

I-Manage User Manual

Message Maintenance Screen

Function

Allows you to create messages that appear on the following:

- ACDelco Packing Slip
- DWD Store
- VSSM One-Box Packing Slip
- Saturn Consumer E-Store

Security

This is a restricted section. Only those individuals classified as Key Stakeholders will have access to this section.

Common Buttons and Fields

- **Reset** – Clears all the fields on the page
- **Back** – Opens the previous page
- **Save** – Saves the created messages
- **Search** – Indicated with a “?”. Searches the database based on the supplied criteria

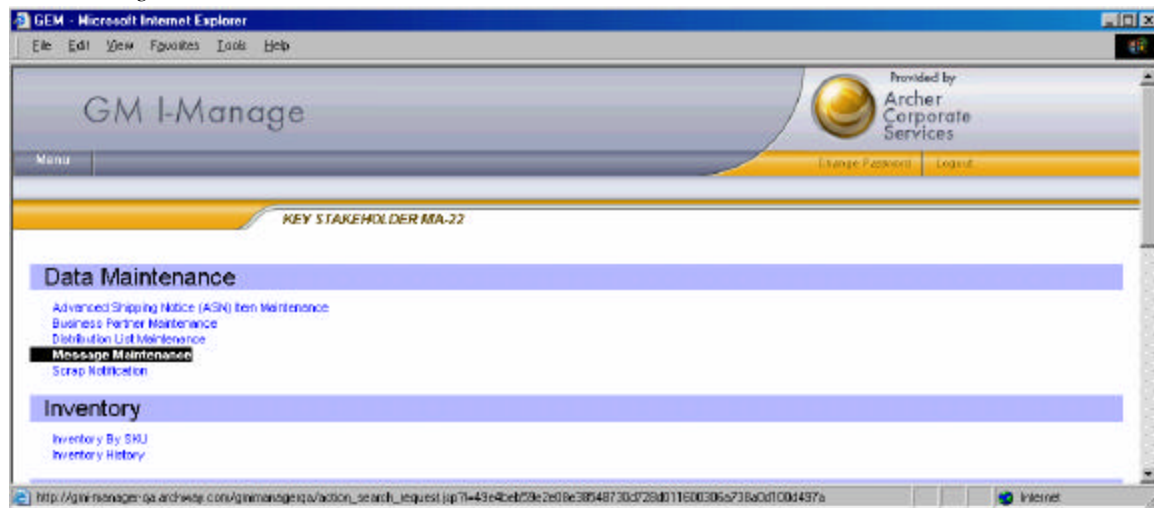
All required fields are indicated by **red font** for the field name.

Operating Instructions

- **Accessing Message Maintenance**

1. Go to the *GM I-Manage Main Menu*.
2. Under the **Data Maintenance** category, click the **Message Maintenance** option.

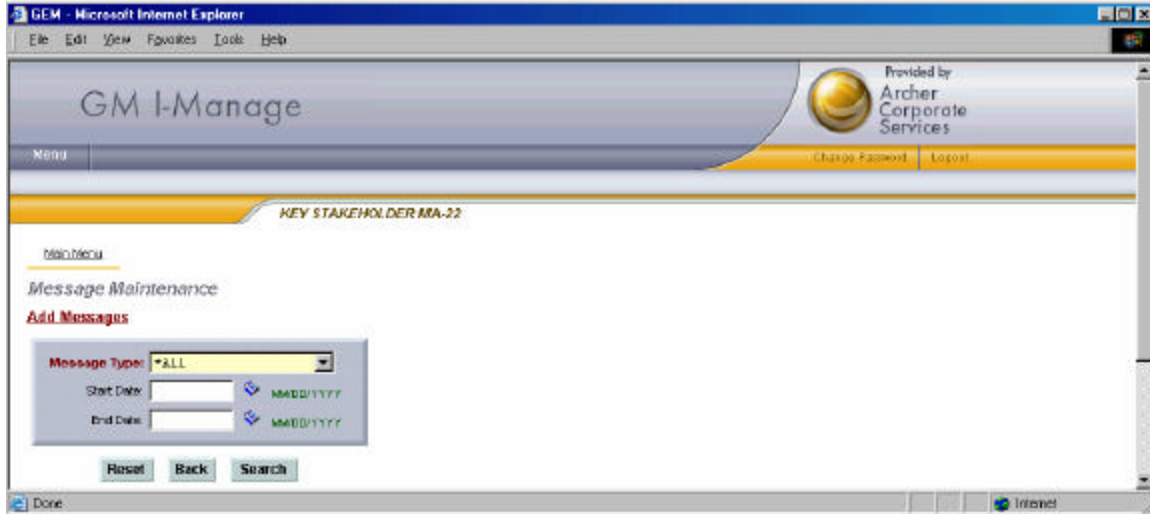
GM I-Manage Main Menu



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The *Message Maintenance Screen* will open.

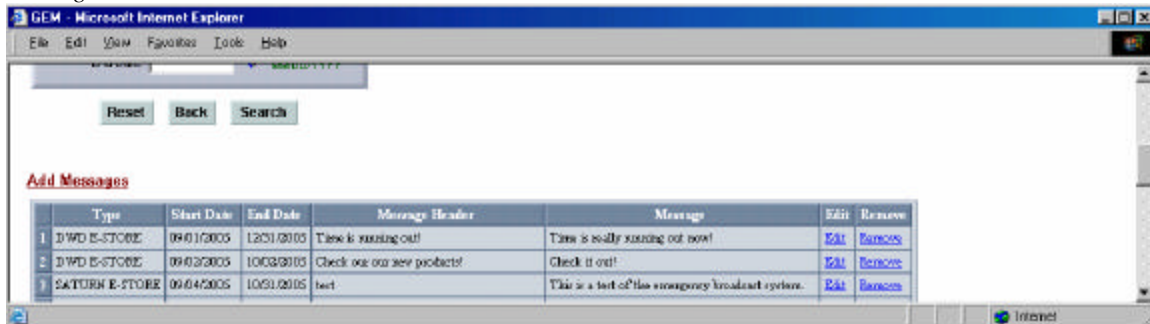
Message Maintenance Screen



- **Searching for a Message**

1. On the *Message Maintenance Screen*, complete one or all of the search fields:
 - **Message Type** (mandatory field) – Select the type of message you wish to locate:
 - All – Searches in all message types
 - ACDELCO PACKING SLIP
 - DWD PACKING SLIP
 - DWD E-STORE
 - I-MANAGE
 - SATURN E-STORE
 - **Start Date** – Searches for messages for the given date and after
 - **End Date** – Searches for messages for the given date and prior
2. Click the **Search** button. The search results appear at the bottom of the screen.

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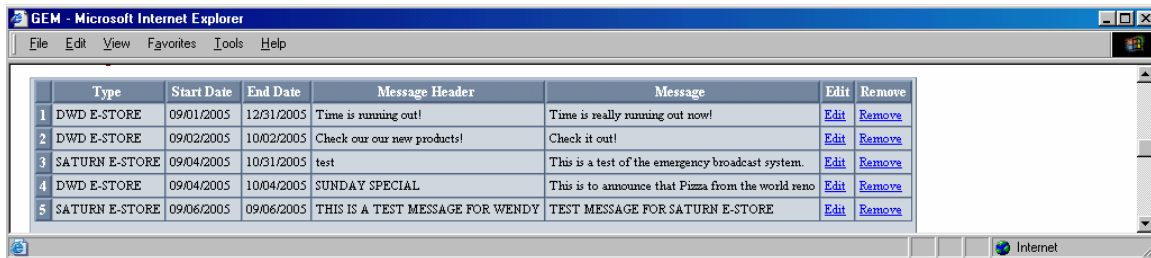
3. Locate the required message (scrolling may be necessary).

- **Viewing or Editing a Message**

1. Search and locate a message (see “Searching for a Message”).

2. Once the message has been located, click the **Edit** link on the right-hand side of the screen.

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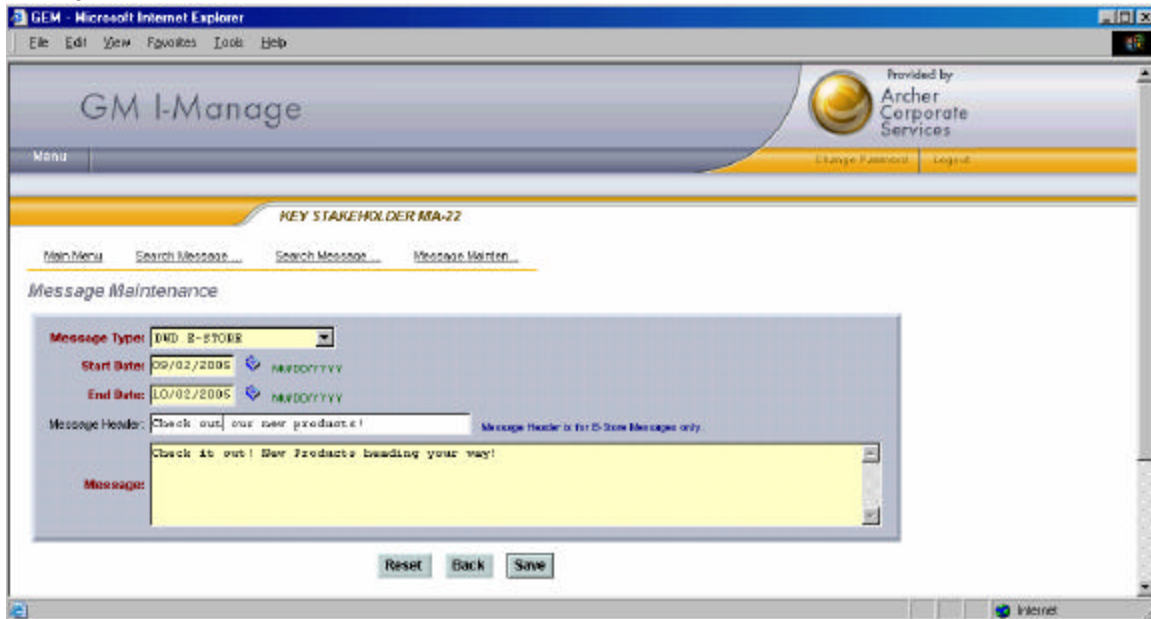


	Type	Start Date	End Date	Message Header	Message	Edit	Remove
1	DWD E-STORE	09/01/2005	12/31/2005	Time is running out!	Time is really running out now!	Edit	Remove
2	DWD E-STORE	09/02/2005	10/02/2005	Check out our new products!	Check it out!	Edit	Remove
3	SATURN E-STORE	09/04/2005	10/31/2005	test	This is a test of the emergency broadcast system.	Edit	Remove
4	DWD E-STORE	09/04/2005	10/04/2005	SUNDAY SPECIAL	This is to announce that Pizza from the world reno	Edit	Remove
5	SATURN E-STORE	09/06/2005	09/06/2005	THIS IS A TEST MESSAGE FOR WENDY	TEST MESSAGE FOR SATURN E-STORE	Edit	Remove

The selected message will populate the *Message Maintenance* screen.

3. **To edit** the message, type in your changes in the appropriate field.

Message Maintenance Screen



GM I-Manage

Menu

KEY STAKEHOLDER MA-22

Main Menu Search Message... Search Message... Message Mainten...

Message Maintenance

Message Type: DWD E-STORE

Start Date: 09/02/2005

End Date: 10/02/2005

Message Header: Check out our new products!

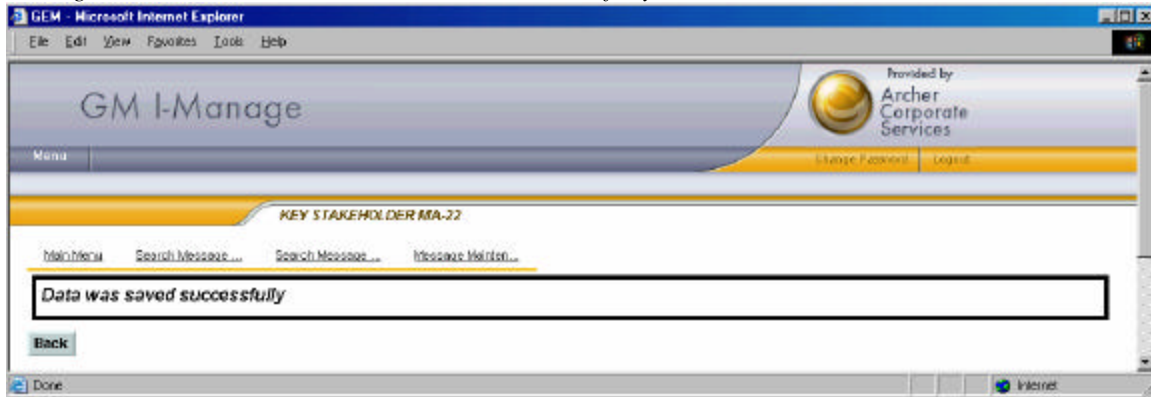
Message: Check it out! Our products heading your way!

Reset Back Save

4. To save your changes, click the **Save** button. You will receive a confirmation message saying “your data was successfully changed”.

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Message Maintenance Screen – Data was saved successfully

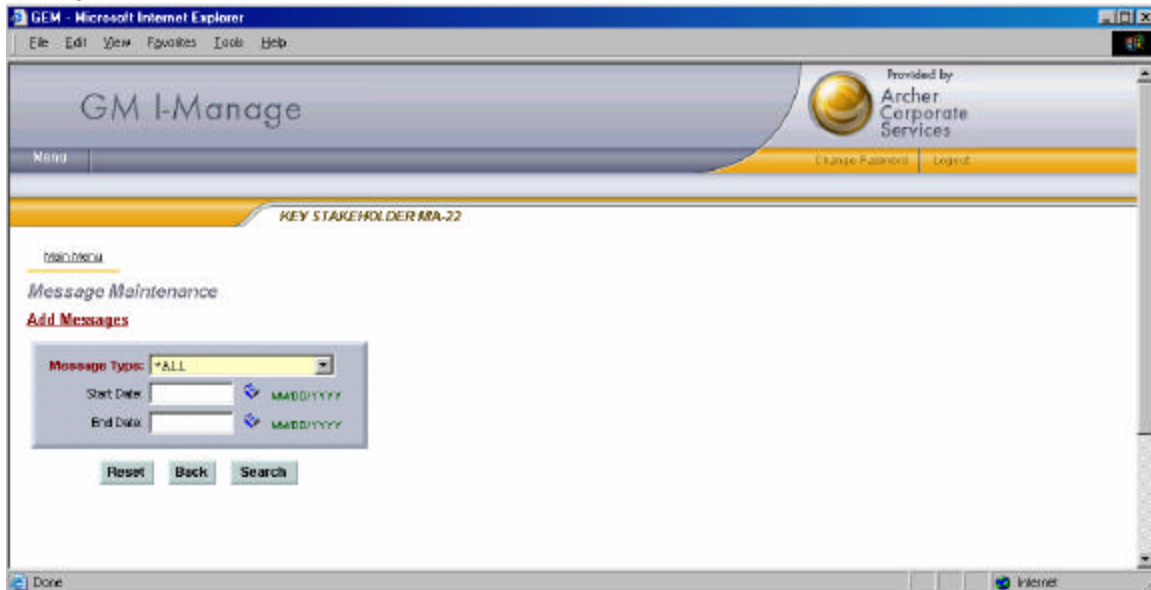


5. Once your changes have been saved you can return to the *Main Menu*, *Search Message* or *Message Maintenance* screens by clicking the appropriate link in the breadcrumb line located immediately above your confirmation message.

- **Adding a Message**

1. On the *Message Maintenance Screen*, click the **Add Messages** link.

Message Maintenance Screen

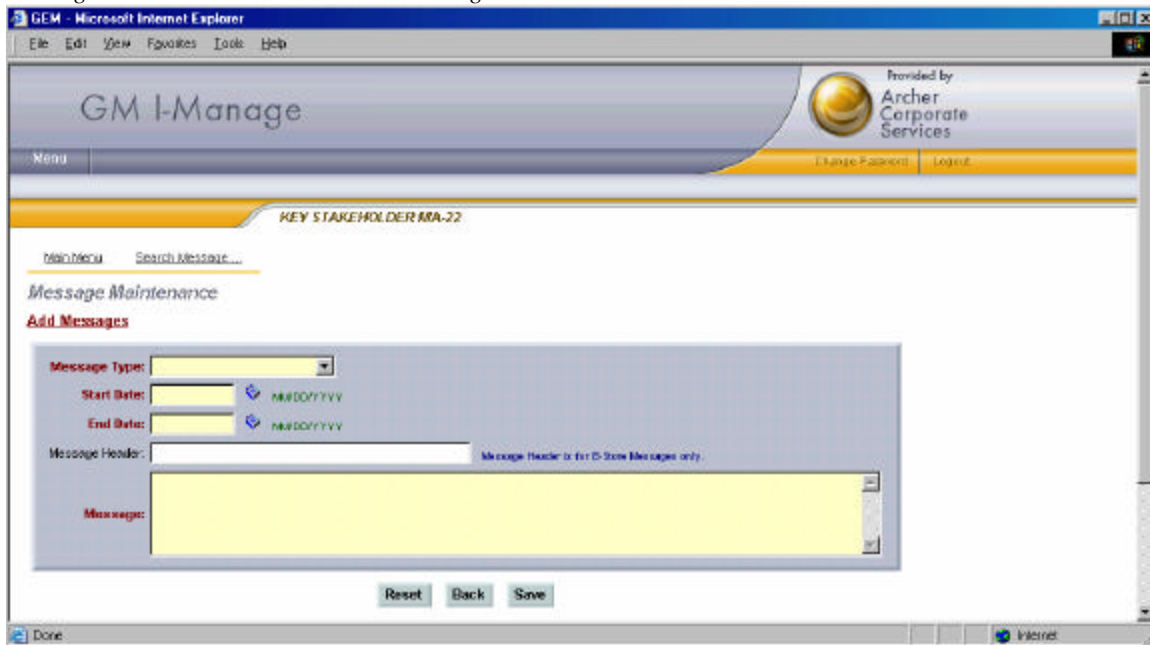


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The *Message Maintenance* screen will appear.

2. On the *Message Maintenance* screen, complete the following fields:
 - **Message Types** – Select the type of message you wish add:
 - ACDELCO PACKING SLIP
 - DWD PACKING SLIP
 - DWD E-STORE
 - I-MANAGE
 - SATURN E-STORE
 - **Start Date** – Date when message will be active. The message will populate starting at midnight.
 - **End Date** – Date when message becomes inactive. The message will no longer appear after midnight on this date.
 - **Message Header** – This is used for eStore Messages only. **Do not enter a message header for packing slip messages.**
 - **Message** – Field where actual message is typed. There is a 1000 character size limit for all messages. Prior to saving your message verify spelling is correct.

Message Maintenance Screen – Add Message



The screenshot shows a web browser window titled "GEM - Microsoft Internet Explorer". The page header includes "GM I-Manage" and "Provided by Archer Corporate Services". The main content area is titled "KEY STAKEHOLDER MA-22" and "Message Maintenance". Below this, there is a section for "Add Messages" with the following fields:

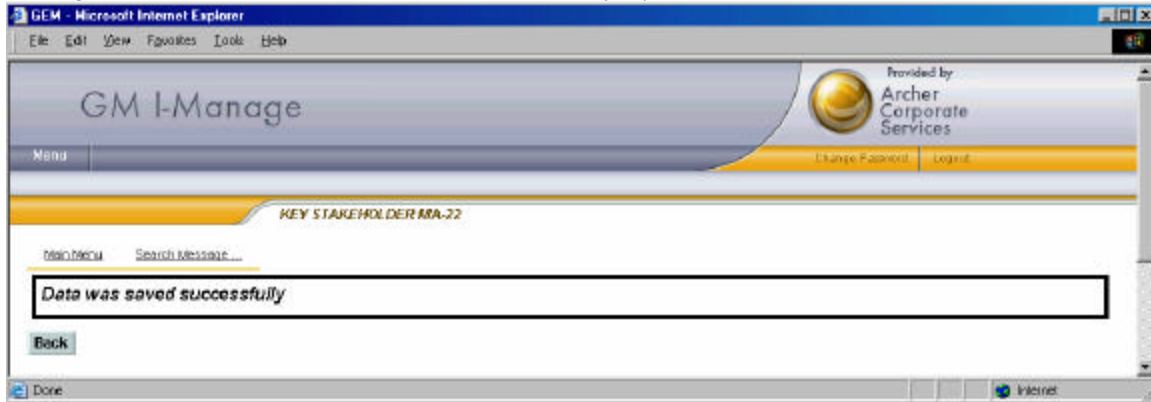
- Message Type:** A dropdown menu.
- Start Date:** A date field with a calendar icon and a default value of "MM/DD/YYYY".
- End Date:** A date field with a calendar icon and a default value of "MM/DD/YYYY".
- Message Header:** A text input field with a note: "Message Header is for E-Store Messages only."
- Message:** A large text area for entering the message content.

At the bottom of the form are three buttons: "Reset", "Back", and "Save".

3. Click the **Save** button to submit your message. You will receive the following confirmation message, "Data was saved successfully".

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Message Maintenance Screen – Data was saved successfully



4. You may now return to the *Main Menu* or *Search Message* screens by clicking the appropriate link in the breadcrumb bar directly above your confirmation message.