

User Name:

Type User Name

Password:

Type Password

Login

“Admin Tools” Link I upper  
corner or similar wording

[VIEW NORMAL Site Homepage](#)

## Admin Tools Page

Reports

Graphic depicting  
reports

Update Catalog

Graphic depicting  
adding or removing  
items from the catalog

Order Items

Graphic depicting  
placing orders like an  
authorized user



## Update Catalog Page

Add One Product

Edit Products

Delete Products

Add Multiple Products  
from a .CSV File

Graphic depicting  
adding items

Graphic depicting  
editing items

Graphic depicting  
deleting products

Add One Product Page

Enter Item Info (additional instructions to the admin user if needed):

CLIN:

Add text

Add text

UNPSC Code (Version 11):

Add text

Manufacturer Part Number (OEM #):

Add text

Manufacturer (OEM):

SKU #/ Item #:

Add text

Item Name:

Add text

Item Description:

Add text

Unit of Measure:

Add text

Quantity in Unit of Measure (if applicable):

Add text

List Price/MSRP:

Add text

Contract Unit Price:

Add text

Contract Discount:

Add text

Category:

Add text

Product Type:

Add text

Contract #:

Add text

Contract Vendor:

Contract Expiration Date:

Add path to image

Product Image:

Add Product Preview Popup



Item Name

Item Description

CLIN:

UNPSC Code (Version 11):

Manufacturer Part Number (OEM #):

Manufacturer (OEM):

SKU #/ Item #:

Unit of Measure:

Quantity in Unit of Measure (if applicable):

List Price/MSRP:

Contract Unit Price:

Contract Discount:

Category:

Product Type:

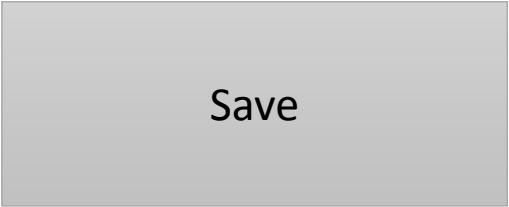
Contract #:

Contract Vendor:

Contract Expiration Date:

The content on this page should be redesigned to be more display in a more attractive way and similar to how the item would appear in the catalog

The actions should be added to these sections so that they are



Add Multiple Products from a .CSV File

*Instructions to Admin User on how this feature works and how to convert an Excel File to .CSV. Instructions on paths for images*

Browse for .CSV File

Browse

Upload

Edit Products Page

*Search for an existing item you would like to edit. Instructions to admin user. User should be able to search for any words across the data set with exact matches only.*

Insert text

Search

Results:

*Select item and click “Edit Product” or double-click to edit item.*

|    | Contract Line Item Number (CLIN) | UNSPSC Code (Version 11) | Manufacturer Part Number (OEM #)       | Manufacturer (OEM) | SKU # / Item #                         | Product Title   | Product Description   | Unit of Measure | Quantity in Unit of Measure (Applicable) |
|----|----------------------------------|--------------------------|--|--------------------|--|---|---|-----------------|--|
| 10 | 2005d                            | 81110000                 | 804-2167, 804-2170,933-9854            | DELL               | 804-2167, 804-2170,933-9854            | 5 Year Hardware Service with In-Home/Onsite Service After Remote Diagnosis  | 5 Year Hardware Service with In-Home/Onsite Service After Remote            | EACH            | 1  |
| 11 | 2006d                            | 81110000                 | 997-8317, 997-8328, 997-8334, 935-8283 | DELL               | 997-8317, 997-8328, 997-8334, 935-8283 | 4 Years Hardware Service with In-Home/Onsite Service After Remote Diagnosis | 4 Years Hardware Service with In-Home/Onsite Service After Remote Diagnosis | EACH            | 1  |



Instructions to Admin user to edit existing text

|  |               |
|--|---------------|
| CLIN:  | Existing text |
|  | Existing text |
| UNPSC Code (Version 11):                     | Existing text |
| Manufacturer Part Number (OEM #):            | Existing text |
| Manufacturer (OEM):                          | Existing text |
| SKU #/ Item #:                               | Existing text |
| Item Name:                                   | Existing text |
| Item Description:                            | Existing text |
| Unit of Measure:                             | Existing text |
| Quantity in Unit of Measure (if applicable): | Existing text |
| List Price/MSRP:                             | Existing text |
| Contract Unit Price:                         | Existing text |
| Contract Discount:                           | Existing text |
| Category:                                    | Existing text |
| Product Type:                                | Existing text |
| Contract #:                                  | Existing text |
| Contract Vendor:                             | Existing text |
| Contract Expiration Date:                    | Existing text |
| Product Image:                               | Existing text |

Edit Product Preview Popup



Item Name

Item Description

CLIN:

UNPSC Code (Version 11):

Manufacturer Part Number (OEM #):

Manufacturer (OEM):

SKU #/ Item #:

Unit of Measure:

Quantity in Unit of Measure (if applicable):

List Price/MSRP:

Contract Unit Price:

Contract Discount:

Category:

Product Type:

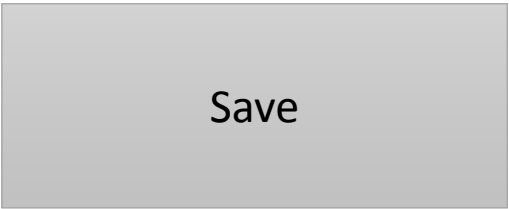
Contract #:

Contract Vendor:

Contract Expiration Date:

The content on this page should be redesigned to be more display in a more attractive way and similar to how the item would appear in the catalog

The actions should be added to these sections so that they are more intuitive



# Delete Products Page

*Search for an existing item you would like to delete. Instructions to admin user. User should be able to search for any words across the data set with exact matches only.*

Insert text

Search

## Results:

*The user can use checkmarks to delete items from this view or double-click the item for a larger view of item details and delete from there. Instructions to the admin user here.*

|                                     | Contract Line Item Number (CLIN) | UNSPSC Code (Version 11) | Manufacturer Part Number (OEM #)       | Manufacturer (OEM) | SKU # / Item #                         | Product Title   | Product Description   | Unit of Measure | Quantity in Unit of Measure (Applicable) |
|-------------------------------------|----------------------------------|--------------------------|--|--------------------|--|---|---|-----------------|--|
| <input type="checkbox"/>            | 2005d                            | 81110000                 | 804-2167, 804-2170,933-9854            | DELL               | 804-2167, 804-2170,933-9854            | 5 Year Hardware Service with In-Home/Onsite Service After Remote Diagnosis  | 5 Year Hardware Service with In-Home/Onsite Service After Remote            | EACH            | 1  |
| <input checked="" type="checkbox"/> | 2006d                            | 81110000                 | 997-8317, 997-8328, 997-8334, 935-8283 | DELL               | 997-8317, 997-8328, 997-8334, 935-8283 | 4 Years Hardware Service with In-Home/Onsite Service After Remote Diagnosis | 4 Years Hardware Service with In-Home/Onsite Service After Remote Diagnosis | EACH            | 1  |

The user can select multiple items to delete using these check boxes

## Delete Products Page – After the user double clicks a product from the Delete Products Page Search Results

*Instructions to Admin user to click the delete to delete the product listed below.*

|  |               |
|--|---------------|
| CLIN:  | Existing text |
|  | Existing text |
| UNPSC Code (Version 11):                     | Existing text |
| Manufacturer Part Number (OEM #):            | Existing text |
| Manufacturer (OEM):                          | Existing text |
| SKU #/ Item #:                               | Existing text |
| Item Name:                                   | Existing text |
| Item Description:                            | Existing text |
| Unit of Measure:                             | Existing text |
| Quantity in Unit of Measure (if applicable): | Existing text |
| List Price/MSRP:                             | Existing text |
| Contract Unit Price:                         | Existing text |
| Contract Discount:                           | Existing text |
| Category:                                    | Existing text |
| Product Type:                                | Existing text |
| Contract #:                                  | Existing text |
| Contract Vendor:                             | Existing text |
| Contract Expiration Date:                    | Existing text |
| Product Image:                               | Existing text |

After clicking this button, a popup window should confirm if the user wants to permanently delete the items selected

Reports Page – this page should appear as a dashboard

Expenditures Over a Period of Time

Enter Start Date

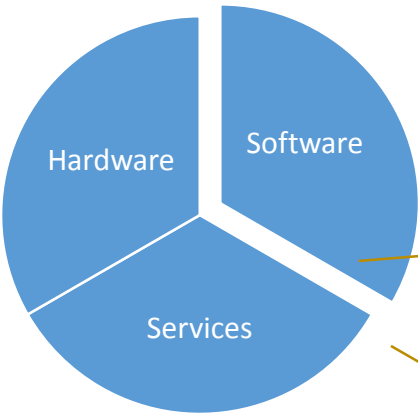
Enter End Date

Run Report

Display report results here and allow user to double-click to expand report onto its on page

Expenditures by Product Type

Run Report

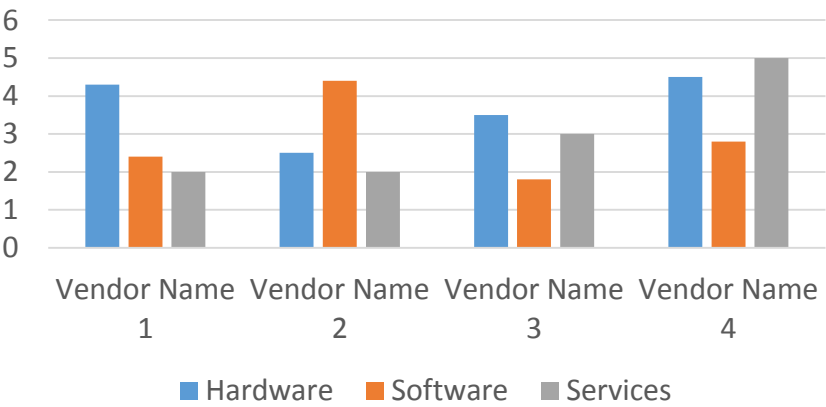


Admin user can click down on each product type to see additional detail by product category

Allow user to double-click to expand report onto its on page

Expenditures by Vendor

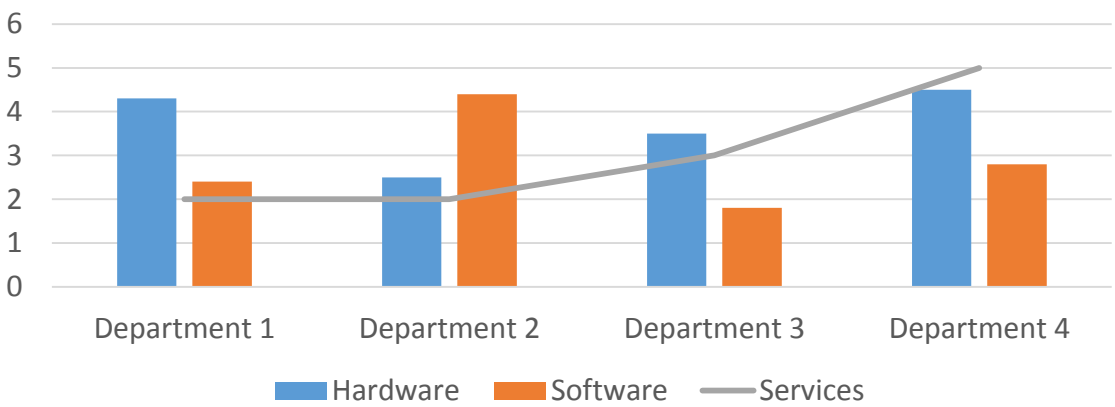
Run Report



Allow user to double-click to expand report onto its on page

TRENDS: Purchases by Department per Quarter

Run Report



Allow user to double-click to expand report onto its on page