



## Inventory Management System User Manual

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1250 Touhy Avenue  
Elk Grove Village, IL 60007  
877-204-9237



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## Before running IMS for the first time

There are several preliminary steps that must be accomplished before the main functions can operate properly. After logging in, click on the **Support** menu item and select **Carriers** from the list. Take this time to enter all the carriers your company uses. Yes, this is time consuming but carrier information is used throughout IMS and entering them now will make your system easier to use and more complete. Besides, once the carrier information is entered, it will never have to be entered again.

Now that Carrier information has been entered, you should again select the **Support** menu item, individually select all of the support functions from the list and enter the appropriate information for your company. Like Carrier information, all of the entered support information is used at various places throughout IMS and should be entered as carefully and accurately as possible. Once all support information is entered, you are ready use IMS.

## Main Screen

### Sales Order Screen

The Sales Order screen provides an easy means to generate and record company sales orders. You may also use this screen to view past sales orders.

To view the Sales Order screen, click the **Sales Ord** button on the WIN-IMS main button bar.

### Sales Order

The screenshot shows the Sales Order screen with the following fields and controls:

- Navigation:** Previous, Next, Find, Pick List, Print, Reports.
- Customer Information:** Customer Number (20001 ~ Gene's Generators), PO #, Payment Method (Other, Credit Card, Wire Transfer).
- Bill To:** Gene's Generators, 8765 Main St, City Center, Milwaukee, WI 53442. Contact, Phone, Fax fields.
- Ship To:** Gene's Generators, 8765 Main St, City Center, Milwaukee, WI 53442. Attn, Phone, Fax fields.
- Table:**

Close	Part Number	Description	Order Qty	Unit Price	Ext Price	WO Qty	Ship Qty
<input type="checkbox"/>	F123456	Power Supply, 12VDC	10	35.75	357.50	0	0
<input type="checkbox"/>	F234567	Power Supply, 12 - 24VDC	10	46.79	467.90	0	0

Close Sales Order    Delete SO    Save SO    New SO    Total: \$ 825.40

When the Sales Order screen first opens, it is setup for creating a new sales order. It has pre-selected today's date and determined the next available sales order number. This is exactly the same configuration the screen goes to when you click the **New SO** button, which you may click at any time.

\*\*\* Note: By default, WIN-IMS generates Sales Order numbers counting up from 000001. If you use a specially formatted Sales Order number, enter your number in the Sales Order Number field and IMS will maintain your formatting scheme. \*\*\*

### Viewing Sales Order Information

You may view existing sales orders by clicking on the Previous, Next or Find buttons.

### The Previous Button

Clicking the Previous button displays the Sales Order that was created just prior to the currently displayed Sales Order.

### The Next Button

Clicking the Next button displays the Sales Order created just after the currently displayed Sales Order.

### The Find Button

Clicking the **Find** button will display the Find Existing Sales Order screen (shown below). Use the Find Existing Sales Order screen to locate, and display, any Sales Order in WIN-IMS.

\*\*\* Note: One of the two option choices 'Active Sales Orders Only' or 'View All Sales Orders' will always be selected. All search results will depend on the option selected. The 'View All Sales Orders' option will display both open and closed sales orders. The 'Active Sales Orders Only' will display ONLY open (not completed) sales orders. \*\*\*

Find Existing Sales Order

Search Option 1

Customer [ ] [ ]

Start Date [ ] to End Date [ ]

Amount [ ] Greater than [ ]

Search Option 2

Sales Order Number [ ]

System Sales Orders

Active Sales Orders Only

View All Sales Orders

List Orders

Find

Reset

Delete

View SO

DATE	SO NUM	CUSTOMER	AMOUNT	NOTE
3/3/2004	000001	Gene's Generators	825.40	
9/16/2005	000003	Gene's Generators	18.00	

Number of matches: 2

## Search Option 1

The Search Option 1 fields allows for searching through the WIN-IMS system for Sales Orders that match the entered data. For example, select a customer and all Sales Orders for that customer will display. Select a customer, enter a Start Date and click the **Find** button. Only Sales Orders for the selected customer created on, or after, the entered Start Date will be displayed. Enter only a Start Date and End Date and click the **Find** button. Sales Orders for *all* customers created on, or after, the selected Start Date but before, or on, the selected End Date will be displayed. Enter a dollar amount, select either 'Greater than', 'Equal to' or 'Less than' and click the **Find** button. Sales Orders matching that selection will be displayed.

## Search Option 2

If you know the number of the Sales Order you wish to view, just enter it in the Sales Order Number field and click the **Find** button. The selected Sales Order number will be displayed.

## The Reset Button

Clicking the **Reset** button will clear the Find Existing Sales Order screen so you can run a new search.

## The List Orders Button

The **List Orders** button will display all Sales Orders it finds in WIN-IMS based on the Active Sales Orders/ All Sales Orders option selection.

## The View SO Button

Select a displayed Sales Order by clicking anywhere in the row of the desired Sales Order. Click the **View SO** button to display the selected Sales Order's details on the Sales Order screen.

## Creating a New Sales Order

- Click the **New SO** button.
- Select the **Customer** tab.

The screenshot shows a software interface with two tabs: 'Customer' (active) and 'Order'. The 'Customer' tab contains a 'Customer Number' field with the value '20001 ~ Gene's Generators' and a binoculars icon. Below it is a 'PO #' field. At the bottom of the 'Customer' tab are three radio buttons: 'Other' (selected), 'Credit Card', and 'Wire Transfer'. The 'Order' tab contains three main sections: 'Bill To', 'Ship To', and 'Contact'. The 'Bill To' and 'Ship To' sections both contain the address: 'Gene's Generators, 8765 Main St, City Center, Milwaukee, WI 53442'. Each of these sections has a binoculars icon. Below the address boxes are fields for 'Contact', 'Phone', and 'Fax'.

- Click the **Select Customer** button (Binoculars) and select the customer of interest. The selected customer's address information loads into the Bill To and Ship To address boxes. The address information may be manually changed as desired.
- Select the Ship to and Bill to contacts using the **Find Contact** buttons (Binoculars) as desired.
- Enter the Customer's PO number if desired.
- Select the type of payment. If Credit Card is selected the user may select the Credit card holder and information using the **Find Credit Info** button (Binoculars).

- Select the **Order** tab.

The screenshot shows a web-based form with two tabs: 'Customer' and 'Order'. The 'Customer' tab is active. Fields include: Sales Order Number (000003), Date (9/16/2005), Terms (Net 30), and Needed By (9/23/05). The 'Order' tab contains: Ship Via (USPS) and Order Taken By (Cullen, Mike L). There are also two large text areas for 'Special Instructions' and 'Inhouse Note'.

- Enter or select the terms for the sale.
- Use the to select the expected carrier (Ship Via).
- Adjust Date if desired.
- Select or enter the date the customer wants the order delivered (Needed Date).
- Use the **Find Employee** button (Binoculars) to select the employee that took the order (Order Taken By).
- Enter special or in-house instructions as desired.
- Use the mouse and click in the Part Number field in the parts list.
- Enter a valid part number and press the **Enter** key or double-click and select from the pop-up part list. If the part number entered is valid, the part description and unit cost will display and the cursor will move to the Order Qty field.
- Enter the ordered quantity and press the Enter key. WIN-IMS will calculate the extended cost and prepare for the next line item entry.
- Click the **Save PO** button when finished.

### Printing a Sales Order

Click the **Print** button to view a printable copy of the currently displayed sales order

### Printing a Pick List

Selecting the **Pick List** button will display a report that lists the items on the sales order and where they can be found in inventory.

### Printing Sales Order Reports

Clicking the **Reports** button will display the Sales Orders Report screen (shown below). Use the Sales Orders Report screen to print a report of Sales Orders in WIN-IMS based on user selected criteria.

The screenshot shows a window titled 'Sales Orders'. It has two main sections: 'Select Customer(s)' and 'Select Sales Order Date Range'. The 'Select Customer(s)' section has a checkbox for 'Select All' and a list of customers: 'Gene's Generators' and 'My Fav Customer'. The 'Select Sales Order Date Range' section has 'Start Date' and 'End Date' fields, and a checkbox for 'Select Over All Dates'. Below these is a 'Report Type' section with radio buttons for 'Sales Orders' and 'Outstanding Orders'. At the bottom is a 'Generate Report' button.

## Purchase Order Screen

The Purchase Order screen provides an easy means to generate and record company purchases. You may also use this screen to view past purchase orders.

To view the Purchase Order screen, click the **PO** button on the WIN-IMS main button bar.

### Purchase Order

**Supplier**  
Radio Shack  
Radio Shack  
7315 Green Bay  
Valley Mall  
Kenosha, WI 53142  
Phone: 262-653-6666  
Fax: 262-653-6666  
Acct: RS0047892

**P.O. No**  
000006

**Date**  
10/4/2005

**Terms**  
Net 30

**Ship Via**  
USPS

**Attention**  
Hagerman, Robert D

**Order Placed by**  
Cullen, Mike L

Close Purchase Order

Close	Part #	Supplier Part #	Description	Qty	Rate	Amount	Rcvd Qty
<input type="checkbox"/>	333333		Resistor, 100 Ohm	150	0.02	3.00	0
<input type="checkbox"/>	b4567		Transistor	100	0.35	35.00	0

**Note to Supplier:**

**Inhouse Note:**

**SubTotal:** \$ 38.00  
**Ship & Hand:** \$   
**Other:** \$   
**Tax:** \$ 2.00  
**Total:** \$ 40.00

When the Purchase Order screen first opens, it is setup for creating a new purchase order. It has set today's date and determined the next available purchase order number. This is exactly the same configuration the screen goes to when you click the **New PO** button, which you may click at any time.

**\*\*\* Note:** By default, WIN-IMS generates Purchase Order numbers counting up from 000001. If you use a specially formatted Purchase Order number, enter your number in the P.O. NO field and WIN-IMS will maintain your formatting scheme. \*\*\*

#### Viewing Purchase Order Information

You may view existing purchase orders by clicking on the Previous, Next or Find buttons.

#### The Previous Button

Clicking the **Previous** button displays the Purchase Order created just prior to the currently displayed Purchase Order.

#### The Next Button

Clicking the **Next** button displays the Purchase Order created just after the currently displayed Purchase Order.

#### The Find Button

Clicking the **Find** button will display the Find Existing Purchase Order screen (shown below). Use the Find Existing Purchase Order screen to locate, and display, any Purchase Order in WIN-IMS.

\*\*\* Note: One of the two option choices 'Active Purchase Orders Only' or 'View All Purchase Orders' will always be selected. All search results will depend on the option selected. The 'View All Purchase Orders' option will display both open and closed purchase orders. The 'Active Purchase Orders Only' will display ONLY open purchase orders. \*\*\*

DATE	PO NUM	SUPPLIER	AMOUNT	NOTES
3/2/2004	000001	Radio Shack	69.46	Need these ASAP for production.
3/2/2004	000002	Chester Electronics	1,317.17	We need these ASAP for production.
3/3/2004	000003	Chester Electronics	447.31	
3/3/2004	000004	Radio Shack	168.40	
9/15/2005	000005	Chester Electronics	9.47	
10/4/2005	000006	Radio Shack	40.00	

### Search Option 1

The Search Option 1 fields allows for searching through the WIN-IMS system for Purchase Orders that match the entered data. For example, select a supplier and all POs for that supplier will display. Select a supplier, enter a Start Date and click the **Find** button. Only Purchase Orders for the selected supplier created on, or after, the entered Start Date will be displayed. Enter only a Start Date and End Date and click the **Find** button. Purchase Orders for *all* suppliers created on, or after, the selected Start Date but before, or on, the selected End Date will be displayed. Enter a dollar amount, select either 'Greater than', 'Equal to' or 'Less than' and click the **Find** button. Purchase Orders matching that selection will be displayed.

### Search Option 2

If you know the number of the Purchase Order you wish to view, just enter it in the P.O. Number field and click the **Find** button. The selected Purchase Order number will be displayed.

### The Reset Button

Clicking the **Reset** button will clear the Find Existing Purchase Order screen so you can run a new search.


### The List POs Button

The **List POs** button will display all Purchase Orders it finds in WIN-IMS based on the Active Purchase Orders/All Purchase Orders option selection.

### The View PO Button

Select a displayed Purchase Order by clicking anywhere in the row of the desired Purchase Order. Click the **View PO** button to display the selected Purchase Order's details on the Purchase Order screen.

## Creating a New Purchase Order

- Click the **New PO** button.
- Click the  in the Supplier field. A list of Suppliers appears. Click on one of them. The selected supplier's address information, phone, fax and account number are loaded onto the form.
- Modify or re-select the PO date if required.
- Enter or select the terms for the transaction.
- Select the employee that should be notified of the shipments arrival (Attention).
- Select the carrier for the shipment (ship Via).
- Select the individual initiating the PO (Order Placed By).
- Use the mouse and click in the Part Number field in the parts list.
- Enter a valid part number and press the **Enter** key or double-click and select from the pop-up part list. If the part number entered is valid, the part description, supplier part number, and rate will be displayed and the cursor will move to the quantity field.
- Enter the quantity you wish to purchase and press the Enter key. WIN-IMS will calculate the total cost and prepare for the next entry.
- You may also include a note to the supplier and a note for in-house use.
- In addition, Shipping and Handling, Other and Tax costs may be added to the order.
- Click the **Save PO** button when finished.

## Generate Reorder Items

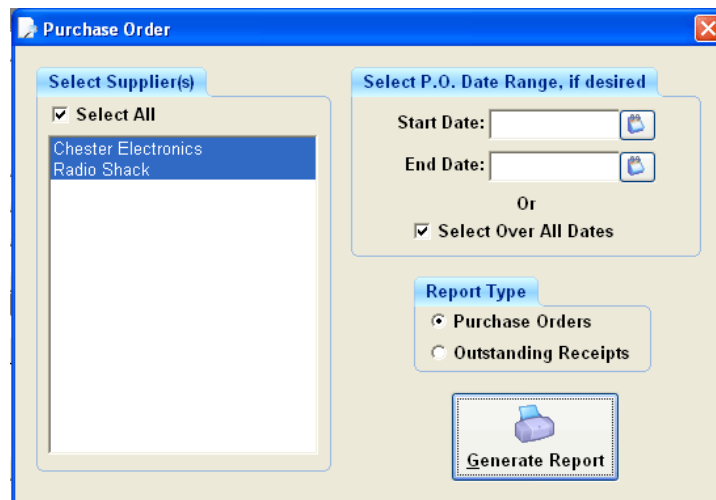
WIN-IMS will automatically generate purchase orders for parts whose quantity in inventory is currently below the *Reorder Point* as set on the Part Master screen. Select a supplier and click the **Generate Reorder Items** button. Parts that are below the reorder point will be listed in the currently displayed purchase order with the order quantity set to the *Reorder Qty* as set on the Part Master screen.

## Printing a Purchase Order

Click the **Print** button to view a printable copy of the currently displayed purchase order.

## Printing Purchase Order Reports

Clicking the **Reports** button will display the Purchase Order Report screen (shown below). Use the Purchase Order Report screen to print a summary of Purchase Orders in WIN-IMS based on user selected criteria.



The screenshot shows a software window titled "Purchase Order" with a blue title bar and a close button (X) in the top right corner. The window is divided into several sections:

- Select Supplier(s)**: A list box containing "Chester Electronics" and "Radio Shack". A checkmark is visible next to "Select All".
- Select P.O. Date Range, if desired**: Two date input fields labeled "Start Date:" and "End Date:", each with a calendar icon to its right. Below these is the text "Or" and a checked checkbox labeled "Select Over All Dates".
- Report Type**: Two radio button options: "Purchase Orders" (which is selected) and "Outstanding Receipts".
- Generate Report**: A button with a printer icon and the text "Generate Report".

## Receipts Screen

The Receipts screen provides an easy means to generate and record company receipts. You may also use this screen to view past receipt records. IMS allows unplanned receipts as well as receipts against existing purchase orders.

To view the Receipts screen, click the **Receipts** button on the WIN-IMS main button bar.

### Receipts

Close	Part Number	Supplier Part	Description	Unit	Lot Number	Labels	Rcvd Qty	Exp Qty
<input type="checkbox"/>	111111		Capacitor, 100 mF	EACH			4	50
	111111			EACH			4	-

When the Receipts screen first opens, it is setup for creating a new receipt record. Only today's date has been pre-selected. This is exactly the same configuration the screen goes to when you click the **New Receipt** button, which you may click at any time.

#### Viewing Receipt Record information

You may view existing receipt records by clicking on the Previous, Next or Find Receipt buttons. Receipt records are stored in WIN-IMS in the order in which they were received.

#### The Previous Button

Clicking the **Previous** button displays the receipt record that was created immediately *before* the currently displayed receipt record.

#### The Next Button

Clicking the **Next** button displays the receipt record that was created immediately *after* the currently displayed receipt record.

## The Find Receipt Button

Clicking the **Find Receipt** button will display the Find Existing Receipt Record screen (shown below). Use the Find Existing Receipt Record screen to locate, and display, any receipt record in WIN-IMS.

DATE	REC NUM	PO NUM	SUPPLIER	REC BY	MEMO
03/03/2004	000001	000001	Radio Shack	Cullen, Mike L	Need these ASAP for
03/03/2004	000002	000002	Chester Electronics	Cullen, Mike L	We need these ASAP for
03/03/2004	000003	000003	Chester Electronics	Cullen, Mike L	
03/03/2004	000004	000004	Radio Shack	Hagerman, Robert D	
09/16/2005	000005	000005	Chester Electronics	Hagerman, Robert D	

### Search Option 1

The Search Option 1 fields allow for searching through the WIN-IMS system for receipt records that match the entered data. For example, select a supplier and all receipts for that supplier will display. Select a supplier, enter a Start Date and click the **Find** button. Only receipt records for the selected supplier created on, or after, the entered Start Date will be displayed. Enter only a Start Date and End Date and click the **Find** button. Receipt records for *all* suppliers created on, or after, the selected Start Date but before, or on, the selected End Date will be displayed.

### Search Option 2

If you want to know what was received against a specific purchase order, just enter the purchase order number in the P.O. Number field and click the **Find** button. The selected Purchase Order number will be displayed. Select the item from the list and click the **View Rec** button.

### The Reset Button

Clicking the **Reset** button will clear the Find Existing Receipt Record screen so you can conduct a new search.

### The List Recs Button

The **List Recs** button will display all receipt records in WIN-IMS based on the Active Receipts Only/View All Receipts option selection.

### The View Rec Button

Select a displayed receipt record by clicking anywhere in one of the rows of the displayed receipt records list. Click the **View Rec** button to display the selected receipt record's details on the Receipts screen.

### Receiving Against a Purchase Order

- Click the **New Receipt** button in the lower, right corner of the screen.
- If you know the purchase order number, enter the number in the PO Number field and press the Enter key. The PO items associated with the entered PO Number will appear in the list.
- If you do NOT know the purchase order number, click the **Find PO** button to locate the correct purchase order. Details of the Find Existing Purchase Order screen are available in the Purchase Order Screen section of this manual. Once the correct PO Number is selected, the PO items associated with the entered PO Number will appear in the list.
- Verify or modify the receipt date.
- Select the receipt location.
- Verify or select carrier.
- Select individual receiving order.

- Enter trailer number, bill of lading number, trailer weight, or notes as desired.
- Select the part you wish to receive by clicking anywhere in its row.
- Right-click your mouse. Select **Add Receipt Row**. A white row will appear directly below the selected row. This white row is where you will enter receipt information.
- Enter the received quantity, the part's lot number if required, and the number of barcode labels you want to print for this item.
- Repeat the last three steps for all received items.
- Click the **Save Receipt** button when finished.

### Receiving an Unplanned Receipt

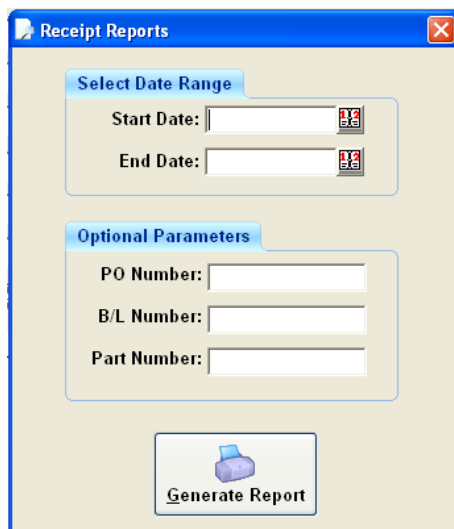
- Click the **New Receipt** button in the lower, right corner of the screen.
- Click the **Unplanned** button on the screen's main button bar. The word 'UNPLANNED' will appear in the PO Number field and a new, blank line will appear in the parts list.
- In the Unplanned mode, the header rows in the parts list will appear green.
- Verify or modify the receipt date.
- Select the receipt location.
- Select the supplier.
- Verify or select carrier.
- Select individual receiving order.
- Enter trailer number, bill of lading number, trailer weight, or notes as desired.
- Click in the Part Number field, enter a part number and press the enter key or double-click to display the pop-up part selection list.. If the part number entered is valid, the part description and units will be displayed.
- Right click on the row and select Add Receipt row.
- In the new row (white), enter the quantity received, lot number if required and number of label to print.
- To enter a new header row right click on the grid and select Add New Header Row. To add another receipt row, select the part to be received and right click and select Add Receipt Row.
- Continue entering part numbers and quantities until you are finished.
- Click the **Save Receipt** button when finished.

### Printing Receipt Items Barcodes

Enter the number of barcode labels you wish to print in the **Num Of Labels** field for the desired receipt item and click the **Print Labels** button.

### Printing Receipt Record Reports

Clicking the **Reports** button will display the Receipt Reports screen (shown below). Use the Receipt Reports screen to view/print received items reports based on user selected criteria.



The screenshot shows a window titled "Receipt Reports" with a blue header bar. Below the header, there are two main sections. The first section is titled "Select Date Range" and contains two date input fields: "Start Date:" and "End Date:". Each field has a small calendar icon to its right. The second section is titled "Optional Parameters" and contains three text input fields: "PO Number:", "B/L Number:", and "Part Number:". At the bottom of the window, there is a button with a printer icon and the text "Generate Report".

You may use any of the available filter fields to reduce the number of returned items. Use the Start Date/End Date fields to restrict the returned records to only those received during the selected dates, inclusive. You may further restrict returned records by using the Optional Parameters features.

## Transfer Screen

The Transfer screen provides an easy means of transferring parts from one inventory location to another. Inventory locations are separated into five categories. They are...1) General Inventory, 2) Production Staging, 3) Quality Control, 4) Receiving and 5) Shipping. You may create as many locations as you need as long as each one is assigned to one of the five categories.

To view the Transfer screen, click the **Transfer** button on the WIN-IMS main button bar.

### Transfer

Transfer Part Number 111111 from current location P-1 to destination location A-1-1-2.

Part Number	Description
111110	Rubber Tubing
111111	Capacitor, 100 mf
222222	Capacitor, 100 pf
333333	Resistor, 100 Ohm
333334	Resistor, 1 Kohm
444444	Circuit Board, PN76654123
555555	Circuit Board, PN32143324
666666	IC, PN SN7452345
777777	IC PN7404
B4567	Transistor
F123456	Power Supply, 12VDC
F234567	Power Supply, 12 - 24VDC
SUB123456	Rectifier, 12VDC

Location	Qty	S	Lot Number	Rec Date	Barcode
P-1	9				R0000001
R-1	144				R0000001
S-1	8				R0000001

Select Destination: GI - General Inventory

Enter Qty to Xfer: 4

Transfer Part(s)

### Transferring Parts

- Select the part you wish to transfer from the left-side list. A list of locations the selected part is currently located in will display in the Current Location(s) list.
- Select a location from the Current Location(s) list.
- Select a location from the Select Destination Location list.
- Enter the quantity you wish to transfer.
- Click the **Transfer Part(s)** button.

## Work Order Screen

The Work Order screen provides the means to generate and record planned production information. You may also use this screen to view past planned production information and print pre-production pick lists.

To view the Work Order screen, click the Work Ord button on the WIN-IMS main button bar.

### Work Order

**Work Order**

**W.O. Number:** 000002 **Select Part:** SUB123456  
**Sales Order #:** N/A **Part Description:** Rectifier, 12VDC  
**Start Date:** 3/4/2004 **Line/Prod Area:** Line1 **Qty to Produce:** 20  
**End Date:** 3/5/2004 **Pick Dest:** P-1 **Qty Produced:** 20  
**Close Work Order**  **WO Qty:** 20

Location	Qty
A-1-1-1	30

Part Number	Description	Avail Qty	Qty / Unit	Qty Req
111111	Capacitor, 100 mf	144	1	20
222222	Capacitor, 100 pf	80	3	60
333333	Resistor, 100 Ohm	100	5	100
555555	Circuit Board, PN32143324	50	1	20

**Note:** Double-click on a row to view order status.

Viewing Existing Work Order 000002

When the Work Order screen first opens, it is setup for creating a new work order. It has pre-selected today's date and determined the next available work order number. This is exactly the same configuration the screen goes to when you click the **New WO** button, which you may click at any time.

\*\*\* Note: By default, WIN-IMS generates Work Order numbers counting up from 000001. If you use a specially formatted Work Order number, enter your number in the W.O. NO field and WIN-IMS will maintain your formatting scheme. \*\*\*

#### Viewing Work Order Information

You may view existing Work orders by clicking on the Previous, Next or Find buttons.

#### The Previous Button

Clicking the Previous button displays the Work Order whose WO Number is one less than the currently displayed Work Order.

#### The Next Button

Clicking the Next button displays the Work Order whose WO Number is one more than the currently displayed Work Order..

## The Find Button

Clicking the **Find** button will display the Find Existing Work Order screen (shown below). Use the Find Existing Work Order screen to locate, and display, any Work Order in WIN-IMS.

\*\*\* Note: One of the two option choices 'View All Work Orders' or 'Incomplete Work Orders Only' will always be selected. All search results will depend on the option selected. The 'View All Work Orders' option will display both open and closed work orders. The 'Incomplete Work Orders Only' option will display ONLY open Work Orders. \*\*\*

WO NUMBER	SALES ORDER	PART NUMBER	START DATE	END DATE	TOTAL QTY	PROD QTY	LINE/AREA
000001	N/A	SUB123456	3/4/2004	3/4/2004	10	10	Line1
000002	N/A	SUB123456	3/4/2004	3/5/2004	20	20	Line1

## Search Option 1

The Search Option 1 fields allows for searching through the WIN-IMS system for Work Orders that match the entered data. For example, select a part number and all work orders for that part number will display. Select a part number, enter a Start Date and click the **Find** button. Only Work Orders for the selected part number created on, or after, the entered Start Date will be displayed. Enter only a Start Date and End Date and click the **Find** button. Work Orders for all part numbers created on, or after, the selected Start Date but before, or on, the selected End Date will be displayed. Enter a production quantity, select either 'Greater than', 'Equal to' or 'Less than' and click the **Find** button. Work Orders matching that selection will be displayed.

## Search Option 2

If you know the number of the Work Order you wish to view, just enter it in the W.O. Number field and click the **Find** button. The selected work order number will be displayed. If you know the Sales Order Number associated with the work order you wish to view, enter it in the Sales Order field and select the **Find** button. The work orders associated with the sales order will be displayed.

## The Reset Button

Clicking the **Reset** button will clear the Find Existing Work Order screen so you can run a new search.

## The List Orders Button

The **List Orders** button will display all Work Orders it finds in WIN-IMS based on the View All Work Orders/Open Work Orders Only option selection.

## The View WO Button

Select a displayed Work Order by clicking anywhere in the row of the desired Work Order. Click the **View WO** button to display the selected Work Order's details on the Work Order screen.

### Creating a New Work Order

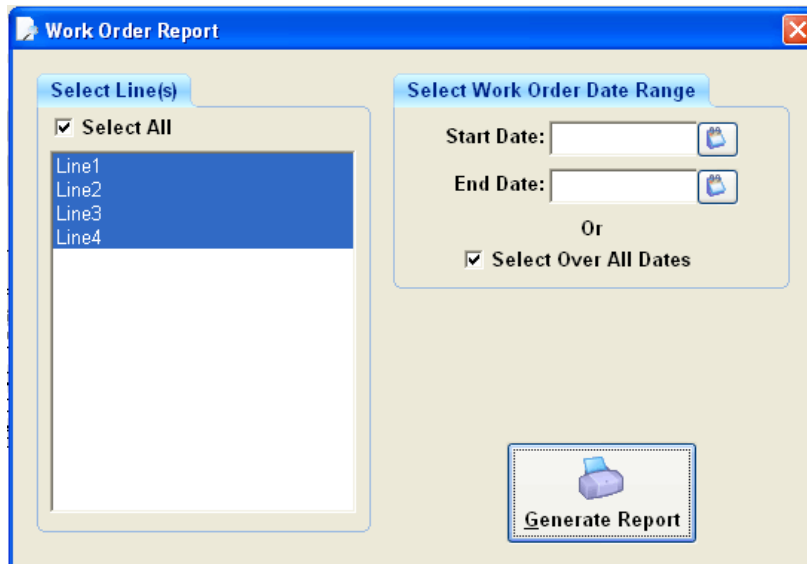
- Click the **New WO** button.
- Select the **Find WO** button (Binoculars). Select a part to produce from the pop-up list of produced parts. The current quantity and inventory locations for the selected part will appear in the Inventory Status field. Bill of Materials information will appear in the Bill of Materials field.
- Adjust the Start Date and End Date fields, if necessary.
- Select the manufacturing location from the Line/Prod Area list.
- Select the location where the picked parts should be staged to accomplish this manufacturing event.
- Enter the total quantity of the part to be produced (Qty to Produce).
- Enter the quantity to be produced on this work order (WO Qty).
- Enter a note if desired.
- Click the **Save WO** button when finished.

### Printing a Work Order

Click the **Print** button to view a printable copy of the currently displayed work order.

### Printing Work Order Reports

Clicking the **Reports** button will display the Work Order Report screen (shown below). Use the Work Order Report screen to print a summary of Work Orders in WIN-IMS based on user selected criteria.



The screenshot shows a window titled "Work Order Report" with a close button in the top right corner. The window is divided into two main sections. The left section, titled "Select Line(s)", contains a checkbox labeled "Select All" which is checked, and a list box containing "Line1", "Line2", "Line3", and "Line4". The right section, titled "Select Work Order Date Range", contains two date input fields labeled "Start Date:" and "End Date:", each with a calendar icon to its right. Below these fields is the text "Or" and a checked checkbox labeled "Select Over All Dates". At the bottom center of the window is a button with a printer icon and the text "Generate Report".

Select Line(s) from the left-side list, enter a date range, if desired and click the Generate Report button to view a printable copy of work order information stored in WIN-IMS.

### Printing a Pick List

Click the **Pick List** button to display a printable copy of a component pick list for the currently displayed work order.

## Production Screen

The Production screen manages all aspects of a production event as it relates to WIN-IMS. Preliminary requirements are 1) a work order has been created for this production event and 2) component parts have been pre-staged at the Source Location.

### Production

Production

Previous Next Find Print Print Labels Reports

Prod Number: 000002 Prod Part: SUB123456 -- Rectifier, 12VDC

WO Number: 000002 Line/Prod Area: Line1 Qty to Produce (from WO): 20

Lot Number: Source Location: P-1 Qty Committed: 20

Prod Date: 3/5/2004 Barcode: F0000002 Current Prod Quantity: 20

List of Materials

PART NUMBER	LOT NUM	BARCODE	REQ QTY	STAGED QTY	REC/PROD DATE	USED QTY
111111			20	9		20
111111		R0000001				20
222222				10		60
222222		R0000002				60
333333			100	50		100
333333		F0000003				100
555555			20	20		20
555555		R0000005				20

Note:

Viewing Existing Production record 000002 Save Commit New PR

When the Production screen first opens, it is setup for entering new production information. It has pre-selected the next production number and set today's date. This is exactly the same configuration the screen goes to when you click the **New PR** button, which you may click at any time.

\*\*\* Note: By default, WIN-IMS generates Production numbers counting up from 000001. If you use a specially formatted Production number, enter your number in the Prod Number field and WIN-IMS will maintain your formatting scheme. \*\*\*

#### Viewing Production Information

You may view existing production information by clicking on the Previous, Next or Find buttons.

#### The Previous Button

Clicking the **Previous** button displays production information whose Prod Number is one less than the currently displayed Prod Number.

#### The Next Button

Clicking the **Next** button displays production information whose Prod Number is one more than the currently displayed Prod Number.

## The Find Button

Clicking the **Find** button will display the Find Existing Production Record screen (shown below). Use the Find Existing Production Record screen to locate, and display, any Production record in WIN-IMS.

\*\*\* Note: One of the two option choices 'Incomplete Production Records Only' or 'View All Production Records' will always be selected. All search results will depend on the option selected. The 'View All Production Records' option will display both open and closed production records. The 'Incomplete Production Records Only' will display ONLY open records. \*\*\*

PROD NUMBER	WO NUMBER	SALES ORDER	PART NUMBER	LOT NUMBER	DATE	TOTAL QTY	PROD QTY
000001	000001	N/A	SUB123456		3/4/2004	10	10
000002	000002	N/A	SUB123456		3/5/2004	20	20

## Search Option 1

The Search Option 1 fields allows for searching through the WIN-IMS system for Production records that match the entered data. For example, select a part number and all Production records for that part number will display. Select a part number, enter a Start Date and click the **Find** button. Only Production records for the selected part number created on, or after, the entered Start Date will be displayed. Enter only a Start Date and End Date and click the **Find** button. Production records for all part numbers created on, or after, the selected Start Date but before, or on, the selected End Date will be displayed. Enter a produced quantity, select either 'Greater than', 'Equal to' or 'Less than' and click the **Find** button. Production records matching that selection will be displayed.

## Search Option 2

If you know the number of the Production Record, the WO Number, or the Sales Order number, enter it in the corresponding field in the Search Option 2 section and click the **Find** button. The selected Production record(s) will be displayed.

## The Reset Button

Clicking the **Reset** button will clear the Find Existing Production Record screen so you can run a new search.


## The List Records Button

The **List Records** button will display all Production records it finds in WIN-IMS based on the View All Prod Records/Incomplete Prod Records Only option selection.

## The View Rec Button

Select a displayed Production record by clicking anywhere in the row of the desired Production record. Click the **View Rec** button to display the selected Production record's details on the Production screen.

### Adding New Production Information

- Click the  in the WO Number field and select an open work order. Information from the selected work order will appear including the part to produce, the Line/Prod Area that is to be used, the Source Location where component parts are located and the work order quantity to produce. Also, component part information (based on the produced part's bill of materials) will display in the List of Materials list.
- If the produced part is lot tracked, enter the parts lot number.
- You may, at this point, click the **Save** button to assign the selected work order number to the current production number. **IMS will determine and assign the finished good barcode to this production event.** No changes have been made to inventory yet.

### Assigning Actual Component Parts Used

Select the Enter by: Barcode option if you will be scanning, or manually entering, component part information by barcode or Enter by: Part/Lot if you will be manually entering, component part information by part number.

### Barcode

- Scan the component part barcode or type the component part barcode and select the **Enter** key. The quantity in the staging area will be entered in the quantity field.
- Adjust the quantity as desired.
- Click the **Add to List** button. A new row will be added for the part and the quantity will appear in used quantity column. Inventory is adjusted at this time.

### Part/Lot

- Enter the component part number in the Part Number field.
- Select the **Find Inventory** button. A pop-up list will appear for the items at the source location for the part entered.
- Select the inventory item that was used for production, then select the **Add to List of Materials** button. The quantity at the source location will be entered in the quantity field.
- Adjust the quantity as desired.
- Click the **Add to List** button. A new row will be added for the part and the quantity will appear in used quantity column. Inventory is adjusted at this time.

### Committing Production Information to Inventory

Selecting the **Commit** button will add the produced part displayed in the Prod Part field to inventory in the quantity specified in the Current Prod Quantity field. Also, history records are added for the produced part and all its components. A committed (closed) production record may not be modified.

### Printing a Production Record

Click the **Print** button to view a printable copy of the currently displayed production record.

### Printing Production Barcode Labels

Click the **Print Labels** button to print production barcode labels. A prompt will appear requesting the quantity of labels to print. Enter the quantity and click on the **OK** button.

### Printing Production Record Reports

Clicking the **Reports** button will display the Production Reports screen. Use the Production Reports screen to view/print production reports.

Clicking the **Generate Report** button with the Check All box checked and Select Over All Dates box checked will display all production records in WIN-IMS. You may select an individual line, or group of lines, to reduce the number of returned records. You may also select a Start Date/End Date range to further reduce the number of returned records.

## Shipping Screen

The Shipping screen provides an easy means to generate and record company shipping orders. You may also use this screen to view past shipping orders.

To view the Shipping screen, click the **Shipping** button on the WIN-IMS main button bar.

### Shipping

Part Number	Description	Item Number	Barcode	Order Qty	Ship Qty
111111	Capacitor, 100 mf			12	12
111111	Capacitor, 100 mf		R0000001	12	12
222222	Capacitor, 100 pf			12	12
222222	Capacitor, 100 pf		R0000002	12	12

When the Shipping screen first opens, it is setup for creating a new shipping order. It has determined the next available shipping order number and set the Ship Date. This is exactly the same configuration the screen goes to when you click the **New** button, which you may click at any time.

\*\*\* Note: By default, WIN-IMS generates Shipping Order numbers counting up from 000001. If you use a specially formatted Shipping Order number, enter your number in the Shipping Number field and WIN-IMS will maintain your formatting scheme.\*\*\*

#### Viewing Shipping Order Information

You may view existing shipping orders by clicking on the Previous, Next or Find buttons.

#### The Previous Button

Clicking the **Previous** button displays the Shipping Order created just before the currently displayed Shipping Number.

#### The Next Button

Clicking the **Next** button displays the Shipping Order created just after the currently displayed Shipping Number.

## The Find Button

Clicking the **Find** button will display the Find Existing Shipping Order screen (shown below). Use the Find Existing Shipping Order screen to locate, and display, any Shipping Order in WIN-IMS.

\*\*\* Note: One of the two option choices 'Active Ship Orders Only' or 'View All Ship Orders' will always be selected. All search results will depend on the option selected. The 'View All Ship Orders' option will display both open and closed ship orders. The 'Active Ship Orders Only' will display ONLY open ship orders. \*\*\*

DATE	SHIP NUMBER	SALES ORDER #	SHIP TO	SHIPPED BY	NOTE
03/04/2004	000001	000002	My Fav Customer	Cullen, Mike L	Note for Ship Number 000001.

## Search Option 1

The Search Option 1 fields allows for searching through the WIN-IMS system for Shipping Orders that match the entered data. For example, select a customer and all orders shipped to that customer will display. Select a customer, enter a Start Date and click the **Find** button. Only orders shipped to the selected customer on, or after, the entered Start Date will be displayed. Enter only a Start Date and End Date and click the **Find** button. Shipping orders for all customers shipped on, or after, the selected Start Date but before, or on, the selected End Date will be displayed.

## Search Option 2

If you know the number of the Shipping Order or the Sales Order, enter it in the appropriate field in the Search Option 2 section and click the **Find** button. The appropriate Shipping Order(s) will be displayed.

## The Reset Button

Clicking the **Reset** button will clear the Find Existing Shipping Order screen so you can run a new search.

## The List Orders Button

The **List Orders** button will display all Shipping Orders it finds in WIN-IMS based on the Active Ship Orders Only/View All Ship Orders option selection.

## The View Button

Select a displayed Shipping Order by clicking anywhere in the row of the desired Shipping Order. Click the **View** button to display the selected Shipping Order's details on the Shipping screen.

## Creating a New Shipping Order

- Click the **New** button.

- You may create a Ship Order based on a previously generated Sales Order or independent of any Sales Order. If the current Ship Order is based on a Sales Order, select the appropriate Sales Order from the Sales Order # drop-down list. All items attached to the selected Sales Order will appear here. If the current Ship Order is not based on a Sales Order, make sure the Sales Order # field contains N/A.
- If empty, select the **Select Customer** button (Binoculars). Select a customer from the pop-up list that appears. The customer's address information loads into the customer's address field.
- Select the individual performing the shipment (Shipped By).
- Select the inventory location where the items to be shipped are located (Ship From Location).
- Enter the shipment date (Ship Date).
- Enter the bill of lading number (Bill of Lading #) if desired.
- Select the shipment carrier (Carrier) if desired.
- Enter the shipment tracking number (Tracking Number) if desired.
- Enter the trailer number (Trailer Number) if desired.
- Enter a note (Note) if desired.

\*\*\* Note: *The Shipping screen requires that items to be shipped be transferred to one of the locations designated as a Shipping location type **before** it will recognize the entered item as a legitimate item to ship. You must also select the correct location in the Ship From Location field. \*\*\**

- The system requires that the shipping record be saved prior to adding items to be shipped in the grid. To save the shipment record, select the **Save** button.

### Manually entering items to ship

- If the row in question, is from a sales order (tan background), right click on the header row and select find inventory from the menu. A pop up list of the inventory for that item in the staging area is displayed.
  - ✓ Select the inventory record to add to the shipment.
  - ✓ Adjust the quantity to add to the correct value.
  - ✓ Select the Add to shipped items button and a new row will be added below the header row with the desired quantity in the Ship Qty column.
  - ✓ The added part is saved to the shipment and an inventory adjustment is made.
- If you wish to add a new part to the shipped list (green background), right click on the grid and select **Add New Header Row** from the menu. A new blank header row with green background is added.
  - ✓ In the part number column of the new header record, type a part number and select the **Enter** key or double click on the column to select the part from a list of parts. Once the part is identified, the system will fill in the part description.
  - ✓ Right click on the header row and select find inventory from the menu. A pop up list of the inventory for that item in the staging area is displayed.
  - ✓ Select the inventory record to add to the shipment.
  - ✓ Adjust the quantity to add to the correct value.
  - ✓ Select the Add to shipped items button and a new row will be added below the header row with the desired quantity in the Ship Qty column.
  - ✓ The added part is saved to the shipment, its header record is saved, and an inventory adjustment is made. If you wish to save the header record without adding a part to the shipment, select the **Save** button.

### Using a laser scanner to enter ship items

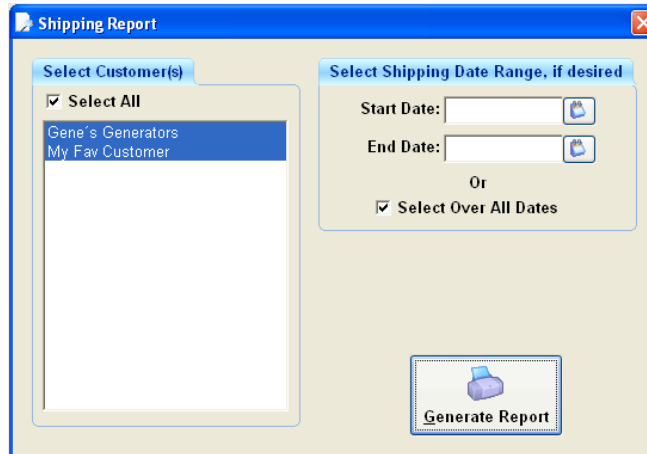
- Select the Scan button in the lower left corner of the screen. Barcode scanning is now enabled.
- Ensure that the barcode field (under the label Barcode Scanning Enabled) has the focus (background is yellow). Scan the barcode of the item being shipped.
- The quantity of the item in the shipping staging area will appear in the Qty field (next to the barcode).
- Adjust the quantity as desired and then select the **Add** button.
- If the item matches a part header record in the shipment list, the item will appear in the list with the quantity assigned.
- The record is saved and inventory is adjusted as it is added to the list .

### Printing a Ship Record

Click the **Print** button to view a printable copy of the currently displayed Ship record.

### Printing Shipping Record Reports

Clicking the **Reports** button will display the Shipping Report screen. Use the Shipping Report screen to view/print shipping reports.



The screenshot shows a window titled "Shipping Report" with a close button in the top right corner. The window is divided into two main sections. The left section, titled "Select Customer(s)", contains a checked checkbox labeled "Select All" and a list box with two items: "Gene's Generators" and "My Fav Customer". The right section, titled "Select Shipping Date Range, if desired", contains two date input fields labeled "Start Date:" and "End Date:", each with a calendar icon to its right. Below these fields is the word "Or" and a checked checkbox labeled "Select Over All Dates". At the bottom center of the window is a button with a printer icon and the text "Generate Report".

Clicking the **Generate Report** button with the Check All box checked and Select Over All Dates box checked will display all shipping records in WIN-IMS. You may select a customer, or group of customers, to reduce the number of returned records. You may also select a Start Date/End Date range to further reduce the number of returned records.

## Invoice Screen

The Invoice screen provides an means to generate and edit invoices. You may also use this screen to view past Invoices.

To view the Invoice screen, click the **Invoice** button on the WIN-IMS main button bar or the **Invoice** button on the shipping screen.

Part Number	Description	Order Qty	Ship Qty	Unit Price	Ext. Price
111111	Capacitor, 100 mf	12	12	0.18	2.16
222222	Capacitor, 100 pf	12	12	0.12	1.44

Subtotal:	3.60
S & H:	12.68
Insurance:	0.00
Sales Tax:	0.19
Other:	0.00
<b>Total:</b>	<b>16.47</b>

When the Invoice screen opens, from WIN-IMS main button bar, it is setup for the last invoice created. You may modify invoices that are not closed. Change: Invoice number, invoice date, unit cost, customer note, and fees associated with shipping and handling, insurance, tax and wire transfer as desired. When finished, click on the **Save** button.

From a closed (committed) shipment, selecting the Invoice button will display the invoice screen with either an existing invoice for the shipment or the start of a new invoice for the shipment. From this point the invoice may be modified as indicated above.

### The Print Button

If an invoice is saved, the **Print** button will print the invoice being displayed.

### The Previous Button

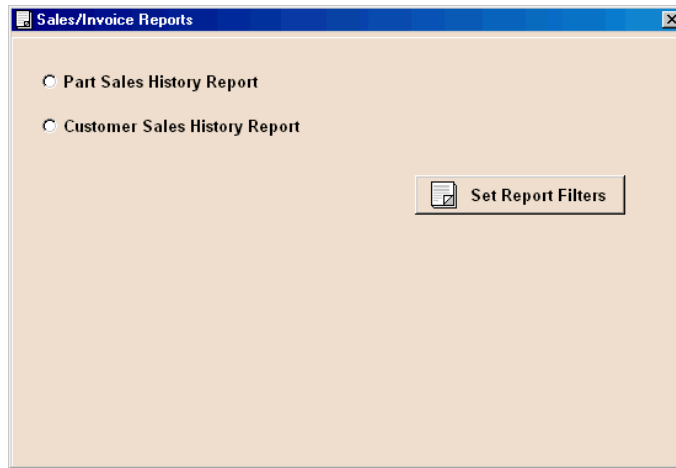
Clicking the Previous button displays Invoice saved before the currently displayed Invoice.

### The Next Button

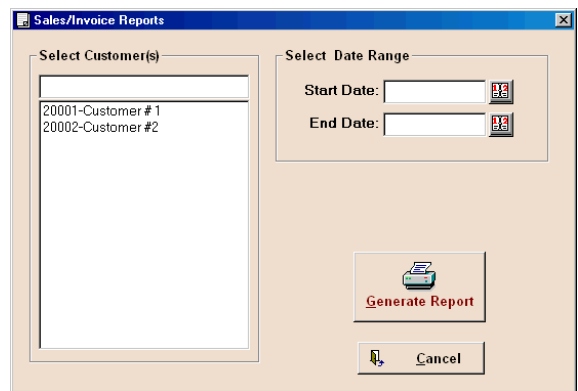
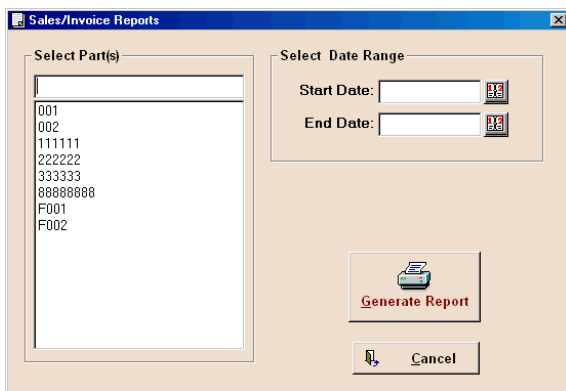
Clicking the Next button displays the Invoice saved after the currently displayed Invoice.

## The Reports Button

The **Reports** button displays the report screen below.



The user may select the part or customer sales history report and then the **Set Report Filters** button. The report will transform to one of the two screens below.



For either report, select the part or customer from the list on the left. Enter a date range if desired. Then select the **Generate Report** button to view the report.

## The Shipping Button

The **Shipping** button will open the shipping screen to the shipping record associated with the invoice.

## The Delete Button

To delete an invoice, find the invoice of concern and select the **Delete** button. The system will ask you to confirm that you wish to delete the invoice. Responding Yes will delete the invoice, or No will cancel the deletion.

## The Update Button

If the sales order or shipment that the invoice is based on is changed, selecting the **Update** button will cause the invoice be updated with the changes to the sales order or the shipment.

## The Find Button

Clicking the **Find** button will display the Find Existing Invoice screen. Use the Find Existing Invoice screen to locate, and display, any Invoice in WIN-IMS.

\*\*\* Note: One of the two option choices 'Active Invoices Only' or 'View All Invoices' will always be selected. All search results will depend on the option selected. The 'View All Invoices' option will display both open and closed Invoices. The Active Invoices Only will display ONLY open records. \*\*\*

Date	Invoice #	Shipment #	Sales Order #	Ship to
10/5/2005	000001	000001	000002	My Fav Customer

## Search Option 1

The Search Option 1 fields allows for searching through the WIN-IMS system for Invoice records that match the entered data. For example, select a customer and the **Find** button and all Invoice records for that customer will display. Select a customer, enter a Start Date and click the **Find** button. Only Invoice records for the selected customer created on, or after, the entered Start Date will be displayed. Enter only a Start Date and End Date and click the **Find** button. Invoice records for all customers created on, or after, the selected Start Date but before, or on, the selected End Date will be displayed.

## Search Option 2

If you know the number of the Invoice record you wish to view, just enter it in the Invoice Number field and click the **Find** button. The selected Invoice will be displayed. If you know the shipment number for which the invoice was created, enter it into the shipment number field and click the **Find** button. The selected Invoice will be displayed.

## The Reset Button

Clicking the **Reset** button will clear the Find Existing Invoice screen so you can run a new search.

## The List Records Button

The **List Records** button will display all Invoices based on the View All Prod Records/Incomplete Prod Records Only option selection.

## The View Button

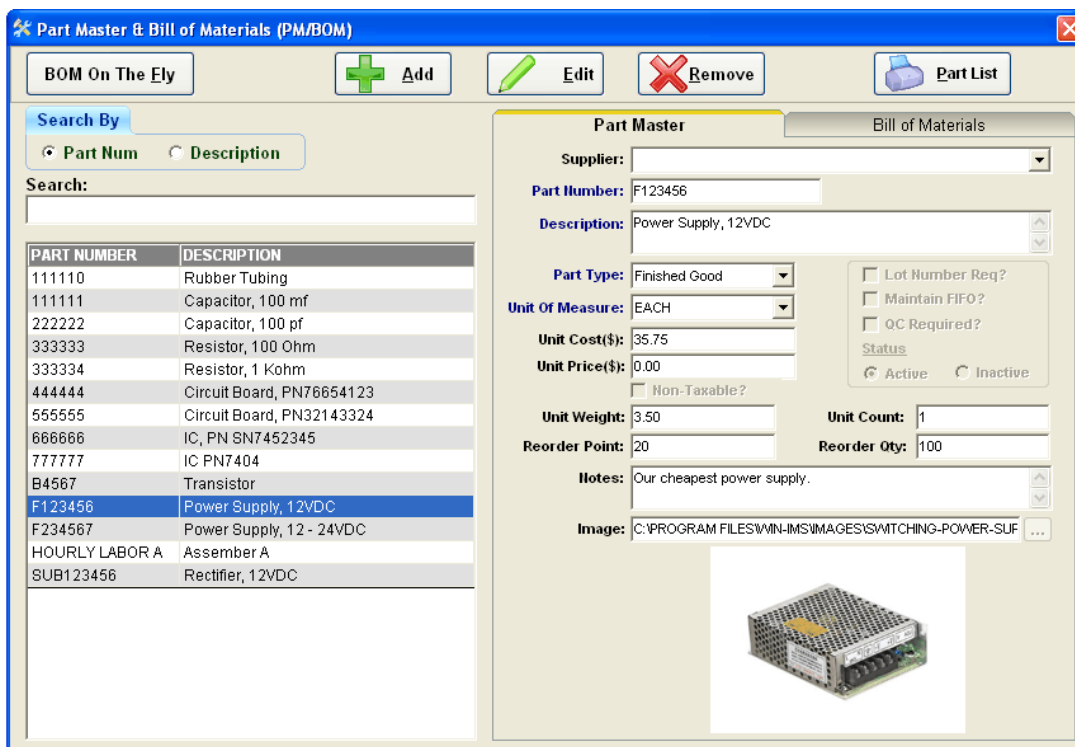
Select a displayed Invoice by clicking anywhere in the row of the desired Invoice record. Click the **View** button to display the selected Invoice details on the Invoice screen.

## Part Master / Bill of Materials (PM/BOM) Screen

The Part Master/Bill of Materials screen contains detailed information pertaining to the various parts used in your system and how they are used. The right half of the screen contains a tabbed control with two tabs. Clicking on the Part Master tab will display the detailed part information that relates to the part that is selected in the left-side parts list. Clicking on the Bill of Materials tab will display a complete bill of materials (a list of all parts used to manufacture a finished good or subassembly) that relates to the part selected in the left-side parts list if the part selected is a finished good or subassembly (Exploded view). If the selected part is a component part, a list of finished goods or subassemblies that the selected part is used in will appear (Imploded view). Part information stored on this screen is used throughout WIN-IMS and should be carefully maintained.

To view the PM/BOM screen, click the **PM/BOM** button on the WIN-IMS main button bar.

### Part Master



#### Viewing Detailed Part Information

Click anywhere on a row in the left-side parts list to select a part. The detailed information relating to the selected part will be displayed on the right-side.

#### Adding a New Part

- With the Part Master tab selected, click the **Add** button.
- Enter the part information in the fields on the right-side of the screen. You must enter, at minimum, part information in the fields whose labels are blue. These fields are mandatory.
- Click the **Save** button when you have finished entering part information.

#### Editing Part Information

- With the Part Master tab selected, select the part whose information you wish to edit from the list on the left and click the **Edit** button.
- Enter the part information you wish to change in the fields on the right. You must enter, at minimum, part information in the fields whose labels are blue. These fields are mandatory.

- Click the **Save** button when you have finished changing part information.

### Removing an Existing Part

- With the Part Master tab selected, select the part you wish to remove from the list on the left and click the **Remove** button. If the part is being used in the system, you will not be able to delete it.
- A message will appear asking if you are sure you wish to remove this part from the system. Answer Yes or No.
- If you answer **Yes**, the part will be removed. If you answer **No**, the part will not be removed.

### Viewing a List of Parts

You may view and print a complete list of parts currently in WIN-IMS. Use the following procedure to view/print a list of parts.

- With the Part Master tab selected, click the **Parts List** button.
- A complete list of parts will appear. Click the **Print** button to print the list.

## Bill of Materials

### Viewing Bill of Material Information

Click anywhere on a row in the left-side parts list to select a part. The information displayed on the right-side depends on the selected part's type (assigned when we added the part to WIN-IMS). If the selected part is a finished good or a subassembly, a list of materials required to manufacture that part is displayed. If the selected part is a type other than finished good or subassembly, a list of finished goods and/or subassemblies the selected part is used in will be displayed.

### The Implode/Explode Button

The Imploded/Exploded state of the right-side parts list refers to the information that will be displayed in the list. The Imploded view displays a list of parts the selected part is used in the manufacture of (parent parts). The Exploded view displays a list of all parts (bill of materials) used to manufacture the selected part (child parts). The **Implode/Explode** button is only available if the selected part is a finished good or subassembly. Click the **Implode/Explode** button to change views between Imploded and Exploded.

### Adding a New Bill of Materials

- With the Bill of Materials tab selected, select a part from the left-side list that is a finished good or a subassembly (the Implode/Explode button will be visible).
- Click the **Add** button. **Add** and **Remove** buttons will appear above the BOM list.
- Select the part you wish to add from the left-side parts list.
- Select the **Add** button above the BOM list. The selected part will appear in the Bill of Materials list.
- Enter the quantity of the new part required to manufacture the parent part.
- Repeat the above procedure as many times as desired.
- If a part was entered inadvertently, select the part in the BOM list and then select the **Remove** button above the list. The row will be removed from the BOM list.
- When complete, select the **Save** button.

### Editing Bill of Materials Information

- With the Bill of Materials tab selected, select a part from the left-side list that is a finished good or a subassembly and click the **Edit** button. **Add** and **Remove** buttons will appear above the BOM list.
- To change a quantity of a component in the produced part, select the component in the BOM list and change the quantity (Qty).
- To add a new component to the produced part.
  - ✓ Select the part you wish to add from the left-side parts list.
  - ✓ Select the **Add** button above the BOM list. The selected part will appear in the Bill of Materials list.
  - ✓ Enter the quantity of the new part required to manufacture the parent part.
- To remove a component from the produced part.
  - ✓ Select the component in the BOM list

- ✓ Select the **Remove** button above the list. The row will be removed from the BOM list.
- When modifications are complete, select the **Save** button.

### Viewing a Bill of Materials

- With the Bill of Materials tab selected, select a part that is either a finished good or a subassembly. The bill of materials will be displayed in the right-side list.
- Click the **BOM** button. A complete bill of materials will appear. Click the **Print** button to print the list.

### BOM On The Fly

PART NUMBER	DESCRIPTION	QTY / PER	PART TYPE	UOM
-------------	-------------	-----------	-----------	-----

This function is designed to streamline the creation of a bill of materials when the component part numbers are known. Click the **BOM On The Fly** button on the PM/BOM screen.

Enter the part number for the part to be produced in the part number textbox, and press the Tab or Enter key on the keyboard. If the part number is already listed in the database, the units, part type, and description will be filled in. If not the units, part type, and description must be entered. If a bill of materials for the produced part has already been created, it will appear in the grid.

### To Add a Part to the BOM.

- If a blank row does not exist, right-click in the grid and select Add Row. Type the part number in the part column and select the enter key.
  - ✓ If the part exists, its information will be entered in the appropriate columns.
  - ✓ If the part does not exist, the description, part type, and unit of measure will have to be entered.
- Enter the quantity of the component in the produced part.

### To Remove a Part from the BOM

- Select the part in the BOM
- Right-click on the row and select Remove Row from the menu.

To adjust the quantity of a part in the produced part, change the quantity in the Qty/Per column

When the bill of materials is complete, click the **Save** button. Any new parts will be added to the database at this time.

To reset the form for the creation of a new bill of materials, select the **New BOM** button.

To return to the main form, select **Part Master/BOM** button.

## Inventory Screen

The Inventory screen contains detailed information regarding the current status of parts in WIN-IMS. The right half of the screen contains a tabbed control with two tabs. Clicking on the Inventory tab will display current location and quantity information that relates to the part that is selected in the left-side parts list. Clicking on the History tab will display all transactions for the selected part over the displayed date range.

To view the Inventory screen, click the **Inventory** button on the WIN-IMS main button bar.

## Inventory

**Search By**  
 Part Num    Description

Search:

PART NUMBER	DESCRIPTION
111110	Rubber Tubing
111111	Capacitor, 100 mf
222222	Capacitor, 100 pf
333333	Resistor, 100 Ohm
333334	Resistor, 1 Kohm
444444	Circuit Board, PN76654123
555555	Circuit Board, PN32143324
666666	IC, PN 8N7452345
777777	IC PN7404
B4567	Transistor
F123456	Power Supply, 12VDC
F234567	Power Supply, 12 - 24VDC
SUB123456	Rectifier, 12VDC

**Inventory**   History

**Add**   **Delete**

LOCATION	QTY	S	LOT NUMBER	REC DATE	BARCODE
P-1	10	A			R0000002
R-1	80	A			R0000002
S-1	8	A			R0000002

**Total Quantity: 98**

**Cycle Stock**   **Issue Stock**   **Add Stock**

Qty:   Date: 04/05/2010   Reason:

### Viewing Current Inventory Information

Click anywhere on a row in the left-side parts list to select a part. The current inventory status relating to the selected part will be displayed on the right-side.

### Adding a New Inventory Record

Generally, WIN-IMS will manage inventory information through the use of the other screens like Receipts, Transfers, Production, and Shipping. However, you may sometimes find it necessary to manually add items to inventory.

- Click the **Add** button. A new line will be created in the right-side list.
- Enter the appropriate part information. Use the Tab key to navigate through the row. Click the **Save** button.
- Make the desired change(s). Click the **Save** button.

### Removing an Inventory Record

You may remove an inventory item any time you like.

- Select the inventory record you wish to remove.
- Click the **Remove** button. A prompt will appear asking if you're certain you wish to remove this item.
- Click the **Yes** button if want to remove the selected item. Click the **No** button if you do not.

### Printing Barcodes

With the Inventory tab selected the **Print Labels** button is available. Select a part, select an inventory record, select the **Print Labels** button. If a label printer and a default receipt label are set, the system will print a receipt label based on the information in the inventory record selected.

### Changing an Inventory Record's Quantity

The Cycle Stock, Issue Stock and Add Stock functions provide an easy means of changing an inventory item's quantity.

The Cycle Stock function allows you change the current quantity of the selected inventory item to the entered value.

- Enter the desired new quantity in the Qty field.
- Enter the date, if different from the displayed date, in the Date field.
- Enter the reason for the quantity change in the Reason field.
- Click the **Cycle Stock** button.

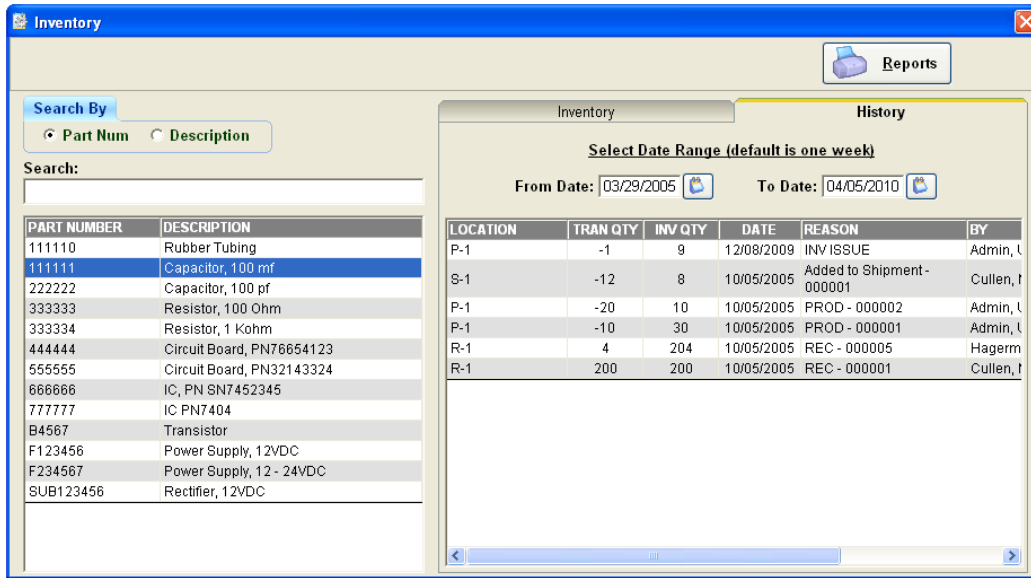
The Issue Stock function allows you to deduct the entered value from the current quantity of the selected inventory item.

- Enter the quantity to deduct in the Qty field.
- Enter the date, if different from the displayed date, in the Date field.
- Enter the reason for the quantity change in the Reason field.
- Click the **Issue Stock** button.

The Add Stock function allows you to add the entered value to the current quantity of the selected inventory item.

- Enter the quantity to add in the Qty field.
- Enter the date, if different from the displayed date, in the Date field.
- Enter the reason for the quantity change in the Reason field.
- Click the **Add Stock** button.

## Inventory History



### Viewing Inventory History

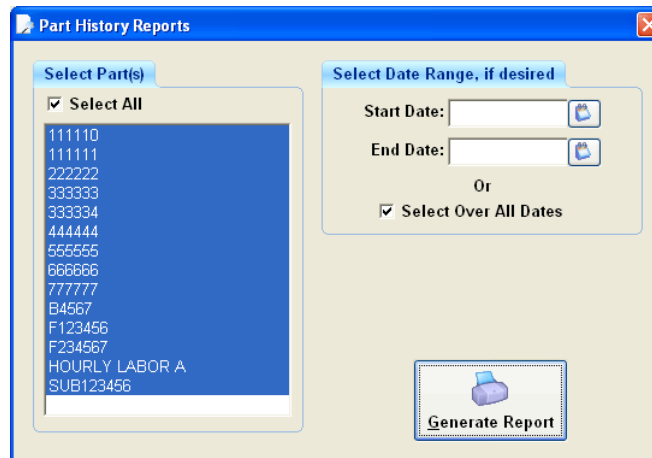
Click anywhere on a row in the left-side parts list to select a part. The history of the selected part will be displayed in the right-side list. Use the From Date/To Date range to select the period for viewing history information.

### Printing Inventory Reports

Clicking the Reports button with the Inventory tab selected will display the Inventory Reports screen (shown below). Use the Inventory Reports screen to view/print the current inventory status.

Clicking the **Generate Report** button will display a printable copy of the current inventory status based upon user selections. You may print the entire inventory sorted by location or part number. To reduce the number of returned records, use the Start Date/End Date fields.

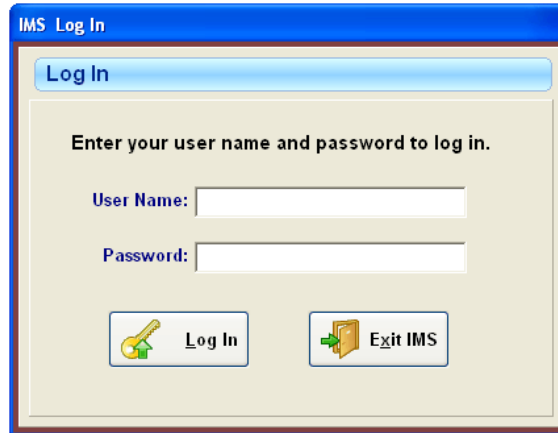
Clicking the Reports button with the History tab selected will display the Part History Reports screen (shown below). Use the Part History Reports screen to view/print the inventory history of the selected part(s).



Clicking the **Generate Report** button will display a printable copy of the entire inventory history of the selected part(s). To reduce the number of returned records, click the Check All box and select individual part(s). You may further reduce the number of returned records by using the Start Date/End Date fields.

## File Menu

### Logging In to WIN-IMS



The WIN-IMS Log In screen will appear whenever the system starts or a user has logged out. At this point, a user must successfully Log In to use WIN-IMS.

- Enter your system user name in the User Name field. Press the **Tab** or **Enter** key to move the cursor to the Password field.
- Enter your system password in the Password field. Press the **Enter** key, or click the **Log In** button, to log in.

WIN-IMS will compare the entered user name and password against the stored user name and password. WIN-IMS will start with the authorized functions available for the logged in user if the values match. A prompt will appear if the values do NOT match stating your log in attempt was unsuccessful. You may either reattempt to log in by clicking the **Yes** button or exit WIN-IMS altogether by clicking the **No** button.

### Changing Your User Password

The Change Password screen allows the currently logged in WIN-IMS user to change their system password. Click on the File main menu item and select Change Password to open the Change Password screen.

The steps required to change your password are...

- Enter your user name in the User Name field. Press the **Enter** key.
- Enter your current password in the Password field. Press the **Enter** key.
- Enter your new password in the New Password field. Press the **Enter** key.
- Enter your new password again for verification. Press the **Enter** key.

### Compacting the WIN-IMS Database

The Compact Database function will repair many minor database errors as well as reduce overall database size by removing deleted and duplicate records. It will also create a backup copy of the current database and save it in the 'dbbackup' folder in the WIN-IMS directory. Click on the File main menu item and select Compact Database to open the Compact Database screen.

Click the **Compact Database** button. The screen will automatically close when finished.

## Customizing the Button Bar

The Customize WIN-IMS Button Bar screen is provided to enable an IMS user to control the number of buttons displayed on the IMS main button bar. The Customize WIN-IMS Button Bar will list all of the main functions the currently logged-on user is authorized to use. A check in the box next to the button indicates it is displayed on the main button bar and available to the user. Clearing the check will remove the corresponding button from the main button bar and make it unavailable for use.

Click on the File main menu item, and select Customize Button Bar to open the screen.

## Enter Initial Inventory Screen

Click on the File main menu item, and select Enter Initial Inventory to open the screen.

PART NUMBER	LOT NUMBER	DESCRIPTION	REC DATE	LOCATION	QTY	UNIT OF MEAS.	NUM. OF LABELS	BAR CODE

The Enter Initial Inventory screen can be used to enter inventory items into the part master and inventory tables at the same time. It is not necessary to use this screen. It will only collect the bare minimum information necessary to enter parts into the system. This information can then be edited on the Part Master to complete the details. Part number, description, part type, and unit of measure are required fields for each item entered. The part types and units of measure must be entered on their respective screens before attempting to use this screen.

To use, enter a part number in the Part Number field. Press the Tab or Enter key on the keyboard to advance to the next cell. Complete the remaining fields for this item. If the Qty cell is left blank, IMS will automatically enter one (1) as the default quantity when the **Save** button is pressed. The Num. Of Labels cell can be left blank at this time. The Bar Code cell cannot be edited. A bar code will automatically be assigned to each item when the **Save** button is pressed. When the cursor is in the Num. Of Labels column, press the Tab or Enter key to add a new line, and continue adding information. You can also right click in the grid and select Add Row to add a blank line to the grid.

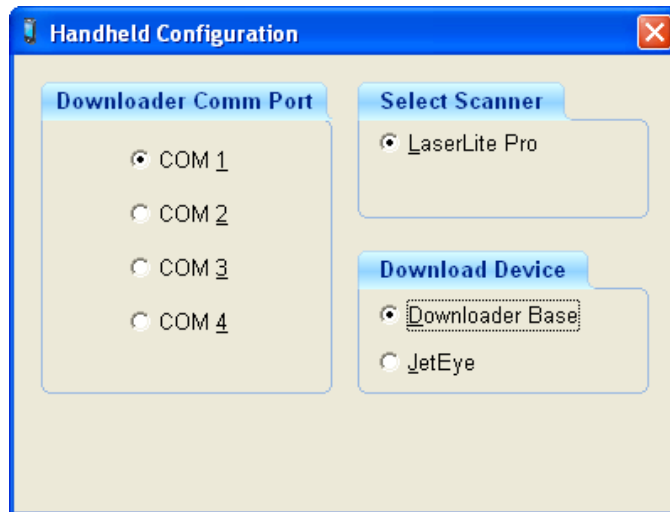
Click the **Save** button when you have finished entering information.

Labels can be printed from this screen at any time if Receipt labels have been previously designed and saved (see instructions for the Label Design screen later in this document). The **Load Inventory** button will load all parts currently in inventory into the grid. Information cannot be edited in this mode. To print labels, enter the number of labels to be printed for each part in the Num. Of Labels column. Then click the **Print Labels** button.

## Handheld Configuration Screen

The Handheld Configuration screen is used to set the communication parameters for the handheld scanner and/or to load the scanner application onto the scanner. This version of WIN-IMS currently supports the Percon Falcon 320 and Videx LaserLite Pro scanners

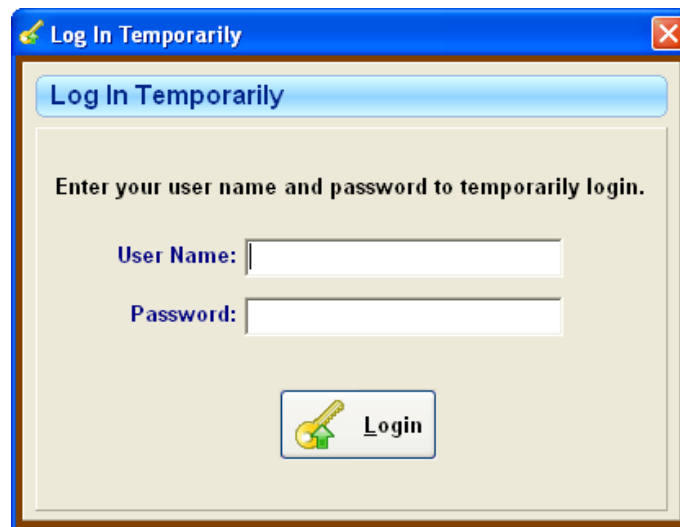
To view the Handheld Configuration screen, click the File menu item and select Handheld Configuration.



Select the COM port (serial port) that the scanner base is connected to. The settings will be saved on the computer.

To load the scanner application onto the scanner, connect the scanner to the download device. Turn the scanner on, and click the **Load Scanner App** button. Follow the prompts that appear on the screen:

## Log In Temporarily



The Log In Temporarily function was created to allow an authorized WIN-IMS user to log in to the system from any workstation already running WIN-IMS without having to log out and log back in again. Click on the File main menu item and select Log In Temporarily to open the Log In Temporarily screen.

To log in temporarily:

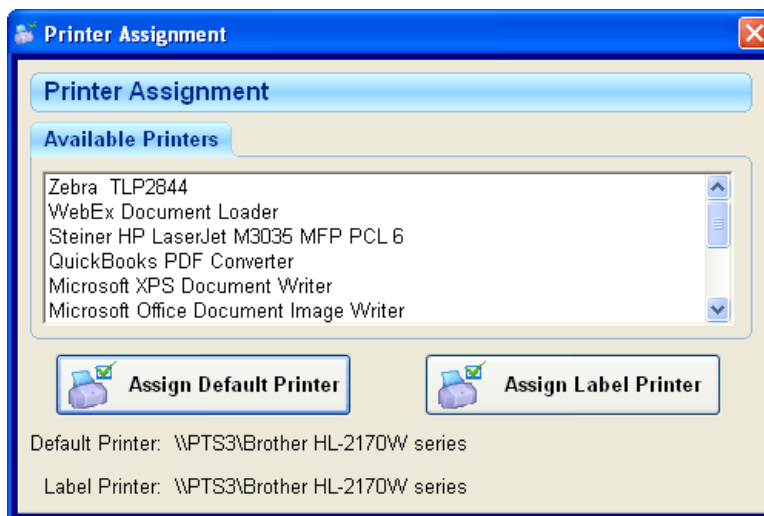
- Enter your user name in the User Name field. Press the **Enter** key.
- Enter your password in the Password field. Press the **Enter** key.

Upon successful log in, you will immediately notice that the WIN-IMS button bar background color changes to red and a Log Out button appears next to the Quit button. These changes make it easy to tell that someone has used this function to log in temporarily. You may now operate WIN-IMS with the same access as if you had originally logged in yourself. When you are finished, click the **Log Out** button to restore WIN-IMS to the level of access of the original user.

### Log Out of WIN-IMS

The Log Out of WIN-IMS function allows the currently logged in user to log out and disable WIN-IMS without completely shutting down the application. In this state, a user may simply enter his user name and password to restart WIN-IMS. Click on the File main menu item and select Log Out of WIN-IMS.

### Printer Assignment Screen



The Printer Assignment screen allows for the setting of the default report and label printers in WIN-IMS. Click on the File main menu item and select Printer Assignment to open the Printer Assignment screen.

Initially, both printers will show Not Set. Simply select a printer from the Available Printers list and click the appropriate button. There is no Save button. Printer settings will be saved when you click the **Assign** button.

## Support Menu

### Carriers Screen


The screenshot shows a window titled "Carriers" with a blue border. At the top, there are three buttons: "Remove Carrier" (with a red X icon), "Add New Carrier" (with a green plus icon), and "Save Carrier Info" (with a floppy disk icon). Below the buttons is a form with the following fields:

- Carriers:** A dropdown menu showing "Federal Express".
- Name:** A text field containing "Federal Express".
- Address 1:** A text field containing "555 75th Ave".
- Address 2:** An empty text field.
- City:** A text field containing "Kenosha".
- State:** A dropdown menu showing "WI".
- Zip:** A text field containing "53142".
- Phone:** A text field containing "262-654-3214".
- Fax:** A text field containing "262-657-3211".
- Contact:** A text field containing "Pete Holmgren".
- Email:** A text field containing "bob@ups.com".
- Notes:** A text area containing "Our secondary carrier."

At the bottom right of the form, there is a "Status" section with two radio buttons: "Active" (which is selected) and "Inactive".

The Carriers screen manages information relating to the companies you use to receive/transport goods. Carrier information is used on various screens and reports throughout WIN-IMS. Click on the Support main menu item and select Carriers to open the Carriers screen.

#### Viewing Carrier Information

Click the  button on the right side of the Name field. An alphabetical list of all carriers previously entered into the system will appear. From the list, click on the carrier whose information you wish to view. The selected carrier's information will be displayed.

#### Editing Carrier Information

You may, at any time, change carrier information or add missing information. Simply place the cursor in the appropriate field and enter the new information. Click the **Save Carrier Info** button when finished.

#### Adding a New Carrier

Click the **Add New Carrier** button. Enter the name of the carrier in the Name field. The Name field is the only field on this screen that must contain information before clicking the **Save Carrier Info** button (mandatory). A mandatory field has a blue label. Press the Tab key to navigate to the next field. Continue adding carrier information, as desired, using the Tab key to navigate through the fields. Click the **Save Carrier Info** button when finished.

#### Removing a Carrier

Select the carrier you wish to remove. Click the **Remove Carrier Info** button. If the carrier is use in shipping, the system will not allow it to be deleted. If OK, a prompt will appear asking if you're sure you want to permanently remove the displayed carrier. Clicking the **Yes** button will remove the carrier. Clicking the **No** button will return you to the carrier screen without removing the carrier.

## Inactivating a Carrier

As previously stated, carrier information is used on various screens and reports throughout WIN-IMS. There may come a time, however, when you would like to keep a carrier from being made available to those screens and reports without removing them from WIN-IMS. Clicking on the **Inactive** button will deactivate the selected carrier making it unavailable to other WIN-IMS functions without permanently removing it from the system. Clicking on the **Active** button will reactivate the selected carrier.

## Company Information Screen

The screenshot shows a web application window titled "Company Information". At the top center is a "Save Company Info" button. The form is divided into several sections:

- General Information:** Name (Your Company), Phone (111-222-3333), Fax (111-222-4444), Email (info@email.com), and Web Address (http://www.webaddr.com).
- Ship to Address:** Name (Your Company), Address 1 (123 Main St.), Address 2 (Suite 210), City (Kenosha), State (WI), Zip (53142), and Country.
- Wire Transfer Information:** A section with a blue header and five empty input fields.
- Bill to Address:** Name (Your Company), Address 1 (123 Main St.), Address 2 (Suite 211), City (Kenosha), State (WI), Zip (53142), and Country.

A green arrow icon points downwards between the Ship to Address and Bill to Address sections.

The Company Information screen manages information relating to your company. Company information is used on various screens and reports throughout WIN-IMS. Click on the Support main menu item and select Company Information to open the Company Information screen.

## Editing Company Information

You may, at any time, change company information or add missing information. Simply place the cursor in, or use the Tab key, to the appropriate field and enter the new information. Click the **Save Company Info** button when finished.

## Customers Screen

The Customers screen manages information relating to your customers. Customer information is used on various screens and reports throughout WIN-IMS. Click on the Support main menu item and select Customers to open the Customers screen.

### Viewing Customer Information

Click the **Select Customer** button (Binoculars) on the right side of the Name field. An alphabetical list of all customers previously entered into the system will appear. From the list, click on the customer whose information you wish to view. The selected customer's information will be displayed.

### Editing Customer Information

Select the customer you wish to change, Select the **Edit** button. Change customer information or add missing information. Click the **Save** button when finished.

### Adding a New Customer

Click the **Add New** button. Enter the name of the customer in the Name field. The Name field is the only field on this screen that must contain information before clicking the Save Customer Info button (mandatory). A mandatory field has a blue label. Press the Tab key to navigate to the next field. Continue adding customer information, as desired, using the Tab key to navigate through the fields. Click the **Save** button when finished.

## Removing a Customer

Select the customer you wish to remove. Click the **Remove** button. If the customer is being used in the shipping or sales order processes, the system will not allow it to be deleted. If OK, a prompt will appear asking if you're sure you want to remove the customer. Clicking the **Yes** button will remove the customer. Clicking the **No** button will return to the customer screen without removing the customer.

## Inactivating a Customer

As previously stated, customer information is used on various screens and reports throughout WIN-IMS. There may come a time, however, when you would like to keep a customer from being made available to those screens and reports without removing them from WIN-IMS. Clicking on the **Inactive** button will inactivate the selected customer making it unavailable to other WIN-IMS functions without permanently removing it from the system. Clicking on the **Active** button will reactivate the customer.

## Contact Administration

Contact administration will allow individuals to be attached to the ship to or bill to portion of a customer. Select the **Contact Admin** button under the Bill To or Ship To section. The form below will be displayed. Contacts may be added, removed or edited from this screen.

The screenshot shows a window titled "Select Contact". At the top, there are three buttons: "+ Add", "- Delete", and "Save". Below these is a dropdown menu labeled "Ship To Contact" with "Bill Jones" selected. Underneath is a text input field labeled "Contact Name" containing "Bill Jones". Below that are two input fields: "Phone: 123-456-7890" and "Fax: 123-456-0987".

## Credit Administration

Credit administration will allow credit card information to be tied by individual to the bill to customer. Credit card information may be added, removed or edited from this screen.

The screenshot shows a window titled "Select Credit". At the top, there are three buttons: "+ Add", "- Delete", and "Save". Below these is a dropdown menu labeled "Credit Card Holder" with "Bill Jones" selected. Underneath is a text input field labeled "Credit Card Holder" containing "Bill Jones". Below that are three input fields: "Card Type: Master Card", "Card Number: 1234 4321 5678 8765", and "Expiration Date: 04/06 Month/Year - 07/07".

## Inventory Locations Screen

The Inventory Locations screen manages information relating to your inventory locations. Inventory location information is used on various screens and reports throughout WIN-IMS. Click on the Support main menu item and select Inventory Locations to open the Inventory Locations screen.

Location Types are used to separate locations into categories. For example, the locations attached to the RC – Receiving location type will be available for selection on the Receiving screen. There are five(5) location types. They are...GI – General Inventory, PS – Production Staging, QC – Quality Control, RC – Receiving and SH- Shipping.

### Adding a New Inventory Location

Enter the name of the inventory location in the Add Location field. Select a Location Type. Click the **Save Location** button.

### Editing an Inventory Location

Double-click an inventory location in the Locations list. Enter the change in the Edit Location field. You may also change the Location Type at this time. Click the **Save Location** button.

### Removing an Inventory Location

Click on the inventory location you wish to remove in the Locations list. Click the **Remove Location** button. If the location is being used in receipt, inventory, cycle count, work order, production, or shipping the system will not allow it to be removed. If OK, a prompt will appear asking if you're sure you want to remove the location. Clicking the **Yes** button will remove the location. Clicking the **No** button will return to the location screen without removing the location.

## Printing Location Labels

Before a location label can be printed, a location label must be designed and set as the default label (see label design later in this manual). In addition, a label printer must be assigned in the printer assignment process.

Select the locations to be printed (multiple locations may be selected by using the control or shift keys or by dragging the mouse across the locations). Select the **Print Label** button. One label for each location selected will be printed on the designated label printer.

## Part Types Screen

The screenshot shows the 'Part Types' window with the following elements:

- Buttons: Add (green plus), Edit (pencil), Remove (red X).
- Form fields: Type Description (text box), Type Code (text box).
- Part Type section: Radio buttons for Component, Non-Inventory, Produced, Raw Material.
- Status section: Radio buttons for Active, Inactive.
- Table of existing part types:

DESCRIPTION	CODE	STATUS	TYPE
Component	COMP	Active	Component
Finished Good	FG	Active	Produced
Labor1	LABOR1	Active	Non-Inventory
Labor2	LABOR2	Active	Non-Inventory
Subassembly	SUB	Active	Produced

Double-click to edit

The Part Types screen manages information relating to how parts are categorized in the system. Part type information is used on various screens and reports throughout WIN-IMS. Click on the Support main menu item, scroll down to Part Information and select Part Types to open the Part Types screen.

The Component and Raw Material part types are inventory items but not eligible to be produced. The produced part type is an inventory item that is produced. A non-inventory part type is an item that is not kept in inventory.

### Adding a New Part Type

Click the **Add** button. Enter the new part type in the Type Description field. Press the **Tab** key. Enter a type code in the Type Code field. Select the part type (Component is the default). Click the **Save** button.

### Editing a Part Type

Select the row in the list that contains the part type information you wish to edit (change) and click the **Edit** button. Or simply double-click the row. Make the desired changes in the fields and boxes above the list. Click the **Save** button.

## Removing a Part Type

Select the row in the list that contains the part type information you wish to remove. Click the **Remove** button. If the part type is assigned to a part the system will not allow it to be removed. If OK, a prompt will appear asking if you're sure you want to remove the part type. Clicking the **Yes** button will remove the part type. Clicking the **No** button will return to the part type screen without removing the part type.

## **Units of Measure Screen**

Units of Measure

Enter a new unit in the Add Unit box and click the Save Unit button, or hit the Enter key to create a new unit.

Add Unit:  Save Unit

Select the unit you wish to remove and click the Remove Unit button, or double-click on a unit to edit it.

Units: DOZEN  
EACH  
FOOT  
GALLON  
GROSS  
HOURS

Remove Unit

Double-click to edit

The Units of Measure screen manages information relating to system units of measure information. Unit of Measure information is used on various screens and reports throughout WIN-IMS. Click on the Support main menu item, scroll down to Part Information and select Units of Measure to open the Units of Measure screen.

## Adding a New Unit of Measure

Enter the new unit of measure in the Add Unit field and click on the **Save Unit** button. Or, you may hit the **Enter** key to add the new unit of measure.

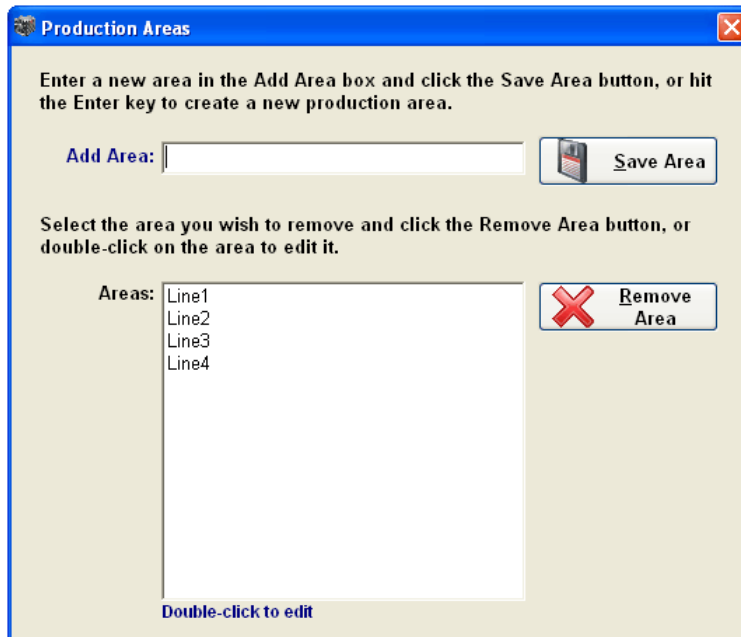
## Editing an Unit of Measure

Double-click an unit of measure in the units list. Enter the change in the Edit Unit field. Click the **Save Unit** button.

## Removing a Unit of Measure

Select the unit of measure from the Units list and click the **Remove Unit** button. If the unit is assigned to a part the system will not allow it to be removed. If OK, a prompt will appear asking if you're sure you want to remove the unit. Clicking the **Yes** button will remove the unit. Clicking the **No** button will return to the units screen without removing the unit.

## Production Areas Screen



The Production Areas screen manages information relating to production areas used in your system. Production area information is used in the work order and production processes. Click on the Support main menu item and select Production Areas to open the Production Areas screen.

### Adding a New Production Area

Enter the new area in the Add Area field and click on the **Save Area** button. Or, you may hit the **Enter** key to add the new area.

### Editing a Production Area

Double-click an area in the Areas list. Enter the change in the Edit Area field. Click the **Save Area** button.


### Removing a Production Area

Select the area from the Areas list and click the **Remove Area** button. If the production area is being used in the production or work order processes the system will not allow it to be removed. If OK, a prompt will appear asking if you're sure you want to remove the production area. Clicking the **Yes** button will remove the area. Clicking the **No** button will return to the production areas screen without removing the area.

## Suppliers Screen

The Suppliers screen manages information relating to the suppliers you use to purchase goods. Click on the Support main menu item and select Suppliers to open the Suppliers screen.

### Viewing Supplier Information

Click the  button on the right side of the Name field. Select a supplier from the list of all suppliers. The selected supplier's information will be displayed.

### Editing Supplier Information

Select the desired supplier. Select the **Edit** button. Change supplier information or add missing information. Click the **Save** button when finished.

### Adding a New Supplier

Click the **Add** button. Enter the name of the supplier in the Name field. The Name field is the only field on this screen that must contain information before clicking the Save button (mandatory). A mandatory field has a blue label. Continue adding supplier information, as desired. Click the **Save** button when finished.

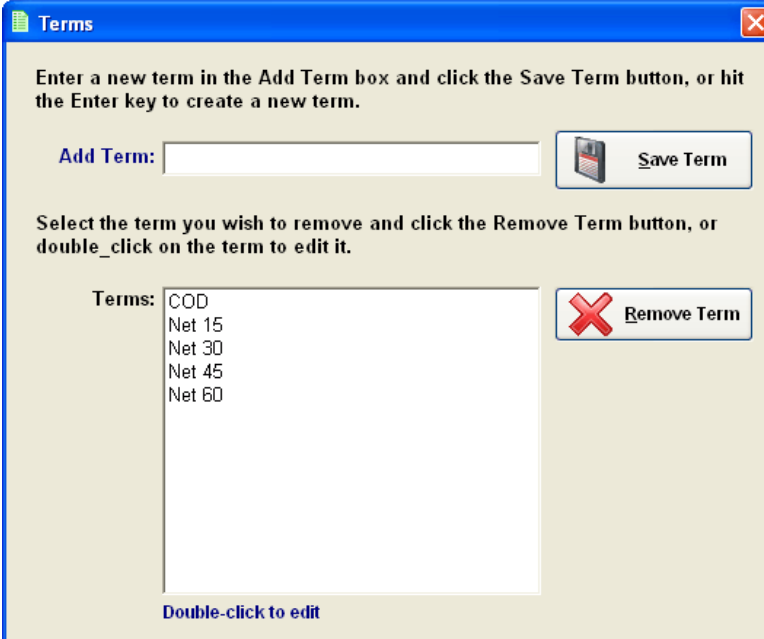
### Removing a Supplier

Select the supplier you wish to remove. Click the **Remove** button. If the supplier is being used in the purchase order, receipt, part or quality control processes the system will not allow it to be removed. If OK, a prompt will appear asking if you're sure you want to remove the displayed supplier. Clicking the **Yes** button will remove the supplier. Clicking the **No** button will return you to the supplier screen without removing the supplier.

### Inactivating a Supplier


There may come a time when you would like to keep a supplier from being made available without removing them from WIN-IMS. Clicking on the **Inactive** button will inactivate the selected supplier making it unavailable to other WIN-IMS functions. Clicking on the **Active** button will reactivate the selected supplier.

## Terms Screen




Terms

Enter a new term in the Add Term box and click the Save Term button, or hit the Enter key to create a new term.

Add Term:  

Select the term you wish to remove and click the Remove Term button, or double\_click on the term to edit it.

Terms: COD  
Net 15  
Net 30  
Net 45  
Net 60 

Double-click to edit

The Terms screen manages information relating to the various purchase/sales terms used in your system. Click on the Support main menu item and select Terms to open the Terms screen.

## Adding a New Term

Enter the new term in the Add Term field and click on the **Save Term** button. Or, you may hit the **Enter** key to add the new term.

## Editing a Term

Double-click a term in the Terms list. Enter the change in the Edit Term field. Click the **Save Term** button.

## Removing a Term

Select the term from the Terms list and click the **Remove** Term button. If the term is being used in the purchase order or sales order processes the system will not allow it to be removed. If OK, a prompt will appear asking if you're sure you want to remove the term. Clicking the **Yes** button will remove the term. Clicking the **No** button will return to the Terms screen without removing the term.

## User Authorization Screen.

LAST NAME	FIRST NAME	MI	USER NAME	STATUS	REC	TRANS	PROD	W. O.	SHIP	P. O.	PM/BOM	INV	USERS	QC	SALES
Admin	User		Admin	A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Hagerman	Dan		danh	A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

The User Authorization screen is used to manage employee access to WIN-IMS and system functions. Click on the Support main menu item and select User Authorization to open the User Authorization screen

A user must be listed on this screen with a valid User Name and Password in order to successfully Log In to WIN-IMS. At Log In, the user will have to enter his User Name and Password on the Log In screen. The values entered will be compared with the values stored on this screen. WIN-IMS will start if the values match.

Employee status can be A (Active) or I (Inactive). Inactive employees may not use the system and may not be selected for future functions.

All of the major WIN-IMS functions are also protected by values set on this screen. Three values are available for each major function. They are... Yes – full access, View – view only and No – no access.

## Adding a New User

Click the **Add** button. A new line in the users grid is created and the password field appears at the bottom of the screen. Last Name, First Name, User ID, and Password are required to be entered to save the record. The status field uses the Enter key or double-click to change values from I to A and back. The function fields e.g.. Receipts, Transfer, Prod, etc. use the Enter key or double-click to change values from Yes to No to View.

Click the **Save** button when finished entering this user's information to permanently store the values in WIN-IMS. Click the **Cancel** button if, for some reason, you wish to cancel entering the new user.

### Editing a User's System Settings

Select the desired user. Select the **Edit** button. Make the desired change(s). To save the changes select the **Save** button. To leave without saving the changes, select the **Cancel** button.

### Removing a User

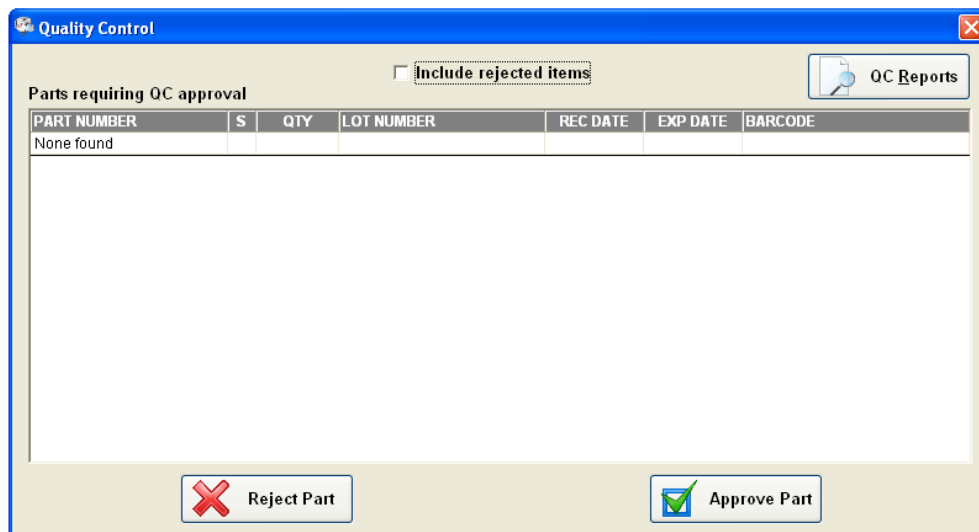
Select the desired user. Click the **Remove** button. A prompt will appear asking if you are sure you wish to remove this user. Click the **Yes** button if you want to remove this user. Click the **No** button if you do NOT want to remove this user

### Viewing/Editing a User's System Password

Select the desired user. Click the **Password** button. The selected user's password will appear on the bottom of the screen along with two buttons: **Save Password** and **Cancel Password**. Enter a new password in the password field and click the **Save Password** button if you wish to edit (change) the existing password. Click the **Cancel Password** button if you do NOT wish to edit the existing password.

## Quality Control Menu

### Quality Control Screen



The screenshot shows a window titled "Quality Control" with a blue header bar. Below the header, there is a checkbox labeled "Include rejected items" and a button labeled "QC Reports". The main area contains a table with the following columns: PART NUMBER, S, QTY, LOT NUMBER, REC DATE, EXP DATE, and BARCODE. The table currently displays "None found". At the bottom of the window, there are two buttons: "Reject Part" with a red 'X' icon and "Approve Part" with a green checkmark icon.

The Quality Control screen provides a means to approve or reject received or produced parts used in WIN-IMS. Received and produced parts will automatically be placed in an 'on-hold/awaiting QC' status if the QC Required box is checked on the Part Master screen. Parts on-hold will not be available to production or shipping until they are approved by QC.

### Approving Parts

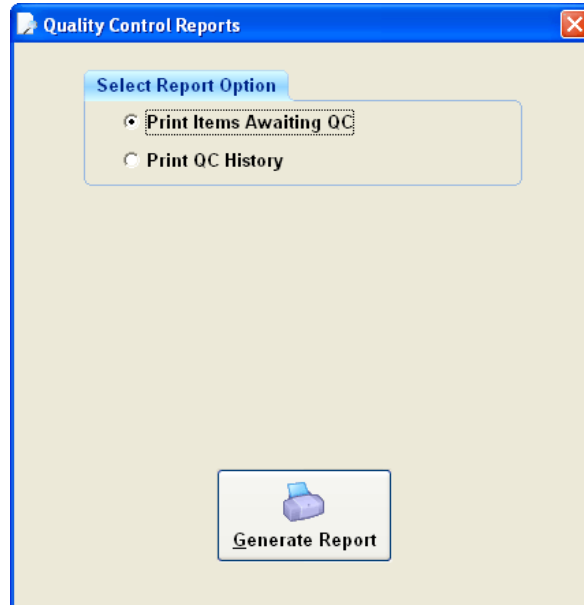
Select the item you wish to approve from the list. Enter the expiration date in the Exp Date column. Select the **Approve Part** button. The selected item will disappear from the list and is approved for use by production or shipping.

### Rejecting Parts

Select the item you wish to reject from the list and click the **Reject Part** button. The selected item will disappear from the list, if the **Include rejected items** box is unchecked, and the part's status will be set to rejected. The inventory records associated with the barcode records are removed from the database.

### QC Reports

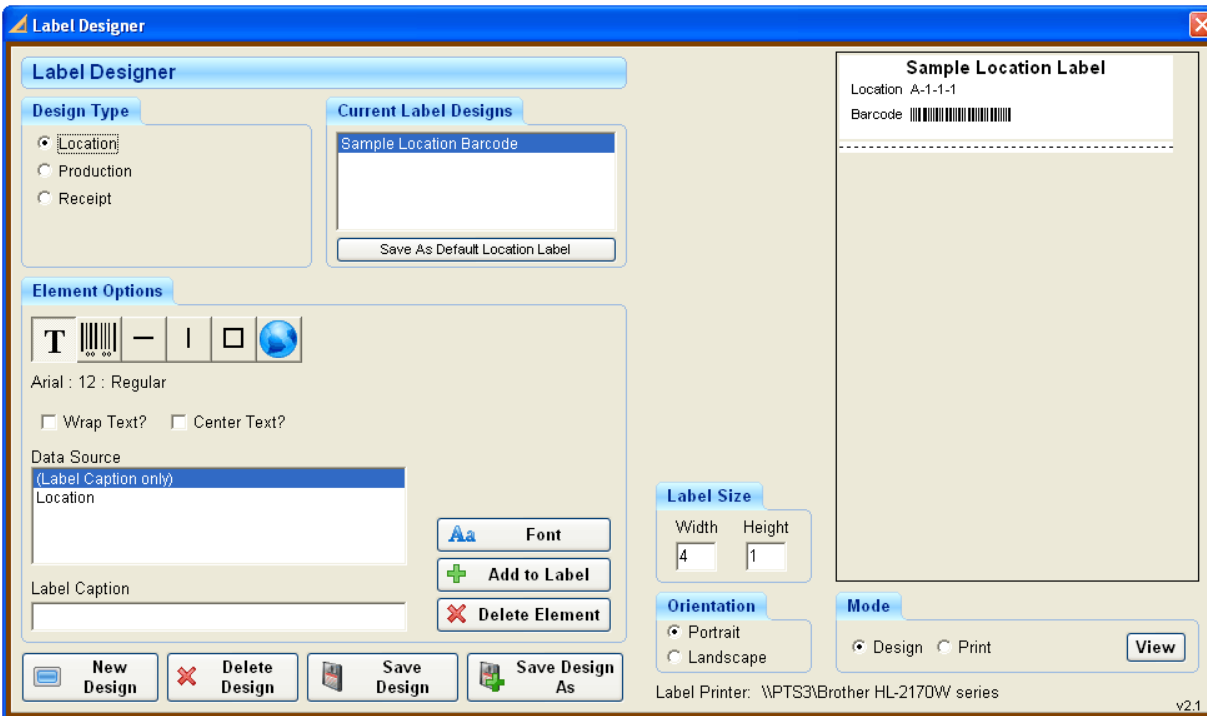
Clicking the **QC Reports** button will display the QC Reports screen.



The QC Reports screen offers two QC related reports – Items Awaiting QC and QC History. You may reduce the amount of returned report items by entering a Start Date/End Date combination. Click the **Generate Report** button to view the selected report.

## Label Menu

### Label Design Screen



The Label Design screen provides the ability to custom design labels for use by WIN-IMS.

Custom labels are designated as one of four types:

1. Receipt labels are used by the Receipts screen,
2. Production labels are used by the Production screen,
3. Location labels are used by the location screen, and
4. Generic labels are printed from the label design screen.

To design a label, first select the design type.

The Data Source List will contain the possible fields that may be included in the label. The list on the example contains the possible data sources for an container label.

The current label design list will contain any labels that have already been created for the design type. When one of these labels is selected, the box on the right will display the label design. As indicated above for the Sample Receipt Label.

To create a new label, select the Design type and then select New Design button. Set the label size (Width and Height in inches). Set the label orientation (Portrait or Landscape). For Portrait, the height is vertical on the screen. For Landscape the Height is Horizontal on the screen.

There are 6 different elements that may be placed on the label. They are from left to right: text, barcode, horizontal line, vertical line, box, and a graphic.

#### Adding a Text Element

Select the Text button in the Element Options panel. Select (Label Caption only) in the Data Source box, and type a label caption in the Label Caption textbox. To set the font style and size, click the Font button. Click the

Add to Label button. The text element will appear in the upper left corner of the label design. Drag it to the desired position on the label.

To edit the text caption or font after a text element has been placed in a label design, right click on the element and choose the option desired.

### Adding a Database Field Text Element

In the Data Source box, select the desired database field. To set the font style and size, click the Font button. Click the Add to Label button. A sample of the data will appear in the upper left corner of the label design. Drag it to the desired position on the label. When the label is printed, the actual data for that field will be printed on the label.

To edit the text caption or font after a database field text element has been placed in a label design, right click on the element and choose the option desired.

### Adding a Barcode Element

Select the Barcode button in the Element Options panel. Select (Label Caption only) in the Data Source box, and type a label caption in the Label Caption textbox. Select the barcode font and size desired. Click the Add to Label button. The text will be added to the label in the barcode font. Drag it to the desired position on the label.

If a database field is needed as a barcode, select the field from the Data Source box, and add it to the label. When the label is printed, the actual data for that field will be printed on the label as a barcode.

### Adding a Horizontal Line Element

Select the Horizontal Line button in the Element Options panel. Click the Add to Label button. A horizontal line segment will be added to the label design in the upper left-hand corner. Drag it to the desired position on the label. To change the size of the line, place the mouse cursor over the right end of the line. When the cursor changes to a double arrow, click and drag the endpoint to the desired length.

### Adding a Vertical Line Element

Select the Vertical Line button in the Element Options panel. Click the Add to Label button. A vertical line segment will be added to the label design in the upper left-hand corner of the label. Drag it to the desired position on the label. To change the size of the line, place the mouse cursor over the bottom of the line. When the cursor changes to a double arrow, click and drag the endpoint to the desired length.

### Adding a Box Element

Select the Box button in the Element Options panel. Click the Add to Label button. A box will be added to the label design in the upper left-hand corner. Drag it to the desired position on the label. To change the size of the box, place the mouse cursor over the lower right-hand corner of the box. When the cursor changes to a double arrow, click and drag the endpoint to the desired size.

### Adding a Graphic Element

Select the Graphic button in the Element Options panel. Click the Find Graphic File button to find a file on your computer to place on the label. File types supported are bmp, gif, jpg, wmf, and ico. Click the Add to Label button. The graphic will be added to the label design in the upper left-hand corner. Drag it to the desired position on the label. Graphic elements are not resizable.

### Deleting a Label Element

Select the element to be deleted from the label design. Click the Delete Element button, or press the Delete key on the keyboard. Elements can also be deleted by right-clicking on the element and selecting Delete from the popup menu.

### Deleting a Label Design

To delete an entire label design, select the design from the Current Label Designs list. Click the Delete Design button at the bottom of the screen.

### Save an Existing Design as a New Design

Time may be saved by copying an existing label design and modifying it. Select the design from the Current Label Designs list, and click the Save Design As button at the bottom of the screen. Enter a new design name and click the OK button. Design names must be unique.

## Viewing/Printing a Label

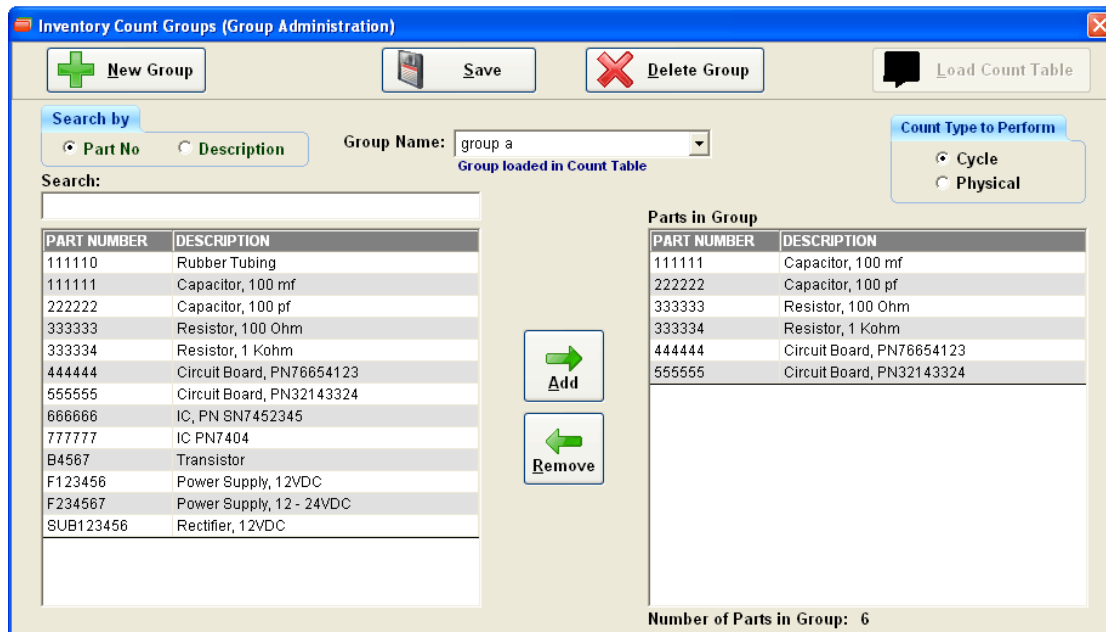
The work space on the right-hand side of the screen provides a feel for how your label will print. If you need to view exactly how your label will print, click on the View button with the Mode setting set to Design. An exact replica of the label will appear. To print the label on your label printer, change the Mode setting to Print, enter the number of labels you want to print and click the Print button.

## Inventory Count Menu

### Group Administration Screen

Inventory count groups are used to make the cycle count/physical count processes more manageable. Part numbers can be logically grouped together and downloaded to a handheld scanner to facilitate the actual count. The Group Administration screen provides an easy means to create cycle count inventory groups and/or a physical count inventory group. The groups created here are then used on the Cycle Count and Physical Count screens to manage inventory count actions.

Click on the **Inventory Counts** main menu item and select Group Administration to open the Group Administration screen.



### Creating a New Cycle Group

Click the **New Group** button. Select the parts to group from the list on the left side of the screen. Multiple parts may be selected by holding down the Shift or Control keys on the keyboard and clicking on the rows in the list. Click the **Add** button to add these parts to the Parts in Group list. If you want to remove parts from the Parts in Group list, select them from the list and click the **Remove** button. Enter a name for the group in the Group Name field and click the **Save** button. You may create as many groups as you like.

### Editing the Parts in a Group

Select the group name from the dropdown list. All of the parts in the group will be listed in the Parts in Group list. Using the Add/Remove buttons, make any additions or deletions as required, then click the **Save** button.

### Deleting a Group

Select the group name from the dropdown list. Click the **Delete** button. Responding yes to the confirmation prompt will delete the group.

### Setting Up for a Cycle Count

Select a Group Name from the Group Name drop-down list. Click the **Load Count Table** button to load the group of parts into a temporary count table in the database. From there the group can be loaded onto the handheld scanner on the Cycle Count screen. **This step must be performed or the selected group will not available for use on the Cycle Count screen.**

### Setting Up for a Physical Count

Select Physical from the Count Type to Perform box. A new group is automatically created, which includes ALL parts in inventory. You may not modify these records in any way. This group will always be called PHYSCNT. This ensures that the group file will always be up-to-date when a physical count is performed. Then click the **Load Count Table** button to load the group into the temporary count table. From there the group can be loaded onto the handheld scanner on the Physical Count screen. **This step must be performed or the selected group will not available for use on the Physical Count screen.**

## Cycle Count Screen

Use the Cycle Count screen to manage cycle count information. Click on the Inventory Counts main menu item, and select Cycle Count to open the screen.

CHK	PART NUMBER	LOT NUM	DESCRIPTION	LOCATION	INVENTORY COUNT	COUNT	UNITS
<input type="checkbox"/>	111111		Capacitor, 100 mf	P-1	9	0	EACH
<input type="checkbox"/>	111111		Capacitor, 100 mf	R-1	144	0	EACH
<input type="checkbox"/>	111111		Capacitor, 100 mf	S-1	8	0	EACH
<input type="checkbox"/>	222222		Capacitor, 100 pf	P-1	10	0	EACH
<input type="checkbox"/>	222222		Capacitor, 100 pf	R-1	80	0	EACH
<input type="checkbox"/>	222222		Capacitor, 100 pf	S-1	8	0	EACH
<input type="checkbox"/>	333333		Resistor, 100 Ohm	P-1	50	0	EACH
<input type="checkbox"/>	333333		Resistor, 100 Ohm	R-1	100	0	EACH
<input type="checkbox"/>	333334		Resistor, 1 Kohm	R-1	200	0	EACH
<input type="checkbox"/>	444444		Circuit Board, PN76654123	R-1	250	0	EACH
<input type="checkbox"/>	555555		Circuit Board, PN32143324	P-1	20	0	EACH
<input type="checkbox"/>	555555		Circuit Board, PN32143324	R-1	50	0	EACH

### Performing A Cycle Count

Select a group from the Group Name drop-down list. IMS will query inventory and display inventory records associated with the group selected that have a positive inventory. This information can now be loaded onto a handheld scanner. Note that only one count group can be loaded onto a scanner at a time. Click the **Load Ref File** button to load the file onto the handheld scanner. The user can now take the scanner out to the warehouse and count inventory. The scanner will only accept data for parts in the group.

After the count is completed, download the data from the scanner. On the Cycle Count screen, click the **Import Data** button. Follow the file transfer instructions for your particular handheld scanner. After the files are processed, the group will appear on the screen.

If the cycle count matches the inventory count, the checkbox in the first column will be checked. If the count does not match, the checkbox will not be checked, and the part number/bar code and cycle count will be displayed in red. These items can then be verified.

*\*\*\* Note: If an item is counted more than once, the cycle counts will be added together. This may be the cause for a count mismatch, and would need to be verified. \*\*\**

If the cycle count value is correct, check the checkbox in the first column. If the cycle count value is not correct, it can be changed in the grid by selecting it with the mouse and entering a different value. Then check the checkbox in the first column. Click the **Save Changes** button to save the changes. When the **Commit Inv Qtys** button is clicked, actual inventory quantities will be changed to the cycle count values for all items that have the checkbox checked. Items that are not checked will not be changed.

### Removing a Cycle Count Group

Select a group from the Group Name list. Click the **Remove Group** button. A confirmation box will be displayed. Responding 'Yes' to the message will display a second confirmation message. Responding 'Yes' to the message will delete the group from the count table.

## Physical Count Screen

Use the Physical Count screen to manage physical count information. Click on the Inventory Counts main menu item, and select Physical Count to open the screen. It is similar to the Cycle Count Screen show previously.

### Performing A Physical Count

Opening the Physical Count screen automatically displays all parts in inventory with a positive quantity. Use the **Load Ref File** button to transfer this information to the handheld scanner. The user can now take the scanner out to the warehouse and count inventory.

After the count is completed, download the data from the scanner. On the Physical Count screen, click the **Import Data** button. Follow the file transfer instructions for your particular handheld scanner. After the files are processed, the group will appear on the screen.

If the physical count matches the inventory count, the checkbox in the first column will be checked. If the count does not match, the checkbox will not be checked, and the part number/bar code and physical count will be displayed in red. These items can then be verified.

*\*\*\* Note: If an item is counted more than once, the physical counts will be added together. This may be the cause for a count mismatch, and would need to be verified. \*\*\**

If the physical count value is correct, IMS will check the checkbox in the first column. If the physical count value is not correct, it can be changed in the grid by selecting it with the mouse and entering a different value. Then check the checkbox in the first column. Click the **Save Changes** button to save the changes. When the **Commit Inv Qtys** button is clicked, the inventory quantities will be changed to the physical count values for all items that have the checkbox checked. Items that are not checked will not be changed.

### Removing A Physical Count Group

From the Physical Count screen, click the **Remove Group** button. If there is a physical group in the count table, a confirmation box will be displayed. Responding 'Yes' to the message will display a second confirmation message. Responding 'Yes' to the message will delete the group from the count table.

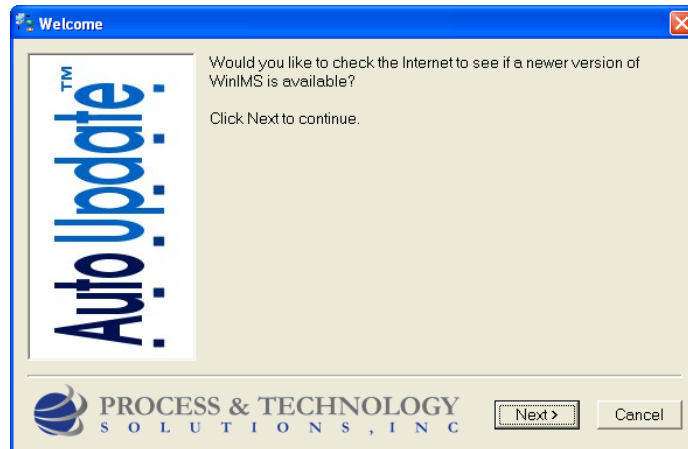
## Help Menu

## Help

Will display the help file for the program.

## Check for Update

Will go the GigaTrak web site and check for a newer version of the program executable. This process is only available to individuals signed on as Admin User. In order for this to be accomplished, all users except the individual searching for the update must be out of the program. When Check for Update is selected the screen below is displayed.



Select cancel to stop the process. Click next to continue. Follow the screen prompts. On completion, the system will have found a newer version of the program and installed it or not. In either case the program has been restarted and the user will have to log back in.

## About Win IMS

Will display the form below which has pertinent information about WIN-IMS.

