



Manufacturing Management Software

Setup Guide

Making IT Work

Save Time

Save Money

Improve Performance

Comprehenisve - Proven - Affordable

www.match-it.com



Table of Contents

Setup Guide	5
1 Setting up your menus	6
1.1 Building user specific menus	8
2 Setting your default preferences	11
3 Setting up the diary	13
4 Setting up your check-lists	15
5 Setting up your security scheme	17
5.1 Naming your groups	19
5.2 Assigning groups to users	19
5.3 Assigning groups to functions	20
5.4 Assigning groups to fields on forms	21
5.5 Assigning groups to calculated columns in browses	22
5.6 Assigning groups to buttons, et al	23
5.7 User specific overrides	23
5.8 Suggested set-up strategy	24
6 Hiding fields, buttons and tabs, et al	25
7 Setting up the Agent	26
8 Setting up your printing	29
8.1 Overview of printing process	29
8.2 Creating print queues	29
8.2.1 Attaching print queues to layouts	32
8.3 Creating document layouts	32
8.4 Creating new papers	34
8.5 Document Routing	34
8.6 The Reporter	34
8.7 The Report Stack	34
8.8 Report Generators	35
9 Setting up currencies	36
9.1 How do I add a new currency?	36
9.2 How can I handle different buy and sell currencies?	38
10 Setting up your units of measure	39
10.1 How do I define a new conversion?	39
10.2 How do I define and use variables?	40
11 Setting up your selling rules	41
11.1 Cost Estimating	42
12 Setting up qualifiers	43
13 Setting up your accounting system interface	44
14 Setting up your resources	50
14.1 How do I define a resource?	51
14.2 How do I define a resource group?	52
14.3 How do I define a resource week?	53
14.4 How do I define a shift pattern?	55
14.5 How do I define holidays and shut-downs?	58

Setup Guide

This section provides guidance to system administrators on how to configure various aspects of the software.

1 Setting up your menus

What is a menu?

A menu is a set of buttons that give you access to the Match-IT processes. A button can:

- just be a visual 'gap',
- cause another, sub-ordinate, menu to be shown,
- run a Match-IT process or
- run any Windows program.

These menus are completely changeable by you. They can be connected together to form whatever hierarchy you wish. The menu you see when you first start using Match-IT is just a starting point to give you access to the most useful processes in a reasonable order. You can have multiple menu systems, for example, one for each 'role' of user that is going to use the system. You can nominate a default menu to be shown when a user logs in. You can assign a default menu to each user; so each user could have a different 'view' of the system.

What is a menu runnable process?

A menu runnable process is a Match-IT function that can be directly accessed from the menu. These are the 'doorways' into Match-IT. Some of these doorways will lead to quite small 'rooms', while others may lead to extensive 'suites'. In many cases, the process will present you with a list of some sort, for example, a list of all outstanding purchase orders.

How do I create a menu?

You create new, or modify existing, menus using the Ribbon Menus process. From the standard menu (as initially installed), this process can be reached via: Functions | Maintenance | Ribbon menus... | Ribbon Menus. This presents you with a list of the existing menus.

To modify an existing menu, scroll the list until you've highlighted the menu you wish to modify, then press the **Edit** button. You will be presented with a facsimile of the menu. The menu buttons (in the centre) can be moved within the ribbon by dragging them up and down. They can be moved down to a subordinate menu by dragging them to a Goto/DragTo button (on the right). They can be moved up to the parent menu by dragging them to the Goto Parent button (on the left). They can be deleted, or edited, by dragging them to the Remove Button or Edit Button (on the left). A new button can be added to the end of the ribbon by pressing the [[Add a Button]] button (centre top).

To add a new menu, first you must give it a name, this creates an empty menu. This is then edited just like any other menu (as described above). To add a new name press the New button on the list of ribbon menus you opened earlier. This presents you with a form to define the name and message for the menu. The name is what is shown at the top of the menu when it's used. The message is the hint text that is shown when the mouse pointer 'hovers' over a button that calls up this menu. Enter the text you want in these two fields and press the Save button. This creates the new empty menu and it will be selected in the list. Press the Edit button to edit it as described above.

How do I modify a menu button?

You can change the details of a menu button on an existing menu by 'right-clicking' on it. Put the mouse pointer over the button you wish to modify and press the right mouse button. A popup menu appears, select Edit Properties | Edit Menu Item. This presents you with a form showing the current button details.

Edit the information as desired and press the Save button to make the changes permanent.

How do I set my default menu?

When Match-IT starts, it shows you a menu. A default menu can be associated to an individual or for everybody (the global default menu).

How do I set the global default menu?

This is done using the System Defaults process. From the standard menu (as initially installed), this process

can be reached via: Functions | Standing Data | System Defaults.

This presents you with a list of all the default values in the system. Scroll down the list until you've selected the default name of Default Menu (tip: type 'zx' and press OK to get close). The System Value and My Value columns show the current default menu.

Press the System Value button, then the System Value ellipsis (...) button, then select the menu name you want as the default from the list. Press Save and the new selection is set permanently. The next time anybody logs into Match-IT, the menu you have set will be shown (unless they have overridden it with their own preference).

You can change your own preference from here too. Press My Value and then the Set Value ellipsis, then select your personal preference from the list. Press Save to set your selection. The menu you have chosen will then be shown to you the next time you log in.

How do I set the default menu for somebody else?

You can only define the default menu for somebody else if you are a supervisor of that person. To be a supervisor of somebody in Match-IT you must be a member of, at least, every user group that they are. (See The Security System under Concepts for a description of user groups).

You set the default for somebody else via the Users process. From the standard menu (as initially installed), this process can be reached via: Functions | Setup | Setup Users.

This presents you with a list of all the users that are allowed to use the system. Scroll down the list until you have selected the user you wish to define the menu for. Press the Detail button then the Defaults button (on the Privileges tab). This will present you with the list (possibly empty) of all the personal defaults that have been set for the user.

Press the New button. This presents you with a form to define a new default for the user. Press the Selected Default ellipsis (...) button. This presents you with a list of all the system defaults. Scroll down the list until you've selected the default name of Default Menu (tip: type 'zx' and press OK to get close). Press the Select button to set the name in the default form. This has defined the name of the default we want to set for the user. What we must do next is set its value.

Press the Set Value ellipsis (...) button. This presents a list of all the menus available. Scroll to the one you want to set as the default and press Select. This has set the value in the form. Press Save to set the new default. The next time the user logs in, they will be shown the menu you have set.

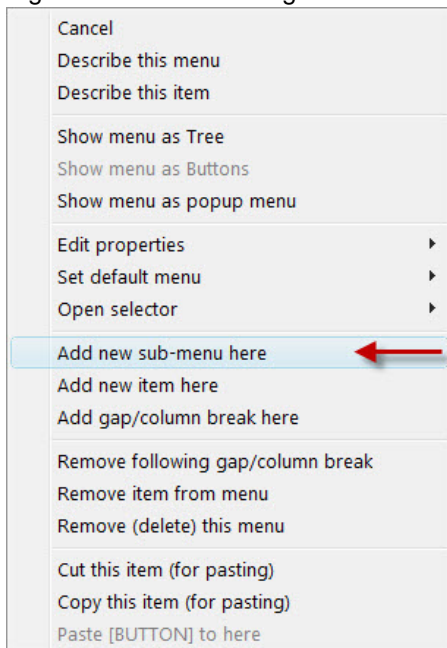
What processes are available?

The definitive list of processes can be viewed from within Match-IT itself. The list can be accessed from the menu bar at the top of the Match-IT desktop. Press Processes | Go Anywhere and a list of all the processes will be shown to you. They can be executed from there too.

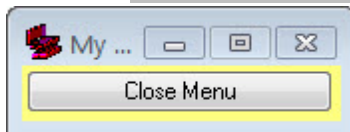
1.1 Building user specific menus

To create a user specific sub-menu proceed as follows:

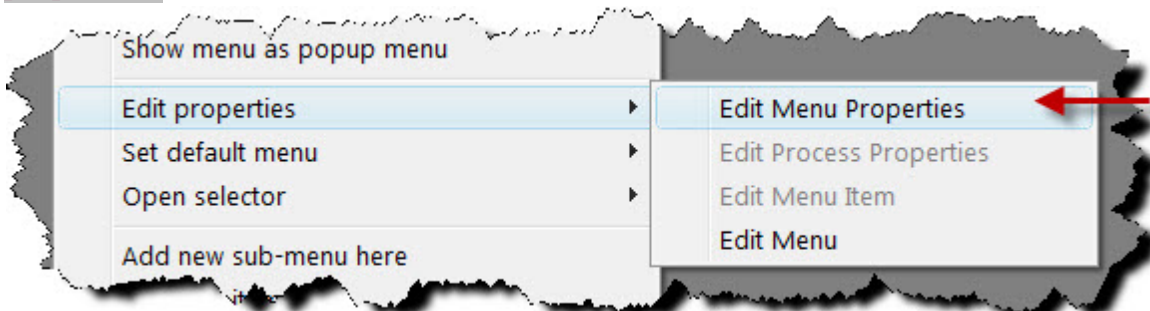
1. Right-click on an existing ribbon-menu that you want to act as the 'root' of your new sub-menus.



2. Select the **Add new sub-menu here** option. This will create a new sub menu on your desktop like this:

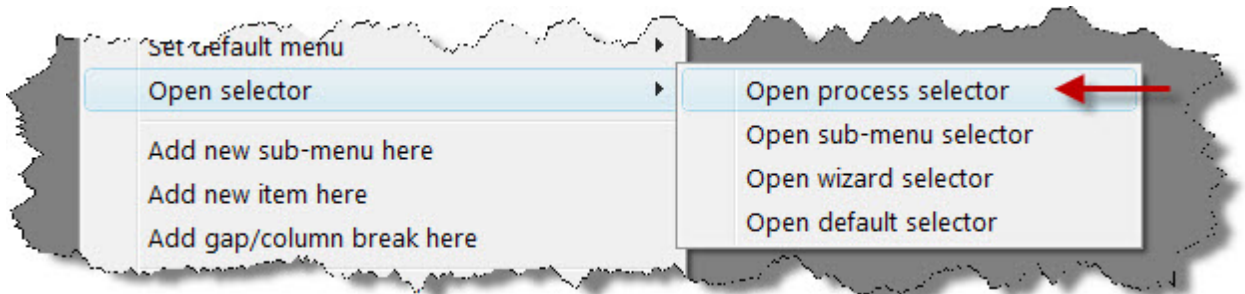


3. Now right-click on the new sub-menu and select the **Edit properties** then the **Edit menu properties** item.



This will open a form to allow you to change the name of the new menu.

4. Type a suitable name for the menu in the Name field, e.g. **John's Menu** and press **Save** and **Close**. The menu name on the desktop will change.
5. Right-click again on your new sub-menu and select the **Open Selector** and **Open process selector** items.



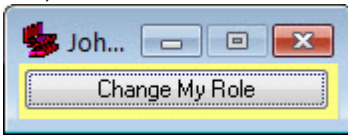
This will open the list of all functions that can be placed onto menus.

Mod	T	Name	Process
as	P	Change My Role	asChangeRole
as	P	Import Security	asImportStuff
as	P	Manage Groups	asManageGroups
as	P	Activity Audit Lo	asaView
as	P	Access Lists	ascView
as	P	Purge Files	asdPurge
as	P	Set File Access	asdView
as	P	Login History	asView
as	P	Call a Function	aspView
as	P	Change Password	asuPassword
as	P	Users	asuView
as	P	Who is Logged In	aswView

These can be dragged onto your menu to create buttons. If you want to know what one of these functions does, just press the **Try It** button. Return to the select process list when you're done trying it.

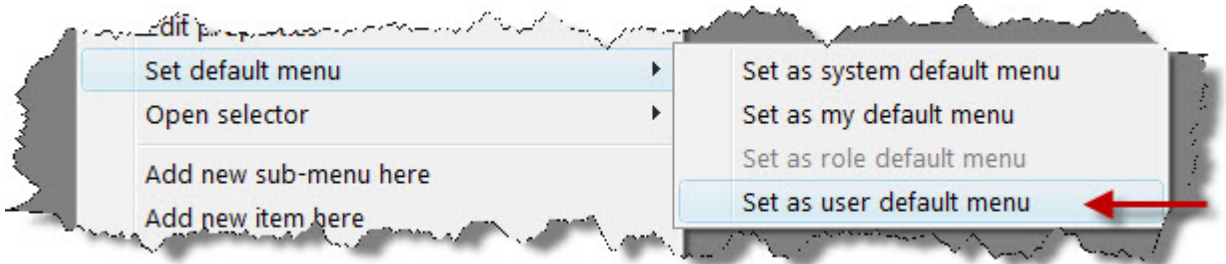
6. Find a function you want on your menu, by locating as described in Locating by selecting, drag it onto your new menu and drop it where you want the button. The first button you place on a new menu will replace the initial **Close Menu** button. It will also make the new sub-menu appear on your original 'root' menu as a

My Menu... button (empty menus do not show, which is why it did not appear until you added a button to it). Your new sub-menu will now look similar to the one on the right here.

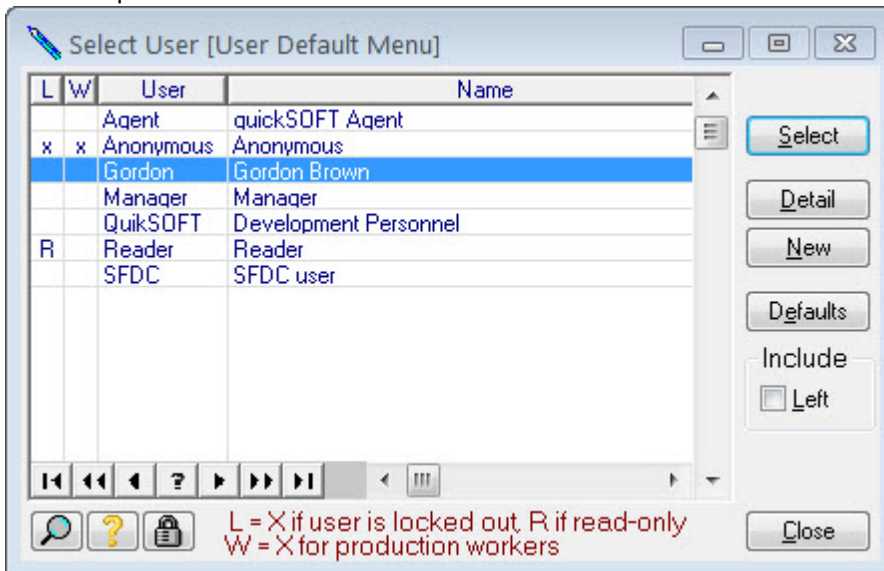


Repeat the drag-&-drop process to add other buttons you want. This has built the menu. The next step is to assign it as the default for a specific user.

- 7. Right-click on your new menu again and this time select the Set default menu and Set as user default menu items.



This will open the user selector.

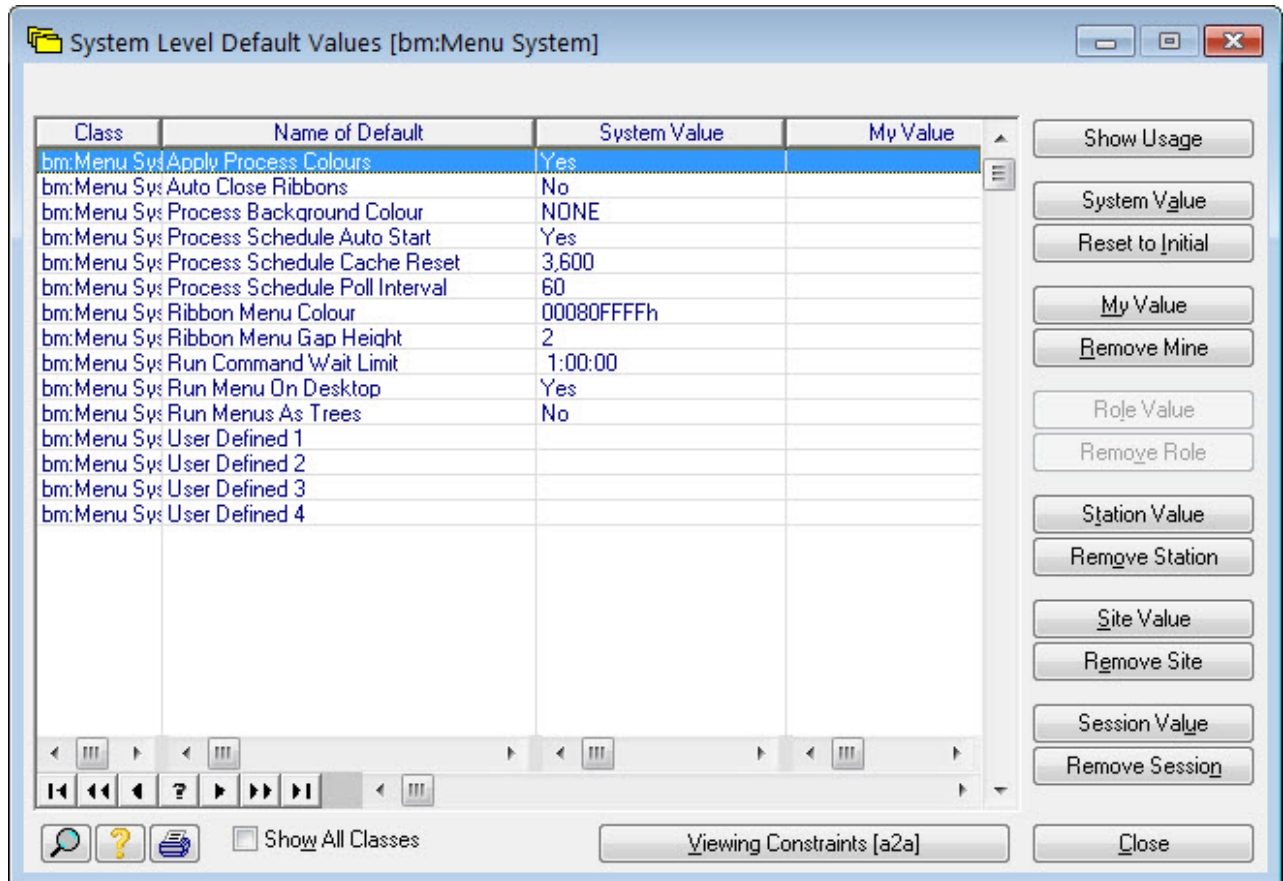


- 8. Find the user whose menu you have just created and press the **Select** button.

The new menu is now the default for that user and will be shown to them the next time they log-in.

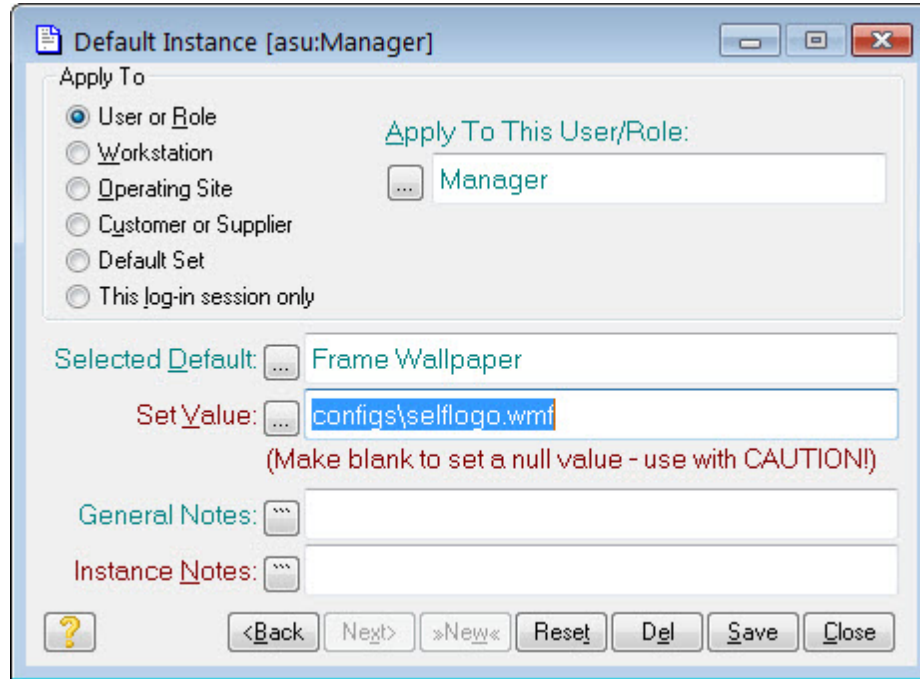
2 Setting your default preferences


You can tailor many aspects of the system's behaviour to your own preferences. You do this by changing its defaults. The defaults relevant to the part of the system you're in are always available by pressing the **F4** key. This brings up a list like the one below:




The particular entries you see will be dependent on where you were when you pressed **F4**. The example above is from a desktop with just a ribbon menu on it. Checking the **Show All Classes** box will expand the list to show all the defaults. You can move up and down this browse list in all the ways that are described in [Locating by selecting](#).

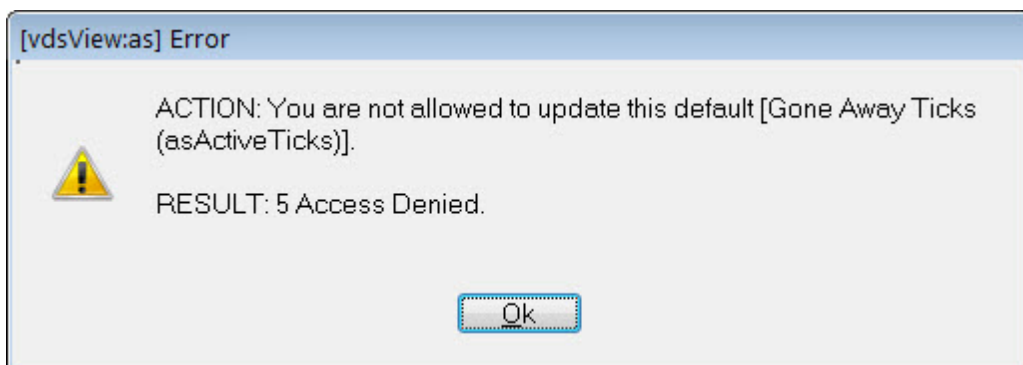
For the purposes of illustration, we will change your personal default that sets the desktop wallpaper. Start by locating the *Frame Wallpaper* default. The quickest way to do this is to type the letters **z** and **x**, then press the **return** key. This will locate the list to the start of the **ZX** class defaults. Make sure **Show All Classes** is checked first. The *Frame Wallpaper* default is in the **ZX** class. Scroll down to it. When you've found it and highlighted it, press the **My Value** button. This indicates that you want to set a value that is specific to you. You should not set values that affect anybody else without first consulting your supervisor, so make sure you press the **My Value** button and not any of the others. A form will be shown to you like this:



To remove the wallpaper make the **Set Value** entry field blank and press **Save**. To set a wallpaper, press the **Set Value**  button. The current wallpaper will be shown to you along with a prompt to allow you to select an image to use as your wallpaper. Select the image you want and press **OK** then **Save** then **Close**. The new wallpaper will be set.

Another default you might like to adjust is the idle hide time limit. This controls the time delay before the system hides through inactivity. From the list of defaults, type the letters **A** then **S** and press the **return** key. This will locate the default list to the beginning of the AS class defaults. Again, ensure the **Show all classes** option is checked. Look for **Gone Away Ticks** in the name column and highlight it. Press the **My Value** button as before. Set the idle time, in seconds, you want to allow before the system hides in the **Set Value** field. Alternatively, you can press the  to set the value. Notice the effect of pressing the ellipsis this time is different to the wallpaper case. The system knows what sort of value is required and provides you with an appropriate means to set it. Enter the time interval you want and press **Save** to set it.

Not all defaults can be changed like this. Which ones you are allowed to change is determined by the privileges that your supervisor has given you. If you try to change one you haven't got access to you will see a message like this:

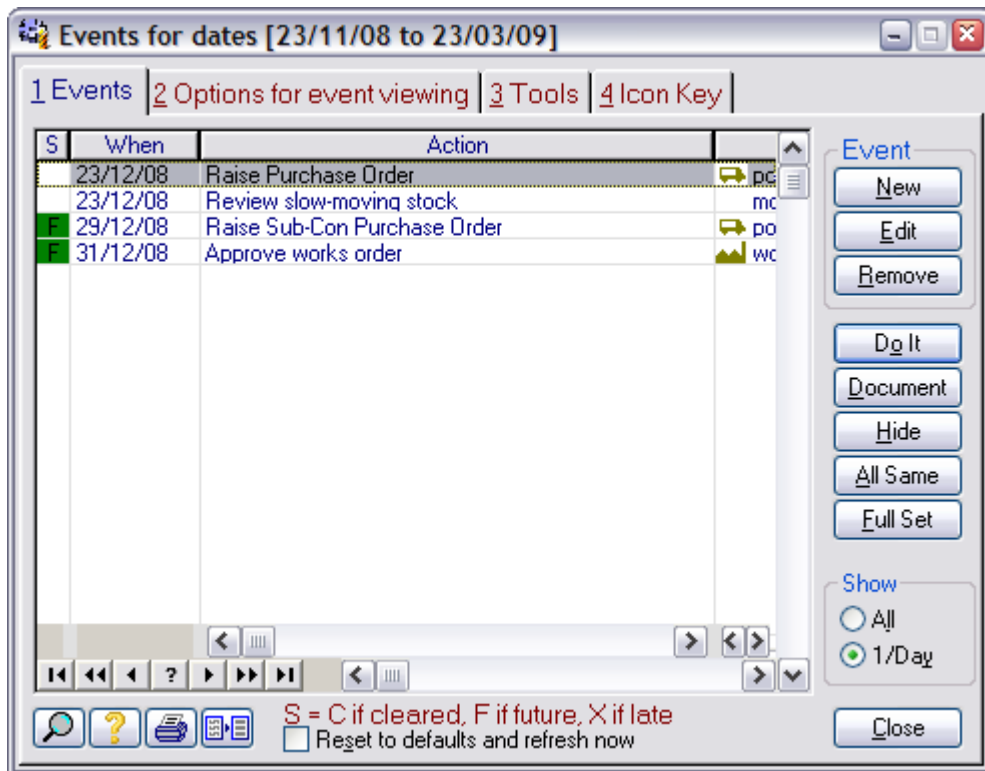


3 Setting up the diary

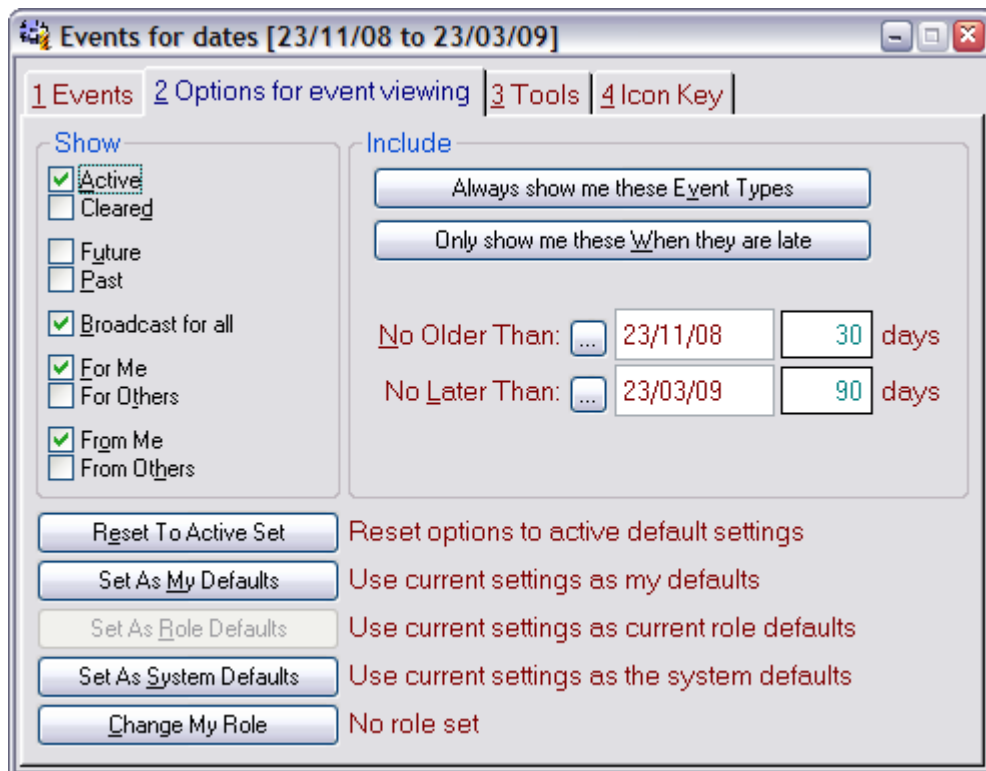
The diary refers to the consolidated 'to-do' list of actions and events Match-IT maintains. You will get the most benefit from the system if you take the trouble to configure the diary system appropriately. The diary system can remind you to do a required action in a timely manner and also draw your attention to some action that should have been done and hasn't (i.e. it's late).

There are 480 different types of 'event' that the diary can notify you about, 60 are pre-defined, the remaining 420 are yours and are associated with check-lists. How to create check-lists is described in the Setting up your check-lists section. Appropriate events are put into, and taken out of, the diary automatically as you work. Not all events are appropriate to everyone, and being inundated with events that are not relevant to your job function is not conducive to using it effectively, so it's best if you tailor the diary to individual users/roles.

You can specify, on a per role and per user basis, which events you want to know about. If you don't do this you will see the events specified by the system default, which will be nearly all of them! The diary can be configured from the diary itself. The diary normally opens automatically after you log-in; if not press the **Event Diary** button on the **Favourites** menu or select the **Event Diary** process from the **Go Anywhere** list under the **Processes** menu item. A screen similar to the one below will open.



Select tab 2, **Options for event viewing**, to configure the diary. The options will look similar to that shown below:



The options will initially reflect the defaults as set for you, or the system, now. From this dialog you can set system wide preferences (via **Set As System Defaults**), your personal preferences (via **Set As My Defaults**) or the preferences for someone else (via **Set As Role Defaults**). To set your preferences, make selections as desired then press the appropriate **Set As ...** button. Right-click on a control and select **What's This?** to get information on what the options do.

To set preferences on behalf of someone else, first use **Change My Role** to select that user. The diary will then reflect the options currently set for that user. Make selections as desired then use **Set As Role Defaults** to make them stick. Finally, use the **Change My Role** tool again to revert to your normal role.

Note: Changes made to the options will not stick unless one of the **Set As ...** buttons is used.

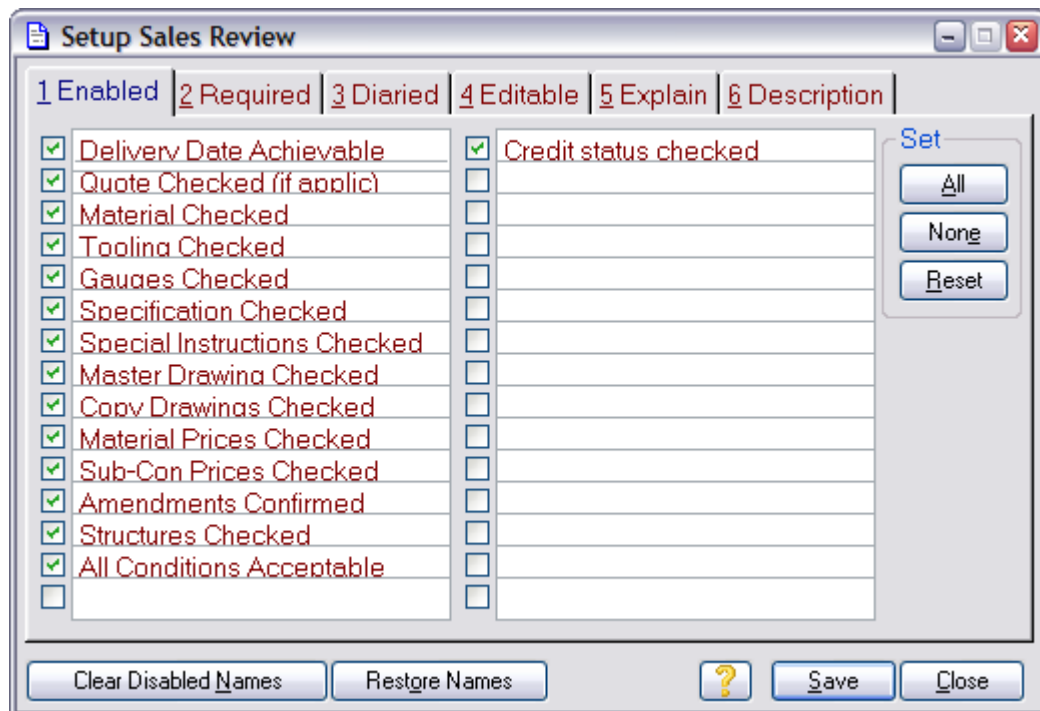
4 Setting up your check-lists

This note describes how to set-up the various 'review' tickles and the diary system to help you control work-flow to and from the appropriate people. For example, you can set-up the sales order review tickles and diary options to ensure the drawing office checks all orders before they are released for production.

The term *check-lists* refers to the review checks you can associate with key processes within Match-IT. A check-list can be used to remind you to perform some action required by your quality procedures and also provide evidence that it was done (an audit trail).

There are fourteen (14) check-lists available, they can all be seen as tabs in the *Select Event Options* screen that opens when the **Always Show Me These Event Types** button is selected on the diary options (see Setting up the diary). They can be configured from that screen too. The screen will look similar to the one shown below:

Tabs 1 to 10 and W to Z are associated with check lists. They can be configured by selecting the **Set Names** button. A form similar to the one shown below will open.




Each review consists of up to 30 checks. To use a review, check a box and enter a name for the review. The example above is a typical engineering set. The names of the checks are whatever is meaningful to you. Read the information on tab 5 [Explain](#) for a description of the tabs, and the information on tab 6 [Description](#) for an explanation of when the reviews are applied.

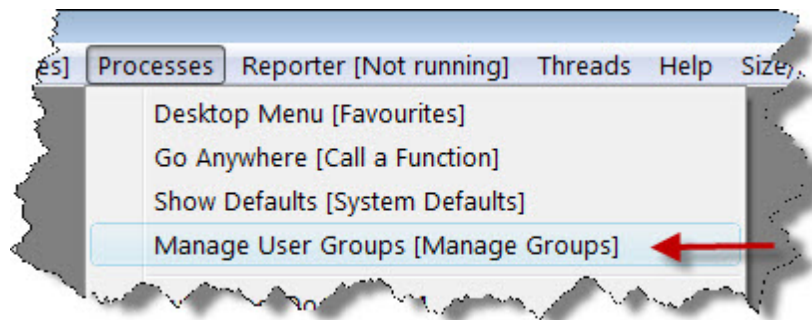
IMPORTANT: Internally these checks are stored and referred to by number (check 1, check 2, etc). All you are doing is assigning a name to these numbers. This is important to understand should you change the names of these checks in the future. All your history will change too. Check 1 is still check 1 no matter what you choose to call it.

5 Setting up your security scheme

You can control the extent to which your users have access to the system by setting up appropriate user groups and then restricting access to specific facilities to only certain groups. You give each group you intend to use a name that reflects some role, e.g. purchasing, sales, production, etc. You then assign these groups to your users and also to the facilities you want to allow them to use. Access is only allowed when both the user and the facility they want to use are members of the same group. Each user and each facility can be members of any number of groups.

The first thing you must do is decide what group names you want to use. They can reflect roles or departments or anything else that is meaningful to you. Then you allocate groups to users and finally you associate groups with functions within the system.

Access to the security system can be gained from most places by pressing the **F9** key or the  icon. Or you can select the **Manage User Groups** function from the **Processes** menu:

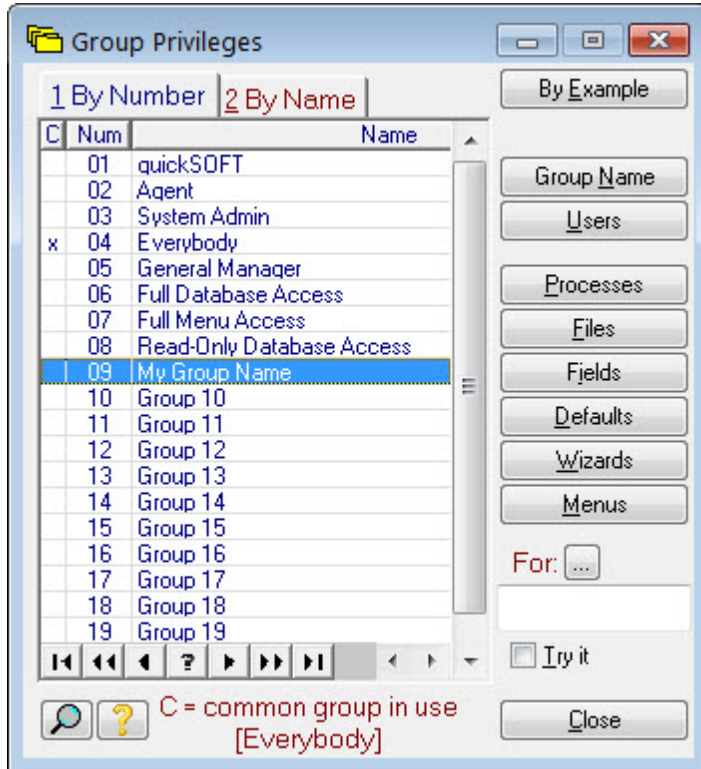


Depending on where you were, you will see either a form like this:



Press **Manage Groups**.

Or like this:



This shows the list of group names. On installation the first eight groups are preset. You would normally leave these alone. The remaining groups (9 to 30) can be named and set-up as you like.

The preset groups are used as follows:

quickSOFT	This is reserved for use by Match-IT staff for system maintenance and diagnostic purposes. You cannot change this group.
Agent	The special <i>Agent</i> user uses this when it performs the overnight housekeeping and scheduling functions. You would normally leave this group as is.
System Admin	This group has access to all the system configuration functions. It's intended to be used by your IT staff to make configuration changes.
Everybody	This group provides access to the minimum functions required to log-in to the system. Everybody that needs to be able to log-in should be a member of this group.
General Manager	On installation this group has access to everything. You should reserve this group for use by people with very high authority and trust within your organisation. The <i>Manager</i> user is a member of this group.
Full Database Access	This group provides un-restricted access to all databases. This is useful if you want to setup a simple security scheme purely based on restricting access to processes (i.e. forms and browses). Assigning users to this group removes any consideration of database access.
Full Menu Access	This group provides un-restricted access to all menus. This is useful if you want to setup a simple security scheme purely based on restricting access to processes (i.e. forms and browses). Assigning users to this group removes any consideration of menu access. Note: The menu system automatically removes buttons from menus that link to processes for which the user has no access.
Read-Only Database Access	This group provides read-only access to all databases but does not allow any changes. This is useful to allow users to look but not touch.

5.1 Naming your groups

To change the name of a group, select the group you wish to rename in the group list (as shown in Setting up your security scheme), then press **Group Name**, a form like this will open:

Option Name [asGroup09]

Class: Group

Num in Set: 9 What's This?

»Name: My Group Name
 Enter a blank name to 'hide' the option
 Enter a name of "AS:class#bit" to use the name of another bit in another class when this bit is shown.

Description: []

[?] <Back Next> New Reset Del »Save« Close

Just type the name you want to use in the **Name** field, then press **Save** and **Close**.

5.2 Assigning groups to users

To assign users to your groups, select the group you wish to assign in the group list (as shown in Setting up your security scheme), then press **Users**, another list like this will open:

User Group Members [My Group Name]

Include Left members Show members Show non-members

I	M	User	Name	Detail
	x	Agent	quickSOFT Agent	System automatic func...
		Anonymous	Anonymous	Anonymous production
		Gordon	Gordon Brown	
	x	Reader	Reader	Read-only access

Detail

Select

All

None

Include

Exclude

Apply as

Grant


Deny

M = X if user is a member of the group

Close

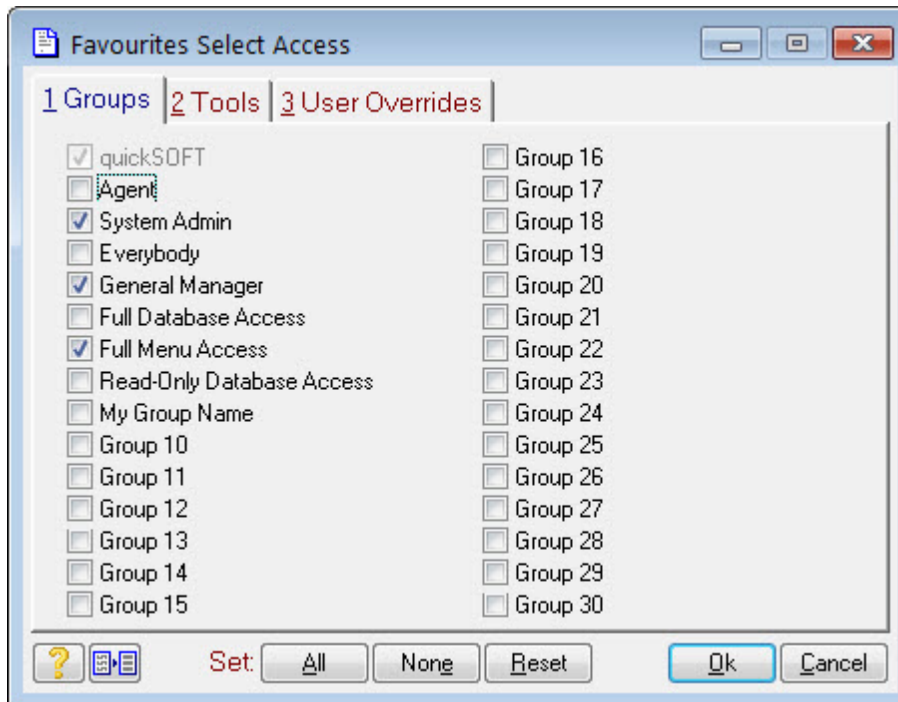
Just select a user you want to be in the group and press **Grant** to add them or **Deny** to remove them. Their status is indicated by the **x** in the **M** column.

5.3 Assigning groups to functions


The easiest way to assign groups to functions is to go there and press the **F9** key or the  icon. If you do this from a menu a form like this will open:

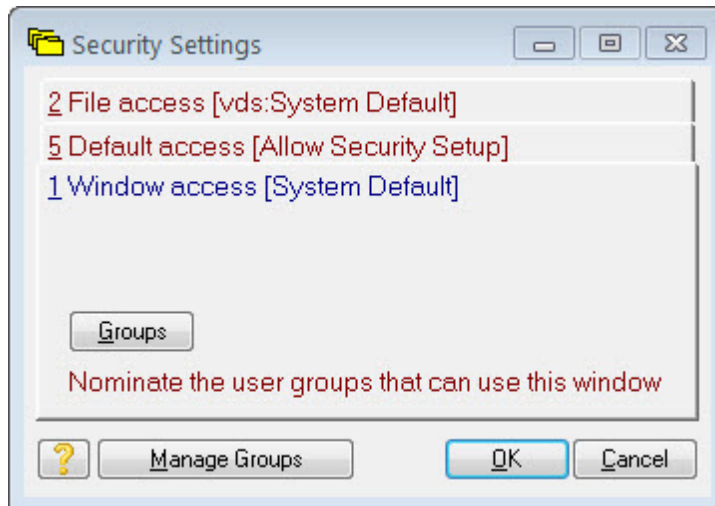


Press **Groups** to open the groups selector:



Check or un-check the groups you want to have access. Checked groups will be granted access, un-checked groups will be denied.

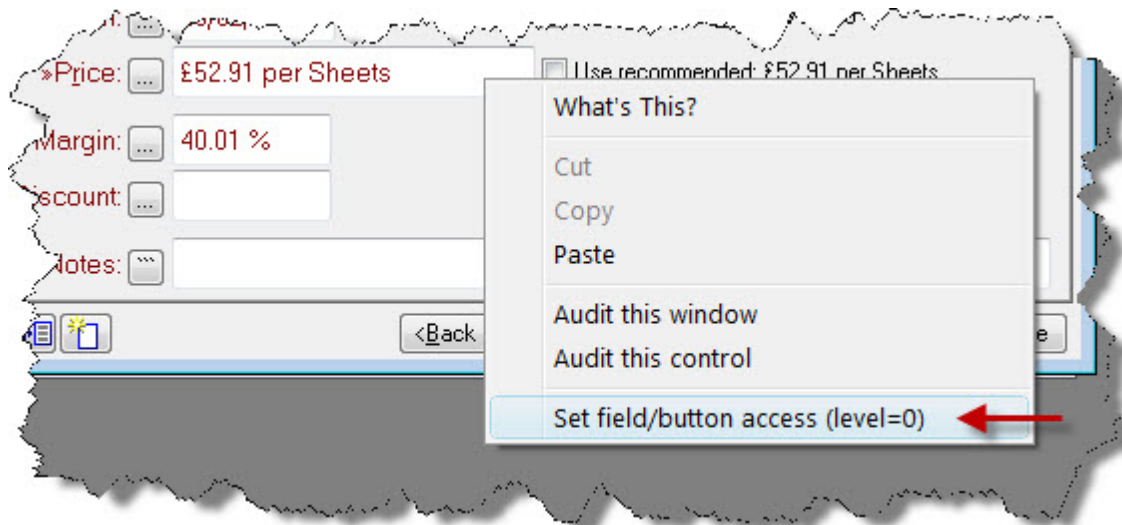
The content of the security settings form that is shown when you press the **F9** key or the  icon is dependent on where you are. For example, if you do it from within the System Default form, it will look like this:



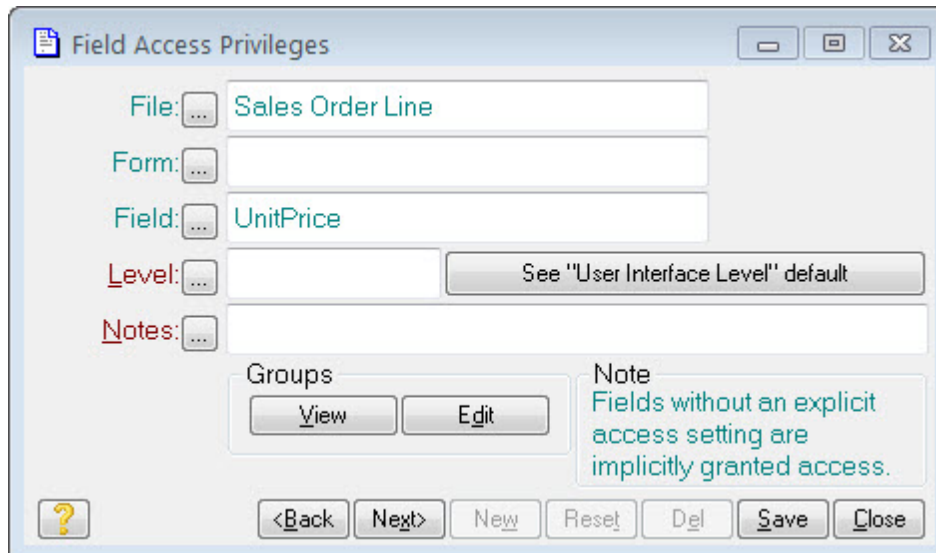
In this example you can set the groups allowed to access the screen itself (the System Default form in this case), the specific default value and the database file the default values are stored in.

5.4 Assigning groups to fields on forms

The security system allows you to restrict access on files to certain actions, e.g. you can prohibit users from changing any field in a record. You can fine-tune this access down to individual fields for cases where the whole record is too coarse a restriction. This is done by going to any form that shows the field you want to restrict access to. In the form, right-click on the entry area of the field you wish to control access; a menu like the one below will appear:



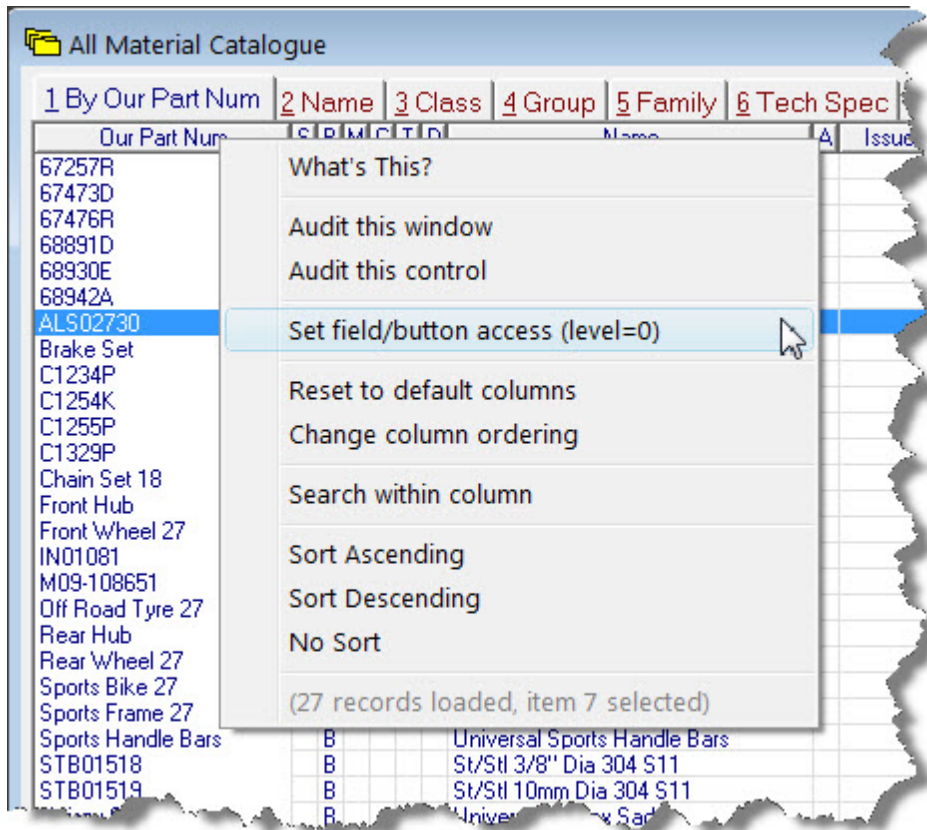
Select the **Set field/button access** item; a form like the one below will open:



You can control the groups that are allowed to see the field via the **View** button, and those that are allowed to change the field via the **Edit** button. When a user is not allowed to see a field it is removed from the form (leaving a space where it was). When a user is not allowed to change a field it becomes read-only (and is shown as blue using the normal colour scheme). Having set the access like this, your settings are applied on all forms and browses that reference that field.

5.5 Assigning groups to calculated columns in browses

Setting field access privileges as noted in Assigning groups to fields on forms will also be applied to columns in browses that reference the field. Fields that the user has not got viewing rights to are shown in browse lists as ****. But what about browse columns that are calculated rather than referencing a file field? You can control these too. Just right-click in the column heading of a browse and select the Set field/button access option, as shown below:



The procedure is then the same as Assigning groups to fields on forms.

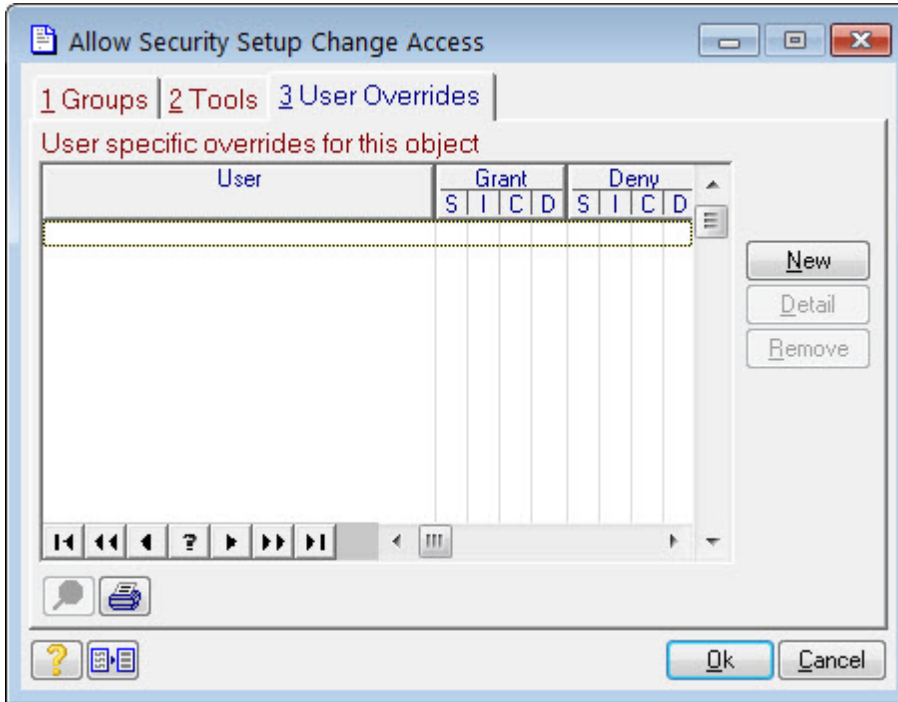
5.6 Assigning groups to buttons, et al

You can also control access to buttons and other 'widgets' on forms and browses. This is done in a very similar way to assigning groups to fields on forms (see Assigning groups to fields). Right-click on the button or widget you wish to control and select **Set field/button access**. In this context, set the **View** options to control access as desired. Note: This just controls the visibility of the widget or button itself; it has no effect on the function a button may be invoking.

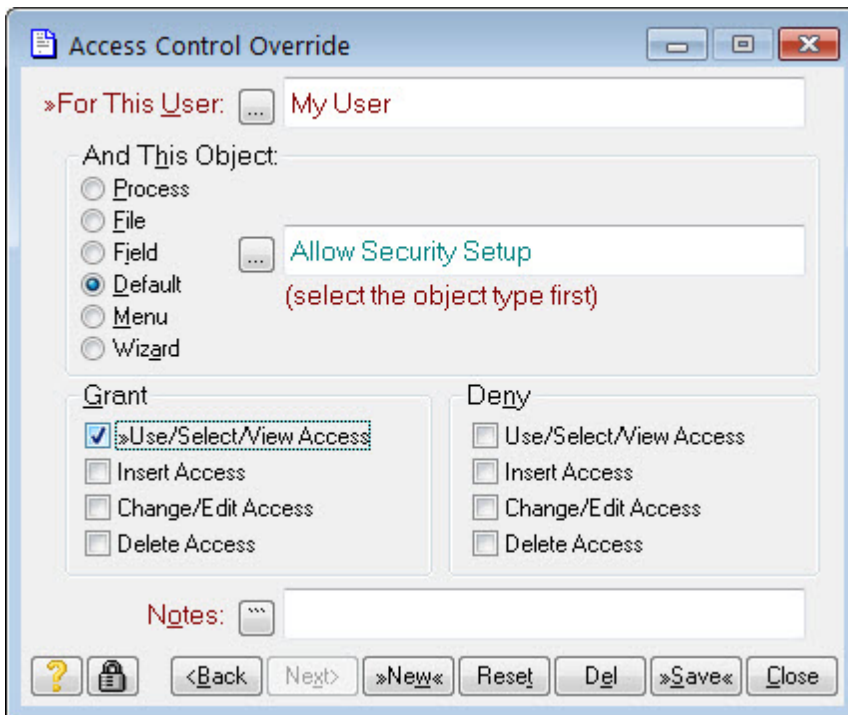
5.7 User specific overrides

You can override the group settings for specific users on specific functions. The overrides can deny access when the groups would otherwise grant it, or they can grant access when normally it would be denied. This is useful to fine tune access for specific individuals without the necessity of setting up a whole new group.

You do this by selecting the **User Overrides** tab on the group selector form. This shows you a list of overrides for the object you're on, like this:



To add a new user override press **New**, a form like the one below will open.



Select the **User**, then check or un-check the access you want them to have. If you check both Grant and Deny, denial will take priority.

5.8 Suggested set-up strategy

The safest way to set-up your scheme is to err on the side of denial, i.e. prohibit access until it becomes obvious that a user or group needs it. The easiest way to do this is to initially set-up your group names with no access at all. Then as legitimate users are denied access to something, you as their supervisor, go to the same form and give them access by pressing **F9** and making the appropriate selections.

6 Hiding fields, buttons and tabs, et al

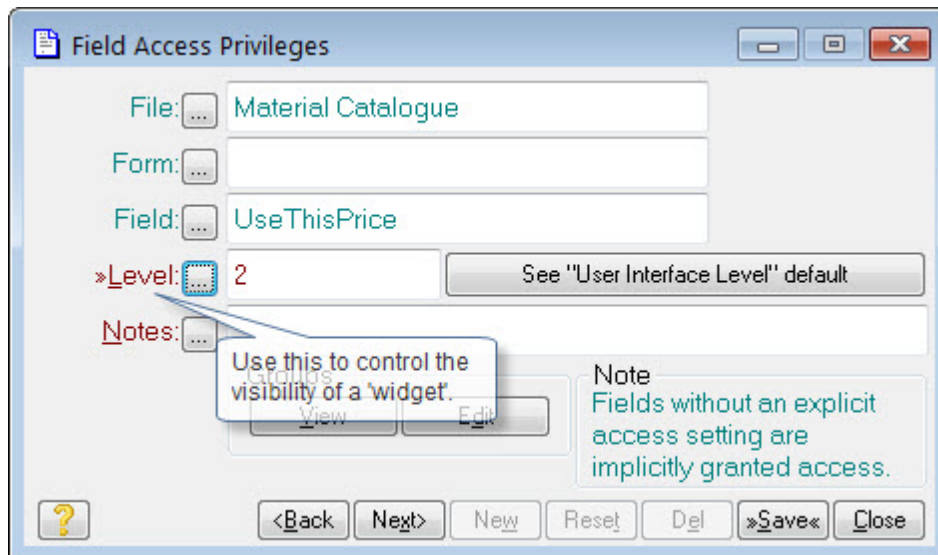
Match-IT has many features as a result of the constant evolution triggered by requests from our users. This sometimes leads to forms that can be very 'busy' with many options, not of all which are relevant to you. If this is case for you, a facility is provided to allow you to 'de-clutter' forms of fields you never use, or a specific set of your users never use.

All widgets on a form can be assigned to a *user interface level*. The term *widget* refers to the fields, check-boxes, buttons, etc on dialogs. A user interface level is a number in the range 0 to 9, with 0 being the simplest and 9 being the most complex. The **User Interface Level** default in the **ZX** group specifies which level is active. Any 'widget' that has been assigned a level higher than this default will not be shown.

For most 'widgets' the level can be assigned by right-clicking on it and selecting the **Set field/button access** menu item. For groups and option sets (which cannot be selected in the normal way), it can be done by right-clicking in the top left corner of the group or option set. When you move the mouse near the corner you will see a small square appear, right-click in this, as illustrated below:



In the **Field Access Privileges** dialog that opens, the **Level** field specifies the user interface level to assign to the 'widget'. In the illustration below the field is being assigned to level 2. This means the field will not show if the **User Interface Level** default is set to 0 or 1, but will show when it's set to 2 or more.



7 Setting up the Agent

The term 'Agent' refers to running Match-IT in a special automatic mode. In this mode Match-IT can perform certain functions autonomously without the need for any operator intervention. These functions include performing a local backup your data, printing reports and documents, as well as performing a complete re-schedule of your entire order book. This topic describes how to automatically run the Agent overnight, every night, using a *Windows™* 'service'.

What is the Agent?

The *Agent* is a special user defined in all Match-IT systems. This agent user is special in that it does not need a password and you can instruct Match-IT to automatically log-in as the agent when it starts. The agent is also special in that it has no menu, nor any access to the usual navigation facilities. This means when the agent is logged-in Match-IT cannot be controlled interactively in the normal way.

What can the Agent do?

The agent can only perform automatic tasks as defined by its defaults. When Match-IT is installed, the agents' defaults are set so that the following tasks are performed every day:

- Your data is backed up to your Match-IT backup folder.
- Old reports, diary entries and transaction histories are purged.
- Your reports and documents waiting in your print queues are printed as they arrive.
- Your works order progress records are integrated, adjusting projected completion dates as necessary.
- Your entire order book is re-scheduled. This will adjust all your planned purchase orders and works orders to reflect actual progress.
- Your stock is examined to determine if any stock item is going to fall below its minimum level. Purchase orders and works orders are planned as necessary to keep your stock above the minimum levels you have set.

How do I start the agent?

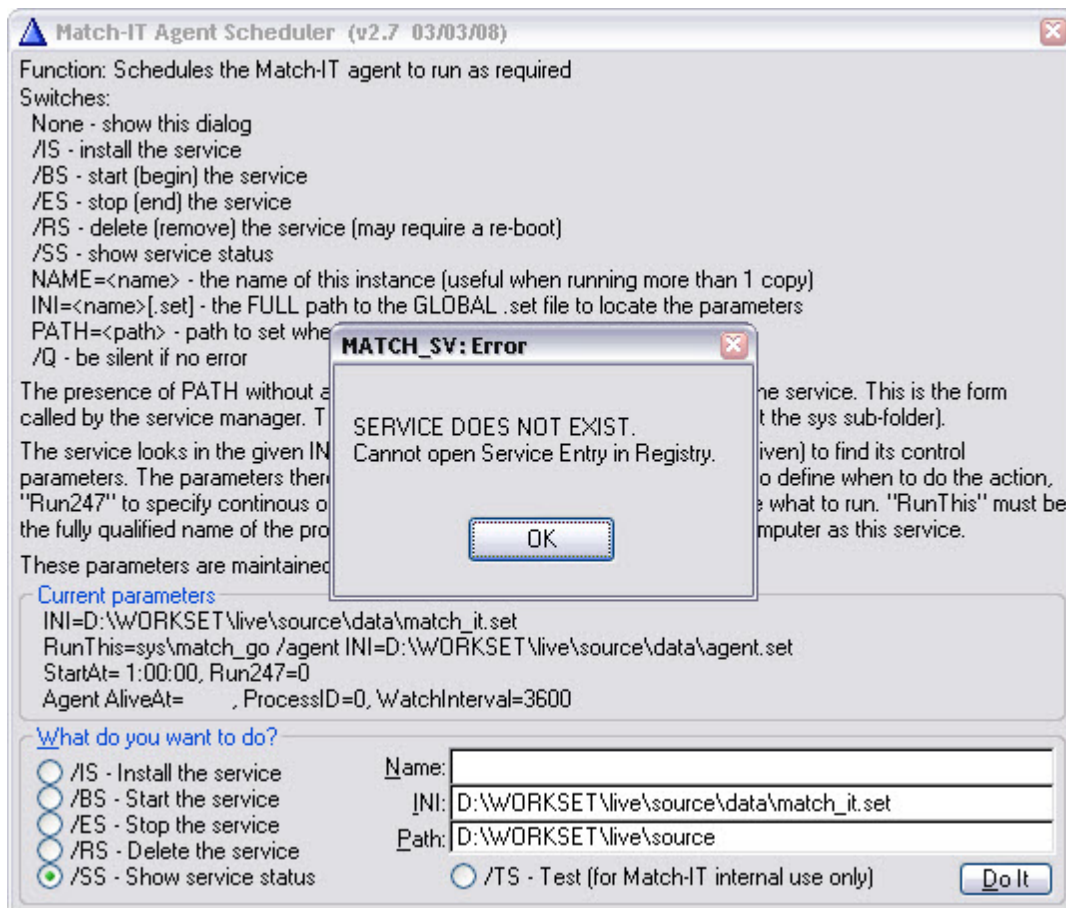
To start the agent is just a matter of adding the `/agent` switch to the command line that runs Match-IT. When Match-IT installs it places two icons in its program group. One starts Match-IT normally; the other starts it as the agent. The agent icon has a name like: `Match-IT Agent (...)`. Running this will start the agent.

How do I schedule the agent to run every day?

If you installed Match-IT onto your server and that server is running *Windows™*, you do not need to do anything. The installation process would have installed a service that will start the agent automatically, and re-start it if it detects that it has stopped.

If you are not running a Windows server, you can still use this service but you must install it manually onto a nominated workstation that is running Windows. To do this, run the `match_sv.exe` program in your installation folder (typically `c:\match_it\sys` on your server).

You should see a form like this:



The **SERVICE DOES NOT EXIST** warning is to be expected as it has not been installed on the workstation yet. Press **OK** on that.

Fill-in the **INI:** and **Path:** prompts in the lower right to point to your Match-IT installation.

Now check the **/IS - Install the service** radio button and press **Do It**. After a short pause you will get a confirmation that the service has been installed. If it fails, the most likely reason is that you have insufficient privileges. Refer to your local IT guru for advice.

Next check the **/BS - Start the service** radio button and press **Do It**. After another short pause you will get a confirmation that the service has started.

That's it. You can now forget about it. Close the form.

How do I set the agent's defaults?

The agents' defaults are set during installation to perform the tasks described earlier. If you want to change these settings, log-in to Match-IT as normal then go to your user list and select the **Agent** user. Go into its detail and select the **Defaults** button. This will show you the list of defaults that are set for the agent. Edit them as you wish.

How do I control the agent scheduling service?

The installer installs a service to start the agent automatically. This service is controlled by a number of defaults in the AS group:

- **Agent runs 24/7** controls whether the agent is running all the time or only once a day
- **Agent auto start time** controls when the service should start the agent if it's only running once a day
- **Agent Check Interval** specifies the polling frequency of the service to verify the agent is running, when the agent is set to run 24/7 the service will automatically re-start it if it detects it has stopped

- `Agent auto start command line` defines what the service should run. You would not normally change this.

You can also turn the service on/off, install it or remove it by running the program `match_sv.exe` that you will find in your `...\match_it\sys` folder.

8 Setting up your printing

8.1 Overview of printing process

The steps in the sequence from an action in the system to a document being printed are:

1. You perform some action requiring a document; approve a dispatch note for example.
2. The system gathers all the information required for the document, associates it with a Layout, a Paper and a Print Queue, and places the information in the Report Stack as a 'ToDo' item.
3. The Reporter notices the new 'ToDo' entry in the report stack and, provided the print queue is enabled, passes the information to the associated Report Generator, along with the name of the Layout, Paper and Printer to use. The Report Stack entry is marked as 'Doing' to show that it is in progress.
4. The Report Generator translates the information into the printed image, according to the instructions contained in the Paper, and passes it to the Printer for printing. (The print preview, when enabled, happens at this stage.)
5. The Reporter notes the success or failure of the Report Generator and marks the Report Stack entry as either 'Done' or 'Error'.

Entries remain in the report stack even after they've been printed. This means they can be selected for re-printing in the event of loss or damage or printer failure.

Entries in the report stack are grouped into print queues; these can be turned on and off. When turned off (disabled), entries just build up in the queue and will not be printed until the queue is turned on (enabled). This is useful for documents that need special stationary. They can be held in the queue until the stationary is loaded in the printer. The system installs with a few pre-defined queues. You can add more of your own as described in Creating print queues.

Print queues are 'attached' to printers. A printer can be anywhere on your network. It does not have to be a network printer, and it does not even have to be 'shared'. All that's necessary, for you to be able to use it, is the ability to run Match-IT on the workstation it is physically connected to.

The reporter does not have to be running on the workstation that is creating the document request. It only needs to run on the one that can 'see' the printer the document is destined for. This may be multiple workstations or just a single 'print-server'.

Keep in mind this set of associations:

- The context defines the Layout to use.
- The Layout defines the Paper to use.
- The Layout defines the Print Queue to use.
- The Print Queue defines the Printer to use.

The term *printer* is used for historical reasons but nowadays is a more general *output-media* concept. The output-media could be any of:

- physical paper sheets
- text files
- spreadsheets
- word documents
- web pages
- XML documents
- PDF documents
- TIFF images
- emails
- FAXes

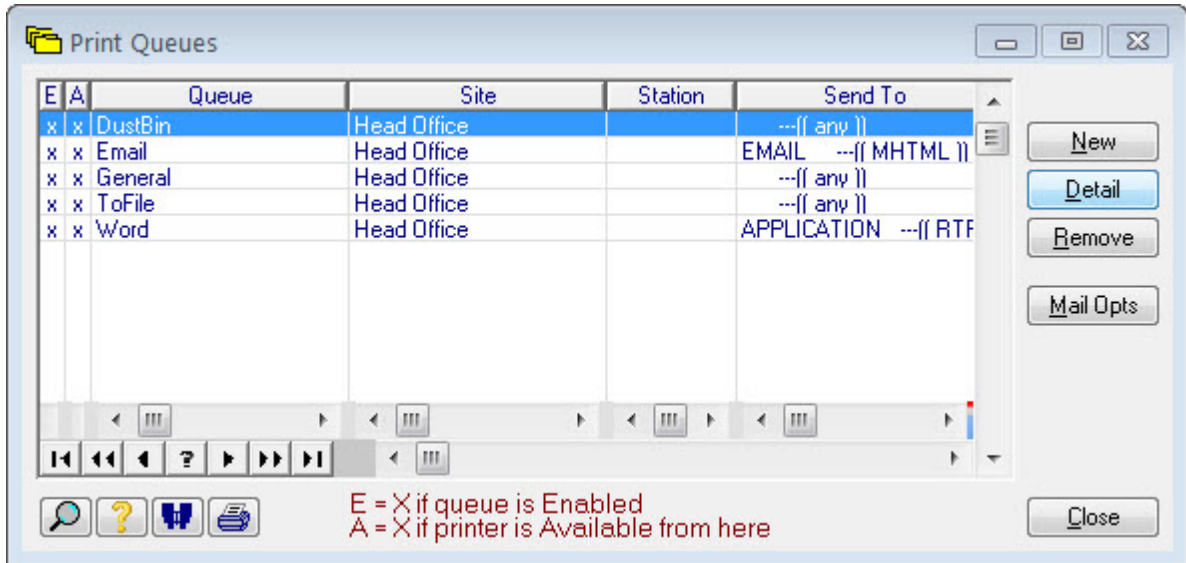
8.2 Creating print queues

A *print queue* is a logical grouping of documents that require similar print capabilities or stationary.

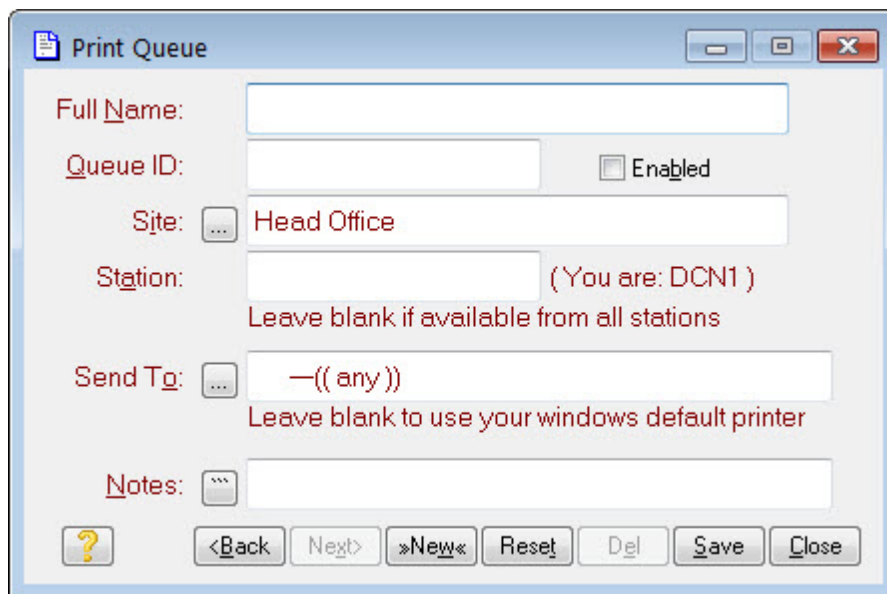
Print queues can be turned on and off; when 'off' (disabled) documents are held in the queue until it is turned on again.

You can have any number of print queues. You can direct any document to any print queue. You can associate any printer with any print queue.

You can see a list of your print queues via [Favourites](#) | [Setup...](#) | [Setup Documents...](#) | [Print Queues](#), the installed pre-set list will look similar to this:



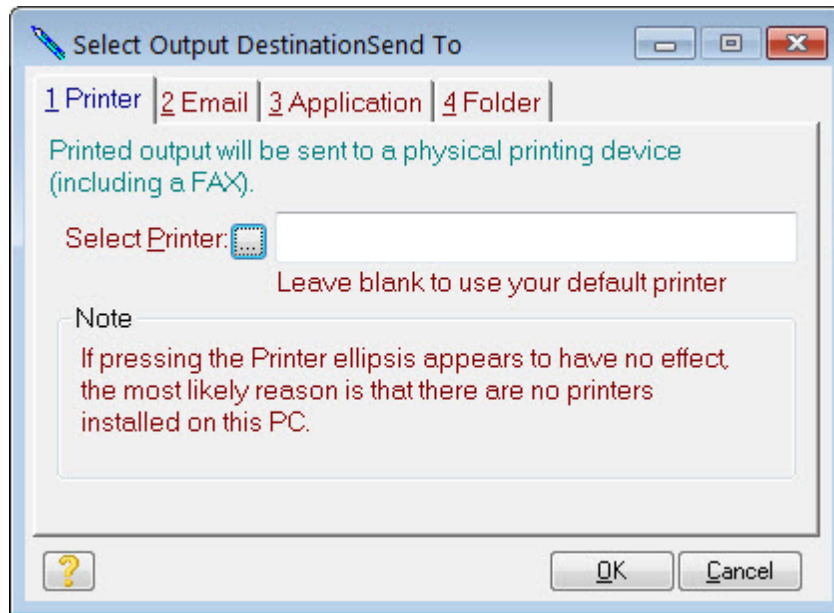
To edit an existing queue press **Detail**. To add a new queue press **New**, you'll see a form similar to this:



Give the queue a descriptive **Full Name** and a identifiable **Queue ID** and check the **Enabled** box. Leave the **Site** field at its default setting.

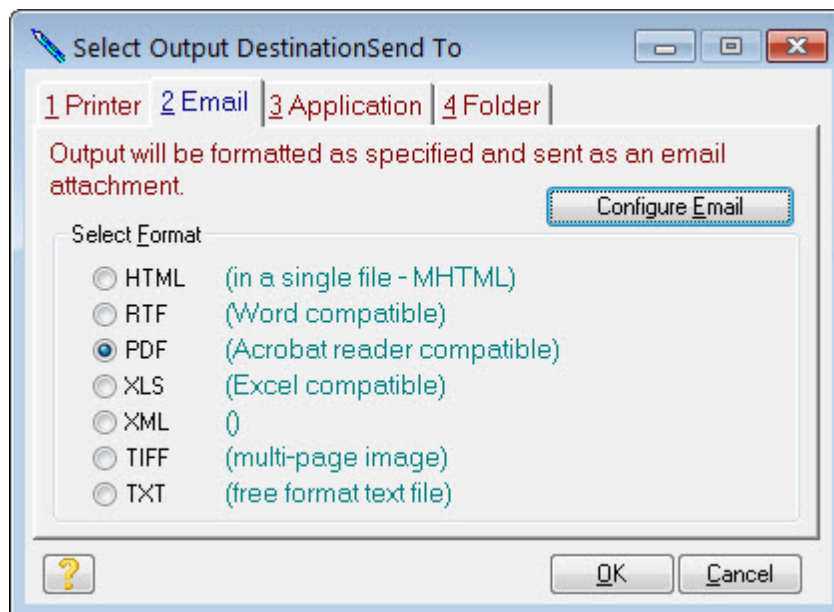
If you fill in the **Station** field it means this print queue is only available from that workstation. The Reporter will only print documents sent to the queue if it is running on that station. This is useful if the attached device is only visible from that workstation. If left blank it means the queue can be accessed from any workstation.

The **Send To** field specifies the device the queue is attached to. Pressing its will bring up a form like this:



To send the output to a printer use **Select Printer**, this will take you to the normal *Windows* printer selection dialog.

To send the output as an email select **Email** tab. You will be presented with a series of format options similar to this:



When selecting a format keep in mind that some formats will require your papers to be specifically designed to that format. The recommended format for normal documents is PDF.

Choose the **Application** tab to send the output to an application. You will be presented with a similar set of format options. Sending to an application means creating the output in the selected format and then opening the application that is associated with that format through the normal *Windows* file associations.

Choose the **Folder** tab to send the output to a folder. The same format options are again available. Sending to a folder means creating the output in the selected format and then saving the file(s) created in the folder specified. The file name used will be the document name and its serial number. The folder specified can be overridden on a print-by-print basis, as can the file name.

8.2.1 Attaching print queues to layouts

From the standard menu press **Favourites | Functions | Setup | Setup Documents | Report Layouts**. This will present you with a list of all the layouts. Select the one you wish to re-assign to your new queue and press **Detail**. You will be presented with a form similar to the one below:

The screenshot shows a 'Report Layout' dialog box with the following fields and options:

- Layout Name:** Sales Invoice
- Layout ID:** UserSalesInvoice
- Print Queue:** General
- Copies:** 1
- Keep days:** (empty)
- Description:**
 - Layout:** (empty)
 - Paper:** Sales Invoice - landscape format
- Defaults:** Reports
- Buttons:** ? (help), <Back, Next>, New, Reset, Del, Save, Close

Press the **Print Queue** , select your new printer, then press the **Save** button and then **Close**.

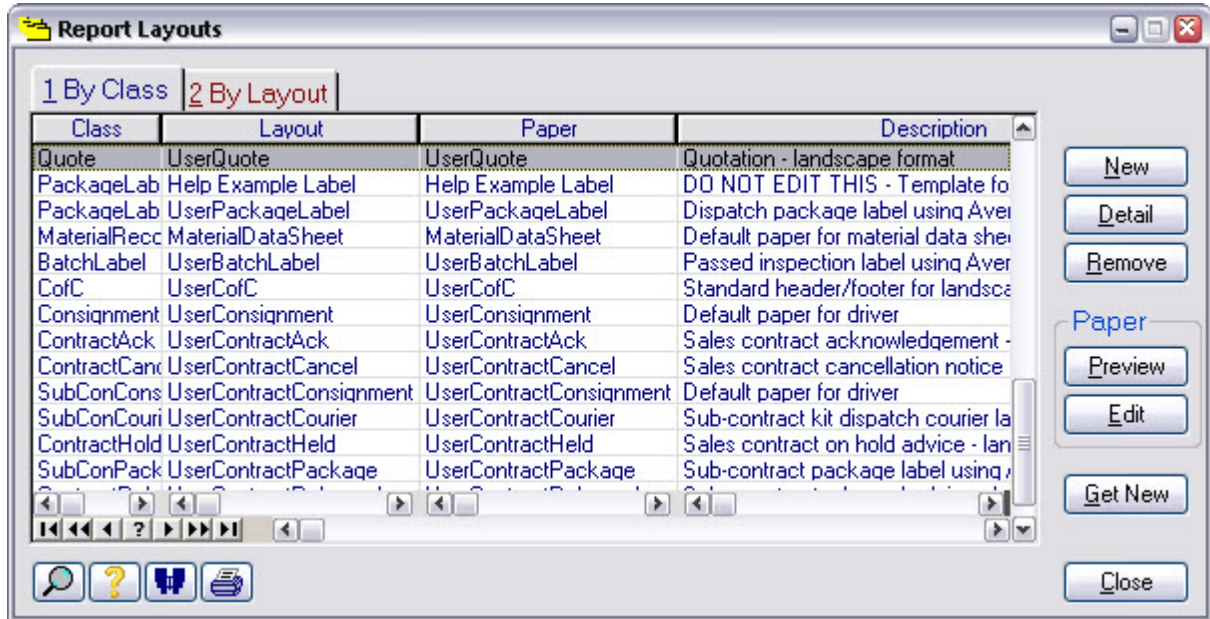
8.3 Creating document layouts

A *layout* is the 'glue' between a set of data, a paper design and a print queue. There is at least one layout associated with type of document that can be produced.

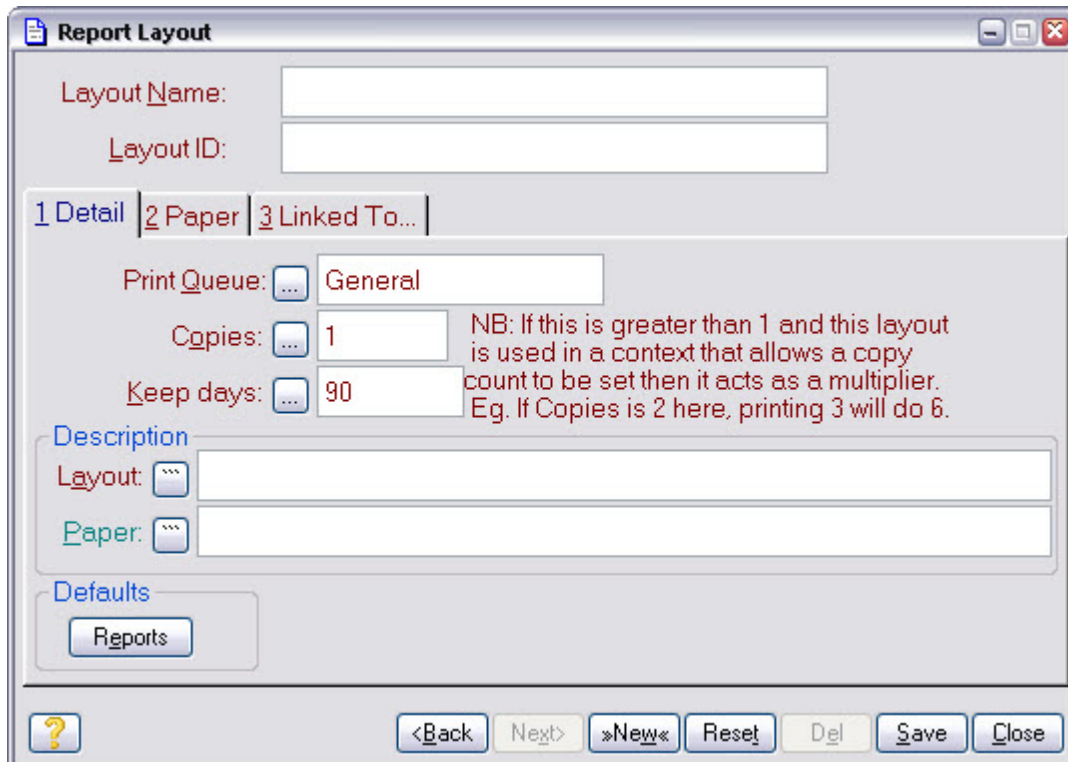
The usual reason for adding new document layouts is to make use of a new paper design that you have created. In that context you can either create a new layout or modify the existing one to link to the new paper. If you create a new layout you will also have to modify the appropriate default to instruct the system to use your new layout. If you modify an existing layout a default does not need to be adjusted as the new paper will be found through that.

Whenever a document is to be produced, the system determines the appropriate layout to use and uses that to determine how the document should be rendered and where it should be sent. The layout to use is determined by: the action being performed (approving an order, making a dispatch, etc.) and the context (who the customer is, who the user is, etc.).

You can see a list of your layouts via **Favourites | Setup... | Setup Documents... | Report Layouts**, the installed pre-set list will look similar to this:



To edit an existing layout press **Detail**. To add a new layout press **New**, you'll see a form similar to this:



Give the layout a descriptive **Layout Name** and an identifiable **Layout ID**, select the **Print Queue** you want the layout to be attached to, then select the **Paper** tab.

In the **Paper** tab, select the paper design you want to associate with the layout, press **Save** and you're done.

Which default that may need adjusting is dependant on the context your new layout is aimed at. Use **Processes | Show Defaults** to get list of all defaults. Select the **By Type** tab to order it by type and locate to the type 'Layout name'. This will give you a list of all layout defaults.

8.4 Creating new papers

See Document Design Tutorial.

8.5 Document Routing

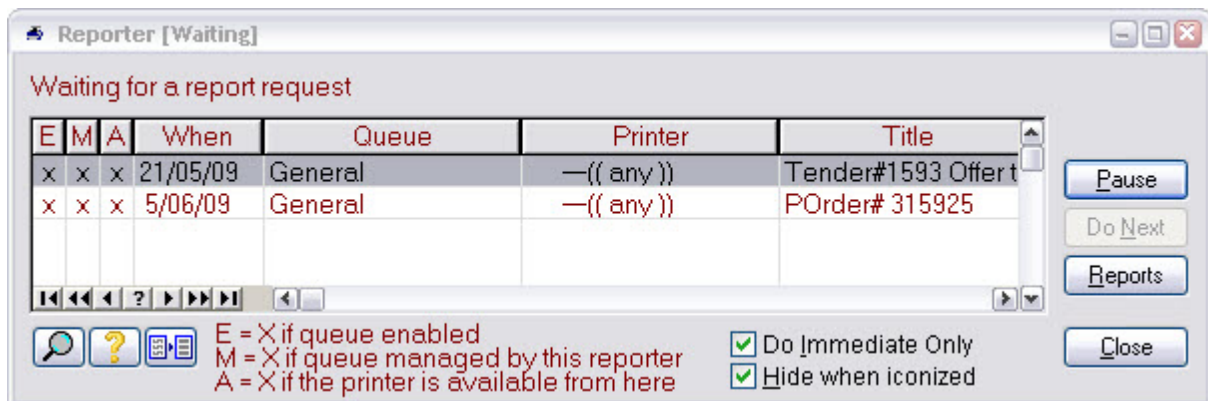
All reports and documents can be pre-routed according to their type. This is achieved by attaching appropriate print queues and paper designs to the layout record associated with the document type.

Every type of document, quotation, dispatch note, invoice, etc., has a default associated with it that identifies the layout to use for that type of document. Changing this default and/or the details of its layout record is all that is involved in pre-routing a document.

8.6 The Reporter

The reporter is a background process that monitors the report stack looking for print requests. The process starts automatically on the local station when an action is performed that requires a document to be printed on that station. The running status of the reporter is indicated by the Reporter menu item in the desktop menu. It will show one of: **Reporter [not running]** or **Reporter [local]** or **Reporter [a_station_name]**, to indicate it is not running, or it is running on this station and is servicing local print requests or is running on some other station (the station it is running on will be whatever is shown between the []'s).

Pressing the **Reporter** desktop menu item when the reporter is not running, will start it in local mode. Pressing it while it is running locally will bring up its status window which will look similar to this:



The list shown is typically empty, if not it will show a list of reports waiting to be printed. The **Reports** button is a useful shortcut to open the report stack.

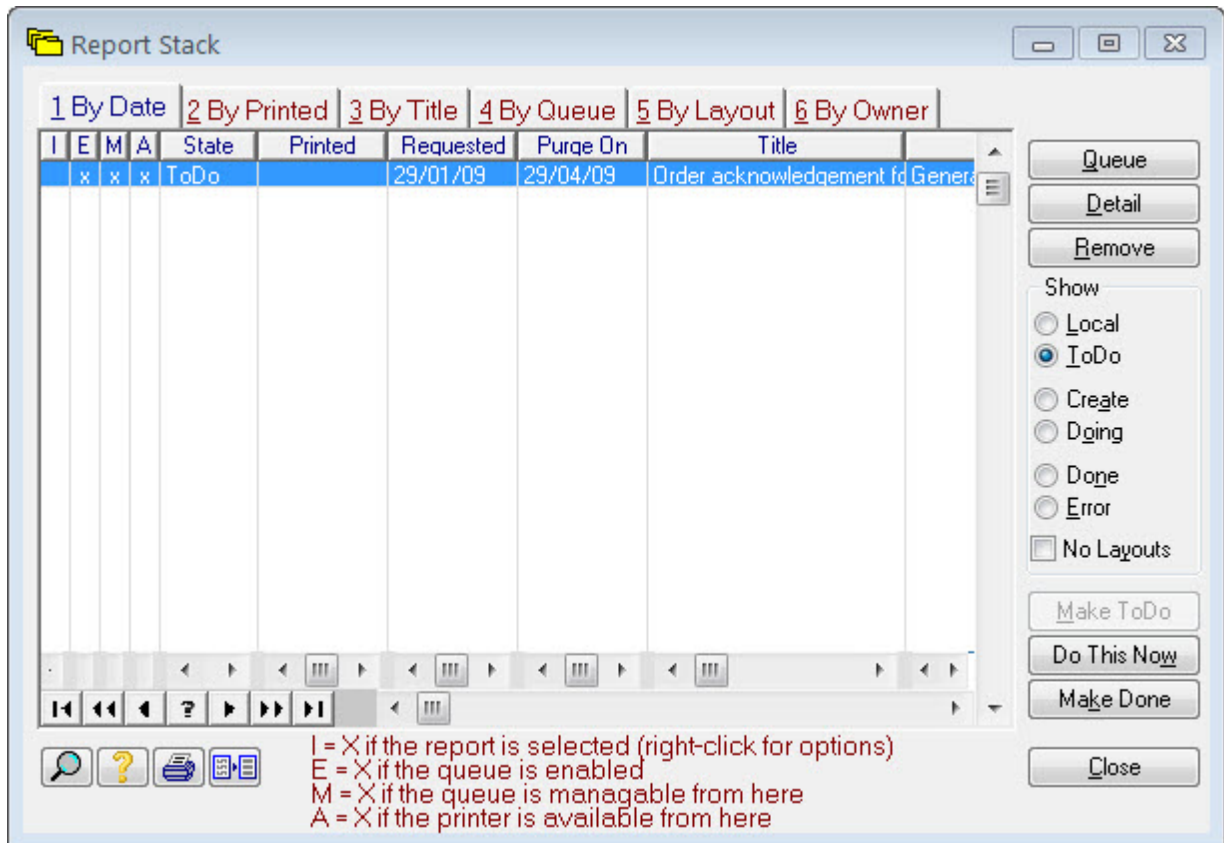
8.7 The Report Stack

The term *Report Stack* refers to the list of all reports and documents that have been printed recently or have been queued for printing.

Whenever a report or document is printed, the base information the report or document was printed from is kept in the report stack for a defined period. The period is defined as part of the layout.

This means the report or document can be re-created for as long as it exists in the report stack. It's important to appreciate that the report stack only holds the **data** used, it does not hold the final rendered image. Re-printing from the report stack re-creates the image from the same data but using the current paper design. This means the report or document may be visually different if the paper design changes, but its information content will be the same.

The report stack can be accessed by pressing the **Reports** button from the reporter. A typical report stack showing 'to-do' reports is shown below:



The 'show' radio buttons can be used to show reports in various states. A common reason to open the report stack is to re-print a document subsequent to a generation error. In this case select the 'Error' radio option to see a list of reports that did not print for some reason. Pressing **Detail** will give an indication of that the problem may be.

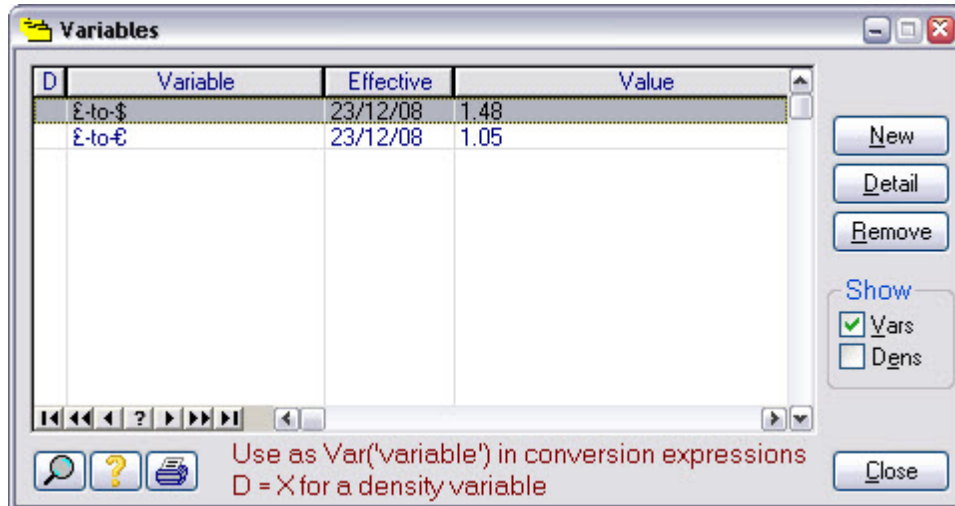
Resolve the problem and press **Do This Now** to re-print it.

8.8 Report Generators

A *report generator* is the term used to describe the software element that creates print images from a set of data. In modern Match-IT systems, all reports are created by the integrated *List & Label* based generator.

9 Setting up currencies

Match-IT is fully multi-currency capable. As installed there are predefined currencies for **British Sterling**, **US Dollars** and **Euros**, but you can add as many others as you wish. The system will convert between currencies as the context dictates. Currencies are usually converted by reference to an exchange rate *variable*. As installed there are predefined variables to convert US Dollars and Euros to British Sterling. These should be updated on a regular basis to reflect the prevailing exchange rate. To do that go to **Function | Standing Data | Units... | View Variables**, this will open a form that will look similar to this:



When an exchange rate changes, you can either change the existing variable's value or you can add a new one with a new effective date. The latter means you can see a history of how it's changing.

Internally, the system holds all **historical** currency values in British Sterling (or whatever your **Stock Currency** (ms) default is set to). All foreign currencies associated with supplier and customer invoices are converted to sterling and recorded when the invoices are approved, this means they are not affected by subsequent exchange rate changes.

If you add a new currency, you only have define an exchange rate between it and sterling, the system can then work out how to convert to any currency by going 'through' sterling (or whatever your **Currency** (um) default is set to).

9.1 How do I add a new currency?

Open the list of units of measure via **Functions | Standing Data | Unit... | Units of Measure** and press the **Currency** button in the **New** group, and fill in the **Full Name** and **Unit ID** fields. It will look similar to this:

»Full Name: Yen

»Unit ID: Yen

Picture: @n-24~ %unit%~b

Net Picture:

Item Picture:

Usage

General

As an Item synonym

As a Container synonym

Conversions

This is a CURRENCY unit that is NOT convertible to Sterling

Description:

<Back Next> »New« Reset Del »Save« Close

Then press the **Conversions** button. A form like this will open:

ONLY USE THIS FOR SIMPLE A=B*scale CONVERSIONS

To convert from:

To: Yen

Swap To/From

Multiply by:

Constant 1

Variable

Synonym

When date is: (blank = any date)

Test

Value * 1

Result: 1 ? = 1 Yen

? Save Cancel

Press the **To convert from** ellipsis [. . .] and select **Sterling**. In the **Multiply by** group, check **Variable** and press the ellipsis [. . .] button that appears. This will open a list of available conversion variables, either pick the appropriate one or create a new one. The form should now look similar to this:

ONLY USE THIS FOR SIMPLE A=B*scale CONVERSIONS

To convert from:

To:

Multiply by:

Constant

Variable

Synonym

When date is: (blank = any date)

Test

Value * Var('SterlingToYen')

Result: 1 Sterling = 157 Yen as at 12/08/09

Press **Save** and you're done. Notice the example conversion shown on the bottom of the form. Use this to make sure you have got your conversion the correct way round, if not use the **Swap To/From** tool to reverse it.

9.2 How can I handle different buy and sell currencies?

This is automatic.

All you need to do is specify selling prices, in quotes and sales orders, in the units appropriate to the customer; and buying prices, in material supplier records and purchase orders, in the units appropriate to the supplier.

Providing suitable conversions have been defined, the system will convert between the currencies as necessary. So, for example, if you buy your widgets in US dollars and sell them in pounds sterling; the system will convert US dollars to the equivalent sterling price whenever you create a quote or a sales order for widgets, automatically.

10 Setting up your units of measure

To define a new unit of measure, or change the details of an existing one, proceed as follows:


From the standard menu (as initially installed) select: Favourites | Functions | Standing Data | Units | Units of Measure. This will present you with a list of all the units of measure.

To add a new currency unit press the new **Currency** button.

To add a new general unit press the new **General** button.

To add a new time unit press the new **Time** button.

In all cases you will be presented with a form to enter the details of your new unit. You can give the unit a name, describe it and also define how it should be shown to you. This is done by the *Picture* (see What is a unit Picture?).

To set the picture press the **Picture**  and make the selections you want. Press the **F1** key to get detailed information on what the picture elements do for you. The effect of your selections is also shown to you on the form.

Press **Save** to make your selections permanent.

10.1 How do I define a new conversion?

There are two ways that conversions can be defined.

A straightforward conversion that just requires a re-scaling can be defined by just selecting the two units and defining the scaling factor. This automatically generates the conversion expression for converting in both directions, e.g. *Pounds to Dollars* and *Dollars to Pounds*. This is referred to as the *Simple* method.

More complex situations, like converting Fahrenheit temperatures to Celsius, cannot be done with just a scaling operation. In these situations you must define the conversion in each direction separately. This is referred to as the *Complex* method.

Simple method

From the standard menu (as initially installed) select: Favourites | Functions | Standing Data | Units | Unit Conversions. This will present you with a list of all the conversions available.

Press the **New** button in the **Simple** group to define a new scaling conversion. This will present you with a form that allows you to select the two units that are to be converted and the scaling factor to use. Make sure you get the scaling factor right and the units the right way round.

Pressing the **Swap To/From** button will swap the 'to' and 'from' units. This can be useful to allow you to define the scale in a natural way. For example, say you wanted to convert between metres and centimetres. The 'natural' scaling factor is 100, but only if you define the 'to' units as centimetres, otherwise it's 0.01.

Press **Save** to make your selections permanent.

Complex method

From the standard menu (as initially installed) select: Favourites | Functions | Standing Data | Units | Unit Conversions. This will present you with a list of all the conversions available.

Press the **New** button in the **Complex** group to define a new conversion. This will present you with a form that allows you to define all the characteristics of all types of conversion.

Note: In this form, you are only defining the conversion in one direction. You need to create two conversions to go in both directions, e.g. Fahrenheit to Celsius is one and Celsius to Fahrenheit is the other. Make sure they are self consistent otherwise you'll get strange conversion results. When a unit is converted one way and then back again it should end up the same as it started!

10.2 How do I define and use variables?

Defining a variable

To define a new conversion variable, proceed as follows:

From the standard menu (as initially installed) select: Favourites | Functions | Standing Data | Units | View Variables. This will present you with a list of all the conversion variables available (if any).

Press the **New** button to create a new variable. You will be presented with a form to define the details. Give it a name and a value. The **Effective from** date can be used if you want to define a variable now, but you don't want it to be used until the date you specify.

Press **Save** to make your selections permanent.

Using a variable

In a simple conversion expression you can select the variable by checking the **Multiply By Variable** option and then picking the variable via its .

In a complex conversion expression, you reference a variable by entering `Var('Name')`. Note the quotes (') around the name. The Name is the name of the variable, whose value you wish to use at that point in the expression.

11 Setting up your selling rules

Selling rules determine how prices are set. The rules can be used to control the margin and discount that applies or they can set a fixed price.

In general a selling price is constructed by calculating (or looking up) the cost of something, then applying a margin, then applying a discount. The rules can be used to control all the elements involved in this price construction. Note: Match-IT uses a **margin** and not a **markup**. In the margin calculation, the sales price is considered to be 100% and the margin is the gross profit proportion of that.

The rules can be specific or general and can be combined in complex ways. Rules are defined by a combination of settings in the material record, the customer part record, system defaults, one or more selling rule records or the customer record.

There are two main price calculation strategies you can use. They are (a) cost plus margin, or (b) price minus discount. In (b) costs and margins are not used in the price calculation but the system will still show you what your gross margin is based on the cost.

Which of the (a) or (b) strategy applies in any particular case is controlled by the *Use list price* option in the material record, or the *Use List Price* or the *Use Special Price* options in the customer part record, or the *Use This Price* option in the selling rule record.

The *cost* part of the price can be calculated from the associated method or it can be pre-set or it can be set from a 'what-if' schedule.

Using a *pre-set cost* is useful when the method is in-accurate or incomplete. If your method is accurate, it's better to let the system calculate the cost for you so that changes are automatically consolidated. This is controlled by the *Use Target Costs* option in the material record.

Using the result of a *what-if schedule* is useful if the costs are dependent on the quantity and dimensions of the order in a non-linear way. The system pretends to make the order and then examines the costs involved. This is controlled by the *Always re-calculate costs* option in the material record or the *Use Entire Scheduled Cost* or *Use Scheduled Cost* options in the customer part record.

The customer part record is used for customer specific settings for a specific material and the material record is used for material specific settings. More general settings are controlled through selling class codes. A *class* code can be assigned to a customer part record (as a customer part class), a material record (as a selling class) and a customer record (as a discount class). These classes are used to look-up selling rule records where *margins* and *discounts* can be set for use in cases involving those classes. If no rule is defined like this, the final most general settings are controlled by the *Usual Margin* and the *Discount* system defaults.

There may be more than one selling rule record that is applicable. In this case there is a priority order of consideration. The priority order is from most specific to more general. The priority order is as follows:

1. Material selling class + customer + customer part class + customer class
2. Material selling class + customer + customer part class
3. Material selling class + customer
4. Customer (when the rule has no material selling class specified)
5. Material selling class + customer part class + customer class
6. Material selling class + customer class
7. Customer class (when the rule has no material selling class specified)
8. Material selling class + customer part class
9. Material selling class alone

All rules are dated, only rules where their effective date is today or earlier are considered and more modern rules take priority over older ones.

The system installs with a single example selling rule that is inactive. You can see a list of selling rules via [Functions](#) | [Standing Data](#) | [Materials](#) | [Selling Rules](#).

11.1 Cost Estimating

Cost estimates are made by performing a *What if?* schedule on a quantity and then analysing the results.

The results of the *What if?* schedule, and the quantity it applies to, are saved in the associated material record and used to calculate estimated costs for quotes and orders. When an estimated cost for a quote/order is required, it's calculated by taking the saved total cost, removing the setup contribution, pro-rata'ing the rest, then adding the setup back again. This is reasonably accurate when the costs are related to the quantity in a linear manner and there are no minimum constraints in force. In more complex situations, you can check the *Always re-calculate costs* option in the material record to force the costs to be calculated by performing another *What if?* schedule for each specific case. This can be slow, so only do it if accurate estimated costs are critical to you.

The treatment of the setup element in the above algorithm is important and depends on the quantity being costed and the *charge for whole batch* setting in the material record or the PART record in the method using the material. When a costed quantity exceeds the minimum batch/quantity constraints, or exceeds the costed batch quantity, the whole of the setup cost is charged. When a costed quantity is less than this minimum, the setup cost is pro-rata'd to reflect that some of the setup cost is attributable to the excess stock created. When the *Charge for whole batch* option is selected, the whole setup cost is always charged.

With multi-level structures each with their own constraints, the cost contributions from each level can get very complex. You can see the complete breakdown by checking the *I want to see the cost breakdown* option when calculating estimated costs.

When calculating estimated costs for an assembly involving manufactured sub-assemblies, it's recommended you use a batch quantity that represents a typical batch quantity for the sub-assemblies. This will have the effect of amortising the setup costs for the sub-assemblies across the quantity you costed.

If you want setup costs to 'disappear' from a cost estimating point of view, use a very large batch quantity when calculating it. The setup cost will be pro-rata'd across this large quantity and thus become insignificant.

12 Setting up qualifiers

The term *qualifier* is used to refer to the facility that allows you to extend many of the Match-IT databases with fields that are specific and meaningful to you. These fields are propagated internally and are available for printing and for manipulation by scripts but have no inherent meaning to Match-IT itself.

Refer to the QA module overview for more information.

To attach a qualifier to a record, first you must define the name of the qualifier, the type of information it will hold and the Match-IT database (or file) the information will be attached to. Once you've done this, whenever you select the **Qualifiers** tab in a form for the file, the qualifier(s) you defined will be available for editing. You can then edit their value just like any other Match-IT field.

Steps to add a new qualifier

1. Navigate to the form where you wish to add a qualifier. You can only add qualifiers to forms that have a **Qualifiers** tab. Select the qualifiers tab. Initially the tab will be blank except for a **Specify** button in the bottom right.
2. Press the **Specify** button. You will be shown the list of qualifiers attached to the record. Initially the list will be empty.
3. Press the **New** button. You will be shown a form to allow you to specify a qualifier value for a qualifier name.
4. Press the **Qualifier ID** . You will be shown a list of qualifier names. Initially the list will be empty.
5. Press the **New** button. You will be shown a form to allow you to specify a new qualifier name.
6. Enter the name you wish to see on your forms for this qualifier in the **Prompt Text:** field. This name must be different to any other qualifier name you have created and also different to any built-in field name for the record.
7. Press the **Type** . You will be shown a list of field types.
8. Select the type of information you want your field to hold. For simple textual information, choose the **String** type. For a link to an external document, choose the **Document link** type.
9. Press **»Save«** and then **Close**. You will be returned to the list of qualifier names, which will now show your new name.
10. Press **Select** on your new name. You will be returned to your qualifier value form and your new name will have been entered in the **Qualifier ID** field and its type in the **Type** field.
11. Press the **This Value** . You will be shown the usual form or selector for the type of information the qualifier is assigned to. Fill in or select as usual. Then return to the qualifier value form. You have now assigned a value to your qualifier.
12. Press **»Save«** and then **Close**. You will be returned to the list qualifier values attached to the record you started out from. Your new qualifier will now be shown in the list.
13. Press **Close**. You will be returned to the **Qualifiers** tab that you started out from. It will now show the new qualifier name and value in the usual way.

Notes

Once you define a new qualifier name and associate it with records for a particular file, every record in that file will show the name in the qualifiers tab. This qualifier value can be edited like any other Match-IT field and saved with the record.

13 Setting up your accounting system interface

All file paths and files are given relative to the installation folders of your accounting system and Match-IT. Match-IT is far more configurable than most accounting systems, so the bias on the configuration is such as to make the accounting system end easier. For the purposes of this topic it is assumed that you have a standard Match-IT ribbon menu structure; if you have customised your ribbons menus, you may need to use different menu items to those specified below. These configuration procedures need only be done once, but must be done before any data transfer takes place.

The instructions given here are generic and apply to the Match-IT 'side' of all CSV file based interfaces. Instructions for the accounting system 'side' for any particular interface are given elsewhere. In those instructions each of the **How do I ...** headings below are repeated for the accounting system 'side'.

See Accounting Software Interfaces for guidance on writing your own accounting system interface.

You can see the definitive list of available interfaces by going to [Functions | Setup | Setup accounts... | Accounting System](#), this will open the accounts centre record for the default accounts centre. The scripted interfaces available are listed under the [Script Name](#) drop-down list on the [Options](#) tab.

How do I set to use a scripted interface?

You must specify in the accounts centre record which interface you are using. A way to reach the accounts centre using the standard menu is: [Functions | Standing Data | Accounts | Accounts Centres](#), from there pick the appropriate accounts centre and press **Detail**. A form like the one below will be shown:

Check the appropriate interface. Use [Generic](#) for all script based interfaces. Then select the [Options](#) tab. What you will see there will depend on the interface selected. For the Generic option it will look like this:

Accounts Centre

Centre ID: 0 **WARNING: Centres cannot be deleted.**

Centre Name: Main

1 Detail | 2 Qualifiers | 3 Options | 4 Audit | 5 Run

The generic interface is driven by a script. The script must conform to the conventions described in user note 133 (Writing an accounts system interface).

Script Name: SageL50

The options for the generic interface are shown on the Qualifiers tab.

Describe This Interface

Setup Interface Options Now

Save Close

Use the drop down list to pick the **Script Name** that represents your interface. Press **Describe This Interface** to get a brief description of the interface and its capabilities. To configure the interface press **Setup Interface Options Now**. What happens next will depend on the interface and to what extent it has already been configured. If no configuration has yet been done, you will be presented with a message that indicates what has not been done and a hint on how to do it. Press **OK** on this. You will then be back at the accounts centre form, but this time if you select the **Qualifiers** tab you will see that it has been setup with prompts for information the interface requires, typically paths to files it needs to read or create. In most cases the prompts will be pre-filled with a default value. Just edit them to suit your needs and then press **Save** and **Close**.

By way of an example, below is the qualifiers tab the Sage Line 50 (scripted) interface will produce:

The screenshot shows the 'Accounts Centre' window with the 'Audit' tab selected. The 'Centre ID' is 0 and the 'Centre Name' is 'Main'. A red warning message states 'WARNING: Centres cannot be deleted.' Below this are tabs for '1 Detail', '2 Qualifiers', '3 Options', '4 Audit', and '5 Run'. The 'Audit' tab contains a list of settings for legacy interfaces, each with a checkbox, a file path, and a help icon. At the bottom, there is a 'Specify' button and a 'Save' button.

Setting	File Path
SageL50Ver 1: <input type="checkbox"/> ...	7
CusExportFile 2: <input type="checkbox"/> ...	c:/program files/line50/reports/customer/sales.csv
SupExportFile 3: <input type="checkbox"/> ...	c:/program files/line50/reports/supplier/purchase.csv
CusTransFile 4: <input type="checkbox"/> ...	c:/program files/line50/reports/customer/sl_trans.csv
SupTransFile 5: <input type="checkbox"/> ...	c:/program files/line50/reports/supplier/pl_trans.csv
CusImportFile 6: <input type="checkbox"/> ...	c:/program files/line50/reports/customer/sales.csv
SupImportFile 7: <input type="checkbox"/> ...	c:/program files/line50/reports/supplier/purchase.csv
CusCreditFile 8: <input type="checkbox"/> ...	c:/program files/line50/reports/customer/sl_agedm.csv
SupCreditFile 9: <input type="checkbox"/> ...	c:/program files/line50/reports/supplier/pl_agedm.csv
MatExportFile 0: <input type="checkbox"/> ...	c:/program files/line50/reports/products/st_ledg.csv

Press 'Specify' for more

Buttons: ? Save Close

How do I set to use a legacy interface?

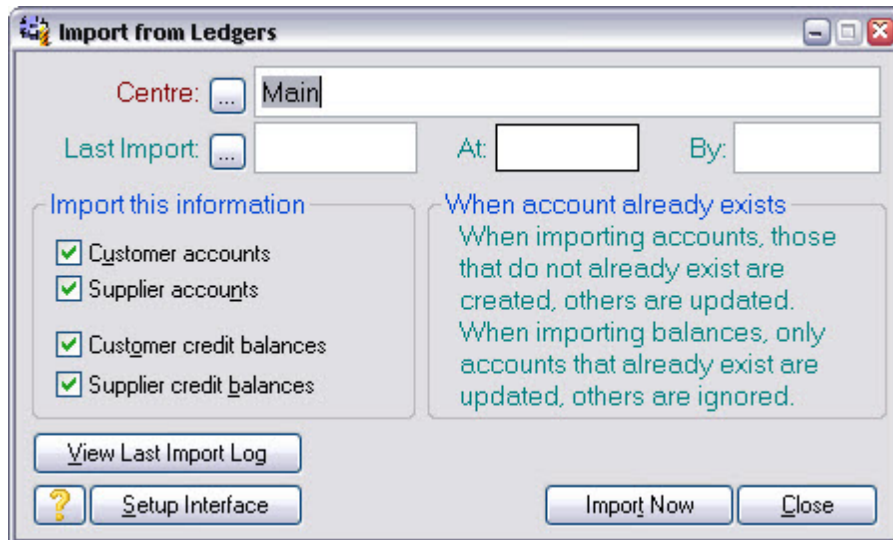
These interfaces are 'hard-wired' and cannot be altered. All modern interfaces use the scripted system which provide much more flexibility. To use a legacy system, check the appropriate option on the accounts centre form, then on the **Audit** tab, press **Ledger Files**, then **Detail**. This opens the form to specify the file paths for the legacy interfaces. Fill-in these as appropriate for your accounting system.

How do I import my customer list?

This is an activity that you would normally only do once when you first start using Match-IT. The term *Importing* here refers to transferring information into Match-IT.

Import the CSV file that you created from your accounting system. This is done from the **Import From Ledgers** window. A way to reach this using the standard menus is: **Functions | Standing Data | Accounts | Import Accounts**. Just check the **Customer Accounts** check box and press the **Import Now** button. To review your customer list use the **Find Record | Customer** menu.

The **Import From Ledgers** form is shown below:



How do I import my supplier list?

The procedure is the same as the customer case except check the **Supplier Accounts** check box.

How do I import my customer credit balances?

This is an activity you will do on a regular basis.

Import the CSV file that you created from your accounting system. This is done from the **Import From Ledgers** window. A way to reach this using the standard menus is: **Functions | Standing Data | Accounts | Import Accounts**. Just check the **Customer Credit Balances** check box and press the **Import Now** button. To review your customer credit position use the **Find Record | Customer** menu, then look in the **Account** information.

How do I import my supplier credit balances?

The procedure is the same as the customer case except check the **Supplier Credit Balances** check box.

How do I export new customer accounts?

This is an activity that you would normally want to do on a regular basis, usually daily or weekly. The term *Exporting* here refers to transferring information out of Match-IT.

Match-IT automatically detects the first trading transaction you do with a new customer. It will automatically assign a new account name that corresponds to the rules specified by your accounting system. You can change this name if you wish prior to exporting it. These new account names are the candidates for exporting to your accounting system.

Use the **Functions | Standing Data | Accounts | Export Accounts** to start the export window and tick **Export new customer accounts**. When you click on the **Export Now** button, all new customer accounts will be exported to a CSV file in the path specified in the **Options** tab of the accounts centre. Once a customer has been export it is marked as **In Accounts** in the customer detail form. This is a tick box that can be reset by hand in the future if you wish to re-export a customer.

The **Export To Ledgers** form is shown below:

Export to Ledgers

Last Export
 On: [] At: [] By: []

Centre: [Main]

Note
 Not all centres can accept all options

1 What is to be exported | 2 Options | 3 Preview

(Cutoff date is end of last month)

New Suppliers: [?] Export new supplier accounts
 Include unapproved suppliers
 Include suppliers without a transaction history

New Customers: [?] Export new customer accounts
 Include unapproved customers
 Include customers without a transaction history

New P. Inv. Lines: [?] Export new purchase invoice lines

New S. Inv. Lines: [?] Export new sales invoice lines

New Materials: [?] Export new materials
 Include unapproved materials
 Include materials with no stock movements

New Movements: [?] Export new stock movements

? * [Setup Interface] [Export Now] [Ready?] [Close]

The fields that show as ? are showing the number of candidate records that are ready to export. This can be a lengthy calculation so is not done unless you press the **Ready?** button. It is not necessary to do this before using the **Export Now** button.

How do I export new supplier accounts?

The procedure is the same as customer accounts except check **Export new supplier accounts**.

How do I export new sales invoices?

The procedure is the same as customer accounts except check **Export new sales invoice lines**.

How do I export new purchase invoices?

The procedure is the same as customer accounts except check **Export new purchase invoice lines**.

How do I export new stock codes?

The procedure is the same as customer accounts except check **Export new materials**.

How do I export new stock movements?

The procedure is the same as customer accounts except check **Export new stock movements**.

What if I make a mistake?

The Match-IT export procedures are designed to minimize the possibility of you making a mistake. For example, you are not allowed to perform the export if there is nothing available to be exported. However, Match-IT takes steps to backup your export data. As a preliminary step to all export actions, it will take a copy of the last export CSV file set. The copies are given a sequence number that is used as the file extension in place of the .CSV. The first copy will be sequence 0. The next time they will be sequence 1, etc. When

sequence 999 is reached, it starts again at 0. This means you can recover the previous version of the files should you lose the current ones.

The most likely mistake you will make is to re-export you invoices before you have imported the previous set to your accounting system. If you discover you have done this, just set aside the current set, rename the newest old set, import those to your accounts, then restore the current ones and carry on.

Most accounting systems perform extensive verification during the import process and will reject records that have a problem, reporting what the problem is and on which record it occurred. The most likely problem is that some code has not been setup in your accounting system.

14 Setting up your resources

This section describes the significance of resources, the benefits of using groups, how to setup capacity, shifts patterns, shut-downs and holidays.

What is a resource?

The term *resource* is used identify people and machines whose time is required in your processes. The most important aspects of resources are its name, its cost to use, its capacity and its class.

A resource *name* can be anything that is meaningful to you. Each resource must have a distinct name for identification purposes, but otherwise can be anything you like.

The *cost* of a resource is referring to the cost you charge to a job that uses that resource, typically expressed as £'s per hour. The system uses this cost to calculate costs for particular products and services that make use of the resource. In Match-IT, this is the cost to you for using the resource, not what you may charge your customers. The cost to you is typically made up of direct costs and a contribution to indirect costs. Match-IT is not involved with this distinction, you just tell it how much cost to attribute to to each unit of time of its use. Your accountant can advise on what indirect cost contribution would be appropriate.

The *capacity* of a resource specifies how many hours a day it is available and when in the day those hours are. The planning system uses this information to load jobs onto the resources in a way that does not overload them. It is also used to determine when multiply resources are available together (e.g. a machine and the operator required to run it). Resource capacity is specified using *resource weeks*.

The *class* of a resource is way for you to categorise resources for reporting purposes. There are 2 categories predefined: machine and person. These predefined classes have special significance for the SFDC system.

What is a resource group?

A *resource group* is a collection of resources that have similar, or identical, capabilities. They are a very powerful mechanism used to provide the planning system with choices. Choices are useful to avoid bottlenecks, the more choices the planning system is given, the more scope it has to avoid bottlenecks. Resource groups have a name, any number of members and each member has a setup and a running capability. Wherever a resource can be specified in a method, a resource group can be specified instead. This informs the planning system that any available member of the group can be used.

A resource *name* can be anything that is meaningful to you. Each resource must have a distinct name for identification purposes, but otherwise can be anything you like. When grouping people, it's most useful if the name of the group reflects a skill that members of the group possess.

A resource group *member* is a resource that is part of the group. It represents a choice to the planning system.

A *capability* is an efficiency ratio for that member within the group. A ratio of 1.0 means 100% efficient. Numbers less than one are less efficient, so 0.5 is 50% efficient, this means that choice would take twice as long as one that was 100% efficient. Numbers greater than one are more efficient, so 2.0 is 200% efficient, this means that choice would take half the time of one that was 100% efficient. A capability can be associated with setup and running. Specifying that a member has a capability of 1 for setup and 0 for running is a way of saying "do not use this member for running". Similarly, specifying that a member has a capability of 0 for setup and 1 for running is a way of saying "do not use this member for setup".

What is a resource week?

A *resource week* is a specification for the capacity of a resource, or group, or customer, or supplier, or your whole facility, for a week. The principle for specifying capacity in Match-IT is to specify what is usual and then override that with specific weeks that are different. This minimises the information you need to provide the planning system without losing any flexibility. Resource weeks can also be tagged as overtime. Overtime is extra capacity that can be turned on and off as required, either by your manual action or automatically by the planning system when jobs are running late.

Resource weeks start on a Monday and run for seven days. For each day, the number of hours available and the start time can be specified. There can be any number of week specifications for the same week and the

same resource. This is the mechanism used to setup shift patterns; for example if you run 3-shifts, there would be 3 resource week records, one for each shift of 8 hours but with different start times (and possibly different cost rates).

Resource weeks associated with customers and suppliers are specifying when they open for business. The planning system uses this information to schedule dispatches to customers and expect deliveries from suppliers. The planning system will ensure you do not dispatch goods to your customers when it knows they are shut. Similarly, it will not ask for deliveries from suppliers when they are shut.

Resource weeks that specify no capacity are the mechanism used to shut resources down for a specified period. The planning system will not use a resource that has no capacity available, it will either wait for it to come back, or find an alternative.

When there are multiple resource weeks associated with the same resource, there can be conflicts. When there are conflicts (i.e. days for with overlapping time specifications), higher priority weeks will mask the overlapping time in lower priority ones. The priority is (highest first):

- non-approved, non-overtime
- normal
- non-approved overtime
- overtime

Non-approved is highest because when it's active it means *what-if* experiments are being performed, so those mask the norm. Overtime is lowest priority because the presumption is that it's more expensive.

14.1 How do I define a resource?

To create a new resource select **Functions... | Setup... | Setup resources... | Resource List**, this will open your resource list. Initially, this will only contain the predefined resource **Labour**. To add a new one, select **New** and a form similar to this will open:

Fill-in a **Full Name** that is meaningful to you and the **Cycle Time Cost** you want to attribute to its use.

Use the **Identification** tab to select the **Class** of the resource. Press **Save** and you're done.

Why are there two costs?

You can specify a separate cost for setting the resource and running it (the production cycles). This is useful if you are using your resource record to model both a machine and the operators that set and run it. In this situation, setters typically cost more than runners. If you want to do this, un-check **Setup cost is same as cycle cost** and fill-in the **Setup Time Cost**.

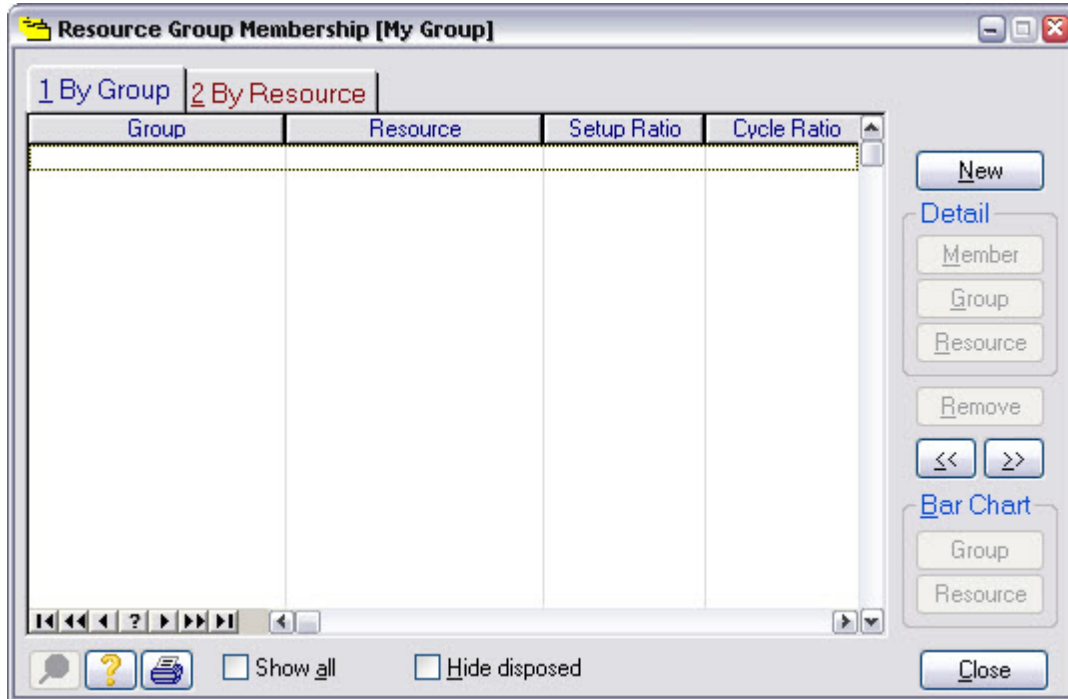
However, it's usually better to show the machine and its operators as separate resources in your methods, especially if you have more machines than operators, or vice versa, as this gives the planning system more information on any usage constraints that may apply.

14.2 How do I define a resource group?

To create a new resource group select **Functions... | Setup... | Setup resources... | Resource Groups**, this will open your resource group list. Initially, this will be empty. To add a new one, select **New** and a form similar to this will open:



Fill-in the **Full Name**, then press **Show Members** to specify the resources that should be in the group. Initially, the members list for your new group will open, it will be empty, like this:



To add a member to the group, select **New**, a form like this will open:

This form allows you to associate a resource with the group. Do that by selecting a resource you want to be a member of the group via the **Resource** ellipsis [. . .]. Use the **Setup** and **Cycle** efficiency ratios to specify how 'good' this member is in the context of what you intend the group to do. Press **Save** to make the association. To add another member to the group, select **New** and repeat the process. When you're done, press **Close** to return to the member list for the group. You will now see you members in the list.

NB: Press **New** to add a new member to the group. If you just select another resource, you are changing an existing member, not adding a new one.

14.3 How do I define a resource week?

To create a new resource week select **Functions... | Setup... | Setup resources... | Resource Weeks**, this will open your resource week list. Initially, it will show the two predefined weeks for your facility and your customer/supplier open times. To add a new one, select **New** and a form similar to this will open:

Use the **Set Profile For** radio buttons to select the 'object' the week is going to be attached to. Checking **This Specific Resource** will provide a prompt to allow you to select the resource. Similarly, checking the other radio options will provide appropriate selectors.

Whenever the planning system needs the capacity for a resource, it consults the resource weeks to find it. It searches the resource weeks in a hierarchy, starting at the most specific and end at the most general. The most specific is a particular resource for a particular date, the most general is all resources for all dates. The overall hierarchy is:

1. a specific week for the resource
2. the usual week for the resource
3. a specific week for the primary group the resource is a member of
4. the usual week for the primary group the resource is a member of
5. a specific week for all resources (all resources are referred to as **Whole of Production Facility**)
6. the usual week for all resources

The *primary group* for a resource is the one shown at the top of the list of groups the resource is a member of. Resources can be members of any number of groups. You can see the list of groups a resource is a member of via the **Groups** button in the **Actions** tab of the resource record.

Use the **Set Hours and Instances For** radio buttons to select the specificity of the resource week. Weeks with no specific date are 'usual' weeks, those with a date are 'specific' weeks and only apply for that week. Specific weeks are typically used to shut-down resources (by specifying no capacity) or to add capacity for peak periods (by specifying more hours than usual).

Fill-in the **Use These Hours and Instances** fields to specify the capacity you want for each day in the week. Note, however, that each resource has a default start of day time and a default number of instances that is specified in the resource records. Setting a 0 start of day, or 0 instances, in a resource week means "use

the default", it does not mean 0. Also, keep in mind that what you are doing is specifying a time interval and then saying how that interval should be used. So setting a **For Hours** field of 0 is meaningless, it's just specifying an interval of no time at all. In particular, you do not shut-down a resource by setting the **For Hours** field to 0, you do it by setting the **Instances** field to -1.

The **Instances** for a day specify how many of 'copies' of a resource are available. This is usually **1** to say it's available and **-1** to say it is not. However, it can be any positive number, e.g. '2' would mean you have two of them for that day. This is useful to model temporary staff that you hire-and-fire to meet peaks and troughs in workload. In this case the resource would be something anonymous like "Packers", where you don't care who it is as long as it's somebody.

Check the **Approved** box to say this resource week is approved for use. The planning system ignores non-approved capacity (except when doing 'what-if' experiments).

14.4 How do I define a shift pattern?

Any shift pattern can be setup by creating appropriate resource weeks. For the purposes of illustration lets assume you operate a day shift from 8am to 4pm and an evening shift from 4pm to midnight. Also, lets say your staff that perform machine setups are never in the evening shift (i.e. machines can only be set during the day shift). To do this:

Setup two resource groups to represent your staff - setters and runners, and another to represent your machines. In the setters group, add all your resources that represent the people that can set machines. In the runners group, add all your resources that represent the people that can run the machines once set. In the machines group, add all your machines these people deal with.

In your methods, setup your operations to require three resource groups: the machine, the setter and the operator, like this:

```
...
STEP name
    PART ..as required
    RESOURCE machine
    RESOURCE setter
    RESOURCE operator
...
```

Setup a resource week for the machine group where the **For Hours** is 24.0, i.e. the machines are always available. Like this:

Week Profile

»Set Profile For:

- Whole of Production Facility
- This Resource Group ... Machines
- This Specific Resource
- All Customers and Suppliers
- This Specific Customer or Supplier

»Set Hours and Instances For:

- Usual working week Priority: 0 Rate multiplier: 1.0
- Usual overtime week
- This specific normal week
- This specific overtime week

Use These Hours and Instances

	»1 Mon:	»2 Tue:	»3 Wed:	»4 Thu:	»5 Fri:	»6 Sat:	»7 Sun:
Start At:	0.0	0.0	0.0	0.0	0.0	0.0	0.0
For Hours:	24.0	24.0	24.0	24.0	24.0	24.0	24.0
Instances:	0	0	0	0	0	0	0

Set instances to -1 to shut-down for these hours.
 For customers & suppliers, this means they're shut.
Start At and Instances of 0 means use the usual.

Notes:

Approved On: By: Approved

Setup a resource week for the setters that specifies the **Start At** as 8am and **For Hours** as 8, like this:

Week Profile

»Set Profile For:

- Whole of Production Facility
- This Resource Group ... Setters
- This Specific Resouce
- All Customers and Suppliers
- This Specific Customer or Supplier

»Set Hours and Instances For:

- Usual working week Priority: 0 Rate multiplier: 1.0
- Usual overtime week
- This specific normal week
- This specific overtime week

Use These Hours and Instances

	»1 Mon:	»2 Tue:	»3 Wed:	»4 Thu:	»5 Fri:	6 Sat:	7 Sun:
Start At:	8.0	8.0	8.0	8.0	8.0	0.0	0.0
For Hours:	8.0	8.0	8.0	8.0	8.0	0.0	0.0
Instances:	0	0	0	0	0	Shut	Shut

Set instances to -1 to shut-down for these hours.
 For customers & suppliers, this means they're shut.
Start At and Instances of 0 means use the usual.

Notes: ... Setters are only available 8 'til 4, Mond to Fri

Approved On: ... By: ... Approved

Setup a resource week for the operators that specifies the **Start At** as 8am and the **For Hours** as 16, like this:

Week Profile

»Set Profile For:

Whole of Production Facility

This Resource Group

This Specific Resource

All Customers and Suppliers

This Specific Customer or Supplier

»Set Hours and Instances For:

Usual working week Priority: 0 Rate multiplier: 1.0

Usual overtime week

This specific normal week

This specific overtime week

Use These Hours and Instances

	»1 Mon:	»2 Tue:	»3 Wed:	»4 Thu:	»5 Fri:	6 Sat:	7 Sun:
Start At:	8.0	0.0	8.0	8.0	8.0	8.0	8.0
For Hours:	16.0	16.0	16.0	16.0	16.0	0.0	0.0
Instances:	0	0	0	0	0	Shut	Shut

Clear Fields

Reset each day to usual

Set instances to -1 to shut-down for these hours.
For customers & suppliers, this means they're shut.
Start At and Instances of 0 means use the usual.

Notes:

Approved On: By: Approved

? <Back Next> »New« Reset Del »Save« Close

This is a somewhat artificial example, but it should be sufficient for you to get the idea and develop shift patterns that are appropriate to you.

14.5 How do I define holidays and shut-downs?

If you are using the capacity planning aspects of Match-IT it is important to keep it informed of the availability of your resources. If you don't your time plans will rapidly become meaningless. The most common changes required are planned factory shut-downs (summer breaks, Christmas, etc.) and staff holidays. There is a wizard that assists in such shut-downs. It's accessible via [Functions... | Planning... | Shut Down Resource](#), it will open a form like this:

1 Shut-down what?

What do you want to shut-down?

- I want to shut-down a single resource
- I want to shut-down all resources
- I want to shut-down a single group
- I want to shut-down all groups
- I want to shut-down all resources and all groups

From Date: ... 17/08/09

To Date (incl): ... 23/08/09

Reason: ... Machine breakdown

? Back Next Cancel

Select the radio button in **What do you want to shut-down** that reflects what you want to do, press **Next** and fill-in the prompts presented. Use **I want to shut-down all resources and all groups** to shut-down your entire facility (e.g. for a Christmas shut-down). Use **I want to shut-down a single resource** to 'shut-down' a staff member that will be on holiday.

This wizard just creates resource weeks for you. Its benefit is that it deals with partial weeks for you if you are shutting down from a Wednesday to a Wednesday (for example).

Note: You do not need to shut-down a resource that you have disposed of. That is done by setting a disposition date against the resource itself.