COMMERCE:Library®

User Guide

Sterling Commerce
An IBM Company

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Introduction

Overview

Welcome to COMMERCE:Library®, Sterling Commerce's Web-based companion product to the COMMERCE:Connection® for the Internet suite of products. COMMERCE:Connection is a 32-bit Internet-enabled electronic mail (e-mail), file distribution and communications software package.

If you have selected GENTRAN:Director™ and GENTRAN: Smartforms™ as part of your COMMERCE:Connection suite of products, COMMERCE:Library serves as the storage location for the GENTRAN translation objects.

- **Translation objects** are form layouts set up to ensure that input or output for a particular EDI business form exists and is presented in a usable fashion. Most of the items stored in COMMERCE:Library are translation objects.

COMMERCE:Connection for the Internet contains the following products:

- **COMMERCE:Mail®** is a MIME-enabled electronic mail application that allows you to send and receive e-mail messages with encrypted or decrypted attachments. COMMERCE:Mail blends conventional e-mail features with support for X.400 users, fax users, the Internet and open addressing. COMMERCE:Mail also allows you to create and edit dial-up connections and mailbox setups.
- **Connection Manager™** allows you to view communications session information, create and edit dial-up connections, create and edit mailbox setups and start a dial-up connection session independent of the default connection selection.
- **Microsoft® Internet Explorer** allows you to view World Wide Web, or Web, sites.
- **GENTRAN:Director** is Sterling Commerce's Electronic Data Interchange (EDI) software. GENTRAN:Director provides you with data translation, process control and a communications system to electronically exchange data with your trading partners.
- **GENTRAN:Smartforms** is a desktop application that uses pre-configured online business forms to bring you the benefits of conducting business electronically, in a simplified and low-cost manner.

Documentation

After installing GENTRAN:Director or GENTRAN:Smartforms, you can begin learning about COMMERCE:Library, which is the storage place for the GENTRAN translation objects.

It is not necessary to read this **User Guide** from cover to cover. This guide has been created to step you through each task.

Your documentation includes the following components:

- **User Guide** describes the procedures needed to understand and use COMMERCE:Library.
- **Online help** contains an abbreviated version of the navigational information contained in this **User Guide.** Online help is accessible once you access the COMMERCE:Library Web site.

User Guide Structure

The **User Guide** sections are as follows:

Introduction

- Describes the features of the COMMERCE:Connection for the Internet suite of products: COMMERCE:Mail, Connection Manager, Microsoft Internet Explorer, GENTRAN:Director and GENTRAN:Smartforms.
- Shows documentation components and structure.
- Describes online help and how to access it.
- Discusses general assumptions and writing conventions used in this guide.
- Describes graphic symbols used throughout this guide that identify important information.
- Provides application requirements.
- Discusses Customer Services.

COMMERCE:Library

The **COMMERCE:Library** section describes the following:

- Discusses the Web and the Internet.
- Describes the types of Internet connections.
- Provides information for accessing the COMMERCE:Library Web site.
- Discusses the COMMERCE:Library home page.
- Describes the navigational methods you use to access the application features.
- Discusses the COMMERCE:Library areas and area structure.
- Describes translation objects.
- Describes how to download translation objects.
- Describes price pages and priced items.
- Provides information on how to perform a search.

Glossary

The Glossary lists definitions of important terms used in the **User Guide.**

Online help

This **User Guide** explains how to access and navigate through the COMMERCE:Library Web site.

Once you access the site, you can access a help file which contains an abbreviated version of the navigational information contained in this **User Guide**. There are two ways to access online help:

- Click the **Help** text link, which is located on the top right of the site's pages.
- Click the **Help** button, located on the site's navigation bar. The navigation bar is located along the bottom of the site's pages. See **Navigation bar** on page 7 for more information.

Assumptions

This **User Guide** assumes you are familiar with using a PC and working in a Windows® 95 or Windows NT® environment. The guide also assumes you can perform basic tasks such as:

- Using Windows 95 or Windows NT with the **Start** menu.
- Understanding the meaning and usage of an icon, window, group and button.
- Selecting menu items from a shortcut menu.
- Using a mouse to make menu item selections.

If you are not familiar with some of these concepts or terms, refer to your Microsoft Windows 95 or Windows NT documentation.

Symbols

This **User Guide** uses color to help you identify important information.

Please familiarize yourself with the following colors:

Important: Indicates information that may be important to your processing.

Caution: Read this text carefully.

Minimum Requirements

To be able to install and run COMMERCE:Connection for the Internet, as well as access and use the COMMERCE:Library Web site, make sure your PC meets the following minimum requirements:

- Web browser. Microsoft Internet Explorer, which is packaged with COMMERCE:Connection for the Internet, is recommended.
- 486 or above PC with a hard drive and a CD-ROM drive. A Pentium® PC is recommended.
- Color VGA or SVGA monitor.
- Mouse.
- Hayes®-compatible modem with MNP or V.42 support. 9600 minimum baud rate; 28,800 baud rate or higher is recommended.
- Microsoft Windows® 95 or Windows NT 4.0 software installed (Windows NT 4.0 must have Service Pack 2 or later installed).

- Available disk space of 30 MB.
- At least 16 MB of RAM memory.

Customer Services

All COMMERCE:Connection products are supported by trained, technical customer support personnel who are available to help you with product questions or concerns.

To help Sterling Commerce Customer Services provide prompt and efficient service, first please try to re-create a problem that you encounter, recording the exact sequence of events. Make a note of all error messages and associated error codes that may display.

Before you call, have ready your computer manufacturer and model number, as well as whether you are using Windows 95 or Windows NT.

To contact Sterling Commerce Customer Services by e-mail, send a message to cvg_support@stercomm.com.

COMMERCE:Library

An Internet solution

- **Internet** is the world wide collection of inter-connected networks that use TCP/IP protocols.

The Sterling Commerce Internet Information Service (SCIIS) creates Internet solutions that enable businesses to extend their enterprises electronically.

SCIIS hosts the COMMERCE:Library Web site.

About the Web

The Web is a set of servers on the Internet that are interconnected through hypertext.

- **Hypertext** is a method of presenting information that connects documents to one another using links between selected text and images. Hypertext documents can contain any combination of text, graphics and files.

The Web attempts to organize all the information on the Internet, plus whatever local information you want, as a set of documents that use the Hypertext Markup Language (HTML) format.

- **HTML** is the language used to create hypertext documents. HTML supports text formatting, embedded pictures, embedded video, embedded audio and hypertext links.

A hypertext link is a reference to another document or to a place within a document. These references are made through a Uniform Resource Locator (URL).

About URLs

- **URL** is a character string that precisely identifies a document's type and location on the Internet. A URL consists of a resource type, the Internet address of the server and the

location of the document on that server. An example of a URL is http://www.stercomm.com.

- **Resource type** is the type of server that a document resides on.

For example, here is the URL for the Sterling Commerce company profile page:

http://www.stercomm.com/profile/profile.htm

URL part	Description
http	Resource type (Web Server)
//www.stercomm.com	Resource location
/profile/profile.htm	Pathname and filename

In general, a URL is a Web site's address. If you know a document's URL, you can point your Web browser to it by entering the URL in the browser's **Address** field. More typically, you will be navigating via other Web documents and will not need to know the URL.

You access COMMERCE:Library using your Web browser. See **Accessing COMMERCE:Library** on page 6 for more information.

Types of Internet connections

There are two types of connections to the Internet. You can use either type of connection to access COMMERCE:Library:

- **Dial-up connection** uses your communications device, usually a modem, to dial up to the Internet.
- **LAN connection** is an established connection to the Internet on your local area network (LAN).

COMMERCE:Mail and Connection Manager allow you to create a dial-up connection to the Internet.

However, if you already have a LAN connection to the Internet, you do not have to create a dial-up connection. You can access COMMERCE:Library using your LAN connection.

See the **COMMERCE:Connection for the Internet User Guide** for more information about dial-up and LAN connections to the Internet.

About Internet Explorer

COMMERCE:Connection comes with Microsoft's Internet Explorer, a Web browser. After you install Internet Explorer, you can use it to access and view COMMERCE:Library. Sterling Commerce strongly recommends that you use Internet Explorer to access COMMERCE:Library.

Accessing COMMERCE:Library

To access COMMERCE:Library, you must start your browser and enter COMMERCE:Library's address (URL), your user name and your password. This information is

provided to you by Sterling Commerce's Customer Services department.

Your user name and password for COMMERCE:Library are the same as your POP3 ID and password for your Sterling Commerce mailbox.

To access COMMERCE:Library:

1. Start up Windows 95 or Windows NT.
2. Click the **Start** menu and locate the COMMERCE:Connection application group. Double-click the Internet Explorer icon. The browser opens.
3. Type **library.commerce.stercomm.com** in the **Address** field of the browser. Press **ENTER**. The *User Name and Password Required* window appears.
4. Type your user name and press the **TAB** key.
   - **User name** identifies you to COMMERCE:Library. Sterling Commerce links your user name and password together to determine whether you can access COMMERCE:Library and what level of access you have. To change your user name, contact your company's service administrator.
5. Type your password and press **ENTER**.
   - **Password** is your personal password, the secret key to your account. Do not reveal your password to others.

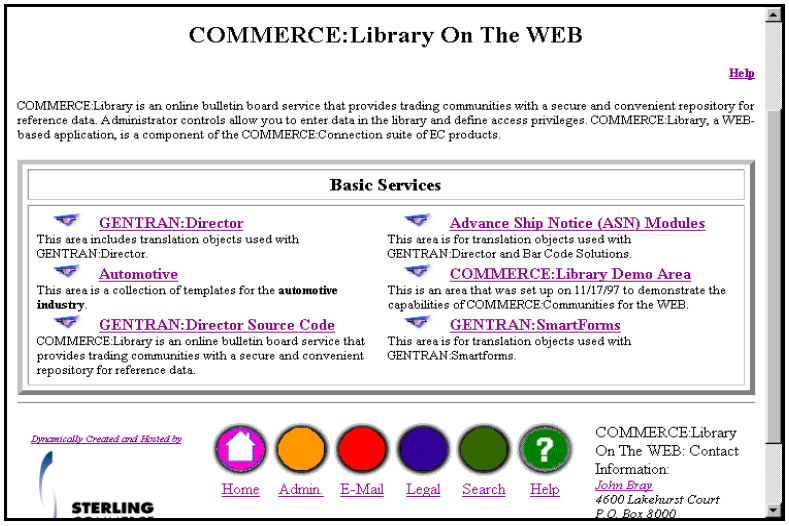
   If you lose or forget your password, contact Sterling Commerce Customer Services.
6. Click **OK**. If Sterling Commerce has registered you, you successfully access COMMERCE:Library and the COMMERCE:Library home page appears. If you are not registered, you cannot access COMMERCE:Library.

Once you access COMMERCE:Library, you can download the items stored there. Most items on the COMMERCE:Library site are translation objects for GENTRAN:Director and GENTRAN: Smartforms. See **Downloading an item** on page 12 for more information.

Home page

COMMERCE:Library is designed to be both easy to use and easy to get around in. Here is an

example of the COMMERCE:Library home page:



- **Home page** is the first page on a Web site, to which supporting pages are linked.

Since the home page is the highest level in COMMERCE:Library, all of the areas on the home page are referred to as parent areas.

- **Parent area** is a COMMERCE:Library area that contains other areas.

See **Areas** on page 7 for more information.

Navigation bar

The navigation bar appears across the bottom of the COMMERCE:Library pages.

The navigation bar consists of six hypertext links. The links take you to a different part of COMMERCE:Library or allow you to perform a function. Click a link – links are the underlined text or the icon above the text – to select it.

Click the following text links or the icons above them to use the navigation bar:

- **Home** takes you to the COMMERCE:Library home page.
- **Admin** takes you to the Administration tools area. You must have an Administrative access level to use the Administration tools.
- **Legal** displays the legal information for COMMERCE:Library.
- **Search** allows you to search for areas on the site. See **Performing a search** on page 9 for more information.
- **Help** displays help on how to navigate through the service and download items. See **Online help** on page 2 for more information.

Areas

When you access COMMERCE:Library, the first page you see is the COMMERCE:Library On The WEB home page. The home page contains several parent areas.

- **Parent area** is a COMMERCE:Library area that contains other areas.
- **Subarea** is a COMMERCE:Library area within a parent area.

The parent areas appear as text links with accompanying icon links. Click a parent area's text or icon link to move to that area.

Each subarea can contain links to areas and items relating to the subarea's topic. Most items on the COMMERCE:Library site are translation objects for GENTRAN:Director or GENTRAN:Smartforms. Click any of the area and item text links or icon links to move to the indicated area or to download the indicated item. See **Items** on page 9 for more information about items.

If you are not sure where an area you are trying to reach is located, use the search function to locate the area and go there directly. See **Performing a search** on page 9 for more information.

Area structure

The COMMERCE:Library site contains many areas that are "stacked" upon one another. Depending on its position within the "stack," an area can be both a parent area and a subarea at the same time.

Figure 1 shows the relationship between areas:

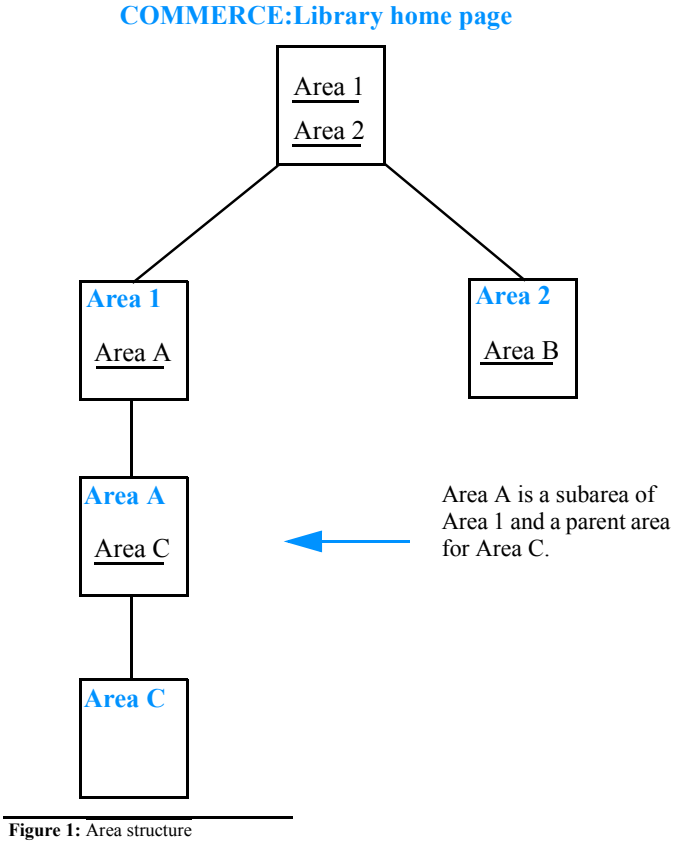


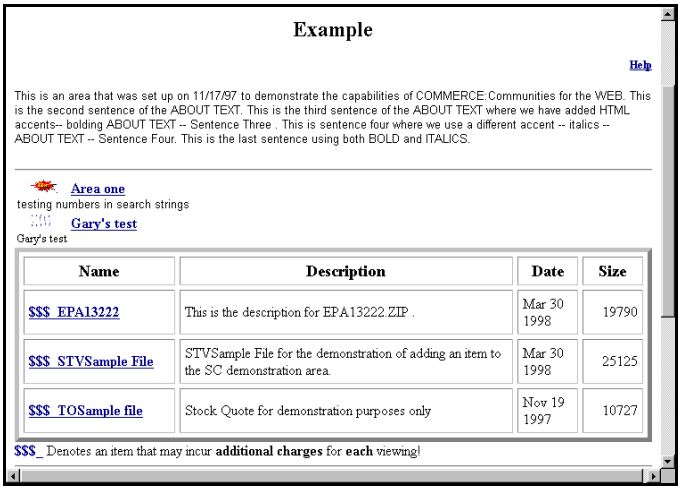
Figure 1: Area structure

Since the home page is the highest level of the service, all of the areas that link off of the home page are parent areas. These areas (Area 1 and Area 2) are linked, in turn, to the areas below them.

Items

Items are posted by system administrators. Most items on the COMMERCE:Library site are translation objects for GENTRAN:Director or GENTRAN:Smartforms.

When an area contains items, the items appear in a table with an item name, a description of the item, the date the item was added to the site and the size of the item. Here is an example of an area with items:



Example

Help

This is an area that was set up on 11/17/97 to demonstrate the capabilities of COMMERCE:Communities for the WEB. This is the second sentence of the ABOUT TEXT. This is the third sentence of the ABOUT TEXT where we have added HTML accents-- bolding ABOUT TEXT -- Sentence Three . This is sentence four where we use a different accent -- italics -- ABOUT TEXT -- Sentence Four. This is the last sentence using both BOLD and ITALICS.

Area one
testing numbers in search strings
Gary's test
Gary's test

Name	Description	Date	Size
$$$ EPA13222	This is the description for EPA13222.ZIP .	Mar 30 1998	19790
$$$ STVSample File	STVSample File for the demonstration of adding an item to the SC demonstration area.	Mar 30 1998	25125
$$$ TOSample file	Stock Quote for demonstration purposes only	Nov 19 1997	10727

$$$_ Denotes an item that may incur **additional charges** for **each** viewing!

Items with dollar signs **($$$)** preceding them are priced items. There is a charge associated with downloading priced items.

Important: Click a priced item link to view the item's price page. **There is no charge to view the price page**.

Caution: Do not click a priced item link on a price page unless you are sure you want it. Once you click the link, your account is automatically billed for the item.

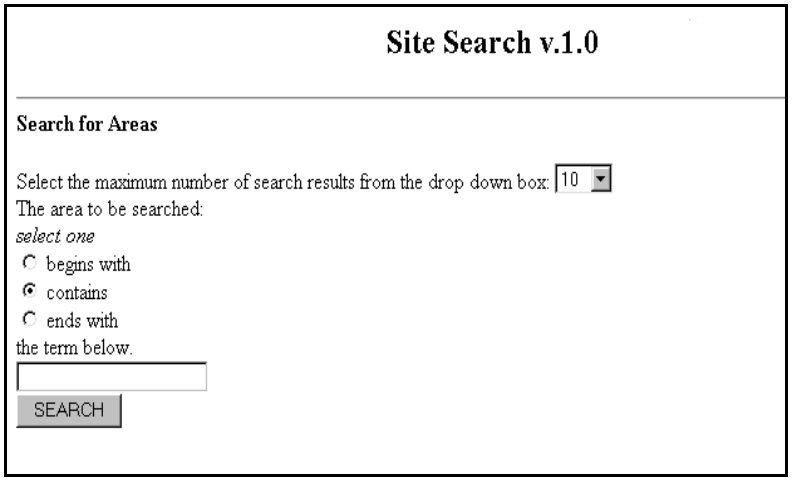
See **Price pages** on page 11 for more information.

Performing a search

If you know the name of the area you want to go to on the site, or a part of the name, click the **Search** button on the navigation bar. The search function allows you to go directly to that area.

To perform a search:

1. Click the **Search** button on the navigation bar. The *Site Search* screen appears:



2. In the Search for Areas area, click the search results list box and select the maximum number of search results you want the search to return.

   Search results are selected randomly and are absolute. For example, if you select "10" as your maximum number of search results, the search function locates and returns the first 10, and *only* the first 10, matches it finds.

3. Click a radio button to define your search. Selections are:

   - **Begins with** defines your search to locate areas that begin with the term you specify in the term field. For example, if you perform a "begins with" search for the term "ga," the search results contain all areas that begin with the letters "ga."
   - **Contains** defines your search to locate areas that contain the term you specify in the term field. If the term appears anywhere in the area's name, the search results contain all areas that contain the term you specified.
   - **Ends with** defines your search to locate areas that end with the term you specify in the term field. For example, if you perform an "ends with" search for the term "er," the search results contain all areas that end with the letters "er."

4. In the term field, type the term you want to search for. A term can be any alphanumeric string.
5. Click the **SEARCH** button. The search results page appears.

Navigational buttons

Area and item pages also contain some navigational buttons to help you move smoothly through the service. The navigational buttons appear on the bottom of the page, surrounding the navigation bar.

Previous Area and Next Area buttons

Click the **Next Area** and **Previous Area** buttons to move from area to area at the same level.

Previous Item and Next Item buttons

When you click an item, the item page appears. Item pages have two additional buttons. The **Next Item** and **Previous Item** buttons move you smoothly from item to item within the current area.

Previous Level button

Click the **Previous Level** button to move up a level. For example, click the Previous Level button to move from a subarea to its parent area.

Parent area list box

If want to move to another parent area immediately, click the arrow in the **parent area** list box, located just above the navigation bar. A list appears, containing all of the parent areas located on the COMMERCE:Library home page. Click the area you want to go to. The list box closes and the area you selected appears in the parent area field. Click the **GO!** button to move immediately to that area.

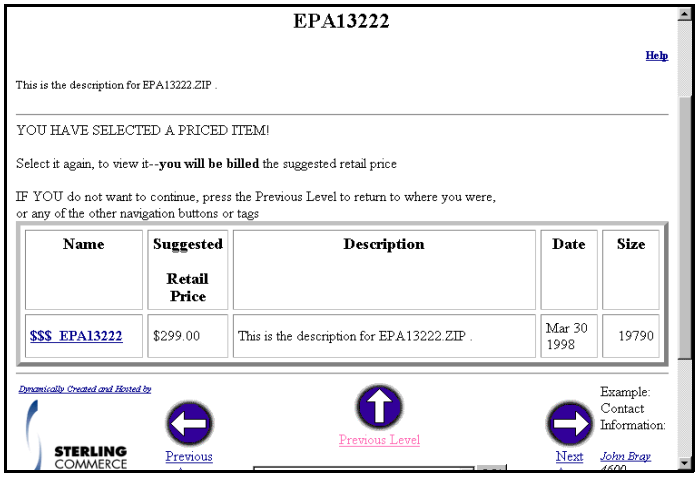
Price pages

When you click a priced item link, the item's price page appears. The price page further describes the item and lists the item's price.

Important: There is no charge to view an item's price page.

Here is an example of a price page for item EPA13222:

Clicking an item link on a price page initiates an automatic billing to your account.



Each price page has a link to the item. In the above example, clicking the **$$$ EPA13222** link **initiates an automatic billing to your account for the item's listed price, which in this example is $299.** It also reloads the page with a final link to the item. Click the item link again to initiate a download session for the item. See **Downloading an item** on page 12 for more information.

Caution: Do not click a priced item link on a price page unless you are sure you want it. Once you click the link, your account is automatically billed for the item.

If there is no price associated with an item, you can download it for free.

Downloading an item

Most items on the COMMERCE:Library site are translation objects for GENTRAN:Director or GENTRAN:Smartforms.

To download an item:

1. Click the item you want to download. The *File Download* window appears.
2. Leave the default selection, **Save this file to disk,** as your radio button selection. Click the **OK** button. The *Save As* window appears.
3. Click the **Save in** list box and locate the **TRANSOBJ** folder on your local drive.

   Important: Save all GENTRAN:Director and GENTRAN:Smartform translation objects in the **TRANSOBJ** folder, which is located in your COMMERCE:Connection directory. If you accepted the default storage location while installing COMMERCE:Connection, the path is:

   C:\COMMERCE\TRANSOBJ

   If you specified a different storage location while installing COMMERCE:Connection, you must locate the TRANSOBJ folder at the storage location you specified.
4. Highlight the TRANSOBJ folder by clicking it once. Then click the **Open** button to open the folder. You can also double-click the TRANSOBJ folder to open it.
5. Click the **Save** button. The file downloads and is saved in the TRANSOBJ folder.

The translation objects stored on COMMERCE:Library are self-extracting compressed files. Once the translation object is downloaded, open the TRANSOBJ folder and double-click the translation object. When you double-click the translation object, it uncompresses automatically and is ready for use with GENTRAN:Director or GENTRAN:Smartforms.

Glossary

Overview

The following pages describe terms used in the COMMERCE:Library User Guide.

Terms and Definitions

Dial-up connection uses your communications device, usually a modem, to dial up to the Internet.

Home page is the first page on a Web site, to which supporting pages are linked.

HTML is the language used to create hypertext documents. HTML supports text formatting, embedded pictures, embedded video, embedded audio and hypertext links.

Hypertext is a method of presenting information that connects documents to one another using links between selected text and images. Hypertext documents can contain any combination of text, graphics and files.

Internet is the world wide collection of inter-connected networks that use TCP/IP protocols.

LAN connection is an established connection to the Internet on your local area network (LAN).

Parent area is a COMMERCE:Library area that contains other areas.

Parent area is a COMMERCE:Library area that contains other areas.

Resource type is the type of server that a document resides on.

Subarea is a COMMERCE:Library area within a parent area.

Translation objects are form layouts set up to ensure that input or output for a particular EDI business form exists and is presented in a usable fashion. Most of the items stored in COMMERCE:Library are translation objects.

URL is a character string that precisely identifies a document's type and location on the Internet. A URL consists of a resource type, the Internet address of the server and the location of the document on that server. An example of a URL is http://www.stercomm.com.

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