



PIM Hybris User Guide

HERSHEY
THE HERSHEY COMPANY



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Introduction

The Hybris Product Information Manager (PIM) System

The PIM system will provide product information in a consistent manner across various source systems to many target systems.

The PIM System will enable Hershey users to do the following:

- Simplify the aggregation of product information across multiple source systems
- Publish product information in a consistent and accurate manner to different target systems
- Reduce the amount of interfaces to be managed across our IT landscape with regard to product information

PIM enables Hershey to decouple the data source systems from the data consuming systems, thereby, enabling more flexibility and agility on either side. PIM will provide product information to a new consumer in a new format and extend product information that is provided to consuming systems. One important aspect to PIM to consider is that when a change in a source system occurs, it does NOT impact the consuming systems.



Introduction

About this User Guide

As part of the PIM implementation for Hershey, business users will need to manage the information in the PIM system. This information includes product updates, approvals and other details using product interface.

This User Guide aims to help the business users upload and manage data in PIM. The purpose of this document is to provide step by step instruction for Hershey business users on uploading and managing ingredients, allergens, nutrients, claims, certifications and associated details for Hershey consumer food products.

In Section One we will explore the navigational interface of the Hybris Product Cockpit. The Hybris Product Cockpit is used to display Product Data and enable users to maintain product information and components.

Section Two provides examples to help business users better understand the functionality of the Hybris Platform Management Console. The Management Console is used for the display and maintenance of Master Data. Steps are provided to edit key sections of the PIM system.

Section Three provides steps to help users upload Glossary terms and information about general Glossary Data Management. Glossary Data Management includes linking glossary terms to the Ingredient Master and editing options.



Section 1: Display and Maintenance of Product Data



The Hybris Product Cockpit

Logging into the Hybris Product Cockpit

The *Hybris Product Cockpit* is used to display product data and enable users to maintain product information and components. In this section, you will learn how to log in to the Hybris Product Cockpit.

1. URL - Enter the following **URL** to login:

<http://admin-hybris.hersheys.com/hersheyscockpit/index.zul>



The screenshot shows the login interface for the Hybris Product Cockpit. At the top, the text '(v) hybris ycockpit' is displayed. Below this, there are three input fields: 'User ID:' with the value 'productmanager', 'Password:' with masked characters, and 'Language:' with the value 'English'. Each input field is highlighted with an orange border and a corresponding numbered callout (2, 3, and 4). Below the input fields, there is a checkbox labeled 'Remember me' with a numbered callout (5). At the bottom, there is a yellow 'LOGIN' button with an orange border and a numbered callout (6).

2. User ID - Enter your **User ID** assigned to you. If you have not received a User ID, ask your supervisor how to obtain one.

3. Password - Enter your **Password**.

4. Language - Select your **Language** preference.

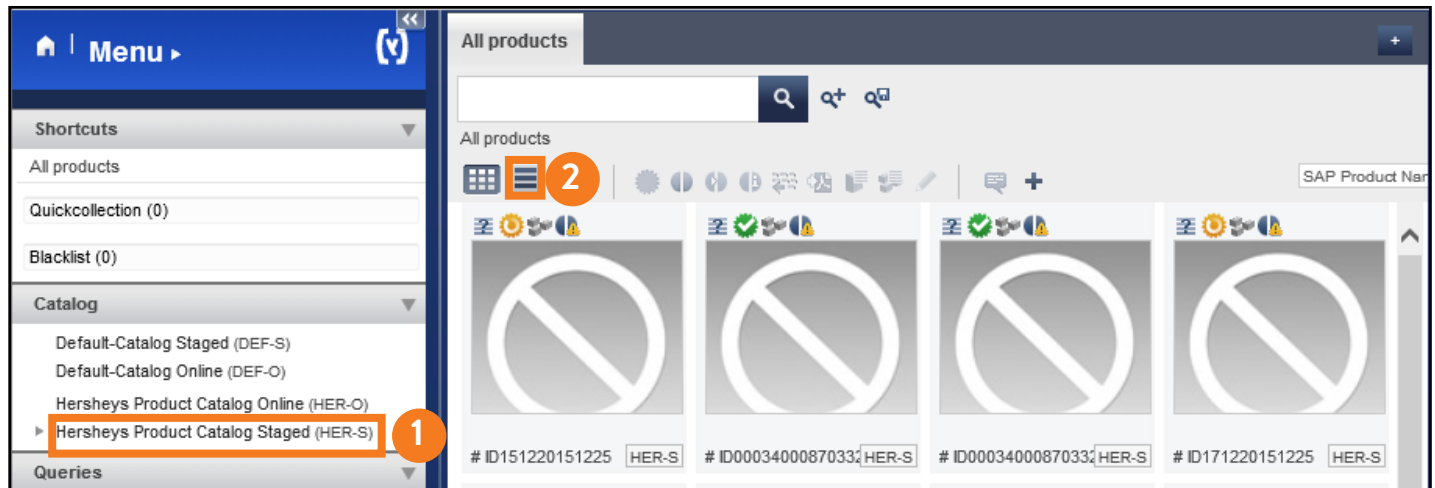
5. Remember Me - Check the **Remember Me** box so that the you can bypass the login screen. Keep this unchecked if you are sharing a computer.

6. Login - Select the **Login** button to enter the Hybris Cockpit and get started.

Search Product

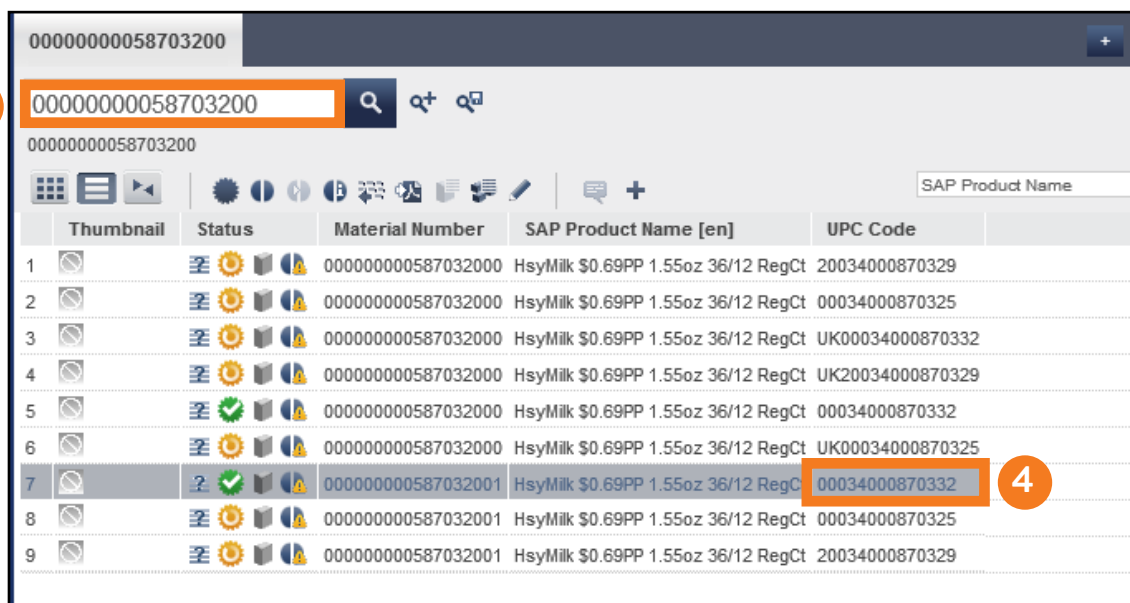
Product Search from the Catalog

In this section, you will learn how to search and select a product in the catalog.



1. Catalog - Click on the **Catalog** that you wish to work on. In this example, we selected the Hersheys Product Catalog Staged.

2. List View - Select the **Sandwich Icon** to change the view to a list view. This will allow you to make a product selection.



3. Product Code or Product Name - Enter the ECC **Product Code** or **Product Name** in the search box.

4. Product - Double click the **Product** from the list.

Enrich Product

Making Updates to a Product

Once you have searched for a product, you can double check for errors and make edits if necessary. The **PIM Product Name** and **Marketing Brand Name** are mandatory fields.

The screenshot shows the PIM Product Editor interface. On the left is a dark sidebar with a list of products. The main area on the right is the editor panel, which has a 'Browse' button at the top. Below the button are several input fields: 'Online to:', 'Sales unit:', 'SAP Brand Name:', 'PIM Product Name:', 'Marketing Brand Name:', 'Common Name:', 'Daily Caloric Diet:', 'Flavor:', and 'Version:'. The 'PIM Product Name' and 'Marketing Brand Name' fields are highlighted with an orange rectangular box. A red circle with the number '5' is positioned to the right of this box. Both fields contain the text 'Test'.

5. Editor Panel - In the editor panel, enter the product and marketing brand names into the **PIM Product Name** and **Marketing Brand Name** boxes.

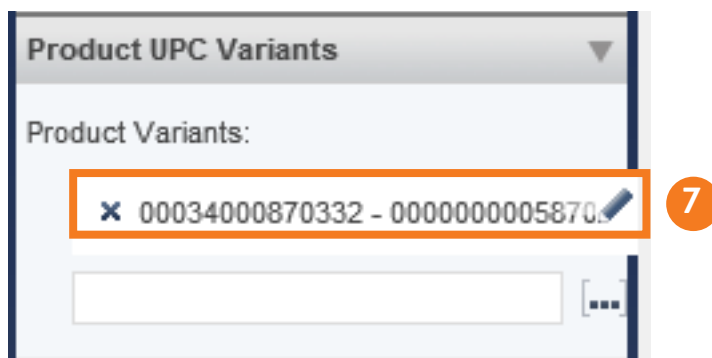
The screenshot shows the PIM Product Editor interface, specifically the lower section. It displays several attributes: 'Product variants type: UPCVariantProduct', 'Catalog version: Hersheys Product Catalog - Staged', 'Approval:', 'Online from:', and 'Online to:'. The 'Approval:' field is a dropdown menu that is currently set to 'approved'. This field is highlighted with an orange rectangular box. A red circle with the number '6' is positioned to the right of this box.

6. Set Approval - Scroll down (reviewing details) and set the attribute **Approval** to **approved**.

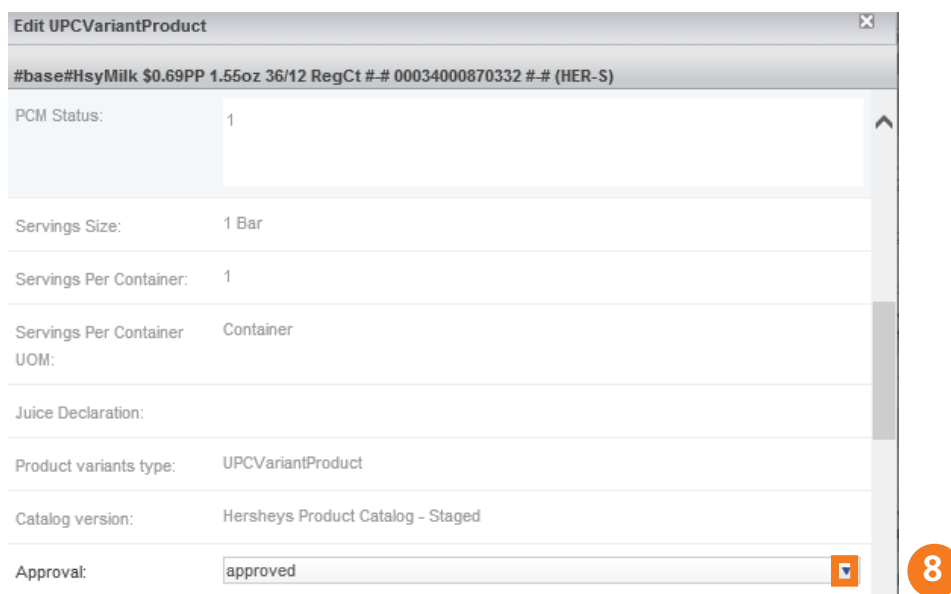
Approve Product

Making a UPC Variant Product Approval

After you have set the product to approve in the **Editor Panel**, you will need to set the approval in one more place, the Edit **UPCVariant Product** pane. Scroll down the Editor Panel until you see the Product UPC Variants.



5. Product UPC Variants - In the editor panel, double click on the **Product Variant number**.



Edit UPCVariantProduct	
#base#HsyMilk \$0.69PP 1.55oz 36/12 RegCt #-# 00034000870332 #-# (HER-S)	
PCM Status:	1
Servings Size:	1 Bar
Servings Per Container:	1
Servings Per Container UOM:	Container
Juice Declaration:	
Product variants type:	UPCVariantProduct
Catalog version:	Hersheys Product Catalog - Staged
Approval:	approved

6. Set Approval - The EditUPCProduct pane opens. Select **approved** from the **Approval** drop down box.

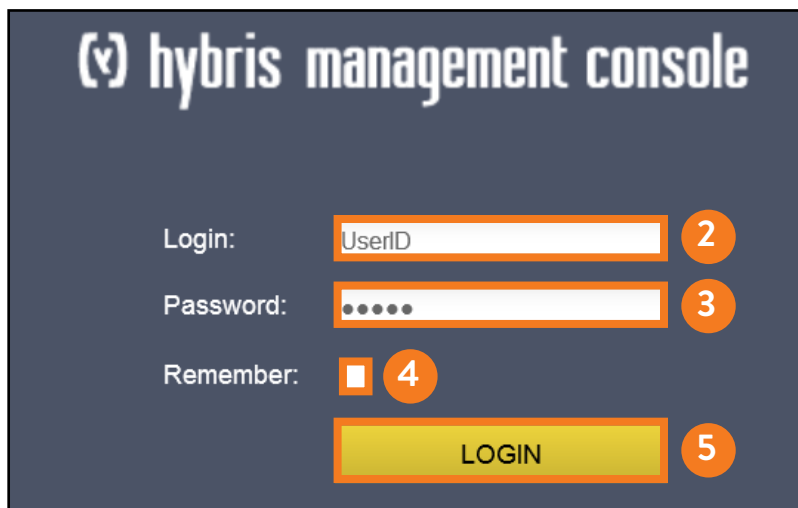
Validate Product Images

Logging into the Hybris Platform Management Console to Validate Product Images

The *Hybris Management Console* is used for the display and maintenance of master data. In this section, you will learn how to log into the Hybris Management Console.

1. URL - Enter the following **URL** to login:

<http://admin-hybris.hersheys.com/hmc/hybris>



The screenshot shows the login interface of the Hybris Management Console. At the top, it says '(v) hybris management console'. Below this, there are three input fields and a button, each with a numbered orange circle callout: 1. 'Login:' label, 2. 'UserID' input field, 3. 'Password:' label, 4. 'Remember:' checkbox, and 5. 'LOGIN' button.

2. Login - Enter your **User ID** assigned to you. If you have not received a *User ID*, ask your supervisor how to obtain one.

3. Password - Enter your **Password**.

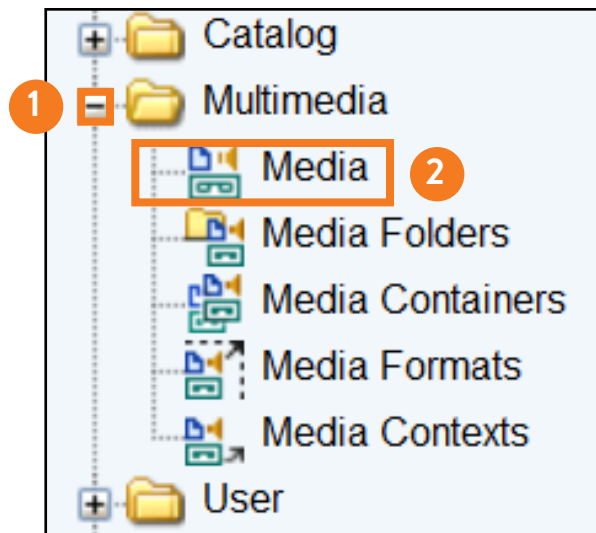
4. Remember Button - Check the **Remember** button so that you can bypass the login screen. Keep this unchecked if you are sharing a computer.

5. Login Button - Select the **Login Button** to enter the *Hybris Management Console* and get started.

Search Product Images

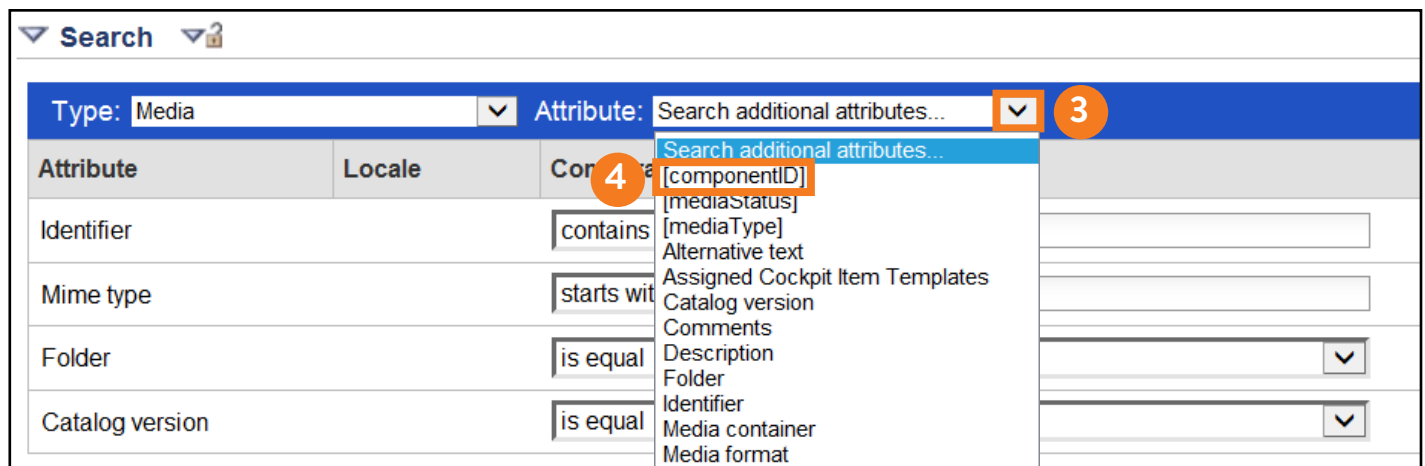
Searching Product Images in the Hybris Management Console

After logging into the *Hybris Management Console*, you will conduct a *Product Image Search*.



1. Multimedia Node - Expand the **Multimedia Node**.

2. Media File - Click on the **Media File**.



Attribute Drop Menu - Select the **Search Additional Attributes** drop menu.

Component ID - Select **[componentID]**.

Verify Product Images

Verify Product Images

After you conduct a Product Image Search, you will verify the product images in the *PIM System*.

▼ Search

Type: Media Attribute: Search additional attributes...

Attribute	Locale	Comparator	Value
Identifier		contains	
Mime type		starts with	
Folder		is equal	
Catalog version		is equal	
[componentID]		starts with	701-87032-005

Search

☒ Include Subtypes

The *[componentID]* search box is aggregated.

5. Component ID Number - Enter the **Component ID** number of the product image you wish to search.
6. Search Button - Select the **Search Button**.

▼ Results

✕

↺

📄

📄*

Preview	Identifier	Mime type	Folder	Catalog version
	hm-701-87032-005-front	n/a	root	hersheysProductCatalog - Staged
 n/a	hm-701-87032-005-front	application/octet-stre	root	hersheysProductCatalog - Online

8. Preview Button - Select the **Preview Button** on the left.

Product Images

Search Product Images: Expanded Preview Window

The **Preview Window** opens and the expanded image can be examined more closely.

Search

Results

Editor - Media

SaveReloadCopyDeleteStart Synchronization for this media object

GeneralMetadataSecurityCatalog VersionsAdministration

Identifier:hm-701-87032-005-front

Catalog version:hersheysProductCatalog - Staged

Properties

Preview:



URL:
https://hubst.hersheys.com/dl/11EF7C28-4BB2-4927-8E09-D855C8370B16/195990/high/2443649835484/701-87032-005_HSY_1p55oz_bar_Front.png?pluginid=087F8205-34F2-4E8A-9262-1C4016831326

UploadPreviewDownload

Mime Type:Real filename:

Media format:front

Media container:

Folder:root

Move Media



Section 2: Display and Maintenance of Master Data



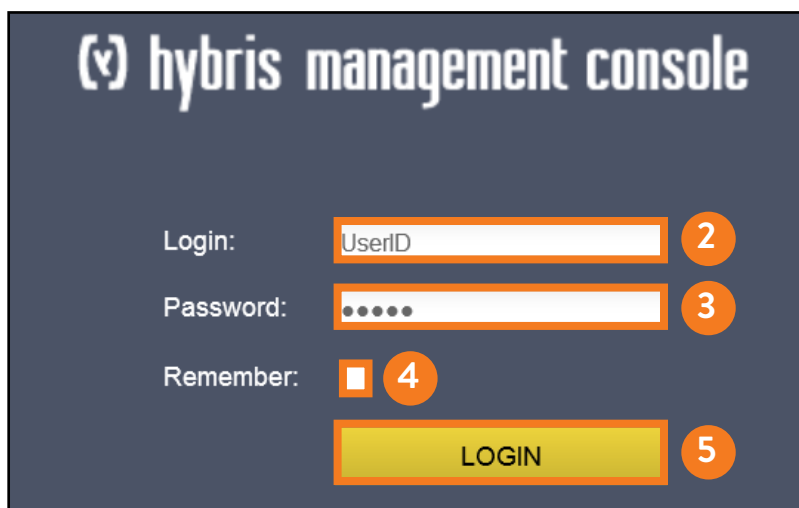
Logging into the Hybris Management Console

Logging into the Hybris Platform Management Console

The *Hybris Management Console* is used for the display and maintenance of master data. In this section, you will learn how to log into the Hybris Management Console.

1. URL - Enter the following **URL** to login:

<http://admin-hybris.hersheys.com/hmc/hybris>



2. Login - Enter your **User ID** assigned to you. If you have not received a *User ID*, ask your supervisor how to obtain one.

3. Password - Enter your **Password**.

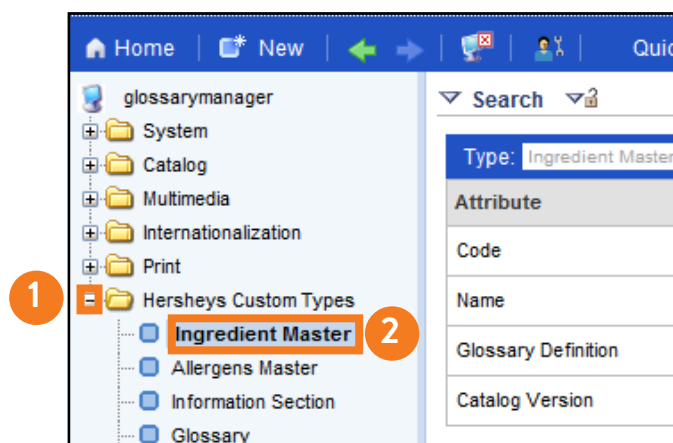
4. Remember Button - Check the **Remember** button so that you can bypass the login screen. Keep this unchecked if you are sharing a computer.

5. Login Button - Select the **Login Button** to enter the *Hybris Management Console* and get started.

Ingredient Master

Ingredient Master View

In this section, you will learn how to access the *Ingredient Master* list in the *Hybris Management Console*.



1. Hershey Custom Types - Expand the **Hershey Custom Types** folder node.

2. Ingredient Master - Select **Ingredient Master** to open the search panel.

The screenshot shows the search criteria form for the 'Ingredient Master' type. At the top, there are dropdowns for 'Type' (set to 'Ingredient Master') and 'Attribute' (set to 'Search additional attributes...'). Below this is a table with four columns: Attribute, Locale, Comparator, and Value. The table contains four rows of search criteria: 'Code' with 'starts with' comparator, 'Name' with 'en' locale and 'starts with' comparator and 'milk' value, 'Glossary Definition' with 'is equal' comparator, and 'Catalog Version' with 'is equal' comparator. A 'Search' button is located at the bottom left. Numbered callouts indicate: 3. The search criteria table, and 4. The 'Search' button.

Attribute	Locale	Comparator	Value
Code		starts with	
Name	en	starts with	milk
Glossary Definition		is equal	
Catalog Version		is equal	

3. Search Criteria - Enter ingredient attribute information into the **Search Criteria** boxes.

4. Search Button - Click the **Search Button** to aggregate the *Ingredient Master* data.

Ingredient Master

Ingredient Master Search Results

Results						
50 View						
5	Code	Name	Purpose	Catalog Version	Sub Ingredients	Allergen
1		MILK CHOCOLATE	purpose	hersheysProductCat	CANE SUGAR, MILK	n/a
2		CANE SUGAR	Sugar	hersheysProductCat	n/a	n/a

5. Search Results - Click any record from the **Search Results** to see the details.

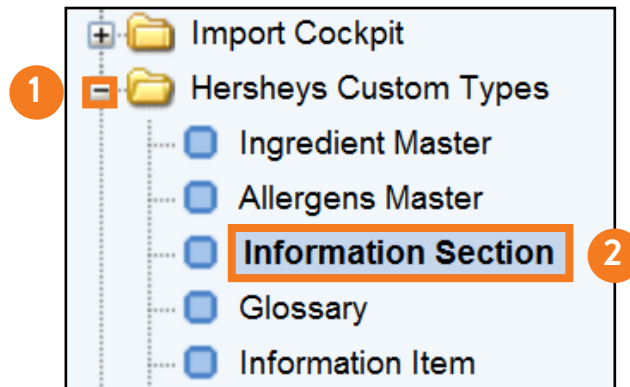
The **Ingredient Details** tab opens and the expanded details can be identified.

Ingredients	Administration																																																								
Code:	1																																																								
Catalog Version:	hersheysProductCatalog - Staged																																																								
Ingredient Properties																																																									
Name:	MILK CHOCOLATE																																																								
Purpose:	purpose																																																								
Sub Ingredients:	<table><tr><th></th><th>Code</th><th>Name</th><th>Purpose</th><th>Catalog Version</th><th>Sub Ingredients</th><th>Allergen</th></tr><tr><td>☐</td><td>2</td><td>CANE SUGAR</td><td>Sugar</td><td>hersheysProductCat</td><td>n/a</td><td>n/a</td></tr><tr><td>☐</td><td>3</td><td>MILK</td><td>purpose</td><td>hersheysProductCat</td><td>n/a</td><td>n/a</td></tr><tr><td>☐</td><td>4</td><td>CHOCOLATE</td><td>purpose</td><td>hersheysProductCat</td><td>n/a</td><td>n/a</td></tr><tr><td>☐</td><td>5</td><td>COCOA BUTTER</td><td>purpose</td><td>hersheysProductCat</td><td>n/a</td><td>Butter</td></tr><tr><td>☐</td><td>6</td><td>MILK FAT</td><td>purpose</td><td>hersheysProductCat</td><td>n/a</td><td>n/a</td></tr><tr><td>☐</td><td>7</td><td>LECITHIN</td><td>purpose</td><td>hersheysProductCat</td><td>n/a</td><td>SOY</td></tr><tr><td>☐</td><td>9</td><td>NATURAL FLAVOR</td><td>purpose</td><td>hersheysProductCat</td><td>n/a</td><td>n/a</td></tr></table>		Code	Name	Purpose	Catalog Version	Sub Ingredients	Allergen	☐	2	CANE SUGAR	Sugar	hersheysProductCat	n/a	n/a	☐	3	MILK	purpose	hersheysProductCat	n/a	n/a	☐	4	CHOCOLATE	purpose	hersheysProductCat	n/a	n/a	☐	5	COCOA BUTTER	purpose	hersheysProductCat	n/a	Butter	☐	6	MILK FAT	purpose	hersheysProductCat	n/a	n/a	☐	7	LECITHIN	purpose	hersheysProductCat	n/a	SOY	☐	9	NATURAL FLAVOR	purpose	hersheysProductCat	n/a	n/a
	Code	Name	Purpose	Catalog Version	Sub Ingredients	Allergen																																																			
☐	2	CANE SUGAR	Sugar	hersheysProductCat	n/a	n/a																																																			
☐	3	MILK	purpose	hersheysProductCat	n/a	n/a																																																			
☐	4	CHOCOLATE	purpose	hersheysProductCat	n/a	n/a																																																			
☐	5	COCOA BUTTER	purpose	hersheysProductCat	n/a	Butter																																																			
☐	6	MILK FAT	purpose	hersheysProductCat	n/a	n/a																																																			
☐	7	LECITHIN	purpose	hersheysProductCat	n/a	SOY																																																			
☐	9	NATURAL FLAVOR	purpose	hersheysProductCat	n/a	n/a																																																			
Parent Ingredient:	<table><tr><th></th><th>Code</th><th>Name</th><th>Purpose</th><th>Catalog Version</th><th>Sub Ingredients</th><th>Allergen</th></tr><tr><td colspan="7">The list is empty.</td></tr></table>		Code	Name	Purpose	Catalog Version	Sub Ingredients	Allergen	The list is empty.																																																
	Code	Name	Purpose	Catalog Version	Sub Ingredients	Allergen																																																			
The list is empty.																																																									
Source animal:	source																																																								
Source country:	country																																																								
Linkname:																																																									
Link url:																																																									
Glossary Definition:	Whole Wheat Flour																																																								

Information

Information Section

The **Information Section** is accessible through the **Master Data Search**. The Information Section provides pertinent information related to Hershey products. These sections are created to support data received from the PLM.



1. Hershey Custom Types - Expand the **Hershey Custom Types Folder Node**.

2. Information Section - Select **Information Section** to open the search panel.

Search

Type: Information Section Attribute: Search additional attributes...

Attribute	Locale	Comparator	Value
Code		starts with	
InfoCategory Name		starts with	
IsInfosection		No preference	
Catalog version		is equal	

3

Search 4

3. Search Criteria - Enter information into the **Search Criteria** boxes. (Note: It is optional to skip this step.)

4. Search Button - Click the **Search Button** to aggregate the Information Section data.

Information

Information Section Search Results

Results			
	Code	InfoCategory Name	IsInfosection
5	IS-0005	Product Instructions	Yes
	IS-0005	Product Instructions	Yes
	IS-0006	Sustainability	Yes

5. Results - Click any record from the **Search Results** to see the details.

7

Editor - Information Section

Save **Reload** **Copy** **Delete**

InfoSection Administration

Catalog version: hersheysProductCatalog - Online

Code: IS-0005

InfoSection properties

InfoCategory Name: Product Instruction

InfoCategory Desc.:

IsInfosection: ☒ **6**

Section Order: 5

Note: A checked box indicates a **Yes** result.

Results			
	Code	InfoCategory Name	IsInfosection
	IS-0006	Sustainability	Yes
	IS-0006	Sustainability	Yes
	IS-0007	Allergen	No

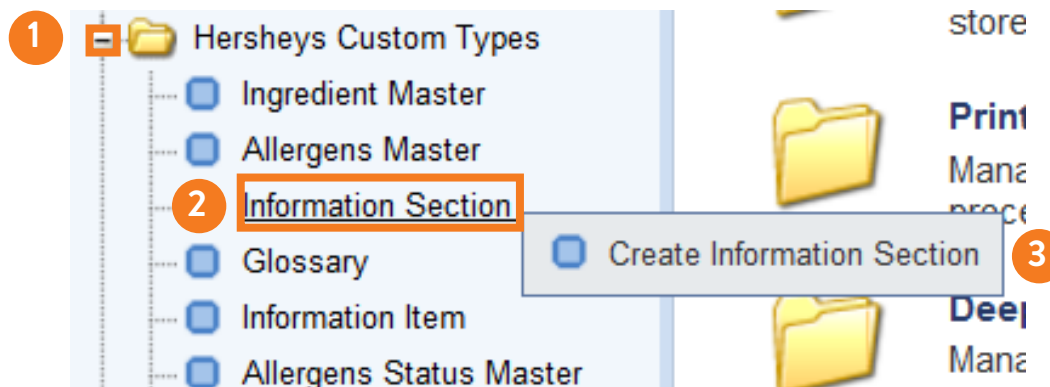
6. IsInfosection - If the items within this Infosection will be available for data maintenance, click this checkmark. If items within this Infosection come directly from the source system and will not be changed, leave this box unchecked.

7. Save Button - Be sure to click the **Save Button** after making any changes.

Information

Creating a New Information Section Category

Here you will learn how to create a new **Information Section** category in the PIM Master Data search. The new category can be used to group like **Information Items**. (This is explained in the next section.)



1. Hershey Custom Types - Expand the **Hershey Custom Types Folder Node**.

2. Information Section - Right click **Information Section**.

3. Create Information Section - Click **Create Information Section** to open the Create panel.

The screenshot shows the 'Create - Information Section' panel. At the top, there is a 'Create' button (highlighted with an orange box and a '5' in a circle) and a refresh icon. Below the button are two tabs: 'InfoSection' (selected) and 'Administration'. The 'InfoSection' tab contains the following fields: 'Catalog version:' (a dropdown menu), 'Code:' (a text input field), 'InfoSection properties' (a section header), 'InfoCategory Name:' (a text input field), 'InfoCategory Desc.:' (a text input field), 'IsInfoSection:' (a checkbox), and 'Section Order:' (a text input field). The entire form area is highlighted with an orange box and a '4' in a circle.

4. Create Panel - Fill in the required information in the **Create** panel editor.

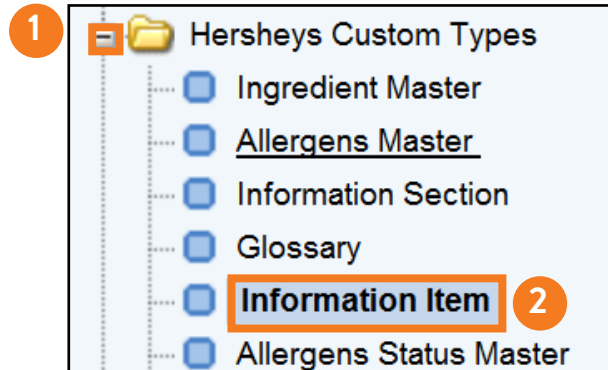
5. Create Button - Click **Create** to save your edits and create the new **Information Section** category.

Please note that the InfoSection is used to create a data section and rarely requires updating.

Information

Information Item

In this section, you will learn the steps to edit and update *Information Items* details using the *InfoItems Properties* panel editor. Note: Information Item data (i.e. Claim Master Data) will be imported to PIM from PLM.



1. **Hershey Custom Types** - Expand the **Hershey Custom Types** folder node.

2. **Information Item** - Select **Information Item** to open the search panel.

Search

Type: Information Item Attribute: Search additional attributes...

Attribute	Locale	Comparator	Value
Code		starts with	
Name	en	starts with	
Glossary Definition		is equal	
Catalog Version		is equal	
Information Section		is equal	

Search 4

3

3. **Search Criteria** - Enter information into the **Search Criteria** boxes. (Note: It is optional to skip this step.)

4. **Search Button** - Click the **Search Button** to aggregate the data.

Information

Infotem Search Results

Results						
5	Code	Name	Information Section	Link url	Image URL	Sort Order
	100000000000011	OU	Certifications	n/a	n/a	25
	100000000000011	OU	Certifications	n/a	n/a	25
	100000000000012	OU-D	Claims	n/a	n/a	1

5. Results - Click any record from the **Search Results** to see the details.

7

Save Reload Copy Delete

Infotem Administration

Catalog Version: hersheysProductCatalog - Staged

Infotem Properties

Code: 100000000000011

Name: OU

Link url:

Link name:

Image URL:

Information Section: Claims

Value: ☐ Yes ☐ No ☒ n/a

IsMainBanner: ☐ Yes ☒ No ☐ n/a

IsAllergenBanner: ☐ Yes ☒ No ☐ n/a

Sort Order: 25

Glossary Definition: Gluten Free

6

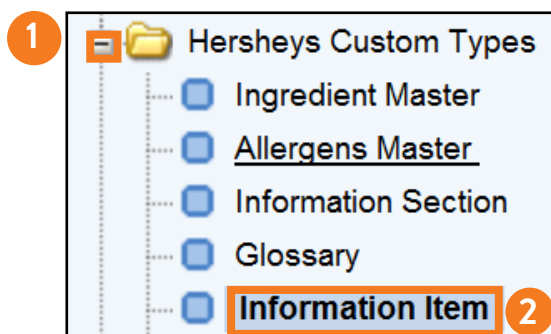
6. Information Section - Update the **Information Section** and **Sort Order Fields** as required. (This is covered further on.)

7. Save Button - Be sure to click the **Save Button** after making any changes.

Information

Mapping Information Items (Infotems) to Information Sections

In this section, you will learn the steps to map *Infotems* with their corresponding *InfoSection*. This is a critical step before mapping a glossary record to an Infotem. (This is covered further in Section 3.)



Note: All claims, certifications, GMO disclosures, health & safety, product instructions & sustainability details are imported into PIM from PLM. During this process, you will map these information items from PLM to the Information Sections in PIM. This is a mandatory process.

1. Hershey Custom Types - Expand the **Hershey Custom Types Folder Node**.

2. Information Item - Select **Information Item** to open the search panel.

Search

Type: Information Item Attribute: Search additional attributes...

Attribute	Locale	Comparator	Value
Code		starts with	
Name	en	starts with	
Glossary Definition		is equal	
Catalog Version		is equal	
Information Section		is equal	

Search 4

3

3. Search Criteria - Enter information into the **Search Criteria** boxes. (Note: It is optional to skip this step.)

4. Search Button - Click the **Search Button** to aggregate the data.

Information

Mapping Information Items (Infotems) to Information Sections, Cont.

Results						
5	Code	Name	Information Section	Link url	Image URL	Sort Order
	100000000000011	OU	Certifications	n/a	n/a	25
	100000000000011	OU	Certifications	n/a	n/a	25
	100000000000012	OU-D	Claims	n/a	n/a	1

5. Results - Click any record from the **Search Results** to see the details.

7

Save Reload Copy Delete

Infotem Administration

Catalog Version: hersheysProductCatalog - Staged

Infotem Properties

Code: 100000000000011

Name: OU

Link url:

Link name:

Image URL:

Information Section: * Claims **6**

Value:

IsMainBanner:

IsAllergenBanner:

Sort Order:

Glossary

Definition:

Additional Information
Allergens
BKClaims
Certifications
Claims
GMO Disclosure
Health SafetyBK
Health SafetyBK/test
Ingredients

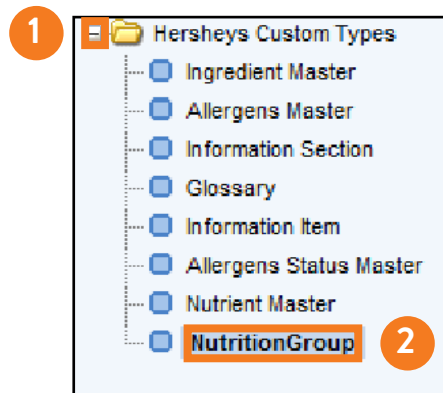
6. Information Section - Select the **Information Section** you wish to map (i.e. claims) from the **Information Section** drop menu.

7. Save Button - Be sure to click the **Save Button** after making any changes.

Nutrition

Nutrition Group

In this section, you will learn the steps to access information about the **NutritionGroup** category in the PIM System.



1. **Hershey Custom Types** - Expand the **Hershey Custom Types Folder Node**.

2. **NutritionGroup** - Select **NutritionGroup** to open the search panel.

Search

Type: NutritionGroup Attribute: Search additional attributes...

Attribute	Locale	Comparator	Value
Code		starts with	
Name	en	starts with	

Search 3

Results

	Code	Name	Sort Index
4	PIM_CAL	Calories	1
	PIM_CAL	Calories	1
	PIM_CARBS	Carbohydrates	5
	PIM_CARBS	Carbohydrates	5
	PIM_CHOL	Cholesterol	3
	PIM_CHOL	Cholesterol	3

1 - 14 of 14

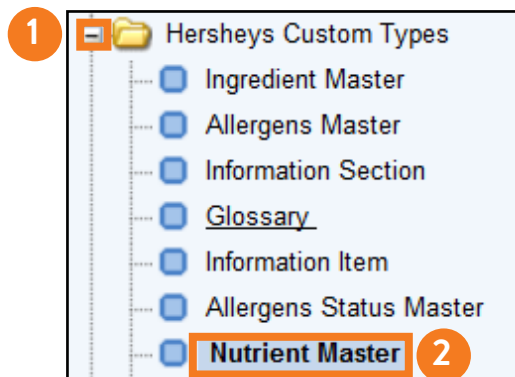
3. **Search Button** - Click on the **Search** button. (Note: It is optional to enter search criteria in this step.)

4. **Results** - Click any record from the **Search Results** to see the details.

Nutrition

Nutrient Master

In this section, you will learn the steps to search detailed **Nutrient Master** information in the PIM System and make any necessary edits.



1. **Hershey Custom Types** - Expand the **Hershey Custom Types Folder Node**.

2. **Nutrient Master** - Select **Nutrient Master** to open the search panel.

▼ Search ▼ ?

Type: Nutrient Master ▼ Attribute: Search additional attributes... ▼

Attribute	Locale	Comparator	Value
Code		starts with ▼	
Name	en ▼	starts with ▼	
Abbreviated Name	en ▼	starts with ▼	
Catalog Name		is equal ▼	
Nutrient Group		is equal ▼	

Search 4

3

3. **Search Criteria** - Enter information into the **Search Criteria** boxes. (Note: It is optional to skip this step.)

4. **Search Button** - Click the **Search** button to aggregate the Information Section data.

Nutrition

Nutrient Master Search Results

▼ Results ▼

5	Code	Name	Abbreviated Name	Sort Order	Is Mandatory	Nutrient Group	Catalog Name
	000000000025	Protein	Prote	0001	Yes	Protein	hersheysProductCatalog - Staged
	000000000025	Protein	Prote	0001	Yes	Protein	hersheysProductCatalog - Online
	000000000027	Total Carbohydrates	Carbohydr	0001	Yes	Carbohydrates	hersheysProductCatalog - Staged

1 - 50 of 114

5. Results - Click any record from the **Search Results** to see the details.

7

 Save  Reload  Copy  Delete

Nutrient Master Administration

Code: 000000000025

Catalog Name: hersheysProductCatalog - Staged ▼

Nutrientmaster Properties

▶ Name: Protein

▶ Abbreviated Name: Prote

Sort Order: 0001

Is Mandatory: ☒ Yes ☐ No ☐ n/a

Nutrient Group: Protein

6

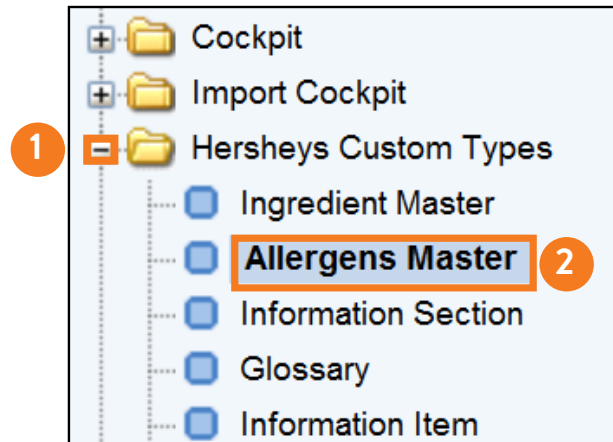
6. Make Edits - Enter the required information in the **Abbreviated Name** field.

7. Save Button - Be sure to click the **Save** button after making any changes.

Allergens

Allergens Master

This section provides details about the **Allergens Master Data** that is loaded into the PIM System and is accessible through the Master Data search. Allergens Master Data is imported from PLM. Users can access the **Allergens Details** editor and make updates to the sort index.



1. Hershey Custom Types - Expand the **Hershey Custom Types** folder Node.

2. Allergens Master - Select **Allergens Master** to open the search panel.

Search

Type: Allergen Master Attribute: Search additional attributes...

Attribute	Locale	Comparator	Value
Code		starts with	
Name	en	starts with	Yellow
Glossary Name		is equal	
Allergen Status		is equal	
Catalog Version		is equal	

Search

3

4

3. Search Criteria - Enter allergen attribute information into the **Search Criteria** boxes.

4. Search Button - Click the **Search** button to aggregate the Allergens Master data.

Allergens

Allergens Master Search Results

Results

5	Code	Name	Catalog Version	Allergen Status	Sort Index	Glossary Name
	CUST-100000000000	YELLOW #5	hersheysProductCat Shared Equipment		3	Yellow #51
	CUST-100000000000	YELLOW #5	hersheysProductCat Contains		1	Yellow #51
	CUST-100000000000	YELLOW #5	hersheysProductCat Shared Facility		75	Yellow #51

5. Results - Click any record from the **Search Results** to see the details.

7

Editor - Allergen Master

Save Reload Copy Delete

Allergens Administration

Code: CUST-100000000000186

Catalog Version: hersheysProductCatalog - Online

Allergen Properties

Name: YELLOW #5

Link url: link

Allergen Status: Shared Equipment

Sort Index: 6 3

Link name: link

Glossary Name: Yellow #51

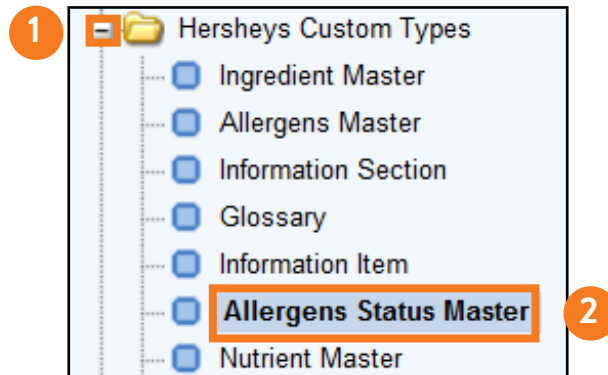
6. Sort Index - The **Allergens Details Editor** opens and the **Sort Index** can be updated or edited.

7. Save Button - Be sure to click the **Save** button after making any changes.

Allergens

Allergen Status Master

In this section, you will learn the steps to access and search **Allergen Status Master** information in the PIM system.



1. **Hershey Custom Types** - Expand the **Hershey Custom Types Folder Node**.

2. **Allergens Status Master** - Select **Allergens Status Master** to open the search panel.

Type	Attribute
Allergen Status Master	Search additional attributes...

Attribute	Locale	Comparator	Value
Code		starts with	
Status	en	starts with	

Search

Results

	Code	Status	Catalog Version
☒	CUST-1000000000000	Contains	hersheysProductCatalog - Online
☐	CUST-1000000000000	Contains	hersheysProductCatalog - Staged

3. **Search Button** - Click on the **Search** button. (Note: It is optional to enter search criteria in this step.)

4. **Select Item** - Select the item **check box** of the **Allergen Status Master** item you wish to view.



Section 3: Glossary



Glossary Upload

Format Glossary Content in an Excel File

PIM Glossary Data is initially provided in an **Excel** format. The Excel format needs to be converted into an **Impex** format before uploading into the PIM system. This process requires a series of sequential steps which will now be explained to understand the conversion of the data into the required format.

In order to be uploaded correctly, the user has to make sure that the required attributes are ordered in the same Excel format as shown below. Use the template **HersheysInput.xlsm** (with example data) to generate the desired format.

Appendix A



1

HersheysInput.xlsm

1. Appendix A - Double click the **HersheysInput.xlsm** Excel icon listed under **Appendix A** (located at the end of the User Guide).

Note: Be sure to click **Enable Macros** on any pop-up boxes that may appear when opening the Excel file.

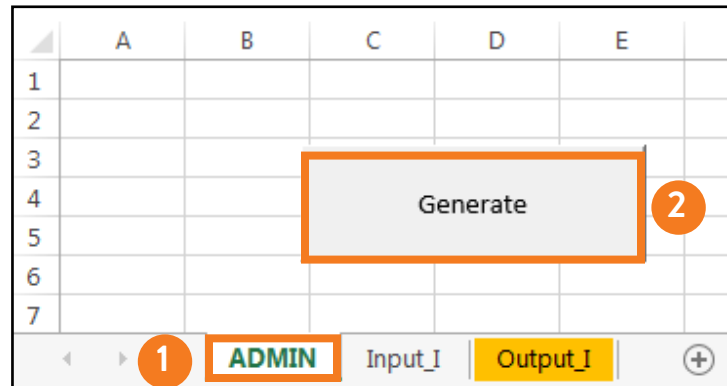
	A	B	C	D	E
1	Type	Name	Definition	Source	ImageURL
2	Ingredient	Canola Oil	See Vegetable Oil	Defintion provided by the Hershey Company	http://hersheys.com
	Ingredient	Caramel Color (Colour, includes Solids)	A food color obtained through a process called caramelization. Caramelization is the controlled heating of different carbohydrates, like sugar and molasses, until a light brown color is obtained.	Defintion provided by the Hershey Company	http://hersheys.com
3					
4	Ingredient	Caramelized Sugar Syrup	See Caramel Color	Defintion provided by the Hershey Company	http://hersheys.com
	Ingredient	Carmine Color (Colour, K-Carmine)	A natural color additive extracted from the insect Coccus cacti that gives food a deep, dark red color. Also known as Cochineal Extract.	Defintion provided by the Hershey Company	http://hersheys.com
5					
	Ingredient	Carnauba Wax	A natural substance obtained from the leaves and buds of the Brazilian fan palm tree. Used as a component of a glaze on confectionary products.	Defintion provided by the Hershey Company	http://hersheys.com
6					

2. Content - Fill in the **content** in each of the columns. Whenever possible, provide links under the definition and image URL columns. (Use **Glossary Format and Example** in **Appendix B** if you need more detailed examples.)

Glossary Upload

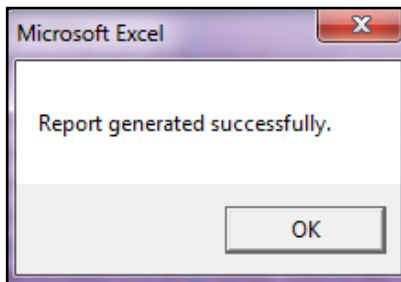
Generate Data for Upload

In this section, you will learn the steps to automatically generate glossary data for upload into the PIM system.



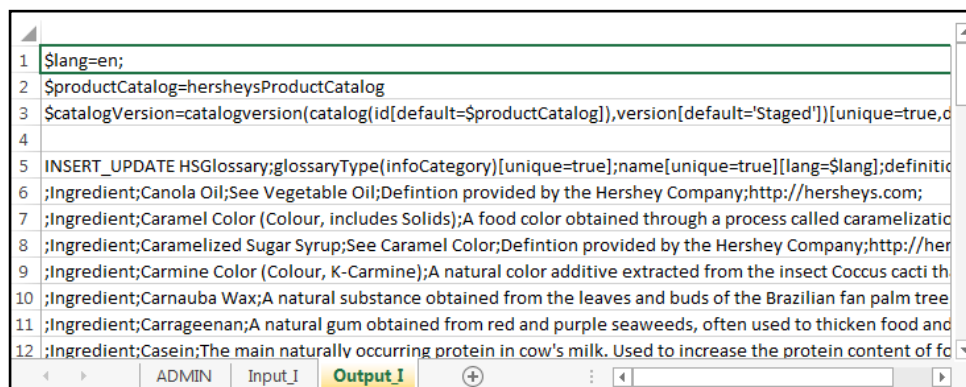
1. Admin Tab - Click on the **Admin Tab** to open Admin sheet and access the Generate button.

2. Generate Button - Click **Generate** to convert the data for upload.



3. OK Button - Click on the **OK** button.

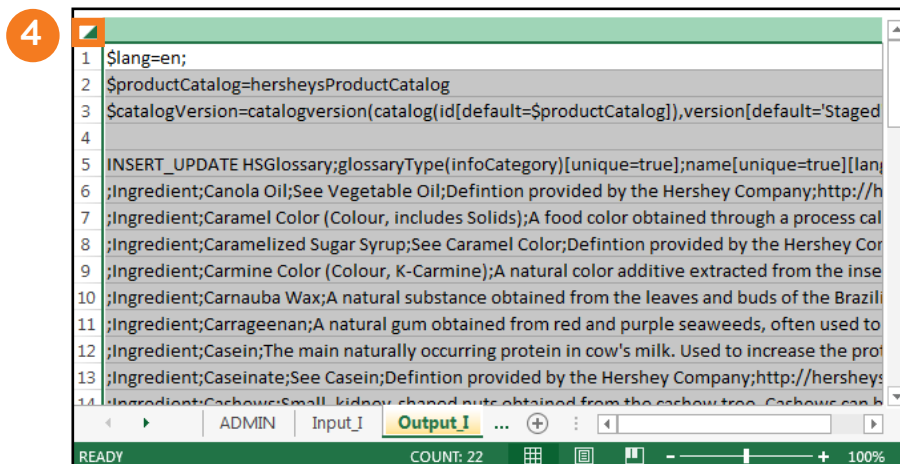
The data will be formatted automatically and generated into the **Output_I** tab.



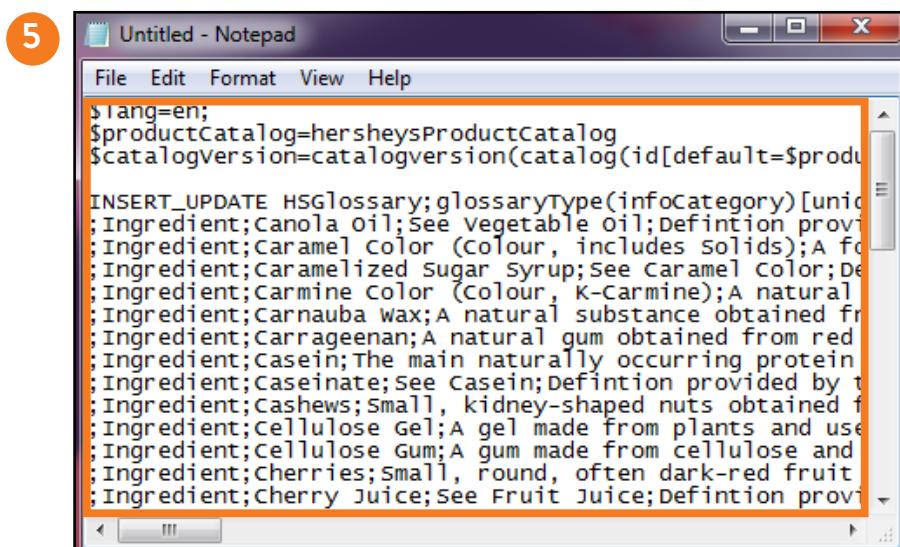
Glossary Upload

Copy and Paste Glossary Data

Next, you will copy and paste the data generated in the Excel **Output_1** sheet to Notepad.



4. **Select All Content** - Click on the **top left corner** to select all of the content data.



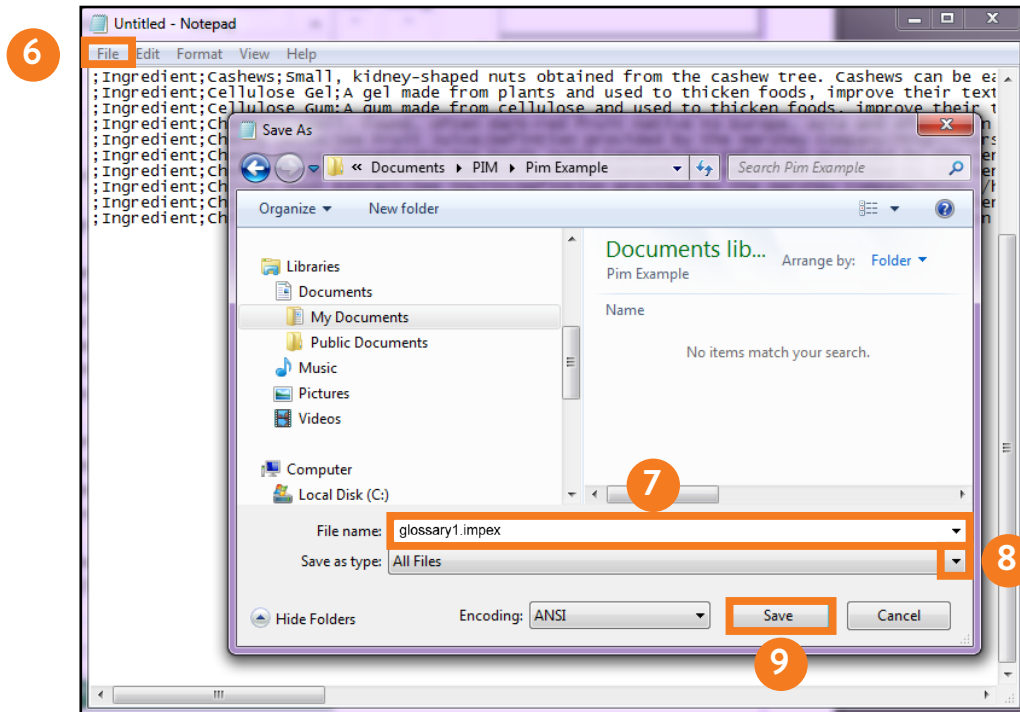
5. **Notepad** - Copy the **content data** and paste it into a fresh notepad file.

Note: **Notepad** comes preloaded on your computer. You can access it from your start menu, under programs.

Glossary Upload

Save Notepad File

Save the file as **XXXXX.impex**. Please note that the **Save as type:** should be as **All Files**.



6. Save File - Click **Save As** under the **File** tab and choose the folder you wish to save this under.

7. File Name - Name the file as **glossaryx.impex**, where x is the update version.

8. Save as type - Select **All Files** from the Save as type drop menu.

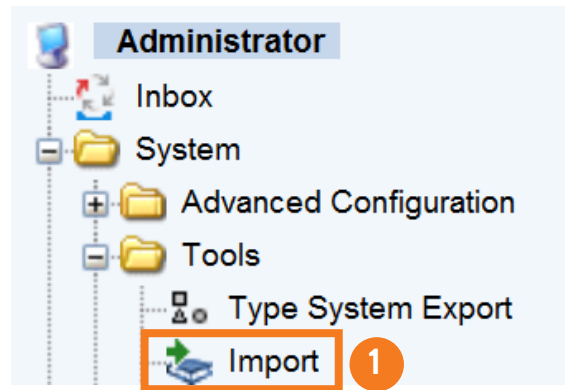
9. Save - Click on the **Save** button.

The glossary data is now ready to be uploaded into the system.

Glossary Upload

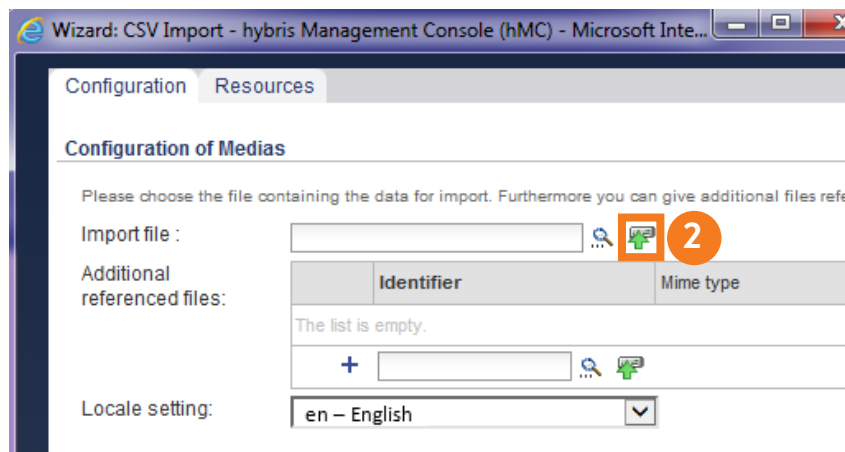
Upload Glossary Data into the Hybris Platform Management Console

Now that you have properly formatted the glossary data, you will learn the steps to upload the data into the PIM system. To import the data, you need to use the **CSV Import Wizard**.



1. Import - To access the CSV Import Wizard, click on **System->Tools->Import** on the home page menu after logging in.

The **CSV Import Wizard** tool will pop up.

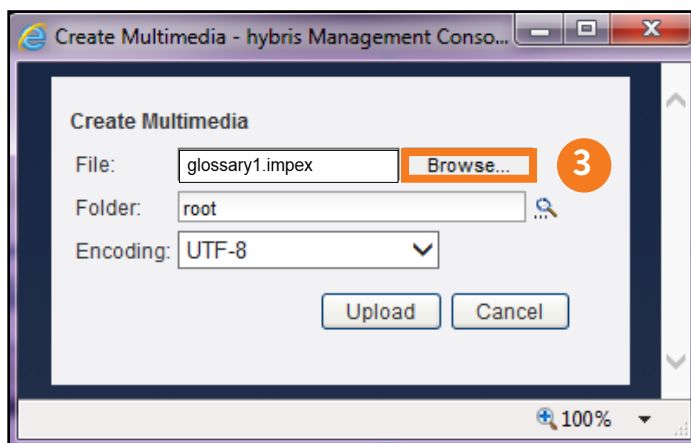


2. Green Arrow - Click on the **green arrow** next to the Import file text box.

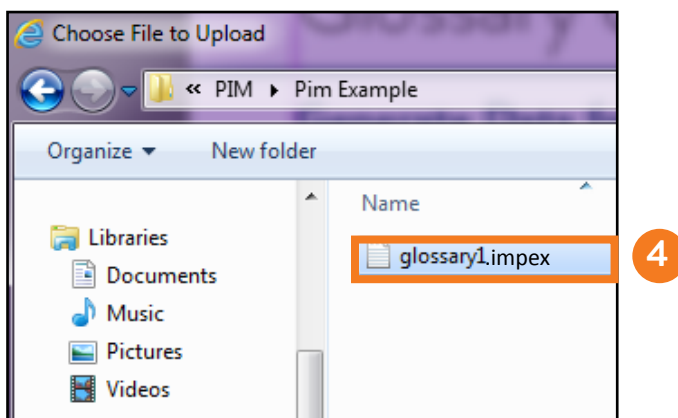
Glossary Upload

Access File

Here you will upload the *glossary1.impex* file you created earlier on *Notepad*.



3. Browse - Click on **Browse...** Next to the text entry box.



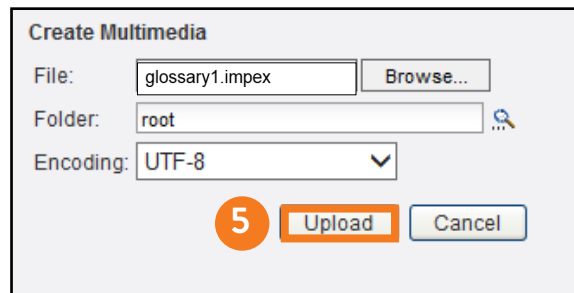
The *Choose File to Upload* window opens.

4. OK Button - Click on the **.impex** file.

Glossary Upload

Upload File and Configure Language Settings

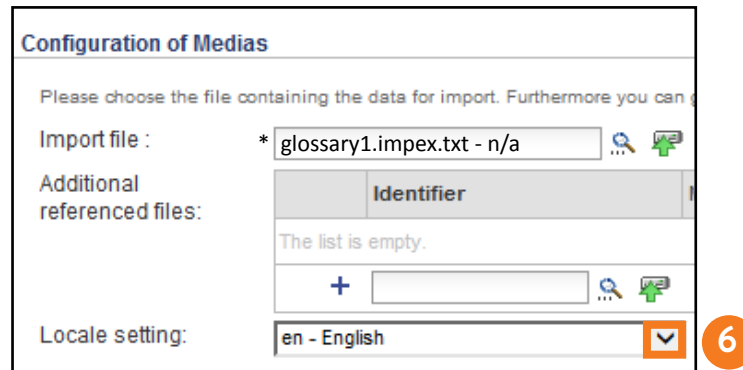
Next, you will upload the file into the PIM system .



The **Create Multimedia** dialog box contains the following fields and buttons:

- File:** A text box containing "glossary1.impex" and a **Browse...** button.
- Folder:** A text box containing "root" and a search icon.
- Encoding:** A dropdown menu set to "UTF-8".
- Buttons:** An **Upload** button (highlighted with an orange circle containing the number 5) and a **Cancel** button.

5. Upload - Click the **Upload** button on the *Create Multimedia* window.



The **Configuration of Medias** dialog box contains the following fields and buttons:

- Import file :** A text box containing "* glossary1.impex.txt - n/a" and a search icon.
- Additional referenced files:** A section with a table header **Identifier** and a message "The list is empty." Below the table is a **+** button and a search icon.
- Locale setting:** A dropdown menu set to "en - English" (highlighted with an orange circle containing the number 6).

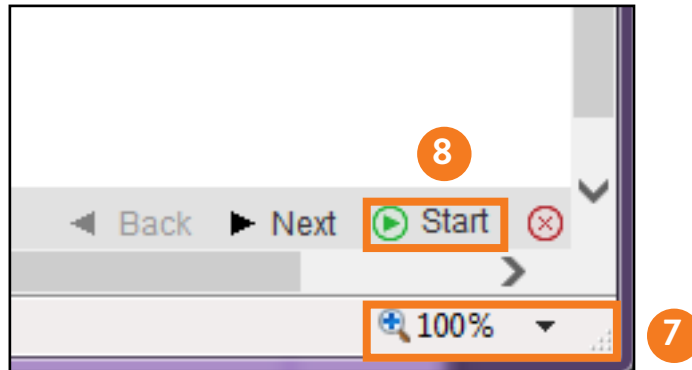
When the *Create Multimedia* window disappears, the **Import file** text box on the *Configuration of Medias* window should now reflect the file name.

6. Language - Select **English** from the Locale Setting drop box.

Glossary Upload

Conduct Glossary Upload

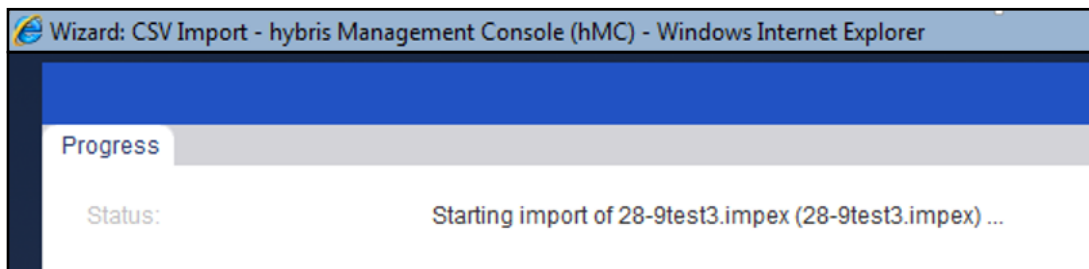
Now that you have accessed the data file and adjusted the language settings, you can conduct the actual upload into the PIM system.



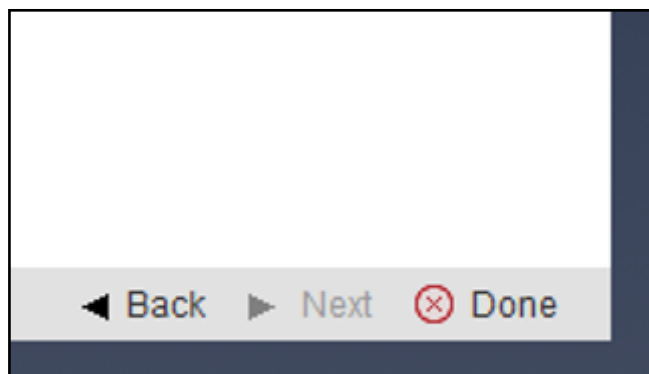
7. Adjust window - If you can not see the start button, it may be necessary to check that the window size is set at **100%** or smaller. Pull the **handle** in the corner to adjust the size. (It is possible to skip this step.)

8. Start - Click **Start** to upload the data into the PIM system.

The **CSV Import Wizard** tool will indicate your progress.



After the data has uploaded to PIM, the CSV Import Wizard tool will indicate **Done** on the bottom right corner.



Glossary Upload

Upload Results

If the **CSV Import Wizard** loads correctly, the results tab will appear with a **SUCCESS** message.

Configuration

Resources

Result

Result of import

Here you can see the performed cronjob with its final state

Used cronjob instance:

	Jobname	Job	Current status	Last result
	000003XV-ImpEx-Import	ImpEx-Import	FINISHED	SUCCESS

If the **CSV Import Wizard** does not load correctly, the results tab will appear with an **ERROR** message.

Configuration

Resources

Result

Result of import

Here you can see the performed cronjob with its final state

Used cronjob instance:

	Jobname	Job	Current status	Last result
	000003XY-ImpEx-Import	ImpEx-Import	FINISHED	SYSTEM ERROR

Log

Entire log:

09.10.2015 10:39:03: ERROR: Can not resolve any more lines ... Aborting further passes (at pass 2). Fin

Here you can download a file containing all the lines which could not be resolved during import.

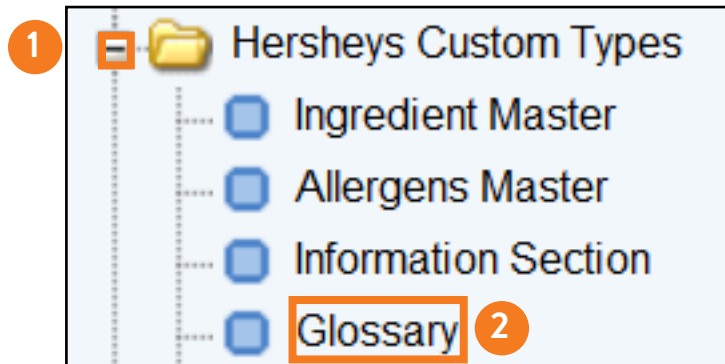
Unresolved data:

unresolved_lines_8796260631029 - n/a

Glossary Data Management

Verify and Edit Glossary Data

In this section, you will learn how to verify, edit and create glossary data in the PIM system.



1. **Hershey Custom Types** - Expand the **Hershey Custom Types** node.

2. **Glossary** - Click on the **Glossary** file.

In the **Search** section, the user can select any search criteria or can also search without specifying any criteria.

Search

Type: Glossary Attribute: Search additional attributes...

Attribute	Locale	Comparator	Value
Glossary Type		is equal	
Name	en	starts with	
Description	en	starts with	
Source		starts with	
Catalog version		is equal	

Search 4

3

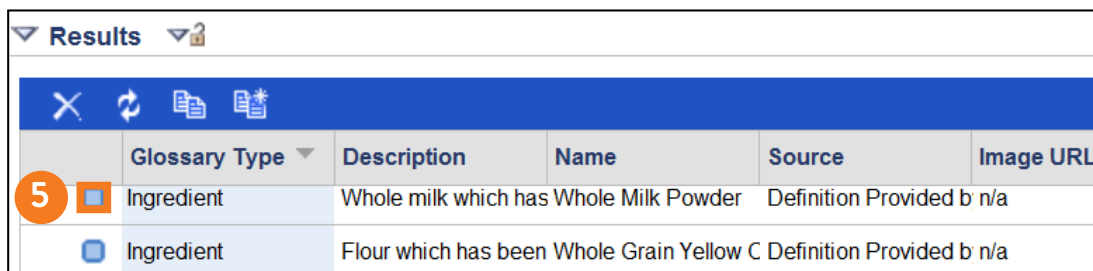
3. **Attribute Search Parameters** - Enter the **attribute search parameters**. (Note: Although all search parameters are optional, it is recommended to select the Glossary Type in this step.)

4. **Search** - Click the **Search** button to display the glossary data.

Glossary Data Management

Search Results and Accessing the Editor

You can also modify a glossary record. A glossary record of some predefined type can be associated with multiple instances of that type. Entries to **Glossary Type = Ingredient** can be linked to multiple ingredients from the **Ingredient Master**. This is also true for Allergens.

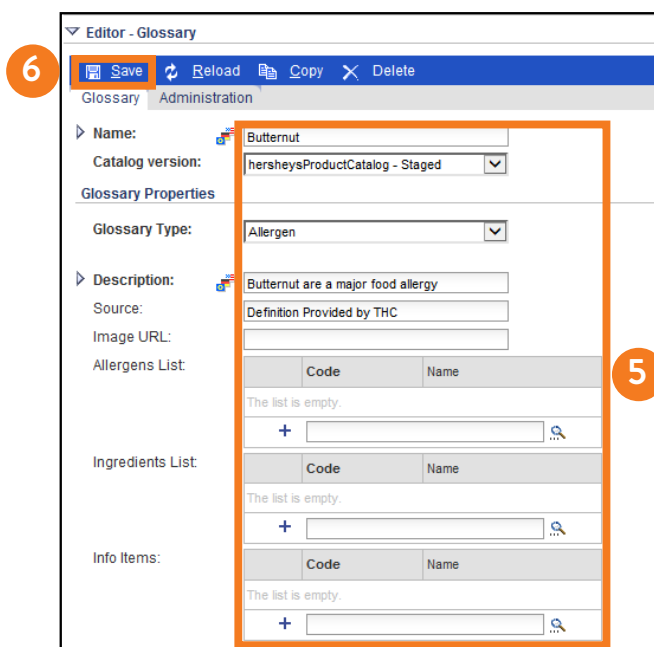


A screenshot of a web application showing search results. At the top, there's a 'Results' header with a dropdown arrow and a question mark icon. Below it is a toolbar with icons for close, refresh, copy, and print. The main content is a table with columns: Glossary Type, Description, Name, Source, and Image URL. There are two rows of data, both with 'Ingredient' as the Glossary Type. The first row's description is 'Whole milk which has Whole Milk Powder' and the source is 'Definition Provided b n/a'. The second row's description is 'Flour which has been Whole Grain Yellow C' and the source is 'Definition Provided b n/a'. A red circle with the number '5' is placed over the first row.

	Glossary Type	Description	Name	Source	Image URL
5	Ingredient	Whole milk which has Whole Milk Powder		Definition Provided b n/a	
	Ingredient	Flour which has been Whole Grain Yellow C		Definition Provided b n/a	

5. Results - Click any record from the **Search Results** to see the details.

The **Glossary Editor** panel opens and can be edited.



A screenshot of the 'Editor - Glossary' panel. At the top, there's a toolbar with buttons for Save, Reload, Copy, and Delete. Below the toolbar, there's a 'Glossary' tab and an 'Administration' tab. The main content area is divided into sections: 'Name' (with a text input field containing 'Butternut'), 'Catalog version' (with a dropdown menu showing 'hersheysProductCatalog - Staged'), 'Glossary Properties' (with a 'Glossary Type' dropdown set to 'Allergen'), 'Description' (with a text input field containing 'Butternut are a major food allergy'), 'Source' (with a text input field containing 'Definition Provided by THC'), 'Image URL' (with a text input field), and three lists: 'Allergens List', 'Ingredients List', and 'Info Items'. Each list has a header with 'Code' and 'Name' columns and a '+ Add' button. A red circle with the number '6' is placed over the 'Save' button, and a red circle with the number '5' is placed over the 'Allergens List' section.

5. Editor Panel - Select the **attributes** you wish to edit

6. Save Button - Click the **Save** button to save any changes.

Glossary Data Management

Linking the Ingredient Master

In the last section, we learned how to access the **Glossary Editor** and make basic edits to the **Glossary**. From the Glossary Editor panel, you can also link the **Ingredients** from the **Ingredient Master** and make additional edits.

The screenshot shows the Glossary Editor interface with three sections: Allergens List, Ingredients List, and Info Items. Each section has a table with columns for Code and Name. The Ingredients List table is highlighted with an orange box, and a red circle with the number 1 is placed next to it.

Allergens List	Code	Name
The list is empty.		
+ [input field] [search icon]		

Ingredients List	Code	Name
The list is empty.		
+ [input field] [search icon]		

Info Items:	Code	Name
The list is empty.		
+ [input field] [search icon]		

1. **Ingredients List** - Right click the **Ingredients List** box.

The screenshot shows the Glossary Editor interface with the context menu open for the Ingredients List. The menu options are: Edit in new window, Edit, + Add Ingredient Master (highlighted with an orange box and a red circle with the number 2), Remove, and Select all.

Allergens List	Code	Name
The list is empty.		
+ [input field] [search icon]		

Ingredients List	Code	Name
The list is empty.		
+ [input field] [search icon]		

Info Items:	Code	Name
The list is empty.		
+ [input field] [search icon]		

- Edit in new window
- Edit
- + Add Ingredient Master
- Remove
- Select all

2. **Add Ingredient Master** - Select + **Add Ingredient Master**.

Glossary Data Management

Search and Link to the Ingredient Master

The panel for the **Ingredient Master** opens. Here you can search for the desired link.

Attribute	Locale	Comparator	Value
Glossary Type		is equal	Ingredient
Name	en	starts with	
Description	en	starts with	
Source		starts with	
Catalog version		is equal	

Search

3. Search Parameters - Enter the **Search Criteria**. (Note, this step can be skipped.)

4. Search Button - Click on the **Search Button**.

Code	Name	Purpose	Catalog Version	Sub Ingredients	Allergen
1	MILK CHOCOLATE	n/a	hersheysProductCat	CANE SUGAR, MILK	n/a
1	MILK CHOCOLATE	n/a	hersheysProductCat	CANE SUGAR, MILK	n/a
10	MILK CHOCOLATE	n/a	hersheysProductCat	LACTOSE, SOY LEC SUGAR	
11	SUGAR	n/a	hersheysProductCat	n/a	n/a
11	SUGAR	n/a	hersheysProductCat	n/a	n/a
12	LACTOSE	n/a	hersheysProductCat	n/a	n/a
12	LACTOSE	n/a	hersheysProductCat	n/a	n/a
13	SOY LECITHIN	n/a	hersheysProductCat	n/a	n/a
13	SOY LECITHIN	n/a	hersheysProductCat	n/a	n/a
14	VANILLIN	ARTIFICIAL FLAVOF	hersheysProductCat	n/a	n/a
14	VANILLIN	ARTIFICIAL FLAVOF	hersheysProductCat	n/a	n/a
15	ARTIFICIAL FLAVOF	n/a	hersheysProductCat	n/a	n/a
15	ARTIFICIAL FLAVOF	n/a	hersheysProductCat	n/a	n/a
16	PGPR	EMULSIFIER	hersheysProductCat	n/a	n/a

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Use Cancel

5. Ingredient - Select the **Ingredient Master** you wish to link (and make any optional advanced edits.)

6. Use Button - Click the **Use** button to display the Ingredient Master editor.

Glossary Data Management

View the Ingredient Master and Save

The **Ingredient Master** tab opens and the **Ingredientmaster Properties** can be viewed.

8 Save Reload Copy Delete

Ingredients Master Administration

7 Code: 1
Catalog Version: hersheysProductCatalog - Online

Ingredientmaster Properties

Name: MILK CHOCOLATE
Purpose:

Sub Ingredients:

	Code	Name	Purpose	Catalog Version	Sub Ingredients	Allergen
☐	2	CANE SUGAR	n/a	hersheysProductCate	n/a	n/a
☐	3	MILK	n/a	hersheysProductCate	n/a	n/a
☐	4	CHOCOLATE	n/a	hersheysProductCate	n/a	n/a
☐	5	COCOA BUTTER	n/a	hersheysProductCate	n/a	n/a
☐	6	MILK FAT	n/a	hersheysProductCate	n/a	n/a
☐	7	LECITHIN	n/a	hersheysProductCate	n/a	SOY
☐	9	NATURAL FLAVOR	n/a	hersheysProductCate	n/a	n/a

Parent Ingredient:

	Code	Name	Purpose	Catalog Version	Sub Ingredients	Allergen
The list is empty.						

Source animal:
Source country:
Linkname:
Link url:
Glossary Definition: Milk Chocolate
Allergen:

7. Ingredientmaster Properties - Select the **attributes** you wish to view.

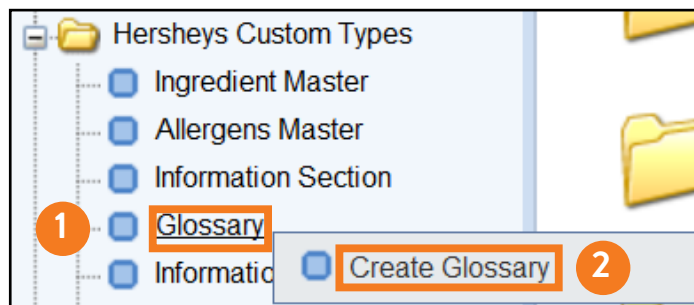
8. Save - Click the **Save** button to link the Ingredient Master to the glossary entry and save any changes.

The **Ingredient Master** for each ingredient must be linked to the glossary entry for that item. This is a mandatory process for ingredients, allergens, claims and certifications.

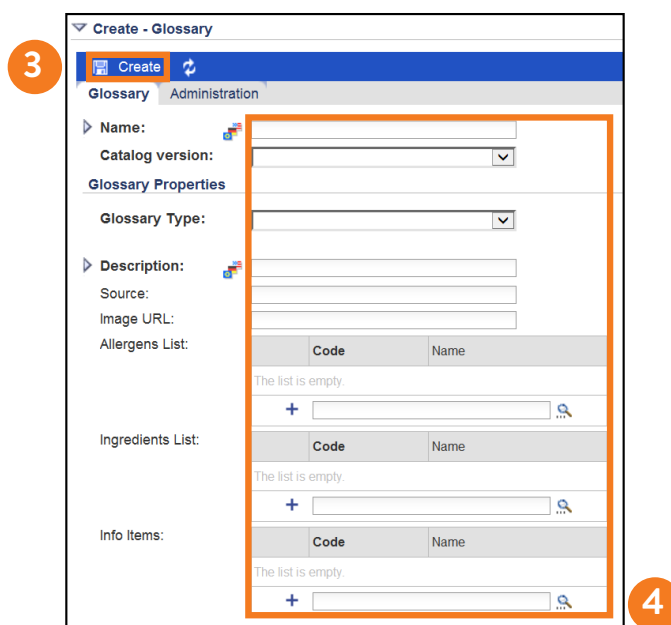
Glossary Data Management

Adding a Glossary Entry to PIM

In this final section, you will learn how to create a glossary entry directly from the **Glossary Editor** panel. (It is recommended that you choose this option only if the number of glossary entries are minimal.)



1. **Glossary** - Right click on **Glossary** from the main page of the *Hybris Management Console*.
2. **Search Button** - Click on **Create Glossary**.



3. **Create Glossary Editor** - Add the **attributes** to the Glossary entry.
4. **Create Button** - Click the **Create** to save your entry.

Special Considerations:

Make sure that the **Glossary Type** for the corresponding glossary record is considered while adding instances of that type only. The Glossary Type and section name must match. (e.g. If the Glossary Type is Allergen, update the Allergen section. If the Glossary Type is Ingredient, update the Ingredient Section. If the Glossary Type is any other, update the InfoItem Section.) For a glossary record related to claim, you should only add instances from the **InfoItem** section and avoid adding any instance from the **Ingredient** or **Allergen** section.

Appendix A

Glossary Data Converter

PIM Glossary Data is initially provided in an *Excel* format. The Excel format needs to be converted into an *Impex* format before uploading into the PIM system. This process requires a series of sequential steps which is explained in Section 3: Glossary Upload.

In order to be uploaded correctly, the user has to make sure that the required attributes are ordered in the same Excel format as shown in Section 3: Glossary Upload. Use the template **HersheysInput.xlms** (with example data) to generate the desired format.

Appendix A



1

HersheysInput.xlsm

1. **Appendix A** - Double click the **HersheysInput.xlsm** Excel icon to open the file.

Note: Be sure to click **Enable Macros** on any pop-up boxes that may appear when opening the Excel file.

Appendix B



2

**Glossary Format and
Example.xlsx**

2. **Appendix B** - Double click the **Glossary Format and Example.xlsx** Excel icon to open the file.