Navigation Training

How to Access ?

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

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.

Navigation Training

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.

Environment Diagnostic v1.3

Local IP Address:	10.20.0.28
Instance ID	4
Browser	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;
Description :	.NET4.0C; .NET4.0E; .NET CLR 3.0.4506.2152; .NET CLR 3.5.30729)
Browser Version :	HTTP/1.1
Server Time:	May-27-13 7:11:11 AM
Local Time:	Monday, May 27, 2013 7:11:37 AM

Browser Information

Browser type:	OK	1. Visit Microsoft Windows Update Install all *Critical updates*.
Browser version:	v8,0,6001,18702 OK	
JavaScript:	OK	2. Make sure the *Security Level* for the *Internet Zone* is set to *Medium*. Check Tools/Internet Options.../Security in your browser menu.
Temporary Cookies:	OK	
Permanent Cookies:	OK	
Temporary Internet Files:	OK	3. Make sure *Temporary Internet Files* caching is set to *Automatic* Check Tools/Internet Options/Temporary Internet files/Settings... in your browser menu.
Connection speed:	13161.3 kbps 1612.9 Kbytes/sec	4. Validate your communication speed is at least 20kbps • Make sure you are using a modem with the indication "56k" • Check your computer's configuration • Verify with your Internet Service Provider it offers a minimum quality of service and performance

***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.

Additionnal Information

IP Address:	65.124.174.178

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.**

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.

Navigation Training

Areas Definition

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

① Navigation area

② Transactional area
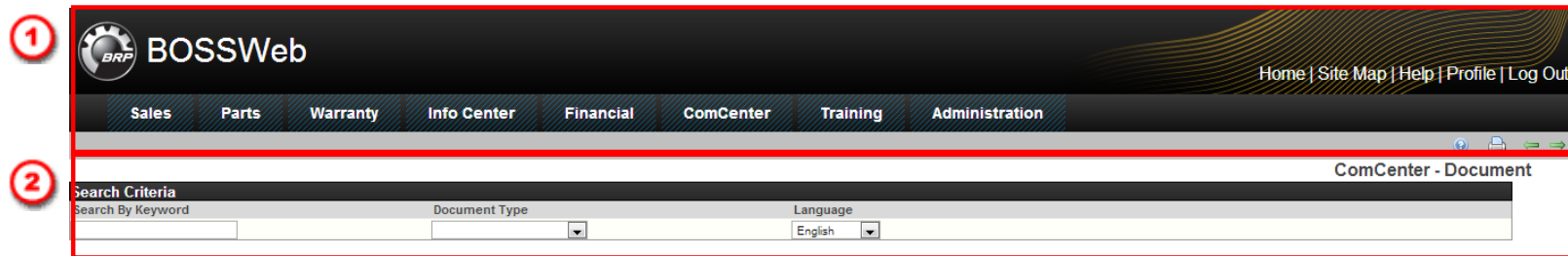
① At the top of the **Navigation Area**, you will find the BRP and the **BOSSWeb** logo to the left and the **Tools Menu** to the right. In the middle of the **Navigation Area**, you will find the **Tabs Toolbar**.
The important thing to remember is that your **Navigation Area** is constant, always available 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**.

Navigation Training

Tabs

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).

Warranty - Unit Claim

Unit Identification

*Claim Type	
*Repair Order Number	
*Serial Number	
*Failure Date	(yyyy/mm/dd)
*Repair Completion Date	(yyyy/mm/dd)
*Meter	○ Miles ◉ Km ○ Hours
Authorization Number	-
*Nature of Defect	

Condition/Complaints:
Cause:
Cure:
BUDS Fault Code (if applicable):

Attach Document (optional)

Document :   Upload File

Repair 1 of 1

*Trouble Part Number	*System Code	*Job Number	Hours	*Trouble Code
1				

Navigation Training

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.

ComCenter - Document

Search Criteria

Search By Keyword	Document Type	Language
		English

ComCenter - Search Results

| Search Results	16 Document(s) Found					Rows Per Page 20	
Name	Description	Document Type	Publication	Expiration	Language	Size (Bytes)	Last Modification
2002-6	DPM Manifold Leak Testing Procedure	Technical Publications	2007/01/01	2025/12/31	English	109070	2007/10/24
SmallExcelFile-EN		PAC Price List	2011/04/23	2021/04/23	English	36352	2011/04/23

Navigation Training

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**

Navigation Training
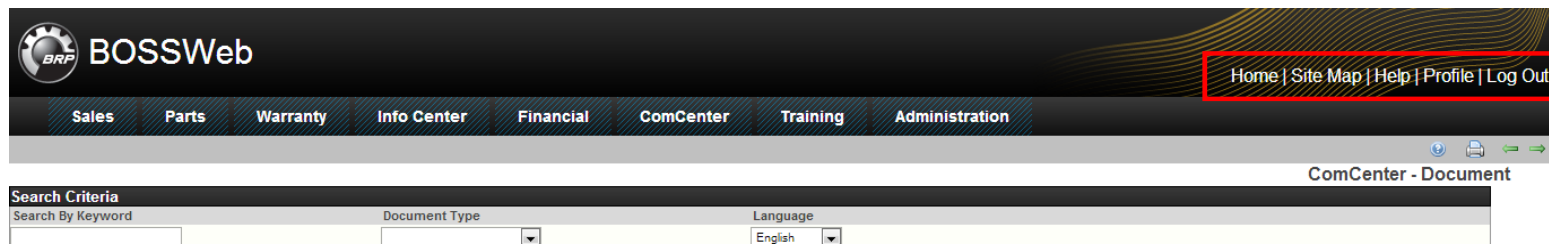
Home Page

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.

Navigation Training

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

Sales	Parts	Warranty
Info Center	Financial	ComCenter
Training	Administration	

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.

Navigation Training

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.

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.

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*.

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**.

Log Out

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

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

Navigation Training

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 ![pencil icon] at the upper right corner of this section.

This brings you the "Manage User's Favourites" page. Click on the **Add** button.
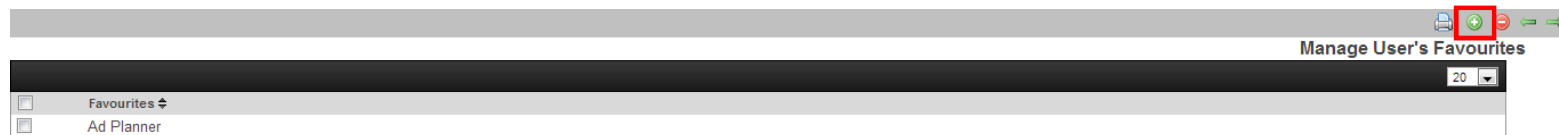
Select the favourite transaction you want to add from the drop down menu and click on **Submit.**

Navigation Training

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.

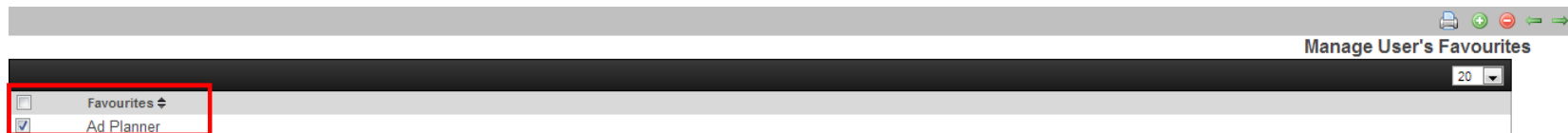This brings you the "Manage User's Favourites" page. Select the favourite transaction that you want to delete from the group.

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.

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.