

# **icix** Copy Product Specification Data

# Get Data

Use the **Get Data** button to import existing product specification data into a newly opened specification request from the same customer. Copy an existing specification into a new product specification and make changes as needed prior to submitting the new specification.

Access requests through the **Compliance Summary** on your icix **Home** page.

The screenshot shows the iCIX Home page navigation bar with the following items: Home, My Documents, My Members, Communicate, Tools, Reports, Administration, Help. Below the navigation bar, there is a user profile for Andrea Petersen (Company Admin) at Green Life (P) Demo Corporate, OrgId: 111688. Three floating panels are visible: 1. 'Add' panel with radio buttons for 'Document' and 'Product' and a text input field. 2. 'Quick Links' panel with links for Getting Started, Personal Member List, Administration > Devices, Administration > Facilities, and Administration > Departments. 3. 'Compliance Summary' panel showing 'Last updated: May-15-2013 10:15 AM' and a progress bar indicating 'You are 75% compliant with Wegmans Food Markets (P)' with a 'Become Compliant' button.

1. Click **Become Compliant** in the **Compliance Summary** box.

The **Product Specification Request** is listed in the **Compliance Dashboard**.

2. Click on the **blue link, Respond to Request**, to **Take Action** on the request.

The screenshot shows the iCIX Compliance Dashboard. At the top, there is a navigation bar with 'Home', 'My Documents', 'My Members', 'Communicate', 'Tools', 'Reports', 'Administration', 'Help'. Below the navigation bar, there is a sub-navigation bar with 'Broadcast Lists', 'Messages', 'To Do', 'Templates', 'Compliance'. The main content area is titled 'Compliance Dashboard' and shows a progress bar indicating 'You are 35% compliant with Wegmans Food Markets (P)'. Below the progress bar, there is a table with the following columns: Customer, Action Needed, Date Requested, Due By, Completed, and Date Completed. The table contains several rows of data, including a row with an orange circle indicating action is required.

Customer	Action Needed	Date Requested	Due By	Completed	Date Completed
Wegmans Food Markets...	Login and View Compliance			○	
Wegmans Food Markets...	<a href="#">Activate iCIX Membership</a>			✓	
Wegmans Food Markets...	<a href="#">Fill in Missing Profile Info</a>			✓	May-24-2013
Wegmans Food Markets...	<a href="#">Respond To Request (Product Specification v1 Wegmans Product Specification)</a>	May-24-2013	Jun-23-2013	○	
Wegmans Food Markets...	<a href="#">Respond To Request (Product Specification v1 Wegmans Product Specification)</a>	May-24-2013	Jun-23-2013	○	
Wegmans Food Markets...	<a href="#">Respond To Request (Product Specification v1 Wegmans Product Specification)</a>	Jun-17-2013	Jul-17-2013	○	

The orange circle shows action is required.

The Date Requested indicates which link to select.



The Manage Request screen opens. Scroll to the orange section to Complete Specification.

3. Click the **Take Action** button, next **\*Recommended Complete Specification\***

Home My Documents My Members Communicate **Tools** Reports Administration Help

Groups Searches Sponsorships Incidents Recalls Audits COAs Requests Shipping Specifications

Requests Dashboard Request Certification Manage Certification Manage Protocols/Tests Request Specification Request Product Test

### Manage Request Return To Dashboard

**Request 285,468 - Product Specification v1 Wegmans Product Specification**

<b>Request Name:</b> Product Specification v1 Wegmans Product Specification	<b>Request From:</b> iCIX Admin- Wegmans Wegmans Food Markets (P)
<b>Specification:</b> Product Specification v1 Wegmans Product Specification	<b>Other Contacts:</b>
<b>Instruction:</b>	<b>Request ID:</b> 285,468
	<b>Request Type:</b> Product Specification
	<b>Request Date:</b> Jun-17-2013
	<b>Responder:</b> Tommy Test <a href="#">Tommy Test Kitchen</a> Tommy Test Kitchen ssf, USA iCIX Admin: Tommy Test thomas.ma@icix.com
	<b>Status:</b> New Request
	<b>Account Status:</b> Active
	<b>Response:</b> Open
	<b>Latest Comment:</b> Please copy from sea salt

#### Sample Information

Count:	0	SKU:	
Lot/Assort #:		Sample #:	
Phase:		Style:	

#### Requested Specification

Specification	Status	Document
Product Specification v1 Wegmans Product Specification	New	<a href="#">Manage</a>

Select the action for the current workflow step below highlighted in "orange."

**Action:**  [Take Action](#) **Administration Options:**  [Go](#)

#### Workflow View History

Step	Complete	Date	From	Action	To	Status
1	✓	Jun-17-2013	Peggy O'Callaghan Wegmans Food Markets (P)	Open	Tommy Test Tommy Test Kitchen	New Request
2	○	Jun-17-2013	Tommy Test Tommy Test Kitchen	Complete Specification		Open
3	○	Jun-17-2013	Tommy Test Tommy Test Kitchen	Route To	iCIX Admin- Wegmans Wegmans Food Markets (P)	Submitted
4	○	Jun-17-2013	iCIX Admin- Wegmans Wegmans Food Markets (P)	Review Specification		Open
5	○	Jun-17-2013	iCIX Admin- Wegmans Wegmans Food Markets (P)	Change Status	Tommy Test Tommy Test Kitchen	Supplier Edit Specification
6	○	Jun-17-2013	iCIX Admin- Wegmans Wegmans Food Markets (P)	Change Status		Approve or Reject

Green: Completed Step Orange: Current Step Gray: Future Steps Blue: Step Skipped Display Contacts



The **Product Specification** screen opens.

- Click the **Get Data** button in the upper right corner.

The screenshot shows the 'Product Specification v1 Wegmans Product Specification' form. At the top right, there are buttons for 'Print', 'Comments Summary', 'Back', 'Save', 'Submit for Approval', and 'Get Data'. The 'Get Data' button is highlighted. Below the buttons, there is a 'Last Updated: Jun-17-2013 12:24 PM' timestamp and the 'Wegmans' logo. The form has several tabs: 'Product Information', 'Ingredients', 'Nutritional', 'Nutritional 100Grams', 'Allergens Sensitivity', 'Finished Product', 'Packaging', and 'Supporting Documents/Uploads'. The 'Product Information - General (to be completed by Supplier)' section is active and contains various input fields: 'Raw Ingredients', 'Intermediate', 'Finished Product', and 'Non-Food' (checkboxes); 'Manufacturer Name', 'Address 1', 'Address 2', 'City', 'State/Province', 'Country/Region' (dropdown), 'Postal Code', 'Net Weight/Volume', 'Wegmans Facility' (dropdown), 'Other Measurements', 'Product Name', 'Product Description' (text area), 'GTIN Number', and 'Formula #'.

- In the pop up box, **Please select the document to get data from**, click the **down arrow** to open the drop-down menu.



The drop-down menu lists all product specifications submitted/published to your customer.

- Select** the product specification to be copied and click **Get Data**.

The screenshot shows the same 'Product Specification v1 Wegmans Product Specification' form as before, but with a pop-up dialog box open. The dialog box has a title bar that says 'Please select the document to get data from' and a close button (X). Inside the dialog, there is a 'Document' dropdown menu with the text 'Select a document' and a downward arrow. A 'Get Data' button is located at the bottom right of the dialog box. The background form is dimmed.



The blank product specification populates with **all** data from the copied specification.

7. Make all necessary changes to the new product specification prior to clicking **Submit for Approval**.

**Product Specification v1 Wegmans Product Specification** Print Comments Summary Back Save Submit for Approval Get Data

Last Updated: Jun-17-2013 12:24 PM

**Product Information** | Ingredients | Nutritional | Nutritional 100Grams | Allergens Sensitivity | Finished Product | Packaging | Supporting Documents/Uploads

**Product Information - General (to be completed by Supplier)**

Raw Ingredients:  Intermediate:  Finished Product:  Non-Food:

Manufacturer Name:

Address 1:

Address 2:

City:

State/Province:

Country/Region:

Postal Code:

Net Weight/Volume:

Wegmans Facility:

Other Measurements:

Product Name:

Product Description:   
Characters remaining: 402

GTIN Number:  Formula #:

COOL Grown:  Add Clear

COOL Processed:  Add Clear

Finished Product COO or COOL:  Add Clear

(exactly as it appears on label):

Kosher?  Kosher Certifying Agency:

Organic?  Organic Certifying Agency:  Organic Claim:

MSDS required?

Facility/EST # Required?  Est #:  Agency:

GFSI Certified:  Standard:

Environmental Green Certification:  Green Certifying Agency:

EPA Reg Number:

HACCP:  CPSC GCC Require?

Critical Control Points:

Metal/Foreign Object Detection Method:

Print Comments Summary Back Save Submit for Approval Get Data