

## Create a New L6 Series on Littelfuse.com

### Getting Started

The following topics are fundamental to creating a new L6 series on Littelfuse.com:

1. The three main systems behind Littelfuse.com and their environments

System Name	System Type	Trouble logging in?
InRiver	Product Information Management (PIM)	<a href="#">Request access</a>
WebDAM	Digital Asset Management (DAM)	<a href="#">Request access</a>
Sitecore	Content Management System (CMS)	<a href="#">Request access</a>

System Environment	Website	Purpose
DCX QA	<a href="http://qa.littelfuse.com">qa.littelfuse.com</a>	Testing
DCX PRD	<a href="http://littelfuse.com">littelfuse.com</a>	Production

**\*\*Important:** All changes must be made in the “DCX QA” environment before submitting a Change Request for approval to move and publish to production.

2. Littelfuse.com Product Catalog Structure

Level	Description	Definition	Example
L1	Super Categories	The super most parent in the Product Catalog Structure	<a href="#">Fuses &amp; Overcurrent Protection</a>
L2	Categories	A group of similar products that share related characteristics	<a href="#">Fuses</a>
L3	Subcategories	Optional child category that is "nested" in another category to further organize	<a href="#">Automotive - Fuses</a>
L4	Subcategories	Optional child category that is "nested" in another category to further organize	<a href="#">Blade Fuses/Shunt</a>
L5	Subcategories	Optional child category that is "nested" in another category to further organize	<a href="#">MAXI</a>
L6	Series	A single product or group of products that are closely related because they function in a similar manner	<a href="#">MAXI 32V</a>
L7	Material Part Number	Orderable Part Number	<a href="#">0299020.TXN</a>

**\*\*Important:** Before adding a new series, you must be sure that the path to where the series is intended to be placed within the Product Catalog Structure exists.

3. [InRiver “Get Started” courses \(1-9\)](#)

For creating a new series, you will mainly be working in InRiver (PIM). If you need to familiarize yourself with the PIM system, these nine courses will cover basic concepts, terminology, and definitions within InRiver.

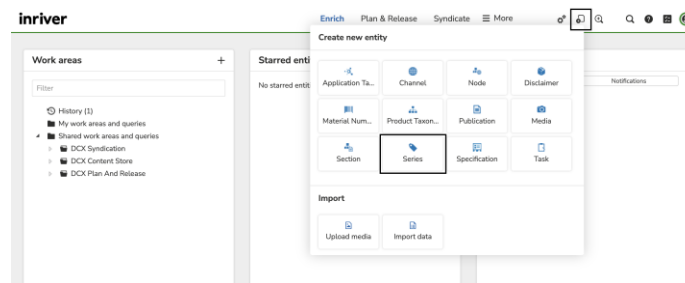
4. [WebDAM Fundamentals](#)

For creating a new series, you will also work briefly in WebDAM. You should be familiar with the process of uploading digital assets and the use of Metadata.

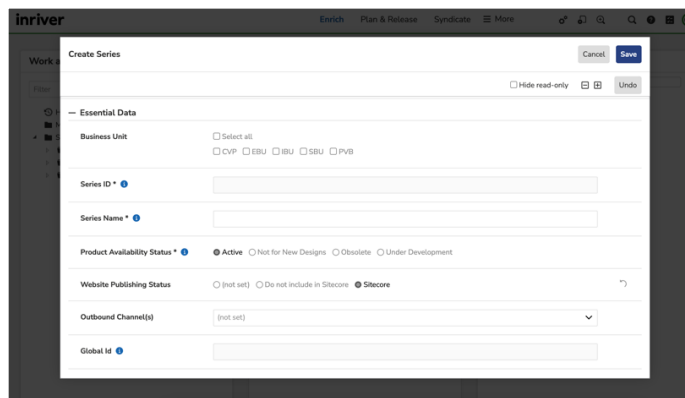
## 1. Adding the Series into PIM


Log in to the InRiver (PIM) system, and make sure you are in the correct environment.

On the right side of the toolbar at the top of your screen, find and click on the **Create new entity** icon. Then, select **Series** to open the **Create Series** window.



(click to view full image)



In the **Create Series** window, populate the fields accordingly. You can hover over the information icon (  ) to learn more about a field's purpose and/or restrictions.

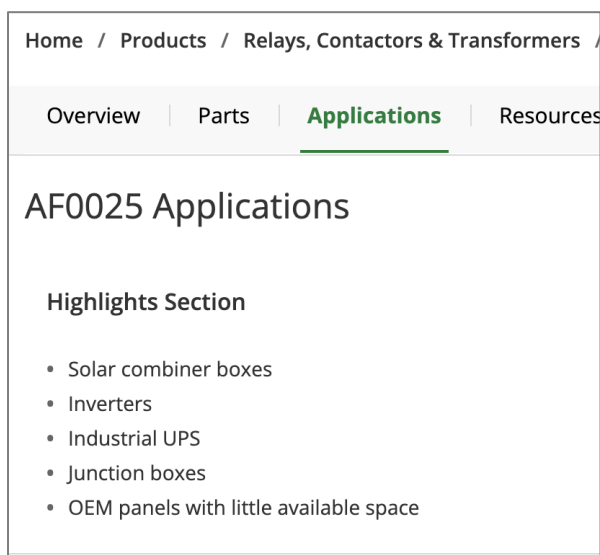
\*Note: For all copy, follow the [Copy Style Manual](#).

Essential Data (\*These fields are mandatory)

1. **Business Unit**
2. **Series ID** – usually the same as the Series Name, only alphanumeric and underscores allowed, max of 80 characters  
\*Note: If the system doesn't allow your input, please contact the PIM owner.
3. **Series Name** – product page title on the website, max of 75 characters  
\*Note: The site automatically prepends “Series:” so there is no need to manually input this prefix.
4. **Product Availability Status** – should be set to “Active”
5. **Website Publishing Status** – leave this as “not set” (will be addressed later)
6. **Short Description** – max of 100 characters

Marketing Content (Highly suggested)

1. **Website Breadcrumb Title** – use the exact Series Name above
2. **Website Long Description** – unique description of the series comprised of at least one complete sentence
3. **Disclaimer** – select “General”
4. **Features** – up to 10 bullets, up to 150 characters each
5. **Benefits** – up to 10 bullets, up to 150 characters each
6. **Applications** – up to 10 bullets, up to 150 characters each

SEO Content (Highly suggested)

1. **Meta Description Tag** – SEO keyword-infused, up to 160 characters

2. **Meta Keyword Tag** – list of SEO target keywords for this page, separated by commas
3. **Meta Title Tag** – SEO keyword-infused, up to 60 characters

Click **Save**.

To check that your new series was successfully saved and added, search for the series you have just created using the magnifying glass in the tool bar. You should see a result with a price tag icon, which denotes the Series in PIM.

Click on the result to view the new series.

## 2. Linking Relationships in PIM

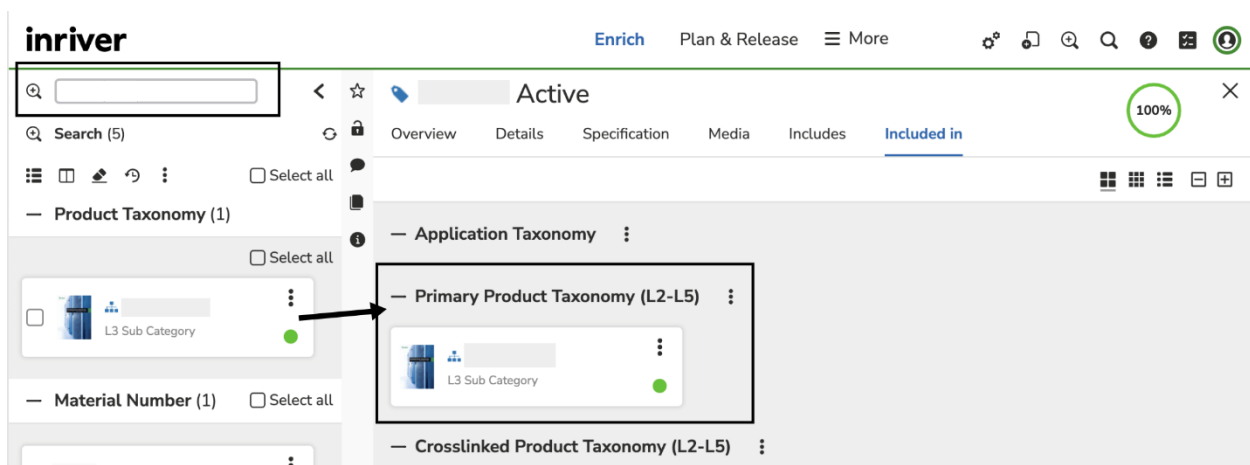
### Link the Parents

To place the new series into the correct path(s), the parent categories must be linked. Determine which category or subcategory (L2-L5) the series should directly fall under.

In your Series, go to the **Included In** tab.



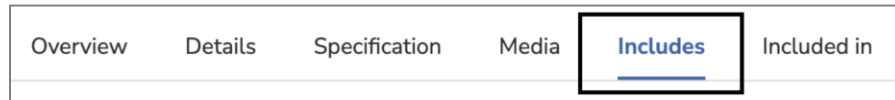
**Search** for the correct parent in the left sidebar and drag and drop the Product Taxonomy card (🏠) into the **Primary Product Taxonomy (L2-L5)** relationship section.



The same steps can be followed for Applications if applicable. Any Applications linked will appear on the Series page under the Applications section. Linking Applications will allow the Series to show under the Related Products section on the Application page.

### Link the Child(ren)

Switch to the **Includes** tab.



**Search** for the Material Part Numbers for the series in the left sidebar and drag and drop them into the **Material Numbers** relationship section.

\*Note: If the Material Number is not found in PIM, follow the New Part Creation process.

These steps can also be followed for series alternates and accessories. Search for the series and drag and drop it into the **Alternates (Series)** or **Accessories (Series)** relationship section (respectively). These will be displayed under Related Products.

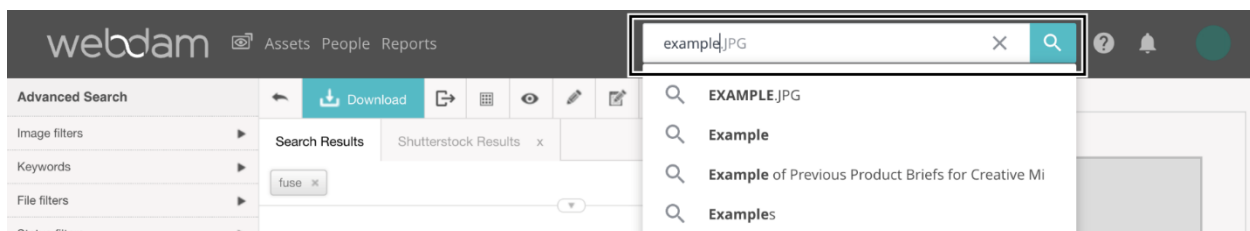
## 3. Associating Assets in the DAM

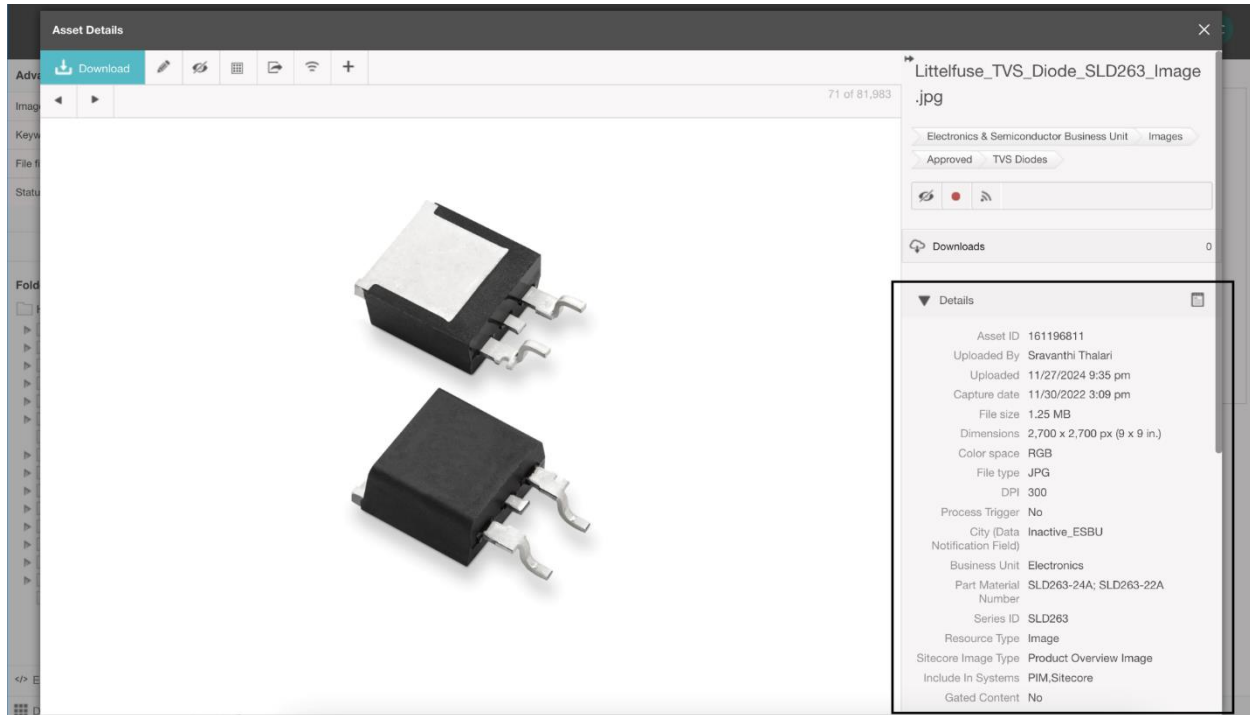
**\*\*Important:** The previous steps in PIM must be successfully completed before the Series ID will become an available selection in WebDAM. Please allow up to 15 minutes for PIM to sync with WebDAM.

Log in to WebDAM and make sure you are in the correct environment.

\*Note: The following steps are for assets that already exist in WebDAM. If the assets do not yet exist, learn how to upload a new asset to WebDAM.

Search for the appropriate asset(s) and add the following Metadata under the Details section. Series pages should always include one Overview Image and at least one Resource (ie. Datasheets, Application Notes).





### Overview Image (\*Required)

Field Name	Field Input
Series ID	<i>(Selecting the Series ID will associate this asset to the corresponding Series in PIM)</i>
Resource Type	Image
Sitecore Image Type	Product Overview Image
Business Unit	<i>(Select the correct Business Unit, which should match what was selected in PIM)</i>
Caption/ALT Tag	<i>(This is a description of the image that shows when a user hovers over the image)</i>
Include in Systems	PIM, Sitecore
Process Trigger	Yes

### Carousel Image

Field Name	Field Input
Series ID	<i>(Selecting the Series ID will associate this asset to the corresponding Series in PIM.)</i>
Resource Type	Image
Sitecore Image Type	Product Carousel Image <i>(Note: The Overview Image will always appear as the first image in the carousel.)</i>
Business Unit	<i>(Select the correct Business Unit, which should match what was selected in PIM.)</i>

Caption/ALT Tag	(A brief description of the image containing an SEO target keyword(s) for the series page.)
Include in Systems	PIM, Sitecore
Process Trigger	Yes

#### Datasheets

Field Name	Field Input
Series ID	(Selecting the Series ID will associate this asset to the corresponding Series in PIM.)
Resource Type	Datasheets (Note: The asset will appear in the Resources Section, Technical Documents tab. <a href="#">See full mapping of Resources types, tabs, sequencing.</a> )
Business Unit	(Select the correct Business Unit, which should match what was selected in PIM.)
Document Title	The display name of your document. Required for <a href="#">Asset Widgets</a> . Titles must follow <a href="#">Chicago Style Title Case</a> .
Include in Systems	PIM, Sitecore
Process Trigger	Yes

Once all the necessary assets are updated, verify that they are successfully linked to the Series in PIM before publishing. To do this, go back to the Series view in InRiver and select the **Media** tab. All of your WebDAM assets should appear. If any assets are missing, check to make sure you have added the correct metadata.

Overview	Details	Specification	<b>Media</b>	Includes	Included in
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\*Note: Please allow up to 15 minutes for each asset to sync.

## 4. Publish Series to Littelfuse.com

Go back to your new series in PIM and set the **Website Publishing Status** to “Sitecore.”

**Website Publishing Status**

☐ (not set) ☐ Do not include in Sitecore ☒ Sitecore

You should now be able to view your changes at [qa.littelfuse.com](http://qa.littelfuse.com), where you can verify all the changes are displaying as expected. If you are not seeing the correct updates on [qa.littelfuse.com](http://qa.littelfuse.com), please make sure the following are complete:

PIM:

1. Business Unit
2. Website Publishing Status – must be set to “Sitecore”
3. Series ID
4. Series Name
5. Product Availability Status
6. Global ID – system generated field that needs to be populated but cannot be edited

DAM: Make sure all assets have the correct required metadata mentioned in section 3.

\*Note: Please allow up to 3 hours for all data to sync between systems.

If everything looks good in [qa.littelfuse.com](https://qa.littelfuse.com), you will need to submit a [Change Request](#) for approval to copy your changes into the production (“DCX PRD”) environment.

If you need to add a parametric table to the Series, please continue to section 5.

## 5. Add a Parametric Table

There are two methods to add a Parametric table to a New Series page.

1. Use an existing table: This method makes sense when creating a new Series page and there is already an existing Series which utilizes the same desired Specs.
  - a. Create an Ivanti ticket and include:
    - i. Request: “Add parametric table to a Series”
    - ii. New Series Name
    - iii. New Series Global ID
    - iv. Existing Series Name bfd
    - v. Existing Series Global ID
  - b. CDM team will set up the table and inform you when it is live
2. Request a new Parametric table: A new table can be created with any valid specs used by the parts within the series
  - a. Create an Ivanti ticket and include:
    - i. Request: “Create new parametric table for a Series”
    - ii. Attach [this template containing the below details](#):

<b>PIM Page Name</b>	Series: “Series Name”
<b>PIM GUID</b>	“Global Id”
<b>PIM Spec Template Name</b>	“Name”
<b>PIM Spec Name</b>	Name of the specification, <b><i>as listed on the Specification Template*</i></b> Spec names as viewed on the PIM Part



	Pages have the Unit of Measure appended to them – these will not exist in Sitecore.
<b>Order #</b>	A number representing the Column (left to right) and Facet (top to bottom) order of each Spec. Note the orders for Column and Facet are the same.
<b>EC Display Name (if different from PIM EC Name)</b>	If nothing is entered here, then the PIM Spec Name will be what appears in the Parametric Columns and Facets.