

Connect GM Advance Carbon Copy ~ *Central Administrator Guide*

June 2006



Introduction..... 3

About this Guide	3
Course Objectives	3
Target Audience.....	3
Prerequisites	3
Icons	4



Module 1: Managing Carbon Copy Users..... 5

About this Module	5
Module Objectives.....	5
Accessing Advanced Carbon Copy.....	6
Adding Users / CISCO Code Combinations	9
Copying a User's ID Configuration to Another	10
Removing a User from a Carbon Copy	11
Deleting a User and / or CISCO Code	12
Modifying User Roles	14

Topic Review 16

Summary.....	16
--------------	----



Module 2: Managing Inbound Carbon Copy Rules..... 17

About this Module	17
Module Objectives.....	17
Adding New Inbound Carbon Copy Configurations.....	17
Moving Inbound Carbon Copy Codes to other COM Codes	19
Managing Inbound Carbon Copy Rules	21

Topic Review 23

Summary.....	23
--------------	----



Module 3: Managing Outbound Carbon Copy Rules..... 24

About this Module	24
Module Objectives.....	24
Adding New Outbound Carbon Copy Rules	24
Moving Outbound Carbon Copy Codes to other COM Codes	26
Managing Outbound Carbon Copy Rules	28

Topic Review 30

Summary.....	30
--------------	----

INTRODUCTION

About this Guide

The purpose of this guide is to direct the Central Administrator users through the functionality of Advance Carbon Copy. This is a self-paced workbook comprised of concepts, screen shots, and correlating work steps.

Course Objectives

At the end of this course, participants are able to:

- Manage Carbon Copy Users
- Manage CISCO Codes
- Manage Inbound Carbon Copy Rules
- Manage Outbound Carbon Copy Rules

Target Audience

The target audience includes:

- GM-Designated Advance Carbon Copy Central Administrators

Prerequisites

- Obtained a Covisint User ID and Password
- Your company has completed the Covisint Connect Enablement Wizard
- Your Security Administrator has granted your request to access Connect
- You belong to a Trading Partner Profile in Connect
- Your Security Administrator has granted you the role of Advance Carbon Copy Central Administrator







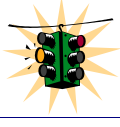





A COVISINT CONNECT USER'S GUIDE IS AVAILABLE ONLINE AT:

[HTTPS://PORTAL.COVISINT.COM/PORTAL/PUBLIC/SUPPORT/TRAINING](https://portal.covisint.com/portal/public/support/training)

CLICK THE COVISINT CONNECT LINK ON THAT PAGE.

Icons

The following icons are used throughout the guide. Each icon represents a specific learning point for quick reference.

ICON	DESCRIPTION
	SIGNIFIES BEGINNING OF NEW MODULE (CHAPTER)
	IMPORTANT INFORMATION REGARDING A TOPIC
	DEFINITION OF A NEW TERM THE FIRST TIME IT IS USED
	ADDITIONAL INFORMATION ABOUT THE TOPIC
	WARNING MESSAGE
	AN EXAMPLE, SHORTCUT, OR TIP
	SUMMARY OR TOPIC REVIEW OF KEY CONCEPTS
	TRANSITION TO INDICATE THE END OF A MODULE.
	EXERCISES AND PROGRESS CHECKS
	A PAGE WHERE YOU CAN WRITE YOUR OWN NOTES/COMMENTS

MODULE 1: MANAGING CARBON COPY USERS

About this Module

The purpose of this module is to direct the Central Administrator through the functionality of managing users within Advance Carbon Copy. In order for users to be available within Advanced Carbon Copy functionality, users must already belong to a profile in the Covisint Connect application in order to be added to Advanced Carbon Copy.

Module Objectives

At the end of this module, participants are able to:

- Add Carbon Copy Users
- Manage Carbon Copy Users
- Manage User Roles
- Add CISCO Codes
- Manage CISCO Codes

There are three User Roles within the Advanced Carbon Copy functionality, and are defined below. This User Guide is provided for the Central Administrator.



Definition of User Roles


General User - A user authorized by a plant administrator or Central Administrator to view and/or update carbon copy rules.

Plant Administrator - an administrator authorized by a central administrator to delegate general User roles at authorized plant(s), and view and/or update carbon copy rules.

Central Administrator – The key administrator of the entire MGO Advanced Carbon Copy system. Authorizes all levels of ACC users and limits their capabilities to the plants for which they are responsible.

Accessing Advanced Carbon Copy

Complete the following steps to access GM Carbon Copy:

- 1 Key in www.covisint.com in your browser's address bar, then click  or press [Enter] on your keyboard to open the site.



The screenshot shows the Covisint website homepage. At the top, there is a navigation bar with links for Language, Forgot Your Password?, Support, and Trading Partners. Below this is the Covisint logo and a login section with fields for Username and Password, and a Login button. A message below the login fields states: "Logging in indicates acceptance of Terms of Use and Privacy Policy". The main content area features a large blue banner with the text "covisint ... welcome to the world of business nowSM". Below the banner, there is a search bar and a "Go" button. To the left of the search bar is a world map with yellow dots indicating global presence. Below the map is a statistics box showing: "266,000 users representing 30,000 companies in 96 countries with 600 applications". To the right of the search bar is a "What's New" section with a "New" icon and a dropdown arrow. The "What's New" section contains a headline: "Covisint to Attack Healthcare Costs, Improve Quality of Care for Customers Through Powerful ProviderLink Technology". Below the headline is a paragraph of text: "Compuware Corporation announced that it has acquired privately held ProviderLink, of Cary, North Carolina. ProviderLink complements Compuware Covisint's growing presence in the healthcare industry by providing a solution that supports paper-based healthcare organizations. Commenting on the acquisition, former House Speaker Newt Gingrich, founder of the Center for Health Transformation, said, 'The partnership of Compuware Covisint and ProviderLink tackles one of the most important challenges we face in healthcare: getting information technology into the hands of the doctors and professionals who treat patients. By addressing this challenge with a practical approach, we can take a bold step forward in building a 21st century intelligent health system—a system that delivers better healthcare at lower costs.'" To the right of the text is the ProviderLink logo.

- 2 Key in your Covisint **Username** and **Password** and click **Login**. The Covisint **Portal Home** page displays.

Help Edit My Profile Language Search Log out

Covisint Products Business Now™ Trading Partners My Workspace Preview

covisint
a subsidiary of Compuware Corporation

Welcome Melanie Abston - Covisint

My Favorites

Covisint Applications

- BCBSM Clearinghouse Project
- BCBSM eGateway Project
- Content Management
- Covisint Connect**
- Covisint Content Management
- Covisint Internal Reports
- Covisint Time Tracker
- Crystal Reports Administration
- DaimlerChrysler Content Management
- GRID - Covisint Access
- Healthcare Definition Library
- Library Services
- Library Services - GSS
- Problem Solver
- Sourcing Directory
- Supplier Bulletin
- Partner Portals...
- DaimlerChrysler Portal
- Metaldyne Supplier Portal

Supplier Bulletins

New feature: Receive email alerts when bulletins are published. [Get started »](#)

Status	Subject	From	Publish Date
NEW	ATTENTION ALL CHRYSLER GROUP SUPPLIERS - Please see the attached invitation for DaimlerChrysler's Supplier Diversity Awareness and Recognition session that will be held on May 3, 2006. Chrysler Group Suppliers	DaimlerChrysler	04/04/2006
NEW	ATENCION TODOS LOS PROVEEDORES DE MATERIAL PRODUCTIVO EN MEXICO - SEMINARIO DE ABASTECIMIENTOS 27 DE ABRIL Chrysler Group Production Part, Mexican Suppliers	DaimlerChrysler	04/04/2006
	ATTENTION ALL CHRYSLER GROUP PRODUCTION PART SUPPLIERS - NEW VERSION OF EASYMAP SOFTWARE NOW AVAILABLE FOR DOWNLOAD Chrysler Group Production Part Suppliers	DaimlerChrysler	03/31/2006
	ATTENTION ALL CHRYSLER GROUP NORTH AMERICAN PRODUCTION PART SUPPLIERS - DETAILS REGARDING MMOG/LE COMPLETION IN 2006 Chrysler Group N American Production Part Suppliers	DaimlerChrysler	03/30/2006
	ATTENTION ALL CHRYSLER GROUP PRODUCTION AND NON-PRODUCTION PART SUPPLIERS - ATAG EVENT FOR AUTOMATIC IDENTIFICATION TECHNOLOGIES Chrysler Group Production Part Suppliers	DaimlerChrysler	03/14/2006

[Go to Bulletins](#)

Auto Beat Daily

- 3 Select **Covisint Connect** from the *Portal Home* page under **Covisint Applications** (in the left pane of the page). The **COVISINT CONNECT** application is displayed.



Please recall that tasks are performed PER PROFILE. Therefore, any tasks performed affect only the current profile displayed. Please verify that the profile displayed in the top right corner of the screen is that in which you wish perform administration, for example:



If it is not, switch profiles by clicking the profile name, and selecting your targeted profile from the menu listed:



4. Click **Administration** tab.
5. Click **GM Advance Carbon Copy** tab.

RESULT

You have successfully logged in to GM Carbon Copy functionality of the Connect application.

Adding Users / CISCO Code Combinations

A Central Administrator must add a user to Carbon Copy, assign a user role, and associate each user to one or more CISCO codes. Users are added to Carbon Copy with the “general user” role. If desired, a user can be assigned the Plant Admin role by as indicated below.

Complete the following steps to add users / CISCO codes

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon Copy tab, click **Users** tab.

Transactions : Trading Partners : Channels : Reports : Administration : Library

Covisint ADMIN & GM Central: Add a new USER ID / CISCO Codes combinations

User Id: ? CISCO: Plant Admin ☐

Add New

Copy a user id configuration

From User Id: ? To User Id: ? Remove source user id when copy is completed ☐

Copy

Remove a User Id

User Id: ?

Remove

Enable this checkbox if you wish to assign "Plant Admin" role to the user.

3. In the *User ID* open text box, key in the User ID of the person you wish to add. (Alternately, you may search for a user by clicking the icon).
4. Key in the valid CISCO in the *CISCO* open text field.
Optionally, enable the “**Plant Admin**” checkbox if you wish to assign that role to the user.
5. Click **Add New**.

RESULT

You have successfully added a new user and assigned to a CISCO code.

Copying a User's ID Configuration to Another

An administrator may copy the user ID configuration of one user to another, without impacting the first user.

Optionally, the Administrator may remove the "from" user from Advanced Carbon Copy entirely by enabling the "Remove source user id when copy is completed" checkbox.

Complete the following steps to access Copy a User's ID Configuration to another user:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon Copy tab, click **Users** tab.
3. Navigate to the *Copy a user id configuration* section of the screen.

Transactions : Trading Partners : Channels : Reports : Administration : Library

Covisint ADMIN & GM Central: Add a new USER ID / CISCO Codes combinations

User Id: CISCO: Plant Admin ☐

Add New

Copy a user id configuration

From User Id: To User Id: Remove source user id when copy is completed ☐

Copy

Remove a User Id

User Id:

Remove

Enable this checkbox if you wish to remove this user completely from Carbon Copy after copying the configuration to another user. The removed user will still belong to the profile in Connect.

4. In the *From User ID* open text field, key in the user id that is configured as you wish to pass to another user.
5. In the *To User ID* open text field, key in the user ID that you wish to receive the configuration. This allows copying capability to another user, without impacting the first user.
6. Optionally, if you wish to remove the "from" user from Advanced Carbon Copy entirely, enable the "Remove source user id when copy is completed" checkbox.
7. Click **Copy**.

RESULT

You have successfully configured a user's ID from another user.

Removing a User from a Carbon Copy

An administrator may remove a user from Carbon Copy functionality.



NOTE: Performing these steps does not remove a user from the Covisint Connect application, only Carbon Copy.

Complete the following steps to remove a user from Carbon Copy:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon Copy tab, click **Users** tab.

3. In the Remove a User ID section of the screen, key in the ID of the user you wish to remove from Advanced Carbon Copy In the User ID open text box.
4. Click **Remove**.

RESULT

You have successfully removed a user's ID from Carbon Copy functionality.

Deleting a User and / or CISCO Code

A user may belong to one or many CISCO codes. Deleting a user from one CISCO code only removes the user from that particular CISCO code, and does not impact other CISCO codes related to that user.

Administrators are also able to remove a CISCO code from Carbon Copy.

Complete the following steps to delete a user from a CISCO code, and / or to delete a CISCO code from carbon copy:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon Copy tab, click **Users** tab.
3. Navigate to the User and CISCO List section of the screen.

Transactions : Trading Partners : Channels : Reports : Administration : Library
Covisint

Inbound Outbound **Users**

Covisint ADMIN & GM Central: Add a new USER ID / CISCO Codes combinations

User Id: ? CISCO: Plant Admin ☐
Add New

Copy a user id configuration

From User Id: ? To User Id: ? Remove source user id when copy is completed ☐
Copy

Remove a User Id

User Id ?
Remove

User and CISCO List

Search for User Id: and/or CISCO: Search

Viewing 1 - 10 of 18 next >> Show 10 results per page

<input type="checkbox"/>	User Id	CISCO	Plant Admin	Description	Update User Id	Date Updated
<input type="checkbox"/>	ACOULTER	14002	Yes <input type="radio"/> No <input checked="" type="radio"/>	STE. THERESE ASSEMBLY	JHERMAN1	05/30/2006 08:29:54 AM EDT
<input type="checkbox"/>	BSARKOZI	14001	Yes <input type="radio"/> No <input checked="" type="radio"/>	GM OF CANADA OSHAWA CAR ASM	RPABBU	06/01/2006 12:18:11 PM EDT
<input type="checkbox"/>	BSARKOZI	14002	Yes <input type="radio"/> No <input checked="" type="radio"/>	STE. THERESE ASSEMBLY	RPABBU	06/01/2006 12:18:11 PM EDT
<input type="checkbox"/>	BSARKOZI	72671	Yes <input type="radio"/> No <input checked="" type="radio"/>	SAO CAETANO ASSEMBLY BRASI	RPABBU	06/01/2006 12:18:11 PM EDT
<input type="checkbox"/>	BSARKOZI	19085	Yes <input type="radio"/> No <input checked="" type="radio"/>	METAL FAB PITTSBURGH	RPABBU	06/01/2006 12:18:11 PM EDT
<input type="checkbox"/>	CMIGZD	72480	Yes <input checked="" type="radio"/> No <input type="radio"/>	BRASIL EXPORT/MAUA	JHERMAN	05/15/2006 13:45:53 PM EDT
<input type="checkbox"/>	CMIGZD	72671	Yes <input checked="" type="radio"/> No <input type="radio"/>	SAO CAETANO ASSEMBLY BRASI	JHERMAN	05/15/2006 13:45:53 PM EDT
<input type="checkbox"/>	CMIGZD	19085	Yes <input checked="" type="radio"/> No <input type="radio"/>	METAL FAB PITTSBURGH	JHERMAN	05/15/2006 13:45:53 PM EDT
<input type="checkbox"/>	GMCCUSER1	14002	Yes <input checked="" type="radio"/> No <input type="radio"/>	STE. THERESE ASSEMBLY	JHERMAN1	05/31/2006 02:28:19 AM EDT
<input type="checkbox"/>	GMCCUSER1	14001	Yes <input checked="" type="radio"/> No <input type="radio"/>	GM OF CANADA OSHAWA CAR ASM	JHERMAN1	05/25/2006 04:07:17 AM EDT

Save Delete

Viewing 1 - 10 of 18 next >> Show 10 results per page

4. Perform one or more of the following:

IF YOU WISH TO...	THEN...
Remove a User from any number of CISCO codes to which the user is associated	<p>a In the <i>Search for a User ID</i> open text field, key in the user's ID.</p> <p>b Click Search. The results display all of the CISCO codes belonging to that user.</p> <p>c Enable the checkbox of each User / CISCO relation displayed for that user that you wish to delete. (Navigate to additional pages when required).</p> <p>d Click Delete.</p>
Delete a CISCO code from Carbon Copy	<p>a In the <i>Search for CISCO</i> open text field, key in the CISCO code you wish to remove from Carbon Copy.</p> <p>b Click Search. The results display all of the users belonging to that single CISCO code.</p> <p>c Enable the checkbox of each User / CISCO relation displayed. (Navigate to additional pages when required).</p> <p>d Click Delete. The CISCO code is removed from Carbon Copy. The users' associations to other CISCO codes are not impacted.</p>

RESULT

You have successfully deleted a user from a CISCO code and/or a CISCO code from Carbon Copy.

Modifying User Roles

Central Administrators are able to modify a user role within Carbon Copy for General Users and Plant Administrators. This modification can be applied to as many User / CISCO combination as desired.

Complete the following steps to modify a User's role in Carbon Copy:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon Copy tab, click **Users** tab.
3. Navigate to the User and CISCO List section of the screen.

The screenshot shows the 'Users' tab in the 'Administration' menu. It includes sections for adding new user/CISCO combinations, copying configurations, and removing user IDs. The 'User and CISCO List' section is highlighted with a black arrow pointing to the search field.

User and CISCO List

Search for User Id: and/or CISCO:

Viewing 1 - 4 of 4 Show 10 results per page

	User Id	CISCO	Plant Admin	Description	Update User Id	Date Updated
<input type="checkbox"/>	BSARKOZI	14001	Yes <input type="radio"/> No <input checked="" type="radio"/>	GM OF CANADA OSHAWA CAR ASM	RPABBU	06/01/2006 12:18:11 PM EDT
<input type="checkbox"/>	BSARKOZI	14002	Yes <input checked="" type="radio"/> No <input type="radio"/>	STE. THERESE ASSEMBLY	RPABBU	06/01/2006 12:18:11 PM EDT
<input type="checkbox"/>	BSARKOZI	19085	Yes <input checked="" type="radio"/> No <input type="radio"/>	METAL FAB PITTSBURGH	RPABBU	06/01/2006 12:18:11 PM EDT
<input type="checkbox"/>	BSARKOZI	72671	Yes <input type="radio"/> No <input checked="" type="radio"/>	SAO CAETANO ASSEMBLY BRASI	RPABBU	06/01/2006 12:18:11 PM EDT

Viewing 1 - 4 of 4 Show 10 results per page

4. In the *Search for a User ID* open text field, key in the user's ID.
5. Click **Search**. The results display all of the roles currently assigned that user per CISCO code.

6. Perform one or more of the following:

If YOU WISH TO...	THEN...
Assign Plant Admin Role to User	<p>a In the Plant Admin column, enable the YES radio button to each User ID / CISCO code association as you wish to assign the Plant Admin role.</p> <p>b Click Save.</p>
Remove Plant Admin Role from User	<p>c In the Plant Admin column, enable the NO radio button to each User ID / CISCO code association as you wish to remove the Plant Admin role.</p> <p>d Click Save.</p>



NOTE: Removing the Plant Admin role from users does not remove their access to Carbon Copy. Once Plant Admin role is removed, by default users are assigned the General User role. If you wish to remove a user from Carbon Copy, proceed to the section entitled "Removing a User from Carbon Copy."

RESULT

You have successfully modified a user role.



TOPIC REVIEW

Summary

You have just completed **MODULE 1**. You are now able to:

- Add Carbon Copy Users
- Manage Carbon Copy Users
- Manage User Roles
- Add CISCO Codes
- Manage CISCO Codes



This module has defined the steps for managing Users within Carbon Copy.
The next module will cover managing inbound carbon copy rules.

MODULE 2: MANAGING INBOUND CARBON COPY RULES

About this Module

The purpose of this module is to direct the Central Administrator through the functionality of managing inbound carbon copy rules.

Module Objectives

At the end of this module, participants are able to:

- Create Inbound Carbon Copy Rules
- Manage Inbound Carbon Copy Rules

Adding New Inbound Carbon Copy Configurations

Central Administrators are able to create and add inbound carbon copy configurations based on COM codes. Optionally, the administrator can filter carbon copies further by specifying the:

- Ship To
- Ship From
- SCAC
- DESADV

Complete the following steps to add a new inbound Carbon Copy configuration:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon Copy tab, click **Inbound** tab.

3. Navigate to the Add New Carbon Copy Configuration section of the screen.
4. Optionally, select the *Ship To* from the drop box.
5. Optionally, key in the *Ship From ID* in the open text box
6. Optionally, key in the *SCAC* code in the open text box.
7. Key in the required *COM* code in the open text box.
8. By default, the DESADV is turned on. Enable the **OFF** button if you do not wish to apply this carbon copy rule to the DESADV.
9. Click **Add**.

RESULT

You have successfully added a new inbound Carbon Copy Configuration.

Moving Inbound Carbon Copy Codes to other COM Codes

Central Administrators are able to move inbound carbon copy configurations to other COM codes.



Note: Central Administrators can control all forms of Carbon Copy rules while Plant Administrators and Users possess restricted capabilities pre-defined by GM. For that reason, changes in Carbon Copy rules must be done very carefully. It is good practice to fully note the situation before a change such that one can recreate the prior situation in case of error.

Complete the following steps to add a move inbound Carbon Copy configuration:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon tab, click **Inbound** tab.

3. Navigate to the Move Carbon Copy Code section of the screen.
4. Optionally, select the *Ship To* from the drop box.
5. Optionally, key in the *Ship From* in the open text box
6. Optionally, key in the *SCAC* code in the open text box.
7. Key in the required *Current COM* code in the open text box.
8. Key in the required *New COM* code in the open text box.
9. Click **Move**.

RESULT

You have successfully moved a new inbound Carbon Copy rule.

Managing Inbound Carbon Copy Rules

Central Administrators are able to manage inbound carbon copy rules to other COM codes. This includes the ability to inactivate, activate, and delete existing rules.

Complete the following steps to manage existing inbound Carbon Copy rules:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon tab, click **Inbound** tab.

Transactions : Trading Partners : Channels : Reports : Administration : Library

Status has been updated successfully.

Inbound Outbound Users

Add New Carbon Copy Configuration

Ship To	Ship From	SCAC	* COM Code	DESADV
Select...				On Off

Add

Move Carbon Copy Code

Ship To	Ship From	SCAC	* Current COM	* New COM
Select...				

Move

Current Available

Enter Search criteria

Status: Ship To: Ship From: SCAC

All * Search

Viewing 1 - 9 of 9 Show 30 results per page

Status	Ship To	Ship From	SCAC	Copy to	Copy Name	DESADV
<input checked="" type="checkbox"/>		TESTFROM		ABC	ABC GROUP CANADA	On Off
<input checked="" type="checkbox"/>			LWR	BFT	General Motors - MGO	On Off
<input checked="" type="checkbox"/>			RDW	ABC	ABC GROUP CANADA	On Off
<input checked="" type="checkbox"/>			TESTSCAC	ABC	ABC GROUP CANADA	On Off
<input checked="" type="checkbox"/>			WHY	ZG1	WALKER INTERNATIONAL TRANSPORTATION	On Off
<input checked="" type="checkbox"/>				KLB	KLEINSCHMIDT (RAILROADS)	On Off
<input checked="" type="checkbox"/>				WHY	TNT Logistics NA	On Off
<input checked="" type="checkbox"/>		123456789	FASTWORK LTD	ABC	AM4 Penske Logistics Technology	On Off
<input checked="" type="checkbox"/>		123456789	FASTWORK LTD	ABC	ABC GROUP CANADA	On Off

Save Delete Active/Inactive



STATUS ICONS DEFINED:



= INACTIVE STATUS



= ACTIVE STATUS

3. Scroll to the *Current Available* section of the screen.
4. Search and select the carbon copy rule you wish to manage.



NOTE: Narrow your search results by filtering your search criteria. For example, you may wish to view only Inactive codes by selecting "inactive" in the Status drop box. Other options include viewing codes with status of "active", or viewing both statuses by selecting "all".

5. Perform one or more of the following:

If YOU WISH TO...	THEN...
Inactivate a Rule	<p>a Enable the checkbox in the <i>status column</i> of the rule you wish to inactivate.</p> <p>b Click Active/Inactive button.</p> <p>c Click Save. The screen refreshes, the Status icon changes to Inactive, and a confirmation message is displayed at the top of the screen.</p>
Activate a Rule	<p>a Enable the checkbox in the <i>status column</i> of the rule you wish to activate.</p> <p>b Click Active/Inactive button.</p> <p>c Click Save. The screen refreshes, the Status icon changes to Active, and a confirmation message is displayed at the top of the screen.</p>
Delete a Rule	<p>a Enable the checkbox of the rule you wish to delete.</p> <p>b Click Delete.</p> <p>c Click OK in the box confirming that you wish to delete the rule. The screen refreshes and a confirmation message is displayed at the top of the screen. The rule is deleted and removed from Carbon Copy.</p>
Turn off DESADV for a rule	<p>a Enable the OFF radio button in the DESADV column of the rule for which you wish to disable DESADV.</p> <p>b Click Save. The screen refreshes and a confirmation message is displayed at the top of the screen.</p>
Turn on DESADV for a rule	<p>a Enable the ON radio button in the DESADV column of the rule for which you wish to enable DESADV.</p> <p>b Click Save. The screen refreshes and a confirmation message is displayed at the top of the screen.</p>

RESULT

You have successfully managed inbound Carbon Copy rules.



TOPIC REVIEW

Summary

You have just completed **MODULE 2**. You are now able to:

- Create Inbound Carbon Copy Rules
- Manage Inbound Carbon Copy Rules



This module has described the steps required to create and manage inbound carbon copy rules.

The next module will cover managing outbound carbon copy rules.

MODULE 3: MANAGING OUTBOUND CARBON COPY RULES

About this Module

The purpose of this module is to direct the Central Administrator through the functionality of managing outbound carbon copy rules.

Module Objectives

At the end of this module, participants are able to:

- Create Outbound Carbon Copy Rules
- Manage Outbound Carbon Copy Rules

Adding New Outbound Carbon Copy Rules

Central Administrators are able to create and add outbound carbon copy configurations based on COM codes. Optionally, the administrator can filter carbon copies further by specifying the:

- Ship To
- Supplier Code
- DELFOR
- DELJIT
- INVRPT
- RECADV



Note: Central Administrators can control all forms of Carbon Copy rules while Plant Administrators and Users possess restricted capabilities pre-defined by GM. For that reason, changes in Carbon Copy rules must be done very carefully. It is good practice to fully note the situation before a change such that one can recreate the prior situation in case of error.

Complete the following steps to add a new outbound Carbon Copy configuration:

1. From the Administration menu, click **GM Carbon Copy** tab.

2. Within the GM Carbon tab, click **Outbound** tab.

Transactions : Trading Partners : Channels : Reports : Administration : Library General Motors - MGO

Inbound **Outbound** Users

Add New Carbon Copy Configuration

Ship To Select...	Supplier Code 	* COM Code 	DELFOR On <input checked="" type="radio"/> Off <input type="radio"/>	DELJIT On <input checked="" type="radio"/> Off <input type="radio"/>	INVRPT On <input checked="" type="radio"/> Off <input type="radio"/>	RECADV On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="button" value="Add"/>						

Move Carbon Copy Code

Ship To Select...	Supplier Code 	* Current COM 	* New COM
<input type="button" value="Move"/>			

Current Available

Enter Search criteria

Status: All Ship To: 14001 Supplier Code:

Viewing 1 - 10 of 2942 1 2 3 4 5 ... 291 292 293 294 295 next >> Show 10 results per page

	Status	Ship To	Ship To	Supplier Code	Supplier	Copy to	Copy Name	DELFOR	DELJIT	INVRPT	RECADV
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014003	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014008	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014009	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014014	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014024	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014030	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014070	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000018024	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000018095	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000018096	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>

3. Navigate to the Add New Carbon Copy Configuration section of the screen.
4. Optionally, select the *Ship To* from the drop box.
5. Optionally, key in the *Supplier Code* in the open text box.
6. Optionally, key in the *SCAC* code in the open text box.
7. Key in the required *COM* code in the open text box.
8. By default, the DELFOR, DELJIT, INVRPT, and RECADV are turned on. Enable the **OFF** button of any item to which you do not wish to apply this carbon copy rule.
9. Click **Add**.

RESULT

You have successfully added a new outbound Carbon Copy Configuration.

Moving Outbound Carbon Copy Codes to other COM Codes

Central Administrators are able to move outbound carbon copy configurations to other COM codes.

Complete the following steps to add a move outbound Carbon Copy configuration:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon tab, click **Outbound** tab.

The screenshot shows the 'Administration' menu with 'GM Carbon Copy' selected. The 'Outbound' tab is active. The 'Move Carbon Copy Code' section is highlighted, showing a form with fields for 'Ship To', 'Supplier Code', '* Current COM', and '* New COM'. A black arrow points to the 'Move' button. Below this is a table of 'Current Available' configurations.

Status	Ship To	Supplier Code	Supplier	Copy to	Copy Name	DELFOR	DELJIT	INVRPT	RECADV
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014003	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014008	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014009	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014014	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014024	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014030	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014070	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000018024	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000018095	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000018096	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>

3. Navigate to the Move Carbon Copy Code section of the screen.
4. Optionally, select the Ship To from the drop box.
5. Optionally, key in the Supplier Code in the open text box

6. Key in the required Current COM code in the open text box.
7. Key in the required New COM code in the open text box.
8. Click **Move**.

RESULT

You have successfully moved a new outbound Carbon Copy rule.

Managing Outbound Carbon Copy Rules

Central Administrators are able to manage outbound carbon copy rules to other COM codes. This includes the ability to inactivate, activate, and delete existing rules.

Complete the following steps to manage existing inbound Carbon Copy rules:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon tab, click **Outbound** tab.

Transactions : Trading Partners : Channels : Reports : **Administration** : Library

Add New Carbon Copy Configuration

Ship To: Supplier Code: * COM Code: DELFOR: ☐ On ☐ Off ☐ On ☐ Off ☐ On ☐ Off ☐ On ☐ Off

Move Carbon Copy Code

Ship To: Supplier Code: * Current COM: * New COM:

Current Available

Enter Search criteria

Status: Ship To: Supplier Code:

Viewing 1 - 10 of 1640 Show 10 results per page

Status	Ship To	Ship To	Supplier Code	Supplier	Copy to	Copy Name	DELFOR	DELJIT	INVRPT	RECADV
<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000014008	-	RDT	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000018024	-	RDT	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000018095	-	RD2	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000018171	MFD PARMA METAL CENTER	RD2	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000018171	MFD PARMA METAL CENTER	RDT	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000018231	-	RD2	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000019044	-	RD2	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000019300	-	RDT	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000019486	-	BUH	GM Suppliers	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000025500	-	RD2	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>

Confirmation Message displayed.



STATUS ICONS DEFINED:



= INACTIVE STATUS



= ACTIVE STATUS

3. Scroll to the *Current Available* section of the screen.
4. Search and select the carbon copy rule you wish to manage.



NOTE: Narrow your search results by filtering your search criteria. For example, you may wish to view only Inactive codes by selecting “inactive” in the Status drop box. Other options include viewing codes with status of “active”, or viewing both statuses by selecting “all”.

5. Perform one or more of the following:

If YOU WISH TO...	THEN...
Inactivate a Rule	<p>a Enable the checkbox in the <i>status column</i> of the rule you wish to inactivate.</p> <p>b Click Active/Inactive button.</p> <p>c Click Save. The screen refreshes, the Status icon changes to Inactive, and a confirmation message is displayed at the top of the screen.</p>
Activate a Rule	<p>a Enable the checkbox in the <i>status column</i> of the rule you wish to activate.</p> <p>b Click Active/Inactive button.</p> <p>c Click Save. The screen refreshes, the Status icon changes to Active, and a confirmation message is displayed at the top of the screen.</p>
Delete a Rule	<p>a Enable the checkbox of the rule you wish to delete.</p> <p>b Click Delete.</p> <p>c Click OK in the box confirming that you wish to delete the rule. The screen refreshes and a confirmation message is displayed at the top of the screen. The rule is deleted and removed from Carbon Copy.</p>
Turn off document type for a rule	<p>a Enable the OFF radio button in the column of the document type of the rule for which you wish to disable.</p> <p>b Click Save. The screen refreshes and a confirmation message is displayed at the top of the screen.</p>
Turn on document type for a rule	<p>c Enable the ON radio button in the column of the document type of the rule for which you wish to enable.</p> <p>d Click Save. The screen refreshes and a confirmation message is displayed at the top of the screen.</p>

RESULT

You have successfully managed outbound Carbon Copy rules.



TOPIC REVIEW

Summary

You have just completed **MODULE 3**. You are now able to:

- Create Outbound Carbon Copy Rules
- Manage Outbound Carbon Copy Rules



This module has described the steps required to create and manage outbound carbon copy rules.