

User Guide

Version 1.4

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My Account

IN THIS SECTION

How To: login to the system

How To: use the audit log

How To: change your account details

How To: change your preferences

How To: change your account configuration

The first thing you will need to do after receiving your login details, is to launch a web browser and navigate to <https://nexus.ghxeurope.net> and then login. You can then start to prepare customer catalogues for publication.

This section describes how to...

How To: login to the system

Use your email address and the supplied password to login.

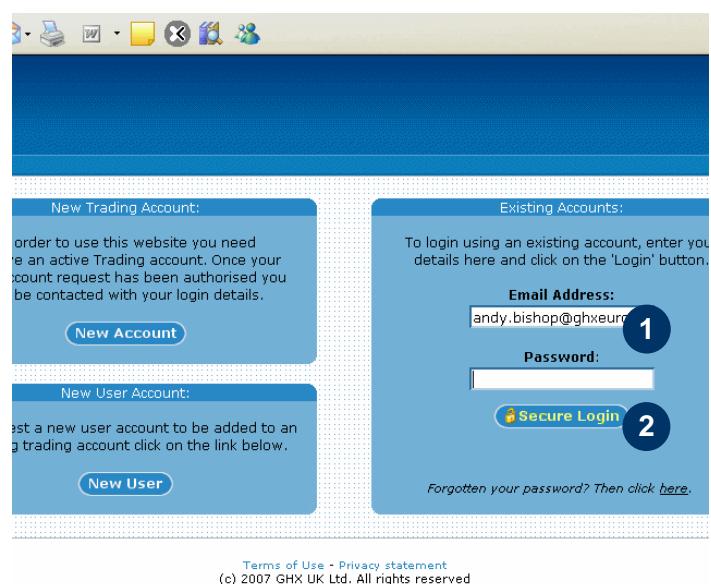
TIP

You will need to obtain a verification code from your trading account manager before you can request a new user account by clicking on the new user button.

Login

Launch a web browser and navigate to <https://nexus.ghxeurope.net>

- 1 Enter your email address in the "Email Address:" text box.
- 2 Enter your password in the "Password:" text box and then click on the "Secure Login" button.



How To: use the audit log

Use the audit log to resolve queries relating to published changes. It is possible to identify who changed what, when.

TIP

Only the trading account manager has access to the account summary.

TIP

The value of this log will be impaired if users are permitted to share logins.

Trading Account Summary

1 Click on the "My Account" menu to view the trading account summary.

2 Enter the search criteria in the "Search" text box and then click on the "Go" button.



Date	User Name	Description
03/01/08 14:47	Andy Bishop	System Login
03/01/08 14:46	Jason Hale	Logged in account chan
03/01/08 14:41	Jason Hale	Logged in account chan
11/12/07 16:00	Jason Hale	Logged in account chan
11/12/07 15:59	Jason Hale	Logged in account chan
28/11/07 10:14	Jason Hale	Logged in account chan
28/11/07 10:13	Jason Hale	System Login
23/11/07 10:09	Jason Hale	Logged in account chan
23/11/07 10:09	Jason Hale	Logged in account chan
23/11/07 09:43	Jason Hale	Logged in account chan

How To: change your account details

Make sure that your personal contact details are accurate.

TIP

The sub menu options, summary, details, users, configuration and preferences, are only available if you are the trading account manager.

My Account Details

- 1 Click on the "My Account" menu and then the "Details" sub menu.

Company Details	
Organisation:	Demo CPH
Building Name:	Building Name
Street:	Street
Town/City:	Town/City
County:	County
Post Code:	IP332RR
Country:	England

Contact Details	
Title:	Mr
Forename:	Andy
Surname:	Bishop
Telephone No.:	01284 554333

How To: create a new user account

Each user has a login and each login can have a defined role with specific permissions.

Note

For speed and ease of use when creating new accounts, email all users and ask them to navigate to

<https://nexus.ghxeurope.net>

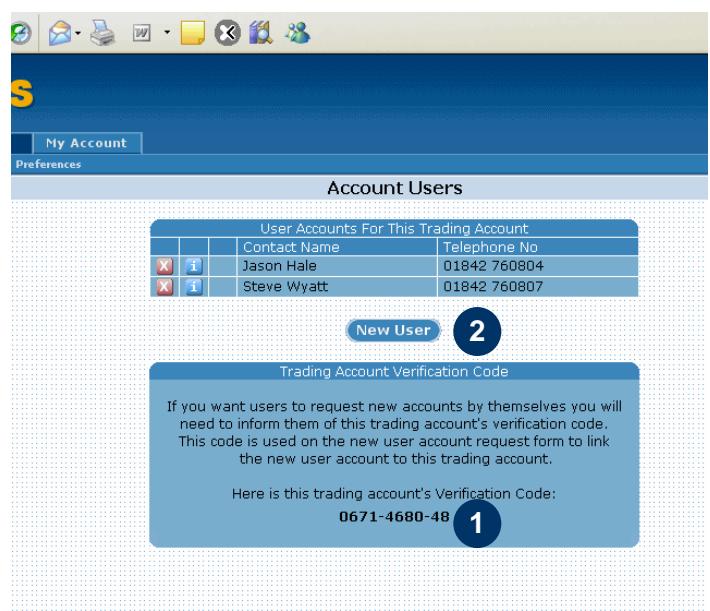
Where they can create their own account. You must provide them with the verification code, which is shown on the "My Account/Users" menu.

They will receive an automatic email with their login password once you have approved and unlocked their account.

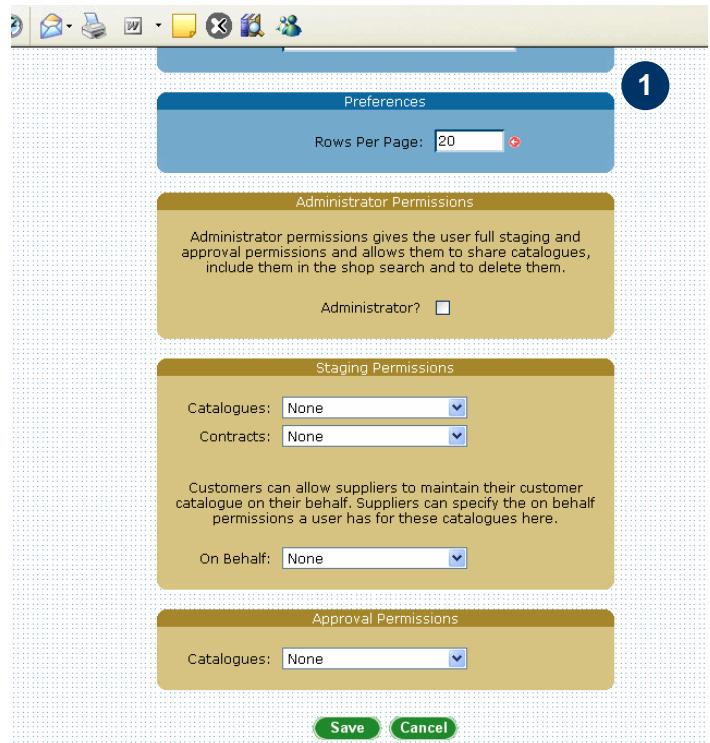
User Accounts

1 Send users the verification code so that they can create their own user account. The verification code is used to tie the details entered on the new user account request form, to the appropriate trading account.

2 Click on the "New User" button to create a new account.



1 Select the appropriate permissions depending on the user's role.



How To: change your preferences

All preferences are user specific, change the settings to suit the way you work

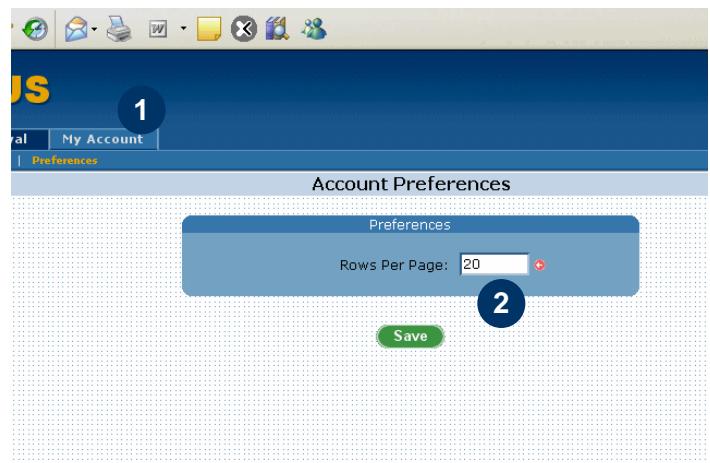
Note

Additional preference's are in development. You will soon be able to determine which of the email notifications and alerts you personally receive.

My Account Preferences

1 Click on the "My Account" menu and then the "Preferences" sub menu.

2 Enter a value that represents the number of rows you would like shown per page when looking at a list of items and then click on the "Save" button.



How To: change your account configuration

The majority of the account configuration settings are used to either automate the distribution of, or provide access to, published information.

My Account Configuration

- 1 Click on the "My Account" menu and then the "Configuration" sub menu.
- 2 Enter values in the "Trading ID's" section that will identify your organisation to another system.
- 3 Enter a password in the "Trading Shared Secret" section. This password will be used to authenticate integrated systems trying to access the published information.
- 4 Enter values in the "UOM Code Conversions" section. The list shows every permutation of UOM/QOM combination for all published catalogue items. Use this list to define a standard set of values that meet the defined requirements of the integrated procurement system. The converted value will be shown in the shop and returned in the search results sent in response to the search request of an integrated system.

- 1 Set the default classification standard that has been adopted by your organisation.
- 2 During the publication of a catalogue, the publisher will need to specify whether the latest version is a new issue or revision. Integrated systems setup to automatically receive the latest changes, can elect to receive either the complete catalogue every time a new issue is published or changed items every time a new issue or revision is published.

IN THIS SECTION

How To: classify products

How To: populate a customer catalogue using a data source

How To: import product information

How To: validate and correct data content alerts

How To: improve my content by using a data source

How To: grant the associated supplier shared access

How To: submit a publication request for approval

How To: review data source changes effecting my products

How To: backup modified items prior to making mass updates

This section describes how to use the staging area to create and maintain your catalogues. The staging area is a working environment; you can make changes with confidence of knowing that the changes will not affect the published information until approved.

Staging

How To: classify products

The system supports multiple classification standards that can be used to perform online classification or to validate imported classification codes.

TIP

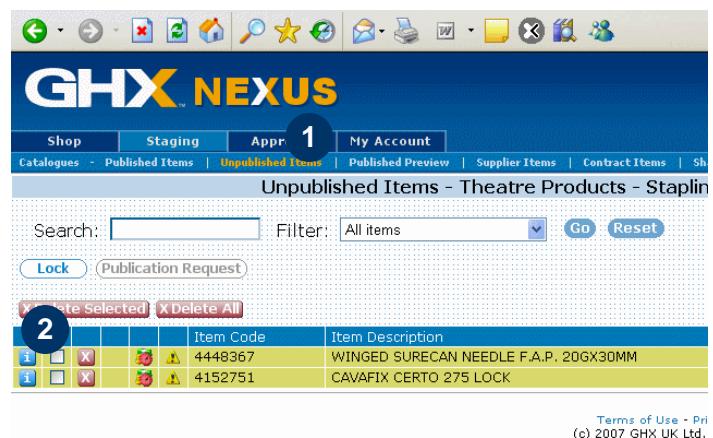
Classify multiple items at once by setting an import default or by exporting the items into a spreadsheet, where you can use the sort and drag features prior to re-importing. See import existing product information.

TIP

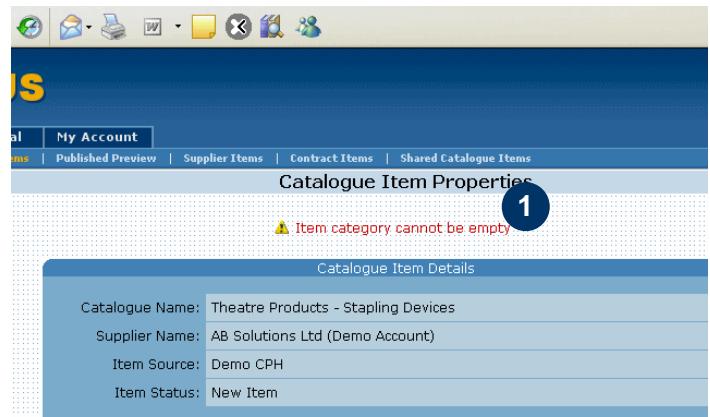
If the associated supplier catalogue (data source) is classified to your preferred standard, then benefit from this work by updating your catalogue items with this information. See improve my content using a data source.

Catalogue Item Properties

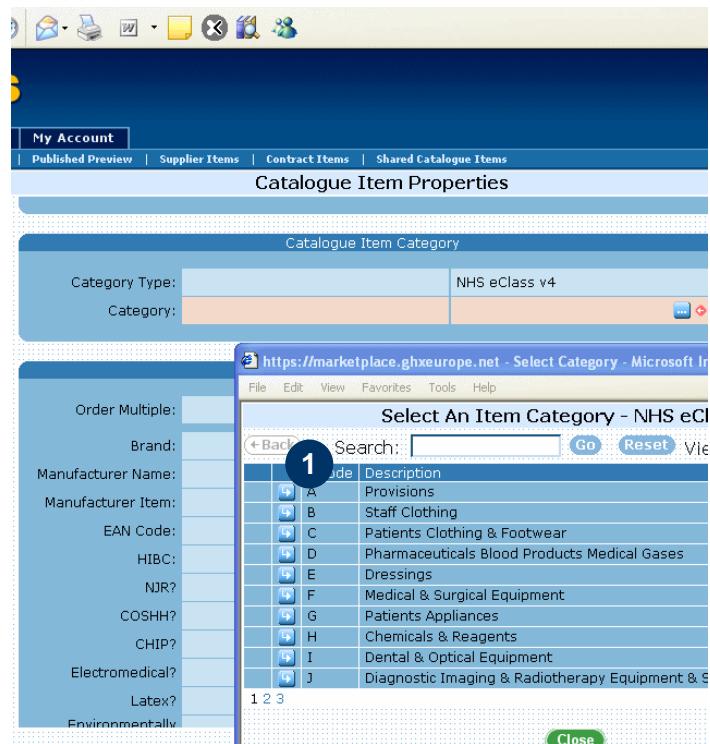
- 1 Click on the "Staging" menu and then the "Unpublished Items" sub menu.
- 2 Click on the "I" information button associated with the item you would like to classify.



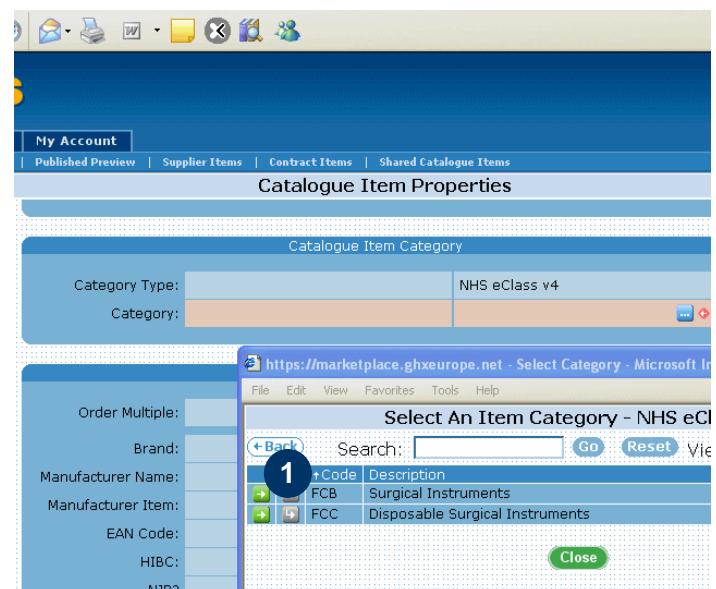
1 The classification code is a mandatory field and therefore must be defined.



- 1 Drill through the hierarchy by clicking on the arrow button of the selected category.



1 Drill through the hierarchy by clicking on the return button until you reach the lowest level indicated by a green arrow. Click on the green arrow button to select the preferred category.



How To: populate a customer catalogue using a data source

Catalogue items can be selected from a supplier managed catalogue containing their entire product range; locally loaded contracts or third party managed contracts that have been shared with you or third party managed customer catalogues that have been shared with you.

TIP

Once you have selected all of the items, export the information into a spreadsheet for advance manipulation prior to re-importing the information. See *improve my content using a data source*.

Supplier Items

- 1 Click on the "Staging" menu and then the "Unpublished Items" sub menu and select the appropriate catalogue. Click on the "Supplier Items" sub menu to view and select from the associated suppliers entire product range.

Item Code	Item Description
4448367	WINGED SURECAN NEEDLE F.A.P. 20GX30MM
4152751	CAVAFIX CERTO 275 LOCK

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- 1 Enter the search criteria in the "Search" text box and then click on the "Go" button.

- 2 Either select multiple rows by clicking on the check box of the associated item before clicking on the "+Add Selected" button, or selected item individually by clicking on the "+" button of the associated item.

Item Code	Item Description
4502175	PENCAN G27 X 2"
8728615	PERFUSOR 20ML SYRINGE 3-PART
4219104	MANDRIN/STYLET VASOFIX /VASOCAN G20 33MM
4153588	CAVAFIX CERTO 358 8CM G14 45CM G16 LL
4448405	WINGED SURECAN NEEDLE F.A.P. 22GX25MM
4160509	CERTOFIX MONO S415
4448294	WINGED SURECAN NEEDLE F.A.P. 19GX20MM

- 1 The selected items will be copied into your customer catalogue. The alert indicator will appear if any of the mandatory information required in a customer catalogue is not available.

Item Code	Item Description
4448367	WINGED SURECAN NEEDLE F.A.P. 20GX30MM
4152751	CAVAFIX CERTO 275 LOCK

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How To: import product information

Before being able to import product information, you must create a customer catalogue within the staging environment. You are then ready to import existing information.

TIP

Import information in sizable chunks so that your can resolve content issues and then publish the first version within a reasonable time frame and then add to or make amendments to published items as an on going process.

Import all items and then use the search filter to select all “unknown items” and then temporarily work on the valid items as a quick win. You can re-import without affecting the published items at a later date.

TIP

If the supplier cannot be found then contact the GHX Helpdesk. Only GHX can create new supplier accounts as part of the supplier engagement process.

Catalogue Import

1 Click on the “Staging” menu and then the “Unpublished Items” sub menu. Click on the “Create Customer Catalogue” button.

The screenshot shows the GHX UK Home page with a navigation bar at the top. The 'Create Customer Catalogue' button is highlighted with a blue circle. Below the navigation bar is a table with columns for Catalogue Name, Published / Unpublished, and Status. Several entries are listed, including B Braun Medical Ltd, Abbott Laboratories Ltd, Bausch & Lomb Surgical, Baxter Healthcare Ltd, and Boston Scientific Ltd, all marked as 'Normal'.

- 1 Select the associated supplier.
- 2 Type the name of the catalogue.
- 3 Select the default for the preferred classification standard.
- 4 Check this box if you would like to provide users associated with the supplier's trading account, permission to view and maintain this catalogue.

The screenshot shows the 'Create Customer Catalogue' dialog box. It includes fields for Supplier (AB Soulitions Ltd (Demo Account) - The Building), Customer (Demo CPH), Name (Theatre Products - Staplin), Category Type (NHS eClass v4), and Allow Supplier To Maintain? (unchecked). Buttons for Save and Cancel are at the bottom.

1 Drill into the catalogue items list by clicking on the associated arrow button.

The screenshot shows a list of suppliers in the 'Catalogues' section. The first supplier, B Braun Medical Ltd, has an arrow icon next to its name, indicating it can be expanded. The table columns are Supplier Name and Customer Name.

1 Click on the “Import” button

The screenshot shows the 'Import Catalogue Items' dialog box. It includes buttons for New, Deleted, Changed, Unchanged, and Create Item. The 'Import' button is highlighted with a blue circle.

1 The correct import type and catalogue will automatically be identified and set from the catalogue type.

2 Check this box if you are importing a new version of the complete catalogue, and you would like previously published products not included in the import file to be marked for deletion.

1 Select the import file by clicking on the "Browse" button, and then navigate to where the import file is stored.

2 Select a file type that matches that of the import file.

1 If the import file contains column headers then set the starting position for the import to row 2

2 Check the box "Use Headers From 1st Row" if the import file contains column headers and you would like to use these headers when matching the import file columns to the corresponding field within the catalogue.

3 If the file type selected on the previous screen is not space delimited then you will need to select the appropriate delimiter.

	Column1	Column2	Column3	Column4
Product Description	Sales Unit	Numerator	Price	
Poor Description	Carton	50	3	
Poor Description	Carton	10	2	
Poor Description	Carton	100	1	
Poor Description	Pack	15	2	
Poor Description	Pack	15	3	
Poor Description	Pack	15	5	
Poor Description	Pack	15	4	
Poor Description	Pack	15	6	
Poor Description	Pack	15	5	

TIP

*Field names that don't have either a column mapped or a default value will assume the same value as already published. Using this technique you could import just the classification codes without any other data being affected. If you would like to clear the data associated with a specific field then enter “*blank” in the default value column.*

1 Map the column header or column number with the corresponding catalogue field name.

2 You can specify a default value that will be applied to each record as it's imported. You can use this function to add a static value to every row imported i.e. a manufacturers name or the start and expiry date for each item.

Import Customer Items

Select Data To Import

Select the columns to map to the appropriate fields. To clear unmapped fields enter ‘*blank’ in the default value.

Field Name	Column To Map To	Default Value
Item Code	Column 0 (Product Code)	1
Description	Column 1 (Product Description)	
Long Description		
Unit Of Measure Code	Column 2 (Sales Unit)	
Unit Of Measure Description		
Quantity of Measure	Column 3 (Numerator)	
List Price		
Purchase Price	Column 4 (Price)	
Contract Number		
Price Start Date		01/01/2007
Price Expiry Date		01/01/2008
VAT Code		
VAT Rate		
Expense Code		
Brand		
Manufacturer Name		AR Solutions Ltd

1 Type the name of the email recipient that should be notified once the import has completed.

Import Customer Items

Email Settings

Recipient Email Address: jason.hale@domain.com

An email will be sent to the above address updating you of the status of this import.

1 Finally click on the “Finish” button and return to the catalogues list. The catalogue should show a status of “Queued for Import”, “Import in Progress” and then “Normal”.

Import Customer Items

Import Summary

Import type: CustomerItems
How to Import: jobqueue
Catalogue: Theatre Products - Stapling Devices
Import file type: CSV
Create deletes for items not imported: No
CSV Delimiter: Comma
Text Qualifier: doublequote
Use First Row As Column Headings: Yes
Start Import At Row: 2
Field mappings have been specified.
Recipient email address: jason.hale@domain.com
Click ‘Finish’ to submit your Import to the job queue

Cancel **Back** **Finish** 1

1 Once the import has completed, drill into the catalogue items list by clicking on the associated arrow button.

	Supplier Name	Customer Name
1	AB Soulitions Ltd (Demo Account)	Demo CPH
1	B Braun Medical Ltd	Demo CPH
1	Abbott Laboratories Ltd.	Demo CPH
1	Bausch & Lomb Surgical (UK) Ltd	Demo CPH
1	Baxter Healthcare Ltd	Demo CPH

1 The imported items will now appear in the "Unpublished Items" list of the "Staging" environment. During the import, the system will automatically check and highlight items that don't exist in the supplier's catalogue.

2 An item is created with an alert if any of the mandatory fields are not populated. The import will also highlight duplicate product code/qom combinations by adding a ".DUP" followed by an incremental number suffix to the item.

	Code	Item Description
1	INVALID0001	CAVAFIX 375 70CM G16 LL
1	INVALID0001	CAVAFIX 600 70CM G16 FH
1	INVALID0002	Poor Description
1	INVALID0002	Poor Description
1	4206452MT	BRAUNULA MT G12 5CM
1	4214170	MANDRIN/STYLET INTROCAN 16G, 2"
1	4180550	Poor Description
1	4117310	Poor Description
1	4448553	Poor Description
1	4448499	Poor Description
1	4448529	Poor Description
1	4448375	Poor Description

How To: validate and correct data content alerts

Use the indicators and alerts to ensure that all data content issues are resolved prior to publication.

TIP

Use the “Update” button to improve your information using the available data sources. See “How to improve my data using a data source”

Unpublished Items

- Click on the “Staging” menu and then the “Unpublished Items” sub menu for the selected customer catalogue. Products that are not found in the full supplier catalogue are highlighted with a crossed icon.

	Item Code	Item Description
	4448553	Poor Description
	4448545	Poor Description
	4448529	Poor Description
	4448499	Poor Description
	4448375	Poor Description
	4448367.DUP0002	Poor Description
	4448367.DUP0001	CAVAFIX 600 70CM G16 FH
	4448294	Poor Description
	4439929	Poor Description
	4439813	Poor Description
	4438000	Poor Description
	4434870	Poor Description
	4214170	MANDRIN/STYLET INTROCAN 16G, 2"
	4206452MT	BRAUNULA MT G12 5CM
	4180550	Poor Description
	4152751.DUP0002	Poor Description
	4152751.DUP0001	CAVAFIX 375 70CM G16 LL
	4117310	Poor Description

- Click on the “Supplier Items” sub menu to search on the supplier’s full catalogue.
- Enter the search criteria in the “Search” text box and then click on the “Go” button

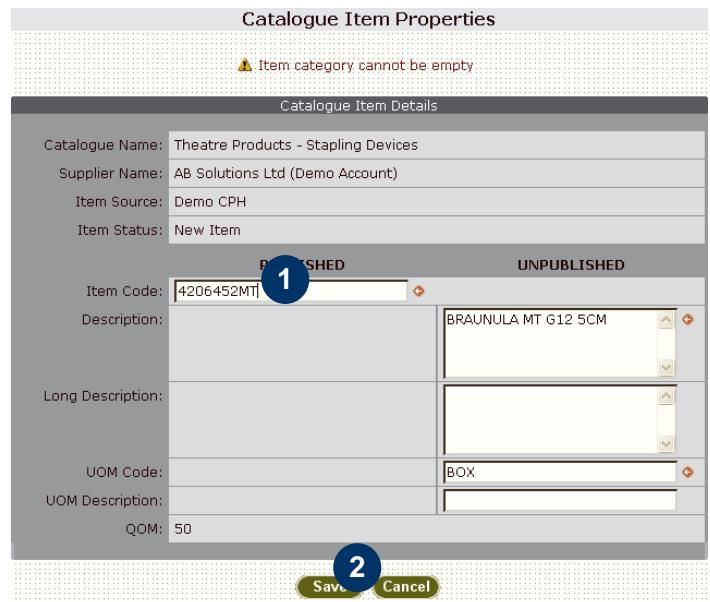
	Item Code	Item Description
	4206452	BRAUNULA MT G12 5CM
	4206355	BRAUNULA MT G14 5CM LL
	4206380	BRAUNULA MT G14 LL 1.8X2.35X80MM

- Return to the “Unpublished Items” list by clicking on the “Unpublished Items” sub menu.
- Click on the “I” information button of the unknown product.

	Item Code	Item Description
	4448553	Poor Description
	4448545	Poor Description
	4448529	Poor Description
	4448499	Poor Description
	4448375	Poor Description
	4448367.DUP0002	Poor Description
	4448367.DUP0001	CAVAFIX 600 70CM G16 FH
	4448294	Poor Description
	4439929	Poor Description
	4439813	Poor Description
	4438000	Poor Description
	4434870	Poor Description
	4214170	MANDRIN/STYLET INTROCAN 16G, 2"
	4206452MT	BRAUNULA MT G12 5CM
	4180550	Poor Description
	4152751.DUP0002	Poor Description
	4152751.DUP0001	CAVAFIX 375 70CM G16 LL
	4117310	Poor Description

1 Enter the correct code obtained from the full supplier catalogue.

2 Click on the “Save” button to record the product code change. Repeat this exercise for all unknown items.



1 It's not possible to store duplicate product code/qom items. If duplicate items are included in an import file, the system will add a suffix during the import process.

2 Click on the “Item Code” column header to compare duplicated items side by side.

Click on the delete button of the product that you would like to remove and then remove the suffix of the product you would like to keep by clicking on the “I” Information button of the item and removing the suffix before clicking “Save”

			Item Code	Item Description
			4448553	Poor Description
			4448545	Poor Description
			4448529	Poor Description
			4448499	Poor Description
			4448375	Poor Description
			4448367.DUP0002	Poor Description
			4448367.DUP0001	CAVAFIX 600 70CM G16 FH
			4448294	Poor Description
			4439929	Poor Description
			4439813	Poor Description
			4438000	Poor Description
			4434870	Poor Description
			4214170	MANDRIN/STYLET INTROCAN 16G, 2"
			4206452MT	BRAUNULA MT G12 5CM
			4180550	Poor Description
			4152751.DUP0002	Poor Description
			4152751.DUP0001	CAVAFIX 375 70CM G16 LL
			4117310	Poor Description

How To: improve my content by using a data source

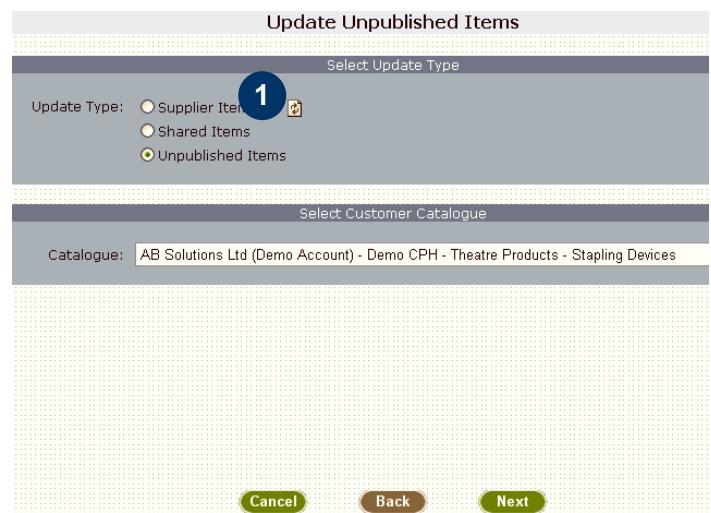
Use the update button to improve the quality of your initial catalogue load by updating the products using the latest supplier managed information.

Catalogue Update

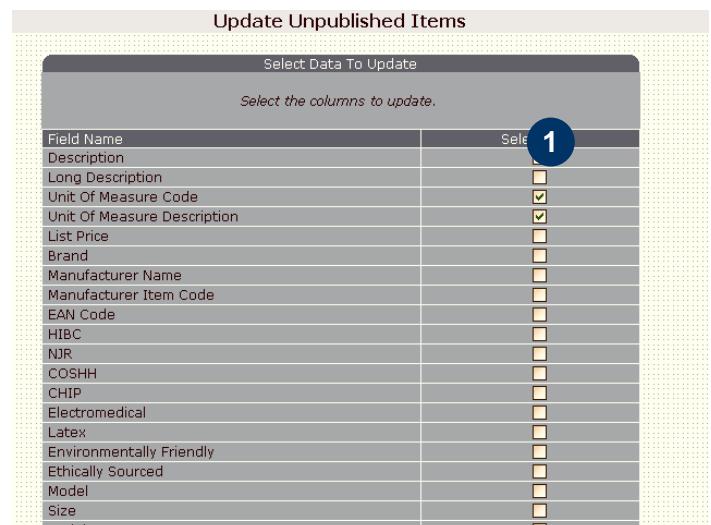
1 Click on the "Staging" menu and then the "Unpublished Items" sub menu for the selected customer catalogue. Click on the "Update" button



1 Select "Unpublished Items" and the system will update each of the "Unpublished Items" with information found in the full supplier's catalogue. The "Supplier Items" and "Shared Items" options are used to update your published items by creating unpublished items with the changes from the specified data source.



1 Select which of the available fields you would like to update from the suppliers full catalogue.



The data is now cleansed and ready for publication.

Unpublished Items - AB Solutions Ltd			
Search: <input type="text"/>		Filter: <input type="button" value="All items"/> <input type="button" value="Go"/> <input type="button" value="Reset"/>	
<input type="button" value="Lock"/> <input type="button" value="Publication Request"/>		<input type="button" value="X Delete Selected"/> <input type="button" value="X Delete All"/>	
		Item Code	Item Description
<input type="checkbox"/>	<input type="checkbox"/>	X	4206452 BRAUNULA MT G12 5CM
<input type="checkbox"/>	<input type="checkbox"/>	X	4152751 CAVAFIX CERTO 275 LOCK
<input type="checkbox"/>	<input type="checkbox"/>	X	4180550 CAVAFIX CERTODYN 335
<input type="checkbox"/>	<input type="checkbox"/>	X	4117310 SANGOFIX B DIN 58360 LUER LOCK
<input type="checkbox"/>	<input type="checkbox"/>	X	4439813 SURECAN BENT G22X15MM
<input type="checkbox"/>	<input type="checkbox"/>	X	4434870 SURECAN NEEDLE ANGLED 22G/35MM
<input type="checkbox"/>	<input type="checkbox"/>	X	4438000 SURECAN PORT CANNULA G19/15MM. 90 DEGR
<input type="checkbox"/>	<input type="checkbox"/>	X	4439929 SURECAN PORT CANNULA G20/15MM. 90 DEGR
<input type="checkbox"/>	<input type="checkbox"/>	X	4448499 WINGED SURECAN N.W.Y-SITE F.A.P.20GX25MM
<input type="checkbox"/>	<input type="checkbox"/>	X	4448529 WINGED SURECAN N.W.Y-SITE F.A.P.22GX15MM
<input type="checkbox"/>	<input type="checkbox"/>	X	4448545 WINGED SURECAN N.W.Y-SITE F.A.P.22GX25MM
<input type="checkbox"/>	<input type="checkbox"/>	X	4448553 WINGED SURECAN N.W.Y-SITE F.A.P.22GX30MM
<input type="checkbox"/>	<input type="checkbox"/>	X	4448294 WINGED SURECAN NEEDLE F.A.P. 19GX20MM
<input type="checkbox"/>	<input type="checkbox"/>	X	4448367 WINGED SURECAN NEEDLE F.A.P. 20GX30MM
<input type="checkbox"/>	<input type="checkbox"/>	X	4448375 WINGED SURECAN NEEDLE F.A.P. 22GX12MM

How To: grant the associated supplier shared access

You can provide the supplier with access to individual catalogues containing their products. This would enable the supplier to correct unknown product codes and validate pricing information to ensure it matches their sales order entry system.

TIP

Only the trading account manager or user administration has the required permissions to perform the task.

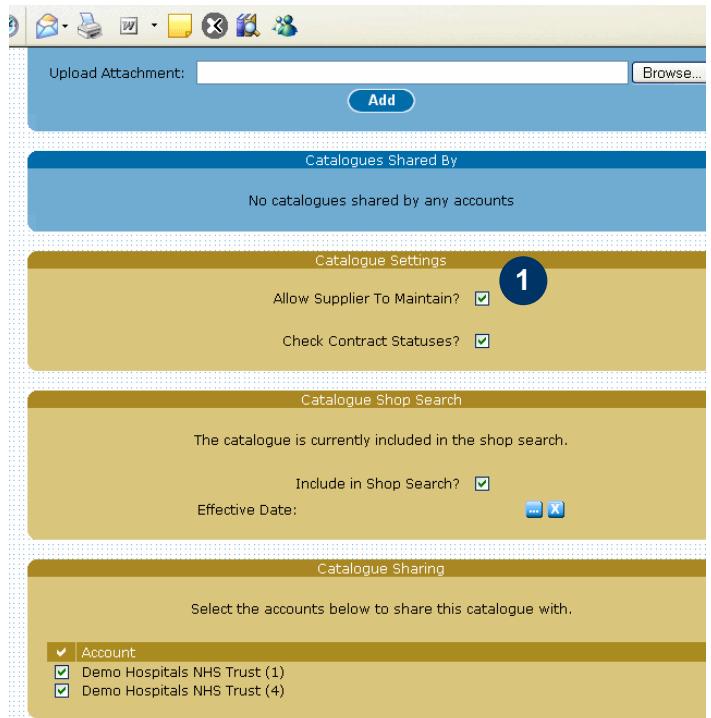
Catalogue Properties

- 1 Click on the "Staging" menu and then the "I" Information button of the selected customer catalogue.



		Supplier Name	Customer Name
1		AB Solutions Ltd (Demo Account)	Demo CPH
		Abbott Laboratories Ltd.	Demo CPH
		B Braun Medical Ltd	Demo CPH
		Bard Ltd	Demo CPH
		Bausch & Lomb Surgical (UK) Ltd	Demo CPH
		Baxter Healthcare Ltd.	Demo CPH
		Boston Scientific Ltd	Demo CPH
		Cardinal Health UK 223 Ltd	Demo CPH
		Covidien (UK) Commercial Ltd	Demo CPH
		DePuy International Ltd	Demo CPH

- 1 Click on the "Allow Supplier To Maintain" checkbox to grant permission. Then click on "Save". Once saved all users associated with the suppliers trading account and with the correct permissions will be able to see your catalogue. A supplier can make changes and submit a publication request for approval. All changes will be recorded in your audit log.



Upload Attachment: [Browse...](#) [Add](#)

Catalogues Shared By

No catalogues shared by any accounts

Catalogue Settings

Allow Supplier To Maintain? 1

Check Contract Statuses?

Catalogue Shop Search

The catalogue is currently included in the shop search.

Include in Shop Search?

Effective Date: [...](#) [X](#)

Catalogue Sharing

Select the accounts below to share this catalogue with.

Account

Demo Hospitals NHS Trust (1)

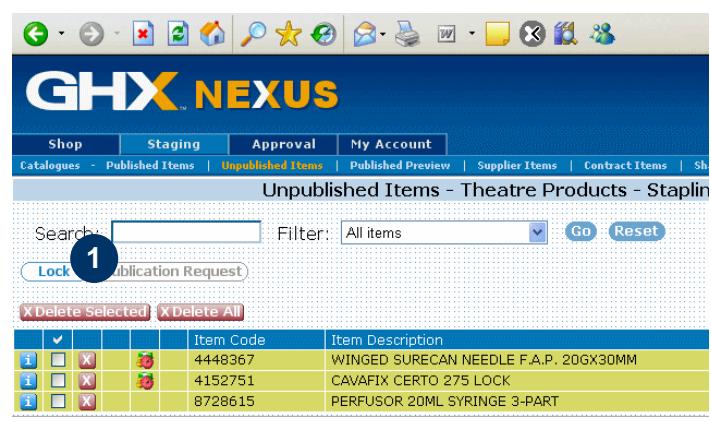
Demo Hospitals NHS Trust (4)

How To: submit a publication request for approval

All changes made within the staging environment can be completed with the confidence of knowing that the published items will not be affected without an important approval process. A publication request must be submitted for approval.

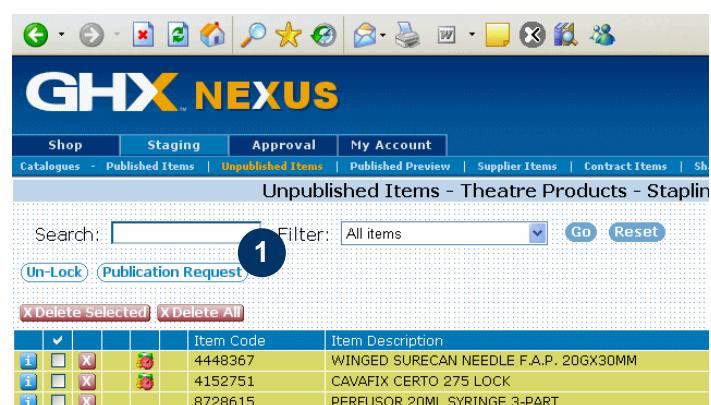
Publication Request

- Click on the "Staging" menu and then the "Unpublished Items" sub menu for the selected customer catalogue. Click on the "Lock" button to ensure that no more changes are made to the catalogue by any number of other users, whilst you do a final check before submitting the publication request.



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- Click on the "Publication Request" button.



Terms of Use - Pri
(c) 2007 GHX UK Ltd.

- Select the option that indicates whether the latest version of the catalogue is either a new issue or revision.

Integrated systems setup to automatically receive the latest changes, can elect to receive either the complete catalogue every time a new issue is published or changed items every time a new issue or revision is published.

A system setup only to synchronise with each new issue, would not receive the new revision updates. These should generally be cosmetic changes not warranting a complete synchronisation.

	Without Alerts	With Alerts
New Items:	3	0
Deleted Items:	0	0
Changed Items:	0	0
Unchanged Items:	0	0

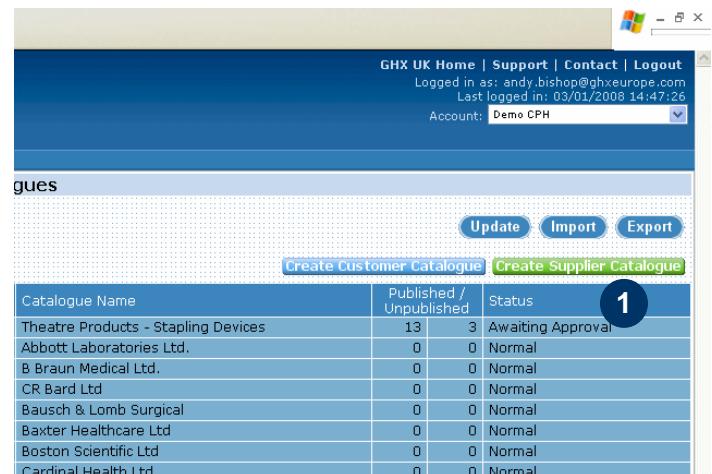
Request Type: New Revision New Issue

Reason:

Submit Cancel

1 Once the publication has been submitted the catalogue status changes to "Awaiting Approval".

The status will return back to "Normal" once approved.



The screenshot shows a software interface titled "GHX UK Home | Support | Contact | Logout". It displays a list of catalogues with columns for "Catalogue Name", "Published / Unpublished", and "Status". A blue circle with the number "1" is overlaid on the "Status" column header. The "Status" column shows values like "3 Awaiting Approval" and "0 Normal".

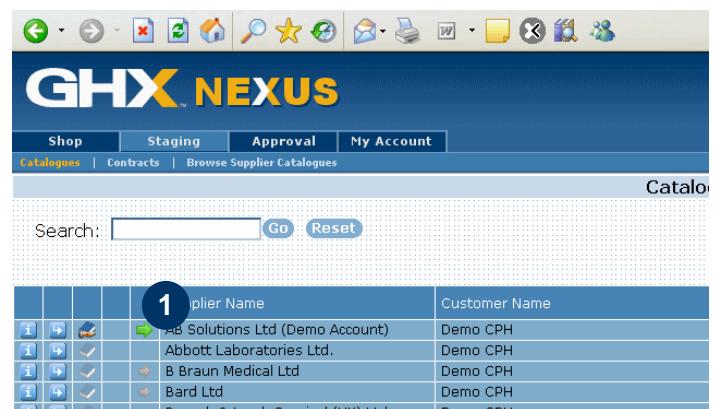
Catalogue Name	Published / Unpublished	Status
Theatre Products - Stapling Devices	13	3 Awaiting Approval
Abbott Laboratories Ltd.	0	0 Normal
B Braun Medical Ltd.	0	0 Normal
CR Bard Ltd	0	0 Normal
Bausch & Lomb Surgical	0	0 Normal
Baxter Healthcare Ltd	0	0 Normal
Boston Scientific Ltd	0	0 Normal
Cardinal Health Ltd.	0	0 Normal

How To: review data source changes effecting your products

The managed data source will enable you to focus only on the changes that affect you.

Catalogue Update

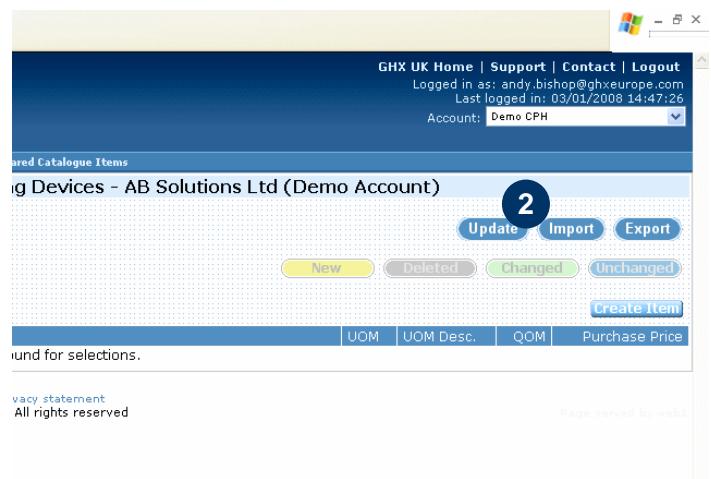
1 Each time a data source is changed the system checks to see if any of the changes affect a customer catalogue. The managed catalogue "arrow" indicator turns green if an update affects your catalogue.



		Supplier Name	Customer Name
		AB Solutions Ltd (Demo Account)	Demo CPH
		Abbott Laboratories Ltd.	Demo CPH
		B Braun Medical Ltd	Demo CPH
		Bard Ltd	Demo CPH
		Braun & Lamb Surgical (UK) Ltd	Demo CPH

1 Click on the "Staging" menu and then the "Unpublished Items" sub menu for the selected customer catalogue that indicates changes are pending.

2 Click on the "Update" button



Supplier Item	Customer Item
AB Solutions Ltd - Demo CPH - Theatre Products - Stapling Devices	AB Solutions Ltd - Demo CPH - Theatre Products - Stapling Devices

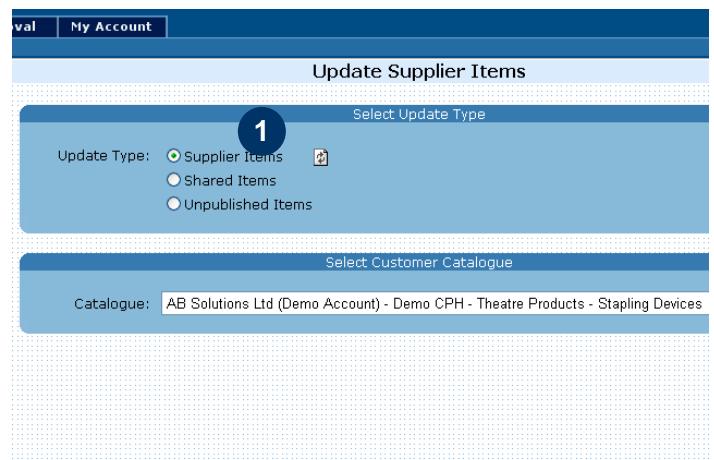
Find for selections.

Privacy statement
All rights reserved

Page served by Web

1 Select the appropriate "Update Type".

The "Supplier Items" and "Shared Items" options are used to update your published items by creating unpublished items with the changes from the specified data source. The "Unpublished Items" option updates your unpublished items with the details from the supplier items data source.



Update Supplier Items

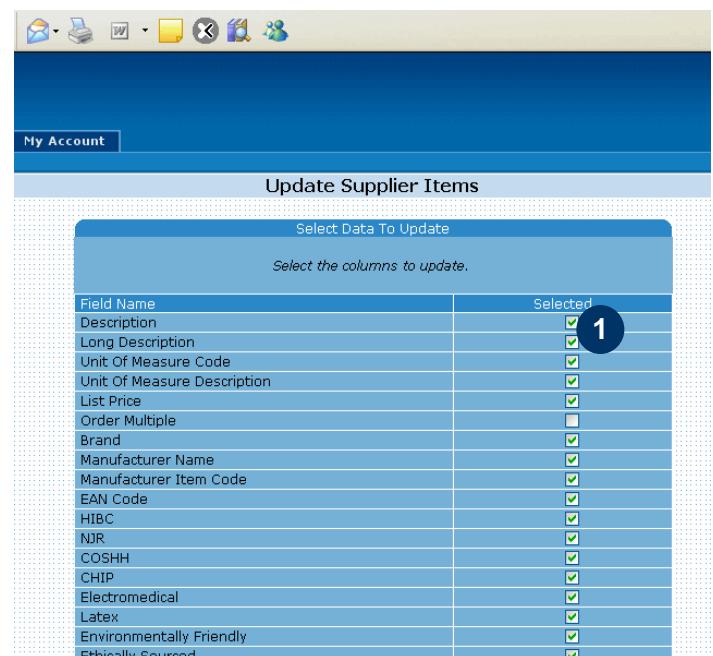
Select Update Type

Update Type: Supplier Items Shared Items Unpublished Items

Select Customer Catalogue

Catalogue: AB Solutions Ltd (Demo Account) - Demo CPH - Theatre Products - Stapling Devices

1 Select which of the available fields should be included when checking for differences.



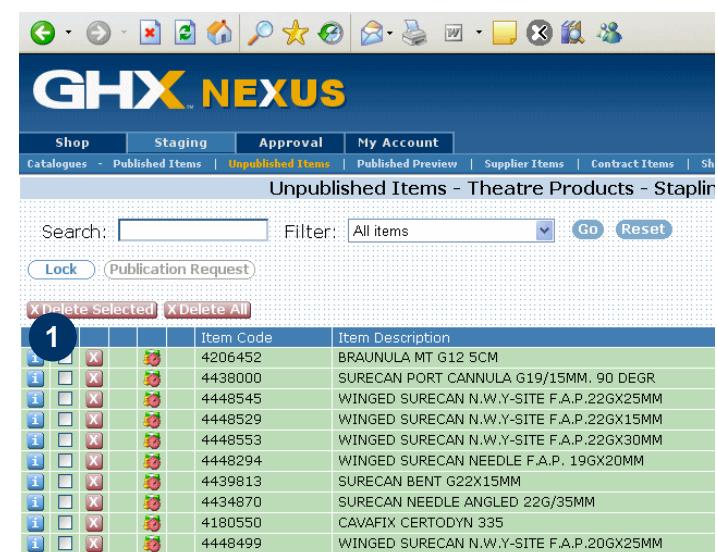
1 The catalogue status will change to "Queued for Update".

You will receive email notification and the status will return back to "Normal" once the update has completed.

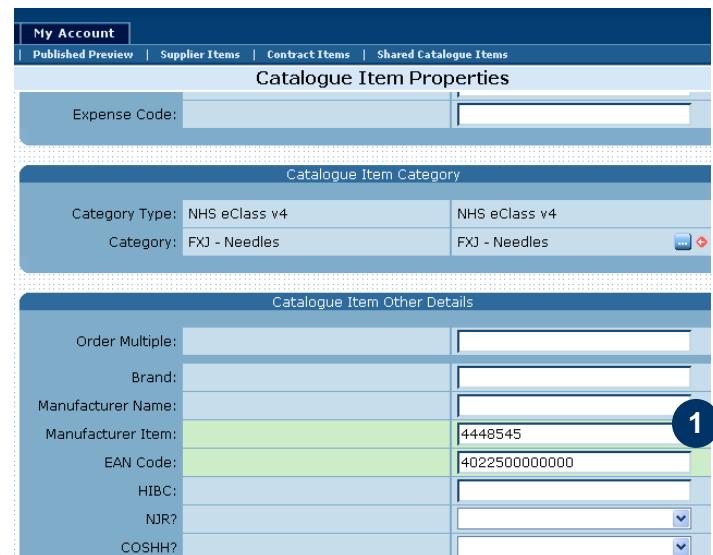


1 Click on the "Staging" menu and then the "Unpublished Items" sub menu for the selected customer catalogue. Any published items that differ from the data source for the select fields will be listed.

Click on the "I" Information button of the changed item to review the difference.



1 The differences are highlighted in green and can be compared side by side.



The screenshot shows a comparison of two catalogue item categories: NHS eClass v4 and FXJ - Needles. The FXJ - Needles category is highlighted in green. A circled '1' points to the Manufacturer Item field, which contains the value 4448545. Other fields shown include Order Multiple, Brand, Manufacturer Name, EAN Code, HIBC, NJR?, and COSHH?.

Catalogue Item Category	
Category Type:	NHS eClass v4
Category:	FXJ - Needles

Catalogue Item Other Details	
Order Multiple:	
Brand:	
Manufacturer Name:	
Manufacturer Item:	4448545
EAN Code:	4022500000000
HIBC:	
NJR?	
COSHH?	

How To: backup modified items prior to making mass updates

If you are going to perform a mass update from an available data source but you have already made a significant number of manual corrections, it would be prudent to take a copy of your work.

Catalogue Export

1 Click on the "Staging" menu and then the "Unpublished Items" sub menu for the selected customer catalogue. Click on the "Export" button.

1 If you elect to run now and you have Excel associated with the .CSV file type, Excel will automatically be launched and you will be able to review the export data.

IN THIS SECTION

How To: process a publication request

How To: publish approved items and return a publication response

How To: make a published catalogue visible to your customers

How To: share a published catalogue with group members.

This section describes the approval process. The approver has overall responsibility for the publication of any changes to products made available to their buying community. This is an important quality control step.

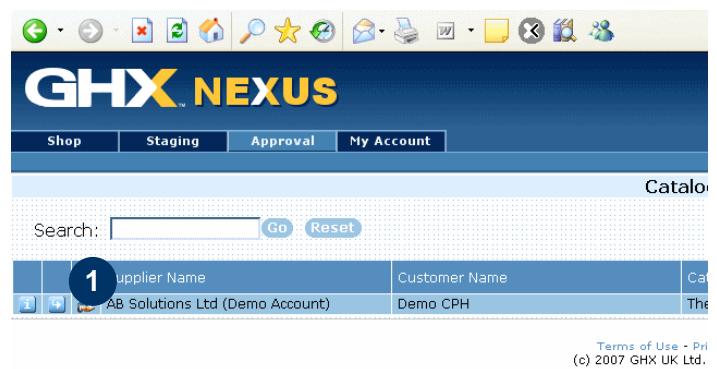
Approval

How To: publish approved items and return a publication response

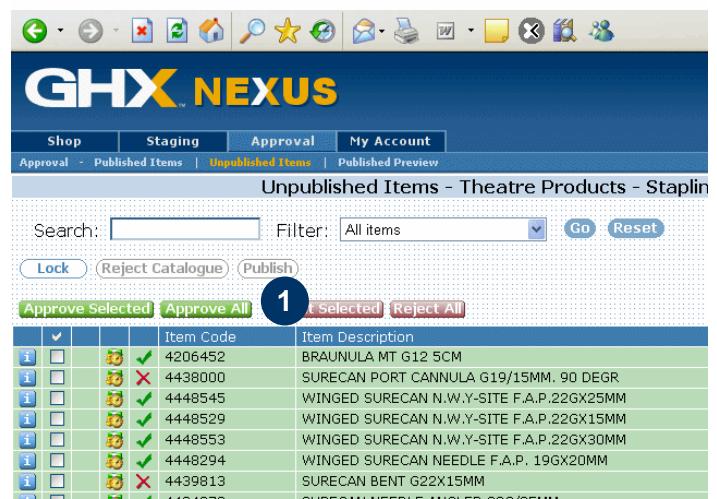
Compare the published items with the latest version that has been submitted for approval and then either accept or reject the changes completing the publication.

Catalogue Publication

1 Click on the "Approval" menu and then drill into the customer catalogue you would like to publish by clicking on the associated arrow.

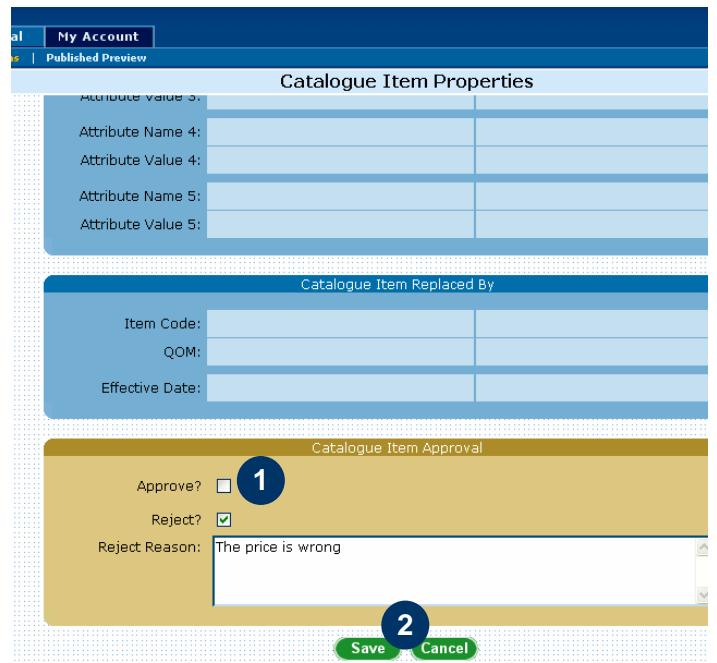


1 Either select multiple rows by clicking on the check box of the associated item before clicking on the "Approve/Reject Selected" button, or select an item individually by clicking on the "i" Information button of the associated item.

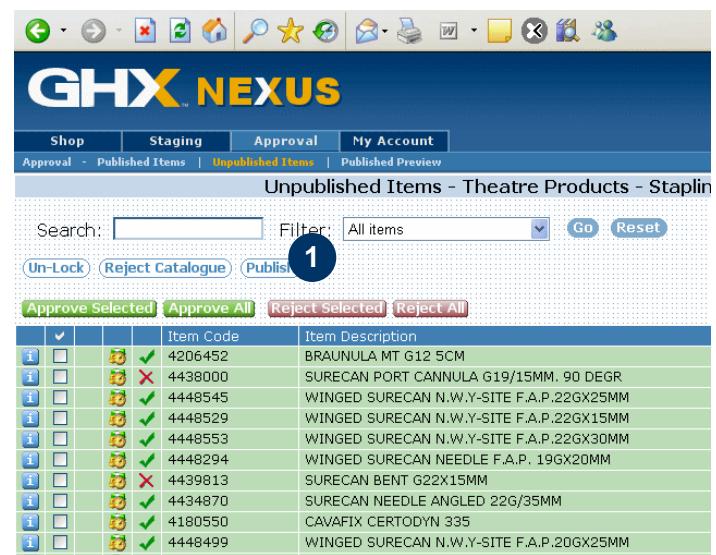


1 Click on the Approve check box if you would like the item to be published or the reject check box with reason if you would like to reject the item.

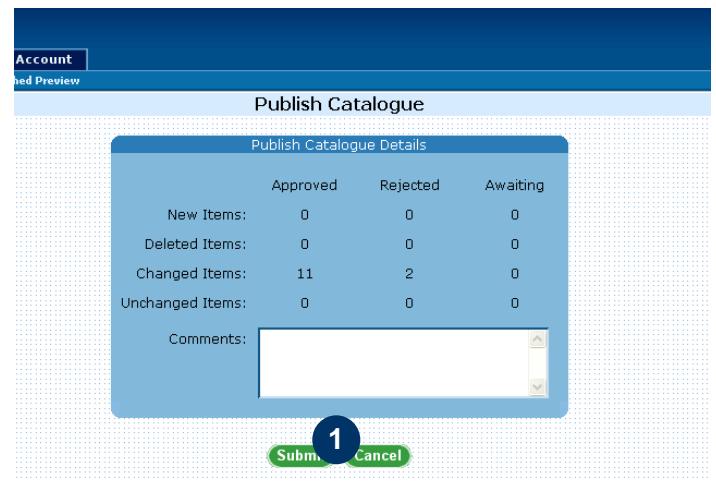
2 Click on the "Save" button.



1 Click on the “Publish” button after first clicking on the “Lock” button to ensure that no more changes are made to the catalogue by any number of other users, whilst you do a final check before completing the publication.



1 Click on the “Submit” button after reviewing the summary.



1 The catalogue status will then change to “Queued for Publication” and then normal once the approved items have been published. The catalogue will disappear from the approvals list and an alert indicator will be set in the staging catalogue list if any of the items were rejected.



1 Items that have been rejected will remain in the "Unpublished Items" list within "Staging". The authors will be able to review the rejected reason and if possible correct the problem ready for the next release.

1

Catalogue Item Properties

Catalogue Item Details

Catalogue Name: Theatre Products - Stapling Devices

Supplier Name: AB Solutions Ltd (Demo Account)

Item Source: Demo CPH

Item Status: Changed Item

PUBLISHED	UNPUBLISHED
Item Code: 4438000	SURECAN PORT CANNULA G19/15MM, 90 DEGR
Description: SURECAN PORT CANNULA G19/15MM, 90 DEGR	
Long Description:	
UOM Code: PACK	PACK
UOM Description:	
QOM: 50	

Save Cancel

How To: make a published catalogue visible to your customers

It is possible to create and publish a new catalogue whilst being hidden until a defined effective date. The effective date could correspond with the deactivation effective date of an associated catalogue.

Catalogue Properties

1 Click on the "Staging" menu and then the "I" Information button of the selected customer catalogue.

	Supplier Name	Customer Name
1	AB Solutions Ltd (Demo Account)	Demo CPH
	Abbott Laboratories Ltd.	Demo CPH
	B Braun Medical Ltd	Demo CPH
	Bard Ltd	Demo CPH
	Bausch & Lomb Surgical (UK) Ltd	Demo CPH
	Baxter Healthcare Ltd.	Demo CPH
	Boston Scientific Ltd	Demo CPH

How To: share a published catalogue with group members

Share your managed information as a data source that can be used by your group members.

Catalogue Properties

- 1 Click on the "Staging" menu and then the "I" Information button of the selected customer catalogue.

	Supplier Name	Customer Name
1	AB Solutions Ltd (Demo Account)	Demo CPH
	Abbott Laboratories Ltd.	Demo CPH
	B Braun Medical Ltd	Demo CPH
	Bard Ltd	Demo CPH
	Bausch & Lomb Surgical (UK) Ltd	Demo CPH
	Baxter Healthcare Ltd.	Demo CPH
	Boston Scientific Ltd	Demo CPH

- 1 Click the "Group Member Account" checkbox. Then click on "Save". If a group member is not available for selection then contact the GHX Helpdesk.

IN THIS SECTION

How To: review published information

The shop can be used to search all of the catalogue items that have been published for the associated trading account.

Shop

How To: review published items

Provide each of your buyers with access to your published information via the web.

Shop View

- 1 Enter the search criteria in the "Search" text box and then click on the "Search" button. The search will be performed over all available fields. Click on the "Advanced" button to search on a specific field.
- 2 Drill through the classification hierarchy to find products
- 3 Click on the product code/description hyper link to view all the full product details.



- 1 Click on "Back" to return to the full list.

