

Fluke Networks Asset Management System

Content Administrator

Users Guide

May 2006

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Login

Content Administrator's URL: <http://Support.FlukeNetworks.com/SW-Administrator>

Note: This site uses pop-up windows to display various informational and related status alerts. Ensure that you allow pop-up windows for this site.

Enter the login User Name and Password given by your Site Administrator. Click "OK"

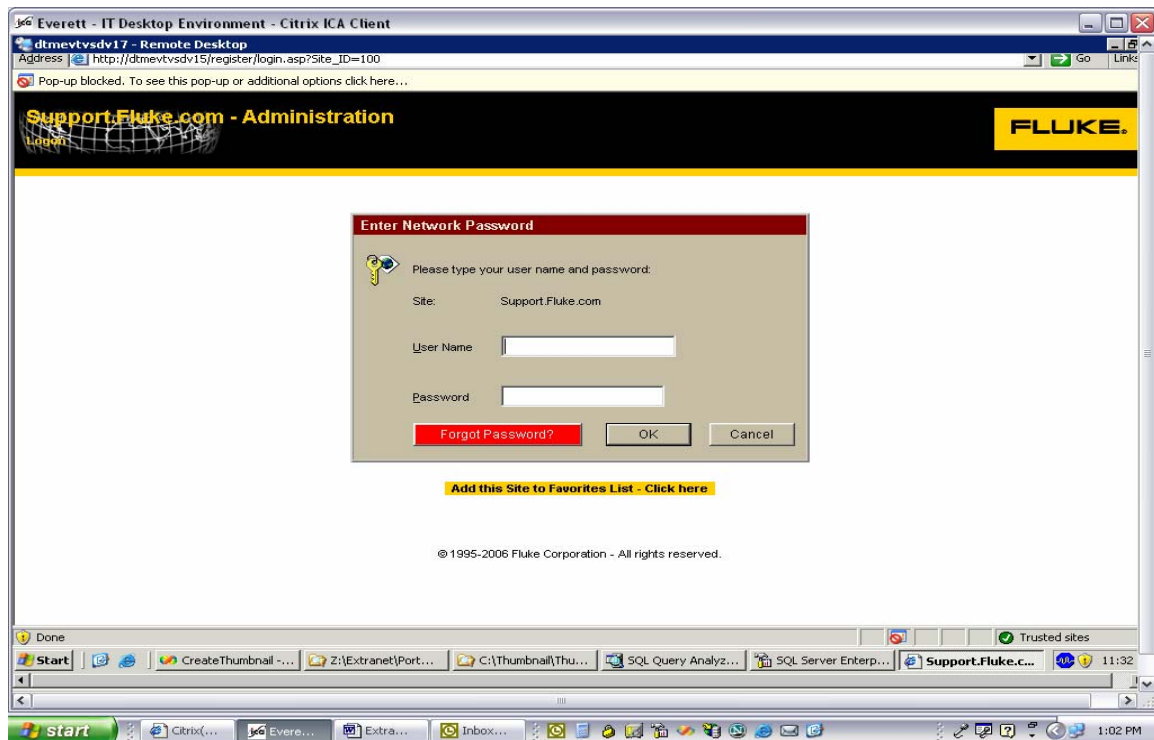


Figure 1 – Login Screen

User will be directed to the following Content Administrator's Main Menu screen. See Figure 2 – Content Administration – Main Menu.

Content Administrator
Content Administrator
Fluke Corporation Inc.

Logoff Site Menu

| | | |
|---|------------------|--|
| Add - Content or Event into Category: | Select from list | |
| Edit - Content or Event from Category: | Select from list | Search: <input type="text"/> <input type="button" value="Go"/> |
| Misc - Site Utilities: | Select from list | |
| Language : | English | |

- If you are experiencing problems or have questions about this site or site tools, please email them to: [Webmaster - Partner Portal Sites](#).
- When reporting a problem, please provide the URL and a complete description of the problem by using a copy of the error message or a screen capture.


Figure 2 – Content Administration – Main Menu

Content Administrator Screen

- **Add** - Content or Event into Category: To add an asset; select a category under which you want to add an asset from the "Add" drop down list. A display with a list of categories will appear. *See Figure 3 in Adding an Asset section.*
- **Edit** - Content or Event from Category: To see the list of existing assets under any category, select a category from the "Edit" drop down list. A display with a list of assets present in that category will appear. *See Figure 4 in Editing section.*
- **Search**: To use the Search feature, enter the 7-digit Oracle item number, the 7-digit Generic item number, the Asset ID number, Keyword or exact phrase to find an asset.
- **Misc.** – Site Utilities: This list box provides you with the various site tools or reports you can generate related to the assets.
- **Language**: You can change the infrastructure language of the Asset Management System by using the drop down menu. Select any language from the drop down menu and the label caption changes according to the Language selected.

Add a new Asset

Add Screens



Fluke Networks Asset Management System
Site Administration Main Menu

Content Administrator
Content Administrator
Fluke Corporation Inc.

Logoff Site Menu

Add - Content or Event into Category:
Edit - Content or Event from Category:
Misc - Site Utilities:
Language:

Select from list

Select from list

Application Notes

Brochures

Case Studies

Catalogs

Corporate

Data Sheets

Extended Specifications

Flyers

Images

Letters

Manuals

Miscellaneous

PowerPoint Presentations

Product Line

Product Software

User's Guide

Virtual Demos

Webcasts

White Papers

Search:

Go

If you are experiencing problems or have questions, please email them to: [Webmaster - Partner Portal Sites](#).

When reporting a problem, please provide the URL and a description of the problem by using a copy of the error message or a screen capture.

Figure 3 – Add – Drop down menu

Select a category from the “Add – Content or Event into Category” drop down menu. See Figure 3 – Add – Drop down menu. The next screen that will appear will be the Asset Screen.

Note: When adding text data to the Asset form fields, do not copy and paste directly from a MS Office product or any application that embeds hidden characters to format the text, otherwise the hidden characters pasted into the text field will be displayed as unintelligible gibberish when rendered on a web page. To circumvent this from happening, paste into Notepad (Font: Arial Unicode MS), then copy and paste into the text field. Also note, this system uses UTF-8 (Arial Unicode MS)

| Field Name / Description | Content or Event Information |
|---|---|
| Note: ■ Required Information. | Main Menu ? |
| Content / Event ID Number: | ADD |
| Category: | ■ Application Notes |
| Sub-Category: | Select from this list Matrix |
| Item / Reference Number 1: (Oracle or Generic) Generic | <input type="text"/> Rev: <input type="checkbox"/> <input checked="" type="checkbox"/> Show |
| Item / Reference Number 2: (Legacy) | <input type="text"/> |
| Product or Product Family: | ■ Select from this list or enter new below ▼ |
| Title: | ■ <input type="text"/> |
| Description: | <div style="border: 1px solid #ccc; height: 100px;"></div> |
| Asset File - (LOW Resolution): (Virus Scan prior to uploading file) | <input type="text"/> Browse... |
| Everett - Marketing Communications Use Only. Asset File - (POD Resolution): (Virus Scan prior to uploading file) | <input type="text"/> Browse... |
| Beginning Date (mm/dd/yyyy): | ■ 04/28/2006 📅 |
| Do not relate to Product Catalog: | <input type="checkbox"/> |
| Sort Products: | Select from List Matrix |
| PCat Products: | <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px;">Available Products</div> <div style="border: 1px solid #ccc; padding: 5px;">Selected Products</div> </div> |
| Industry: | <input type="checkbox"/> Datacom Cabling <input type="checkbox"/> IT Networking <input type="checkbox"/> Telecommunications Providers |
| Language: | English + ▼ + Indicates a supported infrastructure language. |
| Select Groups allowed to view this information: | <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 20px;">✓</div> <div>Available to Electronic Email Fulfillment - (End-User Oracle)</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 20px;">✓</div> <div>Available to Electronic Fulfillment - (End-User Digital Library)</div> </div> <div style="border-top: 1px solid #ccc; padding-top: 5px;"> Entitlements </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 20px;">✓</div> <div>Free</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 20px;">✓</div> <div>Lite</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 20px;">✓</div> <div>Full</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 20px;">✓</div> <div>Gold - OSV</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 20px;">✓</div> <div>Gold - ISV</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 20px;">✓</div> <div>Gold - HNT</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 20px;">✓</div> <div>Gold - PNA</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 20px;">✓</div> <div>Gold - DNA</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 20px;"><input type="checkbox"/></div> <div>Restricted Material (No PP Access)</div> </div> </div> |
| <input checked="" type="radio"/> No Country Restrictions: <input type="radio"/> Include only these Countries: <input type="radio"/> Exclude only these Countries: | <div style="border: 1px solid #ccc; padding: 5px;"> United States United States Minor Outlying Islands Afghanistan Albania Algeria American Samoa Andorra Angola Anguilla </div> <p>(Multi-Select Drop-Down) Use [CTRL] + [LEFT MOUSE] to select multiple countries.</p> |
| Select Group to Approve this Submission: | ■ Approval by Current Administrator ▼ |
| Main Menu Save / Update | |

Figure 4 – Add Asset Screen

| | |
|----------------------------|---|
| Content / Event ID Number: | ADD |
| Category: | Application Notes |
| Sub-Category: | Select from this list Matrix |

Figure 5 - Asset ID, Category and Sub-Category Fields (Add Asset View)

| | | | | | |
|-----------------------------|---|---------|------------------------------|---------------------------------------|-------------------------------|
| Content or Event ID Number: | 20057 | Status: | <input type="radio"/> Review | <input checked="" type="radio"/> Live | <input type="radio"/> Archive |
| Category: | Application Notes | | | | |
| Category Change to: | Select from list | | | | |
| Sub-Category: | Select from this list Matrix | | | | |

Figure 6 - Asset ID, Category, Sub-Category, Asset Status (Edit Asset View)

- Content / Event ID Number**

The ID number will either display ADD for a new item or for an existing item, the actual record ID number will be displayed. If the asset is a clone of another asset, the parent record ID will appear to the right in brackets [#####].
- Status**

After an asset is saved for the first time, the Content / Event ID Number is assigned. You will also see three status selections for the asset.

Review – Asset has not been released.

Live – Asset is LIVE and available to portal (not used in this version), user-facing websites, Oracle eFulfillment, Print-on-Demand systems. See Figure 6 - Asset ID, Category, Sub-Category, Asset Status (Edit Asset View)
- Category**

For a new asset, the category for the asset was selected from the main menu, however once the asset has been saved, you can change the asset to another category.

Note: if you have related non-English assets, and you reassign the English version to another category, you will also have to individually reassign the related non-English assets too.
- Sub-Category**

Sub-Categories are optional and are only used for a secondary level of sorting within the Asset Administration System.

Select from the pre-defined list. If you do not find a sub-category that adequately describes your item, contact your Site Administrator. All

New Sub-Categories must be in English; however, it will be translated, once Infrastructure Translations are done (typically as needed by special request or quarterly.)



Item / Reference Number 1: (Oracle or Generic) Rev. ☒ Show

Item / Reference Number 2: (Legacy)

Figure 7 - Item / Reference Numbers

- **Item / Reference Number 1**

Item / Reference Number 1 is required and is either the Oracle item number for the asset or if an Oracle item number is not available, a Generic Item Number can be used. This number is used to relate the asset to the various fulfillment systems such as Oracle campaigns, Print on Demand (POD), or to www.FlukeNetworks.com. Entering an Oracle Item Number for a new asset container will automatically check for duplicates of the same asset, or fetch from Oracle Deliverables, the document's title, current revision and language when the [tab] key is pressed.

In the absence of an Oracle Item Number, a Generic Item Number can be obtained by pressing the [Generic] button to the left of the field. The function of this number is the same as an Oracle Item Number, but has no connection to the Oracle Deliverables System.

Item / Reference Number or Generic item number is a required field.

Note: Do not use a Generic item number if an Oracle Item Number will be generated at a later time. The reason for this is because all links related to this asset will have to be updated to the Oracle Item Number once it is available. It is best practice to start with Oracle Deliverables and generate the Oracle Item Number first before loading the asset.

- **Rev.**

Current File Revision Letter. This is an alpha code A-ZZ only.

Note: For assets that have a numeric version number, such as Software and Software updates,

add the numeric version number to the title of the asset. Default this revision to "A".

- **Show**

The “Show” checkbox, will display the Item Number in the content’s description (Portal View Only).
- **Item / Reference Number 2**

An optional secondary reference number. For a cloned non-English language asset, this field will contain the original English Item Number, Revision and Language for reference.

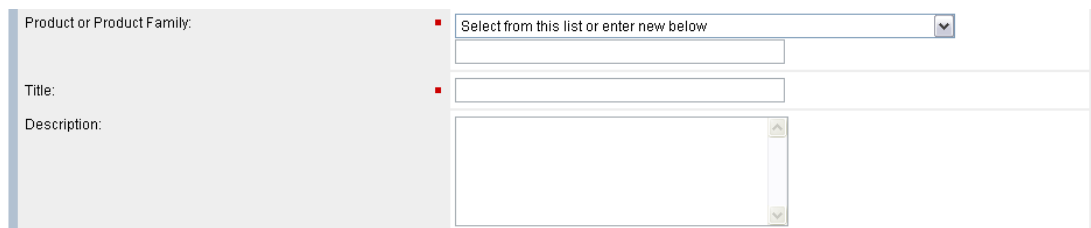
The screenshot shows a web form with a light gray background. On the left, there are three labels: 'Product or Product Family:', 'Title:', and 'Description:'. To the right of these labels are three input fields. The first field is a dropdown menu with the text 'Select from this list or enter new below' and a small downward arrow. The second field is a standard text input box. The third field is a larger text area with a small upward arrow on the right side. The form is enclosed in a thin blue border.

Figure 8 - Product or Product Family, Title and Description

- **Product or Product Family**

The Product or Product Family is a critical search/sorting/grouping field within the Asset Management System listings and reports.

When adding new Asset record use one of the pre-existing selections.

Note: If you require a new Product or Product Family name, contact your Site Administrator. Then add the new Product or Product Family name to the input box. All New Product or Product Family names must be in English and must match those used in the Product Catalog.
- **Title**

Title of the Asset. When a new asset is added and a valid Oracle item number is inputted for Item / Reference Number 1, this field is auto populated from Oracle. For non Oracle item number assets such as manuals, virtual demos or software you will need to enter a web/Efulfillment friendly title. For non-English assets, this title must be translated.

Naming Conventions:
Product + Asset Type + Version + unique ext.
Title + Asset Type

CableIQ Users Manual
 EtherScope Language Update Software
 EtherScope Update Software V 2.02 (.exe file)
 NetTool VoIP Application Note

Marketing Online

Deliverable Details

To update a Deliverable, input the required information and select Update.

*Name: 213021,PNA,ESCOPE,ETHERI
 *Version: 0
 *Status: Planning
 *Language: American English
 *Country: United States
 *Sub Category: Data Sheet
 Category: Literature
 Delivery Medium: Electronic
 Start Period: 12-JUN-2006
 End Period: 12-JUN-2009
 *Available From: 12-JUN-2006
 *Available To: 12-JUN-2009
 *Due Date: 13-MAY-2006
 *Last Updated: 17-APR-2006
 *Currency: US dollar
 *Owner: Tracy, Doug E
 Description: ETHERSCOPE DATA SHEET
 *Product Family: PNA
 Model Group: ESCOP
 Market Model:
 * indicates required field
 Update Restore Print Deliverable Report
 Created By Tracy, Doug E (TRACY) Creation Date 15-APR-2006
 Updated By Last Updated 17-APR-2006

Title is picked up from Oracle Marcom job description field

Figure 9 - Oracle Online – Deliverables

- Description**

Use the description field for whitepapers, application notes and software. This short narrative description (20 words or less) will dynamically populate on the web page under the title of the asset. For non-English assets, this description must be translated.

NetTool VoIP Application Note (Title)

Simplify VoIP Network Setup and Troubleshooting with NetTool VoIP

Voice over IP (VoIP) Basics for IT Technicians (Title)

White Paper

VoIP brings a new environment to the network technician that requires expanded

knowledge and tools to deploy and troubleshoot IP phones.

| | | |
|---|----------------------|--|
| Asset File - (LOW Resolution): (Virus Scan prior to uploading file) | <input type="text"/> | <input data-bbox="927 308 997 329" type="button" value="Browse..."/> |
| Everett - Marketing Communications Use Only. Asset File - (POD Resolution): (Virus Scan prior to uploading file) | <input type="text"/> | <input data-bbox="927 348 997 369" type="button" value="Browse..."/> |

Figure 10 - Low Resolution, POD Resolution Asset File (Add Asset View)

| | | | |
|--|-----------------------------|---|--|
| Asset File - (LOW Resolution): | Download/Asset/2557715_6511 | <input data-bbox="938 522 979 543" type="button" value="View"/> | <input type="checkbox"/> Unattach File |
| | File Size: 278 KB | | |
| Everett - Marketing Communications Use Only. Asset File - (POD Resolution): | POD/2557715_6511_ENG_A_P | <input data-bbox="938 577 979 598" type="button" value="View"/> | <input type="checkbox"/> Unattach File |
| | File Size: 278 KB | | |

Figure 11 - Low Resolution, POD Resolution Asset File (Edit Asset View)

| | |
|------------------|--|
| URL to Web Page: | <input data-bbox="712 760 1039 781" type="text" value="/Virtual_Demo/fnet/SuperAgentDemo/SuperAgent_i"/> |
|------------------|--|

Figure 12 - URL to Web Page (Virtual Demos)

- URL to Web Page**

This field allows you to link to a separate web page instead of a physical asset. This is used for Virtual Demos that have multiple files and therefore cannot be loaded directly via the Asset Management System. Send all virtual demo files to Guy Bacci; he will upload them to the Webserver and then send the MarCom owner a link URL to put into this field. Virtual Demos loaded to Support.FlukeNetworks.com require a virtual url as follows:

/Virtual_Demo/FNet/[Directory]/[main_filename.ext]

External web pages require a fully qualified website address beginning with http://.
- Asset File - (Low Resolution)**

Upload web resolution file to the Asset Management System.

Use the [Browse] button to locate the file on your local drive.

At a later time, if you wish to update this asset, un-attach the current file from this asset record, click on the checkbox to the right of the file name, then clicked on the [Save / Update] button below, then repeat the asset upload process described above.

Note: Do not click on the “Update / Save” button until you have completed the Add screen.

- **Asset File (POD)**

You must upload the file to be used by the Everett Print-On-Demand System (POD). If there is no low-resolution version of a POD only asset, use the POD file for both resolutions.

Use the [Browse] button to locate the file on your local drive. The file you selected will be uploaded to this server, once you have clicked on the [Save / Update] button below.

At a later time, if you wish to update this asset, un-attach the current file from this asset record, click on the checkbox to the right of the file name, then clicked on the [Save / Update] button below, then repeat the asset upload process described above.

Note: Do not click on the “Update / Save” button until you have completed the Add screen.

- **Beginning Date**

Actual Beginning Date to go live with the asset. Remember, the majority of assets with a product relationship are dynamically populated on the web. Whatever date you put in the Asset Management System is when the asset will go live.

- **Linking as Asset to a Product**

To link an asset to a product in Product Catalog see the following screen shot. If an asset like brochure, data sheet, manual etc. has a product relationship in PCAT it will automatically populate on the web – no CMS editing required. For non-product specific web pages like Solution Pages, splash pages, etc... assets are loaded by using the CMS tool by adding a hyperlink with the Asset URL string.

CMS Hyperlink URL format:

http://Support.FlukeNetworks.com/Find_It.asp?Src=FNet&Style=82&Document=#####

= 7-Digit Oracle Item Number or 7-Digit Generic Item Number

Figure 13 – Linking as Asset to a Product

If you check the “Do not relate to Product Catalog” box the product will appear but will not allow edits. Use this if the asset has no relationship to a specific product, such as Application Notes or Whitepapers, etc.

Sort Products:

Select 0-9 or A through Z. This will display in the Available Products grid a list of current products to select from. Use the [>] click to move one or more Available Products to the Selected Products list.

Industry:

Select the appropriate industry or industries for the asset.

Language:

Select the language of the asset.

- **Enabling the Asset for eFulFillment, POD or the User-Facing Web Sites**

To enable this asset to be available for Electronic Email Fulfillment (End-User Oracle), Print on Demand (POD) or Electronic Fulfillment (End-User Digital Library i.e., any user facing website such as www.flukenetworks.com) the appropriate checkbox must be checked to provide access to these assets.

Enabled for Oracle eFulFillment, POD and FNet 2.0 (End-User Digital Library) usage:

- ☒ Available to Electronic Email Fulfillment - (End-User Oracle)
- ☒ Available to Electronic Fulfillment - (End-User Digital Library)

Enabled for Oracle eFulFillment, POD Only

- ☒ Available to Electronic Email Fulfillment - (End-User Oracle)
- ☐ Available to Electronic Fulfillment - (End-User Digital Library)

Enabled for FNet 2.0 (End-User Digital Library) Only

- ☐ Available to Electronic Email Fulfillment - (End-User Oracle)
- ☒ Available to Electronic Fulfillment - (End-User Digital Library)

Figure 14 – Enabling Asset for Oracle eFulFillment, Print-On-Demand and User-Facing Web Sites

- Oracle Requirements for POD and/or Efulfillment

Marketing Online

Home A

Deliverable Messages Production Status Report

Quick Find Message Go

Deliverable Item Details

Name: 2132021.PNA.ESCOPE.ETHERSCOPE DATA SHEET
Dates: 12-JUN-2006 to 12-JUN-2009

Cost Center 6511

Marcom Project Number 27761

Lit Code Suffix D - US - Rev C

Inventory Rule Not to be stocked at Literature Warehouse

Reorder Level

Intercon/Fluke Factory Limit

U.S. Distributor/Rep Limit

Price Code

Review Date

Retire Rule

Origin United States

Print External

POD Color

☐ PDF/Thumbnail

☒ End User Piece

☐ Support Item

Figure 15 - Oracle Requirements for POD and/or Efulfillment

The above fields need to be selected appropriately to work with the Asset Management System for:

PRINT: For offset printed pieces select External in the Print field / do not select POD.

POD: This field is required for POD to work. Select color.

PDF/THUMBNAI: This is not an FNET requirement – leave unchecked.

END USER PIECE: This is required for eFulFillment and it flags Onyx Admin to load file into Onyx.

| Entitlements | |
|-------------------------------------|------------|
| <input checked="" type="checkbox"/> | Free |
| <input checked="" type="checkbox"/> | Lite |
| <input checked="" type="checkbox"/> | Full |
| <input checked="" type="checkbox"/> | Gold - OSV |
| <input checked="" type="checkbox"/> | Gold - ISV |
| <input checked="" type="checkbox"/> | Gold - HNT |
| <input checked="" type="checkbox"/> | Gold - PNA |
| <input checked="" type="checkbox"/> | Gold - DNA |

Figure 16 – Entitlements

- **Entitlements**

All Entitlements are pre-selected by default since the majority of asset loaded will be Free. If you wish to un-select an Entitlement which will modify what level the user has to be at to access the entitlement, uncheck the box to the left of the entitlement name.

| | |
|-----------------------------------|---|
| <input type="checkbox"/> Free | <i>No registration required (see Figure 17 for list of free assets)</i> |
| <input type="checkbox"/> Lite | <i>Lite registration required (deselect Free)</i> |
| <input type="checkbox"/> Full | <i>Full registration required (Exclude/deselect Free and Lite)</i> |
| <input type="checkbox"/> Gold-OSV | <i>Full registration plus Gold sign-in for Gold-OSV assets</i> |
| <input type="checkbox"/> Gold-ISV | <i>Full registration plus Gold sign-in for Gold-ISV assets</i> |
| <input type="checkbox"/> Gold-HNT | <i>Full registration plus Gold sign-in for Gold HNT assets</i> |
| <input type="checkbox"/> Gold-PNA | <i>Full registration plus Gold sign-in for Gold-PNA assets, (deselect rest of Gold, Full, Lite and Free).</i> |

Here's a list of asset types and there set entitlements (registration type). It is important that we don't deviate from the list – we want to maintain consistent user experience.

| Web Assets | Entitlement (Registration Type) |
|--------------------------|---------------------------------|
| Free | |
| Literature | <i>Free</i> |
| Manuals | <i>Free</i> |
| Application Notes | <i>Free</i> |
| Virtual Demos | <i>Free</i> |
| Lite Registration | |
| White Paper (WP) | <i>Lite</i> |
| Product Software (SW) | <i>Lite</i> |
| Full Registration | |
| Webcast (WC) | <i>Full</i> |
| Promotional Item (PI) | <i>Full</i> |
| Software Trial (ST) | <i>Full</i> |
| Try-N-Buy Eval (EV) | <i>Full</i> |

| | |
|--------------------|---------------------------|
| Workshop (WS) | <i>Full + Survey</i> |
| Paid Training (PT) | <i>Full + Survey</i> |
| Gold | Full + Gold Product Group |

Figure 17 - Asset Types and Registration Requirement

Figure 18 - Country (Locale) Restrictions

- **Restricted to Countries**

You can override the Product Catalog's default locals where this asset will appear. The Asset Management System by default, places no restrictions on countries allowed to view an asset and provides the asset to all sites that have the assets local / language designation as defined in the Product Catalog.

To override the Product Catalog default locale, (i.e., restrict a country or countries,) select from the list of countries. This is a multi-select area.

Note: To select more than one restricted country, hold down the [CTRL] key while selecting with your mouse.

No Country Restrictions – (default) allows all countries to view the asset or clears any previous country restrictions. The Product Catalog controls all displaying this asset in all locals based on the language of the asset.

Include only these Countries – Check this option and select “Canada” if the asset is only available for Canadian users.

Exclude only these Countries – Check this option select “France”, “Brazil” to exclude this asset from these countries.

| | |
|--|---|
| Group Assigned to Approve this Submission: | Approval by Current Administrator <input type="checkbox"/> Request Review of Submission by Email |
| Reassign Owner of this Content to: | (D) Whitlock Kelly |

Figure 19 – Submission Approval and Reassign Owner (Edit Asset View Only)

- **Group Assigned to Approve**

As a Content Administrator, you are selected by default as the reviewer of this submission, or you can reassign this asset (after initial loading) to another group for review and approval. This reassignment places the asset into the selected Content Administrator's approval queue however does not send out an email alert notice to the new Content Administrator to check their queue.

Note: For this asset to appear in another content administrator's queue, use the "Reassign Owner of this Content to:" the appropriate person in the dropdown list. The "Reassign Owner of this Content to:" selection will only appear after initial submission of a new asset and will not appear during the initial "Add" new asset.

- **Request Review by Email**

If you have selected another Content Administrator, all submissions will automatically appear in the approval queue of the assigned Content Administrator, however, you may want to inform the Content Administrator by email of your submission for date sensitive assets or other reasons that a review is pending.

Note: This selection will only appear after initial submission of a new asset and will not appear during the initial "Add" new asset.

- **Reassign Owner of this Content to**

Sometimes the person initially loading the asset will not maintain the asset after loading. You can reassign the owner of this asset to another Content Administrator. By default you are the owner and will receive all alert notices from the system regarding the Live /

Archive, Mismatched revision, etc., status generated from the Asset Management System.

Save / Update



Figure 20 - Save / Update Button (Add Asset View)

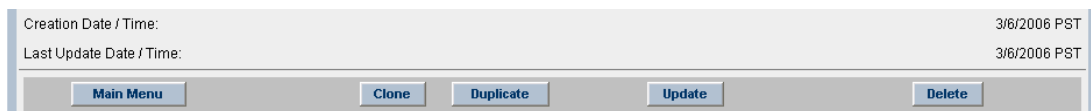


Figure 21 - Save / Update, Clone, Duplicate and Delete (Edit Asset View)

Click the “Save\Update” button to add the asset record only after you have filled in all appropriate fields. If any information is missing, the system will give a proper message to the user and the field with the missing information will be highlighted.

When the user clicks the “Save/Update” button, the selected asset file(s) will be uploaded to the file server, relationship to the Product Catalog will be established and the asset record will be saved in the database.

Until the user makes the asset status to Live and the Beginning Data has been reached, the entered asset will not be displayed to FNET web site users.

After the initial record is saved, the buttons at the bottom of the asset form expand to allow you to perform additional actions with this asset such as Clone, Duplicate and Delete. These are covered in following sections.

Update an existing asset

To see the list of existing assets under any category, select a category from the list box shown in Figure 22 – Edit Drop Down Menu.

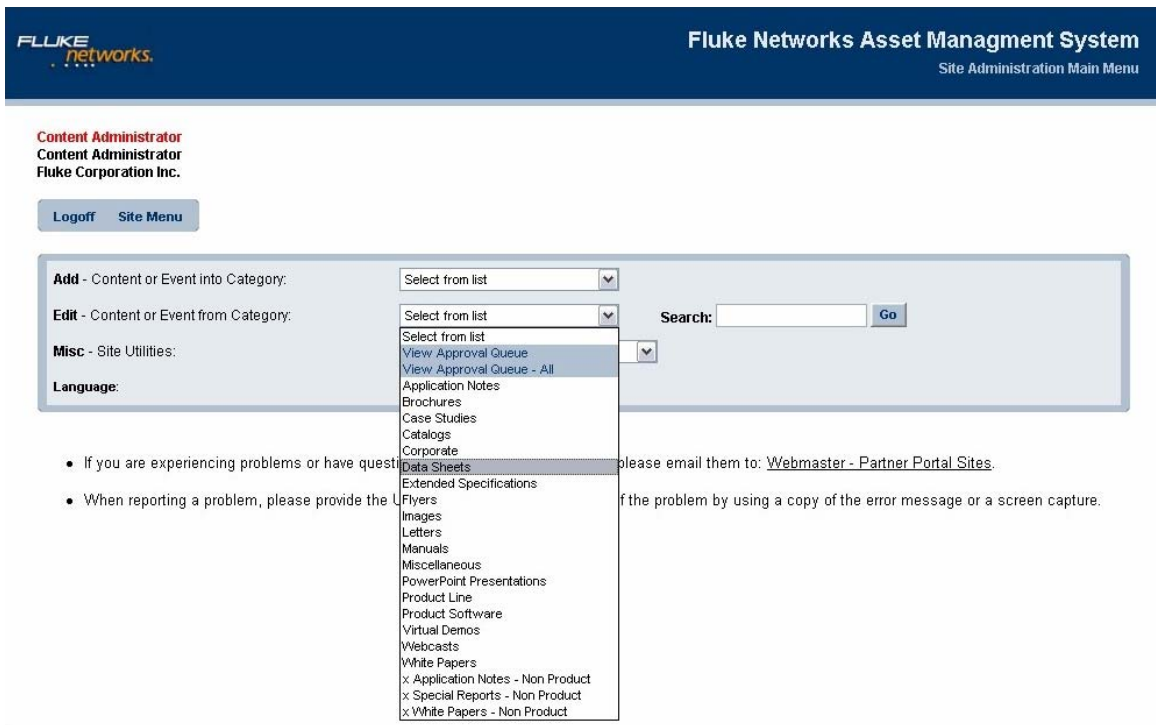


Figure 22 – Edit Drop Down Menu

Displayed will be a list of assets present in that category.

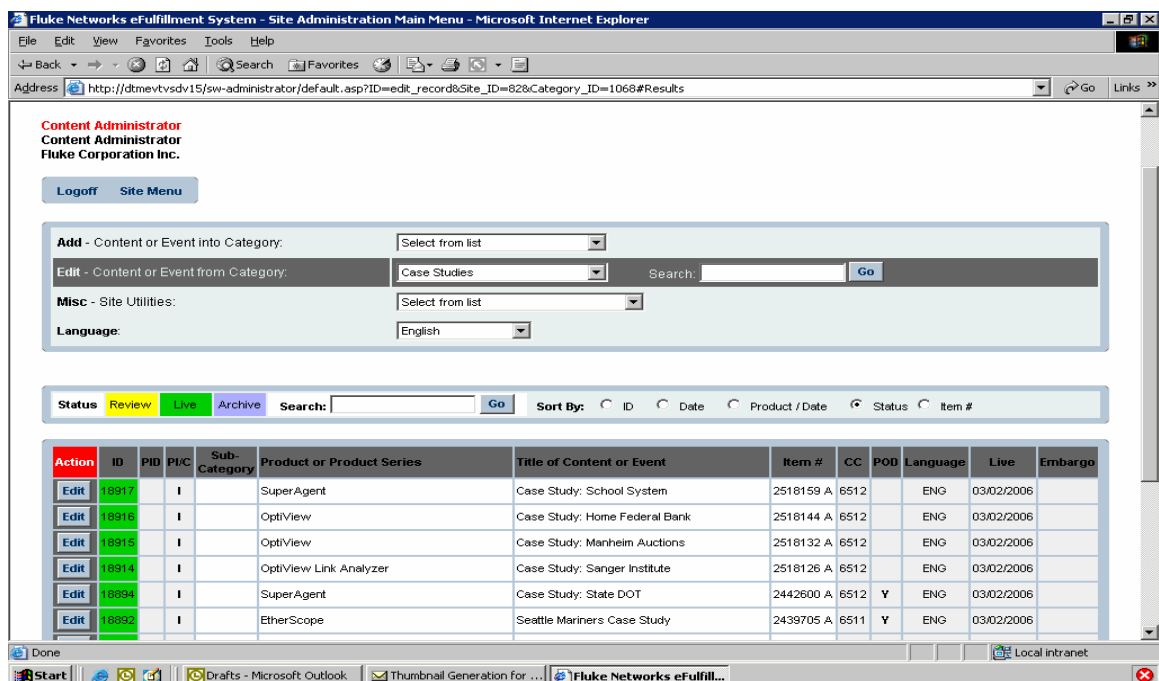


Figure 23 – Edit – Results

If you know the Oracle Item Number, Generic Item Number, Asset ID Number, key word or exact phrase, you can enter this information, as search criteria and click the Go button. A display with a list matching the search criteria will appear.

The following screen shot shows an example of Search Results from an Edit search.

Search Results

You can take the following actions:

- Click on the [EDIT] button below to load an existing asset container. You can update or use the [CLONE] button to create a copy of the asset that you can modify. If you use a [CLONE] asset, set the Content Grouping not to include "Individual" or "+ Individual" otherwise the asset will appear more than once on the site if the "Groups allowed to view this information" and "Country Permissions/Restrictions" are the same as the primary asset.
- Click on the [Close Window] button below and perform no action.

Close Window

| Action | Asset ID | Item Number | Rev | CC | MAC | MAC ID | POD | Category | Title | Country | Owner |
|--------|----------|-------------|-----|------|-----|--------|-----|------------------|---|--------------|------------------|
| Edit | 19006 | 9820089 | A | | I | | | Product Software | EtherScope Language Update Software | No Exclusion | C. Administrator |
| Edit | 19007 | 9820092 | A | | I | | | Product Software | EtherScope Update Software V 2.02 (.zip file) | No Exclusion | C. Administrator |
| Edit | 19009 | 9820094 | A | | I | | | Product Software | EtherScope Update Software V 2.02 (.exe file) | No Exclusion | C. Administrator |
| Edit | 19008 | 9820093 | A | | I | | | Product Software | EtherScope Update Software V 2.02 (.conf file) | No Exclusion | C. Administrator |
| Edit | 19010 | 9820095 | A | | I | | | Product Software | EtherScope Update Software V 2.02 (.tar file) | No Exclusion | C. Administrator |
| Edit | 19736 | 9820416 | A | | I | | | Virtual Demos | Demo virtual de EtherScope | No Exclusion | C. Administrator |
| Edit | 19710 | 9820413 | A | | I | | | Virtual Demos | Démonstration virtuelle de EtherScope | No Exclusion | C. Administrator |
| Edit | 19728 | 9820415 | A | | I | | | Virtual Demos | Demo virtuelle EtherScope | No Exclusion | C. Administrator |
| Edit | 19719 | 9820414 | A | | I | | | Virtual Demos | EtherScope, virtuelle Demo | No Exclusion | C. Administrator |
| Edit | 19373 | 2141768 | B | 6511 | I | | Y | Data Sheets | EtherScope Network Assistant, Produktdatenblatt | No Exclusion | S. Kauffman |

Figure 24 – Edit Search Results

Editing

Click the "Edit" button under the "Action" heading to the left of the "Product or Product Series" column. You will see a screen with a list of matches with the Keywords in red.

The next screen, through which existing asset information can be updated, will be displayed.

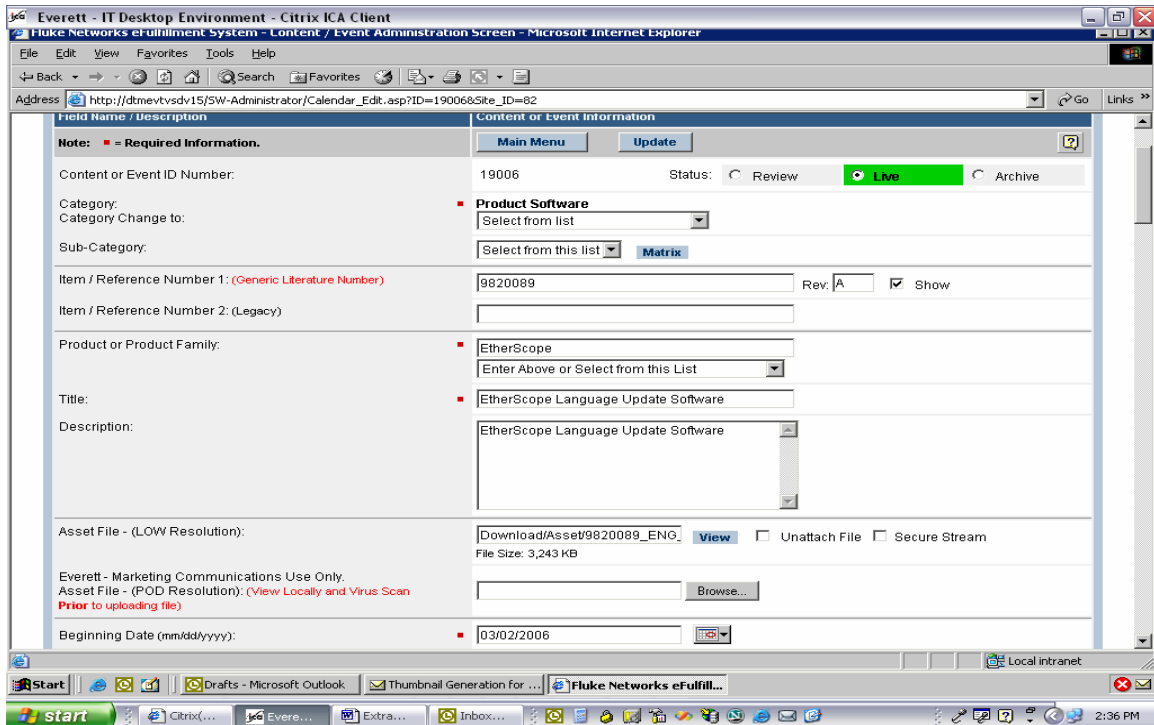


Figure 25 – Edit Screen

The screen above, displays information such as Product Family, Title, Description (of the asset), Asset File, the Beginning Date of the asset, Industry codes, Security Codes, etc.. You can read the significance of each field at the bottom of this screen. See *Figure 26 – Edit Screen 2 below*.

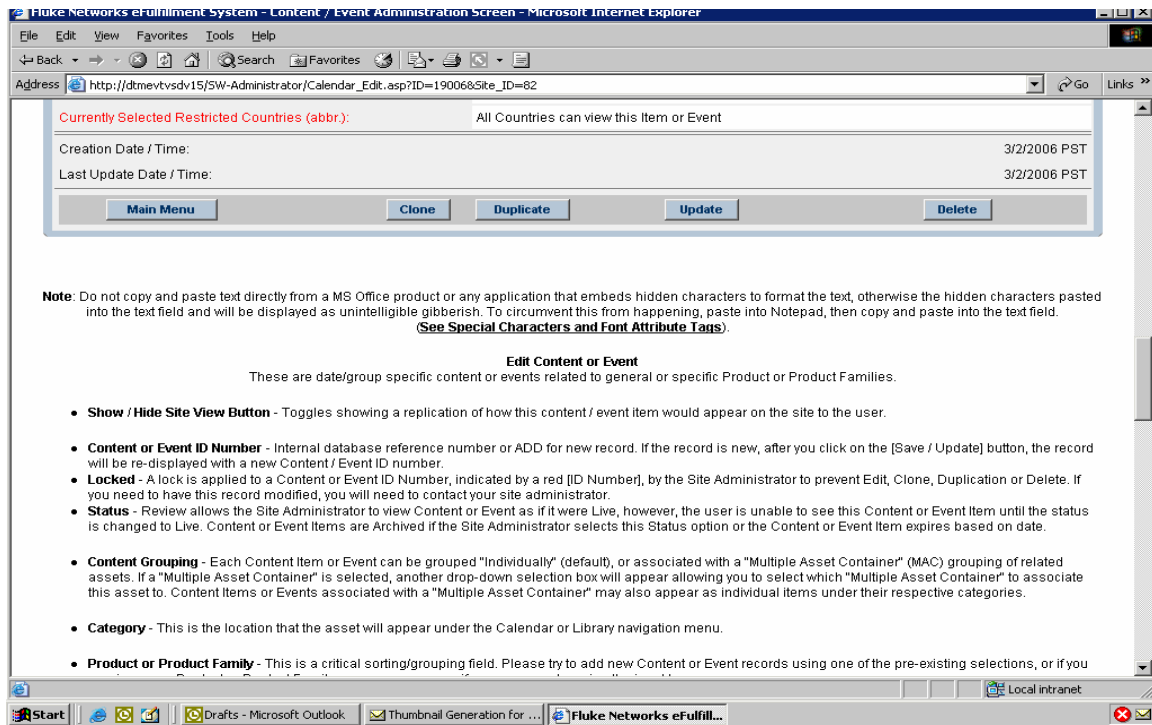


Figure 26 – Edit Screen 2

Note: When modifying, Do not copy and paste text directly from a MS Office product or any application that embeds hidden characters to format the text, otherwise the hidden characters pasted into the text field will be displayed as unintelligible gibberish. To circumvent this from happening, paste into Notepad, then copy and paste into the text field.

After updating, the asset will be back in the Review mode. To make this asset LIVE again, click on the LIVE status button at the top of the asset for and click Update.

You can perform various operations using the buttons displayed in Figure 26 – Edit Screen 2, e.g. Clone, Duplicate, Update,....

Deleting an existing asset

Edit the existing asset you wish to delete, and then click the delete button at the bottom of the screen. Deleting an asset does not automatically delete related non-English assets. These need to be deleted individually (as required).

Note: Use Search and enter in the Asset ID number of the English asset, this action will not only list the English asset but all non-English related assets.

Cloning of assets - Establishing Parent/Child Relationships

When creating an asset container for a non-English asset, the parent English asset is cloned to produce the new container for the non-English asset. This processes of cloning preserves the relationship of the non-English asset to the parent English asset for which asset to display on the various locals.

Duplicating of assets

Duplicate, on the other hand, just produces an exact copy of the original asset container. Duplication is most useful when working on a big project of related asset where you would not want to re-specify certain fields such as their Product or Product Series, PCat Relationship, Entitlements, Country Restrictions, etc.

Note for non-English versions, you must use Clone to preserve the relationship.

Misc. Site Utilities

To go to a Site Utility select from the Misc. – Site Utility list box as shown below.

Content Administrator
Content Administrator
Fluke Corporation Inc.

Logoff Site Menu

Add - Content or Event into Category: Select from list

Edit - Content or Event from Category: Select from list Search: Go

Misc - Site Utilities: Select from list

Language:

- If you are experiencing problems or have questions, please email them to: [Webmaster - Partner Portal Sites](#).
- When reporting a problem, please provide the following information: problem by using a copy of the error message or a screen capture.

Figure 27 – Site Utilities Dropdown Menu

Fluke Networks Asset Management System
Content or Event - All

Main Menu Group Codes Status Colors Status Codes

Category: + Data Sheets

View: Condensed

Filter by Group: No Filter

Filter by Country: No Filter

Sort By: No Filter

Total Content or Event Items: 221 Current Date/Time: 4/13/2006 12:28:51 PM PST

| Action | ID | PID | Category | Product | Title | L | A | Z | P | T | U | D | S | O | Item | Rev | CC | LNG | Announce Date | Begin Date | End Date | Embargo Date | Archive Date |
|-------------|-------|-------|----------|--------------------------|---|---|---|---|---|---|---|---|---|---|---------|-----|------|-----|---------------|------------|----------|--------------|--------------|
| Data Sheets | | | | | | | | | | | | | | | | | | | | | | | |
| Edit | 18836 | | | | Qwest Ordering Guide Owner: J. Hartzell | Y | Y | Y | Y | Y | Y | Y | Y | Y | 2150509 | B | 6517 | ENG | | 2006-03-02 | | | 2006-02-03 |
| Edit | 18731 | | | 140 Tone and Probe | 140 Tone and Probe Data Sheet Owner: L. Wittmer | Y | Y | Y | Y | Y | Y | Y | Y | Y | 1264595 | B | 6513 | ENG | | 2006-03-02 | | | 2006-02-03 |
| Edit | 19195 | 18731 | | 140 Tone Probe | Fiche technique de la sonde et du générateur de tonalités 140 Owner: S. Kauffman | Y | Y | Y | Y | Y | Y | Y | Y | Y | 1659388 | A | 6513 | FRE | | 2006-03-02 | | | 2006-02-03 |
| Edit | 19327 | 18731 | | 140 Tone Probe | 140 Tone & Probe, Datenblatt Owner: S. Kauffman | Y | Y | Y | Y | Y | Y | Y | Y | Y | 1659395 | A | 6513 | GER | | 2006-03-02 | | | 2006-02-03 |
| Edit | 19235 | 18749 | | 990 CopperPro Data Sheet | Fiche technique de la solution CopperPro 990 Owner: J. Hartzell | Y | Y | Y | Y | Y | Y | Y | Y | Y | 2130149 | A | 6517 | FRE | | 2006-03-02 | | | 2006-02-03 |
| Edit | 18817 | | | CableIQ | CableIQ Qualification Tester Ordering Guide Owner: L. Wittmer | Y | Y | Y | Y | Y | Y | Y | Y | Y | 2132194 | A | 6513 | ENG | | 2006-03-02 | | | 2006-02-03 |
| Edit | 18951 | | | CableIQ | Cable IQ Telecom Data Sheet | Y | Y | Y | Y | Y | Y | Y | Y | Y | 2548214 | A | 6517 | ENG | | 2006-03-02 | | | 2006-02-03 |

Figure 28 – Site Utility Screen

Choose to Edit an asset from with the Edit button in the Action column or choose various filters from the drop down menus in the upper right of the screen.

Viewing a list of Main frame Products

A user can view a list of all Main frame products by clicking on the Matrix button which is present after the “Sort Products” list box. A new page will popup showing all the products present in the Product Catalog. This matrix is available on the Add or Edit asset form in the Product Catalog Relationship section of the form.

Asset not Available – Error Reporting

An asset in the Asset Manager System may not be available for the following reasons:

- Oracle Deliverables Status is not Active, Complete / N/A or Web Only, Final Loaded. If Oracle status is not resolved, the Asset Manager places a LIVE asset into Archive until the Oracle status has been rectified. Oracle Deliverable Status only overrides the status of the asset when Oracle Item Numbers are assigned to the asset. Oracle Deliverable Status does not affect assets with Generic Item Numbers.

Note: Assets in the Asset Management System in the REVIEW status are off-line and are not affected by Oracle Deliverables Status, nor are they available to any other fulfillment system.

- The status of the asset in the Asset Management System is not LIVE (in Review or Archive)
- The revision of the Oracle deliverable does not match the current revision of the asset in the Asset Management System.
- The begin date has not been reached for a LIVE asset.

Note: For assets that have Product Catalog relationships, Oracle status controls whether or not the asset title and link appear on a website. If an asset is put into archive by Oracle, the title and link do not appear on the website page; therefore it is important to check the status of the assets periodically.

If you are revising an Oracle Deliverable, do not retire the previous revision until the new revision is Active, Complete / N/A or Web Only, Final Loaded and the asset in the Asset Management System has been rev'ed and the new asset file and POD file (if applicable) have been loaded. Then retire the older revision in Oracle.

For assets that are hard-linked on a web page, if an asset is not available when clicked, a dialog to that effect will be presented to the user. In addition, an advisory email will be generated by the Asset Management System and sent to the Asset Management System's Site Administrator, the Marcom Manager on record as owner of the Oracle Deliverable and the Content Manager assigned to the asset.

Retired Document Number Requested – Email Advisory

The following is an example of the automated advisory generated from the Asset Management System when a user tries to access an asset that is not available because the asset is retired, or not live.

Note: In the email example below, click on the “VIEW” link next to the “Oracle / Portal Debug Information” to view detailed Oracle / Asset Manager status information.

From: Digital Library Fulfillment [mailto:Webmaster@flukenetworks.com]
Sent: Friday, April 28, 2006 12:29 PM
To: Laurie Witmer
Cc: Fluke Networks Webmaster
Subject: Retired Document Number Requested
Importance: High

This is an automated notification message from the Digital Library Fulfillment Center.

The following document Item Number: **2066210 was not found** on PRD.SUPPORT.FLUKENETWORKS.COM because of the following reason:

"This Item Number and Revision is not Active in the Oracle Marketing On-Line Deliverables."

Document Description: Application Note, HIGH PERFORMANCE RESIDENTIAL CABLING APP NOTE

Oracle / Portal Debug Information: [View](#)

Sincerely,

Digital Library Fulfillment Center at PRD.SUPPORT.FLUKENETWORKS.COM

Oracle / Portal Debug Information

Clicking on the “View” link on the “Retired Document Number Requested” email advisory will launch a new browser window displaying the current Asset Management System status and Oracle Deliverables status information.

Find Literature Item Number: 2066210
Go

Message displayed to the requester of this Asset:

- We are sorry but the Document that you have requested is not available.
- The Document Number you had requested was: 2066210

Asset Record Details on prd.support.flukenetworks.com

| | |
|---------------------------|--|
| Asset ID | 19993 - ARCHIVED Individual |
| Item Number | 2066210 |
| Revision | A (Oracle Revision: B) |
| Status Notes: | This Item Number and Revision is not Active in the Oracle Marketing On-Line Deliverables. |
| Enabled for EEF | YES |
| Enabled for FDL | YES |
| Enabled for Shopping Cart | YES |
| Title | High Performance Residential Cabling App Note |
| Library Category | Application Notes |
| Last Update | 4/17/2006 |
| Last Update By | Laurie Witmer, Phone: , Email: Laurie.Witmer@flukenetworks.com |
| Site ID | 82 |
| Site Name | Fluke Networks Asset Management System |
| Asset_File | |
| POD_File | http://prd.support.flukenetworks.com/Port/Veb/POD/2066210_6515_ENG_A_P.PDF |
| Thumbnail File | |
| Usage Notes: | This file associated with asset is used as the (High Resolution) POD file for Print-On-Demand (POD) Fulfillment. |

Oracle Deliverable Status Information

| Deliverable | Version | Item Status | Status | Production Action |
|-------------|---------|-------------|--------------|-------------------|
| 10562 | B | Active | Final Loaded | Complete |

Figure 29 - Asset Management System / Oracle Deliverable Status (Debug Screen)

For this particular asset, the asset was put into archive because the active Oracle Deliverable is at revision B and the asset in the Asset Management System is revision A.

The next step would be for the owner of the asset to update the asset's revision letter to B, Unattach the Asset File and POD Asset File (if applicable), load the new revision asset files, and set the asset back to LIVE status in the Asset Management System.

Reviewing Asset Status Ad-Hoc

At any time you can view individual asset status by launching the following URL in a browser window:

http://Support.FlukeNetworks.com?Find_It.asp&Style=82&Debug=on

Insert into the Find Literature Item Number Field: Oracle Item Number or Generic Item Number, then click on GO.

Asset Management System - Contacts

For questions regarding the loading of assets into the Asset Management System, contact, Lorie Witmer, x 5659, Lorie.Witmer@FlukeNetworks.com

For questions regarding the Asset Management System application software, configuration, bug reports, etc., contact, Kelly Whitlock x 6973, Kelly.Whitlock@Fluke.com

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