

Web Forms Maintenance

Email Addresses

Whenever the Web Forms mailbox receives Forms (i.e., an unread Planning Schedule (830), Purchase Order (850) or Shipping Schedule (862)), Web Forms sends an email message to addresses listed in the notification distribution list.

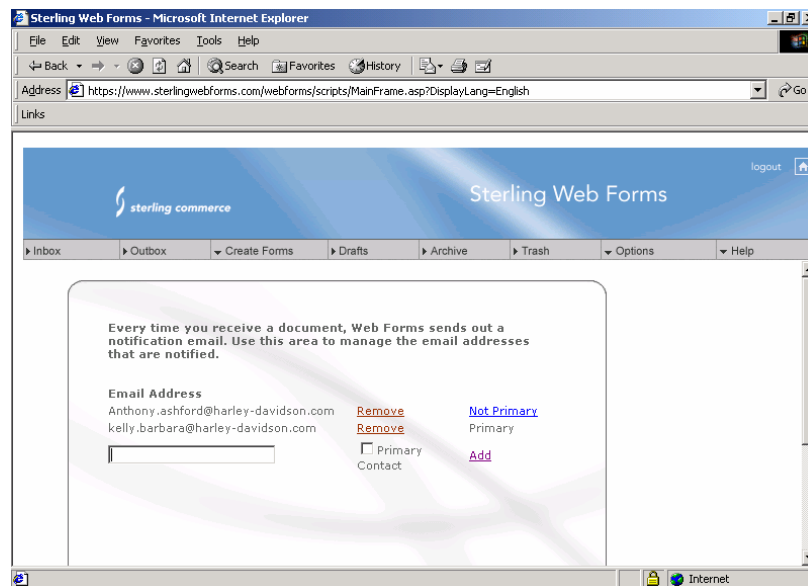
Initially, the notification distribution list will consist of the email addressed entered during the Web Forms registration process, which will be marked as the primary contact. Additional email addresses can be added to the notification distribution list, however, only one address can be marked as the primary contact.

To add additional email addresses to the notification distribution list, refer to the *Add Address* section. To delete email addresses that should no longer receive notifications, refer to the Delete Address section.

Add Address

To add additional email addresses to the notification distribution list, follow the steps below:

1. From anywhere within Web Forms, position the cursor over the Options selection menu and then click the Change Notification Email link and the *Email Address* page displays.



2. The cursor is positioned in the field box. Enter the email address that is to be added to the distribution list.

3. Determine whether this email address is to be the primary address for the account. If so, position the cursor over the check box associated with the Primary Contact title and then click the box. If not, continue to the next step.
4. When complete, click on the **Add** link and the email address is display above in the distribution list.

Change Primary Email Address

There must be one email address that is identified as being the primary address for the account. To change the primary email address to one that has already been set up, follow the steps below.

1. From the *Email Address* page, accessed through Options, Change Notification Email, position the cursor over the email address to be primary and then move the cursor horizontally to the right until it is positioned over the **Not Primary** link.
2. Click on the **Not Primary** link and the email address is now identified as being primary. The email address that was formerly identified as being primary now is identified as being Not Primary.

Delete Address

Primary email addresses can not be deleted. If a primary email address is to be deleted, another email address must be identified as primary. Then the email address to be deleted is identified as being Not Primary and can be deleted.

To delete an email address from the notification distribution list, follow the steps below.

1. From the *Email Address* page, accessed through Options, Change Notification Email, position the cursor over the email address to be deleted and then move the cursor horizontally to the right until it is positioned over the **Remove** link.
2. Click on the **Remove** link and the email address is deleted from the distribution list.

Archive Forms

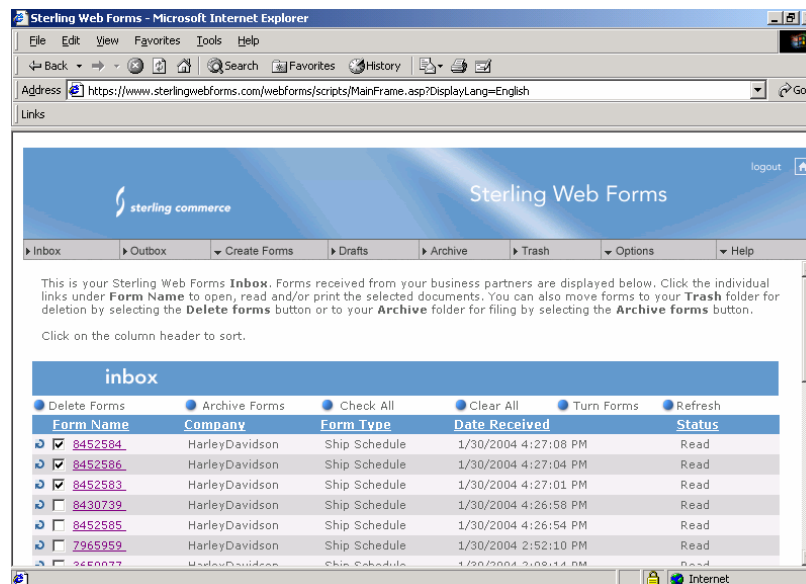
Forms from the Inbox, Outbox, and Drafts folders can be moved from its current location and stored in the Archive folder. Archiving forms allows the main folders to only contain requirements that are yet to be fulfilled. Forms stored in the Archive folder can be restored back to its original location, if needed, or deleted.

The Archive folder has no size limitations, but Sterling Commerce does request documents that are no longer needed be deleted to keep the folder manageable. The Archive folder's retention period is 13 months. All documents that have a date/time stamp older than 13 months will automatically be permanently deleted.


Move Forms to Archive

To move Forms from its current location (Inbox, Outbox, and Drafts folder) and store in the Archive folder, follow the steps below.

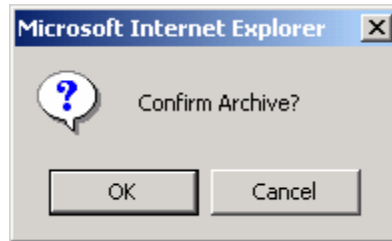
1. Go the location where the Forms to be archived are located.
2. Position to the box located to the left of the From Name to be archived.
3. Click in the box and a checkmark is placed in it. Multiple boxes can be checked.



4. Press the **Archive Forms** button, which is shown below and located above the column titles.

 Archive Forms

5. The following dialog box displays.



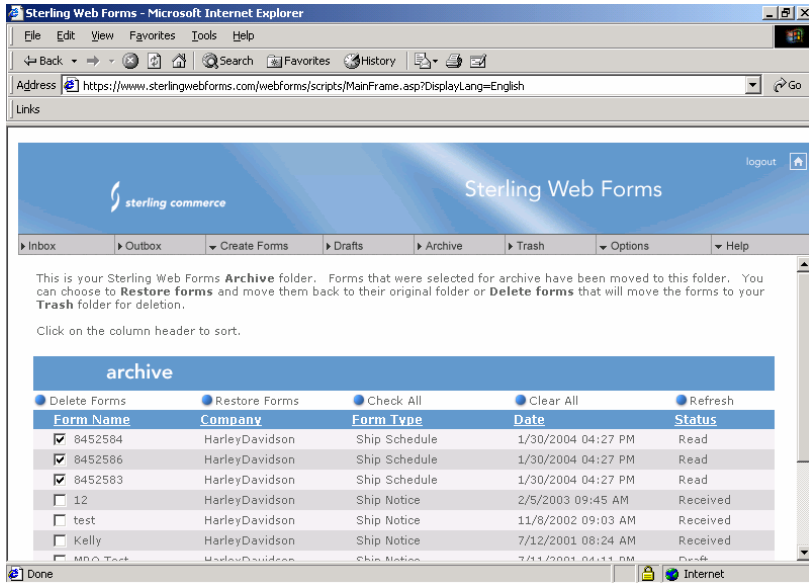
6. Press the **OK** button and the list displays again without the Form Names.
7. The Forms are in the Archive folder.

Restore Form

To restore a Form from the Archive and Trash folders, follow the steps below.

1. Go to the folder from which the Form is currently located (i.e. Archive or Trash folder)
2. Locate the form(s) to be restored.
3. Position to the box located to the left of the From Name to be restored.

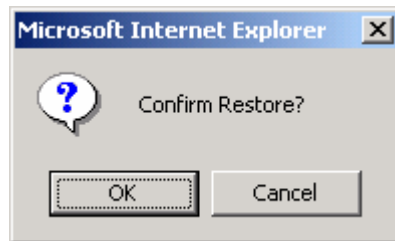
- Click in the box and a checkmark is placed in it. Multiple boxes can be checked.



- Press the **Restore Forms** button, which is shown below and located above the column titles.



- The following dialog box displays.



- Press the **OK** button and the Forms are returned to their previous location. For example, if the Forms were originally in the InBox, then the forms are restored to the InBox.


Delete Forms

Forms can be deleted from the Inbox, Outbox, Drafts folder and Archive folder and stored in the Trash folder where it can be restored if needed.

Forms that are deleted from the Trash folder are permanently deleted.

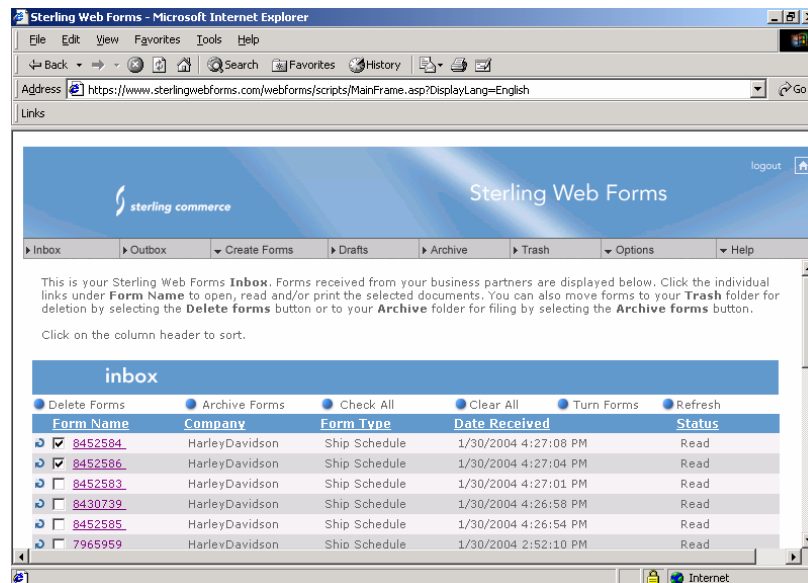
Delete Forms to Trash Folder

Forms from the Inbox, Outbox, Drafts folder, and Archive folder can be deleted. When deleted, the Form will appear in the Trash folder where it can be restored if need.

 **Before deleting any Form Names, contact your Harley-Davidson buyer as in some cases it is required that your company keep six months of requirements (Ship Schedule (830), Purchase Order (850), or Planning Schedule (862)) on file. Keeping the requirements will allow you to create Turnaround Ship Notices at the time of shipment. Otherwise, the blank Ship Notice template must be used.**

To delete a form and have it appear in the Trash folder, follow the steps below.

1. Position to the Form to be deleted.
2. Click in the box located to the left of the Form name and a check mark will appear in it. Multiple Forms can be identified by clicking in the box located to the left of the Form name.



3. Press the **Delete Forms** button, which is shown below and located above the column titles.

 Delete Forms


4. The following dialog box displays.



5. Press the **OK** button and the list displays again without the Form Names.
6. The Forms are in the Trash folder.

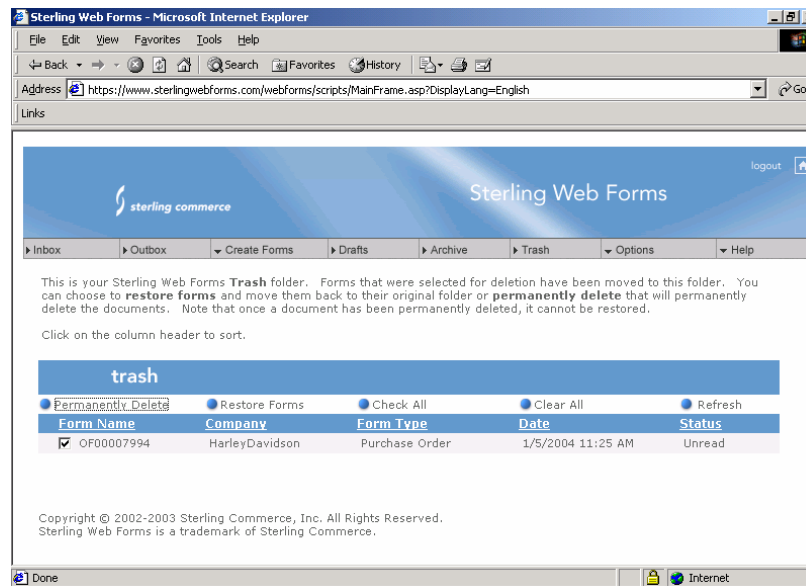
Permanently Delete Forms

To permanently delete Forms from the Trash folder, follow the steps below.

-  **Before deleting any Form Names, contact your Harley-Davidson buyer as in some cases it is required that your company keep six months of requirements (Ship Schedule (830), Purchase Order (850), or Planning Schedule (862)) on file. Keeping the requirements will allow you to create Turnaround Ship Notices at the time of shipment. Otherwise, the blank Ship Notice template must be used.**

1. Go to the Trash folder accessed by clicking on the Trash menu.

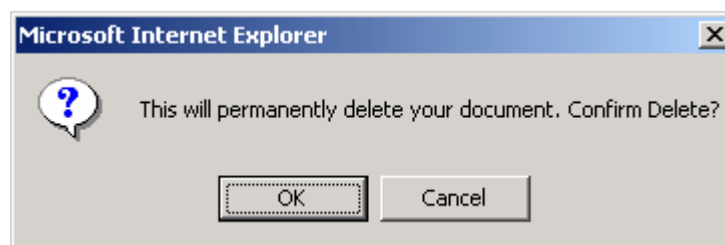
- Click in the box located to the left of the Form name and a check mark will appear in it. Multiple Forms can be identified by clicking in the box located to the left of the Form Name.



- Press the **Permanently Delete** button, which is shown below and located above the column titles.

Permanently Delete

- The following dialog box displays.



- Press the **OK** button and the list displays again without the Form Names.

Restore Deleted Forms

To restore Forms that are displayed in the Trash folder, follow the instructions in *the Restore Form* subsection of the *Archive Form* section in this chapter.