

OptiCat, LLC. Software User's Guide

Our Mission

At OptiCat, it is our mission to be "the" go-to-source for industry-wide, high value, data related programs benefiting aftermarket suppliers and their customers The Industry Strategic Advantage"

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Overview

OptiCat's purpose is to provide a turn-key, SaaS (Software as a Service) technology suite that enables automotive aftermarket manufacturers to deliver important product data to their distribution channel partners in a one-step (do-it-once), validated (do-it-right) and pervasive (do-it-everywhere) way. OptiCat's primary business strategy is a "self-service" technology model that enables industry partners to share valuable information via OptiCat Technology Suite. OptiCat is exclusively a technology provider.

To gain access to OptiCat OnDemand, browse to this URL:

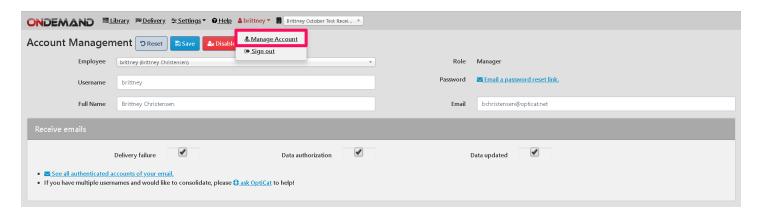
http://www.opticatnetwork.com/OnDemand/
ONDEMAND #Library #Settings* @Help #3Sign in

Logging in

- Click Sign-In.
- Enter Username & Password, provided to you by OptiCat's support team.



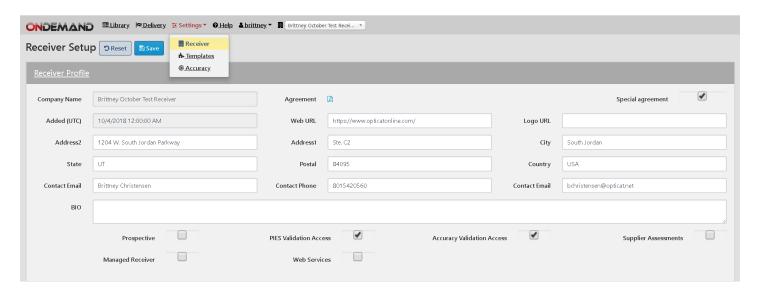
Manage Account:



- Click the down arrow next to your username, then select 'Manage Account'.
- In this screen, managers can create new users and request a reset password link for users, and everyone can update their email preferences:
 - o <u>"Delivery Failure"</u> Will let you know if we are unable to deliver data to you for any reason
 - o <u>"Data Authorization"</u> Will let you know that a supplier has given you access to their product lines and it is now time to move it to 'In Library'

o <u>"Data Updated"</u> Will let you know that a supplier has updated their data. This is recommended if you are receiving data via FTP; as it will notify you that new data is waiting for you.

Updating Receiver Profile:



- Click the down arrow next to Settings, then click 'Receiver'.
- You can update your company information here at any time.
- If the company name needs to be changed, please contact OptiCat.
- BIO located near the bottom of the page is very important. The text here will be included in Automated Data Request emails that are sent to suppliers. This is also what the supplier will see under your company name in their Receivers Tab. It's a good idea to include information about your company and what you are doing with the supplier's data.
- Always click the blue 'Save' button next to Receiver Setup.

FTP Settings:

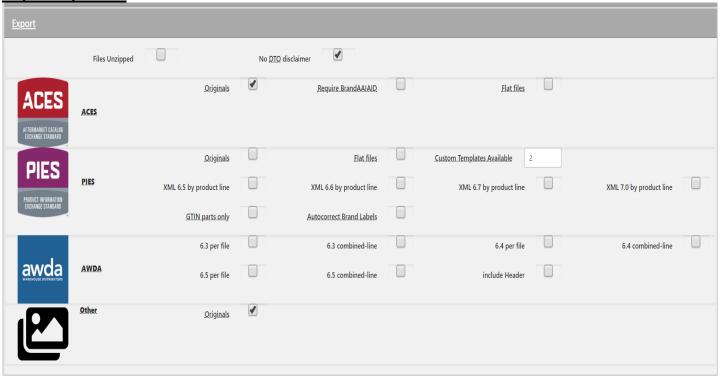
Click on the 'FTP Defaults' drop down:



- This for a default or root FTP that all product lines direct to. If you have subfolders that you want to direct certain product lines data to, we will address that later in the documentation.
- Enter FTP host address and make sure to include Ftp:// or sftp://

- Enter the FTP Username
- Enter the FTP Password
- Always click the blue 'Save' button next to Receiver Setup.

Export Options:



- Here you will find all options that you can select when receiving data via OptiCat.
 - Files Unzipped Files will be delivered unzipped.
 - o **ACES or PIES Originals** Files will be delivered in original supplier provided format.
 - Require BrandAAIAID If the ACES file does not include the BrandAAIAID then the file will not be delivered.
 - Flats by files will convert the XML to a .txt file that you may open in excel as Tab Delimited.
 Please note that Flat Files exclude Attributes, Interchanges, Digital Assets, etc. To get all PIES segments, please use a Custom Template.
 - Custom Templates Enabled Allows you to create your own custom PIES template that you'll be shown later in this guide.
 - XML 6.5 by product line exports PIES version 6.5.
 - XML 6.6 by product line exports PIES version 6.6.
 - XML 6.7 by product line exports PIES version 6.7.
 - XML 7.0 by product line exports PIES version 7.0.
 - XML 7.1 by product line exports PIES version 7.1.
 - Require GTIN Will only deliver parts with GTIN; it will delete parts without GTIN in the custom file delivered.
 - o **Fix Brand Labels by BrandAAIAID** Adds Brand Label to the item in PIES from the B20 field.
 - AWDA 6.3 by files
 - o AWDA 6.3 by product line

- AWDA 6.4 by files
- o AWDA 6.4 by product line
- AWDA 6.5 by files
- o AWDA 6.5 by product line
- o **AWDA include Header** the export will include the header
- Other Originals Images, Videos, PDFS and unvalidated data will be delivered in the original supplier provided format.
- If you choose any of the options above, you will receive the data in this format until you change it back.
- Always click the blue 'Save' button next to Receiver Setup.

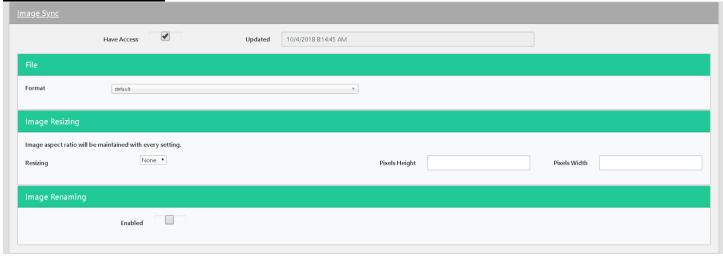
OnTarget:

• These settings will allow you to get reports from OnTarget, if the supplier is providing them.

Notification Emails:

- o <u>"Data Authorization"</u> Will let the company manager know that a supplier has given you access to their product lines and it is now time to move it to 'In Library'
- <u>"Data Updated"</u> Will let the company manager know that a supplier has updated their data. This is recommended if you are receiving data via FTP; as it will notify you that new data is waiting for you.

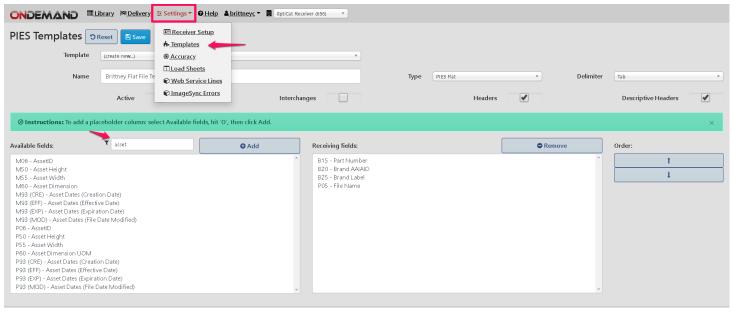
Image Sync Options:



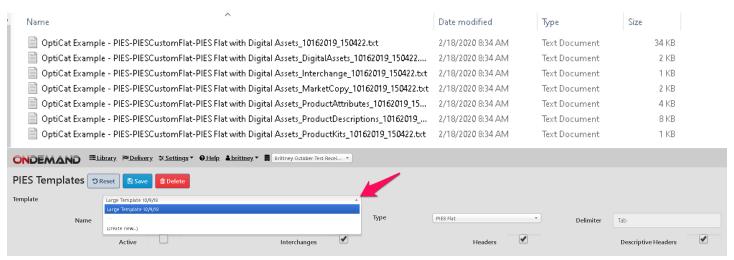
- Here you can set your format preferences for Image Sync:
 - o We currently offer conversions to: .png, .jpg, .jpeg, .tif, .tiff, .eps, .gif, .bmp
 - You can set image sizing requirements to a specific height and width
 - o Image renaming allows you to have images renamed by one of the following: File Name, Part Number, BrandAAIAID, or UPC.
- Always click the blue 'Save' button next to Receiver Setup.

Custom PIES Templates:

• Click the down arrow next to Settings, then click 'Templates':



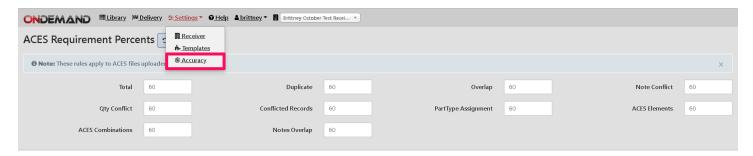
- This is a great option if you don't need an entire PIES file and are only looking for certain fields.
 - o If you select all available fields for a flat file, we will export the following with Digital Assets:



- Use the drop down and select 'create new...'.
- Name your template.
- Choose the Type of file you'd like to receive:
 - o Can be PIES Flat (.txt file) that you can open in excel as tab delimited.
 - o Can be PIES xml versions 6.5, 6.6, 6.7, 7.0, or 7.1.
- Check 'Active'.
 - o Note, this will remain active until you uncheck it.
- Select Interchanges, Headers or Descriptive Headers if you would like to receive them.
- Scroll through and select which available fields you would like to include.
 - You may select many fields at once by holding the Ctrl key + clicking on them.
 - Once they are in the Receiving fields section, you can change the order by clicking the up and down arrows under 'Order'.
 - O You can use the search bar to find specific fields.
- Always click the blue 'Save' button at the top of the page.

Managing ACES Requirements:

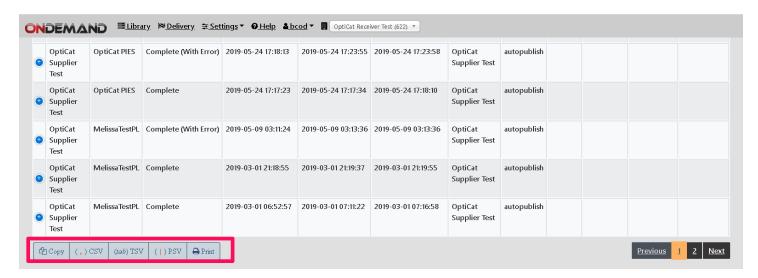
• Click the down arrow next to Settings, then click 'Accuracy'.



- Specify the accuracy of ACES files that will be delivered to you. This will only apply if the Supplier is using OnTarget to validate and deliver the data to you.
- This will be applied to ACES files only.
 - This defaults to 60% accuracy

Delivery Report:

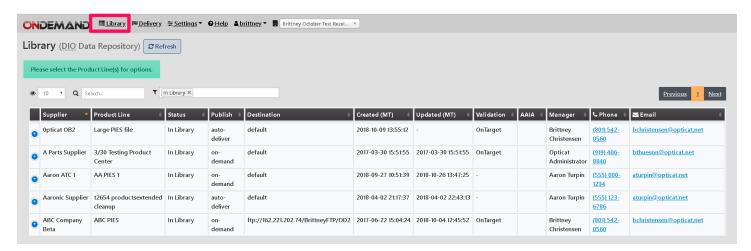
• Click on the Delivery tab:



- This section will always give you the status of your exports and let you know if we ever have any issues delivering data. This section will let you know which company initiated the download, the delivery status, requested date, start date, and completion date.
 - o If you encounter a complete (With Error) status, click the blue circle with a + sign next to the product line and you'll see details as to why the error was thrown.
 - You can copy, export a CSV, TSV, PSV, or print this page using the buttons at the bottom of the screen.

Your Data Library:

Click on Library.

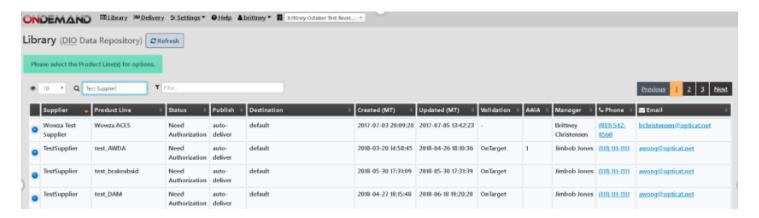


- This section will always filter by the product lines that have already been moved to 'In Library' status.
 - o These are the product lines that are ready to be downloaded at any time.
 - O You can remove In Library filter to view all by clicking the X next to In Library.
- If you select a product line then click deliver, the data will go to your dedicated ftp site you have set up in the admin section.
 - O Note: if there is not an FTP set up, it will attempt to transfer via email; however, it may not be able to be delivered via email if the file size is too large.
 - o If or when a Supplier sets a product line up as "Auto Publish", and they have already given you access to that product line & you've moved it to 'In Library', when they import any new data it will automatically push through to your default delivery destination and if it is pushed to an FTP you will receive an automated email notification from OptiCat letting you know it's waiting for you.
- Click on the Filter bar:

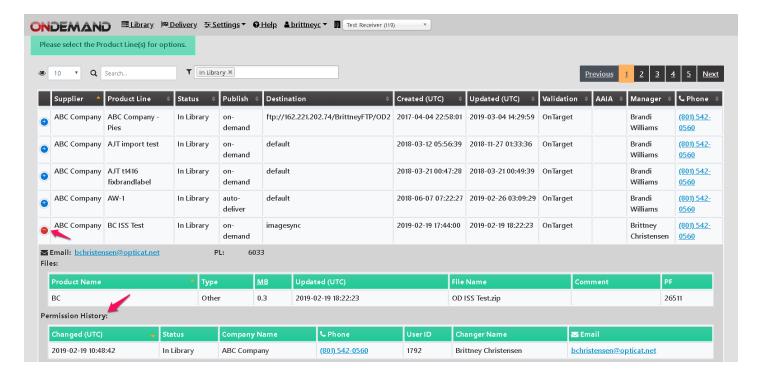


- You can filter by the following:
 - Need Authorization- This means you have not requested to access this product line.
 - Access Requested-This means you have requested access to the product line, but the supplier has not yet given you permission.

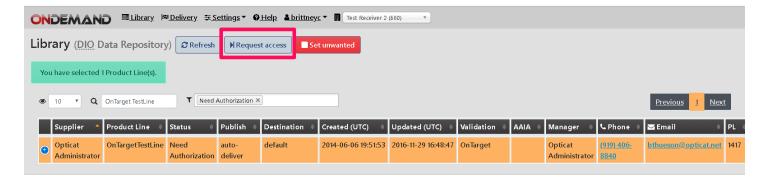
- **Note:** The Supplier Manager's contact information is provided so that you can reach out to them with questions or if you are waiting on them to grant permission. If you do not see all the contact information, click on the blue plus sign to view.
- Access Authorized- This means that the supplier has given you permission to access the data and you need to move it to 'In Library' in order to download.
- o **In Library-***This means you can download the data and will receive any future updates from the supplier, if they use auto-publish or manually publish.*
- Receiver Holding-This means that you do not want data to be automatically delivered to you at this time.
 - You may deliver data to yourself while it is in 'Receiver Holding' status. Just highlight the product line by clicking, then select the 'deliver' box.
- o **Receiver Unwanted-***This means that you no longer want the data.*
- You may also search by Supplier Name, Product Line Name, Validation, Manager Name, Phone or Email:



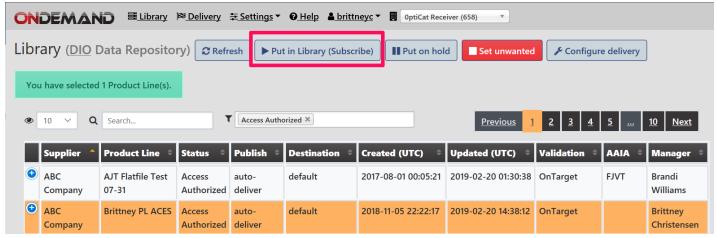
- You can use the arrows next to Supplier to filter from A-Z or Z-A.
- By clicking on the blue circle with the + next to the supplier name, you can see Files with product name and product line permission history:



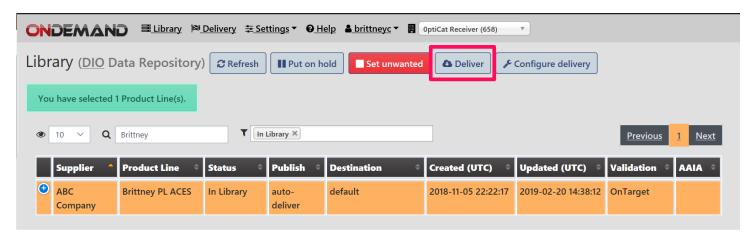
• In order to request access to a product line, simply click on the product line(s), and click Request Access:



- o This will send an email to the supplier letting them know that you have initiated the handshake.
- o If the supplier agrees to grant access, you will receive an email notification (as long as that preference is set) letting you know you now have access to the product line- completing the handshake.
- Once authorization is granted, the status changes to 'Access Authorized'. From there you will need to move the product line to your data library:
- If you have not heard back from a supplier and are still waiting on access to their product lines, you may re-request the data by clicking on the product line and then selecting the request access button again.



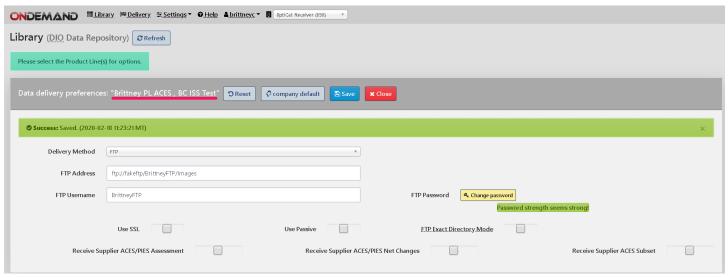
- Filter by 'Access Authorized.
- Select product lines.
- Click 'Put in Library (Subscribe)'.
- You may now filter by 'In Library':



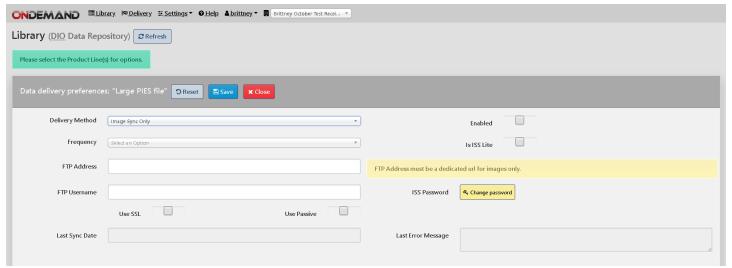
- Click on the product lines you want to download, then click Deliver.
 - o **Note:** this will deliver to your default FTP or email destination. If you want it to be directed elsewhere, click on a single product line, then click 'Configure Delivery':



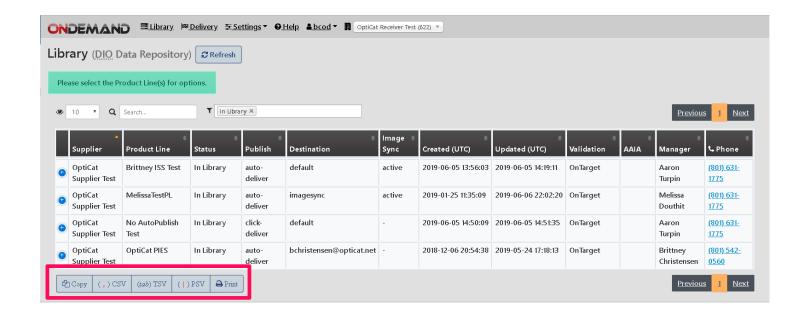
- This will allow you to update the delivery preferences for the selected product line(s) only.
 - o **Note:** this is where you would enter subfolder information.
 - o **Example:** <u>ftp://brittneyFTP/PIES</u>



- After you've entered the destination, always click the blue 'Save' button at the top of the page.
- This is also where you set up your Image Sync destination for applicable Image Sync lines:



• You can copy, export a CSV, TSV, PSV, or print your library and product line's status using the buttons at the bottom of the page:



ISS Lite (Image Sync Service):

OptiCat saw the need to simplify how to send and receive images in a more efficient way. Previously a supplier would upload a ".zip" file with all images. Then, if there were any changes made to that file, a new ".zip" file needed to be reloaded, even if the file had only changed by 1 image. Image Sync Service (ISS) simplifies how this works. OptiCat takes the supplier's image folder and unzips the images that are then hosted in our FTP. Receivers then set up individual subfolders on their ftp that are dedicated to each line that they want set up for Image Sync. Receivers then do an initial sync to their subfolder to receive all images unzipped. The next time there is an update in accordance with the receiver's sync preferences, we only add the net changes. The receiver is notified of any images that the supplier removed.

ISS Lite vs ISS Regular:

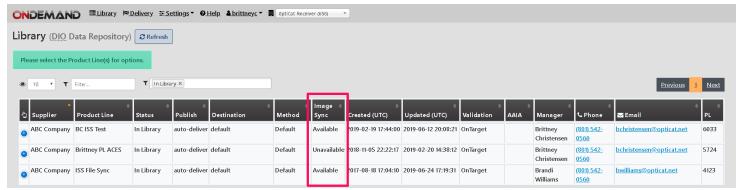
- ISS Regular
 - O You store the images on your ftp and OptiCat will add/subtract net changes
 - o This requires a large ftp storage space
- ISS Lite
 - O You remove the images from your ftp after a sync and store them elsewhere.
 - o OptiCat only adds new images and emails you about any deletes.

Features & Facts:

- The initial sync typically takes a longer time than updates, depending on how big the file is. Our ISS feature will save all of the images to your designated FTP folder. The syncs from then on will vary on how many changes were done to that original master file.
- File conversion takes about 1 second per file (per our latest testing).
- ISS allows resizing of the images. The desired width or height can be selected, and the original aspect ratio will be preserved. We recommend a selection of width: 1500 in accordance with the Autocare best practices.
- ISS allows file renaming; this is limited to the data included in the PIES file. All of these settings can be accessed by going to OnDemand>Admin>Manage Image Sync Settings.
- If destination folder does not exist on your FTP server then our system can only create it for you if permissions are allowed.

ISS Setup:

To determine if a product line is available for Image Sync, you will want to look for the 'Available' status:



- 1. Click on the product line so that it is highlighted orange, then click 'configure delivery'.
- 2. This will bring you to the 'Data Delivery Preferences' screen
 - a. Select 'Image Sync Only' in the Delivery Method dropdown.
 - b. Check 'Enabled'.
- 3. Select a frequency that the sync will run.
 - a. Monthly, Quarterly, or Annually.
- 4. Input your FTP Address, username and password.
 - a. Check applicable box(es) that your ftp requires
 - i. Use SSL, Use Passive, FTP Exact Directory
- 5. Check 'Sync Now'. The initial sync will begin.

Full Refresh:

Please contact OptiCat for a full refresh of images.