



CPCex Login/Additional Functions Manual

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Manual Overview

Definition

This manual is CPCex (Collaborative product Commerce Exchange) user manual for SEC users that describe procedures to sign up and log into CPCex, and use additional functions.

Manual Layout

Chapter	Description
1. Overview	Introduces CPCex system.
2. Sign Up and Login	Describes how to sign up and log into CPCex system.
3. Additional Functions	Describes CPCex system's additional functions. Additional functions include Memo, Support, Notice, Environment Setup, User Search functions.

Notations

Notation	Example	Description
[Menu Name] → [Menu Name]	[PREFERENCE] → [Personal Information View]	The menu path or name on the system
[Screen Name]	[Personal Work] window, [Register Personal Work] screen	The screen or window name
“ “	“Registration complete.” Press the “Register” button.	Messages or the button name displayed on the screen
‘ ‘	Select either ‘Create’ or ‘Share’ and then	Data displayed on the screen
Bold	Create Data	Emphasized letters

Note

Indicates items or issues to read carefully.

Caution

Indicates items or issues that require extra caution.

Revision History

Version	Date	Revision	Comments
V4.0	2007.03.05	Initial Version	
V4.1	2007.04.27	No modification	
V4.2	2007.07.27	Remote Design Review function added.	
V4.3	2007.10.26	Internal user automatic registration function added.	2.1 Sign Up
		View and Edit Personal Information function and UI changed.	3.2 Personal Information
		Environment Setting menu removed.	
V4.4	2007.12.21	Number of Lists field added.	3.2 Personal Information
		Help menu added.	3.8 Help
V4.5	2008.02.01	Helpdesk - Manual screen UI changed.	3.5.3 Manual
V4.6	2008.05.31	Remote Design Review function deleted.	

Version	Date	Revision	Comments
V4.7	2008.08.02	No modification	
V4.8	2008.09.27	File upload method selection function added.	3.2 Personal Information
V4.9	2008.11.29	No modification	
V4.10	2008.12.31	No modification	
V4.11	2009.05.29	Environment Setting menu deleted.	
		Main image of screen configuration changed.	3.1 Screen Layout
V4.12	2009.11.06	No modification	
V4.13.2	2010.10.01	Screen UI changed.	
V5.0.0	2012.01.30	Screen UI changed.	
		Function of writing notice added.	3.2.1 Notice > Write
		The 'Support' menu changed to the 'Help' menu/Menu moved.	3.3 Help
V5.3.0	2012.04.30	No modification	
V5.3.3	2012.07.02	Login screen changed.	2 Sign Up and Login

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1 CPCex Overview

1.1 CPCex System Overview

CPCex (Collaborative Product Commerce Exchange) is a system for supporting development information sharing and collaboration between Samsung Electronics and vendors.

- **Exchange:** Design Information Sharing (drawings, specifications, approval request sheets, BOMs, Engineering Change information, and software).
- **Development:** Outsourcing, Mock-Up Manufacture, Transmission of mold drawings and collaborations for PCB design and manufacturing, Manual Collaboration, Field Test
- **Design:** Design Service Outsourcing, Design Mock-Up
- **Research:** Research, Tech. Cooperation

Note

Only the CPCex menus, which are applied to GBM, are displayed.

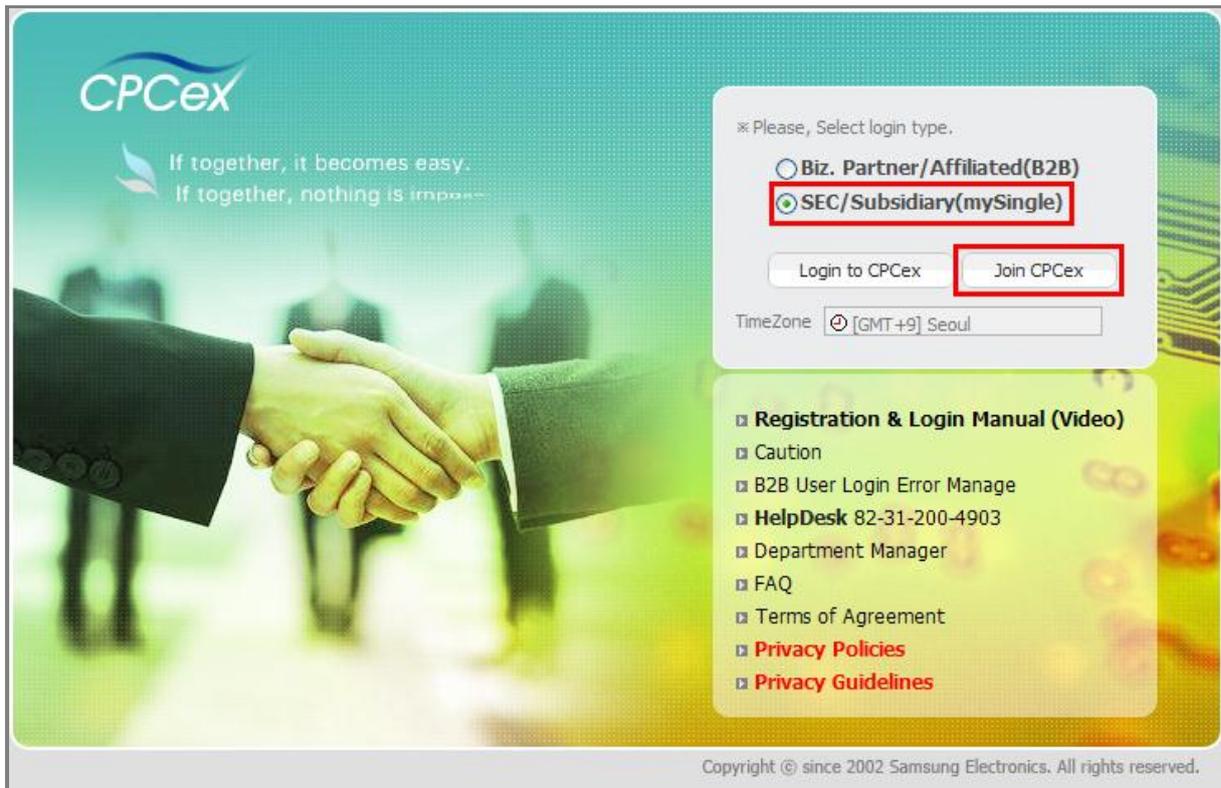
2 Sign Up and Login

You have to sign up first to use the CPCex system.

2.1 Sign Up

In the CPCex Login screen, select “SEC/Subsidiary (mySingle)” and then click the “Join CPCex” button to start the sign up procedure.

1. A user who is not signed up or withdraws from CPCex or who does not have authority for the Using Group of CPCex corresponding to the user’s department clicks the “Join CPCex” button.



2. Sign Up is progressed as follows depending on the affiliation of the user.
 - If the user’s department is the one for which CPCex is not applied, if the user clicks the “Join CPCex” button, the [User Information] window appears. Select a Using Group and enter reason for sign up in the Reason To Apply field to sign up to CPCex.

User Information.

Name	JAESUN HWANG	E-mail	aja.hwang@partner.samsung.com
Company	SAMSUNG SDS	Department	PLM Development Group
Company Title	Partner	Company Contact No.	+82-031-200-8671

Choose Using Group *

- DMC
 - Visual Display Division (Being in Use)
 - SIEL(VD)
 - TTSEC(VD)
 - TSE(VD)
 - TSEC(VD)
 - SEIN(VD)
 - TSDR(VD)
 - SEH(VD)
 - SESK(VD)
 - SEHZ(VD)
 - SDMA(VD)
 - SAMEX(VD)
 - SAVINA(VD)
 - IT Solution Division(Printer) (Being in Use)
 - SSDP(IT)

Reason To Apply *

Under the Personal Protection Information Act, the consent is required.
No one under 14 is admitted on CPCex.

Terms of Use

- Agree on Terms of Use and A guide to collecting and using personal information, and click the "Registration" button.

Terms of Use

CHAPTER I GENERAL PROVISIONS

Article 1. Purpose

THE TERMS OF USE are for the purpose to regulate the rights, obligations and responsibilities of both Samsung Electronics Co., Ltd., (hereinafter "Company") and its partners, with using the service provided by CPCex(cpc.sec.samsung.net) which supports development information sharing and collaboration.

I confirm and agree on the above terms of use.

A guide to collecting and using personal information

[Collected Items of Personal Information and How to Collect]

"CPCex" collects the personal information by the following way for providing a customer with various and convenient service such as identification of a customer, Help Desk Operation and Career Management

A. Collected Items of Personal Information

- Required Items: User ID, Name, Employee Number (User at work), Rank (User at work), Business Code, Business Name, Department Code, Department Name, Company Phone Number, Email,
- Selected Items: Desk (Outside User), Company Address, Home Address, Cellular Phone Number, Company Fax, Home Phone Number

[Personal Information Collection and Purpose of Use]

A. Collection and Purpose of Use

- Researching user's information for carrying on business
- Main agent for performing business such as registering members at workplace and appointing a business manager

B. Retention and Period of Use

- Upon request to withdraw

[Retention, Period of Use and Destruction of Personal Information]

A. "CPCex" may destroy customer's personal information without delay, when the collection purpose has been achieved. However, a user ID, name, company name, company code or department information may be permanently saved for managing cooperation or transmission history.

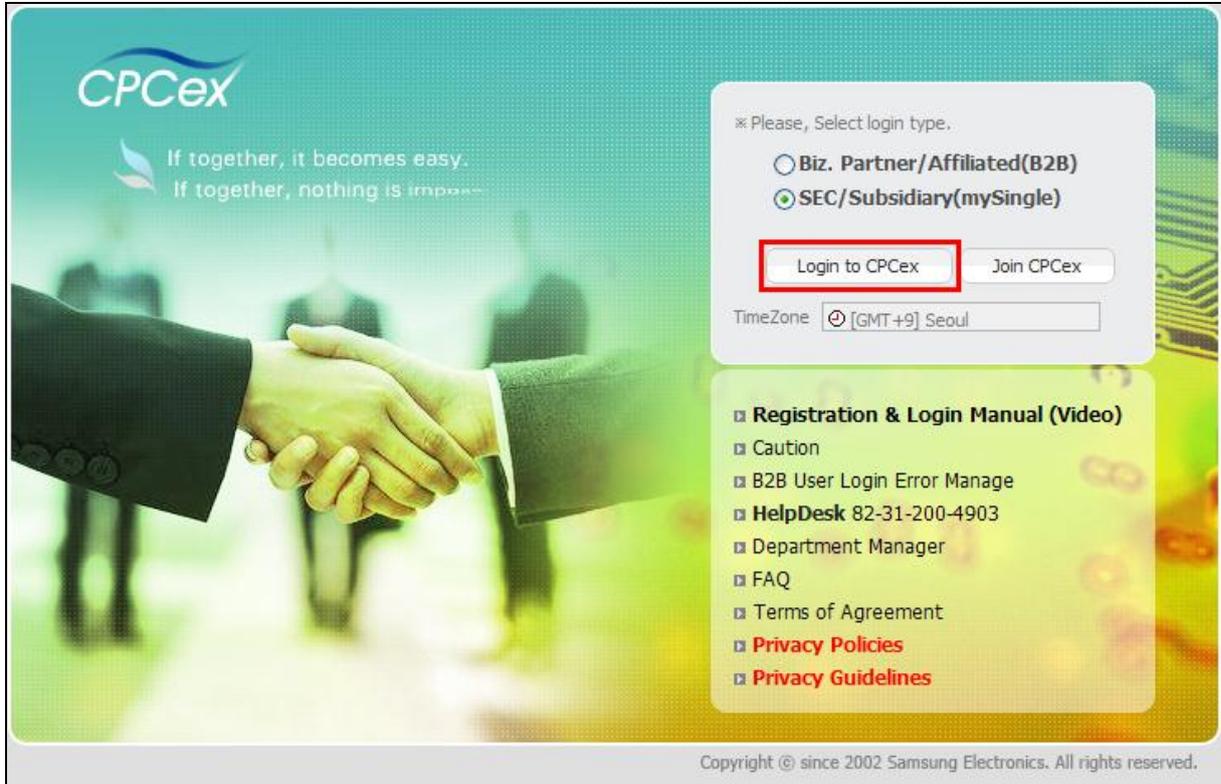
B. If there are the grounds of retention such as certifying the relation of rights or obligations for a certain period of time, it shall be retained for a certain period of time pursuant to relevant laws such as the Commercial Code or internal policies.

I confirm and agree on the notice of personal information collection and purpose of use.

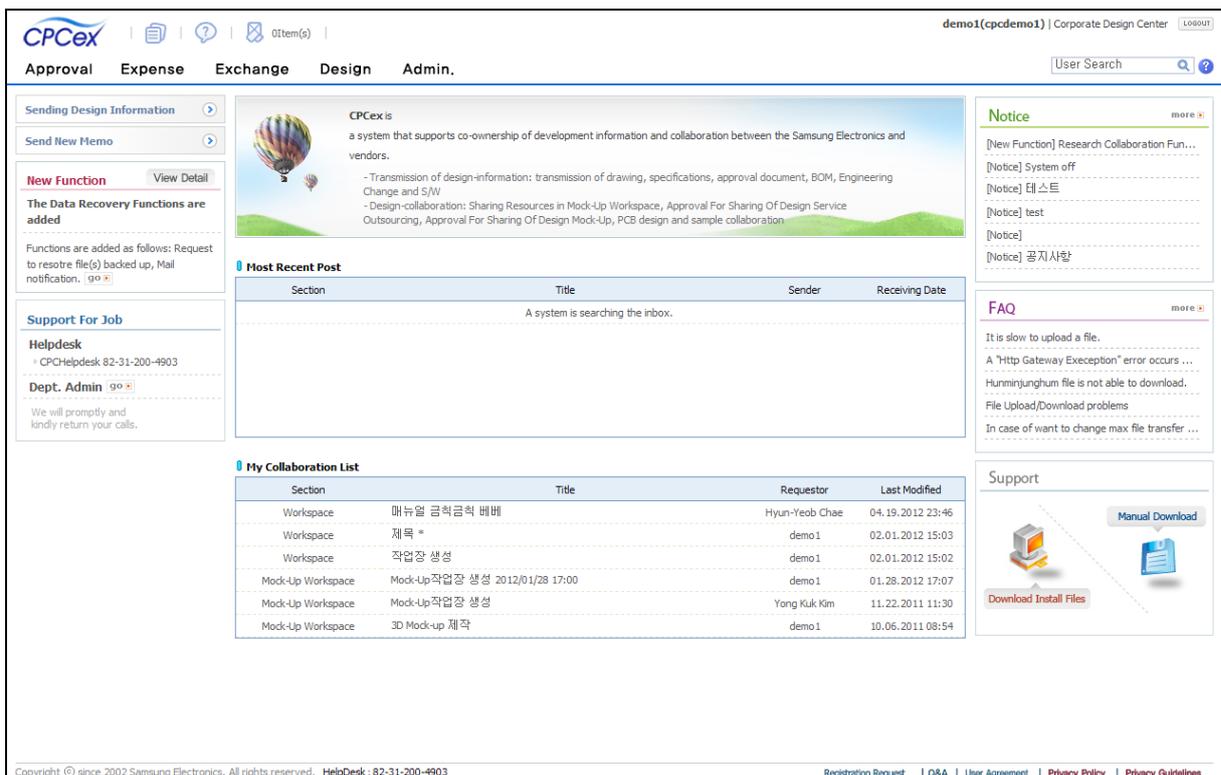
3. When your registration to CPCex is approved, you are notified through an email to mySingle.

2.2 CPCex Login

- To log into CPCex system, log into mySingle first, connect to CPCex (<http://cpc.sec.samsung.net>), select 'SEC/Subsidiary (mySingle)' and then click the "CPCex Login" button.



- When you log into the CPCex system, the following main screen appears.

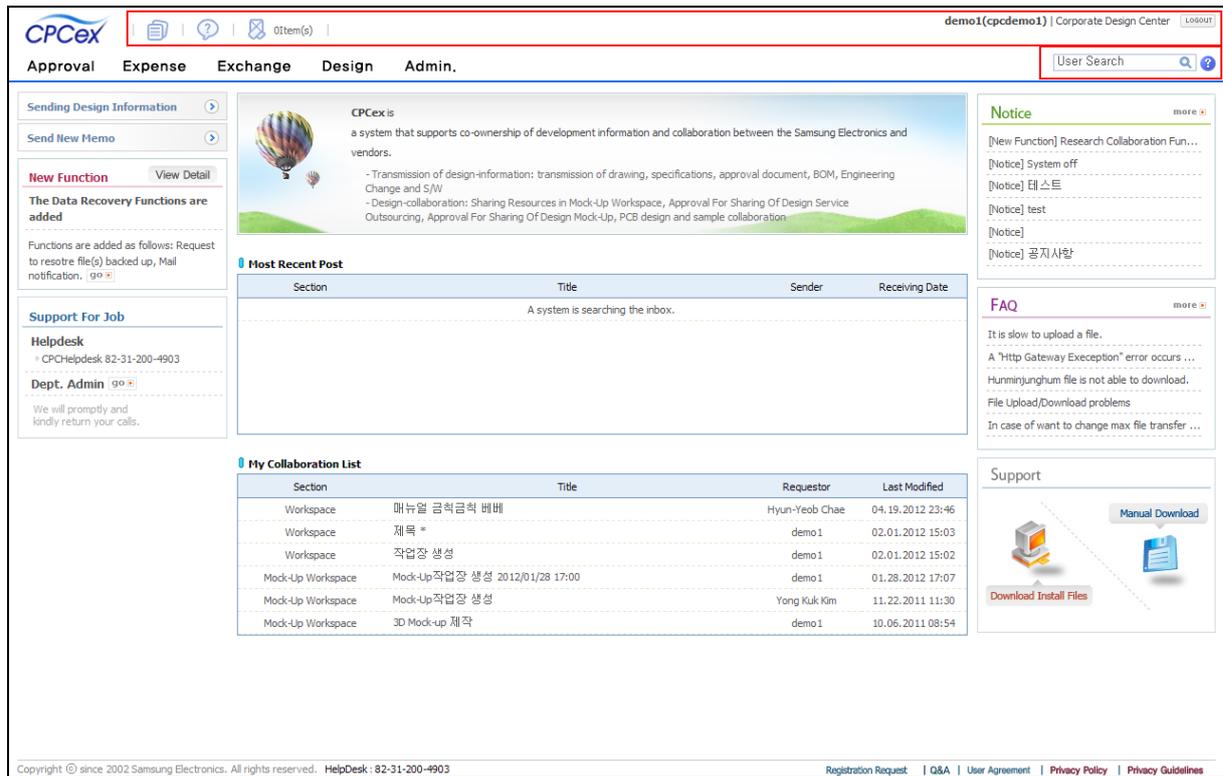


3 Additional Functions

This chapter describes how to use CPCex system’s additional functions.

3.1 Screen Layout

Additional functions are configured on the upper section of the main screen of the CPCex system.

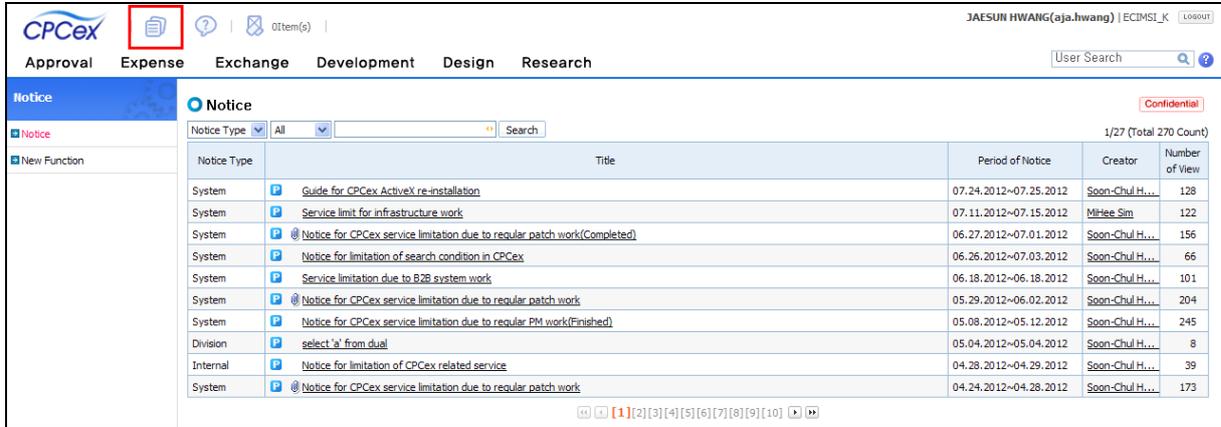


In CPCex, you can use the following additional functions.

Menu	Function
Notice	You can read system notices.
Help	You can view the entire CPCex system help contents.
Memo	You can send and receive memo to and from other CPCex system user.
User Name Affiliation	When accessing the CPCex system, a login user name is displayed. Click the name to display the [Personal Info.] screen.
User Search	You can search for CPCex system users.

3.2 Notice

Click on the [Notice] menu at the top left of the screen.



Notice provides the following functions.

Menu	Function
Notice	You can view System Notice, GBM Notice, and SEC Notice. An administrator can post a notice.
New Function	You can view newly developed system modules and functions.

3.2.1 Notice

If you select the [Notice] menu, the [Notice] screen appears. Provided are System Notice, GBM Notice, and SEC Notice.

1. A notice appears in the Notice list during the corresponding Period of Notice only.



2. You can use filter to display notices by selecting a Notice Type from the Notice Type combo box.



3. You can view the contents of a notice marked with P symbol in front of the title on a pop-up window.
4. If you click the title of a notice, the [Notice Read] screen appears.

3.2.2 New Function

Using this menu, you can view newly developed system modules and functions. Select [Notice] → [New Function] menu.

Classification	Title	Period of Notice
IDX	Design Info. PR (For Samsung user)	12.18.2006~01.19.2007
COM, IDX	Assign Substitute Approver and Send Selected Added	12.08.2007~12.21.2007
PostBox	'My List' -> 'InBox/Drafts'	12.01.2004~12.03.2004
Mold, PCB(-PCB Hub.)	Remote Design Review Function Added	11.15.2007~12.07.2007
COM	Default Approval Line Function Added	10.31.2008~11.07.2008
GDX	CDX Module Open	10.29.2004~11.05.2004
MCS	Mold Mod Request/Mold Schedule Function Added	10.13.2005~10.17.2005
SDC	SDC Fuction Added	10.04.2005~10.06.2005
IDX	Technical Data backup and Delete Rule Will be Changed	10.01.2007~10.15.2007
Research Collaborati...	Research Collaboration Functions are added	09.28.2010~10.10.2010
COM	V3.13 release (For Samsung user)	09.21.2006~10.13.2006
MCS	New Mold Request Menu Added	07.12.2006~07.14.2006

If you click a title in the [New Function] screen, the description of the function is displayed in a pop-up window.

Technical Data, BOM and Engineering Change modules are integrated with the Design Information module.

Scheduled for FEB 07

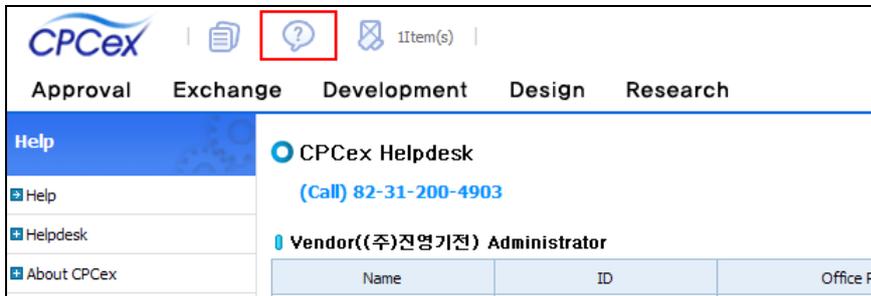
1. What is the Design Information?

- The Design Information enables users to send technical data, BOM and Engineering Change Information all at the same time to vendors as an attachment on a single screen

2. The main functions of the Design information

3.3 Help

The Help menu at the top left of the CPCex screen. [Contact Use] is selected by default from [Helpdesk].

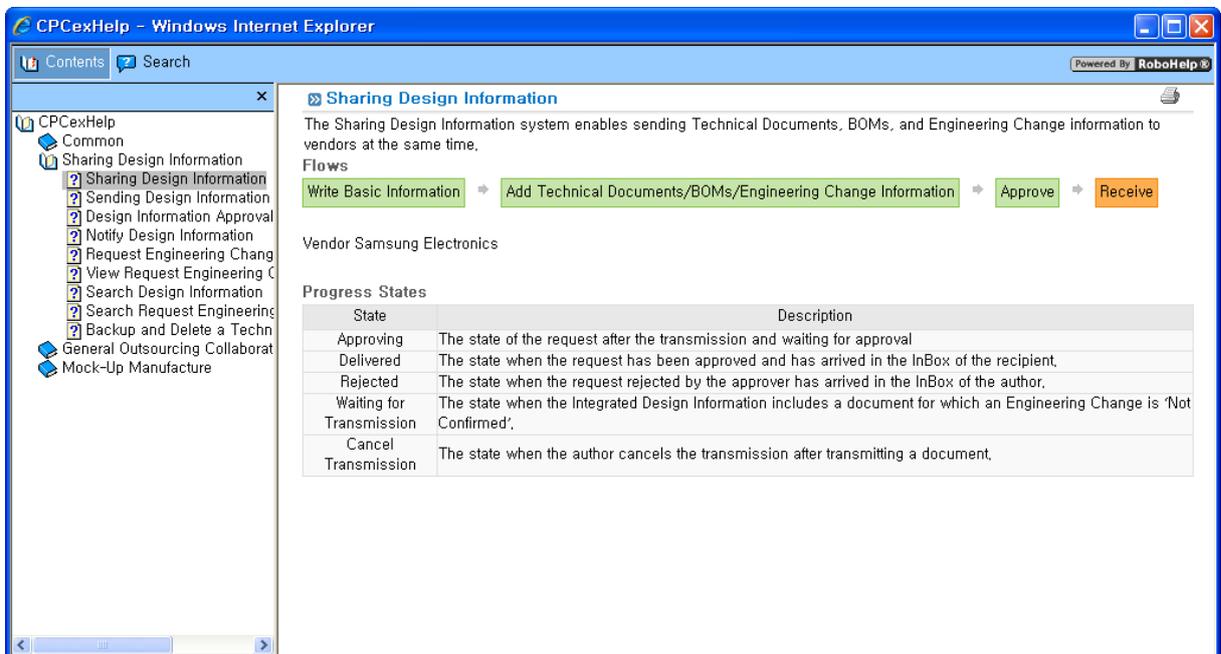


The Help menu provides the following functions.

Menu	Description
Help	Displays all info. on Help of each screen of the CPCex system.
Helpdesk	Provides FAQ, Q&A, manual download, program installation, and Contact Us.
About CPCex	Displays the version history and the system requirements info. of the CPCex system.

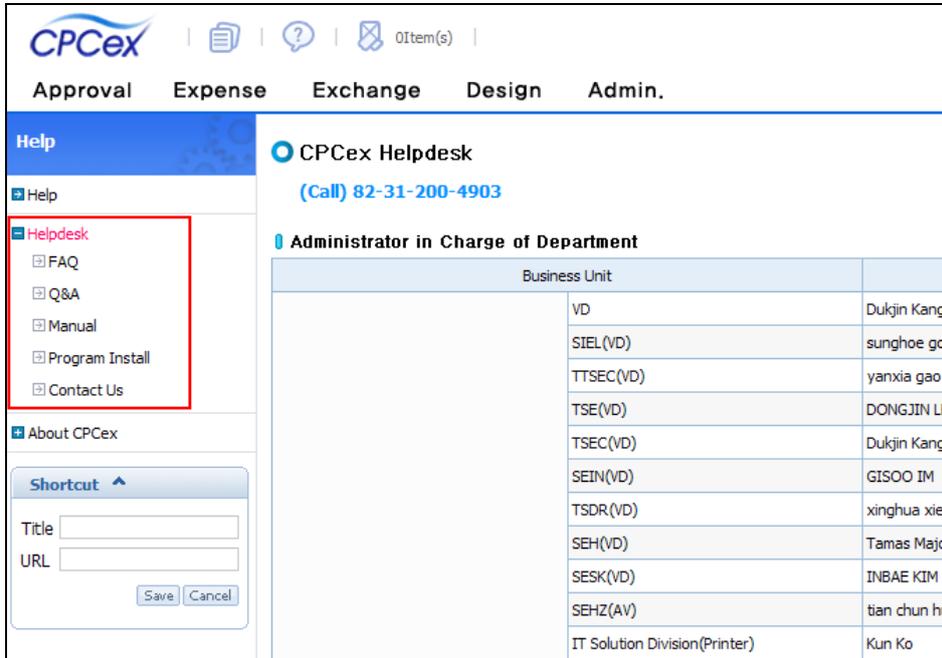
3.3.1 Help

Select the [Help] menu at the top left of the screen to view the entire CPCex system help contents by screen.



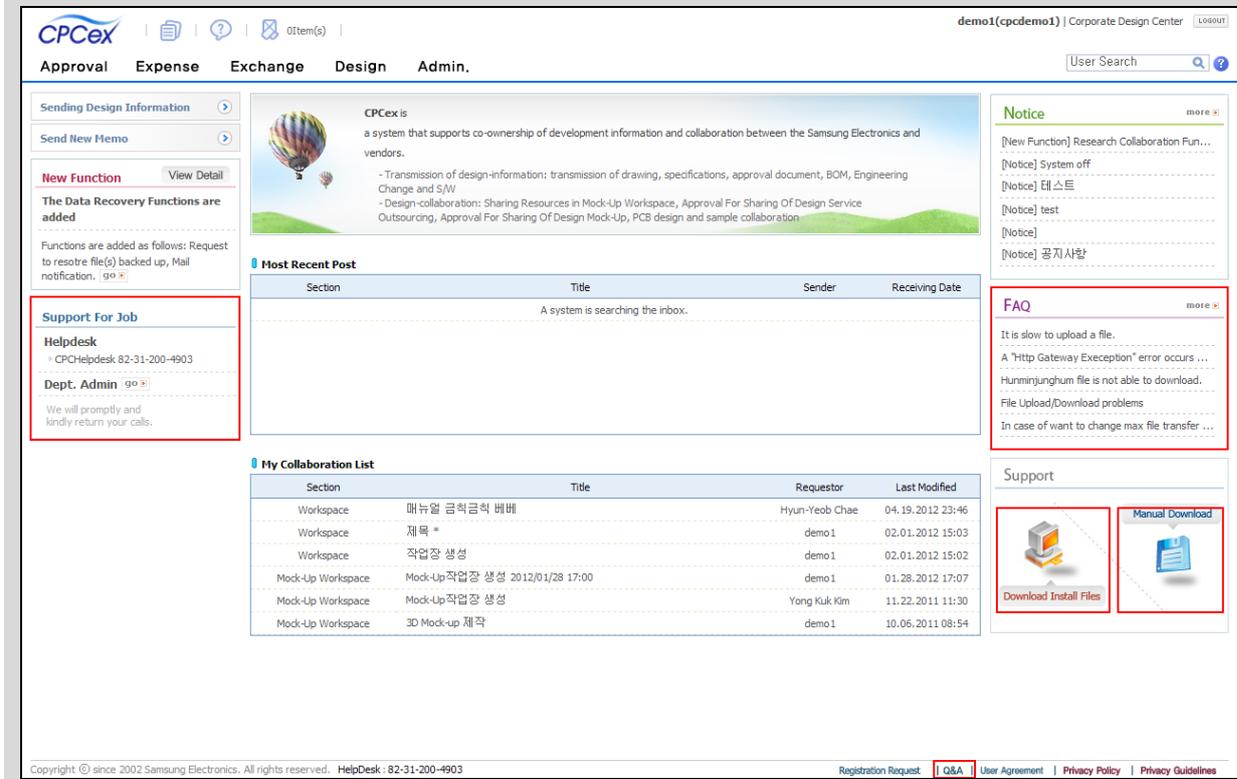
3.3.2 Helpdesk

If you click Helpdesk on the left menu, its sub menus are displayed.



Note

The sub menus of Helpdesk offer the shortcut links in the main screen of the CPCex system.



FAQ

Select [Helpdesk] → [FAQ] to display the questions frequently asked by users. Click a question to view its answer.

Q&A

Select [Helpdesk] → [Q&A] to display [Q&A List]. Using this menu, users can register questions and receive answers. If a user receives an answer, the state of the corresponding question is changed to 'Completed.'

Manual

You can download manuals for CPCex modules by selecting [Helpdesk] → [Manual] menu.

Program Install

Using the menu, you can install programs necessary for CPCex. Select [Helpdesk] → [Program Install] menu. To install a program, click the “Install Now” button.

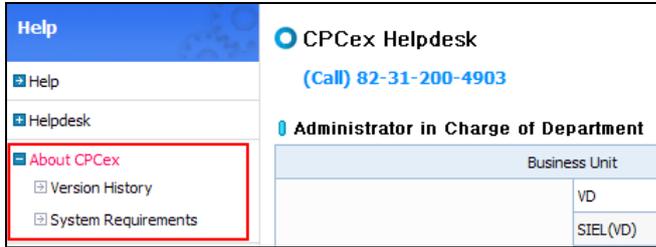
Contact Us

Using this menu you can view the contact information of Helpdesk and GBM CPCex administrators. Select [Helpdesk] → [Contact Us] menu.

Business Unit	Administrator	Phone	E-Mail
VD	Dukjin Kang	031-277-2076	dukjin.kang@samsung.com
SIEL(VD)	sunghoe.goo	031-277-2232	sunghoe.goo@samsung.com
TTSEC(VD)	yanxia.gao	23961234-6574	yanxia.gao@samsung.com
TSE(VD)	DONGJIN LEE	031-277-8991(≠8991)	dj12.lee@samsung.com
TSEC(VD)	Dukjin Kang	031-277-2076	dukjin.kang@samsung.com
SEIN(VD)	GISOO IM	62-(0)21-8983-7400	gs2k.im@samsung.com
TSOR(VD)	xinghua xie	23961234-6642	xinghua.xie@samsung.com
SEH(VD)	Tamas Majoros	+36-57-522-352	tom.majoros@samsung.com
SESK(VD)	INBAE KIM	+421-31-7882-710	inbae@samsung.com
SEHZ(AV)	tian chun hua	86-752-3166323	tianch.hua@samsung.com
IT Solution Division(Printer)	Kun Ko	+82-31-277-5658	kun.ko@samsung.com
SSOP(IT)	yan li	86-631-5626868-3712	yan627.li@samsung.com
Digital Appliance Division	BongSub Jo	031-200-6671	bongsub.jo@samsung.com
TSE(DA)	BongSub Jo	031-200-6671	bongsub.jo@samsung.com
SSEC(DA)	zhangzhongyao	0512-62581234-3629	gabrel.zhang@samsung.com
Digital Application Division(DAS)	BongSub Jo	031-200-6671	bongsub.jo@samsung.com
TSE(DAS)	BongSub Jo	031-200-6671	bongsub.jo@samsung.com
SSEC(DAS)	zhangzhongyao	0512-62581234-3629	gabrel.zhang@samsung.com
SEDA(DAS)	Jongkil Sun	+55-92-4009-1152	jongkil.sun@samsung.com
Digital Application Division(Vacuum Clean...	HOON BAE	82-062-950-0847	hun.bae@samsung.com
DMC R&D Center	Jong Tae Kang	+82-31-279-9908	jt.kang26@samsung.com
Samsung Bangladesh R & D Center(Sam...	Jong Tae Kang	+82-31-279-9908	jt.kang26@samsung.com
Samsung Latin America R & D Center	Hyunchool Chung	55-19-3344-4613	hc.chung@samsung.com
Samsung Telecommunication Research I...	Doron Aloni	+972-77-9026230	doron.aloni@samsung.com

3.3.3 About CPCex

Click the [About CPCex] menu on the left to display its sub menus.



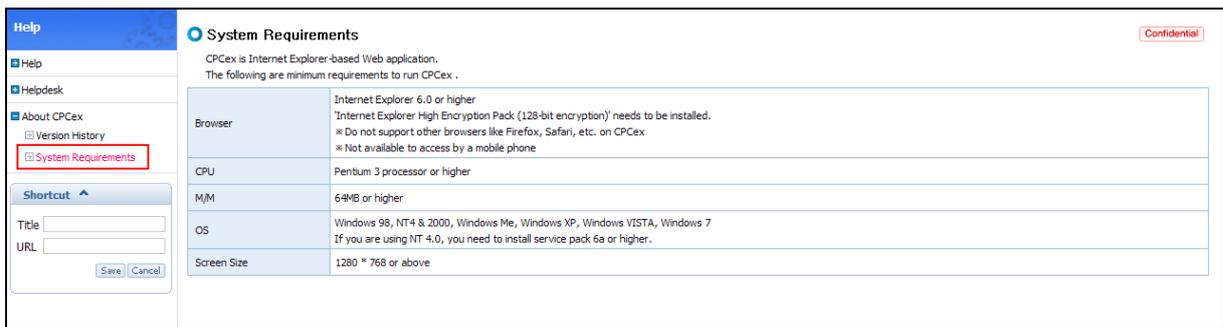
Version History

The latest version info. and the description of each version are offered.



System Requirements

Minimum requirements for normal use of the CPCex system are offered.



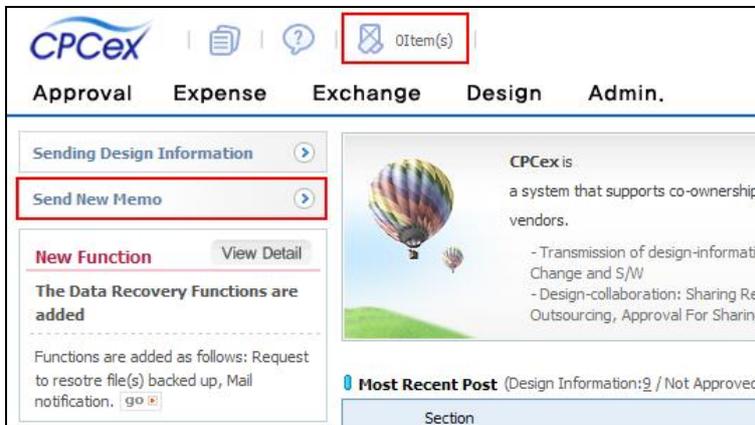
3.4 Memo

CPCex users can send and receive messages without attachment using memo function. Up to 500 Korean or 1000 alphanumeric characters are supported for a message. A memo is automatically deleted in 30 days if it is not saved by user.

The Memo menu provides the following functions.

Menu	Function
Memo Inbox	You can read the contents of received memo.
Send New Memo	You can write a memo and send it to another user.
Memo OutBox	You can save a sent memo.

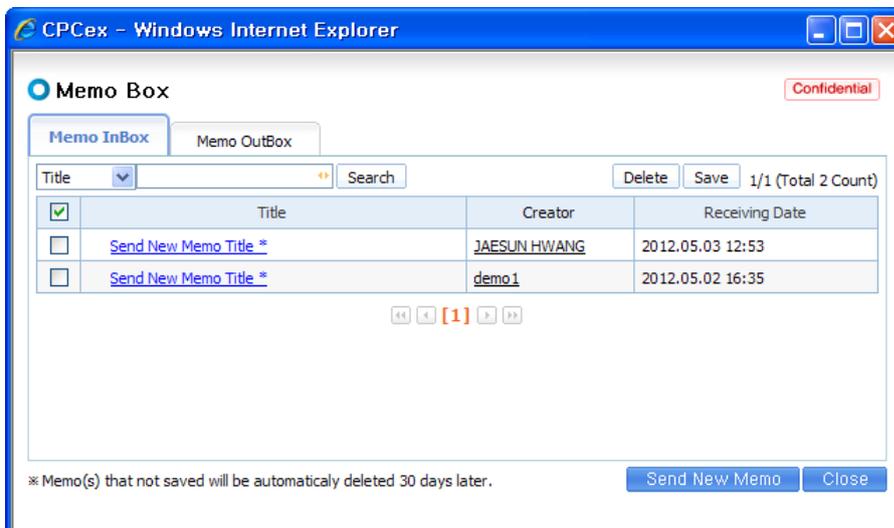
1. The Memo menu is displayed as "Item(s)" on the upper section and the "Send New Memo" menu.



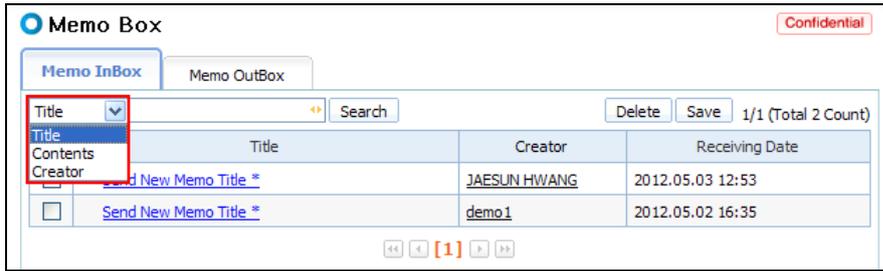
Note

When a memo arrives, the number of received memos is displayed between the parenthesis as shown by the following figure:

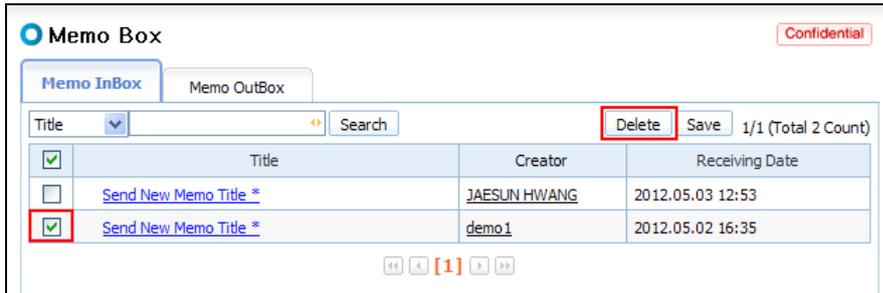
2. If you click on the Memo menu, the [Memo Box] screen appears. The Memo Inbox tab shows received memos.



3. You can search for a memo from the memo list in the Memo InBox tab.



4. To delete a memo, select a memo and click the “Delete” button.

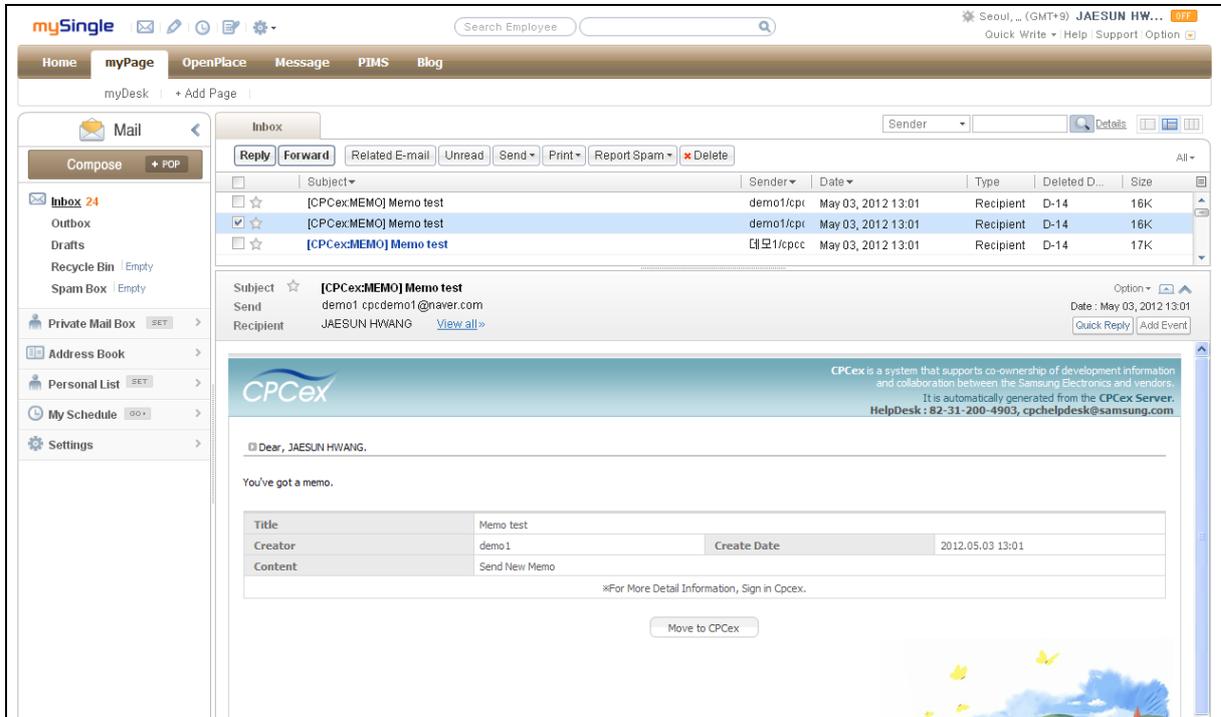


5. To save a memo permanently, select a memo and click the “Save” button. Unsaved memos are automatically deleted in 30 days.

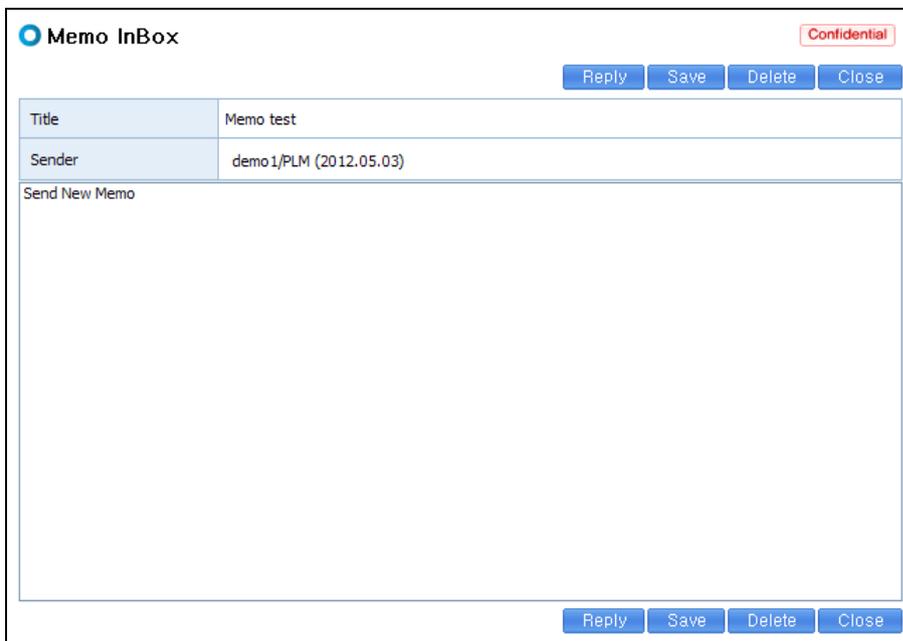


3.4.1 Memo Inbox

If a memo arrives, you will receive a notification email to mySingle (for SEC users) or to your email address registered when you sign up (for vendor users).



1. Click on a title of a received memo from the list in the Memo Inbox tab of the [Memo Box] screen to view the contents of the memo in the [Memo Inbox] screen.



2. Read a memo and click the “Reply” button in the [Memo Inbox] screen. The following message appears.



- If you click the “OK” button, the [Reply] screen appears with the original message so that you can write your reply over the original received memo contents.

Reply Confidential

Title * re: Memo test

Recipient * demo1 / Engineer / PLM / CPC Part

----- Original Message -----
 From : demo1
 Sent : 2012.05.03
 Subject : Memo test

Send New Memo

Email Notification. Current 0/Maximum 1000 Byte (Korean 500Character, English 1000Character)

Send Cancel

- When you finish writing your reply, if you select the ‘Email Notification’ option, the memo transmission is notified through an email to mySingle. If you click the “Send” button, the memo is sent to the specified recipient.

Reply Confidential

Title * re: Memo test

Recipient * demo1 / Engineer / PLM / CPC Part

ok!!!

----- Original Message -----
 From : demo1
 Sent : 2012.05.03
 Subject : Memo test

Send New Memo

Email Notification. Current 109/Maximum 1000 Byte (Korean 500Character, English 1000Character)

Send Cancel

- If you click the “Save” button in the [Memo InBox] screen, the memo is saved.

Memo InBox Confidential

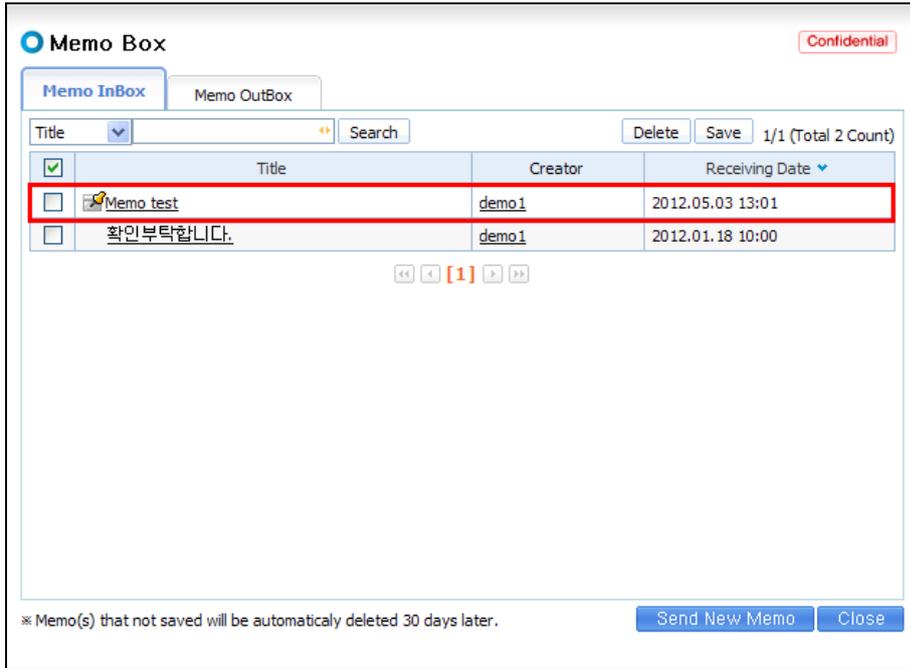
Reply **Save** Delete Close

Title Memo test

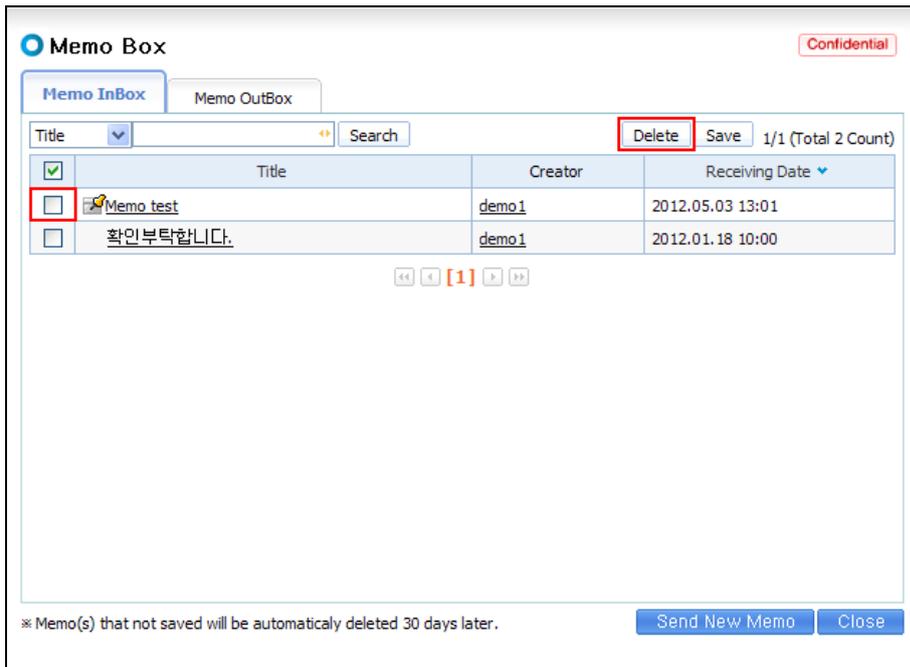
Sender demo1/PLM (2012.05.03)

Send New Memo

6. A saved memo title is marked as shown by the figure below.

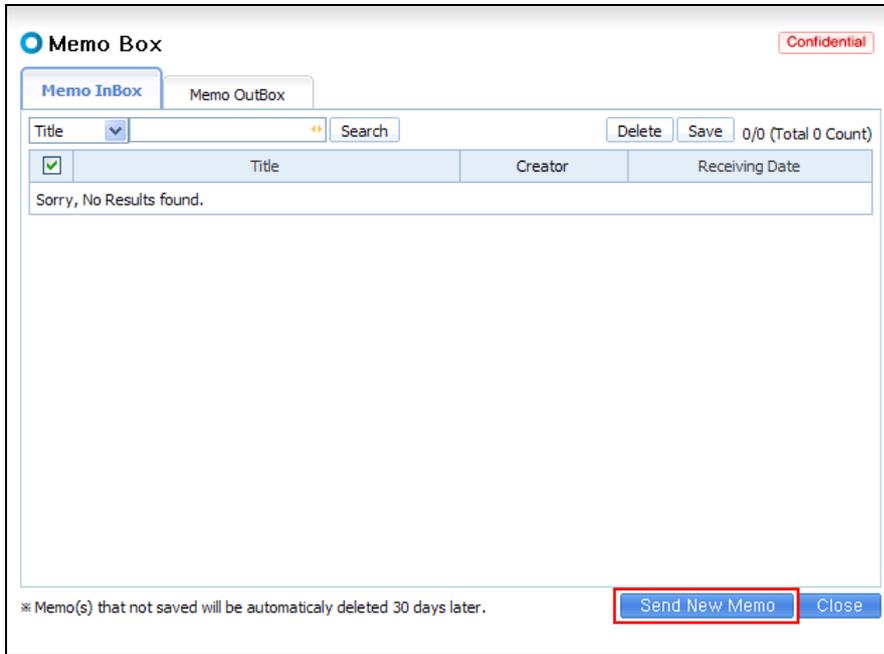


7. If you click the “Delete” button in the [Memo InBox] screen, the memo is deleted permanently.

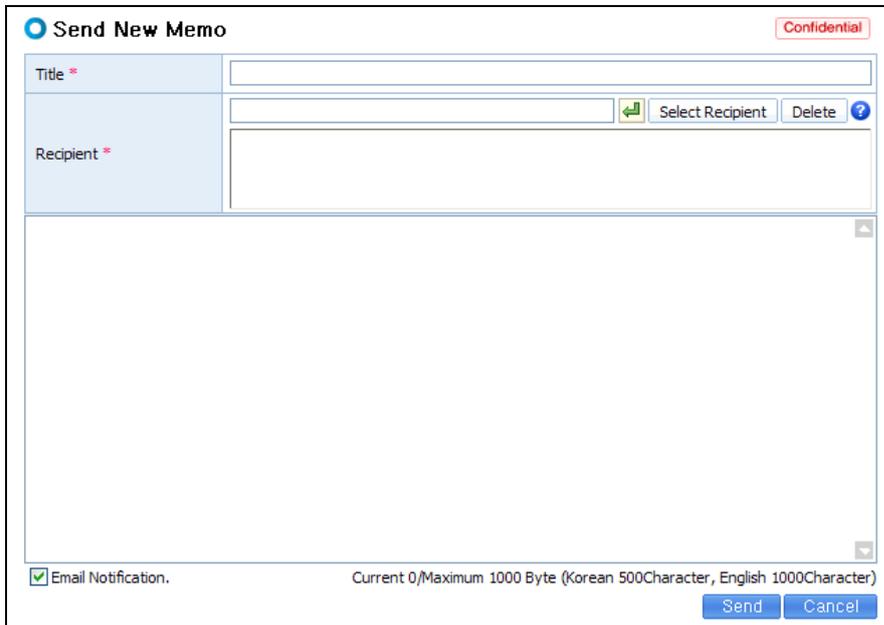


3.4.2 Writing a New Memo

1. To write a new memo, click the “Send New Memo” button in the [Memo Box] screen.



2. If the [Send New Memo] screen appears, enter title and recipient.



- You can search for and select a recipient by clicking the “Select Recipient” button. In the [Select Recipient] screen, you can search for a user with Name, Company Name or Address Book in each tab.

Select Recipient Confidential

User | Company Name | Address Book

All

Name	ID	Company	Dep	Title	Office Phone	Mobile	User Category
Please enter a search condition.							

Select all | Select

Selected Member Create Address Book | Delete

demo 1/PLM/CPC Part

Confirm | Cancel

- In the User tab, you can search for a CPCex SEC user or vendor user with user name. Select a user to be added as a recipient, click the “Select” button and click the “Confirm” button.

Select Recipient Confidential

User | Company Name | Address Book

All

Name	ID	Company	Dep	Title	Office Phone	Mobile	User Category
o ten K	vman10	(주)진영기전			031-200-0002	011-201-0009	VENDOR
<input type="checkbox"/> KWANGHO LEE	demon.lee	Samsung Electronics		Engineer	+82-31-277-3245	017-218-4210	SAMSUNG
<input type="checkbox"/> Kyoung-Soo Kim	demon17.kim	Samsung Electronics			82-31-200-9766	016-600-9338	SAMSUNG
<input checked="" type="checkbox"/> demo 1	cpcdemo1	CPC Part		Engineer			SAMSUNG_CPC
<input type="checkbox"/> demo108	cpcdemo108	CPC Part		Engineer			SAMSUNG_CPC
<input type="checkbox"/> demo11	cpcdemo11	CPC Part		Engineer			SAMSUNG_CPC
<input type="checkbox"/> demo12	cpcdemo12	CPC Part		Engineer			SAMSUNG_CPC
<input type="checkbox"/> demo13	cpcdemo13	CPC Part		Engineer			SAMSUNG_CPC
<input type="checkbox"/> demo14	cpcdemo14	CPC Part		Engineer			SAMSUNG_CPC
<input type="checkbox"/> demo15	cpcdemo15	CPC Part		Engineer			SAMSUNG_CPC
<input type="checkbox"/> demo16	cpcdemo16	CPC Part		Engineer			SAMSUNG_CPC

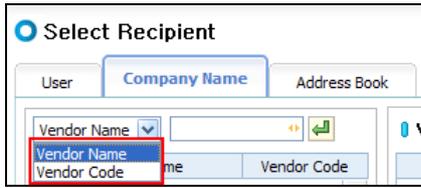
Select all | Select

Selected Member Create Address Book | Delete

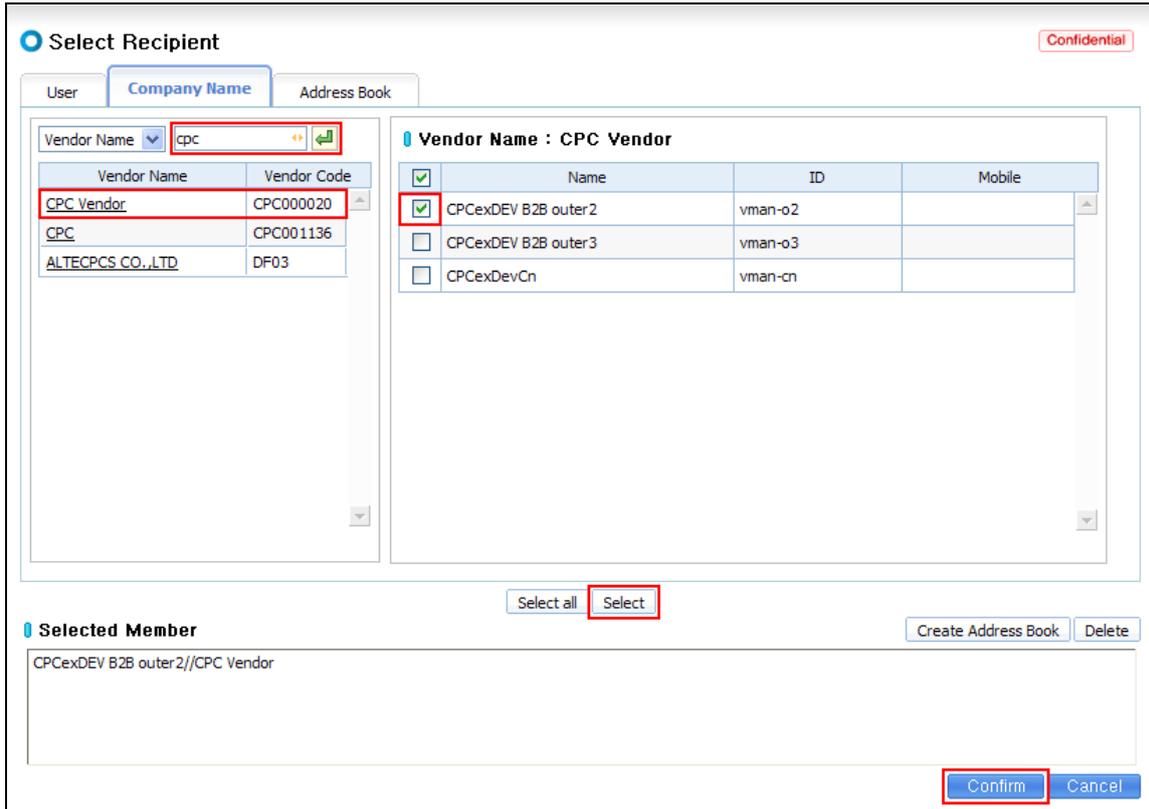
demo 1/PLM/CPC Part

Confirm | Cancel

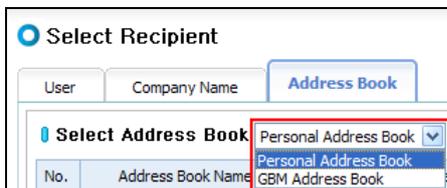
5. In the Company Name tab, you can search for a user with Vendor Name or Vendor Code.



6. After searching a vendor name, select the name. Then, registered users of the vendor will be listed. Select a user to be added as a recipient, click the “Select” button and click the “Confirm” button.



7. In the Address Book tab, you can search for a user from Personal Address Book or GBM Address Book.



8. If you select an Address Book, users registered to the address book will be listed. Select a user to be added as a recipient, click the “Select” button and click the “Confirm” button.

Select Recipient Confidential

User Company Name **Address Book**

Select Address Book Personal Address Book

No.	Address Book Name	Number of Members
1	기구업체	3
2	회로업체	2

Address Book Name : 기구업체

<input checked="" type="checkbox"/>	Name	Company Name	Department
<input checked="" type="checkbox"/>	JAESUN HWANG	SAMSUNG SDS	PLM Development ...
<input type="checkbox"/>	SEOKIN KIM	Samsung Electronics	PLM Group
<input type="checkbox"/>	Soon-Chul Hwang	SAMSUNG SDS	PLM Development ...

Selected Member

JAESUN HWANG/PLM Development Group/SAMSUNG SDS

9. Now that you can confirm that the selected users have been added.

Send New Memo Confidential

Title * Memo Test

Recipient * JAESUN HWANG / Partner / PLM Development Group / SAMSUNG SDS

Email Notification. Current 0/Maximum 1000 Byte (Korean 500Character, English 1000Character)

10. Enter memo title and contents. You can enter up to 500 Korean or 1000 alphanumeric characters. If you select the 'Email Notification' option, the recipients will be notified of memo transmission through an email to mySingle (for SEC user) or to email addresses registered during sign up (for vendor user).

Send New Memo Confidential

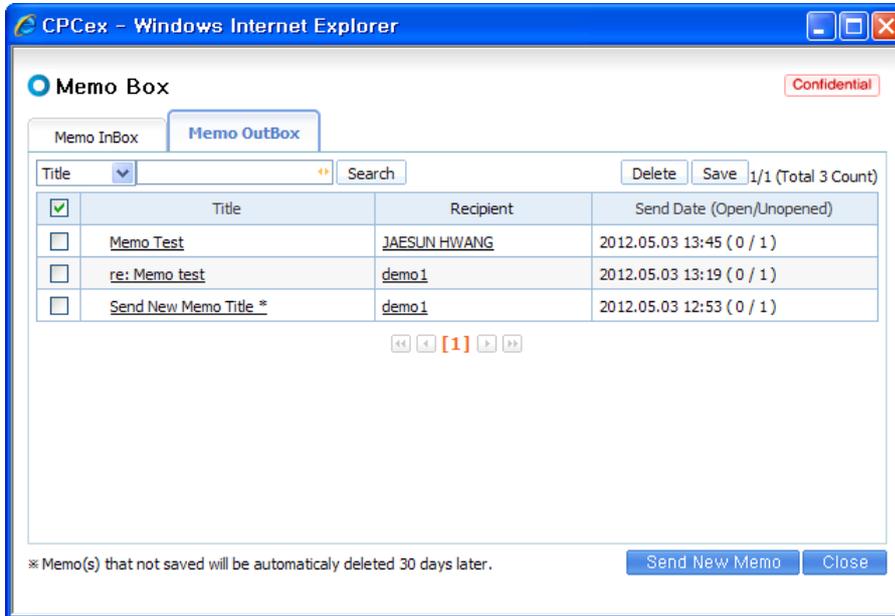
Title *	Memo Test
Recipient *	<input type="text"/> <input type="button" value="Select Recipient"/> <input type="button" value="Delete"/> <input type="button" value="Help"/>
JAESUN HWANG / Partner / PLM Development Group / SAMSUNG SDS	

Send New Memo

Email Notification. Current 13/Maximum 1000 Byte (Korean 500Character, English 1000Character)

3.4.3 Memo OutBox

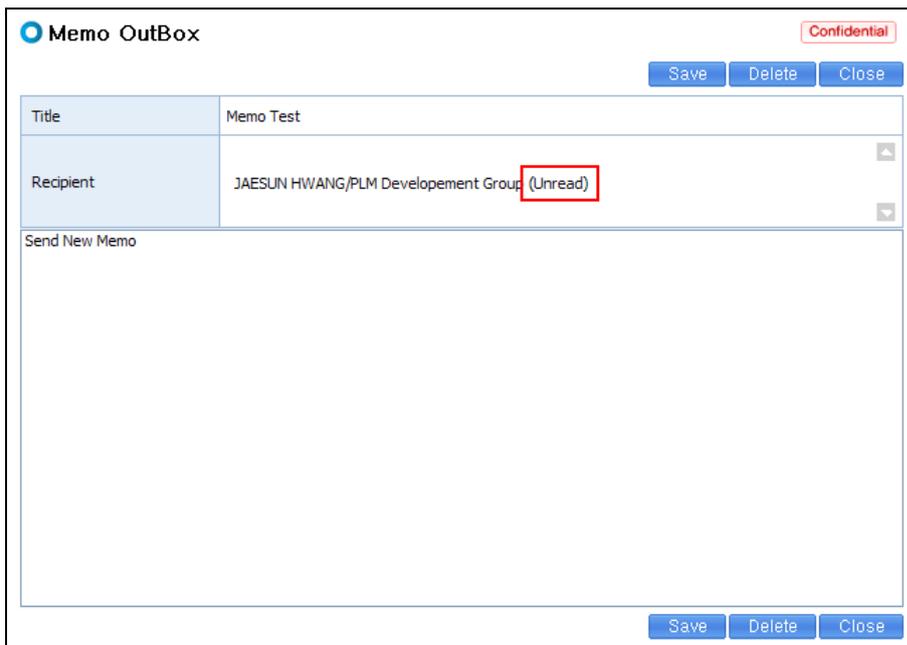
Sent memos are listed in the Memo OutBox of the [Memo Box] screen. You can view the status of sent memos.



1. You can view the current open status of sent memos.

Send Date (Open/Unopened)
2012.05.03 13:45 (0 / 1)
2012.05.03 13:19 (0 / 1)
2012.05.03 12:53 (0 / 1)

2. When clicking on a title, you can view the contents and identify whether the recipient read the memo.



3. If the recipient opened the memo, the time when the recipient opened the memo appears.

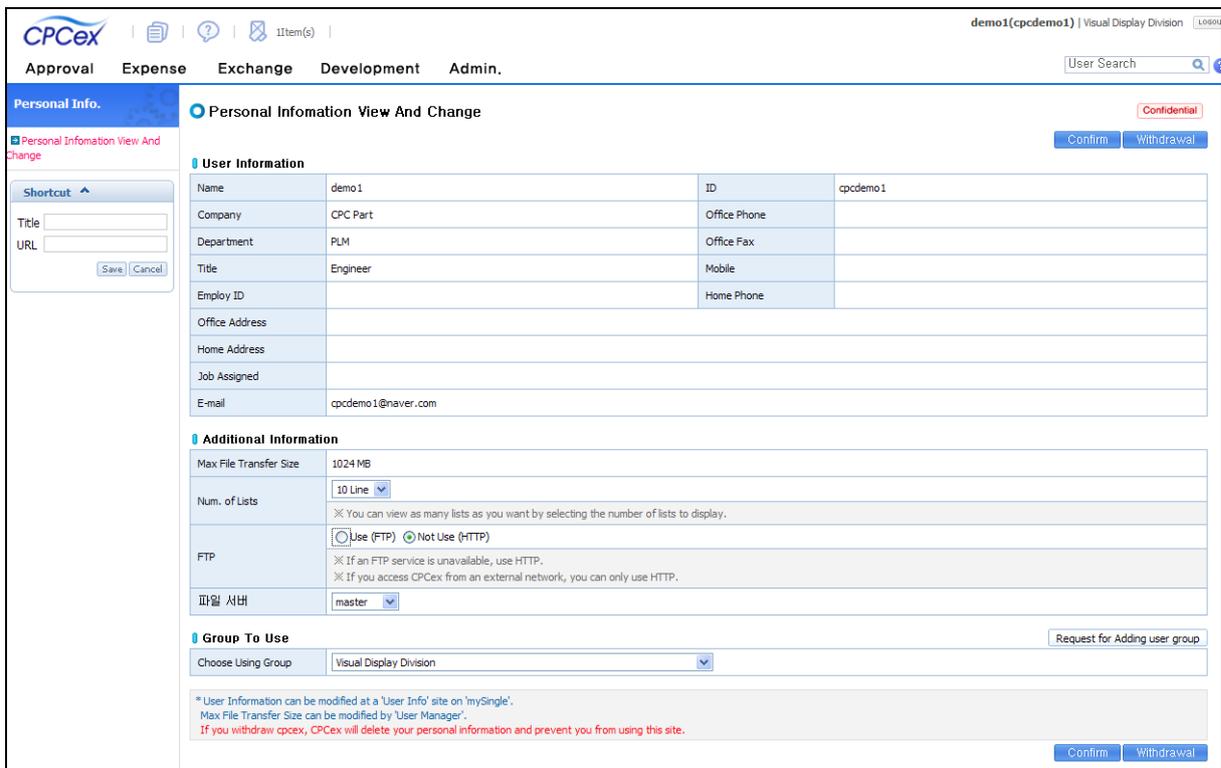
3.5 Personal Information

If you click ‘User Name|Affiliation’ after logging into the CPCex system, you can view your user information.



3.5.1 Personal Information View and Change

The user information is managed in mySingle, you have to modify information in mySingle to change your user information.



Item	Description
Num. of Lists	Determines the number of lines to display a CPCex list.
FTP	An Internal user can select Transfer method. Selecting "Use," files are uploaded using FTP. Selecting "Not Use", files are uploaded using HTTP.
Using Group	<ul style="list-style-type: none"> Using Group is represented as the SPDM/PBOM/PLM server of the corresponding GBM. To request the registration of the other GBM/Plant/laboratory/center, click the “Request for Adding user group” and enter a reason. A new group can be used only after the approval of the corresponding GBM approver.

3.5.2 Withdrawal/Cancellation of Consent

1. In the [Personal Information View And Change] screen, click the "Withdrawal" button.

Personal Information View And Change
Confidential

Confirm Withdrawal

User Information

Name	demo1	ID	cpcdemo1
Company	CPC Part	Office Phone	
Department	PLM	Office Fax	
Title	Engineer	Mobile	
Employ ID		Home Phone	
Office Address			
Home Address			
Job Assigned			
E-mail	cpcdemo1@naver.com		

Additional Information

Max File Transfer Size	1024 MB
Num. of Lists	<input type="text" value="10 Line"/> <small>※ You can view as many lists as you want by selecting the number of lists to display.</small>
FTP	<input type="radio"/> Use (FTP) <input checked="" type="radio"/> Not Use (HTTP) <small>※ If an FTP service is unavailable, use HTTP.</small> <small>※ If you access CPCex from an external network, you can only use HTTP.</small>
파일 서버	<input type="text" value="master"/>

Group To Use Request for Adding user group

Choose Using Group	<input type="text" value="Visual Display Division"/>
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* User Information can be modified at a 'User Info' site on 'mySingle'.
 Max File Transfer Size can be modified by 'User Manager'.
If you withdraw cpceX, CPCex will delete your personal information and prevent you from using this site.

Confirm Withdrawal

2. A message on withdrawal/cancellation of consent is displayed. Click the "Yes" button.

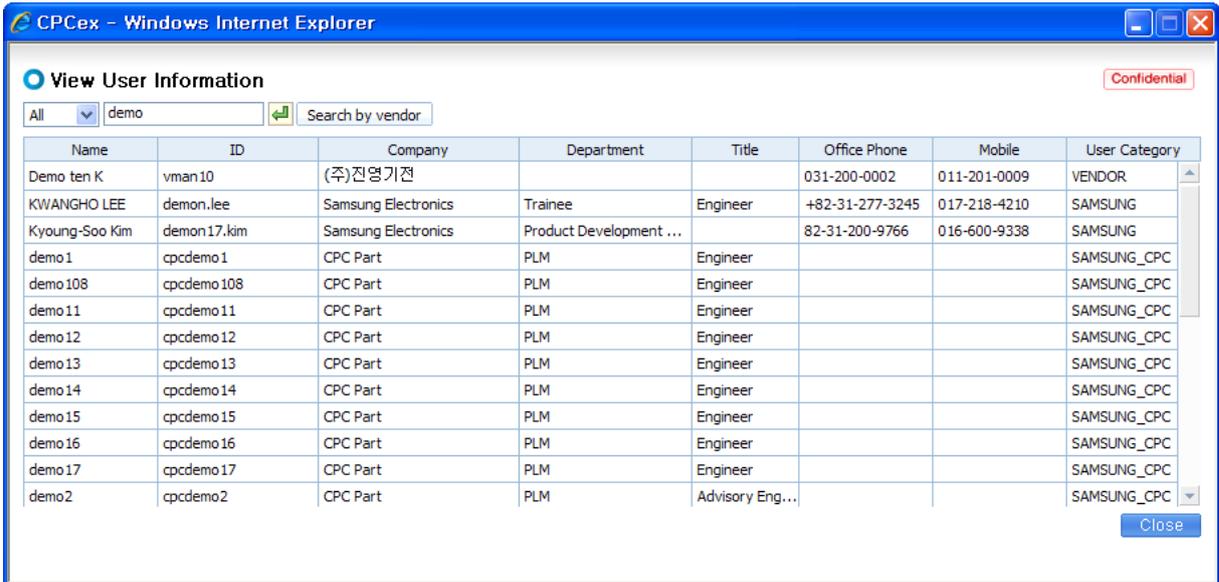


3.6 User Search

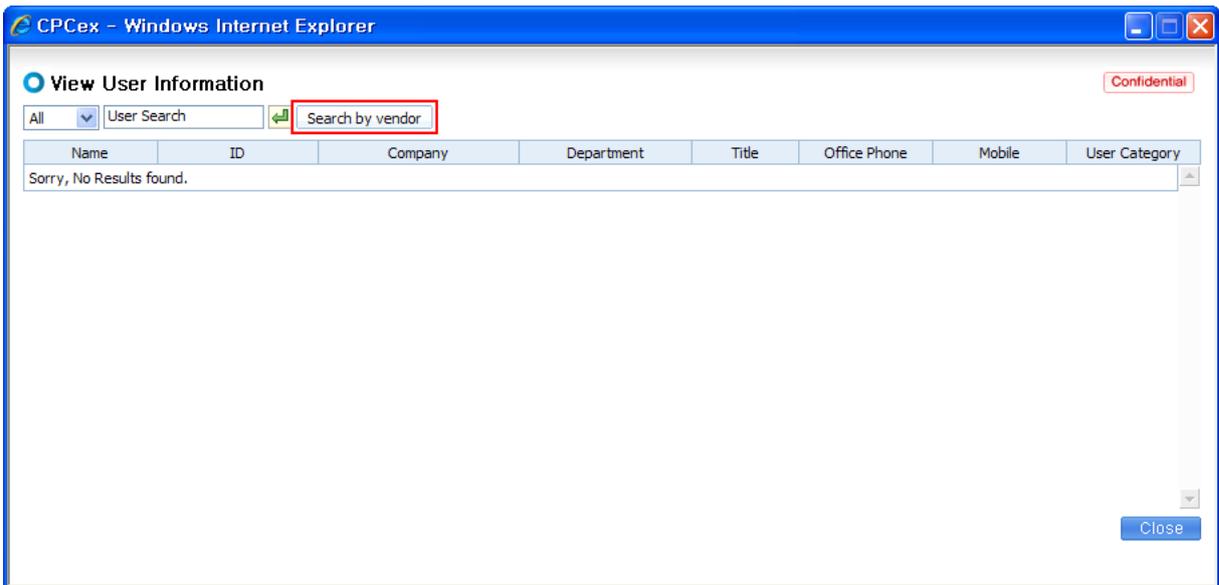
Using this function, you can search for CPCex users (SEC and vendor users). Enter a user name in the text input box at the top right of the screen.



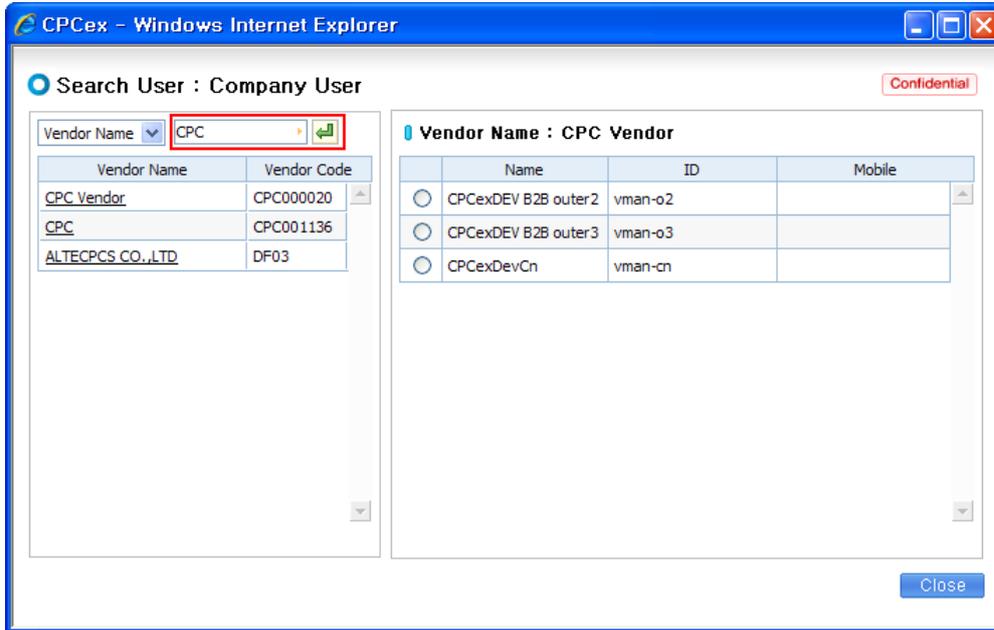
1. Enter a user name and press Enter, the [View User Information] screen appears.



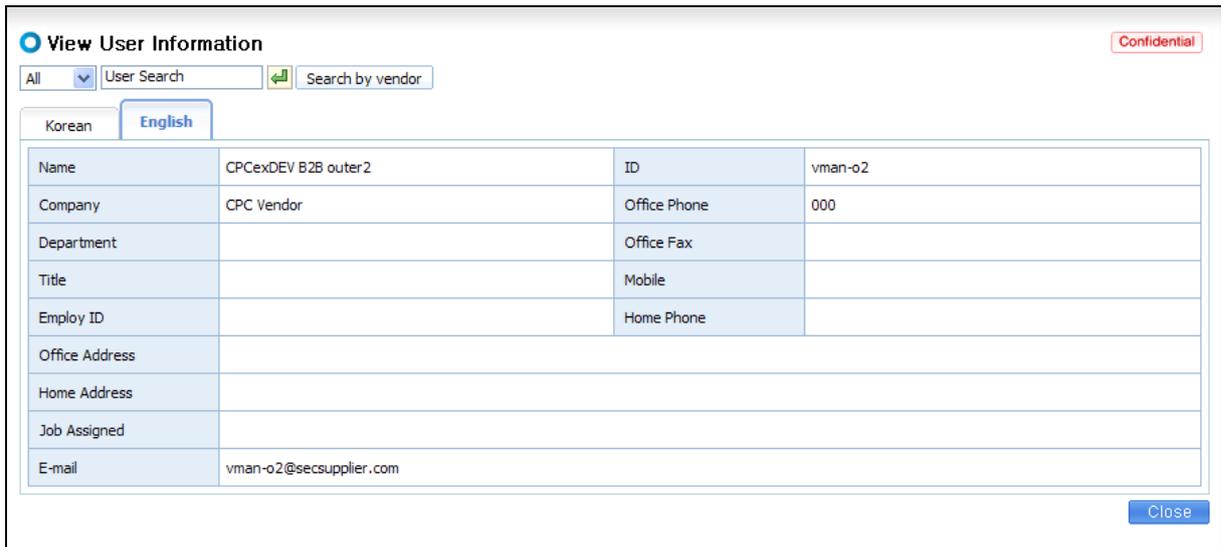
2. If you don't know the name of a vendor user you want, click the button of the User Search and click the "Search by vendor" button in the [View User Information] screen.



3. In the [User Search: Company User] screen, you can search for a vendor user with Vendor Name or Vendor Code. In the search result, select a vendor name to display its users.



4. The [View User Information] screen appears in which you can view the vendor user's user information.



색인 항목을 찾을 수 없습니다.