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1. What is the CID Discussion Database?

The Competitive Intelligence Data (CID) Discussion Database is a web-enabled Lotus-Notes database that will be used to maintain and update information concerning Animal Health competitive activity.

Data will be initially entered by end users as "Unconfirmed". Database managers will review the existing documents and determine whether documents should convert to "Confirmed", remain "Unconfirmed", or be archived. Users also have the ability to add response documents to each main document, and to subsequent response documents.

The system, known as the CID Discussion Database, is accessible from both a Lotus Notes 4.5x client at Headquarters and an Internet web browser for users at PfizerNet sites. *The standard Internet browser used at Pfizer is Netscape Navigator.*

The following functions can be performed:

1. Adding Main and Response Documents
2. Editing Main and Response Documents
3. Deleting Documents (only from Lotus Notes client)
4. Viewing Documents
5. Printing Documents

All of these functions are available within the Lotus Notes client. Users can add and edit documents or create responses from a Web Browser. This manual currently covers only the functions available through the Web browser.

A. Security

Manager Level- add, edit and delete documents in Lotus-Notes client.

User Level- view documents only. Print and search through the web browser.

B. User Support

If you need assistance or encounter problems with the system, please contact:

Greg Slack at 212-573-4440 or

Robert De Allaume at 212-573-1548 at New York Headquarters.

2. Operation

A. Accessing the system

Access the Wordlink Animal Health Group intranet homepage at:

http://home.pfizer.com/ah/

Click the bookmark on the browser, or type in the URL shown above. Then click on the icon on the left (as illustrated below) labeled “Applications” and on the selection on the right “CID-Discussion Database”.

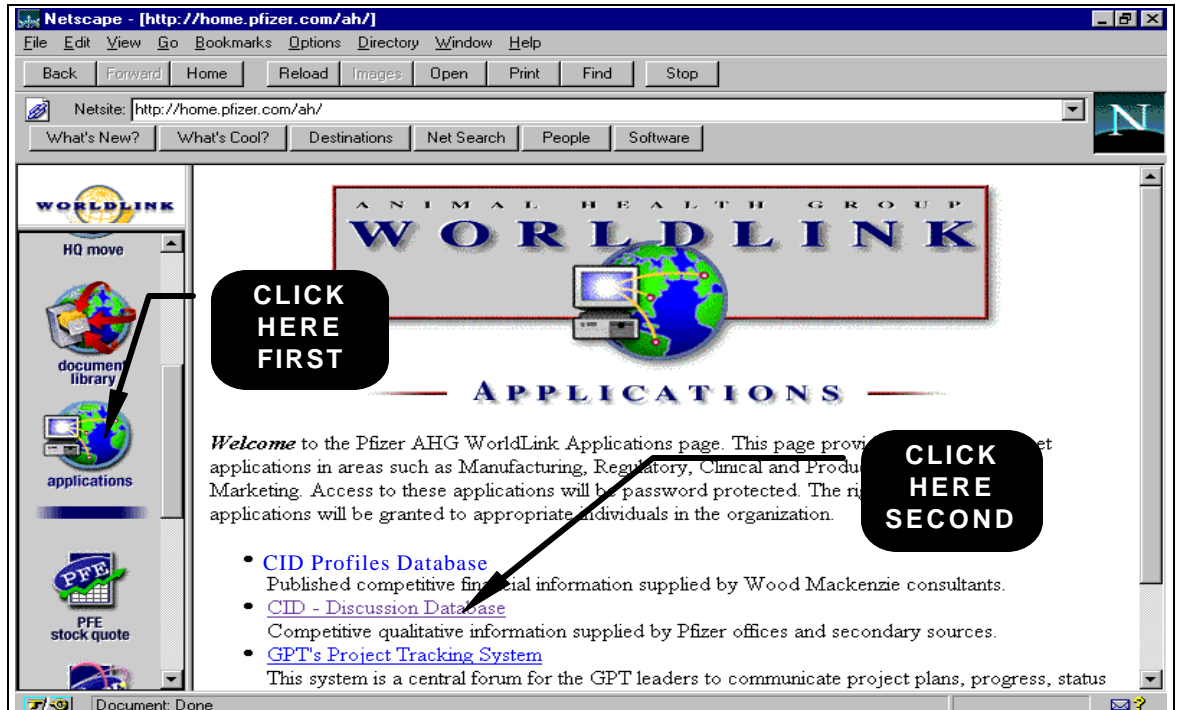


Figure 1-How to access the CID Discussion Database

A logon window, as shown below, will prompt you to input the username and password EXACTLY. The fields are case sensitive.

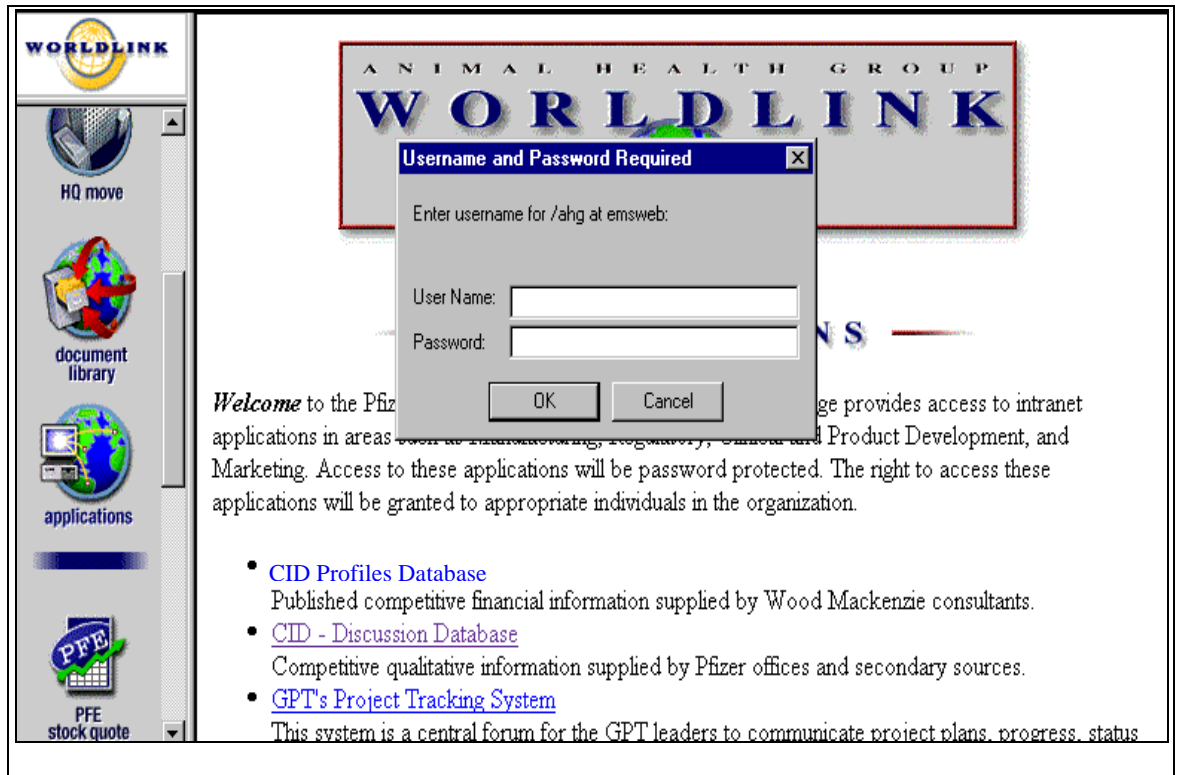


Figure 2-Input your username and password to access the system

A logo, "CID Discussion Database", appears. Click on the logo to access the display frames screen that follows:

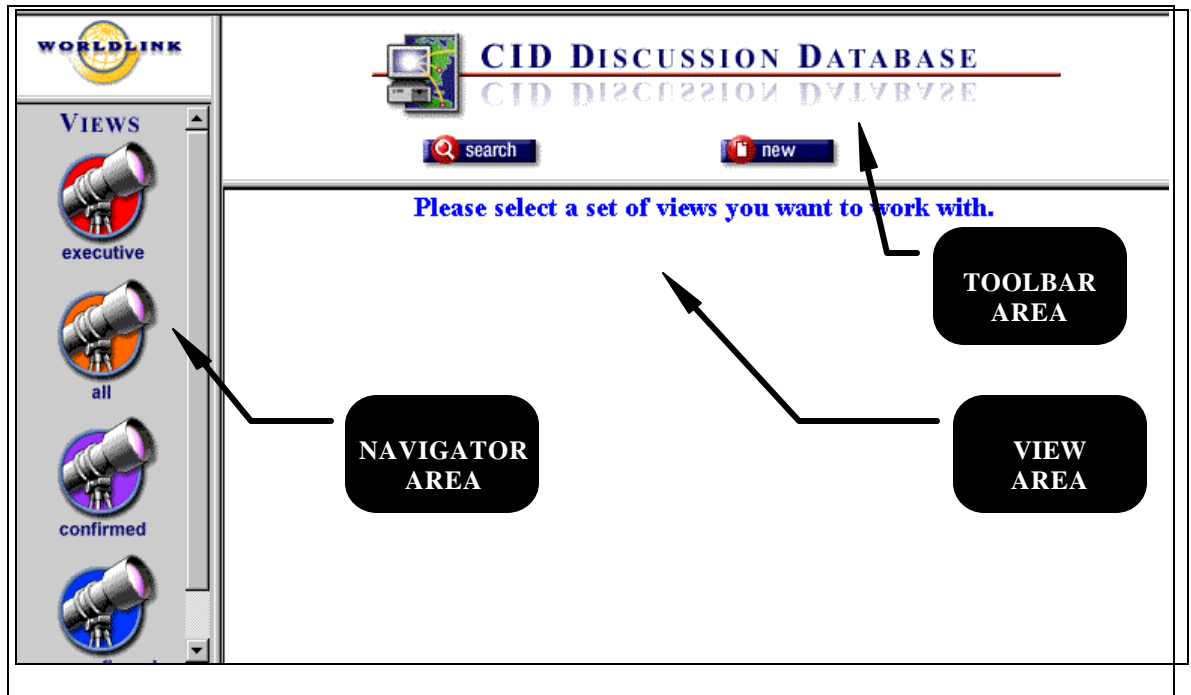


Figure 3-CID Discussion Database Home Screen

On the navigator area to the left you can click on each of the telescope figures to select a specific view.



The **Executive** view displays the following screen:

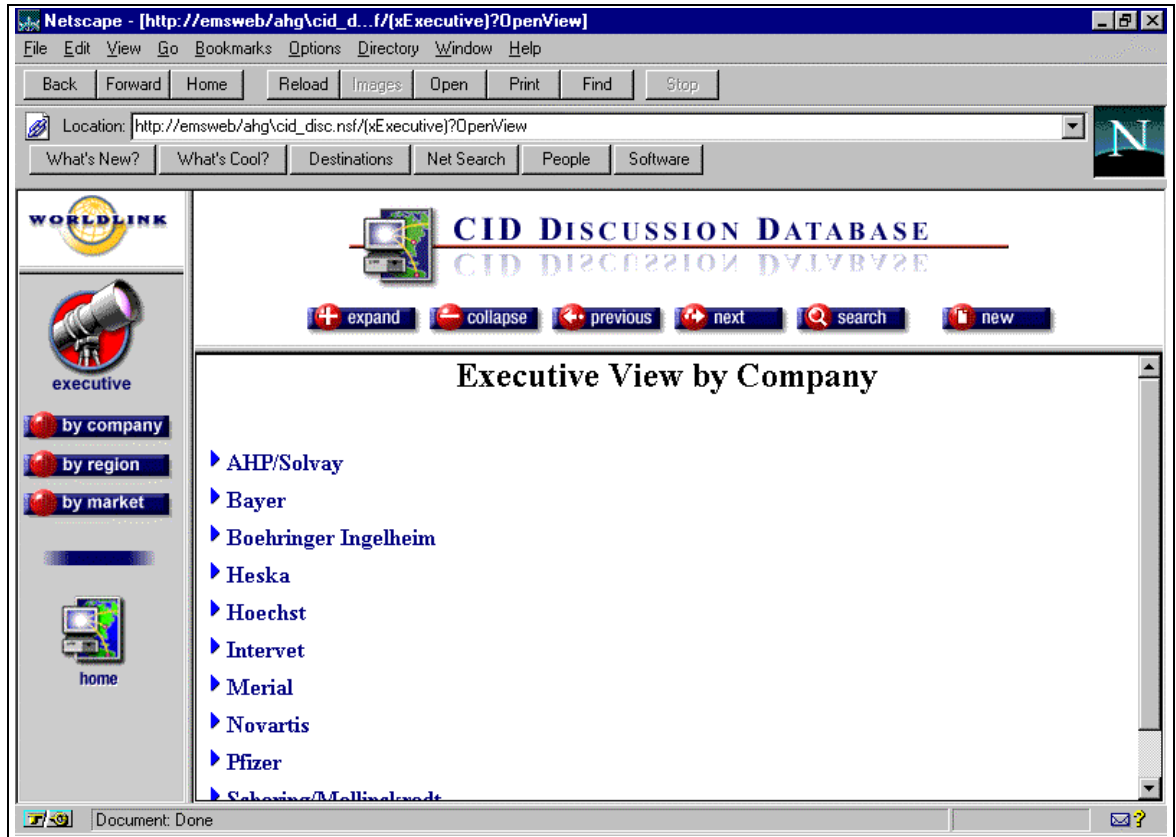


Figure 4- Executive View Screen

You can choose to list the documents by company, by region or by market.

- Clicking the right pointing twistie (▶) expands the list below the category.
- Clicking the down pointing twistie (▼) collapses or contracts the list to show only the category title.

The toolbar area above can be used to navigate the list.

	Search through documents by keyword. (See section on searching)
	Expands the list to show the document titles. Similar to clicking the ▶ but it expands <u>all</u> of the items
	Collapses the list to show only major categories. Similar to clicking the ▼ except that this button collapses the entire list.
	Goes to the next/previous page.



Allows you to create a new document.

B. Viewing Documents


There are four main views to choose from:

Executive view - lists all documents, “confirmed” or “unconfirmed”, through several subcategories:

- by company
- by region
- by market

All - lists all documents, “confirmed” or “unconfirmed”, through several hierarchical categories:

- by company
- by region
- by category
- by product group

Confirmed - lists all “confirmed” documents categorized by the  , through several hierarchical categories:

- by company
- by region
- by category
- by product group

Unconfirmed - lists all “unconfirmed” documents, through several hierarchical categories:

- by company
- by region
- by category
- by product group

The Navigation Area and the Viewing Area

As shown on Figure 3 above, the screen is divided into the Navigation area (on the left) and the Viewing area (on the right).

The first screen on the navigation area provides a series of navigators :

- Clicking the **Executive navigator**  displays a list of categories in the navigation area:



Clicking on the above buttons results in display of a list of subcategories on the right side of the screen. The default display in the viewing area is the listing by company.

- Clicking the twisties for these subcategories brings you directly to the document listings as shown below:



Note that with this mode, there is no breakdown into further subcategories.



- Clicking the **All Navigator** displays a list of categories in the navigation area:



- Clicking on the above buttons results in display of a tree of subcategories on the right side of the screen. The default display in the viewing area is the listing by company
- Clicking the twisties for these subcategories results in a tree of subcategories which allows the user to narrow his search. The end of the tree branch displays a document topic. A green check mark ✓ indicates that the document has been confirmed. See example below:



Figure 5 -Example of subcategory tree displayed with All view.

- **Clicking the Confirmed navigator or the Unconfirmed navigator** -displays either the confirmed or unconfirmed records.

As an example, choose the Executive view to display the following screen:

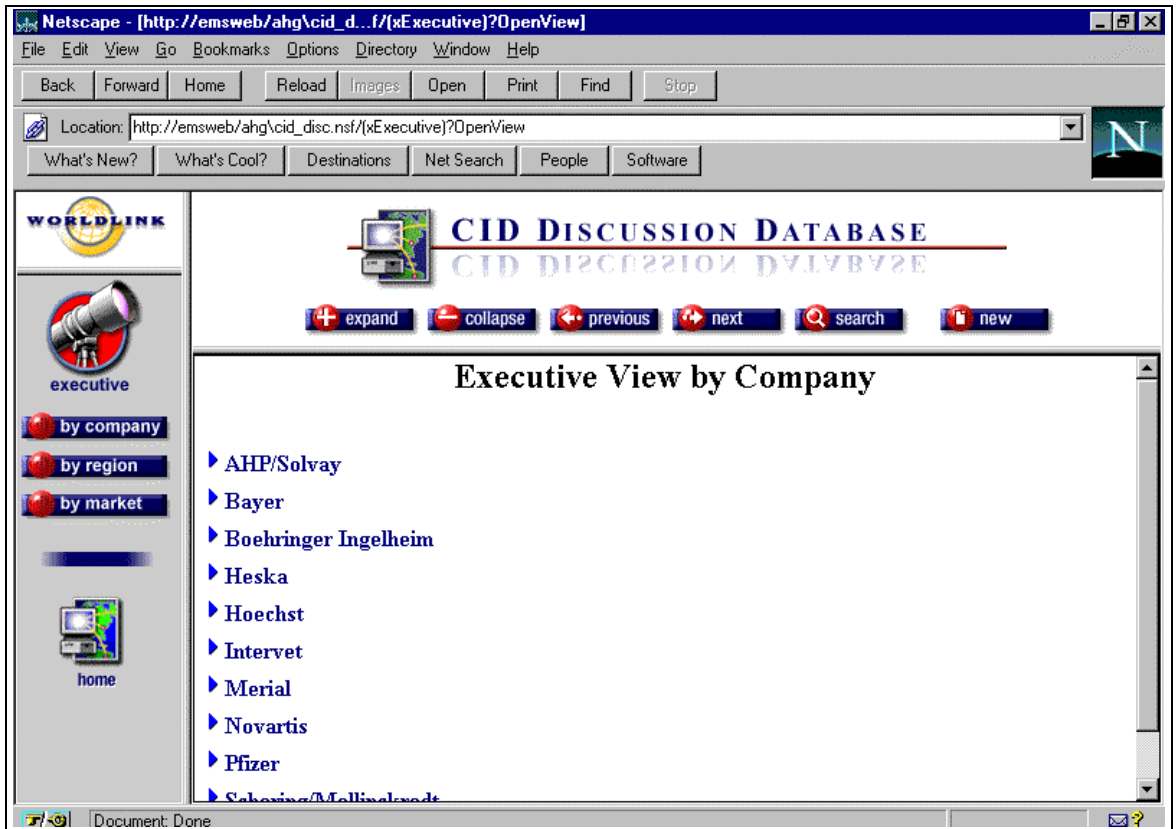


Figure 6-Collapsed Executive View

Click the twisties to expand and collapse the list of information. Click on the navigation buttons on the left to display information categorized by company, by region or by market.



Figure 7 -Expanded Executive View

C. Searching Documents

Documents are searchable by any word that appears on the subject or in the text of the document. You may narrow your search using search operators.

SEARCH CONSTRAINTS AND SORTING

You can limit or expand the search by using these available constraints.

Limit number of results to: (choose a number from the pick list)

Word options:

- Find exact word matches only
- Find word variations as defined by thesaurus

Sort search results by: (choose an option from the pick list)

SEARCH OPERATORS

The system allows you to use the following operators: **AND**, **OR**, **NOT**.

NARROW SEARCH

Input your search parameters in the search field. For example, if you want to search for a document that contains both the words “dog” and “flea” you type the following in the search field:

dog AND flea

This operation will exclude documents that contain only “dog” as a keyword and those that contain only “flea” as the keyword.

WIDER SEARCH

If you want to search for all the documents that contain the words “dog” or those documents that contain the word “flea” , you type the following in the search field:

dog OR flea

COMPLEX SEARCHES

The system handles more complex searches using these operators. For example:

dog AND (flea OR heartworm)

(sheep OR dog) AND flea

dog AND NOT flea

(above excludes documents with the words dog and flea. All documents with the word flea are excluded.)

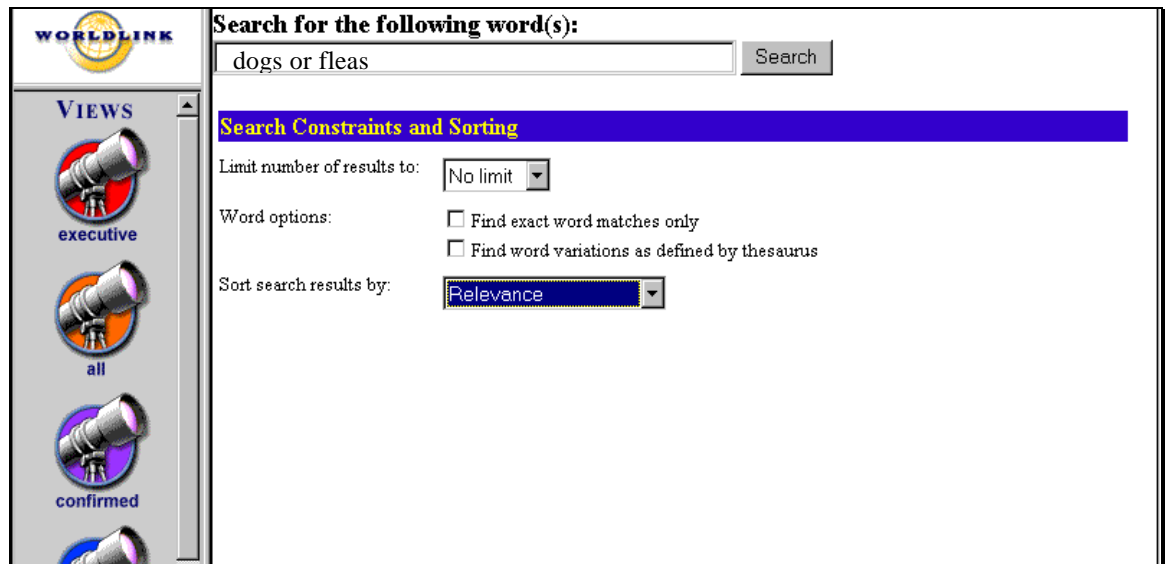


Figure 8-Search Screen

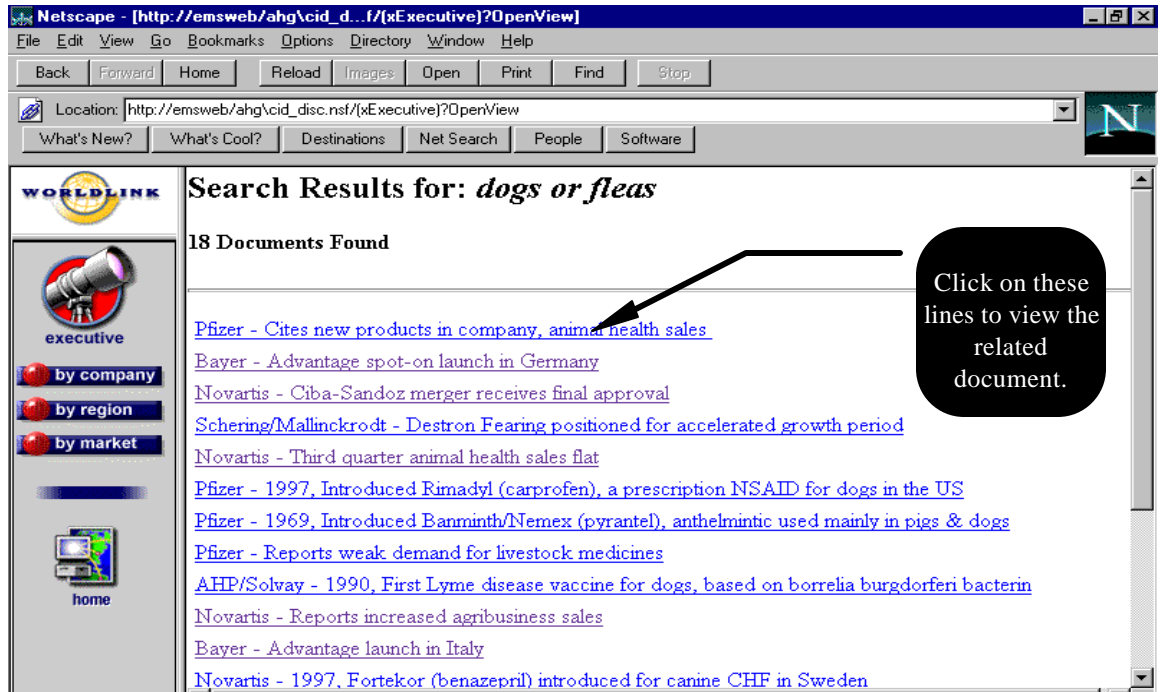


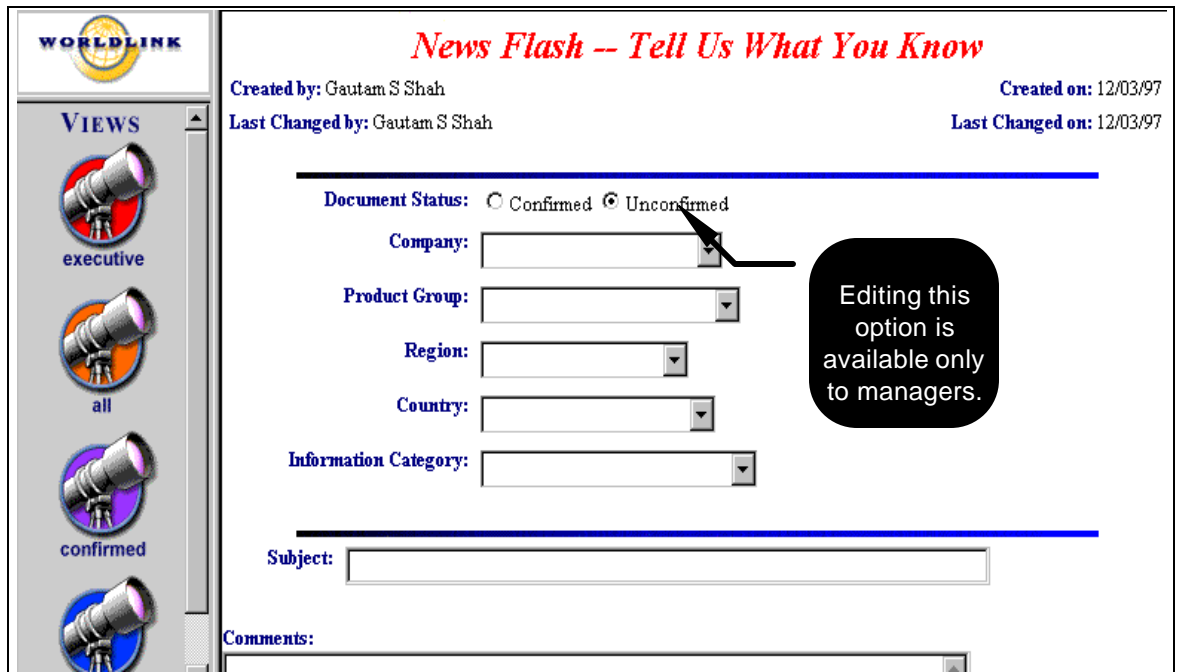


Figure 9-Sample search results

To view a document, click on the underlined hypertext line. This will display the record, as shown on the screen below.

D. Adding Main Documents

1. Click  to display a new document input form (as illustrated below).
2. Make selections.
3. Click the  on the right of each field to display the list of acceptable values.
4. Click on the item on the list to select it.
5. Type subject and comments as desired.






WORLDLINK


News Flash -- Tell Us What You Know


Created by: Gautam S Shah Created on: 12/03/97
 Last Changed by: Gautam S Shah Last Changed on: 12/03/97


VIEWS


-  executive
-  all
-  confirmed


Document Status: Confirmed Unconfirmed

Company: 

Product Group: 

Region: 

Country: 

Information Category: 

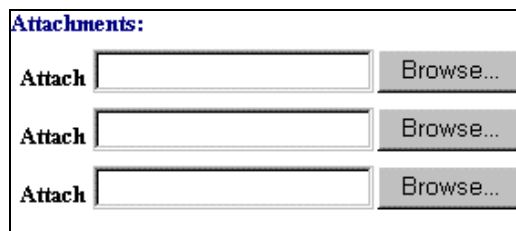
Subject:

Comments:

Editing this option is available only to managers.

Figure 10-Adding Documents

To attach files click on the Browse buttons below. This will display the file manager or explorer¹ and allow you to select a file to attach. You may attach up to three files.

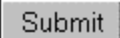


Attachments:

Attach

Attach

Attach

Press the  button when you are done inputting the data and attaching documents. A confirmation screen will verify that the document has been added.

¹ Windows 3.1 systems use the File Manager to manage files. Windows 95 and NT 4.0 systems use the Explorer to manage files.

E. Responding to main documents

To create a response document, click  on the top. Note that

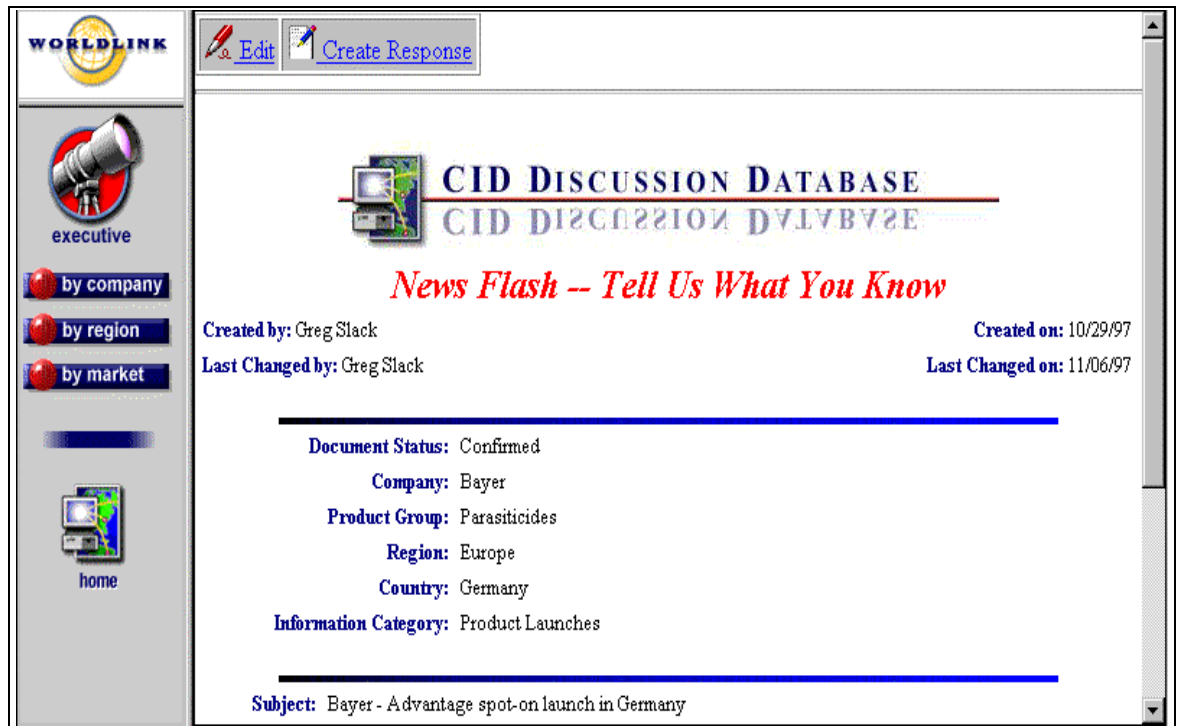


Figure 11- Main documents offers opportunity for response

The result is the following screen. Note that some of the data is carried over from the main document and can't be edited. The user can create a new subject line, add comments and file attachments.

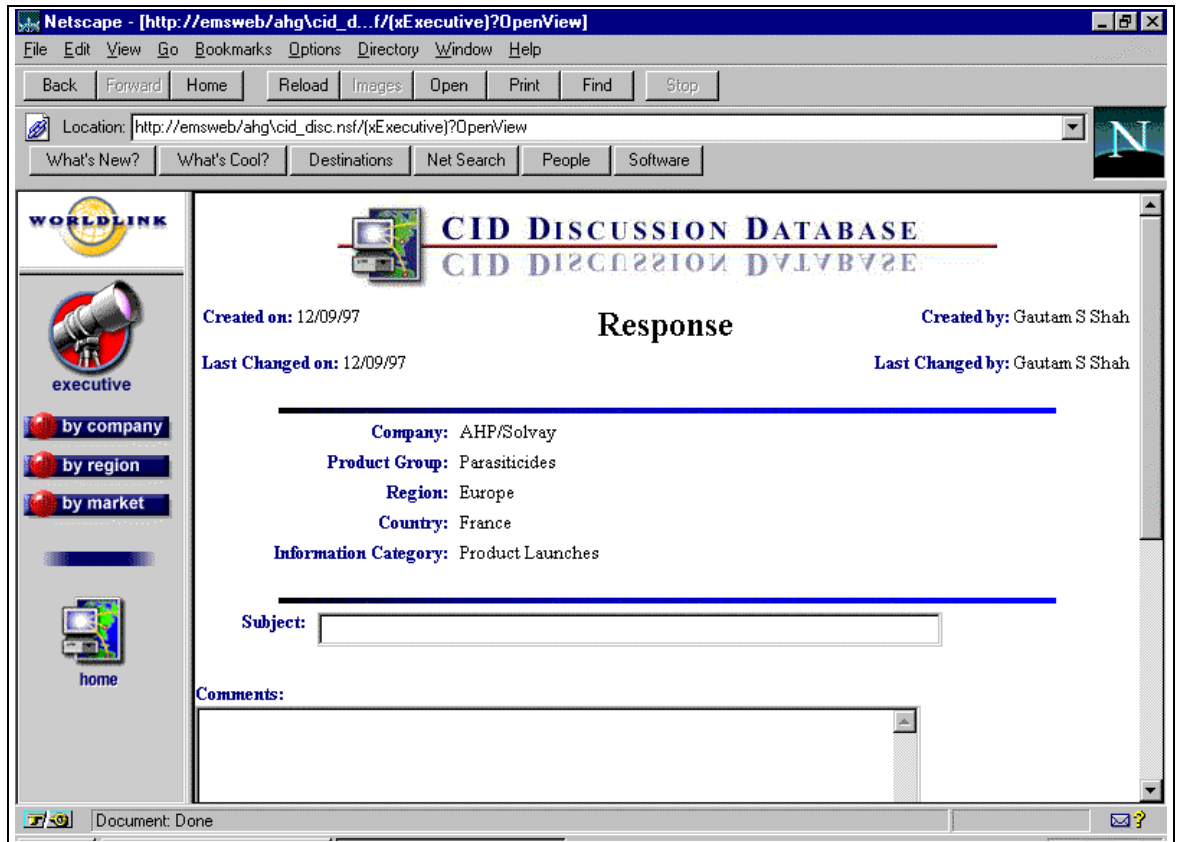


Figure 12 - Sample Response Document

RESPONSE TO RESPONSE

When a user opens a response document, they will also see a button that allows them to create a “response to a response” document. In the Views area, “response to a response” documents appear beneath the response document.

F. Editing Main and Response Documents

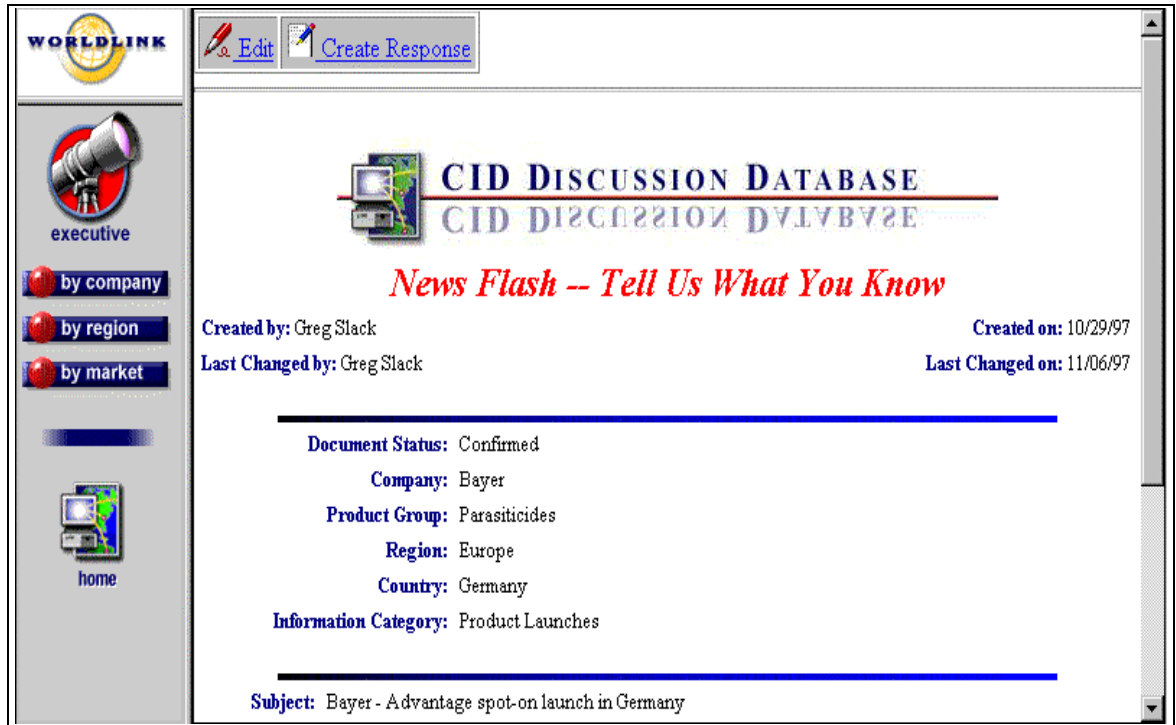


Figure 13-Sample Discussion Document

To edit the document, click edit



on the top. This will display the editing screen that follows:

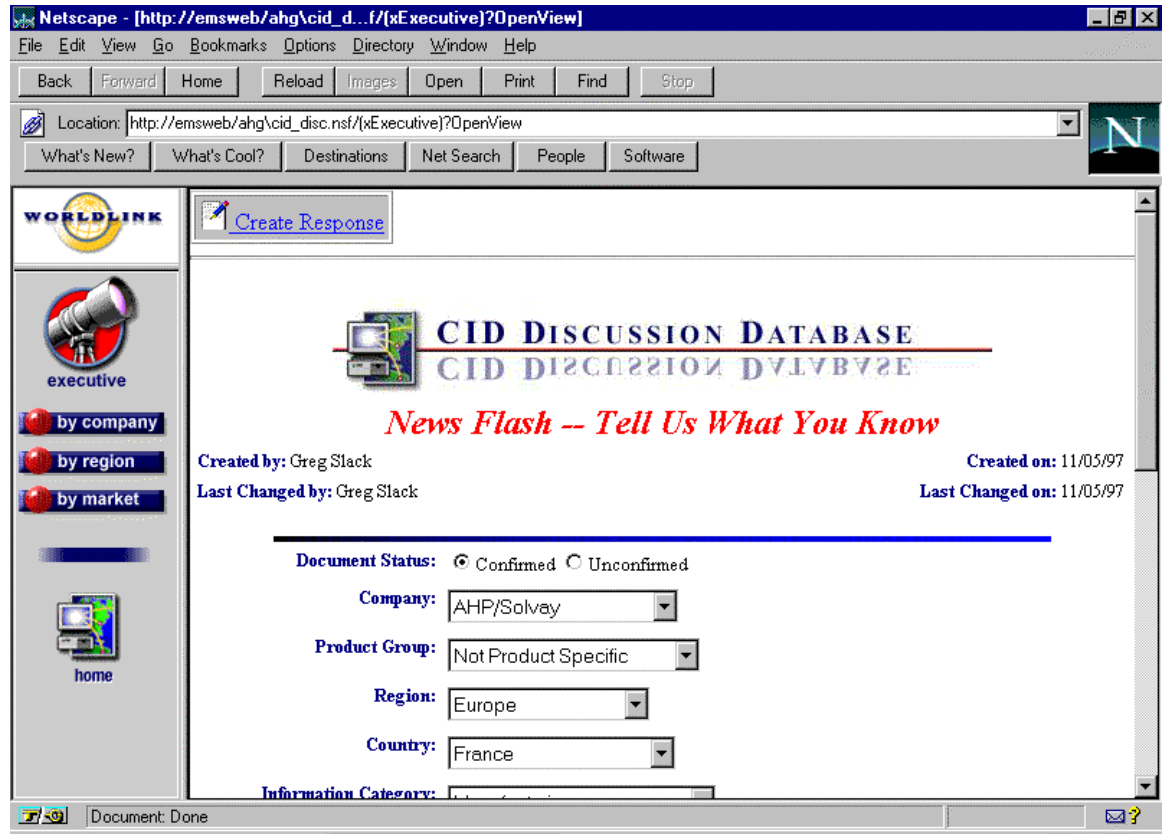


Figure 14 - Editing a document

At the bottom of this document you will be able to attach files click on the Browse buttons below. This will display the file manager or explorer² and allow you to select a file to attach. You may attach up to three files.

Attachments:

Attach	<input type="text"/>	Browse...
Attach	<input type="text"/>	Browse...
Attach	<input type="text"/>	Browse...

Press the button when you are done inputting the data and attaching documents. A confirmation screen will verify that the document has been added.

You can also create a response by clicking .

² Windows 3.1 systems use the File Manager to manage files. Windows 95 and NT 4.0 systems use the Explorer to manage files.

G. Printing Documents

Before you select the Print Frame option in the browser, be sure that you click anywhere on the part of the screen showing the document.

The Print Frame option is available under the menu File, as shown below.

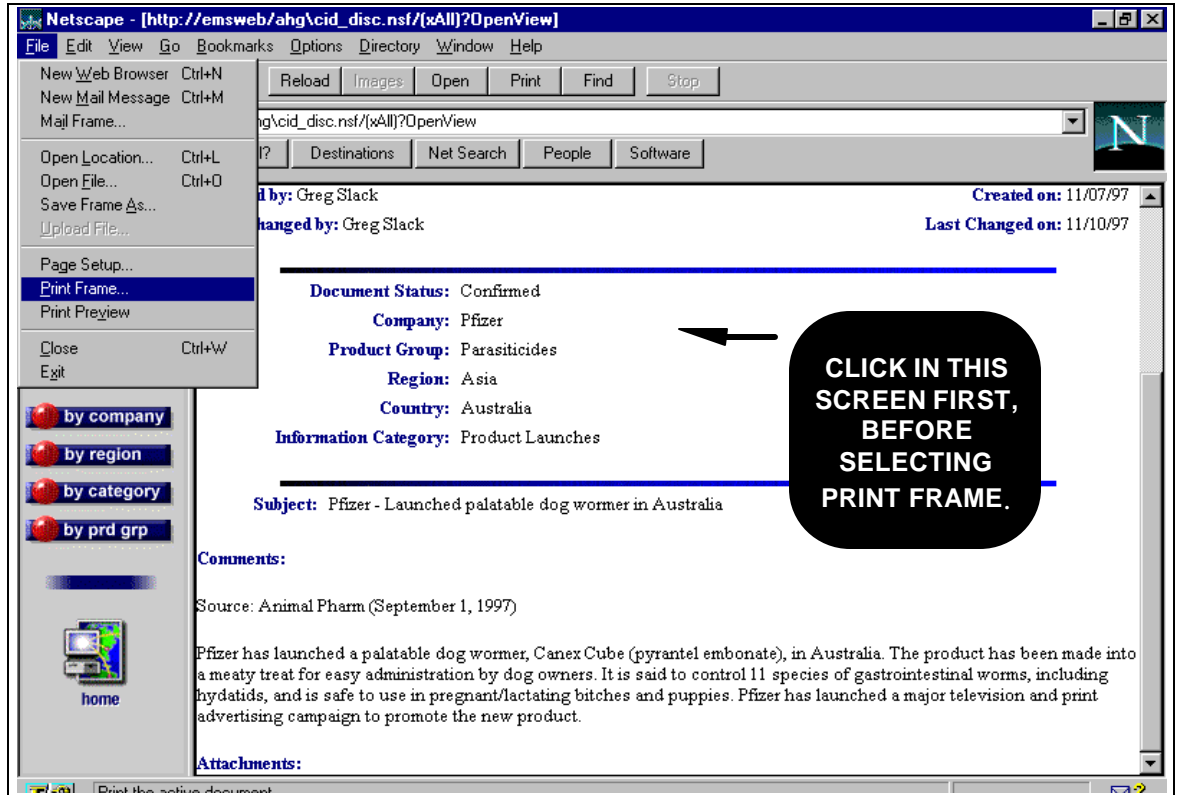


Figure 15-Printing Documents

H. Logging Off

You need to exit the browser to logoff the system. Click **File**, and **Exit**.

Important:

If you don't exit the browser, and you leave the system running while you are away from the terminal, anyone will be able to enter the database and make changes under your name and password. Remember to exit the system.