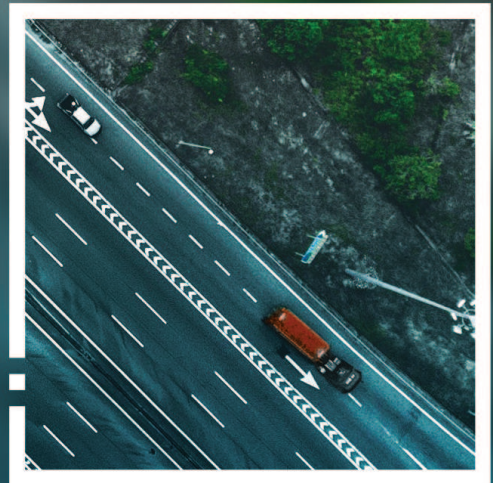




USER GUIDE

Publishing Web UI

2024.4 – December 2024

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Publishing Web UI

Prior to STEP 8.2, users could choose between a number of Web UI templates when creating a Web UI. While these templates are now legacy functionality and not applicable to STEP 8.2+ systems, the information in the sample Web UI topics may benefit current users.

Refer to the **Web User Interfaces** documentation for more information on Web UI functionality, which may not be reflected in this topic / section.

Note: Supported versions of Adobe InDesign are CC 2024 (v. 19) and CC 2023 (v. 18).

Introduction

The purpose of a Publishing Web UI is to enable users to generate JPEG and PDF proofs of products and review publications. This can be done for an individual product (using the Proof View component) or for a selection of products to form a publication (using the Print on Demand component).

A Publishing Web UI also supports Publication Excel imports, side-by-side comparison of page revisions, and limited Print Flatplanner functionality.

The following are the main areas of functionality within a Publishing Web UI:

- Print on Demand
- Print Actual Page Viewer
- Planned Page Viewer
- Print Proof View
- Page Revision Comparisons
- Publication Excel import
- Commercial Data

Proof View is documented in the **Print Publisher** documentation in the **Print Proof View** section.

Publication Excel imports are documented in the **Print Publisher** documentation in the **Importing Publications in Excel** topic.

Print on Demand

To access the Print on Demand functionality, select the Print on Demand tab in the left hand side panel. You can create a new Print on Demand publication by selecting the '+' icon. Existing publications can be reviewed by selecting them in the Review Publications tree.

EN All All ▾ Main ▾ My Settings Logout

Tree

Print on Demand

+ Print on Demand Publication

Review Publications

Select an existing publication to review or edit the publication and generate a new PDF. Note: This tree has been configured to show the top level publication group but can be modified to show a sub-group instead.

> Publications

Search

Basket (4)

Downloads

Welcome to the STEP Publishing Portal

This tool allows you to view page and product proofs, maintain product content and create/review Print on Demand publications.

+ Print on Demand Publication

Creating a new Print on Demand Publication

Select the '+' icon. This will display the Print on Demand Wizard for creating a new Print on Demand Publication with the following steps available:

Set Publication Options

EN All All ▾ Main ▾ My Settings Logout

Tree

Print on Demand

+ Print on Demand Publication

Review Publications

Select an existing publication to review or edit the publication and generate a new PDF. Note: This tree has been configured to show the top level publication group but can be modified to show a sub-group instead.

> Publications

Search

Basket (4)

Downloads

1. Set Publication Options > 2. Manage Products > 3. Review Publication

Publication Name: Documentation

Start on Page: 4

Template: Flyer

Main Catalogue

Brochure

Flyer

Next

In this step of the wizard, you must specify a Publication Name for your new publication, specify a page number for the publication to start on and select a Template to base the publication on. A template can be selected by either using the template selection dropdown menu or by selecting from the template thumbnails. The template selection dropdown supports selection of the template by typing the first few letters of the template name.

Once a Publication Name and Template have been specified, the 'Next' button will become enabled. Pressing this will take you to the Next step of the wizard.

Manage Products

EN All All ▾ Main ▾ My Settings Logout

Tree

Print on Demand

+ Print on Demand Publication

Review Publications

Select an existing publication to review or edit the publication and generate a new PDF. Note: This tree has been configured to show the top level publication group but can be modified to show a sub-group instead.

> Publications

Search

Basket (4)

Downloads

1. Set Publication Options > 2. Manage Products > 3. Review Publication

Select All Clear Selection

Add Items Remove Items Move Up Move Down

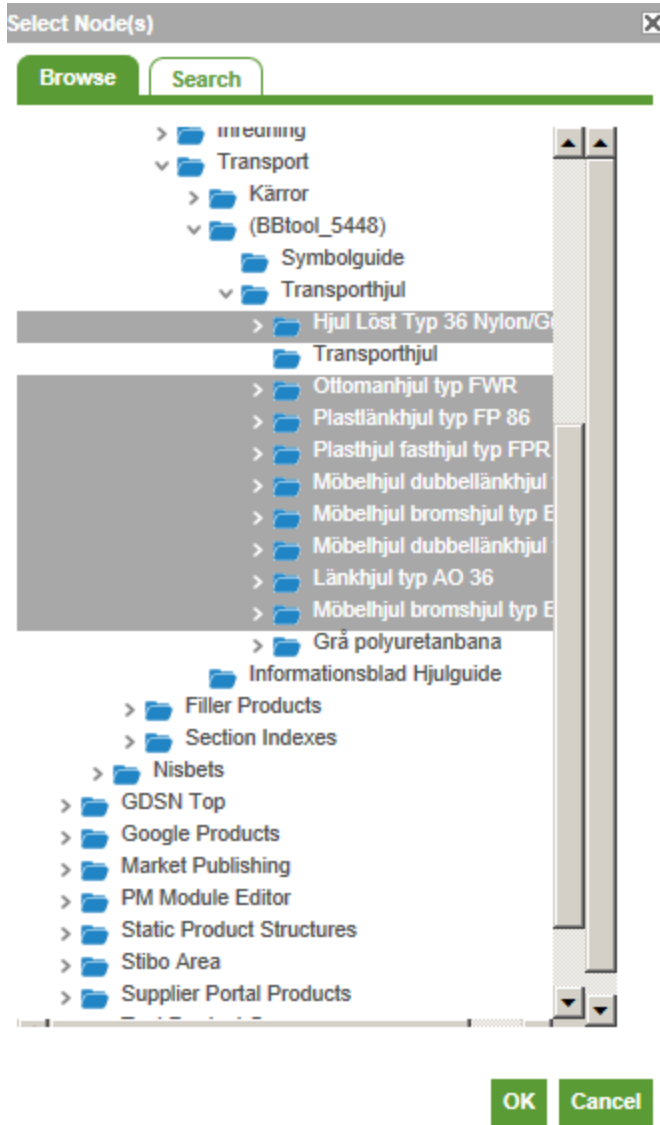
Thumbnail	Name	ID	Path
	Möbelhjul dubbellänkhjul typ KP	BBtool_BB5487	Primary Product Hierarchy/Customer Cases/BBTool PIMautopage/BBTools Arbetsplatsutrustning/Transp (BBtool_5448)/Transporthjul/ dubbellänkhjul typ KP
	Länkhjul typ AO 36	BBtool_BB5492	Primary Product Hierarchy/Customer Cases/BBTool PIMautopage/BBTools Arbetsplatsutrustning/Transp (BBtool_5448)/Transporthjul/ typ AO 36
	Plasthjul fasthjul typ FPR 86	BBtool_BB5470	Primary Product Hierarchy/Customer Cases/BBTool PIMautopage/BBTools Arbetsplatsutrustning/Transp (BBtool_5448)/Transporthjul/ fasthjul typ FPR 86
	Ottomanhjul typ FWR	BBtool_BB5457	Primary Product Hierarchy/Customer Cases/BBTool PIMautopage/BBTools Arbetsplatsutrustning/Transp (BBtool_5448)/Transporthjul/ typ FWR
	Plastlänkhjul typ FP 86	BBtool_BB5469	Primary Product Hierarchy/Customer Cases/BBTool PIMautopage/BBTools Arbetsplatsutrustning/Transp (BBtool_5448)/Transporthjul/ typ FP 86
	Möbelhjul bromshjul typ BKP	BBtool_BB5494	Primary Product Hierarchy/Customer Cases/BBTool

1-9 of 9

Back Next

In this step of the wizard, you can add or remove items from your publication and change the order in which they will be paginated.

Selecting 'Add Items' pops up a node chooser to allow you to browse or search for the Products, Assets or Classifications to add to the publication. Multiple items can be added at the same time by using either Ctrl-Click or Shift-Click in the Browse tree.



Items can be removed from the list to be paginated by selecting item(s) from the item list and then selecting 'Remove Items.'

To change the order of the items in the pagination list, select the items to move up or down the list and then select 'Move Up' or 'Move Down.'

Once items have been added to your publication, the 'Next' button will become enabled. Pressing this will take you to the next step of the wizard.

To go back to the previous stage of the wizard, press the 'Back' button.

To review a page of the publication, choose a version to review from the Version dropdown and then choose a page to review by either typing a page number into the page number field or using the left and right arrow page navigator icons or selecting the page thumbnail in the left hand column. A JPEG of the selected page is shown on the right hand side of the screen. This preview can be zoomed in and out by placing the cursor over the image and scrolling the mouse wheel.

To retrieve a PDF of the publication, select the 'Get PDF' button.

The publication can be saved by selecting the 'Save & Finish' button or can be discarded by selecting the 'Finish' button. Selecting 'Save & Finish' will display a tree browser from which the user can select where in the publication hierarchy to save the publication. Pressing either of the 'Save & Finish' or the 'Finish' button will take the user back to the portal home page.

To go back to the previous stage of the wizard, press the 'Back' button.

Choose to 'Get PDF' for the publication which will retrieve a PDF of the publication or you can modify the publication by choosing the 'Back' button to take you to the previous steps of the wizard. The 'Save and Finish' will save any changes that have been made to the publication and take the user back to the portal home page.

Creating a New Print on Demand Publication based on an Existing Publication

Selecting an existing publication to review and then selecting the '+' icon to create a new Print on Demand Publication will pre-populate the item collection in Step 2 'Manage Products' of the Create New Publication wizard with the items that were in the originally selected existing publication. This allows the user to create a new publication based on an existing publication.

Print on Demand Configuration Options

The Print on Demand Web UI has various configuration options that are available in the Web UI designer. The key configuration options are listed. View the Print On Demand Web UI in design mode for further options.

Properties

Configuration

Portal style

Save

Close

New...

Delete

Rename

Save as...

PrintOnDemand

PrintOnDemand properties

Component Description

A component for getting a PDF of a selection of products based on a Publication Type. Component is experimental and subject to change, use with care

Component status

BackButtonCssClass

BackButtonText

EmailPDFMessage

EmailPDFToUser

FetchPDFProgressMessage

FinishButtonCssClass

FinishButtonText

ManageProductsStepLabel

NextButtonCssClass

NextButtonText

PDFButtonCssClass

PDFButtonText

PDFProfile

PaginationProgressMessage

PublicationNameLabel

PublicationTemplateGroup*

ReviewPublicationStepLabel

SaveAndFinishButtonCssClass

SaveAndFinishButtonText

SavePublicationRoot

SetPublicationOptionsStepLabel

StartPageDefaultValue

StartPageLabel

TempPublicationGroup*

TemplateLabel

showReviewPublicationWizardStep

showSaveOption

showTemplatePreviews

Child components

NodeList

NodeList

go to component

Properties

Configuration

Portal style

Save

Close

New...

Delete

Rename

Save as...

PrintOnDemand

NodeList properties

Component Description

Shows a list of nodes in one or several display modes. A detail panel can be added to the display modes for showing editors for the selection.

AssetSelectionScreen

ClassificationSelectionScreen

ClearSelection

EmptySelectionScreen

EnableDefaultSorting

EntitySelectionScreen

HideSelectionButtons

ID *

LookupScreenTypeForNavigation

MultiSelectHelpText

MultiSelectionScreen

ObjectTypeScreenMapping

Page Size

ProductSelectionScreen

SelectAllLabel

ToolbarHeight

Child components

DisplayModes

TableDisplayMode

GalleryDisplayMode

FilmStripDisplayMode

Add..

Remove

Up

Down

Actions

AddPrintOnDemandItemsAction

RemovePrintOnDemandItemsAction

MoveItemsAction

MoveItemsAction

Add..

Remove

Up

Down

Email PDF to User

If set, selecting 'Get PDF' will email the PDF to the user instead of returning it directly to the browser. The default setting is to return the PDF directly to the user.

Show Review Publication Wizard Step

This controls whether Step '3 Review Publication' is shown as part of the Print on Demand wizard.

Show Template Previews

This controls whether Template Previews are shown in Step '1 Set Publication Options' of the Print on Demand wizard.

Note: It is also possible to review all actual pages within a publication or section. It requires the Actual Page View functionality has been configured for these objects as well.

Page Revision Comparisons

The Publishing Web UI supports Revision Compare functionality for both actual pages and Flatplanner planned page spreads. This allows users to easily compare page revisions by highlighting where changes have occurred.

Revision Compare Toolbar

The 'Revision Compare' toolbar enables viewing of the latest page revision on the left half of the screen and a previous revision on the right. The previous revision to compare to can be selected from the 'Previous Revision' dropdown and differences can be highlighted by selecting the 'Show Differences' checkbox. This will result in the differences being highlighted on the latest revision while areas that have not changed are grayed out.

Publication

Details

Proof

Plan

Autopage Planner

Print On Demand

English US

1

1/2

1

6

Current Revision: 6/30/15 9:49:00 AM

AC-12-100252/AC-12-100252

Snips Manufacturer

Replaceable Blade Snips, 16"

Generic Alternate Description

Tue May 19 15:01:27 BST

2015: stepsys

Note added via the portal



Snips Manufacturer

Circular Cutting Tinner's Snips, 14"

Generic Alternate Description



Tue May 19 15:03:42 BST

2015: stepsys

A second note



AC-12-100260/AC-12-100260

Stibo Systems Ltd. - 200 Brook Drive - Green Park - Reading - RG2 0JL

Tel: +44 (0) 118 949 7899 - Fax: +44 (0) 118 949 7869

Previous Revision: 5/19/15 2:03:03 PM

Show Differences

AC-12-100252/AC-12-100252

Snips Manufacturer

Replaceable Blade Snips, 16"

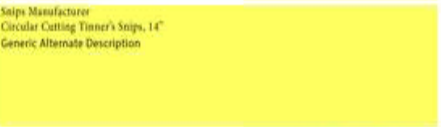
Generic Alternate Description



Snips Manufacturer

Circular Cutting Tinner's Snips, 14"

Generic Alternate Description





AC-12-100260/AC-12-100260

Stibo Systems Ltd. - 200 Brook Drive - Green Park - Reading - RG2 0JL

Tel: +44 (0) 118 949 7899 - Fax: +44 (0) 118 949 7869

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The system determines the differences between the two pages by looking at textual content changes and differences in space usage data. Text changes are highlighted whether the changes are made 'freehand' on mounted pages or if they originate from attribute value changes in STEP.

The Revision Compare functionality is available in the Publishing Web UI in the following components:

- Actual Page Revision Compare Proof
- Planned Spread Revision Compare Proof
- Planned Spread Revision Compare In Workflow

The Show Revision Toolbar option must be checked to enable the new functionality. If the box is not checked, the Revision Toolbar is not displayed and only the most recent page revision is visible.

Properties

Configuration

Portal style

plannedpagedetails

SaveCloseNew...DeleteRenameSave as...

Planned Spread Revision Compare Proof Properties [go to parent](#)

Component Description

Displays the JPEG proof of a planned spread (optionally along side a proof of a previous revision of the spread) - selected via, say, the PlannedSpreadNavigator

Headers

Planned Spread Page Number Header (false / false)
Planned Spread Assignee Header (false)
Planned Spread Status Header (false)
Planned Spread Milestone Date Header (true / false)

Add...Edit...RemoveUpDown

Version Label

Version:

▼ Revision Toolbar

Current Revision Label

Current Revision:

Previous Revision Label

Previous Revision:

Show Differences Default Value

☐

Show Differences Label

Show Differences

Show Revision Toolbar

☒

For more information on Flatplanner planned page spreads and actual pages, refer to the **Overview of the Flatplanner User Interface** section of the **Print Flatplanner** documentation.

Configuring Revision Compare Functionality on Actual Page

Adding a New Actual Page Screen

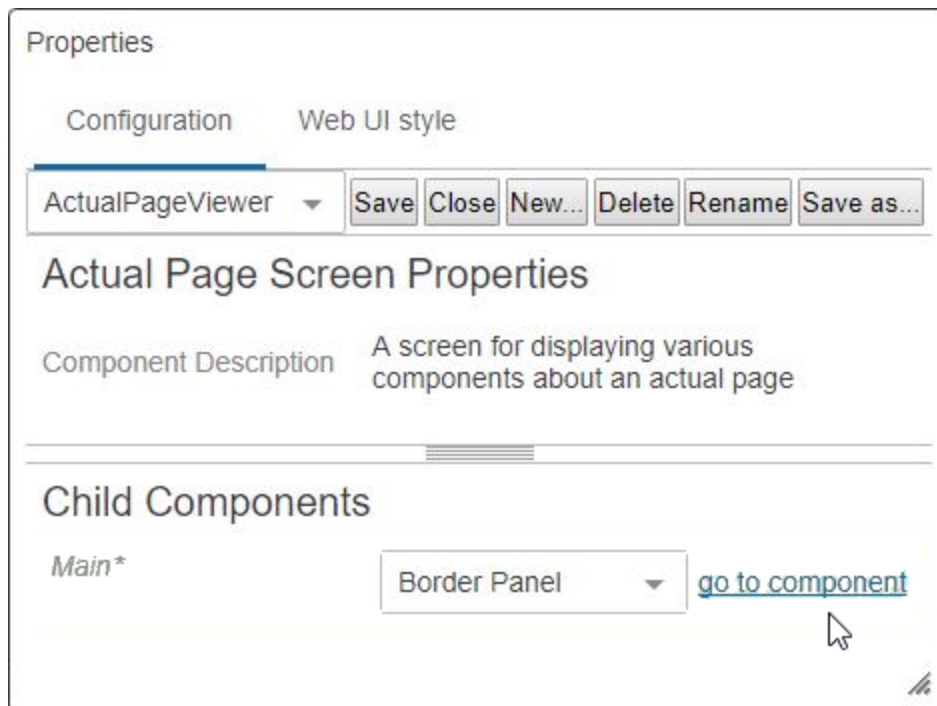
To add a new Actual Page screen type, follow the steps below:

1. In the designer, click the **New** button in the action icon row.
2. Choose **Actual Page Screen** from the screen list and type in a Screen ID. The screen ID should be something easily identifiable when it is time to configure the screen and/or set up screen mapping.
3. Click **Add**.

Configuring Actual Page Screen Properties

Once the screen has been added, follow the steps below to configure the Actual Page Screen Properties.

1. On the Actual Page Screen Properties go to Child Components > Main > Border Panel > click on **go to component**.



2. In the Border Panel Properties, go to Child Components > Main > Actual Page Revision Compare Proof > click on **go to component**.
3. On the **Actual Page Revision Compare Proof Properties**, there are a number of fields that can be filled out.

Properties

Configuration
Web UI style

ActualPageViewer
Save
Close
New...
Delete
Rename
Save as...

Actual Page Revision Compare Proof
[go to parent](#)

Component Description
Displays the proof of an actual page and optionally compares it with a previous revision - selected via, say, the ActualPageNavigator

▼ Revision Toolbar

Current Revision Label
Current Revision:

Previous Revision Label
Previous Revision:

Show Differences Default Value
☐

Show Differences Label
Show Differences

Show Revision Toolbar
☒

Child Components

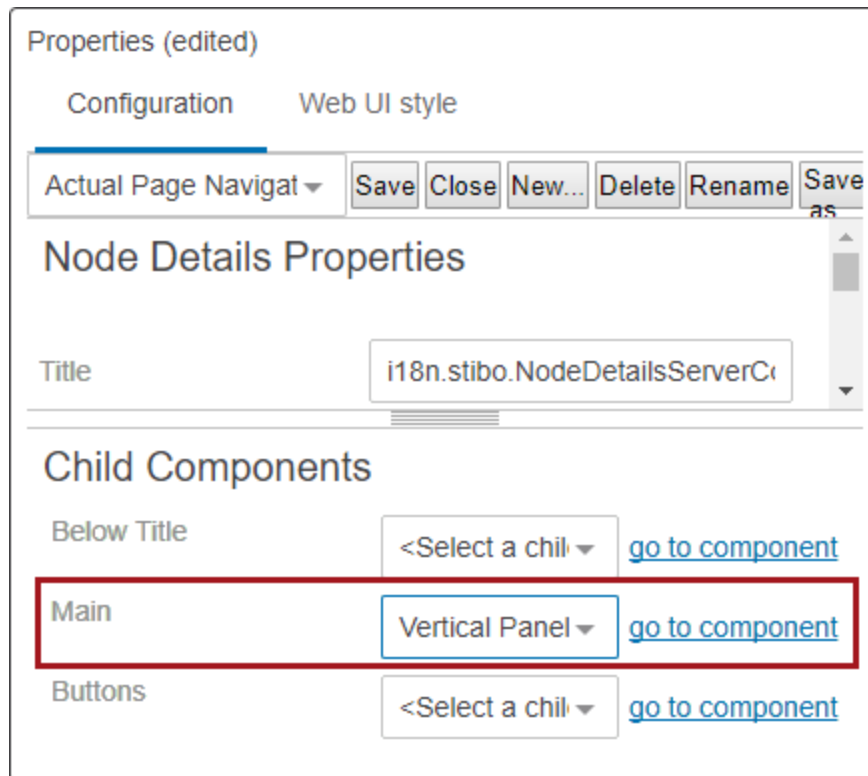
- **Current Revision Label:** This is the text that displays for the Current Revision Label on the Revision Toolbar.
- **Previous Revision Label:** This is the text that displays for the Previous Revision Selector Label on the Revision Toolbar.
- **Show Difference Default Value:** if this checkbox is selected, it will highlight the areas on the Current Revision where frame size / position or content differs from the selected Previous Revision. This is only applicable when the Show Revision Toolbar is set to True.
- **Show Difference Label:** This text displays for the Show Difference checkbox on the Revision Toolbar.
- **Show Revision Toolbar:** If set to true, the Revision toolbar will be shown. The Revision toolbar can be used to select a previous revision for comparing alongside the proof of the latest revision.

- When finished configuration, click the Save button in the designer.

Configuring Actual Page Navigator

To configure the Actual Page Navigator, follow the directions below:

- In the designer, click the New button.
- Choose Node Details from the screen list, and type in a screen ID. The screen ID should be something easily identifiable when it is time to configure the screen and/or set up screen mapping.
- Click Add.
- In the node Details Properties go to Child Components > Main > Vertical Panel > go to component.



Properties (edited)

Configuration Web UI style

Actual Page Navigat Save Close New... Delete Rename Save as

Node Details Properties

Title i18n.stibo.NodeDetailsServerC

Child Components

Below Title	<Select a chil	go to component
Main	Vertical Panel	go to component
Buttons	<Select a chil	go to component

- In the Vertical Panel Properties > Child Components > click Add > select the Row field and choose Actual Page Navigator > click Add.

Properties (edited)

Configuration

Web UI style

Actual Page Navigat ▾

Save

Close

New...

Delete

Rename

Save as

Vertical Panel Properties

[go to parent](#)

Component Description

An Vertical Panel contain a list of components and arranges them vertical when displayed.

Css Class

Child Components

Rows

Add..

Remove

Up

Down

Add Component

×

Actual Page Navigator

Actual Page Overset

Aggregate

Approval Status

Asset Image Value

Asset Link

Asset Mid Sized

Asset Thumbnail

A component capable of navigating the actual DTP pages in a publication, section or document

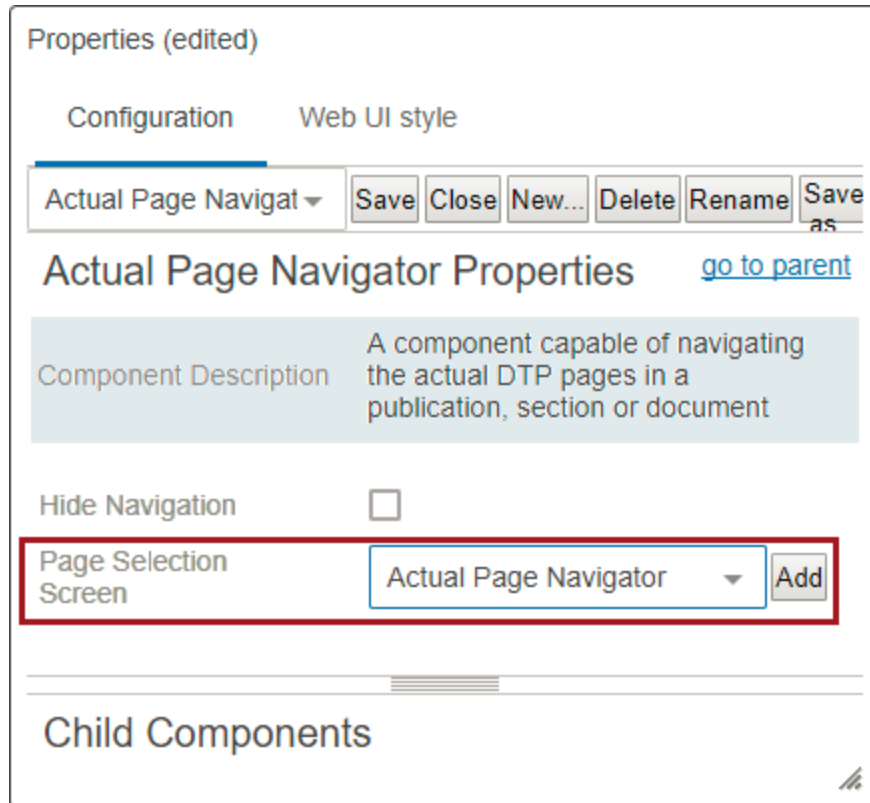
Filter

☐ Show deprecated components

✓ Add

✕ Cancel

6. In the Actual Page Navigator Properties for the Page Selection Screen field, select the Actual Page Screen created in the previous step.



7. Select the Hide Navigation checkbox if the Navigation panel is not required.
8. Click the Save button in the designer.
9. Click Close the designer when finished.

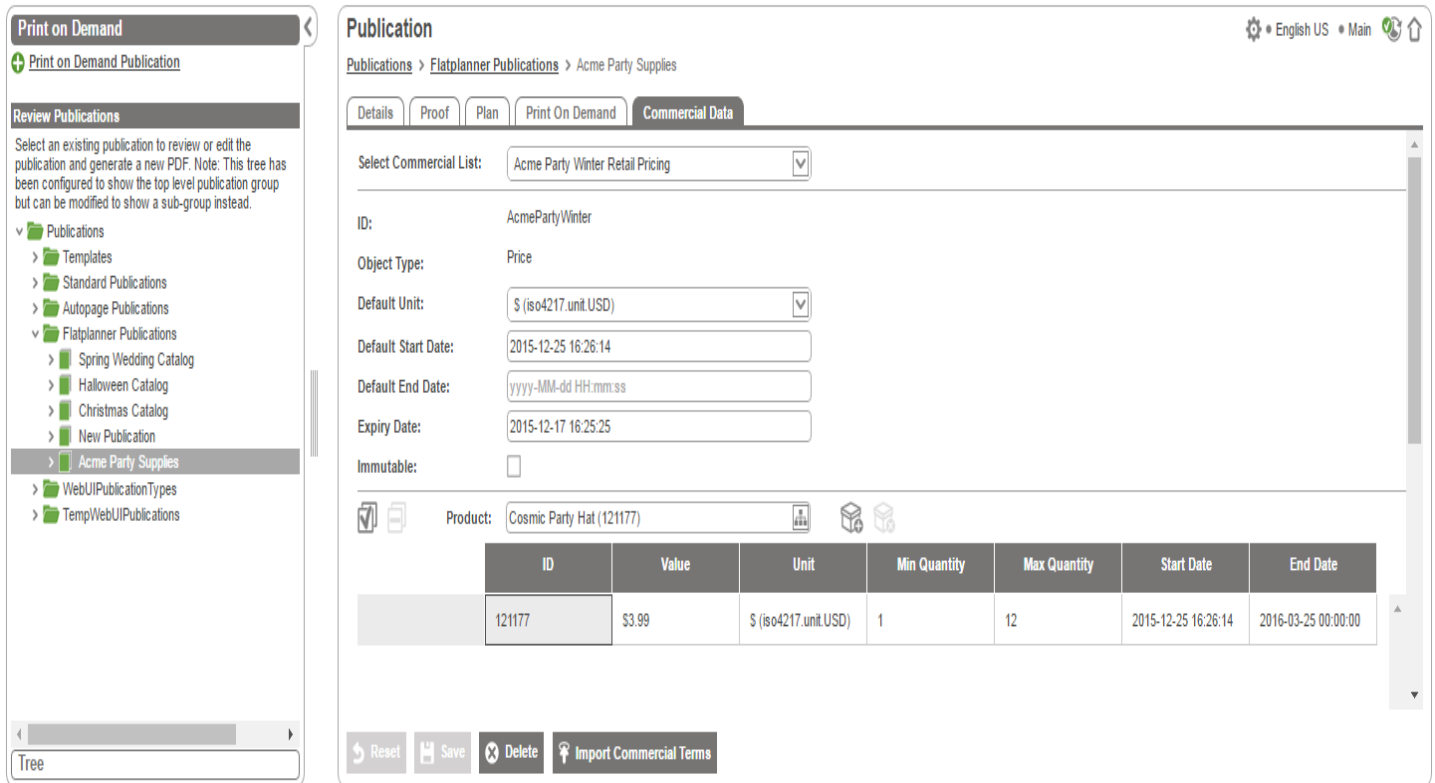
Considerations and Limitations

- Planned pages must be mounted in InDesign and saved back to STEP before the Revision Compare functionality is enabled. Content changes to unmounted planned pages, e.g., replacing the content of a Flatplan frame, will not be highlighted as revisions.
- Users who have both a Print Flatplanner and Web UI license may compare revisions of mounted pages both from the Planned Spread Navigator and from the Actual Page Navigator in the Web UI. Users with a standard Print Publisher (STEP'n'design) license can compare revisions of mounted pages from the Actual Page Navigator only.
- Though the Revision Compare feature highlights changes in textual content, this feature is primarily designed to highlight differences in space usage between the two revisions. It does not highlight changes in images, frame colors, paragraph styles, or layouts if the space usage remains the same.

Working with Commercial Data in the Publishing Web UI

Commercial data (commercial terms lists) may be imported, viewed, and edited in the Publishing Web UI.

This is accomplished by adding the **Commercial Terms Editor** component to the Node Editor for publication objects. Available as a Node Editor child component, the Commercial Terms Editor is intended to use only on Node Editor configurations used to work with publication objects.



The screenshot displays the 'Publication' editor in the Publishing Web UI. On the left is a 'Tree' view showing a hierarchy of publication objects, with 'Acme Party Supplies' selected. The main area is titled 'Publication' and shows the 'Commercial Data' tab. It includes a 'Select Commercial List' dropdown set to 'Acme Party Winter Retail Pricing'. Below this are fields for 'ID' (AcmePartyWinter), 'Object Type' (Price), 'Default Unit' (\$ (iso4217.unit.USD)), 'Default Start Date' (2015-12-25 16:26:14), 'Default End Date' (yyyy-MM-dd HH:mm:ss), 'Expiry Date' (2015-12-17 16:25:25), and an 'Immutable' checkbox. A 'Product' field shows 'Cosmic Party Hat (121177)'. Below these fields is a table with columns: ID, Value, Unit, Min Quantity, Max Quantity, Start Date, and End Date. The table contains one row for ID 121177 with a value of \$3.99. At the bottom are buttons for 'Reset', 'Save', 'Delete', and 'Import Commercial Terms'.

ID	Value	Unit	Min Quantity	Max Quantity	Start Date	End Date
121177	\$3.99	\$ (iso4217.unit.USD)	1	12	2015-12-25 16:26:14	2016-03-25 00:00:00

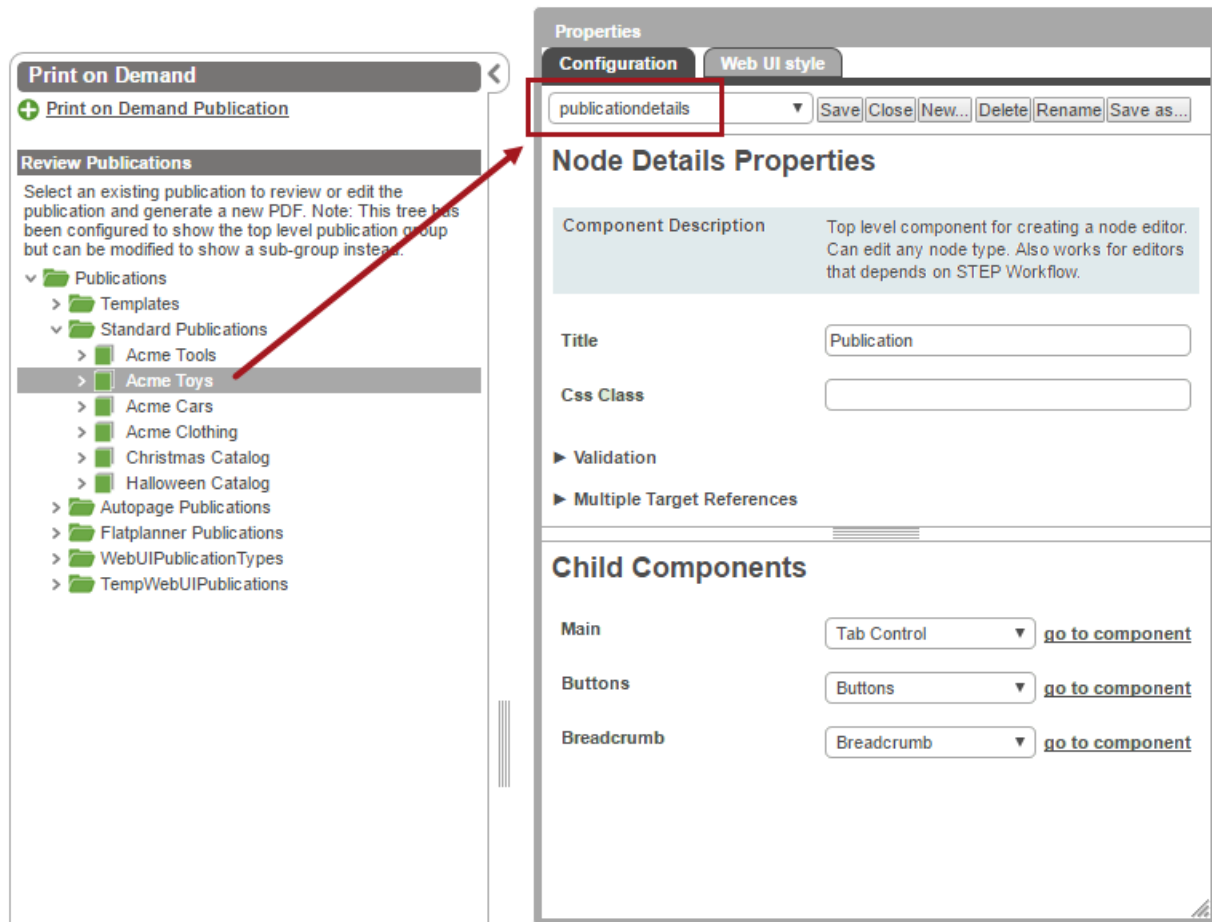
Visible term fields for commercial data lists in the Web UI are the same as those in the workbench: Value, Unit, Min Quantity, Max Quantity, Start Date, and End Date.

The following sections of this topic explain how to configure, import, and edit commercial data terms lists in the Publishing Web UI.

Configuring the Commercial Data Component in Web UI

Follow these steps to configure the commercial data terms lists component in the Publishing Web UI:

1. In your Publishing Web UI, navigate to a publication object in the publication hierarchy.
2. With the publication object selected, enter design mode.
3. In the dropdown list that appears in the upper left corner of the Web UI Designer, the screen ID for the Node Details screen created for publication objects should already be selected. In this example, this screen is named **publicationdetails**.



4. In Child Components > Main, make sure that **Tab Control** is selected. Click 'go to component.' The Tab Control component appears in the designer.
5. Under Child Components > Tab Pages, click **Add**.

Properties

Configuration Web UI Style

Sales Item detail Save Close New... Delete Rename Save as...

Tab Control [go to parent](#)

Component Description A component for making a tabcontrol

Dirty Warning ☐

Business Function ... Clear

Child Components

Tab Pages

- Tab Page
- Tab Page
- Tab Page
- Sub Screen Tab Page
- Sub Screen Tab Page

Add.. Remove Up Down

6. In the **Add component** dialog that displays, select **Tab Page**, then click **Add**.

Add Component

- Sub Screen Tab Page
- Supplier Ingredients Tab
- Tab Page** 1
- Variants List Tab Page
- Variants Matrix Tab Page

A component for displaying another component inside a tabcontrol

Filter

☐ Show deprecated components

2

Cancel Add

7. Double click on the newly created tab page in the Tab Pages list. **Tab Page Properties** displays.
8. In the Title field, add a descriptive title that should appear on the new tab (for example, Commercial Data). Select **Vertical Panel** as the Tab Content child component.

Properties (edited)

Configuration

Web UI Style

Sales Item detail

Save

Close

New...

Delete

Rename

Save as...

Tab Page

go to parent

Component Description

A component for displaying another component inside a tabcontrol

Business Condition

... Clear

Lazy

☐

Title

1 Commercial Data

Child Components

Tab Content

2 Vertical Panel

go to component

9. Click 'go to component' to display **Vertical Panel Properties**.
10. In Child Components > Rows, click **Add**.
11. In the **Add component** dialog, select Commercial Terms Editor, then click **Add**.

Add Component

Columns Control
Commercial Terms Editor 2
Compare Records Screen
Completeness Meter

A screen for viewing and editing Commercial Terms Lists for a Publication

Filter

☐ Show deprecated components

Cancel Add 3

Child Components

Rows

Add.. Remove Up Down

- Double click the **Commercial Terms Editor** component to open **Commercial Terms Editor Properties**.

Properties (edited)

Configuration

Web UI Style

Sales Item detail

Save

Close

New...

Delete

Rename

Save as...

Commercial Terms Editor

[go to parent](#)

Component Description

A screen for viewing and editing Commercial Terms Lists for a Publication

Commercial List Object Types

Add...

Remove

Up

Down

Valid Units

Add...

Remove

Up

Down

Show Unit Header

☒

Show Min Quantity Header

☒

Show Max Quantity Header

☒

Show Start Date Header

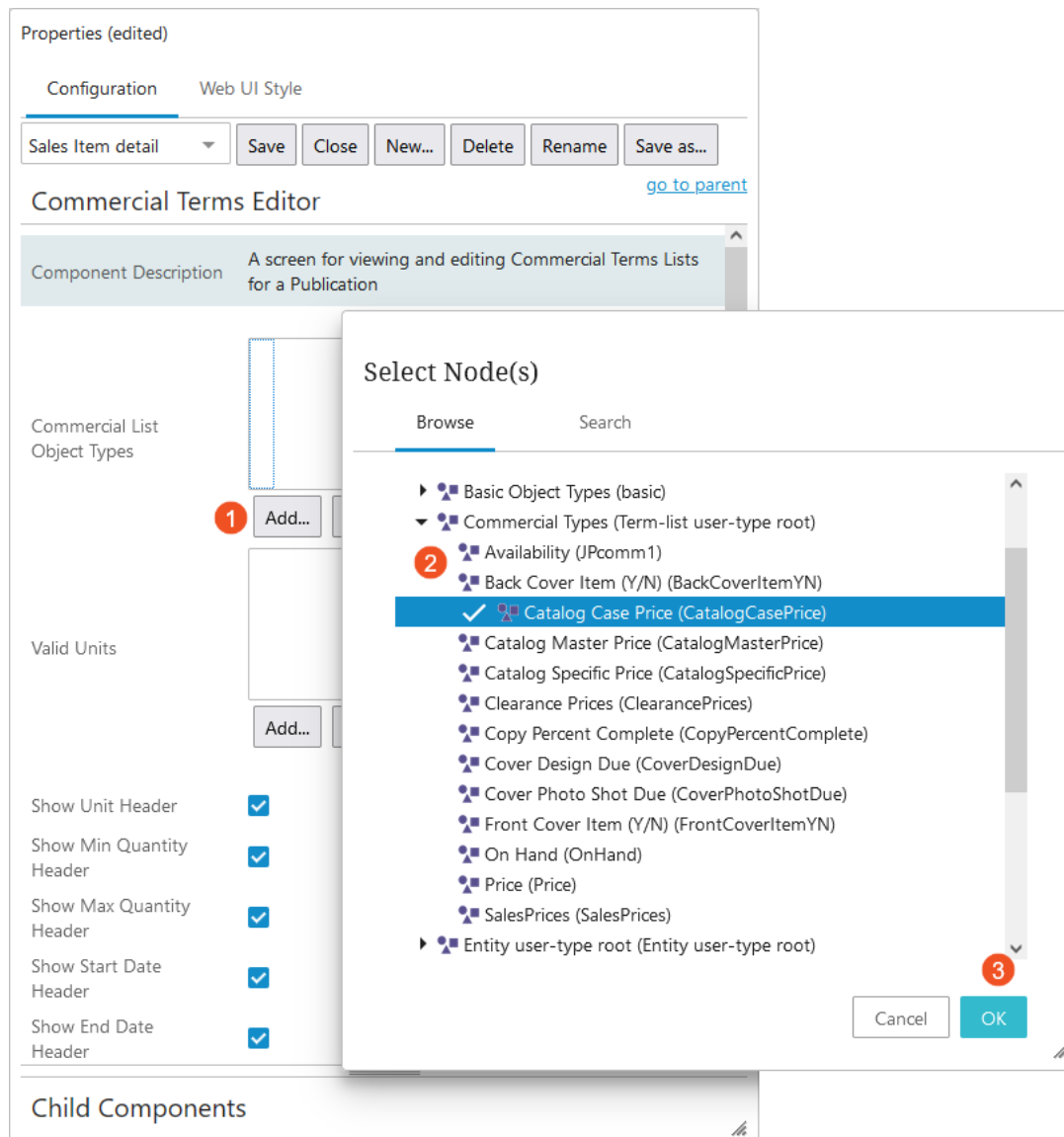
☒

Show End Date Header

☒

Child Components

13. Click the **Add** button in the **Commercial List Object Types** section. The **Select Node(s)** dialog displays.
14. Select the commercial data object type(s) that should be valid in the commercial terms editor. Multiple commercial types may be selected at once by pressing Ctrl or Shift while making selections. Click **OK** when finished.



15. Click the **Add** button in the **Valid Units** section. The **Select Node(s)** dialog displays.
16. Select the unit(s) that should be valid in the commercial terms editor. Multiple units may be selected at once by pressing Ctrl or Shift while making selections. Click **OK** when finished. (Units used in commercial data are typically currency units.)

Properties (edited)

Configuration

Web UI Style

Sales Item detail

Save

Close

New...

Delete

Rename

Save as...

Commercial Terms Editor

go to parent

Component Description

A screen for viewing and editing Commercial Terms Lists for a Publication

Commercial List Object Types

Availability

Back Cover Item (Y/N)

Catalog Case Price

Catalog Master Price

Catalog Specific Price

Clearance Prices

Add...

Remove

Up

Down

Valid Units

iso4217.unit.USD

1

Add...

Show Unit Header

☒

Show Min Quantity Header

☒

Show Max Quantity Header

☒

Show Start Date Header

☒

Show End Date Header

☒

Select Node(s)

Browse

Search

Acoustics (Acoustics)

Angle (Angle)

Area (Area)

Computers (Computers)

Currency (Currency)

\$ (iso4217.unit.CAD)

2

☒ \$ (iso4217.unit.USD)

€ (iso4217.unit.EUR)

£ (iso4217.unit.GBP)

¥ (iso4217.unit.JPY)

eClass acceleration (eClass_BAJ271001)

eClass areic energy flow (eClass_BAJ322001)

3

OK

17. Check the relevant boxes beneath the Valid Units area to configure which headers should display in the commercial data table on the Commercial Terms Editor screen.

ID	Value	Unit	Min Quantity	Max Quantity	Start Date	End Date
----	-------	------	--------------	--------------	------------	----------

18. Click the **Save** and **Close** buttons at the top of the designer to save your configurations and close the designer.

Importing Commercial Data in Web UI

Commercial data may be imported in the Web UI by using Excel spreadsheets containing the commercial terms information for products in the selected publication.

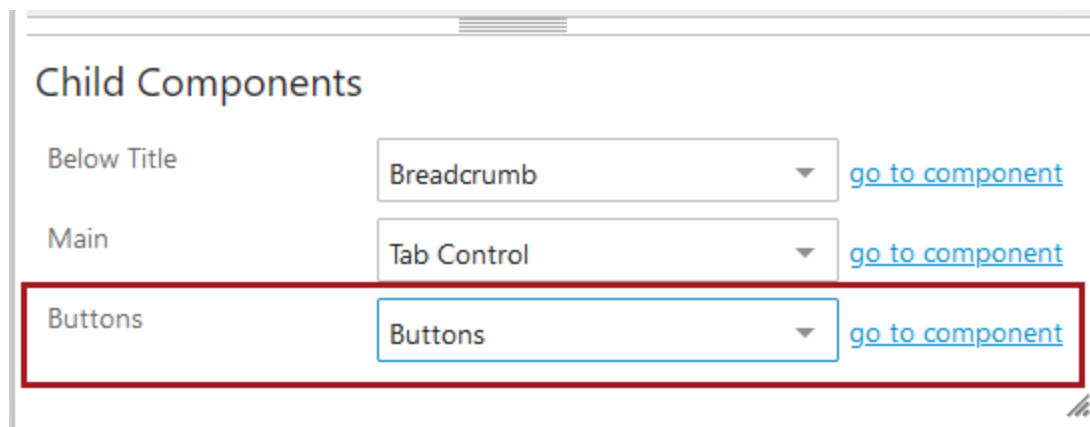
Note: Before commercial data can be imported into a publication in the Web UI, at least one import configuration for commercial data must have already been created on the publication in the workbench. Refer to the **Defining Import Settings for Commercial Data** section of the **Commercial Data** documentation for information on how to configure import configurations for commercial data in the workbench.

The import process is accomplished by using the **Import Commercial Terms** button on the **Publication Node Editor** screen.

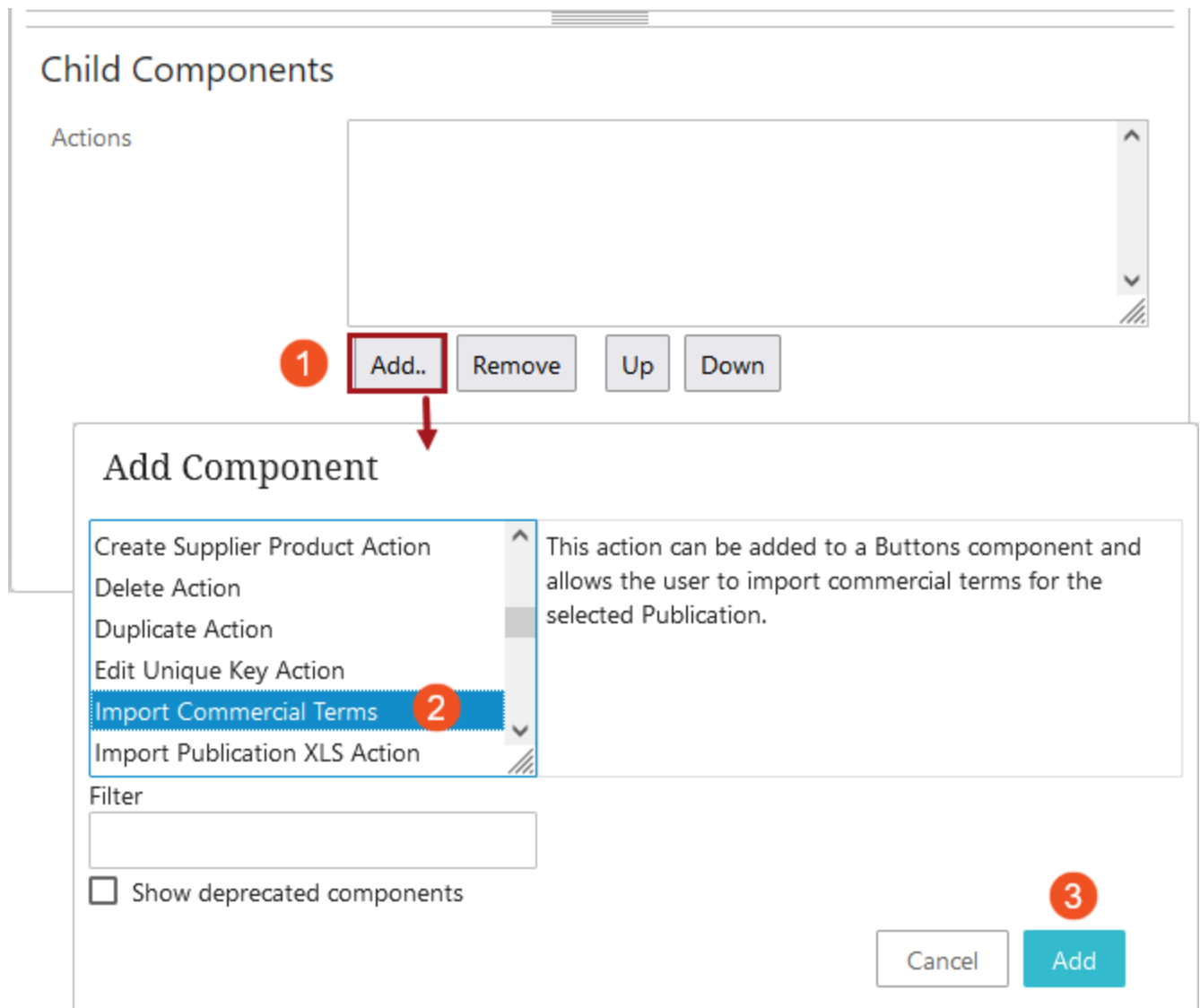


To add this button to your screen, follow these steps:

1. Navigate to **Node Details Properties** in the designer by following steps 1 - 3 in the previous section of this topic.
2. In the **Child Components** section, select **Buttons** in the Buttons dropdown list, then click 'go to component.'



3. The **Buttons Properties** component displays in the designer. In the **Child Components** area, click the **Add** button. In the **Add component** dialog that displays, select **Import Commercial Terms** from the dropdown list. Click **Add** to close the dialog.



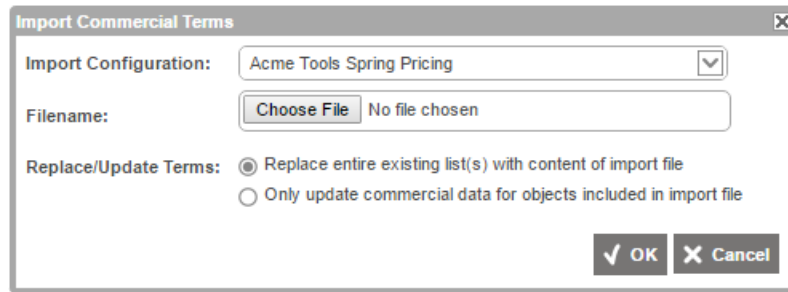
4. Click the **Save** and **Close** buttons at the top of the designer to save your configurations and exit design mode.
5. The **Import Commercial Terms** button is now added at the bottom of the screen.

Note: The Import Commercial Terms button is not activated unless you have selected a publication in the Tree area that has at least one import configuration already defined in the workbench.

Importing the Commercial Data Spreadsheet

Follow these steps to import a spreadsheet containing your commercial terms information:

1. In the Tree area, navigate to the publication into which you would like to import your commercial terms spreadsheet, then navigate to the Commercial Data tab on the **Publication Node Editor** screen.
2. Click the **Import Commercial Terms** button. The **Import Commercial Terms** dialog displays.



Import Commercial Terms

Import Configuration: Acme Tools Spring Pricing ▼

Filename: Choose File No file chosen

Replace/Update Terms: ☒ Replace entire existing list(s) with content of import file
☐ Only update commercial data for objects included in import file

✓ OK ✗ Cancel

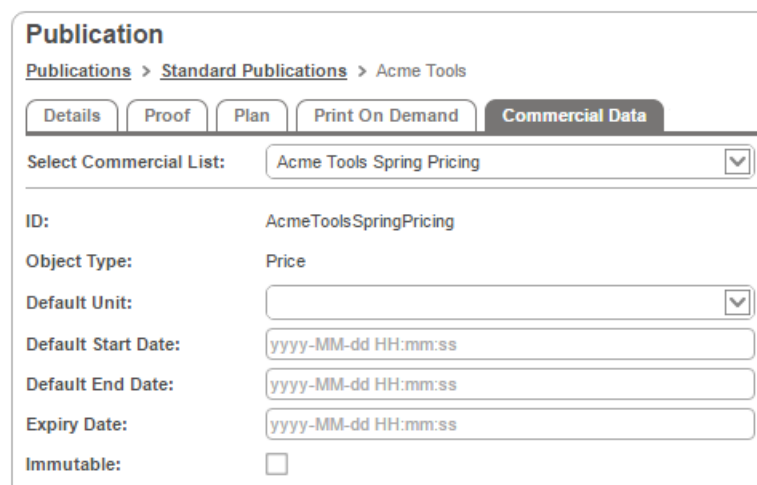
3. If the publication has multiple import configurations, select the relevant configuration from the **Import Configuration** dropdown list.
4. Click the **Choose File** button to select the spreadsheet that you would like to import.
5. Select 'Replace entire existing list(s) with content of import file' to remove all contents of the existing list and replace those terms with the contents of the new sheet. Select 'Only update commercial data for objects included in import file' to add new terms and overwrite existing terms for products already on the list.
6. Click **OK** to close the dialog. A background process begins for the commercial terms list import.
7. When the background process successfully completes, the commercial terms are added to the commercial list.

Editing Commercial Data in Web UI

Once commercial terms have been imported into the commercial data list(s) connected to your publication, both the terms values and configurations of the lists themselves can be edited in the Web UI.

To edit configurations for commercial terms lists in the Web UI, follow these steps:

1. In the Tree area, navigate to the publication that contains the commercial terms that you would like to edit.
2. Navigate to the Commercial Data tab on the **Publication Node Editor** screen, then select the relevant commercial data terms list from the **Select Commercial List** dropdown. The **ID** and the **Object Type** of the list will automatically display.



Publication

[Publications](#) > [Standard Publications](#) > Acme Tools

Details Proof Plan Print On Demand **Commercial Data**

Select Commercial List: Acme Tools Spring Pricing ▼

ID: AcmeToolsSpringPricing

Object Type: Price

Default Unit: ▼

Default Start Date: yyyy-MM-dd HH:mm:ss

Default End Date: yyyy-MM-dd HH:mm:ss

Expiry Date: yyyy-MM-dd HH:mm:ss

Immutable: ☐

3. In the **Default Unit** field, choose the default unit from the dropdown list. (This list is populated by the valid units that were selected when the **Commercial Terms Editor Properties** screen in the Web UI designer was configured.)
4. For **Default Start Date**, **Default End Date**, and **Expiry Date**, either click in the field and select a date from the popup date picker or manually enter a date that matches the 'ISO Date and Time' format of **yyyy-MM-dd HH:mm:ss**.
5. Check the **Immutable** box to make the values of the terms list cannot be edited by any user.

Editing Terms

To edit the values of terms lists, follow these steps:

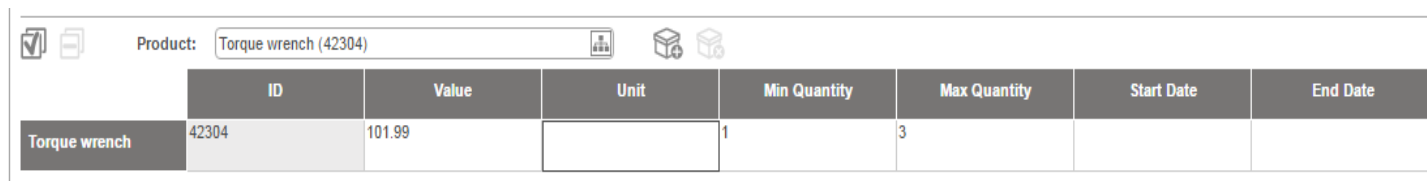
1. Click the node picker button to the right of the **Product** (product search) field to locate a product in your commercial list.



Product: 

ID	Value	Unit	Min
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2. In the **Select Product** dialog that displays, either browse to or search for the relevant product, then click **OK**. Note that only one product at a time may be selected.
3. The product displays in the commercial data table.



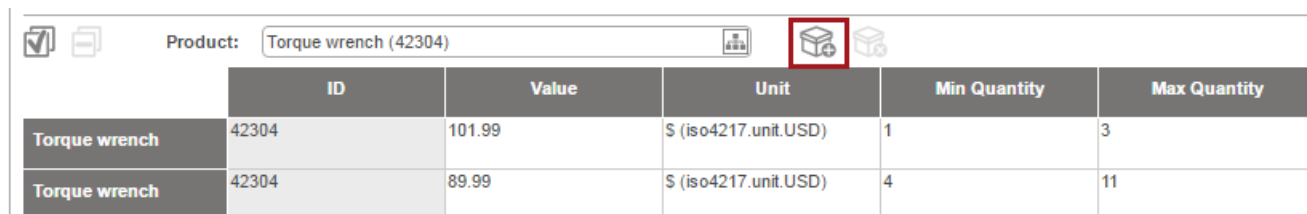
Product: Torque wrench (42304) 

ID	Value	Unit	Min Quantity	Max Quantity	Start Date	End Date
Torque wrench	42304	101.99		1	3	

4. Contents of the **Value**, **Min Quantity**, and **Max Quantity** fields are typed. The value for **Unit** is chosen from a dropdown list (which contains the valid units that were selected when the **Commercial Terms Editor Properties** screen in the Web UI designer was configured).

The values for **Start Date** and **End Date** can be typed or chosen from a date picker. To view a sample of the required ISO format for the date field(s), select the field and double click. To access the date picker, select the field and triple click.

5. To add an additional term for the product, click the add terms icon. An additional term may be needed, for example, to add an additional price for a price break.



Product: Torque wrench (42304) 

ID	Value	Unit	Min Quantity	Max Quantity
Torque wrench	42304	101.99	\$ (iso4217.unit.USD)	1
Torque wrench	42304	89.99	\$ (iso4217.unit.USD)	4

- To remove terms, select the row(s) containing the unwanted term(s), then click the remove terms icon. Rows may be multi-selected either by pressing Ctrl or Shift while making selections or by checking the 'select all' icon in the upper left (to the left of the product search field).




Product:




	ID	Value	Unit	
Torque wrench	42304	101.99	\$ (iso4217.unit.USD)	1
Torque wrench	42304	89.99	\$ (iso4217.unit.USD)	4

- Click the **Save** button at the bottom of the screen to save all changes. Automatic saving while performing edits of commercial terms is not possible in the Web UI.

Limitations and Considerations

- Terms may be viewed and edited for only one product at a time in the Web UI.
- The toolbar is not configurable. Select / deselect all, product search, and add / remove terms are always shown.

Additional Information

For information on how to configure import configurations for commercial data in the workbench, refer to the **Defining Import Settings for Commercial Data** section of the **Commercial Data** documentation.

For general information on commercial data in STEP, refer to the **Commercial Data** section of the **Publisher (Adobe InDesign Integration)** documentation.