Supply

A companion program to MPM for Windows

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A supplier's database program

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Introduction

It is usually convenient for the maintenance manager to be able to retrieve data on the supplier of equipment and spare parts.   By having access to data on suppliers, the maintenance manager can contact the supplier in case of some undocumented problem or,   depending on the distribution of authority in the company, order spare parts.   If the ordering of spare parts must be handled by the Purchasing Unit, he can at least provide the information needed to contact the correct supplier.

A database on the suppliers of equipment and spare parts accordingly serves the purpose of making the Maintenance Unit more efficient in handling its tasks.

What SUPPLY is

SUPPLY is a companion program to MPM for control and management of a database on suppliers of equipment and spare parts.   It thus complements the combination of spare parts inventory management provided by SPARES and   maintenance management supported by MPM.

SUPPLY cannot be run independently from MPM or SPARES, since the three   programs share some data.   It has been considered prudent to have them as separate, dependent programs, rather than joining them into one program.   The main reason for this is that data could inadvertently be erased if they were one.   Another important reason is that it allows the user to run at least two of the programs at the same time.

Examples of when it is useful to run two or three of the programs at the same time are:

n   You are entering data on new equipment, using MPM, and want to enter data on the spare parts obtained with the equipment (SPARES).   [Alt]-[ESC] brings you to the Program Manager.   Load SPARES , enter data as required,   then [Alt]-[ESC] will bring you back to your first program again.

n   You are entering data on equipment (MPM) or spare parts (SPARES) and want to add a new supplier or enter the equipment or spare part codes in the card for a supplier already included in the database. [Alt]-[ESC] brings you to the Program Manager.   Load SUPPLY, enter the data as required, then [Alt]-[ESC] will bring you back to your first program again.

How SUPPLY works

SUPPLY uses the data from MPM on inventory areas and equipment inventory and from SPARES on spare parts.   It combines this data with information on the suppliers of equipment and spares to form its complete database.

The SUPPLY and its database are used to provide the following:

n   A data card with the name of the supplier, his street and mailing address, phone, fax and telex numbers, and the inventory codes for the equipment and/or spare parts he can supply.

n   A complete listing of suppliers used by the company.   This list can be displayed on-screen, printed or saved to a file.

n   Means for retrieval of the data on a specific supplier.

n   Means for finding suppliers for a specific item of equipment or spare part.

n   Listings of suppliers of a specific item of equipment or spare part.   These lists can be displayed on-screen, printed or saved to a file.

System requirements

Hardware requirements

n   Personal computer using 286 type or higher microprocessor, with a hard disk drive (386 type or higher recommended).

n   2 MB of memory.

n   EGA, VGA, Super-VGA, XGA, 8514/A or compatible video card with corresponding monitor.

n   Mouse.

Software requirements

n   Microsoft DOS version 3.1 or higher.

n   Microsoft Windows version 3.0 or higher.

n   MPM for Windows with the companion program SPARES.

Help on Help

Three routes to Help

You have access to the on-screen Help program in three ways: As a specific menu item in the Help Menu, by pressing the [F1] key, or from the Help button in the dialog boxes.

Help as a menu item

The Help menu has two options for calling Help.   First, 'Help on SUPPLY', which gives you the Contents screen of Help.   From this you can access all the other screens and read them as an on-screen manual for SUPPLY.   Second, there is the 'Help on Help' option, which calls this screen.

Help from F1

Help, obtainable by pressing the [F1] key is context-sensitive, that is, the Help screen displayed depends on what menu option was highligthed before [F1] was pressed.

If no menu item has been highlighted, Help displays its Contents screen.   Please note that Help cannot be accessed by pressing [F1] when a dialog box is displayed.

NOTE: Sometimes, if you press [F1] several times, the menu ceases to repond to mouse clicks. The reason is that the command has not been given back to the menu.   To return the command to the menu in such cases, press the [Esc] key once.

Help for dialog boxes

The only way to acces Help when a dialog box is displayed is by clicking on the Help button of the box.   This displays the Help listing for dialog boxes.

Getting started

Introduction

Since SUPPLY is a dependent companion program of MPM and SPARES,   certain features of most
Windows programs are absent to avoid loss of data.   These features, like 'New file' of 'Save As...'
are available in MPM, but not in SPARES or in SUPPLY.

Closing the logo window
Starting a new database
New data on suppliers
Saving your work

Closing the logo window

The logo window is displayed continuously on the screen until you point at it with the mouse and click the right mouse button.   An alternative is to press any key, except the [Alt] key.

Starting a new database

SUPPLY assumes that a database has already been created with MPM for the equipment and with SPARES for the spare parts inventory.   The suppliers database created with SUPPLY will then latch on to the previous ones.

Therefore, you must start by loading the MPM and   SPARES databases, using the 'Open...' option in the File Menu.   This also activates the other menu choices which are greyed = inactive until the MPM and SPARES databases have been loaded.

The next step is to select 'New'   from the Supplier Menu.   This displays an empty supplier   card to be completed.   By   entering the data requested for each supplier, you create the new, additional database.

New data on suppliers

When the supplier card is displayed, the cursor is already at the first input window .   Use the [TAB] key to move from one input window to the next.   Press [Enter] only when you have finished entering data into the card.   The inputs are:

n   The name of the supplier.   Make sure that you do not enter a name which is already in your database, unless you can make them distinguishable in some way.   If you enter exactly the same name on two cards, the program will refuse to accept the second input.

n   The street address of the supplier.

n   The postal address of the supplier, usually a Post Box number.

n   The postal (zip) code of the location of the suppliers office.   Please note that the postal code may be in different positions in different countries.   For instance, in the US, it is usually given after the name of the city, whereas in most European countries it is written before the name of the city.

n   The city in which the suppliers office is.

n   The state, if applicable.

n   The country.

n   The telephone number of the supplier.

n   The fax number of the supplier.

n   The telex number of the supplier.

n   The inventory codes for the equipment he can supply.

n   The inventory codes of the spare parts he can supply.

Saving your work

To save your work, select 'Save' from the File Menu.   This will automatically save the supplier data in a file with the same name as the MPM and SPARES data, but with the extension '*.sup'.   Thus, if the equipment inventory data is in files beginning with   "MYFILE.MP1", the supplier data will be saved in "MYFILE.SUP".

Procedures

Introduction

The initial procedures and those used for entering new data and saving data have already been described.

Getting started

The remaining procedures are defined in the following:

Loading data
Retrieving a supplier card
Editing   and updating data
Deleting data cards
Listings of data on screen
Printing lists
Filing lists

Loading data

To load data for the equipment and spare parts inventories as well as for the supplier's database, click on the 'Open...' option in the File Menu.   Then select the appropriate file from the listing shown. This will load all the data required, unless the suppliers database   has not yet been created.

It will also activate the other menu options which until now have been grayed = inactive.

Retrieving a supplier card

Introduction

There are several options for retrieving a supplier card.   The card can thus be retrieved based on whatever information   is available.

1   The most common approach is probably that you know more or less the name of the supplier. In that case, click on 'Select/Edit' in the Supplier menu option.   This displays a listing of the names of all suppliers. Click on the supplier of your choice, then on 'OK' (You may also double-click directly on the name of the supplier), and the card is displayed.

2   To find the supplier of a specific item of equipment, click on 'Find supplier' in the Equipment menu option.   This gives a listing of the equipment in the inventory.   Click on the name of the equipment, then on 'OK' (or double-click).   You now have a listing of the suppliers of that item of equipment.   Select on of the choices.   This displays the data card for that supplier.

3   To find the supplier of a specific spare part, click on 'Find supplier' in the Spares menu option. This gives a listing of the spare   parts in the inventory.   Click on the name of the spare part, then on 'OK' (or double-click).   You now have a listing of the suppliers of that spare part.   Select on of the choices.   This displays the data card for that supplier.

Editing and updating data

There are several reasons why the data on a card would need to be updated.   For instance, the supplier may have moved, or his telephone or fax number has changed.   These are obvious reasons for updating.   Less obvious, but still important reasons are to add inventory codes for new items of equipment or new spare parts.   Please note that you cannot update the name of the supplier, except by deleting the card and completing a new one.

To update/edit the information in a card, once it is retrieved, proceed as follows:

n   Move the cursor to the input window for which you want to make the change, using the [TAB] key or by clicking the left button of the mouse on that window.

n   Change the input as required.

n   Repeat the procedure for the other input windows of the card as required.

n   Click on the 'OK' button or press the [Enter] key when you have finished.

Deleting data cards

To delete a data card, use the following procedure:

n   Retrieve the supplier card. Please note that in this case you must retrive the card using the "Select/Edit' option in the Supplier Menu.

n   Click on the delete button on the card.   A warning will be displayed.   Click on 'Yes' and the card is removed from the database.

Listings of data on screen

All suppliers
n   Click on the 'All suppliers' option in the Suppliers Menu

n   Click on 'Display'.

n   This displays a listing of all suppliers, with information on in which country their office is, their phone number and their fax number.

All suppliers of a given item of equipment
n   Click on the 'List suppliers' option in the Equipment Menu.

n   Click on 'Display'.

n   Select the inventory area for which you want the listing.

n   This displays the list of all suppliers of that item, with information on the country in which their office is, their phone number and their fax number.

All suppliers of a given spare part
n   Click on 'List suppliers' in the Equipment Menu.

n   Click on 'Display'.

n   Select the spare part from the listing displayed.

n   This displays the list of all suppliers of that item, with information on the country in which their office is, their phone number and their fax number.

All equipment
n   Click on 'Allt equipment' in the Equipment Menu.

n   Select the inventory area for which you want the listing.

n   This displays a list of all equipment, with information on inventory code, year of purchase, price, depreciation and present value.

All spare parts
n   Click on 'All spares' in the Spares Menu.

n   Click on 'Display'.

n   This gives a complete listing of all spare parts in the inventory, with information on inventory code, spare part number, number of items in stock and the reorder level.

Clearing the lists on screen
The lists are all shown on screen in two windows; one with the headings, and the other for scrolling the data in the list.   When you have finished viewing the lists, point the mouse at one of the windows at a time and click the right mouse button   Failure to clear the lists will cause the display of a warning before the program accepts subsequent listings.

Printing lists

Three listings can be printed:

n   The list of all suppliers (Click on 'All suppliers' in the Suppliers Menu.

n   The list of suppliers of a given item of equipment (Click on 'List suppliers' in the Equipment Menu).

n   The list of suppliers of a given spare part (Click on 'List suppliers' in the Spares Menu).

To print these list, continue as follows:

n   Click on the 'Print' option.

n   Make sure your printer is switched on, connected to the right printer port and on line.

n   Change the printer selection and setup, if necessary, otherwise click on 'OK'.

n   Wait for the printer to finish printing.

Filing lists

Three lists can be saved to a file:

n   A list of all suppliers (Click on 'All suppliers' in the Supplier Menu.

n   A list of suppliers of a given item of equipment (Click on 'List suppliers' in the Equipment Menu).

n   A list of suppliers of a given spare part (Click on 'List suppliers' in the Spares Menu).

To save these lists to a file, continue as follows:

n   Click on 'File'.

n   Select the directory to which you want to file it.

n   Enter a name for the file.   The default extension is ,*.sul', but you can choose an extension of your own.

n   Click on 'OK' or press [Enter] and the file is saved.

Menu commands

There are five options in the SPARES menu bar:

n   File - with file related options and 'Exit'.

n   Supplier - with options that relate to data inputs on suppliers and retriveal of supplier cards for viewing and/or editing.

n   Equipment - with options for listing and retrieving data on suppliers for a given item of equipment.

n   Spares - with options for listing and retrieving data on suppliers fo a given spare part.

n   Help - mainly for accessing Help.

Related topics

File Menu
Supplier Menu
Equipment Menu
Spares Menu
Help Menu

File menu

There are five options in the File Menu:

n   Clear data - This clears all data in the memory.   Use this option only if you have been working with one set of data and then want to load another set to replace it.   The option is essentially a safeguard against 'cross-breeding' of two data sets.

n   Open... - Opens and loads equipment and spare parts data files in one go.

n   Save - saves the supplier data.   There is no need to save the equipment inventory or spare parts data, since they can only be modified by the MPM and SPARES programs.

n   Printer setup - To select printer and modify its setup, if needed.

n   Exit - to exit from the program.   If there is a possibility that the data have been changed, the program will ask if you want to save.

Related topics

Loading data
Saving your work

Supplier menu

The Supplier Menu has three options:

n   New - for input of data for a new supplier, not previously included in the database.

n   Select/Edit - to select a supplier card for viewing, editing or deleting.

n   All suppliers - for a listing of all suppliers, with their country of location, phone number and fax number.   The list can be displayed on-screen, printed or saved to a file.

Related topics

New data on suppliers
Retrieving a supplier card
Editing and updating data
Listings of data on-screen
Printing lists
Filing lists

Equipment menu

There are three main options in the Equipment Menu:

n   List suppliers - to list the suppliers of a given item of equipment.   The list can be displayed on
     screen, printed or saved to a file.

n   Find supplier - to retrieve a supplier card for a given item of equipment.

n   All equipment - to list all equipment in an inventory area.

Related topics
Listings of data on screen
Printing lists
Filing lists
Retrieving a supplier card

Spares menu

There are threem main options in the Spares Menu:

n   List suppliers - to list suppliers of a given spare part.   This list can be displayed on-screen, printed or saved to a file.

n   Find supplier - to retrieve data on   a supplier of a given spare part.

n   All spares - for an on-screen listing of all spare parts.

Related topics

Listings of data on screen

Printing lists

Filing lists

Retrieving a supplier card

Help menu

There are three options in the Help Menu:

n   Help on SUPPLY - to access Help.

n   Help on Help - to show how help can be accessed in various ways.

n   About... - with some information on SUPPLY.

Dialog boxes

The program uses dialog boxes to communicate with the user.   Most of them are straightforward and only convey a message or a warning.   Two of them, however, are more important and one extremely important:

n   Inventory area select box - expects a selection of inventory area for equipment.   Click on the item you want to select and then on 'OK'.

n   Selection box - is used for selection from a list of suppliers, equipment or spare parts.   Click on the item you want to select and then on 'OK'.

The most important one is, of course the box that represents the supplier card.

Related topics

New data on suppliers

Deleting data cards

Editing and updating data

Copyright

Registration

Since SUPPLY is a companion program to MPM, no separate registration is needed.   See the corresponding item in MPM for information on registration.

Technical support

See the corresponding item in MPM for information on technical support.

MPM

Maintenance Planning and Management