TFG4000™

Professional Edition

System Administration

Users Guide

Version 1.4.5

The Fredrick Group, Inc. (TFG) welcomes your comments. Please address them to:

The Fredrick Group, Inc.
PO Box 1698
Cumming, Georgia 30028

By e-mail: Send an e-mail to tfg4000@fredrickgroup.com.

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Welcome

The TFG4000 Professional Edition Software Series is a set of business management software applications that offer the robust functionality of an advanced management tool, yet tailored to meet the needs and budget of your growing business. Each TFG4000 Professional Edition application is integrated with other TFG4000 Professional Edition applications to provide you the optimum benefits of business management software.

TFG4000 Professional Edition is an easy-to-learn, user-friendly system that requires only minimal keystrokes for entering information. There are customizable dropdowns, font sizes, and screen colors available, as well as powerful search capabilities and built-in help features to help guide you through the system. With TFG4000 Professional Edition, you have the ability to pull up various summary screens, enter as little or as much data as you need, process a variety of reports - all of which help you save both time and money, which will add directly to your bottom line. For added convenience, TFG4000 Professional Edition also allows you to run the system in either single or multi-user mode, whichever works best for your business. Other features include optional security, as well as data import and export features, which save you the work of re-keying information. In all, TFG4000 Professional Edition is the smart source for business management. A simple solution for a complex process.

System Requirements

Microsoft Windows XP®, Microsoft Windows 2003 Server®, or Microsoft Windows 2000 Server®, with the latest Service Pack applied.

Pentium® class processor, 1 ghz or greater.

100MB free disk space.

256MB of RAM (512MB or more recommended).

Network Interface Card configured to use TCP/IP if installing in multiple user mode (client / server)

Starting TFG4000 Professional Edition

Perform the following steps to start TFG4000 Professional Edition in either Single or Multiple User Mode:

Single User

1. Open the “Start” menu, and then select the “Program” or “All Programs” option.

2. Select “TFG4000 Professional V1.4" from the program list.

3. Select “TFG4000 Professional Single V.1.4" to start.

4. The TFG4000 Professional Edition “Welcome” screen is displayed with the “Tip of the Day”. You can select “Close” to continue the start up process or select “Next Tip” to view more tips. You can also choose not to have the “Tip of the Day” appear by selecting the check box next to “Don’t show Tip of the Day at Startup” located on the Welcome screen. Select the check box again at any time to reinstate the “Tip of the Day” feature.

5. If you see a “User” and “Password” field on your screen, enter the User ID and Password that your System Administrator provided you, and either press “Enter” or click “Sign On”.

6. If your screen only displays “Welcome” without any other fields, then click the plus sign (“+”) next to the application you want to perform in the “NavTree”.

7. Click on the screen you would like to use.

Multiple Users (Not available in the Demo Version)

Server Startup

At installation, the server component is put in the Startup folder of the Program List. It will automatically start at system start up. Perform this procedure only if necessary.

1. Open the "Start" menu, and then select the "Program" or "All Programs" option.

2. Select "TFG4000 Professional V1.4" from the program list.

3. Select "TFG4000 Professional Server V1.4" to start.

4. The "TFG Web Server" screen is displayed. It will display the INI file and the TCP/IP port number being used for the server. This window will display other server messages as needed.

Client Startup

1. Open the "Start" menu, and then select the "Program" or "All Programs" option.

2. Select "TFG4000 Professional V1.4" from the program list.

3. Select "TFG4000 Professional Client V1.4" to start.

4. The TFG4000 Professional Edition "Welcome" screen is displayed with the "Tip of the Day". You can select "Close" to continue the start up process or select "Next Tip" to view more tips. You can also choose not to have the "Tip of the Day" appear by selecting the check box next to "Don't show Tip of the Day at Startup" located on the Welcome screen. Select the check box again at any time to reinstate the "Tip of the Day" feature.

5. If you see a "User" and "Password" field on your screen, enter the User ID and Password that your System Administrator provided you, and either press "Enter" or click "Sign On".

6. If your screen only displays "Welcome" without any other fields, click the plus ign ("+") next to the application you want to perform in the "NavTree".

7. Click on the screen you would like to use.

Built-in Help

Help is available at the screen, field, and column level, as well as built-in tool tips.

Screen Level Help

To select screen level help, click “Help” on the “Menu” bar, and then select “Screen Help”. Help for the screen is then displayed.

Field Level Help

To select field level help, right click on the field, and then click “Help” from the pop-up. Help for the selected field is then displayed. You may also press the F1 key to get field help.

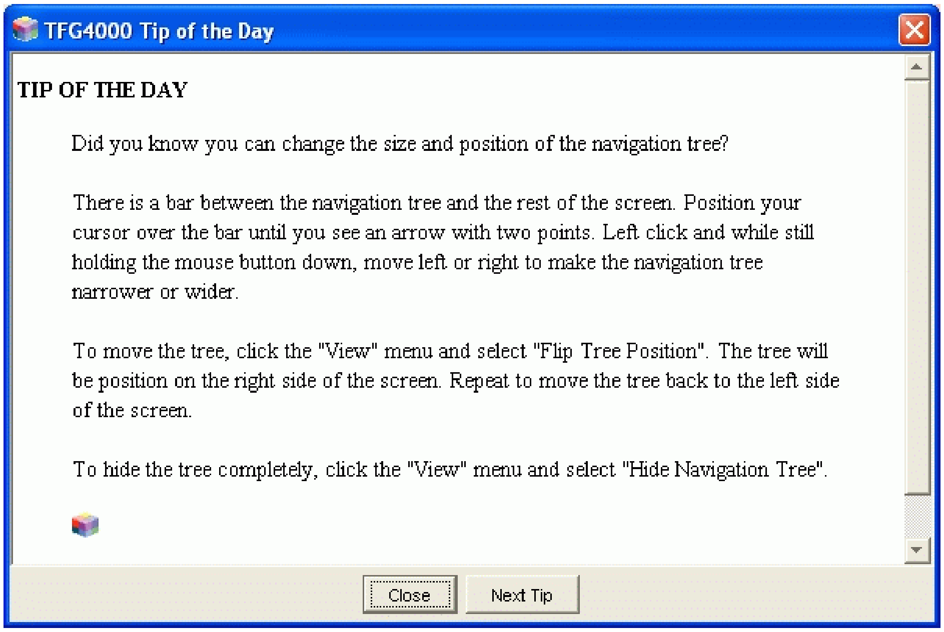
Column Level Help

To select column level help, right click on the column heading, and then click “Help” from the pop-up. Help for the selected column is then displayed.

Tip of the Day

Each time you start TFG4000 Professional Edition, there is a "Tip of the Day" pop-up displayed that describes some of the functionality that is available within the application. To close the "Tip of the Day" pop-up, click the "Close" button. To view another tip, click the "Next Tip" button. This feature can be turned off by clicking the box next to "Don't Show Tip of the Day at Startup" on the Welcome screen. A check mark will appear in the box indicating the "Tip of the Day" should not be displayed during start up. To reinstate the "Tip of the Day" feature, click the box and the check mark will disappear indicating the "Tip of the Day" should be displayed during start up.

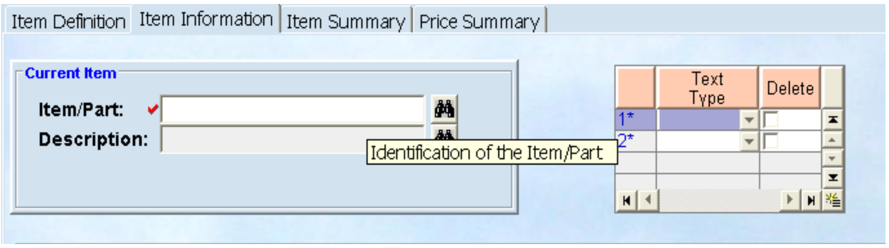
Example Only:



Tool Tips

Throughout TFG4000 Professional Edition, there are embedded tool tips that help describe certain areas on the screen. You simply roll your mouse (cursor) over the area in question, and a pop-up will describe that specific area. The tool tip pop-up will remain visible for a few seconds, then it will disappear automatically.

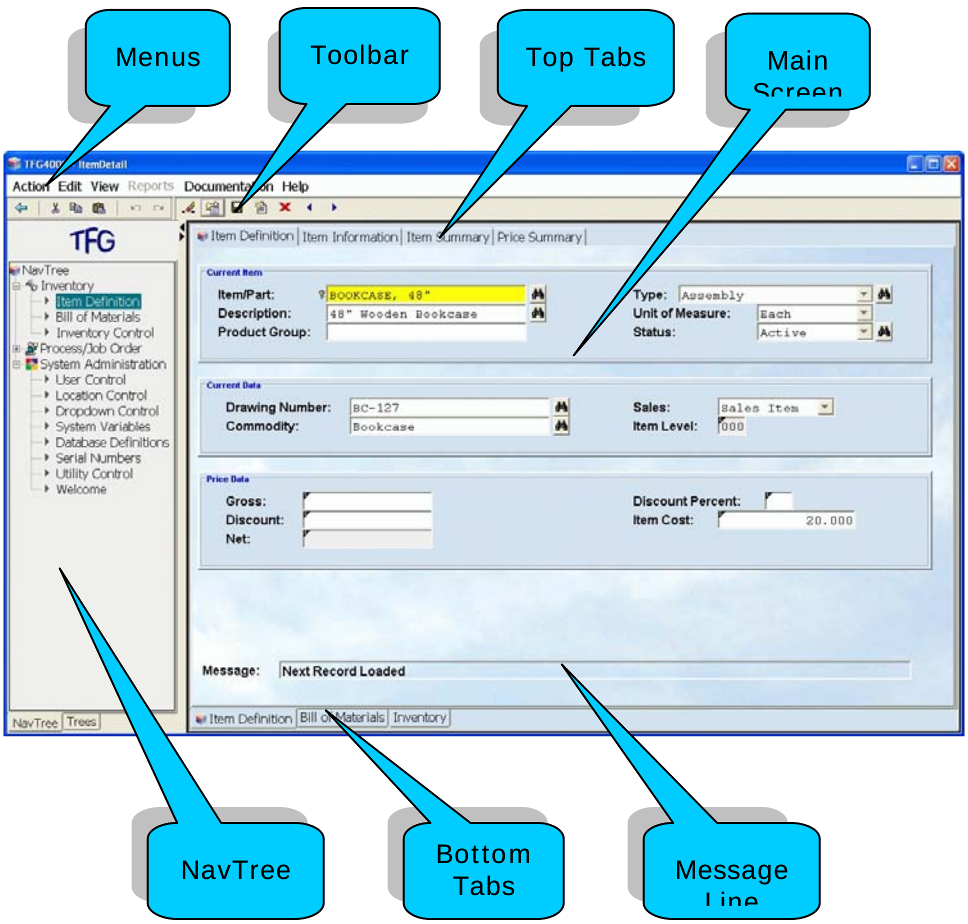
Example Only:



Using TFG4000 Professional Edition

You can navigate through the TFG4000 Professional Edition screens by using the “NavTree”, the “Goto Screen” section of the “View Menu”, and the tabs on the top and bottom of the screen. For easy use, the toolbar provides a variety of functions for you to choose from as you use the TFG4000 Professional Edition applications. There are buttons located on the toolbar that allow you to perform various functions from each screen, such as opening/displaying data, saving data, etc. The “Menu” provides useful functions as well, such as printing reports, documentation, help, etc.

Sample Screen



Menus

Each screen in TFG4000 Professional Edition has various menus available for working with your data. The following describes the purpose of each menu and special features.

Action

This menu is for printing screens and for exiting TFG4000 Professional Edition. It contains the following menu items:

Print	Prints the entire screen in either portrait or landscape mode.
Print Text	Prints only the text currently displayed on the screen in either portrait or landscape mode.
Exit	Terminates the TFG4000 Professional Edition session.

Edit

This menu is for performing cut, copy, and paste operations on data. It contains the following menu items:

Cut	When you highlight data and use this function, the data is removed from the screen and is available in a clipboard for pasting. Holding the “Ctrl” key and pressing the “X” key will perform the same operation.
Copy	When you highlight data and use this function, the data is copied into a clipboard and is available for pasting. Holding the “Ctrl” key and pressing the “C” key will perform the same operation.
Paste	When you position your cursor in a field and use this function, data you have previously put into the clipboard using the “Cut” or “Copy” operation will be pasted after your cursor. Holding the “Ctrl” key and pressing the “V” key will perform the same operation.

Note: If your keyboard is in “insert mode” the data will not overlay data that follows, but if it is not in “insert mode” it will. Press the Insert key on your keyboard to change your insert mode to whichever way you prefer.

View

This menu allows you to change the way the TFG4000 Professional Edition screens are presented and how you navigate the screens. It contains the following menu items:

Set Font Size

You can choose a font size from 10 to 18. With larger font sizes you may have to scroll to see the entire screen.

Hide Calendar Buttons

Toggles whether or not a Calendar button is displayed next to the date fields.

Flip Tree Position

Changes the position of the “NavTree” to either the left or the right side of the screen.

Hide Navigation Tree

Hides the “NavTree” from the screen. Click it a second time to display the “NavTree” on the screen.

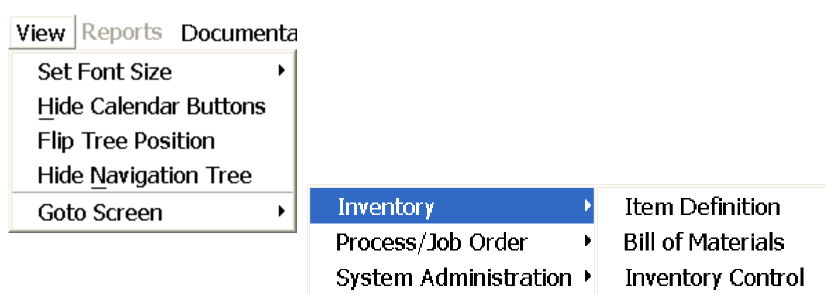
Note: The dark arrows in the bar between the NavTree” and the main screen perform the same function.

Allow Word Wrap

Determines how text may be viewed. When it is checked, text may be displayed on multiple lines and can be viewed by scrolling up and down. When it is not checked, text may be viewed by scrolling right and left. Word wrap is allowed only if the system variable **Allow_Wrap** is set to **Yes**.

GoTo Screen

Displays the “NavTree” in menu format. You can use this method to navigate the screens at any time but it is particularly useful if you hide the “NavTree”.



Reports

This menu shows you the reports or forms available for the screen you are on. There will be various menu items depending on the screen. There is also an "All Reports" menu available from any screen.

Note: Forms are structured documents such as Invoices, Packing Slips, Purchase Orders, etc. Though you will see forms in the Reports menu on some screens, you will not see forms in the All Reports menus.

Specific Reports	Displays reports associated with the screen you are on.
All Reports	Displays a menu of reports available for all the applications you have installed. This menu does not include Forms.

Documentation

This menu lets you select the TFG4000 Professional Edition manuals for viewing and printing.

Help

This menu provides help about the screen you are on and information about TFG4000 Professional Edition. It contains the following menu items:

Screen Help	Displays information about the screen you are on.
About	Displays information about TFG4000 Professional Edition.

Buttons & Icons

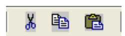
Each screen in TFG4000 Professional Edition has various buttons available for working with your data. The following describes the purpose of each button and special features. It also explains other icons you may see on the screens.

Toolbar Buttons 

Use the following buttons to perform TFG4000 Professional Edition application tasks. The buttons displayed change with the screen you are working with.

Previous screens 

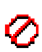
Use this button to return to your previous screen. You can go back up to ten screens.

Cutting, copying and pasting text 

You can use “Cut” and “Paste” to move selected text. You can use “Copy” and “Paste” to copy selected text and paste the copy in another place. “Cut”, “Copy”, and “Paste” can also be selected from the “Edit” menu.

Working with data 

You can perform many different operations by using these buttons:

 Erase	This button clears data from the screen. It does not update any data; it merely clears the data away to make it easier for you to enter something else. It is particularly useful for resetting summary screens for a new search and it may be required when adding new entries on some screens.
 Open (Display)	This button retrieves data that has been previously saved for viewing and/or modifying. The **Enter** key executes this button by default.
 Save	This button stores new data and modified data. If you enter new data or change existing data and do not click this button, the system prompts you to do so.
 Cancel	This button reduces any remaining quantities to zero and changes statuses to “Cancelled”.
 Delete	This button deletes previously saved data. On screens indicated as “definition” screens, the delete button deletes related data in addition to the data currently displayed. On all other screens only the data displayed is deleted.
 Previous	This button retrieves data that alphabetically precedes the currently displayed data.

Next	This button retrieves data that alphabetically follows the currently displayed data.
Copy	This button copies data from one place to another. It can copy related data in addition to the data currently displayed.
Print	This button sends your document to the printer to be printed.
Build	This button extracts eligible data from one place to create a new definition in another place. For example, it can extract customer order data to build a new invoice.
Refresh	This button rebuilds the data on the screen.
Split	This button will take lines from one document to create a new document using the lines selected.

Screen Buttons

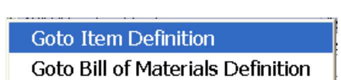
Throughout the screens are buttons that perform functions.

Search	This button is for finding data you have already entered. When you click this button a search box pops up.
Calendar	This button provides a pop-up calendar for selecting dates. You can choose the month and the year, and then double-click on the date you desire. Click “Today” to re-position the calendar on the current date. Click “Cancel” if you decide not to select a date. Dates can be entered without using the “Calendar” button if desired. Manually entered dates are verified so a pop-up appears prompting you to correct a date if it is invalid.
Dropdown	This button provides a “dropdown” list of pre-defined values from various fields that have this button next to it. If you click on one of the values from the dropdown list, that value will appear in the adjacent field.

Table Buttons

Throughout the tables are buttons that perform functions.

GoTo/Selection	This button is for either transferring to another screen or selecting data. When you right-click on this button, it displays a menu of related screens and/or a menu of selection activities. To transfer to another screen, click on the screen you desire and that screen is displayed with the appropriate keys already filled in. To select data, such as a component or inventory location, click the action you want.



	Properties	This button is located at the lower left corner of each table. It allows you to edit the layout of the table. You can use this button to hide or display columns in the table and to restore the original table layout.
	Add Rows	This button appears in the lower right corner of modifiable tables so that you can put more empty rows on the screen for adding data to the table. If you are trying to enter another row in a table and there are not any blank rows to use, click the “Add Rows” button.
	Scroll to the Left	This button allows you to scroll to the left of the table.
	Scroll to the Right	This button allows you to scroll to the right of the table.
	Scroll Up	This button allows you to scroll up the table.
	Scroll Down	This button allows you to scroll down the table.
	Scroll Bottom	This button allows you to scroll to the very bottom of the table.
	Scroll Top	This button allows you to scroll to the very top of the table.
	Scroll Left	This button allows you to scroll to the very left of the table.
	Scroll Right	This button allows you to scroll to the very right of the table.

Information Icons

Icons on the screen show properties about the field.

	Numeric	This icon in the upper left corner of a field indicates that the field is for a numeric value. You are able to enter only numbers, commas, and decimals in fields containing this icon.
	Key	This icon to the left of a field indicates that the field is a key field and is required for this screen.
	Required	If you try to display or save data without entering a required field, this checkmark icon is displayed next to the missing field.

Field Colors

The fields on the screens and in screen tables have three different colors that have functional significance.

Gray	A gray field is display only, no entry allowed or necessary
White	A white field is open for entering data
Yellow	A yellow field indicates where the cursor is currently positioned

Changing Screen Table Properties

Tables that appear on screens can be modified. The columns can be re-sized, re-positioned, hidden, and un-hidden.

To re-size a column move your cursor over the column heading you want to re-size and move to the right until you see an arrow with two heads. Click, then still holding the mouse button down, move the cursor to the right until the column is as wide as you want or to the left until the column is as small as you want.

To re-position a column click on the column heading, then still holding the mouse down, move the column to the where you want it and release the mouse. Some columns are key columns and will not remain where you re-position them.

Note: Re-sizing and re-positioning remain in effect for the duration of the current session. The default sizing and positioning is restored when TFG4000 Professional Edition is restarted.

To hide or unhide a column click the Properties button located in the lower left corner of the table. A red check mark next to the column name indicates the column will be displayed. If there is not red check mark next to the column name it will not be displayed in the table. There may be multiple tabs for the table, so you must click on the tab that contains the column(s) you want. To save the changes you have made, click the “OK” button. To discard the changes you have made, click the “Cancel” button. To reset the properties back to the default properties, click the “Restore Default Visibility” button. Another pop-up will appear asking the range you wish to restore. Use the dropdown provided to select either “All Tabs”, which will restore the defaults for the entire table, or “Currently Displayed Tab Only”, which will restore the default properties only for the portion of the table indicated by the tab you are viewing. Once you have made your selection click “OK” or “Cancel”. That pop-up will disappear and the column visibility properties are reset as requested or the reset action is cancelled. Then you may click either “OK” or “Cancel” to save or discard the property changes.

Note: Property changes remain in effect even after TFG4000 Professional Edition is restarted.

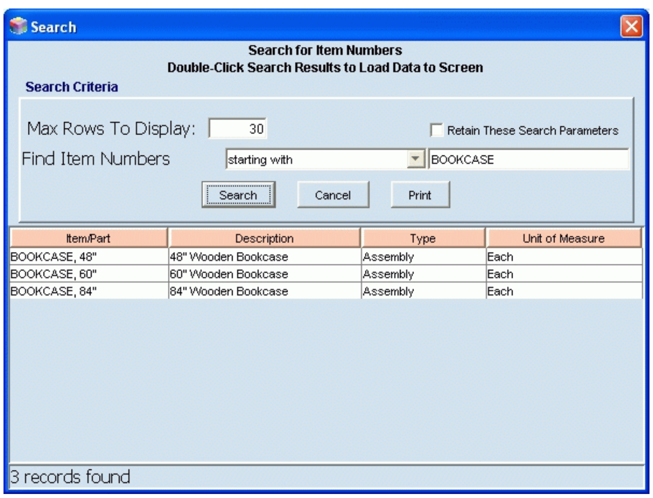
Performing Searches

There are two types of searches in TFG4000 Professional Edition that are similar in appearance, however they have different functionality. The first is a “Search” associated with a field on the screen. The second is a “Search Pop-up” which is found on tables. One of the differences between the two is that a “Search Pop-up” can load multiple table rows to the screen at one time but a “Search” will not. Another difference is that “Search” screen results can be printed but “Search Pop-up” results cannot.

Search Screen (Fields)

Below is an example of a search screen that may be used to locate information already entered into the system, and/or to automatically populate the fields on the screen that you are currently viewing or editing. When search results are displayed you can move the columns into different places on the search screen so that the values can be viewed in positions different from the default layout. Click the heading of the column you wish to move then drag and drop it into the desired position. Resize columns by moving the cursor over the heading until you see an arrow with two heads. Click, and with the mouse button still down, move the cursor right or left until the column is the desired width. The default layout is restored when the “Search” button is pressed and when you exit the search. In addition, you also have the option to retain search parameters by checking the box located next to “Retain Search Parameters”. This option allows you to save the search parameters you used for future searches.

Example Only:



Using the Search Screen

1. Click the Search button located directly next to the field you want to search.

2. Enter the maximum number of rows of data you want to display in your results. The default is “30”.

3. Select one of the search choices using the dropdown. The default is “starting with”.

4. Enter all or part of the value you want to search with. You may leave the search field blank to return all applicable records in the database. If there is a value in the screen field you are searching on, it will be copied to the search field. You can change the search field value on the “Search” screen.

5. Click the Search button .

6. Double click on the row you desire to load the information to the main screen.

Modifying the View of the Search Results

To modify the view of the search results, do the following:

1. To re-size a column move your cursor over the column heading you want to re-size and move to the right until you see an arrow with two heads. Click, then still holding the mouse button down, move the cursor to the right until the column is as wide as you want or to the left until the column is as small as you want.

2. To re-position a column click on the column heading, then still holding the mouse button down, move the column to where you want it and release the mouse. Some columns are key columns and will not remain where you re-position them.

3. To re-size the window move your cursor over the edges of the window until you see an arrow with two heads. Click, and then still holding the mouse button down, move the cursor to increase or decrease the size of the window.

Printing the Search Results

To print the search results, use these steps:

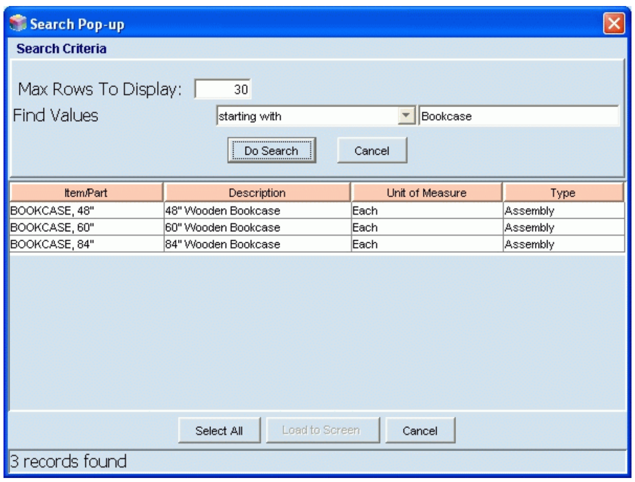
1. Click the Print button on the “Search” screen.

2. Type or select the appropriate formatting options in the dialog box and then click “OK” to print the report.

Search Pop-Up Screen (Tables)

Below is an example of a search pop-up screen that may be used to populate columns in the table on the screen that you are currently viewing or editing. When search results are displayed you can move the columns into different places on the search pop-up screen so that the values can be viewed in positions different from the default layout. Click the heading of the column you wish to move then drag and drop it into the desired position. Resize columns by moving the cursor over the heading until you see an arrow with two heads. Click, and with the mouse button still down, move the cursor right or left until the column is the desired width. The default layout is restored when the “Do Search” button is pressed and when you exit the search pop-up.

Example Only:



Using the Search Pop-Up Screen

1. Click the GoTo/Selection button in the row you want to search.

2. Enter the maximum number of rows of data you want to display in your results. The default is “30”.

3. Select one of the search choices using the dropdown. The default is “starting with”.

4. Enter all or part of the value you want to search with. You may leave the search field blank to return all applicable records in the database.

5. Click the “Do Search” button.

6. To select just one entry, double-click on it to populate the fields on your screen.

7. To select more than one entry, hold down the “Control” key while you click on the other selections with your mouse, then click “Load to Screen” to populate the information.

8. To load all of the entries to the screen table, click the “Select All” button and then click the “Load to Screen” button.

Modifying the View of the Search Results

To modify the view of the search results, do the following:

1. To re-size a column move your cursor over the column heading you want to re-size and move to the right until you see an arrow with two heads. Click, then still holding the mouse button down, move the cursor to the right until the column is as wide as you want or to the left until the column is as small as you want.

2. To re-position a column click on the column heading, then still holding the mouse button down, move the column to where you want it and release the mouse. Some columns are key columns and will not remain where you re-position them.

3. To re-size the window move your cursor over the edges of the window until you see an arrow with two heads. Click, and then still holding the mouse button down, move the cursor to increase or decrease the size of the window.

Printing the Search Results

To print the search results, use these steps:

1. Click the Print button on the “Search” screen.

2. Type or select the appropriate formatting options in the dialog box and then click “OK” to print the report.

Working with Reports

You can view, modify, and print reports by using the “Reports” menu located just above the toolbar.

To view a report, follow these steps:

1. Click on “Reports” above the toolbar. A menu will drop down indicating which reports can be generated from that screen and a selection for All Reports. Click on the report name that you want.

2. A status window will appear showing that the system is generating the report.

3. You will then see your report displayed on the screen.

To modify and/or print a report, follow these steps:

1. Click on “Reports” above the toolbar. A menu will drop down indicating which reports can be generated from that screen. Click on the report name that you want.

2. A status window will appear showing that the system is generating the report.

3. You will then see your report displayed on the screen with this toolbar at the top:

Printing Options	Allows you to set the Page Number Prefix, number of pages wide, and the Repeat Section Header/Footer settings. Adjust the settings to your specifications and then click “OK”.
Page Setup	Allows you to adjust page settings such as page orientation and margins. Once finished adjusting the settings, click “OK”.
Memorize	Allows you to save report settings under a report that you name yourself so you can run the report again with the same settings. You can save settings for a report under different names so you can have multiple versions of the same report formatted different ways. The new report names appear in the Report menu at the top of the main screen (after you go to another screen and come back) and they are available only to you, other users will not be able to see reports you memorized.
Print	Allows you to select printer settings and print your report. Once finished with settings, click “OK” to print the report.
Preview	Allows you to preview your report layout before you actually print. Once finished previewing, click “Close”.

Excel	Allows you to save your report as an Excel document. Once finished naming and specifying where to save your report, click "Save".
Revert	Allows you to discard all layout changes and revert to default settings. Simply click either "Yes", or "No".
Help	Shows the Report Layout Instruction screen.
Close	Click this button to close the report and return to the main screen.

In some reports the selection criteria can be changed in the report window. Adjust the selection criteria as desired, and then click the "Refresh" button to reload the data. When you exit the report you will be asked if you want to update the screen with the refreshed data from the report. Click "Yes" to update the screen or "No" to leave the screen as it was when you started the report.

Report layouts can be modified. Columns can be re-sized, hidden, and un-hidden and sections can be hidden and un-hidden.

To re-size a column do the following:

1. Move your cursor over the column heading you want to re-size.
2. Move to the right until you see an arrow with two heads.
3. Click, then still holding the mouse button down, move the cursor to the right until the column is as wide as you want or to the left until the column is as small as you want.

To hide or unhide a column, do the following:

1. Right click in the report area or the long, thin "Edit" button on the left side of the report window to get the "Report Layout Options" window.
2. Click the "Column Visibility" tab. A red check mark next to the column name indicates the column will be displayed. If there is not red check mark next to the column name it will not be displayed in the report.

To hide or unhide a report section, do the following:

1. Click the tab for the section you want to hide or unhide.
2. Right click in the report area or the long, thin "Edit" button on the left side of the report window to get the "Report Layout Options" window.
3. Click "Do Not Print This Section".

To save the changes you have made, click the "OK" button. To discard the changes you have made, click the "Cancel" button.

To reset the properties back to the default properties, click the "Revert" button located on the report toolbar. A dialog box will appear asking if you want to discard changes and revert back to default settings. Click either “Yes” to restore the defaults or “No” to keep the changes.

Note: Report layout changes remain in effect even after TFG4000 Professional Edition is re-started.

Logos on Forms and Reports

Special forms such as job order forms, customer order forms, packing slips, invoices, and purchase order forms have an area for a company logo. The logo is controlled by system variable **Form_Logo**.

Reports have an area for a company logo too. The logo is controlled by system variable **Report_Logo**.

See the System Administration Users Guide for more information about these system variables and how to set them.

Working with Summary Screens and Summary Reports

TFG4000 has many summary screens and reports available for locating data, listing data, and summarizing data. Each summary screen and report has various fields for search criteria that are used in combination with one another. The search criteria fields can use wildcards and other sophisticated SQL search techniques. For more information about wildcard characters that can be used for advanced searching, refer to the following Microsoft website:

http://msdn.microsoft.com/library/default.asp?url=/library/en-us/off2000/html/acconWildcardCharactersS.asp

Due to differences between Access and ANSI wildcard characters, when reading this website and using wildcards in TFG4000, substitute as follows:

% for *****
_ for **?**
is not used

Also note that these wildcards cannot be used in searches.

Initial Setup

System Variables

TFG4000 is installed with certain features that can be changed. The features are controlled with system variables. You should examine all of the system variables available to determine if the default values are appropriate for your company.

See the section about system variables in the Advanced Installation chapter of this manual for more information about each system variable available, and the System Variables screen in this manual for more information about changing the settings for system variables.

The following are some system variables that are used throughout TFG4000 that you may want to consider first:

Security (installation default is “**No**”) -– With this variable set to “**No**”, anyone using the system has access to all of the applications, screens, and functions; the Windows user id is logged every time data is inserted or updated. With this variable set to “**Yes**”, each person using the system must have a user id and password and varying degrees of access can be set for each user; the TFG4000 user id is logged every time data is inserted or updated. A User ID is not required when security is off. However, if you choose to turn security on, there are two default User ID’s installed with the system: “Admin” (password “Admin”) and “User” (password “User”). You should change the passwords of the default User ID’s.

Form_Logo (installation default is **CubeIcon.gif**) – This variable contains the name of the logo file to use on special forms such as Customer Order Forms, Purchase Order Forms, Job Order forms, Packing Slips, and Invoices. The recommended logo size is 50x50 pixels. The logo can be smaller or larger and the system will size it to fit. If you want your company logo to appear on forms, place your logo in .gif format in the \\Server\Images directory and set this variable to the name of the logo. (**Note:** The Report_Logo variable was used in previous releases of TFG4000 for forms, so you may need to check this variable).

Report_Logo (installation default is **CubeIcon.gif**) – This variable contains the name of the logo file to use on reports. The recommended logo size is 50x50 pixels. The logo can be smaller or larger and the system will size it to fit. If you want your company logo to appear on reports, place your logo in .gif format in the \\Server\Images directory and set this variable to the name of the logo.

Screen_Logo_Image (installation default is **CubeIcon.gif**) – This variable contains the name of the logo file to use above the navigation tree (NavTree) on the left side of the screen. The recommended logo size is 50x50 pixels. The logo can be smaller or larger and the system will size it to fit. If you want your company logo to appear above the NavTree, place your logo in .gif format in the \\Server\Images directory and set this variable to the name of the logo.

TFGTriggerController (installation default is “**1**”) – This variable indicates the interval in minutes between general trigger processing. With this variable set to **0**, background utilities, Preventive Maintenance scheduling, and certain Warehousing processes will not run. Set it to **1** or higher to allow trigger processing.

Welcome_Logo (installation default is **Cubes.gif**) – This variable contains the name of the logo file to use on the Welcome screen. The recommended logo size is 300x300 pixels. The logo can be smaller or larger and the system will size it to fit. If you want your company logo to appear on the Welcome screen, place your logo in .gif format in the \\Server\Images directory and set this variable to the name of the logo.

System Administration Screens

Some of the data in TFG4000 has been pre-defined for ease of entry. The pre-defined data can be customized to suit your needs. Some of the system settings can be changed too. In addition, some data utilities have been provided for backing up and restoring data and importing/exporting data.

Database Definitions

There are many tables in the TFG4000 database. The Database Definitions screen displays a list of these tables with help text that describes each one. It also displays the columns within each table.

Dropdown Control

Many screens have pre-defined values that can be selected when you click on a little arrow next to the field. This is called a dropdown. A list of values appears and you can click on one so the value you selected appears in the field. Some of the dropdown lists can be customized. You can add, change, and delete values. It is required that you restart the software after you have finished changing dropdowns. The changes you make will subsequently change occurrences for all users.

Label Definition and Label Format

TFG4000 contains predefined label forms. The Label Definition screen allows you to define your own label forms by specifying physical dimensions. The Label Format screen allows you to define the layout of the labels.

Message Distribution and Message Distribution Summary

Certain processes in TFG4000 produce messages to notify responsible people of activity in the system, errors, and potential problems. Message Distribution allows you to assign the user to whom messages will be sent and how they will be sent, i.e. E-mail, Instant Message, or stored in a message table for later review. The Message Distribution Summary screen allows you to view message definitions based on selection criteria.

Serial Numbers

The TFG4000 Software Series contains several different applications. Each application must have a serial number entered before it can be used. The Serial Numbers screen displays the applications and the serial numbers that have already been entered.

System Setup

The TFG4000 server uses information provided by a system configuration or .ini file. The settings in the .ini can be viewed and maintained with System Setup.

System Variables and UOM Conversion

TFG4000 uses variables, such as screen colors, which you may change if you wish by changing the values on the System Variables screen. Also, the UOM Conversion screen provides a method for establishing conversion values from one unit of measure to another. For example, how to convert a unit of measure called Pounds to a unit of measure called Ounces. The screen provides a way to test conversions to verify they are calculating as desired.

Trigger Log and Trigger Status

Some of the functions within TFG4000 are started as independent tasks or “triggered”. Trigger Control provides a screen called Trigger Log to view triggers which have not been processed yet and the Trigger Status screen provides a way to stop and start individual trigger processes.

User Control, Security Control, and Signed On Users

User Control allows you to maintain user information, such as entering new users and changing information about existing users. Security Control allows you to view and maintain security for individual screens and reports for a user. Signed On Users displays a list of users currently signed onto the system.

Utility Control, Database Compact / Repair, Background Utilities

The Utility Control screen provides database utilities – database backup, database restore, data export, and data import. Database Compact/Repair allows you to run a database utility that compresses the database to recover unused space as well as repair possible database problems. Background Utilities is an assortment of background processes for updating large amounts of data.

Welcome

The first screen you see when you start TFG4000. This screen has useful information about help that is available in TFG4000 as well as information for new users. TFG4000 software registration is available from this screen as well as a setup function which prompts you for system variable settings.

System Administration Screens Explained

Database Definitions Screen

This screen is for viewing a list of the database tables in TFG4000 and the columns within those tables. This screen is important if you wish to import and/or export data.

Table Name Table

Column	Explanation
Row	The line number of the row in the table.
Table Name	Name of the database table. Right click on the table name to view a description of the table. Double click on the table name to display the columns in the table.

Column Name Table

Column	Explanation
Row	The line number of the row in the table.
Column Name	Name of the column in the table selected.
Data Type	Database data definition of the column. Definitions are as follows: **VARCHAR** Variable Character. Can contain letters and numbers **LONGCHAR** Long Character. Can contain letters and numbers **DECIMAL** Number with decimal places. The database definition allows up to 10 decimal places for quantities and 6 decimal places for values. **INTEGER** Number without decimals **DATETIME** Date and time. This can also be just a date.
Size	Maximum length allowed for this column including decimal places for DECIMAL columns.
Decimal	Maximum number of decimal places allowed for this column.
Remarks	Additional information about the definition of the column. **<Required>** Data for this column must be provided for import **<Null>** This column can contain a null value (no data at all) Columns that have nothing under remarks do not have to be provided for import and will default based on data type.

Accessing the Database Definitions Screen

1. Click the plus ("+") next to "System Administration" or double-click "System Administration" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "System Administration".

2. Click "Database Definitions".

3. The "Database Definitions" screen is then displayed with a list of database tables. It also displays the columns associated with the first table. Use the scroll bar on the right side of the table to display additional tables.

Using the Database Definitions Screen

There is one function available for this screen – Open (Display).

Display the Database Definitions

To display the tables and columns in the TFG4000 database, do the following:

1. Click the Open (Display) button located on the toolbar.

Note: Right click on a table name to get more information about the table.

Dropdown Control Screen

This screen is for entering and maintaining values in the dropdown lists used on many of the screens.

Dropdown Name Table

Column	Explanation
Row	The line number of the row in the table.
Dropdown Name	The name of a dropdown list defined in the system. The dropdown name may be different from the name displayed on the screen.

Text to Display Table

Column	Explanation
Row	The line number of the row in the table.
Text to Display to User	The text displayed in the dropdown list for the selected dropdown name. The dropdown items are displayed in the order in which they were entered.
Default	Indicates which dropdown entry is to be used as the default value when this dropdown is used within an application.
Delete	This is a checkbox to indicate you want to delete a dropdown list value.

Accessing the Dropdown Control Screen

1. Click the plus ("+") next to "System Administration" or double-click "System Administration" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "System Administration".

2. Click "Dropdown Control."

3. The "Dropdown Control" screen is then displayed with a list of dropdown list that can be modified. It also displays the dropdown entries for the fist dropdown list. Use the scroll bar on the right side of the table to display additional dropdown lists.

Accessing the Dropdown Control Screen from a Field that uses the Dropdown

1. Right click the field that uses the dropdown.

2. Select "Edit Dropdown Entries…" from the pop-up menu that appears.

3. The Dropdown Control screen is displayed and it is automatically positioned on the dropdown you need.

Using the Dropdown Control Screen

There are four functions available for this screen – Add, Display, Update, and Delete.

Note: If you change a dropdown you must stop and restart TFG4000 for the change to take effect.

Adding a Dropdown Value

To add a dropdown value, do the following:

1. Click on the dropdown you wish to change. The "Text to Display to User" table will display the dropdown values.

2. Clicking the Add Rows button in the lower right corner of the table.

3. Select the first blank row in the "Text to Display to User" table. Enter the new dropdown value in this row.

4. Repeat step 1 through 3 as necessary for each additional dropdown you wish to update.

5. Once finished, click the Save button located on the toolbar.

Displaying Dropdown Values

To display dropdown list values, do the following:

1. Click on the dropdown you wish to view. The "Text to Display to User" table will display the dropdown values.

Updating a Dropdown Value

To modify a dropdown value, do the following:

1. Click on the dropdown you wish to change. The "Text to Display to User" table will display the dropdown values.

2. Select the row in the "Text to Display to User" table you want to change. Enter the new dropdown value in this row.

3. Repeat step 3 as necessary for each additional dropdown you wish to update.

4. Once finished, click the Save button located on the toolbar.

Setting a Dropdown Default Value

To select a dropdown value as the default to be used when the dropdown is used in an application, do the following:

1. Click on the dropdown you wish to change. The "Text to Display to User" table will display the dropdown values.

2. Click the circle next to the value you want to be used as the default. There can be only one default per dropdown.

3. Once finished, click the Save button located on the toolbar.

Deleting a Dropdown Value

To delete a dropdown value, do the following:

1. Click on the dropdown from which you wish to delete values. The "Text to Display to User" table will display the dropdown values.

2. Click the Delete checkbox ☐ for each value you want to delete. You may select more then one value to be deleted at one time. Click the checkbox again to remove the deletion flag.

3. Once finished, click the Save button located on the toolbar.

Label Definition Screen

TFG4000 contains predefined label forms. The Label Definition screen allows you to define your own label forms by describing the physical characteristics of the label form.

Label Definition Group

<u>**Field**</u>	<u>**Explanation**</u>
Form Name	Identifier of a label. Indicates the kind of label you want to print.
Form Type	Type of label form (e.g. Laser, Inkjet, etc.)
Description	Description of the label form.
Status	Information indicating the status of this entity.

Label Parameters Group

<u>**Field**</u>	<u>**Explanation**</u>
Label Units	How you want to see the label formatting measurements. The default is inches, but you can choose centimeters or points as well.
Page Top Margin	Distance from the top of the page to the top of the labels.
Page Left Margin	Distance from the left side of the page to the left edge of the labels.
Label Top Border	Distance from the top of the label to the printable area of the label.
Label Left Border	Distance from the left side of the label to the printable area of the label.
Page Width	How wide the physical page is.
Page Height	How high the physical page is.
Label Width	How wide the physical label is.
Label Height	How high the physical label is.
Cols Per Page	How many labels are there going across the page (cols or columns).
Rows Per Page	How many labels there are going down the page (rows).
Label Font Size	Size of the font to be used when the label is printed. The default is 9.
Label Font Bold	Indicates of the label font should be **Bold** or not.

Center Text Vertically Within Each Label	Should the label's text be centered vertically on the label, or should the first line of text begin at the top edge of the label? When this option is selected the label's text will be centered vertically on the label.
Print Landscape	Checkbox to indicate if you want the labels printed in landscape or portrait orientation.

Message Line

Message	Displays information about the current status of the screen.

Accessing the Label Definition Screen

1. Click the plus ("+") next to "System Administration" or double-click "System Administration" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "System Administration".

2. Click "Label Definition."

3. The "Label Definition" screen is then displayed.

Using the Label Definition Screen

Use these procedures to erase the screen, display, update, add, delete, display the previous, and display the next label definition.

Erasing the Screen

To erase the data from the screen click the Erase button located on the toolbar.

Note: Erasing the screen does not cause any data to be lost; it is merely a way to clean the screen in preparation for another operation.

Displaying a Label

To display a label, perform the following steps:

1. Enter a form name in the “Form Name” field.

2. Click the Open (Display) button located on the toolbar or hit the Enter key.

3. The label is displayed on the main screen.

   -or-

1. Use one of the following Search buttons to locate the item number you want:
   a) Button next to the “Form Name” field
   b) Button next to the “Description” field
   c) Button next to the “Form Type” field
   d) Button next to the “Status” field

2. Double-click on the label form you would like to display in the “Search” screen table.

3. The label is displayed on the main screen.

Updating a Label

To update a label, perform the following steps:

1. Display the label you wish to change. See “Displaying a Label” above.

2. Change the desired information on the screen.

3. When done, click the Save button located on the toolbar.

Adding a New Label

To add a label, perform the following steps:

1. Click the Erase button located on the toolbar to clear the screen.

2. Enter a new label form in the “Form Name” field. This name must be a unique label name. The “Form Name” field is required.

3. Enter data in any of the other fields you desire, these fields are optional.

4. When done, click the Save button located on the toolbar.

-or-

1. Display a label form. See “Displaying a Label” above.

2. Change the form name in the “Form Name” field to a new value.

3. Change any of the other fields you desire, these fields are optional.

4. When done, click the Save button located on the toolbar.

Tip: The second procedure above can be used to copy a label form to a new label form.

Deleting a Label

To delete a label, perform the following steps:

1. Display the label you wish to delete. See “Displaying a Label” above.

2. Click the Delete button located on the toolbar.

3. Click the “Yes” button on the “Confirm Action” pop up message. If you do not want to delete the item or part click “No” on the “Confirm Action” pop up message.

Note: Once a label form is deleted, it can no longer be displayed or updated.

Displaying the Previous Label

To display the label that precedes the label currently displayed, perform the following steps:

1. Click the Previous button ◀ located on the toolbar.
2. The previous label form is displayed on the main screen.

Displaying the Next Label

To display the label that follows the label currently displayed, perform the following steps:

1. Click the Next button ▶ located on the toolbar.
2. The next label form is displayed on the main screen.

Tip: You can use the Next button ▶ as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button, then click the Next button ▶.

Label Format Screen

When you define your own labels you must provide the format of the label. The Label Format screen allows you to choose the data you want on the label and where you want the data placed as well as tags to indicate what the data is.

Current Label Format Group

Field	**Explanation**
Label Group	The application where the label data can come from, e.g. Customer Address, Item/Part, etc.
Description	Description of the label format.
Label Name	Identification of the label format.
Format Type	Type of label, e.g. Address Label, Item Tag, etc.
Form Name	Indicates the physical form this label will be printed on. It can be a standard form like Avery 5160 or it can be a custom form designed within TFG4000.
Status	Information indicating the status of this label format (Active or Inactive)

Label Format Table (First Field, Second Field, Third Field, Fourth Field, Fifth Field, and Sixth Field tabs)

Column	**Explanation**
Row	Row number on the screen table. Used for error messages to indicate which row has an error.
Line Number	Relative position on the actual label where this data will appear. The line numbers are used to arrange the information. You can number by 10's so you can add lines without having to move other lines down. For example, you could have line number 10, 20, and 30 then add line 25 and it would appear after 20 and before 30. You can also overtype the line numbers to move the lines around. For example, you could have lines 1 through 10 and by typing a 5 over line 3 and a 3 over line 5 you could swap those lines.
Tag	Text to appear before the data.
Field	Name of the column in the database where the data is stored.
Default	Default value you want to print if the field does not contain any data.
Suffix	What you want to appear after the data. For example, you may have another set of data following this one and you want them separated by a comma, so you would enter a comma (,) here.

Barcode Type	Type of barcode to print on the label (None if no barcode is desired)
Delete	Checkbox to indicate you want to delete this line.

Message Line

Message	Displays information about the current status of the screen.

Accessing the Label Format Screen

1. Click the plus (“+”) next to “System Administration” or double-click “System Administration” in the “NavTree”.

   -or-

   Click on the “View” menu. Select “Goto Screen”, then select “System Administration”.

2. Click “Label Definition.”
3. The “Label Definition” screen is then displayed.
4. Click “Label Format”.
5. The “Label Format” Screen is then displayed.

Using the Label Format Screen

Use these procedures to erase the screen, display, update, add, delete, display the previous, and display the next label format. In addition there is a special section describing the process for building an example of a label format.

Erasing the Screen

To erase the data from the screen click the Erase button located on the toolbar.

Note: Erasing the screen does not cause any data to be lost; it is merely a way to clean the screen in preparation for another operation.

Displaying a Label Format

To display a label format, perform the following steps:

1. Enter a label name in the “Label Name” field.

2. Click the Open (Display) button located on the toolbar or hit the Enter key.

3. The label is displayed on the main screen.

   -or-

1. Use one of the following Search buttons to locate the item number you want:
   a) Button next to the “Label Name” field
   b) Button next to the “Description” field
   c) Button next to the “Format Type” field

2. Double-click on the “Label Name” you would like to display in the “Search” screen table.

3. The label format is displayed on the main screen.

Updating a Label

To update a label, perform the following steps:

1. Display the label format you wish to change. See “Displaying a Label” above.

2. Change the desired information on the screen.

3. When done, click the Save button located on the toolbar.

Adding a New Label

To add a label, perform the following steps:

1. Click the Erase button located on the toolbar to clear the screen.

2. Enter a new label name in the "Label Name" field. This name must be a unique label name. The "Label Name" field is required.

3. Enter data in any of the other fields you desire, these fields are optional.

4. When done, click the Save button located on the toolbar.

   -or-

1. Display a label Name. See "Displaying a Label" above.

2. Change the label name in the "Label Name" field to a new value.

3. Change any of the other fields you desire, these fields are optional.

4. When done, click the Save button located on the toolbar.

Tip: The second procedure above can be used to copy a label to a new label name.

Deleting a Label

To delete a label, perform the following steps:

1. Display the label name you wish to delete. See "Displaying a Label" above.

2. Click the Delete button located on the toolbar.

3. Click the "Yes" button on the "Confirm Action" pop up message. If you do not want to delete the item or part click "No" on the "Confirm Action" pop up message.

Note: Once a label name is deleted, it can no longer be displayed or updated.

Displaying the Previous Label

To display the label that precedes the label currently displayed, perform the following steps:

1. Click the Previous button located on the toolbar.

2. The previous label name is displayed on the main screen.

Displaying the Next Label

To display the label that follows the label currently displayed, perform the following steps:

1. Click the Next button located on the toolbar.

2. The next label name is displayed on the main screen.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button, then click the Next button.

Building a Label Format (Example)

To build a format, you specify the relative line number where you want the data, then use the other fields to describe what you want to print and what other information you want around it.

The following is an example of an address label:

First Field:

Line	*Tag One*	*Field One*	*Default One*	*Suffix One*	*Barcode Type*
1		Customer Name			None
2		Address Line 1	Unknown		None
3		Address Line 2			None
4		City		,	None

Second Field:

Line	*Tag One*	*Field One*	*Default One*	*Suffix One*	*Barcode Type*
1					None
2					None
3					None
4		State			None

Second Field:

Line	*Tag One*	*Field One*	*Default One*	*Suffix One*	*Barcode Type*
1					None
2					None
3					None
4		Zip			None

Here is an example of what that label might look like with some data:

ABC Company
100 Elm Street
Suite 5
New York, NY 12345

More labels using the same format:

The Fredrick Group, Inc.
P.O. Box 1698
Cumming, GA 30028

XYZ Company
Unknown

Notice how the XYZ label used the text “Unknown” as the default for address line 1 because it did not have any data and the subsequent lines were not printed because no defaults were defined.

Message Distribution Screen

This screen allows the System Administrator to define who will receive what messages and in what form they will be sent.

Current Message Group

Field	**Explanation**
Message	The message number. This is the key to the message data and is pre-defined in TFG4000.
Type	Indicates the type of message this is. Message types are: **Information** Indicates something has occurred but no error was detected and no action is required. **Warning** Indicates something has occurred which may require your attention **Action** Indicates something has occurred which requires immediate action
Description	Actual message text.
Status	Current status of this message (Active or Inactive).
Message Distribution	Check box that when checked indicates this message should be sent using the addresses defined in the message distribution table.
Item Distribution	Check box that when checked indicates this message should be sent using addresses defined for the item affected by the message. Item message distribution is defined on the Item Definition screen in Shared Applications.

Message Distribution Table (User, and Email & IM tabs)

Column	**Explanation**
Row	Row number on the screen table. Used for error messages to indicate which row has an error.
User	User ID of the person who should receive this message.
Name	Name of the person who should receive this message.
Email	Checkbox that when checked indicates the user should receive this message via email.
IM	Checkbox that when checked indicates the user should receive this message via Instant Messenger.
Database	Checkbox that when checked indicates this message should be saved for this user in the message table. Users can view and

	delete messages with the Messaging screen under Shared Applications.
Action	Checkbox that when checked indicates this user is required to perform some action when this message is received.
Delete Days	Number of days this message should remain in the message table before it is automatically deleted.
Priority	Message priority where 1 is the highest priority and 9 is the lowest.
E-Mail Address	E-mail address to use to send this message to this user.
IM Address	Instant Messenger address to use to send this message to this user.
Delete	Checkbox to indicate you want to delete this line.

Message Line

Message	Displays information about the current status of the screen.

Accessing the Message Distribution Screen

1. Click the plus ("+") next to "System Administration" or double-click "System Administration" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "System Administration".

2. Click "Message Distribution."

3. The "Message Distribution" screen is then displayed.

Using the Message Distribution Screen

Use these procedures to erase the screen, display, update, add, delete, display the previous, and display the next message.

Erasing the Screen

To erase the data from the screen click the Erase button located on the toolbar.

Note: Erasing the screen does not cause any data to be lost; it is merely a way to clean the screen in preparation for another operation.

Displaying a Message

To display a message, perform the following steps:

1. Enter a message number in the “Message” field.

2. Click the Open (Display) button located on the toolbar or hit the Enter key.

3. The message and its distribution are displayed on the main screen.

   -or-

1. Use one of the following Search buttons to locate the item number you want:
   a) Button next to the “Message” field
   b) Button next to the “Description” field

2. Double-click on the “Message” you would like to display in the “Search” screen table.

3. The message and its distribution are displayed on the main screen.

Updating Message Distribution

To update message distribution, perform the following steps:

1. Display the message you wish to change. See “Displaying a Message” above.

2. Change the desired information on the screen.

3. When done, click the Save button located on the toolbar.

Adding a User to Message Distribution

To add a user to message distribution, perform the following steps:

1. Display the message you need. See “Displaying a Message” above.

2. Use the Goto/Selection button on a blank line to select the user you want.

3. Check each of the checkboxes for the method(s) by which you want this message delivered to this user.

4. Check the checkbox in the “Action” column if this user must perform some action

when this message is received.

5. Set the number of days this message should remain on the message database. The default is 30 days.

6. Set the priority for this message (1 is lowest and 9 is highest). The default is 5.

7. Enter email and IM address if necessary.

8. When done, click the Save button located on the toolbar.

Deleting a User from Message Distribution

To delete a user from message distribution, perform the following steps:

1. Display the message you need. See "Displaying a Message" above.

2. Click the Delete checkbox for each user you want to delete. You may select more then one value to be deleted at one time. Click the checkbox again to remove the deletion flag.

3. When done, click the Save button located on the toolbar.

Displaying the Previous Message

To display the message that precedes the message currently displayed, perform the following steps:

1. Click the Previous button located on the toolbar.

2. The previous message is displayed on the main screen.

Displaying the Next Message

To display the message that follows the message currently displayed, perform the following steps:

1. Click the Next button located on the toolbar.

2. The next message is displayed on the main screen.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button, then click the Next button .

Message Distribution Summary Screen

This screen allows you to view a summary of the messages in the system and the distribution information for those messages. Selection criteria is provided to help choose the messages to be displayed.

Current Message Group

Field	Explanation
Message	Enter all or part of a message number to display messages based on message number or leave this field blank for all messages.
Type	Select a message type or leave this field blank for messages of any type.
Description	Enter all or part of message text to view messages based on message text or leave this field blank for all messages.
Status	Select a message status or leave this field blank for messages with any status.
User ID	Enter all or part of a user ID to view messages based on user distribution or leave this field blank for all users.
User Name	Enter all or part of a user name to view messages based on user name or leave this field blank for all users.
Number of Rows to Display	Controls the number of database rows to retrieve for the summary. The default value is 30. The more rows retrieved, the longer it takes the summary to complete. Use the selection criteria to help control the number of rows retrieved.

Message Summary Table (Message, Status, and Addresses tabs)

Column	Explanation
Message Number	Message number.
Description	Message text.
Sequence	Used internally to keep records unique.
User ID	User ID of the user who should receive this message.
Name	Name of the person who should receive this message.
Priority	Priority of this message for this user (1 is highest and 9 is lowest)
Type	Message type (Information, Warning, Action)
Status	Current status of this message (Active or Inactive)

Email	“Yes” indicates the user should receive this message via email.
IM	“Yes” indicates the user should receive this message via Instant Messenger.
Database	“Yes” indicates this message should be saved for this user in the message table. Users can view and delete messages with the Messaging screen under Shared Applications.
Action	Checkbox that when checked indicates this user is required to perform some action when this message is received.
Delete Days	Number of days this message should remain in the message table before it is automatically deleted.
E-Mail Address	E-mail address to use to send this message to this user.
IM Address	Instant Messenger address to use to send this message to this user.

Message Line

Message	Displays information about the current status of the screen.

Accessing the Message Distribution Summary Screen

1. Click the plus (“+”) next to “System Administration” or double-click  “System Administration” in the “NavTree”.

   -or-

   Click on the “View” menu. Select “Goto Screen”, then select “System Administration”.

2. Click “Message Distribution.”

3. The “Message Distribution” screen is then displayed.

4. Click “Message Distribution Summary”

5. The “Message Distribution Summary” screen is then displayed

Using the Message Distribution Summary Screen

Displaying Message Summaries

To display a message summary, perform the following steps:

1. Enter all or part of a message number in the “Message” field. You can leave the “Message” field blank to select all messages.

2. Enter or select values in the other selection criteria fields as desired.

3. Click the Open (Display) button  located on the toolbar or hit the Enter key.

4. The message summary results are displayed in the Summary table on the main screen.

5. If the record you are looking for is not displayed in the table, either increase the “Number of Rows to Display” or change the selection criteria.

Serial Number Screen

This screen is for displaying information about the TFG4000 applications you have installed and for entering serial numbers for applications you install later.

Serial Number Table

<u>**Column**</u>	<u>**Explanation**</u>
Row	The line number of the row in the table.
Application Name	TFG4000 application.
Time Stamp	Date and time the TFG4000 application was installed on your machine.
Serial Number	The serial number for the TFG4000 application installed. Blank if that application is not installed.
Tree Order	The order in which the applications appear in the navigation tree or “NavTree”.
Registered	Indicates if the application has been registered.

Message Line

Message	Displays information about the current status of the screen.

Accessing the Serial Number Screen

1. Click the plus (“+”) next to “System Administration” or double-click “System Administration” in the “NavTree”.

   -or-

   Click on the “View” menu. Select “Goto Screen”, then select “System Administration”.

2. Click “Serial Numbers”.

3. The “Serial Number” screen is then displayed with a list of applications. Use the scroll bar on the right side of the table to display additional applications.

Using the Serial Number Screen

There are two functions available for this screen – Display and Update.

Displaying the Serial Numbers

To display application serial number information, do the following:

1. Click the Open (Display) button located on the toolbar.

Updating Serial Numbers

To add or change a serial number, do the following:

1. Click the Open (Display) button located on the toolbar.
2. Enter the serial number for the appropriate application.
3. Once finished, click the Save button located on the toolbar.

Updating Tree Order

To change the order in which the applications appear on the NavTree, do the following:

1. Click the Open (Display) button located on the toolbar.
2. Enter the order number for the appropriate application. If more than one application has the same order number, their order will be determined alphabetically.
3. Once finished, click the Save button located on the toolbar.
4. You must stop and restart the TFG4000 client before the changes are effective.

System Setup Screen (Edit Ini File)

This screen is for displaying and updating information about the options used for the TFG4000 system server.

Initialization Settings Group

Field	**Explanation**
Server IP Port	The distinct port number used by the server to communicate with TFG4000 clients.
Caching Mode	To improve performance TFG4000 can store (cache) information in memory so it doesn't have to retrieve it from disk every time you display a different screen. The default is caching = "Yes".
AIM Screen Name	The AOL Instant Messenger name TFG4000 will log into to send instant messages. This is for certain features within TFG4000 where users can be notified by instant message when necessary. If Instant Messaging is not to be used this field should be left blank.
AIM Password	The AOL Instant Messenger password for the AIM Screen Name.
Mail Server Name	Certain functions of TFG4000 can send Emails to let you know when specific TFG4000 events happen. To send an Email, TFG4000 needs to know the name of the Email server machine through which to send the messages. In this field, enter the Outgoing Mail Server name. **Note**: Emails will always look like they came from a user named as specified in the User Email field. For example, let's say you enter MyMailServer.com as your Mail Server and TFG4000 as the User Email address field. When TFG4000 then sends an Email, it will look like it came from TFG4000@MyMailServer.com
Email Address	Email user name that will be used when email messages are sent from TFG4000.
User Name	Email user name to use if it is different than the Email address
Mail Password	Server email password to use when TFG4000 sends email (if necessary)
Mail UserID Name	The default email address of the user(s) who should receive messages from TFG4000 Trigger processes. For multiple users enter the email addresses separated by a semi-colon or enter a mailing list defined on your mail server.

Authorized Console Users Table

Column	Explanation
Row	The line number of the row in the table.
AIM Screen Name	AIM screen name of a user who is authorized to view the TFG4000 AIM console. To view the console the user must send the message **LOGON** to the TFG4000 AIM Screen name. Server events are sent as AIM messages so the user can monitor the server. To logoff the user must send the message **LOGOFF**.
Delete	Checkbox to indicate you want to delete this line.

Connection Table

Column	Explanation
Row	The line number of the row in the table.
Database Description	Description of the database where the connection is to be made.
Database UserID	The user ID needed to make the database connection if necessary.
UserID Password	Password for the Database User ID.
Unavailable Message	Message to send when the database connection cannot be made.
Driver Class Name	Name of the driver to use to make the database connection.
JDBC Qualifier 1	First qualifier needed for JDBC.
JDBC Qualifier 2	Second qualifier needed for JDBC.
Delete	Checkbox to indicate you want to delete this line.

Message Line

Message	Displays information about the current status of the screen.

Accessing the System Setup Screen

1. Click the plus ("+") next to "System Administration" or double-click "System Administration" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "System Administration".

2. Click "System Setup".

3. The "System Setup" screen is then displayed.

Using the System Setup Screen

There are two functions available for this screen – Display and Update.

Displaying the System Setup Options

To display system setup information, do the following:

1. Click the Open (Display) button located on the toolbar.

Updating System Setup Options

To update system setup options, do the following:

1. Click the Open (Display) button located on the toolbar.

2. Change data as needed.

3. Once finished, click the Save button located on the toolbar.

System Variables Screen

This screen is for maintaining system variables settings. There is a list of system variables in the Advanced Installation section of this manual.

System Variable Table (Variable and Description tabs)

Column	**Explanation**
Row	The line number of the row in the table.
Name	The name of the system variable. For information about each variable see the “Description” field for the variable.
Data	Current value of the system variable. Some variables have a dropdown list that contains the valid values for that variable; others have absolute values like numbers or text.
Type	Data type of the system variable: “Text” or “Number”
Description	Brief explanation of what the variable is.

Message Line

Message	Displays information about the current status of the screen.

Accessing the System Variables Screen

1. Click the plus (“+”) next to “System Administration” or double-click  “System Administration” in the “NavTree”.

   -or-

   Click on the “View” menu. Select “Goto Screen”, then select “System Administration”.

2. Click “System Variables”.

3. The “System Variables” screen is then displayed with a list of variables that can be modified. Use the scroll bar on the right side of the table to display additional system variables.

Using the System Variables Screen

There are two functions available for this screen – Display and Update.

Note: If you change a system variable you must stop and restart TFG4000 for the change to take effect.

Displaying System Variables

To display system variables, do the following:

1. Click the Open (Display) button located on the toolbar.

Updating System Variables

To change a system variable, do the following:

1. Click on the “Data” column next to the “Name” column you with to change.
2. Enter or select the new value for the system variable.
3. Repeat step 2 as necessary for each additional system variable you wish to update.
4. Once finished, click the Save button located on the toolbar.

UOM Conversion Screen

This screen is for defining unit of measure conversion calculations. The top part of the screen can be used to test conversions to verify they are calculating values as desired.

Each item in TFG4000 is defined with a unit of measure that indicates how one unit of the item is measured. There are times when the unit of measure must be converted to another unit of measure. For example, an item called Pencil may be purchased in quantities of 12 or unit of measure Dozen, but stored in inventory as individual units or as unit of measure Each. The conversion for Dozen to Each must be defined so the system will be able to convert the quantities received from Dozen so they can be stored in inventory as Each.

Test Conversions Group

<u>**Field**</u>	<u>**Explanation**</u>
From UOM	The unit of measure to convert from.
To UOM	The unit of measure to convert to.
Quantity	The quantity in the "From UOM" unit of measure.
Results	The quantity after it is converted to the "To UOM" unit of measure.

Unit of Measure Conversion Table

<u>**Column**</u>	<u>**Explanation**</u>
Row	The line number of the row in the table.
From UOM	The unit of measure to convert from.
Operator	The mathematical operation to perform on the From UOM to convert it to the To UOM.
Factor	The conversion factor to apply when converting the From UOM to the To UOM.
To UOM	The unit of measure to convert to.
Status	The current status of this unit of measure conversion (Active or Inactive)
Description	Explanation of the conversion.
Delete	Checkbox to indicate you want to delete this line.

Message Line

Message	Displays information about the current status of the screen.

Accessing the UOM Conversion Screen

1. Click the plus ("+") next to "System Administration" or double-click "System Administration" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "System Administration".

2. Click "System Variables".

3. The "System Variables" screen is then displayed.

4. Click "UOM Conversion".

5. The "UOM Conversion" screen is then displayed with a list of conversions that can be modified. Use the scroll bar on the right side of the table to display additional conversions.

Using the UOM Conversion Screen

There are three functions available for this screen – Display, Update, and Calculate (test conversion).

Unit of measure communicates how something is measured. An item may be measured in ounces or feet. There are times when the unit of measure must be converted to another unit of measure, for example, you may store your items individually or as “Each” but you purchase them in dozens. The receiving process must have a way to convert the quantity from Dozen to Each. In this example the “From UOM” is Dozen and the “To UOM” is Each. The Operator is “Divided By” and the Factor is “12”. So if we convert a quantity of 1 Dozen to Each, the calculation is: Dozen Divided By 12 = Each.

The top of the screen allows you to test your conversions with any quantity you choose. You can verify the calculation is working as desired.

Note: Unit of measure values must be pre-defined. Many values are provided with the initial installation of TFG4000 but you can define more using the Dropdown Control screen under System Administration. The dropdown name is “UnitOfMeasure”

Displaying Unit of Measure Conversions

To display unit of measure conversions, do the following:

1. Click the Open (Display) button located on the toolbar.

Adding Unit of Measure Conversions

To define new unit of measure conversions, do the following:

1. Select the “From” unit of measure to convert from.
2. Select the operation that must be performed for the conversion.
3. Enter a conversion factor.
4. Select the “To” unit of measure to convert to.
5. Enter a description of the conversion if desired.
6. Repeat steps 1 through 5 for each conversion needed.
6. Once finished, click the Save button located on the toolbar.

Deleting Unit of Measure Conversions

To delete unit of measure conversions, do the following:

1. Click the Delete checkbox for each conversion you want to delete. You may select more then one value to be deleted at one time. Click the checkbox again to remove the deletion flag.
2. Once finished, click the Save button located on the toolbar.

Changing Unit of Measure Conversions

To change a unit of measure conversion, do the following:

1. Unit of measure conversion cannot be modified. You must delete the conversion and add it back. See “Deleting Unit of Measure Conversions” and “Adding Unit Measure Conversions”

Testing a Unit of Measure Conversion

To test a unit of measure conversion, do the following:

1. Select a unit of measure to convert from in the “From UOM” field at the top of the screen.

2. Select a unit of measure to convert to in the “To UOM” field at the top of the screen.

3. Enter a quantity to convert from in the “Quantity” field.

4. Click the “Calculate” button

5. If the conversion was successful you can view the results of the conversion in the “Results” field. If the conversion was not successful a message explaining the problem will be displayed in the message area at the bottom of the screen.

Note: If the conversion result should be less than one but the value in the “Results” field is zero, check the system variable **Inventory_Quantity_Mask**. If the variable does not have decimal places, the “Results” field will not have decimal places. But, **VERY IMPORTANT**, conversions performed in TFG4000 applications **will** be calculated with appropriate decimals.

Trigger Log Screen

During certain processes in TFG4000 other process must be started or “triggered”. When another process must be started, a trigger record or transaction is written to a trigger log where it remains until it is processed. This screen display triggers that have not been processed yet, triggers that had errors, and it allows you to re-process and delete triggers.

Selection Criteria Group

Field	**Explanation**
Type	Use this field to select the type of triggers you want to view or leave it blank for all trigger types.
Status	Use this field to display triggers based on trigger status or leave this field blank to view all triggers regardless of status.
Number of Rows to Display	Controls the number of database rows to retrieve. The default value is 30. The more rows retrieved, the longer it takes the log to complete. Use the selection criteria to help control the number of rows retrieved.

Trigger Table (Schedule, Description, Location 1, Location 2, and Location 3 tabs)

Column	**Explanation**
Row	The line number of the row in the table.
Release Date	The date the trigger was released for processing.
Due Date	The date on which the trigger is to be processed.
Type	Triggers may be written from many applications and processes in TFG4000. The type indicates what kind of processing is needed for the trigger.
Status	Current status of the trigger.
RP	Reprocess check box. A check in this box indicates this trigger must be re-processed during the next trigger cycle.
Error Type	If an error was encountered while trying to process this trigger, this column will indicate the type of error it was.
Error Description	Description of the error encountered if applicable.
Description	Additional information describing the purpose of the trigger.
Reference 1	Key data needed to process the trigger.
Reference 2	Key data needed to process the trigger.
Order Number	Order number needed to process the trigger if applicable.

Order Line Number	The line number on the Order Number for this trigger if applicable.
Delete	This is a checkbox to indicate you want to delete a trigger.
Warehouse 1	Warehouse name of the first inventory location on the trigger.
Zone 1	Zone name of the first inventory location on the trigger.
Location 1	The first inventory location on the trigger.
Warehouse 2	Warehouse name of the second inventory location on the trigger.
Zone 2	Zone name of the second inventory location on the trigger.
Location 2	The second inventory location on the trigger.
Warehouse 3	Warehouse name of the third inventory location on the trigger.
Zone 3	Zone name of the third inventory location on the trigger.
Location 3	The third inventory location on the trigger.
	Note: The warehouse, zone, and location columns are used when a trigger involves inventory processing.

Message Line

Message	Displays information about the current status of the screen.

Accessing the Trigger Log Screen

1. Click the plus ("+") next to "System Administration" or double-click "System Administration" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "System Administration".

2. Click "Trigger Control."

3. The "Trigger Log" screen is then displayed with a list of pending triggers. Use the scroll bar on the right side of the table to display additional triggers.

Using the Trigger Log Screen

Triggers are written to start a process automatically; then they are processed at intervals defined by System Variable **TFGTriggerController**.

If an error is encountered during trigger processing the trigger is updated to indicate an error was found and a description of the error is added to the trigger. Some errors can be corrected so the trigger can be processed successfully while other errors are so severe the trigger cannot be processed.

If an error was encountered and the error was corrected, individual triggers can be flagged for reprocessing or all triggers can be reprocessed. If the error could not be corrected you may want to delete the trigger until the error can be corrected.

Use these procedures to display pending triggers, reprocess individual triggers, reprocess all triggers, and delete triggers.

Displaying Triggers

Perform the following steps to display triggers:

1. Enter or select any of the selection criteria fields as desired.

2. Click the Open (Display) button located on the toolbar.

Reprocessing Individual Triggers

Perform the following steps to reprocess triggers individually:

1. Click the RP (Reprocess) checkbox for each trigger you want to reprocess. You may select more then one trigger to be reprocessed at one time. Click the checkbox again to remove the reprocess flag.

2. Repeat step 1 as necessary for each additional trigger you wish to update.

3. Once finished, click the Save button located on the toolbar.

Reprocessing All Triggers

Perform the following steps to reprocess all triggers displayed:

1. Display the triggers you want to reprocess (see Displaying Triggers above).

2. Click the Reprocess button located on the toolbar.

Deleting Triggers

To delete unit of measure conversions, do the following:

1. Click the Delete checkbox for each trigger you want to delete. You may select more then one value to be deleted at one time. Click the checkbox again to remove the deletion flag.

2. Once finished, click the Save button located on the toolbar.

Trigger Status Screen

Trigger processing can be stopped and restarted with this screen. Stopping a trigger process suspends processing until the trigger process is restarted. Trigger transactions are still written to the trigger log. When the trigger process is restarted, all eligible pending triggers are processed (future triggers and triggers with errors are not processed).

Trigger Table

Column	Explanation
Row	The line number of the row in the table.
Trigger Program	Name of the program the processes triggers.
Trigger Status	The current status of this trigger process (Running or Stopped).
Start or Stop Trigger	Checkbox to indicate you want to start or stop a trigger process.

Message Line

Message	Displays information about the current status of the screen.

Accessing the Trigger Status Screen

1. Click the plus ("+") next to "System Administration" or double-click "System Administration" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "System Administration".

2. Click "Trigger Control."

3. The "Trigger Log" screen is then displayed with a list of pending triggers. Use the scroll bar on the right side of the table to display additional triggers.

4. Click "Trigger Status."

5. The "Trigger Status" screen is then displayed with a list of all trigger processes and their current statuses.

Using the Trigger Status Screen

Trigger programs read the trigger transactions from the trigger log and process them accordingly. The trigger programs can be stopped so that trigger processing is suspended. Trigger transactions are still written to the trigger log but they remain there until the trigger process is re-started.

Use these procedures to display trigger processes, stop trigger processes, and start trigger processes.

Displaying Trigger Processes

Perform the following steps to display triggers:

1. Click the Open (Display) button located on the toolbar.

Stopping / Starting Trigger Processes

Perform the following steps to stop or start a trigger process:

1. Click the Start or Stop checkbox for each trigger process you want to stop or start. Click the checkbox again to remove the flag.

2. Repeat step 1 as necessary for each additional trigger you wish to stop or start.

3. Once finished, click the Save button located on the toolbar.

4. If the status of the trigger was “Running”, it will be stopped. If the status of the trigger was “Stopped”, it will be started.

User Control Screen

User control allows you to maintain user information, such as entering new users and changing data for existing users.

User Table (User, Location, and Email & IM tabs)

Column	Explanation
Row	The line number of the row in the table.
User	The “User Id” of the person using the system. If security is turned on, they will use this as their sign on into the system.
Password	If security is turned on, a user password is required to validate the user identification. If a “Password” is not entered by the TFG4000 system administrator when creating a new user it will default to ‘Password’.
User Type	Classification of the user. Definitions are as follows: **Admin** Administrator of the TFG4000 system. **Normal** A regular user of the system.
User Status	Current status of the user (Active/Inactive)
Security Default	Sets security authorization for all screens and reports based on the default type used: **Full Authorization** User has display and update access to all screens and reports **Not Authorized** User has no access to any of the screens and reports. Security must be set individually for each screen and report needed. **Display Only** User can display all screen and reports but does not have update access to any screens or reports. Security my be set individually for each screen and report where update access is needed.
Name	The User Name is additional information about the user. If a user name is not entered when the User ID is created it will be defaulted to General User.
Delete	This is a checkbox to indicate you want to delete a user from the system.
Description	A short description of the user.
User City	The “User City” is additional, optional information about the user. If a “User City” is not entered when the User ID is created it will be blank.

User State	The “User State” is additional, optional information about the user. If a “User State” is not entered when the User ID is created it will be blank.
User Zip	The “User Zip” is additional, optional information about the user. If a “User Zip” is not entered when the User ID is created it will be blank.
E-Mail Address	The e-mail address to use for this user when TFG4000 must send e-mail messages to the user.
IM Address	The Instant Messenger address to use for this user when TFG4000 must send instant messages to the user.

Message Line

Message	Displays information about the current status of the screen.

Accessing the User Control Screen

1. Click the plus (“+”) next to “System Administration” or double-click  “System Administration” in the “NavTree”.

   -or-

   Click on the “View” menu. Select “Goto Screen”, then select “System Administration”.

2. Click “User Control.”

3. The “User Control” screen is then displayed with a list of users. Use the scroll bar on the right side of the table to display additional users.

Using the User Control Screen

Use these procedures to add, display, update, or delete user data.

Adding Users

Perform the following steps to add users:

1. Select the first blank row, and then enter the user data. The “User” column is required. The “Password” column will default to ‘Password’ if not entered. Complete the optional fields on the other tabs as needed.

2. Repeat step 1 as necessary for each additional user you wish to add. You can add additional rows to the table by clicking the Add Rows button in the lower left corner of the table.

3. Once finished, click the Save button located on the toolbar.

Displaying Users

Perform the following steps to display users:

1. Click the Open (Display) button located on the toolbar.

2. To go to Security Control for a user, Right click on the desired user in the user column and select “Goto Security setup for this User” from the pop-up menu.

Updating Users

Perform the following steps to update user data:

1. Select the user you are updating, and change the appropriate data on that row.
2. Repeat step 1 as necessary for each additional user you wish to update.

3. Once finished, click the Save button located on the toolbar.

Deleting Users

Perform the following steps to delete a user from the system:

1. Click the Delete checkbox for each user you are deleting. You may select more then one user to be deleted at one time. Click the checkbox again to remove the deletion flag.

2. Once finished, click the Save button located on the toolbar.

Security Control Screen

The security control screen allows you to enter and display individual screen and report security authorizations for each user in the system.

Current User Group

Field	**Explanation**
User	The "User Id" of the person using the system. If security is turned on, they will use this as their sign on into the system.
User Name	Name of the user associated with the user id.
User Status	The status of the user (Active/Inactive)
Description	A short description of the user.
Application	Select a single application to display the screens and reports for that application, or select "All Applications" for all applications.
Default	Click one of the selections to set security for all of the screens/reports listed to a default value. "No Default" resets the security back to the original values.

Security Table

Column	**Explanation**
Row	The line number of the row in the table.
Position	For system use only.
Screen/Report Name	Name of the screen or report.
Toolkit	Application where the screen or report is found.
Authority	The level of authority the user has on this screen or report. Definitions are as follows: **Full Authorization** The user can perform any function. **Display Only** The user is allowed to view data on this screen, but cannot add, update, copy, or delete data. (Since reports do not have update capability, for reports this is the same as Full Authorization) **Not Authorized** The user cannot use this screen or report at all.

Message Line

Message	Displays information about the current status of the screen.

Accessing the Security Control Screen

1. Click the plus ("+") next to "System Administration" or double-click "System Administration" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "System Administration".

2. Click "User Control."

3. The "User Control" screen is then displayed with a list of users. Use the scroll bar on the right side of the table to display additional users.

4. Click the "Security Control" tab at the top of the main screen.

   -or-

   Right click the Goto/Selection Button on the desired user in the "User" column and select "Goto Security setup for this User" from the pop-up menu.

5. If there is a user id in the "User id" field, the security information for that user is displayed on the main screen.

Using the Security Control Screen

Use this procedure to maintain authorization levels for TFG4000 screens. You can set authorization levels, by screen and report, for each user. The default is “Full Authorization” for all screens and reports.

Displaying Security Controls for a User

Perform the following steps to display security controls:

1. Enter a User Id in the “User Id” field, or use the search button next to the “User Id” field to select a user.

2. Select an application in the “Application” field or select “All Applications” to see security settings for all applications for this user.

3. Click the Open (Display) button located on the toolbar. The table displays the authorization levels for the selected user. Use the scroll bar on the right side of the table to display additional screens.

Updating Security Controls for a User

Perform the following steps to update security controls:

1. Display the user and application you want to update. See “Displaying Security Controls for a User” above.

2. Click the next to the “Authority” field for the appropriate screen/report, and then click the “Authorization Level” desired.

3. When an authorization level has been selected for each screen/report you wish to change, click the Save button located on the toolbar.

Updating Security Controls for a User using a Default Value

Perform the following steps to update all of the security controls displayed to a single default value:

1. Display the user and application you want to update. See “Displaying Security Controls for a User” above.

2. In the “Default” area, click next to default value desired. All of the screens/reports displayed will be changed to the value selected. Click “No Default” to reset back to the original values.

3. When done, click the Save button located on the toolbar.

Displaying the Previous User's Security Controls

To display the security for the user that precedes the user currently displayed, perform the following steps:

1. Click the Previous button ◂ located on the toolbar.
2. The previous user's security is displayed on the main screen.

Displaying the Next User's Security Controls

To display the security of the user that follows the user currently displayed, perform the following steps:

1. Click the Next button ▸ located on the toolbar.
2. The next user's security displayed on the main screen.

Tip: You can use the Next button ▸ as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button, then click the Next button ▸.

Signed on Users Screen

This screen is for viewing a list of the users currently signed onto TFG4000. It displays their TFG4000 user id if TFG4000 security is being used, and the IP address of the computer they are using.

User Table

Column	Explanation
Row	The line number of the row in the table.
User	TFG4000 user id. Displayed only if TFG4000 security is turned on.
Location	The IP address and name of the machine where the user is logged on. Note: The computer name is defined in Windows under "System Properties" then "Computer Name".

Accessing the Signed on Users Screen

1. Click the plus ("+") next to "System Administration" or double-click "System Administration" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "System Administration".

2. Click "User Control."

3. The "User Control" screen is then displayed with a list of users. Use the scroll bar on the right side of the table to display additional users.

4. Click the "Signed on Users" tab at the top of the main screen.

Using the Signed on Users Screen

There is one function available for this screen – Open (Display).

Display users currently signed onto TFG4000

To display the users who are currently signed onto TFG4000, do the following:

1. Click the Open (Display) button located on the toolbar.

Utility Control Screen

This screen provides four database utility functions: database backup, database restore, database compact/repair, data export, and data import. The utilities use default directories as needed which can be found on the drive where you installed TFG4000. If you used the default path during installation you will find TFG4000 directories under “x:\Program Files\The Fredrick Group\...” where “x:” is the drive where you installed TFG4000. Default paths are indicated by “\\Server...” which means the directory named “Server” in the TFG4000 directories path.

Database Backup

The database backup utility makes a copy of your current TFG4000 database. The copy is stored in the default directory (\\Server\Database\Backup) under the backup file name you enter or under the default backup file name (the database name with date and time appended).

Database Restore

The database restore utility takes a previous backup file and makes it the current database. TFG4000 automatically backs up your database for you before executing the restore.

Database Table Export

The export utility creates delimited a file with a .txt extension for a single table from the TFG4000 database. The first record in the file contains the column names of the data you are exporting. The remaining rows contain the exported data. You can edit the .txt file then import the data back into TFG4000 or you can use the .txt file to import your TFG4000 into another system, for example a spreadsheet. The export file is stored in the default directory (\\Server\Imports) as the export file name you enter or as the default export file name (the table name with .txt appended).

Database Table Import

The import utility takes a delimited file and stores the data into the TFG4000 table desired. There are three import modes: Verify, Load, Reload. Verify parses the file looking for errors. Load attempts to insert the data into TFG4000 and rejects any rows that already exist in the table. Reload erases all of the data in the table before executing a Load. You must include the full directory path in the import file name or the import file must be stored in the default directory (\\Server\Imports) as the import file name you enter or as the default import file name (the table name with .txt appended).

Note: Importing data into any system requires a very good understanding of the data you are importing and a relatively good understanding of the tables into which you are importing. A good way to determine how your data maps to TFG4000 data is to enter some sample data then export the data to see how it is arranged. You can use this information to determine how to structure your import files.

Database Backup / Restore Section

Field	**Explanation**
Backup File Name	Name of the file under which the database backup is created when the Backup Database button is pressed or the name of the database backup file which is retrieved when the Restore Database button is pressed. For a backup, if you do not enter a backup file name it defaults to the name of the database with the date and time appended. You must provide a name for the restore function. **Note:** When you restore the database TFG4000 automatically backs up the current database into the default backup directory with the default backup file name.
Overwrite Existing File	Checkbox to indicate you want to write the back up file using the name of a file that already exists. When the box is checked it indicates you want to overwrite the file.

Data Export Section

Field	**Explanation**
Database Table	Name of the TFG4000 database table from which you wish to export data. For a list of table names and tables columns, see the "Database Definitions Screen".
Delimiter	The character you want to use in between each column of data in the file. The default is a tab, but if you have tabs in the data you wish to export you should choose a different delimiter that won't be in your data like the pound sign (#), or the "at" sign (@), etc.
Export File Name	Name of the file where you want the export data written. If you do not enter a file name it defaults to the name of the table you are exporting with a .txt extension.
Overwrite Existing File	Checkbox to indicate you want to write the export file using the name of a file that already exists. When the box is checked it indicates you want to overwrite the file.

Data Import Section

Field	**Explanation**
Mode	**Verify** mode processes the records in the .txt file making sure the column names are valid, required columns are in the import file, and the data is valid based on the table definition (numeric, date, etc.). The database is not updated in verify mode. You should use verify mode to check your import data before attempting a load. **Load** mode executes a Verify and attempts to insert data into the database. Duplicates cannot be detected in verify mode, but are detected during load mode. Duplicate records are written to

a .bad file where you can determine how to resolve them. The record format is preserved so you can use the corrected data for import.

Reload mode operates the same as Load mode except that it deletes all of the data in the table before loading any import records. You could use Reload after resolving load problems to clear the database for a clean load.

Note: When you use “Reload” mode TFG4000 automatically backs up the current database into the default backup directory with the default backup file name.

The default is “Verify” mode.

Database Table

Name of the TFG4000 database table into which you wish to import data. For a list of table names and tables columns, see the “Database Definitions Screen”.

Delimiter

The character used to separate each column of data in the file. The default is a tab.

Error Limit

Number of errors that can occur before processing is halted. The default is five (5).

Import File Name

Name of the file from which you wish to import data. The default is the table name with a .txt extension.

Note: If a full directory path is not entered as part of the import file name the import file ***must*** be in the \\Server\Imports directory.

Date Mask

Format of the dates you are importing. See the “Date Time Symbols” chart in the “Using the Utility Control Screen” section to determine how to indicate the date format you need. The default is yyyy-MM-dd

Time Mask

Format of the times you are importing. See the “Date Time Symbols” chart in the “How to Operate the Utility Control Screen” section to determine how to indicate the time format you need. The default is hh:mm:ss

DateTime Mask

Format of the date/time data you are importing. See the “Date Time Symbols” chart in the “Using the Utility Control Screen” section to determine how to indicate the date/time format you need. The default is yyyy-MM-dd.hh:mm:ss

Accessing the Utility Control Screen

1. Click the plus (“+”) next to “System Administration” or double-click “System Administration” in the “NavTree”.

   -or-

   Click on the “View” menu. Select “Goto Screen”, then select “System Administration”.

2. Click “Utility Control”.

3. The “Utility Control” screen is then displayed.

Using the Utility Control Screen

This screen has four utilities available: database backup, database restore, data export, and data import.

Database Backup

To back up the TFG4000 database, do the following:

1. Enter into the “Backup File Name” field the name of the file into which you want to back up the database. Note: This file must not exist as the back up utility does not over-write an existing back up file

   -or-

   Leave the “Backup File Name” field blank and the backup file name defaults to the name of the database appended with the current date and time

2. Click the Backup Database button.

3. The backup will be stored in the \\Server\Database\Backup

Database Restore

To restore the TFG4000 database from a previous backup, do the following:

1. Enter into the “Backup File Name” field the name of the file which you want to use to restore the database. The file must be in the \\Server\Database\Backup directory.

2. Click the “Restore Database” button.

Note: When you restore the database TFG4000 automatically backs up the current database into the default backup directory with the default backup file name.

Export Data

To export data from a table in the TFG4000 database, do the following:

1. Key into the “Database Table” field the name of the table you wish to export. See the “Database Definitions Screen” for more information about tables

2. Key into the “Delimiter” field the character you want to use to separate (delimit) the fields in the export file

   -or-

   Leave this field blank and it defaults to a tab

   Note: If you have tabs in your data you need to enter a different delimiter such as a semi-colon (;), pound sign (#), ampersand (&), or some other character that does not appear in your data.

3. Key into the “Export File Name” field the name of the file you want to contain the exported data

-or-

Leave the Export File Name field blank and the export file name defaults to the name of the table with a .txt extension.

4. Click the “Export Data” button.

5. The export file will be stored in the TFG4000 \\Server\Imports directory.

Import Data

To import data into a table in the TFG4000 database, do the following:

1. Select the type of import activity you desire using the dropdown list in the “Mode” field. The following three modes are available:

   Verify mode processes the records in the import file making sure the column names are valid, required columns are in the import file, and the data is valid based on the table definition (numeric, date, etc.). The database is not updated in verify mode. You should use verify mode to check your import data before attempting a load.

   Load mode executes a “verify" and attempts to insert data into the database. Duplicates cannot be detected in verify mode, but are detected during load mode. Duplicate records are written to a .bad file where you can determine how to resolve them. The record format is preserved so you can use the corrected data for import.

   Reload mode operates the same as “Load” mode except that it deletes all of the data in the table before loading any import records. You could use “Reload” after resolving load problems to clear the table for a clean load.

   Note: When you use “Reload” mode TFG4000 automatically backs up the current database into the default backup directory with the default backup file name.

   -or-

   Leave this field blank and it defaults to **Verify**.

2. Key into the “Database Table” field the name of the table into which you wish to import data. See the “Database Definitions Screen” for more information about tables.

3. Key into the “Delimiter” field the character you used to separate the fields in the import file.

   -or-

   Leave this field blank and it defaults to a tab.

4. Key into the “Error Limit” field the number of errors allowed before processing stops.

   -or-

Leave this field blank and it defaults to five (5).

5. Key into the “Import File Name” field the name of the .txt file that contains the data you wish to import.

   -or-

   Leave the “Import File Name” field blank and the import file name defaults to the name of the table with a .txt extension.

   Note: If you do not include the full directory path in the import file name the import file must be in the \\Server\Imports directory.

6. Select a “Date Mask” from the drop down list. If the mask you need is not available you can modify the drop down list to include it. See the “Date Time Symbols” chart and date mask examples below for formats and see the “Dropdown Control” screen for more information about modifying dropdown lists.

   -or-

   Leave this field blank and it defaults to **yyyy-MM-dd**

7. Select a “Time Mask” from the drop down list. If the mask you need is not available you can modify the drop down list to include it. See the “Date Time Symbols” chart and date mask examples below for formats and see the “Dropdown Control” screen for more information about modifying dropdown lists.

   -or-

   Leave this field blank and it defaults to **hh:mm:ss**

8. Select a “DateTime Mask” from the drop down list. If the mask you need is not available you can modify the drop down list to include it. See the “Date Time Symbols” chart and date mask examples below for formats and see the “Dropdown Control” screen for more information about modifying dropdown lists.

   -or-

   Leave this field blank and it defaults to **yyyy-MM-dd.hh:mm:ss**

9. Click the “Import Data” button.

Records with errors are written to a suspense file in the directory where the import file is or in the \\Server\Imports directory with the same name as the import file except the suspense file has a .bad extension.

There is also a file containing corresponding error messages with the same name and the extension .out.

Examine both of these files to determine if the import was successful or not. You can correct errors in the suspense file, rename the file with a .txt extension, then run data import in “Load” mode or you can correct the errors in the original import file and run data import in “Reload” mode so the table is cleared before the records are inserted.

If you use the original import file in "Load" mode you may get duplicate records if any of the original records were inserted successfully during the previous "Load" attempt. See examples of the .bad file and the .out file below.

Date Time Symbols Chart

Symbol	Meaning	Presentation	Example
G	Era designator	(Text)	AD
Y	Year	(Number)	1996
M	Month in year	(Text & Number)	July & 07
D	Day in month	(Number)	10
H	Hour in am/pm (1~12)	(Number)	12
H	Hour in day (0~23)	(Number)	0
M	Minute in hour	(Number)	30
S	Second in minute	(Number)	55
S	Millisecond	(Number)	978
E	Day in week	(Text)	Tuesday
D	Day in year	(Number)	189
F	Day of week in month	(Number)	2nd week in July
W	Week in year	(Number)	27
W	Week in month	(Number)	2
A	am/pm marker	(Text)	PM
K	Hour in day (1~24)	(Number)	24
K	Hour in am/pm (0~11)	(Number)	0
Z	Time zone	(Text)	Pacific Standard Time
‘	Escape for text	(Delimiter)	
‘ ‘	Single quote	(Literal)	‘

Date Format Examples

Data	Format
1998-10-28	"yyyy-MM-dd"
10/28/98	"MM/dd/yy"
10-28-1998	"MM-dd-yyyy"
10/98	"MM/yy"
1998.10.28	"yyyy.MM.dd"
October 1998	"MMM yyyy"
Oct ‘98	"MMM ‘’yy" (two single quotes with no space in between preceding yy)
1998	"yyyy" (Note: Year only results in a date of 1/1 for that year such as 1/1/1998)
October	"MMM" (Note: Month only results in a date of Month/1/1970 such as 10/1/1970)

Date Time Format Examples

Data	Format
1998-10-28.12:35:08	“yyyy-MM-dd.HH:mm:ss”
1998-10-28 AD at 12:35:08 PDT	“yyyy-MM-dd G ‘at’ HH:mm:ss z”
10/28/98 12:35:08	“MM/dd/yy HH:mm:ss”
Wed, October 28, ‘98	“EEE, MMM d, “yy”
12:08 PM	“H:mm a”
0:00 PM, PST	“K:mm a, z”
12 o’clock PM, Pacific Daylight Time	“HH ‘o’’clock’ a, zzzz”
1998.October.10 AD 12:08 PM	“yyyy.MMMMMM.DD G HH:mm a”

Example Import File for the Location table

In this example there are four records to import, the delimiter is a comma, and the date mask is MM/dd/yy. The fourth record is a duplicate record so you will see it in the suspense file (.bad) and you will see the message it generated in the .out file. Notice that the message refers to Record 1 which means the first record in the .bad file, not the .txt file.

The first record of the .txt file contains the column names of the data you are loading in the table. Subsequent records contain the data by column, with each column separated by the delimiter specified, in this case a comma.

Note: Blank lines have been inserted between records for clarity, they would not be in the actual file.

location.txt

LOCATIONNAME,EFFECTIVITY,LOCATIONTYPE,LOCATIONSTATUS,LOCATIONCITY,LOCATION STATE,LOCATIONZIP,LOCATIONDESCRIPT,LOCATIONMRP,USERLASTCHANGE,SOURCELASTC HANGE,ROWINSERTED,ROWCHANGED

Stock,2001-10-09 00:00:00.0,WIP Stores,Active,Cumming,Georgia,30040,,Yes,Installation,Manual,2001-10-09 16:32:27.0,2001-10-09 16:32:27.0

Stock Location 2,2001-11-21 00:00:00.0,WIP Stores,Active,Roswell,GA,30123,,Yes,JERRYM,LocationSave,2001-11-21 12:55:45.0,2001-11-21 12:55:45.0

Bin101,2002-01-23 00:00:00.0,Warehouse,Inactive,Cumming,AL,,,Yes,franw,SA0_TableSave,2002-01-23 12:44:19.0,2003-03-31 10:42:16.0

Bin101,2002-01-23 00:00:00.0,Warehouse,Inactive,Cumming,AL,,,Yes,franw,SA0_TableSave,2002-01-23 12:44:19.0,2003-03-31 10:42:16.0

Suspense File

When an error is encountered during the verify/load/reload operation an error message and record number are written in the .out file and the record in error is stored in a suspense file in record number sequence. The suspense file has the same name as the import file with a file type of .bad. In our example, it would be location.bad. The record number is not stored in the suspense file.

location.bad

LOCATIONNAME,EFFECTIVITY,LOCATIONTYPE,LOCATIONSTATUS,LOCATIONCITY,LOCATIONSTATE,LOCATIONZIP,LOCATIONDESCRIPT,LOCATIONMRP,USERLASTCHANGE,SOURCELASTCHANGE,ROWINSERTED,ROWCHANGED

Bin101,2002-01-23 00:00:00.0,Warehouse,Inactive,Cumming,AL,,,Yes,franw,SA0_TableSave,2002-01-23 12:44:19.0,2003-03-31 10:42:16.0

location.out

========== Beginning Data Import ==========
Mode = Load
Filename = location
Tablename = location
Delimiter = ,
Error limit = 5
Date format = yyyy-MM-dd
Time format = hh:mm:ss
Datetime format = yyyy-MM-dd.hh:mm:ss

Record 1, Could not be loaded due to SQL error, might be a duplicate record
Error: SQL Code = 0 SQL State =
SQL Message: com.inzoom.adojni.ComException: The changes you requested to the table were not successful because they would create duplicate values in the index, primary key, or relationship. Change the data in the field or fields that contain duplicate data, remove the index, or redefine the index to permit duplicate entries and try again. in Microsoft JET Database Engine code=0 Type=1

Records processed = 4
Records with errors = 1
Records with no errors = 3

End verify and load
========== Ending Data Import ==========

Note: Importing data into any system requires a very good understanding of the data you are importing and a relatively good understanding of the tables into which you are importing. A good way to determine how your data maps to TFG4000 data is to enter some sample data then export the data to see how it is arranged. You can use this information to determine how to structure your import files.

Example of How to Import Data

The following is an example of a spreadsheet that contains data we want to import into TFG4000. We will have to match our spreadsheet data to the item tables in TFG4000.

Part Number	Description	Price
A100	Widget A 100	5
B100	Widget B 100	10
C450	Connector 450	.05
58712	Widget Service	25

Looking at the Database Definitions screen, we find there are two tables we will need for our data – ItemIdent and ItemPrice.

Here's what we will do:

Step 1: Save a copy of the spreadsheet as ItemIdent.xls

Step 2: Modify the ItemIdent spreadsheet as follows:

ITEMNUMBER	ITEMDESCRIPTION	USERLASTCHANGE	SOURCELASTCHANGE
A100	Widget A 100	Admin	Import
B100	Widget B 100	Admin	Import
C450	Connector 450	Admin	Import
58712	Widget Service	Admin	Import

Part number heading was changed to ITEMNUMBER so it matches the column name in TFG4000. This is how the import process knows where you want the data to go. Description was changed to ITEMDESCRIPTION for the same reason. Notice we removed the price column since there is no column for it in ItemIdent (we'll put the price data in ItemPrice table). We also added two new columns – USERLASTCHANGE and SOURCELASTCHANGE. They are required columns but we didn't have any data for them so we made some up. Then we saved our changes.

Step 3: Make another copy of the original spreadsheet and save it as ItemPrice.xls.

Step 4: Modify the ItemPrice spreadsheet as follows:

ITEMNUMBER	GROSSPRICE	NETPRICE	USERLASTCHANGE	SOURCELASTCHANGE
A100	5	5	Admin	Import
B100	10	10	Admin	Import
C450	.05	.05	Admin	Import
58712	25	25	Admin	Import

Once again we changed the column headings to match the column names in the ItemPrice table. We copied the price column so we could have a gross price and a net price. Finally we added USERLASTCHANGE and SOURCELASTCHANGE like we did for ItemIdent and saved our changes.

Step 5: Save ItemIdent.xls as a tab delimited text file named ItemIdent.txt in the \\Server\Imports directory

Step 6: Save ItemPrice.xls as a tab delimited text file named ItemPrice.txt in the \\Server\Imports directory

Step 7: On the Utility Screen in the Data Import area enter ITEMIDENT in the “Database Table” field and select “Load” in the “Mode” field.

Step 8: Click the Import Data button

Step 9: On the Utility Screen in the Data Import area enter ITEMPRICE in the “Database Table” field and select “Load” in the “Mode” field.

Step 10: Click the Import Data button

If we had any errors in our data, we would have gotten a message indicating there was an error and we would have to go to the \\Server\Imports directory to find the .out file, which tells us what errors were encountered, and the .bad file, which contains the actual records that had errors.

For example, let’s say our ItemIdent spreadsheet looked like this:

ITEMNUMBER	ITEMDESCRIPTION	PRICE	USERLASTCHANGE	SOURCELASTCHANGE
A100	Widget A 100	5	Admin	Import
B100	Widget B 100	10	Admin	Import
C450	Connector 450	.05	Admin	Import
58712	Widget Service	25	Admin	Import

The import process would have failed and the ItemIdent.out file would have a message telling us that the PRICE column is not a column in the ITEMIIDENT table. There would be no need to look at ItemIdent.bad because all of the records have the PRICE column and all of them would be bad.

Here is another example of an error:

ITEMNUMBER	GROSSPRICE	NETPRICE	USERLASTCHANGE	SOURCELASTCHANGE
A100	5	5	Admin	Import
B100	$10	$10	Admin	Import
C450	.05	.05	Admin	Import
58712	25	25	Admin	Import

Notice the second record has dollar signs in the prices. According to the database definition screen, the GROSSPRICE and NETPRICE column must have decimal data and the dollar signs are not decimal values. ItemPrice.out would have a message saying there was a problem with those two columns in the first record. But wait! That’s not the first record – it’s the second record! The message is correct. You see, when the message in ItemPrice.out references a record number it is referring to the record number in ItemPrice.**bad** not ItemPrice.**txt**. So ItemPrice.bad would look like this:

ITEMNUMBER	GROSSPRICE	NETPRICE	USERLASTCHANGE	SOURCELASTCHANGE
B100	$10	$10	Admin	Import

The second record from our import file (ItemPrice.txt) is indeed the first record in the suspense file (ItemPrice.bad)

Now we have a couple of options.

(1) We can fix the data in the spreadsheet -- ItemPrice.xls; save it as a tab delimited text file overlaying the original ItemPrice.txt; then use the Reload mode when we run import again.

(2) We could fix the record in ItemPrice.bad; rename ItemPrice.bad to ItemPrice.txt overlaying the original ItemPrice.txt file; then use Load mode when we run import again.

The reason we would use Reload mode in option 1 is that we have already loaded the other records into the database and if we used Load mode again we would get duplicates.

In option 2 we can use Load mode because are loading only the record that was rejected, so there would be no duplicate (unless the record that was rejected was rejected because it ***was*** a duplicate!)

Very Important – Please Read: Data import is a wonderfully powerful feature, but it does take time and effort. It can be a very complicated process. It requires a very good knowledge of your own data as well as a reasonably good knowledge of the TFG4000 data. If you want to import data you should spend some time reviewing your data and the TFG4000 data until you are comfortable with how they match up. You must clean up your data by removing duplicates and making sure numeric data is numeric. You may run into length errors because your data is too long for the TFG4000 column (the Database Definitions screen tells you data types and lengths for each column). You may have addresses that are in one column in your spreadsheet but must be in multiple columns in TFG4000. You will have to be comfortable enough with your spreadsheet software to be able to split up that column. You may have to split your spreadsheet into multiple tables. You must make sure your column headings match the column names in the TFG4000 table you are loading.

There are many things to consider, but if you take your time and work with it, data import may save you a lot of time and effort in the long run. And even as powerful as it is, you may decide after trying for a while that your data is just too different or too messy to import and entering it manually may be the best solution for you. Or you may want to contact The Fredrick Group, Inc. and inquire about our consulting services.

Compact & Repair Utility Screen

Microsoft Access has a database utility that reclaims space in the TFG4000 database and attempts to repair database problems.

This screen has a button you can click to run that utility.

Accessing the Compact & Repair Screen

1. Click the plus ("+") next to "System Administration" or double-click "System Administration" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "System Administration".

2. Click "Utility Control".

3. The "Utility Control" screen is then displayed.

4. Click "Compact & Repair".

5. The "Compact & Repair" screen is then displayed.

Using the Compact & Repair Screen

Database Compact/Repair

To compact and repair the TFG4000 database, do the following:

1. Click the "Compact/Repair Database" button.

2. If you have not already backed up the database you will be asked to do so now, but if you have already backed up the database you may continue.

3. You will be asked to confirm that you want to run the compact and repair utility. You may continue or cancel.

4. If you continue the utility is executed. Unused space is reclaimed and the database size is reduced. Some problems may also be repaired.

5. A message will pop-up when the process is complete.

Background Utilities Screen

Certain TFG4000 processes can be run as background processes so data can be updated en masse. This screen allows you to run these processes. Each utility has a pop-up screen where you can enter information to be used by the utility. You will be given an opportunity to back up your database each time you click a utility button.

Utility Buttons

Low Level Code Reset	Reset item low level code for items selected
MSP Regeneration	Run Material Schedule Planning based on selection criteria
Inventory Import	Process inventory transactions from a file
Reserve Reset	Recalculate job order inventory reserve

Trigger Status Table

Column	**Explanation**
Row	The line number of the row in the table.
Release Date	Date this trigger was written for processing.
Type	Indicates the type of trigger this is based on the utility selected.
Status	Current status of this trigger: **Waiting** Trigger waiting for processing **Processing** Utility processing has begun but has not finished **Error** An error was encountered **Note:** Once processing has been completed the trigger is deleted.
Error Type	If an error was detected the type of error will be indicated here.
Error Description	If an error was encountered this column will contain a description of the error and a message concerning subsequent processing
Description	Description of the process for which the trigger was written.
Refresh Button	Click this button to update the display of pending triggers.

Message Line

Message	Displays information about the current status of the screen.

Accessing the Background Utilities Screen

1. Click the plus ("+") next to "System Administration" or double-click "System Administration" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "System Administration".

2. Click "Utility Control".

3. The "Utility Control" screen is then displayed.

4. Click "Background Utilities".

5. The "Background Utilities" screen is then displayed.

Using the Background Utilities Screen

The following utilities are available on this screen:

Low Level Code Reset	Reset item low level code for items selected
MSP Regeneration	Run Material Schedule Planning based on selection criteria
Inventory Import	Process inventory transactions from a file
Reserve Reset	Recalculate job order inventory reserve

When you click one of the utility buttons described above, you will see a pop-up screen with fields you can use to provide information for that utility. Most of the fields are usually optional and you can cancel the process from the pop-up screen.

Once you start running one of the utilities the pop-up screen will close and a trigger will be written to notify the system you want to run a utility. Triggers are processed based on the time interval (in minutes) set for the system variable **TFGTriggerController**. You can view and modify this variable with the System Variable screen under System Administration.

At the bottom of the screen is a table that displays pending triggers. Click the Refresh button on the Trigger Status table to update the display of pending triggers.

Instructions for each utility are provided below.

Low Level Code Reset

In TFG4000 Inventory Management, items can be associated with each other in a structure called a “bill of materials”. The bill of materials contains the items or components from which another item is composed. For example, an item called Book1 may have the following components: FrontCover, Chapter, and BackCover. The bill of materials for Book1 would contain the component item numbers and the quantity of each item needed to make one unit of Book1. The component called Chapter may have a bill of materials too. It may have ChapterPage and TextPage. This means Book1 also contains ChapterPage and TextPage, but only indirectly through the component called Chapter.

Each item in TFG4000 can be used in a bill of materials. Where an item appears in a bill of materials structure is called the “level”. In the Book1 example, Book1 is at level 0, FrontCover, Chapter, and BackCover are at level 1, and ChapterPage and TextPage are at level 2. If these items are not used on any other bills, their “low level code” is the level just enumerated. But, there may be another bill, where TextPage occurs at level 4, so now its low level code is level4, the lowest level it appears on in any bill of materials in the system.

The low level code is used by the Material Scheduling process and due to data import and other processes, it is helpful to reset item low level codes periodically. The low level code reset utility analyzes all of the bills of material in the system and sets each item’s low level code.

Pop-up Field	Explanation
Start Item/Part	Item number you want to be the first item processed for low level code reset. Leave this field blank to start with the first item in the database.
End Item/Part	Item Number you want to be the last item processed for low level code reset. Leave this field blank to process through the last item in the database.

Using Low Level Code Reset

To process batch inventory transactions, do the following:

1. Click the “Low Level Code Reset” button to run this utility.
2. Enter or select an item in the “Start Item/Part” field or leave this field blank to start with the first item in the database.
3. Enter or select an item in the “End Item/Part” field or leave this field blank to process through the end of the database.
4. Click the “Start” button to start Low Level Code Reset processing or Cancel to quit and not run the process.
5. Click the Refresh button on the Trigger Status table to see the status of the Low Level Code Reset process. The trigger is deleted when processing is complete.

MSP Regeneration

Material schedule planning is performed each time activity occurs that could affect item planning. For example, if a sales order is entered (new demand), the safety stock quantity for the item is changed (affects demand as well as inventory supply), a job order or purchase order is entered for the item (new demand for components on the job order, new supply for the job order item, and new supply for purchase order line items).

But there may be times when you want to trigger Material Schedule Planning manually. Maybe because of imported data or other changes. The MSP Regeneration utility allows you to run Material Schedule Planning based on selection criteria you choose. When you click the "MSP Regeneration" button, a pop-up is displayed so you can enter or select criteria for the utility.

Pop-up Field	Explanation
Item/Part	Item number for which you want to run material scheduling. Leave this field blank for all items matching other criteria selected.
Warehouse	Warehouse for which you want to run material scheduling. Only items with inventory in this warehouse will be processed. Leave this field blank to process all warehouses.
Zone	Zone for which you want to run material scheduling. Only items with inventory in this zone will be processed. Leave this field blank to process all zones.

Using MSP Regeneration

To start Material Schedule Planning (MSP), do the following:

1. Click the "MSP Regeneration" button to run this utility.

2. Enter or select an item in the "Item/Part" field or leave this field blank for all items.

3. Enter or select a warehouse in the "Warehouse" field or leave this field blank to process items with inventory in all warehouses.

4. Enter or select a zone in the "Zone" field or leave this field blank to process items with inventory in all zones.

5. Click the "Start" button to start MSP processing or Cancel to quit and not run the process.

6. Click the Refresh button on the Trigger Status table to see the status of the MSP Regeneration process. The trigger is deleted when processing is complete.

7. The MSP Regeneration trigger does not actually plan items, it writes item triggers into the MSP trigger log which are then processed by Material Scheduling.

Note: If a warehouse and/or zone are selected, only items with inventory in the warehouse/zone selected will be processed. Otherwise, items do not have to have inventory to be processed.

Inventory Import

This utility allows you to execute inventory transactions from a flat file instead of entering the inventory transactions manually. Click the “Inventory Import” button to display the inventory import pop-up screen where you will enter information for processing inventory transactions.

Pop-up Field	Explanation
Batch File Name	Name of the file from which you wish to process inventory transaction data. This field is required. **Note:** If a full directory path is not entered as part of the transaction file name the transaction file ***must*** be in the \\Server\Imports directory.
Delimiter	The character used to separate each column of data in the file. The default is a tab.
Error Limit	Number of errors that can occur before processing is halted. The default is five (5).
Run Mode	**Verify** mode processes the records in the transaction file making sure the column names are valid, required columns are in the file, and the data is valid based on the data type (numeric, date, etc.). The database is not updated in verify mode. You should use verify mode to check your transactions before attempting to apply them. **Apply** mode executes a Verify and attempts to process transactions into the database. Some errors cannot be detected in verify mode, but are detected during apply mode. Error messages are written in a file with the same name as the transaction file except the extension is .out. If No errors are found, the transaction file is renamed with the current date/time so it cannot be accidentally reprocessed. Status messages are written in a file with the same name as the renamed transaction file except the extension is .out **Reverse** mode operates the same as Apply mode except that it attempts to reverse the transactions by negating the quantities applied. For example, if you process a transaction to Receive 100, Apply mode will add 100. Reverse mode will apply the same transaction with -100, i.e. a negative receipt. **Note:** Cycle Count transactions set a distinct value so they cannot be reversed. If you processed any Cycle Count transactions you will have to review the transaction history for those items and locations and reverse them manually. The default is “Verify” mode.
DateTime Mask	Format of the date/time data you are importing. See the “Date Time Symbols” chart in the “Using the Utility Control Screen” section of the Utility Control Screen in this manual to determine

	how to indicate the date/time format you need. The default is yyyy-MM-dd.hh:mm:ss
Application Mode	Inventory transactions can be processed in two different application areas: **Production** Inventory Management **Warehouse** Warehouse Management
Date Mask	Format of the dates you are importing. See the “Date Time Symbols” chart in the “Using the Utility Control Screen” section of the Utility Control Screen in this manual to determine how to indicate the date format you need. The default is yyyy-MM-dd

Using Inventory Import

To process batch inventory transactions, do the following:

1. Click the “Inventory Import” button to run this utility.

2. Key into the “Batch File Name” field the name of the .txt file that contains the transactions you wish to process.

   Note: If you do not include the full directory path in the batch file name the file must be in the \\Server\Imports directory.

3. Key into the “Delimiter” field the character you used to separate the fields in the transaction file.

   -or-

   Leave this field blank and it defaults to a tab.

4. Key into the “Error Limit” field the number of errors allowed before processing stops.

   -or-

   Leave this field blank and it defaults to five (5).

5. Select the type of transaction activity you desire using the dropdown list in the “Run Mode” field. The following three modes are available:

   Verify mode processes the records in the transaction file making sure the column names are valid, required columns are in the file, and the data is valid based on the data type (numeric, date, etc.). The database is not updated in verify mode. You should use verify mode to check your transactions before attempting to apply them.

   Apply mode executes a Verify and attempts to process transactions into the database. Some errors cannot be detected in verify mode, but are detected during apply mode. Error messages are written in a file with the same name as the transaction file except the extension is .out. If No errors are found, the transaction file is renamed with the current date/time so it cannot be accidentally reprocessed. Status messages are written in a file with the same name as the renamed transaction file except the extension is .out

Reverse mode operates the same as Apply mode except that it attempts to reverse the transactions by negating the quantities applied. For example, if you process a transaction to Receive 100, Apply mode will add 100. Reverse mode will apply the same transaction with -100, i.e. a negative receipt.

Note: Cycle Count transactions set a distinct value so they cannot be reversed. If you processed any Cycle Count transactions you will have to review the transaction history for those items and locations and reverse them manually.

-or-

Leave this field blank and it defaults to **Verify**.

6. Select a “DateTime Mask” from the drop down list. If the mask you need is not available you can modify the drop down list to include it. See the “Date Time Symbols” chart and date mask examples in the “Using the Utility Control Screen” section of the Utility Control Screen for formats and see the “Dropdown Control” screen for more information about modifying dropdown lists.

   -or-

   Leave this field blank and it defaults to **yyyy-MM-dd.hh:mm:ss**

7. Select the inventory area where you want the transactions posted using the dropdown list in the “Application Mode” field. The following modes are available:

Production	Inventory Management
Warehouse	Warehouse Management

8. Select a “Date Mask” from the drop down list. If the mask you need is not available you can modify the drop down list to include it. See the “Date Time Symbols” chart and date mask examples in the “Using the Utility Control Screen” section of the Utility Control Screen for formats and see the “Dropdown Control” screen for more information about modifying dropdown lists.

   -or-

   Leave this field blank and it defaults to **yyyy-MM-dd**

9. Click the “Start” button.

If any errors are detected, error messages and the records with errors are written to a file in the directory where the transaction file is (or in the \\Server\Imports directory) with the same name as the import file except the message file has the extension .out

For example, if the transaction file is C:\Inventory\transaction.txt, the message file will be C:\Inventory\transaction.out

If there were no errors, the transaction file is renamed to include the current date and time so it can’t be re-processed accidentally. This also provides a record of the transactions processed.

For example, if the transaction file is C:\Inventory\transaction.txt, it would be renamed with the current date and time e.g. C:\Inventory\transaction_20070101_121534.txt and the message file would be C:\Inventory\transaction_20070101_121534.out

Transaction File Format

The first record in the transaction file must have the column names corresponding to the data in the transaction records. The following columns are required for all transactions:

ItemNumber	Can be abbreviated to Item
TransactionType	Can be abbreviated to Tran or TranType
TransactionQuantity	Can be abbreviated to TranQuantity or Quantity
Location	

The following columns may or may not be required depending on the transaction to be posted and whether or not you are using warehouse and zone data:

Warehouse	Required if using warehouse in locations
Zone	Required if using zones in locations
MoveToWarehouse	Required if using warehouse and this is a **Move** transaction
MoveToZone	Required if using zone and this is a **Move** transaction
MoveToLocation	Required if this is a **Move** transaction
PoolNumber	Required if this is a **Transfer** transaction
ToPool	Required if this is a **Transfer** transaction

The following columns are required only if any of the transactions contain the corresponding data:

TranDescription	Can be abbreviated to TranDesc or Description
LotNumber	Can be abbreviated to Lot
Date	For expiration dates
OrderNumber	When applying the transaction to an order (Job, Sales, PO, etc)
OrderType	Required when OrderNumber is used. Valid types are: Job, PM Job, Customer (or Sales), Purchase (or PO)

If a transaction record does not have data for one or more of the columns listed on the first record, do not enter any data, but include the delimiter as if the data was there. The following example illustrates this using a semi-colon as the delimiter.

Column record:
Item;TranType;TranQuantity;Location;Warehouse;Zone;TranDescription

Record 1:
Item001;Receive;500;L1;Warehouse 1;Zone 1;Example with all columns entered

Record 2:
Item002;Receive;25;Stock;;;Example with no warehouse or zone

Notice how the semi-colons are used in Record 2 as if the warehouse and zone information were there.

Reserve Reset

When a job order is entered, the component quantities required to complete the job order are added to each component's inventory reserve quantity. The reserve quantity is used to determine if there may be a component shortage.

Imported data and manual inventory transactions that were meant for a particular job but were not posted to the job may cause inaccurate reserve quantities. The Reserve Reset utility allows you to reset the inventory reserve quantity for a specific item, all components on a specific job order, or all items.

Only job orders that do not have status "Closed" are used. The component quantities needed to complete the job orders are totaled and that quantity is used to reset the inventory reserve quantity. If a specific job order is selected, only components on that job order will have their reserve reset.

Pop-up Field	Explanation
Item/Part	Item number for which you want to run reserve reset. Leave this field blank for all items.
Job Order	Job Order for which you want to run reserve reset. Only items used as components on this job order will be processed. Leave this field blank to process all job orders.

Using Reserve Reset

To start Reserve Reset, do the following:

1. Click the "Reserve Reset" button to run this utility.
2. Enter or select an item in the "Item/Part" field or leave this field blank for all items.
3. Enter or select a job order number in the "Job Order" field or leave this field blank to process all job orders. If you select a job order number, only items used as components on that job order will be processed.
4. Click the "Start" button to start reserve reset processing or Cancel to quit and not run the process.
5. Click the Refresh button on the Trigger Status table to see the status of the Reserve Reset process. The trigger is deleted when processing is complete.

Welcome Screen

The first screen you see when you start TFG4000 is the Welcome screen. This screen is more than just a friendly introduction. It contains many useful features.

Sign On

When TFG4000 security is activated you must sign onto the system before you can access any screens. The sign-on function is on the Welcome screen.

Tip of the Day

This feature controls the option to have a ‘Tip of the Day’ pop-up displayed each time you start TFG4000. The ‘Tip of the Day’ contains information about TFG4000 and using TFG4000 that you may not know, but if you would prefer not to see the ‘Tip of the Day’ you can turn this feature off here.

First Time User

This feature provides quick access to a user manual that describes basic TFG4000 use as well as things to get you started in individual applications.

Registration

This feature provides convenient way to register the software so you can receive updates and other information for the applications you purchased.

Setup Wizard

You can use the Setup Wizard to walk you through system variables so you can learn more about what they are, how they are used, and what values they can have. You can also change their values with this feature.

Documentation

The Documentation menu at the top of every screen in TFG4000 allows you to select and view any TFG4000 manual.

Help

The Help menu at the top of every screen in TFG4000 provides information about the screen you are viewing.

Accessing the Welcome Screen

When you start your TFG4000 the Welcome screen is displayed, but once you have already started TFG4000 you can access the Welcome screen as follows:

1. Click the plus ("+") next to "System Administration" or double-click "System Administration" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "System Administration".

2. Click "Welcome".

3. The "Welcome" screen is then displayed.

Using the Welcome Screen

Sign On

If TFG4000 security is turned on, you must sign on before you can access any screens or reports.

Field	**Explanation**
User Id	User identification assigned by the system administrator.
Password	Password for the user id entered in the User Id field.
New Password	Field for entering a new password
Retype New Password	Field for entering the new password again to verify the spelling.

To sign onto TFG4000, do the following:

1. Enter your user id in the “User Id” field.
2. Enter your password in the “Password” field.
3. Click the “Sign On” button

To change your password, do the following:

1. Enter your user id in the “User Id” field.
2. Enter your current password in the “Password” field.
3. Enter your new password in the “New Password” field.
4. Enter your new password again in the “Retype New Password” field
5. Click the “Sign On” button

Note: You can change your password at any time once you are signed on.

Tip of The Day

The “Tip of the Day” is a pop-up that appears each time you start TFG4000. It contains information about features and functions in TFG4000 that you may not have known about. If you would prefer not to receive a “Tip of the Day” pop-op, click the checkbox next to “Don’t Show ‘Tip of the Day’ at Startup”. When the checkbox is checked the “Tip of the Day” will not be displayed and if the box is not checked you will receive the pop-up.

First Time User

Click the “First Time User?” button for the New Users Guide. This manual contains basic information about TFG4000 screens, reports, button, how to use TFG4000 features, and how to get started in individual TFG4000 applications.

Registration

Click the “Register” button to access the registration form for TFG4000. When you register the applications you purchased you will receive information about free updates and future enhancements.

Setup Wizard

System variables in TFG4000 can be viewed and changed with the System Variables screen under System Administration or you can walk through each variable with the setup wizard. The set up wizard describes each variable and the values available for each variable. It asks questions so you can determine the system variable setting that is right for your installation. You can use the setup wizard to view your settings and/or change them.

Documentation

All TFG4000 manuals are available from the Documentation menu at the top of the screen. Click the documentation menu then select the manual you want from the dropdown menu provided.

Help

Click the Help menu located at the top of the screen, then click Screen Help from the dropdown menu provided. The Screen Help will tell you about the screen, the functions available, and how to use the screen. The Screen Help on the Welcome screen lists all of the ways you can get help within TFG4000.

Advanced Installation

Font Sizes

TFG4000 automatically determines the font size based on the screen resolution. If the font-size parameter is not coded, then the font size is calculated automatically. If the font-size parameter is coded, then it overrides the automatic calculation.

If your desktop resolution is:	TFG4000 uses font size:
# 800 by ### pixels	10
> 800 by ### and # 1100	13
> 1100 by ### and # 1200 by ###	14
> 1200 by ### and # 1600 by ###	16
> 1600 by ###	18

You can find your desktop resolution by selecting “Control Panel”, “Display”, “Settings”, and then viewing the display settings.

If you want to override the automatic setting, enter the font-size parameter in the TFG4000.bat file. See BAT File Options for more information.

Email Setup

TFG4000 can send email messages based on activity or errors. The following must be in place for email:

1. A valid mail client must be running on the machine where the TFG4000 server is running so that machine has the ability to send emails.

2. The mail server must be entered in the TFGServe.ini file as the MailServer parameter (see the section called **Server Start Up Options** for more information about the TFGServe.ini file)

3. All emails will come from TFG4000@xxxx where xxxx is the MailServer entered in the TFGServe.ini file, so your mail server must recognize TFG4000 as a valid user.

4. Email addresses must be entered in the appropriate applications. For example, in Inventory Management on the Order Point screen in the Order Point Email field.

IM Setup

TFG4000 can send AOL instant messages based on activity or errors. The following must be in place for AIM messages:

1. A new AIM account must be created for the account to be used by TFG400 (where the messages will come from)

2. The account must be entered in the TFGServe.ini file as the AIM_User parameter and the account password must be entered as the AIM_Password parameter (see the section called **Server Start Up Options** for more information about the TFGServe.ini file)

3. AIM addresses must be entered in the appropriate applications. For example, in Inventory Management on the Order Point screen in the Order Point IM Address field.

System Variables

The TFG4000 system uses System Variables to control certain aspects of the system. You can change these values to fit the needs of your installation. All of the variables affect all users of the system. The following system variables are available. Use the System Variables screen under "System Administration" to access them.

Masks are used to format numbers and values on screens and in reports. There is a chart after the following table that explains the characters used in the masks with some examples.

Variable	Default Value	Description
Allow_Negative_Inventory	No	Allow the inventory on-hand quantity to be negative. **No** – (Default) Do not allow the inventory on-hand quantity to be negative. Any inventory transactions that would cause the on-hand quantity to go negative will be rejected as an error. **Yes** – Allow inventory on-hand quantity to be negative. Inventory transactions that would cause the on-hand quantity to go negative are allowed to process normally and the on-hand quantity will be negative.
Allow_PO_Over_Receipt	No	Indicates if receipt quantity can exceed the quantity ordered. **No** (default) – Do not allow receipt quantity greater than quantity ordered **Yes** – Allow receipt quantity greater than quantity ordered.
Allow_Training_Mode	Yes	Turn on or off the training mode that prompts users through a screen. **No** – Turn training mode off **Yes** (default) – Turn training mode on
Allow_Wrap	Yes	Indicates if text should be displayed as multiple lines in a table so users can view it by scrolling up and down or if the text must stay on one line so users can view it by scrolling left and right. **No** – Text is not allowed to wrap to the next line. User must scroll left and right to view it. **Yes** (default) – Text is allowed to wrap to the next line. All of the text may be visible on multiple lines or the user must scroll up and down to view it.

Variable	Default Value	Description
Bank_ABA_Mask	#########	Numeric mask to format a bank account ABA number See below for more information about the symbols used in the mask.
BOM_Quantity_Mask	##,###,###.000; -##,###,###.000	Numeric mask used to format all bills of material component quantities. The first mask is for positive numbers and the second mask (after the semi-colon) is for negative numbers. This mask can have up to 15 digits to the left of the decimal point and 10 digits to the right (without commas). If you increase the total length of either mask including the sign, commas, and decimal point, to more than 15 characters, it may affect how the data is displayed. The data may not fit on the screen and you would have to scroll to see all of the data. See below for more information about the symbols used in the mask.
Button_Background_Color	210,226,239	Sets the button background color (for some buttons) using RGB values. See below for more information about RGB values.
Chart_Background_Color	255,255,255	Sets chart background color using RGB values. See below for more information about RGB values.
Cost_Mask	##,###,##0.000; -##,###,##0.000	The numeric mask used to format all cost data. The first mask is for positive numbers and the second mask (after the semi-colon) is for negative numbers. This mask can have up to 10 digits to the left of the decimal point and 6 digits to the right (without commas). If you increase the total length of either mask including the sign, commas, and decimal point, to more than 15 characters, it may affect how the data is displayed. The data may not fit on the screen and you would have to scroll to see all of the data. See below for more information about the symbols used in the mask.

Variable	Default Value	Description
Currency_Mask	##,###,###.00; -##,###,###.00	The numeric mask used to format all currency data. The first mask is for positive numbers and the second mask (after the semi-colon) is for negative numbers. This mask can have up to 10 digits to the left of the decimal point and 6 digits to the right (without commas). If you increase the total length of either mask including the sign, commas, and decimal point, to more than 14 characters, it may affect how the data is displayed. The data may not fit on the screen and you would have to scroll to see all of the data. See below for more information about the symbols used in the mask.
Database_System	Access	The database system TFG4000 is using
Date_Mask	MM/dd/yyyy	The mask used to format all fields that represent date values. See below for more information about the symbols used in the mask.
Date_Time_Mask	MM/dd/yyyy hh:mm:ss	The mask used to format all fields that represent date time values. See below for more information about the symbols used in the mask.
Day_Value_Mask	##0	The numeric mask used to format all fields that represent day values. See below for more information about the symbols used in the mask.
Debug	False	Turn on or off the system debug feature. **False** (default) – System debugging is not turned on. **True** – System debugging is turned on.
Default_City	Cumming	Default city to be used in certain addresses.
Default_HelpDesk_Queue	Help Desk	Default queue for help desk incidents
Default_Label_Units	Inches	Default units used for measurements in labels.
Default_Lead_Time	10	The Default Lead time in Days used by Material Scheduling to calculate Release and Due dates.
Default_Message_Email		Default email address to be used for system message distribution
Default_Message_IM		Default instant messenger address to be used for message distribution
Default_State	Georgia	Default state to be used in certain addresses
Default_Warehouse		Default production inventory warehouse
Default_ZipCode		Default zip code to be used in certain addresses

Variable	Default Value	Description
Form_Logo	CubeIcon.gif	Sets the logo to be used on forms, e.g. Invoices, Purchase Orders, Packing Slips, etc. The recommended logo size is 50x50 pixels. The logo can be smaller or larger and the system will size it to fit. If you would like your company logo to appear on forms, place your logo in .gif format in the \Server\Images directory and set this variable to the name of the logo.
Group_Background_Color	210,226,239	Sets the group background color using RGB values. Groups are areas of data on top of the screen background image. See below for more information about RGB values.
Inventory_Cost	Current Cost	Choose which Inventory Cost method to use for Inventory Management **Current Cost** (default) **-** inventory cost is calculated using the current inventory cost value entered for an item on the Item Definition screen. When the inventory cost on the Item Definition screen is changed the total inventory cost is recalculated using the new value; the old inventory cost value is no longer used and is not part of the new cost value. **Average Cost -** inventory cost is calculated using the average cost of the item. The average cost is calculated using the inventory cost on the Item Definition screen each time inventory is received, cycle counted, or adjusted. Prior average cost and current inventory cost are factored into the new average cost. For more information about how average cost is calculated, see the **Inventory Users Guide**.

Variable	Default Value	Description
Inventory_Quantity_Mask	###,###,##0; -###,###,##0	The numeric mask used to format all inventory quantities. The first mask is for positive numbers and the second mask (after the semi-colon) is for negative numbers. This mask can have up to 15 digits to the left of the decimal point and 10 digits to the right (without commas). If you increase the total length of either mask including the sign, commas, and decimal point, to more than 12 characters, it may affect how the data is displayed. The data may not fit on the screen and you would have to scroll to see all of the data. See below for more information about the symbols used in the mask.
Item_BOM_Level_Mask	00	The numeric mask used to format the Item Bill of Materials Level. See below for more information about the symbols used in the mask.
Job_Order_Full_BOM	No	Indicates if the job order bill of material should be a summarized bill or not. **Yes** = Job Order bill of material is fully exploded and components are added together so they appear only once with the full quantity needed. Use this setting when sub-assemblies are not built and stoked separately. **No =** Job Order bill of material is not exploded so components shown are used directly on the bill of material item and components at lower levels are not displayed. Use this setting when sub-assemblies are built and stocked separately.
Job_Order_Printer	"HP LaserJet"	Sets the default printer to be used for job order background printing. Check the printers defined for your system and enter the system name for the printer you wish to use when you print job order documents.

Variable	Default Value	Description
Labor_Mask	##,##0.00; -##,##0.00	Numeric mask to be used for labor hours The first mask is for positive numbers and the second mask (after the semi-colon) is for negative numbers. This mask can have up to 6 digits to the left of the decimal point and 2 digits to the right (without commas). If you increase the total length of either mask including the sign, commas, and decimal point, to more than 9 characters, it may affect how the data is displayed. The data may not fit on the screen and you would have to scroll to see all of the data. See below for more information about the symbols used in the mask.
Lead_Time_Mask	##0	The numeric mask used to format all of the Lead Time values. See below for more information about the symbols used in the mask.
Line_Number_Mask	000	The numeric mask used to format all of the line number values. See below for more information about the symbols used in the mask.
Line_Number_Mask	000	The numeric mask used to format all Line Numbers. See below for more information about the symbols used in the mask.
Material_Scheduling	Yes	Indicates if material scheduling processes should run **Yes** (default) – Material Scheduling will run **No** – Material Scheduling will not run
My_Customer_Number	1	The customer number used for your company. You must insert a customer definition for your company so the Sales Order Management application can use that information for certain documents and to determine addresses. When you insert your company definition the system will generate a customer number for you. Set this variable to the customer number assigned to your company.

Variable	Default Value	Description
My_Supplier_Number	1	The supplier number used for your company. You must insert a supplier definition for your company so the Purchasing Management application can use that information for certain documents and to determine addresses. When you insert your supplier definition the system will generate a supplier number for you. Set this variable to the supplier number assigned to your company.
Operation_Number_Mask	0000	The numeric mask used to format the Process Operation Numbers. See below for more information about the symbols used in the mask.
Order_Point_Email		Default order point E-mail user identification. When an order point has been reached the system can notify someone via email. Normally the email is sent to the email address defined on the Order Point Item screen under Inventory Management, but if no address is defined the message will be sent to the default address defined in this variable. Set this variable to the email address of the person who should receive the notification (if an address was not defined on the Order Point Item screen) or leave this variable blank if default email notification is not desired.
Order_Point_IM		Order point AOL Instant Messenger™ (IM) address. When an order point has been reached the system can notify someone via an AOL instant message. Set this variable to the AOL Instant Messenger address of the person who should receive the notification or leave this variable blank if instant message notification is not desired.
PreDefine_Lots	No	Indicates whether lot number must be pre-defined before they can have inventory received for them or used in any way. **Yes** – Lot number must be pre-defined **No** (Default) – Lot numbers do not have to be pre-defined, but they can be if desired

Variable	Default Value	Description
Report_Logo	CubeIcon.gif	Sets the logo to be used on reports. The recommended logo size is 50x50 pixels. The logo can be smaller or larger and the system will size it to fit. If you would like your company logo to appear on reports, place your logo in .gif format in the \Server\Images directory and set this variable to the name of the logo.
Row_Count_Default_Value	30	The default value used for the Row Count field. The row count is the maximum number of rows to retrieve and display in searches and on screens where multiple rows cane be displayed.
Row_Count_Mask	####0	The numeric mask used to format the Row Count Number. See below for more information about the symbols used in the mask.
Run_Report_Server	Yes	Indicates if a background report server should be used for triggered reports. **Yes** (default) – Run background report server **No** – Do not run background report server
Screen_Background_Color	210,226,239	Sets the screen background color, using RGB values, on all screens. See below for more information about RGB values.
Screen_Background_Image	Cloud3.jpg	Sets the screen background image on all screens. If you would like a different background image place the image in .jpg format in the \Server\Images directory and set this variable to the name of the image.
Screen_Logo_Image	CubeIcon.gif	Sets the logo to be used on the screen above the NavTree (navigation tree on the left side of the screen). The recommended logo size is 50X50. The logo can be smaller or larger and the system will size it to fit. If you would like your company logo to appear above the NavTree, place your logo in .gif format in the \Server\Images directory and set this variable to the name of the logo.

Variable	Default Value	Description
Search_Background_Color	210,226,239	Sets the search screen background color using RGB values. Search screens are accessed using Search buttons next to fields and GoTo/Selection buttons in screen tables. See below for more information about RGB values.
Search_Header_Color	210,204,178	Sets the search screen column heading color using RGB values. Search screens are accessed using Search buttons next to fields and GoTo/Selection buttons in screen tables. See below for more information about RGB values.
Security	No	Security setting. **No** (Default) – Security is not used. Anyone using the system has access to all of the applications, screen, and functions. The Windows user id is logged when data is inserted or updated. **Yes** – Security is used. Each person using the system must have a user id and password and varying degrees of access can be set for each user. The TFG4000 user id is logged when data is inserted or updated.
Sequence_Number_Mask	#########0	The numeric mask used to format all Sequence Numbers. See below for more information about the symbols used in the mask.
Statistic_Value_Mask	########0;-########0	The numeric mask used to format all statistics values See below for more information about the symbols used in the mask.
Table_Header_Color	210,204,178	Sets the color of screen table headings using RGB values. See below for more information about RGB values.
Table_Tab_Color	210,226,239	Sets the color of tabs on screen tables using RGB values. See below for more information about RGB values.
TFG4000_Inventory	Yes	TFG4000 inventory is updated Used by another version of TFG4000. **Do not change this variable.**
TFGEdition	Professional	TFG product edition. **Do not change this variable.**

Variable	**Default Value**	**Description**
TFGMaterialScheduleTrigger	5	Interval in minutes between material scheduling trigger processing cycles. 0 = Trigger processing is off
TFGProduct	TFG4000	TFG product name. **Do not change this variable.**
TFGTriggerController	1	Interval in minutes between main trigger processing cycles 0 = Trigger processing is off
Time_Value_Mask	###0.0	The numeric mask used to format all Time Value Fields. Time values represent seconds, minutes, hours, etc. See below for more information about the symbols used in the mask.
Tree_On_Right	No	Set the default tree position on the right. **No** (Default) – Do not set the navigation tree on the right side of the screen. **Yes** – Set the navigation tree on the right side of the screen.
UOM_Factor_Mask	##,##0.00;-##,##0.00	He unit of measure factor mask to be used when displaying the unit of measure conversion factor. See below for more information about the symbols used in the mask.
User_Image_Directory	UserImages	Indicates where pictures of items are stored. The default directory is located under the “Server” directory where you installed TFG4000. If you want to store images elsewhere you must change this variable and include the full directory path. Please make sure the path is accessible to anyone who needs to view item images.

Variable	Default Value	Description
Weight_Mask	##,###,###.00; -##,###,###.00	The numeric mask used to format all Weights. The first mask is for positive numbers and the second mask (after the semi-colon) is for negative numbers. This mask can have up to 5 digits to the left of the decimal point and 3 digits to the right (without commas). If you increase the total length of either mask including the sign, commas, and decimal point, to more than 14 characters, it may affect how the data is displayed. The data may not fit on the screen and you would have to scroll to see all of the data. See below for more information about the symbols used in the mask.
Welcome_Logo	Cubes.gif	The large logo that appears in the center of the Welcome screen. This is the first screen you see when you start TFG4000. The recommended logo size is 300X300. The logo can be smaller or larger and the system will size it to fit. If you would like your company logo to appear on the Welcome screen, place your logo in .gif format in the \Server\Images directory and set this variable to the name of the logo.
WMS_Allow_Negative_Invento ry	No	Allow the inventory on-hand quantity to be negative in Warehouse Management inventory. **No** – (Default) Do not allow the inventory on-hand quantity to be negative. Any inventory transactions that would cause the on-hand quantity to go negative will be rejected as an error. **Yes** – Allow inventory on-hand quantity to be negative. Inventory transactions that would cause the on-hand quantity to go negative are allowed to process normally and the on-hand quantity will be negative.
WMS_Allow_PO_Over_Receipt	No	Indicates if receipt quantity can exceed the quantity ordered when inventory is received in Warehouse Management. **No** (default) – Do not allow receipt quantity greater than quantity ordered **Yes** – Allow receipt quantity greater than quantity ordered.

Variable	Default Value	Description
WMS_Automatic_Replenish_List	Yes	Indicates if replenishment lists should be generated automatically or if generation must be requested manually in Warehouse Management **Yes** (Default) - Automatically generate replenishment lists **No** – Do not generate replenishment lists automatically
WMS_Case_Number_Mask	########0	The numeric mask used to format the case numbers in the Warehousing application. See below for more information about the symbols used in the mask.
WMS_Consolidation_Number_Mask	########0	The numeric mask used to format the consolidation list numbers in the Warehousing application. See below for more information about the symbols used in the mask.
WMS_Consolidation_Percentage	10	Percentage of the maximum pallet quantity that will be used to select the "From" locations during consolidation in the Warehousing application.
WMS_Default_Warehouse	Warehouse	Default warehouse to be used in certain places in warehouse management.
WMS_Delivery_Number_Mask	########0	The numeric mask used to format the delivery numbers in the Warehousing application. See below for more information about the symbols used in the mask.
WMS_Load_Number_Mask	########0	The numeric mask used to format the load numbers in the Warehousing application. See below for more information about the symbols used in the mask.
WMS_Measurement_Mask	####0	The numeric mask used to format the measurements used in the Warehousing application (width, depth, height) See below for more information about the symbols used in the mask.
WMS_Merge_Lots	Yes	Indicates if different lot numbers can be stored in an inventory location in the Warehousing application. **Yes** (default) – Allow different lot numbers in a location **No** – Do not allow different lot numbers in a location

Variable	Default Value	Description
WMS_Merge_Pools	Restricted	Indicates if different pools can be stored in an inventory location and how inventory pools are managed in the Warehousing application. **Yes** – Allow different pools in a location. Ignore pool when generating lists. **No** – Do not allow different pools in a location. Pools must match during list generation. **Restricted** (default) – Unique pools must not have other pools in the same location. During list generation unique pools must be matched exactly but if a match cannot be found inventory from general pools or inventory with no pool may be selected. Shared pools may use inventory from other shared pools even if the pool numbers do not match and they may use inventory from general pools and inventory with no pool.
WMS_Pallet_Number_Mask	########0	The numeric mask used to format the pallet numbers in the Warehousing application. See below for more information about the symbols used in the mask.
WMS_Picking_Number_Mask	########0	The numeric mask used to format the pick list numbers in the Warehousing application. See below for more information about the symbols used in the mask.
WMS_Putaway_Number_Mask	########0	The numeric mask used to format the putaway list numbers in the Warehousing application. See below for more information about the symbols used in the mask.
WMS_Replenish_Percentage	50	Percentage of inventory that will trigger replenishment orders for replenish locations in the Warehousing application. When on hand quantity as a percentage of the maximum quantity that can be stored in a location falls below this percentage, a replenishment order is triggered.
WMS_Replenishment_Number_Mask	########0	The numeric mask used to format the replenishment list numbers in the Warehousing application. See below for more information about the symbols used in the mask.

Variable	Default Value	Description
WMS_Shipping_OrderNumber_Mask	#########0	The numeric mask used to format the shipping order numbers in the Warehousing application. See below for more information about the symbols used in the mask.

Mask Values

Mask Symbol	Meaning
0	Digit, zero is displayed
#	Digit, zero is not displayed
.	Decimal
-	Minus sign
,	Comma, Grouping separator
;	Separates positive and negative masks

Here are some examples of how masks work:

We have numbers 123456, 0, and 1.5. Here is how they would look with the following masks:

000000000	000123456	000000000	000000001
######0	123456	0	1
#,###,##0.00	123,456.00	0.00	1.50

You can increase the number of decimal places for values that are very small. For example, you may want to track inventory quantities with more decimal precision. Let's say you have 1.25 gallons of paint. The InventoryQuantityMask default is:

###,###,##0;-###,###,##0

1.25 would be displayed as 1, so you might change it to:

###,###.000;-###,###.000

Then 1.25 would be displayed as 1.250. If you already had inventory with whole numbers they would not be affected. So 5 gallons would be displayed as 5.000.

Notice the zeroes on the end of the numbers. That's because we specified three decimal places in the mask. We could have changed the mask like this:

###,###.###;-###,###.###

Then 1.25 would be displayed as 1.25 and 5 would be displayed as 5

The # character in the mask suppresses leading and trailing zeroes. The 0 character in the mask displays leading and trailing zeroes. Here is another example of that:

000,000.000;-000,000.000

1.25 would be displayed as 000,001.250

The mask after the semi-colon (;) is for negative numbers. Here is how the number would look if the inventory was below zero and the mask was set as follows:

###,###.000;-###,###.000

Negative 1.25 would be displayed as -1.250

###,###.000;###,###.000-

Negative 1.25 would be displayed as 1.250-

RGB Values

RGB stands for Red, Green, and Blue. These are the three color values used to determine a color setting. Three numbers representing red, green, and blue respectively indicate the final color. Each number value can be from 0 to 255 where 0,0,0 is black; 255,255,255 is white; 255,0,0 is pure red; 0,255,0 is pure green; and 0,0,255 is pure blue.

Server Start Up Options

When the TFG4000 server component starts it uses an "INI" file for most of the startup parameters. These values are set during installation and will most likely not need to be changed. The TFGServe.ini (default) file can be found in the:

x:\Program Files\The Fredrick Group\TFG4000 Professional V1.4\Server directory.

Where the "x" drive is the drive where you installed TFG4000.

TFGServe.ini

Variable	**Settings**	**Description**
Cache_Mode	<u>On</u>/Off	Load screens from server cache.
Server_Port	4200	TCP/IP port number for the server.
MailUserEmail		Full email address that TFG4000 uses to send emails.
MailUser		User Name that TFG4000 uses to connect to your mail server (what you would use to log onto email, may be the same as MailUserEmail)
MailPassword		Password that TFG4000 uses to connect to your mail server.
MailServer		Mail server TFG4000 will use to send email messages. See the section called **Email Setup** in this manual for more information.
MailContact		Default email to use when system email must be sent
AIM_User		The AOL Instant Messenger account that will be used by TFG4000 to send IM notifications. See the section called **IM Setup** in this manual for more information.
AIM_Password		Password for the AIM_User account.
Console_User1		Not Used.
Console_User2		Not Used.
Database_ID	Production	Display name of the database.
Database_URL	izmado	Do not change.
Database_Name	\TFG4000.mdb	Name of the database file.
Database_UserID		Not Used.
Database_Password		Not Used.
Database_Driver	com.inzoom.jdbcado.Driver	Do not change.
Database_Unavailable_Message	Can't find TFG4000 Professional Database	Message sent when the database is unavailable.

BAT File Options

TFG4000 uses windows “BAT” files for start up. In single user mode there is one file, TFG4000.bat. In multiple user mode there is one for the server, TFGServe.bat and one file for the client, TFG4000.bat. These values are set during installation and will most likely not need to be changed.

Single User

The TFG4000.bat (default) file can be found in the following directory:

x:\Program Files\The Fredrick Group\TFG4000 Professional V1.4\Client

Where“x” is the drive where you installed TFG4000.

Variable	**Default Setting**	**Description**
-Xms / -Xmx	machine dependent	Specifies the starting and maximum size of the JAVA Virtual Machine.
Server IP Address / Port	127.0.0.1 4000	IP Address and port number of the server component.
-Local IniFile	-local TFGServe.ini	Starts the system in single user mode and specifies the name of the INI file for the server.
-Debug		Turns on system debugging.
-Fontsize Points		Font size for the client. Overrides the automatic font size setting.
-l Language	-l en_US	Specifies the default language to use. Currently only English (en) is supported.
-NoCache		Turns off screen caching.
-TreeOnRight		Start the client with the “Navtree” on the right side of the screen.

Multiple User Client

The TFG4000.bat (default) file can be found in the following directory:

x:\Program Files\The Fredrick Group\TFG4000 Professional V1.4\Client

Where “x” is the drive where you installed TFG4000.

Variable	**Default Settings**	**Description**
-Xms / -Xmx	machine dependent	Specifies the starting and maximum size of the JAVA Virtual Machine.
Server IP Address / Port	specified during install / 4000	IP Address and port number of the server component.
-Debug		Turns on system debugging.
-Fontsize Points		Font size for the client. Overrides the automatic font size setting.
-l Language	-l en_US	Specifies the default language to use. Currently only English (en) is supported.
-NoHttp	-NoHTTP	Turns off HTTP communications to the server.
-TreeOnRight		Start the client with the “Navtree” on the right side of the screen.

Multiple User Server

The TFGServe.bat (default) file can be found in the following directory:

x:\Program Files\The Fredrick Group\TFG4000 Professional V1.4\Server directory.

Where“x” is the drive where you installed TFG4000.

Variable	**Default Settings**	**Description**
-IniFile	TFGServe.INI	Name of the INI file for the server.
-NoCache		Turns off screen caching.
-NoHttp	-NoHTTP	Turns off HTTP communications to the server.

Advanced Installation

TFG4000 Professional Edition provides some advanced installation functionality such as: font sizes, system variables, server start up options, BAT file options for single user and multi user modes.

Please refer to the System Administration User Guide for more information.

Documentation

TFG4000 documentation (in PDF format) is available online at www.tfg4000.com, through the "Documentation" menu on each screen, and from the Windows "Start" menu. Simply click "Start", then "Programs", then "TFG4000 Professional V1.4", and then "Documentation".

Note: PDF files require Adobe® Acrobat® Reader. The reader is available at www.adobe.com free of charge.

Registration

Quick & Easy Online: After installation, you can go to our web page at www.tfg4000.com to register the product. Click on "Register" and follow the instructions.

Suggestions

We are eager to improve TFG4000 Professional Edition, and we urge you to tell us what you think of the software and how it could be improved to better suit your needs. We have taken many suggestions from our customers and incorporated them into our products. If you have suggestions or comments, please send an e-mail to tfg4000@fredrickgroup.com. We want to hear from you!

Services

The Fredrick Group, Inc. offers assistance in data conversion. For more information, contact The Fredrick Group, Inc. directly by either:

E-mail Send an e-mail to tfg4000@fredrickgroup.com, with 'Services' in the subject line.

Phone Call **770-844-8516** between 9:00 AM - 5:00 pm Eastern Time Monday through Friday (except holidays)

Support

Note: You must be registered in order to receive support.

Initial Installation Support

The Fredrick Group, Inc. provides free initial installation support via e-mail. Installation support is available for 30 days, and is activated when you send your first message. You may also receive installation support by calling, but you must pay the cost of the call. Technicians are available on a limited basis Monday through Friday (except holidays) from 9:00 am to 5:00 pm Eastern time. The TFG4000 Professional Edition product technical support number is **770-844-8516**.

Pay-As-You-Go Support

Additional fee-based support is available. You pay the cost of the call plus an additional fee. Credit card information must be provided and confirmed before a call is accepted. Technicians are available on a limited basis Monday through Friday (except holidays) from 9:00 am to 5:00 pm Eastern time. The TFG4000 Professional Edition product technical support number is **770-844-8516**.

Contact The Fredrick Group, Inc. at tfg4000@fredrickgroup.com for more details.

Other Support Options

Other support options are available.

Contact The Fredrick Group, Inc. at tfg4000@fredrickgroup.com for more details.

Note: Support plans and fees are subject to change without notice.

For more information go to www.tfg4000.com.