timms™

Version 7.2.7
Build 1006

Operator Orientation

TIMMS Client

A guide to using the TIMMS System

Training & Navigation Notes

WHAT IS "TIMMS"?

TIMMS Stands for: *Total Industry Management and Marketing System*

It is an ERP (Enterprise Resource Planning) Software System created and maintained by Australian company WilldooIT Pty Ltd.

TIMMS utilises the *Perpetual Inventory* tracking method, to effectively track Stock Purchasing and Inventory movement, Sales Processing, and Accounting transactions relating to your day-to-day business activities.

TIMMS is a fully integrated modular solution, which allows the selection of software modules best suited to your businesses requirements.

The system for your company has been built after consultation and discussion on how best to configure TIMMS to suit your company's business processes, management systems, and record keeping standards.

This approach can be used equally well by small and medium sized businesses as well as large, multi-company organisations.

This document will assist you in familiarizing yourself with how to navigate and operate the TIMMS system, as well as providing tips on how to get the most out of your system.

TIMMS Client is a "thin client" program that runs on a PC / Laptop, that provides you with an access point to the TIMMS ERP system.

Hint: There are parameters that can be added to your TIMMS login prompt to customize it. You can also have the TIMMS Client loaded on a "Terminal Services" environment, and configure individual settings per each user login.

If you would like more information on this, please have your TIMMS or Network Administrator contact us.

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TIMMS NAVIGATION

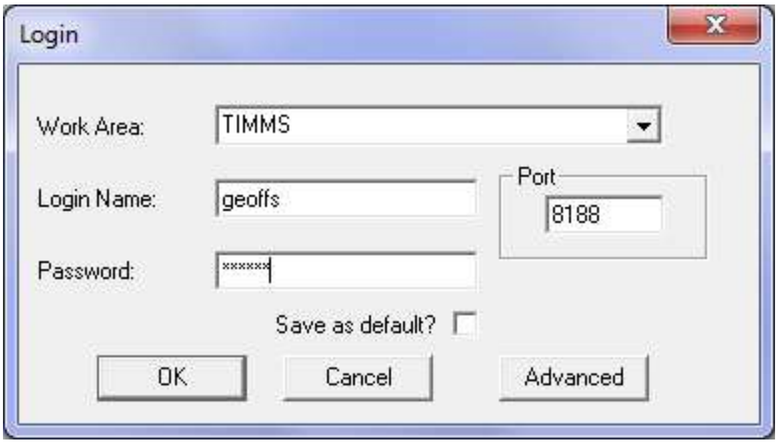
Logging in

To access the TIMMS system you will normally use the "TIMMS Client" icon on your desktop, or within your Windows start menu or programs section.

The icon should look like the following:

If you are using the icon on the desktop, double click on it to activate the program, otherwise click on the appropriate windows menu item.

This will open up the login window.



By default you would normally log into your LIVE system (usually port 8188)

If you click on the "Advanced" button you will have the ability to enter the TEST system port (usually 8189).

This should default your login code, if it doesn't enter it in and hit "TAB" or click on the Password field to enter your TIMMS login password.

Hint: Your login name and password are case sensitive. Your login name will usually be in lowercase letters, and password letters / numbers.

As you type in your password "*" asterisks will appear in the password box indicating how many characters you have entered.

Hint: As passwords are case sensitive, if your login fails, check whether your CAPS LOCK or NUM LOCK function keys are on. If so, toggle them off while you log in.

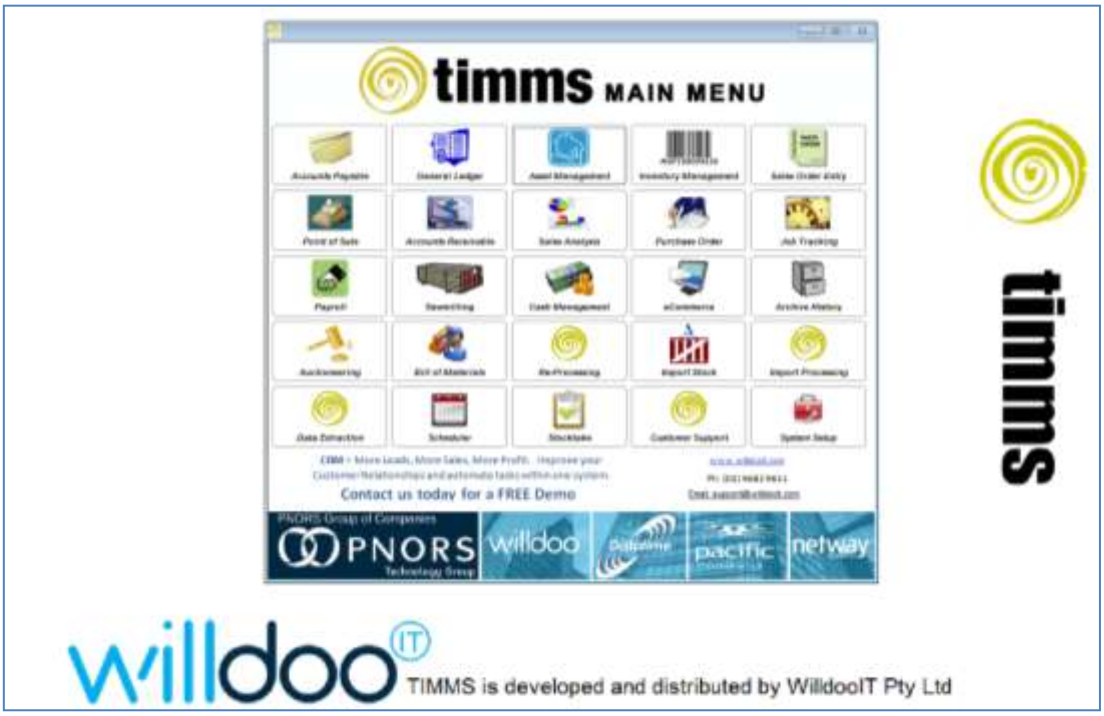
Once you have successfully entered your login and password the TIMMS system will activate. This will bring you to either the MAIN MENU, or it might take you directly into a particular module depending upon your login profile.

Hint: Refer to Appendix 1 for information on settings you can tune to suit your preference for how TIMMS looks and functions.

Main Menu

Most logins for TIMMS will be set up so that when you first log into TIMMS you will be presented with the Main Menu, which will display the active modules in your system.

Hint: Above the MAIN MENU window on the grey tool bar you have the option of setting the default company number to access. The default is 0 (zero), but if you have multiple companies in use, simply click on the "pull-down" button and select the appropriate one. This will now default into any module you select.



You can either use your mouse to click on menu items, or the arrow keys to navigate to the module you wish to use and then hit ENTER. This will take you into that module.

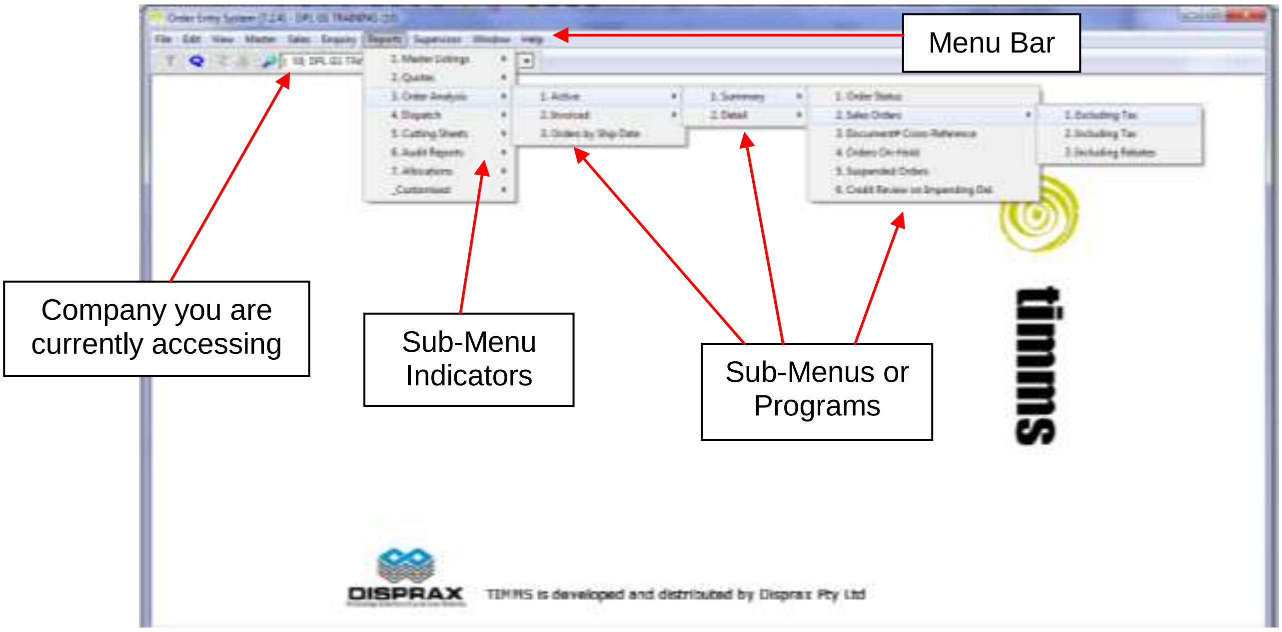
Once you activate a module a new window will open for it. You can come back to the MAIN MENU and activate another module which will open in another new window. This is a very useful capability; however you should keep in mind that each module you have open will have an impact on the resources available on your TIMMS server.

Hint: You should always close data entry screens once you have finished with them, as leaving them active may keep a record locked by you, which could impact other staff.

Hint: If you have multiple companies set up in your TIMMS system, you can have an environment variable set on you login that will either default a certain company in the main menu and modules, or have access limited to only certain companies. Refer to your TIMMS Administrator for assistance with setting this up.

Module Menus

TIMMS uses a “drop-down” menu system for accessing all programs.



The TIMMS Client has been designed with ease of navigation in mind.

Click on an item in the Menu Bar. This will open up a sub-menu. You now only have to hold your mouse pointer over a sub-menu for the sub-menu to be expanded.

An arrow beside a Menu Item indicates that this item is a sub-menu with multiple options within it.

An item without an arrow is an actual program. Click on it to activate the program. It may be a data entry or enquiry screen, a report with selections, or an update / post function with selections.

Hint: If you prefer to use the keyboard rather than the mouse, you can use the ALT key to display the key letter in each menu item which will be highlighted with an underline. You can then just type the letter to go into the next level menu, or run the program.

Hint: You can right-click on a menu item to access help information on that item. If you are creating company specific training notes, the help information can be copied by clicking on the “copy” tag in the bottom right-hand corner of the help box, and then using either CTRL V or “paste” in your document application.

Menu Bar

The MENU BAR will contain some items that are visible in each module.

Items such as FILE, EDIT and VIEW relate to you current state, WINDOW relates to the way multiple windows open in your session, and HELP contains areas that will provide you with assistance.

Hint: A month-by-month calendar can be viewed from the FILE menu.

Most modules also contain the following options which have been set up to group like functions and make it easier to locate programs that you may not use regularly:

Master

The MASTER menu item contains the settings for the module you are in, as well as key master data and tables for that particular module.

For example in Order Entry you have Company Settings, Ship-to Addresses and Delivery date tables.

Module Specific Functions

There will be other menu items on the MENU BAR that relate to particular functions within the module you are in at that time.

E.g. In Sales Order entry there is a menu for “SALES” which contains sub-menus for the various types of sales and their entry and change screens, releasing and other specific functions relating to them.

Enquiry

The enquiry screens for the module are grouped together under this tab.

Reports

Reports for the module you are in will be sorted into categories under this tab.

Supervisor Menu

All data relinking functions and utilities have been grouped into similar categories under the Supervisor menu to make it easier to locate them.

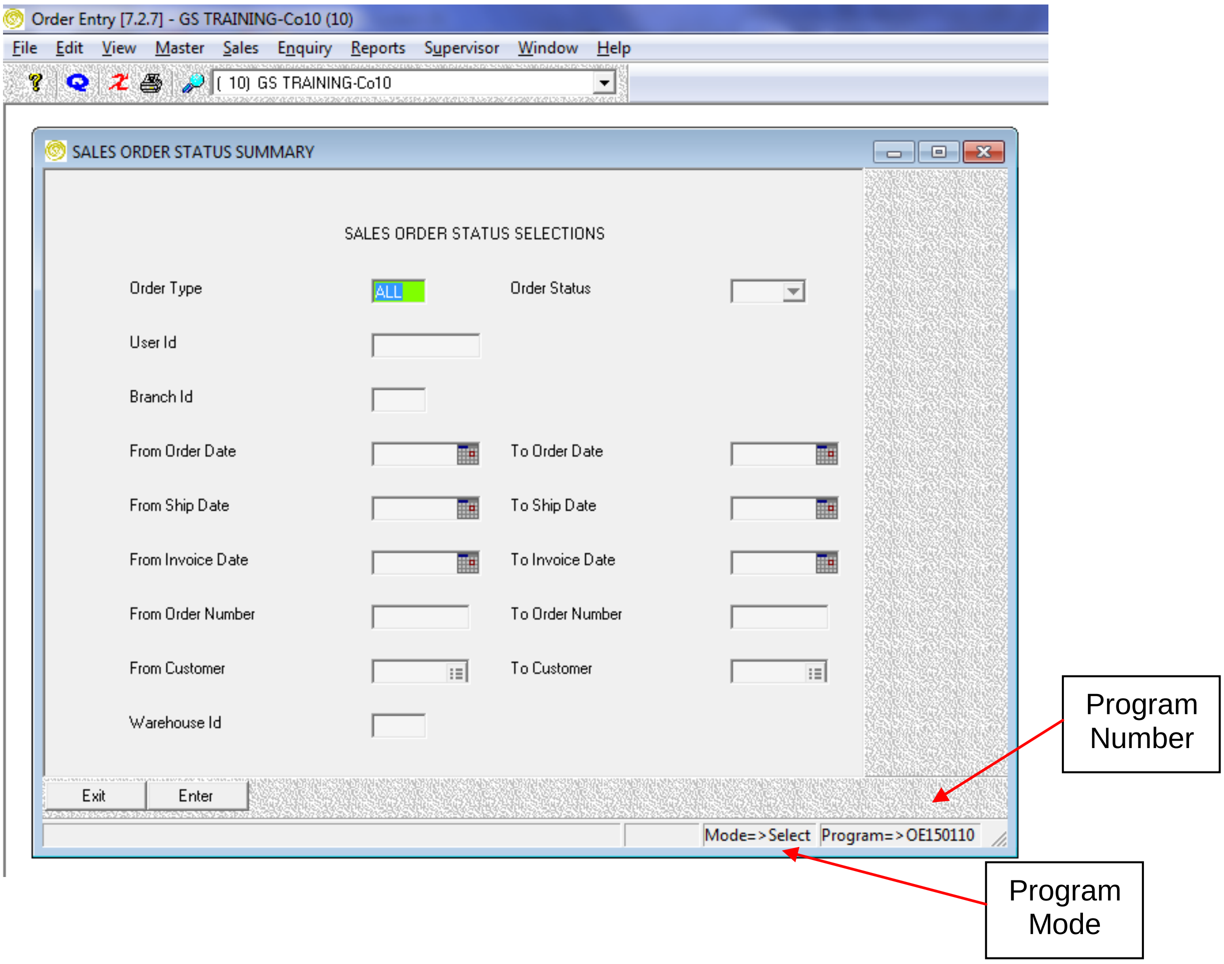
The supervisor menus also contains most of the Purge Programs that were previously within the standard sub-menus in TIMMS modules.

Program Types and Numbers

Once you have clicked on the program name within the menu it will open.

You will be presented with either:

- a DATA ENTRY SCREEN for inputting or changing data,
- an ENQUIRY SCREEN to view information previously entered into the system,
- a REPORT SELECTION SCREEN to input criteria before viewing the report, or
- a POST / UPDATE SELECTION SCREEN to determine what data to process.



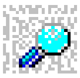
A TIMMS report selection screen.

No matter which type of option you choose, each program window that opens will contain a program number in the bottom right-hand corner of the active window. Reports that you print out will contain the program number in the top-right hand corner.

Hint: If you cannot remember where a particular program is located, you can use the "Locate TIMMS Function" option in the Quick Menu. Enter the module initials and the program number, which includes the initials, to see where to locate it. You can also run it from here. The program number will be visible on screen prints, and on reports.

Shortcut and Navigation Keys in TIMMS

The following keys in TIMMS are configured to perform specific functions.

KEY OR ICON	FUNCTION DESCRIPTION
F1 or 	HELP – Position sensitive information on the menu, prompt, selection that you are currently on.
ESC or Exit	END - Exit from the current screen, Menu or report. Is also visible as in some screens as the Done button.
ESC or Skip	FILL / SKIP – Auto fills prompts in current screen with defaults, and stops if no default exists and the field is a required entry.
F3 or 	SCREEN PRINT – F3 will give you a simple data print or click on the printer icon for a detailed screen snapshot.
Print Scrn	SCREEN CAPTURE – Take a screen snapshot that you can paste into WORD or EXCEL. Useful for gathering support issue information.
F4 or 	QUICK MENU – Provides you with options such as enquiries that you can perform while temporarily suspending your current processing. Useful for stock or customer enquiries.
	TIMMS - QUICK ACCESS – Use this to be able to see where a program is located in the menu structure. You can also run a program, or search your "**favourites**" and "**recently used**" lists.
F5 or 	When entering data into TIMMS, this will be available when a list of options is set up for a field. (Also shows as a labeled button on the right-hand side of the screen – for example "Warehouse Codes")
F8 or 	TOP / CANCEL – This will "top" you out of the current entry screen once you start entering new data. (This may be blocked in some screens where data is updating multiple files)
TAB or ENTER	MOVING through an entry screen or selection screen, one prompted field, then the next. (SHIFT & TAB moves you back one field)
↑ UP arrow	NAVIGATION - Moves you UP rows in a table of data, or back one prompt in an entry screen.
↓ DOWN arrow	NAVIGATION - Moves you DOWN rows in a table of data, or forwards in prompts in a change entry screen.
← LEFT arrow	NAVIGATION – Moves you backwards one character at a time within in a data field. Leaves existing characters as they are.
→ RIGHT arrow	NAVIGATION – Moves you forwards one character at a time within in a data field. Leaves existing characters as they are.
Page Up & Page Down	NAVIGATION – Moves you up or down a list of multi-value information in a screen one page at a time.
HOME	EDITING – Takes you to the first character in the data field
END	EDITING – Takes you to the end of the current data field
DELETE or BACKSPACE	EDITING – Deletes the character in a field that the cursor is currently on, or the one before it for backspace.
/xxx	ITEM SEARCH - Type a "/" then 3 or more characters in the Product, or Customer / Supplier name to search.

Exiting the TIMMS System

Whether you are in a module that you are finished with and wish to exit, or you are in the MAIN MENU the way to exit is the same.

Either click on FILE and then "Exit Application", or click on the red "X" in the top right-hand corner of the screen.

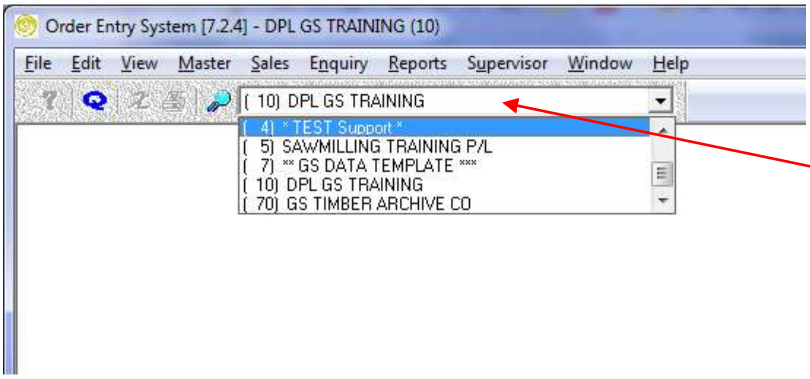
Hint: You can only exit from a module once all active screens and reports have been closed. If you are having difficulty exiting a module, check that you haven't minimized a report, which will appear in the bottom left-hand corner of the module screen.

Changing Companies while in a Module

From either the MAIN MENU, or from within a module you can change the company number you are accessing.

Hint: You can ONLY change companies if there are no ACTIVE programs or reports running for the module you are currently in. If you cannot access the company number section check that you haven't got a report minimized in the bottom left-hand corner of the module window.

Click on the COMPANY NUMBER / NAME window at the top of the screen and a box will open that will allow you to scroll through the list of companies available. Click on the company that you wish to access and you will be moved into it. The company number and name at the top of the screen will change to the one you have selected.



Indicates the Company you are currently accessing

In the above example, we are currently in the "[10] DPL GS TRAINING" company, and can select from any of the available options.

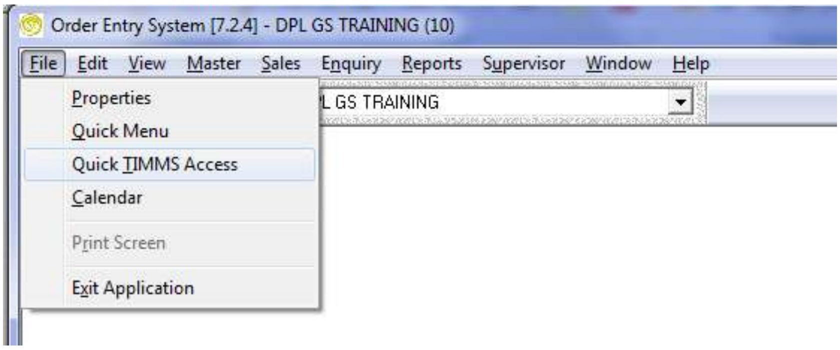
NOTE: Your access to programs within each company may be different. Refer to your TIMMS Administrator for more information on this.

Hint: This option is only available when you have more than one company set up in your TIMMS system. If you wish to have another company created in TIMMS please contact our Help Desk staff who will pass on your request to one of our consultants.

QUICK ACCESS & FAVOURITES

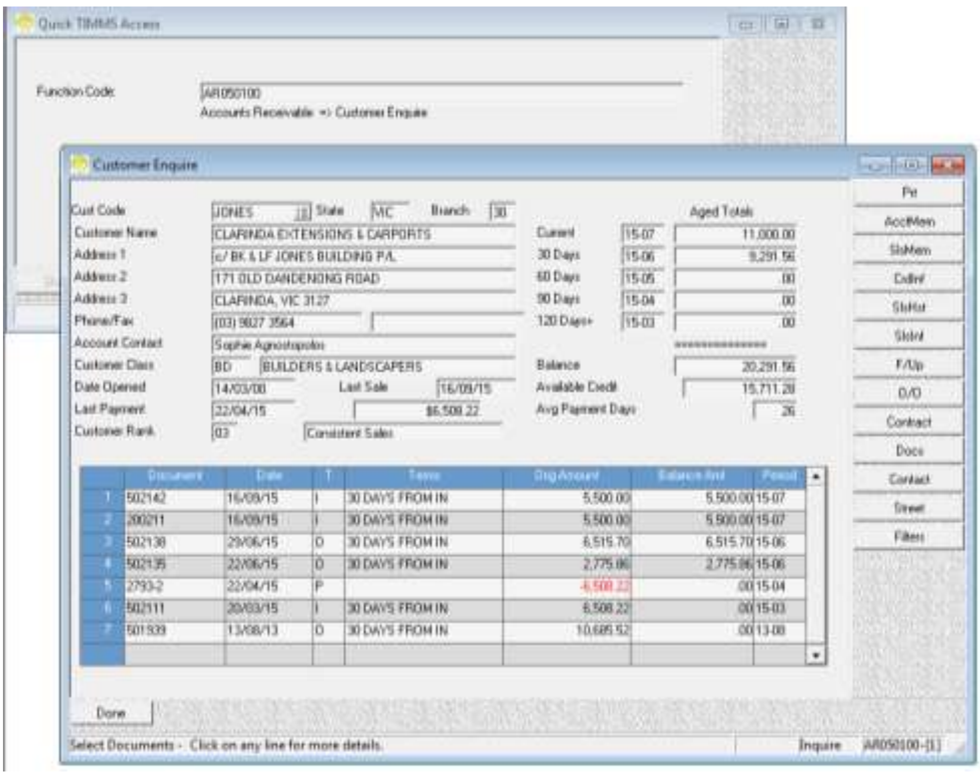
Quickly Accessing a TIMMS Function (program)

Apart from using the drop-down menus to run programs, you can use the QUICK TIMMS ACCESS option to quickly run a program without using the menu.



Step 1. Click on the "File" opition on the menu bar, then click on the "Quick TIMMS Access" option. This will open the "Quick TIMMS Access" screen.

Step 2. Type in the PROGRAM CODE (you must have the 2 letters and the numbers), and then either click on the ENTER button, or use the ENTER key. E.g. AR050100

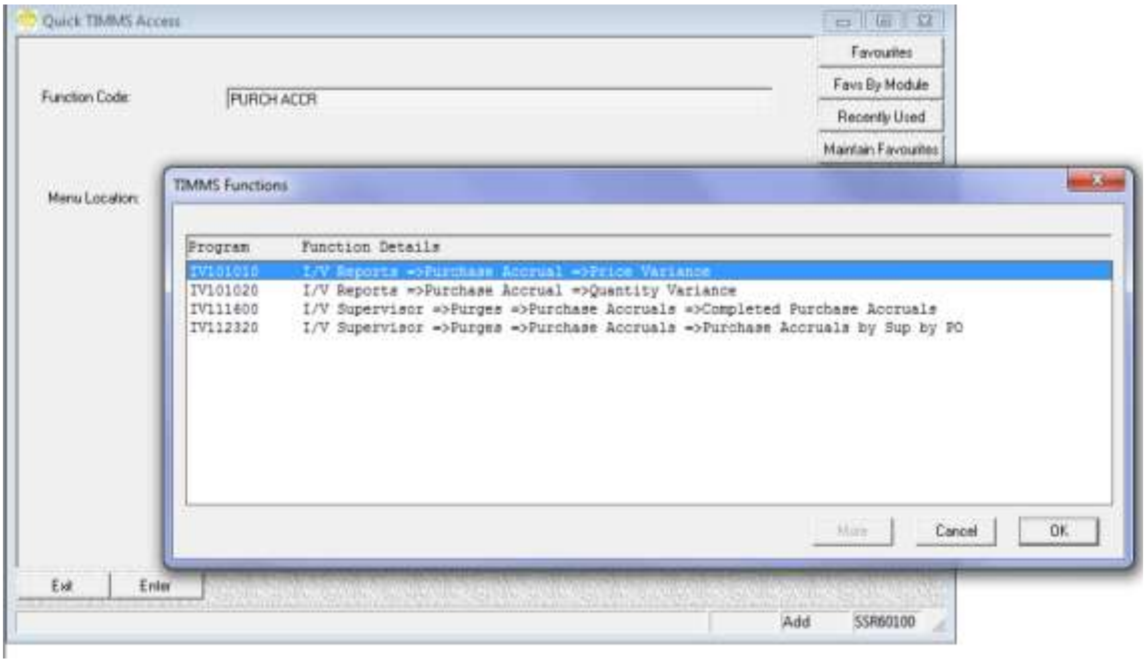


Once you close the program, A MENU LOCATION button appears. You can click on this to see how to access this program from the standard TIMMS Menu.

Searching for TIMMS Functions (programs)

If you need some assistance in locating programs, but you don't know the exact Program Code, use the search option within the "Quick TIMMS Access" program.

Step 1. Click on the "File" opition on the menu bar, then click on the "Quick TIMMS Access" option. This will open the "Quick TIMMS Access" screen.



Step 2. Type in the DESCRIPTION of the program you are attempting to find (you must have at least 3 letters), and then either click on the ENTER button, or use the ENTER key. E.g. PURCH ACCR

HINT: The more UNIQUE the description is, the smaller the list of programs will be.

Step 3. A list of programs matching your search criteria will be listed. Simply click on the program you wish to use and it will open for you.

Once you close the program, you can click on the MENU LOCATION button, to see how to access this program from the standard TIMMS Menu.

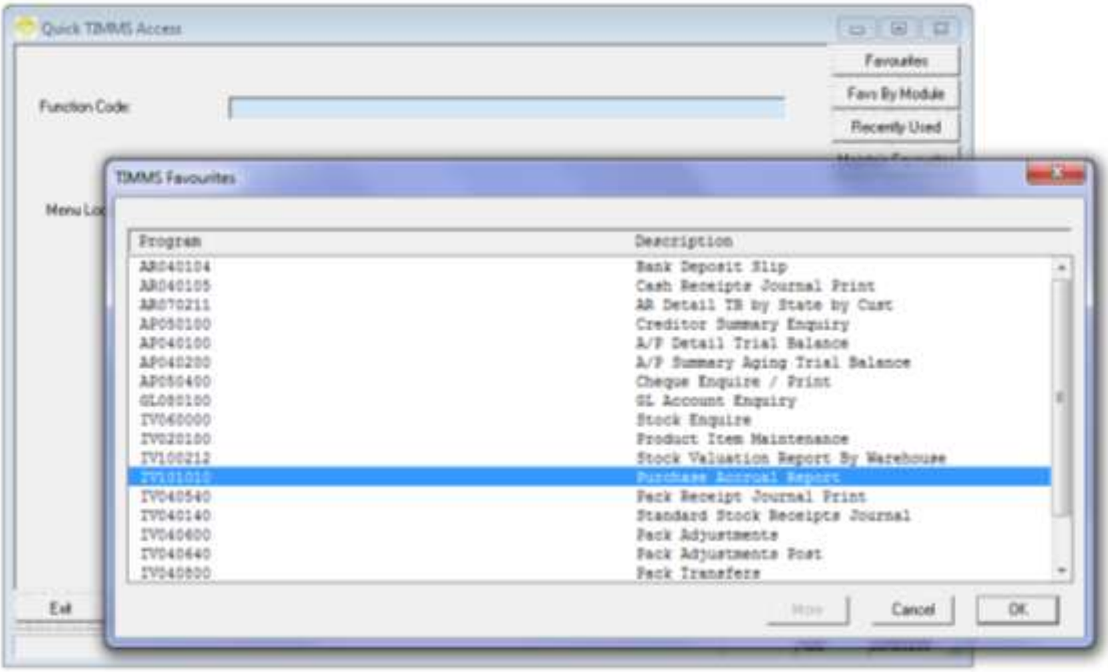
NOTE: The program will not execute if the operator currently logged in has been password protected from that item or menu branch.

Customising & Using "Favourites"

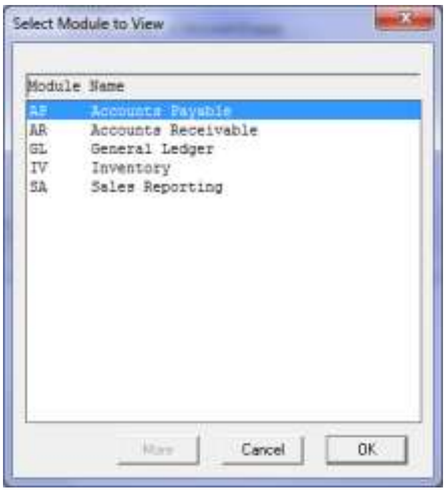
"Favourite Programs" can be set up for each operator, (or group of staff), to facilitate a faster way to access programs that are used regularly. These can be accessed from the Quick TIMMS Access function.

<u>ALL FAVOURITES:</u>

Click on the "Favourites" button to display a listing of ALL your favourite programs. Then select the program you wish to use.



<u>FAVOURITES BY MODULE:</u>



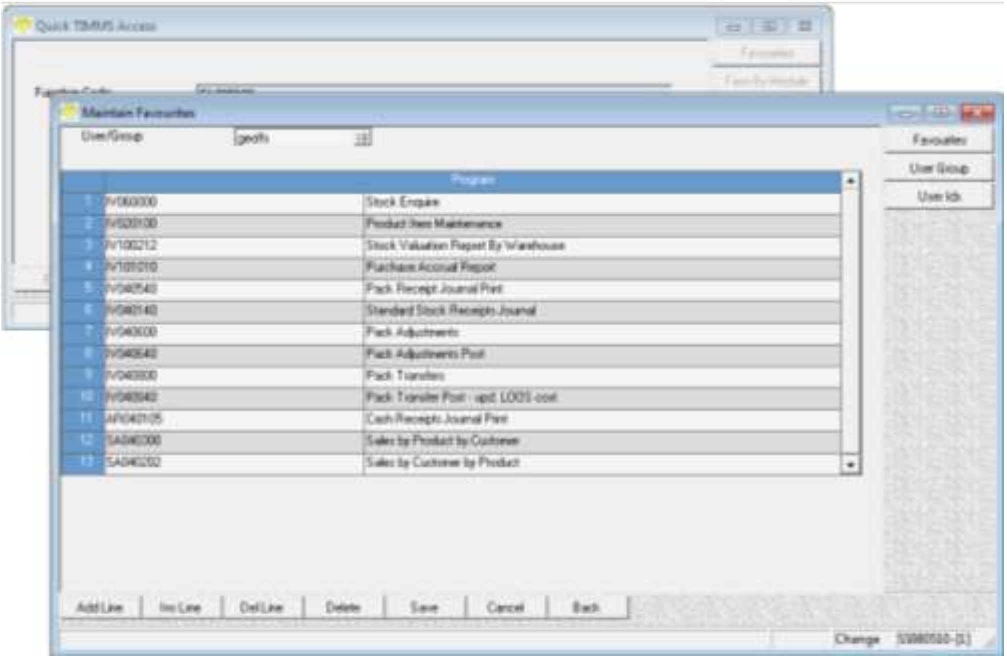
Click on the "Favs By Module" button to display a summary listing of the modules you have favourite programs set up for.

Select the module to see your favouties for that module only.

Click on a program to use it.

MAINTAIN FAVOURITES:

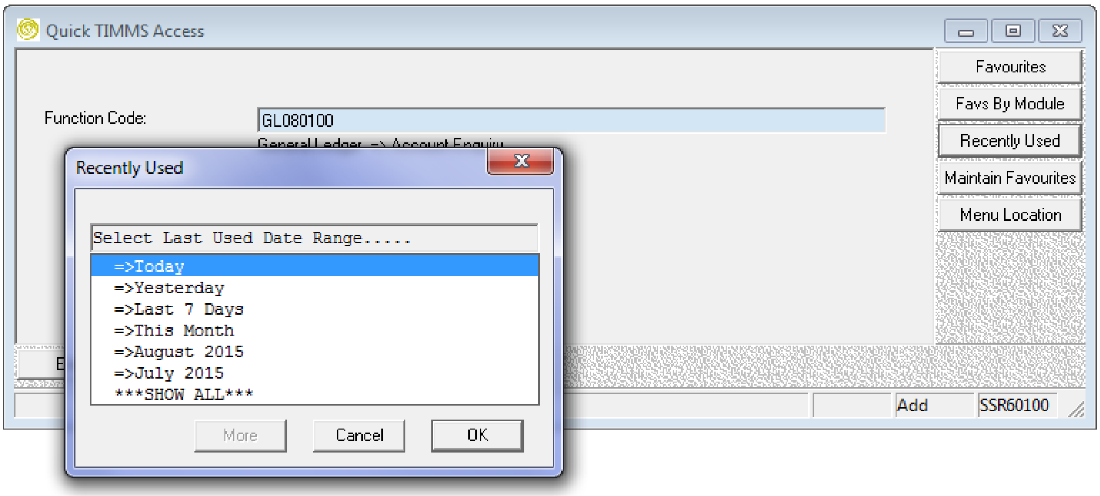
Click on the “Maintain Favourites” button to display a listing of ALL the favourite programs set up for your login. Click on the “Add Line” button to add a new program to your list.



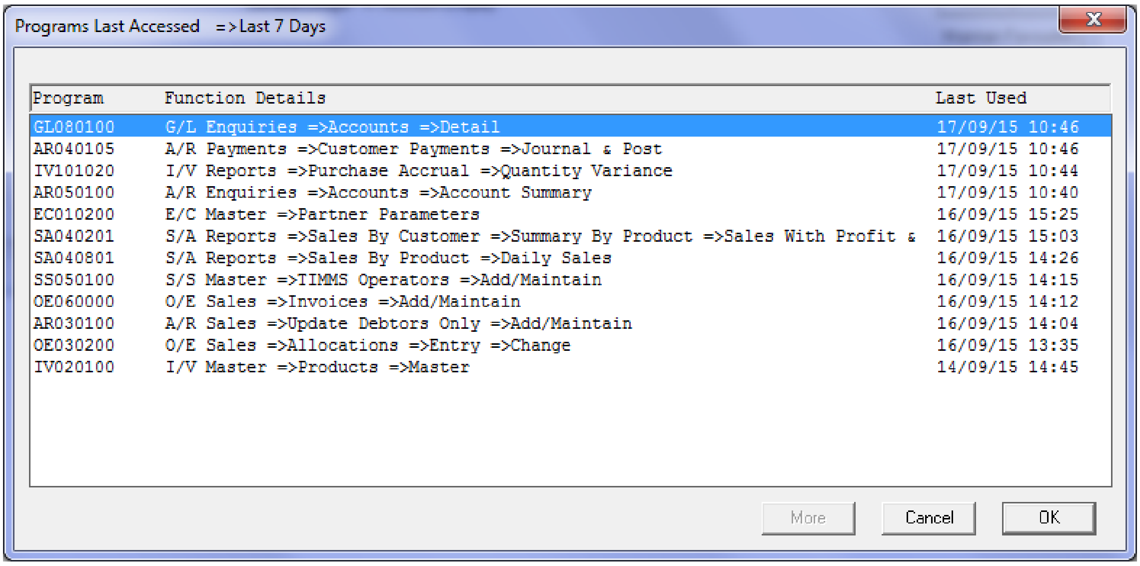
NOTE: You can only alter YOUR favourites here. Any favourties set up against GROUPS can ONLY be modified in the System Setup area.

Recently Used

The “Recently Used” button provides you with options to view the programs most recently used, based upon a particular timeframe. This can be accessed from the Quick TIMMS Access function.



Select the timeframe, for example “Last 7 Days” to see a listing of the programs you have used in the last seven days.



You will be presented with the listing, which also shows when you last used each program. Simply click on the program you wish to use, to access it.

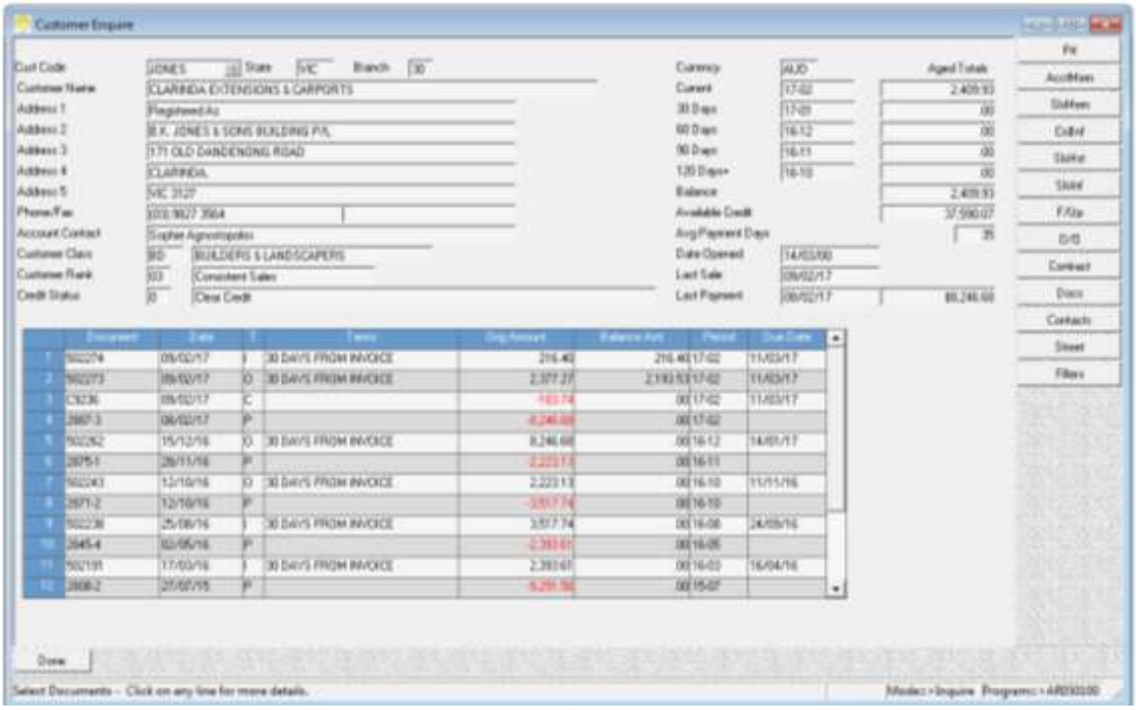
NOTE: If you have multiple companies active in TIMMS, you will ONLY see those programs you have used within the company you are currently accessing.

WORKING IN TIMMS

Data Entry / Maintenance / Enquiry Screens

Data entry screens are made up of Single-Valued Fields, and Multi-Valued Lines or a combination of these. These will be discussed in more detail later.

Using a combination of default values, data entry, and table lookups work your way through the data entry screen. Hitting ENTER or TAB will move you to the next field. The UP ARROW or “SHIFT and TAB” will take you back to the previous field.



Once you get to the bottom of the screen you may have the option to DELETE the record if that is permitted, or in some screens you will see a CANCEL button which lets you TOP OUT of the screen and doesn’t save the data entered. If there are multiple screens click on NEXT to continue to the next screen to complete the data entry.

Hint: Any numeric values that are negative will be displayed in RED. I.e. in the above example the payments received from the customer, reducing their account balance.

Fill and All Options

If you are maintaining an existing record you can use the “FILL” option to move through each field that is empty, or the “ALL” option to work through every field top to bottom. Simply type “F” or “A” and hit ENTER to evoke these options.

“Skip” button

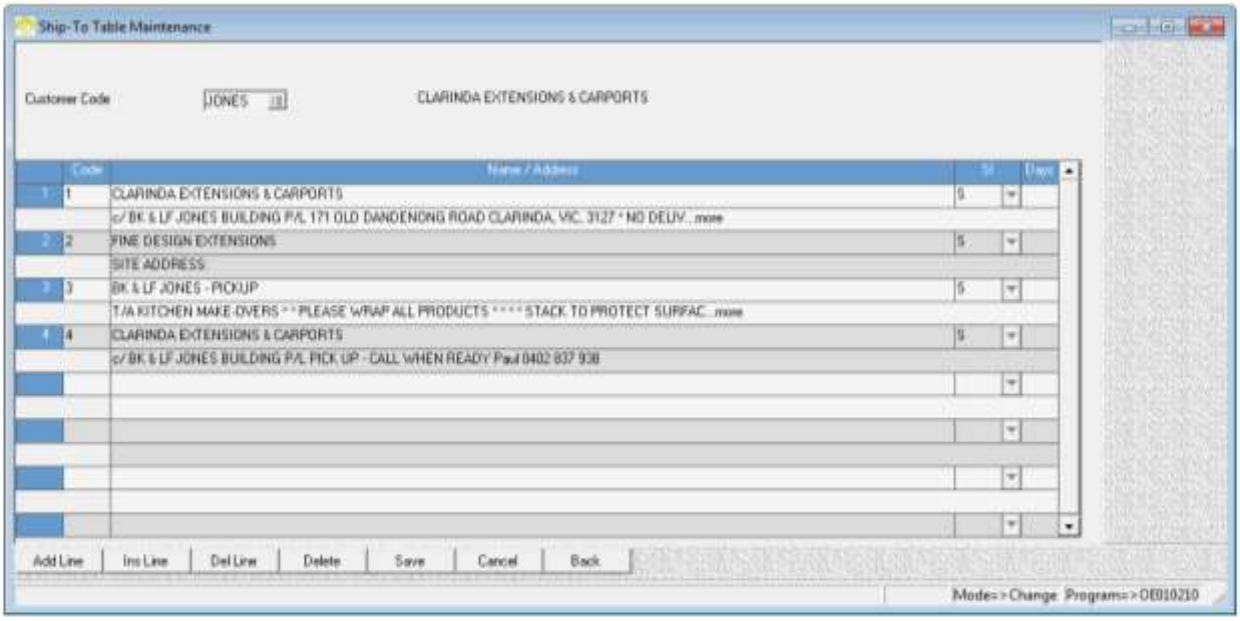
The “SKIP” button which will normally be visible in the bottom left-hand corner of an entry screen, or a selection window, can be used to skip to the bottom of the screen / selections accepting the defaults, this performs the same function as the F2 key. This will stop at any item that does not have a default, and after you enter a value and hit ENTER / TAB it will continue to the bottom, or stop at the next prompt / selection that does not have a default.

Delete Record

In some circumstances you may have just created a Product or Customer code, only to realize that either you have created the wrong code, or this is a duplicate code. In that case call up the record you just created and type “DR” and hit ENTER. You will be prompted to delete the record, and asked to confirm this action.

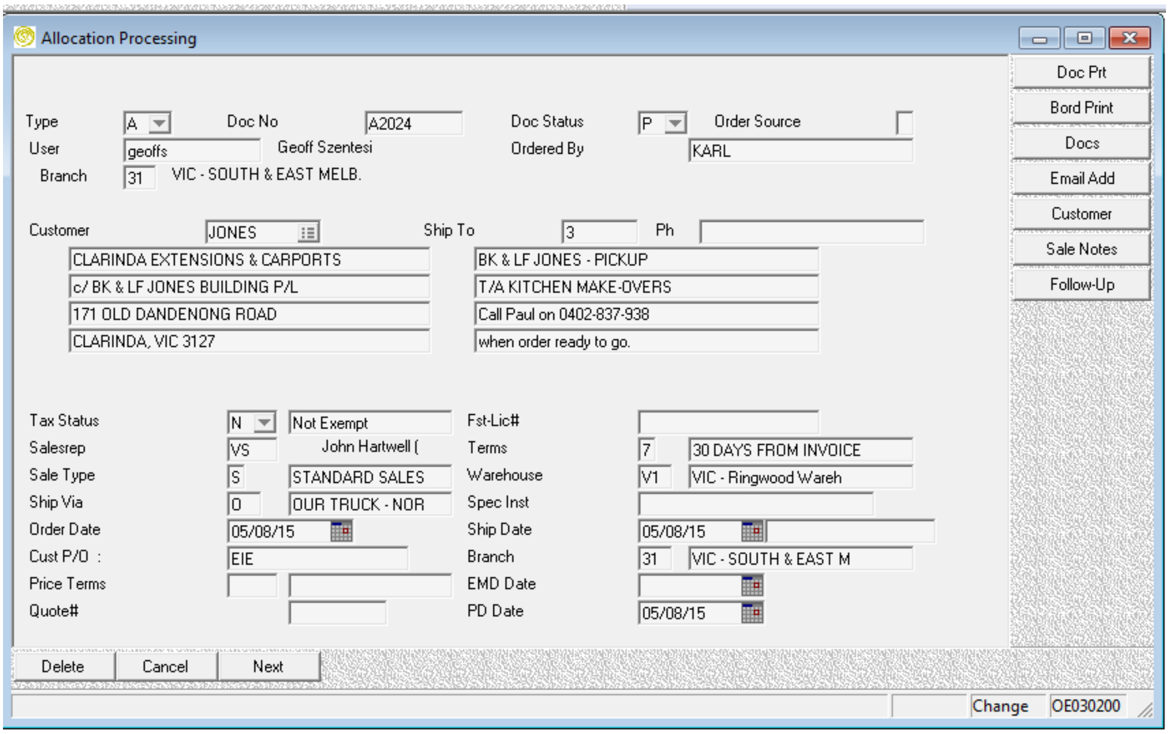
Save and Cancel Buttons

In some screens after maintaining existing data an option for SAVE will display which like using the ENTER will save the changes and quit the record. CANCEL will quit without saving the changes.



Single-Value Fields

These are individual fields that contain just a single piece of data. Each field is generally different to the next in the type of information, format, etc.

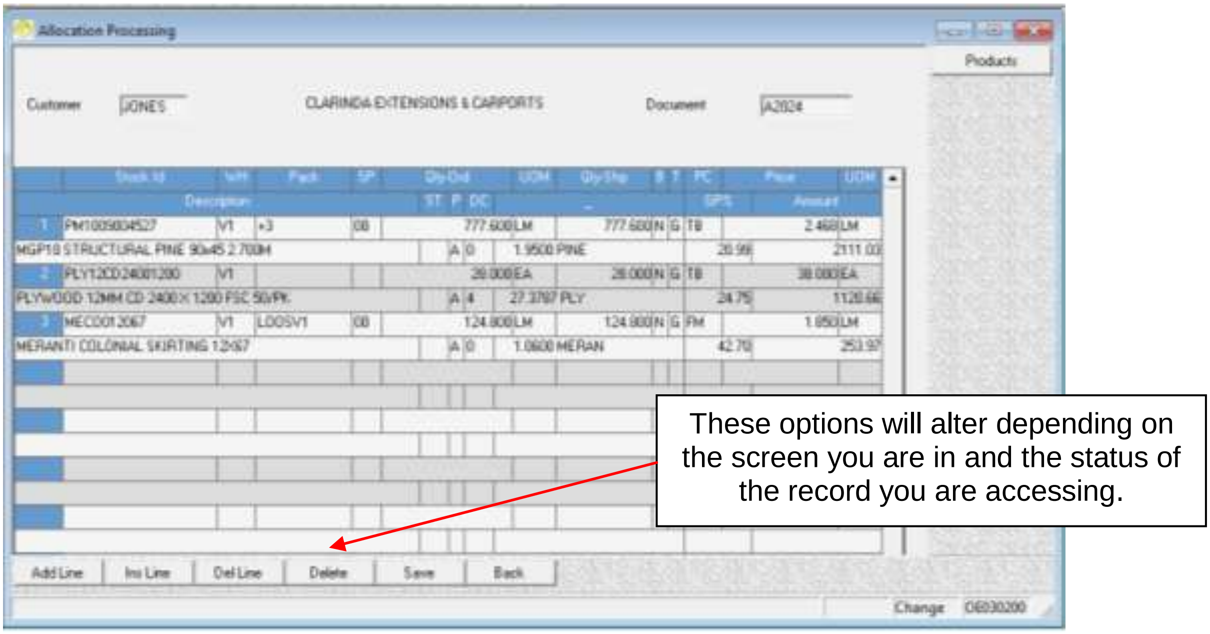


SINGLE-VALUE FIELDS	DESCRIPTION OF FIELD / FUNCTION
Individual fields	Each field will have its own purpose and format
Values often Defaulted	Many fields will default in values stored against your user profile, or customer master, or supplier master.
Navigation	As you hit TAB or ENTER in a field to complete it, you will move down or across to the next field. You can use the UP ARROW or "\" to go back to a previous field. (In some screens this ability may be blocked).
Selecting a field to change it	Click on the existing data in the field and you can alter or overwrite it.
Table Lookup	If the field is connected to a table of values, use either the button on the right-hand side of the screen or enter a "/" to open the table to select the required value.
DATE fields	Date fields can be used in several ways: Type in the ddmm and hit enter to default to current year, Type "today" to use today's date, or Click on the CALENDAR icon to select a date.

Hint: If you are trying to enter data into a screen and you appear to be blocked look beside the PROGRAM NUMBER to see what MODE you are currently in. If it is INQUIRE then you only have the ability to view this information, not change it. Alternatively, you may be in the "Multi-value" section of a screen, and not the single-value prompt section.

Multi-Valued Detail Lines

Often there is a need to enter in multiple lines of similar information. For example product lines on a Sales or Purchase Order. These are referred to as MULTI-VALUES.

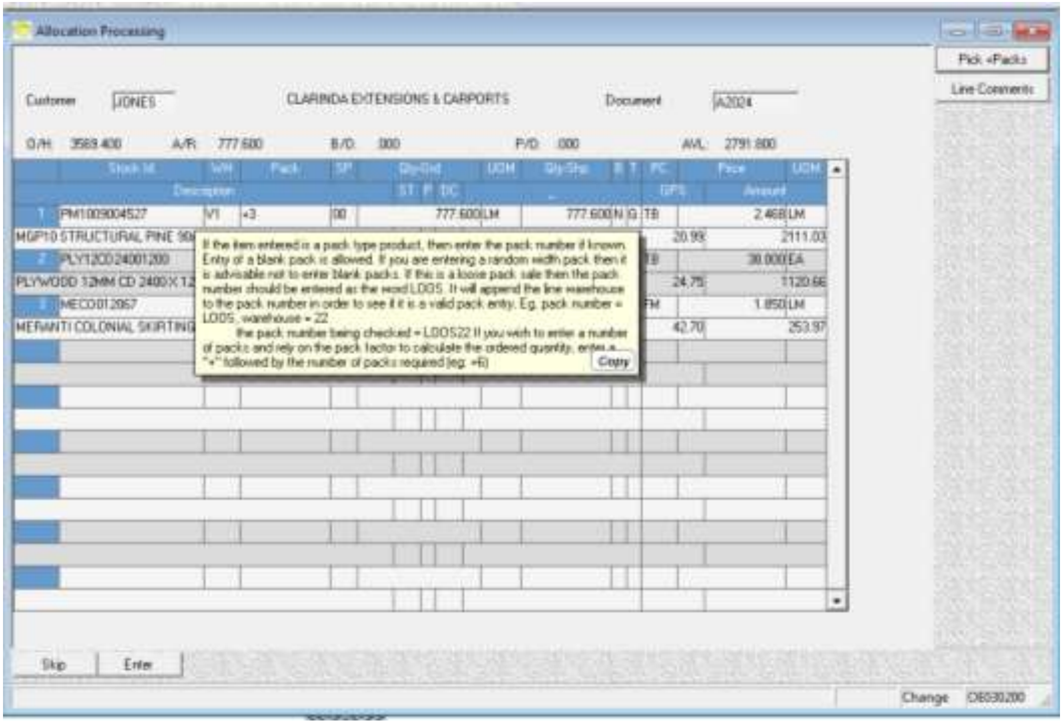


MULTI-VALUE LINES	DESCRIPTION OF LINE FUNCTION
Individual LINE Numbers	Each line(s) of information is tracked by its line number. Shading is used to separate the data for each sale line.
Some Values Default	Some fields will default in values. It could be based on the information entered on the previous line, or manually entered.
Navigation	Alter or accept the default value in a field, hit TAB or ENTER and you will move across to the next field. You can use the LEFT ARROW or "\" to go back to a previous field (if allowed). Hitting TAB or ENTER in the last field will go to a new line if you are in ADD or INSERT mode. Once you finish, hit "F2" in the first field of a line to stop editing or click on the EXIT LINE button.
ADD a LINE	Either click the red "ADD LINE" button, or type "A" and enter.
CHANGE a LINE, or Multiple LINES	Either mouse click on the line you wish to alter, OR type the line number and hit enter, or type "3a" and hit enter to start on line 3 and keep going.
DELETE LINE(S)	Either click on the "DELETE LINE" button and enter a line number, or type "D3" or "D2-3" to delete line 3 or lines 2 to 3 respectively. You will need to enter a "Y" to confirm deletion.
INSERT a LINE	Either click on the "INSERT LINE" button and enter a line number to insert above, or type "I3" and hit enter to insert a new line above existing line 3.
LIST from a certain point	Type "L14" to list from line 14 onwards. UP and DOWN arrows move one line at a time, PG UP and PG DOWN moves a screen at a time.
SELECT a LINE to DRILL-DOWN into more details	In some ENQUIRY screens you will be able to drill-down into more details for that line. Click on the line or type the line number and hit enter.

Help Keys – “F1” and “?”

In all data fields, menu items, and selection prompts in TIMMS there is field sensitive help text available to assist you with your data entry. Simply use the “F1” function key or the “?” when in a field to access it, or alternatively mouse click on the “?” icon on the MENU BAR.

The help will indicate what sort of data you need to enter, or if you can look up information from a pre-defined or site-defined list of options.



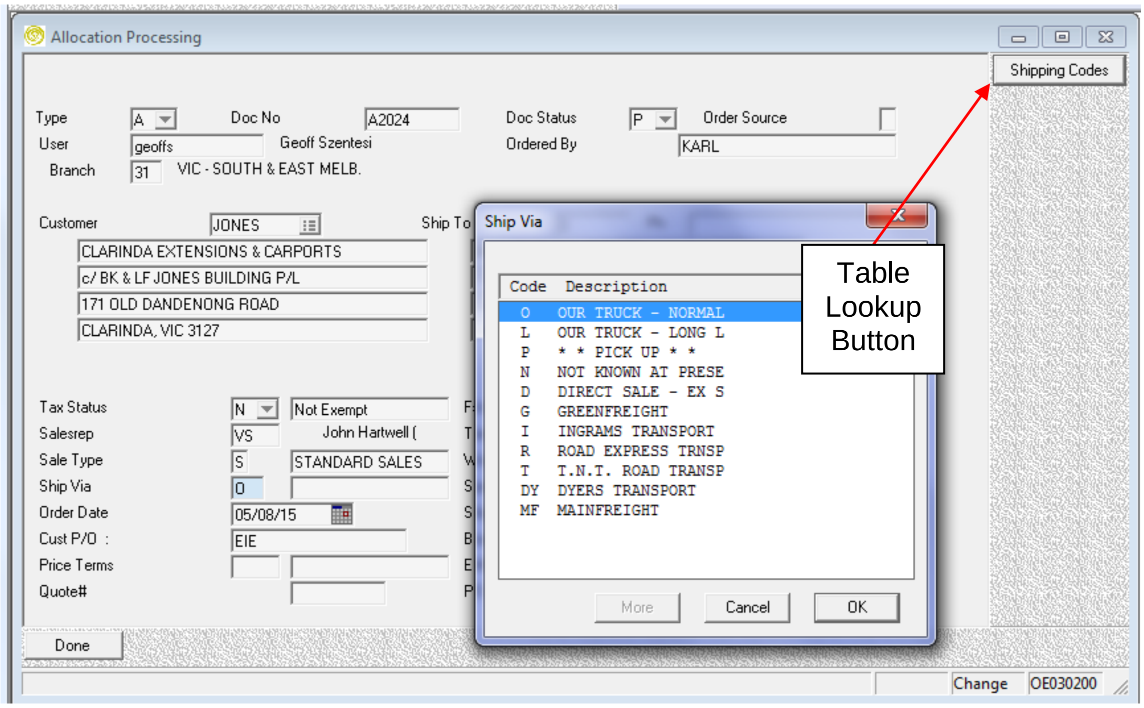
The above example is the help on the Pack number field in Order Entry Allocation processing.

Hint: Help messages now have the option to copy the data, which can be very useful if you are creating company specific procedure documentation.

Lookup Tables – "/" or "F5"

TIMMS has been designed so that many of the values required during data entry are defaulted, or you can select a value from a list.

Some of these are hard coded lists within programs; others are set up by your TIMMS Administrator in the tables within System Setup.



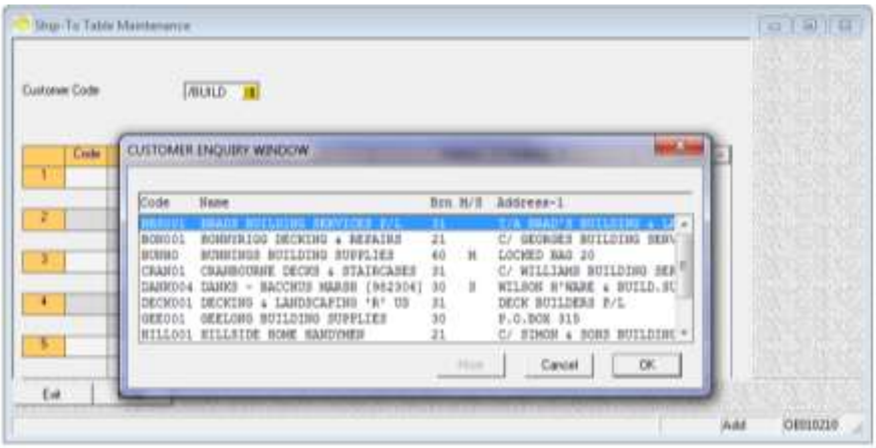
If a field relates to a table of values a button will display on the top right-hand side of the screen when you are in that field. Simply double-click on the value you wish to use, or click on the value and hit ENTER to select it.

Alternatively, you can enter a "/" in the field and the table window will open up and you can use the UP and DOWN ARROW keys to select the appropriate value, and hit ENTER to return it to the field.

Word Search Lookups

When entering data into an entry screen for fields such as Product Codes, Customer Codes, Creditor Codes, GL Account Codes, you have the ability to use a WORD SEARCH to locate the code you wish to use.

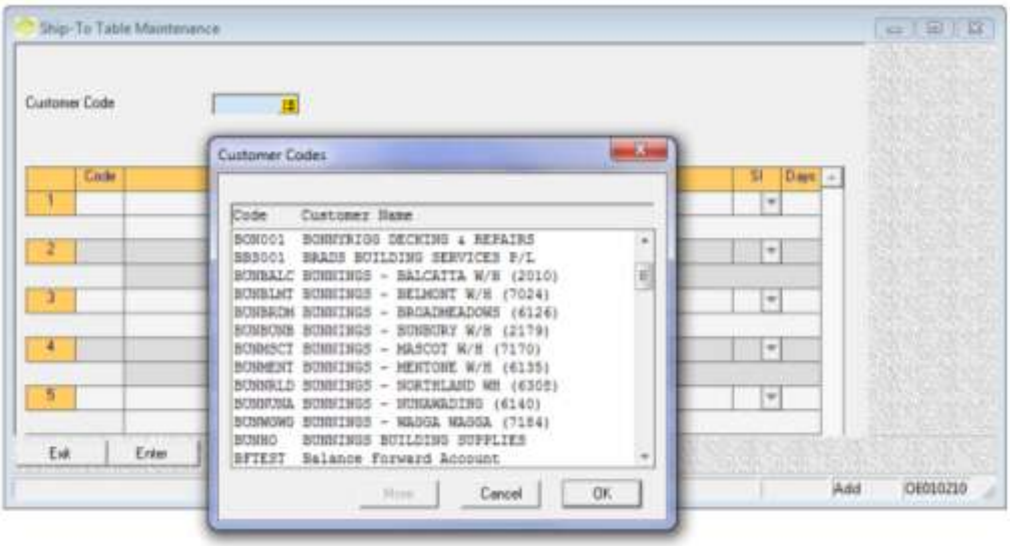
Simply enter a “/” (forward slash) and 3 or more characters at the beginning of one of the words in the description for the record you wish to find. E.g. /BUILD



Record Lookup

You can also use the RECORD LOOKUP function to quickly locate the record you wish to update if the screen has that feature available. Click on the icon or enter a “/” in the field and a list of available records will be displayed for you to select from.

The RECORD LOOKUP ICON indicates this function is available in this screen



Hint: Not all screens have this facility. If you do not see the above yellow icon for the RECORD LOOKUP then the feature is not available in the screen you are in.

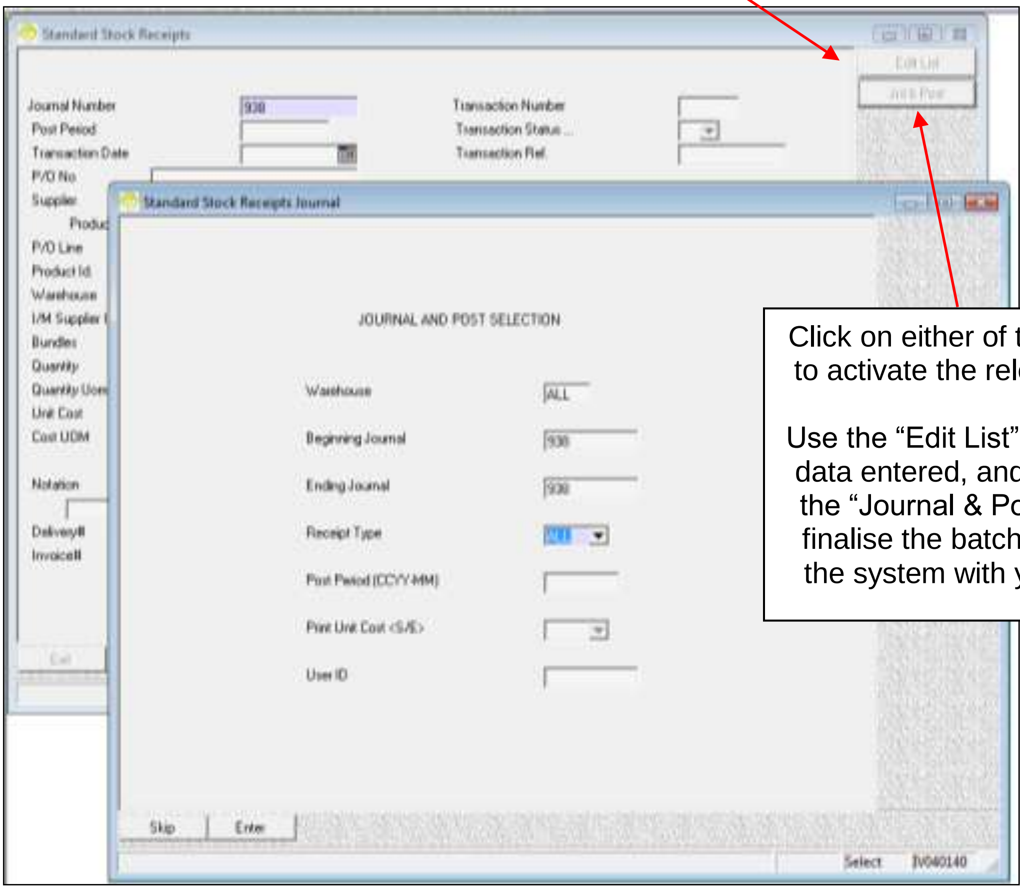
Quick "Edit List" and "Journal & Post" Buttons

TIMMS uses many journal ("batch") programs to control the input and updating of business transaction data into the various module databases.

The procedure for using most journals is to enter in and maintain the "batch" of like transactions, and then use the "Edit List" to review the details entered, and lastly the "Journal & Post" option to view (or print) a final version of the data and update the system with the batch of information.

Rather than having to go back through the drop-down menu to run the "Edit List" and "Journal & Post" options, we have added these as buttons to the Journal entry screen.

Note: These buttons are ONLY visible once you complete entry in a transaction and go to the start of a new transaction. (They are hidden while you are in the middle of a new transaction or viewing an existing transaction).



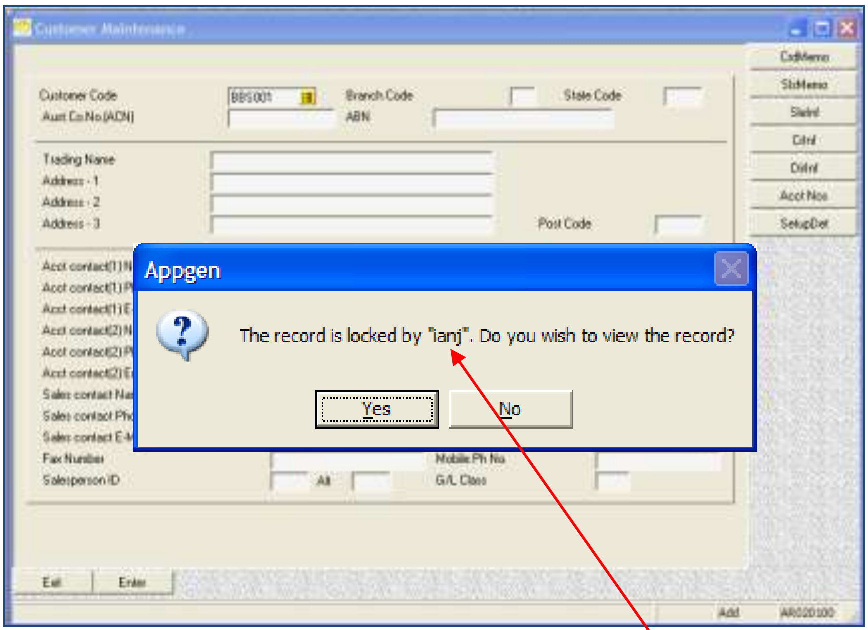
Click on either of these buttons to activate the relevant option.

Use the "Edit List" to review the data entered, and when ready the "Journal & Post" option to finalise the batch and update the system with your entries.

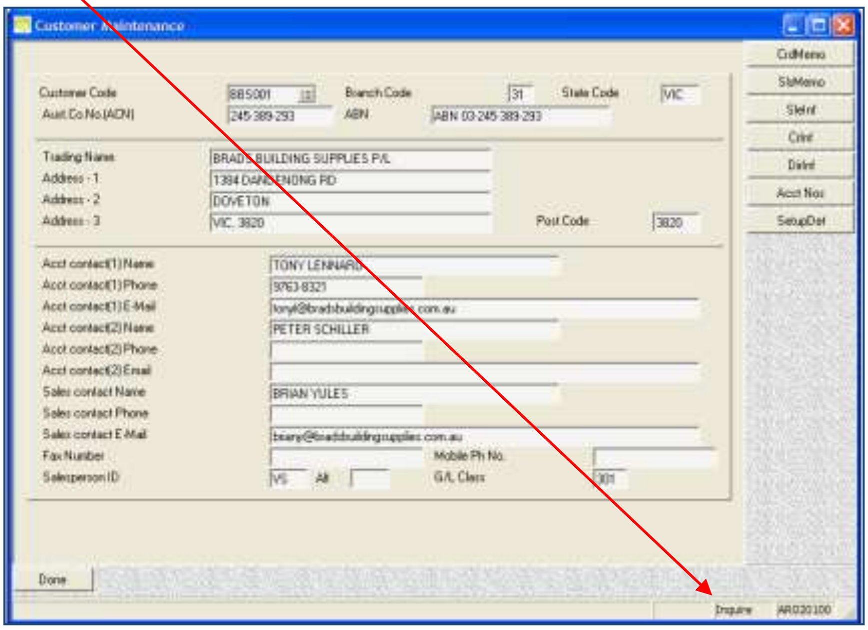
Hint: We recommend using the "Edit List" to view and check the details entered before you post and update the data.

Viewing a Data Record Locked by another person

Occasionally you will attempt to modify a data record that is in use by another person. If this occurs you will receive a message window indicating who is accessing the record, and if you would like to VIEW the record instead.



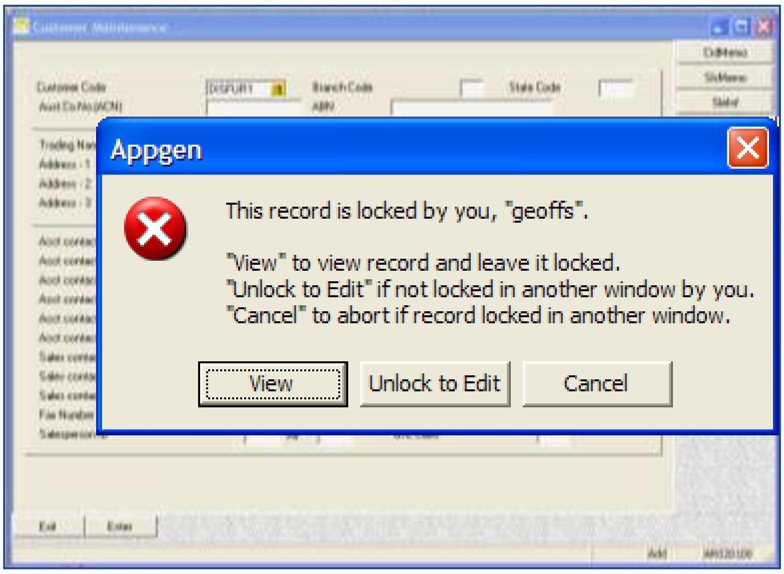
The above window opens indicating that the user login "ianj" is currently locking the required data record. If you click on YES you will be able to view the record in "INQUIRE" mode instead. (You will not be able to make any changes)



Hint: You should always close data entry screens once you have finished with them as leaving them active may keep a record locked by you, which could impact other staff.

Unlocking your own Locked Record

As TIMMS uses programs and a database that resides on a UNIX server, you may have a connection drop or “screen freeze” which will unintentionally cause a locked record to be left in the system.



In the event that this occurs you will see a message similar to the one above.

You should ONLY choose the “UNLOCK TO EDIT” option if you have checked that you do not have any other windows active with this record open.

This is useful if you lost your connection while you were modifying a master record for a Customer, Product, Supplier, etc. You can now edit it again and make your changes.

Hint: If you lose your connection while you are entering or maintaining a Sales order, Purchase Order, or a Journal program, you may be able to unlock the record yourself; however you should still contact our Help Desk staff for assistance on (03) 9682 9611 and to verify if any related data has been impacted by the lockup. Your TIMMS Administrator may need to run a relink to correct secondary information in the system.

RUNNING & PRINTING REPORTS

Configuring your Default Printer

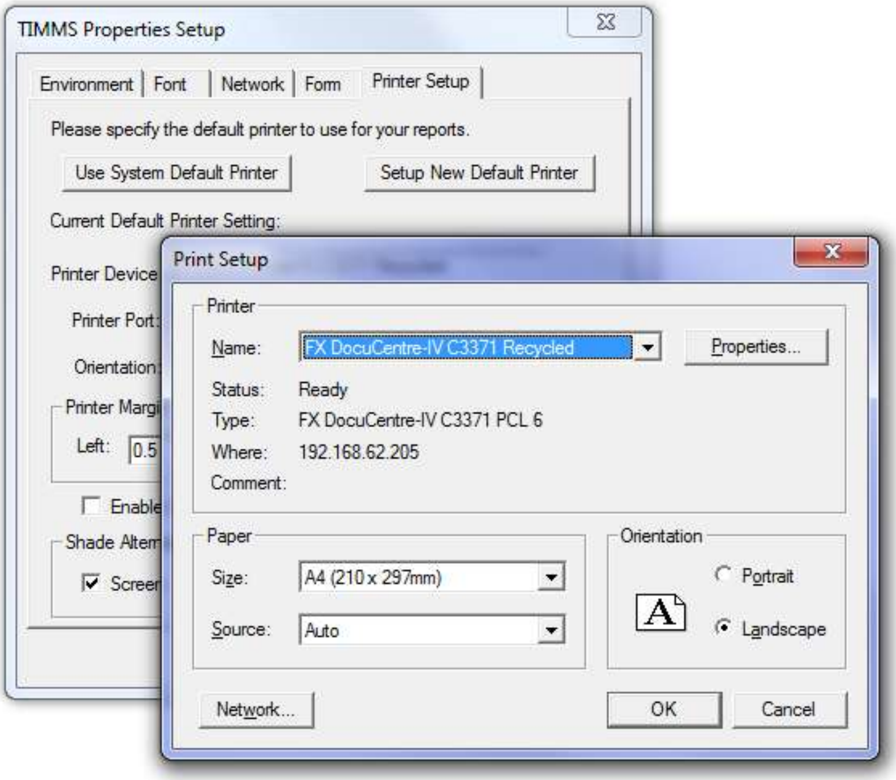
After you have installed TIMMS Client on your PC or Laptop, you should configure your default printer for all report printing.

From the Main Menu,

Click on “File” → “Properties”

And then → “Printer Setup” tab.

Use the “Use System Default Printer” button to nominate your default windows printer, or use the “Setup New Default Printer” button to search and specify another network printer.



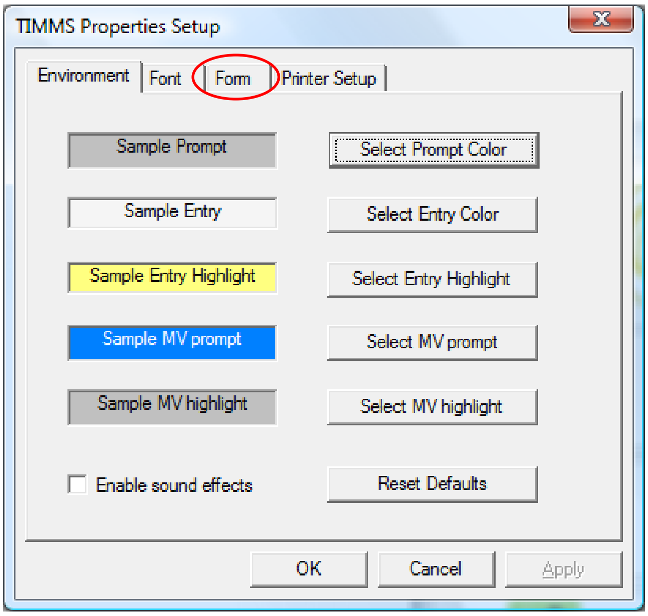
Once you nominate the appropriate printer, you should set the “Orientation” to “Landscape” and then click on “OK” and “Apply” buttons to save your settings.

Note: This printer setting is for all of your TIMMS reports only. Stationery forms such as Purchase Orders, Delivery Dockets, Invoices, etc, are formatted and sent to printers based upon pre-defined user settings for your login. Speak with your TIMMS administrator for any queries regarding these items.

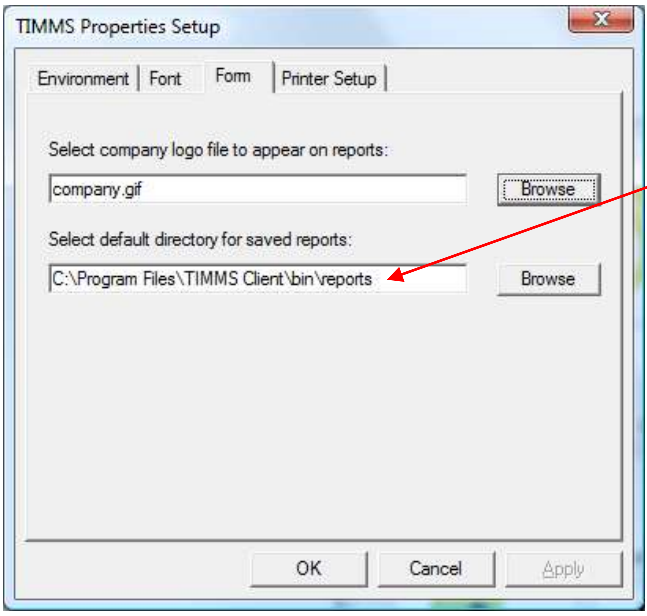
Setting your Default Report Saving Directory

You can nominate and save your preferred default report saving directory within the TIMMS Client settings.

First select the “File” option in your Main Menu screen, then click on the “Properties” option.



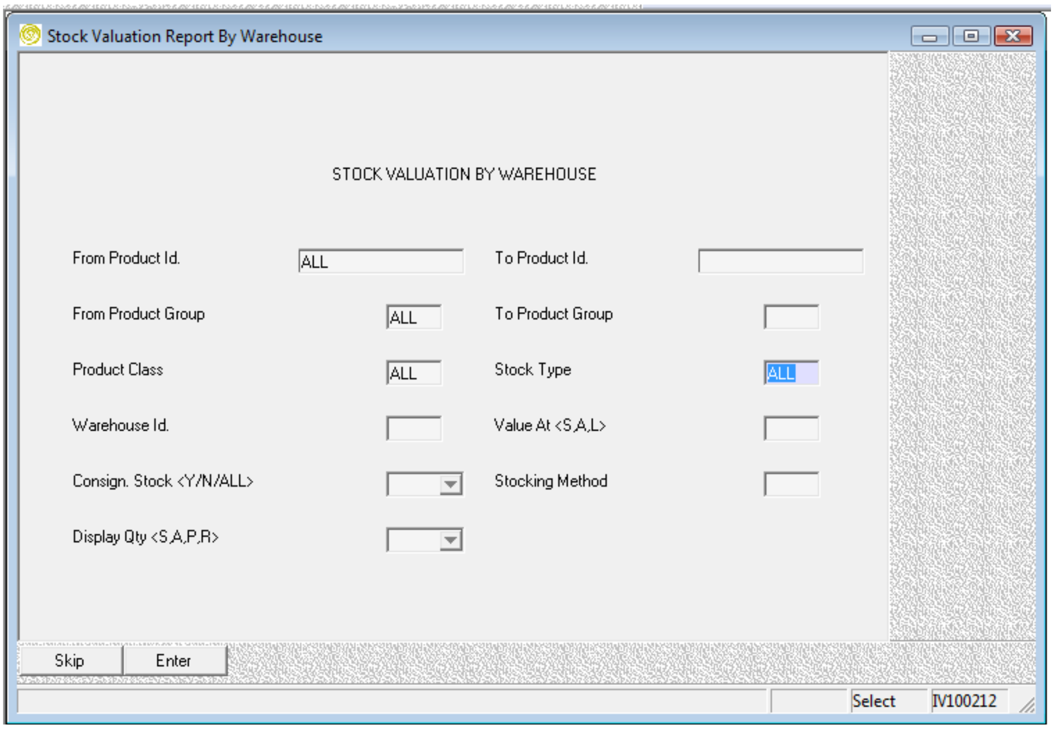
Select the “Form” tab.



You will see your current default directory, and be able to modify it to the one which you would prefer to keep your saved reports in.

Selection Criteria

Reports and Update / Post programs usually contain a group of selection criteria which you can use to determine what data you wish to see, or what journals you may want to post in the system. This is commonly referred to as a SELECTION SCREEN.



Progress through each SELECTION item either entering the data you wish to use as a SELECTION CRITERIA, or hitting ENTER / TAB to accept the defaulted value.

You can use the CALENDAR option if you wish to locate a certain date, or the RECORD LOOKUP option if you wish to select a certain customer, product, etc.

Wild Characters can be used within most selections. Use a “?” to represent a single wild character, or “*” to represent multiple characters. Eg. PM10* (for all items starting with PM10), or PM10???045* (for items starting with PM10 then 3 characters then 045 and wild characters after that).

The “**SKIP” button** which will normally be visible in the bottom left-hand corner of the selection window can be used to skip to the bottom of the selections accepting the defaults, this performs the same function as the F2 key. This will stop at any selection that does not have a default, and after you enter a value and hit ENTER / TAB it will continue to the bottom, or stop at the next selection that does not have a default.

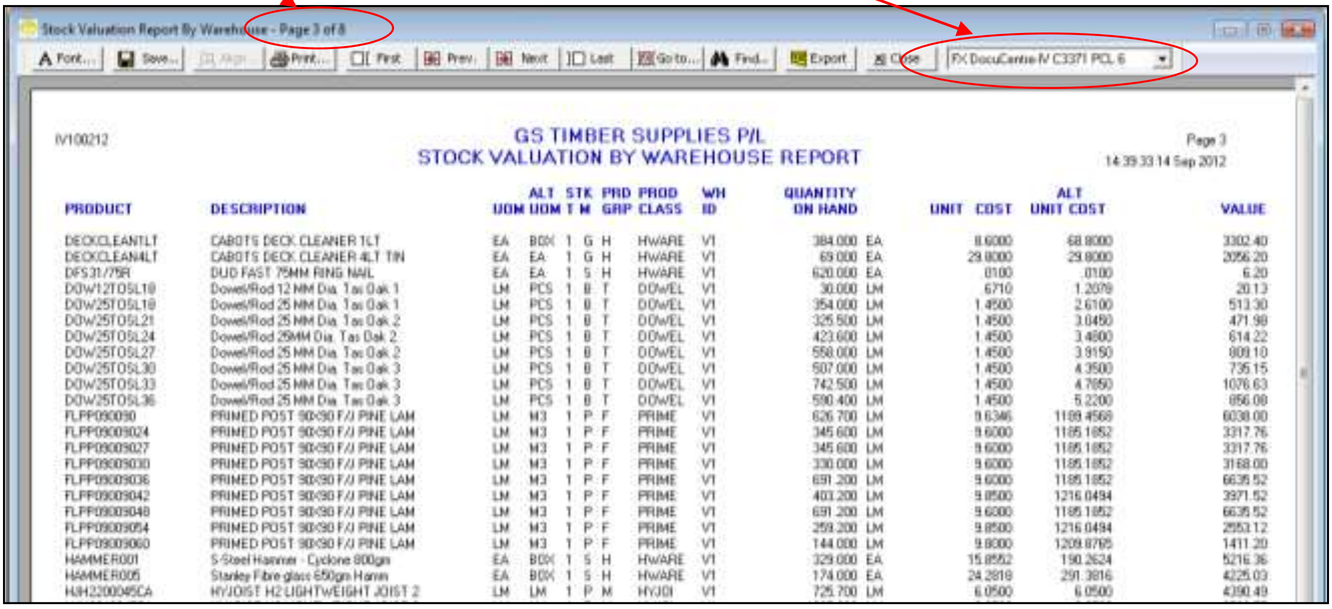
Hint: Once you have entered through all the selection prompts and are at the bottom of the selection screen you can click on any of the selection value boxes, or type the selection number and hit ENTER, to change what you have entered.

Hit ENTER or click on the NEXT button to continue after entering your selections.

Viewing the Report

The report will display to your screen once the SELECTION process completes.

At the top of the REPORT WINDOW you will see how many pages are in the report, and which page you are currently viewing, and which printer you are set to use.



IV100212

GS TIMBER SUPPLIES P/L
STOCK VALUATION BY WAREHOUSE REPORT

Page 3
14:39:33 14 Sep 2012

PRODUCT	DESCRIPTION	UOM	ALT UOM	STK T	M	PRD GRP	PROD CLASS	WH ID	QUANTITY ON HAND		UNIT COST	ALT UNIT COST	VALUE
DECKCLEAN1LT	CABOTS DECK CLEANER 1LT	EA	BOX	1	G	H	HWARE	V1	384.000	EA	8.6000	68.8000	3302.40
DECKCLEAN4LT	CABOTS DECK CLEANER 4LT TIN	EA	EA	1	G	H	HWARE	V1	69.000	EA	29.8000	29.8000	2056.20
DFS31/75R	DUO FAST 75MM RING NAIL	EA	EA	1	S	H	HWARE	V1	620.000	EA	.0100	.0100	6.20
DOW12TOSL18	Dowel/Rod 12 MM Dia. Tas Oak 1	LM	PCS	1	B	T	DOWEL	V1	30.000	LM	.6710	1.2078	20.13
DOW25TOSL18	Dowel/Rod 25 MM Dia. Tas Oak 1	LM	PCS	1	B	T	DOWEL	V1	354.000	LM	1.4500	2.6100	513.30
DOW25TOSL21	Dowel/Rod 25 MM Dia. Tas Oak 2	LM	PCS	1	B	T	DOWEL	V1	325.500	LM	1.4500	3.0450	471.98
DOW25TOSL24	Dowel/Rod 25MM Dia. Tas Oak 2	LM	PCS	1	B	T	DOWEL	V1	423.600	LM	1.4500	3.4800	614.22
DOW25TOSL27	Dowel/Rod 25 MM Dia. Tas Oak 2	LM	PCS	1	B	T	DOWEL	V1	558.000	LM	1.4500	3.9150	809.10
DOW25TOSL30	Dowel/Rod 25 MM Dia. Tas Oak 3	LM	PCS	1	B	T	DOWEL	V1	507.000	LM	1.4500	4.3500	735.15
DOW25TOSL33	Dowel/Rod 25 MM Dia. Tas Oak 3	LM	PCS	1	B	T	DOWEL	V1	742.500	LM	1.4500	4.7850	1076.63
DOW25TOSL36	Dowel/Rod 25 MM Dia. Tas Oak 3	LM	PCS	1	B	T	DOWEL	V1	590.400	LM	1.4500	5.2200	856.08
FLPP090090	PRIMED POST 90X90 F/J PINE LAM	LM	M3	1	P	F	PRIME	V1	626.700	LM	9.6346	1189.4568	6038.00
FLPP09009024	PRIMED POST 90X90 F/J PINE LAM	LM	M3	1	P	F	PRIME	V1	345.600	LM	9.6000	1185.1852	3317.76
FLPP09009027	PRIMED POST 90X90 F/J PINE LAM	LM	M3	1	P	F	PRIME	V1	345.600	LM	9.6000	1185.1852	3317.76
FLPP09009030	PRIMED POST 90X90 F/J PINE LAM	LM	M3	1	P	F	PRIME	V1	330.000	LM	9.6000	1185.1852	3168.00
FLPP09009036	PRIMED POST 90X90 F/J PINE LAM	LM	M3	1	P	F	PRIME	V1	691.200	LM	9.6000	1185.1852	6635.52
FLPP09009042	PRIMED POST 90X90 F/J PINE LAM	LM	M3	1	P	F	PRIME	V1	403.200	LM	9.8500	1216.0494	3971.52
FLPP09009048	PRIMED POST 90X90 F/J PINE LAM	LM	M3	1	P	F	PRIME	V1	691.200	LM	9.6000	1185.1852	6635.52
FLPP09009054	PRIMED POST 90X90 F/J PINE LAM	LM	M3	1	P	F	PRIME	V1	259.200	LM	9.8500	1216.0494	2553.12
FLPP09009060	PRIMED POST 90X90 F/J PINE LAM	LM	M3	1	P	F	PRIME	V1	144.000	LM	9.8000	1209.8765	1411.20
HAMMER001	S-Steel Hammer - Cyclone 800gm	EA	BOX	1	S	H	HWARE	V1	329.000	EA	15.8552	190.2624	5216.36
HAMMER005	Stanley Fibre glass 650gm Hamm	EA	BOX	1	S	H	HWARE	V1	174.000	EA	24.2818	291.3816	4225.03
HJH2200045CA	HYJOIST H2 LIGHTWEIGHT JOIST 2	LM	LM	1	P	M	HYJOI	V1	725.700	LM	6.0500	6.0500	4390.49

REPORT TOOLBAR	DESCRIPTION OF FUNCTION
Save	This will allow you to save a copy of the report onto your PC in a .txt format. This includes page headers, totals, etc.
Print	Depending upon your settings this may only show you printers on your network, or Server printers may also be visible. For network printers, you have will need to set the page to LANDSCAPE, however you have the option of indicating which pages to print.
First and Last	This takes you to the start or end of the report.
Previous and Next	This takes you back a page or forward a page.
Go to	Prompts you to enter which PAGE you would like to go to.
Find (CTRL-F)	Allows you to search for a particular pattern of characters. This can be forward or backwards.
Export	Allows you to save a copy of the report to your PC, in either a simple .txt format, or as a .csv (comma separated) file and then open it up in either notepad or Excel.
Close	Will shut the report window and ask you if you wish to reprint the report. Options are YES, CONTINUE or CANCEL.

Hint: Running a report and using the "Find" option can be a fast way to locate key information within a large set of data or transactions.

Using the "Export to File" function

If you click on the "Export" button at the top of the report you will be prompted with several questions which will determine what type of file you will create.

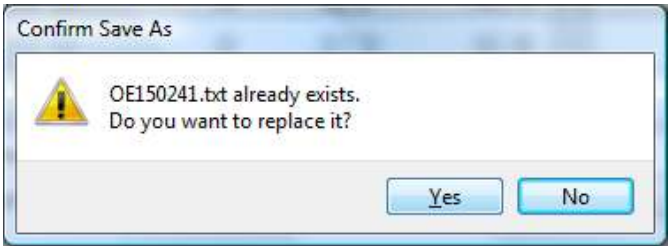
Indicate whether to store headings or not.

If you wish to open a single line format report in a spreadsheet tick the box to "Export Comma Separated Value (CSV)" format.

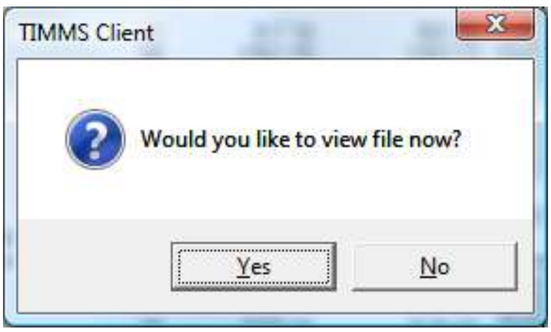
The above option will remove totals.

You will then be prompted for "What to name" and "Where to store" your report.

If this filename already exists you will be prompted whether to overwrite the previous version?

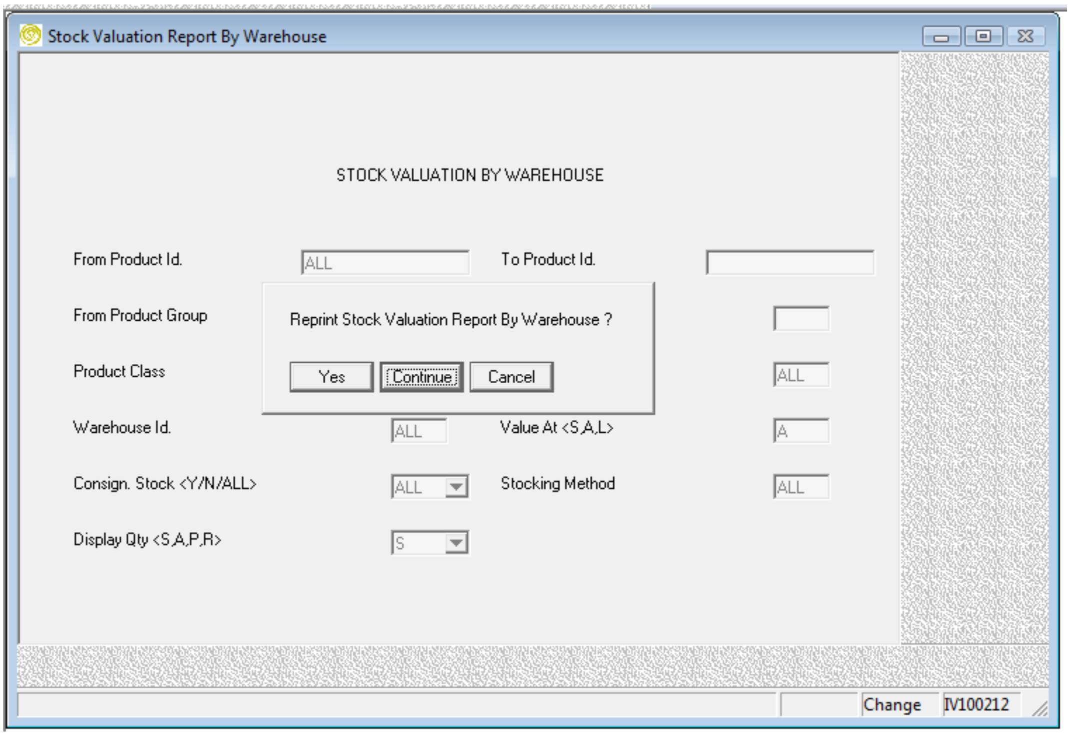


You will then be prompted for whether to open up either Excel (if you saved as a .csv) or Wordpad (if you saved as .txt) the file?



Closing the Report

When finished with the report, click on the “Close” option in the header menu, and you will be prompted with the below message box. This is asking if you would like to view / print the report again, or continue (if a Journal & Post report).



CHOICE	DESCRIPTION OF ACTION
YES	This will display the report to the screen again, where you can view or print it.
CONTINUE	This will close the report, and chain-on to the next program if there is one. For example, after printing a Journal, answering CONTINUE will chain-on to the Post program that will update the system with the journal transactions.
CANCEL	This will close the report program and return you to the menu screen for the module you are currently in.

Hint: If you are viewing a JOURNAL and find an error, you MUST use the CANCEL option to quit the report and return to the menu. Using CONTINUE will call up the journal post function which will finalise and post the transactions.

YOUR NOTES

Use this space to add any notes or reminders on things that will assist you with using TIMMS while you are learning the system.

APPENDIX 1

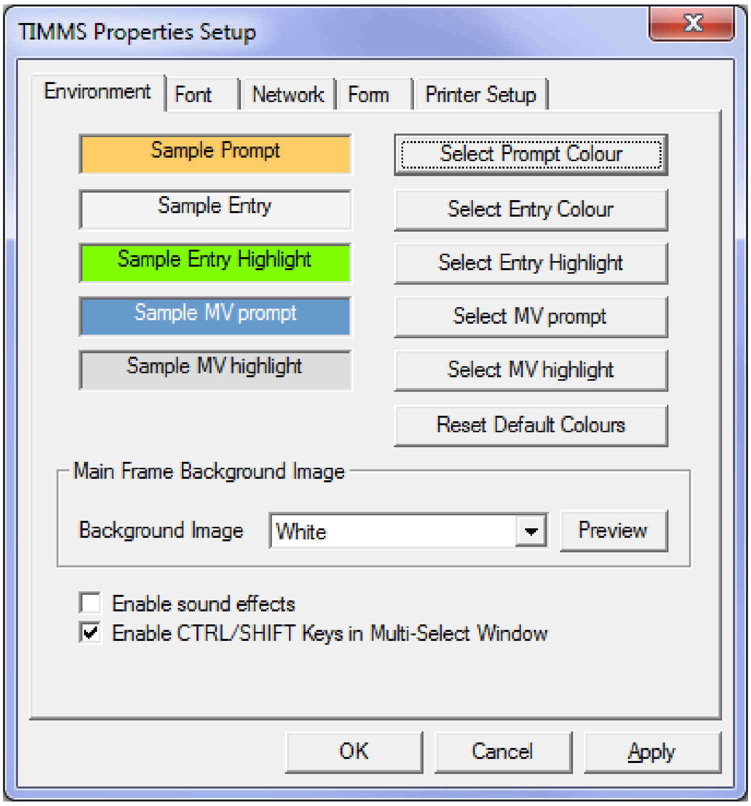
Configuring TIMMS Client Settings

After you have installed TIMMS Client on your PC or Laptop, you should configure your default printer for all report printing.

From Main Menu,

Click on “File” → “Properties”

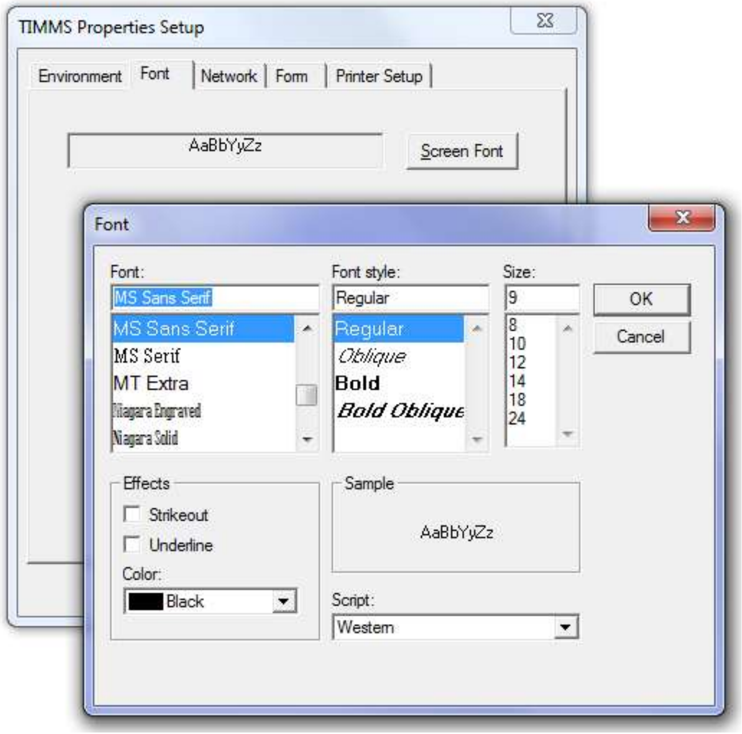
Screen Settings:



Within the “Environment” section you can change the colours of certain aspects in TIMMS, as well as set a default background colour, and nominate if you wish to use CTRL + SHIFT when selecting multiple items in a select window.

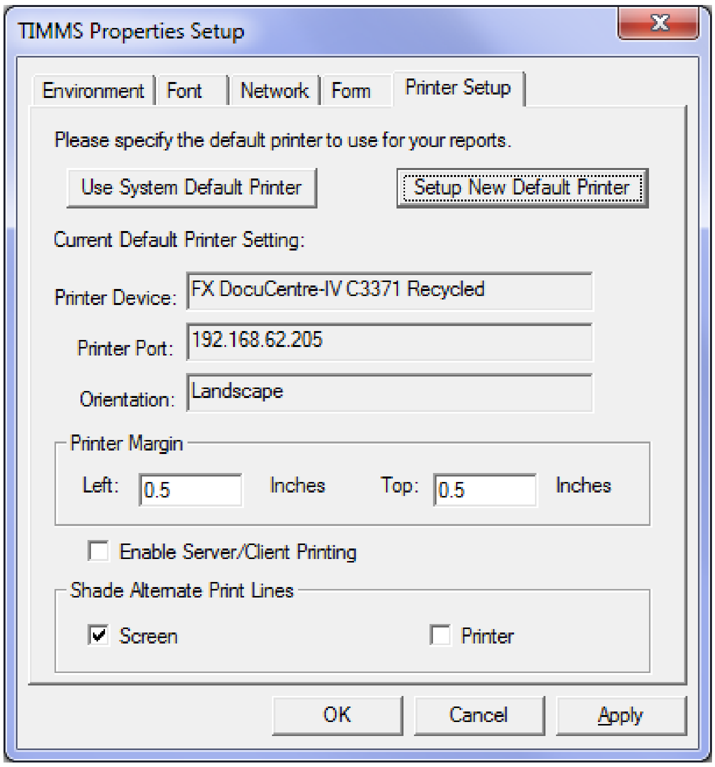
Hint: Be mindful when altering colour settings, that you don’t set a field to the same colour as the font in use.

Font Settings:



NOTE: When choosing fonts be mindful that some fonts and sizes will cause field displays to be exceeded, and you will not see some information.

Printer Settings:



NOTE: You can nominate to have LINE SHADING on reports when displayed to the screen, and / or when they are printed.