

# General – Basic Functionality



# Basic Functionality Training

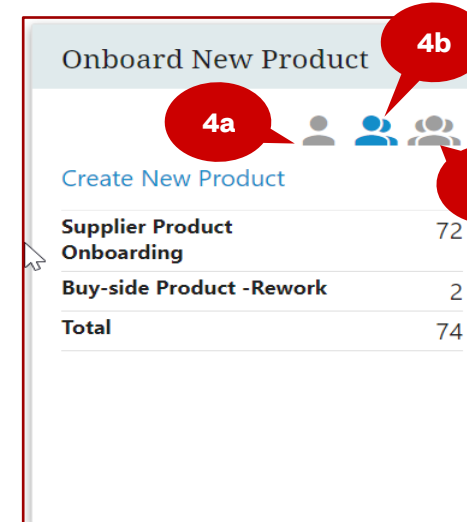
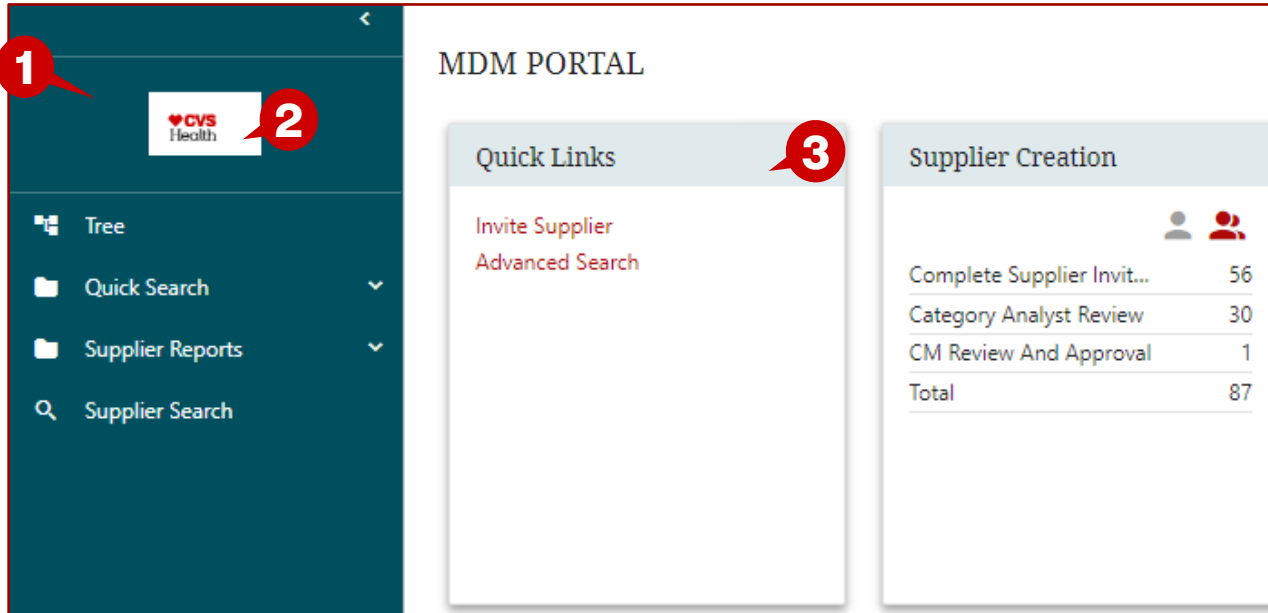
## Basic Navigation

### Training Goals:

1. Learn basic navigation of the portal
2. Learn basic Search steps
3. User Management – changing passwords

# Basic Navigation

## Stibo Home Screen



## Description / Steps

Upon login the user will be in the Stibo home screen

1. Left navigation pane – is based on role and your role will determine what functions are available.
2. CVS logo – if selected, will always bring the user back to the home screen.
3. Web Components – widgets based on role and functionality.
4. Single or Multi-user selection – if present, there is a queue associated with the module.
  - a. If single user is selected, the user will only see the items assigned to the user.
  - b. If multi-user group is selected, the queue will be displayed for the group that the user is a member.
  - c. If multi-user is selected, this will display all items assigned to any user.

## Tip

The number next to the link is the total number of requests that are open

# Basic Navigation

## Queue Navigation

### Onboard New Product

[Create New Product](#) **1**

Supplier Product Onboarding	72
Buy-side Product -Rework	2
<b>Total</b>	<b>74</b>

**2**

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### Product Onboarding - Supplier Product Onboarding - Available

**3** **4** **6**

Select all Clear all filters Apply view Clear view Submit event Export WERCS SmartSheet

ID	Name	Is Item A Store Brand Product?	UPCs	Assignee	As
<a href="#">Buy-64375246</a>	Hand sanitizer spray	No	400000648514	RPDM_MDM1	<input type="checkbox"/>
<a href="#">Buy-64517077</a>	DISPLAY	No	400000648668	rpdm mdm 1	<input type="checkbox"/>
<a href="#">Buy-64659000</a>	UAT TEST 1	No	0225556667761	Potvin, Melissa	<input type="checkbox"/>
<a href="#">Buy-64659176</a>	Test Display SB	Yes	400000648736	RPDM_MDM1	<input type="checkbox"/>
<a href="#">Buy-64660203</a>	Surface Disinfectant	Yes	654788111450	RPDM_MDM1	<input type="checkbox"/>
<a href="#">Buy-65086226</a>	Halloween Candle - test SH	No	9988552222228	Healey, Stacy L.	<input type="checkbox"/>
<a href="#">Buy-65227921</a>	DISPLAY FROZEN 2	No	400000648965	Potvin, Melissa	<input type="checkbox"/>
<a href="#">Buy-65227924</a>	BAYER UAT COE CLONE TEST	No	400000648972	Bhat, Swarna	<input type="checkbox"/>
<a href="#">Buy-65227966</a>	ARIZONA BEVERAGE				<input type="checkbox"/>

**7** **8**

Number of items: 72; Selected items: 0

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### Product Details

Product Name: DISPLAY FROZEN 2 Supplier: 17097(HER ACC)

Product Type: Display Brand Type: National Brand

Product Classification: Display

Item Status: Pre-Active

Details UPC Dimensions Packaging Hierarchy Display Content Display Costs Specifications

Product Description

Product Name: DISPLAY FROZEN 2

Product Review

For National Brand - Select the Approving Category Manager For Store Brand - Select the Product Development Manager

Approving Manager: WILLIAMS, GEC

Product Location

## Description / Steps

1. Hyperlink that will take the user to a screen to start a workflow. Here the link is to create a new product.
2. Shows the number of items in the queue based on the selection of single user or multi-users.
3. User that is logged into the system.
4. Workspace and language that the user is working
5. Notifications – click on the bell to see the notifications
6. Navigation bar for the queue
7. Title bar for the queue
8. Click on the blue hyperlink to go the product details
9. Product Details Screen

## Tips

The number displayed on the bell is the number of notifications for the user

The columns in the table can be clicked on for sorting, filtering or selecting

# Basic Navigation

## Adding a View

Product Onboarding - Supplier Product Onboarding - Available

Select all Clear all filters **Apply view** Clear view Submit event Export WERCS SmartSheet

ID	Name	Is Item A Store Brand Product?	UPCs	Assignee	Assigned to me	
Buy-47969035	Vitamix Vitamin D Softgel	No	111222333446	RPDM_MDM1	<input type="checkbox"/>	Mon /

Recent views Show all views

★ Lyn's view

Add view

Product Onboarding - Supplier Product Onboarding - Available

Select all Clear all filters **Apply view** Clear view Submit event Export WERCS SmartSheet

UPCs	Assignee	Assigned to me	DateOfEntry	No Of Days in Queue	Product Type	Product
111222333446	RPDM_MDM1	<input type="checkbox"/>	Mon Aug 15 2022 13:52:50 GMT-0400 (EDT)	220 d 19 hrs 32 min	Merchandise	Dietary
300512887657	Head, Richard	<input type="checkbox"/>	Wed Aug 17 2022 08:19:38 GMT-0400 (EDT)	219 d 1 hr 5 min	Merchandise	Battery
40000006468	RPDM_MDM1	<input type="checkbox"/>	Wed Aug 17 2022 11:39:54 GMT-0400 (EDT)	218 d 21 hrs 44 min	Merchandise	Dietary
1235696321118	Healey, Stacy L.	<input type="checkbox"/>	Wed Aug 17 2022 11:42:37 GMT-0400 (EDT)	218 d 21 hrs 42 min	Merchandise	General
400000011028	Head, Richard	<input type="checkbox"/>	Fri Sep 02 2022 08:37:13 GMT-0400 (EDT)	203 d 47 min	Merchandise	General

Add view

Visible columns:

- id
- Product Name
- Private Label Y/N
- UPCs
- Supplier Number And Name
- Assignee
- Assigned to me
- DateOfEntry
- No Of Days in Queue

Cancel OK

Save view

Name: Lyn's View2

Cancel OK

Product Onboarding - Supplier Product Onboarding - Available

Select all Clear all filters **Apply view** Clear view Submit event Export WERCS SmartSheet

ID	Name	UPCs	Assignee	Assigned to me	No Of Days in Queue	Product
Buy-47969035	Vitamix Vitamin D Softgel	111222333446	RPDM_MDM1	<input type="checkbox"/>	220 d 19 hrs 45 min	Merch
Buy-48282304	Test Import Battery	300512887657	Head, Richard	<input type="checkbox"/>	219 d 1 hr 18 min	Merch
Buy-48282393	vitamix supplements	40000006468	RPDM_MDM1	<input type="checkbox"/>	218 d 21 hrs 58 min	Merch
Buy-48282395	Fall & Decor Wreathe	1235696321118	Healey, Stacy L.	<input type="checkbox"/>	218 d 21 hrs 55 min	Merch
Buy-50471248	LFC Kit - Web Only	400000011028	Head, Richard	<input type="checkbox"/>	203 d 1 hr 1 min	Merch

## Description / Steps

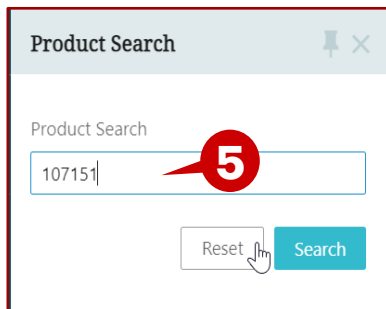
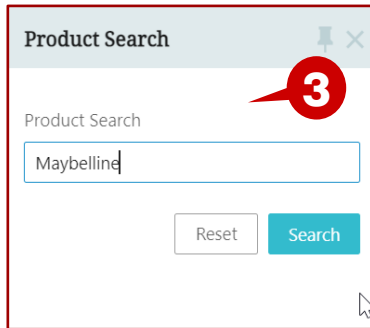
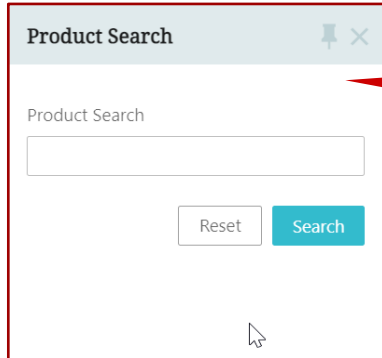
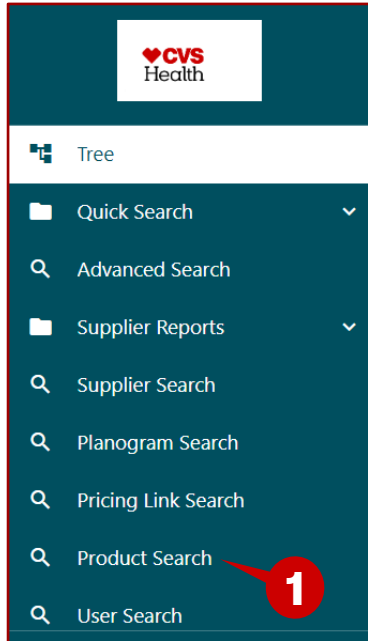
1. Click on Apply View
2. Click on the desired view
3. The queue will be displayed as defined by the view – in this view No of Days in Queue is the added column
4. Click on Add View to add a new view
5. Choose columns to add or delete (in this example, Date of Entry was removed)
6. Name the view and click on ok
7. The view is displayed with Date of Entry column removed

## Tip

You can edit the view by clicking on the pencil icon to add/delete columns from your saved view.

# Search

## Basic Product Search



The search results table is shown with a list of products. A red circle with the number 4 is placed over the 'Maybelline' brand name in the first row of the table.

ID	CVS Item Description	CVS Item Number	Item Status	Life Cycle Status	List of Product UPC's
Golden-101751	MAYBELLINE CURVE BRUSH GREATLASH WASHABL	101751	Active	Product onboarding completed	041554565294
Golden-126552	Maybelline Full N' Soft Mascara	126552	Active	Product onboarding completed	041554699159
Golden-142368	Maybelline Full & Soft Waterproof Mascara	142368	Active	Product onboarding completed	041554605228
Golden-160400	Maybelline Pure Stay Makeup	160400	Discontinued	Product onboarding completed	
Golden-160434	Maybelline Lash Discovery Mascara	160434	Active	Product onboarding completed	041554647372
Golden-161870	Maybelline Dream Urban Cover Liquid Foundation #348 Cat AuLt	161870	Active	Product onboarding completed	041554571653
Golden-161912	Maybelline Dream Urban Cover Liquid Foundation #340 Cappucno	161912	Active	Product onboarding completed	041554571646
Golden-162017	Maybelline Dream Urban Cover Liquid Foundation #215 Almond	162017	Active	Product onboarding completed	041554571585
Golden-163629	Maybelline Dream Urban Cover Liquid Foundation #130BuffBeige	163629	Active	Product onboarding completed	041554571578
Golden-163632	Maybelline Dream Urban Cover Liquid Foundation #115 Ivory	163632	Active	Product onboarding completed	041554571547
Golden-163677	Maybelline Dream Urban Cover Liquid Foundation #375 Java	163677	Active	Product onboarding completed	041554571677
Golden-163681	Maybelline Dream Urban Cover Liquid Foundation #120CIsclvory	163681	Discontinued	Product onboarding completed	041554571554

The search results table is shown with the product details for 'Neutrogena Face Neutrogena Neutrogena Makeup Remov...'. A red circle with the number 6 is placed over the product name.

ID	CVS Item Description	CVS Item Number	Item Status	Life Cycle Status
Golden-107151	Neutrogena Face Neutrogena Neutrogena Makeup Remov...	107151	Pre-Active	Category Analyst Review completet

## Description / Steps

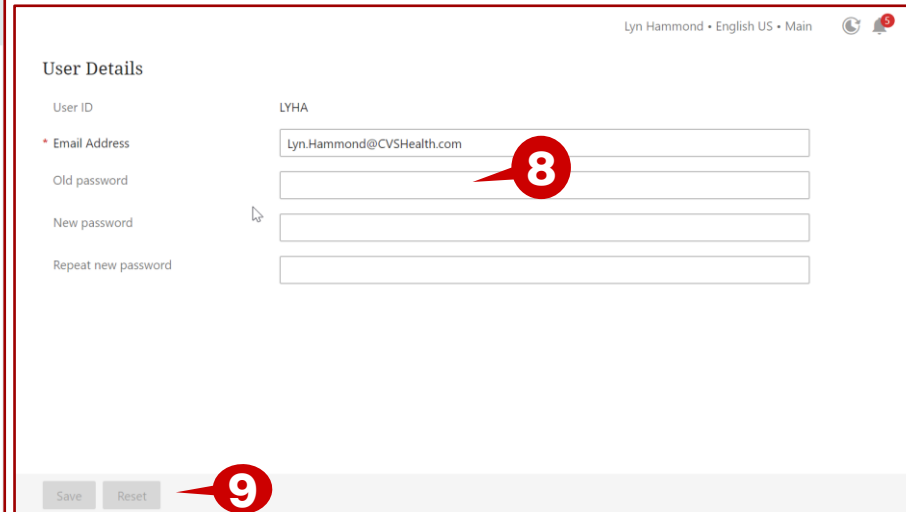
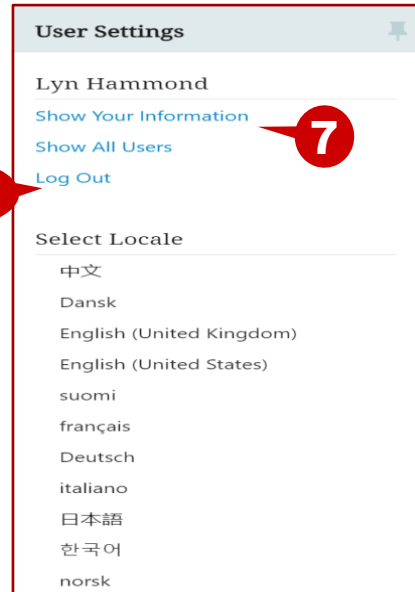
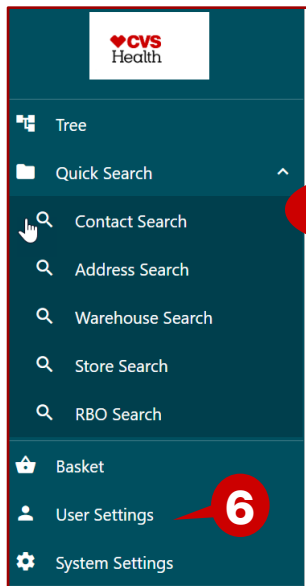
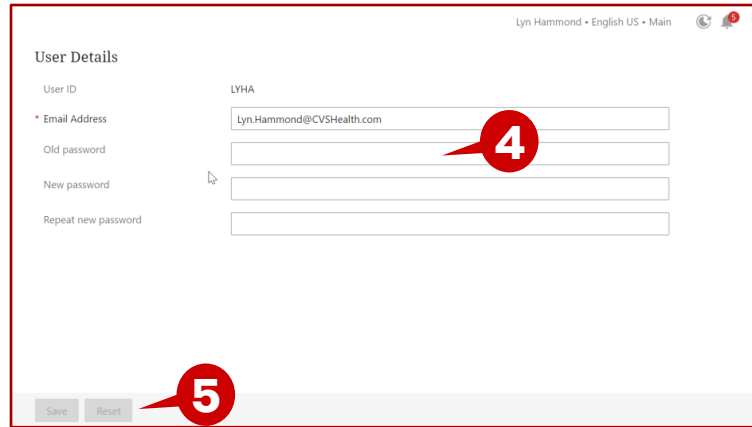
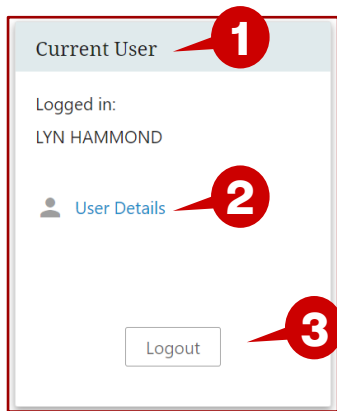
1. Click on Product Search in the left navigation pane
2. In the pop-up window, enter search criteria
3. In this example, the brand was entered.
4. All items with the brand Maybelline was returned
5. In this example, an item number was entered.
6. The item was returned

## Tip

Click on the blue hyperlink to take you Product Details screen

# User Details

## User Details

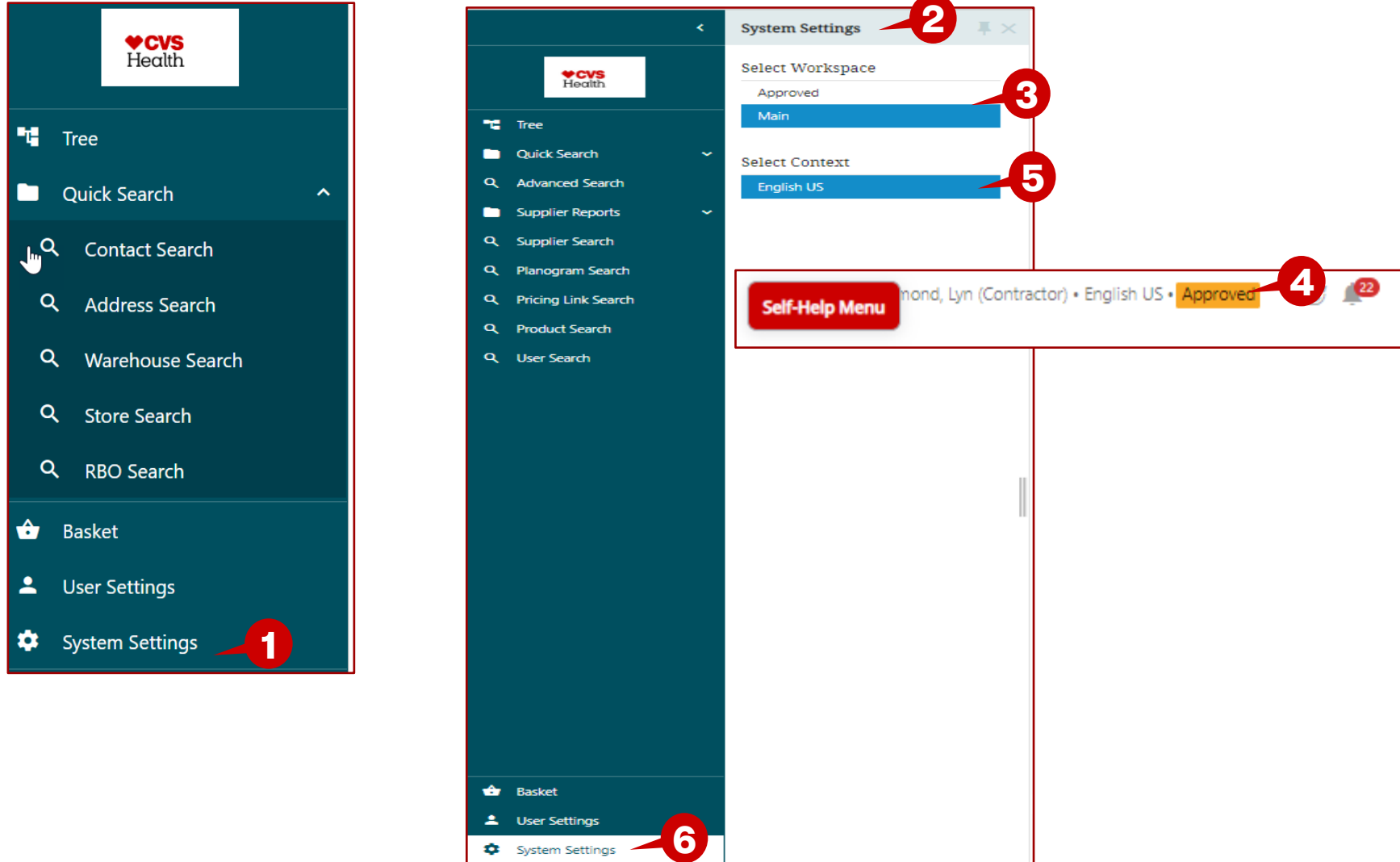


## Description / Steps

1. Scroll to find the Current User component
2. Click on User details
3. Or click on Logout to exit the system
4. Put in current password and new password
5. Click on Save to change password
6. Or, scroll to the bottom of the left navigation pane and select User Settings
7. Click on Show Your Information
8. Put in current password and new password
9. Click on Save to change password
10. Or click on Logout to exit the system

# System Settings

## System Settings Detail



## Description / Steps

1. Scroll to find the System Settings, click on System Settings
2. This will open the System Settings, where you can select the workspace and context.
3. The blue highlighted selection is the currently selected workspace, Main. You can choose to select Approved to change the workspace.
4. Make sure that if you are going to make edits, that you are in the main workspace, not approved.
5. The blue highlighted selection is the context, there is only one choice, it is English.
6. Click System Settings to close the window.

## Tip

Workspaces:

**Main** – represents unapproved revisions of the data (default workspace for editing the data).

**Approved** – Approved revisions of the data. You cannot edit data in this workspace.

