

COMOS Engineering Portal

Product Information

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Legal information

Warning notice system

This manual contains notices you have to observe in order to ensure your personal safety, as well as to prevent damage to property. The notices referring to your personal safety are highlighted in the manual by a safety alert symbol, notices referring only to property damage have no safety alert symbol. These notices shown below are graded according to the degree of danger.

! DANGER
indicates that death or severe personal injury will result if proper precautions are not taken.

! WARNING
indicates that death or severe personal injury may result if proper precautions are not taken.

! CAUTION
indicates that minor personal injury can result if proper precautions are not taken.

NOTICE
indicates that property damage can result if proper precautions are not taken.

If more than one degree of danger is present, the warning notice representing the highest degree of danger will be used. A notice warning of injury to persons with a safety alert symbol may also include a warning relating to property damage.

Qualified Personnel

The product/system described in this documentation may be operated only by **personnel qualified** for the specific task in accordance with the relevant documentation, in particular its warning notices and safety instructions. Qualified personnel are those who, based on their training and experience, are capable of identifying risks and avoiding potential hazards when working with these products/systems.

Proper use of Siemens products

Note the following:

! WARNING
Siemens products may only be used for the applications described in the catalog and in the relevant technical documentation. If products and components from other manufacturers are used, these must be recommended or approved by Siemens. Proper transport, storage, installation, assembly, commissioning, operation and maintenance are required to ensure that the products operate safely and without any problems. The permissible ambient conditions must be complied with. The information in the relevant documentation must be observed.

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Disclaimer of Liability

We have reviewed the contents of this publication to ensure consistency with the hardware and software described. Since variance cannot be precluded entirely, we cannot guarantee full consistency. However, the information in this publication is reviewed regularly and any necessary corrections are included in subsequent editions.

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Introduction

Objectives

COMOS Engineering Portal (CEP) is a web-based tool for selecting product data in the COMOS format. CEP facilitates the design engineering process and can be used for all engineering devices in COMOS.

As a registered COMOS user, you can download product data to a local directory or directly transfer the data to objects in COMOS. However, CEP is also available to anyone who is interested in COMOS and the offered products. See also chapter User roles and rights (Page 7).

Key aspects

- Products from different sectors and manufacturers
- Data sheets and product images
- Download and import function for COMOS users

Link to COMOS Engineering Portal

Please check the release notes for COMOS version 10.3 for the current CEP link.

CEP account

2.1 User roles and rights

There are currently three user roles available for COMOS Engineering Portal in contrast to two user roles in COMOS (user, administrator).

When you first register for CEP, you are automatically assigned the user role "Guest". As a guest, you can view product pages, but cannot download product data. You can request user rights to change your user role. See also chapter Requesting user rights (Page 9).

Note

CEP user role "User"

The user role "User" can only be assigned to registered COMOS users. An administrator will check the relevant licensing information after receiving a request for user rights.

User roles

User role in CEP	Rights
Guest	<ul style="list-style-type: none"> Viewing products See also chapter Viewing product pages (Page 12). Sending requests See also chapter Request (Page 10).
User	<ul style="list-style-type: none"> Viewing products Sending requests Downloading product data for COMOS import See also chapters Downloading products (Page 12) and Product download and import via Product Selector (Page 17).
Administrator	<ul style="list-style-type: none"> Managing users See also chapter User Management (Page 19). Managing products See also chapter Product Management (Page 21).

2.2 Creating an account

Regardless of whether you are a COMOS user or not, you must create an account for COMOS Engineering Portal.

Procedure

1. Go to the CEP login page.
2. Click "Create account".
3. Enter the required information and choose a user name and a password (at least six characters long, containing a number and a symbol).
4. Click "Register" to complete the process.
Now you can sign in. See also chapter Signing in/out (Page 8).

Result

- You are registered for CEP as a guest.
- You can request user rights, if you are a registered COMOS user.

See also chapters User roles and rights (Page 7) and Requesting user rights (Page 9).

2.3 Signing in/out

Requirement

- You have created a CEP account.
See also chapter Creating an account (Page 8).

In COMOS via Product Selector

First you must enter the required information about your CEP account in the project properties in COMOS. Then if you open CEP via the Product Selector in COMOS, you are logged in automatically.

See also chapters Settings for CEP in COMOS (Page 15) and Opening CEP with Product Selector (Page 16).

In a browser

To sign in, go to the CEP login page. Then enter your credentials and click "Sign in".

Signing out

To sign out, click on the user icon at the top right of the page, then click "Sign out".

2.4 CEP menu

2.4.1 Settings

By clicking on the user icon at the top right and selecting “Settings”, the account settings menu opens. In this menu, you can update your personal information, change your email address or password and request user rights.

See also chapters Changing settings (Page 9) and Requesting user rights (Page 9).

2.4.1.1 Changing settings

Changing email address

1. Enter your new email address.
2. Click "Update" to save the changes.

Changing password

1. Enter your new password in the "New password" and "Confirm password" boxes.
2. Click "Update" to save the changes.

2.4.1.2 Requesting user rights

When you first register for CEP, you are automatically assigned the user role "Guest". See also chapter User roles and rights (Page 7).

If you are a registered COMOS user, you can send a request for user rights (user role "User").

Requirement

- You created a CEP account.
See also chapter Creating an account (Page 8).

Procedure

1. Sign in with your credentials.
2. Click on the user icon at the top right and select “Settings”.
3. Click “Request for user rights”.
A system administrator then checks your request and assigns user rights.

2.4.2 Request

If you experience any issues with CEP, such as problems with your account or with any functions, you can send a request.

Note

Request vs. requesting user rights

If you want to request user rights, please refer to the function "Request for user rights" under "Settings". See also chapter Requesting user rights (Page 9).

Procedure

1. Click on the user icon at the top and select "Request".
2. Click "New request".
3. Add a title and a description for your request (mandatory fields).
4. Click "Create".

Result

- Your request will be handled by the CEP administration team.

Using COMOS Engineering Portal

3.1 Finding products

You can find products by using the categories displayed on the main page. Use the arrows to navigate through the products and manufacturers.

Finding specific products

- To search for a specific product, use the search bar at the top of the page. You can search for technical properties or parts of their description, for example.
- The results are displayed in a product tree. At the top right of the tree, you can switch between grid and list view.
- Use filters to narrow down your search. See also chapter Filtering products (Page 11).
- Double-click on a product to open the product page. See also chapter Viewing product pages (Page 12).

3.2 Filtering products

When the search returns too many results, use the filter function on the left to specify the product criteria.

See also chapter Finding products (Page 11).

Applying filters

1. Select filters for your search.
2. Click "Apply".
Only results that match your filters are displayed.

Deleting filters

- To delete individual filters, close them in the filter section above the product tree. The results are updated automatically.
- To delete all filters, click "Clear" on the left side. A list of all products is displayed.

3.3 Viewing product pages

Open a product page to check the product details and to add it to the download list. See also chapters Product download and import via Product Selector (Page 17) and Downloading products (Page 12).

Example of a product page

Siemens AG
Electrical / Contactor
3RT1266-6AU36
VAC. CONTACTOR, 160KW/400V/AC-3

Protection switching	RC-element
Number of main contacts as NO	3
Number of main contacts as NC	0
Number of auxiliary contacts as NO	2
Number of auxiliary contacts as NC	2

Reference documents

Add to download list Back

All the above information is subject to a particular product catalog. This information can be varied as per vendor.

- 1)
 - Manufacturer
 - Sector / product type
 - Product number from the manufacturer
 - Product name
- 2) Product information (varies from product to product)
- 3) Reference documents for download (mostly data sheets)
- 4)
 - Add to download list (not available for guests)
 - Go back to the product tree

3.4 Downloading products

Precondition

- You were assigned the user role "User".
See also chapter Requesting user rights (Page 9).

Procedure

1. Go to a product page.
2. Click "Add to download list".

3. Click on the cart icon at the top right.
4. Check the products in your cart.
If there are products you do not want to download anymore, click "Delete".
5. Click "Download".
6. After the download process, click "Import to COMOS".

Result

- A new folder containing the DOXIE file for the import is created in the path indicated in the CEP settings in COMOS.
See also chapter Settings for CEP in COMOS (Page 15).
- After the import, you find the details for the respective product under "Attributes > Order data".

Product Selector in COMOS

The Product Selector is a new interface in COMOS for the selection of product data. The data selection can be performed in the following ways:

- From the COMOS Engineering Portal
See also chapters Product Selector button (Page 15), Opening CEP with Product Selector (Page 16) and Product download and import via Product Selector (Page 17).
- From a configurator
- From local master data

4.1 Product Selector button

When you open a device, the menu bar of the opened tab will include the Product Selector button.

See also chapters Settings for CEP in COMOS (Page 15) and Opening CEP with Product Selector (Page 16).

Procedure

1. To start the Product Selector, click on the Product Selector button. A new window opens.



4.2 Settings for CEP in COMOS

Precondition

- You created a project in COMOS.
- You created a CEP account.
See also chapter Creating an account (Page 8).
- You were assigned the user role "User".
See also chapter Requesting user rights (Page 9).

Procedure

1. Open a project.
2. Right-click on the project name and select "Properties".
3. Under "General settings", select "Comos Engineering Portal".
4. Fill out the boxes according to this example:

CEP Username	COMOSUser COMOSUser is a fix string and shall not be changed.
CEP Access key	<SoldToID entered by user>
CEP Web Server	https://prod-cep-ui.azurewebsites.net
CEP Download Server	https://prod-cep-productsmanagement-api.azurewebsites.net
Temporary folder	%temp%

5. Click "Apply".

Result

- You can start the Product Selector and select "COMOS Engineering Portal". See also chapter Opening CEP with Product Selector (Page 16).
- You will be logged in automatically with your CEP account. See also chapter Signing in/out (Page 8).

4.3 Opening CEP with Product Selector

To access CEP in COMOS, use the Product Selector.

Precondition

- You created and opened a project.
- You completed the settings for CEP in COMOS. See also chapter Settings for CEP in COMOS (Page 15).

Procedure

1. Double-click on a device.
A new tab opens.
2. Click on the "Product Selector" button in the menu bar of the tab.
A new window opens.
3. Select "COMOS Engineering Portal".

Result

- CEP opens in a new window and shows you relevant products for your device.
- You are automatically logged in with your CEP account data.
See also chapter Signing in/out (Page 8).

4.4 Product download and import via Product Selector

Precondition

- You completed the settings for CEP in COMOS.
See also chapter Settings for CEP in COMOS (Page 15).
- You opened CEP via the Product Selector.
See also chapter Opening CEP with Product Selector (Page 16).

Procedure

1. Select a product.
2. Click "Add to download list".
3. Click "Download" at the bottom of the window.

Note

Download capacity

You can only download one product at a time, when you access CEP via the Product Selector.

4. Click "Import to COMOS".
5. Return to the Product Selector and select the tile with the name of the product you just downloaded.

Result

- The DOXIE file with the product information was imported into COMOS.
- After the import, you find the details for the respective product under "Attributes > Order data".

Administration

5.1 Creating an administration account

Registration

You must create an account for COMOS Engineering Portal. See also chapter User roles and rights (Page 7).

1. Go to the CEP login page.
2. Click "Create account".
3. Enter your personal information and choose a user name and a password (at least 6 characters long, containing a number and a symbol).
4. Click "Register" to complete the process.
You can sign in and then request user rights.

Requesting user rights

1. Sign in with your credentials.
2. Click on the user icon at the top right and select "Settings".
3. Click "Request for user rights".
4. A CEP administrator then assigns the user role "Administrator", if applicable.

5.2 Administrator tasks

5.2.1 User Management

By selecting the User Management tile, you navigate to a table with user information.

5.2.1.1 Sorting/filtering user information

Sorting user information

You can sort users by user name, company or registration date.

1. Sort the information by clicking on the column headings.
2. Use the arrows to switch the order (e.g. A-Z to Z-A), if needed.

Filtering user information

Use the filter function above the table to only show users who fit certain criteria. You can use only one or combine different filters.

To find a specific user, enter (part of) his or her user name into the search bar. Click "Apply" to show the results and "Clear" to delete your current filter settings.

5.2.1.2 Changing user roles

Guests request user rights to become users or administrators. See also chapter Requesting user rights (Page 9).

Have a look at the table column "Rights requested" to find users who requested user rights by applying the "Rights requested" filter. Select "True" and click "Apply" to do so.

Precondition

- You checked the relevant COMOS licensing information for the respective person/company to verify the request.

Procedure

1. Click on "Edit" next to the user you want to edit.
2. Click on the "Role" box to open the drop-down menu.
3. Select a user role.
4. Click "Update" to save the changes.
Click "Cancel" to close the tab without saving.

5.2.1.3 Deactivating accounts

Procedure

1. Click on the edit icon in the first column next to the user you want to edit.
2. Click "Deactivate".

Result

- The account is deactivated.
- The account can be reactivated anytime.
Repeat the procedure and click "Reactivate".

5.2.2 Product Management

In the Product Management menu, you can upload or delete products and view the upload history.

5.2.2.1 Adding products

Upload files as ZIP folders. The ZIP folder must contain individual folders for each product, which ideally include a DOXIE file and reference documents for all three languages as well as a product image.

Procedure

1. Click "Select file".
2. In the Explorer window, choose the ZIP folder you want to upload and confirm with "OK".
3. Click "Upload file" to complete the process.

Result

- The products were added to CEP.
Check the last table column to see if the upload was successful.

5.2.2.2 Removing products**Procedure**

1. Fill out the filter boxes and click "Generate Remove Product Data".
An Excel sheet with the related product information will be downloaded.
2. Format the Excel sheet according to the template.
3. Upload the Excel sheet and click "Remove Product Data".

Result

- The products are removed from CEP.

5.2.3 Report Management

If you click on the Report Management tile, you navigate to a page with statistics about CEP.

Categories

At the top of the page, you find an overview of the number of users, manufacturers, products and requests.

Use the diagrams to get detailed information about these categories.

Category	Information
Products	How many products are available from which manufacturers?
User Status	How many user accounts are active/inactive?
User Role	How many users are registered for each user role?
Product Type	Which product types are available and in what quantity?
Support Request	How many requests are active/resolved?

Viewing specific data

- Hover the mouse over parts of the diagrams to get information about the exact quantities, etc.
- Click on an indication from the table to exclude it from the diagram.