

**PICA -
Partner Initiated
Customer Access**



The **Cisco**
PICA
User Guide



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About This Guide

The *PICA User Guide* explains the *Partner-Initiated Customer Access (PICA)* Program and describes the basic process and responsibilities of being a PICA Administrator. This guide is for use by Cisco Partners who have a service agreement with Cisco that allows them access to the PICA Program. The tool is commonly known as the PICA Tool, a term used in this guide. Topics are presented in a sequential manner so that you can reference the information you need when using the PICA Tool.

Benefits of Using the PICA Tool

- Provides the ability to control your customers' access to Cisco.com.
- Enables you to grant access to your customers to download software from Cisco.com.
- Allows you to monitor your customers' registrations.
- Increases productivity and profitability by allowing you to provide a value-add service to your customer that allows them to help themselves online, such as:
 - Access to the Internet Commerce Tools provided, including Order Status, Configuration with Pricing, and Lead Times Tools.
 - Ability to query cases you open for them using their PICA Registration Number by accessing the Technical Assistance Center (TAC) online.
 - Access to tools that can answer pre- and post-sales questions about Cisco products.

Using the PICA Tool

The Welcome to PICA page provides convenient access to the following PICA functions:

- General Information about PICA
- Administrator's Guide for the PICA Program
- A Preview of the PICA Tool
- How to Register to become a PICA Administrator
- Access to the PICA Administrator Tool

Prerequisites

- You must be a registered user of Cisco.com and be a partner with a direct contract agreement with Cisco. Additionally, you must sell your own brand of support in order to have to access this service.



PICA User Guide Internet Commerce

- You must have logged into the PICA Admin tool to access the functionality outlined in this user guide.

Logging into the PICA Admin Tool

- 1 – Type <http://www.cisco.com/go/pica> in your browser website address field. The **PICA home page** is displayed.
- 2 – Click **Launch the PICA Admin Tool** link in the middle of the page. The **PICA Administrator Tool** page is then displayed.

Note: While the initial page you may use to find the PICA Admin Tool and information is <http://www.cisco.com/go/PICA>, the main page you will use (and may wish to bookmark) is the PICA Administrator Tool located at http://www.cisco.com/cgi-bin/xtent/pica/pica_admin_tool.pl.

Recommended for Best Performance

For the best performance when using the **PICA Admin Tool** please follow these suggestions:

Hardware Requirements

- Pentium 166 MHz (minimum), Pentium 200 MHz or higher (recommended)
- 128 MB RAM
- TCP/IP protocol installed and configured
- Monitor and display adapter capable of 256 colors at 800x600 resolution

Hardware - Optimal Performance Recommendations

- Pentium 200 MHz
- Display adapter capable of 1024x768 resolution

Software Requirements

- Windows 95, 98, 2000 or NT
 - HTML Browser
 - Internet Explorer 4.01 Service Pack 1 or higher
 - Netscape 4.x
 - Internet Explorer 6 and Netscape 6.0 are not currently supported
- Unix (Solaris)
 - HTML Browser



Netscape 4.5 or higher
Netscape 6.0 is not supported

- Linux
 - HTML Browser
 - Netscape 4.5 or higher
 - Netscape 6.0 is not supported

Software - Optimal Performance Recommendations

- HTML Browser
 - Internet Explorer 5.5
 - Netscape 4.x

Network Requirements

- 56K Modem connection or higher (sustained bandwidth)

Network - Optimal Performance Recommendations

- 512K LAN connection

An Overview of the PICA Admin Tool

The PICA Admin Tool, (Figure A), is the main page you will use as a PICA Administrator for your company.

From this page you may also access:

- The PICA Administration User Guide – Click on “**Help**” (Figure A.1)
- Create PICA Registration Numbers – Click on “**Create PICA Numbers**” (Figure A.2)
- User search based on various criteria – Click on “**Search and Manage PICA Numbers**” (Figure A.3)
- Your PICA Registration Numbers – Click on “**View PICA Numbers**” (Figure A.4)

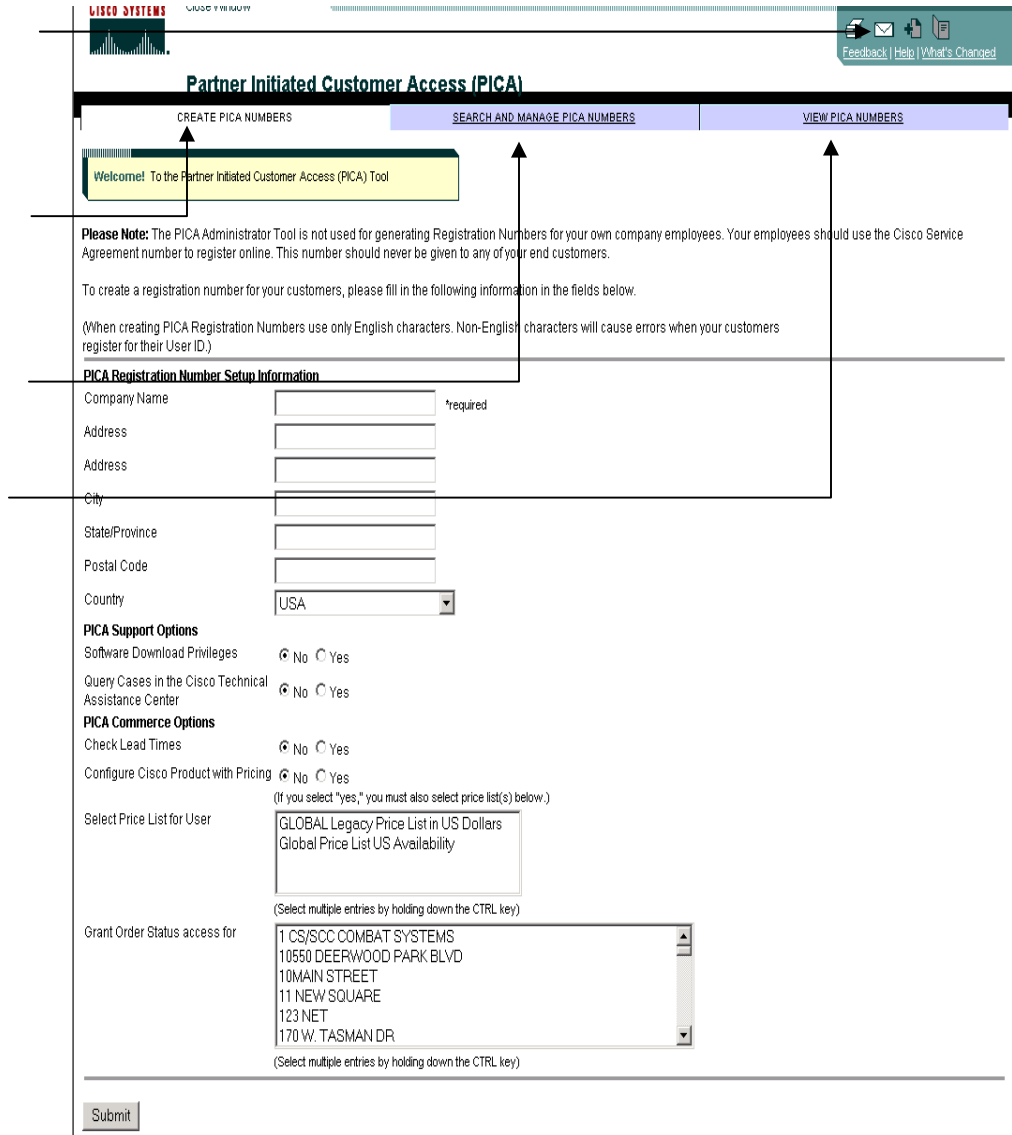
Figure A

A.1 Access the Help functionality

A.2 Create and manage PICA numbers

A.3 Search and manage PICA numbers

A.4 View PICA numbers



The screenshot shows the 'Partner Initiated Customer Access (PICA)' web interface. At the top, there is a navigation bar with three tabs: 'CREATE PICA NUMBERS', 'SEARCH AND MANAGE PICA NUMBERS', and 'VIEW PICA NUMBERS'. A 'Welcome!' message box is visible above the 'CREATE PICA NUMBERS' tab. Below the navigation bar, a 'Please Note' section provides instructions on using the PICA Administrator Tool. The main content area is titled 'PICA Registration Number Setup Information' and contains several form fields: Company Name (required), Address (two fields), City, State/Province, Postal Code, and Country (set to USA). There are also sections for 'PICA Support Options' and 'PICA Commerce Options', each with radio buttons for 'No' and 'Yes'. A 'Select Price List for User' section shows two options: 'GLOBAL Legacy Price List in US Dollars' and 'Global Price List US Availability'. A 'Grant Order Status access for' section features a multi-select list with several address entries. A 'Submit' button is located at the bottom left of the form area.



Chapter One –

Reviewing the PICA Administrator Tool

The PICA Administrator Tool is the centerpiece of the program, as it allows you to create registration numbers to be used during your customers' registration process.

Chapter Objective

- To acquaint you with the features and sections of the PICA Admin Tool page.
- Learn the requirements for granting access to your customers.
- Create a new PICA Registration Number for a customer.

Features on the PICA Admin Tool page

There are three tabs at the top of the page:

- **Create PICA Numbers** – This section allows you to create new PICA Registration Numbers for employees of your company.
- **Search and Manage PICA Numbers** – This section allows you to search for PICA users by different input types, as well as manage those users.
- **View PICA Numbers** – This section allows you to view the current list of all of the PICA Registration Numbers that your company has created. You may chose to view just the numbers you have created “View My Active PICA Numbers” or view all numbers created by your company in “View All Active PICA Numbers.” You may also view Inactive PICA numbers here.

How the PICA Administrator Tool Options are Determined

The PICA Administrator Tool is built based on your contract with Cisco Systems. You must have the following items within your profile to be able to give these options to your customers:

Requirements for Options to Grant as a PICA Administrator

Option	What You Need in your Profile
Software Download Privileges	Access to Download Software from the Cisco.com Software Center.
Query Cases in the Cisco Technical Assistance Center (TAC)	Have access to the Cisco Technical Assistance Center (TAC).
Configure Cisco Product with	Must be registered to use the Internet Commerce Tools.



Pricing	
Check Lead Times	All Administrators can give their customers access to Lead Times Tool.
Grant Order Status Access	For Order Status, you must have already placed an order for your end customer for them to show up in your "Grant Order Status for" list. For more information on the Internet Commerce Tools and access, contact the Cisco Customer Service group. (http://www.cisco.com/warp/public/687/cust_service/contacts.shtml)

Creating a New PICA Registration Number

As a partner, you have many end customers. In order to keep track of them, as well as keep track of the PICA access that you grant each customer, each of your end customer companies should be assigned an individual number. Once you create the number for a particular company, you may forward that PICA Registration Number and Verification Key to a representative within that company that can give it to all users who should register for access. In summary, you create one PICA Registration Number for each end customer company, then within that company, as many users as needed may use the PICA Registration Number to register for their own Cisco.com User ID and password.

Setting Up a New PICA Registration Number

The first step toward generating a PICA number for your customer is to enter his/her information.

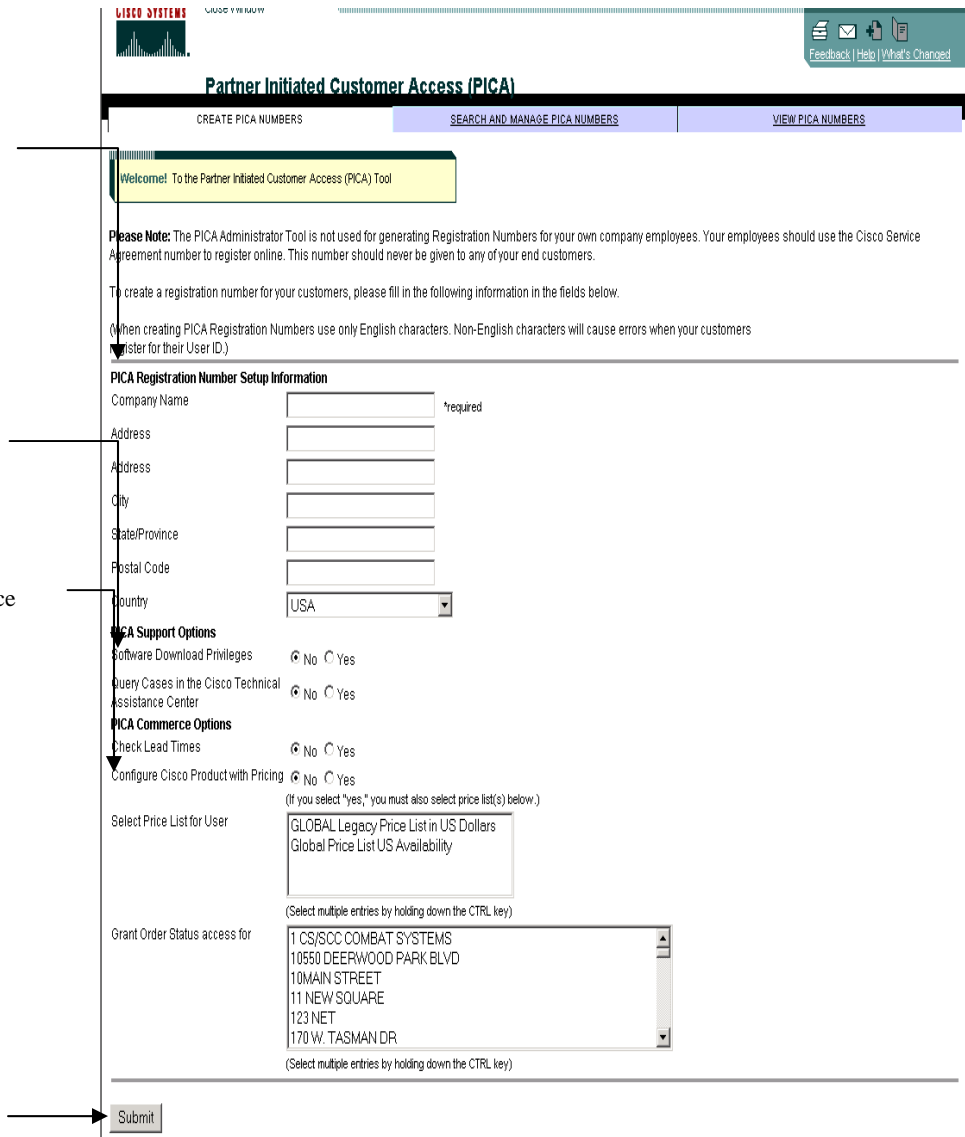
Figure B

B.1 Enter the customer's information

B.2 Select the customer's support options

B.3 Select the desired Commerce access options

B.4 Generate PICA number



Partner Initiated Customer Access (PICA)

CREATE PICA NUMBERS SEARCH AND MANAGE PICA NUMBERS VIEW PICA NUMBERS

Welcome! To the Partner Initiated Customer Access (PICA) Tool

Please Note: The PICA Administrator Tool is not used for generating Registration Numbers for your own company employees. Your employees should use the Cisco Service Agreement number to register online. This number should never be given to any of your end customers.

To create a registration number for your customers, please fill in the following information in the fields below.

(When creating PICA Registration Numbers use only English characters. Non-English characters will cause errors when your customers register for their User ID.)

PICA Registration Number Setup Information

Company Name *required

Address

Address

City

State/Province

Postal Code

Country

PICA Support Options

Software Download Privileges No Yes

Query Cases in the Cisco Technical Assistance Center No Yes

PICA Commerce Options

Check Lead Times No Yes

Configure Cisco Product with Pricing No Yes

(If you select "yes," you must also select price list(s) below.)

Select Price List for User

- GLOBAL Legacy Price List in US Dollars
- Global Price List US Availability

(Select multiple entries by holding down the CTRL key)

Grant Order Status access for

- 1 CS/SOC COMBAT SYSTEMS
- 10550 DEERWOOD PARK BLVD
- 10 MAIN STREET
- 11 NEW SQUARE
- 123 NET
- 170 W. TASMAN DR

(Select multiple entries by holding down the CTRL key)

Step	What You Do
1	Go to the PICA Administrator Tool page (Figure B)
2	Fill in your customer's Company Name, Address, City, State/Province, Postal Code, Country (whichever are applicable.) Please note that you may only use standard English characters. Non-English characters will cause errors when your customers register for their Cisco.com User ID. (See Figure B.1)
3	Select the PICA Support Options you will allow your customer to have. The options include access to download software and/or access to query any TAC cases you may open for them through Cisco. (See Figure B.2)
4	Select the PICA Commerce Options you will allow your customer to have. The options include access to Configure Cisco Product with Pricing, Check Lead Times, Price Lists (must pick at least 1 Price List if you marked "Yes" for Configure with Pricing), and Grant Order Status. In order to Grant Order Status for a customer, you must have already placed an order for them where they were selected as the End User. Their Company Name will then show up in the select list. (See Figure B.3)
5	Click Generate New PICA Number and a PICA Registration Number and Verification Key will be generated (See Figure B.4). The PICA number will be generated. (See Figure C)

Figure C



PICA User Guide

Internet Commerce



Close Window

Toolkit: Roll over tools below



Partner Initiated Customer Access (PICA)

CREATE PICA NUMBERS

SEARCH AND MANAGE PICA NUMBERS

VIEW PICA NUMBERS

7-Mar-2002

Your Partner Initiated Customer Access has been successful

[Back to PICA Admin Tool](#)

Company

J. Chambers Networks

PICA Registration Number

Verification Key

This registration number is **NOT to be used by employees of your own organization. They must use the standard Cisco Service Agreement number with your organization.**

What you need to do next...

Notify a responsible representative at the above company and provide them with the above PICA registration number. They may then issue this PICA registration number responsibly to other colleagues only within their own company. This number will be required when performing an online registration on Cisco.com by their employees.

If you require any further assistance, please contact web-help@cisco.com.

Close Window

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Chapter Two –

Registering for PICA End Users

Once customers have received their PICA numbers, they can register online at Cisco.com

Chapter Objective

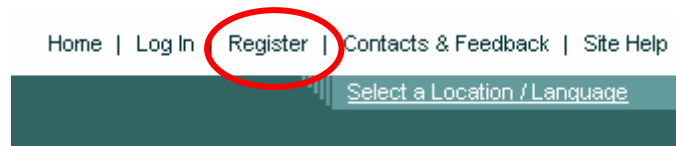
- Learn how your customers register for access to Cisco.com

How an End User Registers for a Cisco.com User ID

Customers must first receive their PICA Registration Number and Verification Key, which you create (as outlined in the previous step). You should only create one PICA Registration Number for each of your end customer companies. All persons at that end customer company may use the same PICA Registration Number and Verification Key during registration to create his or her own Cisco.com User ID.

Registration for PICA End Users

- A. Using your web browser, go to the Cisco website at <http://www.cisco.com> and select **Register** from the menu bar at the top of the screen.



- B. Complete the registration form as follows:

Step 1 of 5

Under **Your Information**, enter the required information and select your language preference. Be sure to enter the same email address in both email fields. Also, be sure it is an email address that you have access to, as you will need it to verify that email address to Cisco and finish the registration process.



Your Information

First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Doe"/>
Email Address	<input type="text" value="jane.doe@domain.com"/> <small>(Valid email address is required for registration confirmation.)</small>
Re-Type Email Address	<input type="text" value="jane.doe@domain.com"/>
Language Preference	<input type="text" value="English"/> <small>(Where possible, we will provide you with content in your preferred language.)</small>

Under **Login Name**, select your user name and password and enter it into the appropriate field.

Login Name

User Name	<input type="text" value="jane_doe"/> <small>(Must contain at least one letter and no spaces. May contain numbers.)</small>
Password	<input type="password" value="*~*~*~*~*~*~*~*~*~*"/> <small>(5-12 characters, no spaces, case sensitive.)</small>
Repeat Password	<input type="password" value="*~*~*~*~*~*~*~*~*~*"/>

Under **Register for Additional Access**, select **Customer of a Cisco Certified Partner Initiated Customer Access [PICA] Partner**.

Register for Additional Access

Registration to these areas require additional keys.

- Service Contract Owner (May also have a contract to resell Cisco products)
Requires: Service Contract Number
- Cisco Channel Partner or Authorized Reseller
- Purchase Direct from Cisco
Requires: Valid Purchase or Sales Order Number and Customer Number
- Customer of a Cisco Certified Partner Initiated Customer Access [PICA] Partner
Requires: PICA Registration Number and Verification Key
- You are a Cisco Certified Internetwork Expert [CCIE User]
Requires:CCIE Certification



The last section of **Step 1** contains 3 optional questions concerning how Cisco may contact you.

Can Cisco contact you or send you information about its products and services? *optional

- Via Email Yes No
Via Mail Yes No
Via Phone Yes No
Via Fax Yes No

If you receive information via email, in which format would you like it to be? *optional

- Plain Text HTML

Do you give us permission to use your address and/or email information for marketing purposes? *optional

- Yes No

C. Click **SUBMIT** to advance to **Step 2**.

D. Since you selected the PICA option, you will see the below screen.

Step 2 of 5

Enter your **PICA Registration Number and Verification Key**.

Partner Initiated Customer Access (PICA) End User

Please use your PICA (Partner Initiated Customer Access) Registration Number and Verification Key that was given to you by your Partner or Reseller. If you do not know the Registration Number and Verification Key, please contact the PICA Support Team at web-help@cisco.com.

Registration Number	<input type="text" value="AAA1234"/>
Verification Key	<input type="text" value="XX9876"/>

E. Click **SUBMIT** to advance **Step 3**.



F. Enter your company information.

Step 3 of 5

Business/Primary Address

Company Name	<input type="text" value="Jane Doe, Inc"/>
Address Line 1	<input type="text" value="123 Jane's Street"/>
Address Line 2	<input type="text"/> *optional
City	<input type="text" value="Jane's Town"/>
State/ Province/ Region	<input type="text" value="NC"/>
Zip/Postal Code	<input type="text" value="27713"/>
Country	<input type="text" value="UNITED STATES"/>

Additional Information

Business/Primary Phone Number	
Country Code	<input type="text" value="1"/> Locate country code
Number	<input type="text" value="919-555-5555"/> ext <input type="text" value="1111"/>
Job Role	<input type="text" value="Consulting"/>

G. Click **SUBMIT** to proceed to **Step 4**.



H. Enter your interests and preferences.

Step 4 of 5

Talk to Cisco

Spoken Language
(If supported, this will be the language spoken when you contact Cisco's Customer Support)

Your Profession

Job Role
Job Title
Job Level
Industry
Number of Employees
Relationship to Cisco

Search Preferences

Display number of Search Results
Display Results with Highlighting
Display Summary with Results

I. Click **SUBMIT** to proceed to **STEP 5**

J. At this point, an email has been sent to the email address that you provided in **Step 1**.

To complete the registration process, you must click on the link that is inside this email. This will activate your Cisco.com account.

Step 5 of 5

An email has been sent to you at jane.doe@domain.com. To complete registration, check your inbox for an email message from us.

The process is not final until you follow the link in the message, confirming your information.

Upon confirmation of your registration, you will be able to modify entitlements and tool access.

If you have questions or need further assistance, please email web-help@cisco.com.

Your account will now be activated by the Cisco.com Entitlement System. If you have any problems with your Internet Commerce account information, you may send an email to commerce-access@cisco.com for further assistance.

Chapter Three –

Managing PICA Registration Numbers

Depending on how many end customer companies you have, you may have only a few, or many PICA Numbers to manage. This section explains how to manage the registration numbers and how to make changes to them, should they prove necessary.

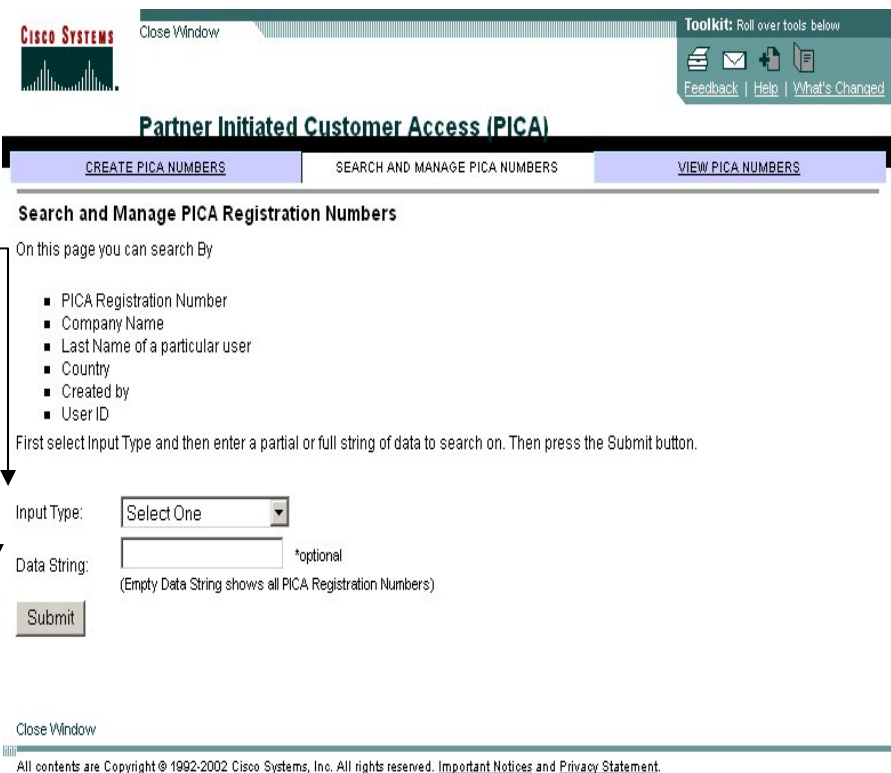
Chapter Objective

- To acquaint you with how to view and manage your PICA Numbers
- Learn how to change the defaults for a PICA Number
- Learn how to inactivate and reactivate a PICA Number

Viewing PICA Numbers

To view all the PICA Numbers that you and your colleagues have created, you must first go to the PICA Administrator Tool, and click on **Search and Manage PICA Numbers** (Figure A.3), so you will be taken to the search page. (Figure D)

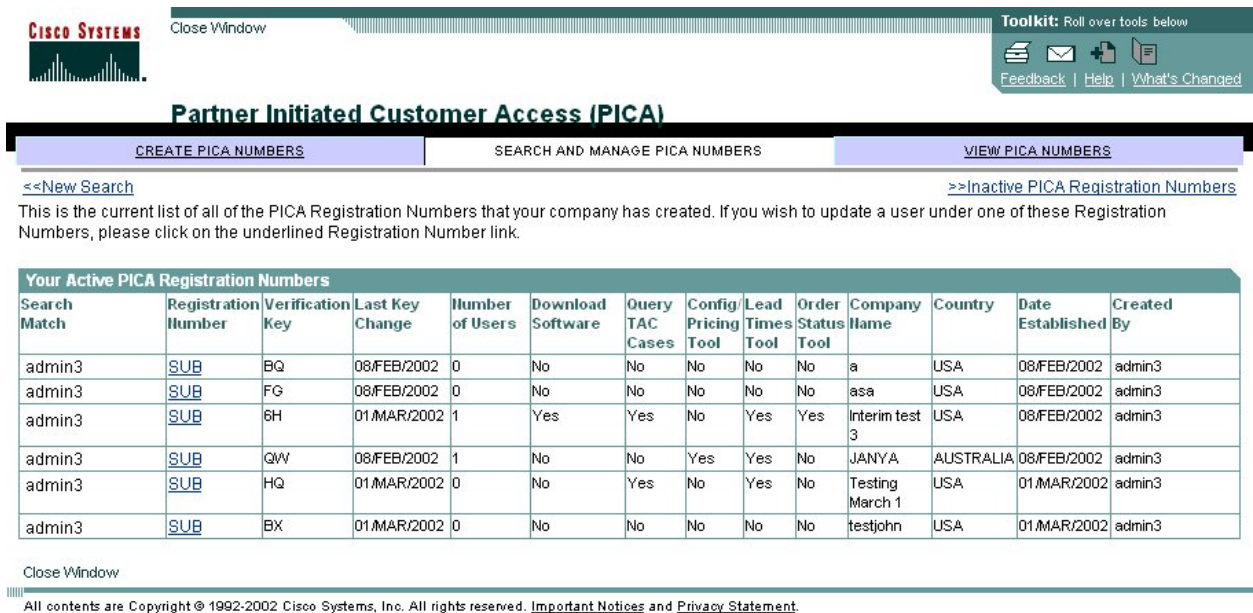
Figure D



The screenshot shows the 'Partner Initiated Customer Access (PICA)' interface. At the top, there is a 'Close Window' button and a 'Toolkit' section with icons for 'Feedback', 'Help', and 'What's Changed'. Below this is a navigation bar with three tabs: 'CREATE PICA NUMBERS', 'SEARCH AND MANAGE PICA NUMBERS' (which is active), and 'VIEW PICA NUMBERS'. The main heading is 'Search and Manage PICA Registration Numbers'. Below the heading, it says 'On this page you can search By' followed by a list of search criteria: PICA Registration Number, Company Name, Last Name of a particular user, Country, Created by, and User ID. A note states: 'First select Input Type and then enter a partial or full string of data to search on. Then press the Submit button.' The form includes an 'Input Type:' dropdown menu with 'Select One' selected, a 'Data String:' text input field with an asterisk and the note '*optional (Empty Data String shows all PICA Registration Numbers)', and a 'Submit' button. Annotations on the left side of the image point to these elements: 'D.1 Select the input type' points to the dropdown menu; 'D.2 Enter the search criteria' points to the text input field; and 'D.3 Begin search' points to the 'Submit' button. At the bottom of the page, there is a 'Close Window' button and a footer with copyright information: 'All contents are Copyright © 1992-2002 Cisco Systems, Inc. All rights reserved. [Important Notices](#) and [Privacy Statement](#)'.

Step	To Do This	What You Do
1	Select the search criteria	<p>Select the Input Type:</p> <p>You may select 6 different options to input to search on: Registration Number, Company Name, Country, Created By, Last Name, and User ID. The Data String will be different for each search based on what you select as the Input Type. (Figure D.1)</p>
2	Enter the search string	Enter the Search Query . (Figure D.2)
3	Begin query	<p>Click Submit. (Figure D.3)</p> <p>Once you have selected your search criteria, you will be taken to a summary page based on the search criteria you entered. (Figure E)</p>

Figure E



Close Window

Toolkit: Roll over tools below

Feedback | Help | What's Changed

Partner Initiated Customer Access (PICA)

[CREATE PICA NUMBERS](#) SEARCH AND MANAGE PICA NUMBERS [VIEW PICA NUMBERS](#)

[<<New Search](#) [>>Inactive PICA Registration Numbers](#)

This is the current list of all of the PICA Registration Numbers that your company has created. If you wish to update a user under one of these Registration Numbers, please click on the underlined Registration Number link.

Your Active PICA Registration Numbers													
Search Match	Registration Number	Verification Key	Last Key Change	Number of Users	Download Software	Query TAC Cases	Config Pricing Tool	Lead Times Tool	Order Status Tool	Company Name	Country	Date Established	Created By
admin3	SUB	BQ	08/FEB/2002	0	No	No	No	No	No	a	USA	08/FEB/2002	admin3
admin3	SUB	FG	08/FEB/2002	0	No	No	No	No	No	asa	USA	08/FEB/2002	admin3
admin3	SUB	6H	01/MAR/2002	1	Yes	Yes	No	Yes	Yes	Interim test 3	USA	08/FEB/2002	admin3
admin3	SUB	QW	08/FEB/2002	1	No	No	Yes	Yes	No	JANYA	AUSTRALIA	08/FEB/2002	admin3
admin3	SUB	HQ	01/MAR/2002	0	No	Yes	No	Yes	No	Testing March 1	USA	01/MAR/2002	admin3
admin3	SUB	BX	01/MAR/2002	0	No	No	No	No	No	testjohn	USA	01/MAR/2002	admin3

Close Window

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Changing PICA Number Defaults

If you decide to change access options of a PICA Number, new users registering with it will be affected by the changes. Users who already have already registered before you change the PICA Number defaults will not be affected, except in the case of the Order Status option. This will be explained further in Chapter Six – Commerce Access for PICA End Users.

Changing the Default Settings of a PICA Number

Step	What You Do
1	From a list of PICA numbers (Figure E), and click on a hyperlinked PICA Registration Number. You are taken to the PICA End Users Page. The Registration Number is on the bottom of this page as a hyperlink as well. (Figure F)
2	Click on the hyperlinked PICA Registration Number at the bottom of the page (beside “Change default settings for Registration Number...”) (Figure F.1 & F.2) You are taken to the PICA Registration Number Administration page. (Figure G)
3	You may change the Verification Key, as well as make changes to the accesses allowed by this PICA Registration Number.

Figure F

F.1 Select the number you want to change
F.2 Click to access edit screen

Partner Initiated Customer Access (PICA)

CREATE PICA NUMBERS | SEARCH AND MANAGE PICA NUMBERS | VIEW PICA NUMBERS

Instructions

- To update access for a single user under this Registration Number, please click on the underlined User ID link.
- For Multiple Users, select them via the check boxes, make necessary changes within the table below, then click Submit.
- Downgrade to Guest** reduces the user's access to Cisco.com, and you may no longer Administer them.

[New Search](#)

Select User(s) To Change	First Name	Last Name	User ID	Country	Downgrade To Guest	Download Software	Query TAC Cases	Config/ Pricing Tool	Lead Times Tool	Order Status Tool	Price List (s)	Last Login	Email Address
<input type="checkbox"/>	RHONDA	TEST	r.test	USA	<input type="checkbox"/>	Yes	No	Yes	Yes	No	Yes	1Mar/2002	me@cisco123.com
<input type="checkbox"/>	RHONDA	USER	user3	USA	<input type="checkbox"/>	No	No	No***	No	No	No	28Nov/2001	me@hotmail.com

User access changes

*** User must have Price List before it can be granted/denied access to Pricing/Config Tool. Please click on the corresponding Userid to select the Price List

Administrative Options for Registration Number SUB4

- Change Default Settings for Registration Number [SUB4](#) CAMP
- Information on [inactivating this Registration Number](#)

Close Window

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Inactivating a PICA Number

If you have a customer that no longer buys products or receives service from you—and as such no longer a participant in the PICA Program—you may inactivate that PICA Registration number.

Figure H

H.1 Select number you would like to inactivate

The screenshot shows the Cisco PICA web interface. At the top, there is a navigation bar with 'CREATE PICA NUMBERS', 'SEARCH AND MANAGE PICA NUMBERS', and 'VIEW PICA NUMBERS'. Below this is an 'Instructions' section with three bullet points:

- To update access for a single user under this Registration Number, please click on the underlined User ID link.
- For Multiple Users, select them via the check boxes, make necessary changes within the table below, then click Submit.
- Downgrade to Guest** reduces the user's access to Cisco.com, and you may no longer Administer them.

 Below the instructions is a 'New Search' link and a table titled 'Your Active PICA Registration Numbers'. The table has the following columns: Select User(s) To Change, First Name, Last Name, User ID, Country, Downgrade To Guest, Download Software, Query TAC Cases, Config/Pricing Tool, Lead Times Tool, Order Status Tool, Price List (s), Last Login, and Email Address. There are two rows of data:

Select User(s) To Change	First Name	Last Name	User ID	Country	Downgrade To Guest	Download Software	Query TAC Cases	Config/Pricing Tool	Lead Times Tool	Order Status Tool	Price List (s)	Last Login	Email Address
<input type="checkbox"/>	RHONDA	TEST	r.test	USA	<input type="checkbox"/>	Yes	No	Yes	Yes	No	Yes	1 Mar/2002	me@cisco123.com
<input type="checkbox"/>	RHONDA	USER	user3	USA	<input type="checkbox"/>	No	No	No***	No	No	No	28 Nov/2001	me@hotmail.com

 Below the table is a 'Submit' button and the text 'User access changes'. A note below the table states: '*** User must have Price List before it can be granted/denied access to Pricing/Config Tool. Please click on the corresponding Userid to select the Price List'. Below this is a section titled 'Administrative Options for Registration Number SUB4' with two bullet points:

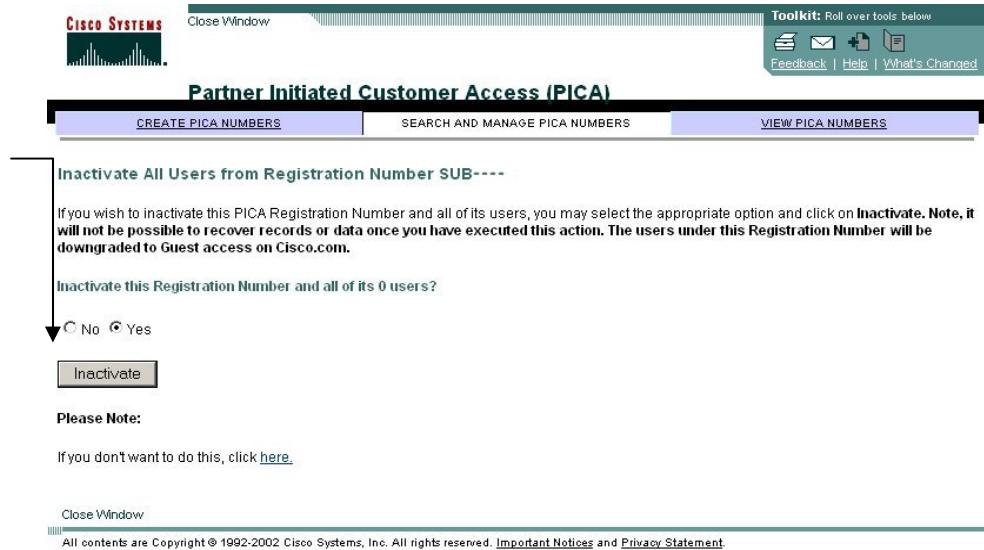
- Change Default Settings for Registration Number [SUB4](#) CAMP
- Information on [inactivating this Registration Number](#)

 At the bottom of the interface, there is a 'Close Window' button and a copyright notice: 'All contents are Copyright © 1992-2002 Cisco Systems, Inc. All rights reserved. [Important Notices](#) and [Privacy Statement](#)'.

H.2 Click on Inactivation link

Figure I

- I.1 Click on Yes
- I.2 Click Inactivate button

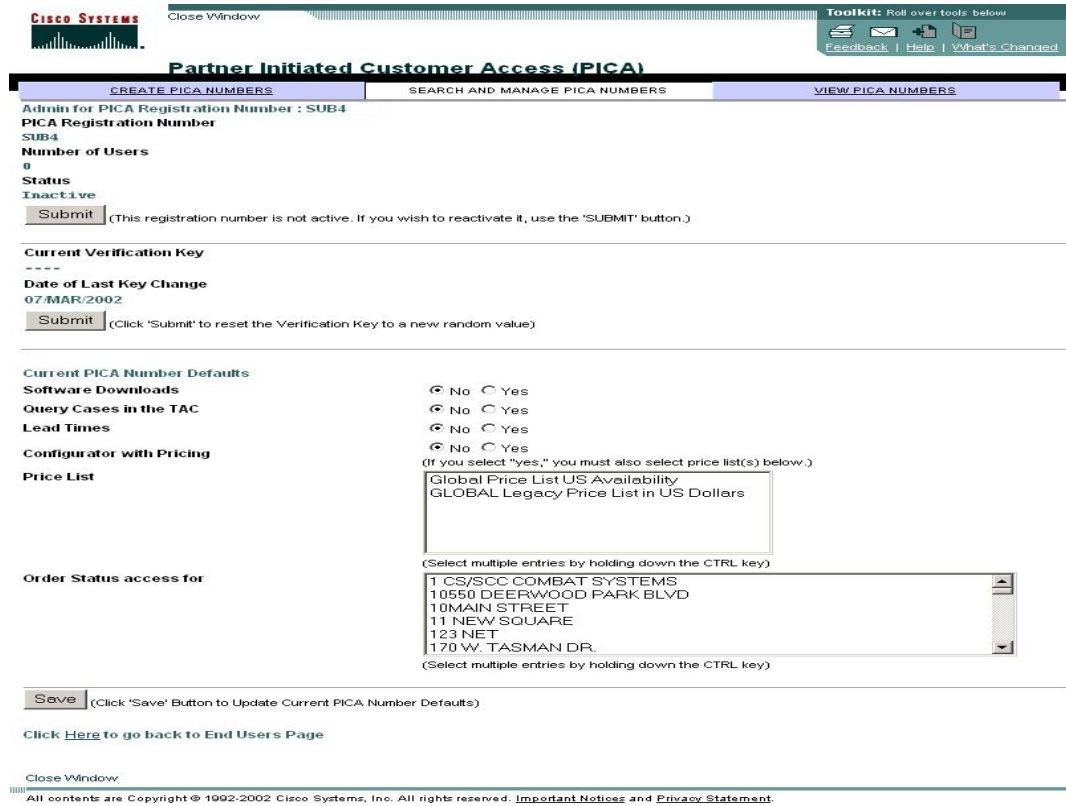


Step	What You Do
1	Select the number you would like to inactivate. (See Figure H.1)
2	Click on the link titled for Information on inactivating this Registration Number . (Figure H.2) The Inactivation Message page will be displayed.
3	To inactivate the PICA Number, select the Yes button, then click Inactivate . (Figure I.1 & 2) You will receive confirmation on the next screen that the PICA Number and all of its users are now inactive. Those users will now only have guest level access on Cisco.com

Reactivating an Inactive PICA Number

Once you have inactivated PICA Numbers, they will not be listed when you perform a search. If you wish to reactivate one of those numbers, you may click on the **Inactive PICA Registration Numbers** link on the top of the summary page and it will take you a list of inactive PICA Registration Numbers. If you wish to reactivate one of those numbers, you may click on it and it will take you to the reactivation screen. (Figure J)

Figure J



Step	What You Do
1	To reactivate the PICA Number, click on the Submit button under the Status section of the administration page. It will reactivate the number, then allow you to make administrative changes to the number (change defaults, verification key, etc.)
2	Any users that were previously under this PICA Number will not be reactivated. You will need to send them the PICA Number and Verification Key again to re-register, or they may send an email to web-help@cisco.com and have their current User ID updated with the PICA Number information.

Deleting an Inactive PICA Number

If you no longer wish to have an inactive PICA number showing in your list, you may delete it permanently.

Figure K

The screenshot shows a web browser window titled "Partner Initiated Customer Access (PICA)". At the top, there are navigation tabs: "CREATE PICA NUMBERS", "SEARCH AND MANAGE PICA NUMBERS", and "VIEW PICA NUMBERS". Below the tabs, there are links for "<<New Search" and ">>Active PICA Registration Numbers". A text block states: "This is the current list of all of the PICA Registration Numbers that your company has created. If you wish to update a user under one of these Registration Numbers, please click on the underlined Registration Number link." Below this is a table titled "Your Inactive PICA Registration Numbers".

Search Match	Registration Number	Company Name	Country	Date Established	Created By	Check To Delete
admin3	SUB4	adfasdf	USA	08/FEB/2002	admin3	<input checked="" type="checkbox"/>

Below the table is a "Submit" button. An arrow points from the text "K.2 Submit request for deletion" to this button. At the bottom of the window, there is a "Close Window" button and a copyright notice: "All contents are Copyright © 1992-2002 Cisco Systems, Inc. All rights reserved. [Important Notices](#) and [Privacy Statement](#)."

K.1 Select number to delete

K.2 Submit request for deletion

Step	What You Do
1	From the Your Inactive PICA Registration Numbers page put a checkmark in the box of the PICA Number(s) you wish to delete. (Figure K.1)
2	Click on Submit . (Figure K.2) These numbers will be removed, and will not be available to be reactivated.



Chapter Four –

Changing End User Profiles

While you set the default of a PICA Number to allow certain access, you may wish to change this for an individual user, or multiple users under that PICA Number. Users also may forget their passwords to Cisco.com, and you have the ability to reset them. If a person leaves a customer company, and should no longer have access to Cisco.com under that company, you may need to downgrade them to guest access on Cisco.com.

Chapter Objective

- How to make changes to existing users under a PICA Number
- How to reset a user's password
- How to downgrade users to guest access

Users within your customer companies may require different types of access to Cisco.com, regardless of how you set the default options for their PICA Number. In certain cases, you may wish to make changes to a single user – in other cases you may wish to make changes for multiple users at one time.

How to Change a Single End User Profile and Reset a User's Password

Figure L

- L.1 Make changes to the profile
- L.2 Save changes made to the profile
- L.3 Request new password
- L.4 Downgrade to guest access

Partner Initiated Customer Access (PICA)

CREATE PICA NUMBERS | SEARCH AND MANAGE PICA NUMBERS | VIEW PICA NUMBERS

PICA End User Profile for User: chrspicatest
 This page lists the profile information for this end user. If you wish to update the access level(s) for this user, please do so below. Once you have made any changes, click on the **Save** button.
[New Search](#) | [Back to PICA End Users Page](#)

chrspicatest	
Name	CHRIS TEST
Organization	CHRIS NETWORKS
Address	123 MAIN ST RTP, NC USA
Download Software	<input type="radio"/> No <input checked="" type="radio"/> Yes
Query Cases in the Technical Assistance Center	<input type="radio"/> No <input checked="" type="radio"/> Yes
Lead Times Tool	<input type="radio"/> No <input checked="" type="radio"/> Yes
Config/Pricing Tool	<input type="radio"/> No <input checked="" type="radio"/> Yes (If you select "yes," you must also select price list(s) below.)
Price List(s)	<div style="border: 1px solid black; padding: 2px;">Global Price List US Availability GLOBAL Legacy Price List in US Dollars</div> (Select multiple entries by holding down the CTRL key)
Order Status Tool	<input type="radio"/> No <input checked="" type="radio"/> Yes
Email Address	chrst1test3@blah.com
Phone Number	1234567890
Fax Number	0
Access Level	(2) Customer
Registration Date	Feb 13 2002
Last Login	Feb 14 2002
Last Password Change	Feb 13 2002
Number of Logins	0

Change Password
Click 'Submit' to change/reset the user's password to Cisco.com.

Downgrade to Guest
Click 'Submit' to allow the user to keep their Cisco.com User ID as a guest, but they will no longer have access to the information that you previously gave them access to as a customer.

Close Window

=====
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Step	What You Do
1	Once on the Your PICA Registration Numbers page click on the Registration Number that the user you wish to change.
2	Click on the User ID of the user you wish to change. You will be taken to the PICA End User Profile page. (Figure L)
3	Make any changes in the table of settings for this user. (Figure L.1)
4	Click Save to make those changes. (Figure L.2)
5	To reset the user's password, click the Submit button in the Change Password section at the bottom of the page. (Figure L.3) You will then be taken to the page to enter a new password for the user.
6	To downgrade this one user to guest, click on the Submit button in the Downgrade to Guest section at the bottom of this page. (Figure L.4)

How to Change Multiple End User Profiles

Figure M

M.1 Select the boxes you would like to change

M.2 Make changes to the settings

M.3 Save your changes

Partner Initiated Customer Access (PICA)

CREATE PICA NUMBERS | SEARCH AND MANAGE PICA NUMBERS | VIEW PICA NUMBERS

View My Active PICA Numbers | View My Inactive PICA Numbers | **View All Active PICA Numbers** | View All Inactive PICA Numbers

Instructions

- To update access for a single user under this Registration Number, please click on the underlined User ID link.
- For Multiple Users, select them via the check boxes, make necessary changes within the table below, then click Submit.
- Downgrade to Guest** reduces the user's access to Cisco.com, and you may no longer Administer them.

New Search

Select User(s) To Change	First Name	Last Name	User ID	Country	Downgrade To Guest	Download Software	Query TAC Cases	Config/ Pricing Tool	Lead Times Tool	Order Status Tool	Price List (s)	Last Login	Email Address
<input type="checkbox"/>	WGQW	GWQW	w.gwqw	YUGOSLAVIA	<input type="checkbox"/>	No	No	Yes	Yes	No	Yes	2/Mar/1999	sdassasa@cisco.com
<input checked="" type="checkbox"/>	SSASAS	SASAS	ssasas	YUGOSLAVIA	<input type="checkbox"/>	Yes	Yes	Yes	Yes	No	Yes	10/Jan/2000	asasas@cisco.com
<input checked="" type="checkbox"/>	12121	12121	12121.12121	YUGOSLAVIA	<input type="checkbox"/>	Yes	Yes	Yes	Yes	No	Yes	23/Apr/1999	don@iat.com
<input type="checkbox"/>	1212	12121	112121	YUGOSLAVIA	<input type="checkbox"/>	Yes	Yes	Yes	Yes	No	Yes	15/Jun/1999	don@iahs.com
<input type="checkbox"/>	1212	12121	don@iahs.com	YUGOSLAVIA	<input type="checkbox"/>	Yes	Yes	Yes	Yes	No	Yes	23/Apr/1999	don@iahs.com

Submit User access changes

User must have Price List before it can be granted/denied access to Pricing/Config Tool. Please click on the corresponding Userid to select the Price List

Administrative Options for Registration Number SUB2

- Change Default Settings for Registration Number [SUB20](#) JUST A TEST
- Information on [inactivating this Registration Number](#)

Close Window

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Step	What You Do
1	Once on the Your PICA Registration Numbers page click on the Registration Number that the users you wish to change.
2	Select the check boxes beside the users you wish to change (Figure M.1)
3	Make any changes using the pull-down Yes/No menu boxes. (Figure M.2)
4	To make these changes, click on Submit User access changes. (Figure M.3)
5	You may also select multiple users at one time, and check Downgrade to Guest then Submit . Please note, once you downgrade them, you may not upgrade them. To upgrade a user's access, please contact web-help@cisco.com



Chapter Five –

Granting Technical Assistance Center Access

Cisco's Technical Assistance Center (TAC) is available to you as a Partner, but is not available to your end customers unless you grant them that access. There are certain rules around what your end customer can and cannot do within the TAC web pages on Cisco.com .

Chapter Objective

- To acquaint you with options your customer may receive within the TAC
- How to allow your customers to view (query only) TAC cases you open for them with Cisco.

Cisco's TAC website is located at <http://www.cisco.com/tac>

Your PICA customer may login to this page and have access to many tools and services based on the access that you grant them through the PICA Admin Tools.

Features Your Customers Will Automatically Have as PICA Users

- Top issues, TAC Tech Tips, and sample configurations
- Technical information and documentation
- Open Questions & Answers Forum
- Troubleshooting Assistant
- Many other tools to assist with troubleshooting

Features You Decide to Entitle to Customers

- Software Center (The ability to download software from Cisco.com)
- Software Bug Toolkit (Part of Software Center access)
- Ability to query TAC cases associated with their PICA Number within the TAC website

In order for your customers within a company to be able to view cases within the TAC website (they may query cases only – not open or update,) you must:

- 1) Grant them access to Query TAC Cases.
- 2) Enter their PICA Number in the required field when opening a case online (Figure N) The field is called **PICA ID** and is near the bottom of the **Case Open** screen.

Note: If you call into the TAC via the phone, rather than opening the case online, be sure to tell the agent the PICA Number you wish to apply to that end customer's case so that they may still be able to view the case online.




PICA User Guide

Internet Commerce

Figure N

Solutions	Products	Ordering	Support	Partners	Training	Corporate
---------------------------	--------------------------	--------------------------	-------------------------	--------------------------	--------------------------	---------------------------

Technical Assistance Center



TAC Case Open

Home	What's New	How to Buy	Login	Profile	Feedback	Search	Map/Help
----------------------	----------------------------	----------------------------	-----------------------	-------------------------	--------------------------	------------------------	--------------------------

- Service and Support
- Technical Assistance Center
- Contact TAC / Status
- TAC Case Open

Step 1: Contact Information and Problem Description

ATTENTION
For information on the Cisco SNMP Security Advisory, please visit the following alert message before you open a case with the TAC:
[Cisco SNMP Security Advisory](#)

The functionality of this tool has changed. Please follow each step of the case opening process carefully before proceeding to the next step.

Prevent duplicate cases
Please ensure that all fields are entered with the correct data. A duplicate case will be created if you come 'back' to this page at any time afterwards.

Attention: Priority 1 or 2 (P1 or P2) network down emergencies
If you have a network down emergency, open your case by [telephone](#).

Contact Information

Is your contact information correct?

- For the purposes of this case, you may temporarily change your phone number and email address below.
- To permanently change your phone number or email address, access your online [contact profile](#).
- To change the contract data or the company in your online contact profile, please contact [Web-help](#).

CCO ID: [rhondapicaadmin](#)

First Name: PICA

Last Name: TEST

Company: RHONDAS TESTING COMPANY

Name:

If this case leads to contact with a TAC engineer, how would you prefer to be contacted?

Email: *required
Please note that addresses not containing @<address> will be completed by '@cisco.com'.

Phone: *required

Open this request using: (select one)

Contract:

Describe your problem

Technology: *required

1.

2.

Problem Summary: *required

or

(examples: Configuring or Troubleshooting Frame-Relay Traffic Shaping, MSFC in Catalyst switch boots in rommon mode, Difference between BXM and BXM-E cards)

Software Version:
(examples: 12.1, 5.0.x)

Problem Description: *required

Router/Node Name:

End-Customer case tracking # with your company:

Upload File:
Would you like to upload a file, such as a "dump", "trace" or "config" file? You will be given an opportunity to upload the file(s) in a later stage of the case opening process.

Yes No

PICA ID (if applicable):

End-Customer Case Create Date with your company:
Day Month Year

End-Customer Email Id:


Help

[Feedback](#)

[Help](#)

[What's Changed](#)

Talk To Us Now



Related Tools

[Case Query](#)

[Case Update](#)

[Service Order Tools](#)

[Software Center](#)

Related Links

[Partners & Resellers](#)

[PICA TAC Help Guide](#)

[Service & Support](#)

[Worldwide Contacts](#)

Home	What's New	How to Buy	Login	Profile	Feedback	Search	Map/Help
----------------------	----------------------------	----------------------------	-----------------------	-------------------------	--------------------------	------------------------	--------------------------



Chapter Six –

Granting Commerce Access

Cisco's Internet Commerce Tools are available to you as a Partner, based on your service contract agreement(s) with Cisco, but are not available to your end customers unless you grant them that access under the PICA Program.

Chapter Objective

- Outline the Internet Commerce Tools that you may grant access to for your customers.

You have already seen in the previous chapters the Commerce Options that you may grant to your customers.

These options are:

- **Check Lead Times** – Access to the Lead Times Tool.
- **Configure Cisco Product with Pricing** – Access the Configuration Tool and the Pricing Tool.
- **Select Price List for User** – If you have given them access to Configure Cisco Product with Pricing, you must also select the Price Lists they are allowed to see.
- **Grant Order Status access** – Access to view orders that you have placed online for the customer, by indicating them as the End User for the order.

There are a few rules to be aware of when you administer rights to the Commerce Options with regards to your PICA end users.

Rules for PICA Commerce Options

- In order to be able to give any of the Commerce Options to your customers, you must first have those options within your own User ID profile. If you need assistance with this, please contact [Customer Service](#).
- For granting Order Status, in order for your end customer to be showing in the list under **Grant Order Status Access for**, you must have already placed an order for them where you selected that company as the End User of the order.
- Also under Order Status, if a PICA Number has Order Status as **Yes**, and then you choose to remove it, it will also remove the Order Status access of all the end users under that PICA Number. In order to grant them Order Status again, you must first grant it to the PICA Number, and then grant it back to the individual users under the PICA Number.



Chapter Seven –

Registering Your Employees for Cisco.com Access

The PICA Program is used to generate PICA Registration Numbers for your customers. The PICA Administrator Tool should not be used for generating PICA Numbers for your own company's employees. Your colleagues should use your company's Cisco service agreement, or purchase order or sales order, or contract number to register online. Your company's Cisco contract number should never be given to any of your end customers.

Chapter Objective

- To give the procedure on how other employees from your company may register for Cisco.com access, and advise how they may become a PICA Administrator.

How Users for Your Company Can Register for Cisco.com Access

Users from your own company can register for Cisco.com under your company's service contract agreement. If you do not know this number, you may find it a few different ways:

Step	What You Do
1	Contact your Cisco Account Manager
2	Login at http://www.cisco.com , then click the Profile button along the top black navigation bar. Your contract number will be listed in your User Profile.
3	Once you know the contract number for your company, your colleague may go to http://www.cisco.com , click Register , and follow the registration instructions to receive their own Cisco.com User ID.

How to Become a PICA Administrator

If another person at your company wishes to become a PICA Administrator

Step	What You Do
1	Ask if they already have a Cisco.com User ID. If they do they can proceed to Step 2.
2	Then they will go to http://www.cisco.com/go/PICA . The PICA home page is displayed.
3	Select the link for Register to be a PICA Administrator . The PICA Administrator Registration page will be displayed
4	Enter your comments, change the email address if necessary, and click SUBMIT . An email is then sent to the PICA Support Team for approval. Please allow 48 hours for a response. If you do not receive an response in 48 hours, contact web-help@cisco.com or 800 553 2447.



Glossary

Active PICA Number – A PICA Number that is able to be used by an end customer to register for Cisco.com access

Configuration – The process of choosing different options (cables, memory, cards) that will be included in the product you are purchasing.

Default – The overall settings within a PICA Number that determine end user access.

End User – The customer of a Partner, the recipient and user of products.

Entitle – Allow or grant access to a specific tool or option.

Inactivate – Make the PICA Number inactive. Reduces all current users under that PICA Number to guest, and no one may use that PICA Number to register for access.

PICA – Partner Initiated Customer Access

PICA Number – The unique number that is used to manage access to each individual end user company. May also be called a PICA Registration Number.

Reactivate – Make the PICA Number active again. New user will now be able to use the number to register for Cisco.com access, and previous users under the PICA Number will need to re-register.

Registration Number – With regards to PICA, it is the unique number created for each end user company. It is combined with a Verification Key to allow users to register for their own Cisco.com User ID.

TAC – Technical Assistance Center

User ID – An individual ID that a person uses to log into Cisco.com

Verification Key – With regards to PICA, it is the key that is combined with a PICA Number to allow users to register for their own Cisco.com User ID.

Additional questions regarding the PICA Admin Tool may be sent to: web-help@cisco.com

For more information on the PICA program, please visit www.cisco.com/go/pica-overview



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