CLPA
Member Manual

3rd Edition

CC-Link Partner Association

<<Revision history>>

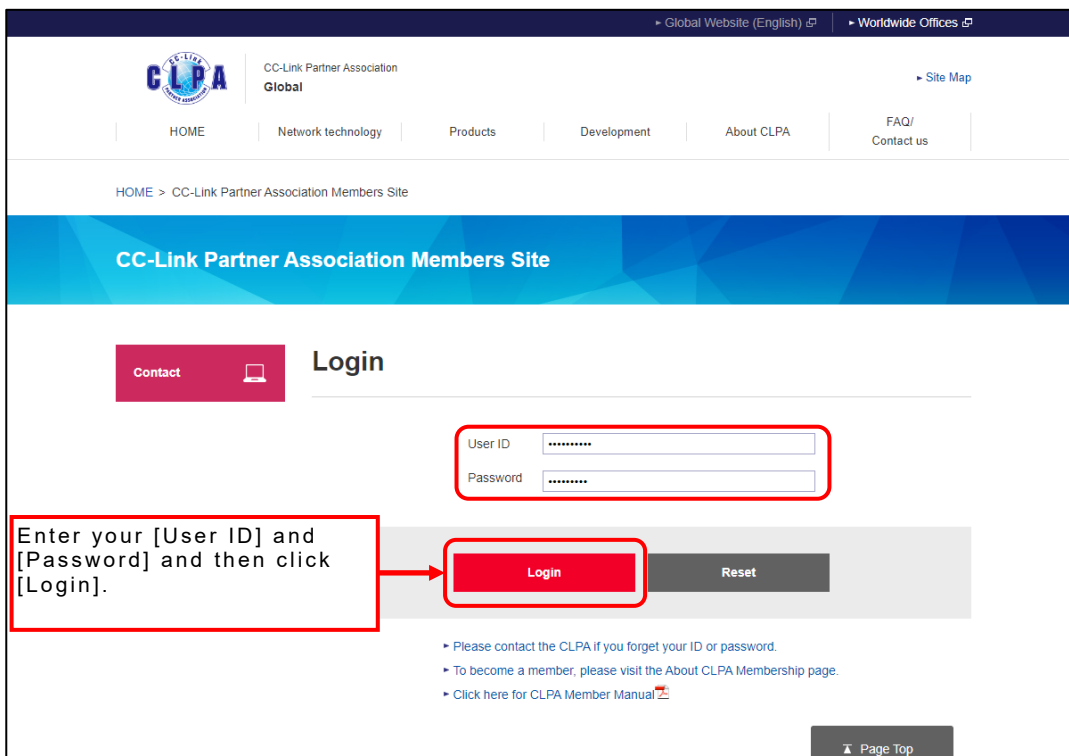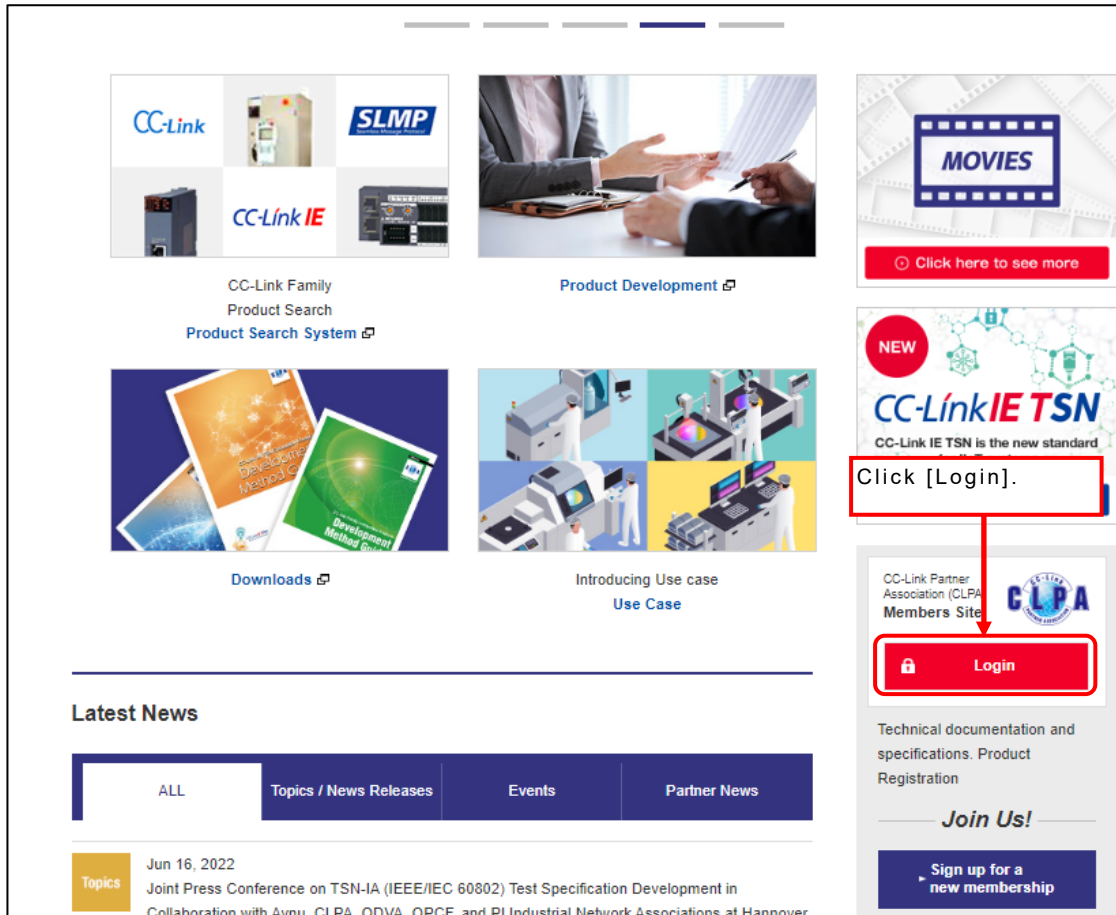| Version	Release Date/ Revised Date	Revision Description
1	2018/10/24	New
2	2022/7/27	Added explanation on test request information
3	2023/4/26	Added explanation on test request information and product information

<<Contents>>

1. Logging In

Access via the CLPA official site top page.
<<URL>>
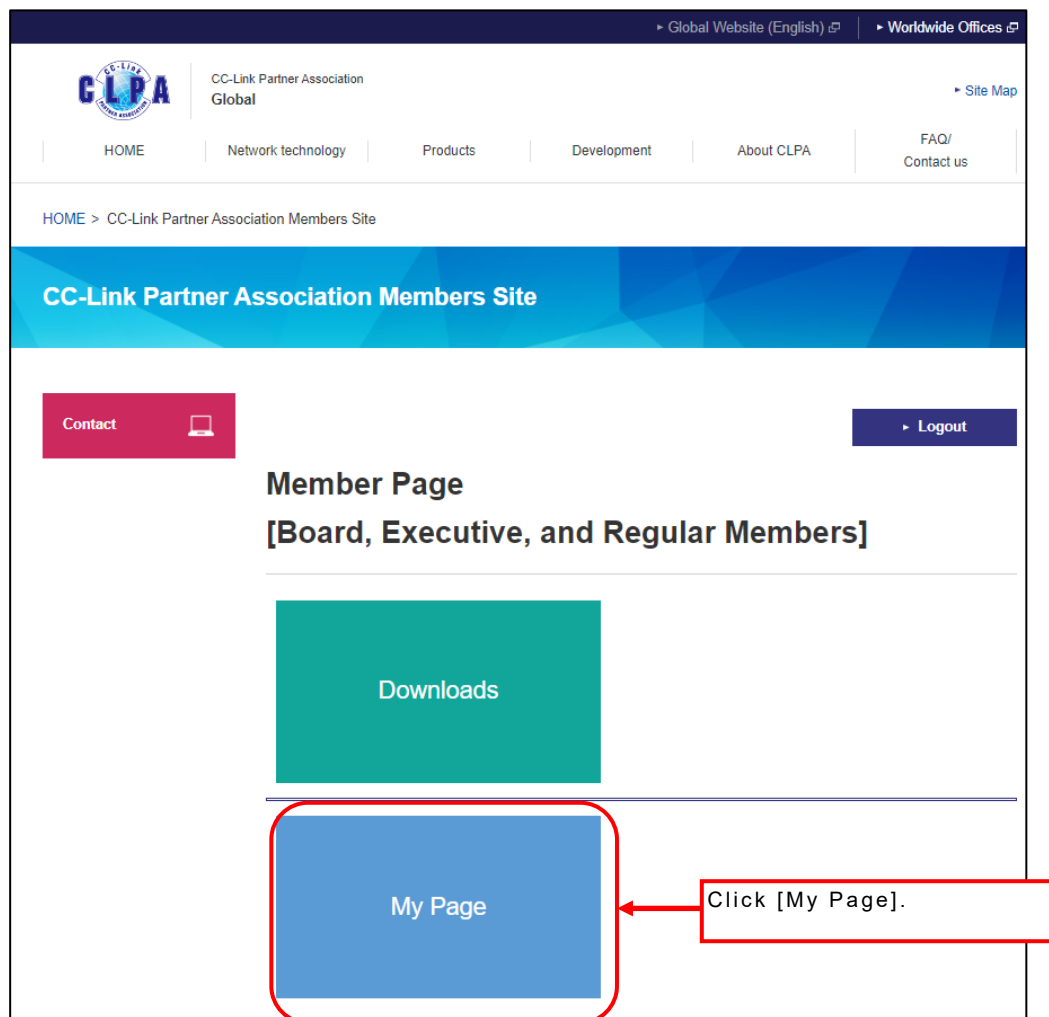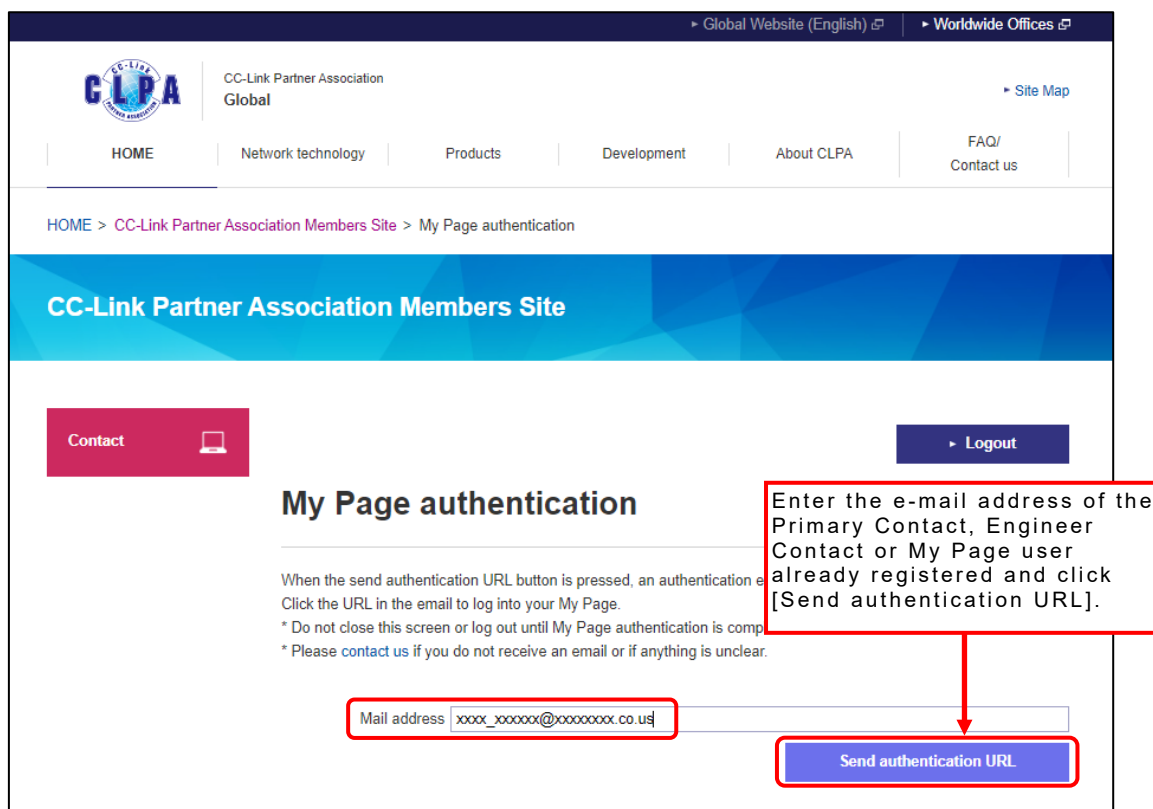https://www.cc-link.org/en/index.html

2. My Page Authentication
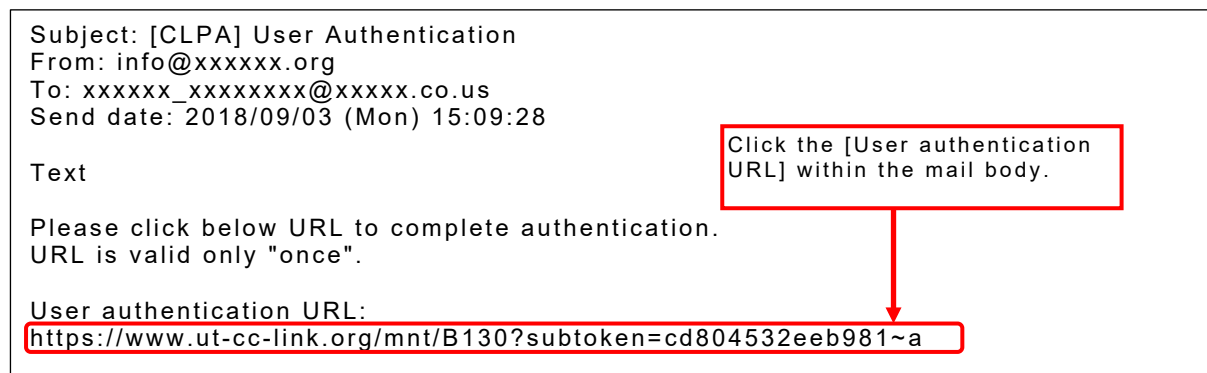
The exclusive member pages will appear after logging in.
Only [Downloads] on this screen can be used.
Separate authentication is required in order to register/change product information or perform master maintenance.

An authentication e-mail will be sent to the entered e-mail address.

Subject: [CLPA] User Authentication
From: info@xxxxxx.org
To: xxxxxx_xxxxxxxx@xxxxx.co.us
Send date: 2018/09/03 (Mon) 15:09:28

Text

Please click below URL to complete authentication.
URL is valid only "once".

User authentication URL:
https://www.ut-cc-link.org/mnt/B130?subtoken=cd804532eeb981~a

Click the [User authentication URL] within the mail body.

Authentication is completed and the relevant [My Page] screen appears.

3. Changing Passwords

Member information can be changed using the My Page screen.

Screen example (board member, executive member, regular member)
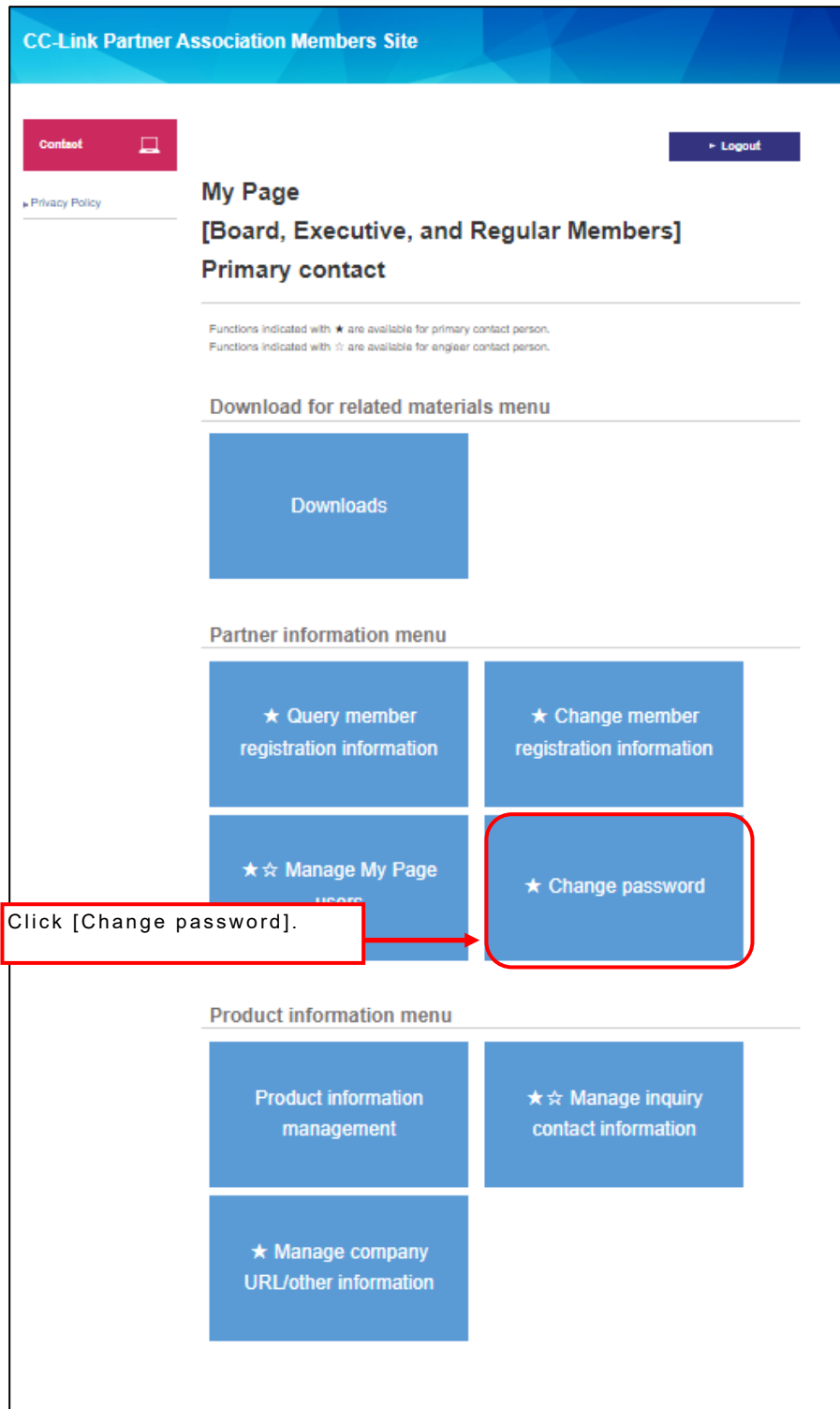
Only the Primary Contact can change passwords.
Only the Primary Contact can authenticate initial passwords (after initial login or after password reset). Be sure to change the initial password before beginning use.

Use a combination of 4 letter types (upper case, lower case, numbers, and symbols) for the new password, totaling 8 to 12 characters.
Note that the password cannot be set to the [User ID] or [Current password].

Passwords are valid for 180 days.
An email reminder will be sent when the validity period is almost over.

Once the validity period has passed, the system cannot be used until the password has been changed.
The Primary Contact should periodically change the password.
Note that the Primary Contact will be directed to the password change screen upon login.

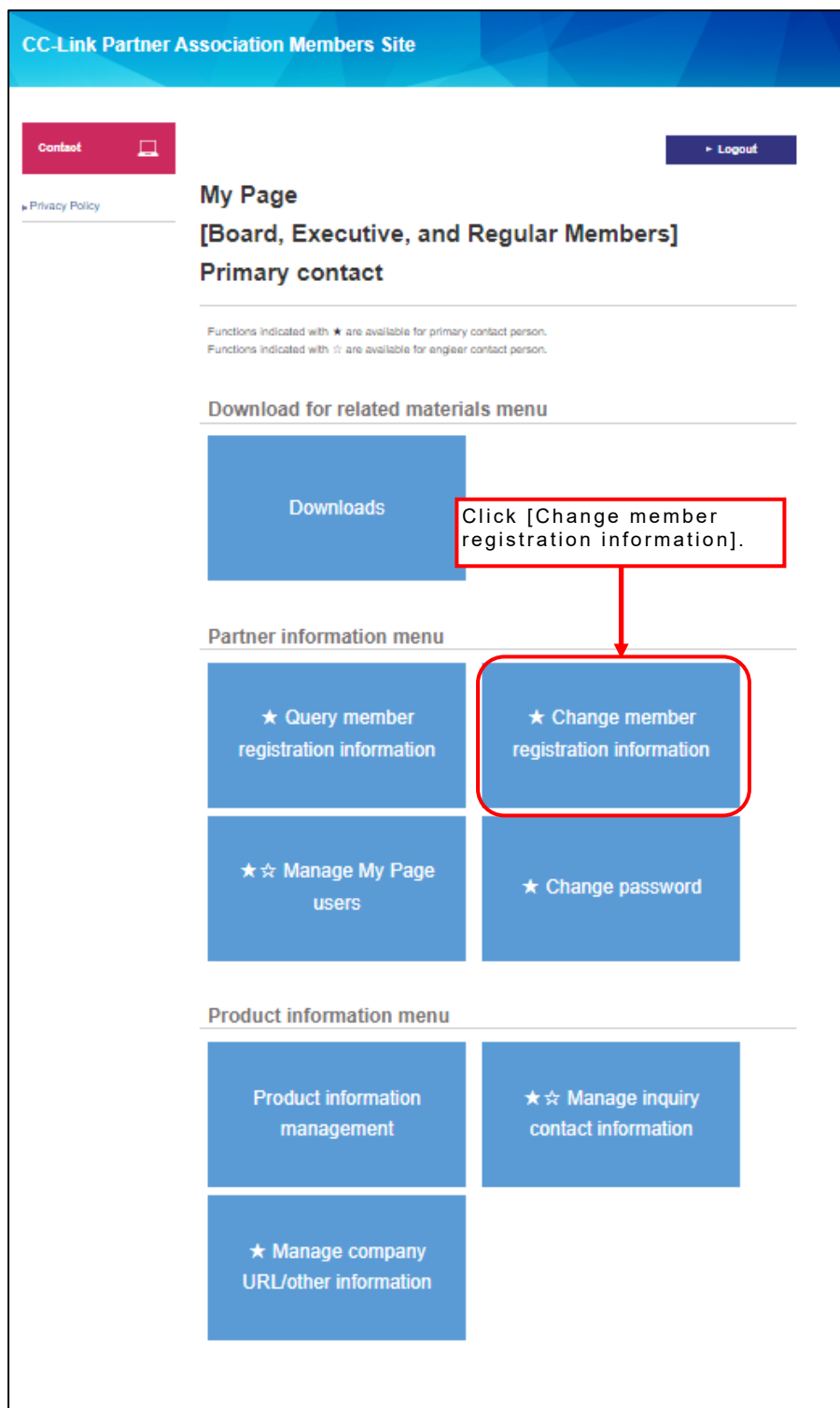The following items are called the initial password.
- The password sent by CC-Link via e-mail notification after signing up
- The password sent via e-mail notification after a forgotten-password request to CC-Link

Initial passwords are valid for 7 days.
The initial password cannot be used if the validity period is expired. The Primary Contact should always change the password within the validity period.

4.　Change Applications

Member information can be changed using the My Page screen.

Screen example (Board member, Executive member, Regular member)

Only the Primary Contact can change member registration information.

Read the [CLPA-Partner Membership Agreement] and consent to the contents before checking the check box.
Read the [About personal information protection] and consent to the contents regarding the handling of personal information before checking the check box.

Items with a light blue background are mandatory.
Other than the mandatory fields, enter only the fields to be changed.
Items not entered will not be changed.

Representative (division head or above)

Title	
Name	representative Name Name example: Jane Smith
Name (English)	representative Name

Primary contact

Postal code	111-1111
Address (Required item)	111 Street, City, State, Zip, USA
Address (English) (Required item)	111 Street, City, State, Zip, USA
Department (Required item)	production Department
Name (Required item)	Primary contact Name Name example: Jane Smith
Name (English) (Required item)	Primary contact Name
Telephone (Required item)	123
Fax	
Mail (Required item)	xxx_xxxxxx@xxxxxxxxx.co.us ☐ We consent to receive on-going communications from the CLPA
Confirm mail address (Required item)	xxx_xxxxxx@xxxxxxxxx.co.us

To prevent mistaken input, enter the same e-mail address in both the top and bottom fields.

The contact [E-mail address] will appear in the To: field of the change application registration complete message and is thus mandatory.

Postal code	
Address	
Department	
Name	
	Name example: Jane Smith
Telephone	
Fax	
Mail	
	[a@a.a.a]
Confirm mail address	

Billing address for annual fee ＊Please contact your local branch for payment details. · Automatic update system (Add if different from primary contact)

Company name	
	Company name example: ABC Co., Ltd.
Postal code	
Address	
Department	
Name	
	Name example: Jane Smith
Telephone	
Mail	
Confirm mail address	

CC-Link Family compatible products (enter any devices scheduled for development)

Device type	[ ] e.g. Sensors
Series and models	[ ] If the item is a series, enter series name. If single devices, enter model names. e.g. GP series
Feature	[ ]
Product sales situation	[ ] ∗ We promote conformance test certified products on the CLPA website and in our catalogs. After passing the conformance test, please fill in the product information from the Member Page.
Comments	[ ]

Click [Review Form] to move to the entered content confirmation screen.

[**Review Form**]

Check the entered contents.

If there is an error in the entered contents, click [Back to previous screen] to make changes.

Click [Submit application form] to send the change application.

Change application is complete.

5. Change Applications (Change Applications in Process)

When making changes to an application in process, the following display will appear for [Change member registration information].

The operation is the same as [4. Change Applications].
Items changed when changing applications in process are displayed with **red text**.

6. My Page User Registration

Operators other than the Primary Contact or Engineer Contact can be registered as "My Page users" to enable use of the system.

My Page User Management can be used by Primary Contact or Engineer Contact.

Place a check in the [Manage inquiry contact information] menu to authorize use.

Click [Add entry field] if adding 2 or more people.

Enter the user name and authentication mail address. Both fields are mandatory. When adding more users, click [Add entry field] to display more entry fields.

CC-Link Partner Association Members Site

▸My Page

Contact 🖵

Return to My Page   ▸ Logout

Manage My Page users

This screen is to register/change users of test request information and product information management function.

After inputting, click
[Register]. ────────▸ Register

Internal approval (Y/N)	Test request	☑ Internal approval (test request) If "Internal approval (Y)" is checked, the primary contact person must check and internally approve content registered/changed by users before a test request is sent to CLPA.
	Product information input	☑ Internal approval (product publish request) If "Internal approval (Y)" is checked, the primary contact person must check and internally approve content registered/changed by users before a product publish request is sent to CLPA HQ.

Delete	Code	Usage authority	User name*	Authentication mail address*
	0001	Primary contact	Name	xxx_xxxxxx@xxxxxxxxx.co.us
	0002	Engineer contact	Engineer contact Name	yyy_yyyyyy@yyyyyyyyy.co.us
☐		User	User Name1	zzz_zzzzzz@zzzzzzzzz.co.us
		☐ Manage inquiry contact information		
☐		User	User Name2	aaa_aaaaaa@aaaaaaaaa.co.us
		☐ Manage inquiry contact information		

Add entry field

My Page users can be deleted.

Internal approval process can be configured.
Internal approval indicates the process in which the Primary Contact checks and internally approves content registered/changed by users (Engineer Contact or My Page users) before a test request or product publish (unpublish) request is sent to CLPA.

Registering without checking the [Internal approval] field enables the internal approval process to be bypassed.

7.   Registering Contacts for Inquiries

This is used to register selections, as contacts are specified via selection when registering products.

[Manage inquiry contact information] can be used by the Primary Contact, Engineer Contact, and My Page users that have been authorized to use the [Manage inquiry contact information] menu in [Manage My Page users].

Enter the required information, such as pulldown display name, language selection, etc.
The pulldown display name (English) and language selection are mandatory items.

The language selection specifies the display language for the inquiry contact.
If "日本語" is selected, the following message will appear.

会社名: 株式会社　○○○　営業部
住所: ○○県○○市○○町 1-2-3
電話番号: 999-999-9999
E-mail: xxx_xxxxx@xxxxx.co.jp

If "English" is selected, the following message will appear.

Name: ○○○ Company, Sales Division
Address: 1-2-3 ○○-cho, ○○ City, ○○
Phone: 999-999-9999
E-mail: xxx_xxxxx@xxxxx.co.jp

会社名: 株式会社　○○○　営業部
住所: ○○県○○市○○町 1-2-3
電話番号: 999-999-9999

After inputting, click [Register].

When adding even more users, click [Add entry field] to display more entry fields.

Manage inquiry contact information

This screen is used to register/change selections, as contacts are specified when registering products.

Code	Contact

Contact block 1:

Delete | Register

Pull-down display name	Japanese	
	English*	Head office
	Chinese	
	Korean	
	Taiwanese	

Select language* : English

Company name : Abc Co,. Ltd

Address : 111 Street, City, State, Zip, USA

Telephone : 123

Mail : xxx_xxxxxx@xxxxxxxxxx.co.us

Other (enter as needed)
Please input information other than above.
(e.g. branch office) .

Contact block 2:

Delete | Register

Pull-down display name	Japanese	
	English*	
	Chinese	
	Korean	
	Taiwanese	

Select language* : - Please select -

Company name :

Address :

Telephone :

Mail :

Other (enter as needed)
Please input information other than above.
(e.g. branch office) .

Add entry field

Contacts for inquiries can be deleted.

Manage inquiry contact information

This screen is used to register/change selections, as contacts are specified when registering products.

Code	Contact

Click [Delete] for the items to delete.

Contact details can be hidden.

Contact details will be hidden. Clicking [+] will display them again.

8. Registering Company URLs/Other Information

This is used to register selections, as the company URL and contact mail address are specified via selection when registering products.

Click [Manage company URL/other information].

Only the Primary Contact can use the company URL/other information management system.

For company URLs, enter the language selection, link name, and link fields; for contact e-mail addresses, enter the language selection, e-mail name, and e-mail address fields.
All items within the detailed units to be registered are mandatory.

Use [Select language] when registering product information to select which language the [Company URL] or [Mail] field language pulldowns should appear in.

When adding more users, click [Add entry field] to display more entry fields.

E-mails can be handled in the same way as company URLs.

Company URLs and contact e-mail addresses can be deleted.

E-mails can be handled in the same way as company URLs.

Details of company URLs and contact e-mail addresses can be hidden.
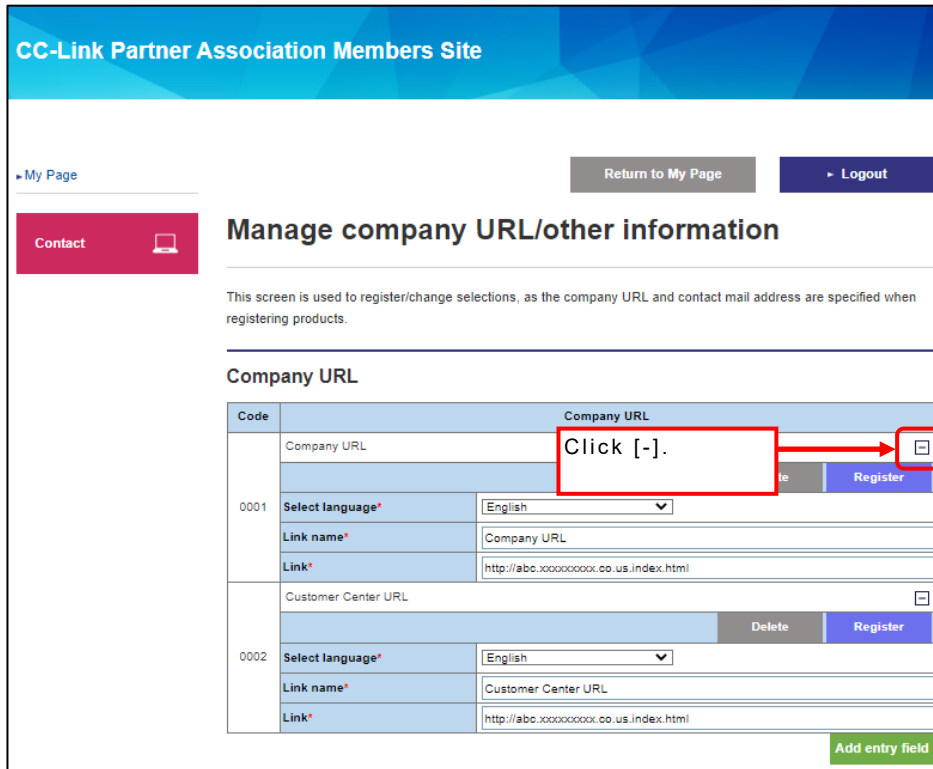
Details of the company URL will be hidden. Clicking [+] will display them again.
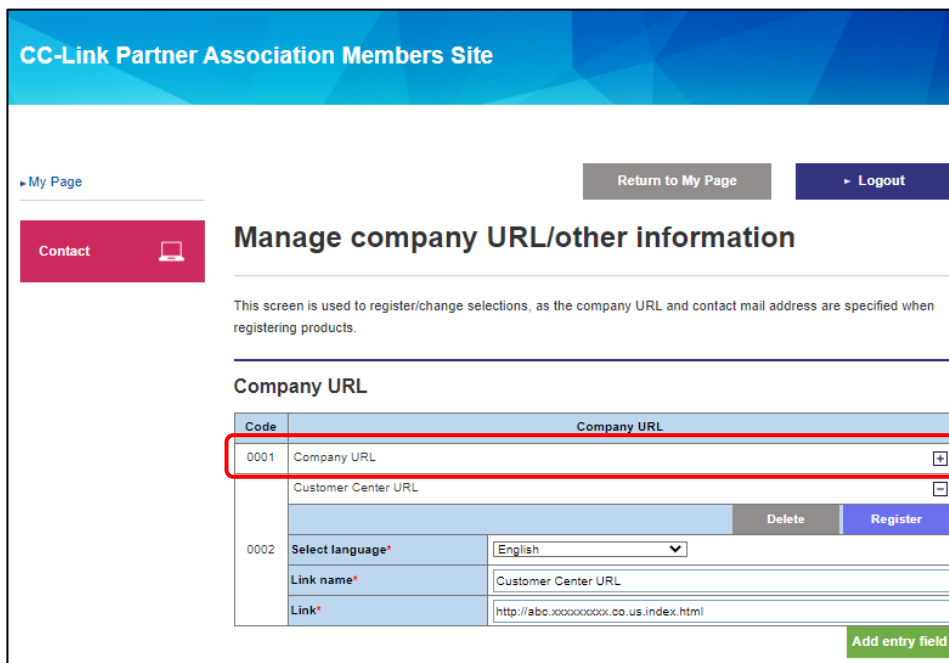
E-mails can be handled in the same way as company URLs.

9. Searching for Test Request Information

Test request information can be searched.

Registered [Test request list] will appear.

Status types and possible operations

Status	Possible operation
Editing	Editing, copying, or deleting test request information
Requested for internal approval	Editing or copying test request information
Requested	Editing or copying test request information
CLPA accepted	Copying test request information
Under tests	Copying test request information
Certified	Copying test request information
Completed	Copying test request information
Cancel	Copying test request information

10. Registering Test Request Information

Register new test request information from the [Test request list] screen.

Click [New] to register a new test request.

Product (main unit) information

Entered specifications change according to the selected [Category].

Product name *	
Model name *	
Number of certification requested products *	
Type of station or product category *	☐ Master station ☐ Local station
Number of stations occupied *	

Development method *	- Please select - ▾
	Other	
	Manufacturer	
	Model name	

After passing the test, the entered information is carried over to the product details screen.

Version *	Protocol	☐ 1.00 ☐ 1.10 ☐ 2.00
	Hardware	
	Software	
	Other	

| Device type * | - Please select - ▾ |

Outline	
Feature	

Click [Delete entry field] to delete an entry field.

Delete entry field

Add entry field

Click [Add entry field] to add an entry field.

External dimensions	
Mass	
Standard Price	
Product image file	*Supported extensions:.jpg, .png, .gif (up to 2MB) *The upload file size may be limited by your browser. Please check your browser specifications. **Reference** **Preview** **Clear**
Remarks (product (main unit) informati	

Click [Reference] to specify a product image file
The file selection screen is displayed.

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Product (I/F) information

Product name	
Model name	
Version	Hardware	
	Software	
	Other	
Remarks (product (I/F) information)	

PageTop

Submitted items

Product	* Please submit two or more units as one is a spare.
	Quantity: ____ Units
	Scheduled submission date: ____
	Remarks: ____

Product for Ver.2 extended function test	Quantity: ____ Units
	Scheduled submission date: ____
	Returned SQ number check function: ____
	Remarks: ____

Devices to connect with products (other than CC-Link Family devices)	* Devices that needs to be tested by connecting with input/output equipment, etc. * Cables , ferrite cores, cable clamps, setting PCs, etc used in CE conformance test or noise test.
	Quantity: ____ Set
	Scheduled submission date: ____
	Remarks: ____

Results of the product evaluation test	*Upload available up to 5 files. *Prohibited letter : / ¥ ? " : | " < > .(period) *Supported extensions:.zip, .pdf (up to 15MB)
	File upload: ____ [Reference] [Downloads] [Clear] [Delete entry field] [Add entry field]
	Remarks: ____

Click [Reference] to specify the [Results of the product evaluation test].
The file selection screen is displayed.

Test programs	*Upload available up to 5 files. *Prohibited letter : / ¥ ? " : | " < > .(period) *Supported extensions:.zip, .pdf (up to 15MB)
	File upload: ____ [Reference] [Downloads] [Clear] [Delete entry field] [Add entry field]
	Remarks: ____

Click [Reference] to specify the [Test programs].
The file selection screen is displayed.

Instruction manual	*Upload available up to 5 files. *Prohibited letter : / ¥ ? " : | " < > .(period) *Supported extensions:.zip, .pdf (up to 15MB)
	File upload: ____ [Reference] [Downloads] [Clear] [Delete entry field] [Add entry field]
	Remarks: ____

Click [Reference] to specify the [Instruction manual].
The file selection screen is displayed.

After passing the test, the entered information is carried over to the product details screen.

CSP+File	*Upload available up to 10 files. *Prohibited letter : / ¥ ? " : | " < > .(period) * Upload CSP+ files with .cspp or .CSPP.zip extensions only. *If the product support various languages, use CSP+ which matches the applicable language. CSP+ file of the English version is necessary for an engineering tool of the English version.
	Japanese: ____ [Reference] [Downloads] [Clear] [Delete entry field]
	English: ____ [Reference] [Downloads] [Clear] [Add entry field]

CSP+ profile creation support tool	Version: ____

Click [Reference] to specify a [CSP+File].
The file selection screen is displayed.

Engineering tool when checking the operation of CSP+ files	Manufacturer: ____
	Product name, version: ____

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11. Editing Test Request Information

Select test request information from the [Test request list] screen.

CLPA Test DBMS

Test request information

Click [Temporarily saved] to save the entered information temporarily.

| Editing | Requested for internal approval | Requested | CLPA accepted | Under tests | Certified | Completed |

Confidential

Close

Copy　Delete　Temporarily saved　Request

Test request information　Product (main unit) information　Product (I/F) information　Submitted items　Downloads

Personal information described in this request form will be managed appropriately and will be used to provide appropriate information such as the activities of this association and related services.
Please note that personal information may be provided to companies and organizations related to business for this purpose.

Please contact CLPA if you want to cancel after test request.

*: Required Fields
Some of the information registered on this screen will be inherited by the product details of the product DBMS.
Please fill in the non-required fields to the extent possible.

Requestor Information

Member ID	1234567890
Company name*	ABC
Postal code*	111-1111
Address*	ABC

Representative	Department	
	Title	
	Name*	ABC

Person in charge	Department	
	Title	
	Name*	ABC
	Telephone*	123-456
	Fax	
	Mail*	xxx xxxxxx@xxxxxxxxxx.co.us

Remarks (requestor information)	

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Test request information

Test category*	Conformance Test ▼
Network / Function*	CC-Link ▼

Category*	Category 1	CC-Link ▼
	Category 2	Master ▼
	Category 3	PLC ▼

Registration number	CT - CC -
Preferred date of test completion*	2023/02/09
Test specifications referenced during the test*	*Please conduct test with our latest test specifications. Please download our latest test specifications from CLPA website. BAP- C0401 - 1 - 1
Publishing product information on the CLPA website*	Publishing ▼
Request to receive the hardcopy of certificate and test report*	☐ Both not required　☑ Hardcopy required for certificate　☐ Hardcopy required for test report
Remarks (test request information)	
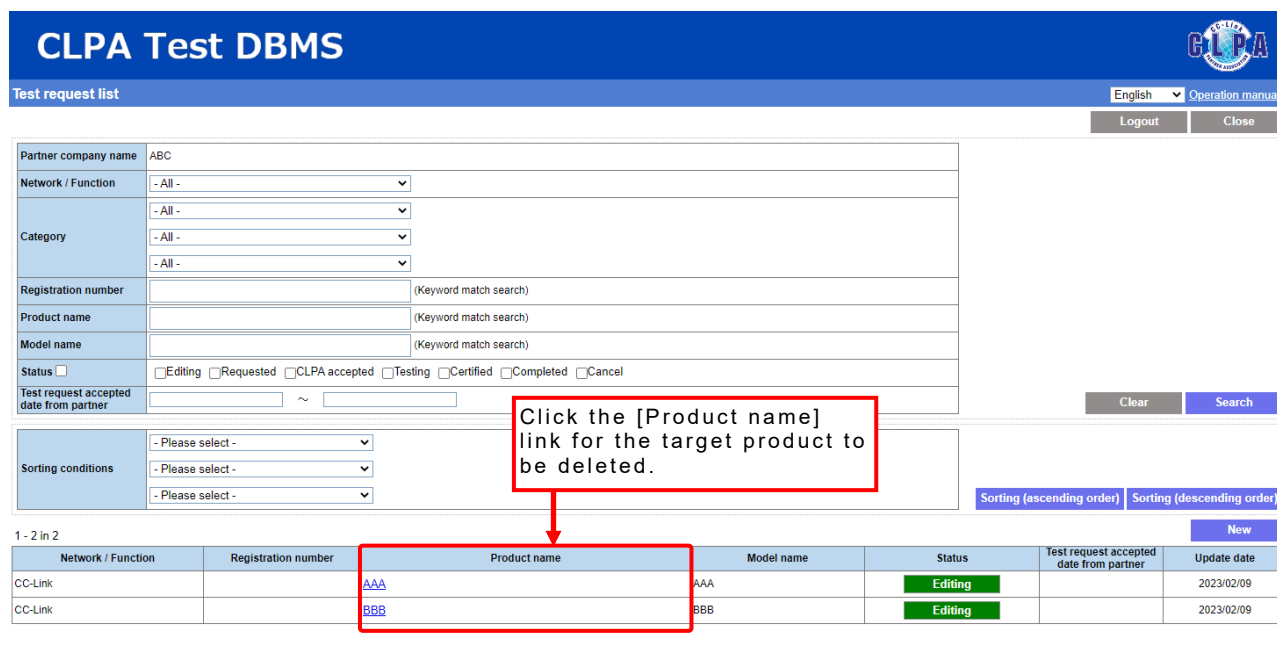
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12. Deleting Test Request Information

Test request information can only be deleted when the status is [Editing].

Select the target test request information to be deleted from the [Test request list] screen.

Once deletion is complete, data being edited is discarded and it disappears from the list.

A confirmation pop-up will appear.

www-t.cc-linkorg.web.melco.co.jp says

Are you sure you want to delete?

OK   Cancel

Data being edited disappears.

13. Copying Test Request Information

Select the test request information to be copied from the [Test request list] screen.

Click [Copy] and a confirmation pop-up will appear.

To copy, click [OK].
The registered information is copied, and the copied test request information is displayed on a separate tab.

After clicking [Temporarily saved], the copied information is registered.

14. Test Request

Test request can be used by the Primary Contact, Engineer Contact, and My Page users.
However, only the Primary Contact can use this function when using internal approval.

Select the target test request information to be tested from the [Test request list] screen.

After request registration, the status will become [Requested].

Click [Request].

A confirmation pop-up will appear.

A test request notification email will be sent.

15. Test Request Using Internal Approval (for Engineer Contacts, My Page Users)

Contents registered or changed by the Engineer Contact or My Page users can be checked by the Primary Contact, enabling internal approval.

When making an [Approval request], select the test request information to be approved from the [Test request list] screen.

Click the [Product name] link for the target product to be approved internally.

A confirmation pop-up will appear.

An internal approval request notification email will be sent.

【CLPA】Request: Internal approval for test request

This mail is to announce you that an internal approval request for the test request of the following product has been made.
Please login from CLPA Members Site to check test request information management menu.

CLPA Members Site : https://www-t.cc-linkorg.web.melco.co.jp/mnt/login?langSeqNo=2

[Test Request Information]
Company : ABC
Test category:Conformance Test
Network / function:CC-Link
Registration number:CT-CC-00000
Product name:AAA
Model name:AAA

After that, the internal approval request will be transferred to the Primary Contact.

16. Test Request Using Internal Approval (for Primary Contact)

Using internal approval enables the Primary Contact to approve or reject approval requests.

When approving or rejecting internal approval, select the target test request information from the [Test request list] screen.

When the user is Primary Contact, [Internal rejection] request status will be displayed.

Click [Approval] for the target test request information.

When approving or rejecting a test request

When approving the request, an approval confirmation pop-up will appear.

www-t.cc-linkorg.web.melco.co.jp says

Do you want to approve internal approval request for test?

OK   Cancel

An internal approval notification email will be sent.

【CLPA】Approved: Internal approval for test request

This mail is to announce you that the test request for the following product has been internally approved.
CLPA will inform you after checking the test request form and finally accepted.

[Test Request Information]
Company : ABC
Test category:Conformance Test
Network / function:CC-Link
Registration number:CT-CC-00000
Product name:AAA
Model name:AAA

When rejecting the request, a rejection confirmation pop-up will appear.

www-t.cc-linkorg.web.melco.co.jp says

Do you want to reject internal approval request for test?

OK   Cancel

An internal approval rejection notification email will be sent.

【CLPA】Rejected: Internal approval request for test request

This mail is to announce you that the test request of the following product has been internally rejected.
Please login from CLPA Members Site to check test request information management menu.

CLPA Members Site:https://www-t.cc-linkorg.web.melco.co.jp/mnt/login?langSeqNo=2

[Test Request Information]
Company : ABC
Test category:Conformance Test
Network / function:CC-Link
Registration number:CT-CC-00000
Product name:AAA
Model name:AAA

When approved, the status will become [Requested].

When rejected, the status will become [Editing].

17. Checking Test Request Status

The test status for each [Test request] can be checked in the [Test request information] screen.

Select the target test request information from the [Test request list] screen.

The test status can be checked in the [Test request information] screen.

18. Downloading Certificates and Test Reports from Test Request Information

After the test is completed, [Certificate] and [Test report] will be available for download.
An email will be sent with the title [Sending of test report and certificate], notifying that [Certificate] and [Test report] have been uploaded.

Select the target test request information from the [Test request list] screen.

Download the [Certificate] and [Test report] from the [Test request information]
screen.

Click [Certificate(Japanese)] or
[Certificate(English)] to download
the applicable file.

Click [Test report(Japanese)] or
[Test report(English)] to download
the applicable file.

19. Searching for Product Information

Product information can be searched.

A list of registered products will appear.
The information for products that have passed the test is registered as product information with a [Published status] of [Editing] based on the test request information.

Publish status types and possible operations

Publish status	Display color	Possible operation
Editing		Editing, copying, or deleting product information
Requesting		Editing (publish request canceled), copying, or deleting product information
Reject request		Editing (publish request rejection canceled), copying, or deleting product information
Published on website		Editing or copying product information while leaving the data as published
Requesting for unpublishing		Editing (unpublish request canceled) or copying product information
Reject unpublishing		Editing (unpublish rejection canceled) or copying product information
Unpublish		Editing, copying, or deleting product information

20. Registering Product Information

Register new product information from the product list screen.

Click [New] to register a new product.

CLPA Product DBMS

Product details | Operation manual

Select the target input language.

* : Required Fields

Return to product list

Temporarily saved | Internal approval request for publish

Select input language display

☐ Japanese ☑ English ☐ Chinese ☐ Korean ☐ Taiwanese

Publish page preview

English | Detailed preview | List preview

Click [Temporarily saved] to save the entered information temporarily.

Company name	ABC

Product Info

Test registration number	
Test category *	Conformance Test
Network / Function *	CC-Link
Category *	Category 1	CC-Link
	Category 2	Master
	Category 3	PLC
Product name *	English	
Outline	English	
Feature	English	
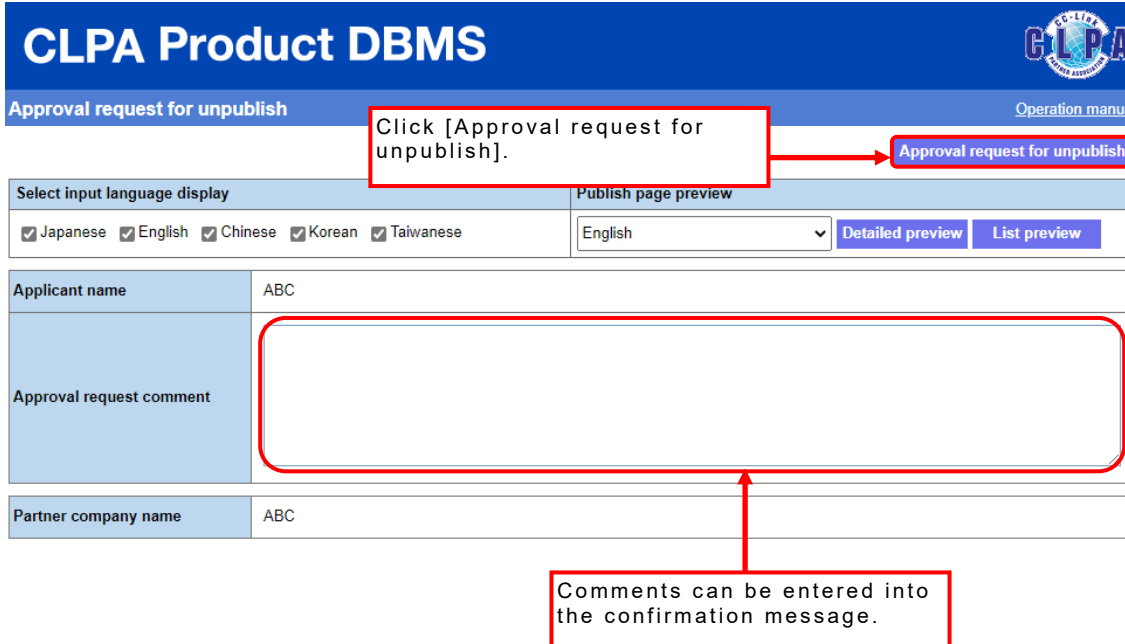
If [Cables・connectors] is selected from the [Category 3] pulldown, item name headers will appear in the [Feature] field to assist entry.

Click [Delete entry field] to delete an entry field.

Delete entry field

Add entry field

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Click [Add entry field] to add an entry field.

Specifications

Type of station or product category	☐Master station ☐Local station
Number of stations occupied	English [ ]
Protocol version	☐1.00 ☐1.10 ☐2.00
External dimensions	English [ ]
Mass	English [ ]
Standard Price	English [ ]
Product image file	* Supported extensions: .jpg, .png, .gif (up to 2 MB) * The upload file size may be limited by your browser. Please check your browser specifications. [ ] [Reference] [P...]
CSP+File	* Upload CSP+ files with .CSPP.zip extensions only. [Delete entry field] Japanese [ ] [Reference] [Download] [Clear] English [ ] [Reference] [Download] [Clear] [Add entry field]

Entered specifications change according to the selected [Category].

Click [Reference] to specify a product image file
The file selection screen is displayed.

Click [Reference] to specify a [CSP+File].
The file selection screen is displayed.

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Publish information

Listed page *	☐ Japanese site (product search) ☐ Japanese site (new product list) ☐ Global site (product search) ☐ Global site (new product list)
Desired posting order	☐ Do not display at the top of the product search results. * Newly registered products will be displayed at the very top of the product search results. If you do not want it to be displayed at the very top, check this checkbox when registering.

Specify the site where the information will appear.
Clicking each link allows you to check the pages products appear on.

Select contact information from the registered contents in accordance with the region specified with [Select sales region]. The process is the same for all sales regions.

Link Information

Company URL	English	Delete entry field - Please select - ⌄ Add entry field
Product URL	English Link destination name URL	Delete entry field Add entry field
Mail	English	Delete entry field - Please select - ⌄ Add entry field PageTop

Select the company URL from the registered contents. The process is the same for all languages.

Select the contact mail address from the registered contents. The process is the same for all languages.

If [Cables・connectors] is selected from the Category 3 pulldown, the following contents will appear in the Feature field.

Item name header displayed
Cable standard (category):
No. of cores:
No. of terminals:
Application:
Conductor size (AWG#):
Conductor structure:
Compatible conductor size and structure:
Insulator outer diameter:
Cutoff structure:
Cable outer diameter/finish outer diameter:
Outer sheath material:
Min. bending radius:
Possible transmission distance:
Dedicated tools:
No. of insertions/removals:
Standard:
Environmental resistance:
Operating temperature range:

Items displayed in [Specifications] change according to the selection in the [Category 1] pulldown.
Enter information in the displayed items.

✓ : Displayed item

Category 1	Type of station or product category	Number of stations occupied	Protocol version	Certification Class	Certification category *1	Communication speed	Function *2
CC-Link IE TSN	✓		✓	✓	✓	✓	✓
CC-Link IE Control	✓						
CC-Link IE Field	✓						✓
CC-Link IE Field Basic	✓	✓	✓				
CC-Link	✓	✓	✓				
CC-Link Safety	✓	✓	✓				
CC-Link/LT	✓	✓					
SLMP	✓						

*1 When selected the following categories, they are displayed in [Specifications].
　　Category 1: CC-Link IE TSN, Category 2: Peripheral device,
　　Category 3: Wireless communication device
*2 Select from the following. (Products with a safety communication function only)
　　Safety Communication Function (Protocol Version 2)
　　Safety Communication Function (Protocol version 1)
　　Safety Communication Function (Protocol version 0)

21. Editing Product Information

Select the product information to be edited from the product list screen.

After editing, the publish status will become [Editing].

When product information is already published

Click [Temporarily saved] to save the entered information temporarily.

When deleting product information already registered, click [Cancel change].

When previewing the entered contents, click [Detailed preview] or [List preview] after selecting the display language.

When editing product information published on the website, the system may prompt you to enter information according to the specifications of the entered items or other mandatory items. Edit the entered contents.

If there is no published product information (only for newly registered product information)

When deleting product information already registered, click [Delete].

22. Copying Product Information

Select the product information to be copied from the [Product list] screen.

Click [Copy] and a confirmation pop-up will appear.

To copy, click [OK].
The registered information is copied, and the copied product information is displayed on a separate tab.

*If the product information has multiple statuses, such as when editing the information that is being published, the latest information, such as editing, is displayed.

Click [Temporarily saved] to save the entered fields temporarily.

After clicking [Temporarily saved], the copied information is registered.

23. Publishing Product Information

Product information publish requests can be used by the Primary Contact, Engineer Contact, and My Page users.
However, only the Primary Contact can use this function when using internal approval.

Select the product information to be published from the product list screen.

After request registration, the publish status will become [Requesting].

The confirmation screen is displayed.

A screen will appear to send an email confirming the publish approval request.

After that, product information will be published with the approval from CLPA.

24. Unpublishing Product Information

Product information unpublish requests can be used by the Primary Contact or Engineer Contact.
However, only the Primary Contact can use this function when using internal approval.

Select the product information to be unpublished from the product list screen.

After request registration, the publish status will become [Requesting for unpublishing].

The confirmation screen is displayed.

A screen will appear to send an email confirming the unpublish approval request.

Click [Send] to send the email

The publish status will become [Requesting for unpublishing].

After that, product information will be unpublished with the approval from CLPA.

25. Editing Product Information Using Internal Approval (for Engineer Contacts, My Page Users)

Product information registered or changed by the Engineer Contact or My Page users can be checked by the Primary Contact, enabling internal approval.

Product list screen for internal approval

Internal application status types and possible operations

Internal application status	Possible operation
(None)	Editing, copying, or deleting product information
Editing	Editing, copying, or deleting product information
Requesting for approval	Editing (approval request canceled), copying, or deleting product information
Reject approval request	Editing (approval request rejection canceled), copying, or deleting product information
Approved	Editing (approved request canceled), copying, or deleting product information
Requesting for unpublishing	Editing (unpublish request canceled) or copying product information
Reject unpublishing	Editing (unpublish rejection canceled) or copying product information
Approved unpublishing	Editing (unpublish approved request canceled) or copying product information

When requesting approval, select the product information to be approved from the product list screen.

After request registration, the internal application status will become [Requesting for approval].

The confirmation screen is displayed.

A screen will appear to send an email confirming the approval request.

The publish approval request will be transferred to CLPA after the internal approval by the Primary Contact.

When requesting unpublishing, select the product information to be unpublished from the product list screen.

After request registration, the internal application status will become [Requesting for unpublishing].

The confirmation screen is displayed.

A screen will appear to send an email confirming the approval request.

The unpublish approval request will be transferred to CLPA after the internal approval by the Primary Contact.

26. Editing Product Information Using Internal Approval (for Primary Contact)

Using internal approval enables the Primary Contact to approve or reject approval requests.
It also enables a series of operations including the internal approval for publishing/unpublishing.

When approving or rejecting internal approval, select the targeted product information from the product list screen.

When approving or rejecting publish requests

When you select [Publish Internal approval], an approval confirmation pop-up will appear.

www-t.cc-linkorg.web.melco.co.jp says

Do you want to approve product publish internal approval request?
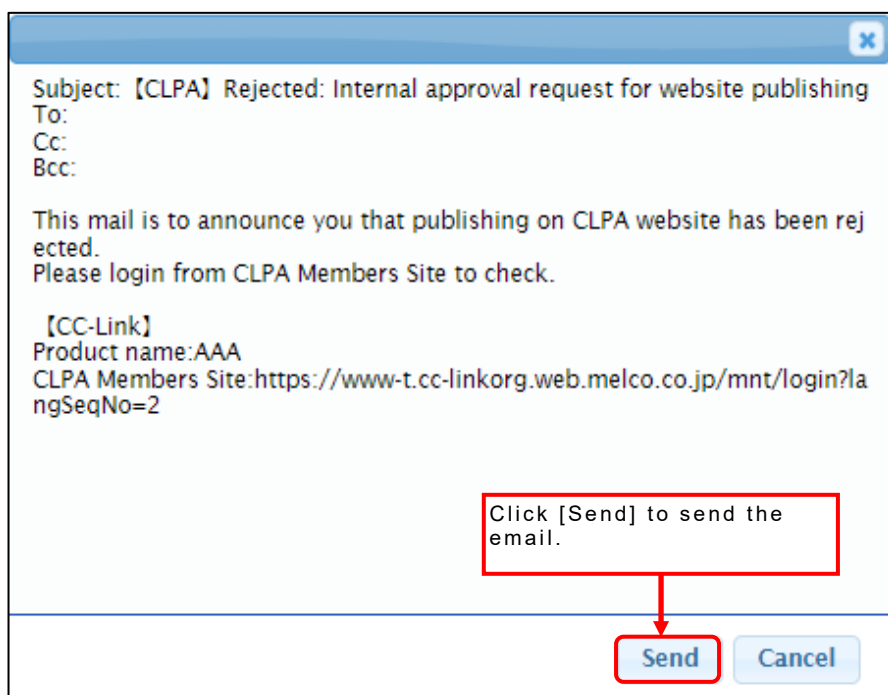In addition, approval request for publish will also be made.

OK   Cancel

Click [OK] to approve the request.
A screen will appear to send an email confirming the internal approval for publishing.

Subject: 【CLPA】 Approved: Internal approval for website publishing
To:
Cc:
Bcc:

This is to announce you that the product below has been approved to be published on CLPA website.
After the approval by CLPA HQ, it will be published on the website.

 【CC-Link】
Product name:AAA
CLPA Members Site:https://www-t.cc-linkorg.web.melco.co.jp/mnt/login?langSeqNo=2

==
Subject: 【CLPA】 Request: Approval for website publishing
To:
Cc:
Bcc:

This mail is to announce you that an approval request for website publishing for below product has been made.

 【CC-Link】
Product name:AAA

Click [Send] to send the email.

Send   Cancel

When you select [Publish: Internal rejection], a rejection confirmation pop-up will appear.

www-t.cc-linkorg.web.melco.co.jp says

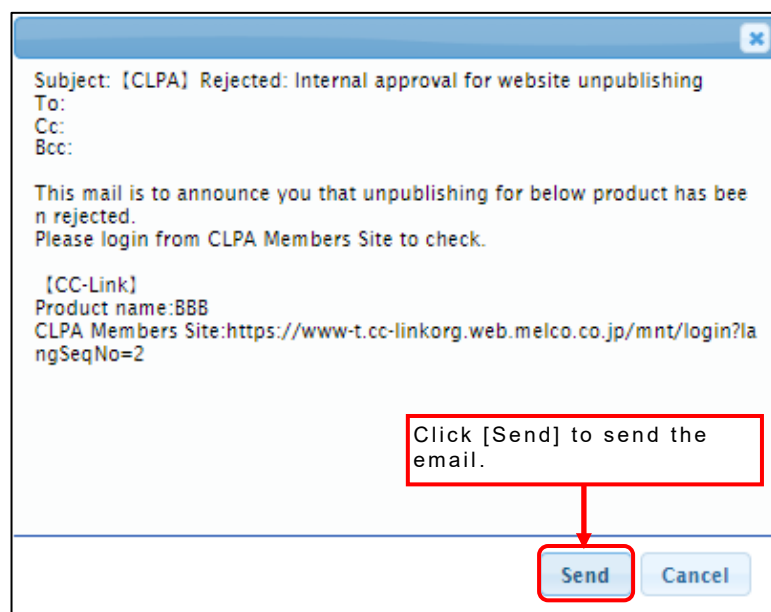Do you want to send back product publish internal approval request?

OK   Cancel

Click [OK] to reject the request.
A screen will appear to send an email confirming the internal approval rejection.

Subject: 【CLPA】 Rejected: Internal approval request for website publishing
To:
Cc:
Bcc:

This mail is to announce you that publishing on CLPA website has been rejected.
Please login from CLPA Members Site to check.

【CC-Link】
Product name:AAA
CLPA Members Site:https://www-t.cc-linkorg.web.melco.co.jp/mnt/login?langSeqNo=2

Click [Send] to send the email.

Send   Cancel

Product list screen after internal approval

When approved, product information will be published with the approval from CLPA.

When approving or rejecting unpublish requests

When approving, click [Unpublish: Internal approval]; if rejecting, click [Unpublish: Internal rejection].

Comments can be entered into the confirmation message.

When you select [Unpublish: Internal approval], a confirmation pop-up will appear.

Click [OK] to approve the request.
A screen will appear to send an email confirming the internal approval for unpublishing.

When you select [Unpublish: Internal rejection], a confirmation pop-up will appear.

Click [OK] to reject the request.
A screen will appear to send an email confirming the internal approval rejection.

Click [Send] to send the email.

Product list screen after internal approval

When approved, product information will be unpublished with the approval from CLPA.

27. Batch Publishing and Batch Unpublishing Product Information

Requests to publish or unpublish information on multiple products can be made in a batch.
Primary Contact , Engineer Contact , and My Page users can use this function. However, only the Primary Contact can use this function when using internal approval.

When requesting approval for batch publish, select the product information to be published from the product list screen.

A confirmation pop-up will appear.
Click [OK] to send a request.

If the target for which a batch publish approval request is not possible is included (for example, if the published status is [Published on website]) , an error message will be displayed and the request will be aborted.

After clicking [OK] on the send request pop-up, a screen will appear to send an email confirming the publish approval request.
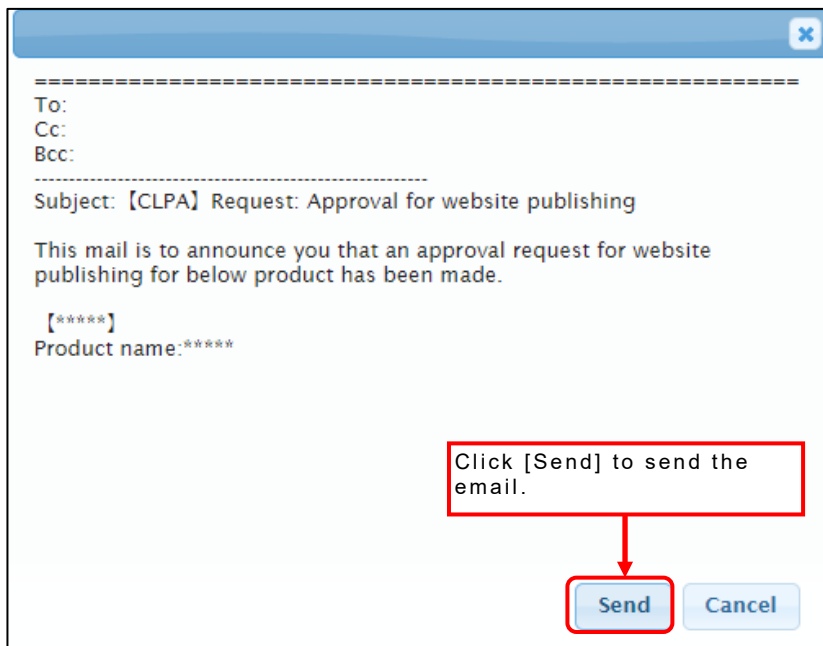
Once all targets with a check in the publish approval request are completed, an email sent pop-up will appear.

After that, product information will be published with the approval from CLPA.

When requesting approval for batch unpublish, select the product information to be unpublished from the product list screen.

A confirmation pop-up will appear.
Click [OK] to send a request.

If the target for which a batch unpublish approval request is not possible is included (for example, if the published status is not [Published on website]) , an error message will be displayed and the request will be aborted.
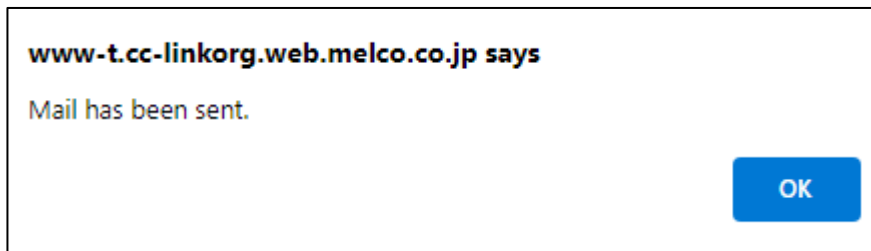
After clicking [OK] on the send request pop-up, a screen will appear to send an email confirming the unpublish approval request.

Once all targets with a check in the unpublish approval request are completed, an email sent pop-up will appear.

After that, product information will be unpublished with the approval from CLPA.

28. Batch Publishing/Unpublishing Product Information Using Internal Approval (for Engineer Contacts, My Page Users)

The Engineer Contact or My Page user can make a batch publish or unpublish request for multiple product information, and the Primary Contact can confirm the product information and complete the internal approval in a batch.

When requesting internal approval for batch publish, select the product information to be published from the product list screen.

A confirmation pop-up will appear.
Click [OK] to send a request.

If the target for which a batch internal approval request for publish is not possible is included (for example, if the published status is [Published on website]) , an error message will be displayed and the request will be aborted.

After clicking [OK] on the send request pop-up, a screen will appear to send an email confirming the internal approval request for publish.
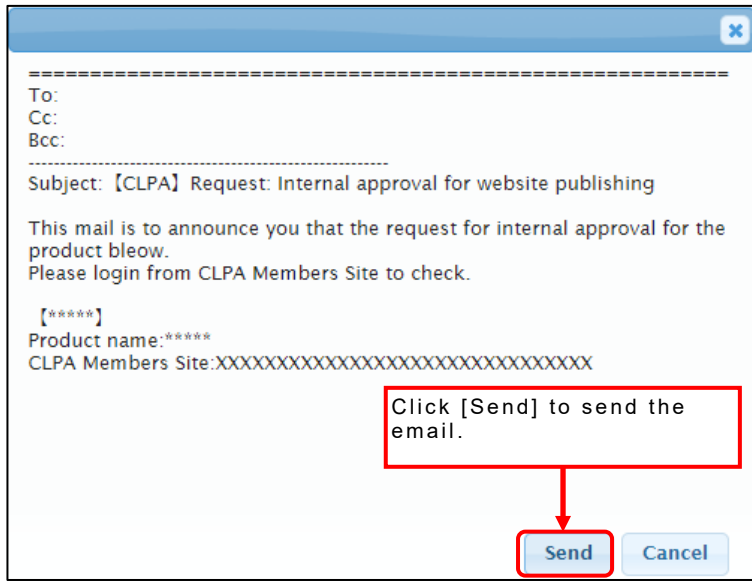
Once all targets with a check in the internal approval request for publish are completed, an email sent pop-up will appear.

The publish approval request will be transferred to CLPA after the internal approval by the Primary Contact.

When requesting internal approval for batch unpublish, select the product information to be unpublished from the product list screen.

A confirmation pop-up will appear.
Click [OK] to send a request.

If the target for which a batch unpublish approval request is not possible is included (for example, if the published status is not [Published on website]) , an error message will be displayed and the request will be aborted.

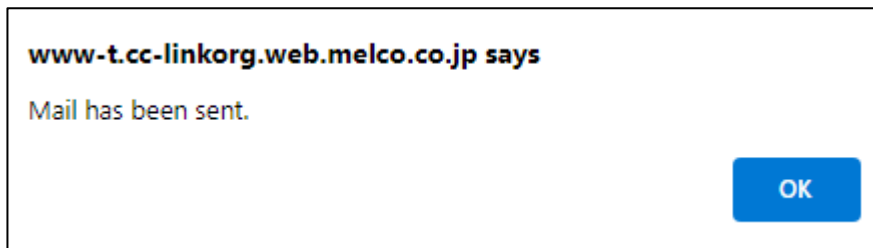After clicking [OK] on the send request pop-up, a screen will appear to send an email confirming the internal approval request for unpublish.

Once all targets with a check in the internal approval request for unpublish are completed, an email sent pop-up will appear.

The unpublish approval request will be transferred to CLPA after the internal approval by the Primary Contact.

29. Batch Publishing/Unpublishing Product Information Using Internal Approval (for Primary Contacts)

Using batch internal approval enables the Primary Contact to approve or reject approval requests in a batch.
It also enables a series of operations including batch internal approval and batch publish/unpublish requests.

When approving internal approval requests for batch publish, select the product information to be approved from the product list screen.

A confirmation pop-up will appear.
Click [OK] to approve a request.

If the target for which a batch publish internal approval is not possible is included (for example, if the published status is [Published on website]) , an error message will be displayed and the request will be aborted.

After clicking [OK] on the request approval pop-up,
A screen will appear to send an email confirming the internal approval for publishing.

Once all targets with a check in the internal approval for publishing are completed, an email sent pop-up will appear.

After that, product information will be published with the approval from CLPA.

When approving internal approval requests for batch unpublish, select the product information to be approved from the product list screen.

A confirmation pop-up will appear.
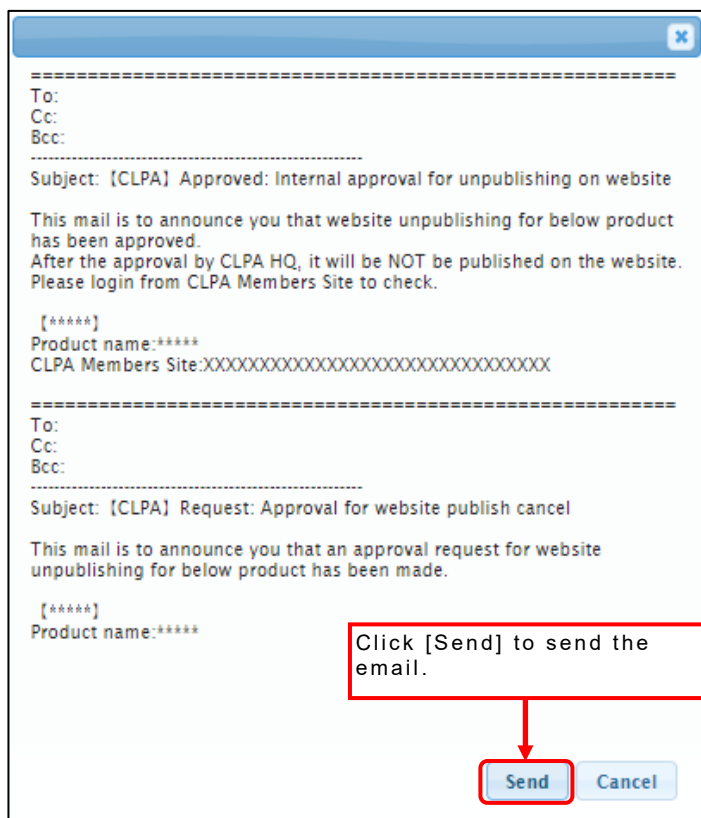Click [OK] to approve a request.

If the target for which a batch unpublish internal approval is not possible is included (for example, if the published status is not [Published on website]) , an error message will be displayed and the request will be aborted.

After clicking [OK] on the request approval pop-up, a screen will appear to send an email confirming the internal approval for unpublishing.

Once all targets with a check in the internal approval for unpublishing are completed, an email sent pop-up will appear.

After that, product information will be unpublished with the approval from CLPA.