Bulk Update Packaging Hierarchy
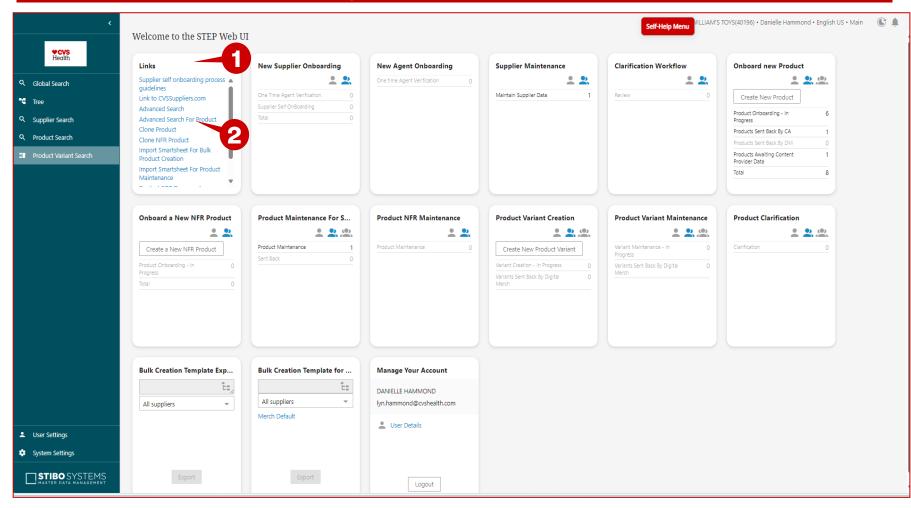
User Login

Description / Steps

1. *Enter URL for Stibo*
2. *Enter Username and password*
3. *Click on Log In button*

Advanced Search for Product

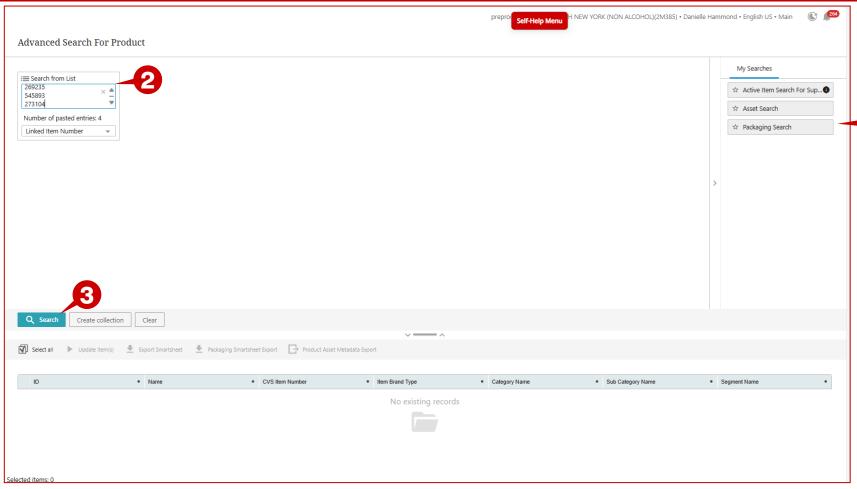## Stibo Home Screen – Links Widget

Description / Steps

Upon login the user will be in the Stibo home screen.

1. *Go to the Links widget.*

2. *Click on Advanced Search for Product*

Search for Items to update

Description / Steps

1. *Click on Packaging Search (note the search screen will be blank until you click on Packaging Search*

2. *Enter the list of item numbers that you wish to update into the Search From List box.*

3. *Click on Search.*

Tip

You can copy and paste from a column in excel into the search from list box or type in the item numbers one at a time, click on enter after each number.

Search for Items to update

Description / Steps

1. *Click on Select All.*

Export Items to Update

Export Smartsheet

1. *A check mark will appear beside each item.*

2. *Click on Packaging Smartsheet Expot.*

3. *The Export Smartsheet dialog box will pop-up.*

4. *Click on OK*

Background Process

Description / Steps

1. *Background process screen will open.*

2. *The progress bar will show the progress of the creation of the smartsheet.*

3. *Once complete, the status will show succeeded.*

4. *Click on the blue hyperlink.*

5. *The downloads box will open in your browser.*

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Set Properties

Unblock Macros
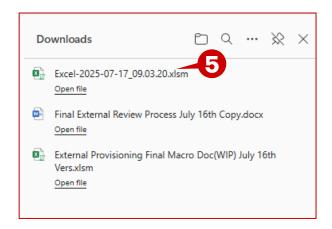

Description / Steps

1. *Go to your downloads folder.*

2. *Right-click on the file that you just downloaded.*

3. *Click on Properties.*

4. *Put a check in the Unblock box.*

5. *Click Apply.*

6. *Click OK.*

Tip

If you don't see the unblock on the properties box, no further action is needed.

Open File
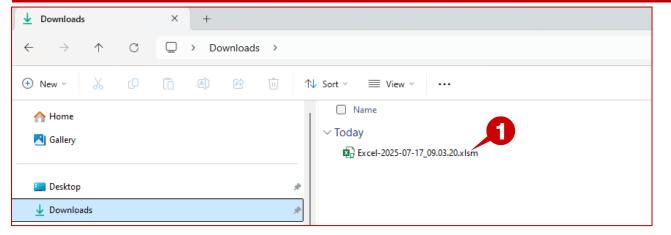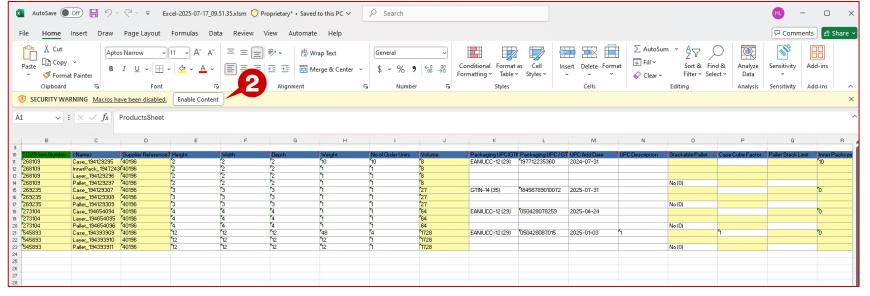
Description / Steps

1. *Open the file.*

2. *Click on Enable Content.*

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Update Packaging Information

Update/Save File

Description / Steps

1. Click on Packaging Hierarchy Root tab.

2. This is the Item Number.

3. This indicates the part of the packaging hierarchy to be updated.
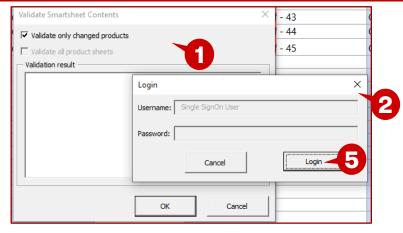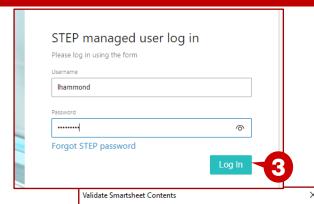
4. Make your updates and save the file.

Tip

Cells highlighted yellow cannot be changed.

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Packaging Hierarchy Updates

Validating the worksheet

Description / Steps

1. Validate Smartsheet Contents box will display.

2. The login box will display and will open the browser window to the login page.

3. Enter your login credentials and login.

4. The message will display for you to close the window.

5. Click on Login, once you have closed the browser window.

6. The sheet will validate and display the Validation result. In our example there were no errors. Click on Done.

7. If there are errors, you will see the row with the error will display in red. Hover over the cell and the errors will be displayed. In this example, there is a UPC error and Product Type is mandatory and cannot be null.

8. Correct the errors and go through the validation process as outlined above. Although, you will not have to login again.

Validate Smartsheet Contents
☑ Validate only changed products
☐ Validate all product sheets
Validation result

Login
Username: Single SignOn User
Password:
Cancel   Login
OK   Cancel

STEP managed user log in
Please log in using the form
Username
lhammond
Password
Forgot STEP password
Log In

Smartsheet has been authenticated for user lhammond. You can close this window

Validate Smartsheet Contents
☑ Validate only changed products
☐ Validate all product sheets
Validation result
Merchandise:
    All 6 Examined products OK
Done

Upload Smartsheet

Links Widget

Description / Steps

1. *Go to the Links widget.*

2. *Scroll down in the widget.*

3. *Click on Import Smartsheet for Packaging Metadata Update*

4. *Click on Choose File.*

5. *Select the file that you updated.*

6. *Click on OK.*
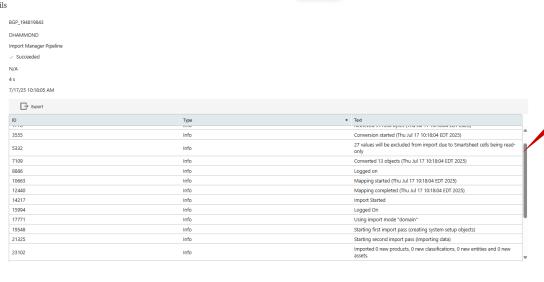
Request access to New Supplier Number

Advanced Search

Description / Steps

1. *Pop-up box displays with background process, click on the blue hyperlink.*

2. *Review the status of the background process.*

3. *When it's completed, you will see succeeded in the status. If there are errors, you can scroll down to review the errors.*

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