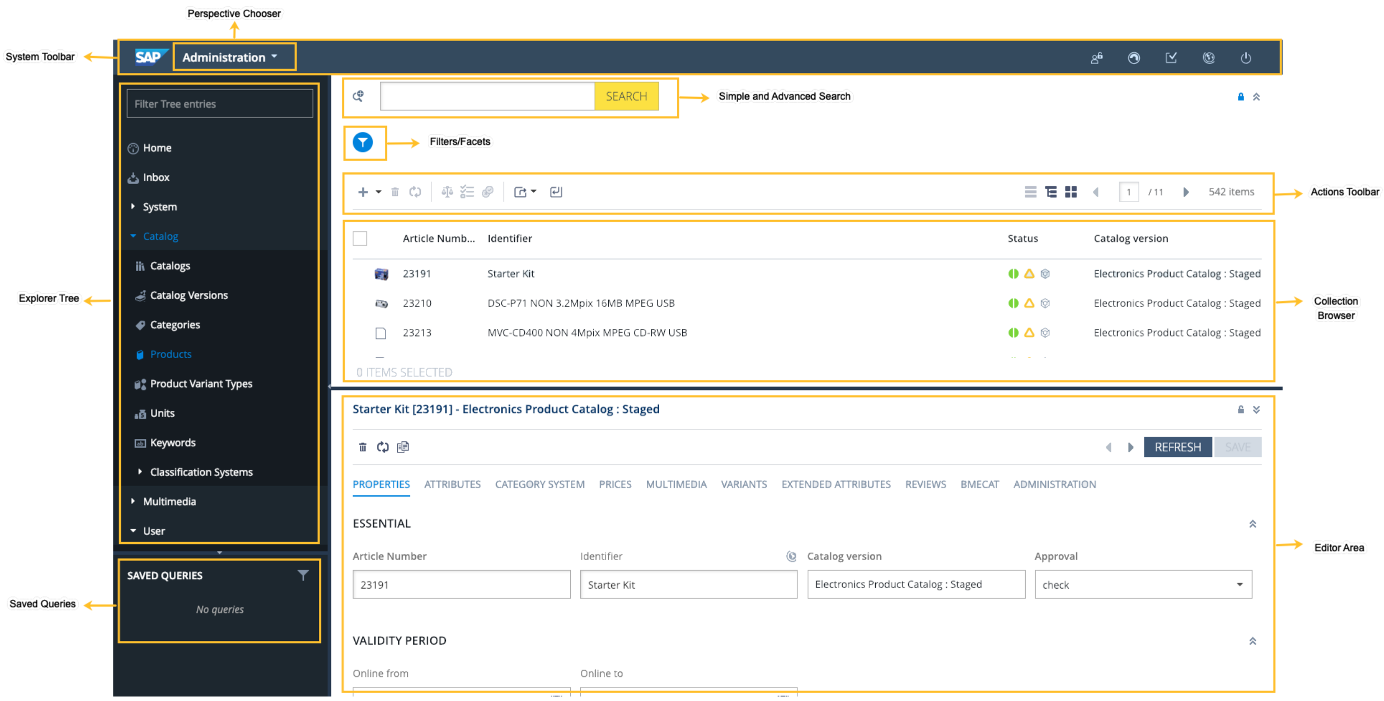
Backoffice Administration Cockpit

Backoffice Administration Cockpit is a user-centric backend interface that enables you to easily manage any kind of data within SAP Commerce system. It provides specific widgets needed to create administrative and management tools, such as search, list views, or navigation tree.

Overview of Backoffice Administration Cockpit

Manage all Backoffice-related functionalities with Backoffice Administration Cockpit of SAP Commerce Backoffice application.

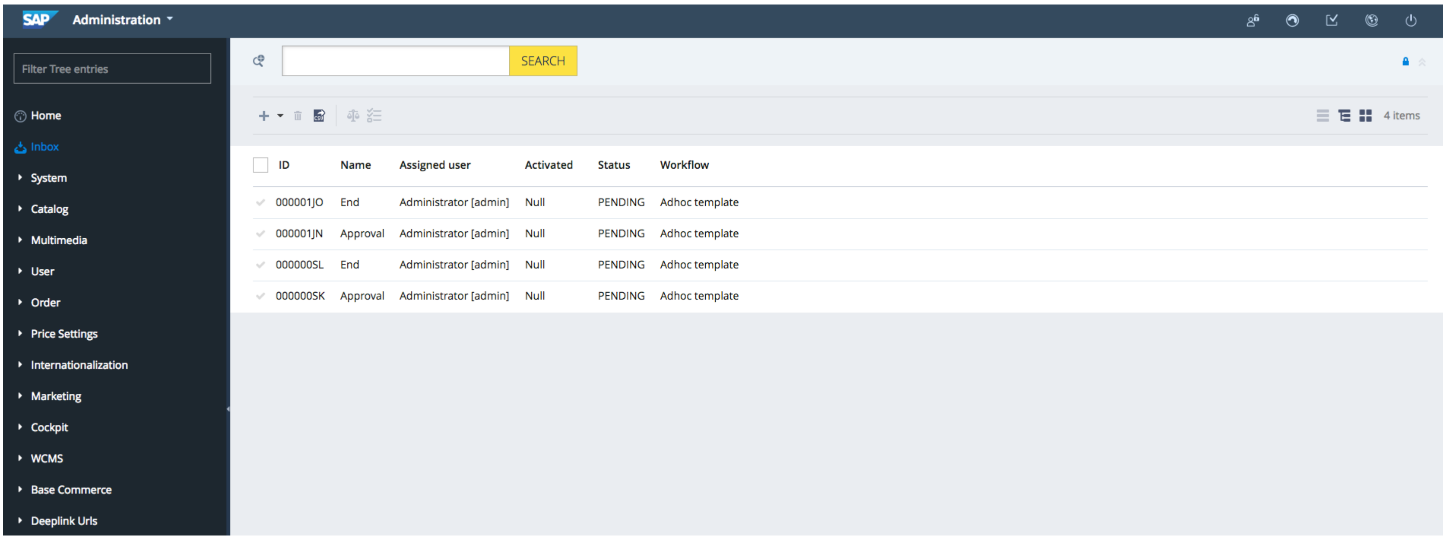
The Backoffice UI components are based on the widget concept. Each UI component has clearly defined functionalities and the entire Backoffice application constitutes the administration application consisting of all -based modules.



Inbox in the Backoffice Administration Cockpit

The Inbox in Backoffice Administration Cockpit provides easy access to workflow tasks.

After clicking the Inbox node in the Explorer Tree widget, the application displays all tasks assigned to the current user or their usergroups. You can narrow down the list of results using the Advanced Search widget, to see, for example, only the tasks that are already finished. You can select the tasks and edit the attached items. When the task is finished, decide on the further process of the workflow, depending on the underlying **Workflow Template**.



Bulk Editing in Backoffice

Bulk editing in Backoffice allows for modification of multiple items at one time.

Context

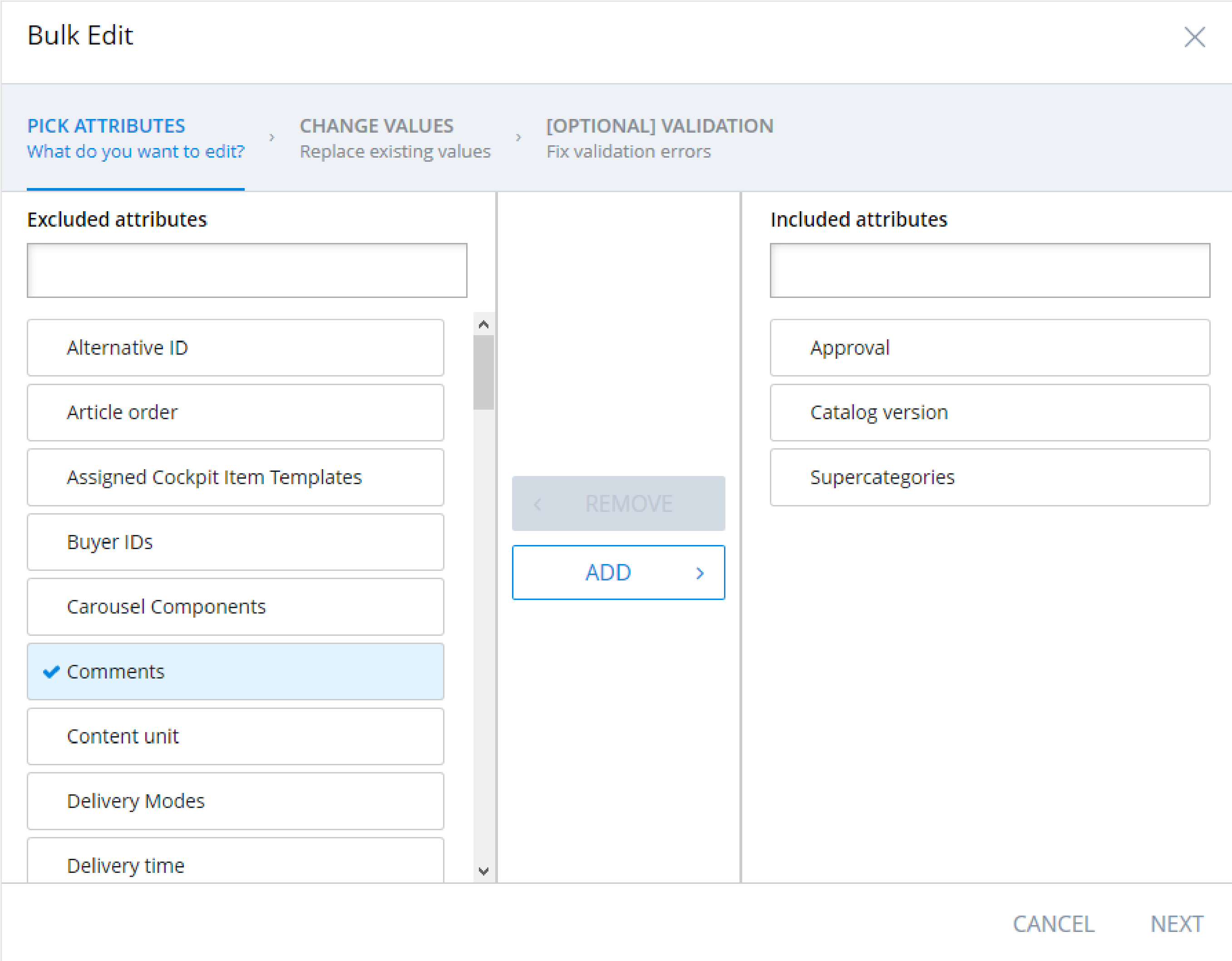
Access bulk editing from the Collection Browser in the Backoffice Administration Cockpit.

Procedure

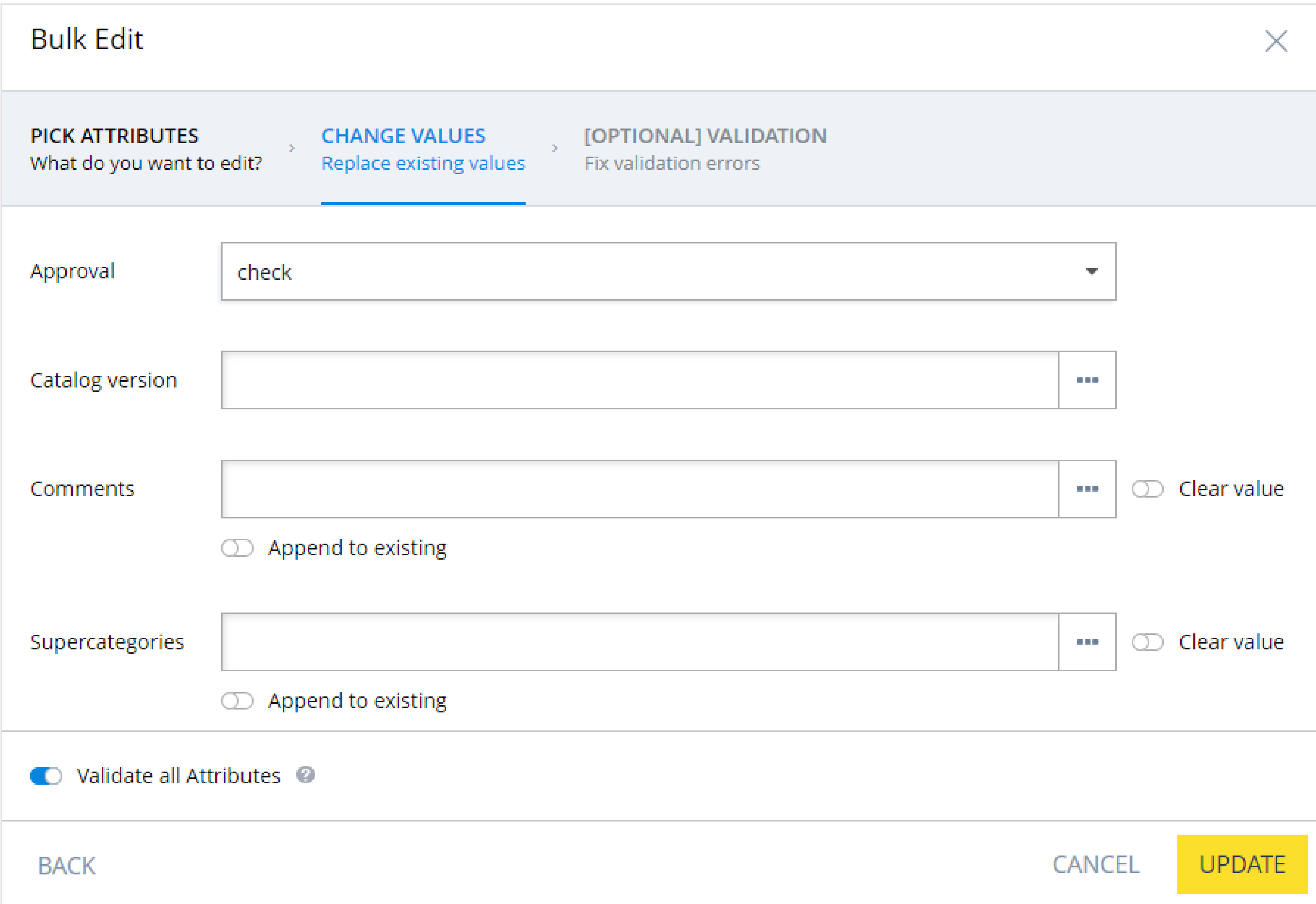
1. Log in to Backoffice Administration Cockpit.
2. Go to your Products list visible in Collection Browser.
3. Select the products you want to edit.
    - Select them in the list.
    - Run search with specified criteria and then select your products.
4. Choose the Bulk Edit action in the Collection Browser toolbar.

5. If you have a safety threshold set, and the number of your items exceeds the set threshold number, you get a warning message asking you about the continuation of your work. You can either cancel the action, or confirm it.
6. Choose the products attributes you want to edit in the **Excluded attributes** column, and click **ADD**. The attributes are added to the **Included attributes** column. If you decide to remove any of the added attributes, you can do so by selecting them in the **Included attributes** column, and clicking **REMOVE**. The attributes are back in the **Excluded attributes** column. The wizard allows you to search for your attributes, if you start typing the text in the search field, the attributes list changes at runtime to fit your search criteria. If you select the localized attributes, you can also choose their language by opening the collapsible list. The types of attributes that can be edited are: String, Localized, Integer, Date, Boolean, Enum, Map, Singlereference, Multireference.



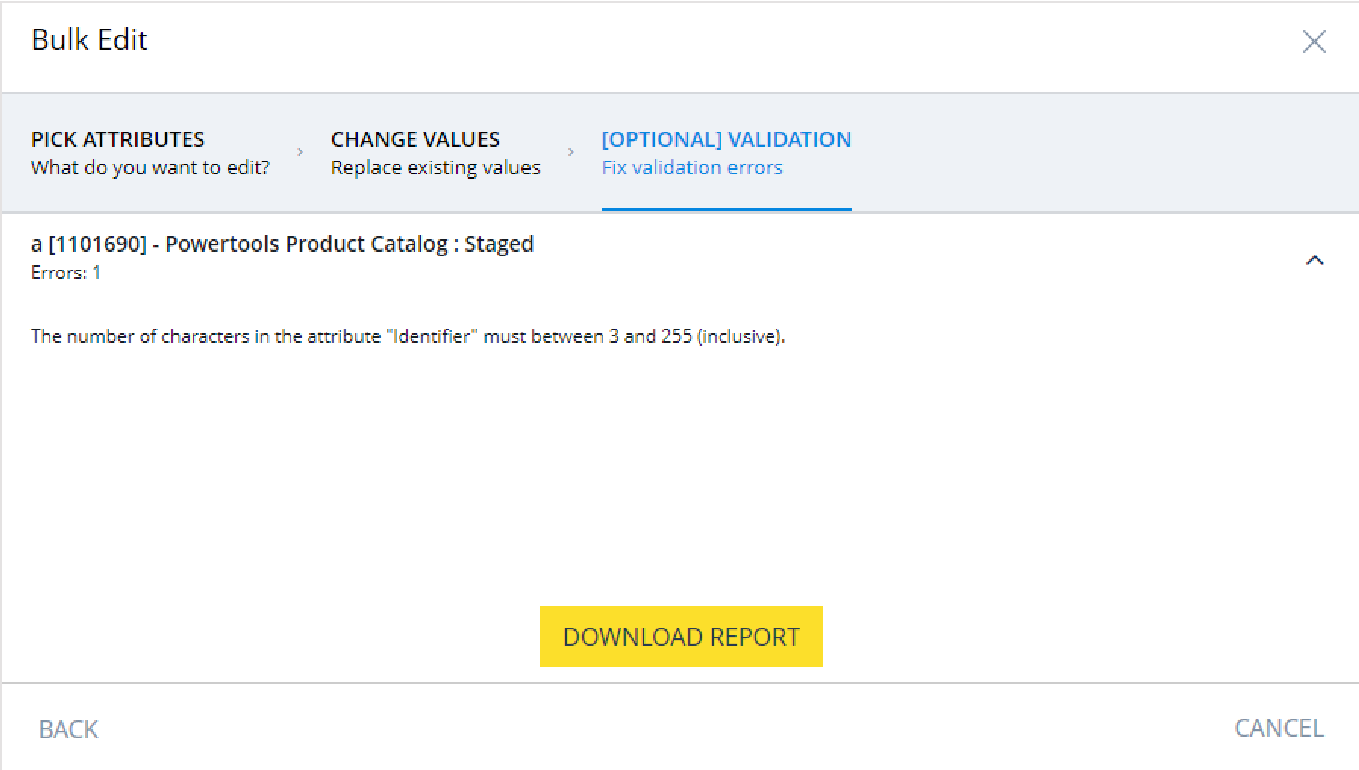
7. Click **NEXT** to start editing.



i Note

The fields are validated according to the constraint rules that are created for the attributes.

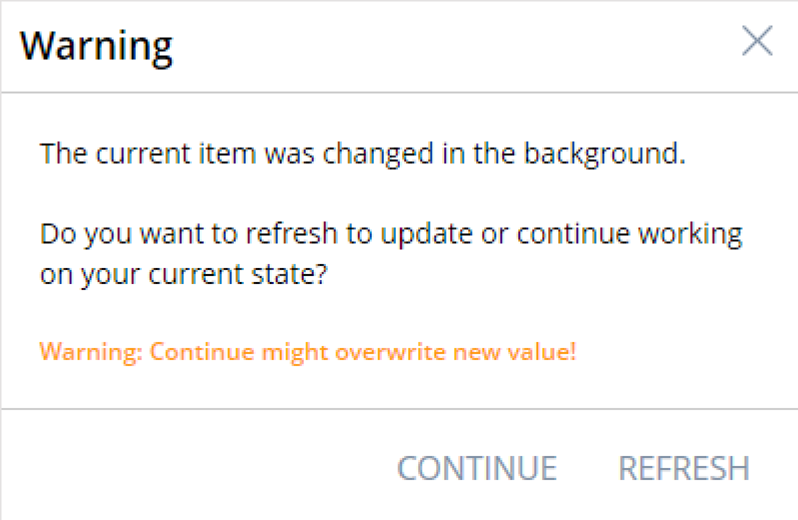
8. Edit the selected attributes. You can also use the Clear value, Append to existing, and Validate all Attributes toggles.
    - Clear value allows you to remove the values that already existed for the products.
    - Append to existing makes it possible to add the newly entered values to the ones that already existed before. This is possible for map and reference types which are not localized.
    - Validate all attributes enables validation of all the attributes of the items, even if they were not selected for editing.
9. Choose UPDATE to save the modified attributes. You can also cancel the operation, or move back to the attributes selector. If you enabled the Validate all attributes option and there are some validation violations, you are notified about them in the third step of the wizard. If there are no validation violations, the items are updated straight away, without moving to the optional step.



Results

All the modified attributes for the selected items are updated.

In case, when you edit an item in the Editor Area, and the item is modified by bulk edit you get a warning message that the item you work on had been changed. You can choose, if you want to refresh the item to see the changes that were done in bulk operation, or continue with working on the selected item without refreshing, and checking the current state. If you save your changes in the Editor Area, the changes done by bulk editing are overwritten.



Related Information

[Enumeration Action](#)
[Bulk Edit Action](#)

Bulk Approval

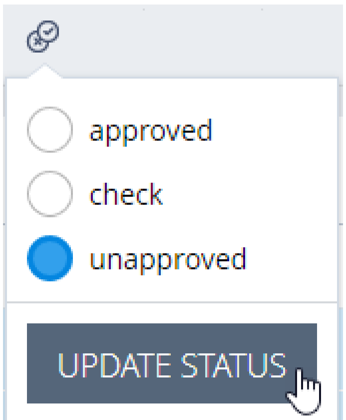
Bulk approval in Backoffice Framework allows for changing the approval status of multiple items at one time.

Context

You can access the action from the Collection Browser toolbar.

Procedure

1. Select the products in Collection Browser for which you want to change the approval status.
2. Choose the Bulk Approval action and select the status.

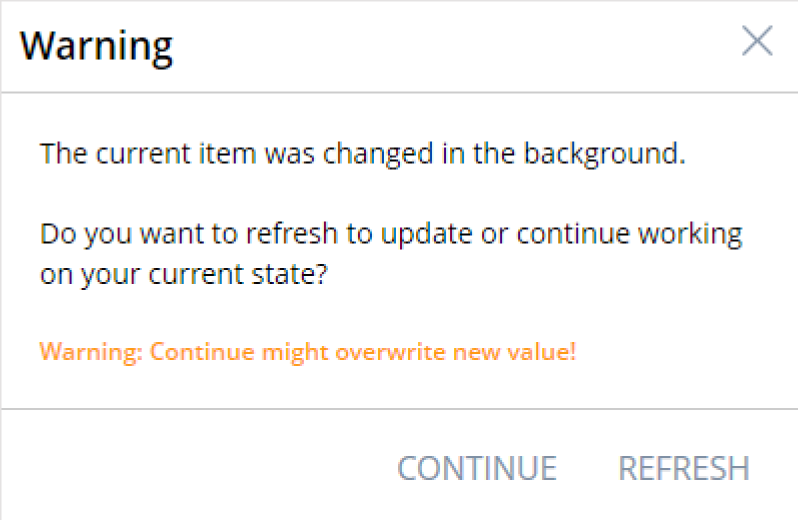


3. Choose **UPDATE STATUS**.

Results

The approval status of the selected items is updated.

In a case, when you edit an item in the Editor Area, and the item is modified by bulk edit or bulk approval, you get a warning message that the item you work on had been changed. You can choose, if you want to refresh the item to see the changes that were done in bulk operation, or continue with working on the selected item without refreshing, and checking the current state. If you save your changes in the Editor Area, the changes done by bulk editing are overwritten.



Comparing Items

Use the Compare View widget to compare attributes values of multiple items. The widget performs a comparison of a reference item and all other provided items. The result of the comparison is displayed in a form of a grid report.

Context

There are several functionalities in the Compare View widget that you can use:

- You can see a report of attribute values and the differences between them for all provided items
- You can change the reference item to another
- You can add more items to the comparison at any moment
- You can delete an item from the comparison
- You can collapse and expand the sections to make your view clearer while working on big data

Although you are able to compare items in many different types, this procedure illustrates comparing products. Still, every step presented here, applies also for the comparison of items which are of different type.

Note
The Compare View widget enables you to modify compared items at any point of time, the results are reflected instantly. If you click a name of an item and modify it in the Editor Area, the changes are visible straight away.

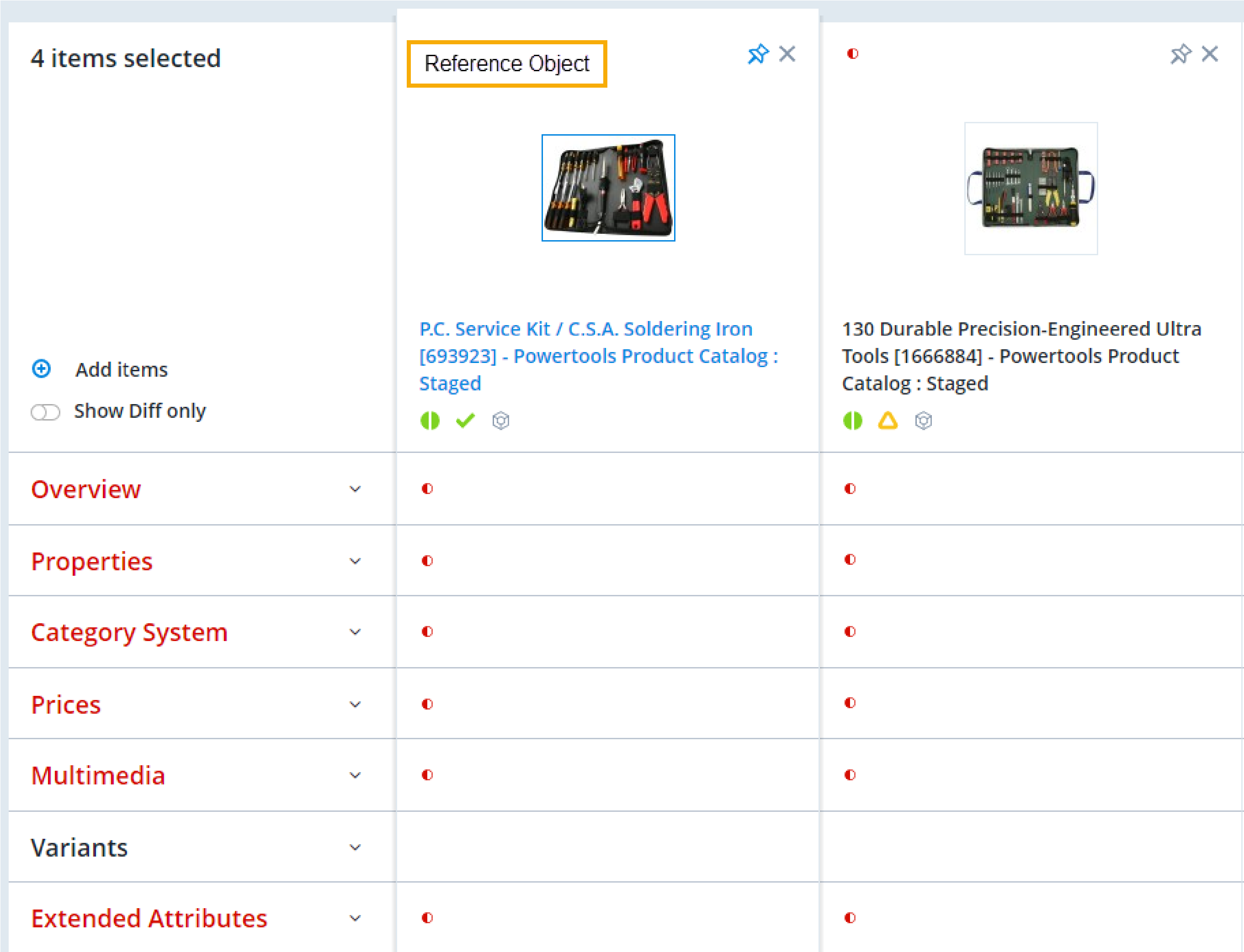
Procedure

1. Select multiple items you wish to compare. Then, on the **Scales** icon.

   You are redirected to Compare View, where you can compare your selected items.

2. Compare the items with the reference item.

   The reference item is embossed within other items.

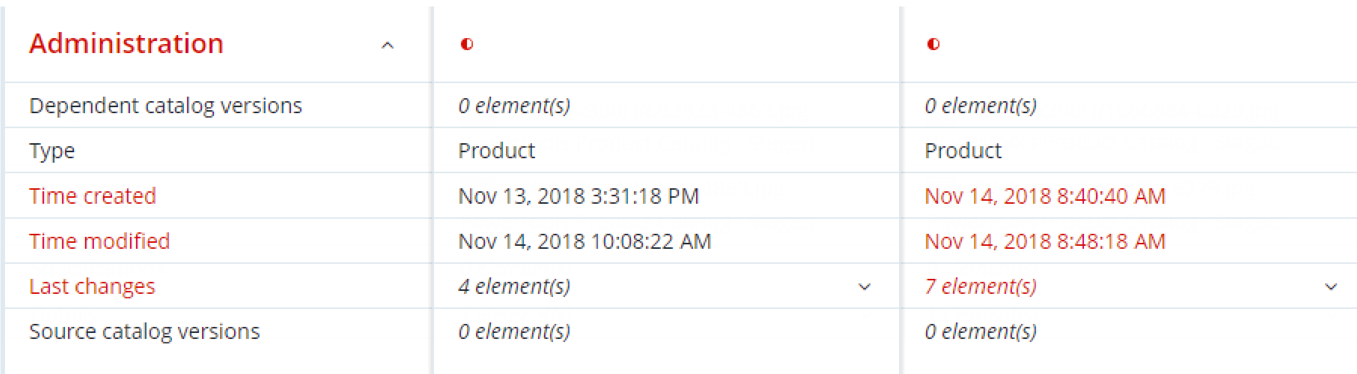


Below your product image, you can see a status bar panel with synchronization and approval status and the type of compared objects.

3. If you compare multiple items, you can scroll the page and the reference object stays in its place.

4. Expand the collapsed sections, where you want to see the results of the comparison, by clicking the dropdown arrow.

Collapsed Section



Expanded Section

Sections in which there are differences between the reference and compared objects are marked with the **RED** color. What is more, the sections which contain differences between items attributes, are marked with the Difference Mark icon.

5. To change the reference object, click the Pin button.

The reference object is changed to the one of your choosings and the rest of the items is compared with it. The previous reference item is still in comparison, but as a compared item.

6. Delete an item from the comparison, by clicking the ✕ button.

Related Information

Compare View Widget

Excel Export and Import in Backoffice

Backoffice allows exporting and importing items in a Microsoft Excel format.

Export and Import actions are available in Collection Browser, for a Product type. However, you can also insert them to any other type. Importing and exporting Excel works in Coordinated Universal Time (UTC). During import, the dates are converted from an exported timezone to the system timezone. The Import Action also respects the current user UI Locales settings, so the format of imported values might be different from the exported format.

Excel Export

There are three types of exporting excel: Export Excel, Download Excel Template, and Download CSV.

Export Excel

You can export the items from Backoffice. You can either export the items that you selected in Collection Browser, or you can export all the items that are displayed after running the search, with given search criteria.

After choosing the Export Excel action, you can see a wizard where you can choose the export criteria in two steps:

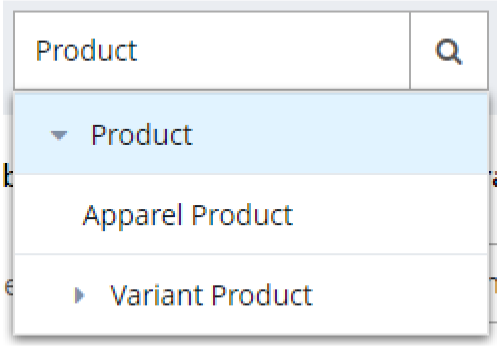
1. Attributes selection: By default, all mandatory attributes are always exported, and already added to the **Included attributes** column in the wizard. You can add your selected attributes to the mandatory ones, by choosing them in the **Excluded attributes** column. The wizard also enables you to include all attributes at one time, or to search for them through the list. In the localized attributes, you can select the target language from the expandable list.
2. Classification attributes selection: You can select the ones you want to export by choosing them in the **Excluded attributes** column, or you can use the **include all attributes** option.

   i Note

   Excel export and import of the classification attributes works only for a Product type, and the list of visible attributes depends on the permissions set in Backoffice.

Download Excel Template

Exporting the template enables you to prepare new products for import to Backoffice. You can export an empty Excel sheet for a given type and all its subtypes. You can choose the type using the advanced search in Backoffice.



The downloaded Excel template contains details that reflect the structure of a type, and its subtypes. The subtypes are presented in separate sheets of the Excel file, and the type you choose for the template is included in the name of the file. When exporting an Excel template you can also select a list of classification attributes you want to add to your template file.

Note

You can only export the classification attributes that are common for the selected items.

Download CSV

You can export the items as a simple list with all the columns that you have configured in Collection Browser.

Note

To avoid any data loss connected with using special characters, you should use a dedicated application to open a .csv file.

Working with an Excel File

The header of Backoffice Excel file consists of three rows.

A	B	C	D	E
Article Number*^	Catalog version*^	Supercategories	2759.Closest focusing distance, 272	2761.Flash range tele , 3726[en] - E
	catalog:version	category:catalog:version	value:unit[54]	RANGE[value:unit[54];value:unit[54]
23210	electronicsProductCatalog:Staged	576:electronicsProductCatalog:Stage	0.5:54	RANGE[2.0:45;5.0:54]
23191	electronicsProductCatalog:Staged	1288:electronicsProductCatalog:Stag	1.0:54	RANGE[1.0:54;10.0:54]

1. The first row, represents information about an attribute.
2. The second row, contains information about a pattern for a reference attribute, or a date format for a date type.
3. The third row is where you can provide default values for the whole column.

   Note

   The values can be provided only for references.

Excel Import

Excel import action triggers opening a wizard where you can browse for, or drag and drop your excel file to import. You can upload only one Excel file, if you try to upload another Excel file, then the previous one is removed from the list. Importing works in two ways:

- Importing an Excel sheet with products that had been exported previously and modified
- Importing an Excel sheet with new products that were prepared using the Backoffice Excel template sheet

Importing Excel files comes together with a validation functionality. If there are any issues with the Excel file you want to import, you get a validation report after clicking on the **IMPORT** button. The validation covers:

- incorrect cell format
- incorrect value of enum values
- lack of mandatory values
- mandatory columns missing
- lack of required permissions
- max row number
- format of dates

In case of validation issues identified, you can only download the report as a text file, and click the **BACK** button to select a corrected Excel file. You can check the progress of import and a result of importing job in the Processes widget.

Note

A size of uploaded file is limited. By default it is set to 10 MB.

Related Information

[Excel Export and Import in Backoffice Framework]
[Working with Excel Export and Import in Backoffice]

Working with Excel Export and Import in Backoffice

Export your data, edit it in an Excel file, and import back to Backoffice. You can also create new items in the Excel template file and import them to the Backoffice application.

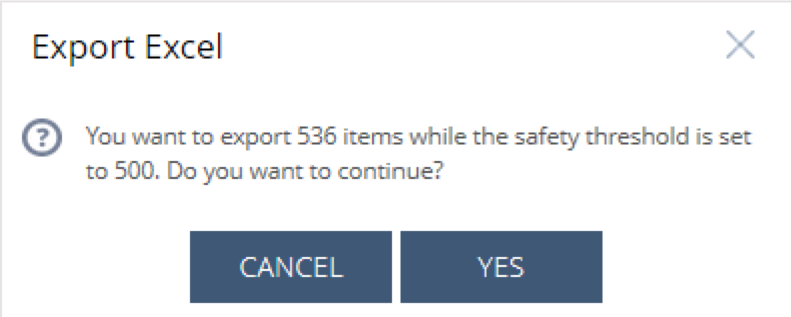
Exporting Excel File

Export your data from the Backoffice application to the Backoffice Excel file.

Procedure

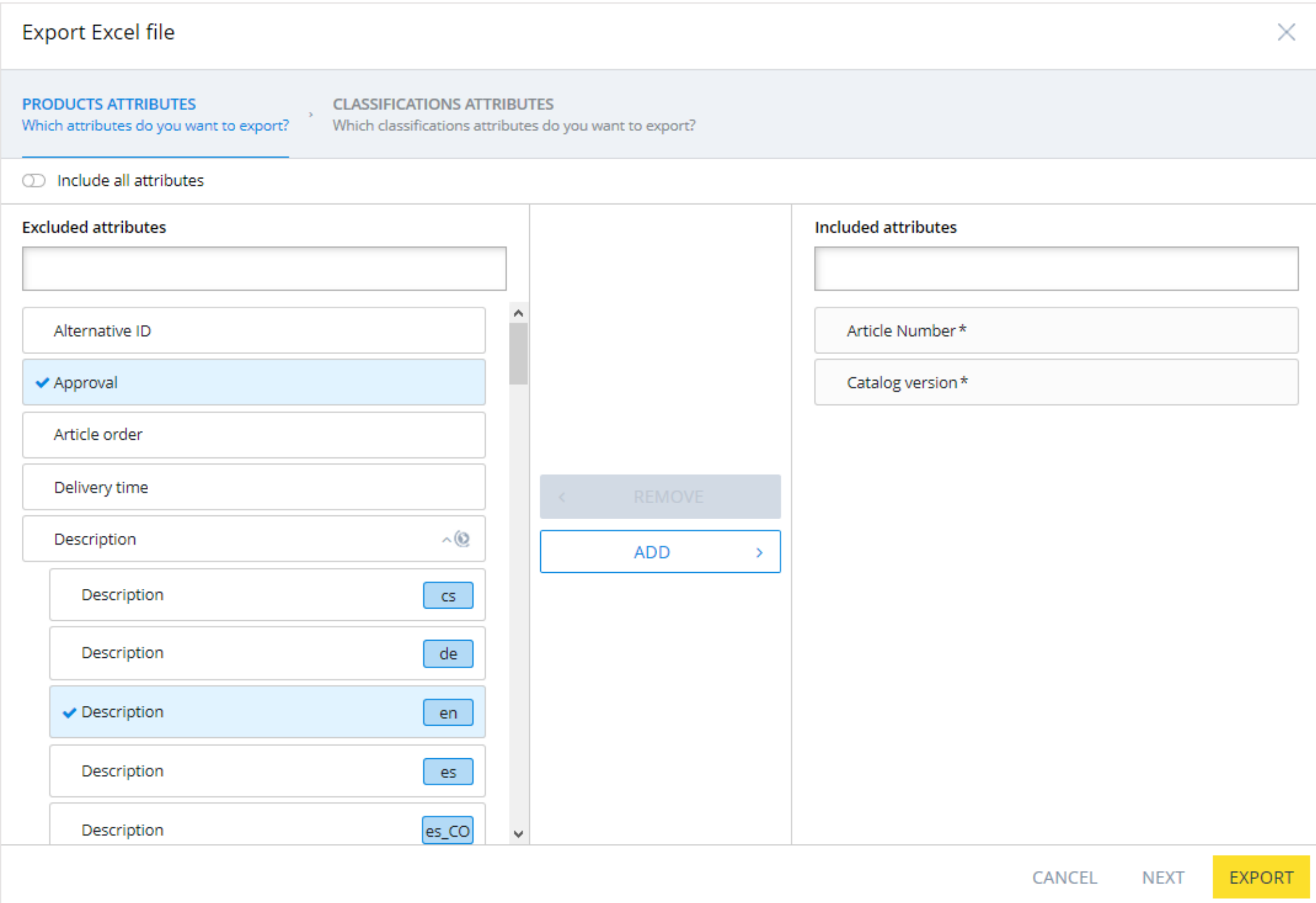
1. Go to your Products list.
2. Choose the products you want to export.
   - Export all the displayed products
   - Select products in the list
   - Run search with specified criteria and then export products from your search results
3. Click the Export Excel action in the Collection Browser toolbar.

4. If you have a safety threshold set, and the number of your items exceeds the set threshold number, you get a warning message asking you about the continuation of your export. You can either cancel the action, or confirm it.

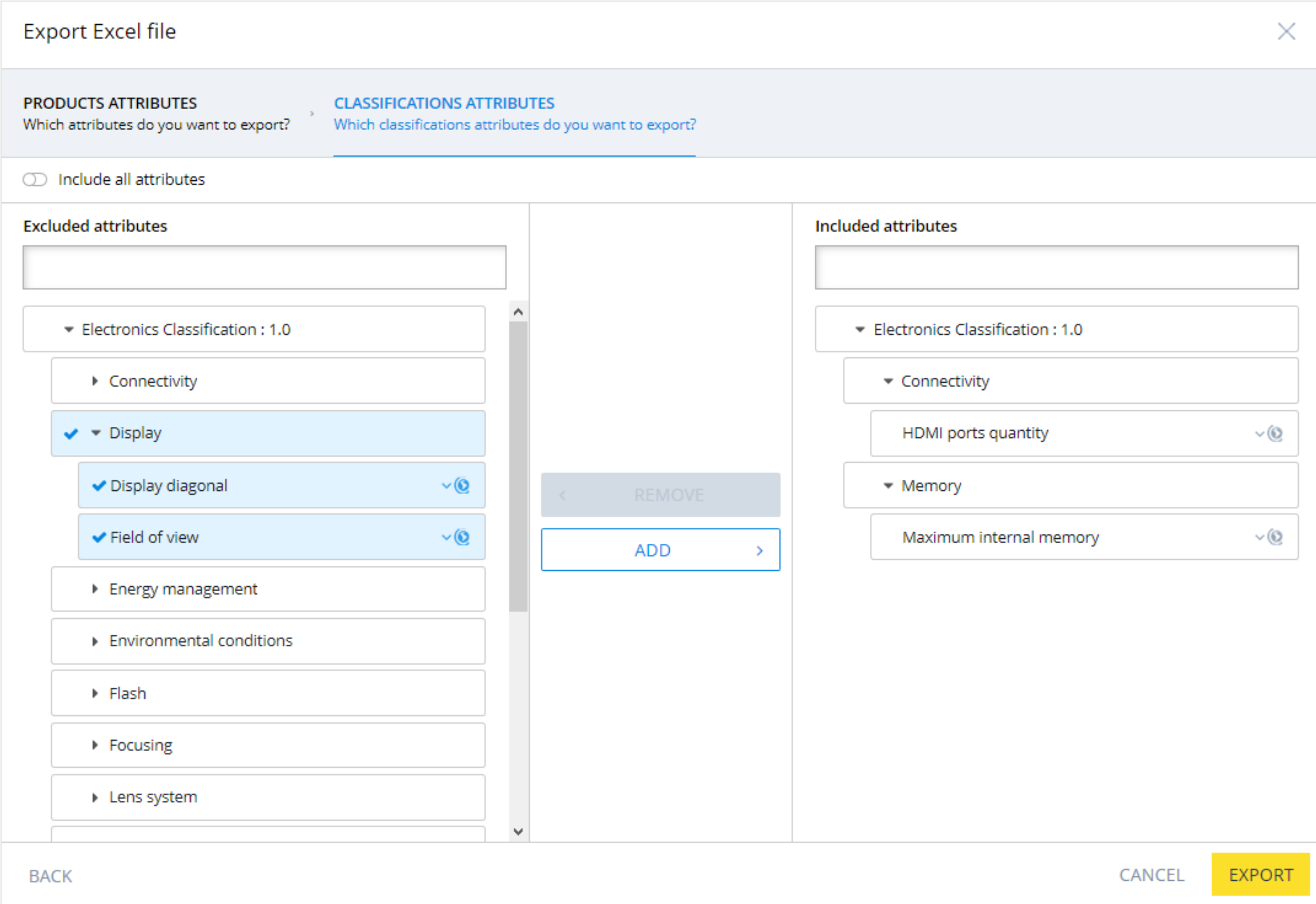


There is also a property defining the maximum number of rows to export. By default, the number is 2000. For details, see [Excel Export Action](#).

5. Choose the products attributes you want to export to your Excel file. The mandatory attributes are automatically selected, they depend on the item type you're exporting. To add additional attributes, select them in the **Excluded attributes** column, and click the **ADD** button. The attributes are added to the **Included attributes** column. If you decide to remove any of the added attributes, you can do so by selecting them in the **Included attributes** column, and clicking the **REMOVE** button. The attributes are back in the **Excluded attributes** column. The wizard also allows you to search for your attributes, if you start typing the text in the search field, the attributes list changes at runtime to fit your search criteria. If you want to add all the optional attributes, you can do it by choosing the **Include all attributes** button that is visible at top of the wizard. If you select the localized attributes, you can also choose their language by opening the collapsible list.



6. You can also select Classification Attributes that you want to export to your Excel file. Go to the next step of the wizard.

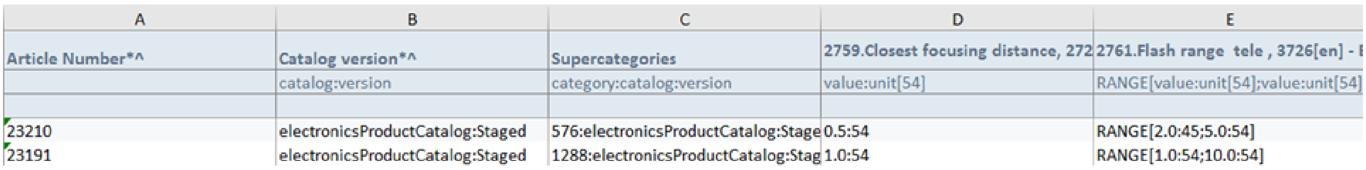


Note

The only classification attributes that are displayed, are the ones belonging to the selected products. In case you select multiple products, the visible classification attributes are the common ones for the selected items. If there are no common classification attributes, there is a notification in the wizard about no common classification attributes for the selected products.

7. Click the EXPORT button to start the exporting process.

   Microsoft Excel opens with the spreadsheet including all your selected items and attributes.



A	B	C	D	E
Article Number*^	Catalog version*^	Supercategories	2759.Closest focusing distance, 272	2761.Flash range tele , 3726[en] - E
	catalog:version	category:catalog:version	value:unit[54]	RANGE[value:unit[54];value:unit[54]
23210	electronicsProductCatalog:Staged	576:electronicsProductCatalog:Stage	0.5:54	RANGE[2.0:45;5.0:54]
23191	electronicsProductCatalog:Staged	1288:electronicsProductCatalog:Stag	1.0:54	RANGE[1.0:54;10.0:54]

Editing Excel File

Edit the data it the Backoffice Excel file.

The name of the exported Excel file contains the name of the exported item, with a date and time of export, for example: Product_2018-03-28_1201.

The header of the Backoffice Excel file consists of three rows.

1. The first row, represents information about an attribute. It consists of an attribute name and it can contain four special characters:

   - * Indicates that an attribute is required (not optional)

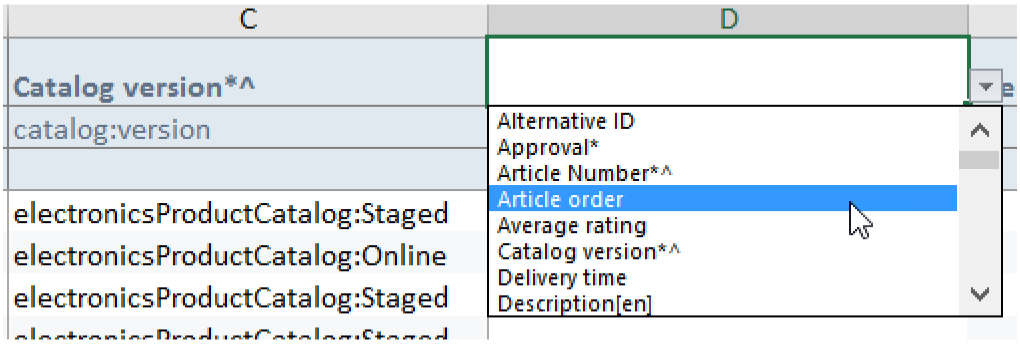
    - ^ Indicates that an attribute is unique
    - + Indicates that an attribute is a collection (multivalue). The elements are separated by a coma.
    - = Indicates that an attribute is a read-only. A read-only attribute is a readable, unique, and not writable one.

   The principle of the operation is identical to an impex: if there is more than one attribute indicated as unique, then composition of all unique attributes has to be unique.

2. The second row contains information about a pattern for a reference attribute or a date format for a date type. Each part of the pattern should be separated by a colon. For example, a pattern for a catalog version should look like: `catalog:version`. The information about an expected pattern is taken from the particular translator.

3. The third row is to provide default values for the whole column. The values can be of simple, enum, or reference types. For example, if you export the supercategories attribute, and all products belong to the same catalog and catalog version, but they belong to the different categories, then you can provide default value for a catalog and a catalogVersion. For example: `:hwcatalog:Staged`. The number of colons has to be the same as in the pattern row (the second row). If you want to provide default value only for a version, the cell should contain `::Staged`.

You can add a column in the Excel sheet with an attribute that wasn't selected in the export wizard. To do this, select the cell of the first row in the first empty column. When you click the arrow on the right side of the column, you can select the attribute you want to add.



For details and examples how to fill in the Backoffice Excel file, see Backoffice Excel File.

Importing Excel

Import the data from the Backoffice Excel file to the Backoffice application.

Prerequisites

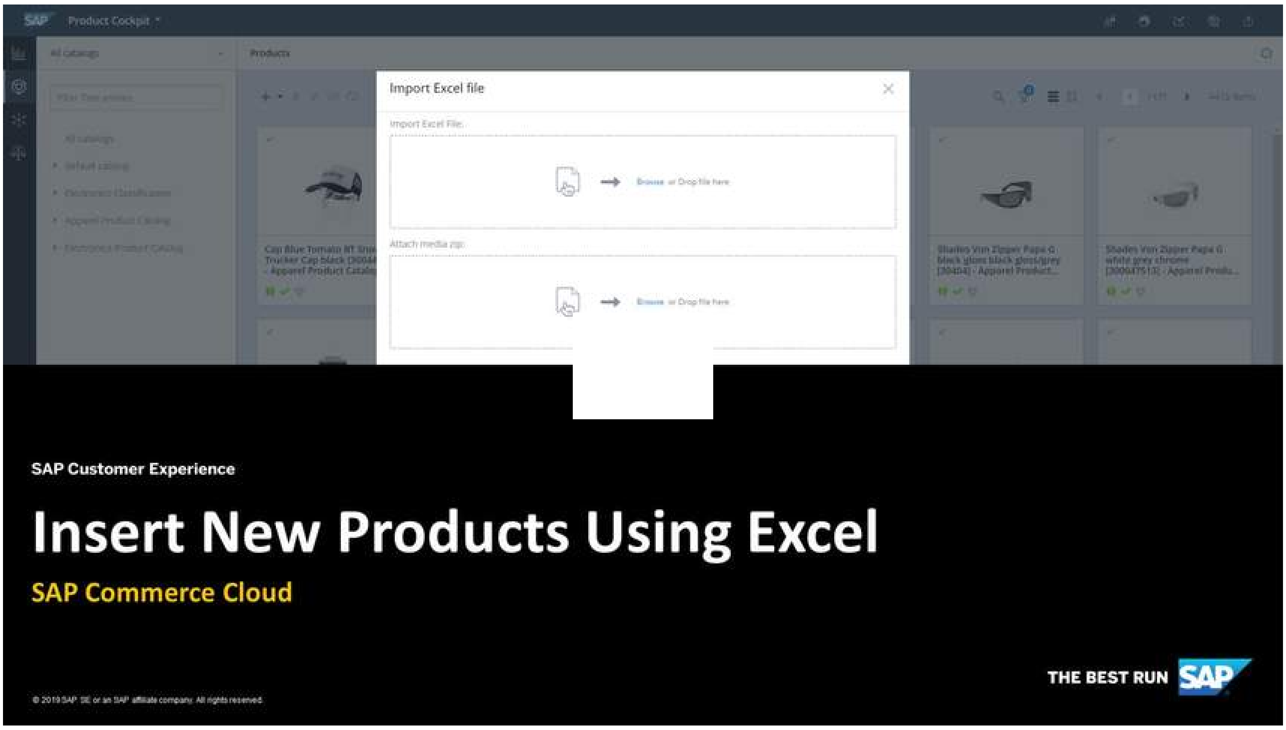
To be able to import data using the Excel sheet, you need:

- **Write** permission, for the Catalog Version into which the data is imported
- **Create** permission, for the updated or new items you want to upload
- **Edit** permission, for the ProductFeature type, which holds the classification data, if you want to import classification attributes

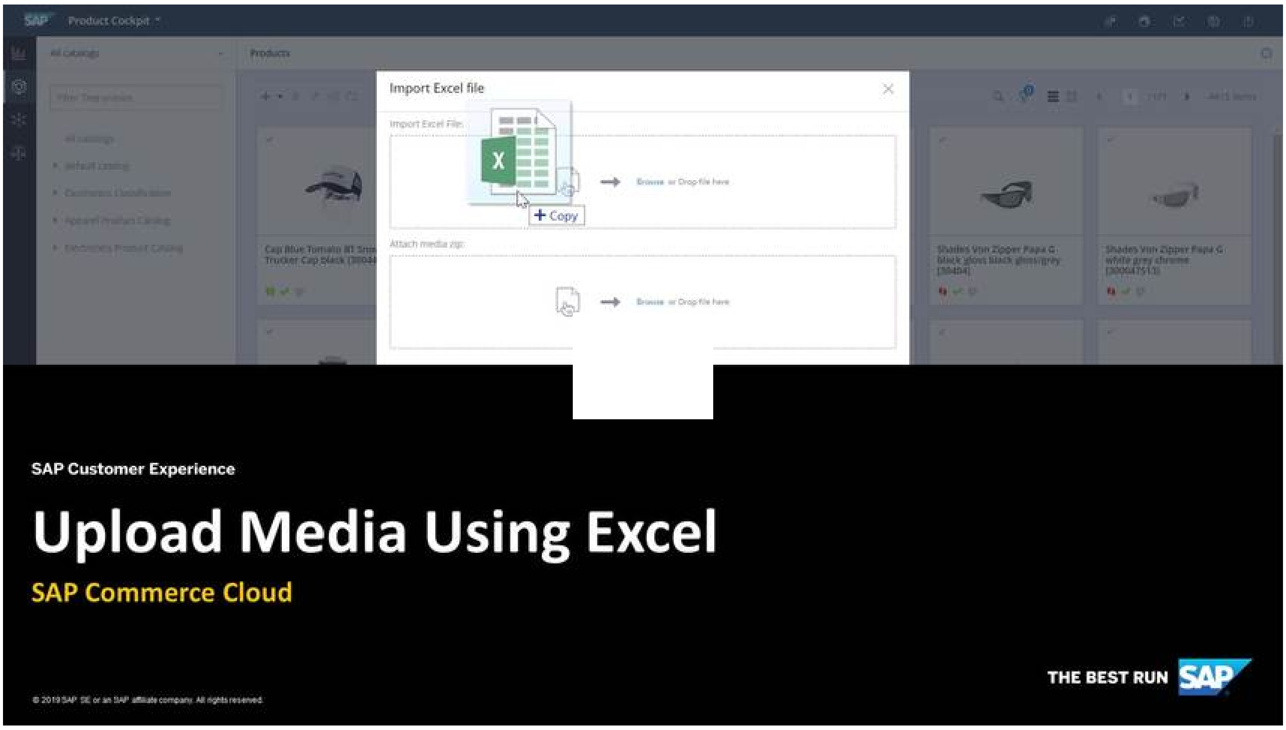
Context

The example shows importing the data from the previously exported Excel sheet with products that already existed in Backoffice. However, you can also import new products, after filling in the Backoffice Excel template spreadsheet.

Procedure



[Open this video in a new window]



[Open this video in a new window]

1. Go to your Products list visible in Collection Browser.
2. Choose the Excel Import action to open the import wizard.

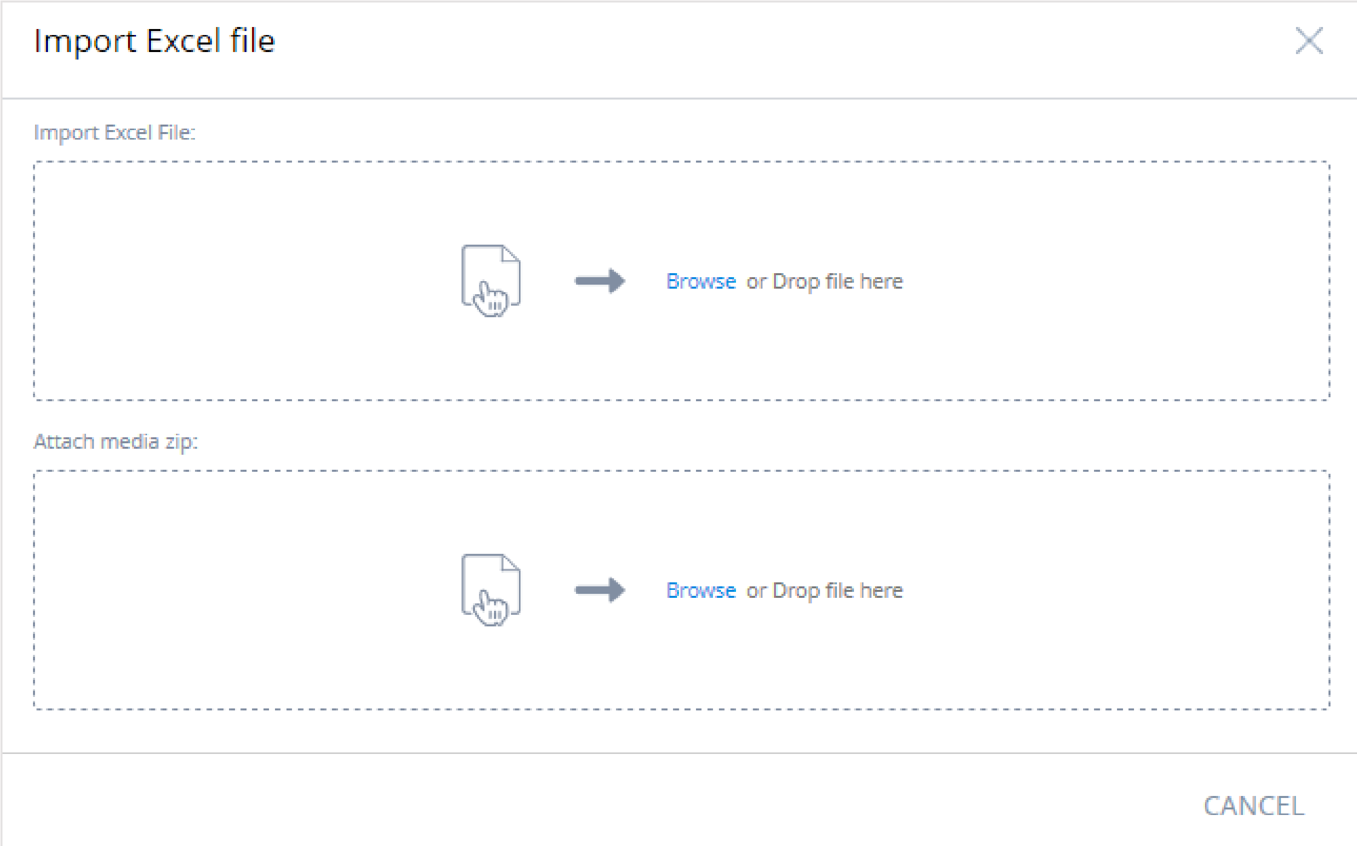
3. Choose the file you want to upload. You can upload both an Excel sheet with a list of items, and a zip file containing media. To relate the zipped media with the Excel file, fill in the image and thumbnail columns in the Excel sheet.

   You can fill in the Excel sheet using, for example, the following format for Images and Thumbnails:

   - filePath:code:catalog:version:folder

Where:

- filePath - defines the file in the uploaded zip, you can also specify sub directories
- code - is the code of media. If empty and filePath is defined, then it is generated. Providing existing media code, in pair with the catalog, results in updating media content.
- catalog - the catalog for media
- version - the catalog version for media
- folder - if provided, defines where the media are stored in the root folder.



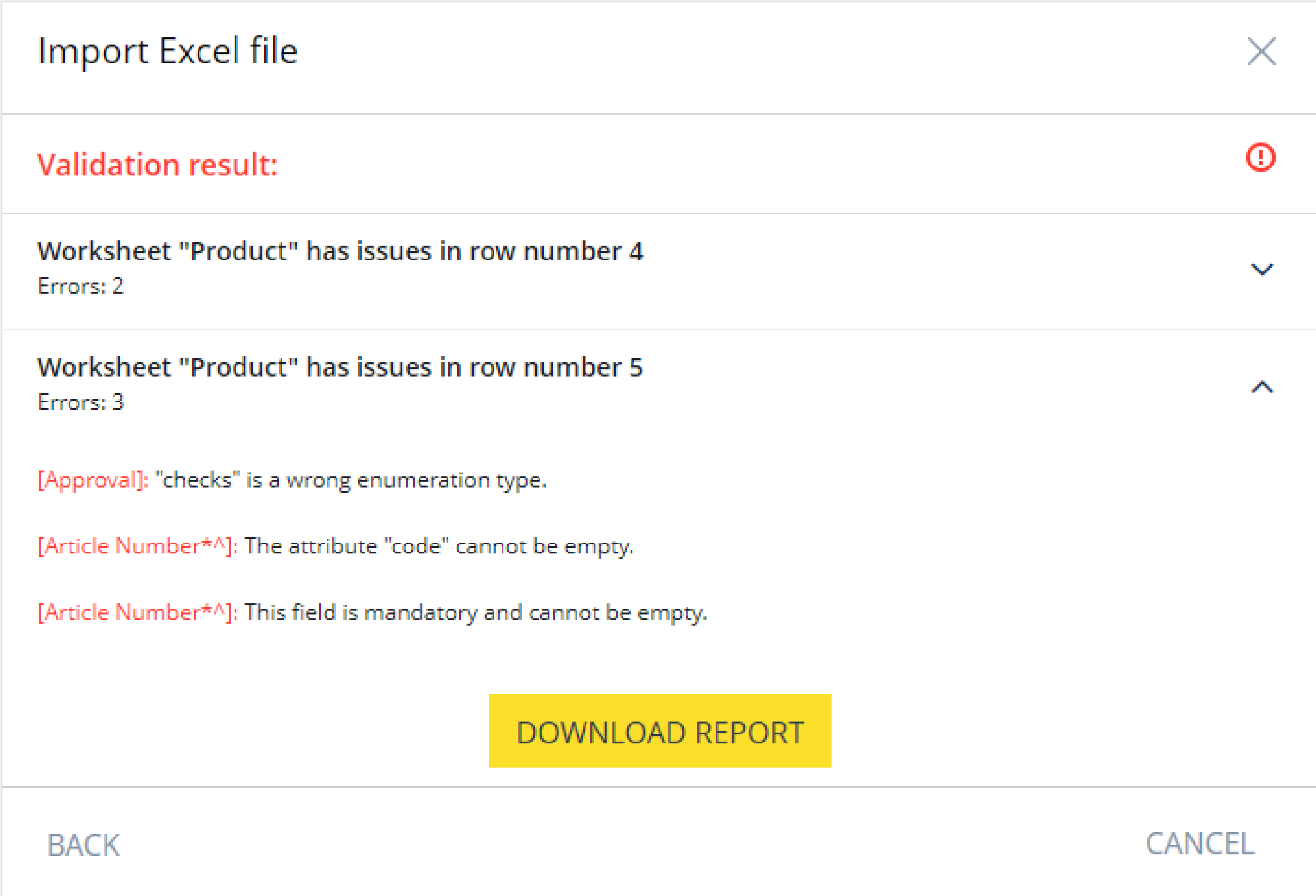
Note

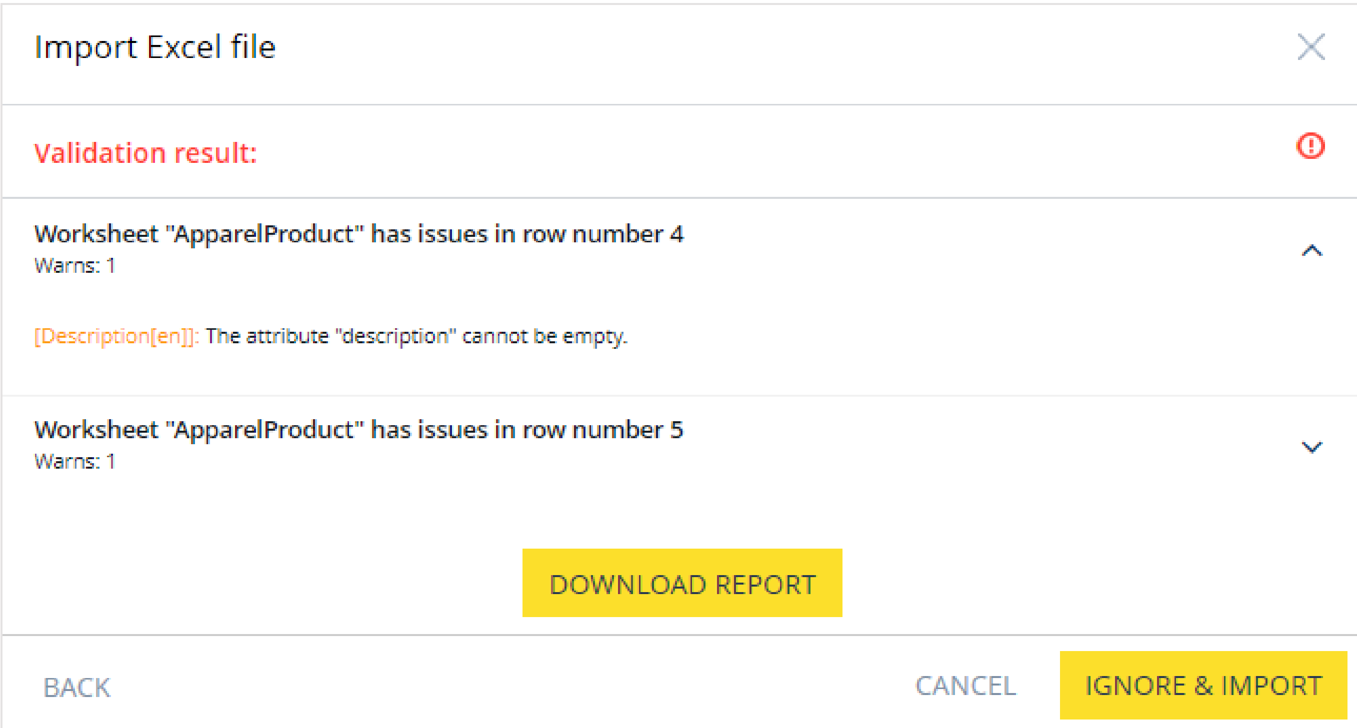
You can only import one Excel file and one zip file at one time.

Your selected file is visible at the bottom of the wizard.

4. Choose the IMPORT button. During the Excel file import, the data validation process takes place. If there are no errors in your Excel file, the import is started. If there are any errors preventing the application to import the data, you get a notification about validation errors. You can view the errors in the pop-up window that is displayed, or download a validation report. There are three types of validation notifications: **error**, **warning**, and **info**. If you have an error notification, you're not able to import your Excel file at all. However, if there are only warning or info messages you can still import the file using the IGNORE & IMPORT button.

   The examples show different validation results after importing an Excel file:

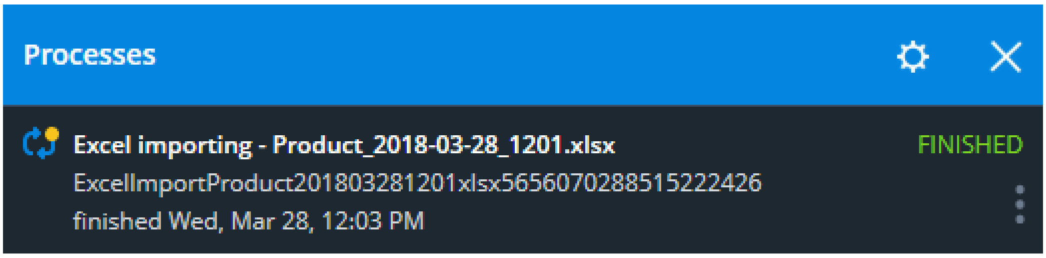




Note

If you import a file that contains warning and info notifications, they also get imported to the Backoffice application. They are also visible when you edit your item in the application.

When the import job finishes, you get a notification in the Processes Widget. You can check the details there.



5. The changes you made in the Excel file are already applied to your items.

Synchronization in Backoffice

Synchronization is a process of transferring data of an item from one catalog version to another. You can synchronize between Staged and Online versions, where Staged means your draft work and Online means the published content.

Synchronization can be performed after changes made to a product or to a catalog. You can either **Push to Target** from a Staged version of a Catalog to Online, or **Pull from Source** from an Online version of a Catalog to Staged.

Synchronization of Single Products

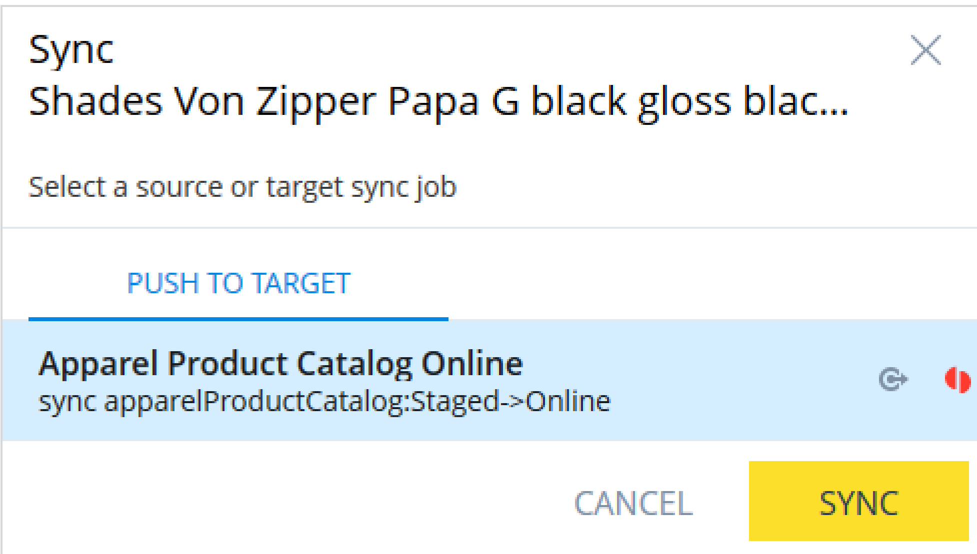
Procedure of performing single products synchronization in Backoffice.

Context

You can run synchronization of a product in the Collection Browser and Editor Area widgets. The steps below are an example of performing synchronization on a single product, from the Collection Browser and from Editor Area:

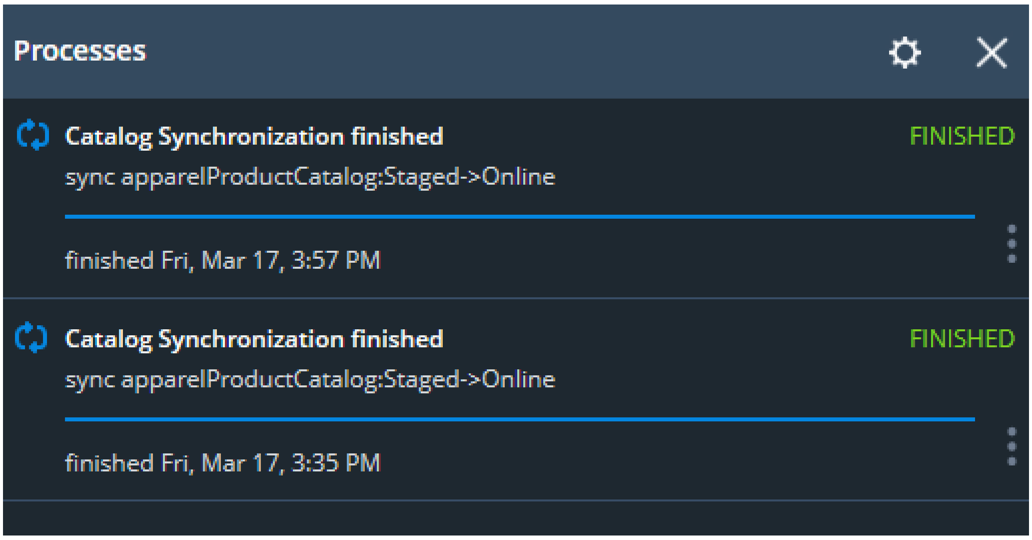
Procedure

1. Select a product in Collection Browser.
2. Make changes to the product in Editor Area.
3. Click Save.
4. After you click Save, the Sync action in Editor Area's action toolbar becomes active. Click the icon.
5. Choose the job you want to perform and click the Sync button.



After refreshing the Collection Browser the Sync Status of the product changes from **Out of Sync** to **In Sync**. The red Sync icon changed into the green one.

You can also check your synchronization jobs in the Processes Widget, by clicking on the Processes Widget icon, next to Localization, in the System Toolbar.



Synchronization of Multiple Items

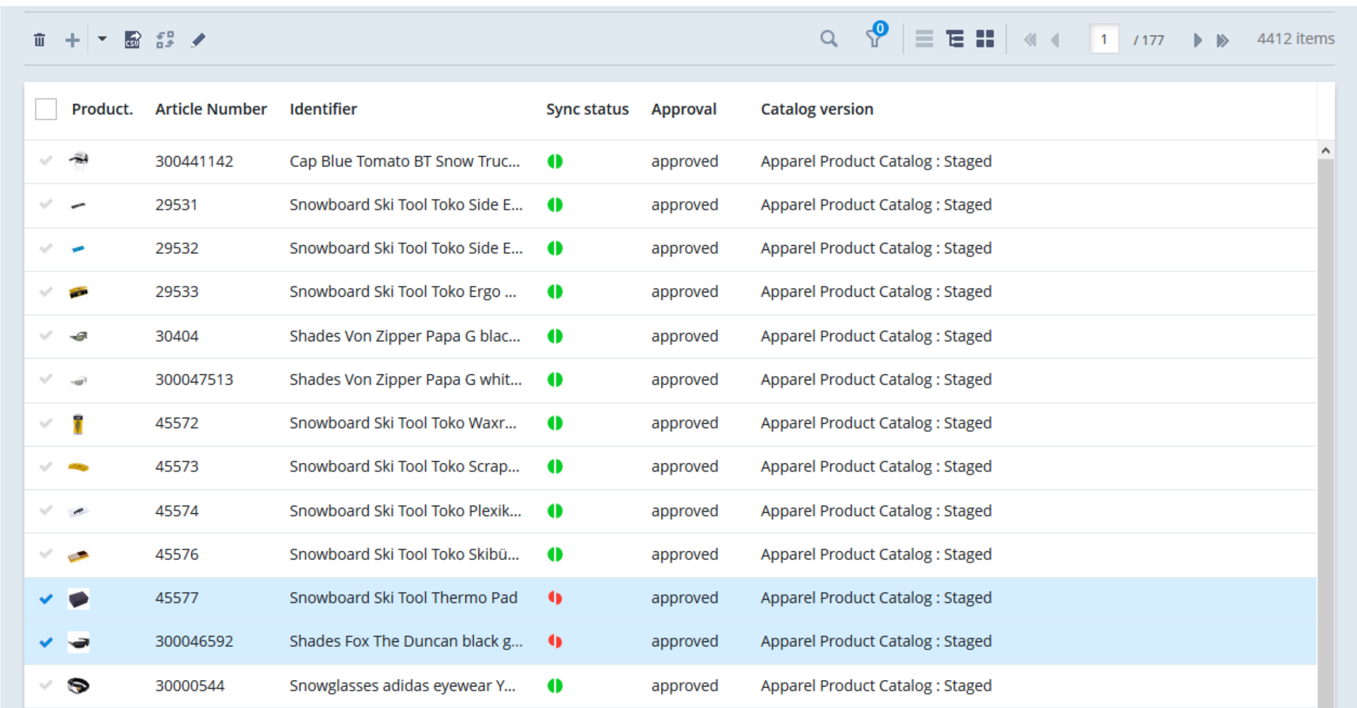
Procedure of performing multiple items synchronization in Backoffice.

Context

The steps below are an example of performing synchronization on multiple products, from the Collection Browser.

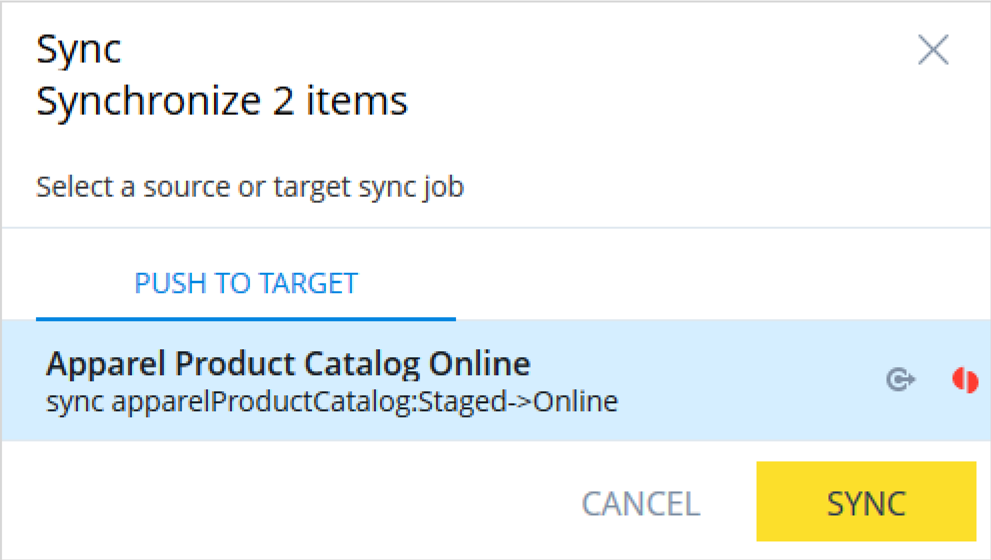
Procedure

1. Make changes to two or more products.
2. Select the products you edited, and which are out of sync, in the Collection Browser.



3. Click the Sync icon in the actions toolbar.

4. You can now perform synchronization of the items you selected. Choose the job you want to perform and click the Sync button.



After refreshing the Collection Browser, the Sync Status of the product changed from **Out of Sync** to **In Sync**. The red Sync icon changed into the green one.

You can also check your synchronization jobs in the Processes Widget, by clicking on the Processes Widget icon, next to Localization, in the System Toolbar.

Synchronization of Catalogs

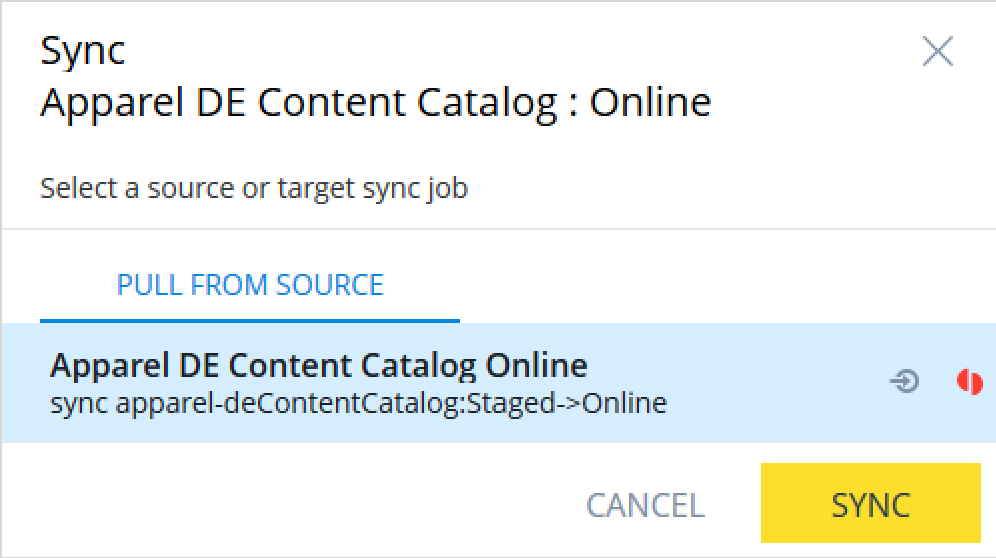
Procedure of performing catalog versions synchronization in Backoffice.

Context

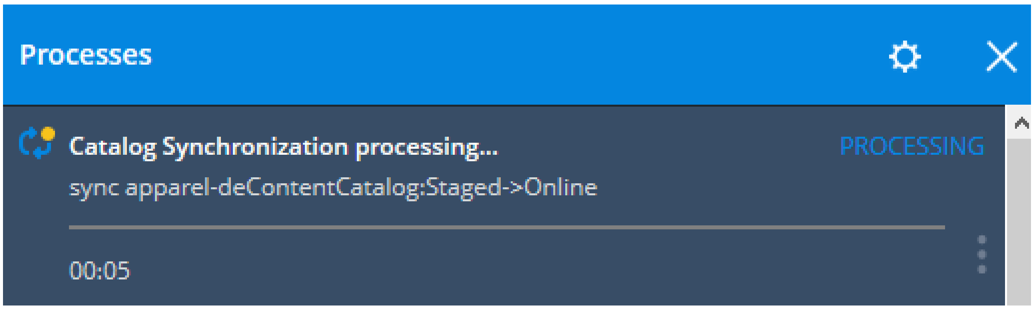
The steps below are an example of performing synchronization on Catalog Versions:

Procedure

1. Make changes in the selected Catalog Version.
2. Click Save.
3. After you click Save, the Sync action in Editor Area's action toolbar becomes active. Click the icon.
4. You can now perform synchronization of the items you selected. Choose the job you want to perform and click the Sync button.



You can check the process of synchronization job in the Processes Widget.



Next Steps

When trying to modify and save a product from a catalog that is being synchronized, a relevant warning is displayed. You have two options available: Cancel and Ignore&Save. You can also configure the Editor Area widget, and make saving unavailable, by using `disableSaveOnSync` setting to **true**.

Lazy Task Executor

The feature shows long running operations in the Collection Browser widget.

You can see wait message and then the synchronization result appears. It is done without blocking your current UI. If more than one product is synchronized, we don't have all statuses in one background check and displayed to the user. `DefaultLazyTaskExecutor` creates and appends list of `LazyTasks` and sends an EchoEvent (ZK specific) with operations to do.

LazyTask has two steps:

1. Executing an operation
2. Utilizing the result of the executed operation

`EchoEvent` is always executed in next UI call, it means all tasks scheduled in one UI call are collected together and send via `EchoEvent` to further processing.

When `EchoEvent` is processed, each `LazyTask` from the list is executed in a loop and its result is saved in the `LazyTask`. All `LazyTask` operations are executed in one `LongOperation` and when the `LongOperation` finishes, all results are available in the same time. When then results are available, utilization logic is executed for each `LazyTask`, also in a loop.

The Lazy Task Executor works only when the `lazyRenderer` setting is set to **true**. The default value for this setting is **false**, and when the default value is used, the statuses are rendered in a standard way.

The Lazy Task Executor feature is used to display sync statuses in list view. Each sync status cell creates its own `LazyTask` and sends it to `LazyTaskExecutor`. In next UI call, all those tasks are executed in one `LongOperation`. When results are available, final rendering is called for each cell.

The `SyncStatusCellRenderer` renderer is responsible for rendering sync status has three main methods:

- first: for rendering some default or unknown sync status
- second: for getting the sync status, it's called when `LazyTask` executes its logic
- third: for rendering final result, it's called when `LazyTask` utilizes received result

Related Information

Collection Browser Widget
Editor Area Widget
Processes Widget
Sync Popup Widget
Sync Action

Defining Synchronization Jobs

Define a set of attributes which will be taken into account while performing synchronization.

Context

Selective Synchronization widget allows the user to perform a types' instances synchronization only for the attributes set of types.

Procedure

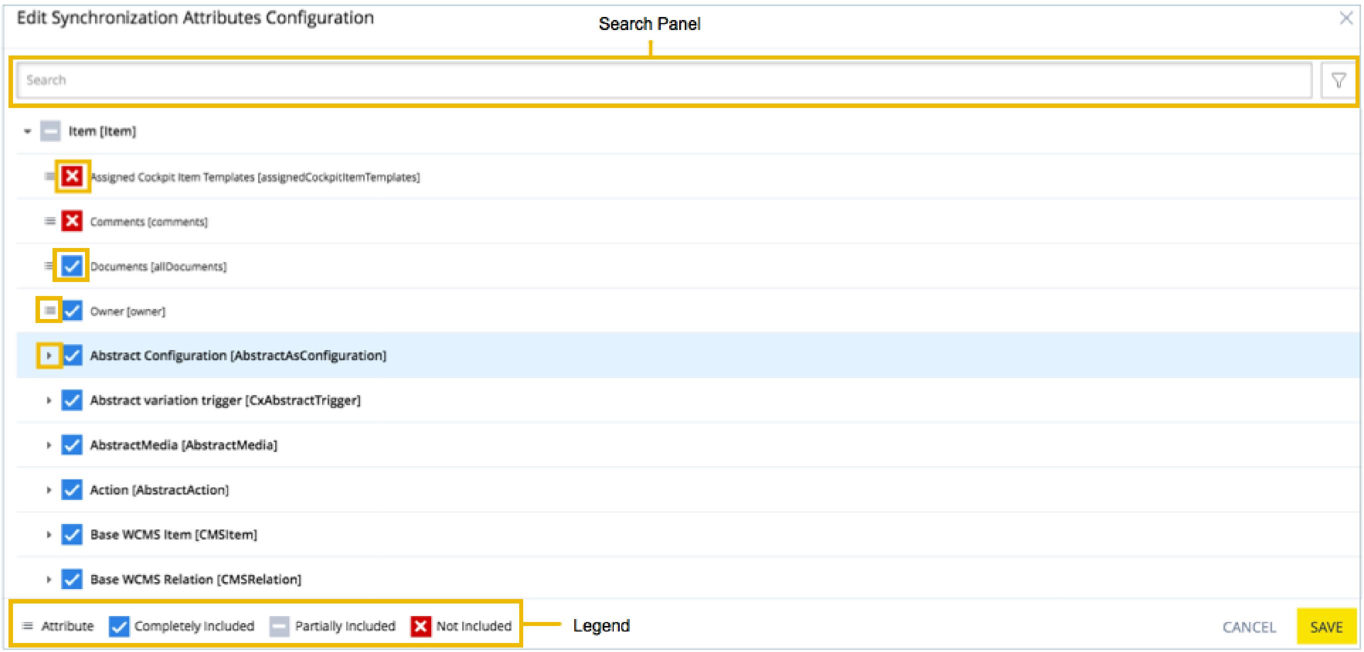
1. Login into Backoffice.
2. Go to **System Multithreaded Synchronization** .
3. Choose a synchronization job you wish to modify.
4. Go to the **Configuration** tab in the editor area.

   In the bottom, you will see a synchronization job definition configuration panel.

   The panel provides a summary of your included and excluded properties.

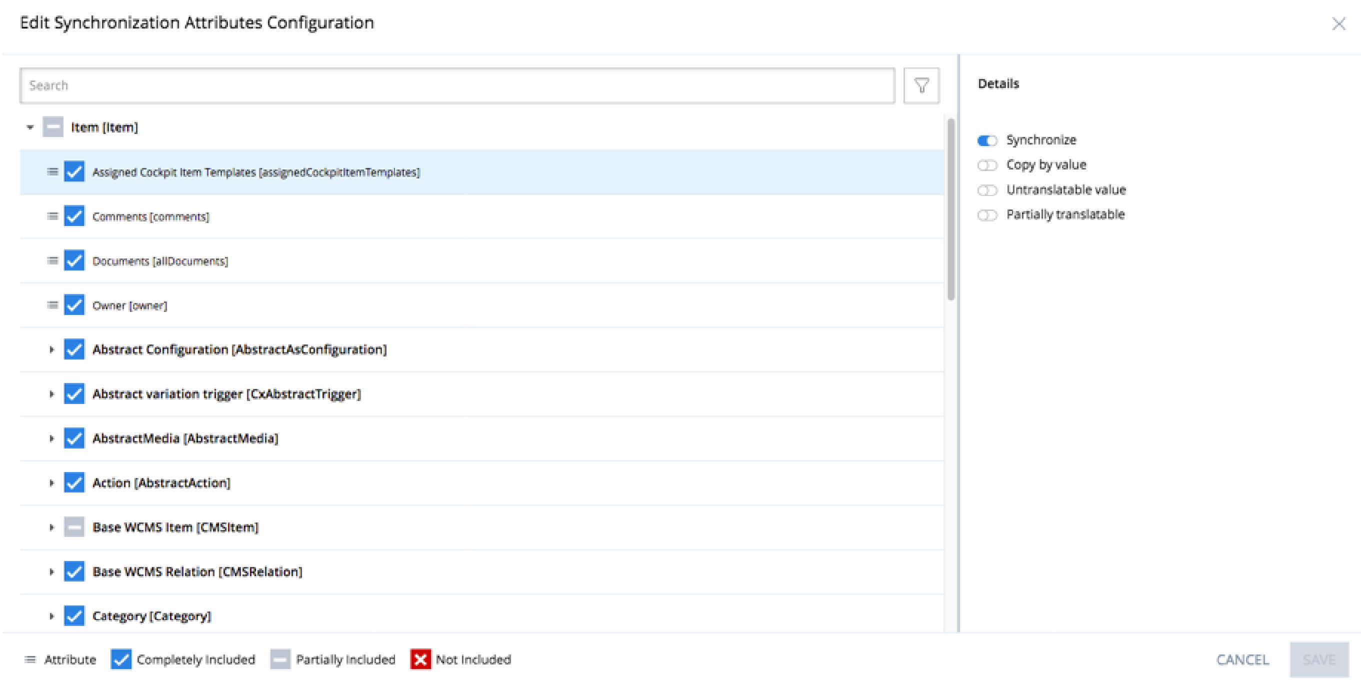
5. If you wish to configure the synchronization job, click the **Edit Configuration** button.

   A popup window appears.



   In the popup window, you can see a legend at the bottom of the popup. The button indicates that the attribute is excluded from synchronization. The button indicates that the attribute will be taken into account during synchronization. Clicking those buttons will result in changing the attribute from included to excluded and the other way around. The button means that the set of attributes is partially included during synchronization (not all of the attributes in a set are included). You can use the search panel to find a particular attribute. Use the arrow button to expand a list of attributes. You can also use the "hamburger" ≡ to access the details panel.

6. Click on the attribute which has next to it the "hamburger" ≡ icon to access the details panel.



7. Decide which attributes you want to include and exclude during the synchronization.

8. Click the **Save** button.

   You can now see in the **Synchronization Attributes Configuration** panel that the number of included and excluded properties had changed according to your changes.

Creating Advanced Search Queries

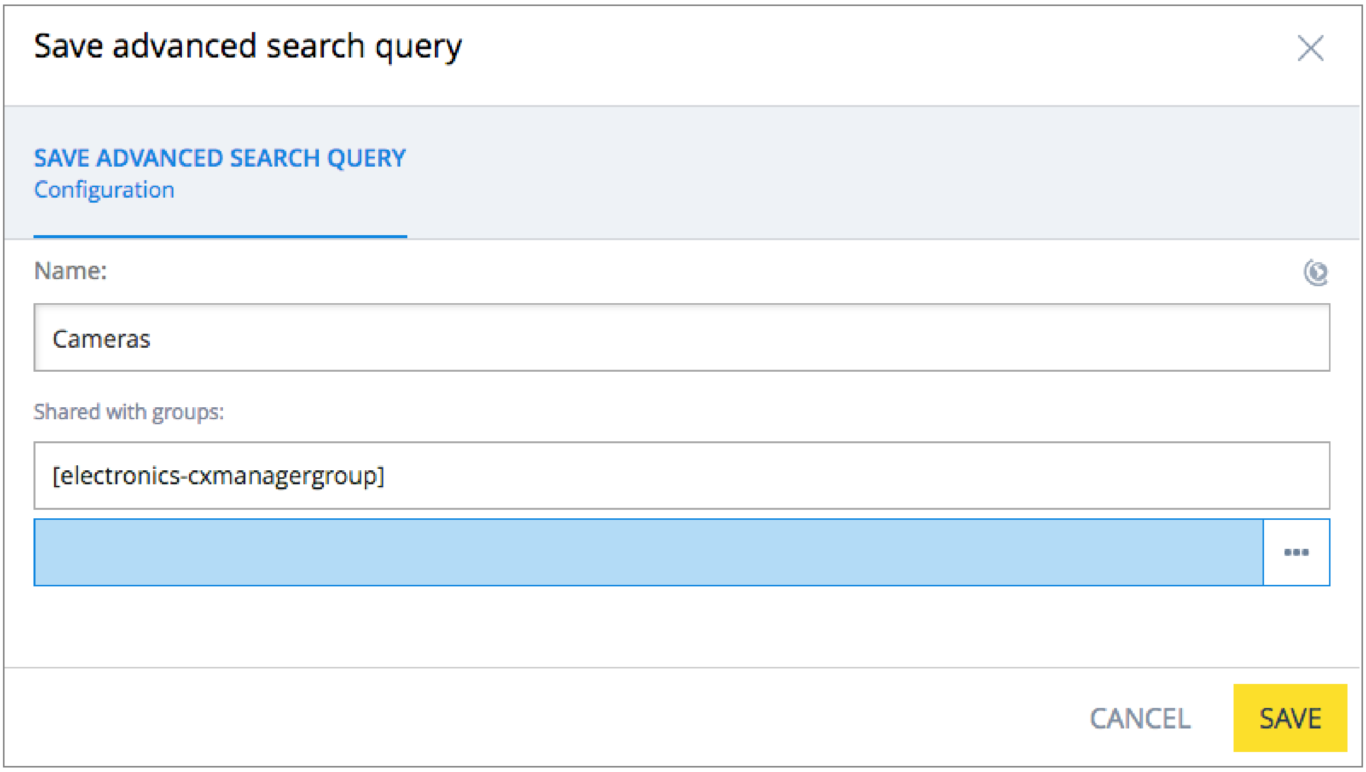
Backoffice Administration Cockpit allows predefining and storing custom advanced search queries.

Context

You can define the search criteria in the advanced search and save the query for the future reuse.

Procedure

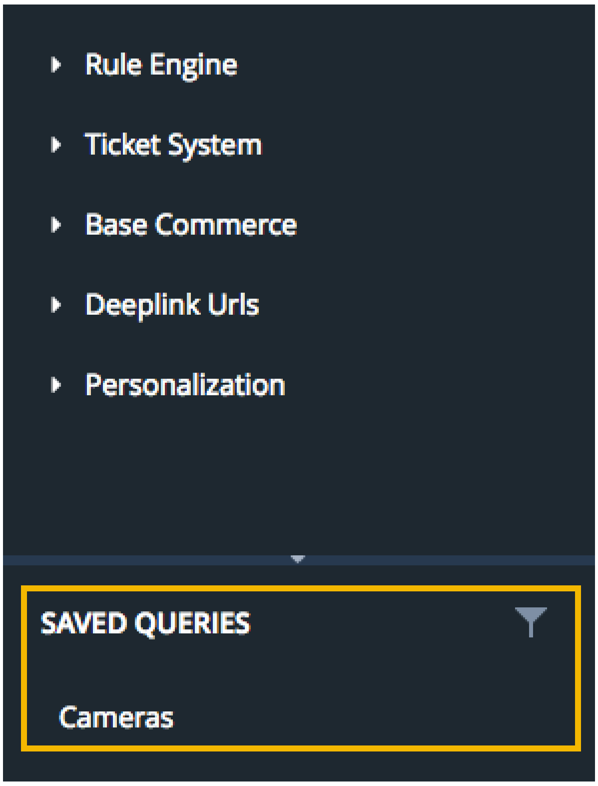
1. Go to the Advanced Search.
   a. Select the type you want to search.
   b. Define additional criteria for your search.
2. Click the Save Advanced Search Query button  to trigger the wizard.
3. Enter the query name and decide whether you want this query to be shared with any user group.



4. Click SAVE button to persist the query.

Results

The query you saved is available in the Saved Queries List widget below the Explorer Tree widget.



Now, if you want to run the search with the same criteria, you can select the query directly from here. The search is automatically triggered.

Related Information

[Saved Queries List Widget](#)
[Save Advanced Search Query Action](#)
[Advanced Search Widget](#)

Permissions in the Backoffice Framework

Type permissions are handled in the same way in Backoffice Framework as in SAP Commerce. In the Backoffice Framework, attribute-related permissions do not override type-related permissions. You can restrict types, items, and attributes to different users.

Overview

You can assign permissions to types, items, and attributes. You can also assign global permissions to users.

- **Global Permissions**: Are related to users or user groups and have the lowest priority. This means that global permissions assigned to a specific user or user group can be overwritten by assigning permissions to the specific item, type, or attribute. Global permissions when no other permissions are defined.
- **Type Permissions**: Apply to the entire type data. Access rights to the type can be granted in several stages, for example application, can change access rights for a given user using Permission Management Group widget. To do so, perform the following steps:**Read**, **Change**, **Create**, and **Delete**. However, the permissions framework lets you define and use your own structure of permissions.
- **Item Permissions**: Can be assigned to the particular instance of the previously defined type. If you create many items of a specific type, item permissions allow you to override type-related access rights and assign permissions for a certain user to the target item.
- **Attribute Permissions**: Can be granted or denied explicitly for the individual attributes holding the informational content of a type or an item. Use attribute permissions for more fine-grained access control. Attribute-wide access rights can be granted in a few stages, for example: **Read**, and **Change**.

Type-related permissions define the user access rights to the type. They can be assigned to grant or deny certain actions, for example: **Read**, **Change**, **Create** application, can, and **Remove** type-level permissions. Users with assigned permissions to a type also have default access to all type attributes, unless more specific permissions on the attribute level have been assigned. A key difference in theBackoffice Framework is that if users have restricted access to a type, assigning a right at the attribute level is also restricted.

In addition to the type level permissions, you can also model item permissions. In the Commerce Platform, item permissions are based on permissions defined for catalog versions. Even if two catalog-version-aware items are of the same type, they can have different item permissions if they belong to different catalog versions with different **Read** or **Change** restrictions. The Backoffice application abides by those permissions. You can define a different mechanism for item permissions by implementing a custom plug-in integrated with the cockpit data integration layer of the Backoffice Framework.

For more information, see Cockpit Data Integration Layer of the Backoffice Framework.

i Note

Removing Permissions

To delete items of a particular type, you need the required access rights. It is possible that you cannot remove an item because you need removal rights to other dependent items. For example, you cannot remove an item because:

- You do not have the required access rights.
- Your account does not have sufficient overall rights.
- Restrictions apply to your account.

In the Backoffice Framework, if you do not have sufficient access rights you can select a permission and perform the procedure of removing it using the **Delete Permission Action** button. Eventually, you restore the permission actions such as **Read**, **Change**, **Create**, and **Remove** to the default settings. It is common behavior that when a permission is assigned to a user group, selected users inherit all permissions from the group. You do not remove the permission completely.

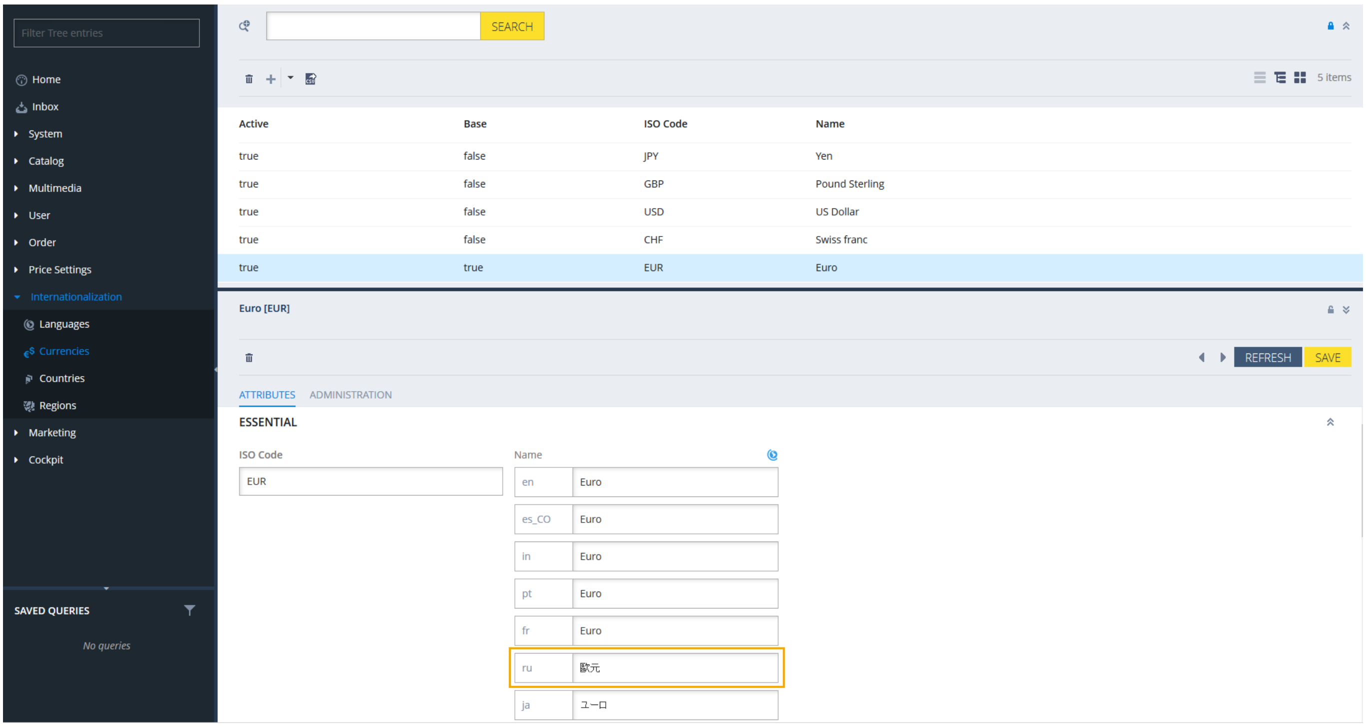
Setting up Access Rights for a User

The following provides an example of how to assign access rights to a user. You must be an administrator in theBackoffice to assign rights to users.

i Note

Users inherit access rights from the user group they belong to.

1. You receive a request from a user to change their permissions. A user sends you a message that they are not able to edit the **Name** of **Currency** fields in the **Essential** tab in the Editor Area widget. A user sends you the following screenshot showing that they can display the fields but cannot edit them. They want to correct a mistake in one of the fields: **Name**, **Russian**.



i Note

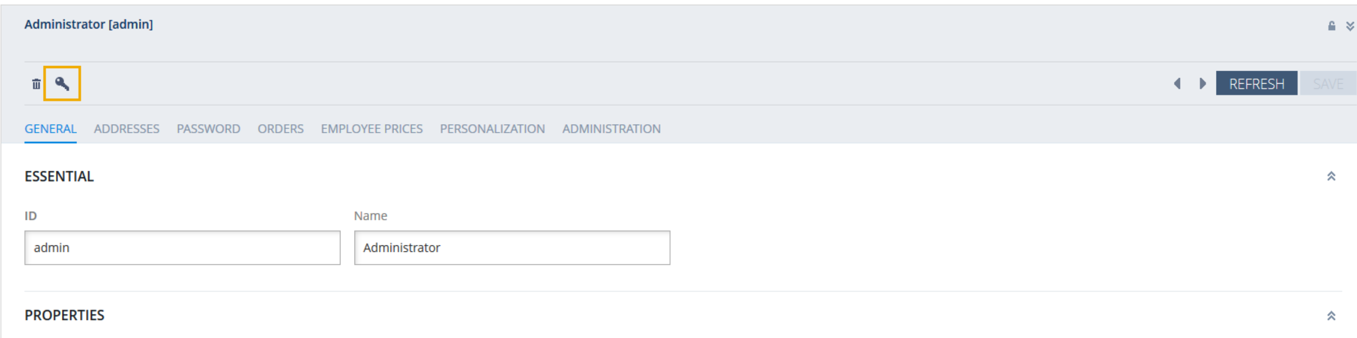
A user can only modify the items to which the user has access rights. Otherwise, the type attributes are displayed, but no actions are possible at this access level.

2. Log into Backoffice application as Admin: `http://localhost:9001/backoffice/login.zul`.

3. In the Backoffice, go to User Employees node in the Explorer Tree widget.

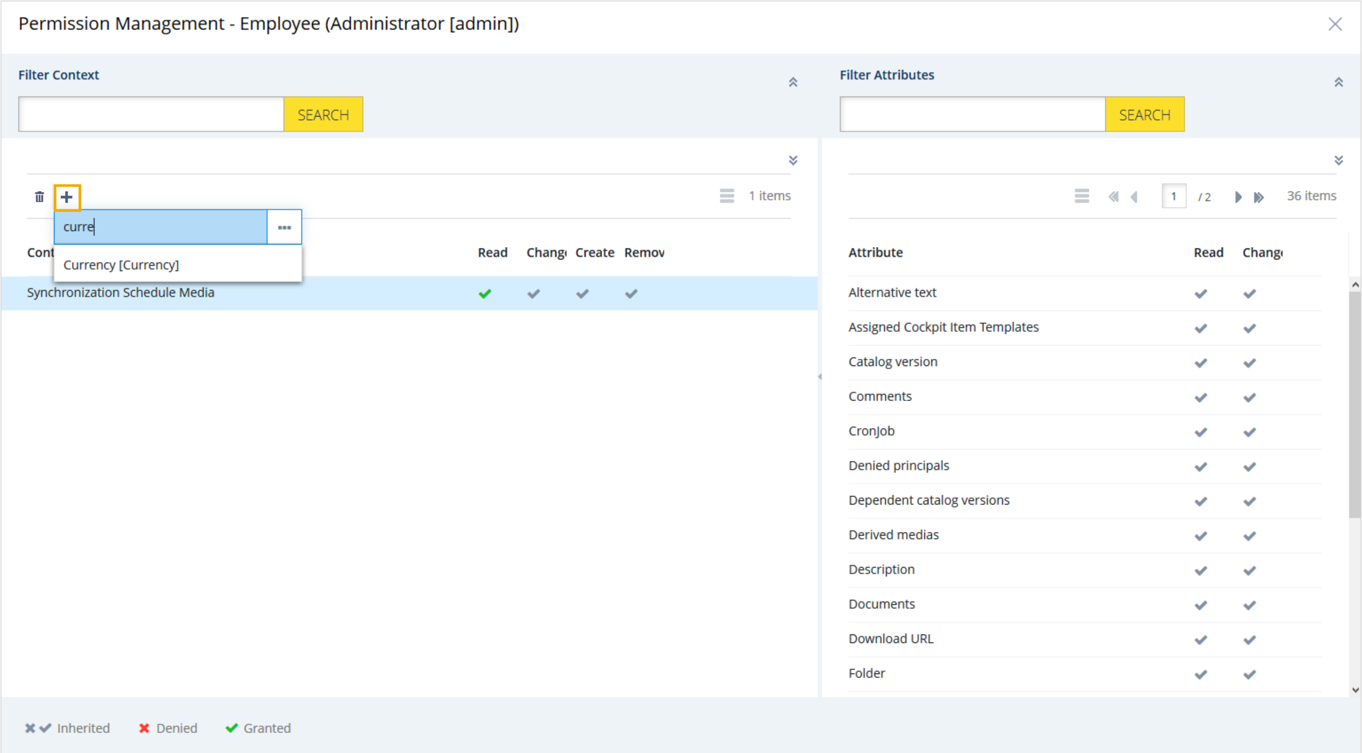
4. Select the user by finding their User ID in the list or typing it in the search box. In this example, we want to select the **Admin** user.

5. In the Editor Area widget, you can find the **Admin** user information displayed in details. Click the Principal Permission Action button.

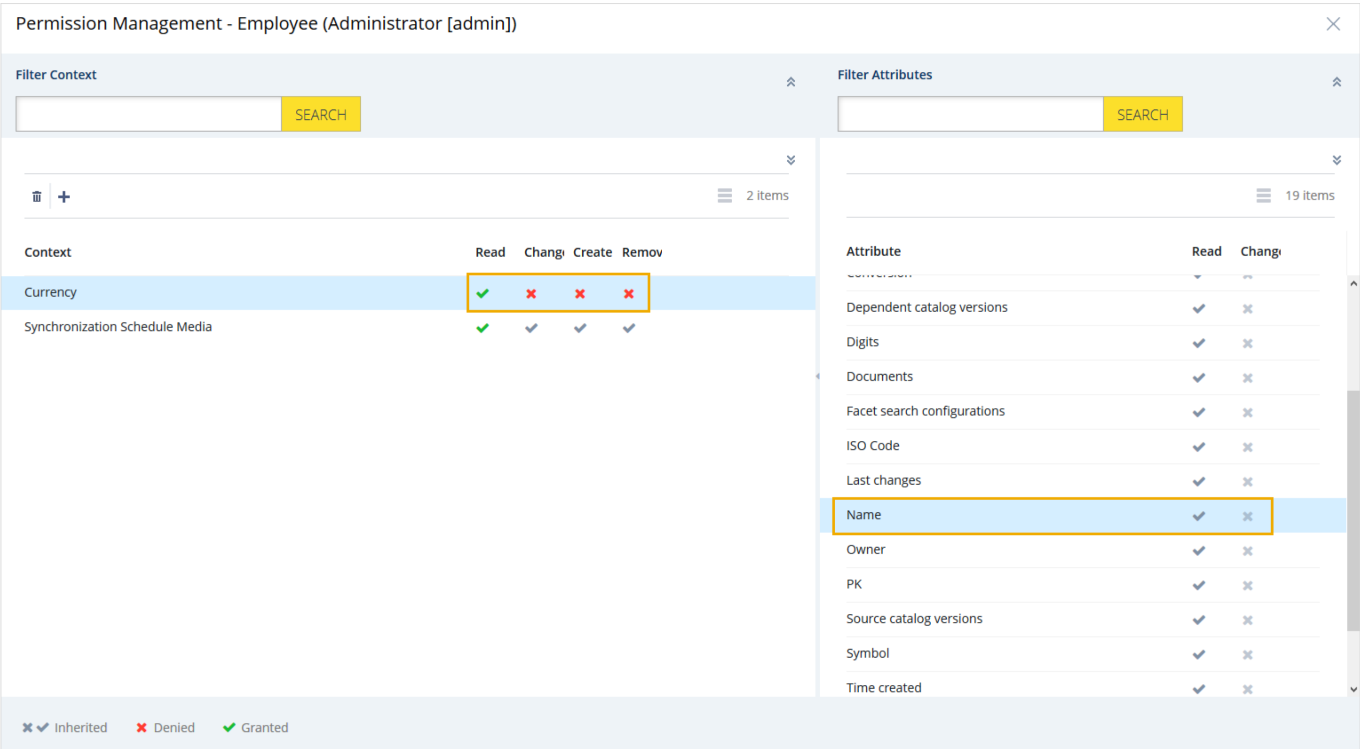


The Permission Management Group widget is displayed.

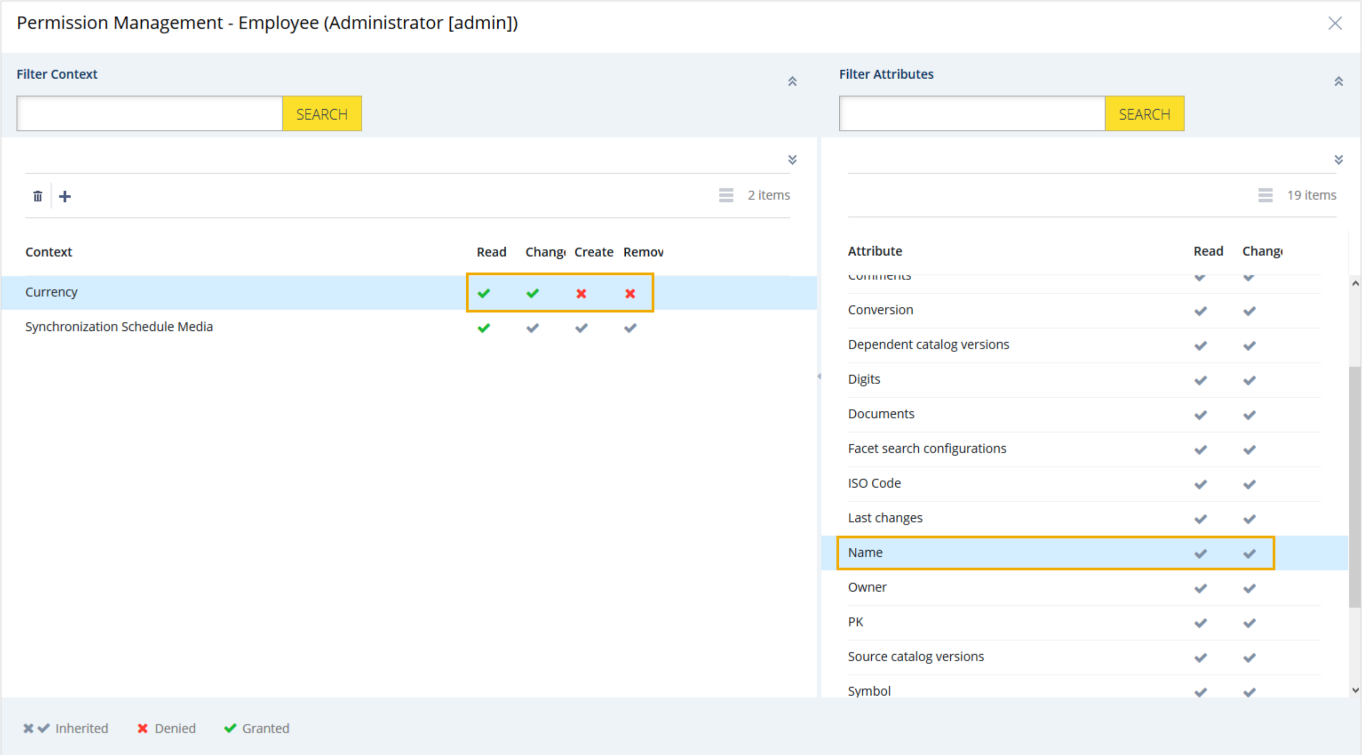
6. Specify **currency** in the Search box in the Search field above the type permission list, or, if you do not see the **currency** item, add it by clicking the Add button:



It is displayed in the permission list in the Permission Management user is only able to read the Currency type.



7. To enable the **simple** user have access to change type permissions, click the icon in the permission list and make it green . You changed the type permission for a given user. The attribute permission in the **Name** row is set up accordingly.



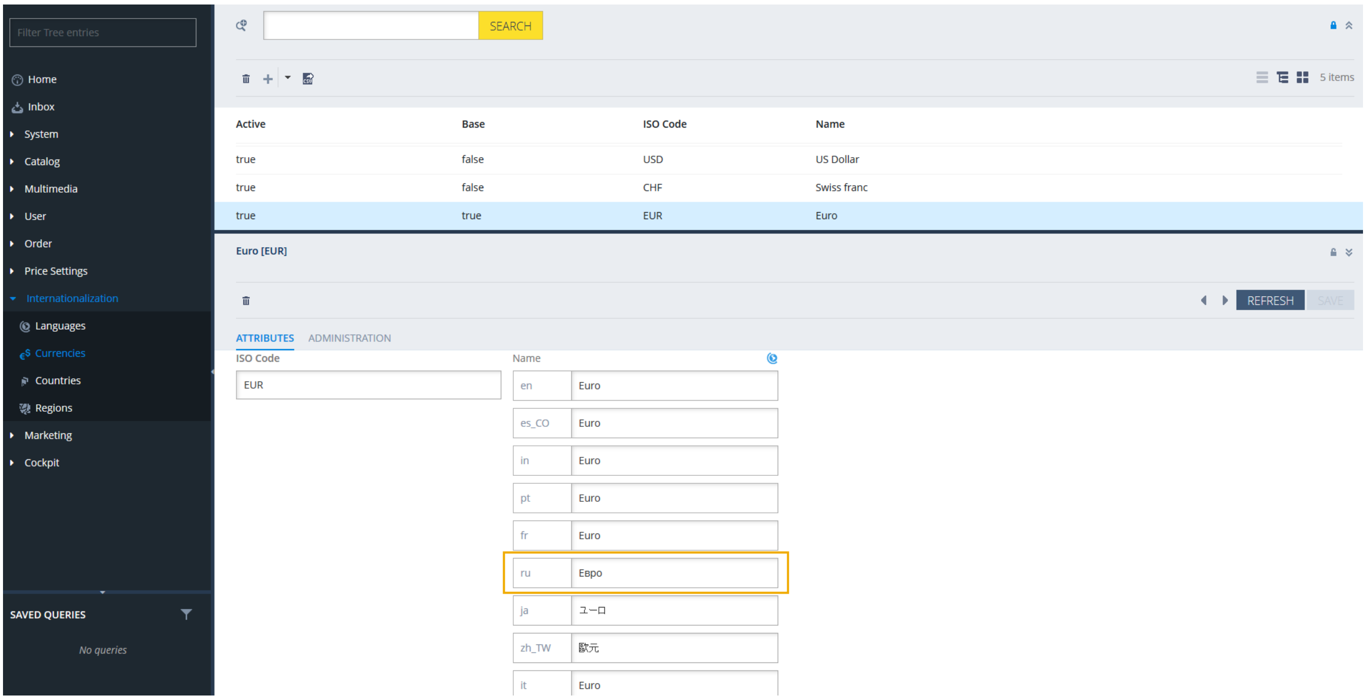
i Note

Attribute-related permissions do not override the type-related permissions.

8. Click the **Close** button in the Permission Management Group widget.

9. Log out from the Backoffice application.

   When the **simple** user logs into the Backoffice application they are able to read and edit the Name of currency fields in the Essential tab in the Editor Area widget.



Related Information

[Access Rights]

[Permission Management Engine Widget]

[Permission Management Group Widget]

[Create Permission Action](#)

[Delete Permission Action](#)

[Principal Permission Action](#)

[Type Permission Action](#)

Generating Personal Data Reports in Backoffice Framework

Generate audit reports in the Customer Support Cockpit using Backoffice Framework.

Prerequisites

The `customersupportbackoffice` extension is required in Backoffice.

Context

You can generate an audit report out of the data that is stored in the SAP Commerce database. Generating an audit report is possible for:

- Customer Support Administrator
- Customer Support Manager
- Customer Support Agent
- Customer Support Backoffice users belonging to the Backoffice Audit Group

Procedure

[Open this video in a new window](#)

1. Log in to Backoffice as one of the three available users and switch to the Customer Support Cockpit.

2. Go to the **Customers** category in Explorer Tree.

3. Select the customer for whom you want to generate the audit report.

4. Click the Create Audit Report action to open the **Create New Audit Report Data** wizard.

5. Configure your report.

   a. Report name: a default name for the report that is visible in the system, the name is automatically entered but you can edit it per your needs.

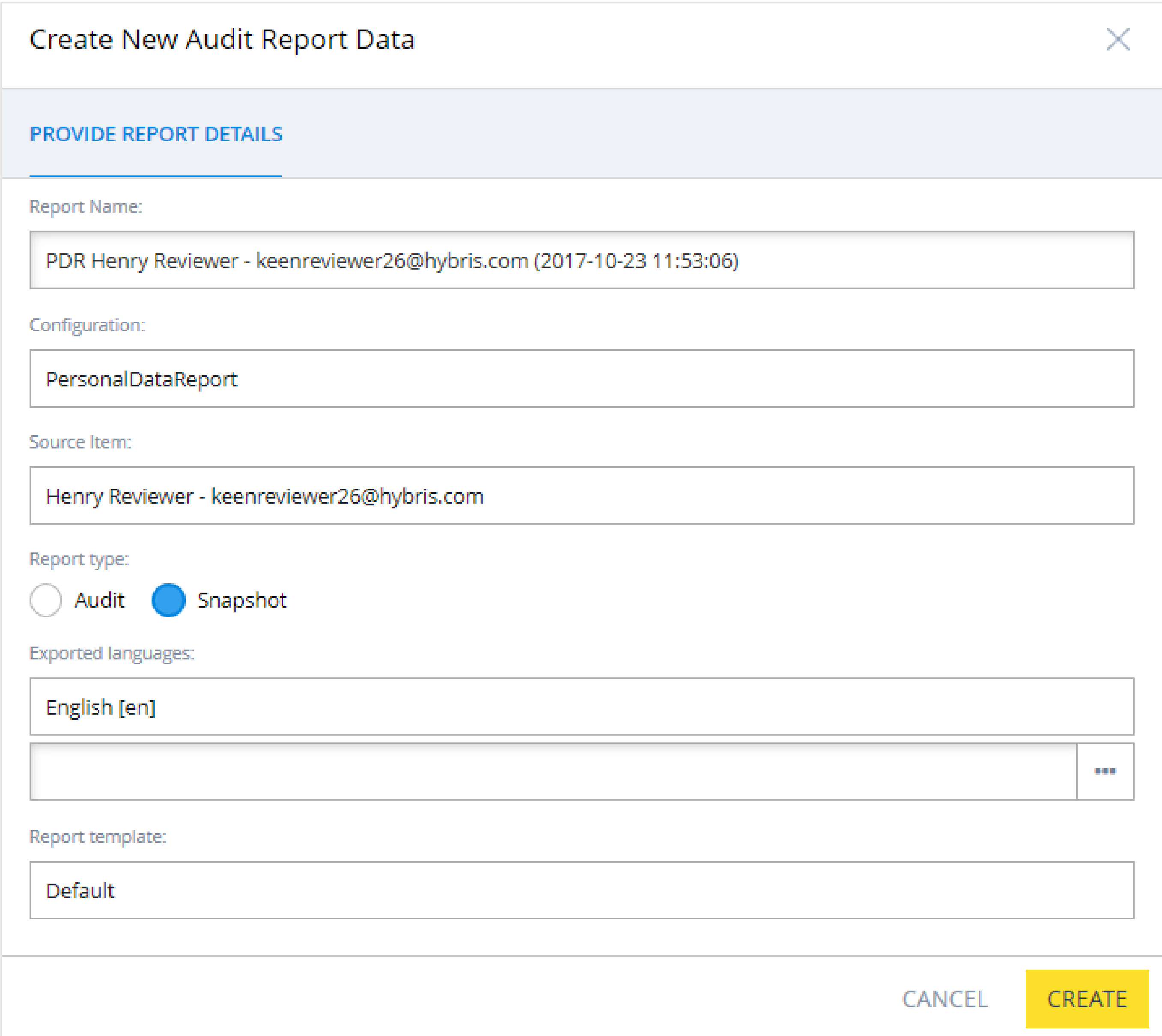
   b. Configuration: choose the configuration for the report. It determines what data is included in a report. For details, see [Generic Data Report and Audit].

   c. Source item: source of the item for which you generate the report. The Create Audit Report action can be used on any type. The default configuration used in the Customer Support Cockpit is configured for a Customer type.

   d. Report type: choose between Audit and Snapshot. Use Audit to generate a full audit report, and Snapshot to generate a report containing the current state.

   e. Exported languages: define which values in which language of localized attributes is generated. If no languages are selected, then the report is generated for all available languages.

   f. Report template: select a report template that you want to use for the report. It determines the format of the generated report and its content.



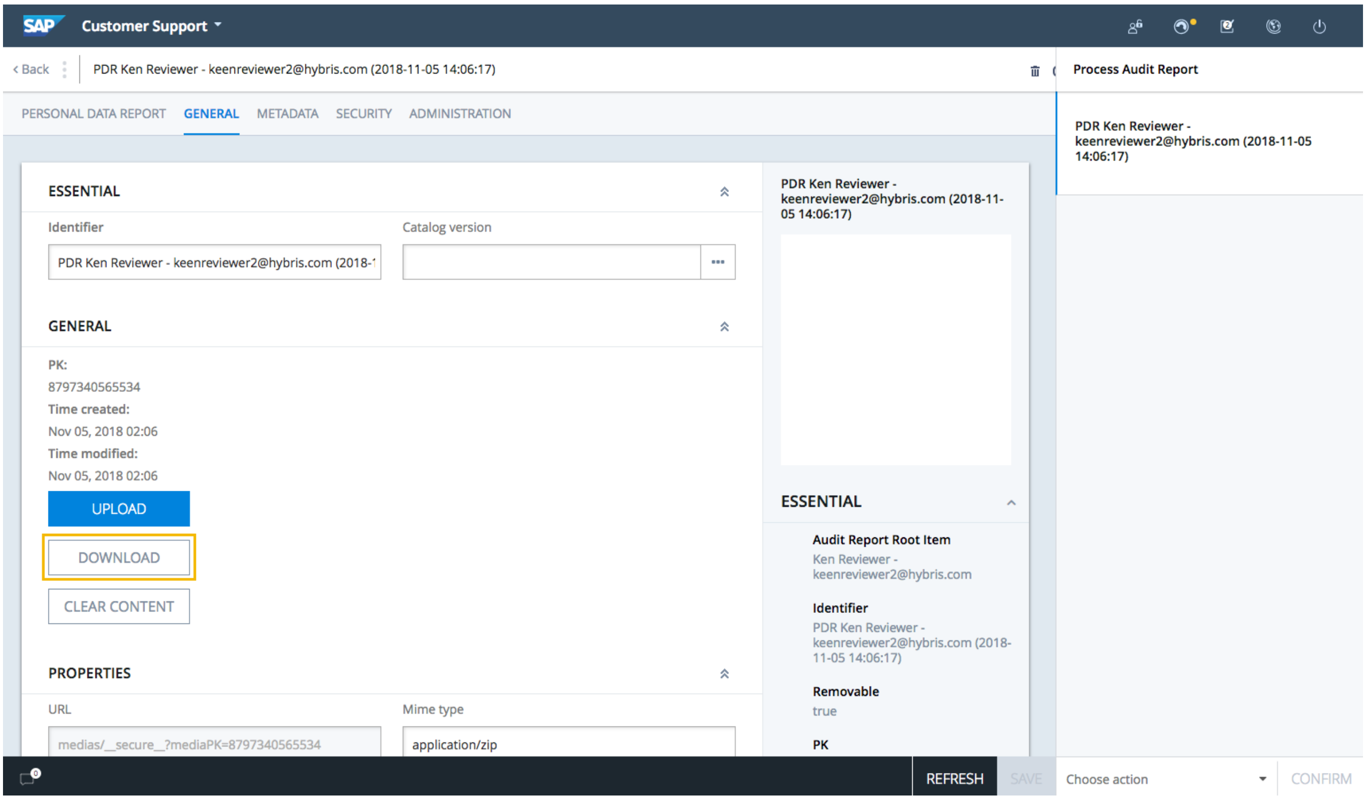
6. Click the **CREATE** button. You can see a notification informing you that the audit report generation was invoked.

   The report generation is not immediate. Depending on the amount of data, the operation may take some time to complete.

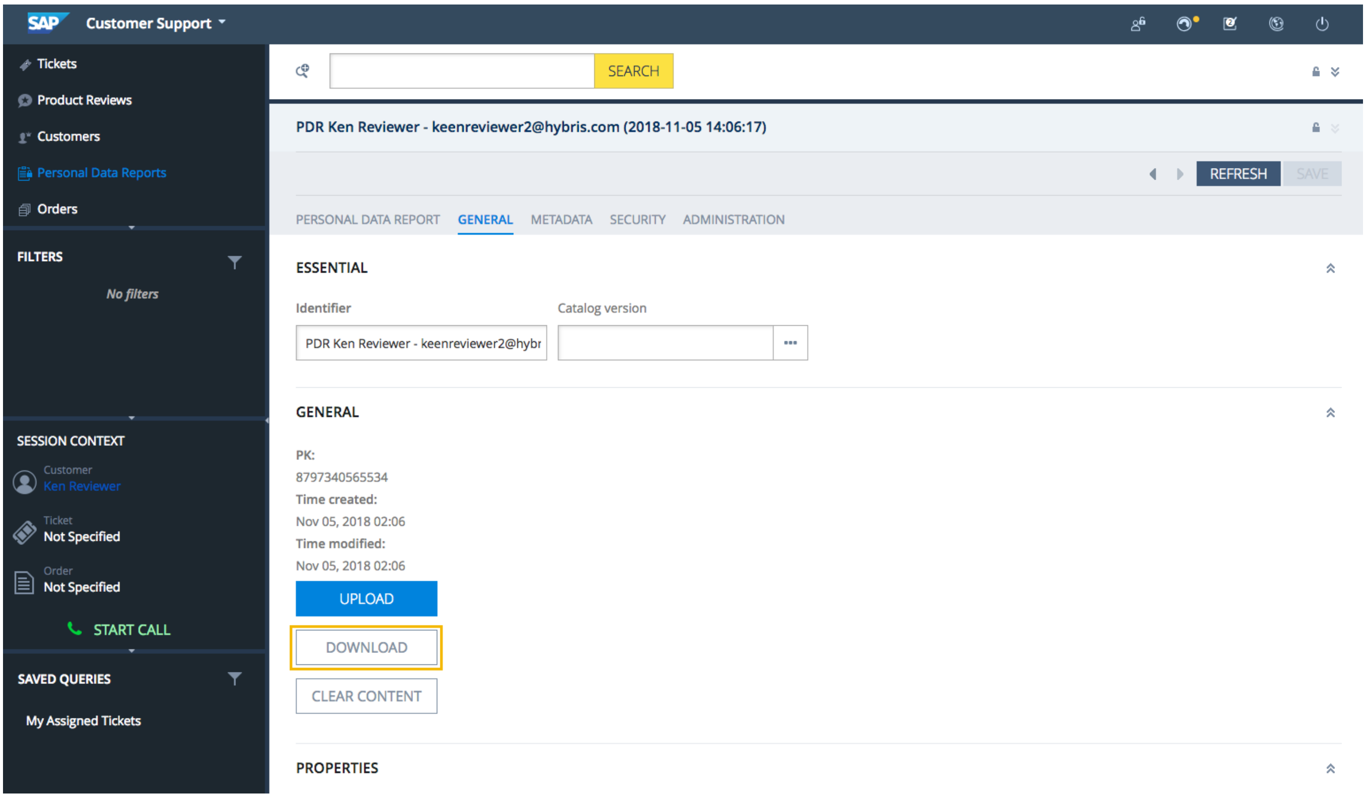
7. When the report is ready, you get a notification in the Collaboration Center Sidebar . Open the sidebar to see a list of completed reports.
8. Click **Process Audit Report** on your selected item.

   Task Edit view is opened. You can view basic details about the generation of your report.

9. View your report. It's generated as a `*.zip` file, which contains one `.html` document with a report of the type you selected, either an audit or a snapshot. Click the **DOWNLOAD** button in the previously opened Task Edit view to get your audit report.



You can also go to the **Personal Data Reports** category in Explorer Tree of the Customer Support Cockpit, to see a list of all requested audit report items. Select the one you want to view and go to the **GENERAL** tab in the Editor Area to download it.



> **Note**
>
> You can lock and unlock the item using the Toggle Item Lock action, it prevents deleting, editing, or saving locked items.

10. After extracting your `.zip` file you can view the report as `.html`.

> **Note**
>
> You can block editing, saving, and deleting item data using the Toggle Item Lock action. If you lock an item, it's impossible to make any changes to and it also prevents automatic deletion.

Related Information

[Create Audit Report Action]
[Toggle Item Lock Action]
[Collaboration Center in Backoffice Framework]
[Personal Data Reporting Configuration in Backoffice Framework]

Collaboration Center in Backoffice Framework

Backoffice Collaboration Center allows a user to manage business processes and improve the collaboration among different departments and business users.

You can create, manage, and work on workflow instances. The center consists of different views: a sidebar, an overview, workflow details, and a task edit view. As an administrator, you can create a workflow instance, which is a task for a business user to work on. When you finish the task as a business user, you set a relevant decision about it, and the task goes back for approval.

Use Case

As an administrator, a user wants to update a description of a product and the product variants. The user creates a workflow instance for this business case and selects the products to be updated. The products are added as attachments to the workflow instance. An administrator can assign a specific user, or a user group to the workflow. The workflow goes to the assignee. As an assignee, a user gets a notification that the workflow instance was assigned to you. The user can enter the workflow and work on its attachments. After updating the description of the products, a user can choose a relevant decision about the workflow instance. If the user chooses **done**, the workflow instance goes back to the administrator to approve it.

Features

Creating a workflow and viewing a list of workflow instances

Initializes a workflow instance and adds attachments to it. As an administrator you can see the running and prepared workflows, and as a business user, you can see the tasks assigned to you.

Overviewing the workflows

Allows managing workflows as an administrator, and viewing your assigned tasks as a business user.

Checking details of a workflow

Allows viewing details of a workflow, check the required steps, and manage attachments of the workflow.

Working on a workflow

Allows working on attachments added to a workflow instance, commenting on your task and setting a decision for a workflow step.

Dependencies

To use the Collaboration Center, the user needs a running Backoffice. The user can open the Collaboration Sidebar by clicking the Collaboration Sidebar icon in the System Toolbar. The views differ according to a user role, there are different configurations for administrators and business users.

Screenshots

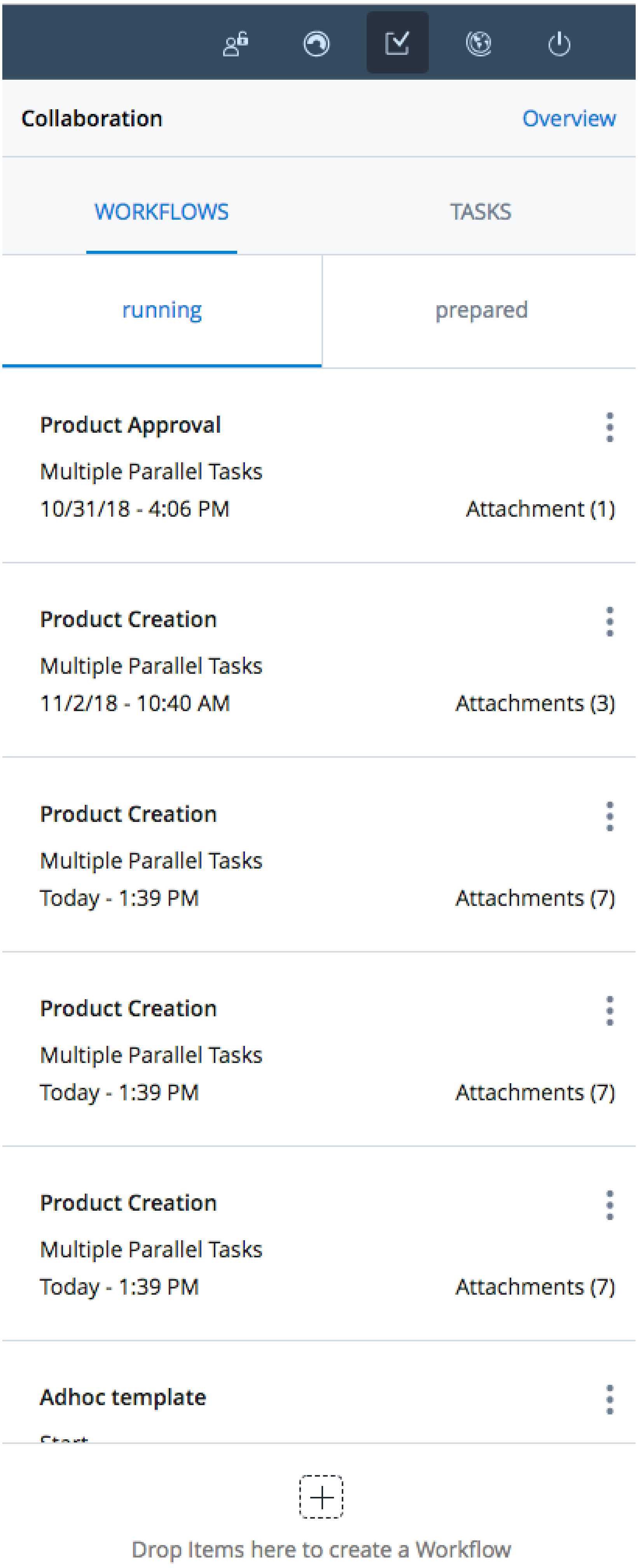

Collaboration
Overview
WORKFLOWS
TASKS
running
prepared
Product Approval
Multiple Parallel Tasks
10/31/18 - 4:06 PM
Attachment (1)
Product Creation
Multiple Parallel Tasks
11/2/18 - 10:40 AM
Attachments (3)
Product Creation
Multiple Parallel Tasks
Today - 1:39 PM
Attachments (7)
Product Creation
Multiple Parallel Tasks
Today - 1:39 PM
Attachments (7)
Product Creation
Multiple Parallel Tasks
Today - 1:39 PM
Attachments (7)
Adhoc template
Drop Items here to create a Workflow

Figure 1: Collaboration Center Sidebar

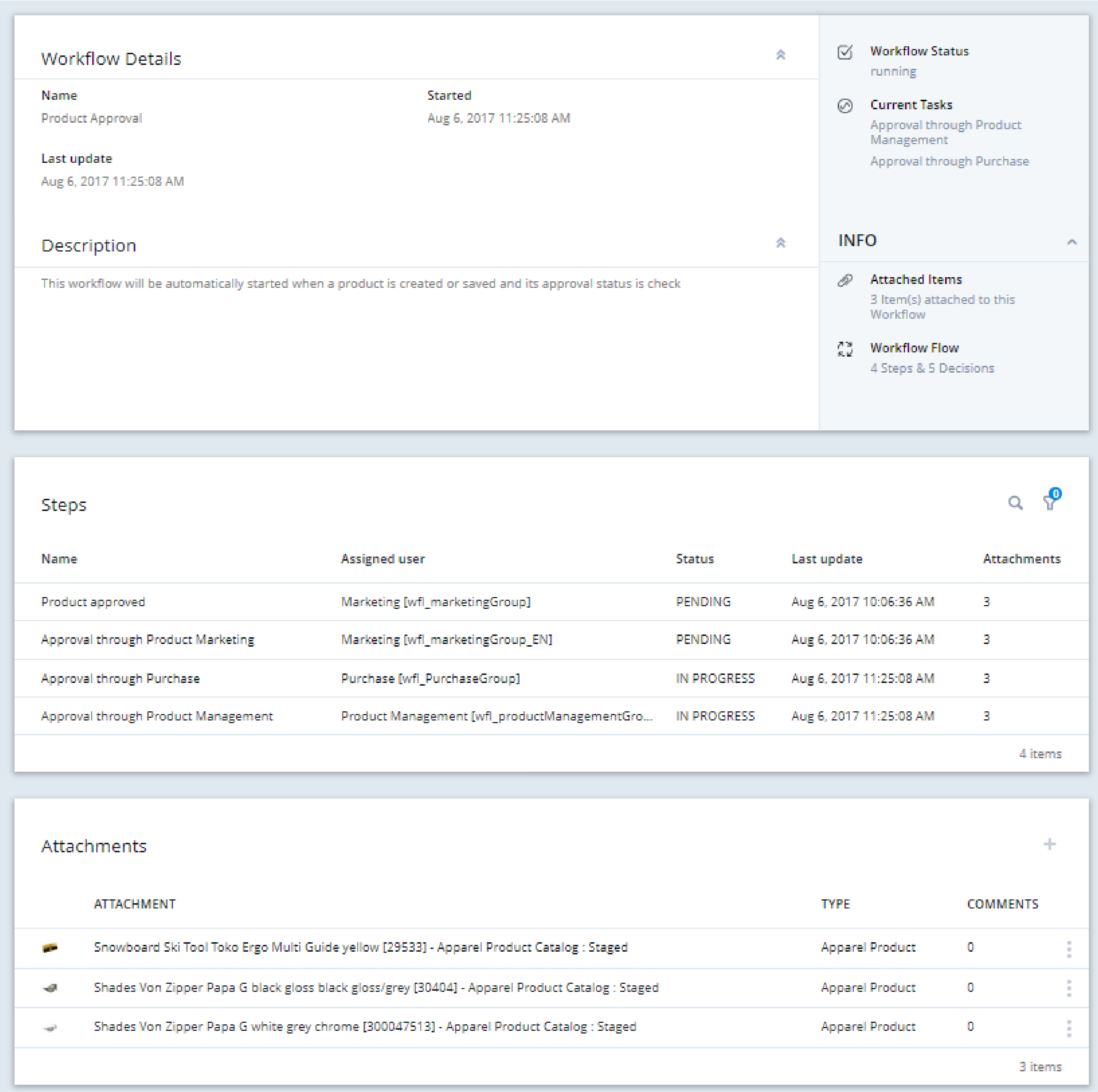


Figure 2: Workflow Details View

Related Information

[Available Workflow Actions](#)

[Available Workflow Widgets](#)

[Collaboration Center Overview](#)

[Collaboration Center Sidebar](#)

[Creating a Workflow](#)

[Workflow Details View](#)

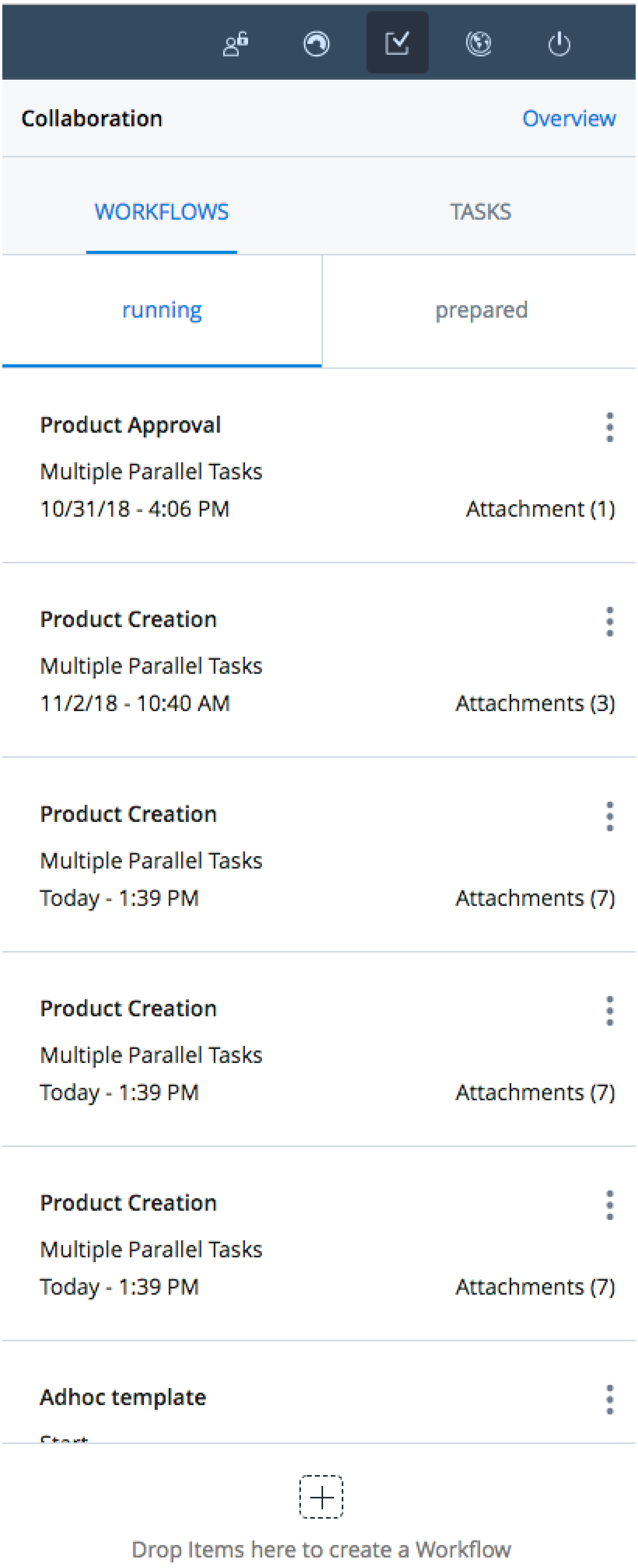
[Workflows Task Edit View](#)

[Workflow Visualization](#)

Collaboration Center Sidebar

Prepare and start workflows in the Collaboration Center Sidebar.

You can access the Collaboration Center Sidebar by clicking the  icon that is placed in the System Toolbar. The sidebar overlaps the other content, and it's still possible for you to navigate through the Backoffice application. The sidebar closes after clicking the collaboration icon again.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11/2/18 - 10:40 AM
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Product Creation
Multiple Parallel Tasks
Today - 1:39 PM
Attachments (7)
Product Creation
Multiple Parallel Tasks
Today - 1:39 PM
Attachments (7)
Product Creation
Multiple Parallel Tasks
Today - 1:39 PM
Attachments (7)
Adhoc template
Drop Items here to create a Workflow

The Collaboration Center Sidebar differs according to a user. You can see either the **WORKFLOWS** and **TASKS** tabs, or a tasks list only. You can also move to a Collaboration Center Overview where it is possible to administer workflows or view assigned tasks.

There are two authority groups related to workflows:

- Backoffice Workflow Admin: authority group for users with administration rights. Authorizes administrators and managers to create and manage workflows.
- Backoffice Workflow User: authority group for business users, without permissions to create or manage workflows.

Collaboration Center Sidebar for Administrators

As an Administrator you can see two tabs in the sidebar: **WORKFLOWS** and **TASKS**.

Workflows Tab

In the **WORKFLOWS** tab, you can create and start new workflows.

The **running** tab is a list of workflows that were started. You cannot change the workflows, but you can abort any of them by clicking the **Three Dots** icon and choosing the **Abort** action. You can also switch to a Workflow Details view, or to a Task Edit view. If there are multiple parallel tasks in a workflow, you can view them in a drop-down list after clicking **Multiple Parallel Tasks**.

The **prepared** tab is a list of workflows that were created, but not started. You can add attachments to each of the workflows, and you can also start them right away by clicking **Start Workflow**. If there are no attachments added, **Start Workflow** is inactive. And if you drag and drop an attachment that had been added before, there's a notification informing you that the attachment is already there and cannot be added to a workflow. You can delete each of the prepared workflows by clicking the **Three Dots** icon and choosing the **Delete** action.

For more information on **WORKFLOWS** tab, and on creation of a workflow, see Workflows Widget and Creating a Workflow.

Tasks Tab

In the **TASKS** tab, you can see a list of all the workflow actions that are assigned to you. If you click the workflow name, you switch to the Workflows Task Edit View where you can work on the assigned task.

Collaboration Center Sidebar for Business Users

As a Business User you can see the **TASKS** tab in the sidebar. You can see a list of workflow actions that were assigned to you, and process them by moving to the Workflows Task Edit View.

Related Information

Workflows Widget
Workflow Actions Widget
Collaboration Center Overview
Workflow Details View
Workflows Task Edit View
Workflow Attachments
Workflow Templates

Creating a Workflow

Steps to be completed to create a new workflow.

Prerequisites

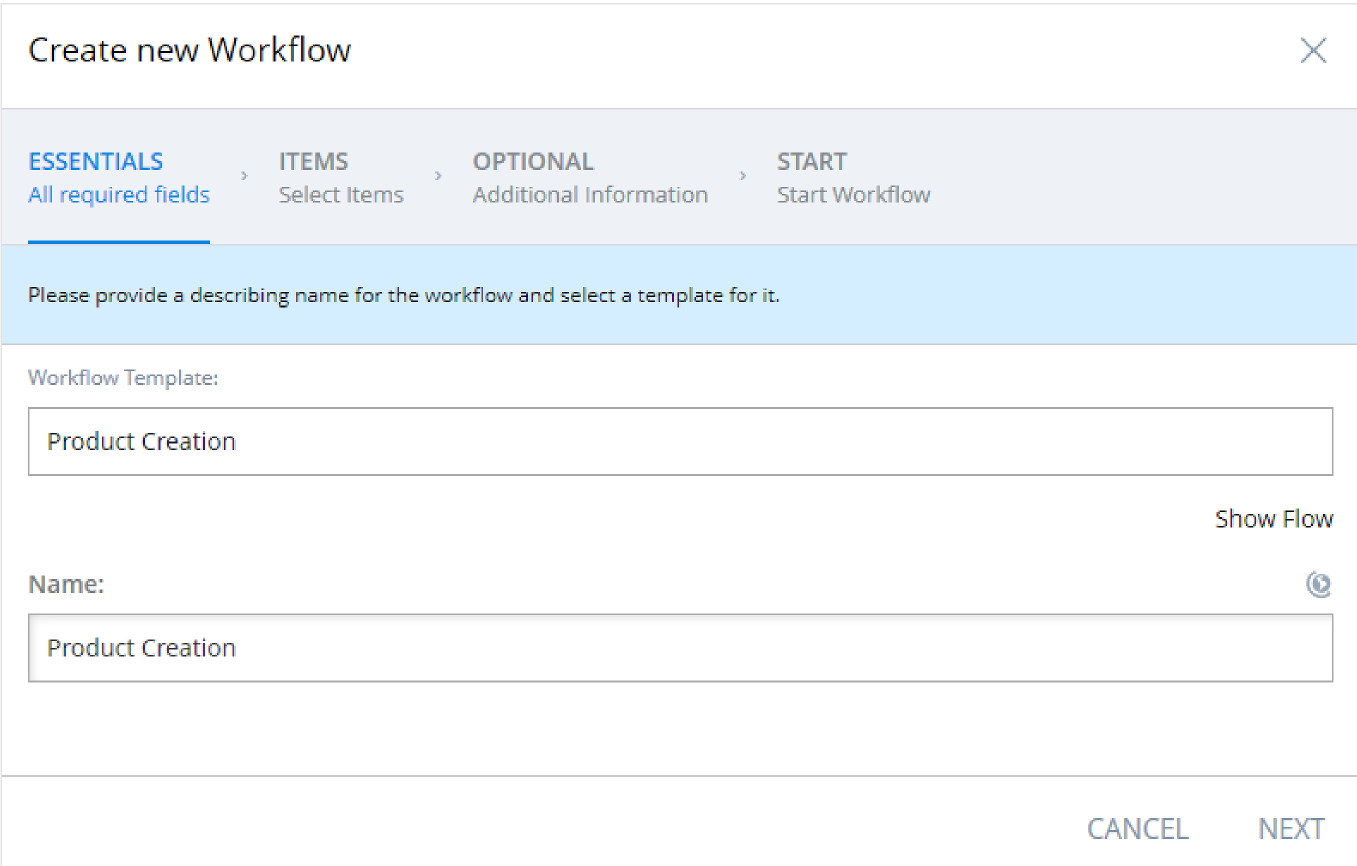
To be able to create a workflow, you should log in to Backoffice as an Administrator and open the Collaboration Center Sidebar.

Context

Going through the steps allows you to create workflow instances.

Procedure

1. Start the **Create new Workflow** wizard.
    - You can drag and drop selected items to the Create a Workflow area in the Collaboration Center Sidebar.
    - You can click the Create Workflow icon in the Collaboration Center Sidebar.
2. Provide all the required fields in the **ESSENTIALS** tab. Choose a Workflow Template to move to the next step. If you choose an Adhoc template, there's also an additional field where you can select an Assignee. It's possible to assign a workflow to a user or a user group. A name of a workflow is automatically included, but you can edit it and change. You can also check the **Show Flow** option to see the flow visualization of a chosen workflow template.



3. Select the attachment type and add your items to the workflow in the **ITEMS** tab.
    - If you used the drag and drop functionality, the items are already attached. You can add more attachments or delete the ones that had been added.
    - If you opened the **Create new Workflow** wizard by clicking the Create Workflow icon, you can now select your items using the Reference Search.
    - At this step, you can already save your workflow by clicking **DONE**, without completing any other fields. The workflow appears in the prepared tab in the Collaboration Center Sidebar.
4. Provide a workflow description in the **OPTIONAL** tab. It's an additional piece of information that can be handful for a Business User.

- You can end here and click **DONE**: the workflow is created as a prepared one.
- You can move to the next step and start the workflow.

5. Start the workflow right away by clicking **START** in the **START** tab.

   The workflow is created and already running.

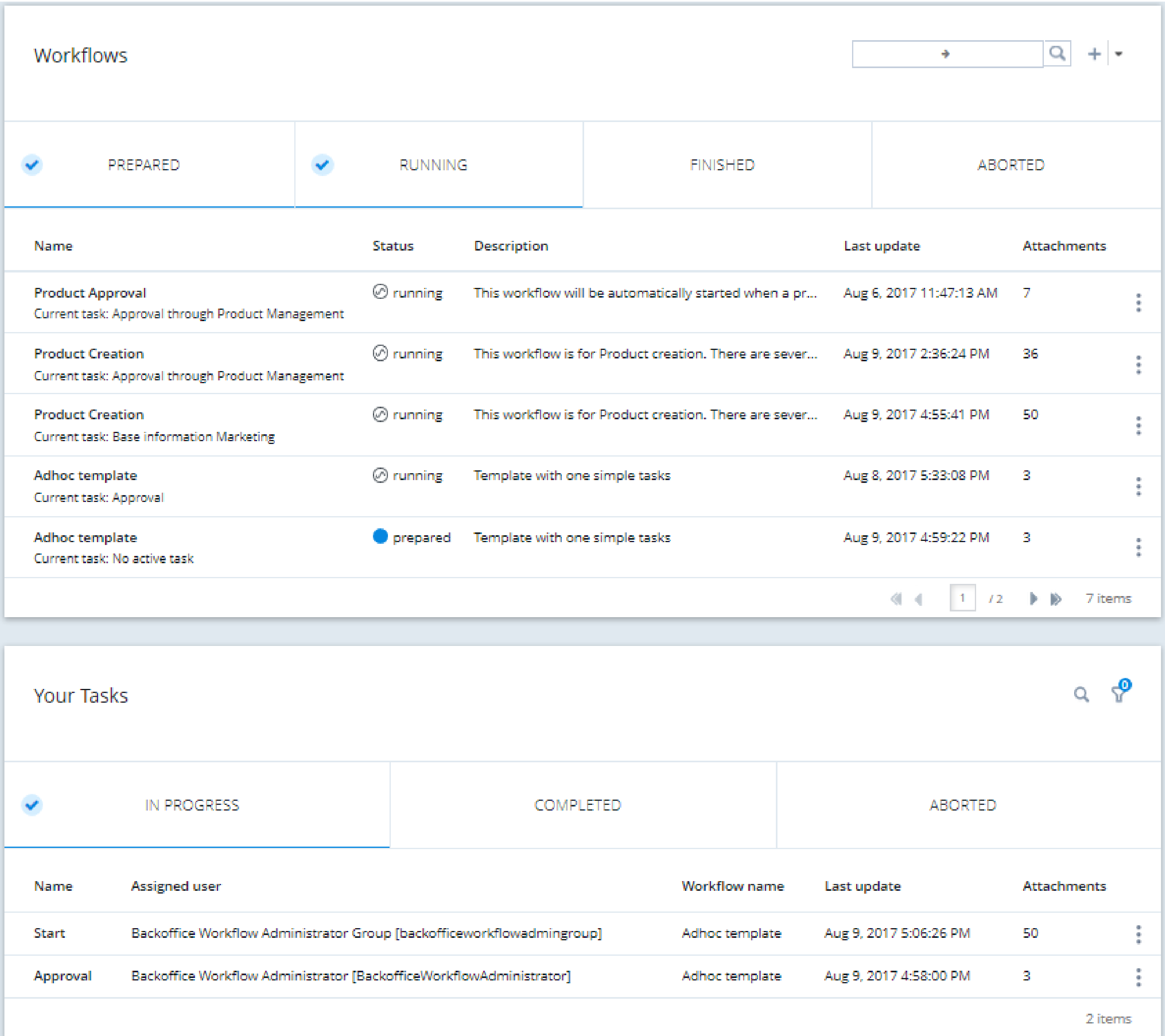
> **Note**
>
> You can only start a workflow with attached items. If there are no attachments, the start is not possible.

Collaboration Center Overview

Administer workflows and see the tasks assigned to you in the Collaboration Center Overview.

You can access the Collaboration Center Overview from the Collaboration Center Sidebar.

The Collaboration Center Overview differs according to a user. In the view, you can either administer workflows and view the tasks that are assigned to you, or you can see the tasks list only. You can also navigate back to the Backoffice application by clicking the **Back** button in the top-left corner.



Collaboration Center Overview for Administrators

As an Administrator, you can see two lists in the overview: **Workflows** and **Your Tasks**.

Workflows

Workflows list displays all the workflows that were created, you can view the ones that are **PREPARED**, **RUNNING**, **FINISHED**, or **ABORTED** by selecting the relevant tabs. Next to the name of each workflow, you can check its status, description, date of the last update, or a number of added attachments. You can also manage the workflows by clicking the **Three Dots** icon and choosing an action you want to perform. You can abort a running workflow, or you can start or delete the prepared one.

i Note

You can only start a workflow with attached items. If there are no attachments, the start is not possible.

It is also possible for you to search for particular workflows using the Workflow Search widget, and you can trigger opening of the Create a Workflow wizard by clicking the plus icon in the top-right corner.

Your Tasks

Your Tasks list displays all the tasks that are assigned to a particular user. You can navigate through your list of tasks by selecting the tasks you want to see: tasks in progress, completed or aborted. You can also use the Simple Search and Filters widget to search for specific tasks. Next to the name of the task you can check the workflow details. Using the **Three Dots** icon you can set a decision for each task that is in progress.

Collaboration Center Overview for Business Users

As a Business User you can see only a list of your tasks. You can navigate between them by using search or moving between the **IN PROGRESS**, **COMPLETED**, or **ABORTED** tabs. You can check the workflow details next to the name of the task. Using the **Three Dots** icon you can set a decision for each task that is in progress.

Related Information

Collaboration Center Sidebar

Abort Workflow Action

Delete Workflow Action

Start Workflow Action

Workflow Search Widget

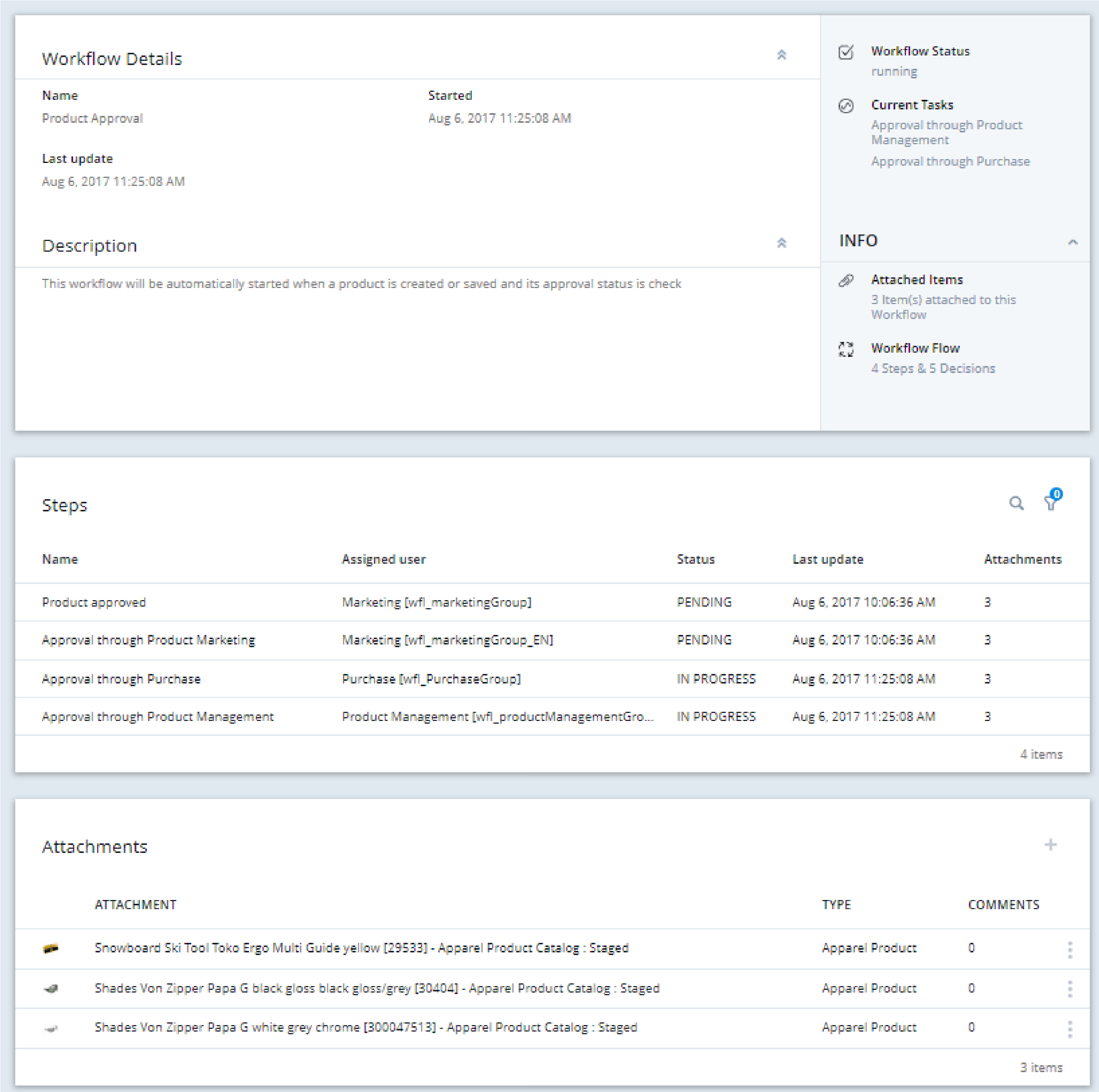
Workflow Attachments

Workflow Templates

Workflow Details View

The Workflow Details view displays detailed information about each workflow instance.

It is possible to access the view, if you are logged in to Backoffice as an Administrator, and when you click a name of any workflow in the Collaboration Center Sidebar. As an Administrator, you can view details of each workflow that was created. There are three areas in the view: **Workflow Details**, **Steps**, and **Attachments**. You can manage the workflows, view all the steps of each workflow, and see a list of its attachments.



In the top-right corner, you can see the workflow-related actions: start, abort, and delete workflow.

The start and delete actions are available for workflows that are prepared but not running yet. The abort action is designed for the running workflows and not available for the prepared ones.

Workflow Details

You can check basic information about particular workflow. On the left side, there's information about name, dates, and description of the workflow, On the right side, you can see the workflow status and links to current tasks. There's also information about the number of attached items, and the workflow flow which summarizes the number of steps and decisions.

Steps

You can check all the steps that are required to complete a workflow instance. It is possible to see the assigned user, status of each step, or, for example, a date of the last update. You can also use the Simple Search and Filters to navigate through the steps.

Attachments

You can view a list of all items attached to a workflow. If the workflow is not running yet, you can add items using the plus icon that triggers opening of the Reference Search, or you can remove items by clicking the **Three Dots** icon and choosing the **Remove** action.

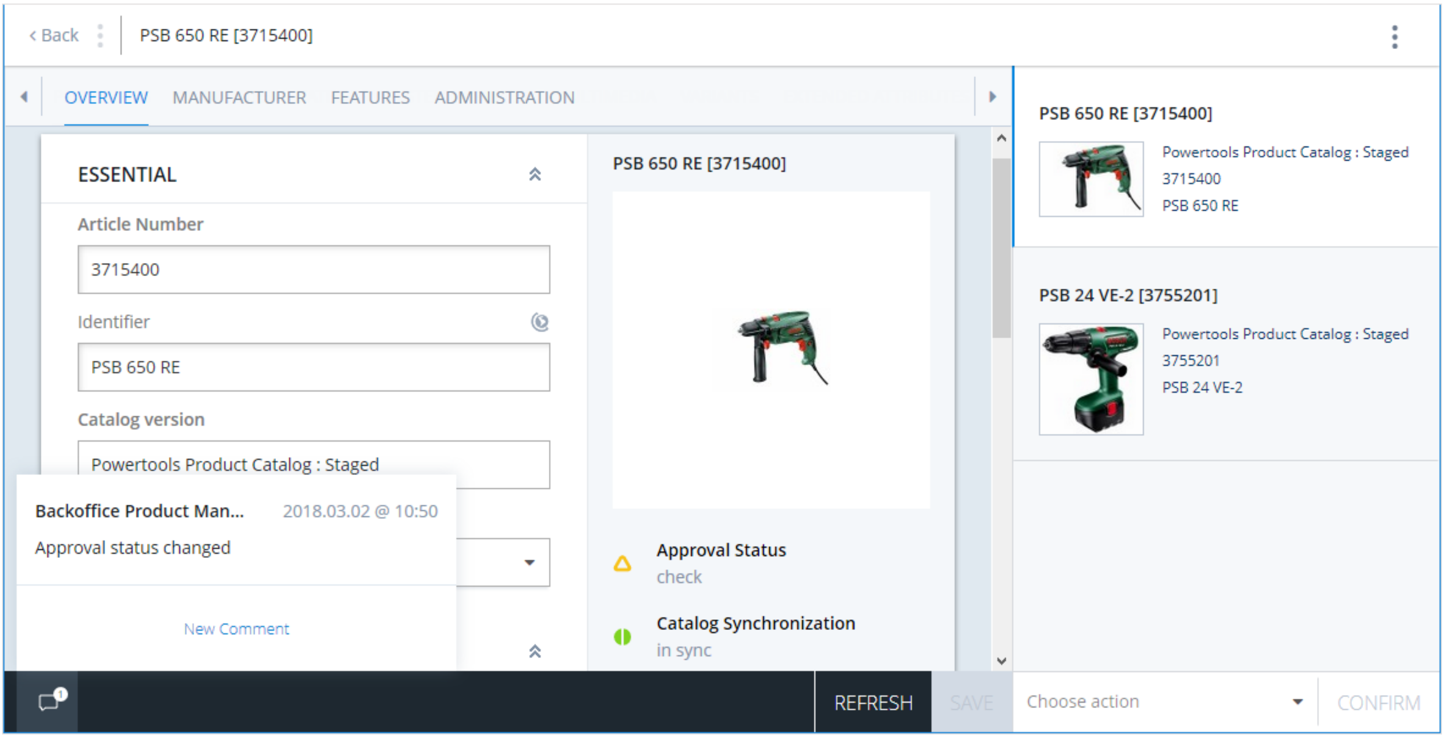
Related Information

[Collaboration Center Sidebar]
[Simple Search and Filters Widget]
[Reference Advanced Search Group Widget]
[Abort Workflow Action]
[Delete Workflow Action]
[Start Workflow Action]
[Workflow Attachments]
[Workflow Templates]

Workflows Task Edit View

Work on the attachments from your workflows in the Workflow Task Edit view.

You can access the view from the Collaboration Center Sidebar, Workflow Overview or from Workflow Details where you have a list of the current tasks.



When you open a task, you can see the editor area, summary view, and a list of attachments on the right. In this view you can work on each of the attachments separately. It's possible to view comments about an attachment, and to add new ones using the [Item Comments Widget]. You can also save the changes you made to each attachment.

Out-of-the-box, there are also four actions configured within the quick list, choose the three dots icon to see:

- Bulk Edit action: allows editing all the items added to the quick list at one time.
- Enumeration action: allows changing the approval status of all the items added to the quick list at one time.
- Sync action: allows synchronizing all the items added to the quick list at one time.
- Export actions: allows Excel export of all the items added to the quick list at one time.

When you finish working on a given task you can choose a decision about the task. For example, you can choose the **Done!**, **Approved**, or **Back to Marketing** actions, and confirm them by clicking the **CONFIRM** button.

Note

Setting a decision, and confirming it, refers to work on a whole task, not on a particular attachment. Make sure you worked on all the attachments after you set a decision for the task.

Related Information

Available Workflow Actions
Collaboration Center Sidebar
Collaboration Center Overview
Item Comments Widget
Workflow Action Decision Action
Workflow Details View
Summary View Widget
Quick List Widget

Workflow Attachments

The default attachment types for workflows are Product and Category.

Attachment Types

Supported attachment type codes can be defined through the `workflowsTypeFacade` extension of workflows, by adding another `attachmentTypeCode`:

```
<cng:collection-extender bean="workflowsTypeFacade" property="attachmentTypeCodes">
        <cng:add value-type="java.lang.String">
                <value>Order</value>
        </cng:add>
</cng:collection-extender>
```

Note

Do not define such generic types as Items. It makes the drag and drop functionality not usable.

Additional Information

Attachments can be added to a workflow in the Create a Workflow wizard, Workflow Widget, or Workflow Details. You can then add and remove them if a workflow is not running yet, but has a prepared status.

If you have an attachment added, but it was removed from your products or categories at all, you receive a notification in Workflow Details view about an empty attachment.

	ATTACHMENT	TYPE	COMMENTS	
	Starter Kit [23191] - Electronics Product Catalog : Staged	Product	0	
	Empty attachment - Item removed	Product	0	

Related Information

Drag and Drop Functionality in Backoffice
Workflow Details View
Workflows Widget

Workflow Templates

Workflows are based on reusable templates where you can define your workflow business processes and reuse it to create several instances of a workflow.

The Collaboration Center offers the following default workflow templates:

- Process Audit Report: The workflow automatically starts when a new Audit Report is generated.
- Product Approval: The product approval workflow template is for product approval done by the Product Marketing group, after being reviewed by Product Management and Purchasing. It is also automatically started when a product is created or saved, and its approval status is **check**.
- Product Creation: The product createion workflow template is for product creation. There are several steps involved: Purchasing and marketing base information, approval through the involved departments and roles, translations to different languages, and finally approval through marketing again.
- Ad-hoc Workflow: You need to assign the workflow template to a specific user, or a user group.
- Page Approval
- Page Translation

Backoffice supports workflow template activation. For more details, refer to the Workflow Activation Script section in workflow Extension.

Related Information

workflow Extension
Workflows

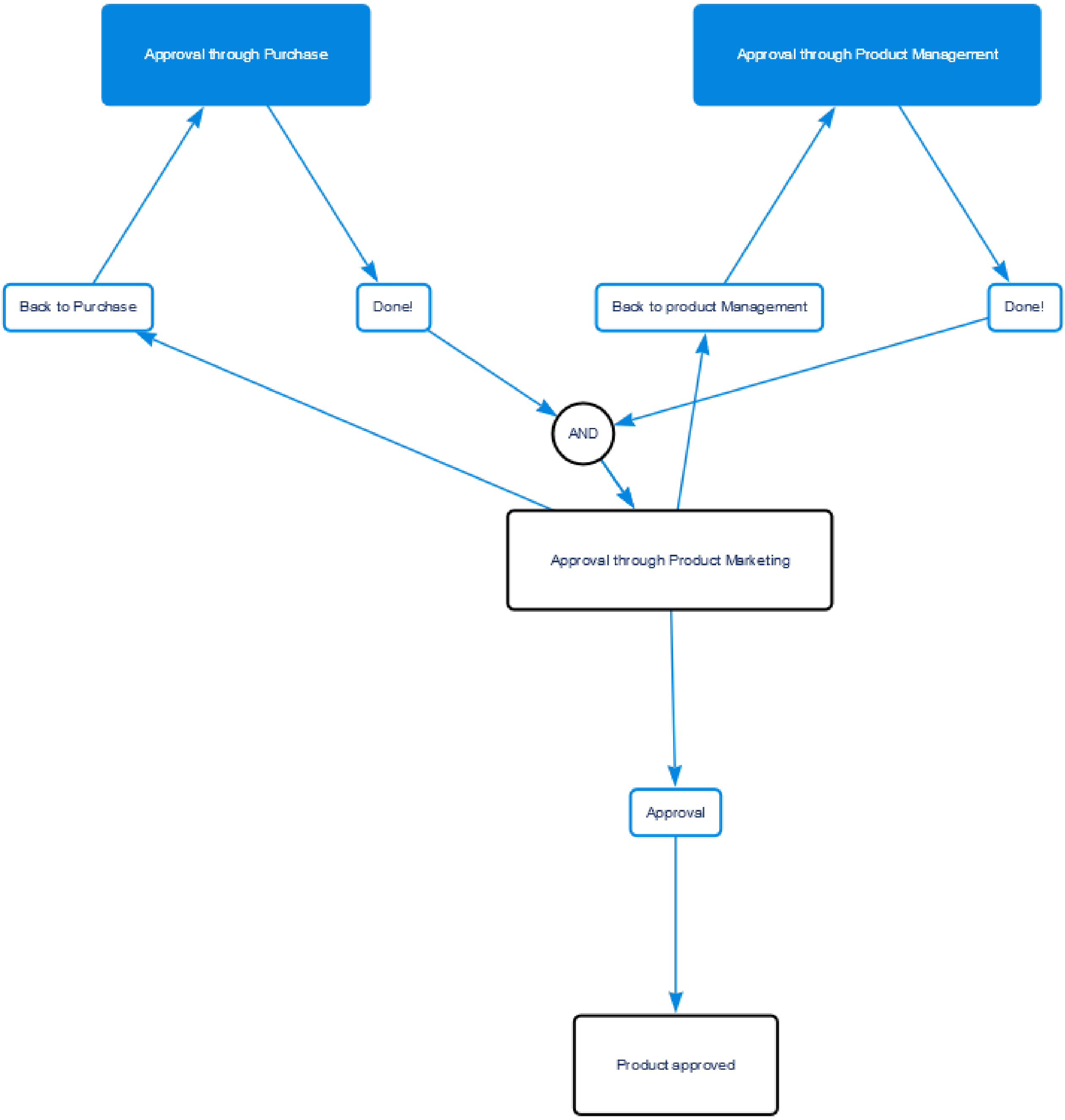
Workflow Visualization

Workflow Visualization provides the user a possibility to preview the workflow in a form of a graph.

Workflow Visualization allows the user to:

- See the steps and actions defined in a workflow.
- See who is assigned to the current step and the last time it was updated by hovering their mouse over the workflow steps.
- See the current and aborted steps in a workflow for a specific workflow instances

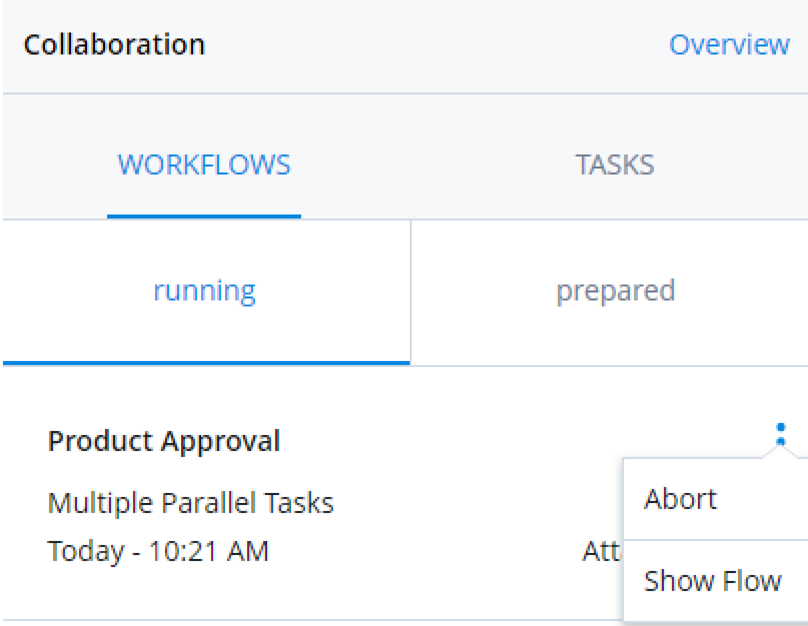
Flow Overview



The picture above provides an example of a workflow visualization. To zoom in or zoom out the workflow preview, the user can scroll their mouse. The user can also move nodes in the horizontal level.

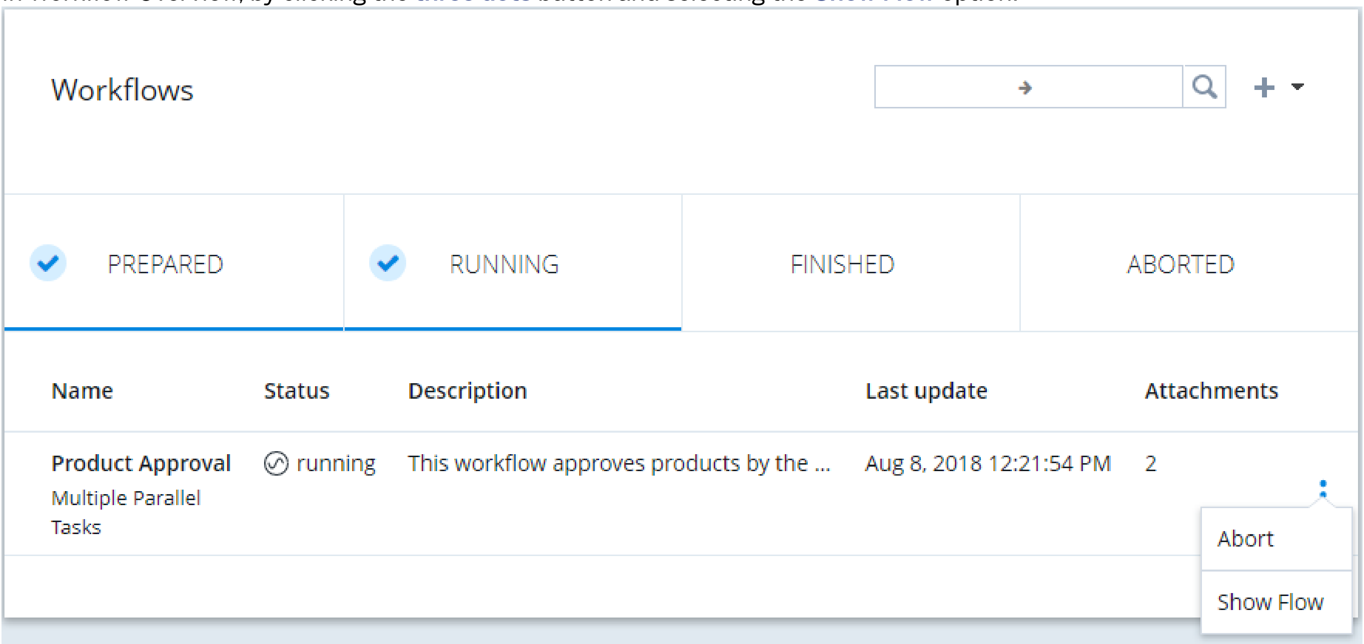
Workflow Visualization can be accessed from three places:

- Directly from the Collaboration Centre, by clicking the **three dots** button and selecting the **Show Flow** option.



- While creating a workflow in the Create Wizard after providing the workflow template.

- In Workflow Overview, by clicking the **three dots** button and selecting the **Show Flow** option.



Data Locales and UI Locales Selection

Quick Toggle locale widget allows you to manipulate languages (or locales) in the application. It defines two sections where you can select data locales and UI locales.

Data Locales

Data locales is a subset of all locales available in the system.

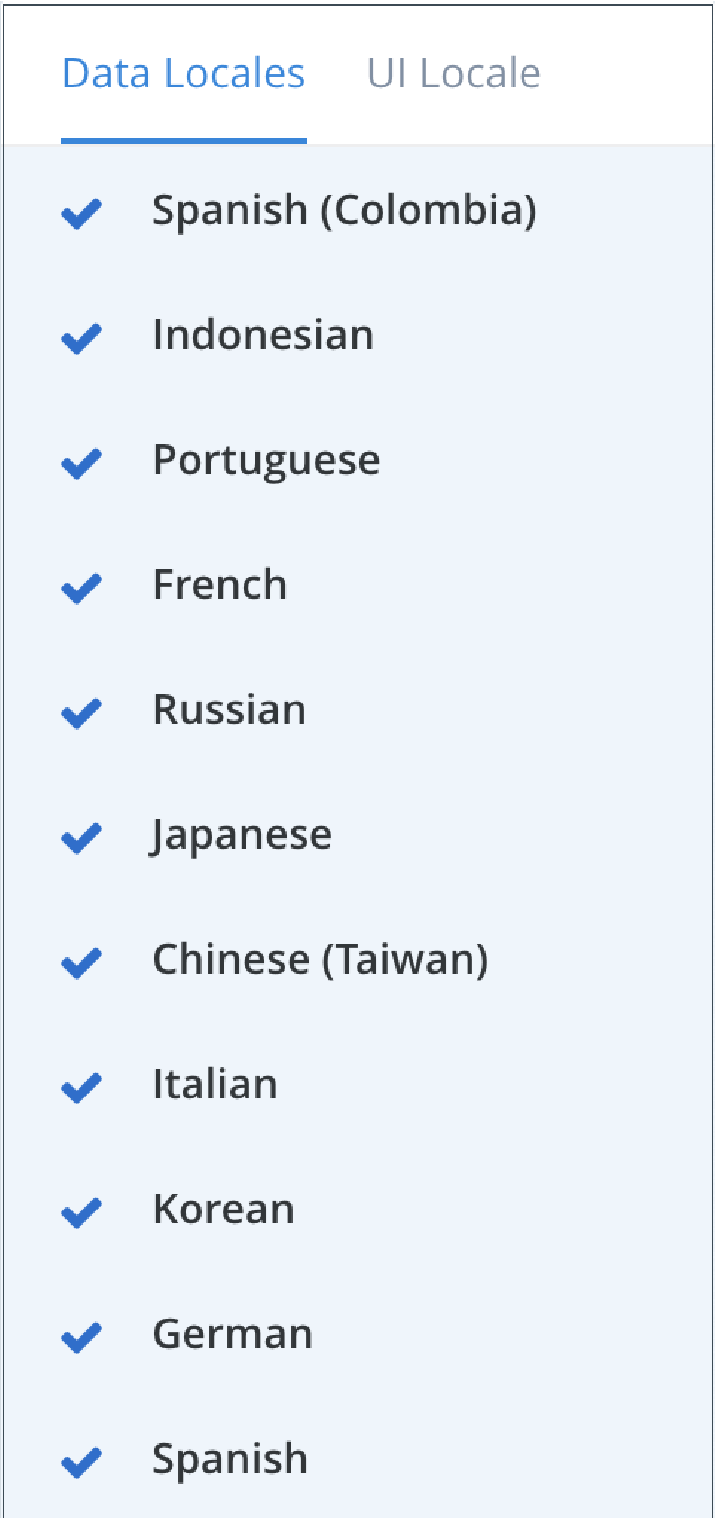
Choose the data locales to display localized fields of the application. Select from zero (no data displayed in localized editors) to all locales in the system.

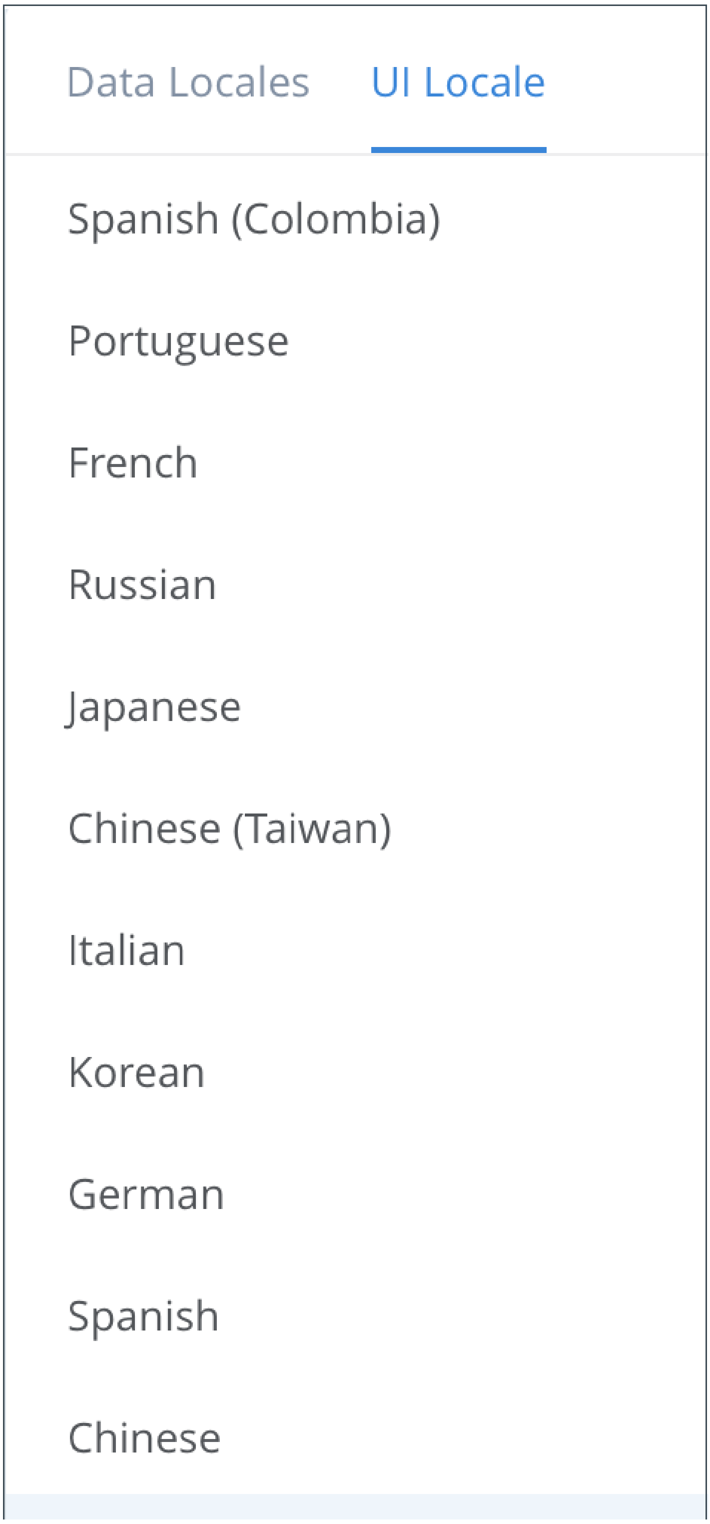
UI Locales

UI locales are the languages of UI localization. Usually, the number of available UI locales is smaller than the number of data locales.

Define the UI locales in the `lang.packs` project property. The value must have a corresponding language in the system and appropriate lang pack available. Choose only one UI locale from the list.

By default, the locale you chose on the login screen is the active UI language. In the case when you log in with SSO authentication, the system chooses the locale according to the preference defined in the SSO system. When there is no matching language in the system, the application uses the fallback language.





Related Information

[Quick Toggle Locale Widget]

Setting Up Different Types of Attributes in Backoffice

You can add, edit, or remove attributes for different types using the Backoffice Framework.

Context

The steps show how to change attributes for a specific type. In this example it's a Product type.

Procedure

1. Log in to Backoffice as Administrator.
2. In the Explorer Tree, go to **System** **Types** .
3. Choose Product from the identifiers list.
4. In the edit mode, choose **PROPERTIES**.
5. In the **PROPERTIES** section you can add, edit, or remove the attributes for the Product type.

Results

You can check your changes by going to Products, selecting an item, and opening the **ATTRIBUTES** tab in the editor area.

Report Definitions (ViewTypes) in Backoffice Administration Cockpit

A ViewType instance is the SAP Commerce representation of a database view.

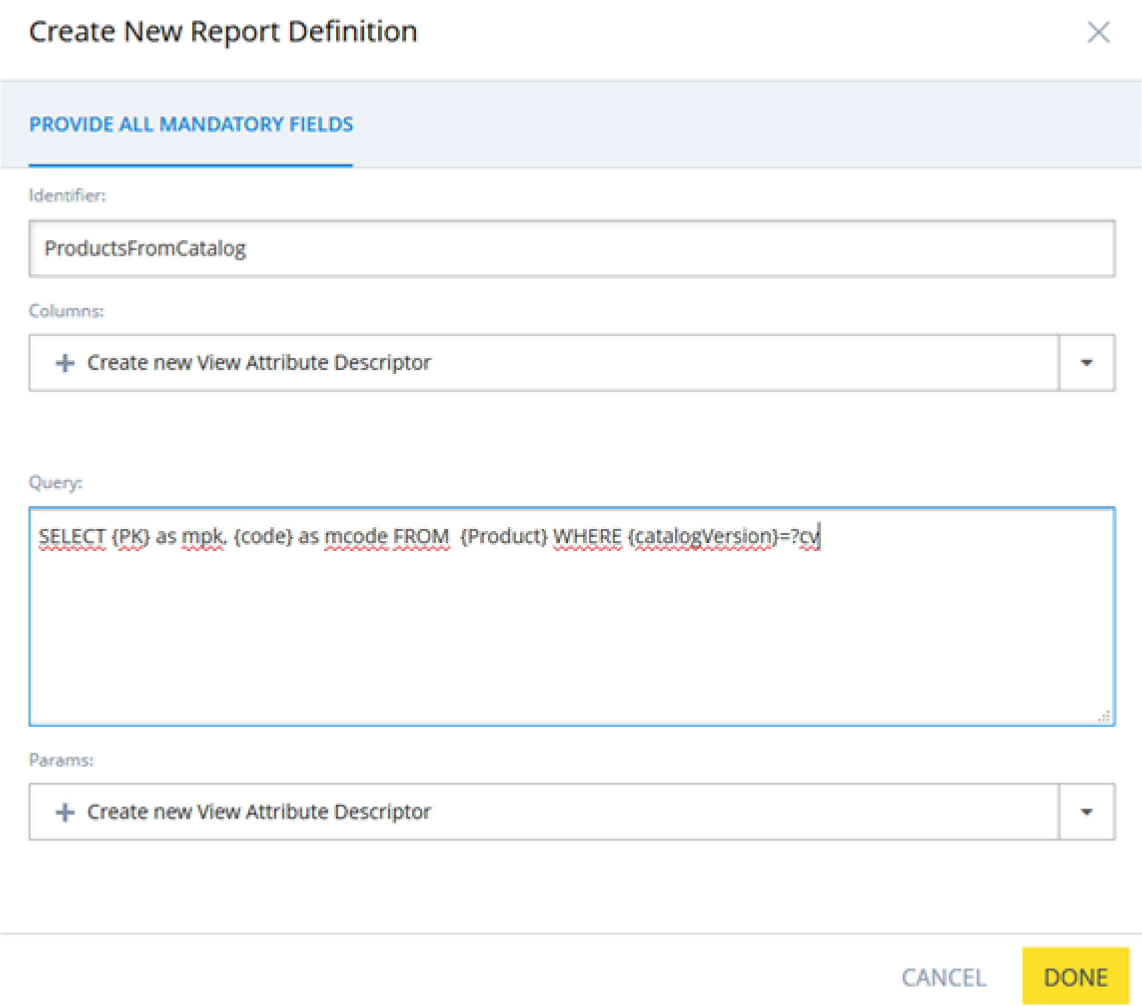
ViewType representation in Backoffice Administration Cockpit is called a **Report Definition**. A Report Definition allows you to create customized calculated sets of data dependant on some other data. You can rely on the full power of the FlexibleSearch to specify your result sets.

Creating Report Definitions

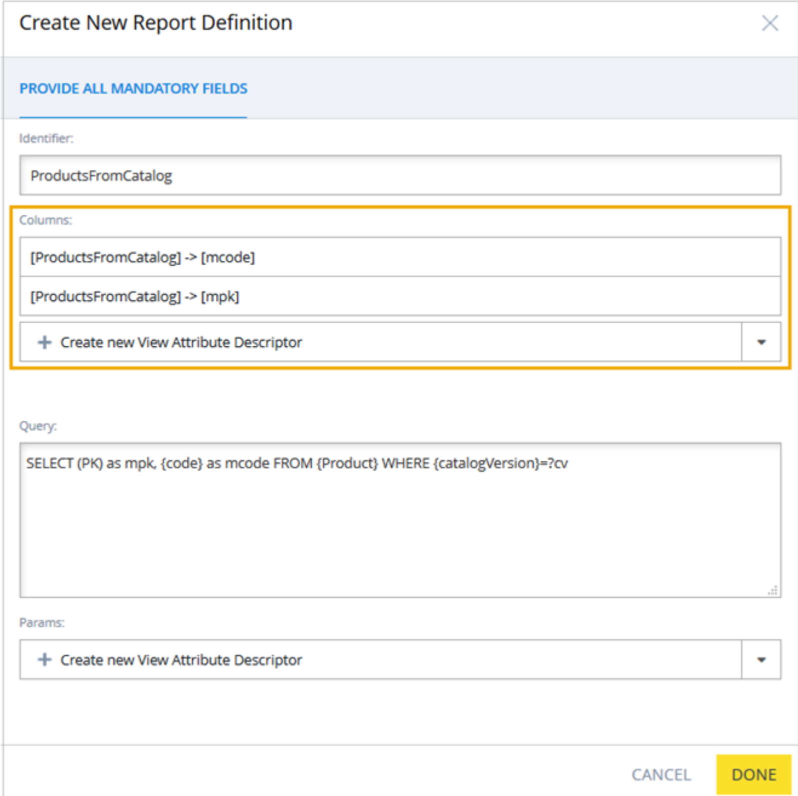
Create Report Definitions in Backoffice Administration Cockpit.

Procedure

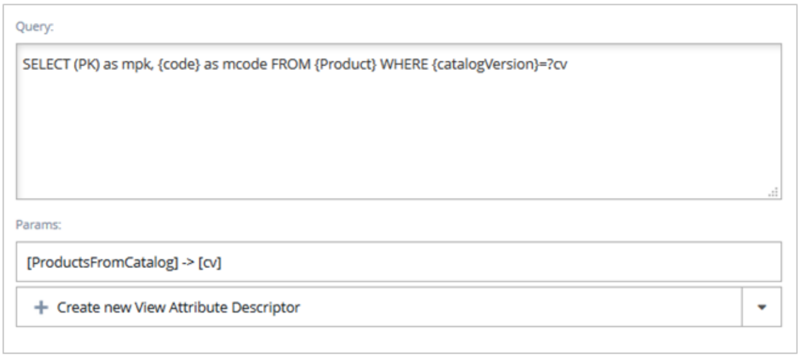
1. To create a new report definition, navigate to Report Definitions in the Explorer Tree widget: System Report Definitions .
2. Click the icon to invoke creation wizard.
3. Define the the details of your Report Definition and the Flexible Search query you want to use.



4. Click Create new View Attribute Descriptor button to define the Columns you want to have displayed in your Report. You should fill in the Qualifier, Feature Type and Enclosing Type fields.



5. Click **Create new View Attribute Descriptor** button to define the parameters for your query. You should fill in the **Qualifier**, **Feature Type** and **Enclosing Type** fields.



For details about Classification and Feature Types refer to Classification.

6. Click **Done** to save it.

Results

- **Tree View Configuration**: The newly created Report is immediately recognized by the Platform as a `Type` and may be used to configure the tree view to display it.
- **Advanced Search Configuration**: There is no need to configure the Advanced Search manually. All query parameters are automatically recognized as mandatory search fields. If the query is not parametrized, the Advanced Search would not contain any search attributes.
- **Collection Browser Configuration**: There is no need to configure the Collection Browser widget. By default, the list contains all the columns defined for the Report. If you want to minimize the number of visible columns, you have to provide the appropriate configuration manually.
- **Editor Area Configuration**: There is no need to configure the Editor Area. By default, it contains all the columns defined for the Report, aggregated in one tab. If you want to minimize the number of visible attributes, you have to provide the appropriate configuration manually.

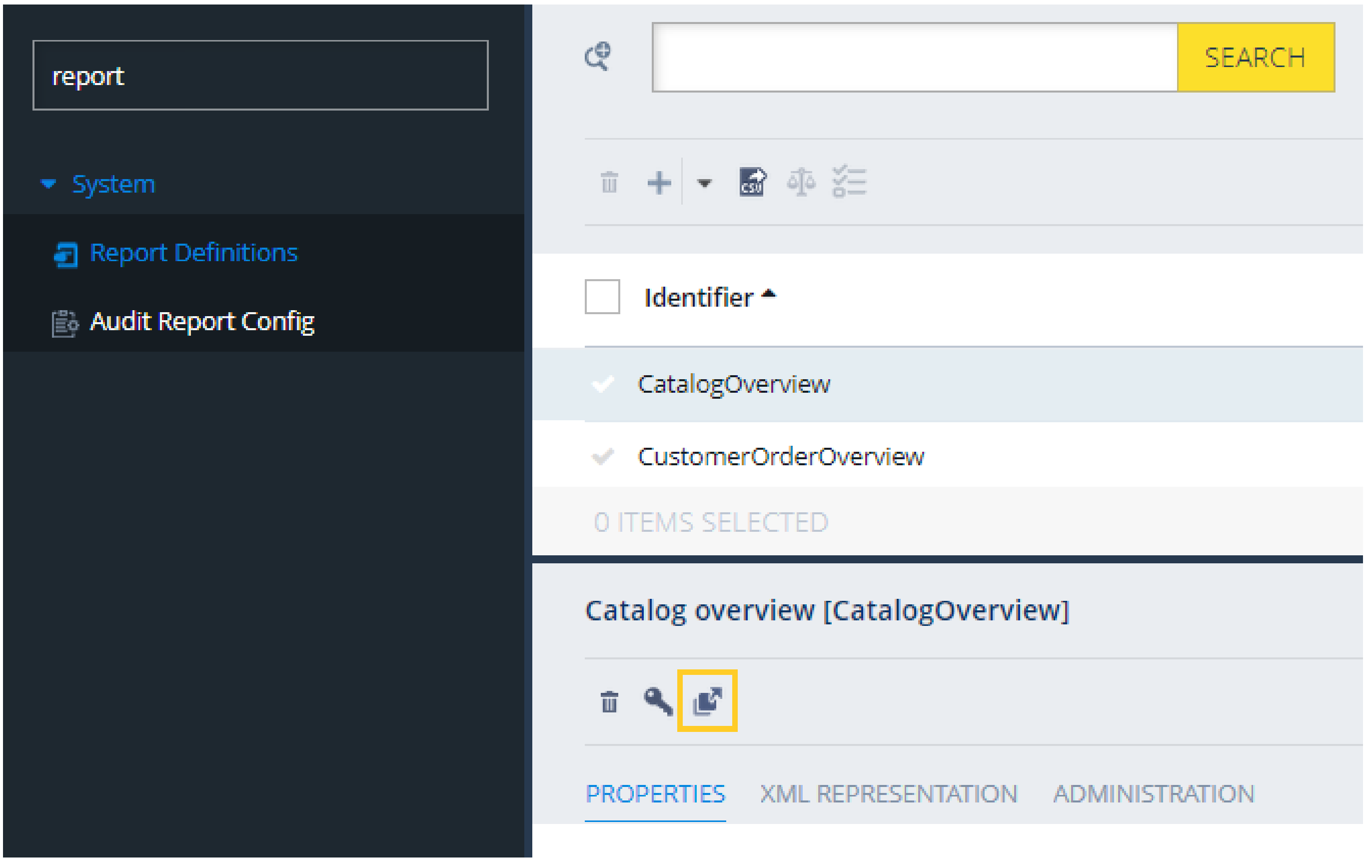
Using Report Definitions

Context

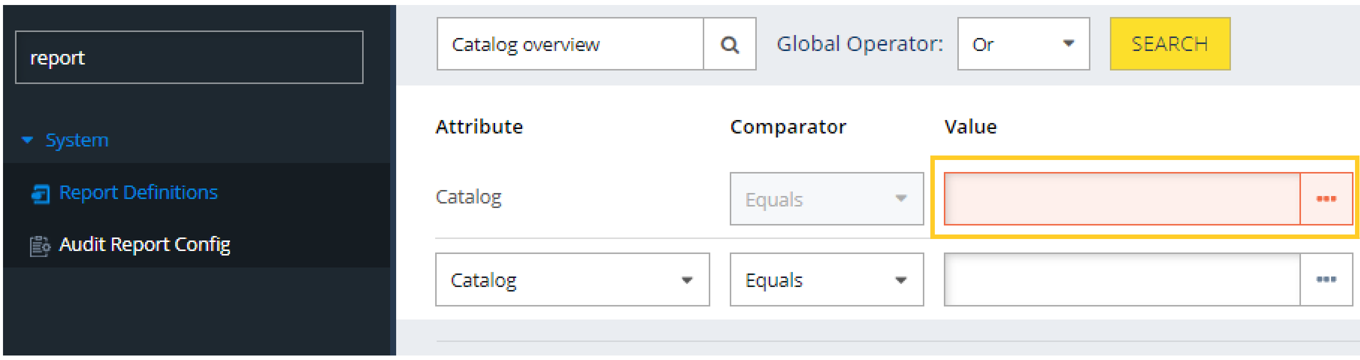
On the basis of the defined Report Definitions and meta-type search capability, you are able to create a Report on a particular piece of data from the database.

Procedure

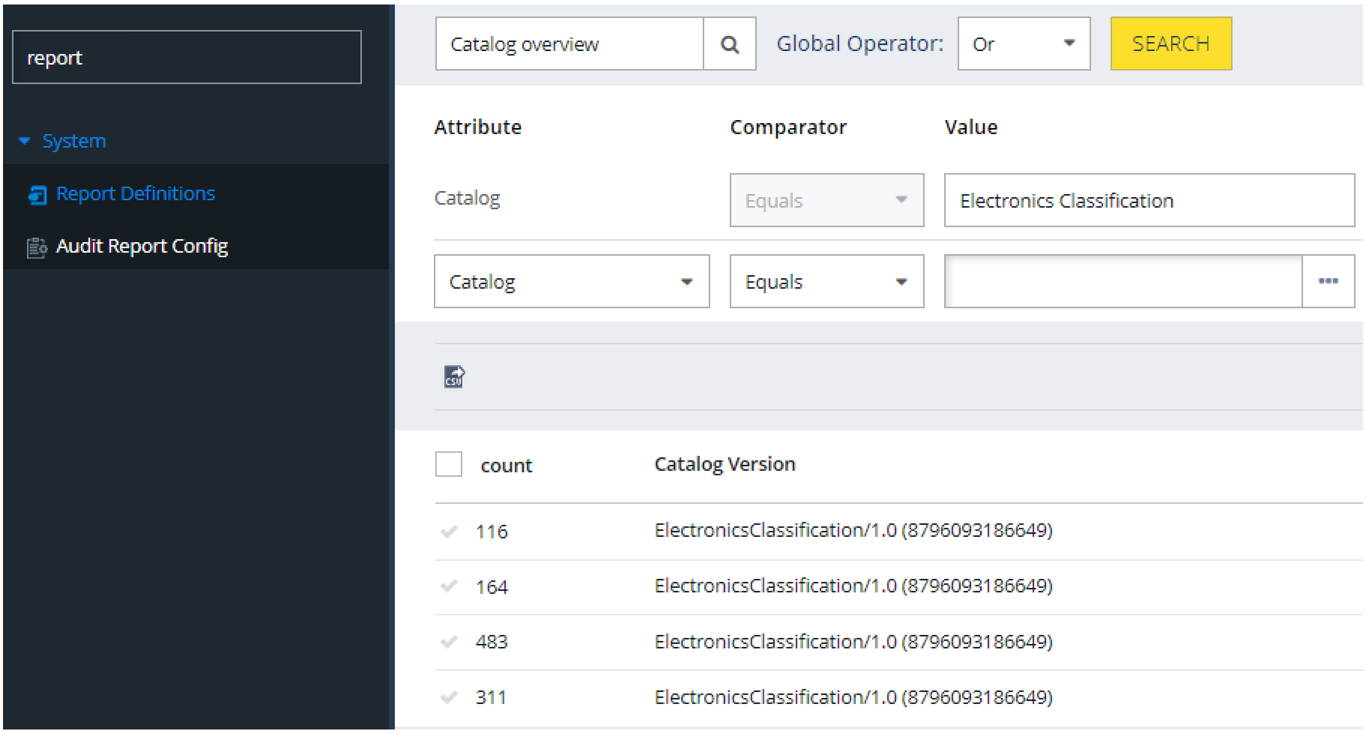
1. Navigate to the Report Definitions in the Explorer Tree and pick the Report Definition you want to use.
2. Click the Search by Type action that allows searching for all instances of a specific type.



3. In the Advanced Search mode, you need to specify the parameter of your interest (as in the below example, you need to pick the particular Catalog to get data from):



4. Hit the Search button to see the ViewTypes result list.



i Note

ViewTypes can be opened in the **read-only** mode in the Editor Area.

Related Information

[Search by Type Action]

[FlexibleSearch]

Creating Validation Constraints in Backoffice

Create constraints for the validation engine in Backoffice Framework.

Procedure

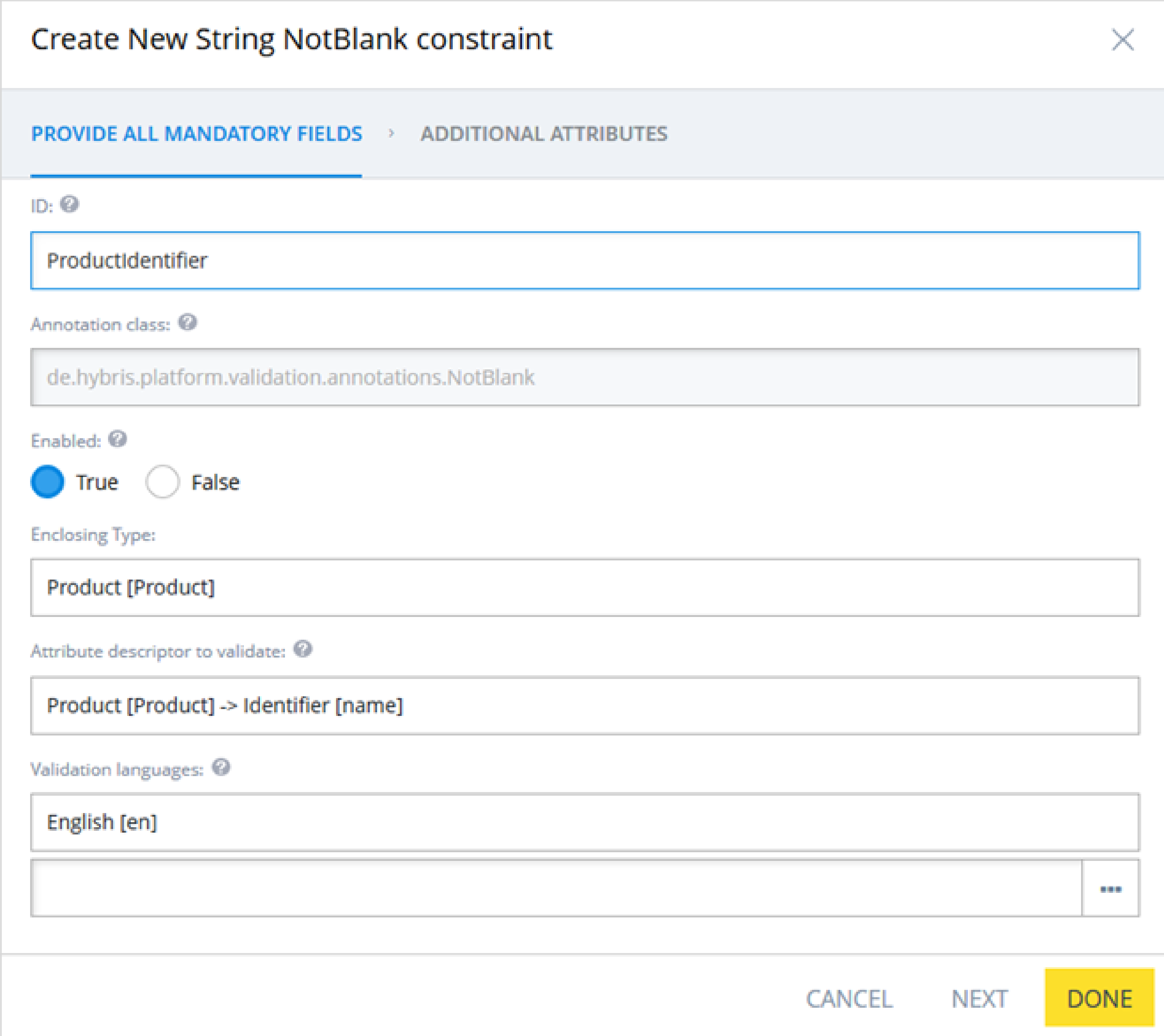
1. Go to **System** **Validation** **Constraints** in the Explorer Tree and choose **Create** + ▾. You can also expand the drop-down list and choose the specific constraint.

   In this example, create the `StringNotBlank` constraint for product identifier.

2. Choose the `StringNotBlank` constraint from the list.

3. Complete the required fields in the pop-up window:

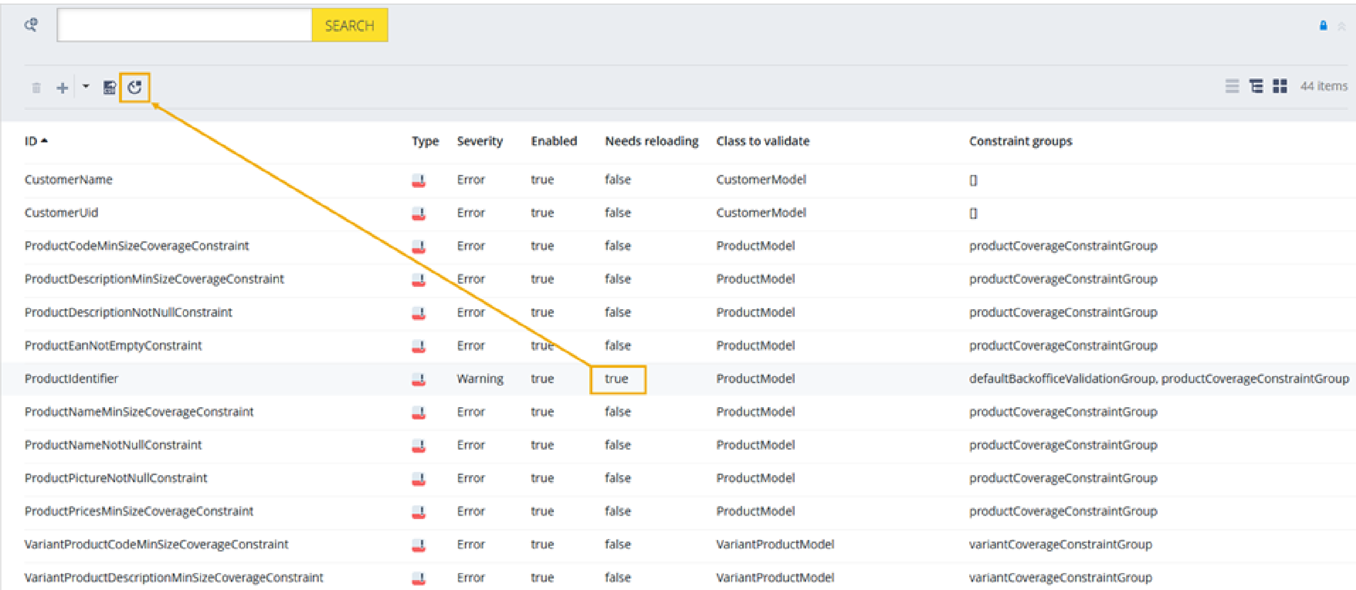
   a. Provide all mandatory fields.



b. Provide more attributes. Choose between different types of severity: **error**, **warning**, or **info**.

When you click **Done**, a notification shows up with information that a constraint was created.

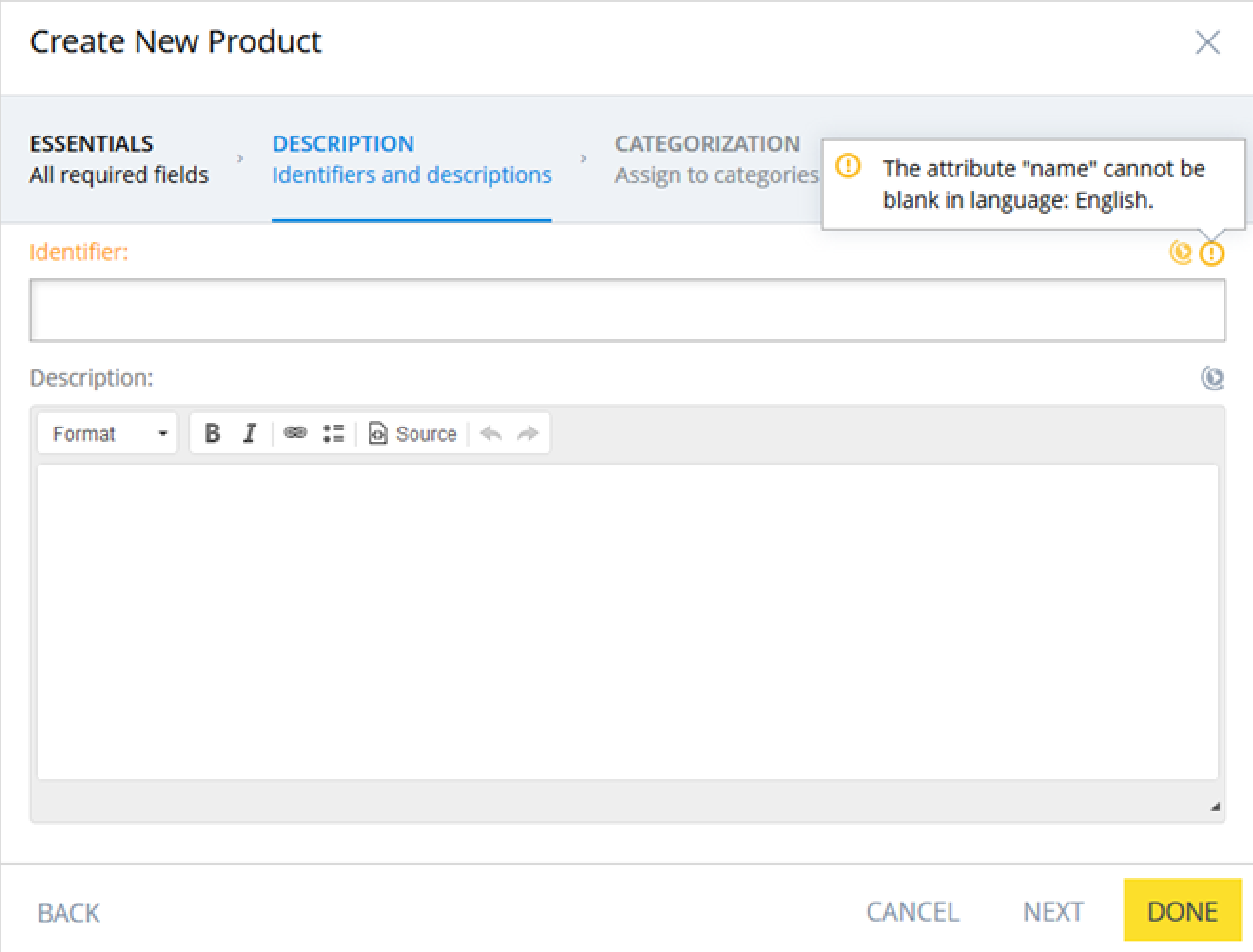
4. Refresh the constraints list and check if the constraint needs reloading. Run the Reload validation engine to make the constraint active.



ID	Type	Severity	Enabled	Needs reloading	Class to validate	Constraint groups
CustomerName		Error	true	false	CustomerModel	[]
CustomerUid		Error	true	false	CustomerModel	[]
ProductCodeMinSizeCoverageConstraint		Error	true	false	ProductModel	productCoverageConstraintGroup
ProductDescriptionMinSizeCoverageConstraint		Error	true	false	ProductModel	productCoverageConstraintGroup
ProductDescriptionNotNullConstraint		Error	true	false	ProductModel	productCoverageConstraintGroup
ProductEanNotEmptyConstraint		Error	true	false	ProductModel	productCoverageConstraintGroup
ProductIdentifier		Warning	true	true	ProductModel	defaultBackofficeValidationGroup, productCoverageConstraintGroup
ProductNameMinSizeCoverageConstraint		Error	true	false	ProductModel	productCoverageConstraintGroup
ProductNameNotNullConstraint		Error	true	false	ProductModel	productCoverageConstraintGroup
ProductPictureNotNullConstraint		Error	true	false	ProductModel	productCoverageConstraintGroup
ProductPricesMinSizeCoverageConstraint		Error	true	false	ProductModel	productCoverageConstraintGroup
VariantProductCodeMinSizeCoverageConstraint		Error	true	false	VariantProductModel	variantCoverageConstraintGroup
VariantProductDescriptionMinSizeCoverageConstraint		Error	true	false	VariantProductModel	variantCoverageConstraintGroup

Results

You enabled the constraint. When creating a product, the warning message shows up when the **Identifier** field is empty.



Related Information

[Data Validation]

Output Documents Support in Backoffice

Backoffice provides you a mechanism that enables generating output documents related to orders made on the storefront.

You can use document templates to generate output documents for any order in Backoffice. The feature is available from the **Output Documents** tab in the Editor Area for Order type. The tab defines a section of the same name, where you have the following capabilities:

- Choosing a document template from the multi-reference editor to generate new documents
- Downloading the created documents
- Viewing and manipulating the created documents

Generating Output Documents

Use document templates to generate output documents in relation to an order made on the storefront in Backoffice.

Prerequisites

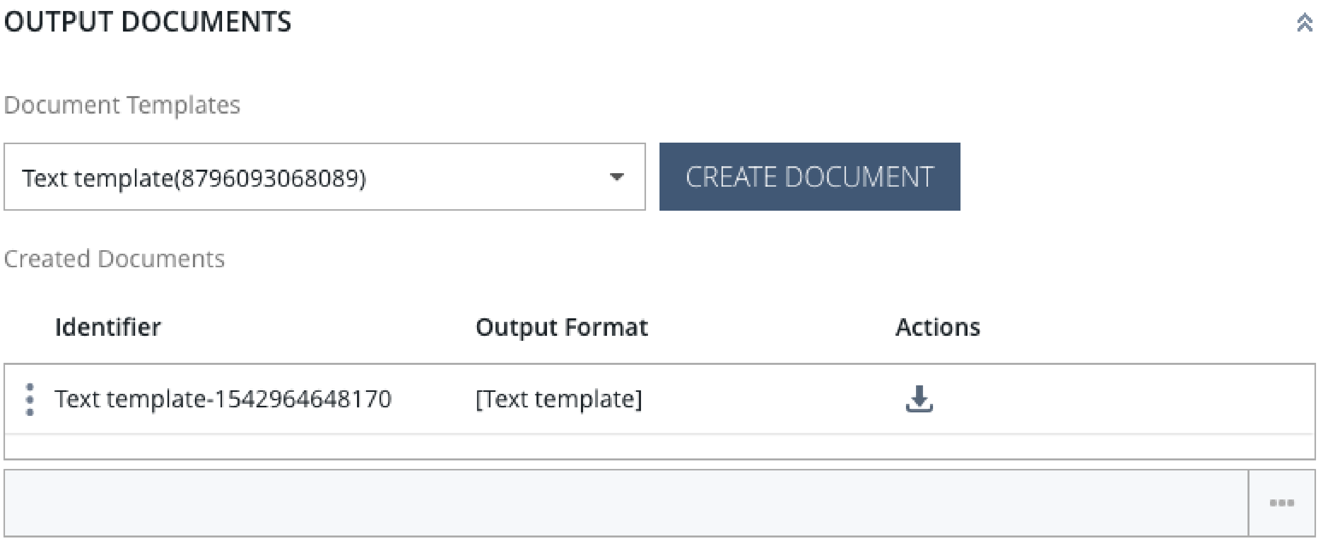
Define the document templates in System Output Documents Document Templates in the Explorer Tree widget. Choose a relevant Format Converter and assign the template with Order type.

Context

After an order is made on the storefront, you can generate relevant output documents in Backoffice.

Procedure

1. Navigate to Order Orders in the Explorer Tree and open the order of your interest in the Editor Area.
2. Go to Output Documents tab.
3. Choose the Document Template from the combobox and click the Create Document button.

   The system creates the document. The list of Created Documents in the multi-reference editor gets automatically updated.

   After you choose a particular template, you see the list of Created Documents narrowed down to those based on the chosen template.

4. **Optional:** Download the document using the action.

Next Steps

Manipulate the assigned documents in the Created Documents list.