

QVIX Business Systems Inc. ***Fireworks Inventory System***



Version 6.01 (02/24/2011)

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Change History:

Revision Date	Last Revision By	Version Number	Reason or Change
October 15, 2004	Fredric E. Calev	10/15/04 – V1.01	Initial Version - Base
January 24, 2005	Fredric E. Calev	01/24/05 – V1.03	Added database field names and descriptions
January 26, 2005	Fredric E. Calev	01/26/05 – V1.05	Added additional field descriptions
February 07, 2005	Fredric E. Calev	02/07/05 – V1.07	Added additional information concerning show-firing order.
March 29, 2005	Fredric E. Calev	03/29/05 – V1.09	Added additional information on changing inventory items in storage locations and copy items from one location to another. Changed some inventory product reports for clearer reports.
March 30, 2005	Fredric E. Calev	03/30/05 – V1.11	Added the ability to receive stock on a purchase order, but not update inventory (stock already in inventory). Added the ability in “Product Display” and “Move Stock From One Location to Another” to automatically convert 1 case to pieces * case-lot or convert case-lot/pieces to 1 case.
April 6, 2005	Fredric E. Calev	04/06/05 – V1.13	Added net weight percentages to gross weights in the categories group. Added net weight display to inventory location, show, and customer order reports.
May 4, 2005	Fredric E. Calev	05/04/05 – V1.15	Added the ability to report on total inventory “All Stock” (includes units=0 and cases=0) or “In Stock Only” where either units > 0 or cases > 0.
May 19, 2005	Fredric E. Calev	05/19/05 – V1.17	Updated graphics
July 7, 2005	Fredric E. Calev	07/07/05 – V1.19	Added additional information on new reports, part number and show searching capability and numerous new features and capabilities.
October 5, 2005	Fredric E. Calev	09/05/05 – V1.21	Added additional information on new features, searching and new reports.
November 23, 2005	Fredric E. Calev	11/23/05 – V1.23	Added additional fields for importing new product data from a spreadsheet. Added additional information for moving and sharing the “QVIX Fireworks Inventory System” database.
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March 26, 2007	Fredric E. Calev	03/26/07 – V5.15	Updated documentation to reflect new features and fields added. Changed version number tracking.
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January 2, 2008	Fredric E. Calev	01/02/08 – V5.21	Updated documentation to include laser label support and virtual magazine information
September 9, 2008	Fredric E. Calev	09/09/08 – V5.23	Updated documentation to new changes (I.E. Import/Export Show/Order Excel Spreadsheets, new fields added) to the Inventory Software.
October 15, 2008	Fredric E. Calev	10/15/08 – V5.25	Continued updating documentation to new changes (I.E. Box numbers to the Inventory Software.
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October 26, 2008	Fredric E. Calev	10/30/08 – V5.29	Added information on checking for the latest release of the software for downloading a new version.
December 29, 2008	Fredric E. Calev	12/29/08 – V5.31	Updated documentation regarding new login security roles and show/customer import/export changes.
January 20, 2009	Fredric E. Calev	01/20/09 – V5.33	Clarified the item/ verse case weight amounts in the documentation.
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1 OVERVIEW

1.1 PRODUCT OVERVIEW - QVIX FIREWORKS INVENTORY SYSTEM

Having a “**QVIX Fireworks Inventory System**” is very beneficial when looking at the current inventory products on the market (Basically, there are none). All of the existing products do not address the special needs of the fireworks industry. This is the first product that is actually designed from the ground up to support this industry.

The “**QVIX Fireworks Inventory System**” was designed to address the following problems:

1. Allows for the seamless integration to the QVIX family of software and hardware products.
2. Have no negative impact on the running of your business.
3. Allow the customer to easily (Point and Click) create reports and enter data with a **minimum** of training.
4. **Standardizes** your inventory reports in order to make it easier for reporting to the various **governmental agencies** that require the information you maintain.
5. Helps **speed up magazine inspections** by having accurate up to date inventory data for the various people who inspect your magazines.
6. Allow reports to be exported to different formats (Ex. HTML, Excel, Rich Text Format, Etc.) for use within their respective organizations.
7. Respond to customer requests for a better, more powerful inventory tool, that could give results in a very fast and “user defined” presentable format.
8. Provide for protection from future changes in QVIX products with regard to compatibility with associated database tables and fields.

1. Using the QVIX Fireworks Inventory System as a “Why” Problem

Ends and means are relative notions, not absolutes; that is, something is an end or a means only in relation to something else. Thus, chains and networks of ends-means relationships often have to be traced out before one finds the “true” ends of a change effort. In this regard, “why” questions prove extremely useful.

Consider the following hypothetical dialogue with yourself as an illustration of tracing out ends-means relationships.

1. Why do people need a simple and standard Fireworks Inventory System with reports?
 - 1.1. I’ll tell you why! Because we all have very specific requirements that will gauge the success of our business.
2. Why do we have to change the way we do things?
 - 2.1. Because they currently cost too much and take too long.
3. Why do they cost too much?
 - 3.1. Because it takes too much time and effort to create meaningful inventory reports in the current environment.
4. Eureka! The true aim is to improve productivity! .
5. Hmm. Why do things take so long?

To ask “why” questions is to get at the ultimate purposes of functions and to open the door to finding new and better ways of performing them. Why do we do what we do?

Why do we do it the way we do it? Asking “why” questions also gets at the ultimate purposes of people, but that’s a different matter altogether, a “political” matter.

2 Operation

2.1 INSTALLATION

2.1.1 Requirements (Hardware)

This program requires a PC with a minimum speed of 750 MH, 1 GB of RAM and a video board and screen capable of displaying a minimum of 768 by 1024 in 256 colors minimum (**We recommend a higher resolution (I.E. 1280 by 1024) for readability purposes**) and running one of the following Operating Systems

1. Window NT
2. Windows XP
3. Windows 98
4. Windows Server 2000/2003
5. Windows Vista
6. Windows 7

NOTE – This program uses approximately 45 MB of disk space for program and database (Based on the amount of history retained).

2.1.2 Requirements (Software)

This program requires “**Microsoft Access 2000**” (**or better**) with the latest service packs installed to function properly.

2.1.3 Initial Software Installation

2.1.3.1 Download From Website (Preferred Installation Procedure)

This procedure a web browser connected to the Internet to download the software

- a. Use your web browser to go to www.QVIX.com website.
- b. Select “**Product - Download**” from the menu on the left side.
- c. Select either the “Fireworks Inventory System” (includes a sample database) or the “Fireworks Inventory Program” (includes the program and documentation only – for updating your software)”
 - a. Download your selection into your **/tmp** folder.
- d. Double Click on the “**QVIX Fireworks Inventory System.exe**” file to install the software from the **/tmp** folder.
- e. The software will installs itself in the **C:\QVIX** folder. A shortcut to running the software will be placed on your computers desktop screen.

2.1.3.2 CD Installation

This procedure requires a CD ROM drive to install the software

1. Insert the CD into your CD ROM computer drive.
2. Change to the CD drive directory (I.E. cd \D:)
3. Double Click (Run) the following command:
 - a. **QVIX Fireworks Inventory Install.bat**
4. The software will automatically install itself in the **C:\QVIX** folder. A shortcut to running the software will be placed on your computers desktop screen.

2.1.4 Windows and Microsoft Access Security Settings

Users should set the security level to low for macros in Microsoft Access

a. Microsoft Access 2003 Security Settings

- i. Open Microsoft Access 2003
- ii. Select Tools
- iii. Select Macro
- iv. Select Security
- v. In Security Level, Set to Low

b. Microsoft Access 2007 Security Settings

- i. Open Microsoft Access 2007
- ii. At the top left hand side of the screen, select the drop down box icon (Down arrow)
- iii. Select "More Commands"
- iv. On the left hand side, select "Trust Center"
- v. On the right hand side, select "Trust Center Settings"
- vi. On the left hand side, select "Macro Settings"
- vii. Select "Enable All Macros"
- viii. Select "OK"

3 Using the QVIX Fireworks Inventory System

3.1 FIRST STEPS

3.1.1 Some basic rules and definitions

The following are some basic rules and definitions that are used throughout the **QVIX Fireworks Inventory** software.

- Any drop down box whose contents is displayed in *italics* will allow the user to enter additional/new text that is not currently in the list of drop down text selections.
- Any field that has a label using “**Italics**” can be **doubled-clicked** using the mouse to open a **fast window** to the selected field for viewing or updating. For example:

The screenshot shows a software window with a dark blue background. It contains several input fields with labels in yellow. The 'Product Number' field contains '340001'. The 'Description' field contains 'ASSORTED SHELLS FOR BAGS OF 10'. The 'Category' field is a dropdown menu showing '3" Shells'. The 'Supplier Name' field contains 'Alien Fireworks Co.'. The 'Restrictions' field is empty. A large, light blue watermark 'X' is visible across the right side of the image.

The user can double-click on either the “*Category*” or “*Supplier Name*” data fields to open a new window containing the selected items for that data field. For example, if the user double-clicks on the “*Category*” field (3” Shells), the following window will appear.

Re-sort Lines						Exit This Screen				
Category Name	Gross Weight		Net Weight		Pyro Weight Percent of Net	Primary Firing Device	# Of Items This Device Can Fire	Alternate Firing Device	# Of Items This Device Can Fire	Printing Order
	Pounds	Kilograms	Pounds	Kilograms						
3" Bags of 10 Shells	5.00 Lbs	2.3 Kg	5.00 Lbs	2.27 Kg	50.00%	3" Preload	10			10
3" Case of Assorted Shells	40.00 Lbs	18.2 Kg	40.00 Lbs	18.18 Kg	50.00%	3" Preload	10	3" Steel Pipe	1	20
3" Specials	1.50 Lbs	3.3 Kg	1.50 Lbs	3.30 Kg	50.00%	3" X 5 HDPE Rack	5			30
3" Specials - Heavy	3.00 Lbs	6.6 Kg	3.00 Lbs	6.60 Kg	50.00%	3" Steel Pipe	1			40
▶ 3" Shells	.55 Lbs	.3 Kg	.55 Lbs	.25 Kg	50.00%	3" X 10 HDPE Rack	10			50

After viewing/updating any items and then exiting this window, the user is returned to the original screen (as in the above example).

- All updatable dates within any screen can be double-clicked using the mouse to open up the user selectable “**Calendar**” for easy date selection.
- Item (Piece)** weights can be inserted by entering pounds or kilograms using the appropriate fields. The opposite weigh will automatically be calculated upon completion of your **Item (Piece)** weight entry.
- The **Field Label Colors** generally denote the following:
 - Yellow** – Normal field label
 - White** – Summation field (No user updating allowed)
 - Cyan** – Informational message

3.1.2 Choosing a “Part Numbering” system

There are various ways that a user can setup an easy to use part numbering system. The following is a **suggestion** as to a possible method for assigning part numbers for this system. These suggestions take into consideration that one may use a “Laser Scanner” to read in items when setting up “Shows”, “Customer Orders” and “Purchase Orders”.

- Try to keep your part numbers consistent and all the same length. For example:
 - SSVVV##### where
 - SS represents a 2 digit size such as 03 (or just 3) for 3”, 10 for 10”, 25 for 2.5”
 - VVV represents an abbreviated vendor (supplier) name such as VUL for Vulcan, SUN for Sunny, BRO for Brothers.
 - ##### Represents the 5 character alphanumeric part number. This can be either the vendors supplied part number or a part number that you use internally for your products.

Remember, if you choose to use letters in your part number and also plan to use a “Laser Scanner”, then make sure that your “Laser Scanner” supports alpha-numeric data entry (may contain a alphanumeric key pad).

This particular number system makes it visually easy to identify the item size and supplier just by looking at the part number. The can still enter the actual supplier part number in the “Vendor Art#” field for referencing in vendor “Purchase Orders” for ordering new product.

3.1.3 Basic Inventory Product Field Definitions (Used in the “Products” screen)

Listed below are some of the basic product field definitions used by the **QVIX Fireworks Inventory** software.

1. **Product Number** – This is the part number for the item.
2. **Description** – Item Description
3. **Category** – Category to place this item into (I.E. 3” Shells, 4” Shells, “2 ½” Finale Chain”). The category is used to classify the product when printing reports. It also is used to obtain the basic product weight for the item and also is used to calculate the equipment needed to fire this item for use in calculating “**Show**” equipment needs.
4. **Supplier Name** – Supplier to assign this item to.
5. **Type** – Item type. Used to classify (group) the item.
 - a. Shells
 - b. Finale
 - c. Ground
 - d. Misc.
 - e. Equipment
6. **Shells in Device** – The actual number of shells in this device. Used to calculate actual shell count when calculating equipment needed for use in “**Show**” reports.
7. **Lead Time** – Estimated number of days, weeks, or months needed to get this item.
8. **Pieces/Case** – Number of items in a full case (often referred to as **Caselot**).
9. **Item Stock Line Items** – Consists of the following entries below. (Note- Product Items may have multiple line entries containing different “**Stock Date**” and quantities.
 - i. **Date(Stock Date)** – The actual date this item was received in stock.
 - ii. **Pieces(Stk)** – The actual number of pieces in stock for the current “**Stock Date**”
 - iii. **Cases(Stk)** – The actual number of cases in stock for the current “**Stock Date**”
 - iv. **Pieces(Init)** – The actual number of pieces received for the current “**Stock Date**”. (Note – Once set, this value never changes).
 - v. **Cases(Init)** – The actual number of cases received for the current “**Stock Date**” . (Note – Once set, this value never changes).
 - vi. **Caselot** – The Number of items in a full case for this line item.
 - vii. **Location** – The actual location (Magazine) that this line item is stored.
 - viii. **Bin** – The Bin location for pulling this item in the Magazine for this line item.
 - ix. **Lot Number** – Lot number that is printed on the label for this line item.
 - x. **Shift** – The shift manufactured that is printed on the label for this line item.
 - xi. **Ma. Date** – The date manufactured that is printed on the label for this line item.
 - xii. **EX Number** – The assigned EX Number for this line item.
10. **Cases on Hand** – Calculated from actual inventory
11. **Pieces on Hand** – Calculated from actual inventory
12. **Total in Stock** – Equals ((Cases on Hand) * (Pieces/Case)) + (Pieces on Hand)
13. **List Price** – List price for item
14. **Case List** – Case List price (Overrides the “item price” * caselot)
15. **Cost Per Piece** – Item cost
16. **Cost Per Case** – Case Cost price (Overrides the “cost per piece price” * caselot)
17. **EX Number** – Assigned EX number for this item (Used as a default EX Number for this item).
18. **Size** – Actual size of the device in inches
19. **Other** – Can be used to identify item specific information
20. **ART #** - Normally manufacturers part number
21. **Pieces on Order** – Calculated from current number of item on order (not received yet)
22. **Pieces Reserved** – Calculated from current number of items in “**Customer Orders**” or “**Shows**” (not yet shipped to customer or used in a show).
23. **Cases Reserved** – Calculated from current number of cases in “**Customer Orders**” or “**Shows**” (not yet shipped to customer or used in a show).
24. **Total List** – Calculated Total list price of items in stock multiplied by list price
25. **Total Cost** – Calculated Total cost of items in stock multiplied by list price
26. **Notes** – Users notes for this device
27. **Discontinued** – Check if this item has been discontinued
28. **Grouping** – Check this box if the item consists of an assembly (Group of items)
 - i. **Sub Product** – Part number of an item in this group

- ii. **Sub Pieces** – Number of pieces of this item needed for making this group
- iii. **Total Pieces** – Calculated total number of pieces needed to make the assembly
- 29. **Item (Piece) Weight (Pounds)** – Weight of a single item (0 weight = use category weight)
- 30. **Item (Piece) Weight (Kilograms)** – Weight of a single item (0 weight = use category weight)
- 31. **Display Cases Only** – Display the words “**Cases Only**” in Price List Reports for this item.
- 32. **Laser Lot Number** – Lot number to be printed on the laser labels for this item.
- 33. **Height Feet** – Shell height in feet. (Same as below)
- 34. **Height Meters** – Shell height in meters. (Same as above)
- 35. **Duration** – Shell duration in seconds.
- 36. **Lift Time** – Lift time in seconds for this item.
- 37. **Primary Location** – Primary location to be used when pulling this item from inventory
- 38. **Hazard Material** – Yes/No (For “**Bill of Lading**” printing).
- 39. **Hazard Class** – 1.3G, Etc. (For “**Bill of Lading**” printing).
- 40. **UN Number** – UN Assigned Number (For “**Bill of Lading**” printing).
- 41. **Package Group** – UN Package Group (For “**Bill of Lading**” printing).
- 42. **Placards** – Placard Description (For “**Bill of Lading**” printing).

3.1.4 Set up your initial default settings for Your Company “Change My Preferences”

This screen is used to define all your default company settings that are used for data entry screens and reports.

- a. Select “**Click Here To Change Your Preferences**” from the main menu screen (left hand bottom side of screen)
- b. The user will see the following screen:

My Preferences

Enter your company's preferences here. You will save all preferences by closing the form [Exit This Screen].

Inventory History Log File Size = 499,945 Bytes
 (Click Here to View/Erase This Log File).

Click To Set Screen Display Preferences
and View Database Text Field Maximum Sizes

Click To Set Laser Label Preferences

Click To Set Inventory Product, Move Quantity
Offsets And Company Logo

Click To Set Customer Information And Customer
Order Preferences

Click To Set Show Preferences

Click To Set Bill Of Lading And Common
Show/Customer Order Preferences

Click To Set Report Printing Preferences

Click Here To View The QVIX Fireworks Inventory
System History Of Changes (Needs Internet Access)

Click To Go To Data
Validation/Testing Screen

Exit This Screen

- c. We will now cover each of the 8 groups (And an Exit Button). These groups separate the different user options for each section shown.
1. Set Screen Display Preferences and View Database Text Field Maximum Sizes
 - i. Use background color in place of normal screen background color,
 1. Select this setting if you wish to have a black only background in place of the blue gradient screen.
 - ii. Use user adjustable window sizes in stead of the maximum screen sizes when viewing all windows.
 1. Select this setting if you wish to change your window sizes for this application instead of using the entire screen for each window.
 - iii. Do Not Enlarge Screen Labels and Fields To Maximum Screen Resolution Size When Viewing Selected Windows.
 1. Selecting this option will keep all screens at a non-expanded screen size.
 2. If not set, then the user can select from 50% to 100% of the available screen to take advantage of larger display monitors for zooming all display screens.
 - iv. **“Click Here To View Database Field Maximum Sizes”**.
 1. You can get the maximum allowable text sizes for all text character fields by selecting this button.
 2. Set Laser Label Preferences
 - i. Display Part Number On Label
 1. Check this box if you wish to print the item part number on your laser labels.
 - ii. Display Warning Message On Label
 1. Check this box if you wish to print a “Warning” message on your laser labels.
 - iii. Display Primary Message On Label
 1. Check this box if you wish to print a “Primary” message on your laser labels.
 - iv. Display Company Name Message On Label
 1. Check this box if you wish to print your “Company Name” on your laser labels.
 - v. Display Manufacture Date Message On Label
 1. Check this box if you wish to print the “Manufacture Date” on your laser labels.
 - vi. Display Supplier Name on Label
 1. Check this box if you wish to print the “Supplier Name” on your laser labels
 - vii. Display List Price on Label
 1. Check this box if you wish to print the “Supplier Name” on your laser labels
 - viii. Display Item (Shell) Size on Label
 1. Check this box if you wish to print the “Shell Size” on your laser labels
 - ix. You can also insert/edit the “Primary” and “Warning” message text in the appropriate boxes. Selecting the appropriate color boxes for each message can also change the message text. There are default message text examples for the user if you select the appropriate “Use Message” box.
 3. Set Move Inventory Quantity Offsets and Company Logo.
 - i. Move Items Using Offset Entries (-1,+1) Instead Of Just Moving The Item
 1. Check this box if you wish to create a "-quantity" entry in the source location, and a "+quantity" entry in the target location, instead of just moving the item from source location to target location.
 - ii. Set Default To Display Unit Discounted Price Instead Of Unit Discount Amount In Products Screen
 1. This is used to determine the mode for calculating unit price discounts for this product when used in a “Customer Order”.
 - iii. Set Default To Display Case Discounted Price Instead Of Case Discount Amount In Products Screen
 1. This is used to determine the mode for calculating case price discounts for this product when used in a “Customer Order”.
 - iv. Enter The Filename For Your Company Logo
 1. If you wish to print a company logo on your “Customer Orders (Invoices)”, then enter the folder location and file name where your location resides.
 - a. Note – There is a default folder location created for you to store your company logo in at “C:\QVIX\Company Logo”.
 - b. Note - Company Logo Must Be Of A Type .JPG Or .BMP.
 - c. You can browse for your company location by selected the “Click To Browse For Images” box. You can then search thru the different folders on your server and preview your company logo.
 4. Set Customer Order Preferences

- i. Default State Sales Tax For New Customer Accounts
 - 1. This sets the default sales tax for your current location for new “Customer Orders”.
- ii. Auto Convert Cases To Units For Customer Orders
 - 1. Check this box if you wish to automatically convert a single case of product into its corresponding units (Case * Caselot) to be used when pulling stock from inventory for “Customer Orders”.
- iii. Restrict Replacement Items (In Drop Down Boxes) To The Same Category As Original Item.
 - 1. This will restrict the items displayed in the “Customer Order” drop down box to the same category as the original item selected for that line item.
- iv. Select If You Want To Set Default Customer Order Laser Input Quantities To Cases (Not Units) Note - Show Quantities Are Always Units.
 - 1. If Checked, set Default Customer Order Laser Input Quantities To Cases (Not Units)
- v. Stop Users From Modifying License Information In A Customer Order
 - 1. Check this box if you wish to stop users from changing the customer license information in the “Customer Order” screen.
- vi. Check to Change the Customer Drop Down Box From First Name to Last Name Display Order In A Customer Order
 - 1. Checking this box reverses the order for displaying the customer first and last name in “Customer Order” screen.
- vii. Check to Remove Out Of Stock Items From The Product Drop Down Box In A Customer Order
 - 1. Checking this box removes “Out of Stock” items from displaying in the drop down box in the “Customer Order” screen.
- viii. Check Box To Remove From Bill Of Lading
 - 1. Checking this box removes the “COD” information from displaying in the “Bill of Lading” report.
- ix. Display Category Shipping Names in Bill Of Lading For Customer Orders and Shows
 - 1. Checking this box displays the “Category” in the “Bill of Lading” report.
- x. Display Company Name in **Bill Of Lading** PER Liability Instructions Section
 - 1. Checking this box displays the “Company Name PER Liability Instructions Section” in the “Bill of Lading” report.
- xi. Use Condensed Box Report For Printing From A Customer Order Screen
 - 1. If checked, then use the smaller (condensed) “Box Label” when printing box labels in the “Customer Order” screen.
- xii. Customer Order Pull Sheet
 - 1. Print Manufacture Date in the Customer Pull Sheet
 - a. If Checked, Print Manufacture Date in the Customer Order Pull Sheet
 - 2. Print Shift in the Customer Pull Sheet
 - a. If Checked, Print Shift in the Customer Order Pull Sheet.
 - 3. Print “Supplier City and Country” in the Customer Pull Sheet
 - a. If Checked, Print Supplier City and Country in the Customer Order Pull Sheet
 - 4. Print CaseLot (Number of items in a case) in the Customer Pull Sheet
 - a. If Checked, Print CaseLot (Number of items in a case) in the Customer Order Pull Sheet.
 - 5. Print SubTotals (Shells, Finale, etc.) in the Customer Pull Sheet
 - a. If Checked, Print SubTotals (Shells, Finale, etc.) in the Customer Order Pull Sheet
 - 6. Print Laser Label Information in the Customer Pull Sheet
 - a. If Checked, Print Laser Label Information in the Customer Pull Sheet.
 - 7. Print Pull Sheet Prices
 - a. Print item prices on “Pull Sheet”.
 - 8. Print Using Cases and Units
 - a. Check this box if you wish to Print Orders using the format "Cases+Pieces" instead of Pieces only.
 - 9. Highlight Pull Sheet Comments In Red
 - a. Check this box to “Print Pull Sheet Comments In Red”
 - 10. Display EX Numbers In Pull Sheet
 - a. Check this box to “Print EX Numbers In Pull Sheet”.
- xiii. Customer Order Spread Sheet
 - 1. Print In Stock Items Only

- a. If checked, "Print In Stock Items Only" when creating a customer spreadsheet.
2. Print Current Stock Quantities
 - a. If checked, "Print Current Stock Quantities" when creating a customer spreadsheet.
3. Print Supplier Name In Description Column
 - a. If checked, "Print Supplier Name In Description Column" when creating a customer spreadsheet.
4. Print Caselot In Column
 - a. If checked, "Print Caselot In Column" when creating a customer spreadsheet.
5. Print Quantities Currently On Reserve
 - a. If checked, "Print Quantities Currently On Reserve" when creating a customer spreadsheet.
6. Print Units Requested In A Column
 - a. If Checked, "Print Units Requested In A Column" when creating a customer spreadsheet
7. Print Cases Requested In A Column
 - a. If checked, "Print Cases Requested In A Column" when creating a customer spreadsheet.
- xiv. Customer Order (Invoice)
 1. Print Manufacture Date in the Customer Invoice
 - a. If Checked, Print Manufacture Date in the Customer Order Invoice
 2. Print Shift in the Customer Invoice
 - a. If Checked, Print Shift in the Customer Order Invoice
 3. Print CaseLot (Number of items in a case) in the Customer Invoice
 - a. If Checked, Print CaseLot (Number of items in a case) in the Customer Order Invoice
 4. Print SubTotals (Shells, Finale,etc.) in the Customer Invoice
 - a. If Checked, Print SubTotals (Shells, Finale,etc.) in the Customer Order Invoice
 5. Print Using Cases and Units
 - a. Check this box if you wish to Print Orders using the format "Cases+Pieces" instead of Pieces only.
 6. Display Customer Billing And Shipping Address
 - a. Check this box if you wish to print "Customer Billing And Shipping Address" information in the Customer Order Invoice.
 7. Display EXNumber In Line Items
 - a. Check this box if you wish to print "EX Numbers" in the "Customer Order Invoice Line Item" location for each item listed.
 8. Display Billing Information At End Of Invoice
 9. Check this box if you wish to move the "Billing Information" to the end of invoice instead of at the beginning of the invoice.
 10. Display Non-Posted Items As B/O In Invoice
 - a. Check this box if you wish to print "Non-Posted Items As B/O In Invoice".
 11. Do Not Display Line Prices In Invoice
 - a. Check this box if you DO NOT wish to "Do Not Display Line Prices In Invoice"
 12. Do Not Display Category Titles In Invoice
 - a. Check this box if you DO NOT wish to "Display Category Titles In Invoice".
 13. Highlight Line Item Comments In Red
 - a. Check this box if you wish to print "Line Item Comments" in RED.
 14. Do Not Print Order Totals When Printing From The Order Screen
 - a. Check this box if you DO NOT want to print "Order Totals" in the invoice. This may be commonly used when creating "Bids".
- xv. Initial Number of Units For New Customer Order Line
 1. Enter the default value to be used for the "Units" quantity when creating new "Customer Order Line Items".
- xvi. Initial Number of Cases For New Customer Order Line
 1. Enter the default value to be used for the "Cases" quantity when creating new "Customer Order Line Items".
- xvii. Customer Order (Invoice) Disclaimer (Prints At Bottom Of Customer Order) (Max. 800 Chars)

1. The user can enter up to 800 characters of information that will be automatically printed at the bottom of every customer order.
- xviii. Customer Order(Invoice) Received By Message (Max. 800 Chars)
 1. The user can enter up to 800 characters of information that will be automatically printed after the "Received By Message" on every customer order.
- xix. Customer Order(Invoice) Email Body Message (Max. 800 Chars)
 1. The user can enter up to 800 characters of information that will be automatically printed as part of the e-mail message body when e-mailing "Customer Orders" to customers.
5. Set Show Preferences
 - i. Auto Convert Cases To Units For Shows
 1. Check this box if you wish to automatically convert a single case of product into its corresponding units (Case * Caselot) to be used when pulling stock from inventory for "Shows".
 - ii. Restrict Replacement Items (In Drop Down Boxes) To The Same Category As Original Item.
 1. This will restrict the items displayed in the "Show" drop down box to the same category as the original item selected for that line item.
 - iii. Exclude (Used In Show) Message in Inventory Disposition Report
 1. If checked, Only to Display/Print Customer Orders Information in the Inventory Disposition Report (ATF Report).
 - iv. Print Manufacture Date and Shift in the Show Pull Sheet
 1. If Checked, Print Manufacture Date and Shift in the Show Pull Sheet.
 - v. Print Laser Label Information in the Show Pull Sheet
 1. If Checked, Print Laser Label Information in the Show Pull Sheet.
 - vi. Check to Remove Out Of Stock Items From The Product Drop Down Box In A Show
 1. Check this box to "Check to Remove Out Of Stock Items From The Product Drop Down Box In A Show".
 - vii. Check to Remove Discontinued Items From The Product Drop Down Box In A Show
 1. Check this box to "Remove Discontinued Items From The Product Drop Down Box In A Show".
 - viii. Show Spread Sheet
 1. Print In Stock Items Only
 - a. If checked, "Print In Stock Items Only" when creating a show spreadsheet.
 2. Print Current Stock Quantities
 - a. If checked, "Print Current Stock Quantities" when creating a show spreadsheet.
 3. Print Supplier Name In Description Column
 - a. If checked, "Print Supplier Name In Description Column" when creating a show spreadsheet.
 4. Print Caselot In Column
 - a. If checked, "Print Caselot In Column" when creating a show spreadsheet.
 5. Print Quantities Currently On Reserve
 - a. If checked, "Print Quantities Currently On Reserve" when creating a show spreadsheet.
 6. Print Units Requested In A Column
 - a. If Checked, "Print Units Requested In A Column" when creating a show spreadsheet
 7. Print Cases Requested In A Column
 - a. If checked, "Print Cases Requested In A Column" when creating a show spreadsheet.
 - ix. Show (Invoice)
 1. Do Not Show Finale Layouts When Printing Shows
 - a. If checked, then DO NOT print "Show Finale Layouts When Printing Shows" in the "Show" invoice.
 2. Display Sponsor (Customer) Billing And Shipping Address
 - a. If checked, print "Sponsor (Customer) Billing And Shipping Address".
 3. Highlight Line Item Comments In Red
 - a. If checked, print "Line Item Comments In Red".
 4. Do Not Print Show Prices In Invoice When Printing From The Show Screen

- a. If checked, “DO NOT Print Show Prices In Invoice When Printing From The Show Screen”.
 - 5. Do Not Print Show Totals When Printing From The Show Screen
 - a. If checked, “DO NOT Print Show Totals When Printing From The Show Screen”.
 - 6. Do Not Print Show Equipment In The Invoice
 - a. If checked, “DO NOT Print Show Equipment In The Invoice”.
- x. Use Condensed Box Report For Printing From A Show Screen
 - 1. If checked, then use the smaller (condensed) “Box Label” when printing box labels in the “Show” screen.
- xi. Prompt For Box Report Type For Printing From A Show Screen In Place Of Preference Settings
 - 1. Checking this box will “Prompt For Box Report Type For Printing From A Show Screen In Place Of Preference Settings”.
- xii. Check to Change the Customer Drop Down Search Box From First Name to Last Name In A Show
 - 1. Checking this box will “Change the Customer Drop Down Search Box From First Name to Last Name In A Show”.
 - a. Check to View Company Name First.
 - i. If checked, this will set to “View Company Name First”.
- xiii. Stop a User From Over-Selling a Product In A Show
 - 1. Checking this box “Stops a User From Over-Selling a Product In A Show”.
- xiv. Stop a User From Over-Selling a Product In A Show In A Specific Location
 - 1. If checked, it will “Stop a User From Over-Selling a Product In A Show In A Specific Location”. This works along with the setting above “Stop a User From Over-Selling a Product In A Show”.
- xv. Highlight Pull Sheet Comments In Red
 - 1. Checking this box “Prints Pull Sheet Comments In Red”.
- xvi. Display EX Numbers In Pull Sheet
 - 1. Checking this box “Prints EX Numbers In Pull Sheet”.
- 6. Bill Of Lading Printing Preferences
 - i. Check Box To Remove From Bill Of Lading
 - 1. Checking this box removes “COD Information” from the “Bill Of Lading”.
 - ii. Display Category Shipping Names in Bill Of Lading For Customer Orders and Shows
 - 1. Checking this box prints “Category Shipping Names in Bill Of Lading For Customer Orders and Shows”.
 - iii. Display Company Name in Bill Of Lading PER Liability Instructions Section
 - 1. Checking this box prints “Company Name in Bill Of Lading PER Liability Instructions Section”.
 - iv. Enable Printing The Company Phone Number In A Bill of Lading
 - 1. Checking this box “Enables Printing The Company Phone Number In A Bill of Lading”.
 - v. Disable Printing Line Item Descriptions (Shells, Finale, Ground, Misc.) In A Bill of Lading
 - 1. Checking this box “Disables Printing Line Item Descriptions (Shells, Finale, Ground, Misc.) In A Bill of Lading”.
 - vi. Select Bill Of Lading Detail Type From Below
 - 1. Check this box to “Select Bill Of Lading Detail Type”.
 - vii. Bill Of Lading Bottom Message
 - 1. Enter the text that will print on the “Bill Of Lading Bottom Message Area (Max 800 Characters)”.
- 7. Set Report Printing Preferences
 - i. Select Unit/Case Price Display For Reports Containing Prices
 - 1. Please choose from one of the following selections
 - a. Print Unit Prices (Only) in Price List Reports
 - b. Print Case Prices (Only) in Price List Reports
 - c. Print Unit and Case (2nd Line) Prices in Price List Reports
 - d. Print Case and Unit (2nd Line) Prices in Price List Reports
 - ii. Print Piece Quantities First, Then Case Quantities Second In Price List Reports
 - 1. If checked, Print Piece Quantities First, Then Case Quantities Second In Price List Reports.
 - iii. Print Case Prices In Price List Wide Reports
 - 1. If checked, then “Print Case Prices In Price List Wide Reports”.
 - iv. Use 4" By 6" Labels For The Box Labels Instead Of 8 1/2" By 11"

1. If checked, then "Use 4" By 6" Labels For The Box Labels Instead Of 8 1/2" By 11"" when printing "Show" box reports.
8. Click Here To View The QVIX Fireworks Inventory System History Of Changes (Needs Internet Access)
 - i. You can view the entire change history for the "QVIX Fireworks Inventory System" by clicking on this box.
9. Exit This Screen
 - i. Selecting this box will save all your selections and return you the "Main Menu Screen".

3.1.5 Define your "Company Information"

This screen is used to define all your company information that is needed for reports.

- a. Select Main Menu Selection 9 "Enter/View Other Information"
- b. Select Secondary Menu Selection 7 "Enter/View My Company Information"
- c. Fill in all the fields that define your company.
- d. Company Field Definitions – See Appendix 5.1.8
- e. **Update/Display/Print Last Inventory Taken Dates and Times**
 - i. Clicking on this box allows the user to enter the "Date and Time" that the physical inventory was taken. This information is used to keep accurate records for ATF inspections.
- f. Click on "Exit This Screen" to return to the main menu.

3.1.6 Define your "Shipping Methods"

This screen defines all the different shipping methods that you use at your company.

- a. Select Main Menu Selection 9 "Enter/View Other Information"
- b. Select Secondary Menu Selection 6 "Enter/View Shipping Methods"
- c. Insert/Edit any shipping methods that pertain to your company.
- d. "Shipping Names" are used in the "Bill Of Lading" report.

Shipping Methods	Trucks	Shipping Names																																	
<div>Exit This Screen</div> <div>Shipping Method</div> <table border="1"> <tr><td>► U.P.S.</td></tr> <tr><td>Federal Express</td></tr> <tr><td>Truck</td></tr> <tr><td>Freight Express</td></tr> <tr><td>*</td></tr> </table>	► U.P.S.	Federal Express	Truck	Freight Express	*	<div>Exit This Screen</div> <div>Truck Type</div> <table border="1"> <tr><td>► Ryder Truck</td></tr> <tr><td>Ryder Van</td></tr> <tr><td>U-Haul Truck</td></tr> <tr><td>Truck</td></tr> <tr><td>Other</td></tr> <tr><td>Ryder Truck 15'</td></tr> <tr><td>Ryder Truck 18'</td></tr> <tr><td>Ryder Truck 20'</td></tr> <tr><td>Ryder Truck 24'</td></tr> <tr><td>Ryder Truck 26'</td></tr> <tr><td>Truck-Semi 40'</td></tr> <tr><td>Truck-Semi 60'</td></tr> <tr><td>Car</td></tr> <tr><td>Private Truck</td></tr> <tr><td>Van</td></tr> <tr><td>*</td></tr> </table>	► Ryder Truck	Ryder Van	U-Haul Truck	Truck	Other	Ryder Truck 15'	Ryder Truck 18'	Ryder Truck 20'	Ryder Truck 24'	Ryder Truck 26'	Truck-Semi 40'	Truck-Semi 60'	Car	Private Truck	Van	*	<div>Exit This Screen</div> <div>Shipping Names</div> <table border="1"> <tr><td>► Fireworks</td></tr> <tr><td>Articles Pyrotechnic for Technical Purposes</td></tr> <tr><td>Fuse, safety</td></tr> <tr><td>Igniters</td></tr> <tr><td>Cord, Igniter</td></tr> <tr><td>Fusee (Railway or Highway) (US Classification)</td></tr> <tr><td>Signal Devices, Hand (International Classification)</td></tr> <tr><td>Not Regulated by DOT for ground shipping (US Classification)</td></tr> <tr><td>Flammable Solid, Inorganic, n.o.s. (Novelties), (Air and International)</td></tr> <tr><td>General Merchandise, Not Regulated by DOT</td></tr> <tr><td>Plastic Tubing Item 156600 Sub9</td></tr> <tr><td>*</td></tr> </table>	► Fireworks	Articles Pyrotechnic for Technical Purposes	Fuse, safety	Igniters	Cord, Igniter	Fusee (Railway or Highway) (US Classification)	Signal Devices, Hand (International Classification)	Not Regulated by DOT for ground shipping (US Classification)	Flammable Solid, Inorganic, n.o.s. (Novelties), (Air and International)	General Merchandise, Not Regulated by DOT	Plastic Tubing Item 156600 Sub9	*
► U.P.S.																																			
Federal Express																																			
Truck																																			
Freight Express																																			
*																																			
► Ryder Truck																																			
Ryder Van																																			
U-Haul Truck																																			
Truck																																			
Other																																			
Ryder Truck 15'																																			
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Truck-Semi 60'																																			
Car																																			
Private Truck																																			
Van																																			
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► Fireworks																																			
Articles Pyrotechnic for Technical Purposes																																			
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Plastic Tubing Item 156600 Sub9																																			
*																																			

- e. Shipping Field Definitions – See Appendix 5.1.5
- f. Click on "Exit This Screen" to return to the main menu.

3.1.7 Define your company "Magazine/Equipment Locations"

This screen defines all the different magazines that you would store your fireworks in. This information is used when pulling shows and orders for your customers. All inventory reports use this information.

- a. Select Main Menu Selection 9 "Enter/View Other Information"
- b. Select Secondary Menu Selection 5 "Enter/View Locations"

Insert/Edit/Delete Magazine Locations									
If Deleting A Location, Select The Location You Wish to Delete, Then Press The Delete Key. You can group locations together (Alias) for use in report printing by making the Report Location Names the same for the selected locations.									
<div> Click Here To Create A Excel File Click Here To Print This Screen Exit This Screen </div>									
Location Name <small>(Note - Double Click to View Items)</small>	Type of Location	License Number	Expiration Date	Magazine Type	Max. Weight	Date In Service	License Fee	Exclude From All Locations	Report Location Name <small>(Alias For Virtual Location)</small>
C14 (New Mag)	Magazine							<input type="checkbox"/>	C14 (New Mag)
C2 (Domestic)	Magazine							<input type="checkbox"/>	C2 (Domestic)
C3 (Type-1)	Magazine							<input type="checkbox"/>	C3 (Type-1)
C4 (Candles)	Magazine							<input type="checkbox"/>	C4 (Candles)

- c. Insert/Edit any magazine locations that pertain to your company.
 1. Enter **"Location Name"**
 - i. This is your actual magazine/storage location name
 2. Enter **"Type of Location"**
 - i. There are 3 types of locations supported in this system. These locations are used in defining where each of your **"Fireworks"** is stored and/or where your **"Firing Devices"** are stored. The drop down box has the following types defined.
 1. **"Magazine"**
This is a place where fireworks are normally stored by being used in a show or sold to a customer. No equipment is stored at this location.
 2. **"Equipment"**
This is a place where you would store your equipment (Non-fireworks related). Examples of equipment are finale racks, pre-load racks, HDPE and steel guns, stands, and supplies.
 3. **"Both"**
This is a place where either fireworks or equipment is stored.
 3. License Number
 - i. Enter your Federal/Local license number for this magazine.
 4. Expiration Date
 - i. Enter your license expiration date here.
 5. Magazine Type
 - i. Select your magazine type (1 thru 5 or Other).
 6. Max. Weight
 - i. Enter the maximum allowable weight for this magazine. This value, if entered will be used as an alert if you exceed this amount when receiving and moving inventory from one location to another.
 7. Date In Service
 - i. Enter the "Date" this magazine started to be used
 8. License Fee
 - i. Enter the amount paid for this magazines "License".
 9. Exclude From All Locations
 - i. If checked, do not display this magazine location in any drop down selection boxes.
 10. Enter **"Report Location Name"**
 - i. This is the alias name for a common **"Virtual Magazine/Storage"** location. **A virtual location is a group of "Actual Locations" that can be referred to as a group.** This allows the user to report this group of locations as if they were a combined actual location (I.E. Report on the weight for two separate magazines as if they were a single magazine)
- d. Magazine Field Definitions – See Appendix 5.1.2
- e. Click on **"Exit This Screen"** to return to the main menu.

3.1.8 Define the "Firing Devices" for the different types of fireworks you use

This screen defines the different types of devices you use for the shows that your company does. It is used to calculate what equipment is need for each show.

- a. Select Main Menu Selection 9 **"Enter/View Other Information"**
- b. Select Secondary Menu Selection 4 **"Enter/View Firing Devices"**
- c. Insert/Edit firing devices you use at your company. For single firing devices (I.E. steel pipes), enter a quantity of 1 for "# of items this device can fire". For finale rack and multiple firing racks, enter the number of items the rack can fire (I.E. 10 for a finale rack with 10 guns in it).
- d. Firing Device Weight
 1. You can enter the weight of this device in either pounds or kilograms. This will be used to calculate the total weight needed to transport a show.

- e. Defining your device storage locations
 1. Click on the **“Edit/Enter Device Storage Locations”** box
 - i. The user can now insert/edit a firing device and assign it to a storage location. The user can enter a quantity for the number of devices stored at that location and also add any additional notes as needed.
 - ii. Click on **“Exit This Screen”** to return to the **“Firing Devices”** screen.
- f. Firing Device Field Definitions – See Appendix 5.1.4
- g. Click on **“Exit This Screen”** to return to the main menu.

3.1.9 Define the “Categories” for the different types of fireworks you use

This screen is used to define **“Categories”** or groups of fireworks for reporting purposes. It also stores the default **Item (Piece)** weight for each item along with the display/printing order for the group. An example of a group could be a single 3” shell or a finale chain of 10 shells. The primary and alternate firing devices for each group are also defined in this screen. These devices are used to calculate the equipment needed for each show that is entered into the system. This helps you control the equipment need for the shows that you do.

- a. Select Main Menu Selection 9 **“Enter/View Other Information”**
- b. Select Secondary Menu Selection 3 **“Enter/View Categories”**
- c. Insert/Edit all the categories and matching information that is used in your company.
- d. The **“Resort Line Items”** button is used to re-sort the categories based on the **“Printing Order”** that is defined by you in the right hand column.
- e. Categories Field Definitions – See Appendix 5.1.3
- f. Click on **“Exit This Screen”** to return to the main menu.

3.1.10 Define all “Suppliers” that your company uses.

This screen defines all the different suppliers that you purchase your fireworks from. This information is used to track the shells that you use when pulling shows and orders for your customers. All inventory reports use this information.

- a. Select Main Menu Selection 9 **“Enter/View Other Information”**
- b. Select Secondary Menu Selection 2 **“Enter/View Suppliers”**
- c. Insert/Edit all information that pertains to each supplier you purchase fireworks from. The drop down selection box is used to find an active supplier so that it can be edited.
- d. Supplies Field Definitions – See Appendix 5.1.7
- e. Click on **“Exit This Screen”** to return to the main menu.

3.1.11 Define all “Employees” that work for your company.

This screen defines all the different employees that you employ in your company. This information is used to track the orders that your employees process when ordering inventory from your suppliers. Some inventory reports use this information.

Load Employees From QVIX Shooters Scheduling System **Employee Information** **Exit This Screen**

Enable Each Checkbox To Enable Each Specific Function

<input type="checkbox"/> Administrator	<input checked="" type="checkbox"/> Shows	<input checked="" type="checkbox"/> Orders	<input checked="" type="checkbox"/> New Customers	All On
<input checked="" type="checkbox"/> Reports	<input checked="" type="checkbox"/> New Shows	<input checked="" type="checkbox"/> New Orders	<input checked="" type="checkbox"/> Move Products	All Off
<input checked="" type="checkbox"/> Additional Selections	<input checked="" type="checkbox"/> Post Shows	<input checked="" type="checkbox"/> Post Orders	<input checked="" type="checkbox"/> View/Update Chemicals	
<input checked="" type="checkbox"/> Preferences	<input checked="" type="checkbox"/> View Item Costs	<input checked="" type="checkbox"/> Allow Product Update	<input checked="" type="checkbox"/> No Salespersons Restrictions	
<input checked="" type="checkbox"/> Show/Order Prices		<input checked="" type="checkbox"/> Allow Customer Deletion		

Note - Security Levels Are Only Enabled If There Is A User Login
Password Defined For Any Employee
Note - If All Employee Passwords Are Blank, Then There Is No User Login

Employee #	First Name	Last Name	Title	Home Phone	Email Name	Password	Show Driver
8	Fred	Calev	Salesperson				<input checked="" type="checkbox"/>

- a. Select Main Menu Selection 9 **“Enter/View Other Information”**
- b. Select Secondary Menu Selection 1 **“Enter/View Employees”**
- c. Insert/Edit all information that pertains to each employee that works at your company.
- d. Employee Field Definitions – See Appendix 5.1.6
- e. If a **“Employee Password”** is entered, then you must also specify the allowable security level for this employee. If there are no passwords entered for any employees, then there will be no login procedure required for the inventory software.
- f. You can also import all **“Show Drivers”** from the **“QVIX Shooters Scheduling System”** if needed.
- g. Click on **“Exit This Screen”** to return to the main menu.

3.1.12 Grant/Deny Report Selections For Restricted Users.

This screen defines whether a restricted user can generate any of the reports that the report generator creates. If a user is denied access to a report, then the restrict report menu display will not show that report as being available for the restricted user. All inventory reports are controlled from these settings.

- Select Main Menu Selection 9 “Enter/View Other Information”
- Select Secondary Menu Selection 9 “Grant/Deny Report Selections For Restricted Users”
- Check the box for each report that a restricted user is allowed to access.
- Click the “Save Values” box to save your selections.
- Click on “Exit This Screen” to return to the main menu.

3.1.13 Load Inventory Product From Spreadsheet.

This screen allows the user to optionally load their initial product data from a Excel Spreadsheet. The spreadsheet must be saved as a “Comma Delimited Format (**Inventory.csv**)”. The fields must be in the following order.

Part Number, Description, EX Number, Artist/Vendor Number, Case Package (Quantity in a Case), In Stock Amounts (Cases-Unit), Price, Cost, Supplier, Category, Location, Case Retail Price, Inventory Entry Date, Manufacture Date, Shift

Note – Blank Fields should be represented by ‘,’ (2 commas).

All item part numbers should (but not required) start with a numeric digit (0 thru 9). If the first character is a digit, then the shell size and category will be automatically calculated for you. After the first digit, any combination of digits and letters are allowed.

Note – For the amounts field, the data should be represented by cases-units. For example: 7 cases and 20 units would look like 7-20. If you only have units (I.E. 12 Units), then the field would = 12. If you only have cases, then 25 cases would look like 25-0. Please set this field to a text format as Excel would default a” number-number” fielding a “csv” file to a date format, thus causing incorrect data to be loaded.

	A	B	C	D	E	F	G	H	I	J	K
1	Part Numb	Description	Ex #	Art #	Case Pkg.	Case-Sin.	Price	Cost	Supplier	Category	Location
2	300001	FLASH SALUTE	9401078		NA	0-075		6	3 Acme Firework	3" Domestic	Domestic Magazine
3	300002	TITANIUM SALUTE	9401079		NA	0-300		7.25	4 Acme Firework	3" Domestic	Domestic Magazine
4	300005	GOLD COMET	9401077	G001	NA	0-035		4.5	3 Acme Firework	3" Domestic	Domestic Magazine
5	300006	SILVER COMET	9401096	S001	NA	0-031		4.5	3 Acme Firework	3" Domestic	Domestic Magazine

Select Main Menu Selection 9 “Enter/View Other Information”

- Select Secondary Menu Selection 8 “Load Inventory Product From Spreadsheet”
 - The user must select a default “Category”, “Supplier”, and “Magazine Location” to be used when loading the new item numbers. The user must create the “C:\QVIX\Load Inventory” folder. Then you should copy the “Inventory.csv” file into this folder.
 - Select “Delete All Products First” box. This is a toggle box and defines whether the user wishes to delete all current inventory products (Deletes only existing products) or append the new products to the existing inventory items stored in the system.
 - Toggle box “Do Not Delete All Part Numbers First” if you wish to append your current part numbers to the existing database.

Note – Loading the same inventory items twice will result in duplicate part numbers being saved.
 - The “Load Inventory Spreadsheet Data” box.
 - Select this box when the user has made all the previous selections and is ready to load the new data. The spreadsheet filename must be “Inventory.csv” and must reside in the “C:\QVIX” directory.
- Delete All Product Stock History (Warning - Restricted Command)**
 - Selecting this button will un-post all “Shows” and “Customer Orders”, then **DELETE** all “Inventory Stock History” quantities. Do not run this command unless you want to zero out all your inventory quantity item and case amounts.

Note – This command requires that you contact [QVIX Business Systems Inc.](#) for a delete key to allow you to delete all your data. This key is good only for the day you wish to delete the appropriate data. (There is no charge for this delete key)
- Delete All Active Inventory (Includes Shows and Orders) (Warning - Restricted Command)**
 - Selecting this button will **DELETE** all “Shows” and “Customer Orders”, then “DELETE” all “Inventory” items. Do not run this command unless you want to **DELETE** all your inventory entries. This command is normally used to **DELETE** the “Demo Data” that comes with the software when it is first installed on a server.

*Note – This command requires that you contact **QVIX Business Systems Inc.** for a delete key to allow you to delete all your data. This key is good only for the day you wish to delete the appropriate data. (There is no charge for this delete key)*

- d. Click on “**Exit This Screen**” to return to the main menu.

3.1.14 Load New Customer Information From Spreadsheet.

This screen allows the user to optionally load their initial customers data from a Excel Spreadsheet. The spreadsheet must be saved as a “Comma Delimited Format (File should be located at **C:\QVIX\Load Customers\New Customers.csv**). The fields must be in the following order.

Last Name, First Name, Street Address, City, State(2 Chars), Zipcode, Cell Phone Number, FAX Phone Number, Home Phone Number, Company Name, ATF License Number, ATF Expiration Date

Note – Blank Fields should be represented by ‘,’ (2 commas).

#Last Name	First Name	Street Address	City	State	Zipcode	Cell Phone Number	FAX Phone Number	Home Phone Number	Company Name	ATF License Number	ATF Expiration Date
Walbanger	Harvey	1 main st	rochester	ny	12345	555-1212	555-2222	585 533-1420	Acmer Fireworks Co.		7/7/2008
Smith	Sam	2 main st	honeoye falls	ny		5555 555-1111			Freds Company	1234567890	6/6/2008
Harry	Houdini	1 main st.	rochester	ny	12345678	585 533-1420			ZZZ Company Inc.		

Select Main Menu Selection 9 “**Enter/View Other Information**”

Note – Loading the same inventory items twice will result in duplicate part numbers being saved.

1. The “**Load New Customer Spreadsheet Data**” box.
 - a. Select this box when the user is ready to load the new data. The spreadsheet filename must be “**New Customers.csv**” and must reside in the “**C:\QVIX\Load Customers**” directory.
2. Click on “**Exit This Screen**” to return to the main menu.

3.2 USING THE QVIX FIREWORKS INVENTORY SYSTEM

3.2.1 Logging into the System (Only required if any employee in the system has a password)

1. The following will appear if any employee has a password



The screenshot shows a login window titled "User Name And Password". It features a "User Name" dropdown menu with "Harvey Wallbanger" selected, and an empty "Password" text field. At the bottom, there are two buttons: "Yes, Proceed" and "No, Cancel".

A user name can be selected from the dropdown "User Name" box, and then the correct password for this person can be entered. Next, select the "yes, Proceed" box. The valid security levels and their associated privileges for a employee are as follows:



The screenshot shows a screen titled "Enable Each Checkbox To Enable Each Specific Function". It contains a grid of checkboxes for various functions, all of which are checked. On the right side, there are two buttons: "All On" and "All Off".

<input checked="" type="checkbox"/> Administrator	<input checked="" type="checkbox"/> Shows	<input checked="" type="checkbox"/> Orders	<input checked="" type="checkbox"/> New Customers
<input checked="" type="checkbox"/> Reports	<input checked="" type="checkbox"/> New Shows	<input checked="" type="checkbox"/> New Orders	<input checked="" type="checkbox"/> Move Products
<input checked="" type="checkbox"/> Additional Selections	<input checked="" type="checkbox"/> Post Shows	<input checked="" type="checkbox"/> Post Orders	<input checked="" type="checkbox"/> View/Update Chemicals
<input checked="" type="checkbox"/> Preferences	<input checked="" type="checkbox"/> View Item Costs	<input checked="" type="checkbox"/> Allow Product Update	<input checked="" type="checkbox"/> No Salespersons Restrictions
<input checked="" type="checkbox"/> Show/Order Prices			<input checked="" type="checkbox"/> Allow Customer Deletion

Cancel (Exit the "QVIX Fireworks Inventory System")

3.2.2 Main Menu Screen

This screen is used to select different screens for both data entry and report generation. There are several different selections the user can make when using this screen.

3.2.2.1 Menu Selection

1. Enter/View Shows
2. Create a Show Using the Show Wizard.
3. Enter/View Customer Orders
4. Load/Save a Show/Order Data (Import/Export Info)
5. Preview Reports...
6. Enter/View Products
7. Enter/View Customers
8. Move Products To/From Locations
9. Enter/View Other Information...
10. Exit This Program

3.2.2.2 QVIX Logo



The user can click on the QVIX logo to display the current licensing, database location, size, and creation date about the “**QVIX Fireworks Inventory System**”. An example of the information returned is below:



3.2.2.3 Login (Note – This button will only appear if any employee has a password)



If this button is selected, the following window will appear:

The user can change their existing password or change to a different user by selecting the “**Change To A New User (Login)**” box. If this box is selected, a new login box will appear as in above **section 3.2.1**

3.2.2.4 Click Here To Select A New Database Location

Click Here To Select A New
QVIX Database Folder
Location (Current=C:\)

Please refer to the procedure at section 3.2.2.12 below for instructions on this process.

3.2.2.5 View current documentation using Adobe Acrobat.

Click Here To View The QVIX
Fireworks Inventory System
Documentation (PDF)

Selecting this button will load the “QVIX Inventory Fireworks System” documentation (in Adobe PDF format) for viewing and searching.

3.2.2.6 Procedure For Backing Up Your Database

Click Here To Backup or
Restore Your Database

You can use this button to backup or restore your database to/from 3 different locations and a 4th offsite location on the [QVIX Business Systems Inc.](#) website. When you select this button, the following window appears:

QVIX Fireworks Inventory Database Backup Locations

Enter up to 3 database backup locations here. You will save all folder selections by closing the form (Exit This Screen).

Click To Set Target Location 1 To Default Backup Folder

Backup Target Folder Location 1 Free Space = 291,205.3 MBytes Click To Backup To Target Folder Now

C:\QVIX\Backup Database Folder

Backup Database File Size = 29,233,152 Bytes - Created on 3/23/2010 12:24:27 PM
Last Accessed: 4/21/2010 4:19:31 PM - Last Modified: 4/21/2010 10:32:38 AM

Restore Your Database

Backup Target Folder Location 2

Backup Target Folder Location 3

Backup (Upload) To QVIX Business Systems Storage Site Click To Backup (Upload) To Target Site Now

QVIX Fireworks Inventory Backup Storage Site

Backup Database File Size = 22,413,312 Bytes - Created on 1/18/2010 3:12:34 PM
Last Accessed: 5/17/2010 9:51:49 PM - Last Modified: 5/17/2010 9:51:51 PM

Restore Your Database

If you select the box **“Click To Set Target To Default Backup Folder”**, then a default folder name **“C:\QVIX\Backup Database Folder”** appears along with the current information (in green) concerning any existing backup file in that location.

You can specify up to 3 different locations by entering the target folder location for each of the 3 locations. You can then backup a single location by clicking on the **“Click To Backup To Target Folder Now”** button or clicking on the **“Click Here To Backup To All Locations (Except Upload Site)”** button.

You can also restore from any of these locations by selecting the appropriate **“Restore Your Database”** button.

You can upload backup and restore your database to the **“QVIX Business System Inc.”** website provided that you have internet access at the time you make your **“Backup”** or **“Restore”** selection.

3.2.2.7 Click Here To Check For (and download if needed) The Latest Version of the Software.

Click Here To Check For The
Latest Software Version
(And Download A New Version
If Needed)

Use the procedure in section 3.2.2.13 for checking for the latest version of the software.

3.2.2.8 Click Here To Compact Your Database

Click Here To Compact Your
Database
(Size = 6,012,928 Bytes)

You can **“Compact Your Database”** (recover empty unused record storage space) , by selecting this button. It is recommended that you compact your database at 2 or 3 times a month. This will help keep the database as small and efficient as possible. It also checks the database for any possible database corruption and notifies the user if this has occurred.

3.2.2.9 Click Here To Change Your Preferences

Click Here To Change Your
Preferences

Please refer to section 3.1.3 for changing your **“Company Preferences”** for the **“QVIX Fireworks Inventory Software System”**.

3.2.2.10 Procedure For Creating Additional Users On Multiple Computers

The following steps can be used to set up additional users (restricted) of the **“QVIX Fireworks Inventory System”**.

1. Download a current copy of the **“QVIX Fireworks Inventory System”** from the **QVIX** web page.
2. Install the software on the new computer system.
Note - Do not run the new software or enter any data into the new software on the new computer system.
3. Go into your main system and enter the **“QVIX Fireworks Inventory System”**.
4. Copy the **“QVIX Fireworks Inventory Database.mde”** database from the folder **“C:\QVIX\Databases”**. To the new computer system, replacing the demo database in the folder **“C:\QVIX\Databases”** with your copy of the **“QVIX Fireworks Inventory Database.mde”**.
5. The new computer is ready to be used. **Note - The new system uses a copy of your main systems license for its copy of the software.**

3.2.2.11 Procedure For Creating Additional Users On A Network Containing Multiple Computers

The following steps can be used to set up additional users (restricted) of the **“QVIX Fireworks Inventory System”**.

1. On the **“Primary QVIX Database Computer”**, share either the C:\ Drive or the **“C:\QVIX”** drive and folder.
2. On the **“New QVIX Program Computer”** do the following:

- a. Map a drive (I.E. Q:\) to the “**Primary QVIX Database Computers Share**”.
- b. Download a current copy of the “**QVIX Fireworks Inventory System**” from the [QVIX](#) web page.
- c. Install the software on the new computer system.
- d. Enter the “**QVIX Fireworks Inventory System**”. **Note - Do not select any menu items at this time.**
- e. Select the box on the left side of the screen labeled “Click Here To Select A New QVIX Database Folder Location (Current=C:\)”



- f. In our example, select the “Q:\” drive from the list.



- g. Next select “Validate The New Location”.
- h. Next, select “Exit”
3. The new computer is ready to be used. **Note - The new system uses a copy of your main systems license for its copy of the software.**
4. Repeat steps “b” thru “h” for any additional computers in your network that will be using the “**QVIX Fireworks Inventory Software**”.

3.2.2.12 Procedure For Selecting A New QVIX Database Folder Location (Sharing the Database)

The following steps can be used to change the location of the “**QVIX Fireworks Inventory System**” database location (Default location is C:\ main disk drive. The user may select another disk drive or mapped network drive letter.

1. Create a new QVIX folder on the new drive location.
2. Copy all the contents of the C:\QVIX folder to the new location.
Note – The “QVIX Fireworks Inventory System” program can still reside on the original C:\QVIX folder of the original computer. You can share the “QVIX Fireworks Inventory System” database with multiple users.
3. Click on the box as shown below:



4. Select a new drive letter from the drop down box:



5. Last, select the “Validate The New Location” button to verify that the database can be used at this location.

3.2.2.13 How To Check/Download The Latest Version Of The QVIX Fireworks Inventory System.

The following steps can be used to verify the current version and release date of the “**QVIX Fireworks Inventory System**”.

1. Click on the box as shown below:



2. The system will display one of the following messages
 - i. “**Your Software is at the Most Recent Version and Release Date**” or
 - ii. It will display the latest version and release date and ask if you want to download the latest version to the “C:\QVIX\Download (Inventory)” folder.



1. Please follow the instructions provided by the system for installing the new update.

3.2.2.14 View Your Current Software License and Database Information (Used for validation and backups)

Your software Inventory license and database information can be obtained by doing the following steps.

1. Click on the QVIX logo symbol in the upper left hand side of the “**QVIX Fireworks Inventory**” main menu screen.



For Example:

Software Installed On 05/21/10, License Type Is 2 Year
Software Licensed On 05/21/10 (Expires - 05/21/12)
Database Folder Location = C:\QVIX\Databases\QVIX Fireworks Inventory Database.mde
Database File Size = 6,066,176 Bytes - Created on 1/18/2010 3:12:34 PM
Last Accessed on 5/17/2010 9:51:49 PM - Last Modified on 5/21/2010 1:13:13 PM
MS Access Version - 2000 SP3

2. The following information will be displayed:
 - a. Software installation date.
 - b. License type (I.E. 1 Year)
 - c. Software initial license date
 - d. Software expiration date
 - e. Database folder location (I.E. C:\QVIX\Databases\QVIX Fireworks Inventory Database.mde
 - f. Database size in bytes
 - g. Database creation date.
 - h. Microsoft Access Program Version
3. This information can be used to create backup copies of your database and check for when your license should be renewed.
4. Click on the QVIX logo symbol again will stop displaying this information on the viewing screen.

3.3 MAIN MENU SELECTIONS

3.3.1 Enter/View Shows (Main Menu Selection 1)

This screen is used to insert/update all fireworks shows that your company does.

Select Menu Selection 1 “Enter/View Shows”

3.3.1.1 Finding an existing show

The user can use any of the following methods to find an existing show.

- Select a starting letter from A – Z.
 - Then use the drop down selection and scroll to the appropriate show.
- Use the drop down selection and scroll to the appropriate show.
- Double click on the drop down box window. The following will appear:

Enter A Description Of A Show To Find

Enter Show Description

Select Show From Drop Down List (Results)

Cancel This Request

Continue

- The user can enter a group of characters to search for in the “Enter Show Description” field. The following rules apply for searching:
 - An asterisk “*” is used as a wild card.
 - Brackets “[characters]” are used for a specific range of characters.
 - Search examples:
 - village -Find all shows with the word “village” anywhere within the name.
 - [A-C] - Find all shows that start with the letters A or B or C.
 - [!A-C] – Find all shows that do not start with letters A or B or C.
 - [A][I] – Find all shows that start with the letters “AI”
 - hen*tt – Find all shows with the letters “hen” and “tt” anywhere within the name.
- The user can then select any of the entries found in the “Select Show From Drop Down List” box.
- Next click either “Continue” to use the selected entry or “Cancel This Request” to cancel.
- Shows are normally display in alphabetical order in the drop down selection box as shown below:

A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

Double Click For Search mode

Lake Ontario 4th of July Festival (Posted)

Click To Order By Show Number

- The user can display the shows by “Show Number” order by clicking on the “Click To Order By Show Number” box. Thus the display would look like the following:

A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

Double Click For Search mode

Lake Ontario 4th of July Festival (Posted)

Click To Order By Show Name

This box will toggle between the two different sorting methods.

3.3.1.2 Moving from show to show

The user can move from show to show by the following methods.

Note - (All changes to the current show are saved)

- a. Select a new show
- b. Click on the > to move forward alphabetically through the shows.
- c. Click on the < to move backward alphabetically through the shows.
- d. Click on the >| to move to the last show in the list.
- e. Click on the <| to move to the first show in the list.

3.3.1.3 Action Boxes (Displayed along the bottom of the screen)

By selecting (Clicking) on these boxes, the following actions will occur.

- a. Save Record
 - i. Selecting this box will save all the information currently entered in your show.
Note – All information is normally saved when exiting this screen.
- b. Create New Show
 - i. The user can click on the “**Create New Show**” box to add a new record. This creates a new show with default (blank) information about the show. You can then fill in all the appropriate information about that show.
- c. Resort Line Items
 - i. This will resort the displayed line items using the firing order as the field to sort on.
- d. Print This Show
 - i. This will print the current displayed show in a format that contains all the items (sorted by firing order), and all the equipment need for this show.
- e. Print Pull Sheet
 - i. This will print a product pull sheet sorted by location (magazine), and category for the current show.
- f. Print Bill Of Lading
 - i. This will print a “**Bill Of Lading**” for the current show.
- g. Export This Show
 - i. This will export (save) the current displayed show for use by another user of the “QVIX Fireworks Inventory System” software.
 - ii. The user selects a filename for the show. *Note – The filename can be a new filename or an existing (replacement) filename.*
 - iii. Next, the user clicks on the “Save Show Data to a File (Export) box.
 - iv. Finally, the user is asked whether to proceed or cancel. The new filename.show is saved in the “C:\QVIX\Show Data\filename.show” location.
- h. Create New Show From Current Show
 - i. This will use the current displayed show as a template for creating a new show with all the same information. The following fields will be modified:
 - i. Show name – Current show name with “(New)” appended to the name.
 - ii. Show Date – Same as displayed date, but set for this year.
 - iii. Rain Date – Same as displayed date, but set for this year.
 - iv. Displayed line items – Same as the displayed show except the items will not be posted (They will not be pulled from stock). *Note – Some line items may no longer be in stock.*
- i. Delete Current Show
 - i. This deletes the current show and all the line items in the show.
Warning – You must first un-post any line items before you delete a show.
- j. Try to Undo Last Command
 - i. This will try to undo the last command you did. *Note – some commands may not be reversible.*
- k. Recalculate Display Items
 - i. Selecting this button will ask the system to recalculate the real-time inventory total quantities for use in the drop down boxes. These total quantities are:
 - i. Pieces in Stock
 - ii. Cases in Stock
 - iii. Pieces on Reserve
 - iv. Cases on Reserve
- l. Clear All Reserve
 - i. This button will clear the “Reserve Flag” (Item marked for use in this show) for all un-posted items in the Show.
- m. Set All Reserve

- i. This button will set the “Reserve Flag” (Item marked for use in this show) for all un-posted items in the Show.
- n. Exit This Screen
 - i. To exit the “**Enter/View Shows**” screen, click on “**Exit This Screen**”.
- o. Disregard/Using Category When Replacing Items (Click To Change) / Disregarding Category When Replacing Items (Click To Change)
 - i. This is a toggle button that enables/disables using the “Category” of the original item as the basis for finding a replacement item for the current line item being replaced.
- p. Show All Items (Drop Down)/Show In Stock Only
 - i. This is a toggle button that will display either “All Items” or “In Stock Items Only” in the drop down item selection box for the current show.
- q. Print Box # Labels.
 - i. This allows the user to directly go to the “Print Box # Labels” report for printing the labels that would be attached to the appropriate boxes for this show.
- r. Merge Other Show Items Into This Show
 - i. This will allow the user to select another show and merge its line items into the current show.
- s. Pull Stock Using Laser Scanner
 - i. This allows the user to post any current un-posted items using a laser scanner. The user can directly post existing un-posted line items using scanned item labels into the current show.
- t. Duplicate Selected Line
 - i. This will create a duplicate of the currently selected line item in the current show.
- u. Return Stock For Selected Line
 - i. This allows the user to return to stock all or a portion of the quantity for the selected posted line item. If the user selects a quantity less than the total posted quantity, then the system will split the line item into 2 line items, one line being posted and the other line item not posted.
- v. Create Excel Spreadsheet For This Show
 - i. This box **will only appear** when a new or empty show is created. It will allow the creation of an Excel formatted spreadsheet list for another user to add line items for this show.
- w. Load Excel Spreadsheet Items For This Show
 - i. This box **will only appear** when a new or empty show is selected and a Excel spreadsheet exists for this show in the “C:\QVIX\Show Order” folder and is named “Show Name” (Current entered show name). It will allow the import of an Excel formatted spreadsheet line item list from another user to add line items to this show.

3.3.1.4 Changing Show Line Items

The user can change the following fields in a line item (Provided the line item is NOT posted).

- 1. Product Sold
 - i. Select the product sold from the drop down box.
 - ii. Or, double click on the drop down box window. The following will appear:

Enter A Description Of A Part To Find Below

Enter Part Number Search String

Or

Enter Part Description Search String

Results

Select Part From Drop Down List

Cancel This Request

Continue

The following rules apply for searching:
 An asterisk '*' is used as a wild card.
 Brackets '[characters]' are used for a specific range of characters.
 Search examples:
 1. Shell - Find all items with the word 'shell' anywhere within the name.
 2. [A-C] - Find all items that start with the letters A or B or C.
 3. ![A-C] - Find all items that do not start with letters A or B or C.
 4. [6][i][n] - Find all items that start with the letters 6in
 5. white*tail - Find all items with the letters 'white' and 'tail' anywhere within the name.

- a. The user can enter a group of characters to search for in the “Enter Part Description” field. The following rules apply for searching:
 - a. An asterisk “*” is used as a wild card.
 - b. Brackets “[characters]” are used for a specific range of characters.
 - c. Search examples:
 - i. Shell -Find all items with the word “shell” anywhere within the name.
 - ii. [A-C] - Find all items that start with the letters A or B or C.
 - iii. ![A-C] – Find all items that do not start with letters A or B or C.
 - iv. [6][“] – Find all items that start with the letters 6”
 - v. white*tail – Find all items with the letters “white” and “tail” anywhere within the name.
 - b. The user can then select any of the entries found in the “Select Part From Drop Down List” box.
 - c. Next click either “Continue” to use the selected entry or “Cancel This Request” to cancel.
2. Comments
 - i. By double clicking using the mouse on this position, the user can add a comment section to the item on this line. This also allows the user to Insert/Update the line items “Shift” and “EX Number”.
 3. Supplier
 - i. This field is filled in when the user selects the “part number” from above.
 4. Pieces
 - i. Select the number of pieces for this line item. The user can double-click on this item to multiple the piece amount displayed by the case-lot amount (Equals Cases instead of pieces for quantity)
 5. Price
 - i. This field is filled in when the user selects the “part number” from above.
Note - The price is also updated (changed to “case price”) when a user double-clicks on the “pieces” field to change the piece amount to case amount.
 6. Reserve
 - i. This field is used to allow this item to be counted in the “Reserved” quantity when searching for items to be included in a show or customer order.
 7. Location

- i. This field is filled in when the user selects the “part number” from above. A “*” (Asterisk) in front of the location denotes that this item is reserved. The user may set the reserve location for this item by double-clicking on the location field in the line item screen.
Note – The line item must not be posted (pulled from inventory) and there must exist available stock in at least one location for this feature to work.
8. Box Number
 - i. This field is used to assign a box number (Carton containing the actual item) to the current line item. You can also double-click on the box number field on the current line containing the item number and assign the “**Last Box #**” to this current line.
9. Fire Order
 - i. Select the firing order for this line item in the show. The program will add an “AA” to the front of the number entered. This helps make the firing order compatible with the “**QVIX-Fire Computerized Firing System Software**”. The user can enter a “+” (plus) sign to automatically index to the next number. (*Note – The user can resort the order of the line items anytime by clicking on the “Resort Line Items” box*). Also, if the user does not wish to add a “AA” to the front of the number/entry, then add a “.” (period) or a “ ” (blank space) to the front of the entry.
10. Electric
 - i. Select whether the product will be fired with an electronic firing system. This will help calculate the equipment needed for the show.
11. Opening
 - i. Select whether the product will be in a separate opening display. This helps calculate the equipment needed for the show.
12. Finale
 - i. Select whether this item should be grouped with the “Finale” items for this show.
Note – Items assigned a type = “Finale” are automatically in the “Finale” group and do not have to be checked using this field.
13. Posted
 - i. Whether this item has been pulled from a magazine location. This field is set when stock is pulled from a location. The user can “Click” using the mouse on this location to toggle between pulling stock for this line item from the defined location (Posting) or returning stock to the defined location (Un-Posting).

3.3.1.5 Click To Add New Items To Show

The user can select this mode for fast entry of line items into the current show.

1. The user can set “Opening”, Electric, and/or Finale defaults by clicking on the white colored box above each corresponding column.
2. To select a product for this show, the user should “Double Click” the mouse while positioned on the desired product.
3. To de-select a selected line item, just position the mouse on the line item you wish to delete and double click the mouse.
4. The user can change the quantity (Units) or selections for Opening, Electric or Finale for individual line items by either entering a new quantity or clicking on the appropriate selection box.
5. Upon completion of your selections the user can either clicking “**Add New Items Into Show**” or “**Exit This Screen Without Adding Items**” boxes.

3.3.1.6 Move Reserve Stock To Target box

The user can automatically move the current stock reserved for this show to a target location by clicking on this box. (Provided the line item is NOT posted).

3.3.1.7 Set Reserve From Source Location box

The user can automatically reserve stock using the source location by clicking on this box. (Provided the line item is NOT posted).

3.3.1.8 Set Reserve From Any Location box

The user can automatically reserve stock using the any/all locations by clicking on this box. (Provided the line item is NOT posted).

3.3.1.9 Clear Reserved Locations box

The user can clear all reserved stock locations by clicking on this box. (Provided the line item is NOT posted).

3.3.1.10 Pull Stock From Reserve Location box

The user can automatically pull stock from location specified in the line item by clicking on this box. (Provided the line item is NOT posted).

3.3.1.11 Pull Stock From Source Location box

The user can automatically pull stock from a specific location by clicking on this box. (Provided the line item is NOT posted).

3.3.1.12 Pull Stock From Any Location box

The user can automatically pull stock from any/all locations by clicking on this box. (Provided the line item is NOT posted).

3.3.1.13 Return Pulled Stock box

The user can automatically return pulled stock back to the original locations by clicking on this box.

3.3.1.14 Return Equipment Only box

The user can automatically return just the equipment used in this show back to the original locations by clicking on this box.

3.3.1.15 Move Reserved Stock Back box

The user can automatically move stock that was moved using the “Move Reserve Stock To Target” back to its original locations by clicking on this box.

3.3.1.16 Move Only Equipment Back (Res) box

The user can automatically move **only equipment** that was moved using the “Move Reserve Stock To Target” back to its original locations by clicking on this box.

3.3.1.17 Move Using Offset Entries (-1,+1)

If this box is checked, then create a "-quantity" entry in the source location, and a "+quantity" entry in the target location, instead of just moving the item from source location to target location.

3.3.1.18 Return Item Comments

Select from the drop down list, a default comment to insert into the comments field when returning a posted line item to stock (un-checking the “Posted” box for the current line item).

3.3.1.19 Click to Load Laser Items

Selecting this button will allow the user to create new line items by either scanning in a part number and quantity (part number, quantity), or by reading a ASCII file that resides in the folder “C:\QVIX\Laser Shows” and file name is “Current Show Number.txt”.

3.3.1.20 Procedure For Entering A Show and Pulling Inventory.

The following is an example procedure that can be used to enter a show and pull the inventory for the show entered.

1. Create a New Show (Click on Create New Show Box)
2. Fill in the appropriate fields for the new show (I.E. Show Name, Show Date)
3. Enter line items for this show
4. Do one of the following (This assigns a location to each line item)
 - a. Select “Select Reserve From Source Location” box.
 - b. Select “Select Reserve From Any/All Locations” box.
5. Print the “Pull Sheet” for this show.
6. Move the product on the pull sheet to your “Show Holding Location”.

Note - Do this only if you use a temporary holding location for your shows.

 - i. Select “Move Reserve Stock to Target” box (Remember to set the target to your “Show Holding Location”).
7. When ready to remove the inventory for this show (Usually the same day as the show is being shot), do the following.
 - a. Print the “Print This Show” report for this show.
 - b. Select “Pull Stock From Reserve Location” box. (**This actually removes the product from your inventory**).
8. Shoot the show
9. Return any unused product to inventory by selecting the current show and Un-Posting (clicking on the Posted box for the item being returned).
10. If you are returning an **ENTIRE SHOW**, then you should select a “Return Item Comments” item and then you can select “**Return Pulled Stock**” to place all the items back into inventory.

3.3.1.21 Click to Add Special Instructions

The user can add special instructions that will print on the “Show Invoice” or “Show Pull Sheet” by clicking on the box as shown below:

3.3.1.22 Show Field Definitions – See Appendix 5.1.10

3.3.2 Create a Show Using the Show Wizard (Main Menu Selection 2)

This screen is used to create a new fireworks show by asking a few simple questions. (This is similar to “making a show in a box”).

Select Menu Selection 2 “**Create a Show Using the Show Wizard**”

1. Step 1 - Entering Basic Information
 - i. The user should fill in the information about the new show (Must have a Maximum Show Price greater than \$100.00)
2. Step 2 – Select a Show Template
 - a. The user next selects the type of show to create from the drop down list.
3. Step 3 – Select Product Type
 - a. The user next selects the percentage of fireworks from each of the displayed types.
Note – the total should equal 100%.
4. Step 4 – Select Shell Categories to Include
 - a. The user next selects the percentage of fireworks from each of the displayed shell categories.
Note – the total for each of the four product types should equal 100%. Also the categories displayed change based on the current “Product Type” the user has last clicked on.
 - b. The “Order” is the order you want the products for that category to be displayed in the show (Line Item Order).
 - c. The user can set all the categories to a specific starting percentage by clicking on one of the following boxes
 - i. 0 Percent
 - ii. 10 Percent
 - iii. 25 Percent
 - iv. 50 Percent
5. Click To Create/Replace Show

Upon clicking on this box, the program will create a new show based on the questions you have previously answered. You can go through the previous steps multiple times to fine tune your show. You can also manually edit the line item from this same screen to better select the items in your show.
Note – The part number search capability can be used by double clicking the “Product” field.
6. Delete Current Show
 - a. The user can delete the current show by clicking on this box.
7. **Exit This Screen**

To exit the “Create a Show Using the Show Wizard” screen, click on “**Exit This Screen**”.

3.3.3 Enter/View Customer Orders (Main Menu Selection 3)

This screen is used to insert/update all fireworks customer orders that your company does.

Select Menu Selection 3 “**Enter/View Customer Orders**”

3.3.3.1 Finding an existing customer order

1. The user can use any of the following methods to find an existing customer order.
 - a. Select a starting letter from A – Z.
 - i. Then use the drop down selection and scroll to the appropriate customer order.
 - b. Use the drop down selection and scroll to the appropriate customer order.
 - c. Double click on the drop down box window. The following will appear:

Enter A Description Of A Customer Order To Find

Enter Customer Order Description

Select Customer Order From Drop Down List (Results)

Cancel This Request Continue

- i. The user can enter a group of characters to search for in the “Enter Customer Order Description” field. The following rules apply for searching:
 1. An asterisk “*” is used as a wild card.
 2. Brackets “[characters]” are used for a specific range of characters.
 3. Search examples:
 - a. village -Find all customer orders with the word “village” anywhere within the name.
 - b. [A-C] - Find all customer orders that start with the letters A or B or C.
 - c. [!A-C] – Find all customer orders that do not start with letters A or B or C.
 - d. [A][I] – Find all customer orders that start with the letters “AI”
 - e. hen*tt – Find all customer orders with the letters “hen” and “tt” anywhere within the name.
 - ii. The user can then select any of the entries found in the “Select Customer Orders From Drop Down List” box.
 - iii. Next click either “Continue” to use the selected entry or “Cancel This Request” to cancel.
2. Customer Orders are normally display in alphabetical order (By Customer Name and Company) in the drop down selection box as shown below:

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Double Click For Search mode

Sam Goody (Goodies Company)(Posted)

Click To Order By Order Number Click To Order By Order Name

3. The user can display the shows by “**Order Number**” order by clicking on the “**Click To Order By Order Number**” box. Thus the display would look like the following:

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Double Click For Search mode

Harvey Wallbanger





Click To Order By Order Number Click To Order By Order Name

This box will toggle between the two different sorting methods.

3.3.3.2 Moving from customer order to customer order

The user can move from customer order to customer order by the following methods.

Note - (All changes to the current customer order are saved)

- i. Select a new customer order
- ii. Click on the  to move forward alphabetically though the customer orders.
- iii. Click on the  to move backward alphabetically though the customer orders.
- iv. Click on the  to move to the last customer order in the list.
- v. Click on the  to move to the first customer order in the list.

3.3.3.3 Action Boxes (Displayed along the bottom of the screen)

By selecting (Clicking) on these boxes, the following actions will occur.

- i. Save Record
 - a. Selecting this box will save all the information currently entered in your customer order.
Note – All information is normally saved when exiting this screen.
- ii. Create New Order (Customer Order)
 - a. The user can click on the “**Create New Order**” box to add a new record. This creates a new customer order with default (blank) information about the customer order. You can then fill in all the appropriate information about that customer order.
- iii. Resort Line Items
 - a. This will resort the displayed line items using the alphabetical product number as the field to sort on.
- iv. Print This Order
 - a. This will print the current displayed show in a format that contains all the items (sorted alphabetically), for this customer order.
- v. Print Pull Sheet
 - b. This will print a product pull sheet sorted by location (magazine), and category for the current order.
- vi. Print Bill Of Lading
 - c. This will print a “**Bill Of Lading**” for the current order.
- vii. Export This Order
 - a. This will export (save) the current displayed order for use by another user of the “QVIX Fireworks Inventory System” software.
 - b. The user click on the “Save Order Data to a File (Export) box.
 - c. Finally, the user is asked whether to proceed or cancel. The new customer order (Order Number).order is saved in the “C:\QVIX\Customer Order Export-Import Folder” location.
- viii. Create New Customer Order From Current Customer Order
 - a. This will use the current displayed order as a template for creating a new customer order with all the same information. The following fields will be modified:
 - i. Order Desc – Current order name with “(New)” appended to the name.
 - ii. Order Date – Same as displayed date, but set for this year.
 - iii. Displayed line items – Same as the displayed show except the items will not be posted (They will not be pulled from stock). *Note – Some line items may no longer be in stock.*
- ix. Delete Current Order
 - a. This deletes the current customer order and all the line items in the customer order.
Warning – You must first un-post any line items before you delete a customer order..
- x. Try to Undo Last Command
 - a. This will try to undo the last command you did. *Note – some commands may not be reversible.*
- xi. Recalculate Display Items
 - a. Selecting this button will ask the system to recalculate the real-time inventory total quantities for use in the drop down boxes. These total quantities are:
 - i. Pieces in Stock
 - ii. Cases in Stock
 - iii. Pieces on Reserve
 - iv. Cases on Reserve
- xii. Clear All Reserve
 - a. This button will clear the “Reserve Flag” (Item marked for use in this order) for all un-posted items in the order.
- xiii. Set All Reserve
 - a. This button will set the “Reserve Flag” (Item marked for use in this order) for all un-posted items in the order.
- xiv. To exit the “**Enter/View Customer Orders**” screen, click on “**Exit This Screen**”.
- xv. Disregard/Using Category When Replacing Items (Click To Change) / Disregarding Category When Replacing Items (Click To Change)
 - a. This is a toggle button that enables/disables using the “Category” of the original item as the basis for finding a replacement item for the current line item being replaced.
- xvi. Show All Items (Drop Down)/Show In Stock Only.

- a. This is a toggle button that will display either “All Items” or “In Stock Items Only” in the drop down item selection box for the current order.
- xvii. Print Box # Labels.
 - a. This allows the user to directly go to the “Print Box # Labels” report for printing the labels that would be attached to the appropriate boxes for this order.
- xviii. Email A Printed Invoice To The Customer.
 - a. This allows the user to directly create and Email a copy of the order invoice to the customer. There must be a valid customer Email address for this order.
- xix. Merge Other Customer Order Items Into This Order
 - a. This will allow the user to select another customer order and merge its line items into the current order.
- xx. Pull Stock Using Laser Scanner
 - a. This allows the user to post any current un-posted items using a laser scanner. The user can directly post existing un-posted line items using scanned item labels into the current order.
- xxi. Duplicate Selected Line
 - a. This will create a duplicate of the currently selected line item in the current order.
- xxii. Return Stock For Selected Line
 - a. This allows the user to return to stock all or a portion of the quantity for the selected posted line item. If the user selects a quantity less than the total posted quantity, then the system will split the line item into 2 line items, one line being posted and the other line item not posted.
- xxiii. Create Excel Spreadsheet For This Order
 - a. This box **will only appear** when a new or empty customer order is created. It will allow the creation of an Excel formatted spreadsheet list for another user to add line items for this order.
- xxiv. Load Excel Spreadsheet Items For This Order
 - a. This box **will only appear** when a new or empty customer order is selected and a Excel spreadsheet exists for this order in the “C:\QVIX\Customer Order” folder and is named “Customer” (Current entered customer). It will allow the import of an Excel formatted spreadsheet line item list from another user to add line items to this order.

3.3.3.4 Changing Customer Order Line Items

The user can change the following fields in a line item (Provided the line item is NOT posted).

1. Product Sold
 - a. Select the product sold from the drop down box.
 - b. Or, double click on the drop down box window. The following will appear:

Enter A Description Of A Part To Find Below

Enter Part Number Search String

Or

Enter Part Description Search String

Results

Select Part From Drop Down List

Cancel This Request **Continue**

The following rules apply for searching:
 An asterisk '*' is used as a wild card.
 Brackets '[characters]' are used for a specific range of characters.
 Search examples:
 1. Shell - Find all items with the word 'shell' anywhere within the name.
 2. [A-C] - Find all items that start with the letters A or B or C.
 3. ![A-C] - Find all items that do not start with letters A or B or C.
 4. [6][i][n] - Find all items that start with the letters 6in
 5. white*tail - Find all items with the letters 'white' and 'tail' anywhere within the name.

- c. The user can enter a group of characters to search for in the “Enter Part Description” field. The following rules apply for searching:
 - a. An asterisk “*” is used as a wild card.
 - b. Brackets “[characters]” are used for a specific range of characters.
 - c. Search examples:
 1. Shell -Find all items with the word “shell” anywhere within the name.
 2. [A-C] - Find all items that start with the letters A or B or C.
 3. ![A-C] – Find all items that do not start with letters A or B or C.
 4. [6][“] – Find all items that start with the letters 6”
 5. white*tail – Find all items with the letters “white” and “tail” anywhere within the name.
- d. The user can then select any of the entries found in the “Select Part From Drop Down List” box.
- e. Next click either “Continue” to use the selected entry or “Cancel This Request” to cancel.
2. Comments
 - a. By double clicking using the mouse on this position, the user can add a comment section to the item on this line. This also allows the user to Insert/Update the line items “**Shift**” and “**EX Number**”
3. Pieces
 - a. Select the number of pieces for this line item. The user can double-click on this item to multiple the piece amount displayed by the case-lot amount (Equals Cases instead of pieces for quantity)
4. Cases
 - a. Select the number of cases for this line item.
5. Unit \$
 - a. This field is filled in when the user selects the “part number” from above.
Note - The price is also updated (changed to “case price”) when a user double-clicks on the “pieces” field to change the piece amount to case amount.
6. Case \$
 - b. This field is filled in when the user selects the “part number” from above.
7. Reserve
 - a. This field is used to allow this item to be counted in the “Reserved” quantity when searching for items to be included in a show or customer order.

8. Box Number
 - a. This field is used to assign a box number (Carton containing the actual item) to the current line item. You can also double-click on the box number field on the current line containing the item number and assign the “**Last Box #**” to this current line.
9. Location
 - a. This field is filled in when the user selects the “part number” from above. A “*” (Asterisk) in front of the location denotes that this item is reserved. The user may set the reserve location for this item by double-clicking on the location field in the line item screen.

Note – The line item must not be posted (pulled from inventory) and there must exist available stock in at least one location for this feature to work.
10. Posted
 - a. Whether this item has been pulled from a magazine location. This field is set when stock is pulled from a location.

3.3.3.5 Click To Add New Product Items To Order

The user can select this mode for fast entry of line items into the current show.

1. The user can set “Opening”, Electric, and/or Finale defaults by clicking on the white colored box above each corresponding column. ***Note - “Opening”, Electric, and/or Finale have no importance in a customer order.***
2. To select a product for this order, the user should “Double Click” the mouse while positioned on the desired product.
3. To de-select a selected line item, just position the mouse on the line item you wish to delete and double click the mouse.
4. The user can change the quantity (Units) or selections for Opening, Electric or Finale for individual line items by either entering a new quantity or clicking on the appropriate selection box.
5. Upon completion of your selections the user can either clicking “**Add New Items Into Customer Order**” or “**Exit This Screen Without Adding Items**” boxes.

3.3.3.6 Move Reserve Stock To Target box

The user can automatically move the current stock reserved for this show to a target location by clicking on this box. (Provided the line item is NOT posted).

3.3.3.7 Set Reserve From Source Location box

The user can automatically reserve stock using the source location by clicking on this box. (Provided the line item is NOT posted).

3.3.3.8 Set Reserve From Any Location box

The user can automatically reserve stock using the any/all locations by clicking on this box. (Provided the line item is NOT posted).

3.3.3.9 Clear Reserved Locations box

The user can clear all reserved stock locations by clicking on this box. (Provided the line item is NOT posted).

3.3.3.10 Pull Stock From Reserve Location box

The user can automatically pull stock from location specified in the line item by clicking on this box. (Provided the line item is NOT posted).

3.3.3.11 Pull Stock From Source Location box

The user can automatically pull stock from a specific location by clicking on this box. (Provided the line item is NOT posted).

3.3.3.12 Pull Stock From Any Location box

The user can automatically pull stock from any/all locations by clicking on this box. (Provided the line item is NOT posted).

3.3.3.13 Return Pulled Stock box

The user can automatically return pulled stock back to the original locations by clicking on this box.

3.3.3.14 Move Reserved Stock Back box

The user can automatically move stock that was moved using the “**Move Reserve Stock To Target**” back to its original locations by clicking on this box.

3.3.3.15 Move Using Offset Entries (-1,+1)

If this box is checked, then create a “-quantity” entry in the source location, and a “+quantity” entry in the target location, instead of just moving the item from source location to target location.

3.3.3.16 Print Order Using Cases and Units

Print Orders using the format “Cases+Pieces” instead of Pieces only.

3.3.3.17 Pull Order Using Cases and Units

Pull Orders using the format "Cases+Pieces" instead of Pieces only.

3.3.3.18 Return Item Comments

Select from the drop down list, a default comment to insert into the comments field when returning a posted line item to stock (un-checking the "Posted" box for the current line item).

3.3.3.19 Click to Load Laser Items

Selecting this button will allow the user to create new line items by either scanning in a part number and quantity (part number, quantity), or by reading a ASCII file that resides in the folder "C:\QVIX\Laser Orders" and file name is "Current Customer Order Number.txt".

3.3.3.20 Auto Convert Cases To Units

Check this box if you wish to automatically convert a single case of product into its corresponding units (Case * Caselot) to be used when pulling stock from inventory for "Customer Orders".

3.3.3.21 Procedure For Entering A Customer Order and Pulling Inventory.

The following is an example procedure that can be used to enter a customer order and pull the inventory for the order entered.

1. Create a New Order (Click on Create New Order Box)
2. Fill in the appropriate fields for the new order (I.E. Order Description, Customer, Order Date)
3. Enter line items for this order
4. Do one of the following (This assigns a location to each line item)
 - a. Select "Select Reserve From Source Location" box.
 - b. Select "Select Reserve From Any/All Locations" box.
5. Print the "Pull Sheet" for this order.
6. Move the product on the pull sheet to your "Order Holding Location".
Note - Do this only if you use a temporary holding location for your customer orders.
 - i. Select "Move Reserve Stock to Target" box (Remember to set the target to your "Order Holding Location").
7. When ready to remove the inventory for this order (Usually the same day as the customer is picking up the order), do the following.
 - c. Print the "Print This Order" report for this order.
 - d. Select "Pull Stock From Reserve Location" box. (**This actually removes the product from your inventory**).
8. Deliver the order
9. Return any returned product to inventory by selecting the current order and Un-Posting (clicking on the Posted box for the item being returned).
10. If you are returning an **ENTIRE CUSTOMER ORDER**, then you should select a "Return Item Comments" item and then you can select "**Return Pulled Stock**" to place all the items back into inventory.

3.3.3.22 Importing License Images – See Section 4.3

3.3.3.23 Click to Add Special Instructions

The user can add special instructions that will print on the "Customer Order Invoice" by clicking on the box as shown below:

The screenshot shows a software interface with a blue background. It features several input fields and buttons. At the top, there are two dropdown menus labeled 'Order Person Name' and 'Pickup Person Name'. To the right of these are labels for 'Cust. Disc', 'Discount', 'Sales Tax', and 'Total'. Below the dropdowns, there is a button labeled 'Click To Add Special Instructions'. At the bottom, there is a 'Pay Type' dropdown menu and a label for 'Federal License Number'.

3.3.3.24 Customer Order Field Definitions – See Appendix 5.1.11

3.3.4 Load/Save A Show/Order Data (Import/Export Info) (Main Menu Selection 4)

This screen is used for the following:

1. Exporting (saving) a fireworks show/order for use by another user of the “QVIX Fireworks Inventory System” software.
2. Importing (loading) a fireworks show/order from another user of the “QVIX Fireworks Inventory System” software.
3. Importing a show from the “QVIX-Fire Electronic Firing System” software.
4. Synchronizing the “QVIX Fireworks Inventory System” database in the folder “C:\QVIX\Databases” with the “QVIX Fireworks Inventory System” database in the folder C:\QVIX\Synchronize”.

Select Menu Selection 4 “**Load/Save a Show/Order Data (Import/Export Info)**”

1. Importing (Loading an existing show/order)
 - i. The user first selects a filename for the show/order to load. *Note – The filename must be a existing filename.* The existing “**filename.show**” or “**filename.Order**” must be stored in the appropriate “C:\QVIX\Customer Order Export-Import Folder” or “C:\QVIX>Show Export-Import Folder” location.
 - ii. Next, the user clicks on the “**Load Show/Order Data From File (Import)**” box.
 - iii. Finally, the user is asked whether to proceed or cancel. The new show/order is loaded from the appropriate location.
2. Exporting (Saving a show/order)
 - i. Select an existing Show/Order to Export from the drop down box.
 - ii. Next, the user clicks on the “**Save Show/Order Data to a File (Export)**” box.
 - iii. Finally, the user is asked whether to proceed or cancel. The new “**filename.show**” or “**filename.Order**” is saved in the “C:\QVIX\Customer Order Export-Import Folder” or “C:\QVIX>Show Export-Import Folder” location.
3. Synchronizing the “**QVIX Fireworks Inventory System**” database
 - i. Make sure you have a “QVIX-Fire Electronic Firing System” database named “**QVIX Fireworks Inventory Database.mde**” in the folder “C:\QVIX\Synchronize”
 - ii. Select the “Synchronize Show/Order Database” box
 - iii. If the user selects the “Proceed” box, the following items (Tables) will be synchronized (In both directions).
 1. Firing Devices
 2. Suppliers
 3. Categories
 4. Products
 5. Shows and Orders
4. To exit the “**Load/Save A Show/Order Data (Import/Export Info)**” screen, click on “**Exit This Screen**”.

3.3.5 Preview Reports (Main Menu Selection 5)

This screen is used to select all reports that your wish to Print or Preview (Export to a spreadsheet or html/text file).

1. Select Menu Selection 5 “**Preview Reports**”
2. Select the “**Report Tab**” from the top of the screen for the “Reporting Group” desired.

My Reports	Product Costs and Magazine Locations	Costs, Purchases, Expenses, Payments	Customer, Supplier, Trucks, Category Information
Product Price Lists Reports	Show/Order Invoice, Pull Sheets, Bill Of Lading, ATF	Laser Labels	Lot Number Usage, Shows, Devices
		Graphs	Chemical and Formula

3. Select the report you wish to Preview or Print.
4. The user can also select different reports from each of these groups for the “**My Reports**” tab by selecting whether to “**Add**” or “**Delete**” a selected report using the “Add or Delete Button” on the bottom of the report screen. (See next page)
5. The user may click using the mouse on any report title in “***Italics***” to toggle between reporting on “**All Stock**” (includes units=0 and cases=0) verse “**In Stock Only**” (units > 0 or cases > 0).
6. Finally the user can select either “Print” or “Preview”.

Note – If the user selects “Preview”, you may select “Export” from the top of the screen. You can then select the type of file, filename and its folder for exporting.

5. Update/Display/Print **Last Inventory Taken Dates and Times**
 - i. Clicking on this box allows the user to enter the “Date and Time” that the physical inventory was taken. This information is used to keep accurate records for ATF inspections.
6. To exit the “Preview Reports” screen, click on “**Exit This Screen**”.

3.3.5.1 Preview / Printing Your Reports (Groupings)

- Preview “Displays” the selected report on the screen and allows for further exporting and formatting.
- Print, Prints the selected report on your printer.

3.3.5.1.1 My Reports Tab

- This will allow the user to run pre-selected reports
- “Delete Selected Report From My Reports”
 - The user can select a report, and then press this button to remove the report from the list.

3.3.5.1.2 Product Costs and Magazine Locations Reports

- Contains reports associated with Product Costs and Magazine Location.
- “Add Selected Report To My Reports”
 - The user can select a report, and then press this button to add the report to your “My Reports” list.

3.3.5.1.3 Costs, Purchases, Expenses, Payments Reports

- Contains reports associated with Costs, Purchases, Expenses, and Payments
- “Add Selected Report To My Reports”
 - The user can select a report, and then press this button to add the report to your “My Reports” list.

3.3.5.1.4 Customer, Supplier, Trucks, Category Information Reports

- Contains reports associated with Customer, Supplier, Trucks, Category Information.
- “Add Selected Report To My Reports”
 - The user can select a report, and then press this button to add the report to your “My Reports” list.

3.3.5.1.5 Product Price Lists Reports

- Contains reports associated with Product Price Lists
- “Add Selected Report To My Reports”
 - The user can select a report, and then press this button to add the report to your “My Reports” list.

3.3.5.1.6 Show/Order Invoice, Pull Sheets, Bill Of Lading, ATF Reports

- Contains reports associated with Show/Order Invoice, Pull Sheets, Bill Of Lading, ATF Required Information.
- “Add Selected Report To My Reports”
 - The user can select a report, and then press this button to add the report to your “My Reports” list.

3.3.5.1.7 Laser Labels

- Contains reports associated with Laser Label printing
- “Add Selected Report To My Reports”
 - The user can select a report, and then press this button to add the report to your “My Reports” list.

3.3.5.1.8 Lot Number Usage, Shows, Devices Reports

- Contains reports associated with Lot Number Usage, Shows, Firing Devices
- “Add Selected Report To My Reports”
 - The user can select a report, and then press this button to add the report to your “My Reports” list.

3.3.5.1.9 Chemical and Formula Reports

- Contains reports associated with Chemicals and Formulas
- “Add Selected Report To My Reports”
 - The user can select a report, and then press this button to add the report to your “My Reports” list.

3.3.5.2 Click Here To Preview/Print Your Custom Reports)

- Select button: “Click Here To Preview/Print Your Custom Reports”.
- Select a Report from the dropdown list (i.e. Total Show/Orders)).
- Select “Preview/Print My Selected Report”.

- The following two screens will appear: "**Processing Your Query Please Wait**", then "**Building Your Report Please Wait**". Depending on your PC' speed and configuration, your selected report will be displayed.
- You can Print, Change the Page Setup, or Export your report at this time.
- Next, select "**Exit This Screen**" to exit this menu.

3.3.5.3 Designing Your Own Reports (Click Here To Create Custom Reports)

- Select button: "**Click Here To Create Custom Reports**". *Note – The creating of "**Custom Reports**" has very limited capabilities when mixing different database tables due to limitations on their internal relationships.*

3.3.5.3.1 Editing (Changing) A An Existing Report

- Select the report you wish to edit by using the "**Find My Report**" drop down box at the top of the screen. After expanding the window, select the report by clicking on the appropriate report selection.

3.3.5.3.2 Changing The Report Title

- To change the report title, click on current report title and make the appropriate changes. Then click on the "**Save My Selections**" button at the left of the screen.

3.3.5.3.3 Changing The Field Desired

3.3.5.3.3.1 Adding A New Field Desired

- To add a new field at the left most position in your report, select the next blank "**Field Desired**" and open the drop down window associated with that line. Select the field you need from the drop down list by clicking on the appropriate selection.
*Note, the "**Column Description**" and "**Width**" windows will display the appropriate default information using the new field you have selected.*
- To add a new field at the in the middle position in your report, you must first make room for your new field. Select the column that you wish to place your new field in front of and check the appropriate box on the line labeled "**Move Down**". Select the "**Yes**" button if you wish to proceed, or the "**No**" or "**Cancel**" button if you do not wish to proceed.
Note, when a line is created, all lines below the new line will move down one position.
Next, select the box labeled "**Field Desired**" on the new line created and open the window associated with that line. Next, select the field you need from the drop down list by clicking on the appropriate selection. The "**Column Description**" and "**Width**" windows will display the appropriate default information for the field you have selected.

3.3.5.3.3.2 Changing A Current Field Desired

- You can select a new field for the "**Field Desired**" window by selecting the field you need from the drop down list by clicking on the appropriate selection.
*Note that if you change to a different field, the "**Column Description**" and "**Width**" windows will display the appropriate default information using the new field you have selected.*

3.3.5.3.3.3 Deleting A Current Field Desired

- You can delete (remove) any of the "Field Desired" lines by checking the appropriate "**Delet Line**" box to the right of the "Field Desired" box. Select the "**Yes**" button if you wish to proceed, or the "**No**" or "**Cancel**" button if you wish to cancel your request to delete.
Note, when a line is deleted, all lines below the deleted line will move up one position.

3.3.5.3.4 Changing The Column Description For An Existing Line

- You may change any of the active "**Column Descriptions**" by positioning the cursor on the appropriate window and typing a new column description.
Note, the "Column Descriptions" are used as column heading when creating your report. An example of what your report will look like is displayed at the bottom of the window.

3.3.5.3.5 Changing the Width For An Existing Line

- You may change the column width for any of the active columns by positioning the cursor on the appropriate **“Width”** window and selecting either a new width from the drop down window or typing a new column width (such as 2.33” which equals 2.33 inches).
*Note, the maximum page width (sum of all the active columns) is **10 inches**. The report generator will truncate any fields that extend beyond this width.*

3.3.5.3.6 Changing The Sort By Fields

- The report generator can sort by up to 3 different fields. The sorting priority is by 1st, 2nd, and 3rd fields respectively.

3.3.5.3.6.1 Adding A New Sort By Field

- To add a new sort field in your report, select using the cursor, the next blank **“Sort By”** and open the drop down window associated with that field. Select the field you need from the drop down list by clicking on the appropriate selection.

3.3.5.3.6.2 Changing An Active Sort By Field

- You can change the current field for the **“Sort By”** window by selecting a different field from the drop down list by clicking on the appropriate selection.

3.3.5.3.6.3 Deleting An Active Sort By Field

- You can delete any active **“Sort By”** field by positioning the cursor on the **“Sort By”** field desired and changing the window contents to a **blank space**.

3.3.5.3.6.4 Selecting **“Ascending”** or **“Descending”** Sorting Direction For Any **“Sort By”** Field.

- The default sorting direction is **“Ascending”** for all **“Sort By”** fields. One can change any single sorting direction to **“Descending”** by checking the appropriate box marked **“Descending”** to the right of the **“Sort By”** field.
- You can set the sort direction back to **“Ascending”** by removing the check in the box marked **“Descending”** for the appropriate **“Sort By”** field.

3.3.5.3.7 Changing The Group By Fields

- The report generator can group information (Create Report Headers And Footers) for up to 3 different fields. The grouping priority is by 1st, 2nd, and 3rd fields respectively.
Note, Grouping has priority over sorting for your report. This means that all data will be grouped first, and then sorted after all the data groups have been created.

3.3.5.3.7.1 Adding A New Group By Field

- To add a new group by field in your report, select using the cursor, the next blank **“Group By”** and open the drop down window associated with that field. Select the field you need from the drop down list by clicking on the appropriate selection.

3.3.5.3.7.2 Changing An Active Group By Field

- You can change the current field for the **“Group By”** window by selecting a different field from the drop down list by clicking on the appropriate selection.

3.3.5.3.7.3 Deleting An Active Group By Field

- You can delete any active **“Group By”** field by positioning the cursor on the **“Group By”** field desired and changing the window contents to a **blank space**.

3.3.5.3.7.4 Selecting **“Grouping”** For Any **“Group By”** Field.

- The default report format for all **“Group By”** fields is normally set to **“None”**. The user may wish to generate a **“Report Header”** and/or **“Report Footer”** (Containing The Sum For The Selected Field). The selections for **“Grouping”** is as follows:
 - None**
 - Do not **“Group By”** field for grouping.
 - Group**

- Group the values using the “Group By” field, but do not display a Header or Footer for the group.
- 3. **Header Only**
 - Group the values using the “Group By” field and print the group header only.
- 4. **Footer Only**
 - Group the values using the “Group By” field and print the group footer only (containing the sum for the selected field)
- 5. **Header + Footer**
 - Group the values using the “Group By” field and print both the group header and footer (containing the sum for the selected field)
- 6. **Footer + Count**
 - Group the values using the “Group By” field and print the group footer (containing the count for the selected field) plus any user selected report totals as defined by the report totals selections.
- 7. **Header + Footer + Count**
 - Group the values using the “Group By” field and print the group header and footer (containing the count for the selected field) plus any user selected report totals as defined by the report totals selections.
- 8. **Footer + Average**
 - Group the values using the “Group By” field and print the group footer (containing the average for the selected field) plus any user selected report totals as defined by the report totals selections.
- 9. **Header + Footer + Average**
 - Group the values using the “Group By” field and print the group header and footer (containing the average for the selected field) plus any user selected report totals as defined by the report totals selections.

3.3.5.3.7.5 Changing The “Group By” Indentation For Any “Group By” Field.

- You may change the “Indentation” for any of the “Report Headers” and “Report Footers” in your report by positioning the cursor on the appropriate “**Indent**” window and selecting either a new indentation from the drop down window or typing a new indentation (such as 2.33” which equals 2.33 inches).
Note, the maximum page width (sum of all the Group By Indentation) is 10 inches. The report generator will truncate any “Report Headings” and “Report Footers” that extend beyond this width.

3.3.5.4 Changing The Report Filter Selections Criteria

Report filters are used to select specific groups of information to print in your reports. By carefully selecting different sets of filters, one can ask for very specific information about different sets of data. The report generator allows for up to 3 different groups of filters, each containing up to 2 sub filter comparisons. Remember, all filters are evaluated before any report data is printed. If you get the message “**There is no information to be printed at this time!**” you may have made an incorrect filter comparison or value selection.

3.3.5.4.1 Adding A New “Compare This Field” Filter

- To add a “**Compare This Field**” in your report, select using the cursor, the next blank “**Compare This Field**” and open the drop down window associated with that field. Select the field you need from the drop down list by clicking on the appropriate selection.

3.3.5.4.2 Changing A Current “Compare This Field” Filter

- You can change the current field for the “**Compare This Field**” window by selecting a different field from the drop down list by clicking on the appropriate selection.

3.3.5.4.3 Deleting An Active “Compare This Field” Filter

- You can delete any active “**Compare This Field**” field by positioning the cursor on the “**Compare This Field**” field desired and changing the window contents to a **blank space**.
Note, When deleting a “Compare This Field” filter, the associated “1st Using”, “1st This Filter”, “And/Or”, “2nd Using”, “2nd This Filter” locations are set to blanks.

3.3.5.4.4 Selecting The Appropriate “Using” Comparison Criteria For The Report Filter

- The “**Using**” location can contain 7 different values besides a **blank space**. This value is used to form a comparison between the “**Compare This Field**” item and the “**This Filter**” item.

3.3.5.4.4.1 < (Less Than)

- “Compare This Field” value must be less than “This Filter” value.

3.3.5.4.4.2 <= (Less Than or Equal To)

- “Compare This Field” value must be less than or equal to “This Filter” value.

3.3.5.4.4.3 = (Equal To)

- “Compare This Field” value must be equal to “This Filter” value.

3.3.5.4.4.4 <> (Not Equal To)

- “Compare This Field” value must not be equal to “This Filter” value.

3.3.5.4.4.5 > (Greater Than)

- “Compare This Field” value must be greater than “This Filter” value.

3.3.5.4.4.6 >= (Greater Than or Equal To)

- “Compare This Field” value must be greater than or equal to “This Filter” value.

3.3.5.4.4.7 **Contains** (Contains the Pattern Text) **NotContain** (Does Not Contain the Pattern Text)

- The “Compare This Field” value is evaluated against the patterned text that is in “This Filter” location. The user may combine different patterns within the “This Filter” value for pattern matching.
- Example patterns are as follows:
 - Failed
 - “Compare This Field” value must exactly match (and only contain) the text “Failed”. Remember, this must be no other text within the “Compare This Field” value when using this filter.
 - Failed *
 - “Compare This Field” value must exactly match the text “Failed” starting with the first character in the value (6 characters only).
 - * Failed *
 - “Compare This Field” value must exactly match the text “Failed” anywhere within the value (6 characters only).
 - Failed *MSG*
 - “Compare This Field” value must start with the text “Failed” and also contain the text “MSG” anywhere within the value for this field.
 - [A-C]*
 - “Compare This Field” value must start with the letter “A thru C” exactly.
 - [!A-C]*
 - “Compare This Field” value must NOT START with the letter “A thru C”.

3.3.5.4.5 Changing The “This Filter” Comparison Field For This Filter

- The user can enter any values or text into this location after filling in the appropriate “Compare This Field” and “Using” locations on the same line.
- Using Database Fields in the “This Filter” location.
 - If the user wishes to compare one field type to another field type, then by double clicking on the “This Filter” field, the user may select a new field type to compare against.

Note – The user has the responsibility to make sure that the field types selected for “Compare This Field” and “This Filter” are of the same type of data (I.e. date/time data to date/time data).

3.3.5.4.6 Manipulating The Different “And/Or” Groupings For This Filter

- The values for “AND/OR” can be “AND”, “OR” or a **blank space** (For no more additional comparisons).
- There are 2 types of “AND/OR” filters supported by the report generator.

- The first type is used for each **“Compare This Field”** line to compare the value against 2 different filter values. Ex. “Size” > 100 AND < 200. The “Size” must be greater than the number 100 and less than the number 200.
- The second type is used to compare different **“Contains This Field”** values in conjunction with other **“Contains This Field”** values. The report generator supports up to 3 different **“Contains This Field”** value comparisons. An example of a complex filter comparison is as follows:
 - “Size” > 100 AND < 200 AND “Category Name” Contains *Red*. The priority is as follows (Using Parenthesis):
 - ((“Size” > 100) AND (“Size” < 200)) AND (“Category Name” Contains the text “Red” anywhere within the description).

3.3.5.5 Selecting A Date Range For Filtering For Your Report

- There are 3 different modes for setting a range of dates for your report. All report date ranges use the **“Show/Order Date”** field for its comparisons.

3.3.5.5.1 Prompt The User For Beginning And Ending Report Dates

- When the “Prompt For Report Dates” box is checked in the **“Please Select A Report Date Range”** box, the user will be asked for a new set of beginning and ending dates every time the report is run using a calendar format.

3.3.5.5.1.1 Using The “Calendar” for setting date ranges.

- The user can use the calendar to set a specific date and time by doing the following.
 1. Select a year by using the drop down box on the far right of the calendar.
 2. Select a month by using either the month drop down box or using the left and right pointing arrows to move backwards and forwards one month at a time.
 3. Select a specific day by moving the mouse to the box containing the day required and clicking once.
 4. Select which date range you wish to set from the following selections as displayed on the **“Report Date Range”** form by moving the mouse to the appropriate selection and clicking once:
 - Beginning Date
 - Ending Date
 - This Date (Sets the beginning date and ending date to the same date as this date).

3.3.5.5.1.2 Using The Predefined Date Ranges For Your Report

- The user may select a preset range of dates by checking the appropriate box in any one of the 8 preset date ranges in the **“Select A Preset Date Range”** box. These preset ranges are as follows:
 1. This Week
 2. This Month
 3. This Quarter
 4. This Year
 5. Last Week
 6. Last Month
 7. Last Quarter
 8. Last Year

*Note, selecting any one of the previous ranges will automatically set the **“Beginning Date”** and **“Ending Date”**.*

3.3.5.5.1.3 Using A Specific Predefined Day For Your Report

- The user may select a predefined day for their report by checking the appropriate box in any one of the 5 preset days in the **“Select This Date”** box. These preset days are as follows:
 1. Today
 2. Yesterday
 3. 1st Of The month
 4. 15th Of The Month
 5. End Of the month

*Note, selecting any one of the previous days will automatically set the **“This Date”** box and will also set the **“Beginning Date”** and **“Ending Date”** boxes.*

3.3.5.5.1.4 User Entered Dates For Your Report

- The user may elect to type in the “Beginning Date” and “Ending Date” for their report. The date format is “mm/dd/yy” for the month (2 digits), day (2 digits), year (2 digits). Then select either “**Continue**” to generate your report or “**Cancel This Request**” to exit back to the previous menu.

3.3.5.5.2 Selecting Preset Commonly Used Report Dates

- The report generator provides for some commonly used date ranges. They are as follows:
 - Yesterday
 - Today
 - This Week
 - Last Week
 - This Month
 - Last Month
 - This Quarter
 - Last Quarter
 - This Year
 - Last Year
- The user can select any one of these preset date ranges by selecting the appropriate box in the “**Please Select A Report Date Range**” box.

3.3.5.5.3 Selecting No Report Dates (None) (Default Setting)

- This selection will generate your report using all the data within the table disregarding any date ranges.

3.3.5.5.4 Continuing With Your Report

- Select the “**Continue**” button to proceed to generate your report using the dates selected.

3.3.5.5.5 Canceling Your Report

- Select “**Cancel This Request**” if you wish to abort the generator of your report and return back to the previous menu.

3.3.5.6 Selecting Different Column Total Options for Your Report

- The user may select different column options from the drop down window for their report by selecting from any one of the following options for each field column in their report (as display at the bottom of the screen)
 1. None
 - Do not print any column total for this field column.
 2. Count
 - Print the “**Total Count**” of data values for this field column.
 3. Sum
 - Print the “**Sum**” of all the values for this field column.
 4. Minimum
 - Print the “**Minimum**” value encountered for this field column
 5. Maximum
 - Print the “**Maximum**” value encountered for this field column.
 6. Average
 - Print the “**Average**” value of all the values printed for this field column.
 7. Variance
 - Print the “**Variance**” calculated from the printed value for this field column.
 8. Standard Deviation
 - Print the “**Standard Deviation**” calculated from the printed value for this field column.

Note – If there are no fields selected for the report, then the “Total Option” will display the calculated value for the entire data used in the report.

3.3.5.7 Selecting “Graph Mode” For Your Report

3.3.5.7.1 Enabling Graphing of “Show Data”.

- When the user selects specific tables, the Graph section will automatically be enabled. (I.E. “Shows”)

3.3.5.7.2 Selecting A Graph Type

- The user may select a graph type from the **“Graph Type”** selection box using any one of the following selections:
 1. Bar Chart Graph
 2. Pie Chart Graph
 3. Pyramid Chart Graph
 4. Donut Graph
 5. Line Graph
- *Note the following:*
 1. All field selections are dimmed, as they are not needed when creating a graph style report.
 2. The **“Report Range Date”** is still honored and will greatly affect the output of your report.
- The user may select a graph type (to be used for the X & Y axis) from the **“Select Graph Type”** selection drop down box. The current selections are:
 1. Show/Order Show Price (Bid)
 2. Show/Order Totals (Actual)
 3. Total Show/Orders

3.3.5.8 Selecting the Number of Records (And Direction) To Display In Your Report

3.3.5.8.1 Number of Records

- The user may use either the drop down box (or manually enter a number) to select the number of records to display (include) in your report. This number must be a positive number.
Note – “All” or the number 0 will display all records requested in your report.

3.3.5.8.2 Changing Direction

- The user can click on the “From The Top” (From The Bottom) button to select records from the beginning or the end of the list of records the report will use to create your report.
*Note – If the user selects “From The Bottom” for the group of records to use, then at least **ONE** “Sort By” field must be selected to set the initial criteria for the group direction.*

3.3.5.9 Printing Titles in Your Report

- The user may not want to print any titles in their report (I.E> exporting to a spreadsheet). By clicking on the box next to this title, a check mark will denote whether any report titles (Headings, Page numbers, etc.) will be printed.

3.3.5.10 Save My Selections

- Selecting this button saves the current selections for your report.
*Note, this option is automatically selected when a user previews their report or exits the current **“Design Your Own Report”** selection.*

3.3.5.11 Creating A New Report

- Press the button label **“Create New Report”** to create a new report. The following defaults will apply:
 1. The report **“Title”** will be **“Report For mm/dd/yy hh:mm:ss AM/PM”**
Note, 1st mm=Month, dd=Day, yy=Year, hh=Hour, 2nd mm=Minutes, ss=Seconds AM or PM using current time of day.
 2. **“Please Select A Report Range”** selection box is set to **“Prompt For Report Dates”**
 3. **“Graph Type”** selection box is set to **“None”**
 4. All other fields and selections are set to blanks (empty).

3.3.5.12 Delete Current Report

- Selecting this button allows the user to **“Delete”** the current report from the list of reports available for use within the report generator.

Note, if the user continues with the deletion process, the deleted report cannot be recovered (Even with the “Undo” button).

3.3.5.13 Undo Last Operation

- Selecting this button will “Undo” the last operation that the user has performed.
Note, not all operations performed may not be able to be undone (Such as delete a report).

3.3.5.14 Creating A New Report From An Existing Report

- Select the report you wish to copy by using the **“Find My Report”** drop down box at the top of the screen. Next, press the button label **“Create New Report From Current Report”**. If the user selects **“Yes, Proceed”** from the **“Create A New Report From Your Current Report”** window, the following defaults will apply:
 1. The new report title will be set to **“New “ + “The Previous Report Title”**
 2. All other settings will be copied from the previous report to the new report.
 - The user should select **“Save My Selections”** button after making the appropriate changes for their new report.

Note, the user should change the new report title to a different report title in order not to confuse the previous report title with the new report title when searching for a report to print.

3.3.5.15 Preview / Print Your Report

- Selecting this button allows the user to generate the actual report using the settings from the current report.

3.3.5.16 Exit This Screen

- Selecting **“Exit This Screen”** button will return the user to the main report generator menu screen.

See –Appendix - Using The “Calendar” for setting date ranges”

3.3.6 Enter/View Products (Main Menu Selection 6)

This screen is used to insert/update all products (fireworks, flares, etc.) that your company sells. The user can also jump to many different screens (I.E. Categories, Locations, Shipping Methods, etc) from this screen.

Select Menu Selection 6 “Enter/View Products”

3.3.6.1 Finding an existing product

- i. The user can use any of the following methods to find an existing product.

Find a Part

A	B	C	D	E	F	G	H	I	J	K	L	M	0	1	2	3	4	Find By Vendor Number [Dropdown]
N	O	P	Q	R	S	T	U	V	W	X	Y	Z	5	6	7	8	9	

Find A Part Number Or Select A 1st Letter Or Number

3A0001 - ASSORTED SHELLS FOR BAGS OF 10 [Dropdown]

[Left Arrow] [Double Left Arrow] 0..9,A..Z [Double Right Arrow] [Right Arrow]

Part Number Contains AND Part Description Contains

[Text Field] [Text Field]

Search Results Date and Time of Last Change May 21, 2010 1:08:56 PM

[Large Empty Text Area]

1. Select a starting letter from A – Z.
 - a. Then use the drop down selection and scroll to the appropriate part number.
2. Select a starting number from 0-9
 - a. Then use the drop down selection and scroll to the appropriate part number.
3. Use the drop down selection and scroll to the appropriate part number.
4. The user can enter a group of characters to search for in the “**Part Number Contains**” AND “**Part Description Contains**” field. The following rules apply for searching:
 - i. An asterisk “*” is used as a wild card.
 - ii. Brackets “[characters]” are used for a specific range of characters.
 - iii. Search examples:
 1. Shell -Find all items with the word “shell” anywhere within the name.
 2. [A-C] - Find all items that start with the letters A or B or C.
 3. [!A-C] – Find all items that do not start with letters A or B or C.
 4. [6][“] – Find all items that start with the letters 6”
 5. white*tail – Find all items with the letters “white” and “tail” anywhere within the name.
 - iv. The user can then select any of the entries found in the “**Search Results**” box.

3.3.6.2 Moving from product to product

- i. The user can move from product to product by the following methods.

Note - (All changes to the current product are saved)

1. Select a new product
2. Click on the [Right Arrow] to move forward alphabetically though the products.
3. Click on the [Left Arrow] to move backward alphabetically though the products.
4. Click on the [Double Right Arrow] to move to the last product in the list.
5. Click on the [Double Left Arrow] to move to the first product in the list.

3.3.6.3 Adding a new product (record)

- i. The user can click on the “**Add New Item**” box to add a new record (Bottom right hand side of screen). You can then fill in all the appropriate information about that product.

Note – This box will be missing when there are no initial “Products” in the database. The user can go directly to the “Product Number” field and enter the first initial “Product Number”.

3.3.6.4 Adding new inventory quantities for the current product

- i. The user can add inventory by 2 different methods
 - Manually adding inventory by creating a new line and filling in the items contained in the left box (Inventory Storage Locations).
 - The user can click the “Purchase Orders...” box and generate a purchase order. After the items for this purchase order are received, the user can select the storage locations for the received items.
 - Selecting additional display/editing screens

3.3.6.5 Adjusting Inventory (Manually using the “Inventory Storage Locations Box”)

- i. The user can adjust inventory by the following method
 - a. Manually adding or subtracting (minus number for pieces/cases) inventory by creating a new line and filling in the items contained in the left box (Inventory Storage Locations).

Note – The user cannot update an existing storage location line that is dated different than today’s date.

3.3.6.6 Adjusting Inventory History

- i. The user can adjust (Verify and automatically add corrections) to the inventory history by using this button. This function will scan all product history and verify that the product history correctly represents what was used in both shows and customer orders. It will then add internal corrections so that the history properly reflects what products were used. This will correct any inventory history that may have been accidentally deleted during the use of this software (I.E. – deleting a show or order that was valid, but very old).

Note – This function does not change any current amounts in the locations (magazines). It only changes the history for what was used. The password is the same password that was used in all previous standard function prompts.

3.3.6.7 Additional Display/Editing Screens

The user can jump to additional display/editing screens by clicking on the appropriate boxes from the selection below. After exiting the new screens, the user is returned to the original “Products” screen.

- i. Move **Stock To/From Locations** (Existing stock)
- ii. Enter/**Edit Shows** (Create/Edit a Show)
- iii. Purchase **Orders** (Create/Update purchase orders)
- iv. Enter/**Edit Suppliers**
- v. Shipping **Methods** (Update)
- vi. Enter/**Edit Location** (Magazine locations)
- vii. **Edit/Enter Categories**
- viii. **Edit/Enter Employees**
- ix. Selecting whether to display items “**On Order**” or “**Sold**”

3.3.6.8 “View Inventory Storage Locations” tab (Default View)

- The user can select this tab to instantly see all inventory including date received, current inventory amounts and its storage locations for this product.

3.3.6.9 “View Product Sold” tab

- The user can select this tab to instantly see all “sales” for this product.

3.3.6.10 “View Product On Order” tab

- The user can select this tab to instantly see all “Purchase Order Information” for this product.

3.3.6.11 “View Inventory Storage Locations (With Initial Quantities)” tab

- The user can select this tab to instantly see all inventory including date received, current inventory (Plus Initial Inventory) amounts and its storage locations for this product.

3.3.6.12 “Adjustments (Removal)” tab

- The user can select this tab and then make entries regarding “Testing”, “Missing From Order”, “Defective Product”, Etc for this product. These are negative adjustments to your existing inventory. You can then generate a separate report containing these adjustments to the inventory.

3.3.6.13 Converting Cases to Pieces and vice-versa

- Double-Click Cases to Convert 1 Case to Pieces (Pieces = CaseLot * 1)
- 1. Double-Click Pieces to Convert Pieces to 1 Case (1 Case = Pieces/CaseLot)

3.3.6.14 Change This Products Discounts

Discounts For Inventory Item (Customer Orders Only)
310000 - FLASH SALUTE

	Units Discount			Cases Discount		
	>= Amount	Price Discount	Or Percent Discount	>= Amount	Price Discount	Or Percent Discount
Level 1	10	\$0.00	5.00%	0	\$0.00	0.00%
Level 2	50	\$0.00	10.00%	0	\$0.00	0.00%
Level 3	100	\$0.00	20.00%	0	\$0.00	0.00%

☐ Set To Display Unit Discounted Price Instead Of Unit Discount Amount ☐ Set To Display Case Discounted Price Instead Of Case Discount Amount

Exit This Screen

Every item can have its own set of quantity discounts for use in “Customer Orders”. These discounts can be a specific “Price Discount” or “A Discounted Price” or “A Percentage Discount”. In the above example, the customer would get a 5% discount if they ordered >=10 and < 50 units, or 10% discount if they ordered >=50 and < 100 units or 20% discount if they ordered >=100 units.

3.3.6.15 To exit the “Enter/View Products” screen

- Click on “Exit This Screen”

3.3.7 Enter/View Customers (Main Menu Selection 7)

This screen is used to insert/update all fireworks customers that your company does business with.
Select Menu Selection 7 “Enter/View Customers”





3.3.7.1 Finding an existing customer

1. The user can use any of the following methods to find an existing customer.
 - a. Select a starting letter from A – Z.
 - i. Then use the drop down selection and scroll to the appropriate customer.
 - b. Use the drop down selection and scroll to the appropriate customer.

3.3.7.2 Moving from customer to customer

1. The user can move from customer to customer by the following methods.

Note - (All changes to the current customer are saved)

1. Select a new customer
2. Click on the  to move forward alphabetically through the customers.
3. Click on the  to move backward alphabetically through the customers.
4. Click on the  to move to the last customer in the list.
5. Click on the  to move to the first customer in the list.

3.3.7.3 Adding a new customer (record)

The user can click on the “Add New Record” box to add a new record.

You can then fill in all the appropriate information about that customer.

3.3.7.4 Export This Customer

Click on this box and answering “Yes” to proceed, creates a customer data file in the “C:\QVIX\Customer Export-Import Folder”.

3.3.7.5 Import New Customers From Customer Folder

Click on this box opens a new screen



The user can select a “Customer Data File” from the dropdown box. Then, clicking on the “Load Customers Data (Import)” box creates/updates customer data record from the data file in the “C:\QVIX\Customer Export-Import Folder”.

3.3.7.6 Importing License Images – See Appendix 4.3.1

3.3.7.7 To exit the “Enter/View Customers” screen

Click on “Exit This Screen”.

3.3.8 Move Products To/From Locations (Main Menu Selection 8)

This screen is used to move products from one location to another (Stock transfer).

Select Menu Selection 8 “**Move Products To/From Locations**”

3.3.8.1 Moving Products From/To Locations

- Select a “**Current Location**” as a target to move stock to from the drop down selection.
- The user can now double click on any items stored in a different location from the “**All Stock**” location. This will move the item into the current location.
- To exit the “Move Products To/From Locations” screen, click on “**Exit This Screen**”.

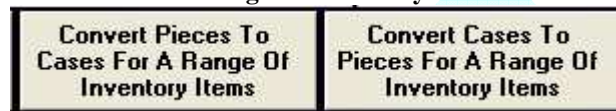
Note the Following Rules:

- You can only move stock from “**All Locations Group**” to “**Current Location Group**”
- You cannot change any piece/case amounts unless the date is today’s date.
- You can create a new line with a piece or case amount equal to “1”, by double clicking on the piece or case amounts. The original piece or case amount is decremented by “1”.

3.3.8.2 Converting Cases to Pieces and vice-versa

Note – Applies to left hand side - Current Location Inventory (Target Location)

- Double-Click on Cases to Convert 1 Case to Pieces (Pieces = CaseLot * 1)
- Double-Click on Pieces to Convert Pieces to 1 Case (1 Case = Pieces/CaseLot)
- Select either box labeled “**Convert Pieces To Cases For A Range Of Inventory Items**” or “**Convert Cases To Pieces For A Range Of Inventory Items**” at the bottom of the screen.



3.3.8.3 Maximum Quantity For New Entry

This number is used to set the new default quantity when doing the following (Assumes that Maximum Quantity For New Entry is equal to 1): Note – Applies To Right Hand Side - All Stock (Except Current Location)(Source Locations)

- Double-Click Cases to Create a New Entry With 1 Case (Current Cases = Cases -1)
- Double-Click Pieces to Create a New Entry With 1 Piece (Current Pieces = Pieces -1)

3.3.8.4 Move Date (Limit: Last 7 Days)

This date is used to set the “Stock Date” when moving items to the “Source Location”. The system allows you to back date up to 7 days to allow for late stock movement entries.

3.3.8.5 Move Using Offset Entries (-1,+1)

Check this box if you wish to create a “-quantity” entry in the source location, and a “+quantity” entry in the target location, instead of just moving the item from source location to target location.

3.3.8.6 Move A Group Of Product Items To A New Location Button

This is used to open a new “Mouse Optimized” screen that allows the user to click on items from a top inventory item list for movement as a group to a user selected “Target Location”. The user can then review the items to be moved and decide whether to cancel the entire move or commit the entire selected items in the group to the target location.



After clicking on the box labeled above, the following screen appears:

Product Movement Selection

Move Date (Limit: Last 7 Days) 10/27/2009 (Today)

☐ Use Show/Order Dates In Place Of Move Date (If Available)

☐ Disregard Man. Date

Part Number Search Criteria (* = All)

☐ Move Using Offset Entries (-1,+1)

☐ Keep Stock Date For Move

Total Cases Set To Move =

Total Units Set To Move =

Net Weight Pyro Weight Max. Weight

Target Location (Product Moved To)

C1 (Big Mag)

Default Case/Unit Amount

1 1 2 3 4 5 6 7 8 9 10

Select a Default Case Amount From Below

Double Click Product Name to Add To Target Location

If Case/Unit Amount < Default Case/Unit Amount, Then Double-Click Cases/Units To Split Item Into A New Item Equal To Default Case/Unit Amount

If Case/Unit Amount = Default Case/Unit Amount, Then Double-Click Cases/Units To Combine Exact Item Cases/Units

Product Name	Location	Date	Cases	Units	Lot Num.	Man. Date	Shift	Comments
90013 - 30 cm. Butterfly w/Red Flower	C4 (Candles)	Jan 21, 2009	0	20		Dec 30, 2009		
90014 - 30 cm. Butterfly w/Crossette	C4 (Candles)	Jan 21, 2009	0	19		Dec 30, 2009		
90052 - 27" Sparkling Wheel	C9 (Cakes-North)	Jul 26, 2009	0	15		Dec 30, 2009		
800001 - 2F Black Powder	C3 (Type-1)	Jun 03, 2009	0	496		Dec 30, 2009		
90001 - Peacock's Tail Fountain Set	C6 (Cakes-South)	Mar 31, 2009	0	11		Dec 30, 2009		
90002 - Sun Fountain	C6 (Cakes-South)	Jan 21, 2009	0	3		Dec 30, 2009		
90003 - 1 1/2" Red Fountain	C6 (Cakes-South)	Feb 12, 2009	0	37		Dec 30, 2009		
90004 - 2" Shogun Fountain	C6 (Cakes-South)	Feb 12, 2009	0	132		Dec 30, 2009		
90007 - 3" Big White Crackling Fountain	C6 (Cakes-South)	Feb 12, 2009	0	30		Dec 30, 2009		
90008 - 7 Shot Silver Crackling Mines - 1 1/4"	C9 (Cakes-North)	Jan 21, 2009	0	36		Dec 30, 2009		
90020 - 16 Shot Fanned Brocade Crown - 3" 4x4	C6 (Cakes-South)	Jan 21, 2009	0	1		Dec 30, 2009		
90053 - 36 Shot Minefield - 2"	C6 (Cakes-South)	Jan 21, 2009	0	4		Dec 30, 2009		
90054 - 36 Shot Quick Titanium Salute - 2 1/2" 4 seconds	C6 (Cakes-South)	Jan 21, 2009	0	2		Dec 30, 2009		
90058 - 36 Shot Red Spikes (comets)	C9 (Cakes-North)	Jan 21, 2009	0	39		Dec 30, 2009		
90060 - 36 Shot Brocade - 2"	C6 (Cakes-South)	Apr 16, 2009	0	9	2 damaged	Dec 30, 2009		
90061 - 36 Shot Silver Coconut w/tail - 2 1/2"	C9 (Cakes-North)	Jan 21, 2009	0	1		Dec 30, 2009		
310002 - FINALE-TITANIUM SALUTE	C4 (Candles)	Feb 11, 2009	0	1080	aaaaa	Dec 30, 2009		
310003 - SPIDER WEB	C2 (Native)	Jan 21, 2009	0	9		Dec 30, 2009		
310007 - HUMMER	C2 (Native)	Nov 09, 2009	0	38		Dec 30, 2009		
310008 - COLOR AND WHISTLES	C2 (Native)	Jun 01, 2009	0	14		Dec 30, 2009		
310205 - ASSORTED ORIENTAL COLOR & REPORT	C2 (Native)	Mar 24, 2009	0	30		Dec 30, 2009		

Double-Click To Delete Item From List

(Below Is The List Of Products To Be Moved From)

Click Here To Delete All Items From List

Products Selected	Location	Stock Date	Cases	Units	Man. Date	Shift
-------------------	----------	------------	-------	-------	-----------	-------

Click Here To Populate With Un-Posted Show Pull Sheet Items

Click Here To Populate With Un-Posted Customer Order Pull Sheet Items

Click Here To Move Selected Items To New Location Now

Exit This Screen (No Move)

Click Here To Print All Items From List

The user can select items from the top group by double-clicking on the **"Product Name"** and adding the item to the group to be moved to the **"Target Location"** (Bottom group). The bottom selected group can be moved by clicking on the **"Click Here To Move Selected Items To New Location Now"** box.

The user can also populate the selected move group by selecting a group of shows or customer orders by selecting the green boxes at the right hand side of the screen. You can also select to convert all pieces from the show/order groups into **"Total Cases Needed"** so that the items moved will be set as full cases. This can be used in situations where the magazine locations for the original items are a big distance away from the **"Target Location"**. By moving full cases and then breaking these cases apart at the **"Target Location"**, it makes the movement function much simpler.

If the user moves a group of Show/Order items, then you may want to use the Show/Order date for the actual move date in place of today's date. You can check the **"Use Show/Order Dates In Place Of Move Date (If Available)"** box to replace today's date with the Show/Order date. If you select to use the **Today's Date** for the move date, then the systems will allow **up to 7 days offset from Today's Date** for the new assigned **"Move Date"**.

If the user checks the **"Keep Stock Date For Move"** box, then the system will use the original stock date as the move date for the selected items.

If the user checks the **"Move Using Offset Entries (-1,+1)"**, then every item moved will have a duplicate offsetting equivalent move entry in the original source location.

The **"Disregard Man. Date"** box if checked will disregard the items "Manufacture Date and Shift" when looking for existing matching inventory stock entries for the move.

The user may cancel all requested moves by selection the **"Exit This Screen (No Move)"** button.

3.3.9 Enter/View Other Information (Main Menu Selection 9)

This screen is used view/update additional information used in the “QVIX Fireworks Inventory System”.

Select Menu Selection 9 “Enter/View Other Information”

The user can select from the following sub-menu items:

3.3.9.1 1 - Enter/View Employees

This screen is used to enter information regarding employees and sales representatives. The password is used for login into the system and setting the appropriate security level for the employees access rights to the different menus in the system..

Load Employees From QVIX Shooters Scheduling System		Employee Information		Exit This Screen			
Enable Each Checkbox To Enable Each Specific Function							
<input type="checkbox"/> Administrator	<input checked="" type="checkbox"/> Shows	<input checked="" type="checkbox"/> Orders	<input checked="" type="checkbox"/> New Customers	All On			
<input checked="" type="checkbox"/> Reports	<input checked="" type="checkbox"/> New Shows	<input checked="" type="checkbox"/> New Orders	<input checked="" type="checkbox"/> Move Products	All Off			
<input checked="" type="checkbox"/> Additional Selections	<input checked="" type="checkbox"/> Post Shows	<input checked="" type="checkbox"/> Post Orders	<input checked="" type="checkbox"/> View/Update Chemicals				
<input checked="" type="checkbox"/> Preferences	<input checked="" type="checkbox"/> View Item Costs	<input checked="" type="checkbox"/> Allow Product Update	<input checked="" type="checkbox"/> No Salespersons Restrictions				
<input checked="" type="checkbox"/> Show/Order Prices		<input checked="" type="checkbox"/> Allow Customer Deletion					
Note - Security Levels Are Only Enabled If There Is A User Login Password Defined For Any Employee Note - If All Employee Passwords Are Blank, Then There Is No User Login							
Employee #	First Name	Last Name	Title	Home Phone	Email Name	Password	Show Driver
8	Fred	Calev	Salesperson				<input checked="" type="checkbox"/>

See - 5.1.6 Employee Definitions

3.3.9.2 2 - Enter/View Suppliers

This screen is used to enter information about the suppliers that you do business with.

See - 5.1.7 Supplier Definitions

3.3.9.3 3 - Enter/View Categories

This screen is used to define the categories, which include gross and net **Item (Piece)** weight per category and primary and secondary firing devices plus number of items this device can fire for this category. It also contains the printing/display order for this category. The “**Printing Order**” determines how each “**Category**” is alphabetically positioned in all displays and reports.

Category Name	Gross Piece Weight		Net Piece Weight		Pro Weight Percent of Net	Primary Firing Device	# Of Items This Device Can Fire	Alternate Firing Device	# Of Items This Device Can Fire	Bill Of Lading Shipping Name	Printing Order
	Pounds	Kilograms	Pounds	Kilograms							
3" Bags of 10 Shells	5.00 Lbs	2.3 Kg	5.00 Lbs	2.27 Kg	50.00%	3" Preload	10				10
3" Case of Assorted Shells	33.00 Lbs	15.0 Kg	40.00 Lbs	18.18 Kg	50.00%	3" Preload	10	3" Pipe	1		20
3" Specials	1.50 Lbs	.7 Kg	1.50 Lbs	.68 Kg	50.00%	3" X 5 Rack	5				30
3" Specials - Heavy	3.00 Lbs	1.4 Kg	3.00 Lbs	1.36 Kg	50.00%	3" Pipe	1				40
3" Shells	.50 Lbs	.2 Kg	.50 Lbs	.23 Kg	50.00%	3" X 10 Rack	10				50
3" Flight of 5	3.00 Lbs	1.4 Kg	3.00 Lbs	1.36 Kg	50.00%	3" Fan Rack	5				60
3" Time Chain	6.00 Lbs	2.7 Kg	6.00 Lbs	2.73 Kg	50.00%	3" Preload	10				70
4" Bags of 10 Shells	13.00 Lbs	5.9 Kg	13.00 Lbs	5.91 Kg	95.00%	4" x 6 HDPE	6	4" Pipe	1		80
4" Case of Assorted Shells	38.00 Lbs	17.3 Kg	40.00 Lbs	18.18 Kg	50.00%	4" x 6 HDPE	6	4" Pipe	1		90
4" Shells	1.30 Lbs	.6 Kg	1.30 Lbs	.59 Kg	50.00%	4" x 6 HDPE	6				100
4" Flight of 3	3.50 Lbs	1.6 Kg	3.50 Lbs	1.59 Kg	50.00%	4" Fan Rack	3				110
4" Time Chain	7.30 Lbs	3.3 Kg	7.30 Lbs	3.32 Kg	50.00%	4" Preload	6				120

Note – The user should select a “**Bill Of Lading Shipping Name**” for each “**Category**” entered if you are planning on using the printed “**Bill Of Lading**” reports.

See - 5.1.3 Category Definitions

3.3.9.4 4 - Enter/View Firing Devices

This screen is used to enter/update the different “**Firing Devices**” used for defining equipment assignments in the “**Shows**” reports. The equipment weight is used to calculate weights for truck total weight when printing a “**Show**” report.

Edit/Enter Device Storage Locations		Exit This Screen	
Firing Device Name	# Of Items This Device Can Fire	Firing Device Weight Pounds	Weight Kilograms
► Speccail Rack	1		
10" Pipe	1	90.00 Lbs	198.0 Kg
12" Pipe	1	135.00 Lbs	297.0 Kg
16" Pipe	1		
2 1/2" Fan Rack	5	13.00 Lbs	28.6 Kg
2 1/2" Finale Rack	10	21.00 Lbs	46.2 Kg
2 1/2" Preload	10	21.00 Lbs	46.2 Kg
2 1/2" X 10 HDPE Rack	10	21.00 Lbs	46.2 Kg
2" Fan Rack	5	13.00 Lbs	28.6 Kg
2" Finale Rack	10	14.00 Lbs	30.8 Kg
2" Preload	10	14.00 Lbs	30.8 Kg
2" X 10 Rack	10	14.00 Lbs	30.8 Kg
3" Fan Rack	5	20.00 Lbs	44.0 Kg
3" Finale Rack	10	25.00 Lbs	55.0 Kg

3.3.9.5 5 - Enter/View Locations

This screen is used to enter/update the different locations (magazines) that you use to store product and equipment. The user can also designate whether the location is a magazine or is used to store equipment or can be used for both.

Insert/Edit/Delete Magazine Locations										Click Here To Create A Excel File	Click Here To Print This Screen	Exit This Screen
If Deleting A Location, Select The Location You Wish to Delete, Then Press The Delete Key. You can group locations together (Alias) for use in report printing by making the Report Location Names the same for the selected locations.												
Location Name <small>(Note - Double Click to View Items)</small>	Type of Location	License Number	Expiration Date	Magazine Type	Max. Weight	Date In Service	License Fee	Exclude From All Locations	Report Location Name <small>(Alias For Virtual Location)</small>			
► C14 (New Mag)	Magazine							<input type="checkbox"/>	C14 (New Mag)			
C2 (Domestic)	Magazine							<input type="checkbox"/>	C2 (Domestic)			
C3 (Type-1)	Magazine							<input type="checkbox"/>	C3 (Type-1)			
C4 (Candles)	Magazine							<input type="checkbox"/>	C4 (Candles)			

See - 5.1.2 Location Definitions

3.3.9.6 6 - Enter/View Shipping Methods

This screen is used to define your shipping companies that you use when ordering product.

See - 5.1.5 Shipping Method Definitions

3.3.9.7 7 - Enter/View My Company Information

This screen is used to enter/update your company information (I.E. Address and contact information).

Note- The user may add multiple companies that can be used to group "Customer Orders" separately from "Shows" or multiple groupings.

Enter your company's name and address information here. You will save the information by closing the form.

Company Name	<input type="text" value="Young Explosives Corp"/>	Alternate Information For Bill Of Lading	
Address	<input type="text"/>	<input type="text"/>	
City	<input type="text" value="Canandaigua"/>	<input type="text"/>	City
State/Province	<input type="text" value="NY"/>	<input type="text"/>	State
Zipcode	<input type="text"/>	<input type="text"/>	Zipcode
Country	<input type="text" value="USA"/>	Emergency Phone <input type="text"/>	
Phone Number	<input type="text" value="5853941783"/>	Emergency Response Contract # <input type="text"/>	
Fax Number	<input type="text"/>		
Federal License #	<input type="text"/>	Federal License Date	<input type="text"/>
State License #	<input type="text"/>	State License Date	<input type="text"/>
Shipper Number	<input type="text"/>	Shipper Number Date	<input type="text"/>
US DOT HazMat #	<input type="text"/>	US DOT Hazmat Date	<input type="text"/>
Emergency Phone	<input type="text"/>		
Federal Tax ID	<input type="text"/>		
State Tax ID	<input type="text"/>		
Local Tax ID	<input type="text"/>		

<input type="button" value="Update/Display/Print Last Inventory Taken Dates and Times"/>	<input type="button" value="Add New Company"/>	<input type="button" value="Move to 1st Company (Primary)"/>	<input type="button" value="Move to Previous Company"/>	<input type="button" value="Move to Next Company"/>	<input type="button" value="Move to Last Company"/>	<input type="button" value="Exit This Screen"/>
--	--	--	---	---	---	---

See - 5.1.8 My Company Definitions

3.3.9.8 8 - Load Product Inventory Information From a Spreadsheet

This screen is used to load your initial inventory from a spreadsheet (comma delimited format).

Load Inventory Data From Spreadsheet/Database

Select Default Category Name	Select Default Supplier Name	Select Default Magazine Location	Select Default Entry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Feb 24, 2011"/>

☐ **Check This Box If You Want The Default Manufacture Date To Be The Same As The Entry Date (If Blank)** ☐ **Check This Box If You Want The Default Shift to Be "1st" (If Blank)**

Load Inventory Spreadsheet Data File Should Be Located At **C:\QVIX\Load Inventory\Inventory.csv**

Inventory Spreadsheet Format (Comma delimited Fields)
Part Number, Description, EX Number, Artist/Vendor Number, Case Package (Quantity in a Case), In Stock Amounts [Cases-Units], Unit Retail Price, Cost, Supplier, Category, Location (Magazine), Case Retail Price, Inventory Entry Date, Manufacture Date, Shift

Load Inventory From FireOne Database File Should Be Located At **C:\QVIX\FireOne\Shells.mdb**

FireOne Shell Inventory Fields Needed
Product Number (Part Number), Description, Size, Qty Left (In Stock Amount), Price, Vendor Number (Supplier), Category, Location(Magazine)

Delete All Active Inventory (Includes Shows, Orders and Locations) (Warning - Restricted Command)	Delete All Product Stock History (Warning - Restricted Command)
<input type="button" value="Exit This Screen"/>	Delete All Show/Order History (Warning - Restricted Command)

3.3.9.9 9 - Grant/Deny Report Selections For Restricted Users

This screen is used to grant/deny printing privileges for restricted users.

Select The Reports That Restricted Users Will Be Allowed To Use		
<input checked="" type="checkbox"/> Product Customer Price List (Does not include Reserved	<input checked="" type="checkbox"/> List Show Payments Report	<input checked="" type="checkbox"/> Print Customer Licenses (Highlight Expired In Red)
<input checked="" type="checkbox"/> Product Customer Price List (Actual Available - Deducts	<input checked="" type="checkbox"/> List Customer Order Payments Report (Grouped By Sales)	<input checked="" type="checkbox"/> Print Supplier Information Report
<input checked="" type="checkbox"/> Sales Persons Product List	<input checked="" type="checkbox"/> Product Inventory Cost or List Price Report (Grouped By	<input checked="" type="checkbox"/> Print All Categories Report
<input checked="" type="checkbox"/> Sales Person Product List (Actual Available - Deducts A	<input checked="" type="checkbox"/> List Show/Orders Firework Amounts	<input checked="" type="checkbox"/> Print Firing Device Storage By Location Report
<input checked="" type="checkbox"/> Sales Persons Product List - Wide Format	<input checked="" type="checkbox"/> Sales Tax Report By Month (Posted Customer Orders and	<input checked="" type="checkbox"/> Material Requirements Report (Equipment Needed Based on a l
<input checked="" type="checkbox"/> Product Inventory By Supplier Report	<input checked="" type="checkbox"/> Product Used By Show - All (This prints a complete show	<input checked="" type="checkbox"/> List Customer Order Fireworks Totals Summary Report (By Rang
<input checked="" type="checkbox"/> Product Inventory By Category Report (Includes Catego	<input checked="" type="checkbox"/> Product Used By Show - No Part Number (This prints a c	<input checked="" type="checkbox"/> Print Firing Device Storage By Device and Location
<input checked="" type="checkbox"/> Cakes And Candles Report	<input checked="" type="checkbox"/> Product Used By Show - No Part Number or Price (This p	<input checked="" type="checkbox"/> Print Inventory Lot Number Usage Report
<input checked="" type="checkbox"/> Cakes And Candles By Supplier Report	<input checked="" type="checkbox"/> Show Pull Sheet Report (Prints the Pull Sheet for a Rang	<input checked="" type="checkbox"/> Inventory Product Usage By Category Report (ATF Report)
<input checked="" type="checkbox"/> Product List/Cost Price By Location (Plus Totals)	<input checked="" type="checkbox"/> Show Pull Sheet Sorted By Magazine Report (Prints the l	<input checked="" type="checkbox"/> Inventory Product Usage By Supplier Report (ATF Report)
<input checked="" type="checkbox"/> List Products Including Items On Order	<input checked="" type="checkbox"/> Product Used By Customer (This prints a Customer Order.	<input checked="" type="checkbox"/> Inventory Product Usage By Magazine Report (ATF Report)
<input checked="" type="checkbox"/> List Products By Magazine Location (Prints Magazine W	<input checked="" type="checkbox"/> Print Customer Order Summary Report (Prints Customer O	<input checked="" type="checkbox"/> Product Acquisition Report (ATF Report)
<input checked="" type="checkbox"/> List Products By Magazine Location By Supplier	<input checked="" type="checkbox"/> Print Customer Order Summary Report (Prints Customer O	<input checked="" type="checkbox"/> Product Disposition Report (ATF Report)
<input checked="" type="checkbox"/> List Products By Magazine Location By Category	<input checked="" type="checkbox"/> Customer Order Pull Sheet Report (Prints the Pull Sheet f	<input checked="" type="checkbox"/> Product Disposition Report Sorted By Customer (ATF Report)
<input checked="" type="checkbox"/> Product Out Of Stock Report	<input checked="" type="checkbox"/> Customer Order Pull Sheet Sorted By Magazine Report (F	<input checked="" type="checkbox"/> Daily Magazine Worksheet Report (ATF Report)
<input checked="" type="checkbox"/> Inventory By Location Report (ART/Vendor Number _Si	<input checked="" type="checkbox"/> Print Product Laser Labels (Avery 5162 1 1/3" X 4") (By	<input checked="" type="checkbox"/> Inventory Product Movement Report
<input checked="" type="checkbox"/> Inventory By Location, Supplier Report (ART/Vendor N	<input checked="" type="checkbox"/> Print Product Laser Labels (Avery 5163 2" X 4") (By Loc	<input checked="" type="checkbox"/> Inventory Reconciliation Report (Use Laser Scanner To Count I
<input checked="" type="checkbox"/> Inventory Supplier Report (ART/Vendor Number _Size) I	<input checked="" type="checkbox"/> Print Product Laser Labels (Avery 5164 3 1/3" X 4")	<input checked="" type="checkbox"/> Show And Order Pull Sheet Sorted By Magazine Report (Prints
<input checked="" type="checkbox"/> Inventory By Supplier, Location Report (ART/Vendor N	<input checked="" type="checkbox"/> Print Product Laser Labels (Single Column 3" X 4")	<input checked="" type="checkbox"/> List Shows By Salesperson
<input checked="" type="checkbox"/> Inventory Used In Adjustments, Testing, Manufacturing I	<input checked="" type="checkbox"/> Print Product Laser Box Labels (Single Column 3" X 4")	<input checked="" type="checkbox"/> List Shows By Month
<input checked="" type="checkbox"/> Product Sold/Used By Supplier Report	<input checked="" type="checkbox"/> Product Laser Label Printing Report (Single Column 1" X	<input checked="" type="checkbox"/> List Shows By Salesperson With Fireworks Discount
<input checked="" type="checkbox"/> Product Sold/Used By Category Report	<input checked="" type="checkbox"/> Print Magazine Location Laser Labels	<input checked="" type="checkbox"/> List By Month - Shows/Orders With Product Location
<input checked="" type="checkbox"/> Last Date Product Sold By Category Report	<input checked="" type="checkbox"/> Print Bill Of Lading For Customer Orders And Shows (DOT	<input checked="" type="checkbox"/> List Show/Order Product Stored In Magazines (Grouped By Box
<input checked="" type="checkbox"/> List Magazine Licenses That Have Expired	<input checked="" type="checkbox"/> Print Box Number Labels For Shows Or Customer Orders (l	<input checked="" type="checkbox"/> List Show/Order Posting Status (Posted, Partially Posted, Un-P
<input checked="" type="checkbox"/> Graph Product Usage	<input checked="" type="checkbox"/> Print Product Reserved By Shows/Orders Summary	<input checked="" type="checkbox"/> List Show/Order Partially Posted Line Items
<input checked="" type="checkbox"/> Graph Product In Magazine	<input checked="" type="checkbox"/> Product Used By Shows/Orders By Supplier Summary Rep	<input checked="" type="checkbox"/> Print Ex Number Report
<input checked="" type="checkbox"/> Graph Category In Magazine	<input checked="" type="checkbox"/> Product Inventory Totals Report For A Date Range (Inclu	<input checked="" type="checkbox"/> Create My Own Reports
<input checked="" type="checkbox"/> Graph Show and Customer Order Sales	<input checked="" type="checkbox"/> Product Inventory Totals Comparing Two Different Date P	<input checked="" type="checkbox"/> Preview/Print My Own Reports
<input checked="" type="checkbox"/> Graph Show Expenses (Display a Maximum of 20 Shows	<input checked="" type="checkbox"/> Print All Customers By Name (Selected by Product Bought	<input checked="" type="checkbox"/> Print Chemical Formula Details
<input checked="" type="checkbox"/> Product Assembly Listing	<input checked="" type="checkbox"/> Print All Customers In Address Directory Format	<input checked="" type="checkbox"/> Print Chemical Formulas (Sorted Alphabetically)
<input checked="" type="checkbox"/> Product Purchases By Supplier	<input checked="" type="checkbox"/> Print All Customers In Post Card (Avery 5389) Format (Sel	<input checked="" type="checkbox"/> Print Chemical Formulas By Category
<input checked="" type="checkbox"/> Product Cost Comparisons	<input checked="" type="checkbox"/> Print Customer Address Labels (Selected by Product Boug	<input checked="" type="checkbox"/> Print Master Chemical List
<input checked="" type="checkbox"/> Product Transaction Detail	<input checked="" type="checkbox"/> Print Customers Information Report	<input checked="" type="checkbox"/> Truck Usage By Driver
<input checked="" type="checkbox"/> Product Cost Used By Show	<input checked="" type="checkbox"/> Print Customers Information Report (Multiple Per Page)	<input checked="" type="checkbox"/> Truck Usage By Date By Truck
<input checked="" type="checkbox"/> List Show Expenses Report	<input checked="" type="checkbox"/> Print Customers Information Report (Phone Number)	

Enable All Reports	Save Values And Exit Screen	Exit This Screen (No Save)
---------------------------	------------------------------------	-----------------------------------

3.3.9.10 F - Load New Customer Information From Spreadsheet

This screen is used to load your initial “Customer” from a spreadsheet (comma delimited format). You can also add new customers using this file format.

Load New Customer Information From Spreadsheet

Load New Customer Spreadsheet Data

File Should Be Located At
C:\QVIX\Load Customers\New Customers.csv

Inventory New Customer Format (Comma delimited Fields)
Last Name, First Name, Street Address, City, State(2 Chars), Zipcode, Cell Phone Number, FAX Phone Number, Home Phone Number, Company Name, ATF License Number, ATF Expiration Date, Show Only (True or False), Ship Street Address, Ship City, Ship State(2 Chars), Ship Zipcode

Exit This Screen

3.3.9.11 X - Return to Main Menu

To exit the “Enter/View Other Information” screen.

3.3.10 Exit This Program (Main Menu Selection (X))

This selection is used exit the “QVIX Fireworks Inventory System” program..

Click on the button: “**To Your Current OS Screen**” to exit the report generator or “**Cancel**” if you wish to return back to the report generator.

3.4 WORKING WITH THE QVIX INVENTORY SYSTEM

3.4.1 Creating a New Product

3.4.1.1 Example Procedure For Creating A New Inventory Product

3.4.1.1.1 From the main menu select: 6 – Enter/View Products

3.4.1.1.2 Next select the button labeled “Add New Item”

Note – This box will be missing when there are no initial “Products” in the database. The user can go directly to the “Product Number” field and enter the first initial “Product Number”.



3.4.1.1.3 Next select a new unused “Product Number” (I.E. 3LID12345)

3.4.1.1.4 Now enter a “Product Description” (I.E. 3” Lidu Color Shell)

3.4.1.1.5 Now select a “Category” from the drop down menu (I.E. 3” Shells)

Note – You can double-click the mouse to add new or update current “Categories” to the drop down list.

3.4.1.1.6 Now select a “Supplier” from the drop down list (I.E. Lidu)

Note – You can double-click the mouse to add new or update current “Suppliers” to the drop down list.

3.4.1.1.7 Now select a “Type” from the drop down list (I.E. Normally “Shells” for this item)

3.4.1.1.8 Now select a “Shells in Device” (I.E. 1 for a single shell verse possibly 10 for a 10 shell finale chain)

3.4.1.1.9 Now select a “Pieces / Case (Caselot)” (I.E. 72). This is the number of shells in a case.

3.4.1.1.10 Your screen should look like the following:

Find a Part																																																																																									
A	B	C	D	E	F	G	H	I	J	K	L	M	0	1	2	3	4	Find By Vendor Number																																																																							
N	O	P	Q	R	S	T	U	V	W	X	Y	Z	5	6	7	8	9																																																																								
Find A Part Number Or Select A 1st Letter Or Number																																																																																									
3B0001 - BAGS OF 10 "A or B" FWD																																																																																									
0..9,A..Z																																																																																									
Part Number Contains										AND Part Description Contains																																																																															
Search Results																																																																																									
Date and Time of Last Change October 23, 2009 3:14:03 PM																																																																																									
<table border="1"> <tr> <td>Product Number</td> <td>3LID12345</td> <td>Type</td> <td>Shells</td> <td>List Price</td> <td></td> <td>Case List \$</td> <td>\$0.00</td> <td>Total List</td> <td></td> </tr> <tr> <td>Description</td> <td>3" Lidu Color Shell</td> <td>Shells in Device</td> <td>1</td> <td>Cost Per Piece</td> <td></td> <td>Cost Per Case</td> <td>\$0.00</td> <td>Total Cost</td> <td></td> </tr> <tr> <td>Category</td> <td>3" Shells</td> <td>Lead Time</td> <td></td> <td>EX Number</td> <td></td> <td colspan="4">Net Item Weight (0=Category Weight)</td> </tr> <tr> <td>Supplier Name</td> <td>Lidu</td> <td>Pieces / Case</td> <td>72</td> <td>Size</td> <td>3"</td> <td>Notes</td> <td>.00 Lbs.</td> <td>Lbs.</td> <td>.0 Kgs.</td> </tr> <tr> <td></td> <td></td> <td>Cases on Hand</td> <td></td> <td>Other</td> <td></td> <td colspan="4"></td> </tr> <tr> <td></td> <td></td> <td>Pieces on Hand</td> <td></td> <td>Vendor (ART)#</td> <td></td> <td colspan="4"></td> </tr> <tr> <td></td> <td></td> <td>Total In Stock</td> <td></td> <td>Cases On Order</td> <td>0</td> <td>Pieces Resv.</td> <td></td> <td>Cases Resv.</td> <td></td> </tr> </table>																				Product Number	3LID12345	Type	Shells	List Price		Case List \$	\$0.00	Total List		Description	3" Lidu Color Shell	Shells in Device	1	Cost Per Piece		Cost Per Case	\$0.00	Total Cost		Category	3" Shells	Lead Time		EX Number		Net Item Weight (0=Category Weight)				Supplier Name	Lidu	Pieces / Case	72	Size	3"	Notes	.00 Lbs.	Lbs.	.0 Kgs.			Cases on Hand		Other								Pieces on Hand		Vendor (ART)#								Total In Stock		Cases On Order	0	Pieces Resv.		Cases Resv.	
Product Number	3LID12345	Type	Shells	List Price		Case List \$	\$0.00	Total List																																																																																	
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		Cases on Hand		Other																																																																																					
		Pieces on Hand		Vendor (ART)#																																																																																					
		Total In Stock		Cases On Order	0	Pieces Resv.		Cases Resv.																																																																																	
<table border="1"> <tr> <td>Bill Of Lading Info</td> <td><input checked="" type="checkbox"/> Hazard Material</td> <td>Hazard Class</td> <td>1.3G</td> <td>UN Category</td> <td>UN0335</td> <td>Package Group</td> <td>II</td> <td>Placards</td> <td>Explosive 1.3G</td> </tr> </table>																				Bill Of Lading Info	<input checked="" type="checkbox"/> Hazard Material	Hazard Class	1.3G	UN Category	UN0335	Package Group	II	Placards	Explosive 1.3G																																																												
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<table border="1"> <tr> <td colspan="10"> Double-Click Cases(Stk) to Convert 1 Case to Pieces (Pieces = CaseLot * 1) Double-Click Pieces(Stk) to Convert Pieces to 1 Case (1 Case = Pieces/CaseLot) </td> <td>Graph Usage</td> <td>Delete This Item</td> <td>Try To Undo Last Command</td> <td>Save Item</td> <td>Recalculate and Resort Display Items for Shows</td> </tr> <tr> <td>Move Stock To/From Locations</td> <td>Edit/Enter Shows</td> <td>Purchase Orders...</td> <td>Edit/Enter Suppliers</td> <td>Shipping Methods</td> <td>Edit/Enter Location</td> <td>Edit/Enter Categories</td> <td>Edit/Enter Employees</td> <td>Adjust Inventory History</td> <td>New List Price Calculator</td> <td colspan="5">Exit This Screen</td> </tr> </table>																				Double-Click Cases(Stk) to Convert 1 Case to Pieces (Pieces = CaseLot * 1) Double-Click Pieces(Stk) to Convert Pieces to 1 Case (1 Case = Pieces/CaseLot)										Graph Usage	Delete This Item	Try To Undo Last Command	Save Item	Recalculate and Resort Display Items for Shows	Move Stock To/From Locations	Edit/Enter Shows	Purchase Orders...	Edit/Enter Suppliers	Shipping Methods	Edit/Enter Location	Edit/Enter Categories	Edit/Enter Employees	Adjust Inventory History	New List Price Calculator	Exit This Screen																																												
Double-Click Cases(Stk) to Convert 1 Case to Pieces (Pieces = CaseLot * 1) Double-Click Pieces(Stk) to Convert Pieces to 1 Case (1 Case = Pieces/CaseLot)										Graph Usage	Delete This Item	Try To Undo Last Command	Save Item	Recalculate and Resort Display Items for Shows																																																																											
Move Stock To/From Locations	Edit/Enter Shows	Purchase Orders...	Edit/Enter Suppliers	Shipping Methods	Edit/Enter Location	Edit/Enter Categories	Edit/Enter Employees	Adjust Inventory History	New List Price Calculator	Exit This Screen																																																																															

3.4.1.1.11 Now select a "Save Item". Your screen should look like the following:

Find a Part

Find By Vendor Number

Find A Part Number Or Select A 1st Letter Or Number

3B0001 - BAGS OF 10 "A or B" FWD

0..9.A..Z

Part Number Contains AND Part Description Contains

Search Results Date and Time of Last Change October 23, 2009 3:16:15 PM

Product Number 3LID12345 Type Shells

Description 3" Lidu Color Shell

Category 3" Shells

Supplier Name Lidu

Type Shells

Shells in Device 1

Lead Time

Pieces / Case 72

Cases on Hand

Pieces on Hand

Total In Stock

List Price

Case List \$ \$0.00

Cost Per Piece

Cost Per Case \$0.00

EX Number

Size 3"

Other

Vendor (ART)#

Cases On Order 0

Pieces Resv.

Cases Resv.

Display "Cases Only" in Reports

Display Quantities = 0 (Item History Used) Line Items In Inventory Storage Locations

Grouping

Grouping Breakdown

Total Pieces

Sub Product

Sub Pieces 1

Shell Lift Time .0 Seconds

Burn Duration .0 Seconds

Height 0 Feet

0 Meters

Primary Location

Laser Label Lot #

Bill Of Lading Info

Hazard Material

Hazard Class 1.3G

UN Category UN0335

Package Group II

Placards Explosive 1.3G

View Storage Locations

View Product Sold

View Product On Order

View Reserved

View Storage Locations (With Initial Quantities)

Adjustments(Removal)

New Item Default Settings-> Set Default Location C14 (New Mag)

Default Manufacture Date Oct 23, 2009

Default Shift

Date	Pieces(Stk)	Cases(Stk)	CaseLot	Location	Bin	Lot Number	Shift	Man. Date	EX Number	Comments
Oct 23, 2009	0	0	1	C14 (New Mag)			1st	Oct 23, 2009		

Double-Click Cases(Stk) to Convert 1 Case to Pieces (Pieces = CaseLot * 1)

Double-Click Pieces(Stk) to Convert Pieces to 1 Case (1 Case = Pieces/CaseLot)

Graph Usage

Delete This Item

Try To Undo Last Command

Save Item

Recalculate and Resort Display Items for Shows

Add New Item

Move Stock To/From Locations

Edit/Enter Shows

Purchase Orders...

Edit/Enter Suppliers

Shipping Methods

Edit/Enter Location

Edit/Enter Categories

Edit/Enter Employees

Adjust Inventory History

New List Price Calculator

Exit This Screen

Note – The “Set Default Location” may not appear the same as above. You can set the “Default Location” for any location when entering new “Inventory Stock Line Items”.

3.4.1.1.12 You can add in additional information such as “EX Number, List Price, Cost Per Case, Etc” at any time during the data entry for this item..

3.4.1.1.13 We can now add in “Inventory Stock Line Items”. For example, if we wished to enter 5 cases in location “C14 (New Mag)” and 20 pieces in location “C10 (Staging-1)”, we would enter the following:

In the “Cases” column, enter 5. We don’t have to change the “Location” column as it will default to our “Default Location” above. Your screen should look like the following:

Bill Of Lading Info

Hazard Material

Hazard Class 1.3G

UN Category UN0335

Package Group II

Placards Explosive 1.3G

View Storage Locations

View Product Sold

View Product On Order

View Reserved

View Storage Locations (With Initial Quantities)

Adjustments(Removal)

New Item Default Settings-> Set Default Location C14 (New Mag)

Default Manufacture Date Oct 23, 2009

Default Shift

Date	Pieces(Stk)	Cases(Stk)	CaseLot	Location	Bin	Lot Number	Shift	Man. Date	EX Number	Comments
Oct 23, 2009	0	5	72	C14 (New Mag)			1st	Oct 23, 2009		
* Oct 23, 2009	0	0	1	C14 (New Mag)			1st	Oct 23, 2009		

Now for the next 20 pieces, enter 20 in the “Pieces” column on the line with the asterisk “*”. Then select “C10 Staging-1” from the drop down box in the location for this new second line. Your screen should look like the following:

Bill Of Lading Info		<input checked="" type="checkbox"/> Hazard Material	Hazard Class	1.3G	UN Category	UN0335	Package Group	II	Placards	Explosive 1.3G	
View Storage Locations		View Product Sold		View Product On Order		View Reserved		View Storage Locations (With Initial Quantities)		Adjustments(Removal)	
New Item Default Settings->		Set Default Location		C14 (New Mag)		Default Manufacture Date		Oct 23, 2009		Default Shift	
	Date	Pieces(Stk)	Cases(Stk)	CaseLot	Location	Bin	Lot Number	Shift	Man. Date	EX Number	Comments
	Oct 23, 2009	0	5	72	C14 (New Mag)			1st	Oct 23, 2009		
	Oct 23, 2009	2	0	72	C10 (Staging-1)			1st	Oct 23, 2009		
*	Oct 23, 2009	0	0	1	C14 (New Mag)			1st	Oct 23, 2009		

The reason for 2 separate lines is the 5 cases were in a different location then the 20 pieces.

Note - The user can modify the quantity columns for a specific item only when the "Date (Stock Date)" is today's date.

3.4.1.1.14 The user can now "Exit" this screen or continue entering additional "Inventory Stock Line Entries" for this product or "Viewing/Updating" any other "Products" in the system.

3.4.2 Creating a New Show

3.4.2.1 Example For Creating A New Show, Populating With Items, Setting Location, Move To Reserve Location and Pulling Stock

3.4.2.1.1 From the main menu screen select: 1- Enter/View Shows

3.4.2.1.2 Next select the button labeled "Create New Show"

Save Show	Create New Show	Resort LineItems	Print This Show	Print \$
Disregarding Category When Replacing Items (Click To Change)			Show All Items (Dropdown)	

3.4.2.1.3 Next enter a "Show Name" (I.E. "My First New Show")

3.4.2.1.4 Now enter a "Show Date" (I.E. 7/4/09 for July 4th) (Or double-click the date and use the "Calendar" to select a "Show Date")

3.4.2.1.5 Now enter any additional information you need for the show (Yellow Named Fields) such as "Show Price" (I.E. \$5,000). Your screen should look like the following:

A B C D E F G H I J K L M													Select Show Years to Display		Target Loc.	C17 (Depot)	Source Loc.	C14 (New Mag)	Return Loc.	Post Date	Jul 04, 2009						
N O P Q R S T U V W X Y Z													2009		<input type="checkbox"/> Move Using Offset Entries (-1,-1)		Move Reserve Stock To Target	Set Reserve From Source Location	Set Reserve From Ans Location	Clear Reserved Location							
Double Click For Search mode													Show # Lookup		<input type="checkbox"/> Auto Convert Cases To Units		Pull Stock From Reserve Location	Pull Stock From Source Location	Pull Stock From Ans Location	Return All Pulled Stock							
Click To Order By Show Number													Show Status: Posted		Inventory Storage Locations		Move Reserve Stock Back										
Show Number 6403484													Sponsor		Young Explosives Corp		Show Price \$5,000.00										
Show Name My First New Show													Total Cnt														
Show Date Jul 04, 2009													Time				Fireworks										
Rain Date													Permit Number				SubTotal										
Notes													Salesperson				Fwks. Disc 0.000%										
Click To Add Special Instructions													Show Payment		Pay Type Cash		Drivers Expense Drivers Expense: \$0.00										
Show Driver													Amount				Truck Expense Truck Rental Expense: \$0.00										
Click To Add New Items To Show													Date				Misc. Expense Misc. Expense: \$0.00										
Click To Load Laser Items													Name Or Page				Misc. Expense Misc. Expense: \$0.00										
Last Change October 23, 2009 3:06:16 PM													Dis/Click Box #		Last Box #		Insurance \$2,000,000.00										
Double Click Product Sold Item For Search mode													Double Click For Comments				Res To Change										
Product Sold													C	Supplier	Pieces	Cases	Price	Case \$	Box #	Res	Location (Res)	Fire Order	Man. Date	Elect.	Opening	Final	Posted
															0	0											

3.4.2.1.6 We can now add in “**Show Line Items**”. For example, if we wished to enter 5 pieces of item number “**3LID12345**”, we would go to then “**Product Sold**” column and select “**3LID12345**” from the drop down box. Next enter the quantity 5 in the “**Pieces**” column.

Your screen should look like the following:

Product Sold	C	Supplier	Pieces	Cases	Price	Case \$	Box #	Res	Location (Res)	Fire Order	Man. Date	Elect.	Opening	Final	Posted
3LID12345 - 3" Lidu Color Shell (Lidu) {}		Lidu	5	0		\$0.00		Yes				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*			0	0								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The user can continue adding need “**Line Entries**” to the current show.

3.4.2.1.7 To “**Delete**” a line entry, use the mouse to click on the line you wish to delete. Your screen should look like the following:

Product Sold	C	Supplier	Pieces	Cases	Price	Case \$	Box #	Res	Location (Res)	Fire Order	Man. Date	Elect.	Opening	Final	Posted
3LID12345 - 3" Lidu Color Shell (Lidu) {}		Lidu	5	0		\$0.00		Yes				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3B0001 - BAGS OF 10 "A or B" FWD (Forward) {\$5		Forward	1	0	\$50.00	450.00		Yes				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3LID12345 - 3" Lidu Color Shell (Lidu) {}		Lidu	3	0		\$0.00		Yes				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*			0	0								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Next, press the “**Delete Button**” on your keyboard. You should see the following message:



Click on “**Yes**” if you wish to delete the selected line(s) or “**No**” to cancel the delete request.

3.4.2.1.8 You can also add line items to the show by selecting either “**Click To Add New Items To Show**” box and selecting items from the top display. Or by selecting “**Click To Load Laser Items**” box and load line items by scanning their bar codes. Below is an example of where on the screen these boxes are located (Blue arrow):

Product Sold	C	Supplier	Pieces	Cases	Price	Case \$	Box #	Res	Location (Res)	Fire Order	Man. Date	Elect.	Opening	Final	Posted
3LID12345 - 3" Lidu Color Shell (Lidu) {}		Lidu	3	0		\$0.00		Yes				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3LID12345 - 3" Lidu Color Shell (Lidu) {}		Lidu	5	0		\$0.00		Yes				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*			0	0								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 3.4.2.1.9 The user can now set the “**Reserve Location (Location where the stock is to be pulled from)**” by selecting a “**Source Location**” from the drop down “**Source Loc.**” box, and then selecting the “**Set Reserve From Source Location**” button.

Or

Double-clicking on the “**Location (Res)**” column for the line you wish to set the location. This will open a new window containing all the locations that the selected line item product resides in.

For Example:

The screenshot displays the 'Select Location' dialog box in the QVIX Business Systems Inc. software. The dialog box has a title bar 'Select Location' and a close button. It contains a table with the following columns: 'Locations (Click to Select)', 'Pieces', 'Cases', 'Man. Date', 'Shift', and 'EX Number Bin'. The table lists one location: 'C14 (New Mag)' with 20 pieces and 5 cases, and a manufacture date of 10/23/09. Below the table are two buttons: 'Clear Reserve Location' and 'Exit This Screen'. The background window shows the 'My First New Show' details, including show number 6403484, show price \$5,000.00, and show date Jul 04, 2009. It also shows a list of products sold, including '3LID12345 - 3" Lidu Color Shell (Lidu)'. The interface is complex with many buttons and fields, typical of older business software.

The user can then click on the location selected (C14 (New Mag) in this example) and set the line item to pull stock from this location when the show is later posted.

- 3.4.2.1.10 The user can now move this entire show to a staging location if desired. This will move all the line items that have their corresponding “**Location (Res)**” set as per above. The user can select a “**Target Location**” from the drop down “**Target Loc.**” box, and then selecting the “**Move Reserve Stock To Target**” button. This will move all line items that have sufficient stock to the new “**Target Location**” (Normally a staging location).
- 3.4.2.1.11 The user can now “**Post Stock (Actually pull the stock for this show)**” by clicking on the “**Pull Stock From Reserve Location**” button. If there is insufficient “**Pieces**” for corresponding line items, then by checking the “**Auto Convert Cases To Units**” check box, the system will break apart a “**Case**” or “**Cases**” to pull the appropriate amount of “**Pieces**” needed. The user can also “**Post**” or “**Un-Post**” an individual line item by clicking on the “**Posted**” column check box the selected line item.
- 3.4.2.1.12 The user can now “**Exit**” this screen or continue entering additional “**Line Entries**” for this show or “**Viewing/Updating**” any other “**Shows**” in the system.

4 Appendix

4.1 USING THE “CALENDAR” FOR SETTING DATE RANGES.

Report Date Range

Beginning Date: 01/01/10

Ending Date: 12/31/10

Select A Pre-Set Date Range, or Use This Date, or Select From Calendar

- ☐ This Week
- ☐ Last Week
- ☐ This Month
- ☐ Last Month
- ☐ This Quarter
- ☐ Last Quarter
- ☐ This Year
- ☐ Last Year
- ☐ Next Year
- ☐ Last 2 Years

Select This Date

- ☐ Today
- ☐ Yesterday
- ☐ 1st of Month
- ☐ 15th of Month
- ☐ End of Month

This Date: 05/21/10

Continue

Cancel This Request

Select Any Day From Calendar, Then Click On Beginning Date, Ending Date, Or This Date

Previous month Next Month

May 2010

May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

4.1.1 The user can use the calendar to set a specific date by doing the following.

1. Select a year by using the drop down box on the far right of the calendar.
1. Select a month by using either the month drop down box or using the left and right pointing arrows to more backwards and forwards one month at a time.
2. Select a specific day by moving the mouse to the box containing the day required and clicking once.
3. Select which date range you wish to set from the following selections as displayed on the “Report Date Range” form by moving the mouse to the appropriate selection and clicking once:
 - o Beginning Date
 - o Ending Date
 - o This Date (Sets the beginning date and ending date to the same date as this date).

4.1.2 Using The Predefined Date Ranges For Your Report

The user may select a preset range of dates by checking the appropriate box in any one of the 8 preset date ranges in the “Select A Preset Date Range” box. These preset ranges are as follows:

1. This Week
2. This Month

3. This Quarter
4. This Year
5. Last Week
6. Last Month
7. Last Quarter
8. Last Year
9. Last 2 Years

Note, selecting any one of the previous ranges will automatically set the “Beginning Date” and “Ending Date”.

4.1.3 Using A Specific Predefined Day For Your Report

The user may select a predefined day for their report by checking the appropriate box in any one of the 5 preset days in the “Select This Date” box. These preset days are as follows:

1. Today
2. Yesterday
3. 1st Of The month
4. 15th Of The Month
5. End Of the month

Note, selecting any one of the previous days will automatically set the “This Date” box and will also set the “Beginning Date” and “Ending Date” boxes.

4.1.4 User Entered Dates For Your Report

The user may elect to type in the “Beginning Date” and “Ending Date” for their report. The date format is “mm/dd/yy” for the month (2 digits), day (2 digits), year (2 digits). Then select either “Continue” to generate your report or “Cancel This Request” to exit back to the previous menu.

4.1.5 Selecting Preset Commonly Used Report Dates

The report generator provides for some commonly used date ranges. They are as follows:

1. Yesterday
2. Today
3. This Week
4. Last Week
5. This Month
6. Last Month
7. This Quarter
8. Last Quarter
9. This Year
10. Last Year

The user can select any one of these preset date ranges by selecting the appropriate box in the “Please Select A Report Date Range” box.

4.1.6 Selecting No Report Dates (None)

This selection will generate your report using all the data within the table disregarding any date ranges.

4.1.7 Continuing With Your Report

Select the “Continue” button to proceed to generate your report using the dates selected.

4.1.8 Canceling Your Report

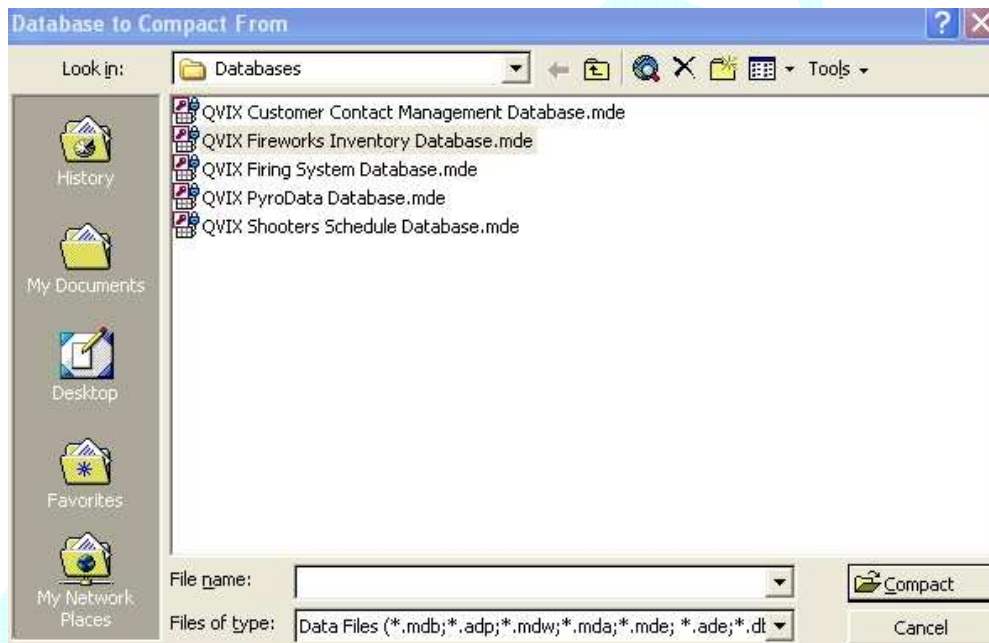
Select “Cancel This Request” if you wish to abort the generator of your report and return back to the previous menu.

4.2 COMPACTING AND REPAIRING THE QVIX FIREWORKS INVENTORY DATABASE (MANUAL METHOD)

The database can become fragmented as entries are inserted and deleted into the **QVIX Fireworks Inventory Database**. The user may also wish to verify the internal integrity of the Inventory database.

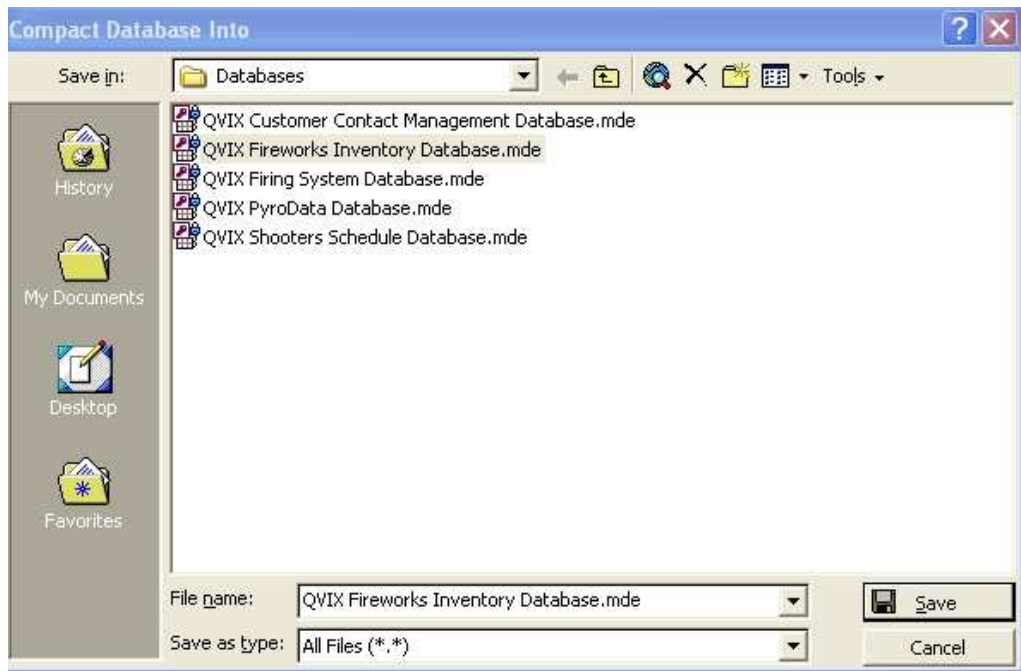
4.2.1 The following steps can be used to both manually compact and validate/repair the QVIX Fireworks Inventory Database:

43. Make sure that no one has the **QVIX Fireworks Inventory Database** open and in use.
44. Select “**Microsoft Access Database Program**” from the “**All Programs**” Start menu.
45. Select “**Tools**”
46. Then select “**Database Utilities**”
47. Then select “**Compact and Repair Database**”
48. For “**Database to Compact From**” window, select “**Look In**” folder **C:\QVIX\Databases** (or the appropriate folder for your database).
49. Next, select “**QVIX Fireworks Inventory Database.mde**”. See example below:

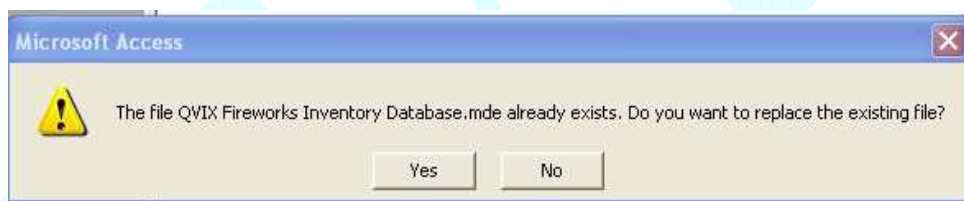


50. Select the “**Compact**” button from above.

51. Next select **“Save as Type”, “All Files (*.*)”** from the **“Compact Database Into”** window.
52. Then select **“QVIX Fireworks Inventory Database.mde”**. See example below:




53. Select the **“Save”** button from above.
54. Select **“Yes”** when prompted to replace the file. See example below:



55. Finally, wait for the database compaction/validation to complete. You can then exit the **“Microsoft Access Database Program”**.

4.3 USING THE IMAGE IMPORTING METHOD FOR STORING CUSTOMER LICENSE INFORMATION.

The user can import both **jpg** and **bmp** scanned in images of a customer's license (Federal, State, Drivers) for indexing and printing in the "QVIX Fireworks Inventory System". When displaying any license information in either the "Customer" or "Customer Order" screens, the user can "Double Click" on the license number to import, display, or print the selected license (as shown below).



A screenshot of a software interface for license management. It features a blue background with white text. At the top, there is a 'Status' dropdown menu set to 'Active'. Below it is a 'Social Security/Tax Number' field. A blue link 'Dbl Click For Image' is positioned above the 'Federal License Number' field, which contains the text 'F1234567890'. Below that is the 'Federal License Expire Date' field, showing '10/01/04'. At the bottom, there is a 'Federal License On File' checkbox, which is checked.

4.3.1 Importing a New License Image

4.3.1.1 Scanning In A License

The user should first scan into a folder the license that they will be importing. The file name for the license should be the same as the license number that was entered in the appropriate license field. (I.E. F1234567890.jpg)

4.3.1.2 Importing the Actual License Image

4.3.1.2.1 After "double Clicking" on the appropriate license field, the following screen will appear (Sample Image Below):



4.3.1.2.2 The user can move up (Click the Move Up One Directory Level Box) or select a specific directory (By Clicking on the appropriate directory), in order to locate the license image that was previously scanned in. Then the user can click on the license file to be imported.

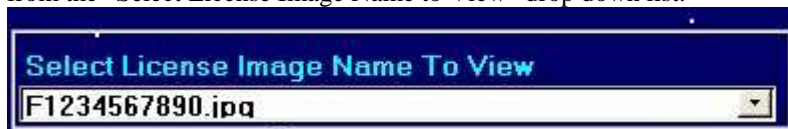


- 4.3.1.2.3 Next, the user should click on the “Load a New License From Source Location” box. Then select “Yes, Proceed” from the proceed box. The license will be moved to the appropriate folder for later use in displaying and printing.



4.3.1.3 Printing a License Image

The user can select the “Print Image” button to print the currently selected image after selected the license needed from the “Select License Image Name to View” drop down list.



The Company

DATA MANAGEMENT SYSTEMS AND SYSTEMS, INC. (DMS) is a leading provider of data management and systems solutions for the financial services industry. DMS has been a leader in the industry for over 20 years, providing a wide range of services to its clients. DMS is a leading provider of data management and systems solutions for the financial services industry. DMS has been a leader in the industry for over 20 years, providing a wide range of services to its clients.



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Click On Image To Enlarge

Print Image

4.4

5 *Field Definitions and descriptions for DATA Tables*

5.1.1 **Product Definitions**

- 56. Product Number – This is the part number for the item.
- 57. Description – Item Description
- 58. Category – Category to place this item into
- 59. Supplier Name – Supplier to assign this item to.
- 60. Type – Item type (Used to classify the item)
 - f. Shells
 - g. Finale
 - h. Ground
 - i. Misc.
 - j. Equipment
- 61. Shells in Device – The actual number of shells in this device. Used to calculate actual shell count.
- 62. Lead Time – Number of days, weeks, or months needed to get this item.
- 63. Pieces/Case – Number of items in a full case.
- 64. Cases on Hand – Calculated from actual inventory
- 65. Pieces on Hand – Calculated from actual inventory
- 66. Total in Stock – Equals ((Cases on Hand) * (Pieces/Case)) + (Pieces on Hand)
- 67. List Price – List price for item
- 68. Cost Per Piece – Item cost
- 69. EX Number – Assigned EX number for this item
- 70. Size – Actual size of the device in inches
- 71. Other – Can be used to identify item specific information
- 72. ART # - Normally manufacturers part number
- 73. Pieces on Order – Calculated from current number of item on order (not received yet)
- 74. Total List – Total list price of items in stock multiplied by list price
- 75. Total Cost – Total cost of items in stock multiplied by list price
- 76. Notes – Users notes for this device
- 77. Discontinued – Check if this item has been discontinued
- 78. Grouping – Check this box if the item consists of an assembly (Group of items)
 - k. Sub Product – Part number of an item in this group
 - l. Sub Pieces – Number of pieces of this item needed for making this group
 - m. Total Pieces – Calculated total number of pieces needed to make the assembly
- 79. Inventory Storage Locations – Locations where this item is stored
 - n. Date – Date the item was placed in storage
 - o. Pieces – number of pieces stored in this location
 - p. Cases – Number of cases stored in the location
 - q. Caselot – Number of pieces in a full case
 - r. Location – Magazine location for this item
 - s. Lot Number – Lot number used to track this item from the supplier
- 80. Display on Order – List of orders for this item
 - t. Order Date – Date this item was ordered
 - u. PO Number – Your PO number for this item
 - v. Description – Description of this item from supplier
 - w. Ordered – How many items order from this supplier
 - x. Received – How many items were actually received from supplier
- 81. Display Sold – Show where this item has been used (I. E. Shows or Customer orders)
 - y. Show – Show name or customer name
 - z. Show Date – Show date or customer order date
 - aa. Pieces – Number of pieces used in show or order
 - bb. Price – Price charged for this show/order
- 82. Case Price – Case price for item
- 83. **Item (Piece) Weight (Pounds)** – Weight of a single item (0 weight = use category weight)
- 84. **Item (Piece) Weight (Kilograms)** – Weight of a single item (0 weight = use category weight)
- 85. Display Cases Only – Display the words “Cases Only” in Price List Reports for this item.
- 86. Laser Lot Number – Lot number to be printed on the laser label for this item

87. Height Feet – Shell height in feet
88. Height Meters – Shell height in meters
89. Duration – Shell duration in seconds
90. Primary Location – Primary location to be used when pulling this item from inventory
91. Case Cost – Case List price (Overrides the item price * caselot)
92. Hazard Material – Yes/No
93. Hazard Class – 1.3G, Etc.
94. UN Number – UN Assigned Number
95. Package Group – UN Package Group
96. Placards – Placard Description
97. Lift Time – Lift time in seconds
98. Discount Unit Level (1 – 3) – Unit discount quantity level
99. Discount Case Level (1 – 3) – Case discount quantity level
100. Discount Unit Amount (1 – 3) – Unit discount amount
101. Discount Case Amount (1 – 3) – Case discount amount
102. Discount Unit Percent (1 – 3) – Unit discount percent
103. Discount Case Percent (1 – 3) – Case discount percent
104. Display Unit Discount Price – Yes/No
105. Display Case Discount Price – Yes/No

5.1.2 Location Definitions

1. Location – Name of actual magazine location.
2. Type of Location – Magazine Description (Fireworks only, Equipment only, Contains both fireworks and equipment)
3. Report Location Name – This is the virtual name of a group of magazines/storage locations.
4. License Number – Magazine license number
5. License Expire Date – Magazine expiration date
6. Magazine Type – Magazine type
7. Max Weight – Maximum allowable product weight in magazine
8. Exclude From All Locations – Yes/No

5.1.3 Category Definitions

1. Category Name – Name of category
2. Gross **Item (Piece)** Weight (Pounds) – Weight of a single item in this category
3. Gross **Item (Piece)** Weight (Kilograms) – Weight of a single item in this category
4. Net **Item (Piece)** Weight (Pounds) – Weight of a single item in this category
5. Net **Item (Piece)** Weight (Kilograms) – Weight of a single item in this category
6. Pyro Weight Percent – This is the percentage of actual composition that is in the device for this category (Uses the Net **Item (Piece)** Weight for its calculation).
7. Primary Firing Device – The name of the primary device used to fire this item
8. Number of Items the Device can Fire – Number of items fired by a single loading of this device (Automatically filled in when you select a primary firing device)
9. Alternate Firing Device – The name of the alternate device used to fire this item
10. Number of Items the Device can Fire – Number of items fired by a single loading of this alternate device (Automatically filled in when you select a alternate firing device)
11. Printing Order – The order that this category will be displayed for category searching and printing of reports.
12. Shipping Name – Shipping name for current product that will appear on the “Bill Of Lading”

5.1.4 Firing Device Definitions

1. Firing Device Name – Name assigned to this firing device
2. # Of Items this device can fire – Number of items fired by a single loading of this device
3. Item Weight – Weight of this device (Pounds and Kilograms)

5.1.5 Shipping Method Definitions

1. Shipping Method – Name shipping method

5.1.6 Employee Definitions

1. Employee Number – Number assigned to this employee
2. First Name – Employee first name
3. Last Name – Employee last name
4. Title – Employee title
5. Home Phone – Home phone number for this employee

6. Email Name – Employee email address
7. Password – If defined for any employee, then login procedures will be enforced by the inventory software,
8. Security level – The level allowed for this employee.

5.1.7 Supplier Definitions

1. Supplier Name – Name assigned to this supplier
2. Contact Name – Contact name at this supplier
3. Contact Title – Title of supplier contact
4. Address – Address for this supplier
5. City – City name for this supplier
6. State/Providence – City or providence name for this supplier
7. Zip Code – Zip code for this supplier
8. Country – Name of country this supplier is located in
9. Phone Number – Phone number for this supplier
10. Fax Number – Fax number for this supplier
11. Email Address – Email address for this supplier
12. Notes – Any notes you wish to keep for this supplier
13. License Number – Federal license number

5.1.8 My Company Definitions

1. Company Name – Your company name
2. Address – Your company address
3. City – Your company city name
4. State/Providence – Your company city or providence name
5. Postal Code – Your company zip code
6. Country – Name of country your company is located in
7. Phone Number – Your company phone number
8. Fax Number – Your company fax number
9. Federal License Number – Your Federal License Number
10. State License Number – Your State License Number

5.1.9 Customer Definitions

1. First Name – Customer First Name
2. Last Name – Customer Last Name
3. Company Name – Company name associated with this customer
4. Address – 1st Address line for this customer
5. Address2 – 2nd Address line for this customer
14. City – City name for this customer
15. State/Providence – City or providence name for this customer
16. Zip Code – Zip code for this customer
6. Phone Number – Customer's phone number
7. Phone Number – Customer's phone number extension
8. Work Phone Number – Customer's work phone number
9. Work Phone Number – Customer's work phone number extension
10. Cell Number – Customer's mobile phone number Phone Number – Customer's phone number
11. Fax Phone Number – Customer's Fax phone number
12. Fax Phone Number Extension – Customer's Fax phone number extension
13. Pager Phone Number – Customer's Pager phone number
14. Pager Phone Number Extension – Customer's Pager phone number extension
15. Start Date – Customer initial entry date
16. Federal License Number – Customer License number (Note – The license number is used for displaying/printing the scanned in license file name on file)
17. Federal Expiration Date – Date that the customers federal license expires
18. Federal License on File – Check this box if you have a copy of the customers federal license on file
19. State License Number – Customer License number (Note – The license number is used for displaying/printing the scanned in license file name on file)
20. State Expiration Date – Date that the customers state license expires
21. State License on File – Check this box if you have a copy of the customers state license on file
22. Email Address – Customers email address
23. Drivers License – Customer's drivers license (Note – The license number is used for displaying/printing the scanned in license file name on file)

24. Best Time To Call – Best time to call customer
25. Best Call Where – Best place to call customer
26. Emergency Contact – Person to contact in case of emergency
27. Emergency Phone Number –Emergency phone number
28. Emergency Phone Number Extension – Emergency phone number extension
29. Status – Customers Status (Active, Inactive)
30. Date of Birth – Customer's date of birth
31. Other Phone Number – Other phone number
32. Other Phone Number Extension – Other phone number extension
33. Pickup Driver Name 1 – Name of 1st person allowed to pick up the customers order
34. Pickup Driver Name 2 – Name of 2nd person allowed to pick up the customers order
35. Pickup Driver Name 3 – Name of 3rd person allowed to pick up the customers order
36. Order Name 1 – Name of 1st person allowed to order for this customer
37. Order Name 2 – Name of 2nd person allowed to order for this customer
38. Order Name 3 – Name of 3rd person allowed to order for this customer
39. Sales Tax – Percent sales tax to charge this customer
40. Notes – Notes on this customer
41. Discount Percent – Percent discount that this customer receives
42. Federal License Extended – Yes/No
43. State License Extended – Yes/No
44. Carrier – Alternate Carrier Name for Bill of Lading
45. Credit Hold – Yes/No (On credit hold)
46. Ship Address – Alternate shipping address
47. Ship City – Alternate shipping city
48. Ship State Or Province – Alternate state or providence
49. Ship Postal Code – Alternate zipcode
50. Ship Address 2 – Alternate Second shipping address line
51. Terms – Billing Terms
52. Federal Release On File – Yes/No
53. Show Only – Alternate show billing and shipping address on file (Yes/No)

5.1.10 Show Definitions

1. Show Number – Number assigned to this show
2. Sponsor – Name of sponsor for this show
3. Show Name – Name of this show
4. Show Date – Date for this show (User can double click on this field to use calendar for this field)
5. Rain Date – Rain date for this show (User can double click on this field to use calendar for this field)
6. Notes – Any notes the user may need for this show
7. Permit Number – The local municipality permit number assigned to this show
8. Show Price – The total price for this show
9. Total Cnt – The automatically calculated total line item count for this show
10. Fireworks – The total automatically calculated sum of all fireworks used in this show
11. Total – The current automatically calculated sum of all items used for this show
12. Drivers Expense – Drivers expense for this show (This field is displayed in red if the expense does not conform to one of the standard expenses for the drop down driver expense amount) The user can edit the drop down drivers expense list by double clicking the mouse when on the drivers expense amount.
13. Truck Expense – Type of truck and the amount of this expense for this show
14. Misc. Expense – Any miscellaneous descriptions and amounts for this show (1st)
15. Misc. Expense – Any miscellaneous descriptions and amounts for this show (2nd)
16. Insurance – Amount of insurance covering this show and the cost for this insurance
17. My Company Name – Used to assign to different companies.
18. Terms – Billing terms for this show
19. Show Lineitems
 - a. Product Sold – The description of the item used in this show
 - b. Supplier – The supplier name for this item
 - c. Pieces – Number of pieces used of this item
 - d. Price –The amount charged for this item
 - e. Location – The magazine location this item was removed from (Automatically filled in when you pull stock for this show)

- f. Fire Order – The order in which this item should be fired in the show. Note – “AA” will automatically be added to the front of the number entered. . This helps make the firing order compatible with the **“QVIX-Fire Computerized Firing System Software”**. The user can automatically index the firing order by entering a “+” (plus) sign. If the user does not wish to add a “AA” to the front of the entry, then start the entry with a “.” (period) or a “ ” (blank space).
- g. Electric – Check this box if the line item is to be fired electrically
- h. Opening – Check this box to group the item in the “Opening” section.
- i. Finale – Check this box to group this item in the “Finale” section.
- j. Posted – Automatically set (checked) when this line item is pulled from a magazines inventory
- k. Opening – Check this box if the item is to be used in the shows opening
- l. Reserved– Item is on reserve for this show
- m. Cases – Number of cases for this Customer Order
- n. Amount In Case – Caselot
- o. Shift – Work Shift this item was manufacture on ("1st";"2nd";"3rd";"Day";"Night")
- p. Manufacture Date – Date of Manufacture
- q. Price Per Case – Case price for this customer order
- r. Date Used – Date item used
- s. Box Number – Box number
- t. Reserve Move Location – Previous magazine location
- u. EX Number – EX Number

5.1.11 Customer Order Definitions

- 1. Order Number – Number assigned to this order
- 2. Order Desc – Description for this order
- 3. Order Date – Date for this order (User can double click on this field to use calendar for this field)
- 4. Order Person Name – Name of person who is buying the items in the order
- 5. Pickup Person Name – Name of person who is allowed to pickup the items in the order
- 6. Notes – Any notes the user may need for this order
- 7. Permit Number – The local municipality permit number assigned to this show
- 8. Order Price – The total estimated price for this order
- 9. Total Cnt – The automatically calculated total line item count for this order
- 10. Fireworks – The total automatically calculated sum of all fireworks used in this order
- 11. Sub Total – The current automatically calculated sum of all items used for this order (I.E. Insurance)
- 12. Discount – Amount of discount given to the customer, if any.
- 13. Truck Expense – Type of truck and the amount of this expense for this show
- 14. Total – Total amount of order
- 15. Federal License Number – Customer License number
- 16. Federal Expiration Date – Date that the customers federal license expires
- 17. Federal License on File – Check this box if you have a copy of the customers federal license on file
- 18. Social Security/Tax Number – This is the customers social security or sales tax number
- 19. State License Number – Customer License number
- 20. State Expiration Date – Date that the customers state license expires
- 21. State License on File – Check this box if you have a copy of the customers state license on file
- 22. Insurance – Amount of insurance covering this order and the cost for this insurance
- 23. My Company Name – Used to assign to different companies.
- 24. Terms – Billing terms for this show
- 25. Customer Order Lineitems
 - a. Product Sold – The description of the item used in this show
 - b. Supplier – The supplier name for this item
 - c. Pieces – Number of pieces used of this item
 - d. Price –The amount charged for this item
 - e. Location – The magazine location this item was removed from (Automatically filled in when you pull stock for this show)
 - f. Posted – Automatically set (checked) when this line item is pulled from a magazines inventory
 - v. Reserved– Item is on reserve for this show
 - w. Cases – Number of cases for this Customer Order
 - x. Amount In Case – Caselot
 - y. Shift – Work Shift this item was manufacture on ("1st";"2nd";"3rd";"Day";"Night")
 - z. Manufacture Date – Date of Manufacture

- aa. Price Per Case – Case price for this customer order
- bb. Date Used – Date item used
- cc. Box Number – Box number
- dd. Reserve Move Location – Previous magazine location
- ee. EX Number – EX Number

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