Product Manager using the Onetrail template

On this page we explain how you upload and manage your product data with the Product Manager so that it becomes available to your buyers via the Trading Partner Network.

You can use the Onetrail template, as explained below, or go to the instructions on how to use your own product data file.
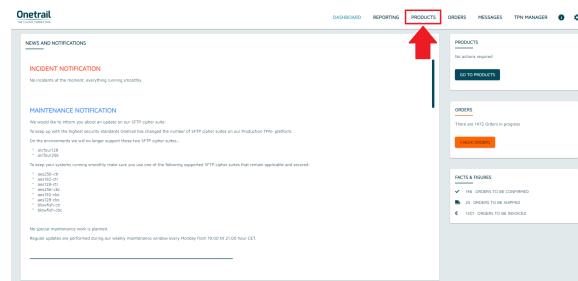

Quick link to Product Manager

Quick link to Product data file guidelines

Step 1: Login to the Product Manager

- Go to the My Onetrail **https://apps.onetrail.net** and login. Your username and password will be provided by Onetrail by email.

- Go to the **tab Products,** you are now in the Product Manager.

Problems logging in?
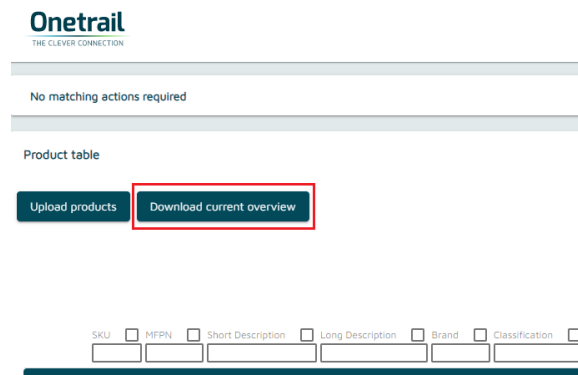
See the Q&A ??? for all answers (link page)

Step 2: Fill out the Onetrail template

- Start by downloading the Onetrail template. You do this by hitting the '**Download current overview**' button.

- The document will download automatically and can be found in your downloads folder.

- Open this document in Excel.

Onetrail template guidelines

All product data you want to make available to your customers must be presented in this Onetrail template.

Each column comes with specific restriction and requirements for the data being added. The description of the expected data is added to Row 1 and becomes visible with a mouse over. In addition you can consult the overview of all product data file guidelines.
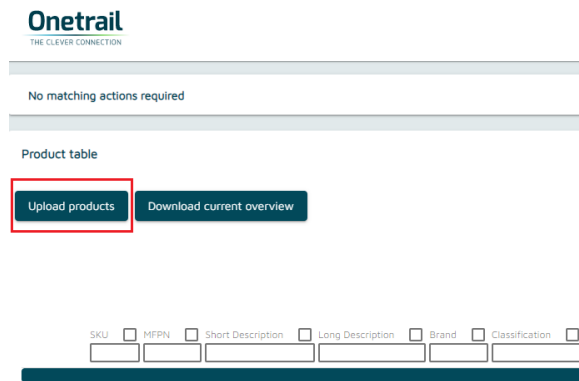
Step 3: Upload your file

When you finished filling out the Onetrail template and saved your product data file, you are ready for the upload.

- Go to the Product Manager home page. Choose '**upload products**'

- Choose your product data file in the finder or drag your document to the drop box.

Your product data file will be uploaded.

Step 4: Matching records

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Watch the tutorial on how to match the unmatched records of your uploaded product data file.

Unmatched records a may appear in the columns:

- Brands;

- Classifications;

- VAT Codes;

- UOM.

Step 5: Request a new brand, classification or VAT code & adjust the Translation table

Your browser does not support the HTML5 video element

Watch the tutorial on how to request a new Brand, Classification or VAT code or adjust the Translation table.

Step 6: Overview of all available products and customize products

In the product table you will now see an overview of all the products that you have made available to your customers.

This display defaults to 10 records, you can adjust this setting at the top right. Use the arrows at the bottom to navigate through the overview.
You can also:
- Sort
- Filter
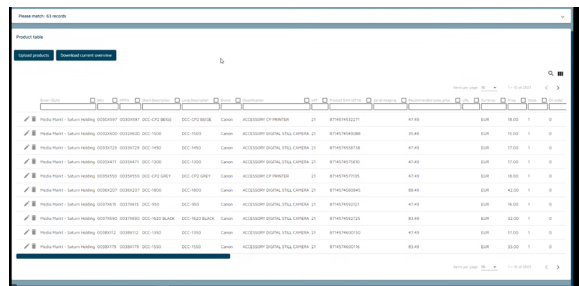- Choose which columns you want to be displayed
- And choose fields

Download current overview
With the 'Download current overview' function you can download an up-to-date overview in Excel format of all product data that you have made available to your buyers via the Product Manager.

Adjustments
If you want to make an adjustment, you can do so with a new product file upload. For products that are no longer supplied, for example due to end of life (EOL), you remove the product line from the product file. The
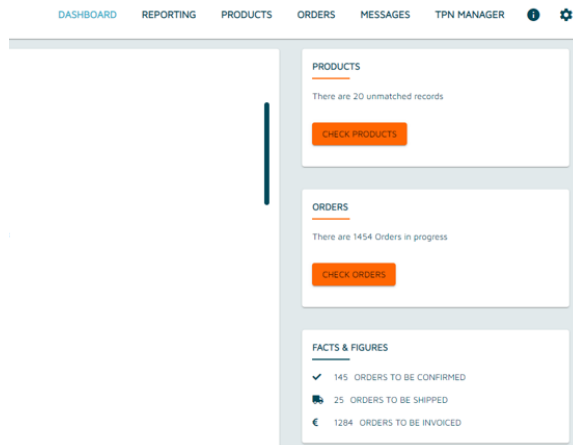
system automatically sets the missing product to delite. This product will then no longer be forwarded to your buyers.

My Onetrail dashboard

The next time you login to My Onetrail environment, you find in the top right corner an overview of the status of your products and orders.

The 'Check products' and 'Check orders' button provides a direct link to your unmatched records and orders in progress.

The my Onetrail dashboard provides news and notifications to keep you informed on our maintenance and incident status and the latest product news.

Update, monitor and maintain your connection

Provide a daily update

Dustin demands up to date product data from all suppliers. To comply with this, you need to provide a daily update of your product data file to our server location.

Upload Report

Onetrail monitors your product data flow and will let you know with an Upload Report when any irregularities occur.

This alert is sent by email to your technical contact person.

Support

If you have any questions on your Dustin connection please contact Onetrail Customer Care via our support page, we are happy to help you.

If you do not have a Servicedesk account yet you can request one easily via an email to our support address support@onetrail.com