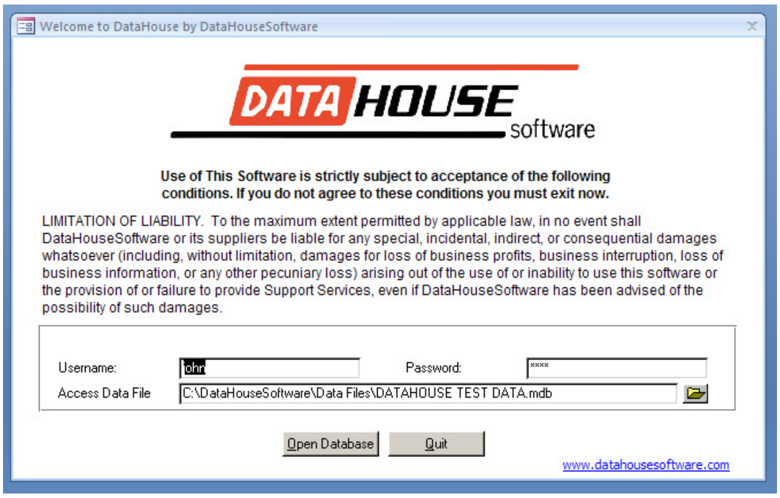
DataHouse 5

Operation Manual

Startup



The startup screen for DataHouse.

To access the data in the database you must specify

- Username
- Password
- Location of Data File
- Username and Password:

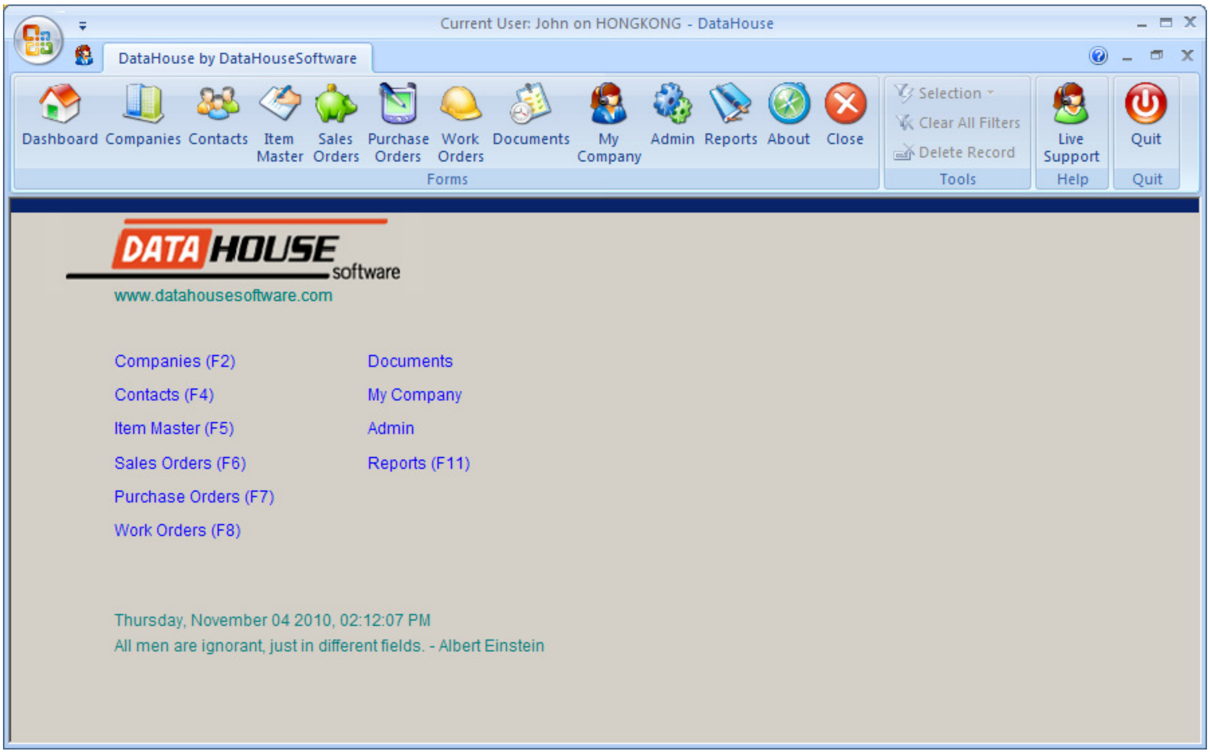
Each database user must have a unique username and password to identify them. The username and password are stored in the back end data file, and the username and password on the startup screen is checked against the data file.

If the username and password do not match with data in the database you will be prompted to add a new user (and password). To access the My Company screen where new users can be added you must enter the password. The initial password is “pivotal” (no quotes). This password can be changed. Refer to p 20 for further information on the My Company screen.

Data File:

- DataHouse stores the data (Contact names, Sales Order Details, Items etc) in a Microsoft Access data file. The location of the data file must be specified correctly on the startup screen.
- During installation, two sets of data files are installed on your PC; “DATAHOUSE TEST DATA.mdb” and “DATAHOUSE LIVE DATA.mdb” Both are installed to the directory “C:\DataHouseSoftware\Data Files\”
- Several users can access the data simultaneously. For many users to access the data, the data file must be placed on a shared network drive.

Dashboard



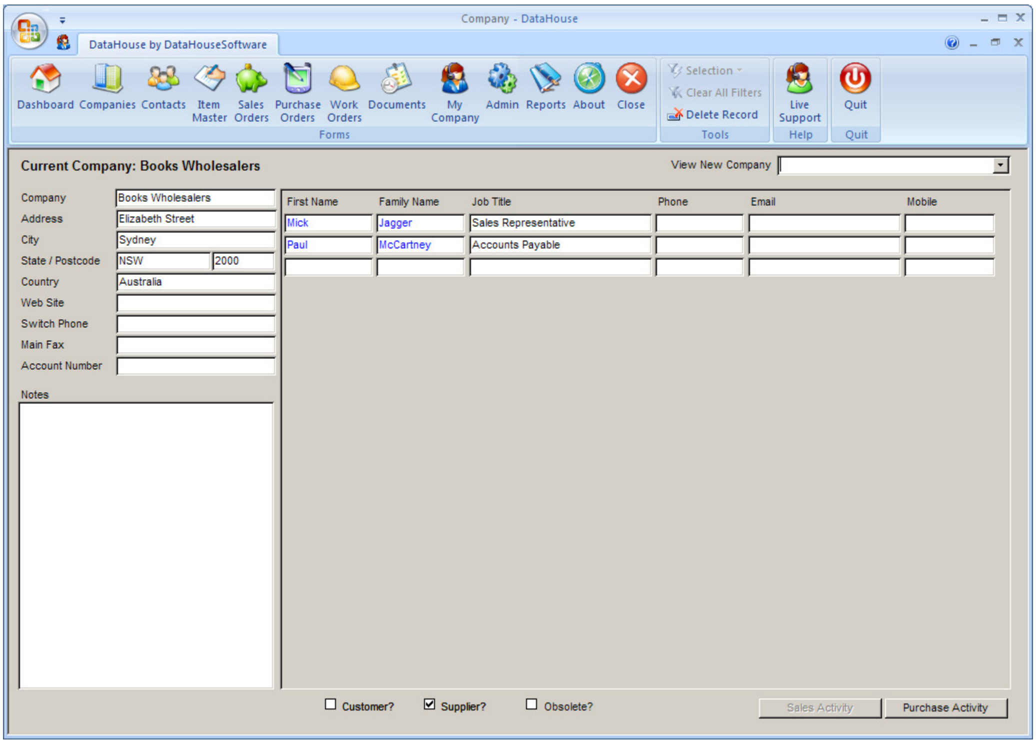
The Dashboard Screen for DataHouse

Simply displays a link to each section of the database, with a keyboard shortcut where applicable

All of the screens are accessible from the toolbar as well.

Live support allows you to grant access to our technicians to provide assistance in using the software. Our staff can only access your PC when you allow us.

Companies



The Companies screen for DataHouse

Company Details on Top Left Hand Side

Company General Notes on Bottom Left Hand Side

Contacts on Right Hand Side

To Find a Company

- Type their name in the JumpTo box in the Top Right Hand corner of the screen (labelled View New Company)

To Add a new company

- Type their name in the JumpTo box in the Top Right Hand corner of the screen, when prompted, choose Yes to add the new Company to the database

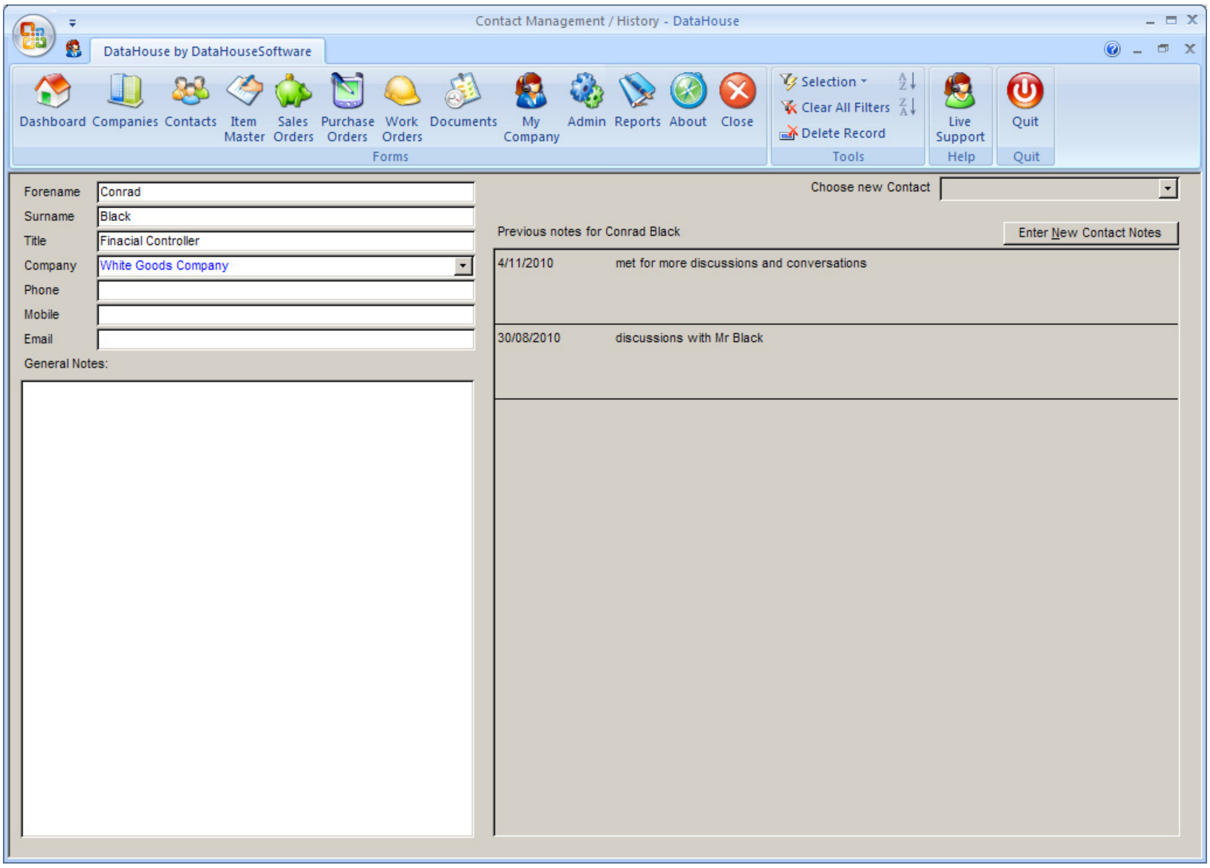
To add a new contact

- Simply write their name and other details in the pane on the right hand side. To access the contact screen double click the contact's name.

Tickboxes

- Customer?: Enables the button marked Sales Activity, allowing you to view Sales Activity for this company
- Supplier?: Enables the button marked Purchase Activity, allowing you to view Purchase Activity for this company
- Obsolete?: Removes this company from the list of active companies. You can review and unmark obsolete companies from the Admin screen

Contacts



The Contacts screen for DataHouse

Personal Details on Top Left Hand Side

Personal General Notes on Bottom Left Hand Side

Contact Conversation Notes on Right Hand Side

To Find a Contact

- Type their name in the JumpTo box in the Top Right Hand corner of the screen (labelled Choose New Contact)

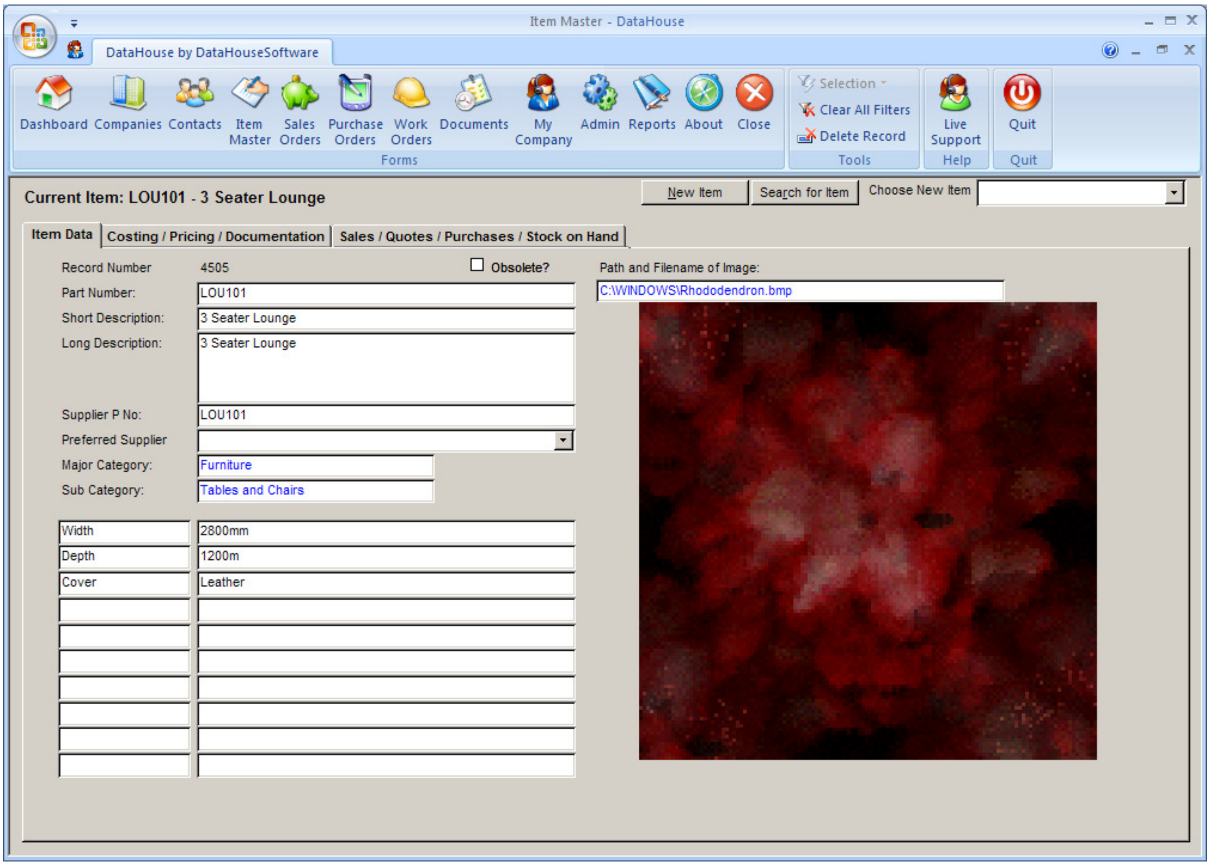
To Add a new Contact

- Type their name in the JumpTo box in the Top Right Hand corner of the screen, when prompted, choose Yes to add the new Contact to the database

To record a conversation with a contact

- Click on the button marked Enter New Contact Notes, record your notes in the pop-up box, then click the button marked Save and Close

Item Master



The Item Master screen for DataHouse

The Item Master is at the heart of DataHouse, and is where you name and define the parts that make up your inventory.

To find an item:

- If you know the part number, type the part number into the JumpTo box in the top right hand corner
- If you don't know the part number click the button marked Search for Item and type in any part of the part number or description that you do know, or press Enter to display a list of all items.

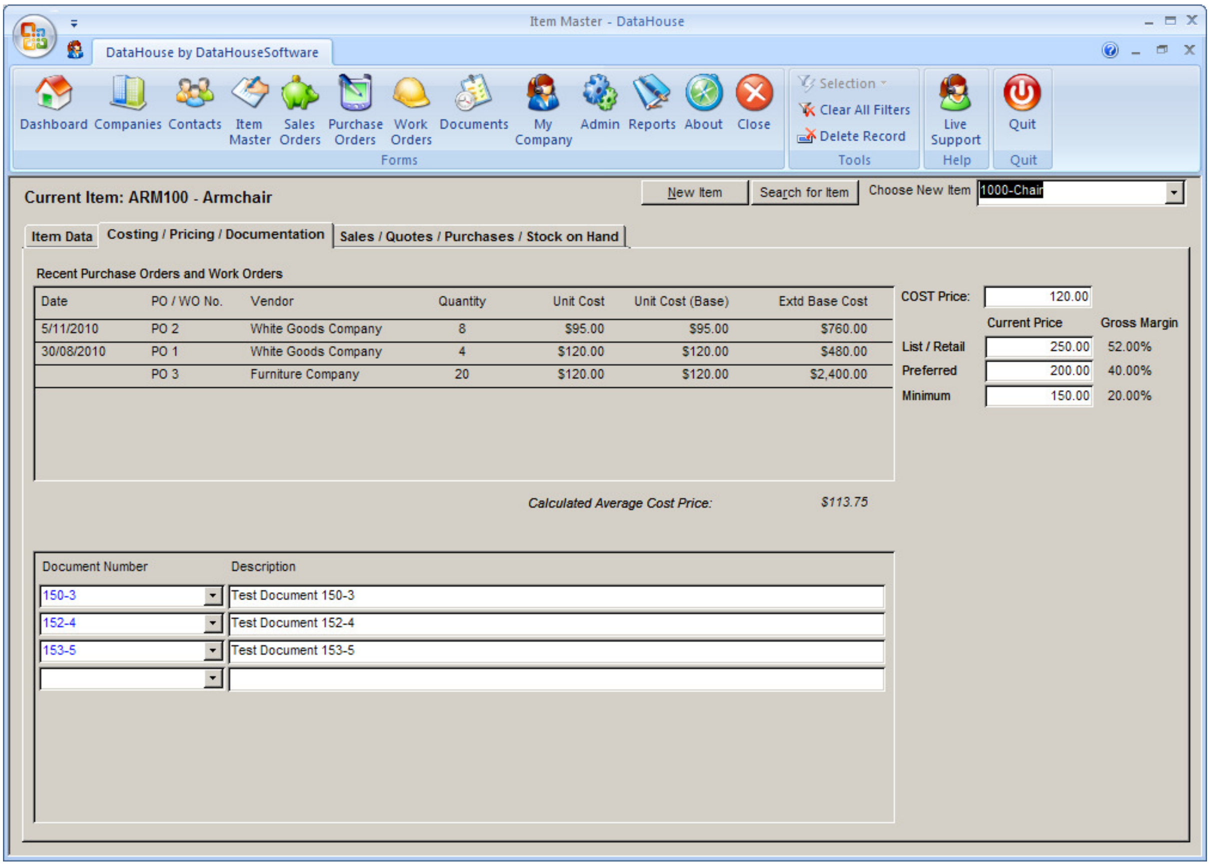
To add a new item

- press the button marked New Item

The screen is divided into 3 tabs

Item Data

- Record Number: This is a sequential number generated by the database. It's only use would be if you decide to use it in the part number that you create
- Obsolete?: Tick this box to prevent this item from displaying in the Item Master list. You can mark an item as not obsolete from the Admin screen (see p 22 of the manual)
- Part Number: Part numbers are defined by you, the user. They are used elsewhere in the database, when choosing items for Sales Orders, Purchase Orders and Work Orders and in Reports. Choose wisely when defining your part numbers.
- Short Description & Long Description: Short Description is what you'll mostly see describing an item in the database. The Long Description is the basis for searches when you use the Search for Item button on the Item Master main screen.
- Supplier Part Number: Supplier's part number
- Preferred Supplier: Enter the main source where this item is purchase from. In the Purchase Order section you have the option to purchase any item from any supplier or to only purchase items from their preferred suppliers. See p 15 for more details on the Purchase Order screen.
- Major Category / Minor Category: Each Item is associated with two categories. When you create a new item, you select a major category first from the drop down box, and then a minor category from the corresponding drop down box. TO change categories for an existing item, double click the blue text to expose the drop down boxes
- Custom Parameters and Values: Here you can define up to 10 parameters and corresponding values that define this item. For instance a Box would require parameters Height, Width and Depth, a Monitor might require Size, Colour and Resolution. You're free to use as many or as few of these as you wish. Apart from this Item Master screen, these details are shown on quotes to customers when the Quote Style is either extended or with pictures.



Item Master screen for Pipeline showing Costing / Pricing / Documentation

Recent Purchase Orders and Work Orders

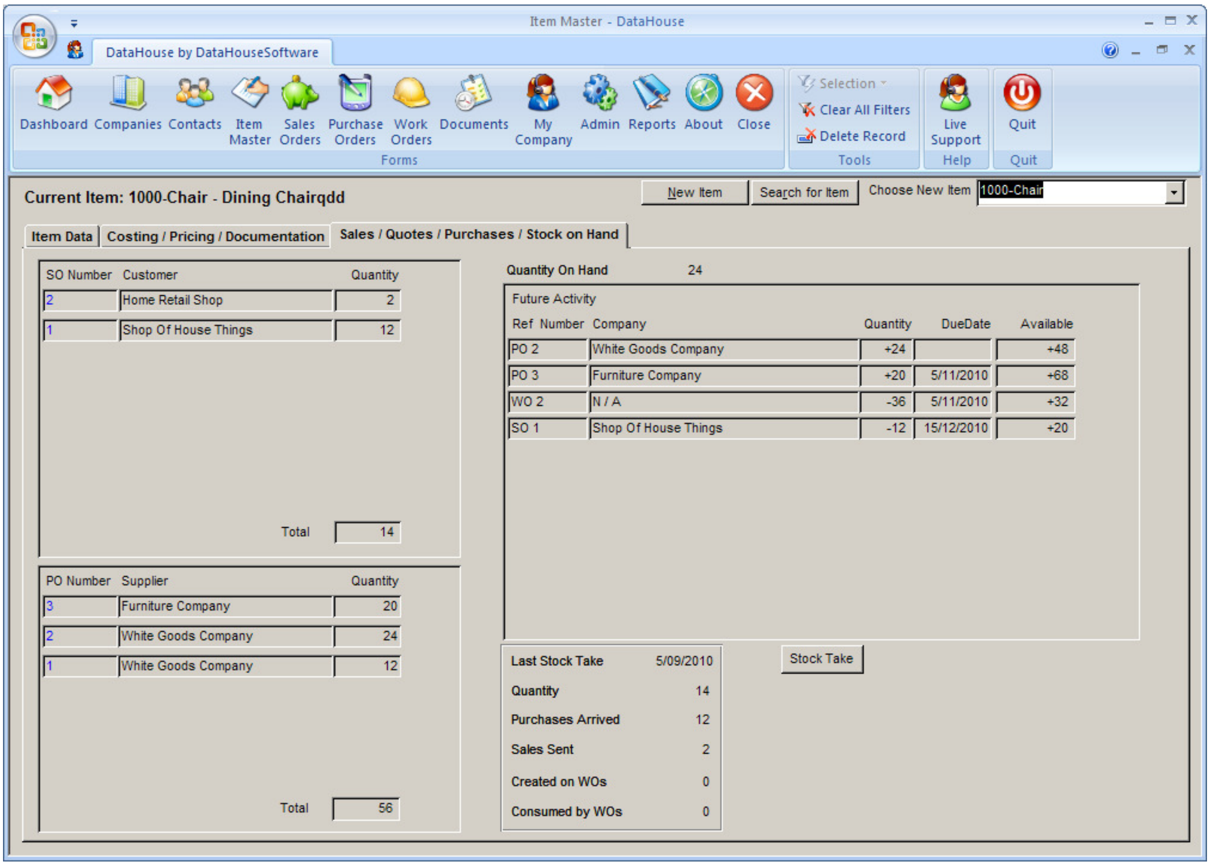
This section shows a list of when this item was purchased on Purchase Orders or created with Work Orders. The main purpose is to calculate an average cost price, listed at the bottom of this section as Calculated Average Cost Price. This calculated cost is not directly used by the database; you have the option to use whatever value you feel is best as the Cost Price (see below)

Cost & Sell Prices:

Enter relevant prices here. For the COST Price, use the Calculated Average Cost Price as a guide, for the List / Preferred / Minimum use the figures for Gross Margin to guide you.

Documents

This section shows all documents associated with this item, these could be work instructions, data sheets, drawings, etc. Simply pick the document from the list. Double clicking the blue text in the field Document Number will launch the file associated with that document. (See p 19 for further details on the document screen).



Item Master screen for Sales / Quotes / Purchases / Stock On Hand

- Top Left Hand Side box shows recent Sales Orders on which this Item was included, with quantities on each Sales Order and also a Total
- Bottom Left Hand Side box shows recent Purchase Orders on which this Item was included, with quantities on each Purchase Order and also a Total
- On the Right Hand Side we see information on Stock On Hand.
- First we have the Quantity On Hand – this number is calculated by taking the number present at the last stock take, subtracting all of the items that have been sent on Sales Orders or Consumed by Work Orders, and adding all the Items that have arrived on Purchase Orders, or been created by Work Orders.
- Immediately below we have a table showing Future Activity, that is, when in the future items will arrive, be created, be sent out or consumed. The last two columns show how many of a particular item should be Available on the Due Date listed
- The Bottom section shows explicitly how many of this item were counted at the last stocktake and how many have arrived / been sent / created / consumed since then.
- The Stock Take button allows you to enter the number of this item actually in stock (for a real stock take of all items, you'll probably use the Stock Take section of the Admin screen. See p 22 for more details

Sales Orders and Quotes

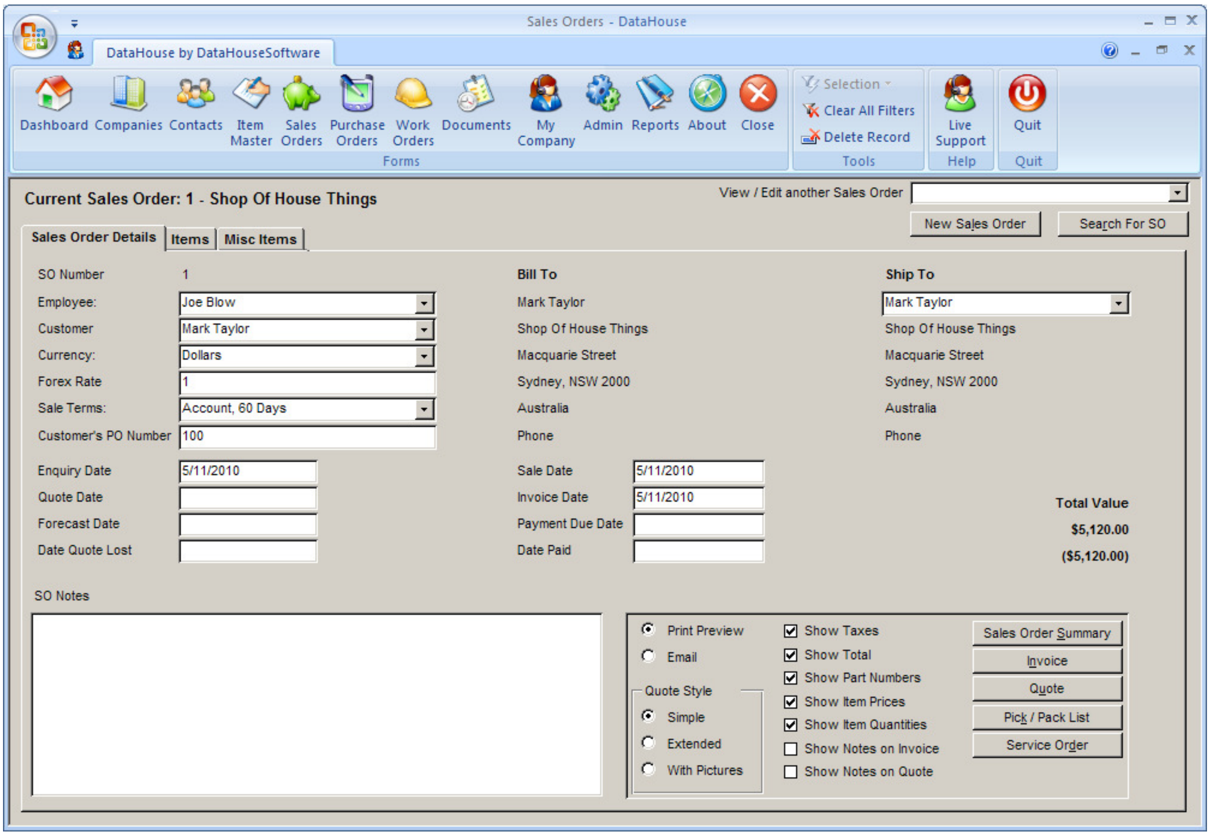
The Sales Order screen is where we generate Quotes as well as Invoices. We can create Quotes and Sales for items in the Item Master, and for custom / miscellaneous times that are not in the database.

To find a Sales Order:

- If you know the Sales Order number, type the SO number into the JumpTo box in the top right hand corner
- If you don't know the SO number click the button marked Search for SO and type in any part of the part number or description that you do know, or press Enter to display a list of all items.

To Create a new Sales Order

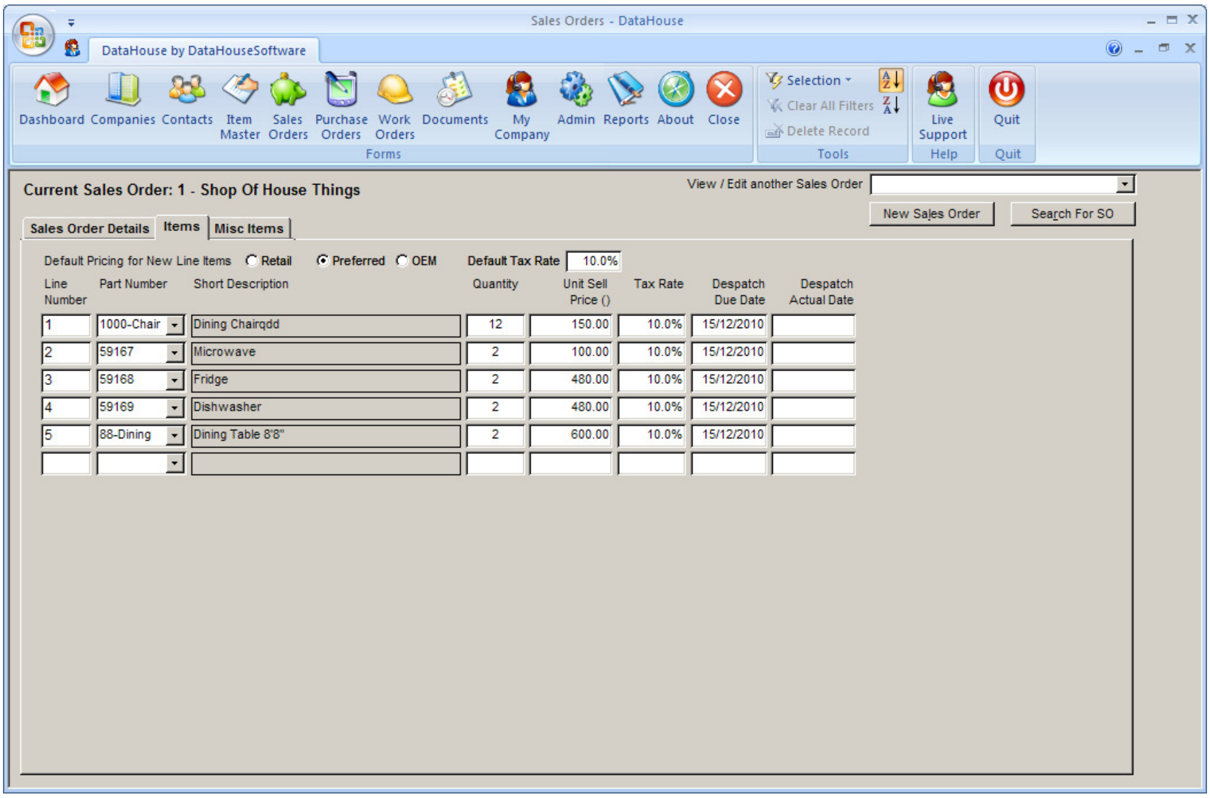
Click on the button marked New Sales Order



Sales Order screen for Pipeline showing main Sales Order details

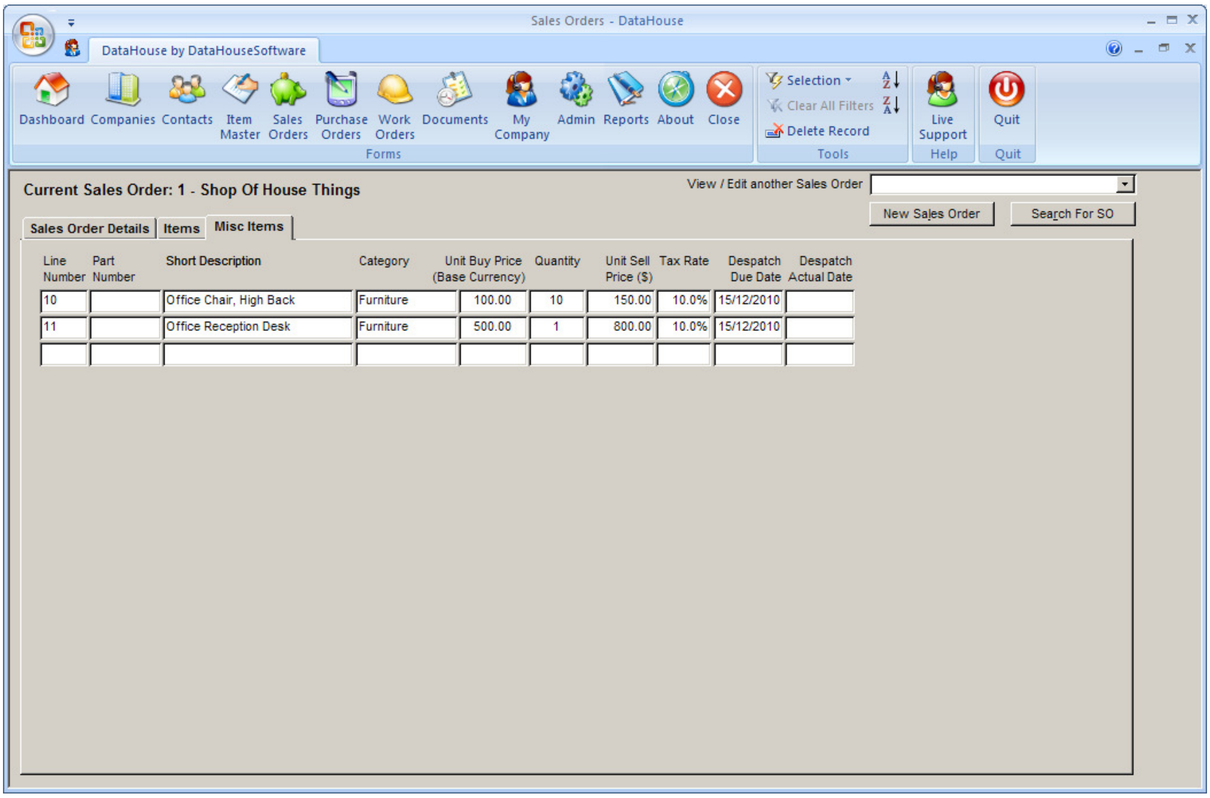
- SO Number: The Sales Order number. This is a sequential number, generated by the Database
- Employee: Select the member of staff responsible for this Sales Order from the list. Typically you'll pick yourself from the list.
- Customer: Pick the name of a customer from the list. All of the Company information for that customer is pulled across with the individual.
- Bill To: The Customer chosen from the list is now the contact to whom we will send the bill.
- Ship To: By default the customer selected from the customer list, but you have the option here to have the goods on this Sales Order delivered to any other contact in your database. Simply select their name from the Ship To list.
- Currency / Forex Rate: Choose the currency you'll be quoting or selling in and the exchange rate, where Rate = $Foreign / $Base ($Base = $Foreign / Rate). The base is your own currency.
- You can add new currencies from the Admin section (see p 22 for further details).
- The Forex rate is for each Sales Order, and the forex rate used here will have no bearing on previous or future sales, or on current sales on a different Sales Order
- Sales Terms: Select from a list, which can be edited from the Admin screen (p 22 for details). These terms will appear on the invoice for this sales order.
- Customer's PO Number: If the customer has a Purchase Order number, record it here.
- Dates: Record relevant dates, used on quotes, invoices etc

- Forecast Date: used in the Forecast report, to assist with forward planning
- Date Paid: once this field is completed the Sales Order is locked and can't be edited. (to unlock, double click in the box with the date)
- SO Notes: record and free notes you'd like to add to Invoice or Quote or both. To add the notes to the Invoice or Quote simply tick the checkbox to the right "Show Notes on Invoice" and "Show Notes on Quote"
- On the Bottom Right hand Side we have all the actions that can be performed on this screen.
- Quotes and Invoices can be Emailed or Printed
- Quotes can be
    - Simple
    - Extended: Includes all of the custom parameters and values for each Item as defined in the Item Master.
    - With Pictures: As above, also includes a picture of each item as defined in the Item Master.
- Select whether or not to include Taxes, Total, Part Numbers etc
- Sales Order Summary: Intended as an internal document, showing all of the vital statistics for that Sales Order – items, dates, prices, profitability etc
- Invoice
- Quote
- Pick / Pack List: Intended as an internal document, showing a list of Parts and Quantities
- Service Order: If the items on this sales order are part of a service job, this document allows you to record comments and signatures.



Sales Order screen for Pipeline showing Items List

- This is the screen where you will add Items from the Item Master to the Sales Order
- Default Pricing For New Line Items: Select which of the three levels of pricing defined in the Item Master that you'd like to use for new line items on this Sales Order.
- Default Tax Rate: The default tax rate for all new Line Items
- Line Number: Number your items 1 to n to choose how they will list on a quote or invoice.
- Part Number: Select any part from the Item Master.
- Short Description: Automatically filled in. Can't be edited.
- Quantity: Select quantity of each item to include
- Unit Sell Price: Automatically filled in as you add items to the Sales Order, can be edited if required.
- Tax Rate: Automatically filled in as you add items to the Sales Order, can be edited if required.
- Despatch Due Date: When are you scheduled to send the goods.
- Despatch Actual Date: When the goods actually left.

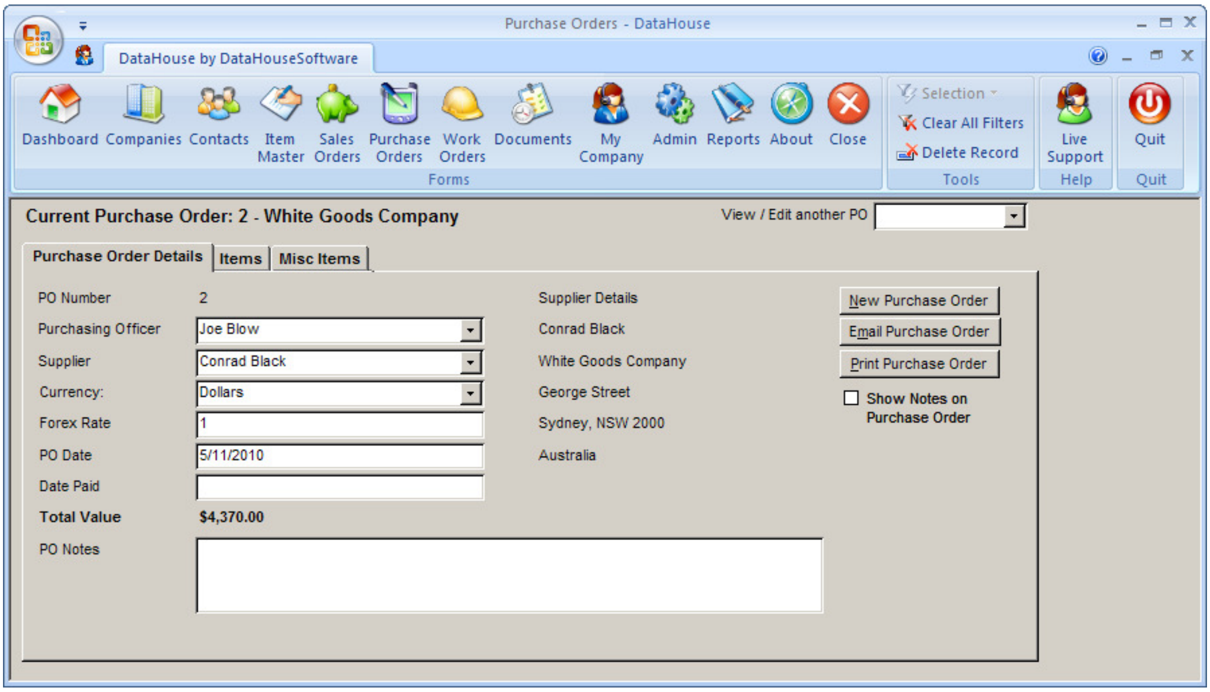


Sales Order screen for DataHouse showing Misc Items List

In case you need to quote / sell items that are not in your Item Master you can use the Misc Items tab to do this. Of course you won't be able to track these items as you would if they were part of the Item master. If you need to quote or sell these particular items more than once you should consider adding them to the database.

The fields in this screen behave much like the previous screen, but need to be manually entered. You will also need to enter a Category and a Unit Buy Price (Base Currency means the cost to you in your country, even if the goods are bought elsewhere in a different currency)

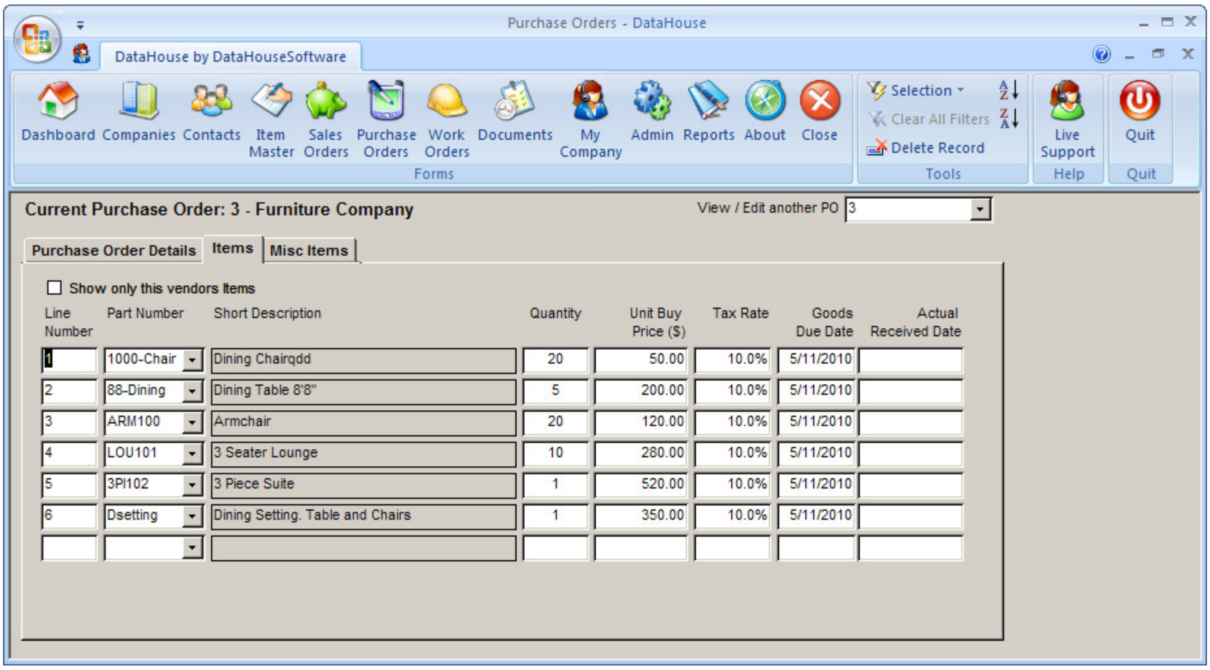
Purchase Orders



Purchase Order screen for DataHouse showing main Purchase Order details

Purchase Orders are Similar to Sales Orders, but simpler, and are of course the main route to add to stock in inventory.

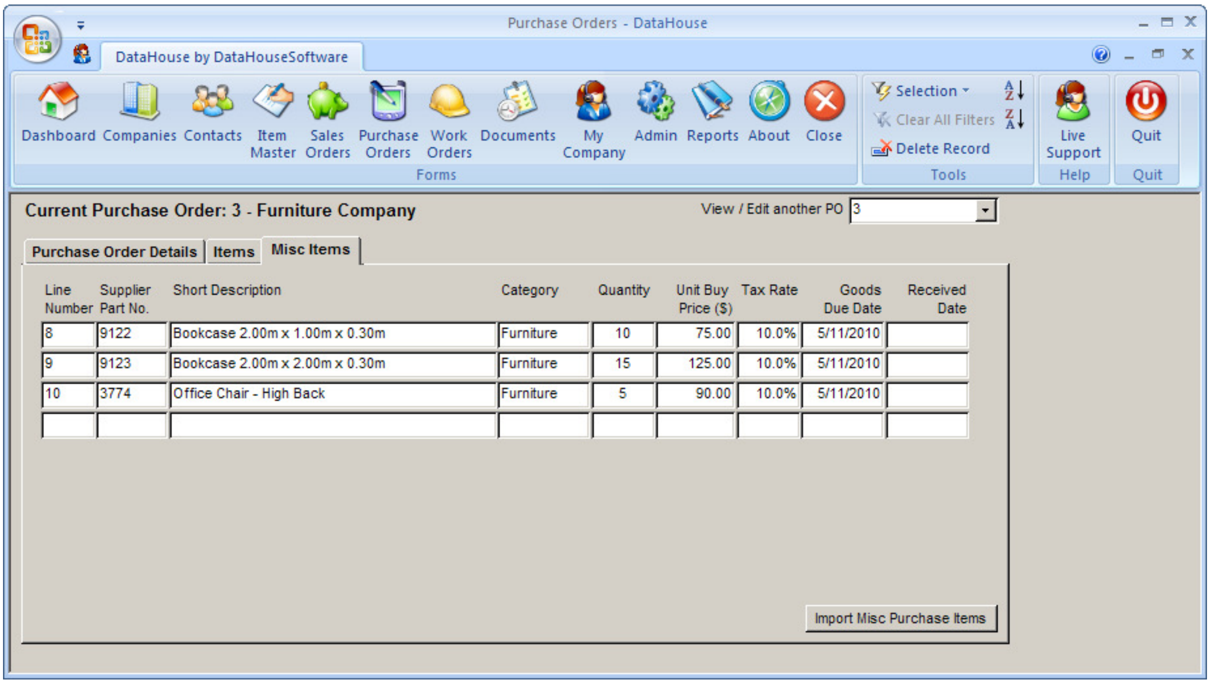
- PO Number: Purchase Order number. A sequential number automatically generated by the database
- Purchasing Officer: Select a name of the employee responsible from the list. In most cases you'll simply select your own name from the list. To add names to this list see the section on My Company on p 20
- Supplier: Select the name of the supplier contact. All of the Company information for the supplier will be pulled across after selecting the person.
- Currency / Forex Rate: Choose the currency you'll be buying in and the exchange rate, where Rate = $Foreign / $Base ($Base = $Foreign / Rate). The base is your own currency.
- You can add new currencies from the Admin section (see p 22 for further details).
- The Forex rate is for each Purchase Order, and the forex rate used here will have no bearing on previous or future purchases, or on current purchases on a different Purchase Order
- Dates: record relevant dates. When a date has been entered into the field Date paid, this Purchase Order becomes locked. To unlock double click the date in the box and delete the date.
- The Buttons on the Top Left let you add a new Purchase Order, Email or Print (preview) the Purchase Order.
- The tick box allows you to include or not, the notes in the field PO Notes on the Purchase Order



Purchase Order screen for DataHouse showing Purchase Order Items

This is the screen where you will add Items from the Item Master to the Purchase Order

- Show only this Vendors Items: If this box is left blank, you can include any Item from the database as a Line Item on the Purchase Order. If this box is ticked, the only items that will appear in the drop down box under the Part Number field are those where the Supplier for this Purchase Order matches the Preferred Supplier for the Item in the Item Master. See p 6 for more details.
- Line Number: Number your items 1 to n to choose how they will list on the purchase order.
- Part Number: Select any part from the Item Master, or if tick box Show Only This Vendors Items is ticked, select any part from this supplier.
- Short Description: Automatically filled in. Can't be edited.
- Quantity: Select quantity of each item to include
- Unit Buy Price: Automatically filled in as you add items to the Sales Order, can be edited if required. The default value is the Cost price as defined in the Item Master
- Tax Rate:
- Goods Due Date: When you expect to receive the goods.
- Actual Received Date: When the goods are actually received.



Purchase Order screen for DataHouse showing Misc Purchase Order Items

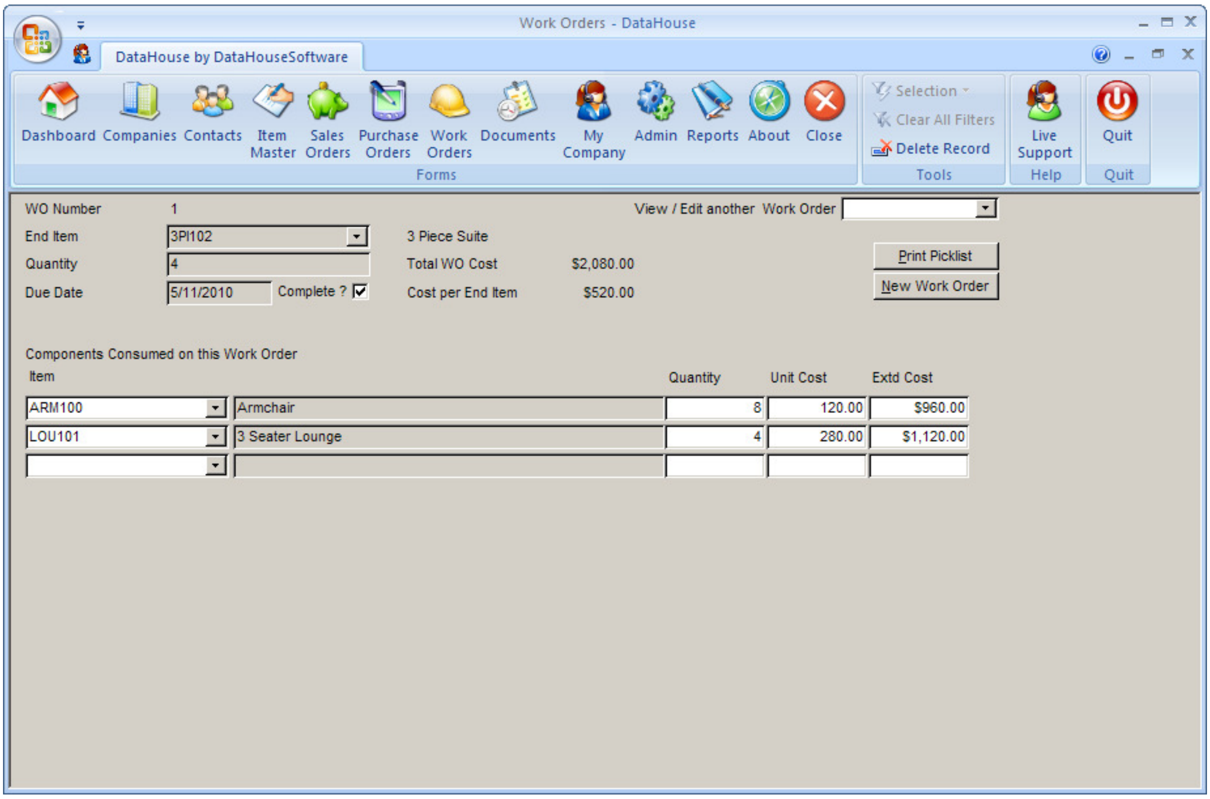
In case you need to buy items that are not in your Item Master you can use the Misc Items tab to do this. Of course you won't be able to track these items as you would if they were part of the Item master. If you need to purchase these particular items more than once you should consider adding them to the database.

The fields in this screen behave much like the previous screen, but need to be manually entered. You will also need to enter a Category.

Work Orders

A work order is the method whereby a number of items can be converted into another item. When the Work order is complete the components of the Work Order will be deducted from the inventory, and the End Items will be added to inventory.

It's important to note that this is NOT a full functional Bill of Materials system.

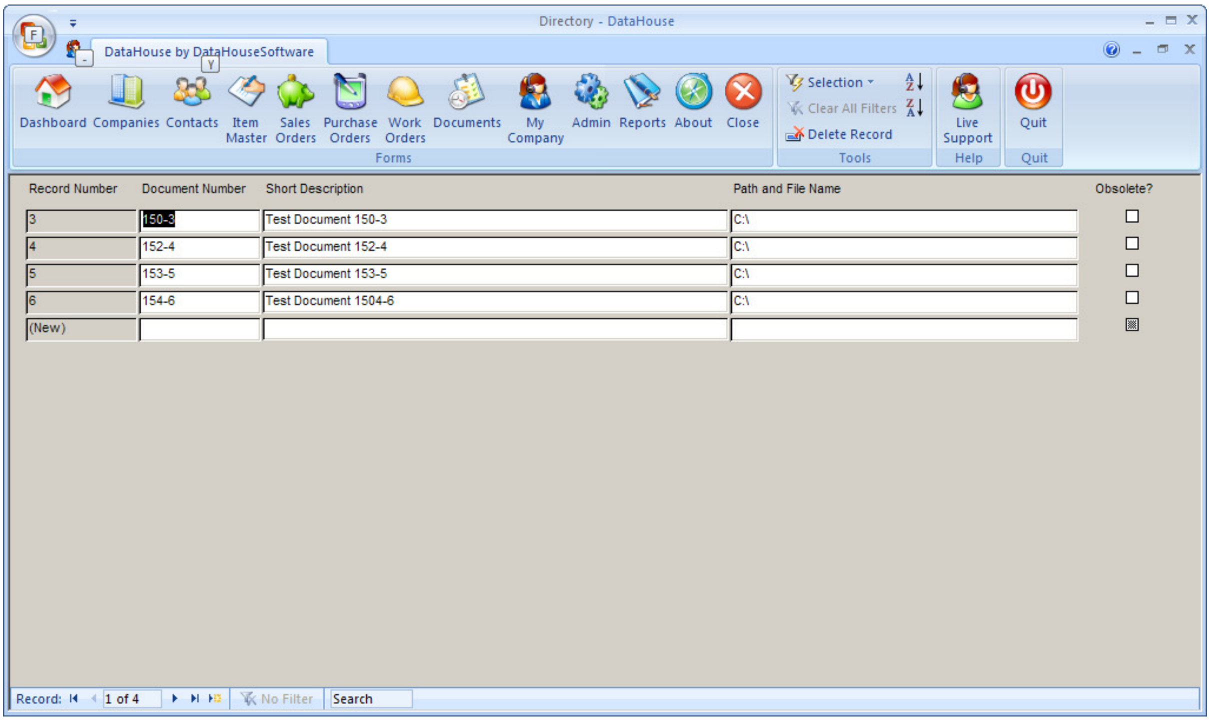


Work Order screen for DataHouse

To Create a New Work Order

- Click on the button marked New Work Order
- Pick the End Item you wish to create from the list
- Select the Quantity required
- Enter the date the work order is due to be completed
- Select all of the items required as sub components to create the end item.
- Enter the quantities of each sub component required to create the quantity of end items
- Print Picklist to print out a list of all components required

Documents



Documents screen for DataHouse

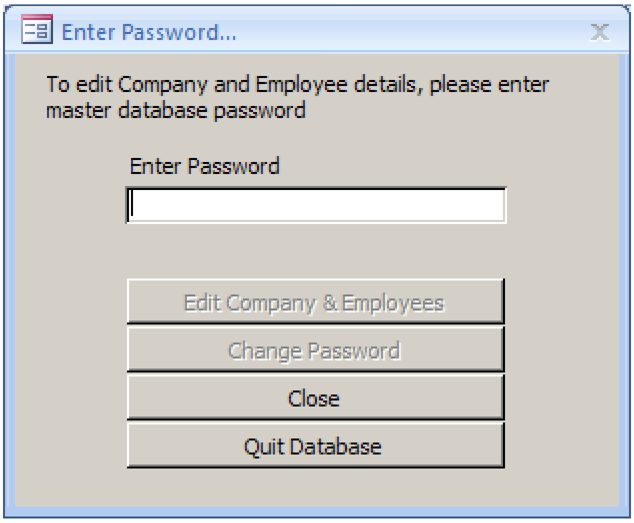
DataHouse includes a simple document manager, and integrates the documents with the Item Master

In the list shown above

- Record Number: A sequential number automatically generated by DataHouse. Use this to help create a unique Document Number
- Document Number: Make your own unique alphanumeric Document Number. This is what will appear in the Item Master on the documentation tab
- Short Description:
- Path And File Name: Enter the full path and filename of your document in this box. You'll be able to view the document from the Item Master by double clicking on the Document Number in blue text.
- Obsolete: Tick this box to make the document disappear. You can always un-obsolete the document from the Obsolete menu of the Admin screen (see p 22 for details)

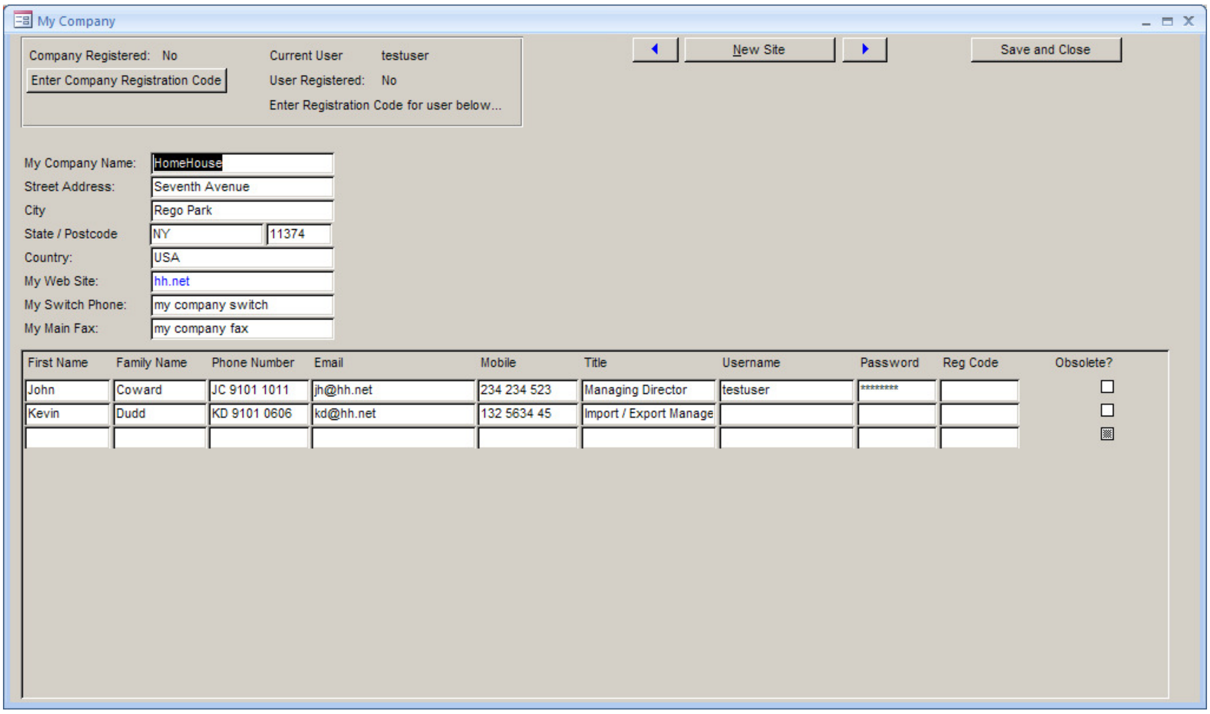
My Company

This is the section of the database where you will define the relevant information about your own company and employees. You can define several sites for your own company.



Because this is a potentially sensitive part of the database, and you may not want every person with database access to be able to edit the My Company information, this screen is password protected.

The default password is “pivotal” without the quotes, change as required.

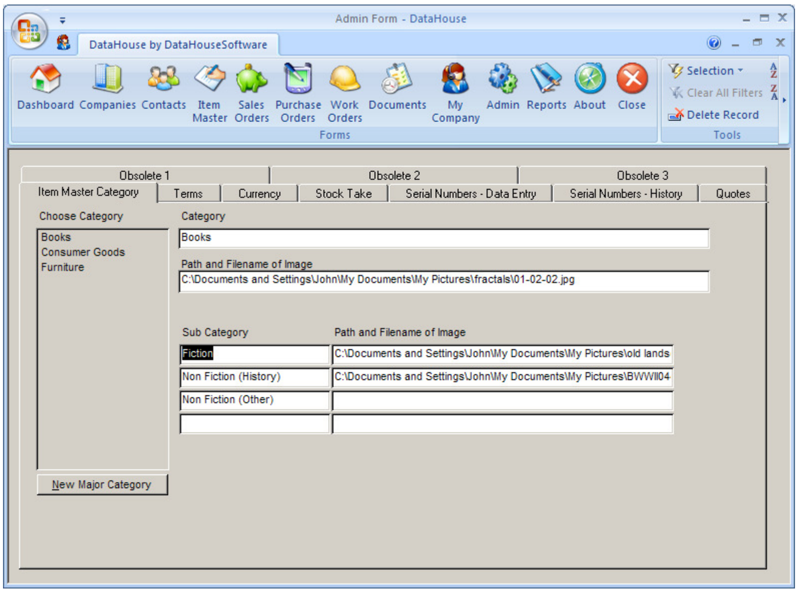


My Company screen for DataHouse

The information on the Top Left Hand side concerns the registration of DataHouse, in the case shown, neither the company nor the logged on user are registered.

- You may register DataHouse as a company for a one time fee, or you can pay an annual licence fee per user.
- To enter the Registration Code for the whole Company, press the button marked Enter Company Registration Code and enter the code
- To enter the registration code for a user's annual licence, enter the code in the box on the right hand side of the list at the bottom marked Reg Code.
- The other buttons along the top;
- New Site: You can define several sites for your company, typically for offices in different locations. Use the left and right arrows to move between them.
- Save and Close: Once you've finished editing, press this button to save data and close this form.
- Underneath we have boxes that define the Name and address for your company.
- The list at the bottom displays all of the employees at your company who will be using DataHouse.
- Username and Password: This is where you define the username and password for each user that must be matched by what is entered on the Startup screen (p 2)
- Reg Code: If you are licensing the software on an annual basis, by paying a fee per user per year, you will receive a registration code associated with each user. Enter that code here:
- Obsolete: Mark the employee obsolete if you don't want them to appear on the list any longer. You can always mark them un-obsolete in the Admin section if you need to (p 22)

Admin



Admin Screen for DataHouse showing Item Master Categories

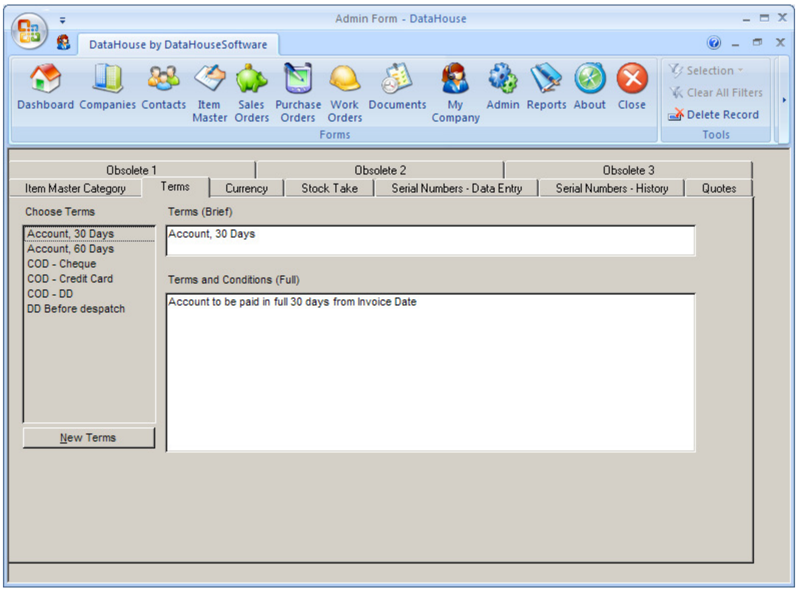
Each item in the Item Master is associated with a Major and a Minor category.

To add a new Major Category:

- Click the button marked New Major Category
- Write in the name of the Category
- Write in the full name and path of a picture for this category
- You'll need to add Minor Categories for this Major Category, so simply write in the name and the Filename / path in the list below

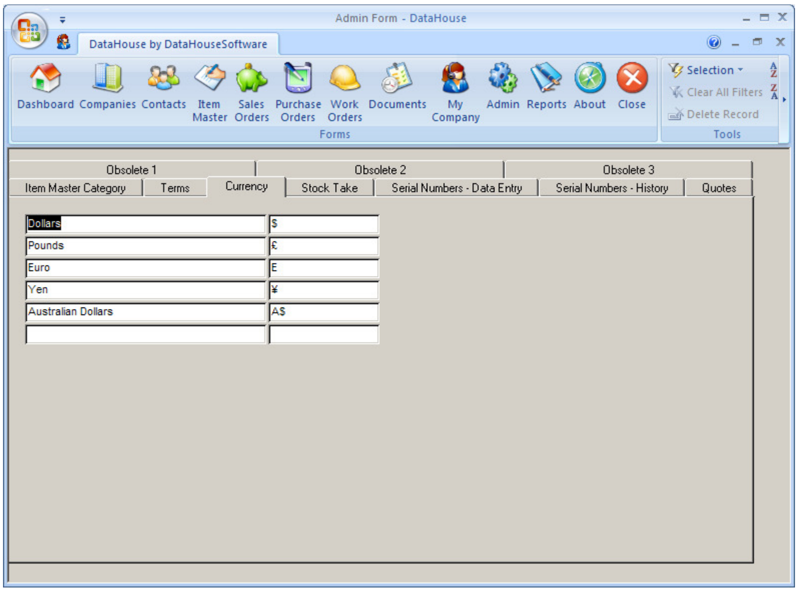
To add a new Minor Category:

- Select the major Category from the box on the left, and then add new Minor Categories to the list on the bottom right hand side. Make sure to add the filename and path to an image as well.



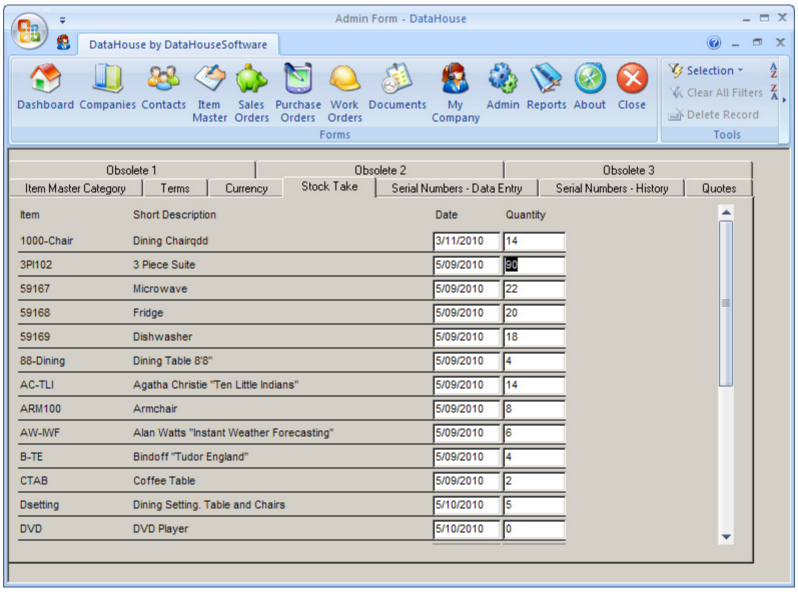
Admin Screen for DataHouse showing Terms

- Terms is a list of Terms of Business that can be included on each invoice you send out.
- To edit items in the list, select the Terms from the Box on the left and then simply write over any text in the boxes on the right hand side.
- To create a brand new set of terms, click on the button marked New Terms.



Admin Screen for DataHouse showing Currencies

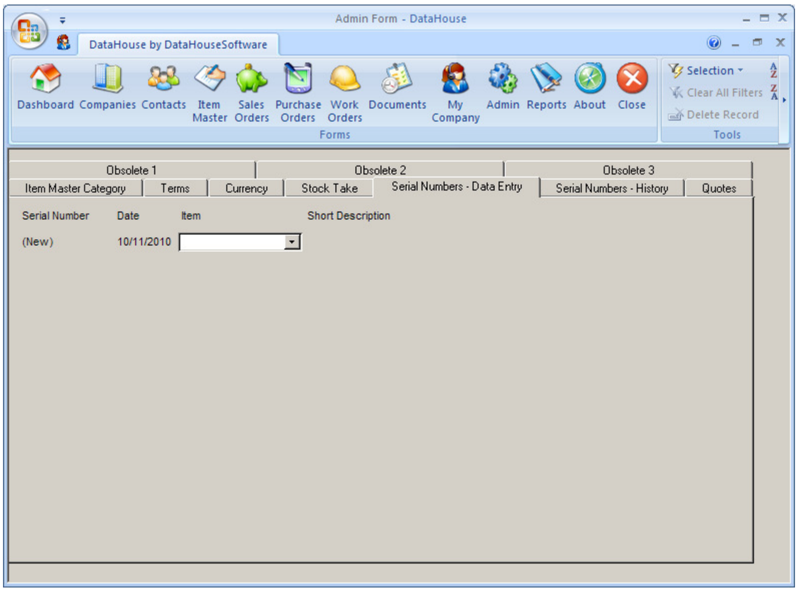
Add new currencies to the list as required.



Admin Screen for DataHouse showing Stock Take

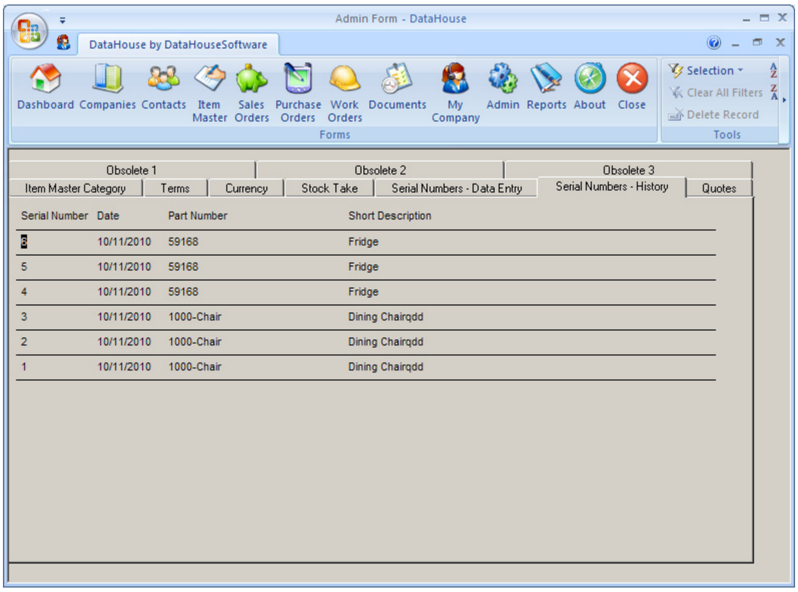
This screen shows a list of all items in the Item Master.

After you've completed a stock take, simply write in the date of the stock take and the quantity of goods counted. This change will then be reflected in the inventory section of the Item Master.



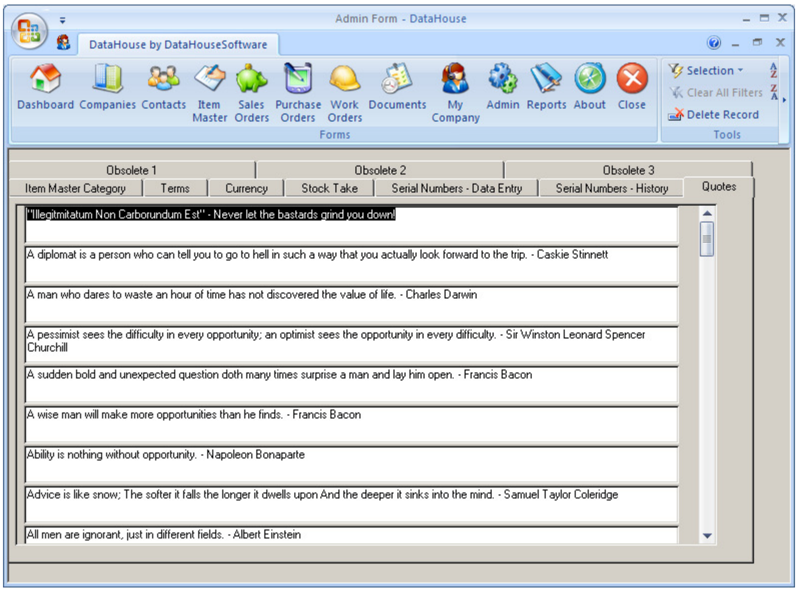
Admin Screen for DataHouse showing Serial Numbers – Data Entry

If you need to assign Serial Numbers, use this screen to do so. Simply select the item from the list, and DataHouse will assign a Sequential Number.



Admin Screen for DataHouse showing Serial Numbers – History

Displays a list of all Serial numbers, what items they were for, and when they were created.



Admin Screen for DataHouse showing Quotes

List of the quotes that appear on the Dashboard. Edit / Add as required.