

# TFG4000™

## System Administration

### Users Guide



Version 1.4

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## Welcome

The TFG4000 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. Even better – every application in the TFG4000 Software Series is sold separately as a stand-alone product, which means you buy only what you need to run your operation more efficiently. For example, companies that only need to track and manage inventory are not forced to navigate through a multitude of unnecessary screens, but rather access the specific application that they need to perform their business operation. The added bonus of having every application in the TFG4000 Software Series is that each product recognizes the others and runs in harmony to provide you the optimum benefit of business management software.

TFG4000 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 within the applications, as well as powerful search capabilities and built-in help features to help guide you through the system. With TFG4000, 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 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™ is the smart source for business management. A simple solution for a complex process.

## System Requirements

Microsoft® Windows® 98, Windows NT® 4.0, Windows® 2000, Windows® ME, or Windows XP®, with the latest Service Pack applied.

Pentium® class processor, 350mhz or greater.

90MB free disk space.

128MB of RAM (256MB recommended).

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

# Starting TFG4000

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

## Single User

1. Open the "Start" menu, and then select the "Program" option.
2. Select "TFG4000 V1.4" from the program list.
3. Select "TFG4000" to start.
4. The TFG4000 "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 User (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" option.
2. Select "TFG4000 V1.4" from the program list.
3. Select "TFG4000 Server V1.4" to start.
4. The TFG4000 "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.

### Client Startup

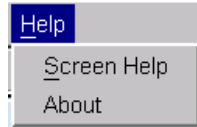
1. Open the "Start" menu, and then select the "Program" option.
2. Select "TFG4000 V1.4" from the program list.
3. Select "TFG4000 Client v1.4" to start.
4. The TFG4000 "Welcome" screen is displayed with the "Tip of the Day". You can select "Close" to continue the start up process or select "Next Tip" 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 sign ("+") 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.

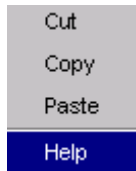
### Screen Level Help

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.

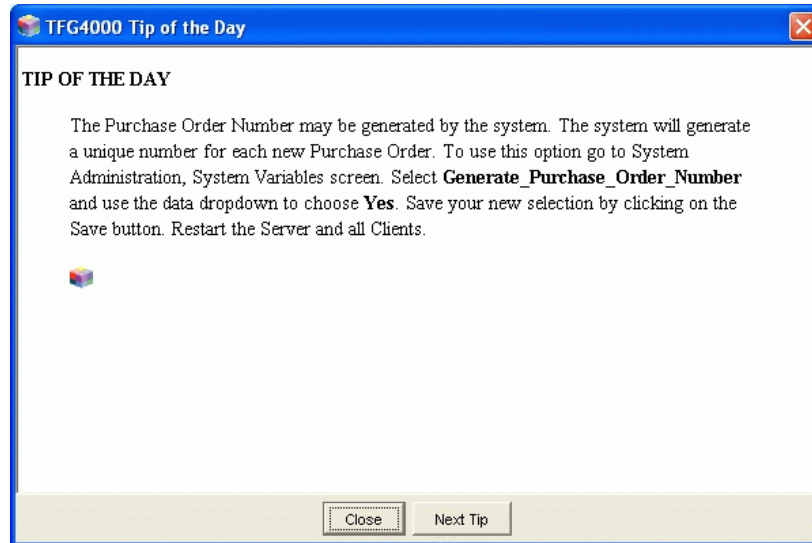




## Tip of the Day

Each time you start TFG4000, 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.

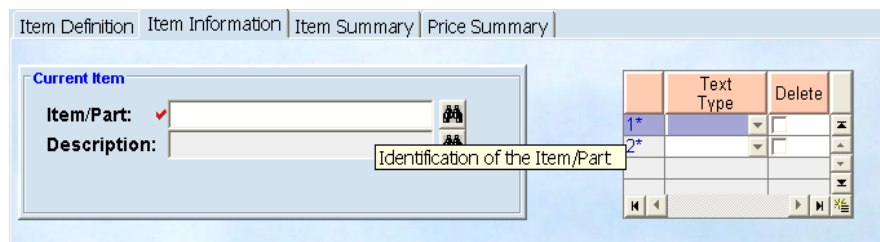
Example Only:



## Tool Tips

Throughout TFG4000, 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.

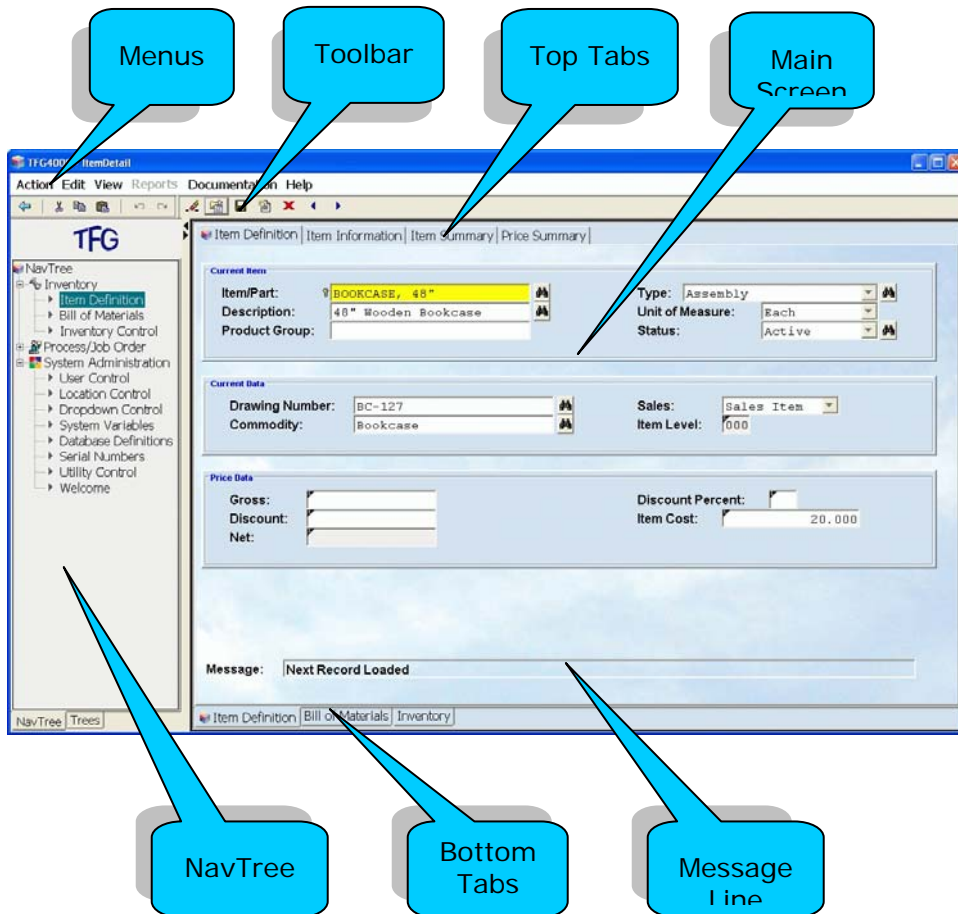
Example Only:



## Using TFG4000

You can navigate through the TFG4000 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 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 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. It contains the following menu items:

<b>Print</b>	Prints the entire screen in either portrait or landscape mode.
<b>Print Text</b>	Prints only the text currently displayed on the screen in either portrait or landscape mode.
<b>Exit</b>	Terminates the TFG4000 session.

### Edit

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

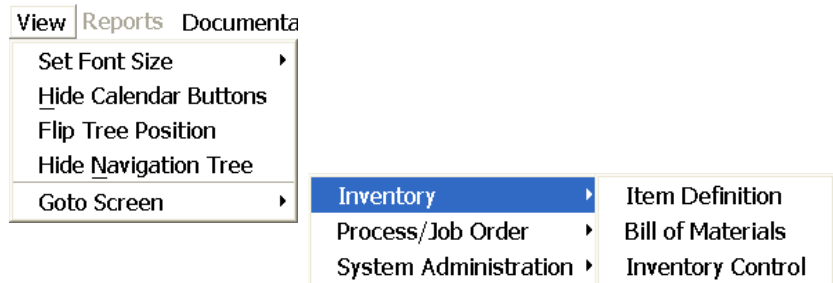
<b>Cut</b>	When you highlight data and use this function, the data is removed from the screen and is available in a clipboard for pasting. Holding the "Ctrl" key and pressing the "X" key will perform the same operation.
<b>Copy</b>	When you highlight data and use this function, the data is copied into a clipboard and is available for pasting. Holding the "Ctrl" key and pressing the "C" key will perform the same operation.
<b>Paste</b>	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 screens are presented and how you navigate the screens. It contains the following menu items:

<b>Set Font Size</b>	You can choose a font size from 10 to 18. With larger font sizes you may have to scroll to see the entire screen.
<b>Hide Calendar Buttons</b>	Toggles whether or not a Calendar button is displayed next to the date fields.
<b>Flip Tree Position</b>	Changes the position of the "NavTree" to either the left or the right side of the screen.
<b>Hide Navigation Tree</b>	Hides the "NavTree" from the screen. Click it a second time to display the "NavTree" on the screen.  <b>Note:</b> The dark arrows in the bar between the NavTree" and the main screen perform the same function.
<b>GoTo Screen</b>	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 is only available if there are reports available for the screen you are on. There will be various menu items depending on the screen.

## Documentation

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

## Help

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

<b>Screen Help</b>	Displays information about the screen you are on.
<b>About</b>	Displays information about TFG4000.

## Buttons & Icons

Each screen in TFG4000 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 application tasks. The buttons displayed change with the screen you are working with.

### Previous screens

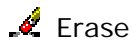
Use this button to return to your previous screen. You can go back up to ten screens.

### 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 erase, open, save, add, delete, get previous or next, copy, print, and refresh data 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. On screens indicated as “definition” screens, it copies related data in addition to the data currently displayed. On all other screens, only the data displayed is copied.
-  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.

## 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
 

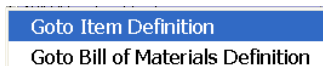
This button provides a “dropdown” list of pre-defined values from various fields that have this button next to it. If you click on one of the values from the dropdown list, that value will appear in the adjacent field.


## 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.

<b>Gray</b>	A gray field is display only, no entry allowed or necessary
<b>White</b>	A white field is open for entering data
<b>Yellow</b>	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 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 is restarted.



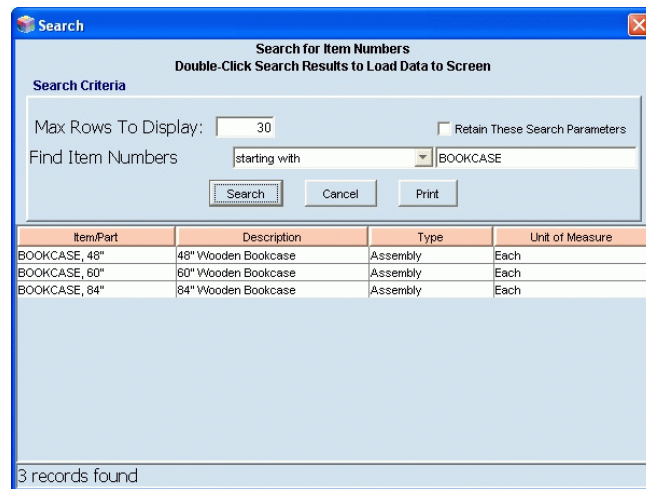
## Performing Searches

There are two types of searches in TFG4000 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:



Search

Search for Item Numbers  
Double-Click Search Results to Load Data to Screen

Search Criteria

Max Rows To Display: 30  Retain These Search Parameters



Find Item Numbers starting with BOOKCASE

Search Cancel Print

Item/Part	Description	Type	Unit of Measure
BOOKCASE, 48"	48" Wooden Bookcase	Assembly	Each
BOOKCASE, 60"	60" Wooden Bookcase	Assembly	Each
BOOKCASE, 84"	84" Wooden Bookcase	Assembly	Each

3 records found

## 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 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.
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

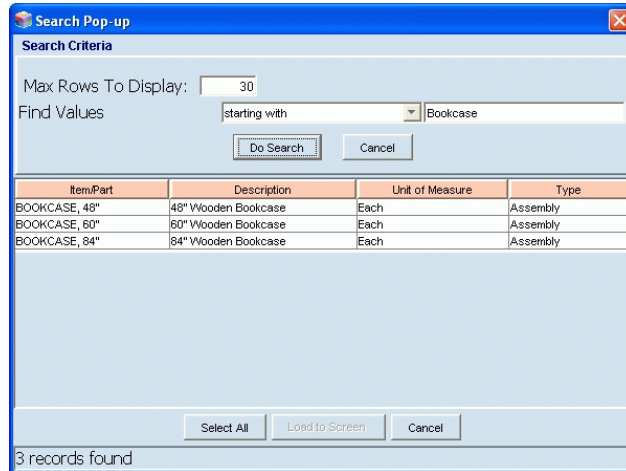
To print the search results, use these steps:

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:



The screenshot shows a 'Search Pop-up' dialog box with the following elements:


- Search Criteria:**
  - Max Rows To Display: 30
  - Find Values: starting with Bookcase
  - Buttons: Do Search, Cancel
- Results Table:**

Item/Part	Description	Unit of Measure	Type
BOOKCASE, 48"	48" Wooden Bookcase	Each	Assembly
BOOKCASE, 60"	60" Wooden Bookcase	Each	Assembly
BOOKCASE, 84"	84" Wooden Bookcase	Each	Assembly

Buttons: Select All, Load to Screen, Cancel

3 records found

## Using the Search Pop-Up Screen

1. **Right** 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 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.
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. If “Reports” is faded gray, then there are no reports available for that screen.

### 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. 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. Once finished adjusting the settings, click “OK”.

#### **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.

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. The columns can be re-sized, 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 hide or unhide a column right click in the report area, then select 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 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 is restarted.

## **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.

# 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. There are ten screens for these purposes:

## User Control

User control allows you to maintain user information, such as entering new users and changing information about existing users including security settings and a list of users currently signed onto the system.

## 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.

## Trigger Control

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

## System Variables

TFG4000 uses variables, such as screen colors, which you may change if you wish by changing the values on the System Variables screen.

## 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.

## 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.

## Utility Control

TFG4000 provides four data utilities – database backup, database restore, data export, and data import.

## Label Definition

TFG4000 contains predefined label forms. The Label Definition screen allows you to define your own label forms to the system.

## **Welcome**

The first screen you see when you start TFG4000. This screen has some useful information about help that is available in TFG4000.



# System Administration Screens Explained


## User Control Screen

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

**User Table** (Primary and Secondary tabs)

<b><u>Column</u></b>	<b><u>Explanation</u></b>
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 Status	The status of the user. Definitions are as follows:  <b>Admin</b> Administrator of the TFG4000 system.  <b>Normal</b> A regular user of the system.
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.
E-Mail Address	The "E-Mail Address" is additional, optional information about the user. If an "E-Mail Address" is not entered when the User ID is created it will be blank.
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.
<b>Message Line</b>	
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 “Primary” and “Secondary” 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 than 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 security authorizations for each user in the system.

### Current User Group

<u>Field</u>	<u>Explanation</u>
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. Definitions are as follows:  <b>Admin</b> Administrator of the TFG4000 system.  <b>Normal</b> A regular user of the system.
Description	A short description of the user.


### Security Table

<u>Column</u>	<u>Explanation</u>
Row	The line number of the row in the table.
Screen/Report Name	Name of the screen or report.
Authority	The level of authority the user has on this screen or report. Definitions are as follows:  <b>Full Authorization</b> The user can perform any function.  <b>Display Only</b> 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)  <b>Not Authorized</b> The user can not 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, for each user. The default is “Full Authorization” for all screens.




### 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. 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. 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. Click the Open (Display) button  located on the toolbar. The table displays the authorization levels for the selected user.
3. Click the  next to the "Authority" field for the appropriate screen, and then click the "Authorization Level" desired.
4. When an authorization level has been selected for each screen you wish to change, click the Save button  located on the toolbar.


## 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

<u>Column</u>	<u>Explanation</u>
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.

## Dropdown Control Screen

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

### Dropdown Name Table


<u>Column</u>	<u>Explanation</u>
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

<u>Column</u>	<u>Explanation</u>
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 first 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 than 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.


## System Variables Screen

This screen is for maintaining system settings.

### System Variable Table (Variable and Description tabs)

<u>Column</u>	<u>Explanation</u>
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.

### 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 wish 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.

## 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

<u>Column</u>	<u>Explanation</u>
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

<u>Column</u>	<u>Explanation</u>
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:  <b>VARCHAR</b> Variable Character. Can contain letters and numbers  <b>LONGCHAR</b> Long Character. Can contain letters and numbers  <b>DECIMAL</b> Number with decimal places. The database definition allows up to 10 decimal places for quantities and 6 decimal places for values.  <b>INTEGER</b> Number without decimals  <b>DATETIME</b> 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 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.


## 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.

### 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.

## Utility Control Screen

This screen provides four utility functions: database backup, database restore, 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.

The database backup utility makes a copy of your current TFG4000 database. The copy is stored in the directory you choose or 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).

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.

The export utility creates delimited a file with a .txt extension. 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 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.

**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

<u>Field</u>	<u>Explanation</u>
Backup Directory	Path for the directory where the database backup is created when the Backup Database button is pressed or the path for the directory from where the database backup is retrieved when the Restore Database button is pressed. If you do not enter a directory the default is \\Server\Database\Backup
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. If you do not enter a backup file name it defaults to the name of the database with the date and time appended.

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



## Data Export Section


<u>Field</u>	<u>Explanation</u>
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 Directory	Path for the directory where the export file is created when the Export button is pressed. If you do not enter a directory the default is \\Server\Imports
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.

## Data Import Section

<u>Field</u>	<u>Explanation</u>
Mode	<p>"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.</p> <p>"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.</p> <p>"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.</p> <p><b>Note:</b> When you use "Reload" mode TFG4000 automatically backs up the current database into the default backup directory with the default backup file name.</p> <p>The default is "Verify" mode.</p>
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	Fully Qualified Name of the directory and file from which you wish to import data. The default is the table name with a .txt extension.  <b>Note:</b> If you do not specify a directory the import file <b><i>must</i></b> 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. Click the Open (Display) button  next to the "Backup Directory" field and choose the directory in which you want the database backup to be stored

-or-

Key into the "Backup Directory" field the directory path where you want the database backup to be stored

-or-

Leave the "Backup Directory" field blank and the backup is stored in the default directory \\Server\Database\Backup

2. Key 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

3. Click the Backup Database button.

## Database Restore

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

1. Click the Open (Display) button  next to the "Backup Directory" field and choose the directory where the backup file you wish to use is stored

-or-


Key into the "Backup Directory" field the directory path where the backup file you wish to use is stored

-or-

Leave the "Backup Directory" field blank and the backup is retrieved from the default directory \\Server\Database\Backup or from the directory selected with the backup file name in Step (2)

2. Key into the "Backup File Name" field the name of the file which you want to use to restore the database

-or-

Click the Open (Display) button  next to the "Backup File Name" field and choose the file you want to use to restore the database. The directory path is filled in automatically

3. 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 full directory path and the name of the file you want to contain the exported data

-or-

4. Leave the Export File Name field blank and the export file name defaults to the name of the table with a .txt extension. It will be stored in the TFG4000 \\Server\Imports directory.

5. Click the "Export Data" button.

## 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 full directory path and the name of the .txt file that contains the data you wish to import. If you do not enter a path it will default to the \\Server\Imports directory.

-or-

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

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 \\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)	2 <sup>nd</sup> 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.

### location.txt

```
LOCATIONNUMBER,LOCATIONNAME,EFFECTIVITY,LOCATIIONTYPE,LOCATIONSTATUS,LOCATI
ONCITY,LOCATIONSTATE,LOCATIONZIP,LOCATIONDESCRPT,LOCATIONMRP,USERLASTCHA
NGE,SOURCELASTCHANGE,ROWINSERTED,ROWCHANGED
1,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
2,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
3,Bin101,2002-01-23
00:00:00.0,Warehouse,Inactive,Cumming,AL,,,Yes,franw,SAO_TableSave,2002-01-23
12:44:19.0,2003-03-31 10:42:16.0
3,Bin101,2002-01-23
00:00:00.0,Warehouse,Inactive,Cumming,AL,,,Yes,franw,SAO_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

```
LOCATIONNUMBER,LOCATIONNAME,EFFECTIVITY,LOCATIIONTYPE,LOCATIONSTATUS,LOCATI
ONCITY,LOCATIONSTATE,LOCATIONZIP,LOCATIONDESCRPT,LOCATIONMRP,USERLASTCHA
NGE,SOURCELASTCHANGE,ROWINSERTED,ROWCHANGED
3,Bin101,2002-01-23
00:00:00.0,Warehouse,Inactive,Cumming,AL,,,Yes,franw,SAO_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.

## Label Definition Screen

TFG4000 contains predefined label forms. The Label Definition screen allows you to define your own label forms to the system.

### Label Definition Group

<u>Field</u>	<u>Explanation</u>
Label Name	Identifier of a label. Indicates the kind of label you want to print.
Type	Type of Label
Description	Description of a label.
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 if the label font should be <b>Bold</b> 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 item/part.


### 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 an Existing Label

To display a label, 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 "Type" field
  - d) Button next to the "Status" field
2. Double-click on the "Label Name" you would like to display in the "Search" screen table.
3. The label is displayed on the main screen.



### Updating an Existing Label

To update an existing label, perform the following steps:


1. Display the label you wish to change. See "Displaying an Existing 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 an existing label Name. See "Displaying an Existing 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 an Existing Label


To delete an existing label, perform the following steps:

1. Display the label name you wish to delete. See "Displaying an Existing 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 .



# 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.

## 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.  <b>No</b> – (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.  <b>Yes</b> – 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.

Variable	Default Value	Description
BOM_Quantity_Mask	##,###,###.000; -##,###,###.000	<p>Numeric mask used to format all bills of material component quantities.</p> <p>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).</p> <p>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.</p> <p>See below for more information about the symbols used in the mask.</p>
Button_Background_Color	210,226,239	<p>Sets the button background color (for some buttons) using RGB values.</p> <p>See below for more information about RGB values.</p>
Carrier_Number_Mask	#####0	Not Used.
Chart_Background_Color	255,255,255	<p>Sets chart background color using RGB values.</p> <p>See below for more information about RGB values.</p>
Cost_Mask	##,###,##0.000; -##,###,##0.000	<p>The numeric mask used to format all cost data.</p> <p>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).</p> <p>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.</p>





Variable	Default Value	Description
Currency_Mask	##,###,###.00; -##,###,###.00	<p>The numeric mask used to format all currency data.</p> <p>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).</p> <p>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.</p> <p>See below for more information about the symbols used in the mask.</p>
Day_Value_Mask	##0	<p>The numeric mask used to format all fields that represent day values.</p> <p>See below for more information about the symbols used in the mask.</p>
Customer_Number_Mask	#####0	<p>The numeric mask used to format the customer number.</p> <p>If you increase the total length of the mask to more than 10 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.</p> <p>See below for more information about the symbols used in the mask.</p>
Debug	False	<p>Turn on or off the system debug feature.</p> <p><b>False</b> (default) – System debugging is not turned on.</p> <p><b>True</b> – System debugging is turned on.</p>
Group_Background_Color	210,226,239	<p>Sets the group background color using RGB values. Groups are areas of data on top of the screen background image.</p> <p>See below for more information about RGB values.</p>

Variable	Default Value	Description
Inventory_Cost	Current Cost	<p>Choose which Inventory Cost method to use for Inventory Management</p> <p><b>Current Cost</b> (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.</p> <p><b>Average Cost</b> - 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.</p> <p>For more information about how average cost is calculated, see the <b>Inventory Users Guide</b>.</p>
Inventory_Location_Verify	Yes	<p>Verify the inventory location against the location table.</p> <p><b>Yes</b> (default) – Inventory locations must be pre-defined on the Location Control screen under System Administration. Users are not allowed to key in a location on screens where inventory locations are used; they must select a location from a list of pre-defined locations.</p> <p><b>No</b> – Inventory locations do not <b>have</b> to be pre-defined; however, inventory locations <b>can</b> be pre-defined. Users can key in a location on screens where inventory locations are used and in addition they can select a location from a list of pre-defined locations, but they are not required to select from the list.</p>

Variable	Default Value	Description
Inventory_Quantity_Mask	###,###,##0; -###,###,##0	<p>The numeric mask used to format all inventory quantities.</p> <p>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).</p> <p>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.</p> <p>See below for more information about the symbols used in the mask.</p>
Invoice_Number_Mask	#####0	<p>The numeric mask used to format the Customer Invoice Number.</p> <p>See below for more information about the symbols used in the mask.</p>
Item_BOM_Level_Mask	00	<p>The numeric mask used to format the Item Bill of Materials Level.</p> <p>See below for more information about the symbols used in the mask.</p>
Job_Order_Number_Mask	#####0	<p>The numeric mask used to format the job order number.</p> <p>If you increase the total length of the mask to more than 10 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.</p> <p>See below for more information about the symbols used in the mask.</p>
Job_Order_Printer	"HP LaserJet"	<p>Sets the default printer to be used for job order background printing.</p> <p>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.</p>
Lead_Time_Mask	##0	<p>The numeric mask used to format all of the Lead Time values.</p> <p>See below for more information about the symbols used in the mask.</p>
Line_Number_Mask	000	<p>The numeric mask used to format all Line Numbers.</p> <p>See below for more information about the symbols used in the mask.</p>

<b>Variable</b>	<b>Default Value</b>	<b>Description</b>
My_Customer_Number	1	<p>The customer number used for your company.</p> <p>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.</p>
My_Supplier_Number	1	<p>The supplier number used for your company.</p> <p>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.</p>
Operation_Number_Mask	0000	<p>The numeric mask used to format the Process Operation Numbers.</p> <p>See below for more information about the symbols used in the mask.</p>
Order_Point_Email		<p>Order point E-mail user identification.</p> <p>When an order point has been reached the system can notify someone via email. Set this variable to the email address of the person who should receive the notification or leave this variable blank if email notification is not desired.</p>
Order_Point_IM		<p>Order point AOL Instant Messenger™ (IM) address.</p> <p>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.</p>

Variable	Default Value	Description
Order_Quantity_Mask	###,###,##0; -###,###,##0	<p>The numeric mask used to format all order quantities.</p> <p>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).</p> <p>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.</p> <p>See below for more information about the symbols used in the mask.</p>
Packing_Number_Mask	#####0	<p>The numeric mask used to format the Packing Slip Number</p> <p>See below for more information about the symbols used in the mask.</p>
Report_Logo	TFGLogo.gif	<p>Sets the logo to be used on reports.</p> <p>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.</p>
Row_Count_Default_Value	30	<p>The default value used for the Row Count field.</p> <p>The row count is the maximum number of rows to retrieve and display in searches and on screens where multiple rows can be displayed.</p>
Row_Count_Mask	###0	<p>The numeric mask used to format the Row Count Number.</p> <p>See below for more information about the symbols used in the mask.</p>
Screen_Background_Color	210,226,239	<p>Sets the screen background color, using RGB values, on all screens.</p> <p>See below for more information about RGB values.</p>
Screen_Background_Image	Cloud3.jpg	<p>Sets the screen background image on all screens.</p> <p>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.</p>

Variable	Default Value	Description
Screen_Logo_Image	TFGLogo.gif	Sets the logo to be used on the screen.  If you would like your company logo to appear on screens, place your logo in .gif format in the \Server\Images directory and set this variable to the name of the logo.
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.  <b>No</b> (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.  <b>Yes</b> – 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.
Supplier_Number_Mask	#####0	The numeric mask used to format the Supplier Number.  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.
TFG3000_Inventory	No	TFG3000 inventory is updated. Used by another version of TFG4000. <b>Do not change this variable.</b>



Variable	Default Value	Description
TFG4000_Inventory	Yes	TFG4000 inventory is updated Used by another version of TFG4000. <b>Do not change this variable.</b>
TFGEdition	Standard	TFG product edition. <b>Do not change this variable.</b>
TFGProduct	TFG4000	TFG product name. <b>Do not change this variable.</b>
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.  <b>No</b> (Default) – Do not set the navigation tree on the right side of the screen.  <b>Yes</b> – Set the navigation tree on the right side of the screen.
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.

## 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 Standard 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 sever cache.
Trigger_Mode	On/ <u>Off</u>	Not used. Must be set to Off.
File_Extension	.tfg	Do not change.
Server_Port	4000	TCP/IP port number for the server.
Custom_Dir	Custom	Directory for the screens.
HTML_Dir	HTML	Directory for the HTML files.
Help_Dir	HTML/Help	Directory for the Help files.
Identify_Dir	Identify	Not Used.
Image_Dir	Images	Directory for the system images.
Database_URL	izmodo	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.D river	Do not change.
Database_Unavailable_ Message	Can't find TFG4000 Database	Message sent when the database is unavailable.
StoredProc_URL	default	Do not change.
StoredProc_Name	connection	Do not change.
StoredProc_Type	LOCAL	Do not change.
MailServer		Not Used.
MailContact		Not Used.
AIM_User		Not Used.
AIM_Password		Not Used.
Console_User1		Not Used.

## 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 Standard V1.4\Client*

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

<b>Variable</b>	<b>Default Setting</b>	<b>Description</b>
-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	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 Standard 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	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 Standard 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 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](http://www.tfg4000.com), through the "Documentation" menu on each screen, or from the Windows "Start" menu. Simply click "Start", then "Programs", then "TFG4000 V1.4", and then "Documentation".

**Note:** PDF files require Adobe® Acrobat® Reader. The reader is available at [www.adobe.com](http://www.adobe.com) free of charge.

## Registration

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

## Suggestions

We are eager to improve TFG4000, 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](mailto: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](mailto:tfg4000@fredrickgroup.com), with 'Services' in the subject line.

**Phone** Call **770-844-8516** between 8:30 AM - 5:00 PM ET.



## 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 from 8:30 am to 5:00 pm Eastern time. The TFG4000 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 from 8:30 am to 5:00 pm Eastern time. The TFG4000 product technical support number is **770-844-8516**.

Contact The Fredrick Group, Inc. at [tfg4000@fredrickgroup.com](mailto:tfg4000@fredrickgroup.com) for more details.

### Other Support Options

Other support options are available.

Contact The Fredrick Group, Inc. at [tfg4000@fredrickgroup.com](mailto:tfg4000@fredrickgroup.com) for more details.

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

## TFG4000 Software Series

You can obtain the following TFG4000 applications by visiting your nearest retailer:

- Inventory Management
- Job Order Management
- Sales Order Management
- Purchasing Management

For more information go to [www.tfg4000.com](http://www.tfg4000.com).