



## How to Access ?

Type **https://www.BOSSWeb.brp.com** in your browser.

BOSSWeb 5.0 - Login

English

<b>North America</b> Canada 1-800-361-9980 US 1-800-366-6992 <a href="#">Help By E-mail</a>	<b>Europe, Middle East and Africa</b> +32 9 218 2624 <a href="#">Help By E-mail</a>	<b>BRP Finland Oy</b> Norway +47 73.828.800 Finland, Sweden and CE +358 16.3208.111 <a href="#">Help By E-mail</a>	<b>BRP Australia</b> +61 1800.811.090 <a href="#">Help By E-mail</a> <b>BRP Brazil</b> +55 19 3783-9600 <a href="#">Help By E-mail</a>	<b>Environment Check</b> - Browser Type - <b>Browser Version</b> - JavaScript - Permanent Cookies - Temporary Internet Files <a href="#">Details</a>
------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------

You will then reach a **Login page**. This page includes an **Environment Check** on your computer installation. Pay attention to these diagnostics especially the first time you log in. This will insure you have all the right software to run BOSSWeb to its full capacity.



## Diagnostic Page

If your **Environment Check** indicates you are missing certain items, click on the **Details** hyperlink. This will take you to the page below where you will find instructions to fix missing items.

Local IP Address:

Instance ID

Browser

Description :

Browser Version :

Server Time:

Local Time:

10.20.0.28

4

Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; Trident/4.0; Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1; SV1) ; .NET CLR 1.1.4322; InfoPath.1; .NET CLR 2.0.50727; .NET CLR 3.0.04506.648; .NET CLR 3.5.21022; .NET4.0C; .NET4.0E; .NET CLR 3.0.4506.2152; .NET CLR 3.5.30729)

HTTP/1.1

May-27-13 7:11:11 AM

Monday, May 27, 2013 7:11:37 AM

Environment Diagnostic v1.3

Browser Information		
Browser type:	OK	<div>1. Visit <a href="#">Microsoft Windows Update</a> Install all <i>Critical updates</i>.</div> <div>2. Make sure the <i>Security Level</i> for the <i>Internet Zone</i> is set to <i>Medium</i>. Check Tools/Internet Options.../Security in your browser menu.</div> <div>3. Make sure <i>Temporary Internet Files</i> caching is set to <i>Automatic</i>. Check Tools/Internet Options/Temporary Internet files/Settings... in your browser menu.</div> <div>4. Validate your communication speed is at least 20kbps                             <ul style="list-style-type: none"> <li>Make sure you are using a modem with the indication "56k"</li> <li>Check your computer's configuration</li> <li>Verify with your Internet Service Provider it offers a minimum quality of service and performance</li> </ul> </div>
Browser version:	v8,0,6001,18702 OK	
JavaScript:	OK	
Temporary Cookies:	OK	
Permanent Cookies:	OK	
Temporary Internet Files:	OK	
Connection speed:	<div>13161.3 kbps</div> <div>1612.9 Kbytes/sec</div>	

**\*Note:** Immediate action must be taken to solve item(s) marked in **RED**.  
**Connection Speed:** Indicates the communication speed between your computer and Bombardier Recreational Products' server.  
**Browser Type:** Indicates the name, version, and platform of the browser you're using.  
**Cookies:** indicates if your browser accepts cookies.  
**JavaScript:** indicates whether your browser's JavaScript capabilities are enabled or disabled.

Additional Information

IP Address:

66 174 174 179



## Login Page

If your environment check indicates that you have all the right versions and plug-ins (check marks next to each item), you may now enter your **Dealer No.**, **Username** and **Password**.  
If you've reached the wrong language login page, just click below the login box to access your preferred language. Next, click on **Submit**.

BOSSWeb

Dealer No:

Username:

Password:

Submit

BOSSWeb 5.0 - Login

English


<b>North America</b> Canada 1-800-361-9980 US 1-800-366-6992 <a href="#">Help By E-mail</a>	<b>Europe, Middle East and Africa</b> +32 9 218 2624 <a href="#">Help By E-mail</a>	<b>BRP Finland Oy</b> Norway +47 73.828.800 Finland, Sweden and CE +358 16.3208.111 <a href="#">Help By E-mail</a>	<b>BRP Australia</b> +61 1800.811.090 <a href="#">Help By E-mail</a> <b>BRP Brazil</b> +55 19 3783-9600 <a href="#">Help By E-mail</a>	<b>Environment Check</b> - Browser Type - <b>Browser Version</b> - JavaScript - Permanent Cookies - Temporary Internet Files <a href="#">Details</a>
------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------



# Navigation Training




## Home Page


Logging in will allow you to access your personalised **Home Page** and the BOSSWeb interface. This training will show you all the details.

 **BOSSWeb**

Home | Site Map | Help | Profile | Log Out

SalesPartsWarrantyInfo CenterFinancialComCenterTrainingAdministration



EARN YOUR FLOORPLAN > 

**My Alerts**

Document Type	Subject	Description	Activation Date	Expiration Date
Messages	BRP-at-a-Glance Calendar - May	Mid-month update to BRP dealer milestones for May 2013	2013/05/13	2013/05/31
Messages	Communication	Can-Am Roadster Product Availability (May 13, 2013)	2013/05/13	2013/05/31
Messages	Communication	Sea-Doo PWC Product Availability (May 13, 2013)	2013/05/13	2013/05/31
Messages	BOSSWeb availability	BOSSWeb will be unavailable on two occasions this month – click here for details.	2013/05/10	2013/05/21
Technical Publications	2013-5 Service	Roadster, Service Tools	2013/05/10	2013/05/24
Technical Publications	2013-8 Service	Roadster, Service Tools	2013/05/10	2013/05/24
Messages	PAC Notice	Improvements to BRP's Supply Chain Management for Parts, Accessories and Clothing	2013/05/10	2013/05/25
Technical Publications	2013-11 Service	SSV, LinQ Attachment - Lever Replacement	2013/05/06	2013/05/20
Technical Publications	2013-14 Service	ATV, LinQ Attachment - Lever Replacement	2013/05/06	2013/05/20
Technical Publications	2013-5 Service	Ski-Doo, LinQ Attachment - Lever Replacement	2013/05/06	2013/05/20
Messages	PAC notice_Can-Am Spyder Clothing Inventory Status	For more information on product availability,click here.	2013/05/06	2013/05/20
Instruction Sheets	PAC Notice_Can-Am off-road_Action Plan for Visions	Click here to learn more about BRP's warranty action plan to handle fogging issues with the BV2S, Modular 2 and Vision 180° helmets.	2013/05/03	2013/05/17
Messages	PAC Notice_Ski-Doo_Action Plan_Visors	Click here to learn more about BRP's warranty action plan to handle fogging issues with the BV2S, Modular 2 and Vision 180° helmets.	2013/05/03	2013/05/17
Messages	PAC Sale_Can-Am Spyder_Non-current Sale and Retail	Exceptional dealer discount on non-current clothing + promotion to support the retail of 2012 Can-Am Spyder clothing. Click here for more details.	2013/05/03	2013/05/17
Messages	PAC Sale_Can-Am Spyder_Retail Promotion	Click here to learn more about Can-Am Spyder VIP Gift Cards. Retail promotion starting May 1, 2013.	2013/05/03	2013/05/17

**My Information**  
Welcome Christian Larose  
from VIRTUAL CITY(sample Dealer Only)  
(0000694307)

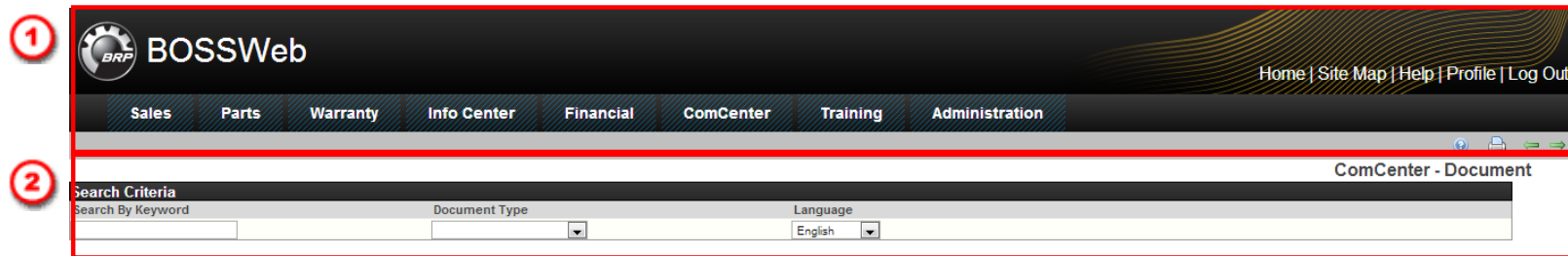
**My Favourites**  
Name  
[Document Search](#)  
[PAC Order Status](#)  
[Unit Registration](#)



## Areas Definition

Your **BOSSWeb** environment is divided in two distinct screen areas:

- ① Navigation area
- ② Transactional area



- ① At the top of the **Navigation Area**, you will find the BRP and the **BOSSWeb** logo to the left and the **Tools Menu** to the right. In the middle of the **Navigation Area**, you will find the **Tabs Toolbar**. The important thing to remember is that your **Navigation Area** is constant, always available regardless of what's on in your **Transactional Area**.
- ② Conversely, what's on your **Transactional Area** is always different depending on what you need from **BOSSWeb**. In this example, the **Transactional Area** is set up for the **ComCenter**.

Now, let's look at how to use the different elements of the **Navigation Area**. In the middle of the **Navigation Area**, you find the **Screen Tabs**. These two work very closely together. Once you know under which Tab a transaction is situated, just click once on the Tab. A drop menu will appear from which you can make a further selection.

In that tab's drop menu, move your mouse to highlight the sub-menu item or label and click your selection to bring up that page in the **Transactional Area**.



## Typical Transactional Area Pages

In the transactional area, you will find two types of screens. This type of screen includes:

- 1 A toolbar in the upper right corner.
- 2 An indication of the page on which you are situated just below (in this case, Warranty – Unit Claim).
- 3 A screen where you can actually perform a transaction (in this case, a Unit Claim).

The screenshot shows a web application interface for a 'Warranty - Unit Claim'. The page is titled 'Warranty - Unit Claim' in the upper right corner, indicated by annotation 2. A toolbar with various icons is located in the upper right corner, indicated by annotation 1. The main content area is divided into several sections: 'Unit Identification' (indicated by annotation 3), 'Attach Document (optional)', and a table for 'Repair 1 of 1'. The 'Unit Identification' section contains fields for \*Claim Type, \*Repair Order Number, \*Serial Number, \*Failure Date, \*Repair Completion Date, \*Meter (with radio buttons for Miles, Km, and Hours), Authorization Number, and \*Nature of Defect. Below these fields are text areas for Condition/Complaints, Cause, Cure, and BUDS Fault Code (if applicable). The 'Attach Document (optional)' section has a 'Document' label and an 'Upload File' button. The 'Repair 1 of 1' section is a table with columns for \*Trouble Part Number, \*System Code, \*Job Number, Hours, and \*Trouble Code. The table has one row with input fields for each column.

*Trouble Part Number	*System Code	*Job Number	Hours	*Trouble Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



## Second Type of Transactional Area

The other type of screen includes:

- 1 An indication of the page on which you are situated at the top right.
- 2 A header indicating your search criteria zone.
- 3 A header just below indicating your search results.
- 4 An indication of number of items displayed per page.

The screenshot shows the 'ComCenter - Document' search interface. At the top right, a grey bar contains a printer icon and navigation arrows, with a red circle '1' next to it. Below this is a 'Search Criteria' section (callout 2) with fields for 'Search By Keyword', 'Document Type', and 'Language' (set to English). Below the search criteria is a 'Search Results' section (callout 3) with the header '16 Document(s) Found'. To the right of the results table is a 'Rows Per Page' dropdown (callout 4) set to 20. The results table has columns: Name, Description, Document Type, Publication, Expiration, Language, Size (Bytes), and Last Modification. Two results are visible: '2002-6' (DPM Manifold Leak Testing Procedure, Technical Publications, 2007/01/01, 2025/12/31, English, 109070, 2007/10/24) and 'SmallExcelFile-EN' (PAC Price List, 2011/04/23, 2021/04/23, English, 36352, 2011/04/23).

Name	Description	Document Type	Publication	Expiration	Language	Size (Bytes)	Last Modification
<a href="#">2002-6</a>	DPM Manifold Leak Testing Procedure	Technical Publications	2007/01/01	2025/12/31	English	109070	2007/10/24
<a href="#">SmallExcelFile-EN</a>	PAC Price List		2011/04/23	2021/04/23	English	36352	2011/04/23



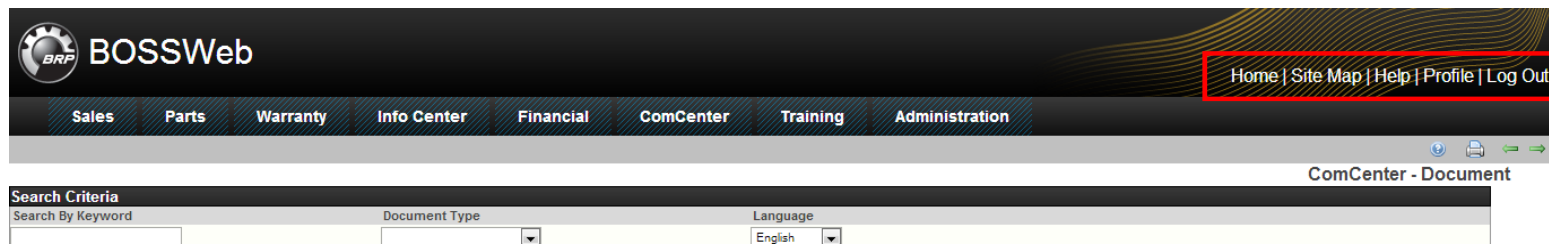


## Overview

**BOSSWeb** provides useful tools which are accessible at all times.

Positioning your cursor on a word will transform the cursor into a pointing hand and clicking on a word will allow you to access that page. Let's look at the **Tools Menu** in further detail:

**Home, Site Map, Help, Profile, and Log Out**





## Home Page

The very first page that appears in the transactional area is the **Home Page**. On it, you will find hyperlinks leading to useful information. Your home page is divided in four areas:

- 1 My Information.
- 2 My Favourites.
- 3 Banner Zone.
- 4 My Alerts.

**BOSSWeb** Home | Site Map | Help | Profile | Log Out

Sales Parts Warranty Info Center Financial ComCenter Training Administration

3 CAN-AM OFF-ROAD RETAIL PERFORMANCE BONUS EARN YOUR FLOORPLAN >

4

Document Type	Subject	Description	Activation Date	Expiration Date
Messages	Communication	Can-Am Roadster Product Availability (May 8, 2013)	2013/05/08	2013/05/31
Messages	Communication	Sea-Doo PWC Product Availability (May 8, 2013)	2013/05/08	2013/05/31
Technical Publications	2013-11 Service	SSV, LinQ Attachment - Lever Replacement	2013/05/06	2013/05/20
Technical Publications	2013-14 Service	ATV, LinQ Attachment - Lever Replacement	2013/05/06	2013/05/20
Technical Publications	2013-5 Service	Ski-Doo, LinQ Attachment - Lever Replacement	2013/05/06	2013/05/20
Messages	PAC notice_Can-Am Spyder Clothing Inventory Status	For more information on product availability, click here.	2013/05/06	2013/05/20

1 My Information  
Welcome from

2 My Favourites  
Name



## Site Map

The **Site Map** is organized in two areas:

- 1 The Top area gives you a listing of all the Tabs. Clicking on these links will take you to the lower area.
- 2 The lower area gives you a listing of all the sub-menu items within a Tab.

1

**Screens**  
Click a screen hyperlink to see all the views for that screen

---

<a href="#">Sales</a>	<a href="#">Parts</a>	<a href="#">Warranty</a>
<a href="#">Info Center</a>	<a href="#">Financial</a>	<a href="#">ComCenter</a>
<a href="#">Training</a>	<a href="#">Administration</a>	


2

**Screens and Views**  
Click a view hyperlink to navigate to that view

---

**Sales**

- [Promotion Simulation](#)
- [Promotion Status](#)
- [Unit Order Confirmation](#)
- [Seasonal Promotions](#)
- [Unregistered Units Report](#)
- [Unit Shipping Information](#)
- [Unit Locator](#)
- [Unit History](#)
- [Lead Management](#)
- [Order Management System](#)
- [BRP Awards Units](#)



**Parts**

- [Parts Availability & Prices](#)
- [Parts History](#)
- [Dealer to Dealer Parts/Clothing Search Request](#)

To distinguish the two, notice that Tab titles are in bold and sub-menu items are not. However, in the lower area, the sub-menu items are all hyperlinks and clicking any item will take you directly to that page. In a way, the **Site Map** is an alternate means of navigating BOSSWeb.



## Help

The **Help** is also organized in two areas:

- 1 The top area is the **Alphabetical Index**: click on a letter to search topics alphabetically.
- 2 The lower area contains all the letters and their respective topics in hyperlink format. This means you can access the topic's **Help Details** just by clicking on it.

**BOSSWeb Help**

1 **Alphabetical Index**

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

2

**A**

[Ad Planner](#)

**B**

[Back Order List](#)

[B.E.S.T. Contract Registration](#)

[B.E.S.T. Plus Maintenance Claim](#)



## The Help Details

**Help Details** contain useful information on how to access a function, a function description, details on the procedure to perform that function, the information you will need prior to accessing the procedure. From the **Help Details**, you can also access the **Field Descriptions Table** and the **Training** module.

The screenshot shows the BOSSWeb Help interface. At the top is a blue header with the text 'BOSSWeb Help'. Below the header is a link 'Back to Alphabetical Index'. The main content area has a title bar 'Parts Availability & Prices' with a small icon on the right. Below the title bar, there are five sections: 'How to access:', 'Function description:', 'Procedure:', 'Field Descriptions Table:', and 'Training:'. Each section contains text and links to other parts of the system.

**BOSSWeb Help**

[Back to Alphabetical Index](#)

**Parts Availability & Prices**

**How to access:** Click on "**Parts**" and choose "**Parts Availability & Prices**" in the drop down menu.

**Function description:** This function enables the authorized user to get availability & prices of Parts, Accessories & Clothing.

**Procedure:** Access "**Parts Availability & Prices**", select a Product Line and a Search Type(applicable if you know only the 4 first characters of a part number). Then, type in the part number and use the add button (It can be used only if search type is not selected) depending on how many parts you are requesting details. When the part(s) number(s) is/are selected, click on the Next/Submit button to consult the information on entered part(s).

**Field Descriptions Table:** [Click Here](#) (To view the field descriptions table on Parts Availability & Prices).

**Training:** [Click Here](#) (To view the training on *List and Search*. In the **Step by step** tab, choose Typical Search Screens **Type 1**).



## Profile

The **Profile** item takes you to your Personal Profile page which allows you to update it. You can/must **change** and **save** items such as **Password**, **Language** and **Time Zone** preferences on this page on your own, without having to ask your Dealer Principal.

External User Profile

Account Information

Personal Information

*Last Name	*First Name	Initial	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
*Language	Gender	Title	
English			
Birth Date	Hire Date	Shirt Size	*Time Zone
<input type="text"/> (yyyy/mm/dd)	<input type="text"/> (yyyy/mm/dd)		(GMT-06:00) Central Time (US & Canada)

Home Address

Address

City	State / Province	Work Phone	Home Phone
<input type="text"/>		<input type="text"/>	<input type="text"/>
Zip Code / Postal Code	Country	*Email	
<input type="text"/>		noemail@bossweb.com	



## How to Change your Profile

The first time you log in, you must access the User Profile and go to the **Personal Information** section. You must set your time zone and your preferred language.

To do this:

- 1 Click on the down arrow icon to the right of the field; a drop-down list will appear with a list of **time zones**.
- 2 For **language**, click on the down arrow icon and select from the list.
- 3 Click on **Submit**.

The screenshot shows the 'External User Profile' form. It has two main sections: 'Account Information' and 'Personal Information'. The 'Personal Information' section is expanded, showing fields for \*Last Name, \*First Name, Initial, \*Language, Gender, Title, Birth Date, Hire Date, Shirt Size, and \*Time Zone. The \*Language field is highlighted with a red box and a circled '2'. The \*Time Zone field is highlighted with a red box and a circled '1'. A red box with a circled '3' is located at the top right of the form, pointing to a 'Submit' button. The form also includes a 'Home Address' section with fields for Address, City, State / Province, Work Phone, Home Phone, Zip Code / Postal Code, and Country. The email field is pre-filled with 'noemail@bossweb.com'.

External User Profile			
<b>Account Information</b>			
<b>Personal Information</b>			
*Last Name	*First Name	Initial	
LastName	FirstName		
*Language	Gender	Title	
English			
Birth Date	Hire Date	Shirt Size	*Time Zone
(yyyy/mm/dd)	(yyyy/mm/dd)		(GMT-06:00) Central Time (US & Canada)
<b>Home Address</b>			
Address			
City	State / Province	Work Phone	Home Phone
Zip Code / Postal Code	Country	*Email	
		noemail@bossweb.com	



# Navigation Training

## How to Change your Password

On your first login you must access the User Profile and the **Account Information** section. You must set your password.

To do this:

- 1 Type in your Password.
- 2 Type it again in the Confirm Password field.
- 3 Click on **Submit**.

**External User Profile**

**Account Information**

Username:

Password:  ? Confirm Password:

Organizations:  view only mode ☐ Expiration Date: 9999/12/31 CSI Access Level: CSI - Full Access

**Roles**

- ☒ All
  - ☒ Sales
    - ☒ Order Management System
    - ☒ Promotion Status
    - ☒ Promotion Simulation
    - ☒ BRP Awards Units
    - ☒ Unit Order Confirmation
    - ☒ Unregistered Units
    - ☒ Unit Shipping Information
    - ☒ Seasonal Promotions
    - ☒ Lead Management
    - ☒ Unit Locator
    - ☒ Unit History
  - ☒ Parts
    - ☒ Back Order List

**Authorized Document Types**

- ☒ All
  - ☒ B.E.S.T Guide
  - ☒ Dealer Binder
  - ☒ Dealer Signage Program
  - ☒ Diagnostic Software
  - ☒ Engine Mapping
  - ☒ Instruction Sheets
  - ☒ Insurance Solutions
  - ☒ Messages
  - ☒ PAC Price List
  - ☒ Promotions
  - ☒ Rebuild Program
  - ☒ Shop Manual
  - ☒ Technical Publications
  - ☒ Warranty Flat Rate

**Email Notification**

- ☒ All
  - ☐ B.E.S.T Guide
  - ☒ Dealer Binder
  - ☐ Dealer Signage Program
  - ☐ Diagnostic Software
  - ☐ Engine Mapping
  - ☐ Instruction Sheets
  - ☐ Insurance Solutions
  - ☒ Messages
  - ☐ PAC Price List
  - ☒ Promotions
  - ☒ Rebuild Program
  - ☐ Shop Manual
  - ☐ Technical Publications
  - ☐ Warranty Flat Rate





## Log Out

Logging out when you are done using the system will bring you back to the **Login page**.

BOSSWeb

Dealer No:

Username:

Password:

BOSSWeb 5.0 - Login English


<b>North America</b> Canada 1-800-361-9980 US 1-800-366-6992 <a href="#">Help By E-mail</a>	<b>Europe, Middle East and Africa</b> +32 9 218 2624 <a href="#">Help By E-mail</a>	<b>BRP Finland Oy</b> Norway +47 73 828 800 Finland, Sweden and CE +358 16 3208 111 <a href="#">Help By E-mail</a>	<b>BRP Australia</b> +61 1800 811 090 <a href="#">Help By E-mail</a> <b>BRP Brazil</b> +55 19 3783-9600 <a href="#">Help By E-mail</a>	<b>Environment Check</b> - Browser Type - <b>Browser Version</b> - JavaScript - Permanent Cookies - Temporary Internet Files <a href="#">Details</a>
------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Note :** If you are having problems logging on, or installing features, you can contact your **BOSSWeb Help Team**.



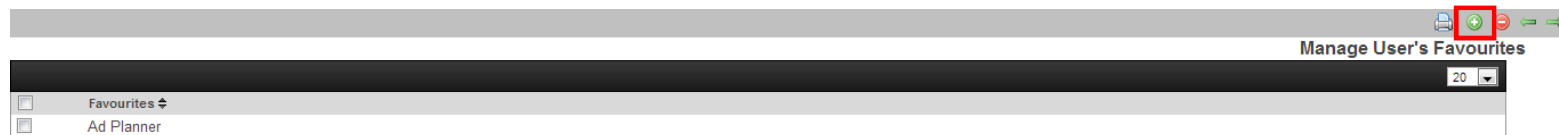
## My Favourites (*Add a link*)

The **My Favourites** section is located on the home page section. This is where you can add a direct link to your favourite BOSSWeb transactions. Here's how to add a favourite in the **My Favourites** section.

First, on the home page, click on the "Edit my Favourites" button  at the upper right corner of this section.



This brings you the "Manage User's Favourites" page. Click on the **Add** button.




Select the favourite transaction you want to add from the drop down menu and click on **Submit**.



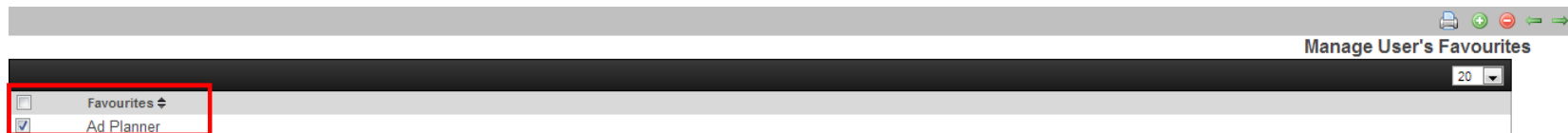


## My Favourites (*Delete a link*)

In this section you can remove a direct link from your "Favourites". Let see how to remove a favourite in the " My Favourites" section. To do this:  
First from home page, click on the "Edit my Favourites" button  at the upper right corner of this section.



This brings you the "Manage User's Favourites" page. Select the favourite transaction that you want to delete from the group.



Then click on the **Delete** button.





## Quick Tips

### Using "\*" in Search By Keyword

Placed anywhere in a string, the asterisk returns records containing the string or containing the string plus any additional characters at the position at which the asterisk appears, including a space. For example, **\*rang\*** finds arrange, arranged, orange, orangutan, range, ranges, ranging, rang, strange, stranger, strangest, strangle, wrangle, and so on.

ComCenter - Document

Search Criteria		
Search By Keyword	Document Type	Language
*rang*		English

### Using "." in a calendar

To enter today's date in a date field, simply enter a period "." in the field and today's date will appear.

Search Criteria	
Product Line	Snowmobile
This Date	.

Search Criteria	
Product Line	Snowmobile
This Date	2013/05/12