



# Maintain End User Data

## -- Local BBJ Application --

### Introduction

The BBJ application "editEndUserData" mirrors b-commerce® in look and feel as a way to enter/edit your end user data without having to have Internet access to log in to b-commerce.

Once this data is available to you in your b-commerce ordering processes, you can more easily track and manage SAM levels to earn rebates and better manage your accounts with the ability to list all serial numbers linked to a specific customer, search by customer name and report their serial number(s), and print Active Serial Number Report that includes end user data.

Follow these instructions to download, launch, and use this application on your local system. Then you can easily maintain active serial number data locally before uploading to the BASIS b-commerce system.

### Requirements

Downloading the end user application from b-commerce requires the following:

- b-commerce** – run standalone from your desktop icon or [www.powerebybbj.com](http://www.powerebybbj.com)
- Java Run-time Environment (JDK)** – use the version noted at [www.powerebybbj.com](http://www.powerebybbj.com)
- BASIS demos** – go to [www.basis.com/products/bbj/download.html](http://www.basis.com/products/bbj/download.html) and download/install Release Type "Current Version #.##" and select "Demos" under Optional Files to create the correct directories

### Instructions

#### Log in to b-commerce

1. Go to [www.poweredbybbj.com](http://www.poweredbybbj.com) as shown below and click the [Run standalone] button.
2. Log in with your Customer Number and Password. If you do not have this information, please contact BASIS Sales at 1.800.423.1394 or [sales@basis.com](mailto:sales@basis.com).

## Download

1. From the main BASIS b-commerce System screen, click the [Account Information] button.

**BASIS b-commerce System 007514**

**New License**  
Configure a new license

**Modify or View a License**  
Upgrade and consolidate pre-umbrella licenses to current umbrella BASIS Product License (BPL)   
Add users; upgrade or view licenses and other license options

**Shopping Cart**  
Review, edit or e-mail contents of your cart

**Account Information**  
Maintain your account information

2. Click the [End User Data] button at the bottom of the screen.

**Account Information 007514**

1st E-mail Address:

2nd E-mail Address:

Password:  Note: The password must be 6 to 8 characters and must contain at least one non-alphabetic character.

Confirm Password:

Double-click in the grid to edit the information for a selected credit card.

Card Number	Card Type	Name on Card	MM	YYYY
..... 7166	MasterCard	Peggy Lewis	4	2010

3. Click the [Downloads] button.

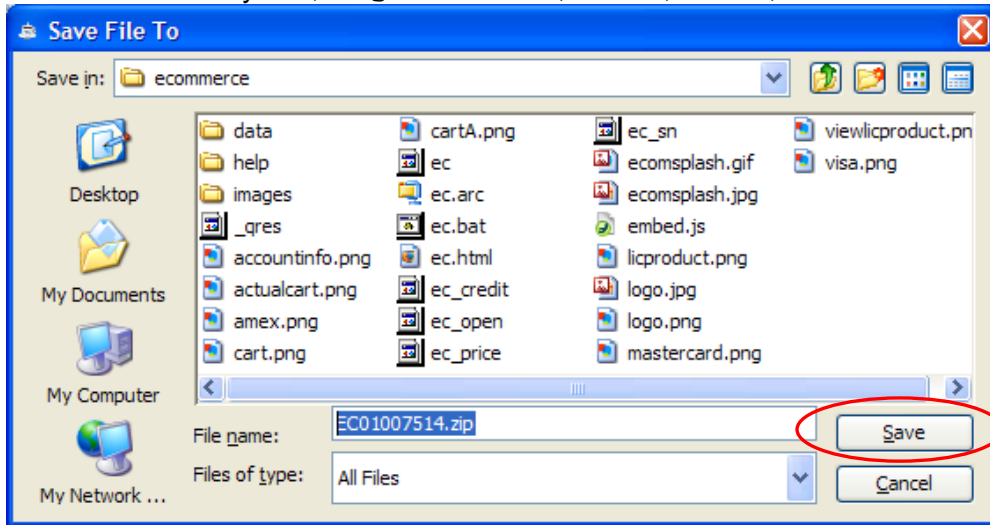
The screenshot shows a web application window titled "Edit Your End User Data - 007514". At the top, there is a "Toggle Select List Order" button and a "Find Serial Number:" search box with a "Find" button. Below this is a "Select Existing End User:" dropdown menu. The main form contains several input fields: "Reference #:", "Company Name: \*", "Contact Name:", "Contact Phone:", "Address Line 1:", "Address Line 2:", "Address Line 3:", "City:", "State:" (with a dropdown arrow), "Postal Code:", "Country: \*", "Email Address:", "Phone Number:", "Industry:" (with a dropdown arrow), "Other Description:", "BASIS Product Used:" (with a dropdown arrow), and "Application Modules Used:". There are two checkboxes: "Should Receive the Advantage Magazine" and "Should Receive BASIS Marketing Announcements". At the bottom, there are two lists of serial numbers: "End User's Serial Numbers" and "Your Unlinked Serial Numbers" (containing PR0570300, PR0570301, PR0570302, and PR0608981). Navigation buttons include "Clear Form", "Save", "Downloads" (circled in red), and "Back".

4. Select "VKeyed with Standalone Application," then click [Download File].

The screenshot shows a web application window titled "Manage Your End User Data - 007514". It features two main sections: "Download Template File" and "Upload End User Data". The "Download Template File" section includes a "Download File" button and a "Select File Type" section with three radio buttons: "VKeyed with Standalone Application" (selected and circled in red), "VKeyed", and "Tab Delimited Text". The "Upload End User Data" section includes an "Upload File" button. A "Back" button is located at the bottom of the window.

**NOTE:** If you previously downloaded the standalone application and only want to download your end user data to update/edit, select the second radio button "VKeyed."

- Click [Save] to save the zip file (named by default EC[download#][custID].zip file to the default directory C:\Program Files\basis\demos\ecommerce.

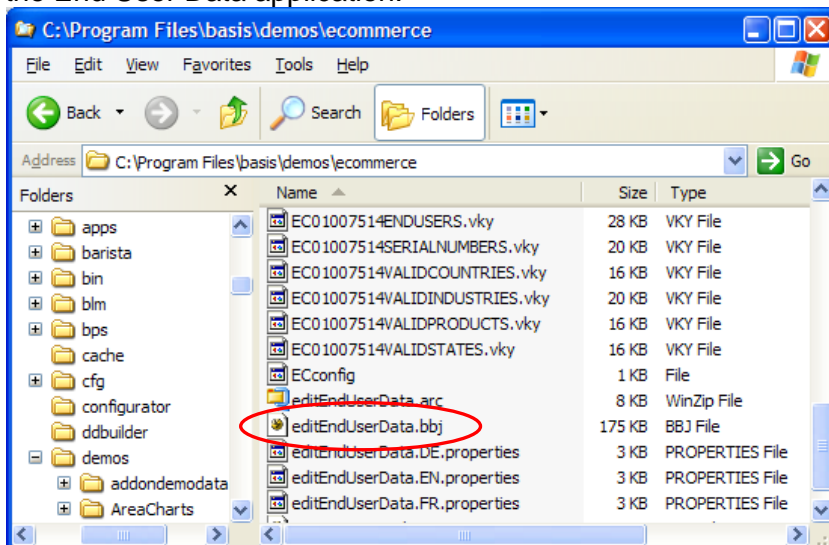


- Click the [OK] button in the “File Ready” message box that displays after the file download is complete, stating how many serial numbers were included in the download.

The “Manage Your End User Data” dialog is still open and displayed. Do not close this as you will return to it shortly for the Upload process.


## Extract the files

- Navigate to C:\Program Files\basis\demos\ecommerce and right click the zip file and choose “Extract to here” (do not to extract the files into a separate folder within the \ecommerce directory).
- Once the file extraction completes, double-click the editEndUserData.bbj file to launch the End User Data application.



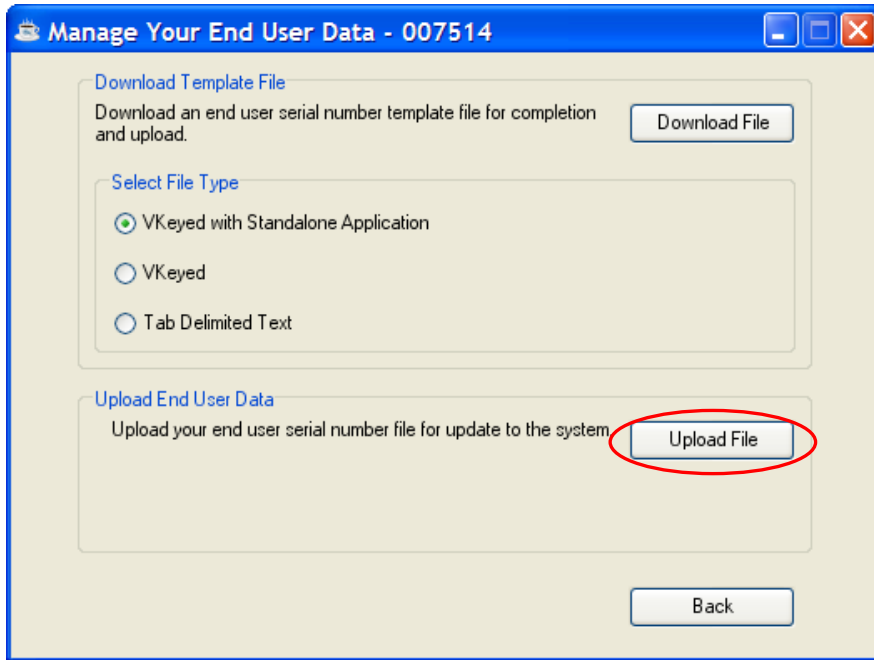
**NOTE:** If a prompt appears asking to select which program to use with the .bbj extension, navigate to the directory C:\Program Files\basis\bin and select bbj.exe. Be sure that you are running BBJ Services.

3. Enter the end user data
  - a. Browse for an entry in the **Select an End User** drop-down box or enter the end user information in the appropriate fields.
  - b. Enter your customer/ID number for this end user in the **Reference #** field.
  - c. Select the correct serial number(s) for this end user from the **Your Unlinked Serial Numbers** list; use [Shift] and [Ctrl] to select multiple serial numbers at one time.
  - d. Click [**<**] to associate with this end user.
  - e. Review the data in **End User's Serial Numbers** and verify the associated serial numbers are correct.
  - f. Click [**Save**].

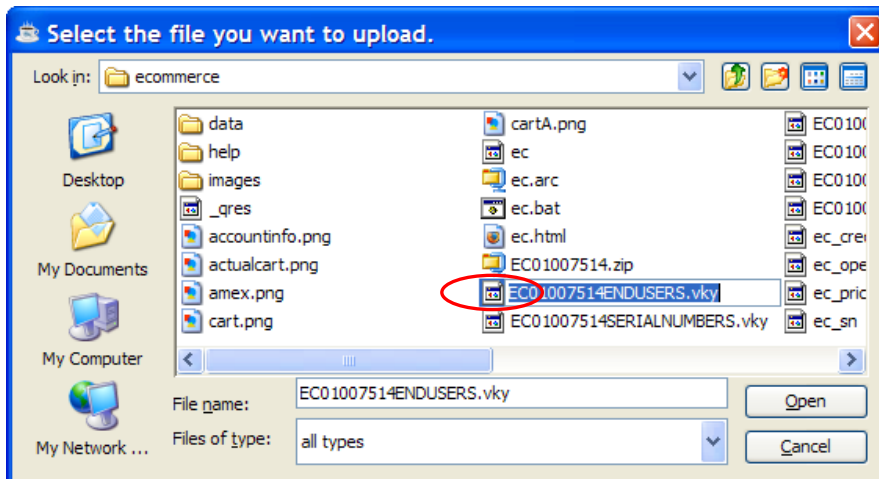
 You are now ready to upload the saved serial number and associated end user data to b-commerce.

## Upload

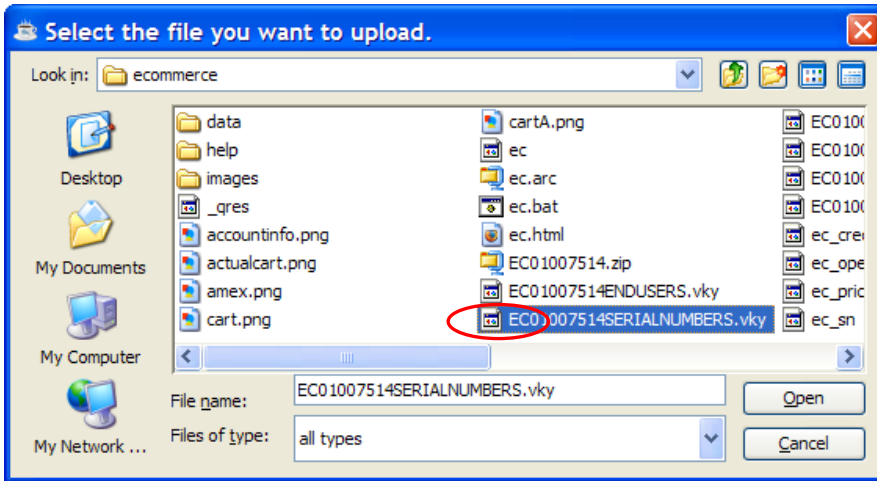
1. To upload your serial number/end user data to b-commerce, go return to the "Manage Your End User Data" dialog box and click [Upload File]. If you happened to close this window, return to it by following steps 1.-3 in the **Download** section of this guide.



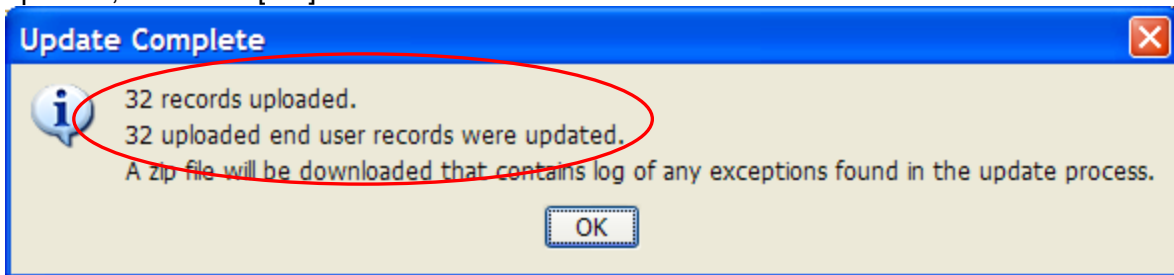
2. The directory `C:\Program Files\basis\demos\ecommerce` displays; locate and double-click the `EC01007514ENDUSERS.vky` file.



3. When asked to upload another file, click [Yes].
4. Double-click the `EC01007514SERIALNUMBERS.vky` file in `C:\Program Files\basis\demos\ecommerce` directory.



5. When asked to upload another file, click [No].
6. In the "Update Complete" dialog box, review/verify the number of records uploaded and updated, then click [OK].



☞ You can now view the uploaded data in b-commerce.