



Dealer Station

Contents

Dealer Station Enhancements	3
Improved Searching and Browsing	3
New Marketing Tools	4
Improved End-User Order History	6
Combined Prefix and Item Number Fields	7
Improved End-User Shipping Options	8
Zip Order Checkout	9
Advanced End-User Functions	9
Improved Site Style and Site Text	10
Quick Order Improvements	12
Additional Enhancements	12
 Cozumel Features	 14

Dealer Station Enhancements

The following enhancements to Dealer Station were made in 2005. As always, for the most up-to-date documentation, refer to your end-user online help.

Improved Searching and Browsing

- **Category Search**

By default, a search may return thousands of results related to pen. The search engine has been completely rewritten, improving the All Catalog Category Search feature. With Category Search on, the search results will first bring up a more manageable list of related categories, such as PaperMate Ballpoint Pens, Pentel Pen Refills, Permanent Markers, and so on. You can set up Category Search in the Default User Settings, User Accounts Settings, and Mass Change User pages. For more information, see the end-user online documentation.

- **Global Search Box**

Some of the functionality of the Browse Catalog search fields has been added into the Search box that appears on every page. You can enter an item number and keyword in any order, all in the one Search box. It searches the SKUs associated with an item based on the master SKU, long description, and keywords. This makes it possible to search SKUs from any page. This works the same way as in Browse Catalog, without taking extra steps on a separate page. For more information, see the **end-user online documentation**.

- **Display Catalog Name on Item Detail Page**

The Item Detail page will display the vendor catalog name, just above the catalog's page number. You add the page number to an item using the new Page Number field in the Item Management page. The catalog name that appears can be changed in the Catalog Management page. For more information about changing catalog names, see **Chapter 7: Catalog Management**. For details concerning adding a catalog's page number, see **Chapter 16: Item Management** in the handout, *Dealer Station Admin Manual*.

- **More Catalogs Now Available**

The catalog content from HorizonUSA, S.P. Richards JWOD, and United Stationers JWOD is now available on your site. If you want to offer products from these catalogs, make sure you've loaded the latest item files from O/PUS into your DDMS Item database. Then, use the Catalog Management page to select the cata-

log you want to add. Remember, it is the dealer's responsibility to comply with the U.S. federal Javitz-Wagner-O'Day Act as an authorized JWOD distributor (www.jwod.gov/jwod/participate/authorized_distributors.html). For more information concerning adding catalogs, see **Chapter 7: Catalog Management** in the handout, *Dealer Station Admin Manual*.

- **Improved Unit of Measure Display**

Previously, the item quantity's unit of measure appeared in an abbreviated format, such as BX, DZ, EA, PK, and so on. Now, the online catalog displays the full text: box, dozen, each, pack, and so on. The catalog will also display the quantity per selling unit of measure. For example, 12/BX will display as 12 Each Per Box. Making this information clearer to your customers will help them decide how many of an item they truly want to order, and cut down on returns due to mistaken quantities. For more information, see the handout **Understanding Online Purchasing** as well as the end-user online documentation.

- **Faster Results**

We've streamlined the search results page response time by adjusting the way the page loads the item icon per line item.

New Marketing Tools

- **Order Discount**

This marketing tool lets you give discounts to your end-users. See Figure 1. You can base these discounts on the user's First Time status, the Month to Date Order Total, or on the entire Order Total. For each discount type, you can specify a set discount dollar amount or a discount percentage. You can also set discounts at the user level. For more information, see **Chapter 20: Marketing Tools** in the handout, *Dealer Station Admin Manual* and the end-user online documentation.

- **Point Rewards**

This marketing tool lets you have an end-user point and reward system. See Figure 2. End-users earn points and use them to receive rewards that you set up. You can specify multiple rewards that determine user dollar to point ratios, and assign them to your end-users. You can display a catalog of rewards. You can also set up a reward administrator who oversees the reward system. For more information, see **Chapter 8: Rewards** in the handout, *Dealer Station Admin Manual* and the end-user online documentation.

ORDER DISCOUNT							
Change Status	Discount by Percentage	Discount by Dollars	Minimum Order Amount	Max Discount	Expires Date	Line Item Prefix #	Line Item Number
<input type="radio"/> Active <input checked="" type="radio"/> Inactive	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<ul style="list-style-type: none"> ■ If both percent and dollars are filled out only the dollar field will be used. ■ Max Discount is given only if percentage is used. 							
							<input type="button" value="Submit"/>

MONTH TO DATE ORDER DISCOUNT							
Change Status	Discount by Percentage	Discount by Dollars	Qualifying Amount	Max Discount	Expires Date	Line Item Prefix #	Line Item Number
<input type="radio"/> Active <input checked="" type="radio"/> Inactive	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<ul style="list-style-type: none"> ■ If both percent and dollars are filled out only the dollar field will be used. ■ Max Discount is given only if percentage is used. 							
							<input type="button" value="Submit"/>

FIRST TIME USER ORDER DISCOUNT							
Change Status	Discount by Percentage	Discount by Dollars	Minimum Order Amount	Max Discount	Expires Date	Line Item Prefix #	Line Item Number
<input type="radio"/> Active <input checked="" type="radio"/> Inactive	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<ul style="list-style-type: none"> ■ If both percent and dollars are filled out only the dollar field will be used. ■ Max Discount is given only if percentage is used. 							
							<input type="button" value="Submit"/>

Figure 1: The Discounts Window

Point Rewards

[Point to Dollar Ratio](#) |
 [Reward Catalog Tools](#) |
 [Reward Administrator](#) |
 [Reward Account History](#)

Point to Dollar Ratio

Click "Add New" to add new Point To Dollar Ratio

- **Status Display**

This marketing tool helps you receive larger order and/or monthly totals by letting end-users view promotional items and discounts. A new box in the Site Text page lets you enter text that appears on the Marketing Tools Status Page. You can use either plain text or HTML code. For more information, see **Chapter 2: Site Text** in the handout, *Dealer Station Admin Manual*.

Improved End-User Order History

- **Resubmit Orders From History**

End-users can now resubmit an entire order from Order History. For more information, see **Chapter 2: Site Text** in the handout, *Dealer Station Admin Manual*, and the end-user online documentation.

- **View Multi-Department History**

This enhancement lets your end-users view order history for all departments, without having to open a separate window. This enhancement reduces the time it takes for your end-users to view their account history across departments. You can set the new View Multi-Department History box in both the Default User Settings and the User Accounts page. In addition, this option has been added to the Mass User page so you can implement this enhancement for multiple users. For details, see **Chapter 9: Default User Settings** and **Chapter 10: User Accounts** in the handout, *Dealer Station Admin Manual*, as well as the end-user online documentation.

- **Filter Order History By Department**

Some dealers have customers with a large number of departments. The Order History page has been updated so you and your end-users can filter by specific departments and by date range. To implement this enhancement, set the Allow Department Filter box in the Site Preferences page. See Figure 3. For more information, see **Chapter 5: Site Preferences** in the handout, *Dealer Station Admin Manual* and the end-user online documentation.

Combined Prefix and Item Number Fields

- **Removed the Prefix Box from the Quick Order Page**

You now have the ability to remove the Prefix box from the Quick Order Page. By removing it, the end-user can enter line items much faster using one field for both the prefix and line item number. To enable this option, a new box has been added to the Site Preferences page: Display Prefix Field on Quick Order Page. If you set this box to No, the Prefix box will no longer appear on the Quick Order Page. The end-user will need to enter the prefix and item number in the Item Number field without any spaces, PAP33311, for example. In Site Text, two additional boxes have been added for use with Quick Order: Quick Order Prefix and Item Number Combined Text and Quick Order Comments Text. The Quick Order Prefix box lets you enter text that appears above the Item Number field on the Quick Order page. The Comments Text box lets you customize text for the column heading that displays on the Quick Order page. For more information, see **Chapter 5: Site Preferences** and **Chapter 2: Site Text** in the handout, *Dealer Station Admin Manual* and the handout **Understanding Online Purchasing** as well as the end-user online documentation.

Figure 3: The Allow Department Filter Box

Dealer Preferences	
View Held Orders:	<input type="radio"/> View orders only for this User ID <input type="radio"/> View all orders for this users department <input checked="" type="radio"/> View all orders for this Account
Override Home Page Link: (type http:// before typing your URL)	<input type="text"/>
Max Quantity Per Line Item:	<input type="text" value="9999"/>
Max Dollars Per Invoice:	<input type="text" value="\$ 85000"/>
Default Order Taker:	<input type="text" value="ACUM"/>
Allow Department Filter:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Email Forgotten Passwords:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow Users to Modify Their Information:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Order History:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Search Center:	<input checked="" type="radio"/> On <input type="radio"/> Off
Max Characters For Manufacturer Code:	<input type="radio"/> 8 <input checked="" type="radio"/> 3

Improved End-User Shipping Options

• Shipping Changes

This new feature lets end-users specify how they want their ordered delivered on the Checkout page. When they choose UPS Ground, FedEx and so forth, their charges are recalculated according to the Shipping Identity you set up. You can assign DDMS inventory items to Shipping Identities, as well as add, update, and delete them using the Shipping Management page. The Default User Settings and User Accounts page lets you set the following parameters for each of your end-users: Allow User to Choose Shipping Options, Default Shipping Option, and Shipping Options List, as shown in Figure 4. For more information, see **Chapter 9: Default User Settings**, **Chapter 10: User Accounts** and **Chapter 14: Shipping Management** in the handout, *Dealer Station Admin Manual*.

Taxable:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Taxable District:	<input type="text"/>
Discount Type:	blank ▾
Discount Percentage:	<input type="text"/> . <input type="text"/> %
Display Available Budget:	<input type="radio"/> Yes <input checked="" type="radio"/> No
User is Eligible to Receive Promotions:	<input checked="" type="radio"/> Yes <input type="radio"/> No
User is Eligible to Receive Coupons:	<input checked="" type="radio"/> Yes <input type="radio"/> No
User is Eligible to Receive Discounts:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Customer Service Return Module:	<input checked="" type="radio"/> Yes <input type="radio"/> No
X Stamper Module:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Samsill Module:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow User to Choose Shipping Options:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Shipping Option List:	<div style="border: 1px solid black; padding: 2px;"> UPS Ground ▲ FedEx Priority UPS Red ▼ </div>
Shipping Option:	UPS Red ▾
User able to view reward catalog	<input checked="" type="radio"/> Yes <input type="radio"/> No
Default Reward Identity:	NEW NAME ▾
<input type="button" value="Update"/>	

Figure 4: The New Shipping Options

Zip Order Checkout

- **Checkout From Zip Order**

Your customers already have the ability to add items to the cart in the Favorites page and go right to checkout in a single action. Now, they will also be able to do this from the Zip Order page. For more information, see the handout **Understanding Online Purchasing** and the end-user online documentation.

- **Customize Zip Order Link Text**

You can customize the zip order link text. This allows you to use terminology that your customers may find more familiar. For more information, see **Chapter 2: Site Text** in the handout, *Dealer Station Admin Manual*.

Advanced End-User Functions

- **Edit P/O Budgets**

Previously, if you set the Edit Budgets parameter to Yes, the end-user had access to monthly budgets. If this parameter is set to Yes, you now have the ability to let the end-user access P/O Budgets. End-users can now easily switch between the Monthly Budgets page and the P/O Budgets page. They can specify a current budget and next year's budget per month or per purchase order. For more information about setting the Edit Budget parameter, see **Chapter 9: Default User Settings** and **Chapter 10: User Accounts** in the handout, *Dealer Station Admin Manual*. For details concerning editing budgets, see the handout **Understanding Online Purchasing** as well as the end-user online documentation.

- **Quick Approval View Order Detail**

The Quick Approval tool now has a View Order option. This option lets approvers view orders without opening them, greatly speeding up the order approval process. For more information, see the end-user online documentation.

- **Sort by Department Name**

For those end-users who can change their department, they can also view departments in alphabetical order by the department name found in DDMS. The new Display Department List by Department Number or Department Name options can be found in the Default User Settings and User Accounts page. For more information, see **Chapter 9: Default User Settings** and **Chapter 10: User Accounts** in the handout, *Dealer Station Admin Manual*.

Improved Site Style and Site Text

- **Save Multiple Site Styles**

This enhancement lets you change site colors and fonts. Using the Site Style page, you can save style sheets and choose those from those you've already created, as shown in Figure 5. You can also name, rename, save, and delete style settings. For more information, see **Chapter 4: Site Style** in the handout, *Dealer Station Admin Manual*.

- **Change Center Stage Text**

Your Dealer Station web site includes links to the following pages: Home, News, About Us, and Contact Us. These links appear in the Center Stage area of your web page. A new feature in the Site Text page lets you rename these four links. You can assign them any text that helps your customers better identify the page links. For more information, see **Chapter 2: Site Text** in the handout, *Dealer Station Admin Manual*.

Figure 5:
Selecting
Previously
Saved Site
Styles

Site Style

Change Default Site Layout

Choose A Layout: Style #1: Left and Right Bar ▼

Change Layout

Default Style

Choose a Scheme: Cude Farm ▼

Choose the Scheme Version: Font Option A ▼

Saved Style Sheet

Choose a Style Sheet ▼

Enter new Style Sheet Name Style sheet # 1: default
style sheet # 2: bb

Add New Style Sheet Edit Style Sheet

Rename Style Sheet Delete Style Sheet

Caution! By choosing to "Update Styles" you will remove any overrides you may have in place.

Update Styles

• **Enter Page Text**

We've added a new section to Site Text: Page Text, as shown in Figure 6. This area lets you enter page names and title bar labels for the end-user web pages. This includes such pages as Browse Catalog, Zip Order, Returns, Quick Order, Rewards and so on. By displaying a heading on each page, your end-users can quickly determine which page they are on. You can use HTML text for each web page. For more information, see **Chapter 2: Site Text** in the handout, *Dealer Station Admin Manual*.

• **Control Display of Today's Specials**

New Admin parameters have been added to the Today's Special Page that let you easily display from Today's Specials in the Center Stage after your end-users log in. By setting the new Display Today's Specials on Home Page box in the Site Preferences page to Yes, you can display Today's Specials on the Home Page. This gives special items more exposure and increases their sales. For more information, see **Chapter 5: Site Preferences** in the handout, *Dealer Station Admin Manual*.

Page Text: (HTML Capable)	
Browse Catalog Page:	<input type="text"/>
Zip Order Page:	<input type="text"/>
Quick Order Page:	<input type="text"/>
Returns Page:	<input type="text"/>
Contract Page:	<input type="text"/>
Machine Matching Tool Page:	<input type="text"/>
Marketing Status Page:	<input type="text"/>
Edit Budgets Page:	<input type="text"/>

Figure 6: Page Text

Quick Order Improvements

- **Display 20 Default Lines on Quick Order Page**

Previously, end-users could click the No of Blank Order Lines drop down menu to select a number of Quick Order Lines. We've changed this process by removing the No of Blank Order Lines field. The system now automatically displays 20 blank lines, instead of just five lines, simplifying the Quick Order window. For more information, see the handout **Understanding Online Purchasing** as well as the end-user online documentation.

Additional Enhancements

- **New User Level Parameters**

We've added three new user level parameters: Display Matching Machine Tool, Display Zip Order, and Display HP Printing Supplies Site. You can use these parameters to toggle these features on and off for specific end-users. You can set these parameters using the Default User Settings, User Accounts, and Update Users in Mass pages. For more information, see **Chapter 9: Default User Settings** and **Chapter 10: User Accounts** in the handout, *Dealer Station Admin Manual*.

- **Super User Parameters**

We have added three new parameters that affect Super Users. These parameters give you the ability to allow or deny your Super Users to set the following boxes for all of the end-users they create and maintain: Non-Contract Items Require Approval, Over Monthly Budget Requires Approval, and Decimal Places in Pricing. If you click Yes, your Super Users can set and change these boxes. If you click No, they will not be able to set or change these boxes. You can set these parameters for all your Super Users or for specific Super Users in your company. These new parameters are available in the Default User Settings page, the Account Users page, and the Mass User Page. For more information, see **Chapter 9: Default User Settings** and **Chapter 10: User Accounts** in the handout, *Dealer Station Admin Manual*.

- **Authorized Monthly Dollar Limit**

This feature lets you specify a maximum monthly dollar limit for your end-users. You can specify a monthly dollar limit using the Default Users, User Accounts, and Mass User pages. When the user places an order, the system compares the order total against the set dollar limit. If the monthly limit is exceeded, the system holds the order for approval and sends an appropriate email notice. New boxes have been added to the Approval Email Text and Custom Error Text sections of the Checkout Preferences page. You can use these boxes to enter a subject and corresponding message notifying the end-user when the monthly limit has been exceeded. You can use either plain text or HTML code. For more information, see **Chapter 6: Checkout Preferences** in the handout, *Dealer Station Admin Manual*.

- **View GST and PST Tax**

Your Canadian customers can now view GST and PST charges in the shopping cart and on the Checkout page. To enable this option, we've split the tax total into the Tax 1 and Tax 2 fields. To use this feature, Canadian dealers must load DDMS Ensite Pro Version 7.10.10-C or higher. To request this software update, please email a request to support@eci2.com. For more information, see the handout **Understanding Online Purchasing** and the **end-user online documentation**.

Cozumel Features

The following is a short list of Cozumel features. See Figures 7-10.

- Brand New User Interface
- Customer Service Module
 - Access Order History and Backorders
 - Find Orders by Editable Criteria (dates, short and long purchase orders, item, etc.)
 - End-User can access A/R Open Invoices and Current Invoices including zero balances
 - Usage Reports by account, department, and user

Figure 7:
Shopping Using
the New Quick
Order Window

The screenshot displays the Cozumel Quick Order interface. At the top right, there are navigation links: Home, About Us, Contact Us, and Help, with a note: "To place an order, please login." The main header features the Cozumel logo and a QuickSearch bar with a "Go" button and a link to "Try Advanced Search".

The central area is titled "Quick Order" and includes a sub-header: "You can quickly create an order or a favorites list here, if you already know the item numbers." Below this, there are buttons for Help, Cancel Order, View Cart, Create Favorites List, and Check Out. A "Subtotal: \$13.04" is displayed on the right.

A table lists the items in the cart:

Item #	Quantity	Price	Unit	Description/Comments
PIL36261	1	\$9.95	Each	Dr. Grip™ Gel Ink Retractable Roller Ball Pen, Fine Pt. Ultra-Violet, Black Ink
ZPC50010	1	\$3.09	Each	Mechanical Pencil, Black W/Wuminum
		\$0.00		

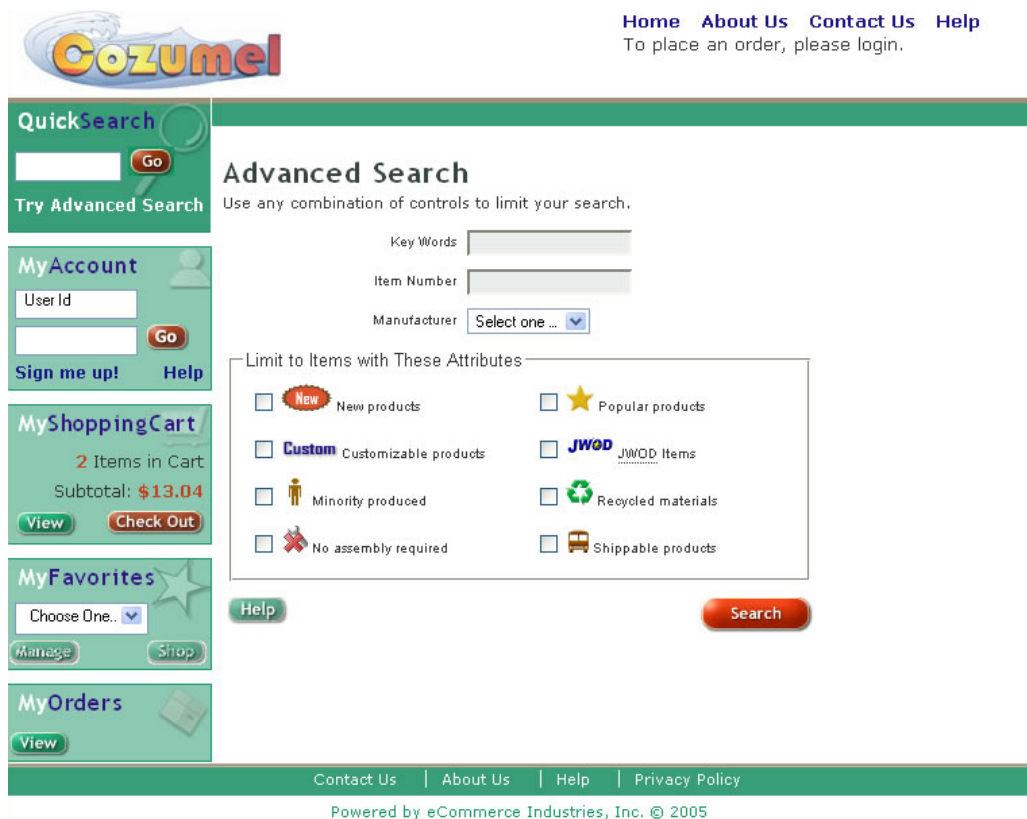
Below the table, there are buttons for Help, Cancel Order, View Cart, Create Favorites List, and Check Out, with a "Subtotal: \$13.04" on the right.

The left sidebar contains several sections: "MyAccount" with a "User Id" field and "Go" button; "MyShoppingCart" showing "2 Items in Cart" and "Subtotal: \$13.04" with "View" and "Check Out" buttons; "MyFavorites" with a "Choose One.." dropdown, "Manage", and "Shop" buttons; and "MyOrders" with a "View" button.

The footer includes links for Contact Us, About Us, Help, and Privacy Policy, and a copyright notice: "Powered by eCommerce Industries, Inc. © 2005".

- End-User Enhancements
 - Wish Lists
 - Scheduled Orders
 - Enhanced Approval Process
 - Deny with Reason
 - Return Order to Originator for Changes
 - Improved Interface for Easier Manageability
 - Item Comparison Tool
 - Manage User Accounts — Create and Edit Departments and Attention Tos

**Figure 8:
Shopping Using
Advanced
Search**



Dealer Station

- Credit Card Processing
 - Level 3 CVS Number on Back of Cards
 - Storage of Credit Card Info (first and last name)
- Tiered Pricing (quantity breaks)
- Wholesaler Drop Ship Package Tracking
 - Retrieve Number and Carrier Info
 - Enable End-Users to see Tracking Number and Click to View Tracking Information
- Real-Time Stock and Price Check
- Advanced Item Management
 - Input Items (CSV file import, convert contracts & laundry lists from backend)
 - Extensive Reporting (item information & export to CSV)
 - Multiple Dealer Defined Catalogs

Figure 9:
Shopping Using
the Favorites
List

The screenshot displays the Cozumel Dealer Station interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, and Help, along with a prompt to place an order or login. Below this is a QuickSearch section with a search box and a Go button. A navigation bar contains buttons for Help, Back to Favorites, Print, Add All Items to Cart, View Cart, and Check Out. The main content area shows an order summary table with columns for Date, Name, and Comments. Below this is a note about order changes and a detailed table of items in the cart, including item numbers, quantities, descriptions, units, and prices. The left sidebar contains sections for MyAccount, MyShoppingCart (showing 2 items and a subtotal of \$13.04), MyFavorites, and MyOrders.

Date	Name	Comments
2/27/2006	mike	

Note: Changes you make to quantities and comments affect only this order. To keep these changes, please edit this list.

Add to Cart	Item #	Qty	Comments/Description	Unit	Price
<input checked="" type="checkbox"/>	WAU22528	1	used by marketing for printing promos Astrobright Paper, 24Lb, 8-1/2"x11", Lunar Blue	Pack	\$16.05
<input checked="" type="checkbox"/>	AVE12345	4	Colored Shipping Tags, 4-3/4 x 2-3/8, Unstrung, Red, 1,000 per Box	Box	\$51.90
<input checked="" type="checkbox"/>	ZPC20010	1	Retractable Ballpoint Pen, Black W/Aluminum	Each	\$3.09
<input type="checkbox"/>	WAU22318	2	Astrobright Paper, 24Lb, 8-1/2"x11", Stardust White	Pack	\$16.20
<input type="checkbox"/>	CIM1382A003AA	1	Copier Toner, Use In NPG11/NP6012/NP6012F, Black	Each	\$44.00
<input type="checkbox"/>	GBC2000013	1	Binding Machine Grain Textured Covers, White, 100 Sets/Box	Box	\$51.99
<input type="checkbox"/>	SAI133111	3	Stick Pens Blue Ink Medium Point Dozen	Dozen	\$3.68

- Smart Cart
 - Popular Items (dealer, account & user levels)
 - Suggestive Selling (tie items together)
- Marketing Enhancements
 - Coupons
 - Set Price for Specific Items
 - Buy X, Get X Free
 - Account Specific Coupons
- Reports
 - Top Viewed Items
 - Top Items Purchased
 - Top Items Added to Cart

[Home](#) [About Us](#) [Contact Us](#) [Help](#)
 To place an order, please login.

QuickSearch

Try [Advanced Search](#)

MyAccount

User Id

[Sign me up!](#) [Help](#)

MyShoppingCart

2 Items in Cart

Subtotal: **\$13.04**

MyFavorites

Choose One..

MyOrders

Manage MyFavorites Lists

Create MyFavorites lists to save and organize your frequently purchased items. To shop from or work with a MyFavorites list, select it from the list at the left. You may also create new lists.

Current MyFavorites Lists		
	Description	Count
<input type="button" value="Select"/>	mike	8
<input type="button" value="Select"/>	Tom's fav list	1
<input type="button" value="Select"/>	A New List	1

Details for Selected List

Name: mike

Comments:

Item Count: 8

Modified: 2/27/2006

Created: 2/27/2006

[Contact Us](#) | [About Us](#) | [Help](#) | [Privacy Policy](#)
 Powered by eCommerce Industries, Inc. © 2005

**Figure 10:
Managing Your
Favorites Lists**

Dealer Station

- Order Reminders
 - Held Orders Over X Days
 - Auto Delete Orders Over X Days
 - Orders Waiting for Approval Past X Days
- Multi-Department Ordering.