

**User Manual**

**inspectorMAN**

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# INTRODUCTION

The app was designed for

The inspectorMAN App, based on Microsoft Dynamics™ Business Central® was designed for companies that want to protect themselves and for whom embargoes have an impact on their daily business.

Trainings for App Solutions

We know that training is an extremely important prerequisite for you to get the most out of your investment in the BoSch Data - inspectorMAN App application. Our expert-developed training keeps your knowledge of the solution you use up to date, and helps you develop your skills to get the most out of your solution. Whether you choose online training, instructor-led training, or self-paced training, we have the right program for you. Choose the training program that best fits your needs.

With the help of training materials you have the possibility to work through the provided training manuals at your own pace and at any time. Our numerous training materials contain a wealth of tips, tricks and background information that you can refer to again and again.

Case Szenarios

In order for an end user to be able for follow the functionalities and its effect in detail, the BoSch Data - inspectorMAN App offers case studies and explanations in the training materials. This allows the end user to reproduce their specific processes and requirements in the standard demo database. They can also test the functions using the examples.

# Setting up inspectorMAN App

Before you can begin to use your Embargos, you must specifiy how you want to manage company Embargo processes.



pic 1: page of embargo setup

At the setup you can select the settings for the inspectorMAN App.

1. Choose the  icon, enter **Embargo Setup**, then choose the related link.
2. At the field Embargo Nos. Series, you can select the number series for embargoes.
3. In the **Regex Parameter** field, enter regular expressions for search parameters at keywordings.
4. Select the **Case Senstive** field, if your search parameter works with case sensitive.
5. A search parameter can also be used at the beginning. For this, you can select **Match Start Only** where the regex matches only at the start of the text.

# Setting up an Embargo

You create a embargo to secure your shipments and receipts.

## To create an embargo



pic 2: settings on the embargo header

1. Choose the  icon, enter Embargoes, then choose the related link.
2. Select **New** to create a new entry.
3. In the **Embargo Desc.** field, enter the name of the embargo.
4. Fill in the remaining fields on the Embargo page as necessary. Hover over a field to read a short description.



pic 3: settings of the embargo lines

1. On the **Lines** FastTab, in the Line Type field, select the type of item, resource, item category, tariff number or keywording.

**Note**

*For using keywording, you can configure a separate keywording list where the inspectorMAN App is searching for. Regarding the description of items or item categories, keywording can be used like legacy search parameters.*

1. In the **No.** field, select a record associated with the line type.
2. Repeat steps 5 through 6 for every type entry you want to set on the embargo.

## Adding Customers, Vendors and Countries to Embargoes

After you have created an embargo and entered basic information about it, you may want to assign customers, vendors or countries to the embargo.

### To assign customers to an embargo

1. Choose the **Assign Customer** action, and then choose the customer you want to add.



pic 4: customer relation for an embargo

1. Add a **Ship-to Code**, if the embargo is valid only for a special ship-to address.

 **Tipp**

*If you need the embargo for all customers, leave the assign to customer blank.*

### To assign vendors to an embargo

1. Choose the **Assign Vendors** action, and then choose the customer you want to add.

pic 5: vendor relation for an embargo

1. Add a **Remit-to Code**, if the embargo is valid only for a special remit-to address.

 **Tipp**

*If you need the embargo for all vendors, leave the assign to vendor blank.*

### To assign countries to an embargo

1. Choose the **Assign Country** action, and then choose the country you want to add.



pic 6: country relation for an embargo

 **Tipp**

*If you need the embargo for all countries, leave the assign to country blank.*

### Status, Archive and Copy Embargoes

On Embargoes, you can specify if an embargo is ready, valid or not valid. You have finished the preparation on your embargo, so **Embargo Status** can change from **Draft** to **Active**. Now, you can use it for purchase and sales.

If you decide that an embargo is not valid, change the **Embargo Status** back to **Draft**. If you set up a new embargo and will safe time, **Copy Embargo** or **Copy Embargo Lines** from active or archived embargoes accelerates the process.

# Work with Embargoes

You set up an embargo to secure your sales and purchase processes. You will now informed about certain circumstances, if your sales or purchase document is not valid for an active embargo.

## Use Embargoes at Sales

1. Choose the  icon, enter Sales Orders, and then choose the related link.
2. In the **Customer Name** field, enter the name of an existing customer.

** Note**

*If you have assigned the customers or his country code to an embargo, you get an issue message at the document check.*

1. Fill in the remaining fields on the Sales Order page as necessary. Hover over a field to read a short description.



pic 7: Embargo messages shows at the document check infobox

1. On the **Lines** FastTab, in the **Type** field, select the type of product you post for the customer on the sales line.

You're now ready to fill in the **Lines** FastTab with products you're selling to the customer.

1. Depending on your embargo you have already configured, you get some more information per sales line. For example, if you have set the tariff no. on the embargo, the message displays the issue.



pic 8: info box for issue with tariff number from an embargo

## Use Keyword List

You can setup your embargo with many textual parameters. Item description and item categories descriptions have multiple text elements, where you also want to check them before sales and purchases documents are leaving your company.

1. Choose the  icon, enter Keyword List, and then choose the related link.



pic 9: keywording list for search parameters on textual element of embargoes

1. Create keywords line by line, you want to use at embargoes.