



NETLUBE CLOUD

Quick Start Guide



Contents

Introduction	2
Dashboard	3
Missing Data Information	4
Product Information	4
Vehicle Information	5
Request Forms	5
User Creation	6
Mapping	7
Missing Data Report	7
Missing Data Filters	8
Bulk Edit	11
Mapping Filters	13
Mapping Columns	14
Exceptions	18
Gap Report	20
Approval and Publishing	21
Products	22
Product List	22
Product Creation	23
Product Description	24
Specifications	24
Images	25
Links	26
Stock Keeping Units	27
Master	28

Introduction

The Netlube Cloud system is a cloud-based solution which allows oil and lubricant suppliers to create product recommendations that match manufacturers specifications that will display on the supplier's website.

It delivers increased accessibility, collaboration, security and scalability while reducing overall maintenance and infrastructure.

Using Netlube Cloud as a cloud-based service offers numerous advantages:

- **Accessibility:** Users can access the platform from any device with an internet connection, making it convenient and easy to use on the go.
- **Real-time Updates:** Users receive real-time updates, including the latest lubricant data, recommendations, and technical information.
- **Collaboration:** Multiple users can access Netlube simultaneously, promoting collaboration among team members or technicians working on lubricant-related tasks.
- **Data Backup and Security:** Offers robust data backup and security measures, ensuring that important lubricant data remains safe and protected from potential hardware failures or data loss.
- **Scalability:** As your lubricant management needs grow, the cloud-based infrastructure can easily scale to accommodate increased data and user requirements.
- **Automatic Software Updates:** Infomedia can seamlessly roll out software updates for Netlube, ensuring that users always have access to the latest features and improvements.
- **Cost-Effectiveness:** Organisations can avoid the need for dedicated hardware and IT maintenance costs, making it a cost-effective solution for lubricant management.

- ▶ To access the main screens, use the navigation bar **DASHBOARD MAPPING PRODUCTS MASTER**.

Dashboard

Your personalised Netlube Cloud Dashboard is your gateway to accessing the latest vehicle and machinery data, product information and request forms. You can also access the Mapping and Products screens.

The dashboard interface includes a top navigation bar with the following elements:

- Logo: INFOMEDIA NETLUBE CLOUD
- User Profile: Welcome Stuart - Bristol/Factor
- Actions: Change Password, Logout
- Navigation: DASHBOARD, MAPPING, PRODUCTS, MASTER

The main content area is titled "Dashboard" and is divided into several sections:

- MISSING DATA INFORMATION:** A table with columns No., Title, and Action. It contains one entry:

No.	Title	Action
581	Missing Mapping(s)	View
- VEHICLE INFORMATION:** A table with columns No., Title, and Action. It contains one entry:

No.	Title	Action
7	New model(s) added into the system in last 10 days	VIEW →
- PRODUCT INFORMATION:** A table with columns No., Title, and Action. It contains four entries:

No.	Title	Action
1	Draft Mapping(s)	View
0	Mapping(s) are waiting for approval	View
5	Mapping(s) are disapproved/ questioned by IFM	View
2	Mapping(s) are approved but not published	View
- REQUEST FORMS:** A section containing three buttons:
 - VEHICLE REQUEST FORM
 - USER CREATION FORM
 - VEHICLE WARRANTY FORM
- OIL COMPANIES STATS:** A section with a table header:

Name	Type	Size	Date
COMING SOON			

Missing Data Information

The Missing Data Information section displays a summary of the missing data in each segment. You can quickly view, access and complete segments with missing data.

To see more details on the missing data, click **View** and select the relevant segment.

- ▶ For more information, go to the Missing Data Report section.

MISSING DATA INFORMATION		
No.	Title	Action
581	Missing Mapping(s)	View

Product Information

The Product Information section displays a summary of the status of your products.

There are five main statuses:

- **Draft Mapping(s):** The number of recommendations that have been modified and saved but not sent to Infomedia for approval.
- **Mapping(s) are waiting for approval:** The number of oil company recommendations sent to Infomedia for approval.
- **Mapping(s) are disapproved / questioned by IFM:** Any recommendations which are incorrect or need to be double checked.
- **Mapping(s) are approved but not published:** All recommendations which have passed QA and are awaiting to be uploaded to your live Netlube website.
- **Published Mapping(s):** The number of current recommendations that are live on your Netlube website.

To see more details on the product publication status, click **View**.

PRODUCT INFORMATION		
No.	Title	Action
1	Draft Mapping(s)	View
0	Mapping(s) are waiting for approval	View
5	Mapping(s) are disapproved/ questioned by IFM	View
2	Mapping(s) are approved but not published	View
16322	Published Mapping(s)	View

Vehicle Information

The Vehicle Information section shows all the vehicles and machinery which have been added to the Netlube Cloud and approved by the Infomedia Oil and Lubricants Team in the last 10 days.

To see more details on the models, click **View**.

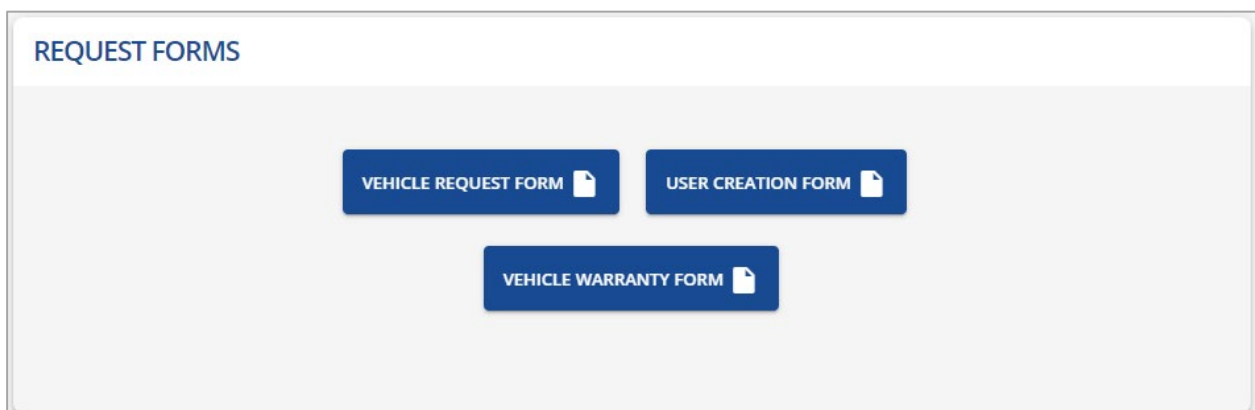
VEHICLE INFORMATION		
No.	Title	Action
5	New model(s) added into the system in last 10 days	VIEW →

Request Forms

Companies can submit requests for vehicles, products and users.

There are three types of request forms:

- **Vehicle Request Form:** Request new vehicle information or confirm current recommendations from OEMs.
- **User Creation Form:** Initial setup procedures for oil company users to access the Netlube Cloud.
- **Vehicle Warranty Form:** Assist oil companies with any warranty claims against the oil company by customers or OEMs.



User Creation

All users must be added and updated via the User Creation Form. Users must provide a full name, email, contact number and dataset association. To add, remove or update user details you can contact the Infomedia Oil and Lubricants Team.

User Types

Each user can only access specific areas based on their user type which has been nominated by the oil company. There are four levels of access for Netlube Cloud:

- **Technical User:** Allows users to view the subscribed sections of Netlube Cloud and modify recommendations in the Mapping area.
- **Marketing User:** Allows users to view the subscribed sections of Netlube Cloud and modify recommendations in the Products area.
- **Technical/Marketing User:** Allows users to view the subscribed sections of Netlube Cloud and modify recommendations in the Mapping and Products area.
- **View Only User:** Allows users to view the subscribed sections of Netlube Cloud but they are unable to modify data.

User Creation Form
×

USER DETAILS

First Name *

Last Name *

Email Address *

Country Dial Code *

Contact Number *

Dataset Association*:

Retail Australia
 Retail New Zealand
 Trade Australia
 Trade New Zealand
 Other

User Type*:

Technical User
 Marketing User
 Technical/ Marketing User
 View Only User

To create a new user:

- 1 Click the **User Creation Form** button.
- 2 Enter the name, email address and contact details.
- 3 Select the **Dataset Association**.
You must select at least one dataset association.
- 4 Select the **User Type** and click **Submit**.

- ▶ Subscribed sections may vary based on your company.

Mapping

The Mapping screen allows oil companies to view all OEM specifications and add their product recommendations accordingly. Users have the ability to access a Missing Data Report, complete any missing data and send recommendations to Infomedia QA. You can also apply or edit notes, view which vehicles the recommendation applies to and create exceptions.

- ▶ To access the Mapping screen, use the navigation bar **DASHBOARD MAPPING PRODUCTS MASTER**.

Missing Data Report

The Missing Data Report displays new or updated vehicle and machinery recommendations across all segments that do not have a product recommendation.

- ▶ All missing data shown in the segments drop-down must be completed prior to publishing recommendations on Netlube Cloud.

The screenshot shows the 'Missing Data Report' interface. At the top, there is a navigation bar with 'DASHBOARD MAPPING PRODUCTS MASTER'. Below this, the title 'Missing Data Report' is centered, with buttons for 'SAVE ALL' and 'SAVE ALL AND SEND FOR APPROVAL', and a 'HIDE FILTER' button on the right. The main area contains several filters: 'Select Data Set' (set to '=Supplier - Australia'), 'Segment' (a dropdown menu with options like 'Cars, Wagons, Utilities & Car-type 4-Wheel Drives(52)', 'Commercial Vehicles - Heavy & 4WD(0)', 'Commercial Vehicles - Light/Medium & 4WD(39)', 'Earthmoving, Construction & Industrial Equipment(8)', 'Farm Tractors & Machinery(4)', and 'Motor Cycles(16)'), and 'Compartments'. There are also 'SEARCH' and 'RESET' buttons. Below the filters, there is a table with columns: 'Usage', 'Product', 'Customer Notes Filter', and 'Action'. The table currently displays 'NO RESULT FOUND'. At the bottom right, there is a pagination control showing 'Items per page: 100' and '0 of 0'.

Missing Data Filters

You can easily view and identify segments with missing data using the filters.

The number of new recommendations that the oil company has not added their product recommendations against will appear next to the segment in the list.

To filter segments to show the missing data:

- 1 Click the **Show Recommendation Mapping** button.
- 2 Click the **Missing Data Report** button.
- 3 Click the **Show Filter** button.
- 4 Select from the **Data Set** drop-down.
- 5 Click on the **Segment** drop-down and select a segment with missing data.

The number of lines with missing data is displayed in brackets next to the segment. Lines without missing data will be displayed with (0) next to the segment.

- 6 If you want to filter by compartment, select from the **Compartments** drop-down.
- 7 Click the **Search** button.
- 8 All lines with missing data for that segment will be displayed so you can see the new OEM specifications which require a product recommendation.
- 9 Add your product recommendations and complete the missing data for each line.

- 10 Click the  icon to save a line or click **Save All** when you have completed the data.

Product Recommendations and Notes



The Specifications, Viscosity, Infomedia Notes and Usage are all sourced directly from the manufacturer. You can copy the Infomedia note to the customer notes or you can add a customer note. For each line, there is a range of missing data that can be filled out along with selecting your product recommendations.

It is important to save your recommendations once complete. You can save one line at a time or you can save multiple lines at once with the Save All feature.


To apply a product recommendation:

- 1 Click the **Select Product** drop-down.
- 2 Enter the product name and select from the product list.
Or click **Add new product** if you need to create a new product.
- 3 If you wish to reorder your recommendations, drag and drop in the correct order.

To copy an Infomedia note:

- Click the  icon on the Infomedia note  .
This will copy the note to the Customer Notes section.

To edit and copy an Infomedia note:

- 1 Click the note number  .
- 2 Click **Edit & Apply Note**.
- 3 Edit the note.
You can add a product name in the note by clicking on the **Reference product name** drop-down, entering your product name and selecting from the drop-down.
- 4 Click the **Save** button.


Custom notes are displayed with a C and a new note number  .

To create a new note:


- 1 Click **Add note**.
- 2 Enter the note.
You can search and select an existing note in the **Note Search** drop-down.
To add a product name, click the **Add New Product** button, click on the **Reference product name** drop-down, enter your product name and select from the drop-down.
- 3 Click the **Save** button.

Custom notes are displayed with a C and a new note number  .

To save a recommendation change:

- Click the  icon to save a single line change.
- Click **Save All** to save multiples lines at once.

When you save a recommendation, it is removed from the Missing Data Report and moves into a Draft status.

- ▶ To remove a note, click the **X** icon for the note you wish to remove .
- ▶ All missing data shown in the segments drop-down must be completed prior to publishing recommendations on Netlube Cloud.

Bulk Edit

When updating an old product to a new product that covers the same specifications you can use the Bulk Edit function. This change will be applied in every segment and every compartment in your dataset.

To perform a bulk update, click the **Bulk Edit** button.

Bulk Edit Setup

Bulk Edit ✕

Data Set * ▼

Old Product * ▼ New Product * ▼

AFFECTED SPEC VISCO IFM NOTE

Comment ↵

✎ EXISTING BULK EDIT ✕ RESET 💾 SAVE

To perform a bulk edit:

- 1 Select from the **Dataset** drop-down.
- 2 Select from the **Old Product** drop-down.
- 3 Select from the **New Product** drop-down.
- 4 Check the affected specifications by clicking the **Affected Spec Visio IFM Note** button.

This displays a report which includes every fluid specification this oil is located in.

[DURABLEND 10W-40 (Part Number: 1022)] is associated with the following fluid spec, viscosity, and IFM note.

Row No.	Segment Name	Specs	Viscosity	IFM Note
1	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SG, SH	10W-40, 20W-40, 20W-50	
2	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SD	10W-40, 20W-40	
3	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SD, SE	10W-40, 20W-40	
4	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SE	10W-40, 20W-40	
5	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SH, SJ	10W-40, 15W-40, 20W-50	
6	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SH, SL	10W-40, 15W-40, 20W-50	
7	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SG, SH	10W-40, 15W-40, 20W-50	
8	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SJF, SLF	10W-40, 15W-40, 20W-50	
9	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SGCD	10W-40, 15W-40	
10	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SG	10W-40, 15W-40	
11	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SG, SH	10W-40, 15W-40	

- 5 Enter a comment for the Infomedia Oil and Lubricants Team (optional).

It is recommended to enter a comment to give Infomedia the reason for the recommendation being made.

- 6 Click the **Save** button.

- ▶ To view existing bulk updates, click the **Existing Bulk Edit** button, select the Data Set and click **Search**.

Mapping Filters

Users can view the current product recommendations made against the OEM specifications by using the filter drop-downs. As a minimum, you must select the Data Set Region and the Segment to filter the data. There is also the ability to filter by the status so you can easily manage your recommendations.

Within the Mapping screen, click the **SHOW RECOMMENDATION MAPPING** button to display the filters.

To view recommendations, select your filter options from the drop-downs and click **Search**.

The screenshot shows the 'Recommendation Mapping' interface. At the top, there is a navigation bar with 'DASHBOARD', 'MAPPING', 'PRODUCTS', and 'MASTER'. A 'HIDE RECOMMENDATION MAPPING' button is in the top right. Below the navigation bar, the title 'Recommendation Mapping' is centered. A row of action buttons includes 'MISSING DATA REPORT', 'BULK EDIT', 'SAVE ALL', 'SEND FOR APPROVAL AND PUBLISH', and 'CLOSE MAPPING SEARCH'. The main area contains several filter drop-downs: 'Select Data Set Region' (set to '=Supplier - Australia'), 'Compartments' (set to 'Crankcase'), 'Product Name', 'Segment' (set to 'Cars, Wagons, Utilities & Car-type 4-Wheel Drives'), 'Product Type', and 'Status'. To the right of these filters are 'SEARCH' and 'RESET' buttons. At the bottom right, there is a 'DOWNLOAD REPORT' button.

There are five recommendation statuses in the Status drop-down:

- **Draft:** Recommendations that have been saved but not sent for approval.
- **Waiting for Approval:** Recommendations that have been sent to the Infomedia Oil and Lubricants Team but have not been approved.
- **Published:** Recommendations that have been approved and published by the Infomedia Oil and Lubricants Team.
- **Approved:** Recommendations that have been sent to the Infomedia Oil and Lubricants Team and are approved but have not been published.
- **Disapproved/Questioned:** Recommendations that have been sent to the Infomedia Oil and Lubricants Team but there is an error or a question.

Select from the following filter options to find the data you wish to work in:

- **Select Data Set Region:** Select the dataset you wish to view. E.g. Retail or Trade.
- **Segment:** Select which segment you wish to view E.g. Cars or Industrial equipment.
- **Compartments:** Select a compartment to view OEM specifications for that compartment option and your current recommendations. E.g. Crankcase.
- **Product Type:** Filter a product type such as transmission oil. You must assign a product type for your products in the Products screen for this filter to be usable.
- **Product Name:** Filter the locations where a product is currently listed including any refer to dealer locations.
- **Status:** To view the status of recommendations. E.g. Draft, Waiting for Approval, Approved or Published.

- ▶ To clear the product name or status, click the ✕ icon in the drop-down.

Mapping Columns





Once you've selected your filter options from the drop-downs and clicked Search, you can view all the data columns and product recommendations.

Users can view the OEM specifications and view and edit product recommendations. You can also select additional filters, view detailed change information, create exceptions and make comments for the Oil and Lubricants Team.

Specification Filter	Viscosity Filter	Infomedia Notes Filter	Usage	Product	Customer Notes Filter	Change by	Status	Comment
E10		9 →	1 Model(s)	Select Product E10	C9 X Add note	IFM Admin	Published	
E10		59 →	34 Model(s)	Select Product E10,E85	C59 X Add note	IFM Admin	Published	
E10		75 →	13 Model(s)	Select Product E10,E85	C75 X Add note	IFM Admin	Published	

View or edit the following options:

- **Specification:** View the OEM specifications that are sourced from the manufacturer.
- **Viscosity:** View the OEM viscosities that are sourced from the manufacturer.
- **Infomedia Notes:** View Infomedia notes that are sourced from the manufacturer.
- **Usage:** View what vehicles the recommendation applies to and its compartment.
- **Product:** View current product recommendations and update current offerings.
- **Customer Notes:** View copied Infomedia notes or customised oil company notes.
- **Change By:** Shows the last user who has modified the recommendation.
- **Status:** Shows the status of the recommendation. E.g. Published, Draft, Approved.
- **Comment:** A range of actions can be performed such as view published mapping, create comments and exceptions or save changes.

Icon	Usage
	View Published Mapping
	Create Comments
	Create Exception
	Save Changes

- ▶ Use the column filter to filter by specifications, viscosity, Infomedia or customer notes.

Product Recommendations and Notes


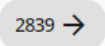
The Specifications, Viscosity, Infomedia Notes and Usage are all sourced directly from the manufacturer. You can copy the Infomedia note to the customer notes or you can add a customer note. For each line, there is a range of additional features along with selecting your product recommendations.

It is important to save your recommendations once complete. You can save one line at a time or you can save multiple lines at once with the Save All feature.

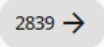
To apply a product recommendation:

- 1 Click the **Select Product** drop-down.
- 2 Enter the product name and select from the product list.
Or click **Add new product** if you need to create a new product.
- 3 If you wish to reorder your recommendations, drag and drop in the correct order.

To copy an Infomedia note:

- Click the  icon on the Infomedia note .
This will copy the note to the Customer Notes section.

To edit and copy an Infomedia note:

- 1 Click the note number .
- 2 Click **Edit & Apply Note**.
- 3 Edit the note.
You can add a product name in the note by clicking on the **Reference Product Name** drop-down, entering your product name and selecting from the drop-down.
- 4 Click the **Save** button.

Custom notes are displayed with a C and a new note number .

To create a new note:

- 1 Click **Add note**.
- 2 Enter the note.
You can search and select an existing note in the **Note Search** drop-down.
To add a product name, click the **Add New Product** button, click on the **Reference product name** drop-down, enter your product name and select from the drop-down.
- 3 Click the **Save** button.


Custom notes are displayed with a C and a new note number .

To add a comment:


1 Click the  icon.

2 Enter your comment for the Oil and Lubricants Team.


You can also view or respond to comments made by the Oil and Lubricants Team when a recommendation is disapproved or questioned.

3 Click the  icon.

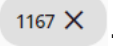
To create an exception change:

- Click the  icon to open the exception creation page.

To save a recommendation change:


- Click the  icon to save a single line change.
- Click **Save All** to save multiples lines at once.

When you save recommendations, the status changes to Draft.

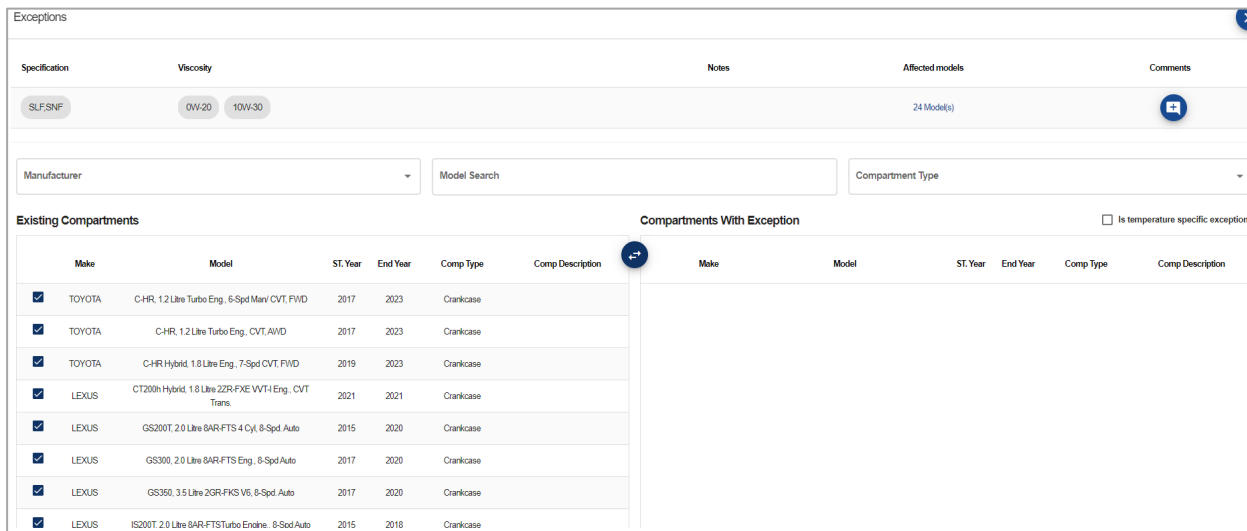
- ▶ To remove a note, click the **X** icon for the note you wish to remove .
- ▶ All missing data shown in the segments drop-down must be completed prior to publishing recommendations on Netlube Cloud.

Exceptions

To create a separate recommendation for a particular vehicle, compartment or a rolling year range you are able to create exceptions. The original recommendation will still apply for all other vehicles using the same OEM specification.

The Exception screen can be accessed by clicking the  icon for the corresponding OEM lubricant code in the Mapping screen.

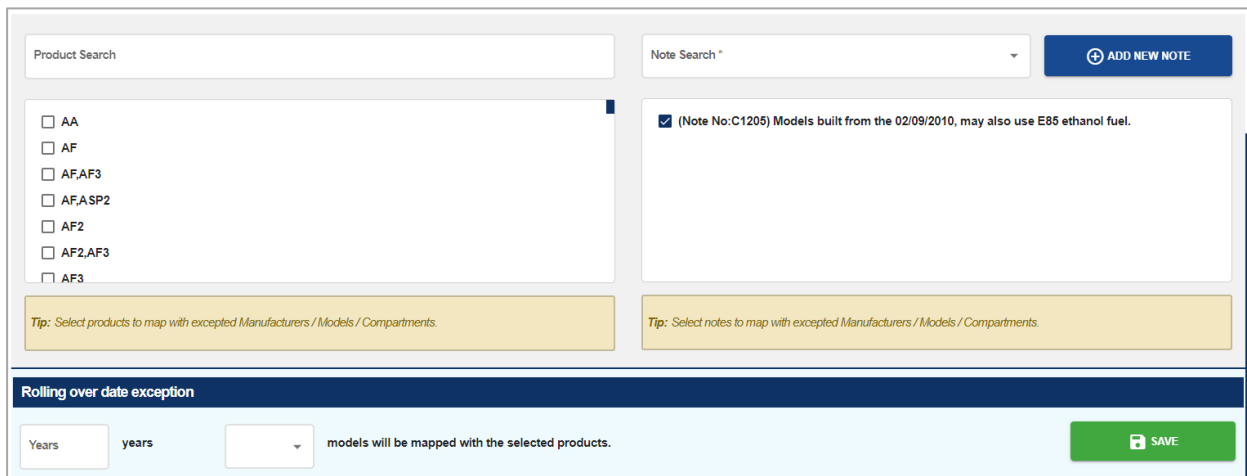
You can view the OEM specifications including notes and the affected models. You can filter the manufacturer and under the Existing Compartments section you can view the vehicle information including the year range, compartment type and the compartment description.



The screenshot shows the 'Exceptions' interface. At the top, there are tabs for 'Specification' (SLF,SNF), 'Viscosity' (0W-20, 10W-30), 'Notes', 'Affected models' (24 Model(s)), and 'Comments'. Below these are filters for 'Manufacturer', 'Model Search', and 'Compartment Type'. The main area is divided into two sections: 'Existing Compartments' and 'Compartments With Exception'. The 'Existing Compartments' table lists various vehicle models and their specifications.

Make	Model	St. Year	End Year	Comp Type	Comp Description
<input checked="" type="checkbox"/>	TOYOTA	C-HR, 1.2 Liter Turbo Eng., 6-Spd Mini CVT, FWD	2017	2023	Crankcase
<input checked="" type="checkbox"/>	TOYOTA	C-HR, 1.2 Liter Turbo Eng., CVT, AWD	2017	2023	Crankcase
<input checked="" type="checkbox"/>	TOYOTA	C-HR Hybrid, 1.8 Liter Eng., 7-Spd CVT, FWD	2019	2023	Crankcase
<input checked="" type="checkbox"/>	LEXUS	CT200h Hybrid, 1.8 Liter 2ZR-FXE VTI Eng., CVT Trans.	2021	2021	Crankcase
<input checked="" type="checkbox"/>	LEXUS	GS200T, 2.0 Liter 8AR-FTS 4 Cyl, 8-Spd Auto	2015	2020	Crankcase
<input checked="" type="checkbox"/>	LEXUS	GS300, 2.0 Liter 8AR-FTS Eng., 8-Spd Auto	2017	2020	Crankcase
<input checked="" type="checkbox"/>	LEXUS	GS350, 3.5 Liter 2GR-FKS V6, 8-Spd Auto	2017	2020	Crankcase
<input checked="" type="checkbox"/>	LEXUS	IS200T, 2.0 Liter 8AR-FTS Turbo Engine, 8-Spd Auto	2015	2018	Crankcase

Further down the Exception page you can add your product recommendations, search and include existing notes or add new notes. You can also apply a rolling date exception criteria.



This section contains a 'Product Search' field with a list of checkboxes for product codes: AA, AF, AF,AF3, AF,ASP2, AF2, AF2,AF3, and AF3. A 'Note Search' field is also present with an 'ADD NEW NOTE' button. A note is displayed: (Note No:C1205) Models built from the 02/09/2010, may also use E85 ethanol fuel. Below these are two tip boxes: 'Tip: Select products to map with excepted Manufacturers / Models / Compartments.' and 'Tip: Select notes to map with excepted Manufacturers / Models / Compartments.' At the bottom, there is a 'Rolling over date exception' section with a 'Years' input field, a 'years' label, a dropdown arrow, and the text 'models will be mapped with the selected products.' A green 'SAVE' button is on the right.

Creating Exceptions

When you have multiple vehicles/machinery that have the same specification or notes, you can select one of the vehicles and add a separate product recommendation. You can create an exception for a vehicle, for a compartment and a year range.

To create a vehicle exception:

- 1 Click the icon next to the vehicles you wish to create an exception for.
This will move the vehicles into the Compartments with Exception section.
- 2 Select your product and/or note.
- 3 Click the **Save** button.

To create a compartment exception:

- 1 Select the compartment type from the drop-down (E.g. manual transmission).
- 2 Click the icon next to the vehicles you wish to create an exception for.
This will move the vehicles into the Compartments with Exception section.
- 3 Select your product and/or note.
- 4 Click the **Save** button.

To create a rolling year exception:

- 1 Enter the number of years you wish the exception to cover.
- 2 Select either **newer or older** vehicles for the rolling year.
- 3 Select your product and/or note.
- 4 Click the **Save** button.

To remove an exception:

- 1 **Deselect** the vehicle and/or year criteria.
- 2 Click the **Save** button.

Gap Report

The Gap Report allows users to identify missed opportunities for product recommendations or to see an overview of current product recommendations.

Users can utilise the filter options within the Mapping area to define parameters for the report. For example, you can create an active Refer to Dealer overview report and then download the Gap Report as an Excel file.

The screenshot shows the 'Recommendation Mapping' interface. At the top, there are navigation tabs: DASHBOARD, MAPPING, PRODUCTS, and MASTER. A 'HIDE RECOMMENDATION MAPPING' button is in the top right. Below the navigation is a title bar 'Recommendation Mapping' with several action buttons: MISSING DATA REPORT, BULK EDIT, SAVE ALL, SEND FOR APPROVAL AND PUBLISH, and CLOSE MAPPING SEARCH. The main area contains filter sections: 'Select Data Set Region' (Supplier - Australia), 'Compartments' (Crankcase), 'Product Name', 'Segment' (Cars, Wagons, Utilities & Car-type 4-Wheel Drives), 'Product Type', and 'Status'. There are 'SEARCH' and 'RESET' buttons, and a 'DOWNLOAD REPORT' button. Below the filters is a table with columns: Specification Filter, Viscosity Filter, Infomedia Notes Filter, Usage, Product, Customer Notes Filter, Change by, Status, and Comment. The table shows one row with '1 Model(s)' and 'Published' status. A 'Select Product' dropdown is visible in the Product column. On the right side of the table, there are icons for edit, delete, add note, and lock.

To download a Gap Report:

- 1 Select from the **Data Set Region** drop-down.
- 2 Select from the **Segment** drop-down.
- 3 If you want to filter by compartment, select from the **Compartments** drop-down.
- 4 Select from the filter options such as **Product Type**, **Product Name** and **Status**.
- 5 Click the **Search** button.
- 6 Use the column filter to add an additional filter by specification, viscosity, or notes.
- 7 Click the **Show Recommendation Mapping** button.
- 8 Click the **Download Report** button.

The report will display all the information for every line which includes the specification, viscosity, Infomedia notes, customer notes and status.

- 9 View the report in Excel and any missed opportunities or product overviews.

- ▶ Exceptions will be displayed in green in the Gap Report.

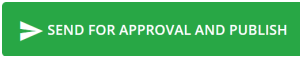
Approval and Publishing

When you have finished making changes in your dataset, you can submit your changes to Infomedica's QA for the approval and publishing of your data to Netlube.

Note: All missing data must be completed for your new data to be published. If you wish to update any product information such as images, the missing data must be completed in full.

To send for approval and publish:

- 1 Confirm you have completed all missing data and made your required changes.

- 2 Click the  button.

A message will be displayed to check that you have completed all the missing data.

- 3 Click **Proceed** to continue onto the approval and publishing stage.

By clicking proceed you are signing off your data for publishing onto your Netlube website. Your updates will now proceed to the approval process.

- 4 View the status of your changes on your Dashboard.

PRODUCT INFORMATION		
No.	Title	Action
1	Draft Mapping(s)	View
0	Mapping(s) are waiting for approval	View
5	Mapping(s) are disapproved/ questioned by IFM	View
2	Mapping(s) are approved but not published	View
16322	Published Mapping(s)	View


- 5 The Oil and Lubricants Team will conduct the QA process on your submitted changes and will double check there is no missing data.
- 6 The Oil and Lubricants Team will publish your updated data to your Netlube website. You will receive an email confirmation once the data is live on your website.

Disapproved/Questioned by Infomedica

If the Oil and Lubricants Team have any questions regarding your changes you will be notified on your Dashboard under Mapping(s) are Disapproved/ Questioned by IFM.

5	Mapping(s) are disapproved/ questioned by IFM	View
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Select the dataset and segment affected, and you can view the recommendation the Oil and Lubricants Team have made a comment on.

If you still want to proceed with your recommendation, click the  icon to resubmit your recommendation. Or you can change your recommendation here and then resubmit the line for publishing.

Products

The Products screen allows you to create new products and go into more detail about your companies product range. You are able to add images, descriptions and hyperlinks and enter SKU information.


- ▶ To access the Products screen, use the navigation bar **DASHBOARD MAPPING PRODUCTS MASTER**.



Product List

You can view your full product list or search for a product by entering a product name and selecting a dataset.

Product List										ADD PRODUCT	CLOSE PRODUCT SEARCH
Product Name			Dataset Retail - Australia		✓ SEARCH	✗ RESET					
Row No	Dataset	Country	Product Image	Product Name	Specification	Viscosity	Created By	Created On	Action		
1	Retail	Australia		-02				01-07-2023			
2	Retail	Australia		-04				01-07-2023			
3	Retail	Australia		-09				01-07-2023			
4	Retail	Australia		-10				01-07-2023			
5	Retail	Australia		-13				01-07-2023			
6	Retail	Australia		-18				01-07-2023			
7	Retail	Australia		-35				01-07-2023			
8	Retail	Australia		AA				01-07-2023			
9	Retail	Australia		AF				01-07-2023			
10	Retail	Australia		AF AF3				01-07-2023			
11	Retail	Australia		AF ASP2				01-07-2023			
12	Retail	Australia		AF2				01-07-2023			
13	Retail	Australia		AF2 AF3				01-07-2023			

The information displayed for your products includes:

- **Dataset:** View the dataset which the product is linked to.
 - **Country:** View the country which the product is linked to.
 - **Product Image:** A preview displaying a smaller version of the products image.
 - **Product Name:** The products display name.
 - **Specification:** The Infomedia specification you have linked to your product.
 - **Viscosity:** The Infomedia viscosity you have linked to your product.
 - **Created by** and **created on:** The user who created the product and the creation date.
 - **Action:** View or edit a product, delete a product and view the change log.
- ▶ The  icon on the Products screen is a master delete feature which will delete the product from both the Products area and the Mapping area.

Icon	Usage
	View/Edit Product
	Delete Product
	Product Change Log

Product Creation

Within the Products screen, you can easily add a new product. The minimum requirements to create a new product include selecting the dataset and adding a product code and name.

To add a new product, click the  button on the Product List page.

Product

Basic Details

Dataset Region * =Supplier - Australia	Product Code *
Name * Product Test	Product Type
Brand	Product Line
Internal Code/ Commercial Product	Product Number/ Family Number

The basic details include:

- **Dataset Region***: Select the dataset and country the product will be added to.
- **Product Code***: The product code used in Netlube Cloud data.
- **Name***: Enter or select a product name.
- **Product Type**: The type of fluid or oil the product is. E.g. Engine oil. This is used in the filtering options within the Mapping area.
- **Brand**: You can create a brand of oil/fluid that is associated with the product.
- **Product Line**: The product line the oil or fluid belongs to.
- **Internal Code/Commercial Product**: The oil companies' internal product code.
- **Product Number/Family Number**: The product number the oil or fluid belongs to.

▶ The field names which include an asterisk (*) indicate mandatory fields.

Product Description

You can enter a description of your product which will be shown on your Netlube website, and you can style the text using the formatting tool. The description will be displayed on your Netlube website under the product heading.



The screenshot shows a web editor interface for a product description. At the top, there is a header bar labeled "Product Description". Below this, the word "Description" is written in a small blue font. The main area is a large, empty text input field. At the bottom of the editor, there is a rich text toolbar containing various icons for text formatting: bold (B), italic (I), underline (U), text color (A with a color bar), subscript (x₂), superscript (x²), link (G), and heading levels (h1, h2, h3, h4, h5, h6). There are also icons for bulleted and numbered lists, indentation, alignment (left, center, right, justified), and undo/redo actions.

Specifications

The Specifications section allows you to select Infomedia specifications and viscosities to match your product. This section will help with future automatic mapping and reporting. Select from the Infomedia specifications lists and viscosities to add them to your product details.

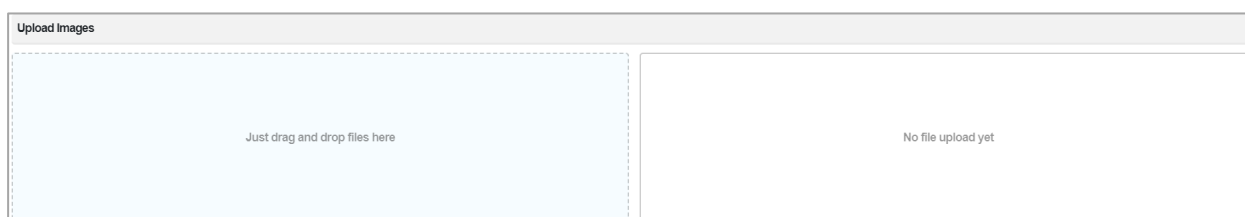
- ▶ The Specifications functionality will be available in a future product release.

Images

There is the ability to add images for your products. The image name which includes the .jpg or .png extension must be no longer than 50 characters and must use alphanumeric characters only.

The specifications for images are:

- **Format:** .jpeg or .png (.png is recommended)
- **Bit Depth:** 24
- **Height:** 230pixels
- **Width:** 170pixels



The key information fields displayed for images includes:

- **Name:** The image file name.
- **Dataset:** Select the datasets the image applies to.
- **Preview:** A preview of your uploaded image.
- **Upload Date:** The date the image was added or updated.

Upload Images				
Name	Dataset	Preview	Upload Date	Action
Motor Oil.PNG	DFM - Australia		01-08-2023	


To add an image:

- 1 Drag and drop the image into the Upload Images box.
- 2 Select a **Dataset** from the drop-down.
- 3 Click the **Save** button.

- ▶ To delete an image, click the  icon.

Links

Here you can add links for products such as product data sheets and safety data sheets. You can customise the display name for your links to suit your company standards.


Display Name	Dataset	Link	Create Date	Action
Product Data Sheet	Retail - Australia	https://www.news.com.au/	06-08-2023	

The information displayed for the links includes:

- **Display Name:** The name which is a clickable link on your Netlube website.
- **Dataset:** Select the datasets the link applies to.
- **Link:** Hyperlink which the end user will be pointed to.
- **Create Date:** The date the link was added or updated.

To create a link:

- 1 Click the **Add Link** button.
- 2 Enter the **Display Name**.
- 3 Enter the **Hyperlink**.
- 4 Click the **Save** button.
- 5 Select a **Dataset** for your link.

- ▶ To delete a link, click the  icon.

Stock Keeping Units

You can enter detailed SKU data for ecommerce on all your pack sizes including images.

Stock Keeping Units + ADD SKU

Delete SKU

SKU/ Part Number	UPC/ Material Number	Description	
Capacity	Units	Weight	Units
Width	Height	Length	Units

Just drag and drop files here

No file upload yet

The following range of data can be entered:

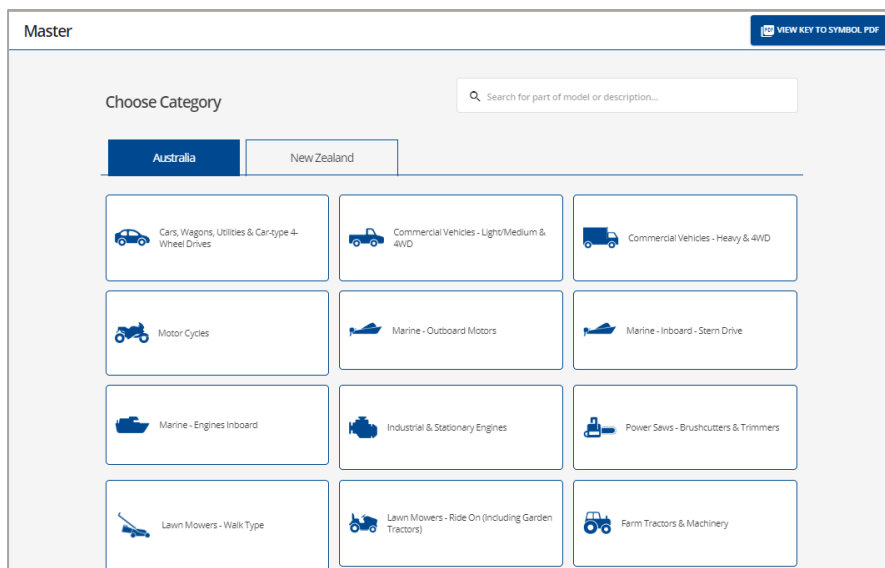
- **SKU/Part Number:** Stock Keeping Unit code or Part Number.
- **UPC/Material Number:** Universal Product Code or Material Number.
- **Description:** Detailed description of your product.
- **Capacity:** Size of the pack.
- **Unit:** Unit of measurement.
- **Weight:** Weight of the package.
- **Unit:** Unit of measurement.
- **Width:** Width of the package.
- **Height:** Height of the package.
- **Length:** Length of the package.
- **Unit:** Unit of measurement.

Master

The Master screen allows users to view any model and the associated OEM specifications for each compartment. The OEM specifications are the minimum requirements for the vehicle.

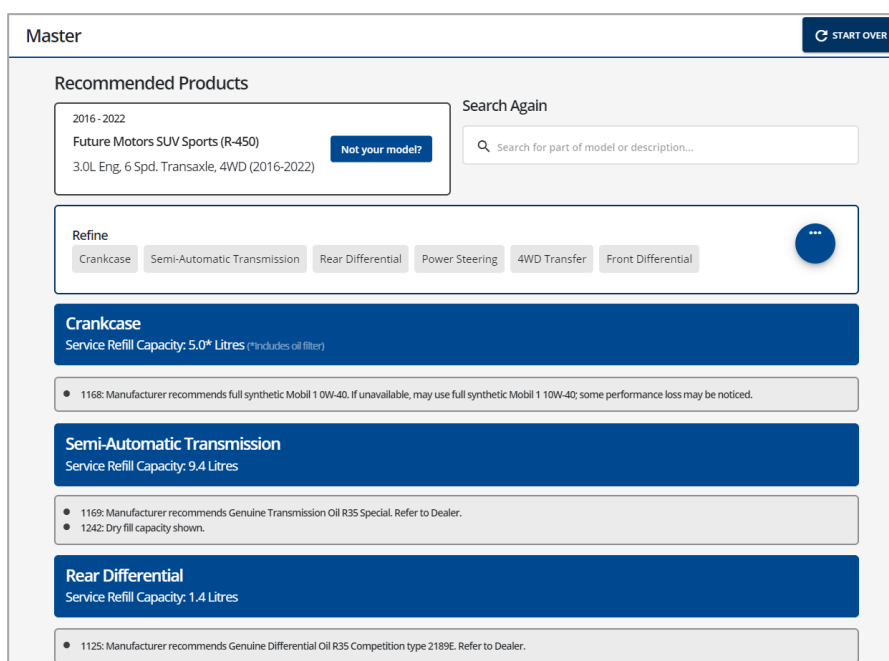
Oil companies will be able to access all 13 segments and their makes, models, and compartments.

- ▶ To access the Master screen, use the navigation bar **DASHBOARD** **MAPPING** **PRODUCTS** **MASTER**.
- ▶ The number of country tabs may vary based on your subscription.



To access the minimum OEM specifications:

- 1 Click on the category.
- 2 Select from the **By Make & Model** drop-downs.
- 3 View the minimum OEM specifications for each compartment.



- ▶ To view OEM specifications, you can also search for a model using the search box.
- ▶ You are also able to view the Masters Key to Symbol via the PDF button.

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