the Browse button to locate the ifd file on your local machine
- Click Save



ERP File Format

ERP File Format:

**Selection of ERP File Format**

stored

file import\OrderTransfer.ifd

You can import order proposals from your ERP or merchandise management system (MMS). The format of such an import is specified by an IFD-File. Create an IFD-File for your ERP system. Enter path and file name of this IFD-File via file selection. Click the Save button afterwards to transmit the IFD-File to the Tec-WebService. This may take some time. Please do not interrupt the transmission and do not disconnect from the Internet to avoid problems while saving your IFD-File. Click the Delete button to remove a IFD-File from your catalogue list.

Figure 7: ERP File Format Import

## 6 Setting Up Partners

### i Selection of Suppliers

To execute availability requests and orders, first you need to copy the relevant suppliers to your partner list.

- a Select *Organization* from the Toolbar and *Partners* from the dropdown list. You will see a list of your current partners.

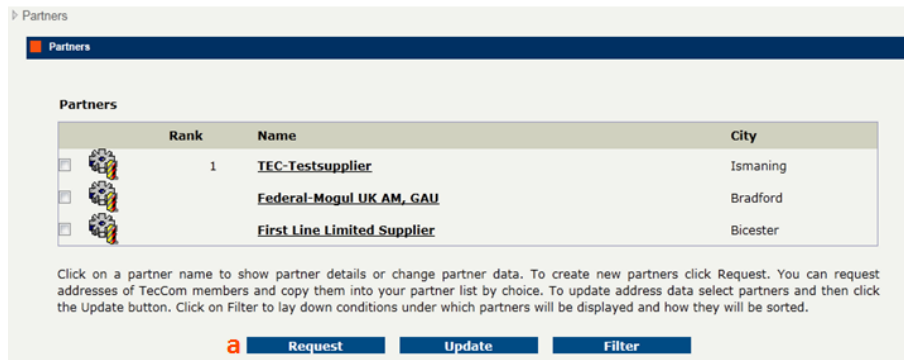



Figure 8: Current Partners

To add a member to the partner list, click the *Request* button.

- b This form searches all members of TecCom and so it should be filtered at least by country else the list would be very large and hence take a long time to display. Enter search criteria by name, city, postcode or role using the wild card %, if necessary. (See Section 1 Filtering)



The screenshot shows a 'Search Criteria' form. It has several input fields: 'Name' (with 'L' entered), 'City', 'Country' (with a dropdown menu showing 'GB - UNITED KINGDOM'), 'Postcode from:' and 'to:' (both empty), 'Max. Hits' (with '100' entered), and 'Role' (with checkboxes for 'Purchaser' and 'Supplier', where 'Supplier' is checked). Below the form, there is a text box: 'Please enter the desired search criteria and click Request to start a query for partners.' At the bottom, there is a blue 'Request' button with a red letter 'b' to its left.

Figure 9: Partner Search

Click the Request button.

- c After the member list has been transmitted, select the required suppliers by checking the tick box in the first column.  
Note: any organisation beginning with zz\_ is a test supplier and should not be selected.



**Figure 10: Partner Search Result**

- d** Click the Copy Partners button at the bottom of the screen, to copy them to the partner list.

## ii Adding Partner Data

For each partner there are 2 essential fields to complete correctly before you can make any requests or orders.

- a** Select *Organization* from the Toolbar and *Partners* from the dropdown list and from the list of partners you have identified (figure 8), click on the partner to edit.
- b** In the field “Our ID used by Him” add the ID that your supplier uses to reference you. It must correspond to the information the supplier provided when they agreed to do business with you through TecCom. If you do not have this ID then you need to contact the Supplier.
- c** In the field “His ID used by us” add the ID that you use in your organisation to reference this supplier. It must correspond to the information you have provided to the supplier when you agreed to do business through TecCom.



Supplier	
Our ID Used By Him:	<b>b</b> 4712
His ID Used By Us:	<b>c</b> MySupplierID
Rank:	<b>d</b> 1
Address	
Name:	TEC-Testsupplier
Address	Steinheilstr.10 TecCom GmbH
Postcode/City:	85737Ismaning
Country:	DE
Communications	
Telephone:	+49 180 2 832266
Fax:	+49 89 321216 100
E-Mail:	teccom@teccom.de

To change partner data enter the changes and click the Save button. Click the Delete button to remove a partner from the partner list.

**e** Save Delete

**Figure 11: Partner Data**

- d** The field “Rank” is optional, but it refers to the display order in the dropdown box on the order/request form. You may like to give your most used suppliers higher ranking.
- e** Click the Save button.

## 7 Defining Ship To Names

You can save a list names and addresses frequently used for consignees.

**Tip:** Make sure you check with your suppliers whether they allow orders to be shipped to different consignees and in which way their MMS supports this option, before you add them to this list.

They will supply you with the *Ship To Number*.

- a Select *Organization* from the Toolbar and *Ship to List* from the dropdown list.
- b Click the Create button.
- c Type in the consignee's name and address.
- d Type in the ship to number from the supplier
- e Click the Save button.



**Ship To**

**Address**

Name c

Address

Postcode / City

Country:

**Ship To Numbers**

Supplier Name	City	Ship To Number
TEC-Testsupplier	Ismaning <span style="color: red;">d</span>	
Federal-Mogul UK AM, GAU	Bradford	

Enter or change ship to data and click Save. Use Delete, to remove the complete ship to entry. If you want to change the first name field of a ship to, please remove the complete ship to first using the delete button and then create a new ship to entry. If you want to delete one or more ship to numbers, please clear their input fields and click Save.

e **Save**

Figure 12: Ship To Form

## 8 *Further Information*

More information on topics not covered in this guide can be obtained from:

- *Quick Start Guide to TecWeb* downloadable from the [TecCom website](#)
- TecCom Help and Support Desk: [support@teccom.eu](mailto:support@teccom.eu)