



A dynamic free DATA resource for the foodservice equipment industry

Created and managed by



Manufacturer's User Guide



Introduction

EFCEMBIM is a dynamic on-line facility providing manufacturer members with the opportunity to include and manage product information to a BIM standard, in what will be one of the world's largest data repositories. Free to all commercial kitchen designers, EFCEMBIM provides free 24/7 access to downloadable information and product blocks, including BIM compliant models if available.

This guide offers manufacturers an easy to follow, step by step guide into the system.

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Intro: Explaining how to register for the first time and how to access after registration



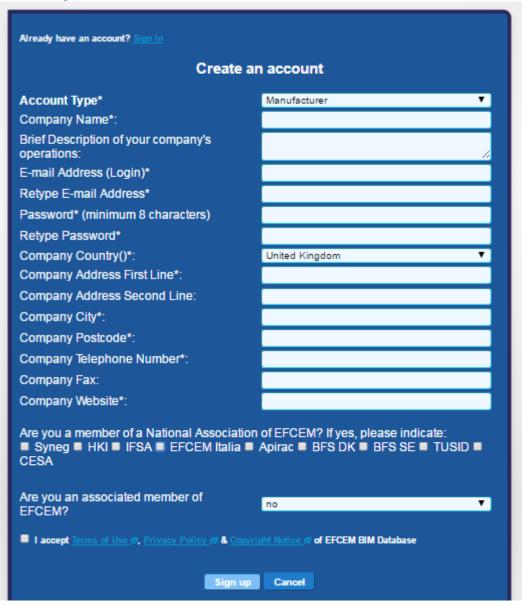
This will take you to the logon screen shown below





If you don't have an account, click on sign up and this will take you to the contact form to sign up for your registration details If you have your user name and password enter the details to gain access.

The form below is used for both Manufacturers and Designers, when registering please indicate you are a manufacturer or a designer.



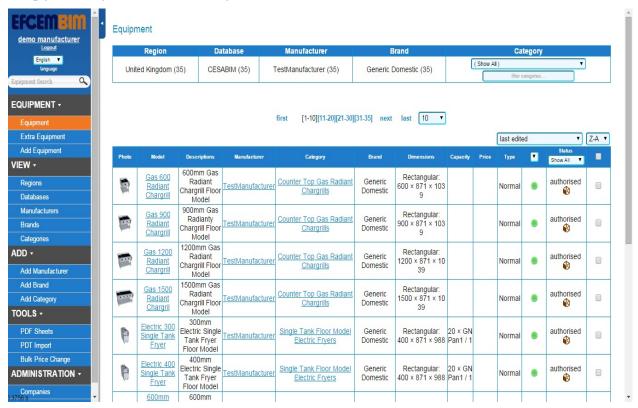
New users need to click sign up now, complete the required details on the sign-up page and confirm your agreement to our terms and conditions. We will then send you your unique username and password so you will gain access to the EfcemBIM site.

1. About the Console

The Manufacturer's administration console opens automatically when you log into EFCEMBIM







Selecting **Add Equipment** will open the relevant section to begin the process. The section appears in orange to signify where you are in the programme. Manufacturers with information already in the system will see a full list of all brands and items in the database. New manufacturers without content will begin the process by selecting the language and unit of measure in the fields at the top of the vertical blue column. The blue vertical column lists all the tools and options available to the user. Clicking on any of the sub headings in the column will take the user to the individual section in the programme.

1.1 Equipment/ Extra Equipment View

The Add Equipment page features a selection box allowing the user to select either Equipment, or Extra Equipment (Ancillaries) Manufacturers with equipment already listed will see equipment lists. However what the individual user sees will be determined by the permissions granted by the Administrator. When your library is under construction, or complete you can search for product by region, database, manufacturer, brand and category.



Equipment page display headings

'Photo'

A photograph or image of the particular piece of equipment, which when hovered over enlarges to give a more detailed view.

'Model'

The model number is the unique sequence of numbers and letters assigned to an item of equipment.

'Description'

The description is a short paragraph of text that includes all key details on the particular model including power, construction, finishes, functions and features as well as standard components such as legs or castors.

'Manufacturer'

The Manufacturer of the equipment

'Category'

The product category is a mandatory requirement for consistency of search. Categories can be viewed through a drop down menu available under the Category Heading. This allows a designer to search for like for like products by category.

'Brand'

Brands are as defined by the manufacturer to distinguish between products available from the same source. This is especially useful as brand recognition enables users to suite together complementary equipment and configurations.

'Dimensions'

Dimensions are the width, height and depth of the particular piece of equipment.

'Capacity'

Capacity is chosen through the drop down list available below Capacity.

'Price'

The price can be set in either net, or list and is automatically picked up from the region settings chosen. Users have the option to include P.O.A or T.B.C. if applicable.

Sort field – Once populated lists can be sorted in a choice of descriptions from the drop down box which can be found on the 'Equipment' page positioned to the right of the screen above the blue second header row.

Users can select from the following pick list.

'Last Edited'

The default position will display the equipment from the most recently updated to the last.

'Model Number'

This will sort all the equipment listed starting numerically and then alphabetically based upon the



model number parameters.

'Brief Description'

The brief description is text that distinguishes individual equipment entries in the least amount of words possible. This option will display the results alphabetically based upon the parameters.

'Long Description'

The long description option will sort equipment entries alphabetically, by description.

Price, Weight, Capacity, Width, Depth, Height, Operating Temperature

The above parameters can be used individually to sort results starting from the lowest numerical value to the highest.

'Production Year'

This will sort equipment based upon the year of manufacture and will display from oldest to the newest.

'Created On'

This will sort equipment from the date the data was first entered into EFCEMBIM beginning with the earliest.

1.2 Language

The language tab below the EFCEMBIM logo will default to English, but can be used to change the user interface to any of the languages available. This will change all displays to the selected language apart from the product specific information in an individual field. For example, the parameter description will change its name to whichever language the user selects, but the description itself will be fixed to whatever has been entered by the manufacturer.

1.3 View

View can be found in the vertical blue column and provides users with the options to view regions, databases, manufacturers, brands and categories.

Regions

This option will display the available regions to the manufacturer. Each region has its own currency and set of equipment standards.

Databases

Databases will show all the database options available to a manufacturer.

Brand

Brand allows the manufacturer to view and manage the brand that equipment maybe assigned to. This provides the option to add, delete and change brands.

Category

The manufacturer is presented with a 'tree view' of the categories, so they can understand where best to assign their equipment when creating new entries.



1.3 Add

The manufacturer can add additional brands to their account and begin the process of assigning equipment.

1.4 Tools

Opening "Tools" provides the user with access to more detailed EFCEMBIM functionality.

PDF Sheets

PDFs can be uploaded, assigned to equipment and managed. Users can also view the equipment entries a particular PDF has been assigned to. (Covered in full in section 5)

PDT Import

This facility enables a PDT file form to be downloaded, worked on in Macros enabled Excel on the user's local computer and uploaded to EFCEMBIM when completed. (Covered in full in section 3)

Bulk Price Change

This function allows for rapid 'on the fly' changes to prices across a region, database, manufacturer, brand or category. (Covered in full in section 8)

1.4 Administration

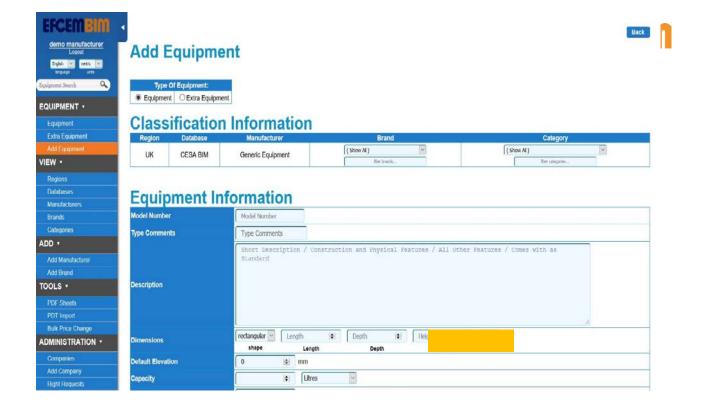
The account Administrator can add other users to assist in data creation, or information management. They can also remove users, or restrict their access to guarantee operational sensitivity and security.

2 Brands

Before any equipment can be added, a brand needs to be added to the database. This is completed by clicking the 'add' tab and then by selecting Brands. This will open a dialogue to add the new brand to the manufacturer's account. The name needs to be entered together with a brief description if desired. Once this has been entered, the brand is now available for equipment to be assigned to. The 'view' tab has the function to view all existing brands and to alter, or delete. However for security purposes only brands which do not have equipment assigned to them can be deleted.

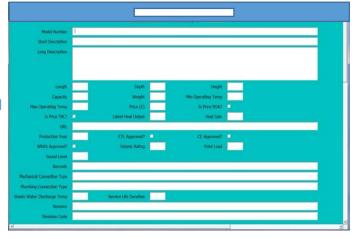
3. Adding Equipment

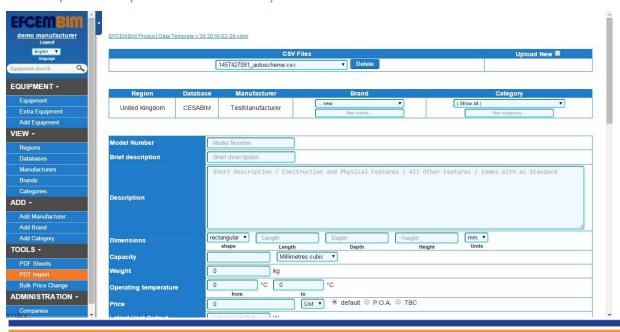
To add equipment users/manufacturers can choose to either 'Add Equipment', by physically entering the necessary information into the required fields – see screen shot below. The required fields are Brand, Category and Model Number, all other fields are at the manufacturers discretion and subject to system access rights. However we strongly advise that everything is completed. Once the required fields are complete the item can be saved. Choosing to load equipment by a PDT (Product Data Template) file will require the user to use the procedure covered in item **3.1** "How to download and open a PDT file.



3.1 Downloading a PDT

When PDT Import is selected from the TOOLS drop down list, a download link will appear at the top of the screen By selecting this the browser will download the PDT file automatically. The downloaded PDT should then be saved to an easily accessible location on the user's computer. Opening the file within Excel will open the this form. Should this form not appear, it is likely that the users setup of Excel needs to be changed to enable Macros. Changing the setup should open the form correctly.





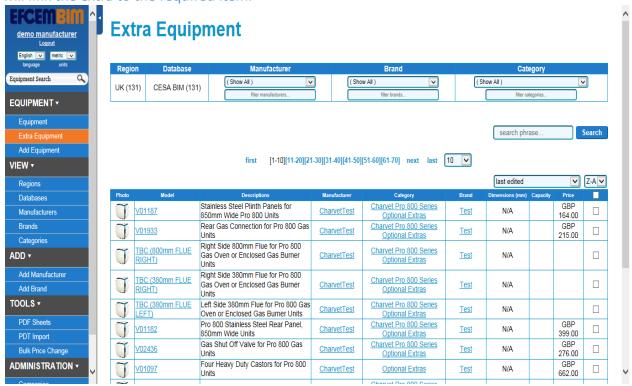


3.2 Uploading the PDT – we recommend that our information partner Specifi be contacted to assist manufacturers who would like to use this method.

Once the form is open the user can begin populating the required fields. Once complete the form can be submitted. This action automatically generates and saves a CSV file complete with the model number within the same folder used to save the PDT. The form can then be uploaded to EFCEMBIM using the 'upload new' function inside PDT Import. This will instantly generate the information inside the database with only Brand and Category needing to be assigned. The information can be modified further and additional classification numbers assigned if required. The final step to adding the information to the database is to click 'add item'.

4. Extra Equipment

Extra equipment is ancillary items that can be assigned to a main item of equipment. This will be displayed to the EFCEMBIM user when the model number of the main item is selected. Extras must be created separately and then linked to the relevant item. It is important to remember that extras do not need to be duplicated for every item of equipment selecting the relevant models numbers will link the extra to the required item.



4.1 Adding Extra Equipment

The procedure for adding Extra equipment is the same as Add equipment, with Region, Database, Manufacturer, Brand, Category and Model Number being the required fields. Firstly the user defines the equipment to be added as an extra. Then the brand and category is entered, plus the model number, brief description, description, and price. Other parameters do exist for Extra equipment and should be added if necessary, however in most cases the aforementioned is



sufficient. Finally to save the information to the database scroll to the bottom of the screen and select 'add item'.

4.2 Assigning Extra Equipment

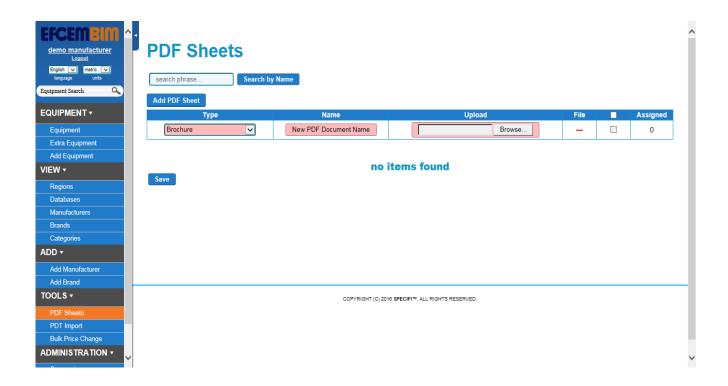
Once created the 'Extra equipment' item can be assigned to the main item, this is completed by selecting 'equipment' through the EQUIPMENT tab. The model number of the equipment is selected to bring up a more detailed view of the main item. In the top right corner the option extra equipment is selected. This brings up the dialogue to assign the extra equipment. By clicking 'assign' a list is generated of all the extras and this can be searched by scrolling or using the search bar. Once selected the option 'save' is pressed and the extra equipment is now assigned to the equipment.



5. PDFs

PDFs can be uploaded, assigned to equipment, and managed through the system. The types of PDFs can vary and range from a parts list to a full specification sheet. PDFs that are relevant to more than one item can be assigned to multiple pieces of equipment to avoid duplication inside the database.





5.1 Upload PDFs

By selecting "PDF Sheets" under the TOOLS tab, PDFs can be uploaded to the EFCEMBIM database from a local computer. Users can search existing PDF's in the system by using the search function and can add several PDF sheets to upload using the 'Add PDF sheet' button. They must then define the appropriate PDF 'Type' from the list, generate a clearly identifiable name and select the file on the local computer to upload.

5.2 Assigning PDFs to Equipment

There are three primary methods for assigning PDF Sheets. The first is to select a piece of equipment from the Equipment list by clicking on the model number. Once selected there is an option to see a list of the PDF sheets assigned to this item. There is also a list of the available PDF sheets yet to be assigned which can be filtered by a search. PDF's already uploaded to the database and on the list can be selected and assigned.

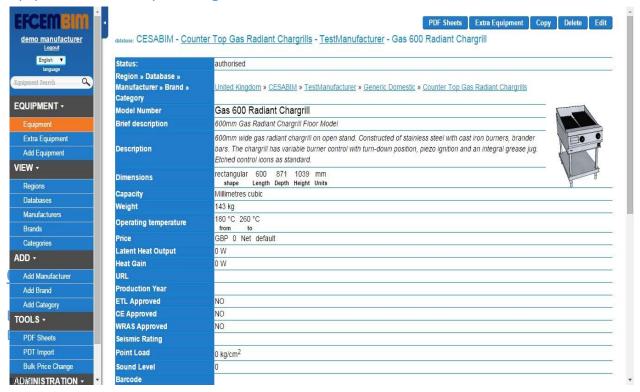
The second method is for a PDF to be directly uploaded and assigned to an item using the 'Upload and assign a new PDF Sheet' check box. Care is urged when using this method as it will create a new entry in the database and there is a set limit as to how much space is available for PDFs. It is advised to use PDF's that have already been uploaded, where possible.

It is also possible to assign a PDF sheet from the "PDF sheets" tool. By selecting the check box next to a PDF and selecting assign. It is then possible to specify which equipment the PDF should be linked to.



6. Copy/Edit/Delete

Equipment entries can be copied, edited, and deleted. These options are all accessible from the Equipment view and by selecting the relevant model number



6.1 Copy

By selecting 'Copy' the equipment information is generated in a new form ready to be edited and then saved to EFCEMBIM. The equipment must first be specified as either 'equipment' or as' 'extra equipment'. If there are any assigned 3D model files or icons, linked PDFs, or associated extras these can be ticked to be included in the copying process. Once this procedure has been completed selecting 'add item' will publish the copied equipment in the database.

6.2 Edit

Existing equipment in the database can be copied, edited and deleted by selecting Equipment View the relevant model and then 'Edit'. This will open the equipment file and allow access to the equipment section. Additionally, extra equipment links can be duplicated from other equipment by selecting the 'Copy Extras' button which will appear at the top. This allows the user to manage, or sort existing equipment and then copy the assigned extra equipment to another item. Once finished editing, all changes must be saved by scrolling to the bottom of the screen and selecting 'Save Changes'.

6.3 Delete

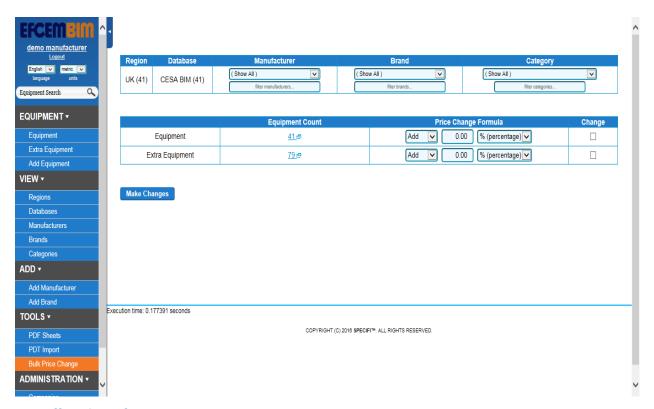
When viewing equipment, it is possible to also execute the Delete function which will remove the equipment and all the associated files, extra equipment links and PDF links. It is important to note that equipment can only be deleted once unlocked and is no longer live to users. Also, PDF files will



still exist on the database and need to be deleted separately from the PDF Sheets menu.

7. Attach Model Files

To include BIM model files created in any leading proprietary software. we advise manufacturers to consult with our partner Specifi in order to correctly follow the current global BIM parameters. By opening the 'Edit' function within 'Equipment' as previously explained, a file can be uploaded to the individual item and then saved. This will allow system users to open the equipment and download the correct BIM file in the format they desire.



8. Bulk Price Change

Live equipment that is accessible and available is likely to require regular price changes. In order to handle a particular range and or selection of products the EFCEMBIM 'Bulk Price Change Tool' allows products to be chosen by region, database, manufacturer, brand or category. This feature allows price maintenance to be handled easily and accurately, with the option for either unit price, or percentage increases/decreases. To make price changes simply select Bulk Price Change in the left hand column, once the page is open select the equipment group you wish to make the changes to make the percentage changes and tick the Change box in the right hand column.

9. Accounts Administration

The EFCEMBIM administration area allows manufacturers to modify not only their own details, but the access level permissions of all users. International manufacturers can control data creation and management, by permitting users to only add and alter data that is relevant to their particular region. However there is the flexibility to create data in one region copy across the relevant fields to another and translate to make it suitable for others.



10. Setting Equipment Live

To prevent data issues and ensure complete accuracy EFCEMBIM features an 'Admin Manufacturer Account'. This facility allows all data created in the system to be reviewed prior to being available to suppliers.

10.1 In Work/ Finished/ Rejected/ Authorised

When equipment is originated in EFCEMBIM there is a status and approval procedure which must be followed in order to make items available and live in the selected databases. Items in 'Add Equipment' appear in the 'Manufacturers Account' level with two white dots at the top of the two columns (approval and status) to the right of the page. Two white dots means the equipment has just been created and is fully editable by everyone who has access.

The procedure and status titles are as follows;

Once the information on an item of equipment has been completed the 'Editor manufacturer' can set the equipment status to **Finished**. This action is completed by selecting the tick box to the right-hand side of the equipment in the 'Equipment View' and navigating to the bottom of the page to set the status. When this is done the equipment is locked from the 'Editor Manufacturer' and can only be changed by the 'Administrator'. The 'Administrator' reviews the entry and either decides the equipment is correct and changes the status to **Authorised**, or rejects the entry **Rejected** meaning it requires further details, or editing prior to going live.

If **Authorised** the entry will need to have its approval changed to **Waiting for Approval (Red Dot)** where a live 'from' and 'to' date is set. Once complete the manufacturer can decide to change the approval again to either **Live (Green Dot)** meaning the item is available to all users. or is **Restricted (Yellow Dot)** which means that the entry is only available to those the manufacturer permits to view it.

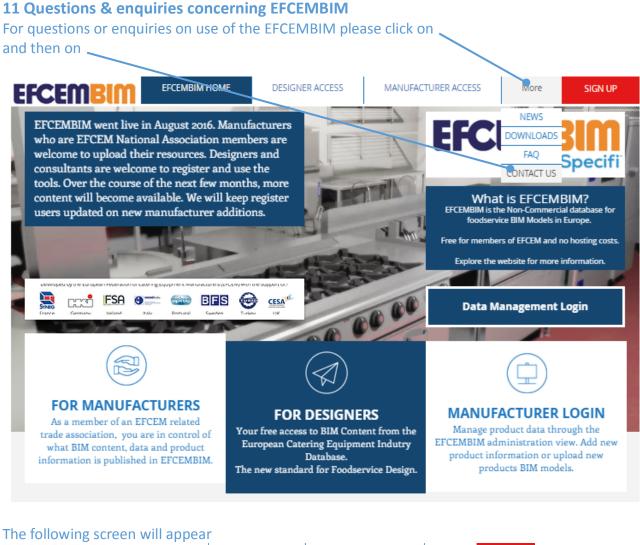
If the entry status is **Rejected** the 'Editor Manufacturer' will recognise that changes, additional information or editing is required. Once the changes are carried out they set the entry to 'Finished' and the 'Administrator' can review again.

10.2 Rights Requests

Some equipment can be restricted from the view of designer/client accounts. This content can still be accessed, but requires that a request to view be made to the manufacturer's administrator to gain permission. Navigating to Rights Requests in the left panel will bring up all the designers who have requested access to the restricted content. A manufacturer can view the designers account details to inspect who they are and then can enable or disable access privileges as necessary.







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Fill-in according to the relevant type of enquiry.



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