

PIM Search Portal Usage Instructions

June 2021



ARCTURUS GROUP

Agenda

- ▶ What is the “PIM Search Portal”?
- ▶ How do I register?
- ▶ Who can I contact if something is not working?
- ▶ Some practice... Search Portal Navigation

What is the “PIM Search Portal”?

The «PIM Search Portal» is a space where you can search for products’ data or images of the entire Arcturus Group .

What can I do with it?

You will be able to:

- ▶ Search for articles (by code, name, color, material, brand)
- ▶ Use the filters to refine the search
- ▶ Download «product sheet» or «collection info» in PDF, designers’ info, excel tables, images

How do I register to the Portal?

Go to the page <https://pim.arcturus.online/en/register> , fill the form and send your request.

Available languages are English, Italian and German.

The screenshot shows a web browser window with the URL pim.arcturus.online/en/register. The page header features the ARCTURUS GROUP logo and a language dropdown menu set to English. The main content area is titled "PIM / MAM sign-up form" and contains several input fields: Company, First name, Last name, Street, Zip code, and City. To the right of these fields is a "Terms and Conditions" section with a "PLEASE NOTE" warning and a "click here to read terms" link. Below the terms is a radio button for agreement and a blue "send" button. Red circles are drawn around the form title, the language dropdown, the "PLEASE NOTE" text, and the "send" button.

Who can I contact if something is not working?

You can ask questions or report missing data filling the form in the page:

arcturusgroup.freshdesk.com/support/tickets/new

We will track all requests and answer as soon as possible.

Some practice..

Search Portal Navigation (1/12)

The search portal is the space where you can search for product or images.

1) enter <https://login.contentserv.com/>

Then enter your username and password.


2) click on the **blu button "EN-WORLD" to change the language**. It might happen that even if you are in the ITALIAN language, you find some information in English; this happens when the translation in Italian has not been done yet. You can open a ticket to request the update.

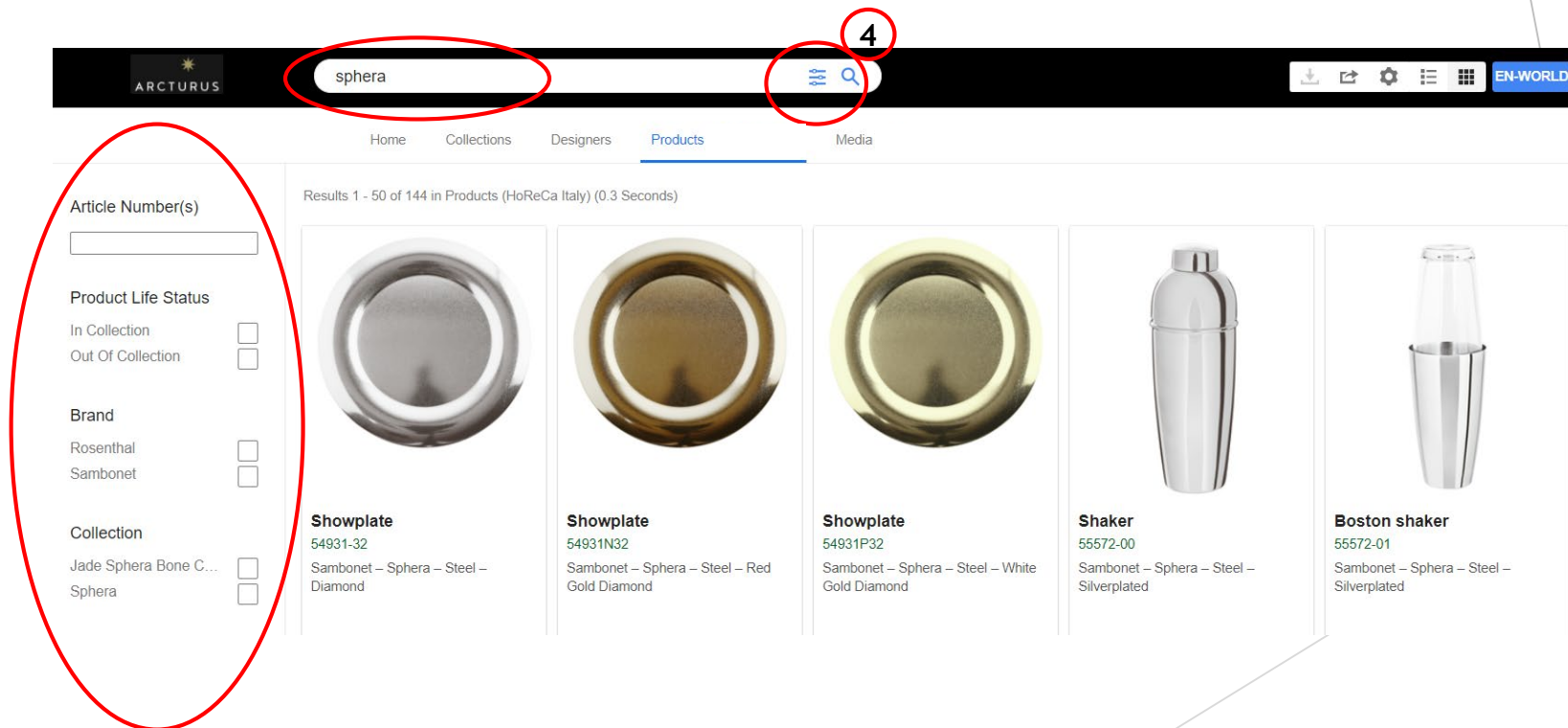
3) Click on the tab "Products Horeca ITA" and type in the search bar the name or code of the product you are looking for. The results will appear below. If you look for something specific, you can use the + before the word, for examples if you look for the Sphera sugar bowl, you can type "+Sphera + Sugar".

If you want to see a list of mixed products, you can type the article codes, separated by a space, in the search bar or copy-and-paste them from an excel to the search bar, and click enter.

Search Portal Navigation (2/12)

4) Use the search bar to start your search, by interting brand, article group or any search term you like.

Click on the icon  of the search bar to open the side filters, to improve your search. If you click on the icon again, the filters will hide again.



The screenshot displays the Arcturus search portal interface. At the top, the search bar contains the term "sphera" and is circled in red. To its right is a hamburger menu icon, also circled in red, with a red circle containing the number "4" above it. The navigation bar includes links for Home, Collections, Designers, Products (highlighted), and Media. On the left, a sidebar contains filter sections: Article Number(s) (with an input field), Product Life Status (In Collection and Out Of Collection), Brand (Rosenthal and Sambonet), and Collection (Jade Sphera Bone C... and Sphera). The main content area shows "Results 1 - 50 of 144 in Products (HoReCa Italy) (0.3 Seconds)" and lists five products: three Showplates and two Boston shakers, each with an image and product details.

Product Name	Article Number(s)	Brand	Collection
Showplate	54931-32	Sambonet	Sphera
Showplate	54931N32	Sambonet	Sphera
Showplate	54931P32	Sambonet	Sphera
Shaker	55572-00	Sambonet	Sphera
Boston shaker	55572-01	Sambonet	Sphera

Search Portal Navigation (3/12)

5) click on the product title to see a quick preview.

Click on VIEW to see a Product page with several info of the product.

Click to download to download product info: you can choose among different formats (excel, pdf, for retail, horeca, etc..)

Home Collections Designers **Products** Media

Results 1 - 50 of 144 in Products (HoReCa Italy) (0.3 Seconds)

Image	Product Name	SKU	Description
	Showplate	54931-32	Sambonet - Sphera - Steel - Diamond
	Showplate	54931N32	Sambonet - Sphera - Steel - Red Gold Diamond
	Showplate	54931P32	Sambonet - Sphera - Steel - White Gold Diamond
	Shaker	55572-00	Sambonet - Sphera - Steel - Silverplated
	Boston shaker	55572-01	Sambonet - Sphera - Steel - Silverplated
	Parisienne shaker	55572-02	Sambonet - Sphera - Steel - Silverplated

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Showplate
54931-32
Sambonet - Sphera - Steel - Diamond

Showplate
54931N32
Sambonet - Sphera - Steel - Red Gold Diamond

Showplate
54931P32
Sambonet - Sphera - Steel - White Gold Diamond

Shaker
55572-00
Sambonet - Sphera - Steel - Silverplated

Boston shaker
55572-01
Sambonet - Sphera - Steel - Silverplated

Parisienne shaker
55572-02
Sambonet - Sphera - Steel - Silverplated

Showplate
54931-32
Diameter Of Item 32,0 cm
Brand Name Sambonet
Collection Name Sphera
Material Steel
Look Diamond
Marketing Color Steel
Sales Channels Retail HoReCa
Year Of Introduction 2020
View Download

Search Portal Navigation (4/12)

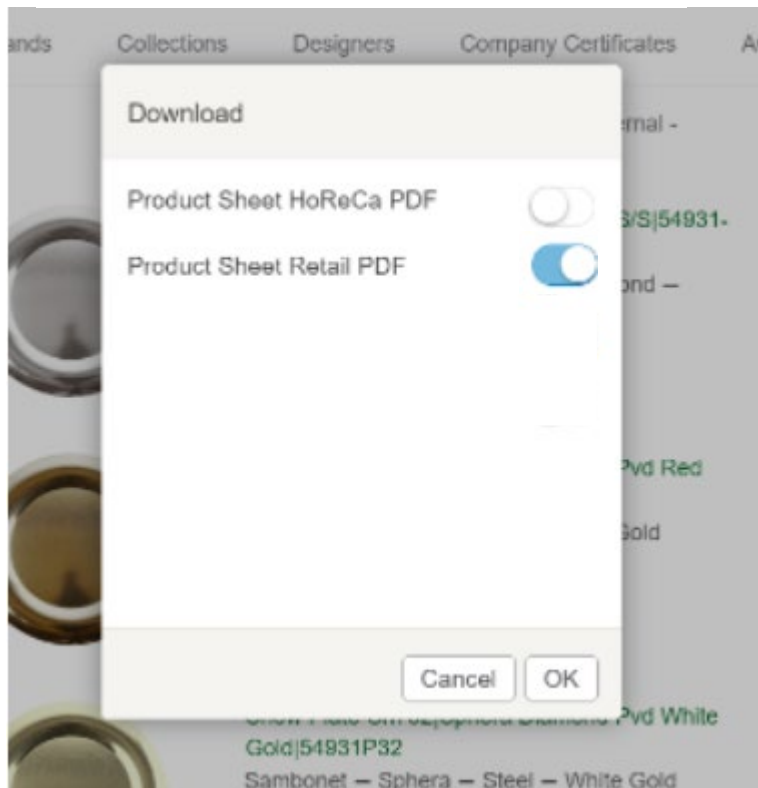
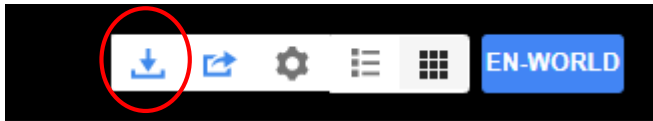
6) If you want to export info on several products at the same time, you can click on the "selection mode" button; blue dots will appear beside each product. You can select the products you are interested in.

The screenshot displays the Arcturus search portal interface. At the top, the search bar contains the term "sphera". The navigation menu includes "Home", "Collections", "Designers", "Products", and "Media". A red circle highlights the number "6" next to the "Products" tab. Below the navigation, a status bar indicates "Results 1 - 50 of 144 in Products (HoReCa Italy) (0.26 Seconds)". The main content area shows a grid of product cards. The first three cards are "Showplate" items, and the last three are "Shaker" items. A red circle highlights a blue dot next to the first "Showplate" product, indicating it is selected in "selection mode". The left sidebar contains filters for "Article Number(s)", "Product Life Status", "Brand", "Collection", "Series", and "Product Category".

Product Name	Article Number	Material/Finish
Showplate	54931-32	Sambonet - Sphera - Steel - Diamond
Showplate	54931N32	Sambonet - Sphera - Steel - Red Gold Diamond
Showplate	54931P32	Sambonet - Sphera - Steel - White Gold Diamond
Shaker	55572-00	Sambonet - Sphera - Steel - Silverplated
Boston shaker	55572-01	Sambonet - Sphera - Steel - Silverplated
Parisienne shaker	55572-02	Sambonet - Sphera - Steel - Silverplated

Search Portal Navigation (5/12)

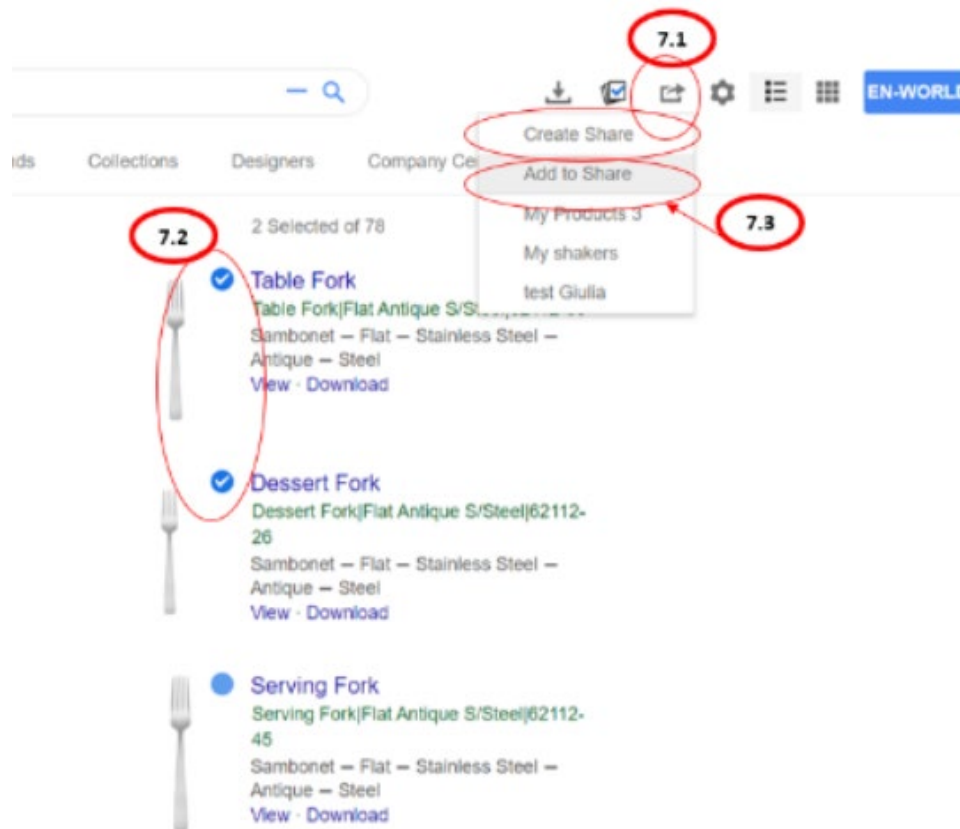
Afterwards, you click on DOWNLOAD button and select the EXCEL or the PDF output.



Search Portal Navigation (6/12)

7) If you want to select a group of products to send to a client, you can click on the "SHARE" button, then "CREATE A SHARE" (7.1)

Then select some products (7.2). Then Click again on SHARE, and ADD TO SHARE (7.3), then select the share you want to add the products to.



Search Portal Navigation (7/12)

Now, if you click again on "SHARE" and pick the share you have created, you see the selection of items added to the share.

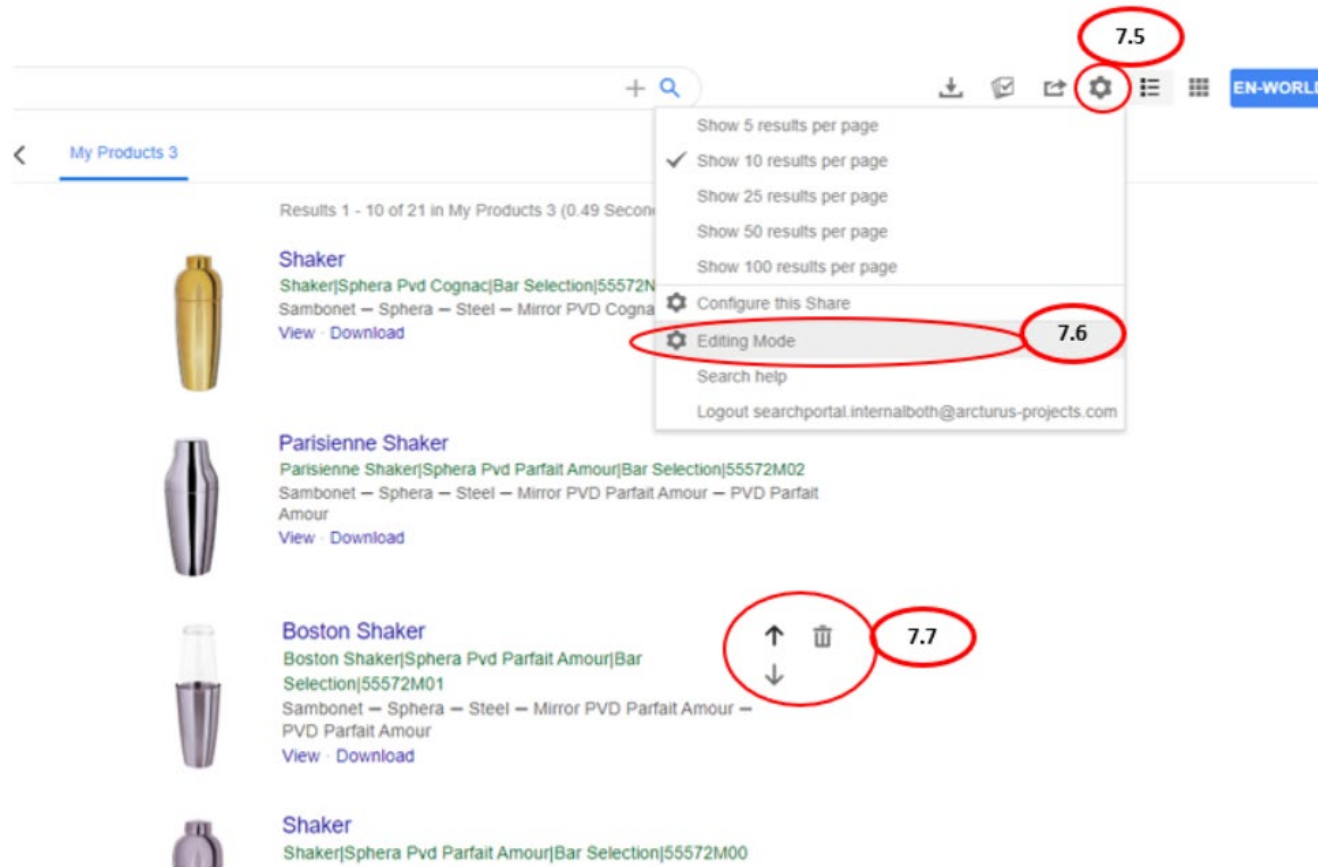
When you are inside a SHARE, you can click on SHARE and PUBLIC LINK (7.4), to get the link to share. Copy it and send to the person you want. The person receiving the link will only see the products inside this share.

The image displays two screenshots of a search portal interface. The top screenshot shows a search results page with a toolbar containing icons for download, email, share, and settings. A red circle highlights the share icon, and a red arrow points to a dropdown menu where 'Public Link' is selected. Below the menu, search results for 'Dessert Fork' and 'Table Fork' are visible. The bottom screenshot shows a mobile view of the search results for 'test-img-sphera' with three product images. An 'Information' dialog box is open, displaying the public link to the share: <https://qyc942.saas.contentserv.com/admin/rest/deepshare/902t=0>. The number '7.4' is circled in red in the top screenshot, and the public link text in the dialog box is also circled in red.

Search Portal Navigation (8/12)

If you want to adjust the order of the products inside a share, you have to click on the "GEAR" button (7.5) , then on "EDITING MODE" (7.6).

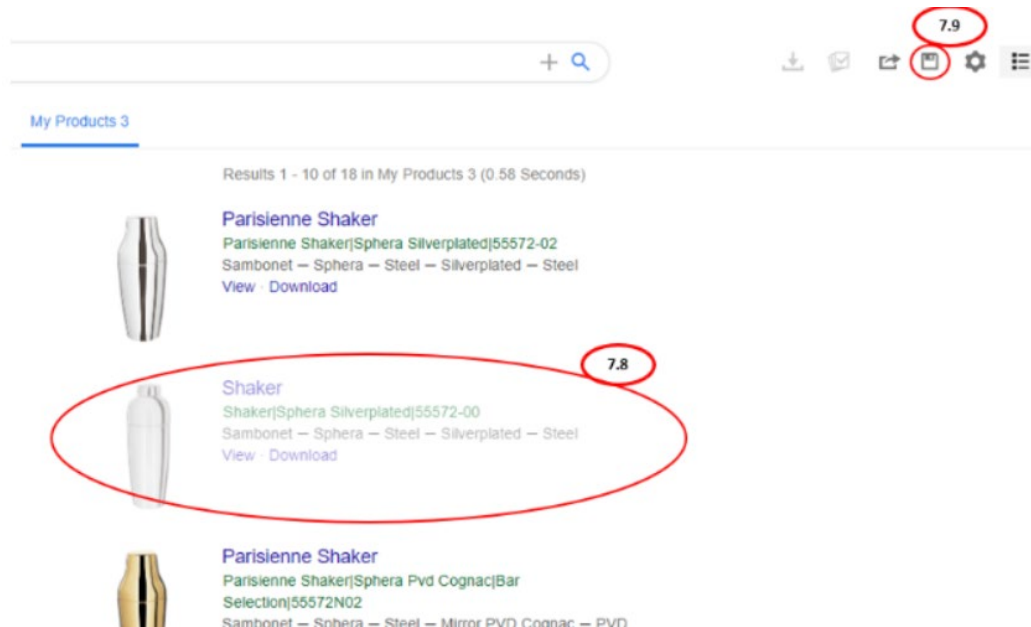
2 arrows and a trash bin will appear close to each product (7.7).



Search Portal Navigation (9/12)

You can :

- ▶ Click product (and keep it press) to drag&drop in a different position
- ▶ Click on the top arrow to bring it in first position in the share, or click on the bottom arrow to bring the product to the last position in the share. After you click on the arrow, the product will grey out (7.8). To confirm the action, you have to click on the SAVE icon (7.9).
- ▶ Click on the trash bin to remove the product. The product will grey out. To confirm the action, you have to click on the SAVE icon.

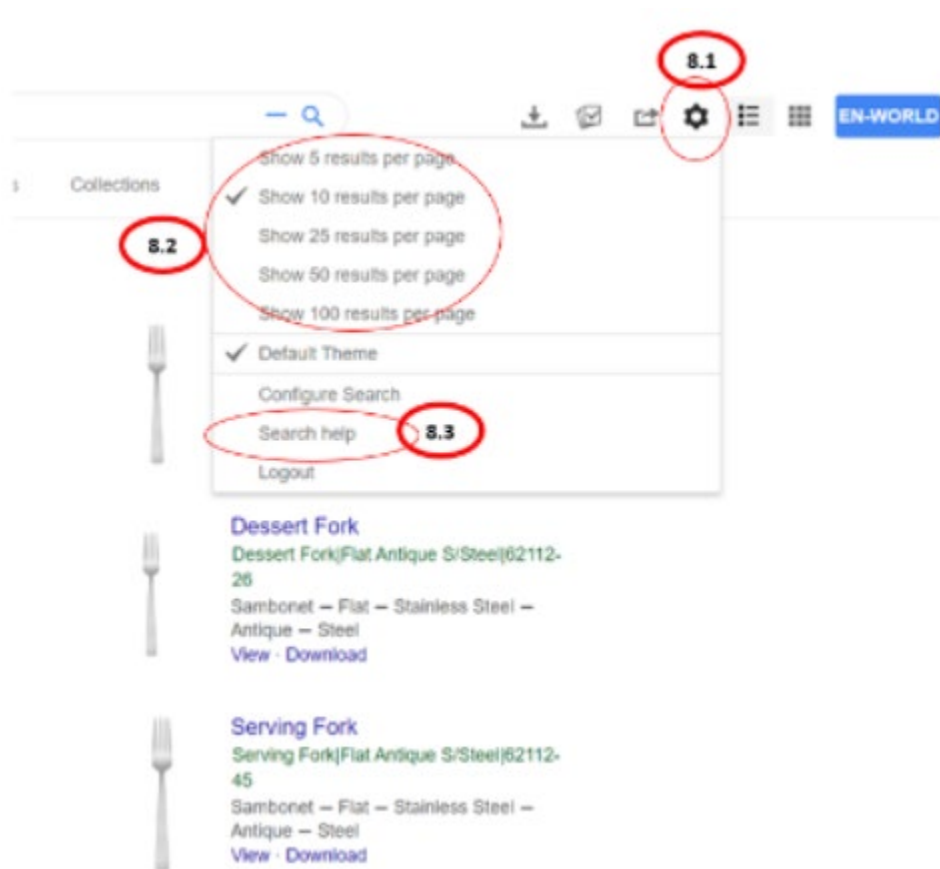


Search Portal Navigation (10/12)

8. Click on the OPTIONS button (8.1).

You can change the number of results shown in each page (8.2)

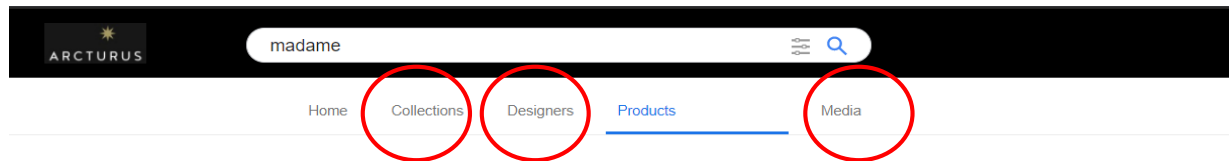
You can get additional hints about the search (8.3) (how to use + - * , etc...)



Search Portal Navigation (11/12)

9) If you look for information related to collections, designers, images or documents you have to use the specific tab.

The images will offer several resolution options.

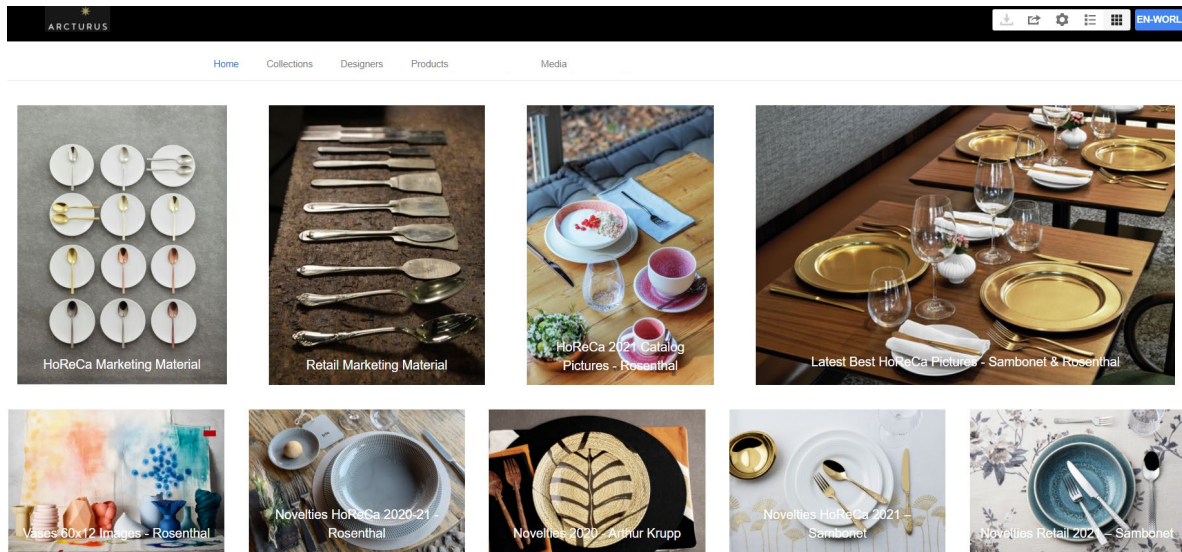


IMPORTANT:

The tab “MEDIA” is the official space from where it is possible to download all the images approved for the WEB EXPERIENCE.

Search Portal Navigation (12/12)

10) In the HOME, you will find some “common share”, with some predefined selection of products, images or documents that we think might be useful for you.



Thank you for your attention!