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STRONGER PLATFORM TO ENHANCE CUSTOMER SERV
PRYSMIAN GROUP LEADING TECHN
STORE 3G WORLDWIDE LEADER IN R
ADMINISTRATION GUIDE EXTENDED
LEADING TECHNOLOGY STRONGER PLATFORM
WORLDWIDE LEA

Prysmian
Group



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0/ Introduction

Prysmian Group's application **Store3G** is used by registered users for easy on-line product purchase. Administration is only accessible to users with administrator privileges.



1/ Login

The Login page contains a login form. Choose your **language**, fill in your **email** and **password** and log in.

Prysmian Group

PLATFORM TO ENHANCE CUSTOMER EXPERIENCE
STORE 3G LEADERSHIP
WORLDWIDE LEADERSHIP
SERVICE EXTENDED PROTECTION AND SUPPORT

PRYSMIAN
Draka

Administration login

Administration login
This module is only accessible to users with administrator privileges.

Choose your language: English 

Email:

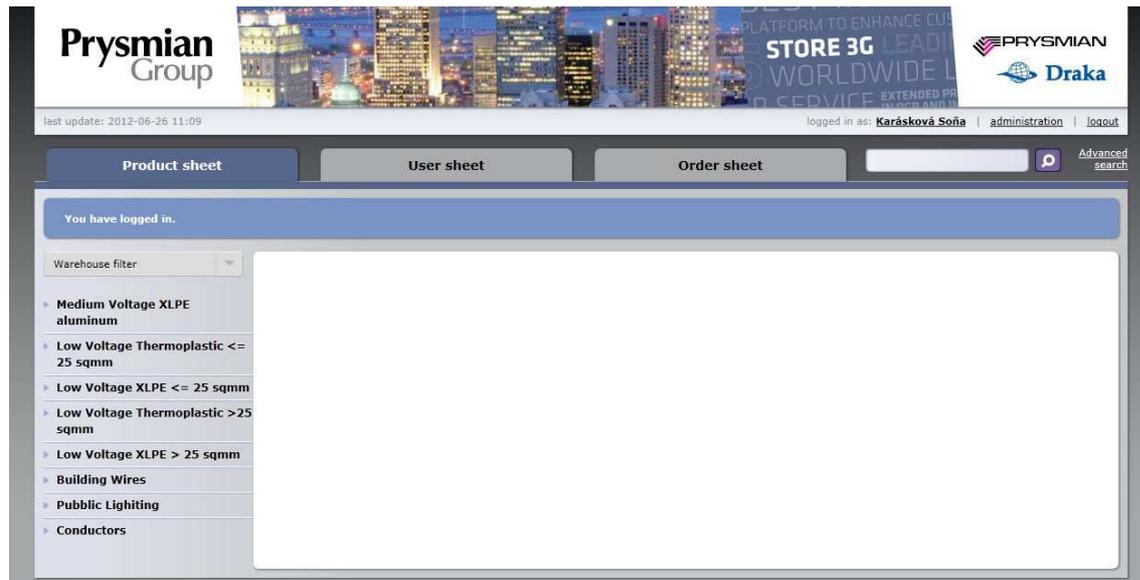
Password:

Log in

2/ Home page (after login)

Home page contains the Top menu with the following tabs:

- **Lists** (contains a submenu with the following items: Customers | Users Warehouses | Product groups)
- **Orders and statistics**
- **Communication**



How to use these tabs:

2.1/ Lists

Lists tab contains the following items:

- **Customers**
- **Users**
- **Warehouses**
- **Product groups**

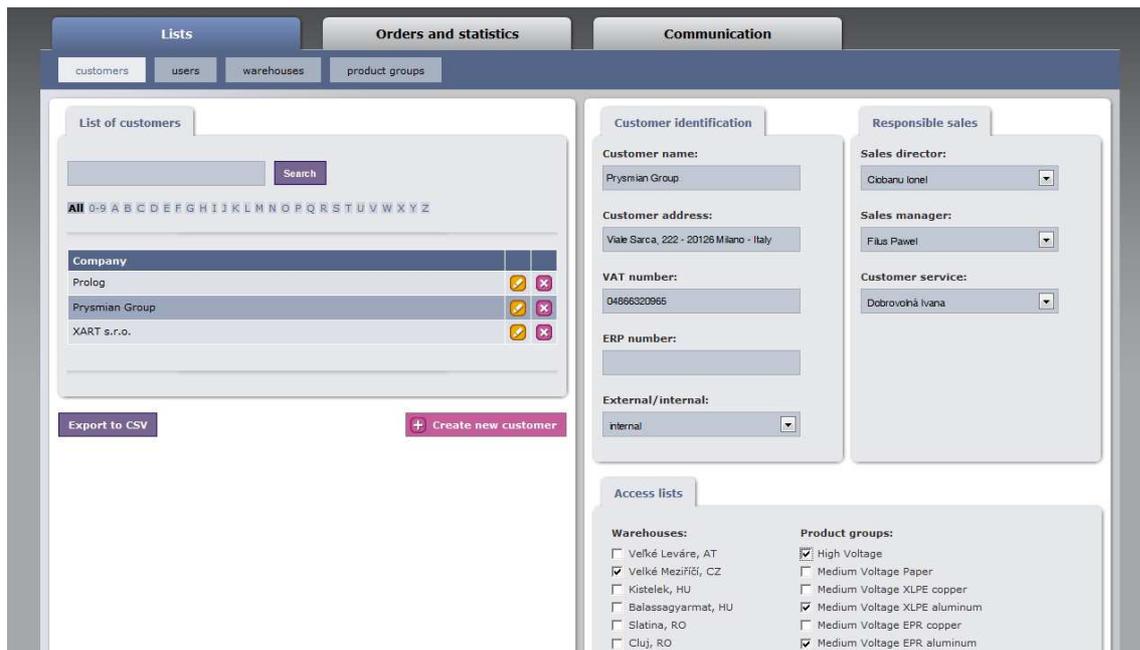
2.1.1/ Customers

This tab manages customers (companies). All customers are listed in alphabetical order.

If you want to update or delete any customer, use this icon to **Edit customer data**  or **Delete customer** .

If you want to edit data, just click on the icon. On the right side, a form for changing data will appear. There are two options on the bottom – **Cancel** your changes or **Save customer**.

The list of customers can also be exported to **CSV format**.



Creating a new customer:

If you want to create a new customer, click on the button **Create new customer** below the list of customers.

Finding a customer:

If you want to find a customer, use one of these ways:

- **Search field**
- **Alphabetical toolbar** Page through the list of customers (go page by page or skip to a page)

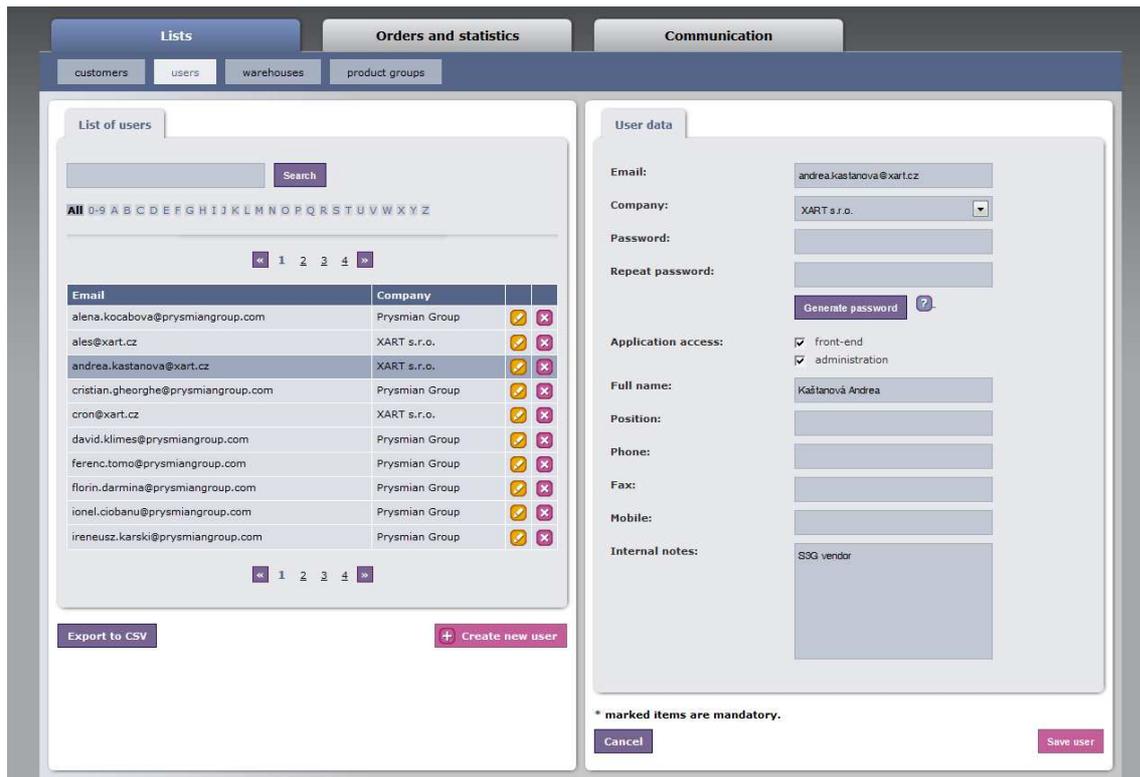
To **clear** all results, click on the word **All** in the beginning of the Alphabetical toolbar.

2.1.2 / Users

This tab manages users (employees). All users are listed in alphabetical order. If you want to update or delete any user, use this icon to **Edit user data**  or **Delete user** .

If you want to edit data, just click on the icon. On the right side, a form for changing data will appear. * **marked items are mandatory**. There are two options at the bottom – **Cancel** your changes or **Save user**.

The list of users can also be exported to **CSV format**.



Creating a new user:

If you want to create a new user, click on the button **Create new user** below the list of users.

Finding a user:

If you want to find a user, use one of these ways:

- **Search field**
- **Alphabetical toolbar**
- **Scroll down the list of users** (go page by page or skip to a page)

To **clear** all results, click on the word **All** in the beginning of the Alphabetical toolbar.

2.1.3 / Warehouses

This tab manages warehouses. All warehouses are listed in lexical order (according to code). If you want to update or delete any warehouse, use this icon to **Edit warehouse data**  or **Delete warehouse** .

If you want to edit data, just click on the icon. On the right side, a form for changing data will appear. * **marked items are mandatory**. There are two options on the bottom – **Cancel** your changes or **Save warehouse**.

The list of warehouses can also be exported to **CSV format**.

The screenshot shows a software interface with three main tabs: "Lists", "Orders and statistics", and "Communication". Under the "Lists" tab, there are sub-tabs for "customers", "users", "warehouses", and "product groups". The "warehouses" sub-tab is active, displaying a "List of warehouses" table and a "Warehouse data" form.

Code	Short name	Full name		
AT30	Velké Leváre, AT	Prysmian OEKW, Velké Leváre, Slovakia	✓	✗
CZ10	Velké Meziříčí, CZ	Draka Kabely, Velké Meziříčí, Czech Republic	✓	✗
HU10	Kistelek, HU	Prysmian MKM Kft., Kistelek, Hungary	✓	✗
HU20	Balassagyarmat, HU	Prysmian MKM Kft., Balassagyarmat, Hungary	✓	✗
RO10	Slatina, RO	Prysmian Cabluri, Slatina, Romania	✓	✗
RO20	Cluj, RO	Prysmian Cabluri, Cluj, Romania	✓	✗
RO30	Bacău, RO	Prysmian Cabluri, Bacău, Romania	✓	✗
SK10	Velké Leváre, SK	Prysmian Kablo s.r.o., Velké Leváre, Slovakia	✓	✗

The "Warehouse data" form on the right contains the following fields:

- Warehouse code: CZ10
- Name: Draka Kabely, Velké Meziříčí, Czech Repub
- Short name: Velké Meziříčí, CZ
- Primary language: cs (česky)

At the bottom of the form, there is a note: "* marked items are mandatory." and two buttons: "Cancel" and "Save warehouse".

Creating a new warehouse:

If you want to create a new warehouse, click on the button **Create new warehouse** below the list of warehouses.

Finding a warehouse:

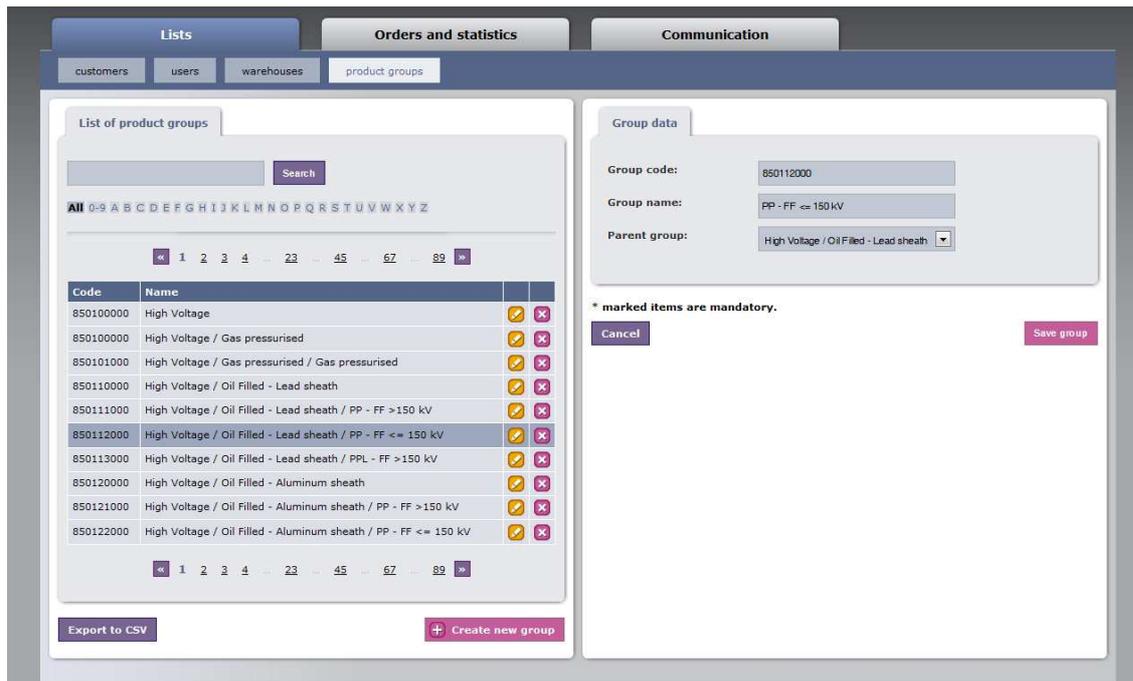
If you want to find a warehouse just scroll down the list of warehouses.

2.1.4 / Product groups

This tab manages product groups. All groups are mentioned on the list in numerical order (by their code). If you want to update or delete any group, use this icon to **Edit group data**  or **Delete group** .

If you want to edit data, just click on the icon. On the right side, a form for changing data will appear. * **marked items are mandatory**. There are two options at the bottom – **Cancel** your changes or **Save group**.

The list of groups can also be exported to **CSV format**.



Creating a new group:

If you want to create a new group, click on the button **Create new group** below the list of groups.

Finding a group:

If you want to find a group, use one of these ways:

- **Search field**
- **Alphabetical toolbar**
- **Scroll down the list of groups** (go page by page or skip to a page)

To **clear** all results, click on the word **All** in the beginning of the Alphabetical toolbar.

2.2 / Orders and statistics

This tab contains data which can be sorted by:

- **Type** (login/logout/order)
- **User**
- **Company**
- **Date**

You can also choose your own statistic period (from – to).
All data can be exported to **CSV format** or **printed**.

2.3 / Communication

This tab is used for mass email communication and multilingual news.

2.3.1 / Sending mass email

You have to choose **Receipients**, fill in a **Subject** and write a **message**. **Then** click on the **Send** button.

Caution: Sending mass email may take some time. Please be patient and do not send the same message more than once.

2.3.2 / Writing news

News must always have an English version; this is the version users will see when a translation in their language is not available.

Write your text into **English news body** and click on **Update**. On the bottom, a list of available languages will appear. Choose the language by clicking on its name. On the left side, you can see your original text, and on the right side, you can write a translated version. When a translation is OK, click the **Update** button.

Translations can be cleared by checking the box „**Delete all translations of this news item**“and clicking on **Update**.

The screenshot shows a web interface with three main tabs: "Lists", "Orders and statistics", and "Communication". The "Communication" tab is active and contains two sub-sections: "Send mass email" and "News".

The "Send mass email" section includes a "To:" field with a dropdown menu showing "-- choose recipients --", a "Subject:" text input field, and a large "Email body:" text area. Below these fields is a "Caution" message: "Caution: Sending mass email may take some time. Please be patient and do not send the same message more than once." and a "Send" button.

The "News" section includes a "News" tab and a "News translations" tab. The "News" tab contains a "News" section with a note: "News must always have an English version; this is the version users will see when a translation in their language is not available." Below this is an "English news body:" text area with the word "hello" entered. An "Update" button is located at the bottom right of this section.

The "News translations" tab contains a note: "You must write a news item in English before you may translate it."

3/ Logout

If you want to logout from Store 3G application, just click on **logout** link in the upper right corner.

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