ORDERGEN 1.0

Welcome to OrderGen 1.0, purchase order generating software for Windows(TM).   OrderGen is designed to coordinate all relevant information for generating purchase orders for new or existing vendors.   The purchase order database maintains current and historical information about all generated purchase orders.

This context-sensitive help system will describe the operation of the system and provide useful hints and answers.   Use the browse buttons ("<<" and   ">>") above to move through the help system topic-by-topic.   Within the OrderGen program, the user can obtain help on the current OrderGen topic at any time by pressing and holding the "Ctrl" key, and then pressing the "F" key (Ctrl F).

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New Data

A new data entry session is started by selecting the "Data" menu and selecting "New...".   The radiogroup showing   "New Vendor", "New Purchase Order", and "New Recipient" appears.

New Vendor

To add a new vendor, select "New Vendor", and click "OK".   The "New Vendor" form, illustrated below, appears requesting company name, address, and related information.

After entering the requested information, click "ADD VENDOR".   Additional vendors can then be added. Click "CLOSE" after adding all vendors.

Adding a New Purchase Order

Select "New Purchase Order" and click "OK".   A form resembling the following appears.

The Vendor Name field is a listbox, from which the user must select the name of an existing company in the vendor database.   If "Automatic P O Number" is selected in the "Options" menu, a unique purchase order number will be assigned as soon as the Vendor Name is selected.   The structure of an automatically generated Purchase Order Number is: *AAA-mmddyy-NN*.   The user can override the automatically generated number and enter his/her own purchase order number by unchecking "Automatic P O Number"   in the "Options" menu; note, however, that Purchase Order Numbers must always be unique!

An unlimited number of items can be added to the purchase order by entering the required information, and clicking "ADD ITEM". When all items for the current purchase order have been entered, click "FINISH".   A form appears requesting the name of the recipient for the current purchase order.   Select a recipient and click "OK".

New Recipient

A new recipient can be added to the employee database by selecting "Add New Recipient" and clicking "OK".   Once this is done, the "New Recipient" form appears.   The "New Recipient" form allows the user to input company employees who will be generating purchase orders.   After entering an authorized employee name, click "ADD EMPLOYEE".   Click "MORE" to add (an) additional name(s).   Click "CLOSE" after all names have been added.

Edit (View) Data

Data in any of the databases can be viewed by selecting the "Data" menu and selecting "Open...".   On the form containing the radiogroup shown above, select one of "Vendor Database", "P O Database", or "Recipient Database".

Editing an Existing Purchase Order

Select "P O Database" and click "OK".   The "P O Database" form appears.   The "Purchase Order Number" field is a listbox, from which the user must select the number for the purchase order to view and/or modify.

Note that neither the "Purchase Order Number" nor the "Vendor Name" can be edited.   The user can edit any of the items in the purchase order, and can scroll through all of the purchase order items by clicking the "<" and ">" buttons.   After changing any of the characteristics of a purchase order item, click "UPDATE ITEM" to save it to the database.   Click "CLOSE" when all items have been updated satisfactorily.

Editing Vendor Information

Clicking the "LOCATE" button selects the "Vendor Name" listbox from which the user can select the name of the company to change.   The "Vendor Name" cannot be edited.   To change the name of a vendor, use "New Vendor", and delete the old vendor name.   If there are existing purchase orders under the old vendor name, it is suggested that the old vendor name NOT be deleted.

Any of the other information associated with the vendor can be changed.   Once changes are made, click "CHANGE".   Information on other vendors can be viewed and/or changed; click "CLOSE" when finished editing.

Viewing Authorized Employee List

Authorized employees can be viewed, but not edited.   If an employee's name is misspelled, use "Delete Recipient" and "New Recipient".

Data Deletion

The user can delete any of the data from the database.   Because OrderGen maintains history information about all purchase orders generated by the system, it is recommended that data be deleted only in cases of incorrect entry, and <u>before</u> any purchase orders which use any of the given data have actually been submitted to a vendor.

Deleting a Recipient (Employee)

Select "Delete Recipient" from the above pictured radiogroup on the "Delete Data"   form.   The following form appears.

Click on the "< PREVIOUS" or "NEXT >" to move to the employee name to delete.   Click the "X EMPLOYEE" button.   Note: "X EMPLOYEE" means to delete this employee from the authorized recipient list.   It is not meant to imply that the employee is no longer with the user's company, although this could very well be the case.

Deleting a Purchase Order

If it is decided not to submit a purchase order, it should be deleted from the database.   Select "Delete Purchase Order" and click "OK".   The form resembling the one below appears.

Select the desired "Purchase Order Number" from the listbox of the same name above. At this point the user can either delete the currently shown item, or the entire purchase order, by clicking "DELETE ITEM" or "DELETE PO", respectively. A dialog message box appears, requesting confirmation before any deletion occurs. Click "Yes" to confirm "No" to reconsider.

Delete Vendor

If it is decided not to do business with a vendor in the database AND there are no existing purchase orders in the database for this vendor, the vendor can be deleted. Select "Delete Vendor" in the radiogroup and click "OK". The "Delete Vendor" form below appears.

Select the company name from the "Vendor Name" listbox on the form and click "Delete Vendor". A dialog message box appears, requesting confirmation before any deletion occurs. Click "Yes" to confirm

"No" to reconsider.   Click "CLOSE" after deleting.

Creating a Purchase Order

The creation of a new purchase, order is quite simple, and requires the existence of the following three data in the OrderGen databases:

   1) User Company Data

   2) Employee to receive order at user's company

   3) Data on the vendor to which the purchase order will be submitted.

Additionally, user will need to:

   4) Have knowledge of the items to purchase:

      a) Name and/or Item Part Number
      b) Item Description
      c) Item cost per unit
      d) Whether the item is taxable

   5) Enter the data in "New Purchase Order" mode.

Printing a Purchase Order

NOTE: The "Purchase Order" form must be in view to print.   There are two scenarios.

1) Purchase Order Not In View
   Select "Data" and select "Print...".   A dialog message box appears to confirm that printing is desired.   Click "Yes".   The "Purchase Order" form, as shown below, appears.   The purchase order form is printed.

2) Purchase Order In View
   Select "Form" and select "Print".   The purchase order form is printed.

Purchase Order

PURCHASE ORDER

FIRST PLACE SOFTWARE
111 Your Company Address
Your City, YourState, 00000

Voice: (211) 555-5555
FAX: (211) 555-5550

Purchase Order Number	S\
Date	1(
Terms	Ne
Ship Via	UF

Customized Purchase Order

A user can customize purchase for her/his business by registering this a copy of OrderGen, and by sending their company logo and letterhead to Applied Analytic Systems to be embedded into a customized purchase order report.

The registered version of OrderGen includes the runtime dll of one of the premier well known reporting tools.   Reports for each business owned by the registered user can be created (by Applied Analytic Systems) for use by the registered company.   There is no additional charge if the logo(s) and letterhead(s) are provided on diskette in a popular graphic image format.   The camera-ready artwork used to create the letterhead originally is ideal for this purpose.   If the user does not have camera-ready artwork, AAS can scan the information into the report.   The cost for this additional requirement is $20 per scanned report created.

In addition, Applied Analytic Systems will supply the database table formats allowing the user to create his/her own reports at the users request.   OrderGen uses Paradox tables, compatible with various report writing tools such as Crystal Reports, ReportSmith, and Paradox for Windows.   The user must be a registered owner of the developmental version of one of these tools to create his/her own reports.

Shareware Registration

OrderGen is shareware which must be registered with <u>Applied Analytic Systems</u> for continued usage. The registered version includes the run-time version of a well-known report engine, a series of blank purchase order form reports which can printed on company stationary.   Optionally, a registered user can obtain a version with the user's company letterhead(s) embedded into the report.   This allows users to FAX purchase orders directly from their computers to vendor sites.

The cost for registration of OrderGen is $25 US or $35 Canadian.   There is no additional charge for inclusion of a customized letterhead-enabled purchase order form **IF** camera ready artwork for the user's letterhead is supplied on diskette in CorelDraw (CDR), Windows Bitmap (BMP) or TIF file format. Otherwise, AAS will scan your letterhead to obtain the artwork at an additional cost of $20 US ($27.50 Canadian) per letterhead.   Registered users can obtain OrderGen with a different purchase order form for each of their company names (DBAs).

To register, click <u>here</u> to print the registration form.   Complete the registration information, make check payable in US dollars to Applied Analytic Systems, Inc., and mail to Applied Analytic Systems' <u>Pittsburgh address</u>.   The latest version will be sent on diskette by U.S. First Class mail to the address specified on the registration form.   There are no shipping charges.

Registration Information

```
Users Name _____
Company Name _____
Company Address _____
City _____        State or Province _____
Postal / Zip Code _____
Country _____
Phone Number _____
FAX Number _____
Internet E-Mail Address _____
Web Page _____
From Where was OrderGen 1.01 obtained? _____
_____
Comments   _____
_____
_____
```

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Menus

OrderGen - P.O. Generation Software

<u>D</u>ata   <u>O</u>ptions   <u>V</u>iew   <u>H</u>elp

Main Form

Click on one of the items below for a detailed description of the menu items.

<u>Data</u> (or Form)
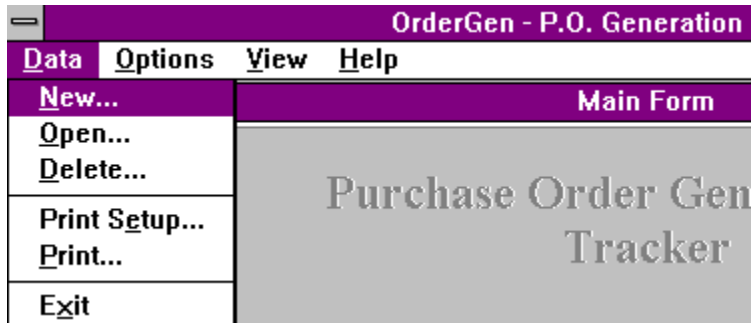<u>Options</u>
<u>View</u>
<u>Help</u>

Data Menu

Note: The speedbuttons shown are equivalent shortcuts to the menu command.

New...

The "New..." menu item opens a dialog box which allows users to select one of :

Select "New Vendor" to open a form in which to add company information (name, address, zip) about a vendor with which the user's company intends to do business.

Selecting "New Purchase Order" opens a form for data entry which will generate the new purchase order. If the "Automatic P O Number" menu item is checked in the "Options" menu, a new Purchase Order Number will be created when the vendor's company name is selected.

A "New Recipient" is an employee at the user's organization who is authorized to generate purchase orders and receive merchandise at the company.   A form requesting the new recipient name appears when "New Recipient" is selected.

Open...

The "Open..." menu item opens a dialog box allowing the user to select from the following radiogroup:

Select "Vendor Database" to view and/or edit its contents.

The user can view and edit the Purchase Order Database by selecting "P O Database" from the

radiogroup.

The authorized employee Recipient Database can be viewed (only) by selecting "Recipient Database".

Delete...

   The user can delete items from the various databases by selecting the "Delete..." menu item

Select "Delete Vendor" to remove a company from the Vendor Database.

Delete an existing (but un-submitted) purchase order from the P O Database by selecting "Delete Purchase Order".

Select "Delete Recipient" to remove an employee from the database.

Print Setup...

Opens a dialog box which allows user to establish the printer to use, and printer layout.   This option may not be active in the unregistered shareware version.   In such a case, user will need to setup printer from the Windows Control Panel.

Print...

If the "Purchase Order"   form is open, this option prints to the selected printer or fax port.   Otherwise, the user is prompted to open the "Purchase Order" form, or to cancel the print job.

Exit

This will exit OrderGen subject to the value of the "Backup When Exiting" menu item in the "Options" menu.   If "Backup When Exiting" is selected, session files will be saved and backed up, otherwise session files will be saved only.

Options Menu

OrderGen - P.O. Generation
Options   View   Help

Set Company Information...	Main Form
√ Backup When Exiting	
√ Automatic PO Number	Order Gen
√ Statusbar Quick Guide	Tracker

Set Company Information...

This opens a form on which the user can enter address and phone information about her/his company which will appear on the finished purchase order.   Only one company name is supported in the shareware version.

Backup When Exiting

When this option is checked, backup version of session files will be saved in "ordergen.bak".   This allows recovery if session files are corrupted by power failure, system crash, or other unexpected occurrence.

Automatic PO Number

When this option is checked, an automatic purchase order number in the form AAA-mmddyy-NN will be assigned whenever a new purchase order is created.   Users can use their own purchase order numbering system; however, they will need to uncheck this option, and enter purchase order numbers manually.

Statusbar Quick Guide

When this option is checked, the Quick Guide tutorial will be repeatedly displayed on the statusbar at the bottom of the screen.   The steps are numbered, and the next step in generating a purchase order is displayed approximately every 5 seconds.

Quick Guide

QUICK GUIDE TO ORDERGEN 1.0:

The Quick Guide is an automated tutorial of the OrderGen usage.   It shows the 11 essential steps to generate the first purchase order.   This information is displayed repeatedly on the statusbar on the main form.

  1) Add your <u>Company Information</u>:
     a] Select "Options", "Set Company Information"
     b] Add your company name and address

  2) Add to the <u>Vendor Database</u>:
     a] Select "Data", "New..." or click "+ Folder" speedbutton
     b] Select "New Vendor" and click OK
     c] Add vendor name and address information

  3) Add a new <u>Purchase Order</u>:
     a] Select "Data", "New..." or click "+ Folder" speedbutton
     b] Select "New Purchase Order" and click OK
     c] Select the "Vendor Name" and add new items

View Menu

Current Purchase Order

This shows the "Purchase Order" form for the most recently selected purchase order.

Purchase Order History

Selecting   "Purchase Order History" opens the "History" form showing each purchase order number, corresponding vendor name, and the order recipient.

Free Memory

When "Free Memory" is checked, the statusbar will show the amount of system free memory whenever "Quick Guide" is turned off in the "Options" menu.

Help Menu

Contents

This takes the user to the <u>Contents</u> section of this help file.

This Form

This is the context sensitive menu entry.   The user will be transferred to the help topic most relevant to the task s/he is currently attempting to perform.   The user can also use "Ctrl F".

Search for Help On...

This allows the user to search this help system by keywords.   This is equivalent to clicking the "Search" button above.

How to Use Help

This opens the designated WinHelp file for explaining the use of Windows help.

About Applied Analytic Systems

Opens a form within OrderGen which provides information about Applied Analytic Systems, Inc.

About OrderGen

Opens a form showing the OrderGen version and copyright information.

Registration

Shows current information within the help file on shareware registration or commercial licensing.

AAA-mmddyy-NN

AAA is an abbreviation for the company name, which is usually the initials for the company.

mmddyy is the current date: mm is the month number, dd is the day number, and yy is the year number.

NN is an integer equaling 1+ the number of items which are in the P O database.

Crystal Reports

Crystal Reports is a registered trademark of Seagate Software Information Systems, Inc.

ReportSmith

ReportSmith is a registered trademark of Borland International, Inc.

Paradox

Paradox is a registered trademark of Borland International, Inc.

Post Installation

Necessary Runtime Modules

Shareware version of OrderGen includes the following runtime files:

1) VISION.EXE   (ObjectVision 2.1) Borland International
2) PXENGWIN.DLL (Paradox Engine) Borland International
3) BWCC.DLL (Windows Custom Control) Borland International
4) OVEXTRAS.DLL (ObjectVision Extension) R. Scott McKinney
5) TREESURG.DLL (Tree Surgeon 2.1) T.J. Techniques Ltd.

System Requirements

1) 386, 486, Pentium with 4 MB RAM
2) Windows 3.1x, 95 or NT
3) 2.5 Meg available Hard Disk space
4) SHARE.EXE (in Windows 3.1x)

5) Running **_SHARE.EXE_** *(only applies to Windows 3.1x)*

    Unless the "device=vshare.exe" command is in the [386Enh] section of the user's system.ini file, the DOS share.exe program MUST be loaded BEFORE Windows is started.   Add the SHARE command to the autoexec.bat file anywhere preceding the line containing the WIN command.

    Example:
       autoexec line 1
       autoexec line 2
         .
         .
         .
       autoexec line n
       SHARE
       WIN

    Or run share (manually) before running Windows as follows:

      C:\>share   (typed by user at c: prompt)
      SHARE installed   (dos system message)
      C:\>win   (typed by user at c: prompt)

    Share is usually in the DOS directory, and DOS should be in the path. If DOS is not in the path, type

      C:\somedir>CD\DOS622   (get into the DOS directory)
      C:\DOS622>share   (typed by user at c: prompt)
      SHARE installed   (dos system message)
      C:\DOS622>win   (typed by user at c: prompt)

6) STARTUP   - Installation Directory

The target directory for the installation is "c:\visionr". This is the recommended drive and directory name for the installation.   During installation, the user is allowed to change the target drive and directory names.

Do not change the name of the installation directory at any time **AFTER** installation has been completed.

Registration Information

ORDERGEN 1.0
Rev. 1
July, 1996

Mail To:

Applied Analytic Systems
Carnegie Office Park
P O Drawer 3562
Pittsburgh,   PA   15230

Users Name _____
Company Name _____
Company Address _____
City _____   State or Province _____
Postal / Zip Code _____
Country _____
Phone Number _____
FAX Number _____
Internet E-Mail Address _____
Web Page _____
From Where was OrderGen 1.01 obtained? _____
_____
Comments   _____
_____
_____

SHARE

SHARE.EXE is used in a multi-tasking environment (Windows) in which programs share files.   Share loads code into memory that supports file sharing and locking.   Once share is installed, MSDOS uses the code loaded by Share to validate all read and write requests from programs.   The Paradox Engine uses share for database access control.