

LIT CODE GENERATOR USER GUIDE

The Lit Code Generator can be accessed from the Quick Links on the footer of all MLC pages or by visiting the URL - <http://vdp.g3gabriel.com/LitCodeGenerator/>

To generate a new lit code follow the below:

Complete the form at the URL by filling in each field as shown below:

The screenshot shows the 'Lit Code Generator' web interface. At the top, there is a navigation bar with a logo and links for 'Search', 'Report', 'User Guide', and 'Lit Code Guidelines'. Below this is a contact information line: 'For question regarding the Lit Code Generator please contact Tom Beckermann (tom.beckermann@milliporesigma.com)'. The main heading is 'Generate New Lit Code(s)' with a link for 'Edit Existing Lit Code(s)'. The form consists of several sections: 1. 'Full Name' with a text input field containing the placeholder 'Input your First and Last Name'. 2. 'Email' with a text input field containing the placeholder 'Input your Email Address'. 3. 'Item Name' with a text input field containing the placeholder 'Input your Item Description'. 4. 'How is your piece branded?' with three radio button options: 'Merck' (selected), 'MilliporeSigma', and 'Other (Not Merck or MilliporeSigma Branded)'. A note below states '(You can check multiple boxes if creating the same document under multiple brands)'. 5. 'What is your literature type?' with a dropdown menu currently showing 'Advertisement'. 6. 'Which languages has your Merck piece been translated to?' with a list of 14 languages, each with an unchecked checkbox: English, German, Spanish, French, Italian, Japanese, Swedish, Korean, Chinese Traditional - Taiwan, Chinese Simplified - Mainland China, Brazilian Portuguese, Portuguese, Russian, and The Netherlands (Dutch). At the bottom of the form is a blue button labeled 'Generate Lit Code'. Annotations with arrows point to the Email field, the Merck radio button, the literature type dropdown, and the language list.

Lit Code Generator Search Report User Guide Lit Code Guidelines

For question regarding the Lit Code Generator please contact Tom Beckermann (tom.beckermann@milliporesigma.com)

Generate New Lit Code(s) Edit Existing Lit Code(s)

Full Name Input your First and Last Name

Email Input your Email Address

Item Name Input your Item Description

Email Address is used to send a confirmation of Lit Codes Created

How is your piece branded?

- Merck
- MilliporeSigma
- Other (Not Merck or MilliporeSigma Branded)

(You can check multiple boxes if creating the same document under multiple brands)

Check boxes for the branding options you will be using for your piece

What is your literature type?

Advertisement

Select the literature type of your piece from the drop down

Which languages has your Merck piece been translated to?

- English
- German
- Spanish
- French
- Italian
- Japanese
- Swedish
- Korean
- Chinese Traditional - Taiwan
- Chinese Simplified - Mainland China
- Brazilian Portuguese
- Portuguese
- Russian
- The Netherlands (Dutch)

For Merck branded pieces select languages that the piece will be translated to. This option will only show if the Merck Brand box is selected above

Generate Lit Code

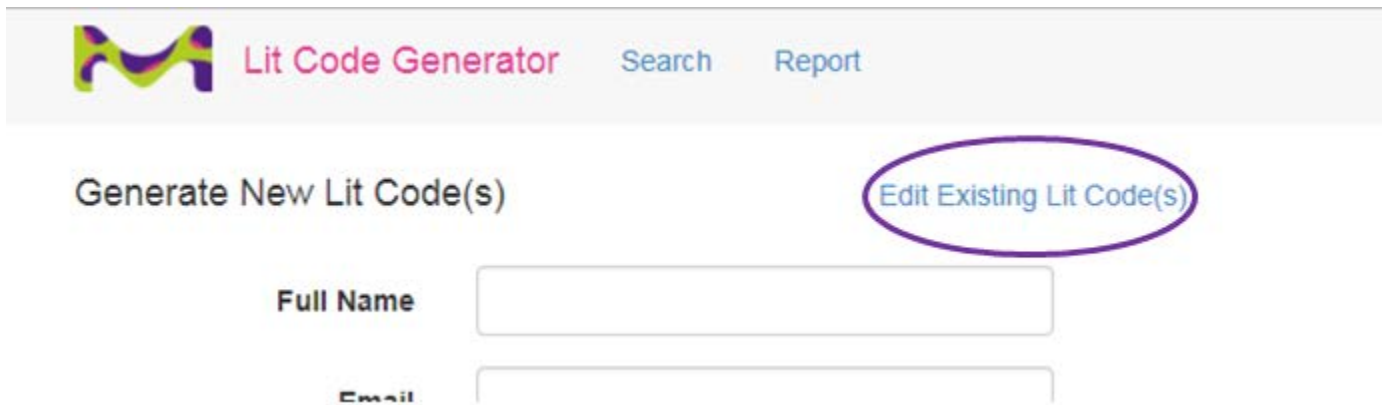
Once the Generate Lit Code button is clicked you will receive a confirmation bar at the top providing a list of codes created and a confirmation email to the input email address as well

New Lit Code(s) have been assigned to Tom Beckermann for Cell Test Brochure

- MK_BR1061EN
- MK_BR1061DE
- MK_BR1061ES
- MK_BR1061FR
- MK_BR1061IT
- MS_BR1061EN

To update a previously created lit code follow the below:

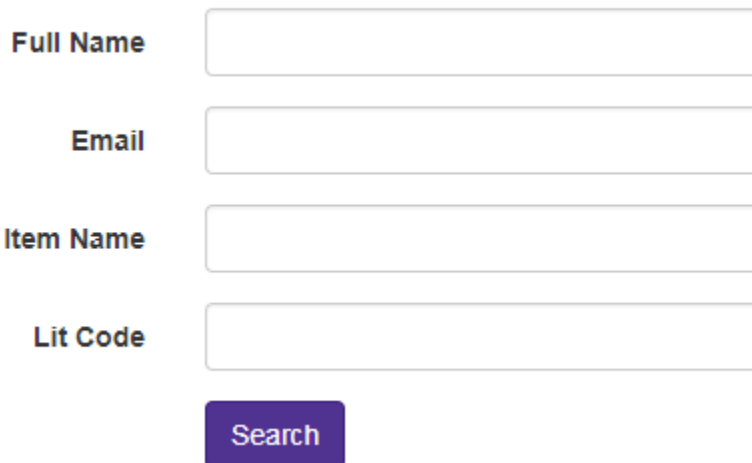
1 - Click on the Edit Existing Lit Code(s) link at the top of the screen



The screenshot shows the top navigation bar of the 'Lit Code Generator' application. It includes a logo on the left, the title 'Lit Code Generator', and two links: 'Search' and 'Report'. Below the navigation bar, there are two main buttons: 'Generate New Lit Code(s)' and 'Edit Existing Lit Code(s)'. The 'Edit Existing Lit Code(s)' button is circled in purple. Below these buttons are two input fields: 'Full Name' and 'Email'.

2 - Input as much information as known in the possible search fields shown and click Search

Search for Existing LitCode(s)



The screenshot shows a search form for existing lit codes. It contains four input fields: 'Full Name', 'Email', 'Item Name', and 'Lit Code'. Below the input fields is a purple 'Search' button.

3 – Click the Edit button on the item you would like to update.

Name	Email	Item Description	Lit Code	Date Created	
Tom Beckermann	tom.beckermann@sial.com	Cell Test Brochure	MK_BR1061EN	8/23/2017 7:59:19 AM	Edit
Tom Beckermann	tom.beckermann@sial.com	Cell Test Brochure	MK_BR1061DE	8/23/2017 7:59:19 AM	Edit
Tom Beckermann	tom.beckermann@sial.com	Cell Test Brochure	MK_BR1061ES	8/23/2017 7:59:19 AM	Edit
Tom Beckermann	tom.beckermann@sial.com	Cell Test Brochure	MK_BR1061FR	8/23/2017 7:59:19 AM	Edit

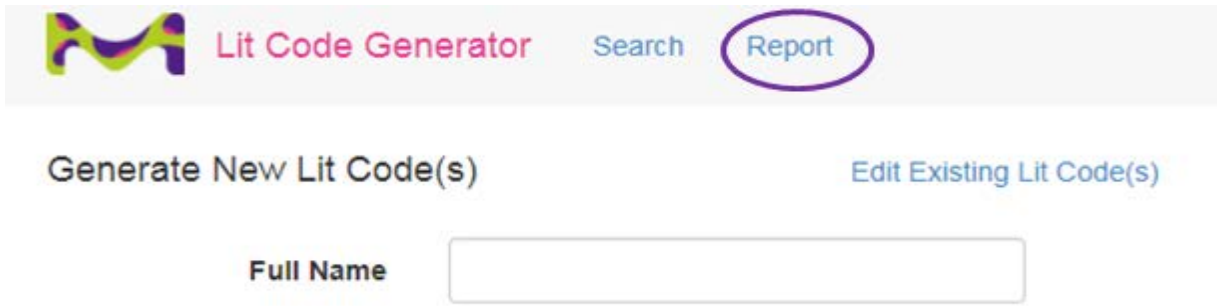
4 – The tool will confirm at the top in a green bar the lit codes already created for the piece you choose to edit. You must enter your name and email address so that the updated codes assigned to you track you as the requestor/owner of the additional codes. You will be able to add additional brands or languages to a piece and have additional lit codes created.

The screenshot shows the 'Lit Code Generator' interface. At the top, there is a navigation bar with 'Search', 'Report', and 'Users Guide' links. Below this, a green bar displays the search results: 'Lit Code(s) for wednesday test #1' with a list containing 'MS_FL1052EN'. A callout box points to this list with the text 'Listing of previously assigned litcodes.' Below the search results is the 'Edit Lit Code(s)' form. The form includes fields for 'Full Name' (with a callout 'Input your First and Last Name'), 'Email' (with a callout 'Input you Email Address'), and 'Item Name' (pre-filled with 'wednesday test #1'). There are two sections for branding: 'How is your piece branded?' with checkboxes for 'Merck' and 'MilliporeSigma' (checked, with a callout 'Check boxes for brands needed not already created and then languages for translated options needed'), and 'What is your literature type?' with a dropdown menu set to 'Flyer'. At the bottom of the form is a reCAPTCHA 'I'm not a robot' checkbox (with a callout 'Check the box and select the image to ensure security of the database') and a blue 'Edit Lit Code(s)' button.

5 – If your piece changes formats or has a new title you will need to start a new lit code

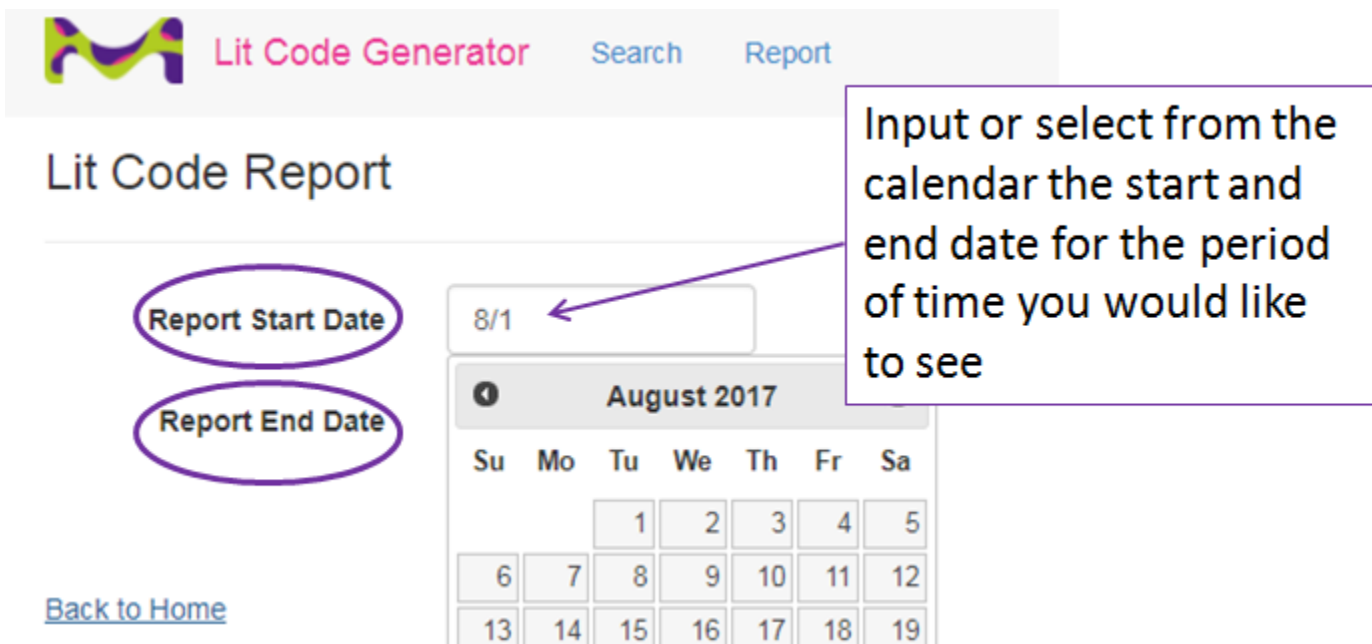
To see all lit codes generated in a time period follow the below:

1 – Click the Report button at the top of the form



The screenshot shows the top navigation bar of the 'Lit Code Generator' application. It includes a logo on the left, the text 'Lit Code Generator', and two buttons: 'Search' and 'Report'. The 'Report' button is circled in purple. Below the navigation bar, there are two buttons: 'Generate New Lit Code(s)' and 'Edit Existing Lit Code(s)'. Underneath, there is a text input field labeled 'Full Name'.

2 – Complete the form below and it will generate a report



The screenshot shows the 'Lit Code Report' form. It features a navigation bar with the 'Report' button. The form has two input fields: 'Report Start Date' and 'Report End Date', both circled in purple. The 'Report Start Date' field contains the value '8/1'. Below this field is a calendar for August 2017. A callout box with a purple border and arrow points to the '8/1' date in the calendar, containing the text: 'Input or select from the calendar the start and end date for the period of time you would like to see'. At the bottom left of the form, there is a link labeled 'Back to Home'.

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19