TRACELINK UNIVERSITY

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TraceLink University

All discussions

MINT Owners and Partners can create and view transaction-linked discussions and comments directly in the MINT UI, sharing clarifications, follow-ups, and supporting files such as documents, screen shots, or compliance forms. With visibility controls, communication can be shared with all partners or limited to owner members. The all discussion feature improves collaboration, enhances traceability with a complete discussion record, provides richer decision-making context, speeds issue resolution through quick sharing of evidence, and supports compliance by securely storing all related communication and documentation with the transaction.

Create and submit a discussion

Perform this task to create and submit new discussion.

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1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific

Partner or internal location) in the header.

5. Select the Go button.
6. Select All Discussions from the left menu.

   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.

7. Select the New [+ New] button.
8. In the General section fill in the following fields:
   a. Title field – The title of the discussion.
   b. Partner type-ahead field – The name of the partner company.

      This field pulls values from the Owner's company and location master data.
   c. Party ID Type drop-down – The identifier type used for the company or location.

      This field auto-populates with values from the Owner’s company or location master data once a Partner is selected.
   d. Party ID value field – The value associated with the identifier type.

      This field auto-populates with values from the Owner’s company or location master data once a Partner is selected.
9. In the Transactions section, select the Add + icon and fill in the following fields:
   a. Transaction Name drop-down - The name of the transaction that will be associated with the discussion.
   b. Transaction ID field – The unique identifier of the transaction that will be associated with the discussion.

      If the value does not match the available options, the value must be entered manually.
   c. Select Apply.

      A new transaction line is added.
10. In the Comments and Attachments section, select the Add + icon and do the following:

a. To add a comment, fill in the following fields:
   i. Comment field - Add explanations, clarifications, or instructions related to a transaction. The text area can contain up to 5,000 characters.
   ii. Visibility drop-down - Choose one of the following options:
      - Public- **(Default)** Both the Owner and Partner companies, along with their users, can view the comments.
      - Private- Only the MINT Owner and its users can view the comments.

      Only the Owner can set the visibility. Partners cannot change this option.
   iii. Created By field – The name of the person from the company who created the discussion.

      This field is disabled when creating a new discussion and will auto-populate after saving.
   iv. Date Added field – The date and time when the comment was first created.

      This field is disabled when creating a new discussion and will auto-populate after saving.
   v. Date Edited field – The date and time when the comment was updated.

      This field is disabled when creating a new discussion and will auto-populate after saving.
b. To add an attachment, fill in the following fields:
   i. In the Created By field, select the Add + icon for attachments.

      A new row for attachments appears.
   ii. In the Attachments section, do one of the following:
      - Drag and drop the file onto the attachment row.
      - Select browse to upload a file manually.

      The uploaded file appears in the Attachments section, indicating it was successfully added.

The maximum file size for comments and attachments is 2.14 GB.

iii. To download the attached file, select the download icon.

11. Select the Save Save button.

    A new discussion is created.

    When a discussion is created or comment a added, an in-app and email notification is sent to all Owner company users and all Partner company users, except the user who created it.

Tips

- Deleting comments and attachments are not allowed.
- Comments created by the owner cannot be edited by other users.
- The user can share a discussion with only one partner from their process network.
- Select the Add + icon, to add a new transaction line item.
- Select the Delete − icon, to remove an individual transaction line item.

Edit a discussion

Perform this task to edit a discussion.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.

6. Select All Discussions from the left menu.
   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select the Filter Filter button to find discussions.
8. Select a discussion title link in the results table to edit.
9. Select the Edit Edit button.
10. Modify the fields, if required. See Create and submit a new discussion for detailed field description of All Discussions.
11. Select the Save Save button.

Search and view all discussions

Search for and view all discussions

Perform this task to search for and view the details of a discussion sent or received by owners and partners. Viewing the details of a discussion enables owners and partners to quickly access the comments and attachments information in TraceLink without having to search through the actual B2B message.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.

6. Select All Discussions from the left menu.

   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.

7. Select the Filter 

button.

8. In the Filters panel, fill in one or more of the following fields to filter the results:
   a. Discussion Title field – The name of the discussion that briefly describes its purpose or topic.
   b. Date Modified drop-down – The period of time in which the discussion was last updated:
      - Today – The transaction was modified within the last few hours.
      - Yesterday – The transaction was updated within the past 24 hours.
      - Last Week – The transaction was modified in the last 7 days.
      - Last Month – The transaction was modified in the last 30 days.
      - Last 3 Months – The transaction was modified in the last 90 days.
      - Last 6 Months – The transaction was modified in the last 180 days.
      - Custom Range – Select a specific period of time that the transaction was modified in from the calendar.
   c. Date Created drop-down – The period of time in which the discussion was created:
      - Today – The transaction was modified within the last few hours.
      - Yesterday – The transaction was updated within the past 24 hours.
      - Last Week – The transaction was modified in the last 7 days.
      - Last Month – The transaction was modified in the last 30 days.
      - Last 3 Months – The transaction was modified in the last 90 days.
      - Last 6 Months – The transaction was modified in the last 180 days.
      - Custom Range – Select a specific period of time that the transaction was modified in from the calendar.
   d. Transaction Name drop-down - The name of the transaction that will be associated with the discussion.

   e. Transaction ID field – The unique identifier of the transaction that will be associated with the discussion.
   f. Comment field – A record created to capture and track a specific discussion and any comments added.

9. Select Apply.

   A list of discussions is displays based on the filter results.

10. Select the link for the discussion title from the results table.

11. View all fields of a discussion, select the View icon on the Discussions Details screen.

For detail information about these fields, see Create and submit a new discussion.

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Navigate to help documentation and support

Select the Help Center icon in the header to access the one-stop-shop help center for everything related to the network you are currently within (e.g.

View More