

# **eHarlequin Administration**

## **User Documentation**

*Produced for*  
**eHarlequin**

*Prepared by*  
**Amy Broski, Nancy Works & Bryan Scholz**

**V 1.0**

**June 9, 2XXX**

## Table of Contents:

<b>1. OVERVIEW .....</b>	<b>2</b>
<b>2. SYSTEM ARCHITECTURE .....</b>	<b>2</b>
<b>3. BOOK REVIEW MANAGEMENT .....</b>	<b>4</b>
3.1 ACCESSING THE BOOK REVIEW TOOL .....	4
3.2 SEARCHING FOR BOOK REVIEWS.....	5
3.3 SEARCH RESULTS .....	6
3.4 READER REVIEWS .....	7
3.5 CONFIRMATION .....	9
<b>4. INVENTORY MANAGEMENT.....</b>	<b>11</b>
4.1 ACCESSING THE INVENTORY MANAGEMENT TOOL .....	11
4.2 LOGGING IN.....	11
4.3 LOCATING THE ISBN .....	12
4.4 CHANGING THE INVENTORY FLAG .....	13
4.5 CONFIRMATION .....	15
4.6 SUCCESSFUL CHANGES .....	16

## Release History

Version	Author	Date
1.0	A. Broski, N. Works, B. Scholz	June 9, 2XXX

## 1. Overview

This user documentation outlines the upload and administration tools for the eHarlequin site. These tools will allow Harlequin to:

- Load new and updated data to the storeS
- Manage inventory
- Maintain Book Reviews

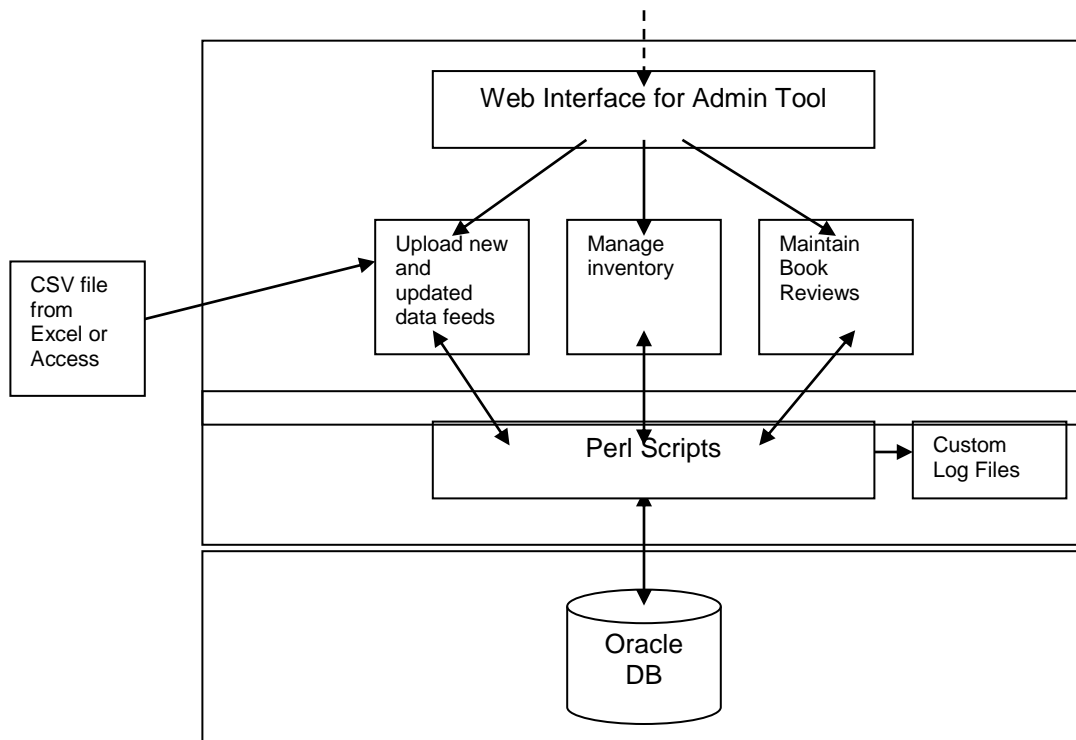
Use of the administration tool will be restricted by username/password.

## 2. System Architecture

The Administration Tool will reside on Women.com's servers and be accessible via username and password to the Harlequin administrator.

### 1. Data Flow

Username/Password Authentication



### 3. Book Review Management

The Book Review tool will allow authorized Harlequin Personnel to manage the approval and posting of consumer book reviews to the eHarlequin.com production site. Visitors to the eHarlequin site can add their own reviews of books through a simple web form. The Tool includes:

- Search by ISBN, title, approval status, date
- Display of all matching records
- Modification, deletion and approval on a per-review basis

#### 3.1 Accessing the Book Review Tool

Enter the following URL in your browser:

[http://dev.stores2.women.com/cgi-bin/ehqadmin/select\\_reviews.pl](http://dev.stores2.women.com/cgi-bin/ehqadmin/select_reviews.pl)

The Harlequin Site Administration Reader Reviews Tool page will appear:

The screenshot shows a Netscape browser window titled "Harlequin Site Admin: Reader Reviews - Netscape". The address bar shows the URL "http://dev.stores2.women.com/cgi-bin/ehqadmin/select\_reviews.pl". The page content includes the eHARLEQUIN.com logo, the Women.com networks logo, and the text "Harlequin Site Administration" and "Reader Reviews". Below this is a "Search by:" section with four search criteria: ISBN, Title, Posted to Site, and Date. Each criterion has a corresponding input field and a "Search" button. The "Posted to Site" field is a dropdown menu with "No" selected. The "Date" field has dropdown menus for Day (01), Month (Jan), and Year (1999).

Search by:	Field	Search
ISBN	<input type="text"/>	Search
Title	<input type="text"/>	Search
Posted to Site	<input type="text" value="No"/>	Search
Date	Day: <input type="text" value="01"/> Month: <input type="text" value="Jan"/> Year: <input type="text" value="1999"/>	Search

## 3.2 Searching for Book Reviews

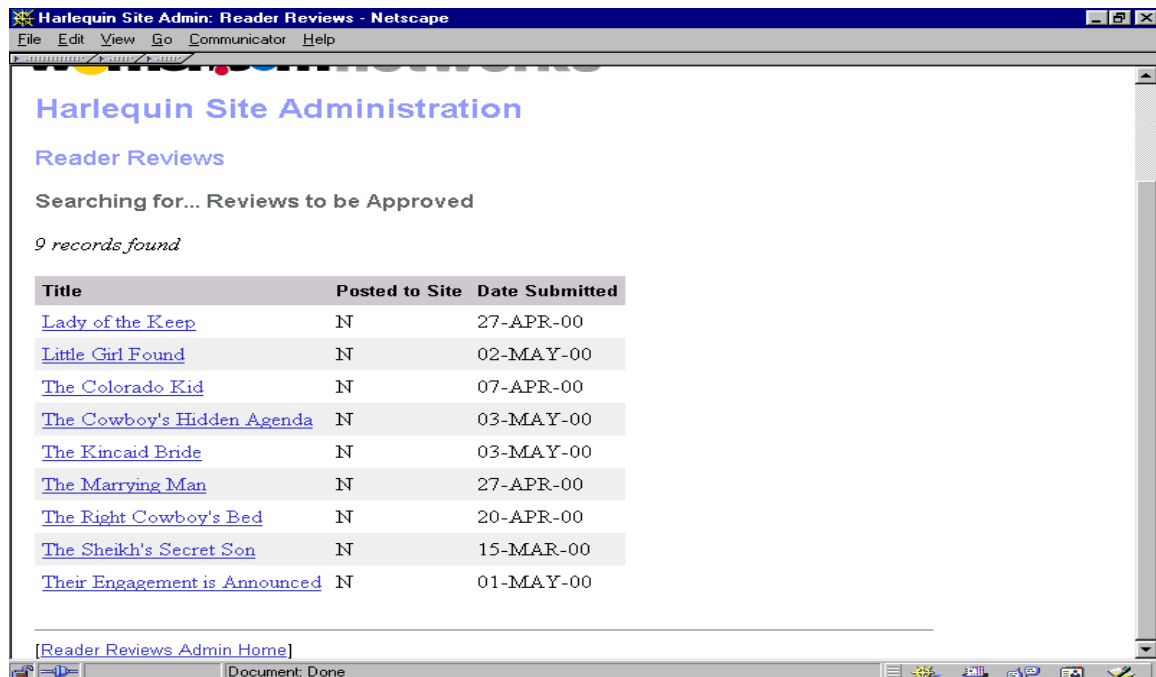
From the Harlequin Site Administration Reader Reviews (select\_reviews.pl) page you are able to search for reviews by four criteria: ISBN, Title, Approval Status and Date. Each of these is mutually exclusive in that you may only search on one of these at a time.

Select to Search by:

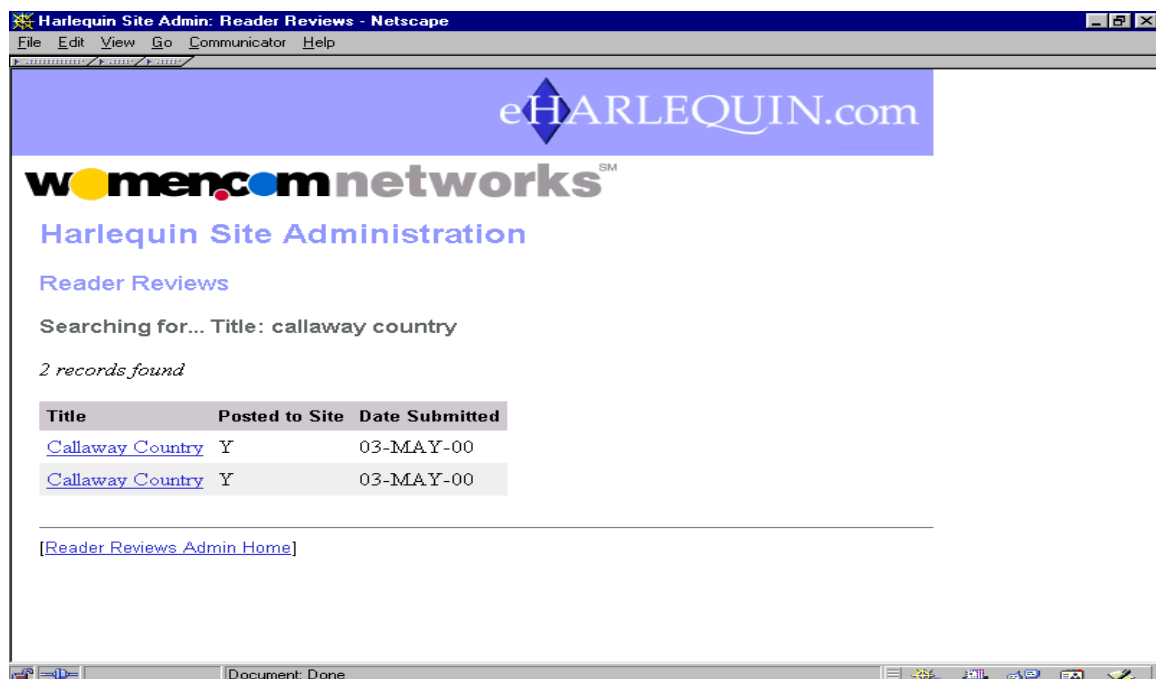
<b>ISBN</b>	<ol style="list-style-type: none"> <li>1. Enter the <b>complete</b> <del>ISBN-number</del>ISBN including dashes (<b>Example:</b> 0-373-44094-4 or 1-55166-582-4).</li> <li>2. Click on <b>Search</b> button.</li> </ol>
<b>Title</b>	<ol style="list-style-type: none"> <li>1. Enter the complete title for an exact match.</li> <li>2. Enter any word in a title to find all books with that word in the title.</li> </ol> <p><b>Example:</b> if you enter The Right Cowboy's Bed you will return only reviews for this book. If you enter Cowboy you will get The Right Cowboy's Bed, The Cowboys' Hidden Agenda, etc. all books with the word Cowboy in the title.</p> <p>Click on the <b>Search</b> button.</p>
<b>Posted to Site</b>	<ol style="list-style-type: none"> <li>1. Select <b>NO</b> to view all reviews that have not been posted to site.</li> <li>2. Select <b>YES</b> to view all reviews that have been posted to site.</li> <li>3. Click on the <b>Search</b> button.</li> </ol> <p>Reviews will be returned in alphabetical order by Title.</p>
<b>Date</b>	<ol style="list-style-type: none"> <li>1. Select Day/Month/Year to search for reviews by date. You must select all three.</li> <li>2. Click on the <b>Search</b> button</li> </ol> <p>Results will be all reviews created on the date you requested sorted by Title within approval status.</p>

### 3.3 Search Results

The search results will display the Title of the Book, a Y or N flag indicating whether the book review has been posted to the site, and the Date the review was submitted.



If the title has more than one review it will be listed more than one time so that each review can be approved.



### 3.4 Reader Reviews

To read a review [CLICK](#) on the title of the book. This will take you to the show\_reivew.pl page.

The screenshot shows a Netscape browser window titled "Harlequin Site Admin: Reader Reviews - Netscape". The address bar shows a URL starting with "http://www.women.com/". The page content includes a header "Harlequin Site Administration" and a sub-header "Reader Reviews". The main content area displays a review form for the book "Callaway Country". The form fields are as follows:

ISBN	0-373-48407-0
Title	Callaway Country
Review	Wonderful book. It reminds me a lot of Room with a View, yet has style much like that of
Total Number of Reviews	2
Date Submitted	03-MAY-00
OK to Post My Review	Y
Reviewer Name	amy
Reviewer Location	America
Post to Site?	Yes

At the bottom of the form are two buttons: "Update" and "Delete". Below the form is a link: "[Reader Reviews Admin Home]". The browser's status bar at the bottom shows "Document: Done".

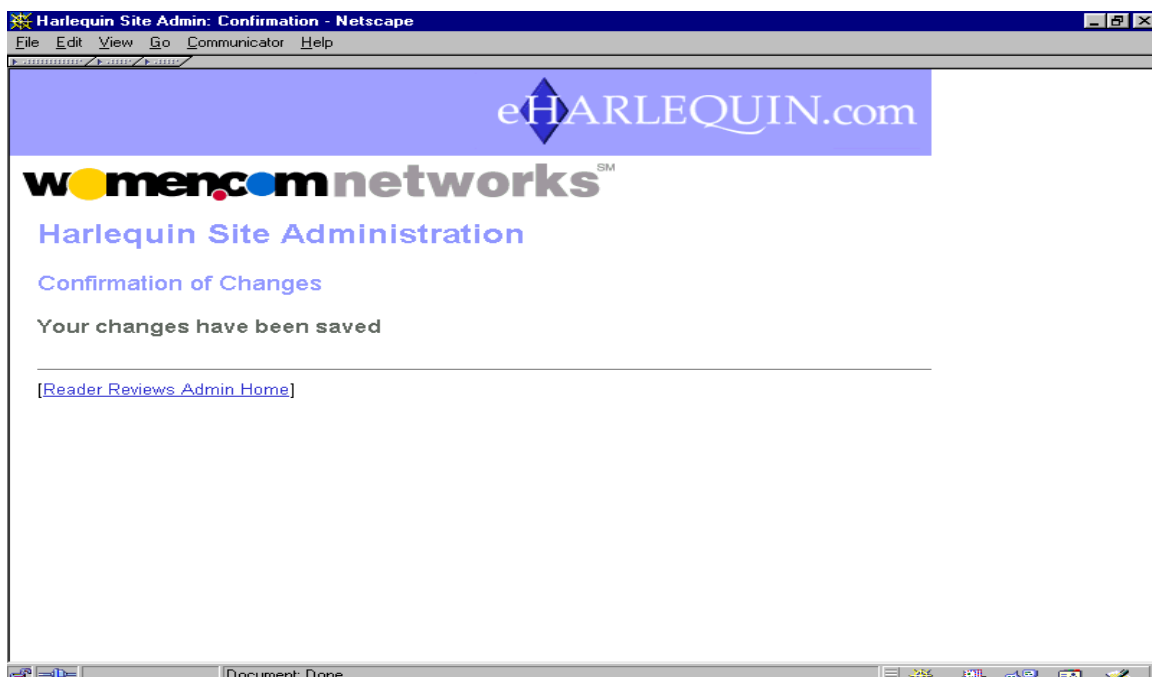
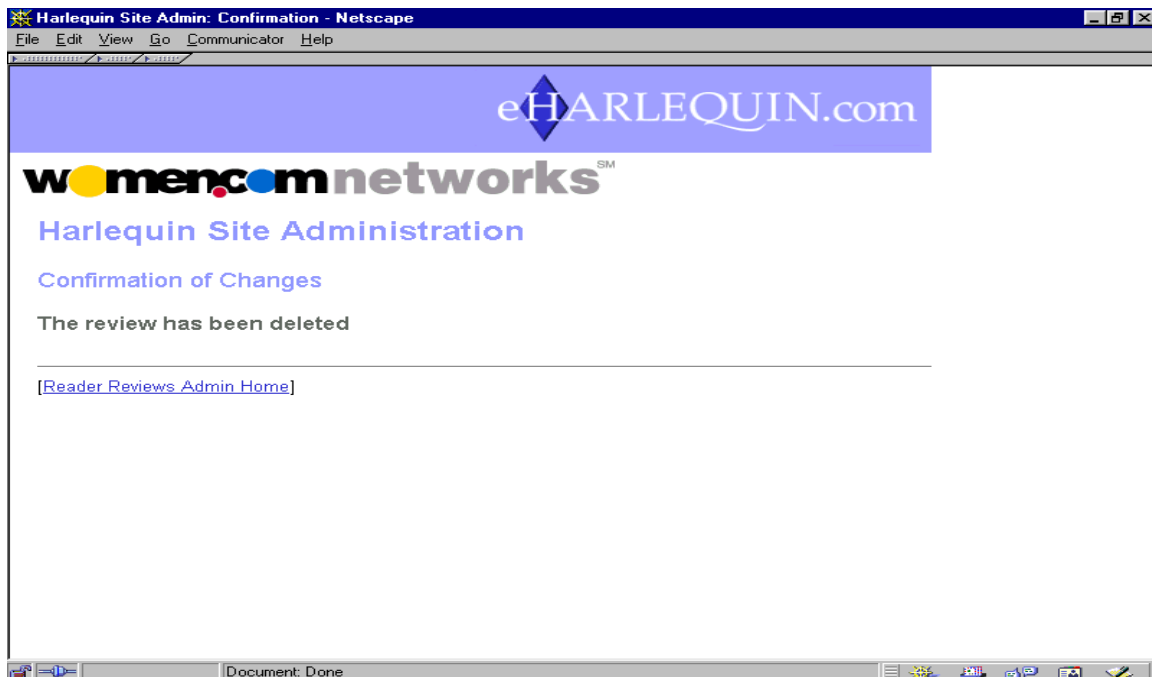
Information on the show\_review.pl page includes the following:

ISBN	The current <del>ISBN number</del> ISBN for this title.
Title	The title of the book.
Review	The actual text of the review left by the consumer (editable field).
Total number of Reviews	The total number of reviews for this book.
Date Submitted	Date the review was created and submitted by the consumer.
OK to Post My Review	A <b>Y</b> will appear if the customer gives us permission to post their review; an <b>N</b> will appear if the customer does not give us permission to post their review.
Reviewer Name	The name entered by the customer who submitted the review.
Reviewer Location	Canada or America (chosen by customer who submitted the reviews).
Post to Site?	If you want to approve this review to be seen on the site select " <b>Yes</b> " in the drop down menu.  If you do not want the review to be seen on the site select " <b>NO</b> " in the drop down menu.  Then click on the <b>UPDATE</b> button to post the change to the database.
Update	An action button that will be clicked to change the Post to Site status.
Delete	Allows you to completely and immediately delete the review from the database and therefore from the site.
<a href="#">Book Reviews Admin Home</a>	Hotlink that returns to the select_reviews.pl home page.

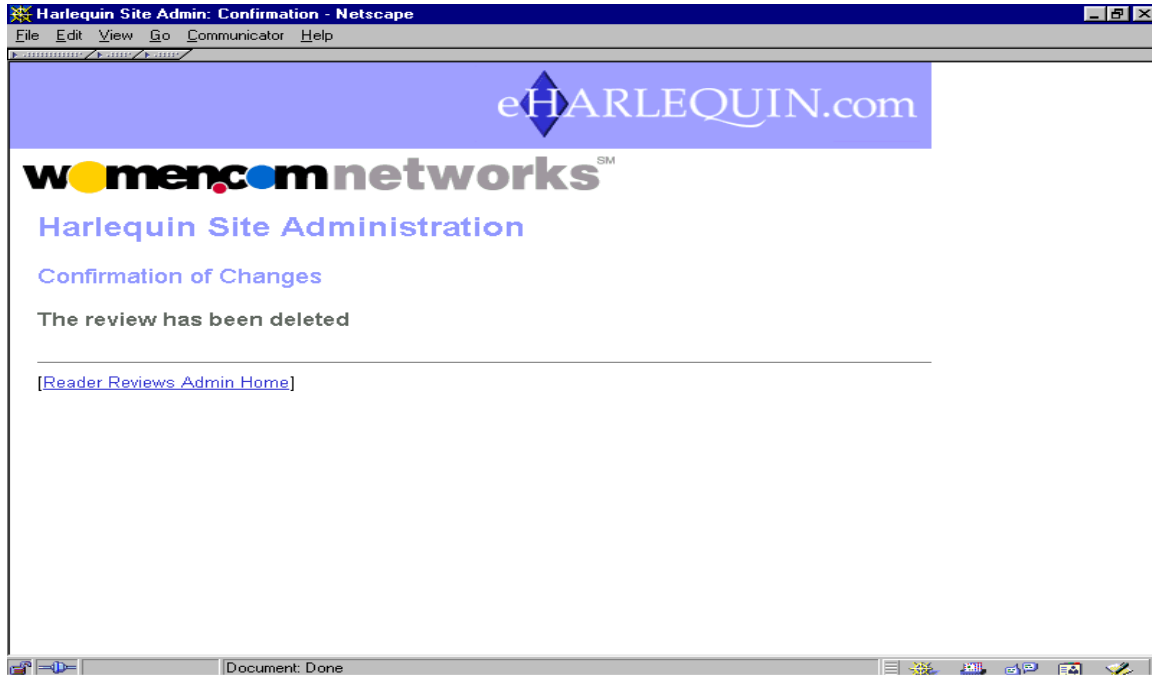


### 3.5 Confirmation

Once you click on the UPDATE button you will receive the message that your changes have been saved. The next time the book is referenced on the site the review will be available. You will be able to return to the Search page by clicking on the Reader Review Admin Home link at the bottom of the page.



If you choose "DELETE" on the show\_review.pl page you will receive confirmation that the review has been deleted from the database. There is no way to restore a deleted review. You will be able to return to the Search page by clicking on the Reader Review Admin Home link at the bottom of the page.



## 4. Inventory Management

The Inventory Management tool will allow authorized Harlequin Personnel to micro manage inventory on a book-by-book basis. Inventory records can only be accessed by their **ISBN number** ISBN. The tool has a simple interface, is password protected, and will allow the following:

- Search by ISBN for current availability.
- View book details for identification purposes.
- Change record of availability to Available or Unavailable.

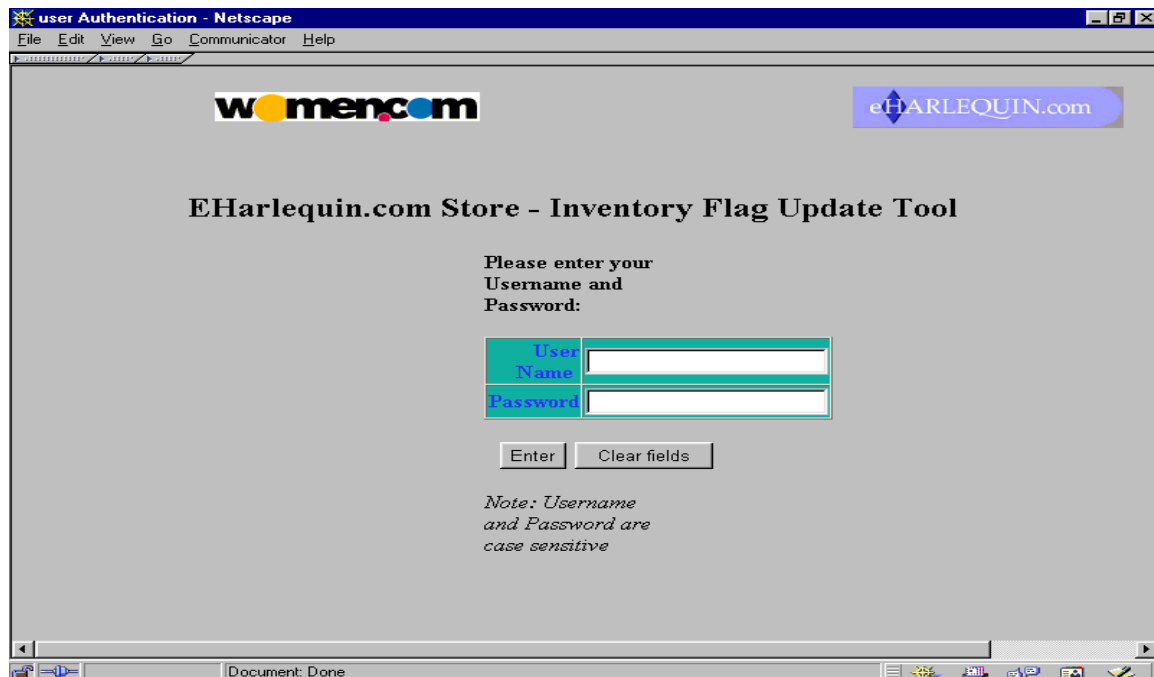
Records of inventory can in this mode only be changed one ISBN at a time.

### 4.1 Accessing the Inventory Management Tool

Enter the following URL in your browser:

<http://dev.stores2.women.com/cgi-bin/ehqinventory/login.pl>

The following screen will appear:




The screenshot shows a Netscape browser window titled "user Authentication - Netscape". The address bar displays the URL "http://dev.stores2.women.com/cgi-bin/ehqinventory/login.pl". The main content area features the "women.com" logo on the left and the "eHARLEQUIN.com" logo on the right. The title "EHarlequin.com Store - Inventory Flag Update Tool" is centered. Below the title, the text "Please enter your Username and Password:" is displayed. There are two input fields: "User Name" and "Password", both with green borders. Below the fields are two buttons: "Enter" and "Clear fields". A note at the bottom states: "Note: Username and Password are case sensitive". The browser's status bar at the bottom shows "Document: Done".

### 4.2 Logging in

Enter user name and password. User Name and Password are case sensitive.

### 4.3 Locating the ISBN

Successful login will bring the getisbn.pl page below. This page will allow you to search by ISBN number from the pulldown menu:



Details of this screen are defined below:

ISBN	Select the ISBN number ISBN you wish to modify from the pulldown menu.
Staging	Select the Staging or Production Database.  If you select Staging this will apply the change to the Staging database. <b>NOTE:</b> You must first make your update in the <b>Staging</b> database. Then return to the lead page, select the ISBN number ISBN again and make the change in the <b>Production</b> database!!!
Production	If you select Production his will apply the change to the Production database. <b>NOTE:</b> You must first make your update in the <b>Staging</b> database. Then return to the lead page, select the ISBN number ISBN again and make the change in the <b>Production</b> database!!!

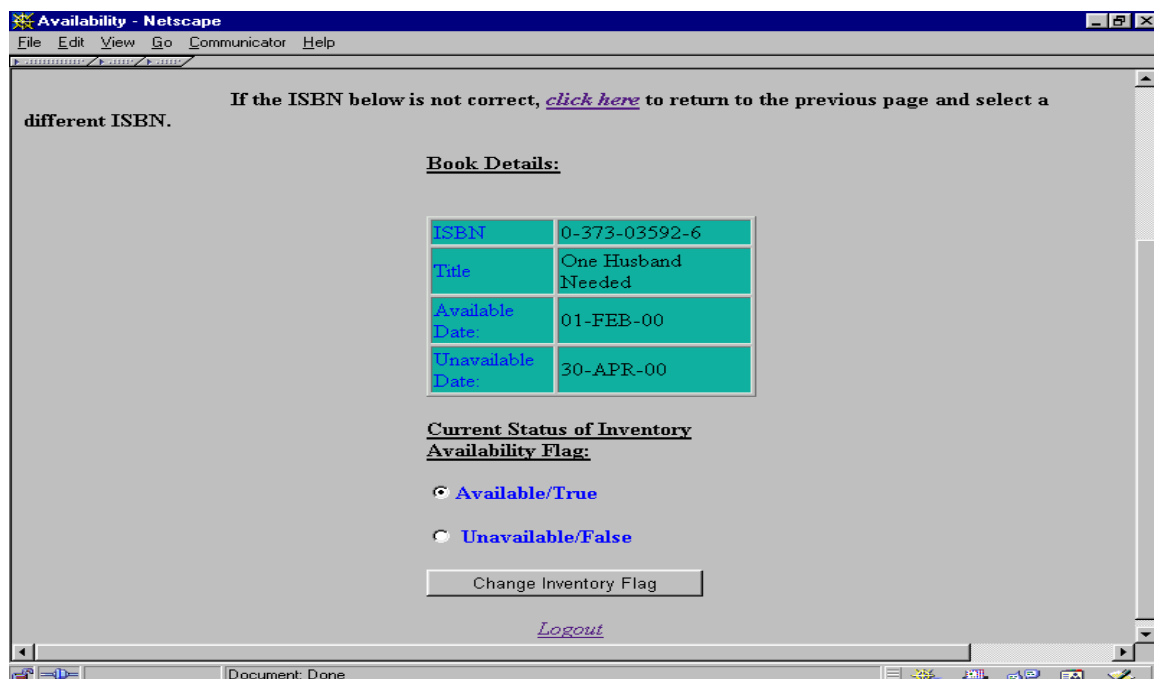
<a href="#">Find ISBN</a>	Click on <a href="#">Find ISBN</a> button to initiate search.
<a href="#">Clear fields</a>	Will clear Staging and Production fields and set the ISBN to the first on the list.
<a href="#">Logout</a>	Allows you to logout at any time. Sends you back to the lead page where you will have the option to log on again.

## 4.4 Changing the Inventory Flag

After choosing an ~~ISBN number~~[ISBN](#), the Staging or Production database, and clicking on the Find ISBN button, the search result with Book Details is displayed. Since only one ISBN may be searched for, only one book record will be displayed. The message appears:

Please verify that the ISBN below is the one you would like to change. If so, change the inventory availability to either "Available/True" or "Unavailable/False" and click the Change Inventory Flag button.

If the ISBN below is not correct, click here to return to the previous page and select a different ISBN.

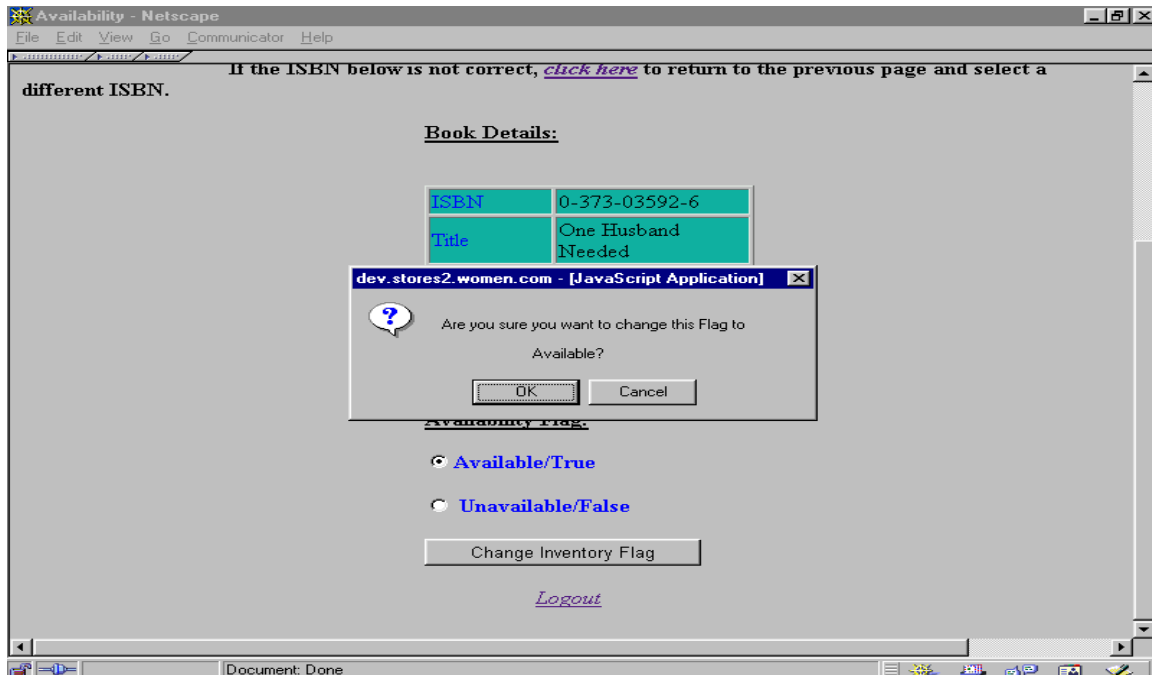


Fields and functions associated with this screen follow.

If the ISBN below is not correct, <a href="#">click here</a> to return to the previous page and select a different ISBN.	Same as hitting the browser Back Button. Will return you to previous page so that you can conduct a new search.
Book Details:	ISBN, Title, Available Date, Unavailable Date
<a href="#">ISBN</a>	The current <del>ISBN number</del> <a href="#">ISBN</a> for this title
<a href="#">Title</a>	The title of the book
<a href="#">Available Date:</a>	This is the date in the database when this book became available.
<a href="#">Unavailable Date:</a>	This is the date in the database when this book is scheduled to become unavailable.
Current Status of Inventory Availability Flag:	<p>This will default to the current status of this book in the database.</p> <p>Available/ True (it is currently available)</p> <p>Unavailable/ False (it is currently unavailable).</p> <p>To change the book availability status click on the button next to True or False and click on the <a href="#">Change Inventory Flag button</a>.</p>
Change Inventory Flag	<p>Clicking on this button updates the current availability flag in the database.</p> <p>You will receive a pop-up window asking you to confirm that you would like this change. Click OK to proceed or cancel to stop the change.</p> <p>You will receive a Successful Change confirmation screen if you click on OK.</p>
<a href="#">Logout</a>	Allows you to logout at any time. Sends you back to the lead page where you will have the option to log on again.

## 4.5 Confirmation

If you click on the Change Inventory Flag button, a pop up screen will ask you to confirm that you want to make this change:



Clicking **OK** will change the inventory status. Clicking **Cancel** will bring you back to the previous screen.

## 4.6 Successful Changes

The following screen will verify that the changes have been successfully made. At the bottom of the screen you have the option to Change another ISBN or Log out.

