The Thomson Web Portal

The Thomson Web Portal is a secure, flexible tool developed to provide our customers with real time Internet access to information about their products, such as:

- Inventory
- Receipts
- Shipments
- Reports

Thomson customizes the pages to suit your requirements so you only see what you need to see. Powerful tools are available which allow you to filter and sort the data to suit your needs.

Using Thomson Web Portal you can easily answer questions such as:

“How many cases of ___ are in Inventory right now?”

“What did I ship to ___ in March?”

“How many units of ___ were received from ___?”

Help and Support

For technical questions about operating the website, please contact Shawn Wang e-mail: swang@thomsongroup.com
Getting Started

To use the Thomson Web Portal you need an Internet connection and a web browser\(^1\).

Direct your browser to the following web site:

http://cit.thomsongroup.com

to display the logon screen:

![Logon Screen]

Enter your User Name and Password then press the Logon button to access the system.

If you check the Remember Me box, the system will fill in your user name the next time you go to this page, but you will have to type in your password each time.\(^2\)

\(^1\) The Thomson Web Portal is designed for Microsoft Internet Explorer and may not show properly in other browsers.

\(^2\) Note that this requires you to have cookies enabled on your browser.
Viewing Your Data

Inventory View
After you supply a valid User Name and Password on the Logon screen, the default Inventory view is shown:

This page shows information about your products which are stored in a Thomson warehouse.

The general format of the screen is the same for all the Orders and Receipts views – just the data changes.

Columns are customized for each user and thus may not appear exactly as shown here.

From here you can move from page to page, customize the table to only show particular data or to sort the rows by any column.

Data shown in this document is for demonstration purposes only.
General Concepts

Changing Views
The 3 buttons along the left side of the screen allow you to change to a different data view:

Filtering
Filtering allows you to restrict the view to data which matches certain criteria. The easiest way to filter is to click on any underlined data value in the table:

For example, clicking on “55CV” in the Warehouse column will restrict the table to only those values where Warehouse is “55CV”.

If you click another value such as “Quarantined” in the Status column, this will be added to the filter, restricting the table to only those values where Warehouse is “55CV” and Status is “Quarantined”.

Click the Clear Filter button to display the full (un-filtered) table. Click Set Filter to display a new page with advanced filtering options (which depend on your configuration).
Filter for Inventory View

SKU
LOT

ReceivedDate
Between [ ] and [ ]

Sorting
You can sort the data table by clicking on any column name in the header of the table (e.g. “Status” below)

Paging
Click on a page number in the header of the table to go to another page (e.g. “1” to “12” below) or use the navigate buttons.

Finding Data
The controls on the lower left of the page are used to filter the table to rows matching a certain value:
The first box ("LOT" here) is the column you wish to find. Click on the arrow to select a column name. Then type the desired value into the empty box and press the **Find** button. All matching rows on all pages will be shown, as

<table>
<thead>
<tr>
<th>SKU</th>
<th>LOT</th>
<th>Units</th>
<th>Skids</th>
<th>Pieces</th>
<th>Location</th>
<th>Warehouse</th>
<th>Status</th>
<th>Received Date</th>
<th>PO Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000085001482</td>
<td>1812Q</td>
<td>180</td>
<td>0</td>
<td>0</td>
<td>IB61B</td>
<td>IRON</td>
<td>QA Hold</td>
<td>2014-06-15</td>
<td></td>
</tr>
<tr>
<td>0085007172</td>
<td>1823Q</td>
<td>49</td>
<td>1</td>
<td>0</td>
<td>J20D</td>
<td>IRON</td>
<td>QA Hold</td>
<td>2014-07-05</td>
<td></td>
</tr>
<tr>
<td>0085007172</td>
<td>1823Q</td>
<td>114</td>
<td>2</td>
<td>0</td>
<td>IN40D</td>
<td>IRON</td>
<td>QA Hold</td>
<td>2014-07-05</td>
<td></td>
</tr>
</tbody>
</table>

**Filter:** LOT like 18% ... 3 records found / Total Units: 343 Pieces: 0 Skids: 6

Notes: a wildcard `%` is supported here.

**Export to Excel**

Any data in the table can be exported to a csv file (plain text format file) by clicking Export button, which can be edited by Microsoft Excel.
Receipts View

When you press the Receipts button the table shows a list of all the Receiving orders Thomson has processed. It follows the same layout as the Inventory view, except there is a “Details” button on each row.

When you press the “Details” button, the table changes to show the detail items received in the order:

Use the view buttons to change back to the summary level view (e.g. Receipts).
Orders

When you press the Orders button, the table shows a list of all the Shipping orders Thomson has processed. It follows the same layout as the Inventory view, except there are two new buttons on each row: Ordered and Shipped.

If you press **Ordered**, the table will change to show the items which were ordered (but not necessarily shipped).

If you press **Shipped**, the table will show the items which were actually shipped.
Reports

When you click Reports button, it opens a popup window. The window shows a list of the customized reports for this customer.

A. If you want to run the report instantly, just click the report title.

B. If the report is scheduled, all the history results are saved and can be viewed by clicking History button.

C. A report can be exported as many formats, such as PDF, Excel, Word, etc. To export a report, just click the “Export this report” button, choose the format you want to save as, and click OK.
Change Inventory Status

Some users are allowed to change their inventory status on CIT web portal. If this feature is available, the user will see “Change Status” column on the inventory view.

The user can click the “>>>” button to choose the inventory items they want to change the status.
Once the “>>>” button is clicked, some change status options will appear at the bottom of the page.

A. Status drop down list gives the available status.
   - OK status means the item is available to be picked and shipped.
   - Hold status means the item is pending in inventory and cannot be shipped.

B. “Select All” button select all items on the current page. Cancel button deselect all the items on the current page.

C. The user can add some comments in comments box (Optional).

D. The user need to click Save button to submit the change.

E. A confirmation email will be sent to the user about the change.

Sample Email:

```
CIT user PARM has changed the status of the following skids to: H
Comments: test
LPN        SKU        LOT     ProductionDate:
PAR1689582  18424       29170306
PAR1681027  242         29170501
```