

**Stockit**  
For Windows  
**Users Guide**



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# Chapter 1. Getting Started

## Welcome

Stockit For Windows™ is a Stock Control and Production Planning system designed to give you the tools needed to manage your stores and production environments in a simple and effective manner. It is equally applicable both to 'simple' inventory control and to the management of the production of complex products.

### Stockit benefits

Stockit For Windows ("Stockit") is an easy to use product. All information about the components that you use and your suppliers is stored in a central industry standard database so you only have to enter it once.

Creating a parts list for an assembly is then a simple matter of selecting how many of each component is required. There is no need to enter data more than once if, for example, a sub-assembly is used in more than one product.

### Sequence driven

You have full control over the layout of parts lists, arranging the sequence and grouping of parts, inserting blank lines and descriptive text to make it clear and easy to use for both design and servicing purposes.

The detailed descriptions of each component are taken from the central list of stock items ensuring consistency at all times.

### Minimal chance of error

Stockit always attempts to present the information in the most appropriate way. A picking list is available for use in Stores areas and an Assembly list can be used by sub-contractors who need to know what type a particular component is and when it is used.

These alternative views are produced from the original information thus avoiding potential errors that might otherwise be caused by the manual transfer of data.

### Manufacturing benefits

Stockit also supports Costing, Bill of Materials, Trial Kitting, Shortages, Orders, Order Enquiries and Stock Control. All the features of Stockit operate in a hierarchical structure encompassing the way in which the product is constructed.

**Financial benefits**

The monetary value of components and planned work can be established quickly. Sub-assemblies, full products and sub-products can be costed to give a true cost, including the 'hidden' costs of build time and test time.

**Network 'aware'**

Stockit is fully 'network aware', and can be used in a true multi-user environment. A single, shared database can be accessed by many people at once, with all the security and peace of mind that comes through using a truly multi-user application.

With a user interface that allows you to access all areas of the system at any time, and a comprehensive collection of reports that you can preview 'on screen', you should find all the information you need is at your fingertips.

**Suggested reading**

Depending on the system (if any) you are currently using, different sections of this manual will be useful to you. Regardless of your current system, we recommend that you read the Installation section.

**New users**

We recommend that users new to Stockit start at the beginning and work their way through. This guide has been written to follow a logical path through the sequence of setting up, entering the data and using the system. Depending on the tasks for which you need to use Stockit, you may find you can skip certain sections if they are not relevant. Some of the topics in the 'advanced' section may also not be needed.

**Stockit (DOS) users**

Users of the Stockit or Stockit Professional DOS-based products should start by reading the special section "Stockit Users" that details the steps you need to follow to move your Stockit data to Stockit For Windows.

There are of course many new and enhanced features in Stockit For Windows over and above those that you have been using in Stockit. These too are summarised in the "Stockit Users" chapter.

After this, you may find that it is useful read other chapters that you think might be relevant to how you want to use the program.

**Stockwin users**

We recommend that users of the Stockwin product read the section "Stockwin Users" so that you are aware of any issues related to migrating from Stockwin to Stockit For Windows. As with Stockit (DOS) products, there are important differences of which you should be aware before you make the move to Stockit For Windows.

After this, you may find that it is useful read other chapters that you think might be relevant to how you want to use the program.

## Other Systems

If you have used another system, you can work your way through the manual. There is a section "Importing Data" which details the migration of data from other systems.

Once your data is imported, you can then follow the manual through the introductory chapters as mentioned above for 'New Users'.

## Finding information

### The contents of this manual

This manual has been designed to guide you through the basic tasks involved in setting up and using your new Stockit software. Each chapter covers a particular area of the product, such as Stores, Financial and Production. There are also chapters detailing 'advanced' tasks, and information relevant to users of the Stockit and Stockit Professional products, and the Stockwin product.

This manual is available in both printed and online form. The printed version will be useful if you would like to read it away from your computer, or if you simply prefer working from a printed book. The online version is implemented as a PDF format document, readable using an Acrobat™ reader. This allows you to work through the guide on-screen alongside the Stockit application itself. The online version will also be needed when using the 'demonstration' version of the product, for example if you have downloaded a trial copy from the Internet.

As well as this manual, a lot of information is provided in an online help system (available as HTML help). This help is accessed from within the Stockit program at any time by pressing the F1 key.

## What the manual covers

This manual covers the following areas:

- Chapter 1. Getting Started  
introduction to the Stockit product and documentation.
- Chapter 2. Installation and Setup  
installation of the product in various configurations.
- Chapter 3. General Principles  
the basics involved in Stockit and how the product is used.
- Chapter 4. The Quick Guide  
a short tour through some of the key features.
- Chapter 5. The Tutorial Guide  
a more complete tutorial covering most areas of the product.
- Chapter 6. Setting Up Your Own Database  
a guide to setting up your own Stockit information.
- Chapter 7. Purchasing  
maintaining stock levels and interacting with suppliers.
- Chapter 8. Parts Lists  
creating and managing parts lists.
- Chapter 9. Production  
the production cycle from planning through ordering to build and completion.
- Chapter 10. Finances  
accessing and updating financial information.
- Chapter 11. Reports  
how to generate reports from Stockit.
- Chapter 12. Advanced Tasks  
administration and maintenance of your Stockit system.
- Chapter 13. Networking and Multi-user Configuration  
setting up and managing Stockit in a multi-user environment.
- Chapter 14. Upgrading Your Existing System  
migrating from earlier stock control products or versions.
- Chapter 15. Trouble-shooting  
solving common problems.

- Appendix A. Glossary terminology used in the Stockit product and documentation.

After the introductory chapters, the first part of the guide (Chapters 4 and 5) is written in 'Tutorial' style, guiding you through the basics of Stockit to help you get 'up to speed' quickly, either to evaluate the demonstration version of the product or to get to grips with using Stockit 'for real' in your business.

The second part of the guide contains information about more advanced topics, installation, networking and multi-user operation, and migration from earlier products. Some Stockit users will only need some of these chapters.

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*Note: The 'Trouble-Shooting' section in this manual only covers problems that may occur in trying to start the application. More complete trouble-shooting or guidance is provided in the online help accessible from within the application itself.*

---

## Document styles

The following styles are used in this document:

<b>Programs</b>	Menu item, icon, button, command name or shortcut key
<name> or "text"	Places where you enter information (enter it without the <> brackets or "" double quotes)

## Online help

As well as this Users Guide, comprehensive reference information is available in the form of context-sensitive online help within the application itself. Simply press the F1 key, or select Context Help from the Help menu, to access the online help for the current task, dialog or form.

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*Note: The online help is only available once you have installed the software.*

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## Database overview

### Microsoft Access and Jet database engine

Stockit For Windows has been designed and built around a Microsoft Access database, and is accessed using the Microsoft Jet database engine. You do not need a copy of Microsoft Access or the database engine to run Stockit, as all the files you need are included with the Stockit product and are automatically installed for you during Setup.

The information stored within the database is divided into 'tables', each table containing one or more (and sometimes many) records. Various relationships are defined between these tables, which are used by the database engine to ensure that the rules defined in those relationships are not broken.

For example, the relationship between the name of a supplier record and the supplier field of a stock record ensures that if the supplier name is changed, all stock items referring to that supplier will be updated to match. This feature ensures the continued 'integrity' of your data.

Important 'queries' or 'searches' are also stored within the database, to further enhance the performance when searching and processing large amounts of data.

### Database tables and field sizes

There are some limits on the size of some fields in the database. For example, part numbers cannot exceed 50 characters. Please refer to the online help for more details on limits.

### Tutorial database

The software installation includes a tutorial database, complete with examples of 'real' product data. You can use this database to experiment with the product features, safe in the knowledge that you cannot alter your 'main' database contents. You even can switch between the two databases at the press of a button.

Although the tutorial database allows you to use all the features of the application, the size of the database is limited. The database is limited to 75 stock records, 20 purchase orders and 10 production jobs.

The tutorial database is used later on, in the tutorial chapters of this guide.

## Chapter 2. Installation and Setup

### System Requirements

#### Hardware required

Before installing Stockit, please check that you have the following requirements including:

#### **Minimum requirements**

A Pentium processor level computer running one of the operating systems detailed below. At least 32Mb of memory (64Mb for Windows 2000 Professional).

#### **Recommended requirements**

A Pentium processor level computer (230Mhz or greater) running one of the operating systems detailed below. At least 64Mb of memory (128Mb for Windows 2000 Professional).

A hard disk with at least 20Mb of free space to install the product and have room for the database to grow.

A SVGA or higher resolution graphics card running at least 800x600 resolution.

A mouse with 2 or 3 buttons.

#### **Supported operating systems**

Windows 95

Windows 98 SE

Windows ME

Windows NT 4.0 Service pack 5 or later

Windows 2000

Windows XP

*Windows 3.x, MAC OS or Linux are not supported*

## Program security

Stockit is protected by means of a security license that is unique to every customer installation. Without a valid license (product key code), the software can only be installed in demonstration mode.

## Installation overview

Stockit supports installation for a number of different types of configuration. You can run Stockit in single user mode where the user and the database are on the same machine; in single user mode with a remote database (the database on a central server); and as multi-user where the database is stored on a central server or shared drive and with more than one user accessing it at a time.

As part of the installation process, you will be asked to choose which type of installation you wish to do. The various options available are covered below.

---

**Important:** *If you are installing the 'full' product (not the demo), you will need to 'activate' your installation using an 'activation code'. Please see "Activation codes" on page 24 for details.*

---

## HTML Help

Stockit is supplied with the HTML on-line help system. During installation the Setup program checks for the existence on your hard drive of the run time components for HTML help. If they exist already you can skip this page of Setup. You can opt not to install the HTML Help components during Setup but will be required to do so if you intend using the Stockit HTML Help. You will have to run the Stockit Setup again in order to install the required components.

Following the successful installation of the HTML help components, the help system is ready to use without a system reboot being required.

## Installing a demonstration copy

Alternatively, if you don't have a Product Key at all, you can still install Stockit, but you will only be able to use it in Tutorial mode. This allows you to access almost all the features of the product, but the capacity of the database will be limited (to 75 stock components, 20 purchase orders and 10 production jobs). To install a demonstration copy, install as for 'Single/First User' operation, and enter DEMO as the product key code.

## Updating from the Internet

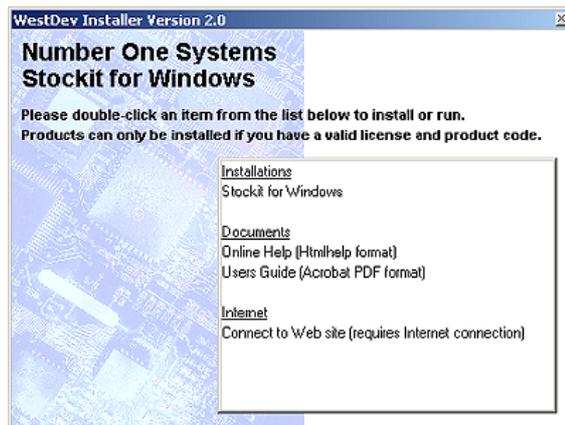
As well as major updates supplied on CD-ROM, Stockit may be updated from time-to-time to provide 'service patches'. These will be available from our web site at <http://www.numberone.com/stockit/updates>

Any service patches posted to this location will be available to users who have valid maintenance contracts with us. These patches will be automatically installed into the appropriate folder(s) once selected from our web site. Any changes to this procedure will be documented on the web site.

## Installing for single-user operation

To install the software, we recommend that you first close all other applications, saving your work if necessary. This is actually a standard precaution you should take before installing any software product.

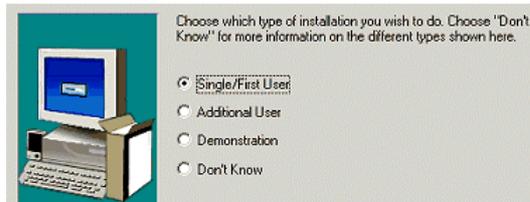
Insert the CD-ROM into the CD drive and wait for a short time. The default setup of Windows includes an "autorun" facility that should detect the CD and start the Setup program. If your system has the autorun facility disabled, or it simply hasn't worked, select **Run** from the **Start** menu, and type D:\setup.exe (replacing the D: with the actual CD drive letter if yours is different), then press the Enter key or press **OK**.



Double-click (click twice quickly with the left mouse button) on the 'Stockit for Windows' entry in the list of 'Installations' on this opening screen. Or, click once on the entry and press the **Enter** key on the keyboard.

The Setup Wizard will now guide you through installation of the software. Just follow the simple on-screen instructions to install the product.

When prompted to choose the 'installation type', choose the 'Single/First User' option:



You may choose to install the software or the database into a folder other than the default suggested during Setup. The Setup Wizard will prepare your system so that everything is set up correctly when you run the program for the first time.

One screen in the installation wizard allows you to choose which options or parts of the product to install. Unless you have a particular need to do so (for example under the guidance of a technical support engineer), you would generally install all available options.

### Activating the product

If you are installing the 'full' product, please refer to "Activation codes" on page 24 for details on how to activate your installation.

## Installing for multi-user operation

**Important:** If you are going to use the software on a network or with multiple users, please be sure to read "Chapter 13. Networking and Multi-user Configuration" starting on page 133 **before** installing the product.

---

*Note: Multi-user operation is only available with the 'full' product, not with the demonstration version.*

---

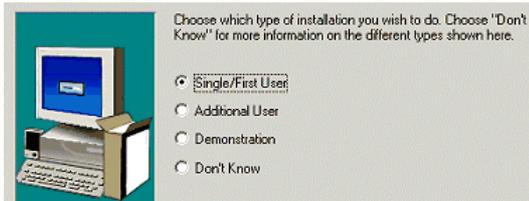
There are several stages to installing for multi-user operation:

- Install program files and database to central shared location
- Install system files and prepare system on second and subsequent computers
- Authorise database to allow multiple concurrent users (optional).

The final stage above is listed as optional, because Stockit can be used in a multi-user configuration even if only licensed for single-user access. In this configuration, all users can access the same 'shared' database, but only one at a time. To set up your systems to work this way, follow the installation sequence shown below but leave out the step 'Enabling multiple user access'.

### Installing on the file server

On the first computer, choose the 'Single/First User' option when prompted to choose the 'installation type'.



On the 'Select Components' screen, leave all options checked and continue to the next screen.

The default settings will load the program files and database onto your local hard drive, so you will need to change these locations using the 'Application Folder' and 'Database Folder' screens.

To allow sharing of database information across multiple computers, you should choose folders for the program and database files that are accessible to all the people who need to use the program.

### Installing the other computers

On the second and subsequent computers, choose the 'Additional User' option when prompted to choose the 'installation type'.

Selecting this option will prompt you to locate the program and database files that were installed on the file server. Your system will be prepared with the locations of these files so that you can access the shared program and database.

---

*Note:* Certain system files (database drivers, etc) necessary to the operation of the program will still be installed on your local hard drive.

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### Creating usernames and passwords

To help you track who is using the system in a multi-user configuration, it is recommended that you create a separate username for each individual that needs to use the system. This is described in the section "User configuration" in "Chapter 13. Networking and Multi-user Configuration".

If you are going to enable multiple user access, you will need to create usernames, or at least check that the built-in ones are suitable.

If you are using the system in a 'single user shared database' configuration (with only one user at a time logged in), it is

recommended that you still create usernames so that you can track who is using the system at any particular time.

### Requiring passwords at Login

If you want your users to enter their password when they log in, you should set the checkbox 'Users must have passwords' on the "Login and Security" page.

The other setting shown here, "Anonymous login", should be cleared when running with multiple concurrent users. If this setting is 'checked', the login dialog will not require a username, and will log in with the default user "admin". The next person to try and start the program will not be able to gain access to the database because "admin" is already logged in!



### Activating the product and enabling multiple user access

If you are installing the 'full' product, the following section contains details on how to activate both your installation and the correct number of concurrent users.

Although Stockit is a fully network-aware multi-user application, the default installation (even when installed on multiple computers as described above) only allows access to the database by one user at a time.

## Activation codes

When initially installed, the product allows you to log into the database only a limited number of times until the installation is 'activated' using an 'activation code'.

Each time you start the program, you will be reminded that you need to activate the installation before the 'usage' count runs out. If the usage count does run out, you will only be able to 'request an activation code' as shown below, and won't have access to other program options.

### Requesting an activation code

Depending on how you purchased your product, you may find that this activation code is already included as part of the package. If not, you will need to request a code from Number One Systems.

To do this, start the Stockit application from any of the computers on which you have installed it. Once the program starts, choose **Options** from the **Tools** menu (or press function key **F9**). Then select the page

called “Login and Security”. On this page, click on the **Change** button alongside the “number of concurrent users”. The dialog that opens will show you the serial number to use:

Make a note of the serial number shown on your screen (not the one shown in the picture above), then contact Number One Systems to request your activation code.

### Installing your activation code

The activation code you will be given will be 5 sets of 4-digit numbers. If you haven't left it running, go to the same computer as you used for the 'request' procedure described above, start Stockit, choose **Tools** and **Options**, then “Login and Security”.

Click on the **Change** button again. Now you will be able to enter the activation code in the lower part of the dialog:

Enter the code in the boxes shown, and press the **Activate** button.

*Note: If you have received your authorisation code by email, and use Copy to copy it to the clipboard before opening the above dialog, the code will be entered in the boxes for you automatically.*

## Setting up a printer

Stockit is a fully Windows-compliant product. It runs on standard hardware using any Windows supported graphics drivers and printers.

As long as Windows supports it, so will Stockit. No special printer configuration is necessary.

The forms and reports that Stockit generates are all configured to fit a standard A4 (UK size) width page. This means that the Letter size used generally in the USA will also fit, except for some Landscape reports as Letter is slightly shorter in length.

Stockit will use any printer that you can normally print to from your other applications, either locally on your own computer or across a network.

## Upgrading from single to multi-user

If you have a single user installation and wish to upgrade it to multi-user, you may first need to move the database file to somewhere that is accessible to all the computers and users that need to use it. This is described in the section “Moving the database” in “Chapter 12. Advanced Tasks”.

Once the database is in a suitable shared location and working correctly with your currently installed copy of Stockit, you can follow the procedures listed above under “Installing for multi-user operation” (from “Installing the other computers” onwards) to prepare your systems for multi-user operation. You will need an activation code to actually change the number of users; the procedure for doing this is detailed in the section “Activation codes” on page 24.

## Uninstalling Stockit For Windows

To uninstall the product from your hard drive you should use the Uninstall Stockit option. For product updates or upgrades you do not need to uninstall existing product first regardless of its version.

### ► To uninstall Stockit

1. Click on **Start** on the taskbar, click **Programs**, click on **Stockit For Windows**
2. Click on **Uninstall Stockit For Windows**

You are given a choice of confirming the uninstall or not. If you click **Yes**, Stockit will now be completely uninstalled from your local hard drive and any relevant settings removed from the registry.

## Distributor Sales

If you have purchased this software package through one of our distributors or resellers, you must register the product with our sales office in order to qualify for 30 days technical support from our support

desk. The registration is only used by Number One Systems for qualifying eligibility of technical support and for keeping you informed and up-to-date about our products. Your details are not passed onto any other 3rd party or used for any other purposes. Support is not provided in any circumstances where the product has not been registered if bought through one of these channels.

You may also need to 'activate' your product before using it; the procedure for doing this is detailed in the section "Activation codes" on page 24.

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*Note: Additional extended support schemes are available outside the 30-day warranty period. Please contact your local sales office for further information.*

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## Contacting Technical Support Resources

### On-line help

For detailed information about the product and its features you should consult the on-line help system provided. The on-line help is being continuously updated not only with feature information but also procedures for creation of particular database elements.

As a standard feature of on-line help an Index which is sorted alphabetically and Search facilities are provided to help with the location of information within the help system. Alternatively, every dialog and option has its own 'context' sensitive help which can be accessed using the **F1** key or the **Help** button on a dialog.

If you are unfamiliar with HTML help, you can learn how to use it by selecting the **How To Use Help** option from the **Help** menu once Stockit is running.

### Web site

The web site ([www.numberone.com](http://www.numberone.com)) can be accessed at any time for up-to-date information. This web site is a comprehensive source with a range of free support options and downloads available to you 24hrs a day, 7 days a week, which may include:

- Technical information and product news
- Practical stock and database organisational ideas
- Frequently asked questions
- Technical information
- Training and seminar information
- Patches and minor product updates for registered users

- Contact and information about consulting, support services, training and professional services available

## Technical support

When your copy of Stockit is purchased, you are eligible for 30 days free technical support. The 30-day period begins from the date of delivery to you regardless of whether you install the product immediately or not. During these 30 days you will have access to our support engineers via the worldwide web, e-mail, fax and telephone (Monday to Friday from 10:00am to 4:00pm GMT in the UK. Outside this location please contact your local support centre or consult our web site.

Contact details for technical support:

- Web site: [www.numberone.com/support.htm](http://www.numberone.com/support.htm)
- Email: [support@numberone.com](mailto:support@numberone.com)
- Phone: +44 (0) 1480 382538
- Fax: +44 (0) 1684 773664

Support is limited to: Installation assistance and questions regarding Stockit usage, all answered in context of how to use the features. Questions regarding integration with other systems can only be answered broadly. You may be referred to our consultancy services for further assistance. Consultancy is available from Number One Systems, for more information about this service please contact our international sales office.

After your free support has expired, extended support options can be purchased. Please refer to our web site page [www.numberone.com/support.htm](http://www.numberone.com/support.htm)

Whenever technical support is contacted, you will need to have the following information to hand:

- Your name and the name of the registered user (if different)
- Your contact details (phone, fax and E-mail address)
- Your customer reference number
- The product version number (located in the Help menu and About dialog)
- A detailed description of the problem or question. If possible, detail accurately any error messages displayed and how to repeat the problem or conditions that lead to the problem. It also helps us and speeds up the process if a problem can be reproduced using the tutorial database supplied.

## Chapter 3. General Principles

### Introduction to Stockit

This chapter will give you a broad outline of the general principles of how to use the Stockit application. It covers how to start the program, the various parts of the user interface, and so on.

### Basic interaction

Stockit is a 'true' Windows application, and as such you will find that it behaves very much like your existing 'office' applications. Standard Windows terminology is used wherever possible, and all the normal Windows menus, toolbars and shortcut keys will make it easy for you to get started with the software.

This means that where items are found and used in most Windows applications that follow this standard, Stockit will also use this pattern, for example, Undo and Redo appear on the Edit menu that always appears on the right side of the File menu etc.

You should familiarise yourself with the Stockit features by reading through this chapter, and working through the menus and options available.

### Starting the program

Stockit is automatically added to its own program group that you have named during setup. You may also wish to add a shortcut to your desktop to facilitate the location and start-up of Stockit.

#### ► To start Stockit

1. Click on **Start** on the taskbar (usually at the lower left corner of the screen), click **Programs**, click on **Stockit For Windows**
2. Select **Stockit For Windows**, the Stockit application will then start.

The start location of the program can be set using the Folders option on the Setup menu. Please refer to the Windows on-line help under item Properties if you are unsure on how to do this.

### Single-user 'automatic' login

When the software is first installed, login takes place automatically using the built-in username "admin". The rest of this manual generally

assumes that you are the only user of the program. Where special issues arise in a multi-user configuration, these are mentioned in the text.

When the main program starts, the upper part of the Login dialog is displayed briefly (showing you the current program version number) before it disappears and is replaced by the main application window.

If you then change to a multi-user setup (as described above in “Installing for multi-user operation”), this automated login will stop and the normal Login dialog (as described below) will be displayed next time you start Stockit.

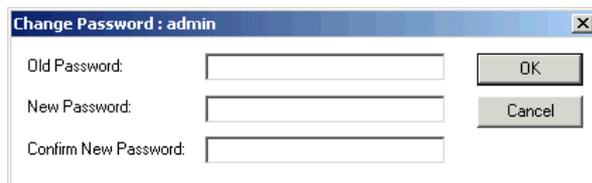
## Logging in

The Login dialog allows you to enter your username. If your system is set up to require passwords too, you will be prompted to enter your password as well. Please remember that your password must be entered exactly as it was originally set up. Passwords are case sensitive, so you'll need to be especially careful about entering upper or lower case letters.



Enter your username (and your password if required) and press OK. If a valid username and password are entered, the Login dialog will close and the main application screen will appear. Otherwise, an error message will tell you that the username / password combination you have entered is not correct.

If passwords are enabled on your system, you can change your password from the login dialog by clicking on **Change Password**. The Change Password dialog is displayed:



You will need to enter your current password first, and then enter your new password twice (to avoid accidental typing mistakes). Your password will be changed only if the old password is valid for the

username shown on the Login dialog, the two copies of the new password are identical, and the new password is itself a valid password.

Note that you do still need to know your current password. This dialog does *not* allow you to side step the security and change the password if you don't know the current one.

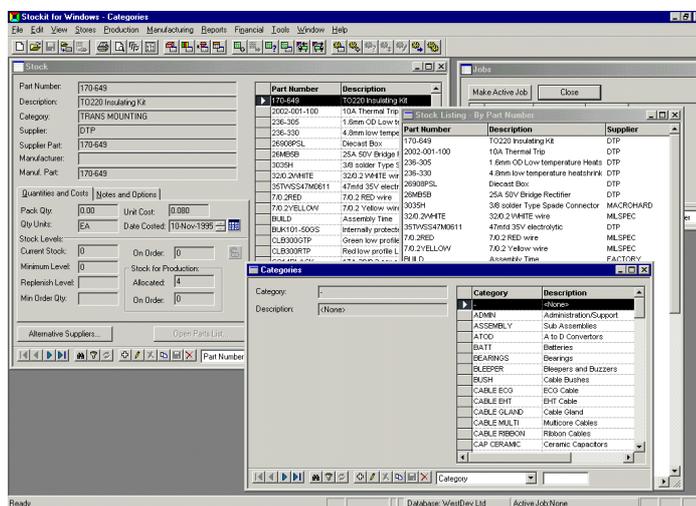
## Leaving the program

You can leave the program at any time by selecting **Exit** from the **File** menu, or pressing the standard key combination Alt+F4. If you have any unfinished actions, such as adding or editing database records, you will be prompted to save or abandon these before the application closes.

If you want to stop using the program, but leave it ready for someone else to start work, selecting **Log Off** from the **File** menu will 'close' your connection with the database, and leave the application running at the 'Login' dialog.

## The program interface

When you run Stockit, the main application window appears. Stockit operates a multiple document interface (MDI), so you can open as many forms or reports as you like.



The picture above shows each of the major framework features. Each of the items shown above is described in more detail later on in this chapter.

## Menu options

The menus on the menu bar are set out logically to be used as you move through the production cycle, starting from the left and moving right. Of course, you may only be using some of the capability of the product, so may not need to access all the menus. Regardless of how you work and where you start in your production cycle, you should find that the menus are logically arranged and therefore easy to use.

Where possible we have used basic descriptive words on the menus for functionality. For example, to view the next record on a Stock form, you would select Next Record from the View menu.

## Tool Bar

The Toolbar in Stockit contains 'buttons' for the most commonly used of the menu options. All the buttons on the toolbar are also available through the menus.

Like the menus, the toolbar buttons are arranged into groups, and ordered in the same sequence as the menus themselves.

When options are not available, the toolbar buttons (and the corresponding menu options) will appear 'dimmed' or 'greyed out' to indicate that these options cannot be applied. For example, some options only work on jobs that are at a particular stage in the production cycle.

You can find out what each button on the toolbar does, by moving the cursor over the button and pausing until the small popup "tooltip" message appears displaying the name of the option.

To help you arrange the screen to suit your preferred way of working, the toolbar can be set to be either 'Docked' or 'Floating'. Below is an example of a **docked** toolbar. The toolbar is docked below the Menu bar in the horizontal position. This is the default position, but it can be moved as required.



In **docked** mode, a toolbar is fixed along any of the four borders of the main window 'frame' in either a horizontal or vertical position. You cannot modify the size of a toolbar when it is docked.

Selecting the window border and 'dragging' it away from its current location can move the toolbar. By dragging it, it becomes detached from the window frame. When the toolbar is then moved over another area of the frame to which it can be attached, it changes shape to indicate that it can be docked there. You can also make it floating by Double-clicking

in the toolbar area itself (but avoiding the buttons which will select an option).

The toolbar can also be **floating**. When floating, the toolbar is moved into free space and appears to ‘float’ over the main window. This toolbar can now be reshaped to make it fatter or thinner by dragging the outer edge in or out. The toolbar can be shaped to be one tool wide or long by as many tools as are loaded on the toolbar in the opposite direction. By selecting the outer edges of the toolbar a small arrow ‘handle’ will appear to indicate that the toolbar can now be reshaped. Drag the handle until you have the shape you require.



You can restore the toolbar to its last docked position by double-clicking on the caption bar along the top of the toolbar.

To move a floating toolbar, select and drag the toolbar caption. The toolbar will move dynamically with the mouse movement. Release the mouse button to release the toolbar. If you move it over one of the edges of the main window frame it will try and ‘dock’ – you can stop it doing this by holding down the Ctrl key whilst you move the toolbar.

### Viewing the Toolbar

#### ► To show/hide the toolbar

1. Click on the **View** menu, click **Toolbar**. Depending on its current state, the Toolbar will either be switched on or off.

If the Toolbar is currently enabled, the button next to its name will be shown with a ‘tick’. To switch it off or disable it, click on the word **Toolbar**.

### Navigation bar

As well as the main application toolbar, many of the forms within Stockit also have a toolbar along their lower edge. This is called the “navigation bar”, as its purpose is to help you navigate through the

records on the form. It also contains buttons that allow you to addition, edit or delete records.



## Status bar

The status bar appears across the bottom of the main Stockit window.



The message area at the left-hand end shows prompt information about menu or toolbar options. Also shown on the status bar is the company name for the database you are using, and your currently active production job.

### ► To show/hide the status bar

1. Click on the **View** menu, click **Status Bar**.

If the Status bar is currently enabled, the button next to the Status Bar name will appear latched. You may switch it off if you require the Status Bar to be off.

## Grids

Many of the windows that you will use within Stockit contain a table or 'grid' of information. These allow you to view many records from the database in an easy-to-read list.

Additional features also allow you to search for particular records, sort records into order, view selected 'subsets' of records, and change which fields are displayed. These features are described in more detail in the "Tutorial Guide" later on.

## Finding and filtering

The Finder tool will help you to locate items in the database quickly and easily. You will be able to search for items on any of the fields in the database, for example the 'Description' field of a stock item, or the 'Job number' of a purchase order. More details on how the Finder can be used are given in the "Tutorial Guide" later on (see "Finding and filtering" on page 53).

## Standard keystrokes

Shortcut keys provide you with quick and easy access to frequently used functions. These keys are predefined using standard keys on your keyboard, as listed below. The keys are also shown alongside the corresponding menu items. Note that some keys are not always appropriate, so they are not available all the time.

Key	Action	Ctrl+Key	Shift+Key
F1	Help		About
F2	Edit Record		Show Stock
F3	Find		Show Suppliers
F4		Close Window	
F5	Refresh		Show Categories
F6			Show Parts Lists
F7			Outstanding Orders
F8	Copy Record		Enter Order Items
F9	Options		Goods In
F10		Save & Exit	Show Jobs
F11	Insert Line		Check Stock
F12		Reports	Allocate
Page Up	Prev. Record	First Record	
Page Down	Next Record	Last Record	
Insert	Add Record		
Enter	Edit Record  Save Current and Add New Record		
Space bar	Display record selector		

### Right hand mouse menus

The right hand mouse can be used in some places to access **shortcut menus**. These are also known as **context menus** or **popup menus**.



The example above shows the contents of a typical shortcut menu, this one is from the grid in the Stock form.

Once displayed, the shortcut menu will remain on the screen until an option from it is selected or the **Esc** key is pressed.

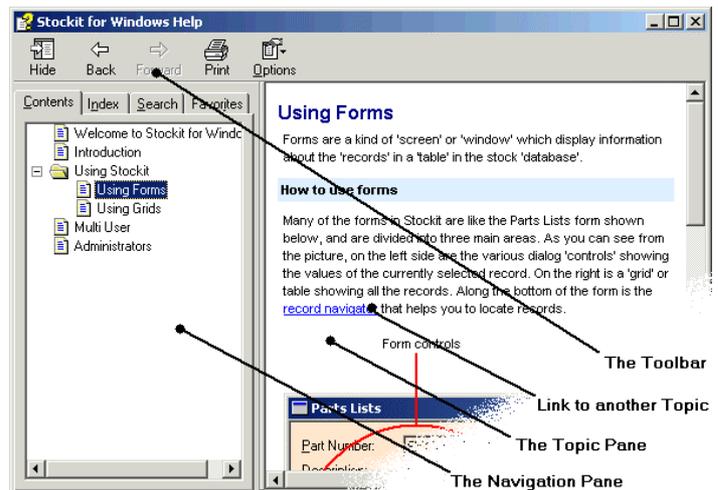
## Printing

Printing from within Stockit uses the standard Windows **Print**, **Print Setup** and **Print Preview** options. Stockit therefore supports printing to any Windows-supported print device.

As well as printing reports, you can also print out any grid. Using the **Print Preview** option will show you what the printed page should look like before you commit it to paper.

## Online help system

Stockit provides an online help system in 'HTML' form, accessible through a browser that is similar to your web browser. This provides detailed information about every option within the Stockit product.



The help window is split into two main sections. The left hand navigation window displays the **Contents** list, the help **Index**, a word **Search** facility and a **Favorites** selection for retaining pages 'marked' by you. The right hand Help window provides you with the context help

pages. These pages are located from one of the options on the left hand window or by using the F1 key to obtain context help on each dialog. To view any of the topics that appear in the Index or Contents sections, double-click the mouse while over the item required. Alternatively, select the item and click the Display button.

When using the Search facility you can search for word strings by encapsulating the string in double quotes, e.g. "Stock".



## Chapter 4. The Quick Guide

### Introduction

This chapter is a brief tutorial to get you started with Stockit. It covers some of the basics of the product, and will guide you through each button press so that its operation is clear at all times.

### Tutorial Database

For this chapter we have provided you with a tutorial database that you can access using a single menu command.

#### ► To load the tutorial database

1. Start Stockit.
2. Click on the **File** menu, click **Database>** and **Tutorial**.
3. The current database will be swapped out for the tutorial database. This database is pre-loaded from a dummy company complete with stock components, suppliers and parts lists.

### General points

Before you start to use Stockit there are a few basic points to cover first.

Stockit can be 'driven' in various ways depending on your preference; using the keyboard shortcut keys that the program recognises, using the mouse and menu options, or using the mouse and the toolbar icons. All shortcut keys are listed under "Standard keystrokes" on page 34, showing you the keys and their actions.

Most of the interaction is done using 'forms' or 'dialogs'. Any form or dialog (the page or window which opens when you select an option) can be instantly closed using the **Ctrl+F4** key combination on the keyboard. You can also use the **Cancel** or **Close** buttons that appear on some forms, or the small **X** button which appears in the top right hand corner.

### Help

Pressing the **F1** key at any time will display the online help which will be 'in context' for the current operation. In other words, the online help will open at the help page corresponding to the form or dialog you are using. You can use this to find more detailed information at any time.

Once the help is opened, you can use the **Contents** page or the **Index** page to find other help items.

You can run help along side Stockit or close it each time when you have finished using it. If you click on Stockit while the help is running, help will be sent to the back out of the way. It is still running and can be selected at any time by clicking **F1** or clicking on its icon along the **Taskbar** at the bottom of your screen.

## The Main Window

The user interface is structured into 3 main areas (other than the database windows and dialogs). You have the main menu, from which all functions and options can be accessed. There is the toolbar that has commonly used tools on it, and there is the status bar that shows prompts when an option is selected and information relating to the current database or job.



The menus are structured in such a way that as you move through your manufacturing process you also move from left to right across the menus. Each of these menu options will be dealt with as they are used.

## Getting Out

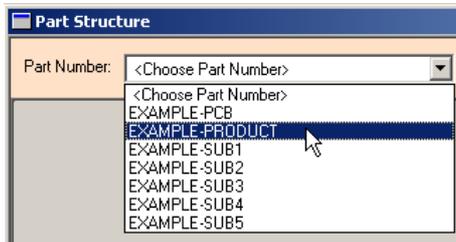
To exit the main application, you can use the **Exit** option on the **File** menu, or the small **X** at the top right hand corner of the main Stockit window. You will be prompted to save any unsaved changes before the program closes. Backups of your data will be dealt with later on in the manual.

## An Example Product

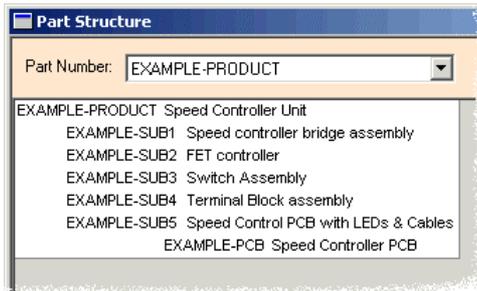
As we have already mentioned, the tutorial database contains examples of actual product data to allow the features of the product to be explored, and to help you become familiar with the techniques involved. The example product itself is a small motor speed controller. We will begin by looking at what is involved in making this product.

## The Structure of the Example Product

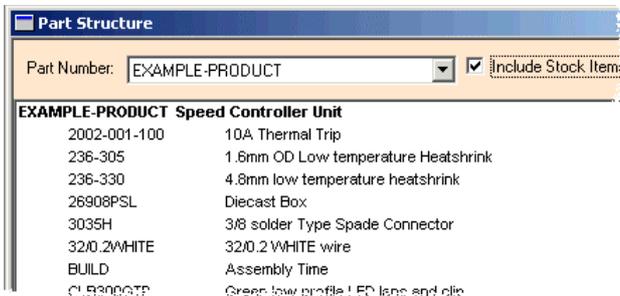
First, we will look at the overall structure of the product. From the **Reports** menu, choose **Part Structure**. Click on the drop-down list of **Part Numbers** and choose EXAMPLE-PRODUCT



The 'report' area below this will now be redrawn, and will show you a graphical representation of the product structure:



You will see from this report that there are five sub-assemblies, one of which includes another sub-assembly (a printed circuit board). You may also notice that there is another option to the right of the Part Number, called "Include Stock Items". Click on this checkbox so that it is 'ticked', and the report will be redrawn to show you all the stock items used within each of the products and assemblies:



## Reading a Parts List

### Opening a parts list

Now that we have looked at the overall structure of the main product in the tutorial database, we will look at the Parts List for one of the assemblies in more detail.

From the **Stores** menu, choose **Parts Lists** (or click the Parts Lists icon on the toolbar). The form that opens shows you all the parts lists in the database:

Part Number	Description
EXAMPLE-PCB	Speed Controller PCB
EXAMPLE-PRODUCT	Speed Controller Box
EXAMPLE-SUB1	Bridge Assembly
EXAMPLE-SUB2	FET Controller
EXAMPLE-SUB3	Switch assembly
EXAMPLE-SUB4	terminal Block assy
EXAMPLE-SUB5	Speed Control PCB with LEDs &

In the right-hand part of the form is a grid showing all of the parts lists, with one row per parts list. In the left-hand part is a group of fields or 'controls' that show the values for the parts list that is currently selected in the grid. In this case the EXAMPLE-PCB is selected in the grid, so the form controls show the values for that parts list.

Below this, along the bottom of the form, are a number of buttons and controls that allow us to navigate through the records in the table, edit each record, and find particular records. We will have a closer look at how to use these a little further on in the tutorial, but for now we will concentrate on finding our way around the different kinds of forms.

In this case, what we actually wanted to see was the details for the contents of the parts list. With the EXAMPLE-PCB record selected, click the button **Edit PartsList Contents**.

A moment later, a new form will open, this time showing the overall details of the parts list we chose, and all the items that this parts list contains. This is drawn on the screen to look like a form that you might fill in on paper.

Part Number	Description	Quantity
MRS16 1K	400mW 1% Metal Film Resistor	1.00
MRS16 100K	400mW 1% Metal Film Resistor	1.00
JM71N	10k linear miniature pot	1.00
MRS16 3K3	3K3 250mW metal film resistor 1%	1.00

Depending on the resolution of your screen, and the size of the main Stockit window frame, you may not be able to see the whole width of the parts list form. If you want to see more, move the cursor over the right-hand edge of the form until the cursor changes to a left-right arrow, then press the left mouse button down and hold it down whilst you move the mouse further to the right. This will stretch the form so you can see more of the information in it. When the form is as big as you would like, release the mouse button.

You can also use the 'scroll bars' along the right and bottom edge of the window frame, or use the arrow keys on the keyboard, to move up and down through the items on the form.

### What a parts list contains

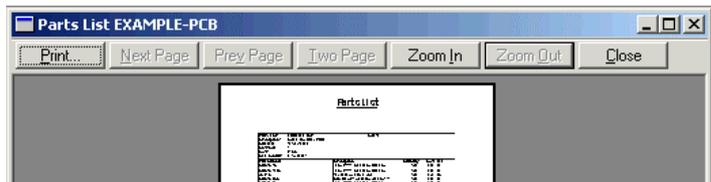
The top portion of the parts list form shows the 'overall' information for the whole parts list, including the description, the date it was first created, and when the cost was last calculated.

In the area below this, each line of the form shows an item from the parts list. An item may either be a text item (including a blank line) with text in the 'description' column, or a reference to a stock item (with a description, quantity, and optionally an identifying 'reference').

In this parts list, blank lines are used to group items together to make the list more meaningful. The arrangement of items is entirely under your control, and there are options to allow you to insert new items at the correct position in the list, and to help you arrange items in a different order if you need to.

### Printing a parts list

As well as viewing the parts list on the screen, you can of course print it off if you need a paper copy. From the **File** menu, choose **Print Preview**. The form will change its appearance, now looking exactly like it will if you print it out.



Buttons have appeared along the top of the form, allowing you to print the parts list out, and to 'zoom in' to take a closer look at the image. The Close button will close the print preview and return the form to its 'normal' appearance.

If you want to look at a printed copy of the parts list, press **Print** and the standard Windows print dialog will open, allowing you for example to choose which printer to print it on.

## Costing the Product

As we have seen from the example we have just looked at, a parts list is generally composed of a number of items, each in varying quantities. If you still have the parts list form open, you can see the cost shown in the upper area of the form.

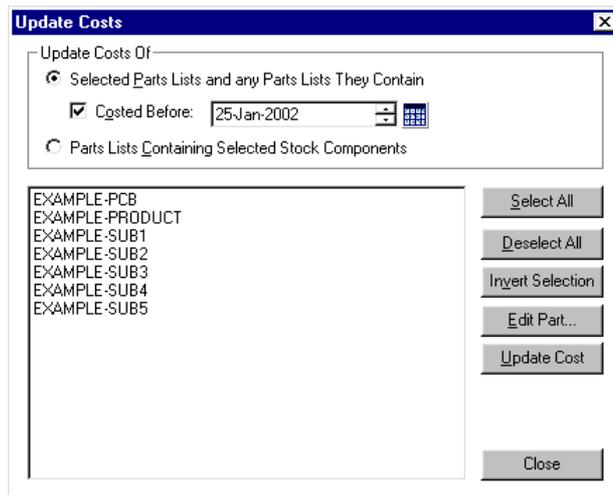
As you create new a parts list, or add items to an existing one, the cost for each 'line' is calculated automatically for you, even if you change the quantity of the particular stock item on that line. The overall cost of the whole parts list, however, is not re-calculated all the time, as this would probably be time-consuming enough to get in the way of the usual smooth operation. Instead, you choose when to re-calculate this cost.

On the parts list form (re-open it from the main Parts Lists form if you need to), use the mouse to double-click on the cost that is already shown. If you prefer using the keyboard, use the arrow keys to move the selection 'box' to the cost, and press the space bar.

A 'message box' pops up, asking you to confirm that you want the cost to be re-calculated. Click on **Yes**, and the total cost of the parts list will quickly be re-calculated for you. Now close the parts list form (by clicking on the **X** at the top right corner), and confirm saving the changes.

## Costing many products

As well as re-costing an open parts list, you can also re-calculate the cost of many parts lists in one go. From the **Financial** menu, choose **Update Costs**. This dialog shows you a list of all the parts lists, allowing you to select the ones you want to re-cost.



Click on **Select All** and all the entries in the list will be selected. Now click on **Update Cost**, and in a few short moments the cost of all the parts lists will be updated to reflect the current stock item costs. When this is done, click on **Close** to close the dialog.

## Multiple Level Structures

Stockit allows you to create complex structures or 'hierarchies' of parts lists, allowing you to group together stock items and build instructions in whatever arrangement you need. No distinction is made between products - top-level parts lists that represent end products - and assemblies - sub-products that you build (or have built). The ability to view and select items meeting particular criteria - which we will come to shortly - allow you to differentiate between these requirements

This flexibility allows you to create parts lists to represent your assemblies, and build batches of these assemblies to hold in stock, and also to construct complete products by combining all the assemblies that go together to make that product. There is no limit to how many levels you can use.

## Checking Stock and Quotes for Shortages

You should now have a good feel for parts lists and how they fit together, the way a complex product can be built up from multiple levels of parts lists, and how information appropriate to the different stages of production can be defined.

Now we are going to see how easy it is to use some of the features of the production side of the program, planning a production job, checking the stock implications of what you plan to build, and how to order components from your suppliers.

From the **Production** menu, choose **Jobs**. This will open another form, showing you the list of jobs already in the database. As you can see, several jobs are already listed:

Job Number	Date Created	Job Status
KIT020001	02-Jan-2002	Completed
KIT020002	16-Jan-2002	Completed
KIT020003	24-Jan-2002	Allocated and Awaiting Orders
KIT020004	06-Feb-2002	Created

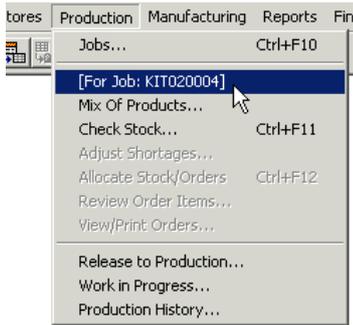
As with the parts lists form, the right-hand part of this form shows a list of the jobs. The left-hand part shows the controls for viewing and editing the overall details of each job, and below this is a group of buttons for the various actions you can carry out on a job. These actions are also available as options from the **Production** menu.

Using the mouse, click on the last job shown in the grid, the one with job number KIT020004. Many of the production actions are carried out on the specific job selected in the Jobs form.

You will notice as you click on the job in the grid to select it, that the 'active job' indicator at the right-hand end of the main status bar changes to show the job number of the one you've just selected.

Some of the action buttons will become available while others will be 'greyed out'. This reflects the status of the active job. In this example, KIT020004 has only just been created so only **Mix of Products** and **Check Stock** are available.

If you drop down the **Production** menu now, you will see that this too shows the job you have selected.



The section of the menu below the job number shows those actions that are applicable to the active job. The other menu options open up forms that are not specific to any one job. Some of the options are currently “greyed out” as the active job has not yet been started.

### Checking stock

As you can see from the **Status** column in the grid, the jobs currently in the Tutorial database are all at the first stage in the production cycle; they have been 'created', but nothing else has been done to them.

Now we will check the list of components required to build this job against the current stock levels. Click on the **Check Stock** button on the **Jobs** form, or on the toolbar, or choose **Check Stock** from the **Production** menu.

The Shortages view now opens, listing all the items that you would need to buy if you wanted to build the products in this job. You can see that it also shows you an approximate cost of these 'missing' items.

Part Number	Description	Supplier	Supplier Part Number	Shortage	Qty to Order	X	O	A
M3BY16	M3 by 16mm	MILSPEC	JY24B	10.00	10.00			
M3NUT	M3 Nut	MILSPEC	JD61R	10.00	10.00			

Of course, the prices you have currently listed against your stock items may not be up-to-date. To deal with this, you can request **Quotes** from your suppliers for the items needed to build this job. Press the **Quotes** button on the shortages form, and you will see a report form open up showing you a set of quotes, one for each supplier you need to contact, with all the appropriate components listed.

The quotes have taken into account any existing stock in stores, and whether the components are bought singly, in exactly the required quantities, or in some pack quantity.

## Stores Picking List

If you switch back now to the **Jobs** form (either by clicking in it if you can still see it, or by choosing it from the **Windows** menu), you will see that the job status is now shown as **Trial Kit**.

This shows that you have explored the possibilities of building this job, but have not yet committed to actually building it. (The other stages in the production cycle will be covered in more detail later).

Now that you have created a production job and checked its requirements against current stock levels, you can open the picking list that you would need to get the necessary items out of stores.

From the **Manufacturing** menu, choose **Picking Lists**. The form that opens now shows you the picking lists for jobs ready to go into production or already in production.

Part Number	Description	Qty	Job Number	Serial Number	Date Created	Date Issued
EXAMPLE-PRODUCT	Speed Controller Box	5	KIT020003	SNO20015	24-Jan-2002	
EXAMPLE-SUB1	Bridge Assembly	1	KIT020003	SNO20016	24-Jan-2002	
EXAMPLE-SUB2	FET Controller	1	KIT020003	SNO20017	24-Jan-2002	
EXAMPLE-SUB3	Switch assembly	1	KIT020003	SNO20018	24-Jan-2002	31-Jan-2002
EXAMPLE-SUB4	terminal Block assy	1	KIT020003	SNO20019	24-Jan-2002	
EXAMPLE-SUB5	Speed Control PCB w	1	KIT020003	SNO20020	24-Jan-2002	31-Jan-2002
EXAMPLE-SUB3	Switch assembly	5	KIT020004	SNO20021	06-Feb-2002	
EXAMPLE-SUB4	terminal Block assy	5	KIT020004	SNO20022	06-Feb-2002	

*Note: Picking lists for products that have been completed are available through the **Reports** option.*

Of course, as there are still some items we need to order for our production job, we wouldn't be able to rush off to stores and get all the parts just yet! We would need to place the necessary orders on our suppliers, and await delivery of the items before proceeding. This is described in more detail in the next chapter.

## Assembly List

As with picking lists, you can view (and print) the assembly list needed for your workshop to actually build the product. From the **Manufacturing** menu, choose **Assembly Lists**.

Display Assembly List

Part Number	Description	Qty	Job Number	Serial Number
EXAMPLE-PRODUCT	Speed Controller Box	5	KIT020003	SN020015
EXAMPLE-SUB1	Bridge Assembly	1	KIT020003	SN020016
EXAMPLE-SUB2	FET Controller	1	KIT020003	SN020017
EXAMPLE-SUB3	Switch assembly	1	KIT020003	SN020018
EXAMPLE-SUB4	terminal Block assy	1	KIT020003	SN020019
EXAMPLE-SUB5	Speed Control PCB w	1	KIT020003	SN020020
EXAMPLE-SUB3	Switch assembly	5	KIT020004	SN020021
EXAMPLE-SUB4	terminal Block assy	5	KIT020004	SN020022

Choose one of the assembly lists shown, and click **View Assembly List**.

## Review

In this chapter we have covered some of the basic operations of Stockit, including:

- How to switch between main and tutorial databases
- How to access online help
- Viewing, printing and costing a parts list
- Looking at a production job
- Calculating stock implications of taking a job into production
- Viewing picking and assembly lists

In the next chapter we will go through the main areas of the product in more depth, again in 'tutorial' style using the same tutorial database.



## Chapter 5. The Tutorial Guide

### Guided Learning

One of the best ways of becoming familiar with a program is to try out all the features in a guided learning programme. The Tutorial Guide will take you through all the aspects of using Stockit in a structured tutorial. The more complex aspects of initially setting up your own database are dealt with in the next chapter.

In the previous **Quick Guide** section of this manual, we looked very quickly at some aspects of using Stockit. In this section we show you how to enter the underlying information and carry out **Production Planning** and **Stock Control**.

When you have worked through this section and discovered how to set up your own database, the remaining sections of the manual, and of course the Index at the back, should help you find quick answers to specific questions. You also have the context sensitive help available from within the program at all times, providing you with help on each facet of the product (use the **F1** key to call up help).

### Company information

One of the first tasks to carry out is to enter your company information into the database. From the **Tools** menu choose **Options**, and then click on the **Company** tab.

On this page, enter your company name, address and other details. These details are used when orders, reports and other paperwork is printed. There is only one set of this information in the database. Changing this information will affect all paperwork that is printed from then on, *including reprinting any existing records.*

#### **Reg No:**

The Reg No entry is available for your companies' registration number. This box can take any mixture of numbers and letters.

#### **VAT No:**

The VAT No entry is available for your companies' local VAT or tax registration number. This box can take any mixture of numbers and letters.

## **Stock components**

Once you have entered your company details (something that you will probably only do once), the next task is to set up your stores information. From the **Stores** menu, choose **Stock** to open the Stock form.

### **Grids**

In common with many of the screens in Stockit, the Stock form contains a table or 'grid', listing the items already in the Stock database table in our Tutorial database. Click on any of the records you can see in the

grid, and the record will become 'selected'. At the same time, the other fields on the form are updated to show all the details from the selected record.

## Moving through grid records

Move the cursor over the grid and click on one of the rows with the left mouse button. You'll see the fields on the form refresh to show all the values for the selected record. The grid shows only some of the fields but is easier to use for navigating through the whole set of records in the table.

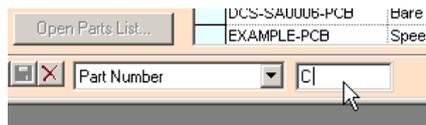
Once you are working in the grid, you can use the arrow keys on the keyboard to move back and forth through the records. The up arrow moves back towards the beginning of the list, and the down arrow moves towards the end.

If you cannot see all the columns in the grid, the scrollbar at the bottom edge of the grid will allow you to scroll across to see the other columns.

## Finding and filtering

The Finder tool will help you to locate items in the database quickly and easily. You will be able to search for items on any of the fields in the database, for example the 'Description' field of a stock item, or the 'Job number' of a purchase order.

As we are currently working with the stock form, we can try searching for a particular stock component. In the drop-down list on the **navigation bar** of the stock form, choose **Part Number**. Now click in the edit box to the right of this field name drop-down, and press **C**.



You will see the selected record in the grid change to select the first stock item whose part number starts with the letter C. Whatever you type in this edit box, the program will try and find the first stock item that matches. If there is no item that matches, the first record is selected.

### More specific searches

As well as finding items with a field that starts with particular text, we can perform a more detailed search using the Finder tool itself. Click on the button on the stock form's navigation bar that shows small pair of binoculars. This opens the Search dialog.

The first control on this dialog lets you choose the field to search on, the same as the drop-down list on the stock form itself. The second field, the

'Find' edit box, is where you type in the search text. The bottom drop-down list allows you to choose how the search should be done, matching the start of the field, the whole field or any part of it.

The screenshot shows a dialog box titled "Search : Stock". It contains two dropdown menus: "Field" set to "Part Number" and "Match" set to "Any Part of Field". Below these is a text input field containing "BLU". To the right of the text field are three buttons: "Find First", "Find Next", and "Close".

Choose **Any part of field** from the **Match** drop-down list, and **Part Number** from the **Field** drop-down. Now click in the **Find** edit box, and enter the letter **B**. You will see the selected record change, to the first one with a B in its part number. Now enter the letters **L** and **U**, and you will see that the selected record is now the first one with the word **BLUE** in the part number.

### Displaying only some of the records

As well as using the Search tool to help you find the record you might be looking for, you can also use the **Filter** tool to make the grid to only display some of the records. This might be useful for example if you wanted to scan through all the stock items from a particular supplier, or those in a certain category. We will use it to view all those items that we build ourselves, that is all those with 'Factory' as the supplier.

Press **Close** to close the Search dialog now, and click on the next button along from the Search button. This opens the **Filter** dialog, which actually looks very similar to the Search dialog:

As with the Search dialog, two drop-down lists allow you to select the field name and how to apply the text you will enter. From the **Field Name** drop-down choose **Supplier**, and from the **Match** drop-down choose **Whole Field**.

The screenshot shows a dialog box titled "Filter : Stock". It contains two dropdown menus: "Field" set to "Supplier" and "Match" set to "Whole Field". Below these is a text input field containing "FACTORY". To the right of the text field are two buttons: "OK" and "Clear".

Now enter the word **FACTORY** in the **Filter** edit box. As you start to type this in you will see that the records in the stock form grid disappear! This is okay, they haven't really disappeared, it's just that the grid is only displaying those records that match your filter, and there aren't any stock components with a supplier called "F" or "FACT". As you enter the "Y" at the end of "FACTORY", you will see records re-appear in the

grid, but this time instead of seeing all the records in the stock table, you only see those with Supplier set to FACTORY.

Having seen a little of how this feature works, we can dispose of the filter and the dialog itself. Click on **Clear** to clear out the filter we've been using, and close the dialog. All the stock records will now have re-appeared in the grid.

## Entering a new stock item

Now we've had a go at finding our way round the stock items we've already got in the database, it's time to start making some changes. Click on the + button on the navigation bar to start adding a new record. You will see all the fields on the dialog 'light up', showing you that they are now editable. In addition, the field that is currently being entered (in our case the Part Number) will be highlighted in the 'Active Field' colour.

First, type in BC182L as the part number, and press Tab to get to the next field. As you do this, you'll see the new part number is copied to the Supplier and Manufacturer part numbers for you.

Next, enter "Low power NPN transistor" as the description, then press Tab again. Now we need to choose a category, so drop down the list of categories and choose "TRANS NPN", then press Tab once more.

### The Record Selector

Now we need to select a suitable supplier. This time, instead of dropping down the list to see the supplier names to choose from, we'll use another powerful feature to help us find the right one. Press the space bar on your keyboard, and a new dialog will appear. This dialog, most of which is taken up with a grid rather like the one on the stock form, is called the **Record Selector** and is used in many places in the program where you are asked to choose something from a list.

In this case, the Record Selector shows us a whole range of information about the suppliers we have in our database. Access to this information might be necessary if, for example, you have only been told the suppliers account number for this new stock item.

As with the stock form itself, there is a navigation bar along the bottom edge of the Record Selector that allows you to search through the records shown to easily find the one you want, in the same way as we did just now when searching and filtering the stock records.

Using the arrow keys or the mouse, choose "MILSPEC" as the supplier, and confirm this as the one you want to use by pressing Enter or by clicking on the 'tick' button on the navigation bar. The Record Selector will close and the chosen supplier will be selected on the main stock form.

### Completing the stock record

**Manufacturer** is an optional field that you can use to specify a particular manufacturer for this part. We will leave it blank, as we are only creating a stock item for a generic transistor component.

The **Pack Qty** field is the quantity in which this item is supplied. For example, enter 5 if it is supplied in packs of 5. Just press the Enter key to leave this at the default setting of zero, which indicates that this part is not bought in pack quantities.

**Unit Cost** is the 'per piece' cost of the item. Pressing the Enter key with a zero cost would open another small dialog that helps you to calculate unit cost from pack quantity and pack cost. If the pack quantity was 5 for example, you could enter a pack cost of 0.80, and the unit cost of 0.16 would be calculated for you and 'plugged in' to the field on the main stock form. For our example though, just enter 0.119 as the unit cost.

**Qty Units** is the unit of measurement for the part. You can choose any of the units shown in the drop-down list, or enter your own units if the one you need is not shown. One of the commonest units is "ea" (for 'each'), which is offered as the default.

**Date Costed** will already be set to today's date, but it can be changed if you want, either by using the up/down buttons, or by pressing the small 'calendar' button alongside it and choosing or entering the required day, month and year from the small popup dialog that appears.

**Current Stock** is the amount of this stock item currently held in stock. Enter 3 for this value to show we have 3 in stock.

You will now need to enter information about stock levels. The first item is **Minimum Level**. Use this to show the minimum 'reserve' level you wish to hold for this stock item, and is used in the **Replenish Stock** option to auto-generate supplier orders needed to refill your shelves. For our example, set this to 10 to show that new stock should be ordered if the stock level drops below 10.

**Replenish Level** is the level to which the Replenish Stock option should raise your stock level. If this is zero, only enough will be ordered to raise the level up to the Minimum Level. We will set this to 20, so that stock will be increased to (at least) 20 when replenishment orders are placed.

**Min Order Qty** is used to specify a minimum quantity that must be ordered for this part. We can leave this as zero to indicate that there is no particular minimum quantity that must be ordered.

The next three fields are for setting up quantities **On Order** (the amount currently on non-production orders from suppliers), and for production the quantities **Allocated** (the amount of stock that is currently 'earmarked' for production) and **On Order** (the amount currently on order for production). These fields are not yet editable (to show that they are not generally to be edited). They can be 'unlocked' if necessary by

clicking the small padlock button alongside. We can simply Tab past these three fields.

You will now see that the 'tabs' in the middle of the stock form have switched over, bringing the 'Notes and Options' tab to the front so you can fill in the next fields.

**Location** is the physical location where this part is held in your stores. You can use whatever numbering scheme you need when you get as far as setting up your 'own' stock items, but for now just enter something like 'BAY 116'.

The **Notes** field is a free-form field where you can enter any notes or comments about this stock item. We will leave it blank for now.

The next few fields are 'yes/no' options. **Unrestricted Quantities** is used to show that the stock item is not dispensed in measured quantities that have to be ordered, but rather is available in 'limitless' amounts. This is used, for example, to define stock entries for build or test time, allowing you to factor in the cost of these activities to a parts list defining a product you build.

The switches for **Item Has Parts List** and **Auto Expand** are used for parts lists, which we will come to shortly, so you can leave these unchecked.

**Item is Obsolete** indicates that this is a stock item that you no longer call up (but you may need to retain it here for use in examining historical information). Leave this unchecked too.

**Item Has Shelf Life** is exactly what it says, its an indicator to you that this stock item needs to be used within a particular time period, or perhaps simply on a first-in first-out basis. Once again, leave this unchecked.

Finally, there are three fields called User1, User2 and User3. These are provided for you to enter your own information against stock records. You can change the name of one of these fields by clicking on its button and entering the name you wish to use.

---

*Note: The field names for User fields apply across the whole stock table, and for all users. Changing one of the field names here will affect all users and all stock items.*

---

This completes the creation of our new stock item. If we had more to add, we would now press the Enter key to save this item and start adding the next, but as we're only going to add one you can just click on the **Save** button on the navigation bar, or press **Ctrl** and **F10**.

## Copying records

Having seen how easy it is to add a new stock item, we'll now see how we can make it even easier! If we need to create a stock item that is very similar to one we have already got, we don't need to enter all the details for the new one from scratch. Instead, we can copy the existing item and simply change the bits that are different.

With our new BC182L transistor record still selected, click on the Copy button on the navigation bar. This will add a new record, much like we had when we started adding the new transistor just now. However, you'll notice that the settings for all the fields are left just as they were in that record, with the part number field selected ready for us to change its name. Change BC182L to BC182N, and click the **Save** button to finish.

## Customising the grid

Before we leave the stock form, we'll have a quick look at how we can 'customise' the contents of the grid to suit our own purposes.

Move the cursor over the top row of headings in the grid, onto the dividing line between two of the columns. (the cursor will change to show that it may be selected). Press and hold down the left mouse button to drag the column divider to the left to reduce the width of the Description column. Move the cursor back to the column divider and double-click with the left mouse button, and the column to the left of the dividing line will auto-size to fit the longest text in that column. These features can be used to resize any of the columns in the grid.

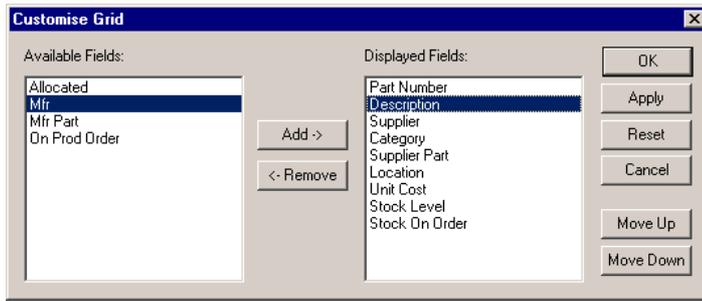
Now, move the cursor over the **Description** column header, and again double-click with the left mouse button. Activating the column in this way will sort the records into order on the field you have selected, in this case sorting the stock items into ascending order on their description. Sorting again will reverse the order, showing the records in descending order.

---

*Note:* As with 'filtering' records, sorting them doesn't affect the way the records are stored in the database, only how they are presented on your screen.

---

Now, with the cursor still over the grid, click with the right mouse button this time. When the small 'popup' menu appears, choose **Customise**. When the Customise dialog opens, you will see two lists. The right-hand list shows the fields from the Stock table that are currently displayed in the grid. The left-hand list shows the other items that you can display if you wish.



To change the fields that are displayed, double-click on the field name to move the desired field between the two lists, or click once on the field name and press the **Add** or **Remove** buttons.

As well as choosing which fields to display, you can also choose the order in which they appear, by selecting one of the 'displayed fields' and using the **Move Up** and/or **Move Down** buttons to adjust its position in the list.

---

*Note:* Columns may also be re-ordered directly within the grid by first selecting a column by clicking in its heading, then dragging it with the mouse to its new position.

---

Close the Customise dialog by clicking on the **Cancel** button.

## Entering suppliers and categories

Adding a new supplier or a new category is just as easy as adding a stock item – or simpler, in fact, with much less information to enter. Open the Suppliers form by clicking on the Suppliers button on the main toolbar, or by choosing **Suppliers** from the **Stores** menu.

When the form opens, you will again see the now-familiar 'controls plus grid' arrangement, with the details of the first supplier shown on the left side of the form, and the table of all the suppliers on the right side.

Press the **Insert** key on the keyboard to start adding a new supplier record. Enter "ActParts" as the supplier name, and press Tab to get to the next field. Type in any values you like for the remainder of the fields on the form, and press **Ctrl** and **F10** to finish. The optional 'Full Name' field should generally be given a value, as this field is the one used to print out on things like purchase orders.

## Creating a new Parts List

Parts lists are where the real power of Stockit starts to come into play. As we have already discussed, parts lists allow you to specify the

contents and build instructions for your products and assemblies in some detail. They are the basis for assembly lists, picking lists, and the whole production cycle.

### Starting the parts list

From the **Stores** menu choose **Parts Lists**, or click on the Parts Lists button on the main toolbar. Press the **Insert** key, or click on the **Add** button on the parts lists form's navigation bar, to start adding a new parts list.

The screenshot shows a software window titled "Parts Lists". It contains a form with the following fields:

- Part Number: TRIAL1
- Description: (empty)
- Revision: (empty)
- Category: <Choose Category>
- Supplier: <Choose Supplier>
- Notes: (empty)

You will first need to enter the part number, so type in "TRIAL1". Press Tab to get to the next field, and enter "Test sub assembly" as the description. The revision number we can leave blank; you can use any revision numbering scheme you want, but for now we won't concern ourselves with how this might work, so just enter "1" as the revision.

You will also need to choose a category as we did when adding our new stock item earlier. Don't forget that you can open the Record Selector by pressing the space bar in the category field, or by choosing the **<Choose Category>** entry in the drop-down list.

Now choose a supplier from the drop-down list. Entering the first one or two characters is a quick way of scrolling the drop-down list to the item you require. As we're going to build this assembly ourselves, choose "FACTORY" as the supplier.

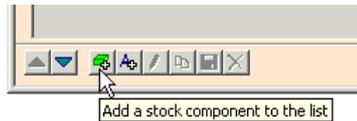
Now click the Save button. This will save the new parts list details you have entered, and will also create the corresponding stock item for you. It will also open the parts list contents form itself, ready for you to start adding items to our new parts list.

## Editing the new parts list

As we saw in the previous chapter, the parts list form is divided into two areas. The top area shows the overall information for the whole parts list, including the description, the date it was first created, and when the cost was last calculated. In the area below this, each line of the form will show an item from the parts list, although of course we haven't added any yet.

### Adding stock components

Click on the **Add Stock Component** button on the navigation bar, or press the Insert key, to start adding our first item to the new parts list.



As soon as you do this, the Record Selector pops up, showing you the list of stock items. If you start typing "BC182L" (the name of the new transistor item we created earlier) you will see that this item is selected for you as soon as you start typing. As soon as it has selected the part you want, press Enter to accept that item.

The Record Selector hides away, and the part number of the stock item you chose appears on a new line on the parts list form, and the selection 'box' moves to the quantity column. Type in 1 for the quantity and press Enter, and the Record Selector appears again ready for you to choose the next stock item.

Choose BC182L three more times, so that we've got four of these transistors in the parts list. You can leave the Quantity field blank; the program will fill this in for you later on, as it assumes that unless you specify otherwise, all items should be "quantity 1".

Dismiss the Record Selector by pressing Esc or by clicking on the red 'cross' button on its navigation bar.

### Adding text items

Now add a couple of blank lines to the parts list by pressing Enter. As each one is added, the selection box moves to the description column for you to enter text. Leave the first one blank, then type in some text such as "This is a comment" for the second one. The ability to add blank lines and 'free' text into a parts list will help you to arrange the layout in a form that is clearest for you.

As well as 'whole' items, Stockit can also deal with fractional quantities. We will now see how this works by adding 0.3 metres of wire. Press the Insert key to start adding another stock item, and then choose the item "32/0.2WHITE".

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*Tip: Don't forget to make use of the 'quick find' by simply typing in the part number we are looking for. Press Enter as soon as the right part is selected in the Record Selector.*

---

Enter 0.3 as the quantity, to show that we are going to use an amount of 0.3 of this wire. The units (in this case metres) come from the stock item itself, which is defined to have **Qty Units** as "m".

### Not-fitted parts

As well as calling up stock items to build into the assembly, you can also specify parts that are 'not fitted'. You might want to do this, for example, if you have a particular part that is used to test the assembly you are building, but is not actually built into it.

Creating a 'not fitted' item is very simple. We haven't actually got any stock items like this in the tutorial database, but we can use any of the ones we do have to illustrate this feature. Press the Insert key to start adding a stock item, and choose the item "26908PSL". In the quantity field, simply enter zero for the quantity.

Press Esc to cancel the Record Selector when it re-appears. Now you have a 'not fitted' part in your parts list! If you want, you could edit the description to include the words "not fitted"; descriptions for stock items are copied from the corresponding entry in the stock table as the item is added to the parts list, but are freely editable once they 'belong' to the parts list.

### Saving your parts list

Now press Ctrl and F10 to save your new parts list and close the parts list form in one action. Any stock items with quantity fields left blank will be set to quantity 1 as the parts list is saved.

## Finding out where components are used

Once you start to build up the number and complexity of parts lists, clearly it can become quite difficult to remember which parts lists use which stock items. Stockit will deal with all of this for you, with several different options to enable you to tailor the search.

From the **Reports** menu, choose **Where Components Used**. This will open the dialog that controls this feature:

If its not already set, click on the radio button **This Part Number**. Choose "CO14BLACK" from the drop-down list of part numbers, and press **Find**. A report will open, listing all the parts lists in which this stock item is used.

Component Usage For : 'Part Number' is 'CO14BLACK'				
Part Number	Parts List	Description	Quantity	Ref
CO14BLACK	EXAMPLE-SUB2	FET controller	0.08	
CO14BLACK	EXAMPLE-SUB4	Terminal Block assembly	0.04	
CO14BLACK	EXAMPLE-SUB4	Terminal Block assembly	0.04	
CO14BLACK	EXAMPLE-SUB4	Terminal Block assembly	0.15	
CO14BLACK	EXAMPLE-SUB4	Terminal Block assembly	0.15	
CO14BLACK	EXAMPLE-SUB4	Terminal Block assembly	0.65	

To see how this stock item might affect products or assemblies 'higher up' the structure, set the **Indirectly Used** checkbox and press **Find** again. A new report is opened, this time listing not only the parts lists where the stock item itself is used, but also the parts lists where *those* parts lists are themselves used. So, CO14BLACK is used in EXAMPLE-SUB2, which in turn is used in EXAMPLE-PRODUCT.

Component Usage For : 'Part Number' is 'CO14BLACK'				
Part Number	Parts List	Description	Quantity	Ref
CO14BLACK	EXAMPLE-SUB2	FET controller	0.08	
EXAMPLE-SUB2	EXAMPLE-PRODUCT	Speed Controller Unit	1.00	
CO14BLACK	EXAMPLE-SUB4	Terminal Block assembly	0.04	
EXAMPLE-SUB4	EXAMPLE-PRODUCT	Speed Controller Unit	1.00	

Depending on the size and complexity of your database, searching for 'indirect usage' can be a slow process as it searches through all the parts lists and their contents.

## Production planning

Before we move on to look at the production cycle and how to create and manage production jobs, we will first take a look at what the program can tell us about what has already been done.

### Production history

From the **Production** menu, choose **Production History**. The form that opens shows us information about the production jobs already in the database.

From this list, you can see that each batch is given a reference number called the 'Job Number'. This job number is unique across the whole database.

Job Num	Date Created	Part Number	Serial Num	Qty	Stock Relea	Comp	Production Sta	Sub
KIT020001	02-Jan-2002	EXAMPLE-PRODL	SN020013	8	04-Jan-2002	04-Jan-	Completed	
KIT020002	16-Jan-2002	EXAMPLE-PRODL	SN020014	5	17-Jan-2002	21-Jan-	Completed	
KIT020003	24-Jan-2002	EXAMPLE-PRODL	SN020015	5			Stock Allocated	
KIT020003	24-Jan-2002	EXAMPLE-SUB1	SN020016	1			Stock Allocated	S
KIT020003	24-Jan-2002	EXAMPLE-SUB2	SN020017	1			Stock Allocated	S
KIT020003	24-Jan-2002	EXAMPLE-SUB3	SN020018	1	31-Jan-2002		In Production	S
KIT020003	24-Jan-2002	EXAMPLE-SUB4	SN020019	1			Stock Allocated	S
KIT020003	24-Jan-2002	EXAMPLE-SUB5	SN020020	1	31-Jan-2002		In Production	S
KIT020004	06-Feb-2002	EXAMPLE-SUB3	SN020021	5			Checking Stock	
KIT020004	06-Feb-2002	EXAMPLE-SUB4	SN020022	5			Checking Stock	

The production history shows you each of the products in each production job, showing the relevant status of each one together with dates for creation, releasing to production and completion.

You can see in the picture above that KIT020001 was created on Jan 2<sup>nd</sup> to make a batch of 8 units. The stock was released to production on Jan 4<sup>th</sup>, and the job was completed through production on the same day.

Similarly, KIT020002 was created to build 5 units, and has also been completed through the entire production sequence.

The third job is still in production, and in fact the stock for some of the sub-assemblies (indicated by the 'S') has not yet been released to production.

Finally, KIT020004 was started on Feb 6<sup>th</sup>, but no stock has yet been allocated.

This Production History, together with the overall job information shown on the jobs form, will give you a clear picture of the progress and status of your production jobs at any time.

## The production sequence

The production sequence starts with the 'job', which has a 'mix of products' that specifies how many of each product (parts list) to build. Any number of jobs can exist at any stage at any time. The list below shows the various stages in the production sequence, and the menu options or actions that move you from one stage to the next.

1. Created: new job created, job number assigned, mix of products can be chosen and modified.

### **[Check Stock]**

2. Trial kit: checked mix of products against stock to determine shortages. Mix of products can still be modified and shortages re-calculated. Individual shortage items may be adjusted.

### **[Allocate]**

3. Allocated: ex-stock items allocated (reserved), supplier orders placed for shortages.

### **[Release]**

4. In production: stock released from stores to production. Doesn't have to wait for all supplier orders to be delivered.

### **[Work in Progress]**

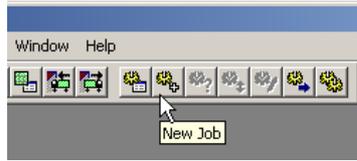
5. Completed: production complete, optionally returning manufactured items to stock.

## Planning a new batch of products

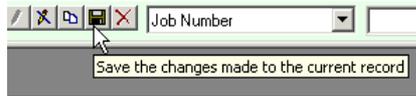
The first step in planning a new batch of products (apart from the original reason for needing the products in the first place, perhaps for a customer order) is to create the job and choose the mix of products to build.

## Creating a production job

We are now going to create a small production job and take it through the production sequence to see how this works in more detail. Firstly, we need to create a new job. Click on the **New Job** button on the main toolbar.



This opens the Jobs form (or brings it to the top, if its already open), and starts the new job. The next available job number is automatically generated for us and entered onto the form. All we need to do is type in a description if we want (something like “Test Job” will do), and click on the **Save** button on the jobs form navigation bar.



### Editing the mix of products

Once the overall job details are saved in the database, the Mix of Products form opens automatically. This form operates in much the same way as the Parts List form we saw in “Creating a new Parts List” on page 59.

Press the Insert key to open the Record Selector to choose from the available parts lists, select EXAMPLE-SUB4 and press Enter, type in 8 for the quantity, and then press Esc to cancel the Record Selector as we only want to build one kind of item. You should now have a mix of products that looks something like this:

 A screenshot of the 'Mix of Products for Job KIT020005' form. The form displays job details and a table of products.
 

<b>Job Number:</b> KIT020005	<b>Notes:</b>	
<b>Description:</b> Test Job		
<b>Created:</b> 04-Mar-2002		
<b>Part Number</b>	<b>Description</b>	<b>Quantity</b>
EXAMPLE-SUB4	terminal Block assy	8.00

Click on the Save button to save the changes, and then close the mix of products form.

### Checking available stock

Obviously, you cannot make a product unless you have the parts to build it, so the next step is to check the stock requirements of this job against the available stock.

Several of the job functions, including **Check Stock**, work with one job at a time. This is known as the **Active Job**, and the job number of this job is shown on the status bar. When you create a new job this automatically becomes the active job, so your status bar should show KIT020005 as the Active Job.

Now you can check the available stock, by clicking **Check Stock** on the jobs form, by clicking on the **Check Stock** button on the main toolbar, or by choosing **Check Stock** from the **Production** menu.

## Shortages

Checking stock for a job will open the Shortages form. When you Check Stock for the first time on a job (or after you have changed the mix of products later on), it examines the list of items needed to build the job, and compares this against the *available* stock. This check takes into account any stock that has already been allocated to other production jobs.

At this point we could, if we wanted, adjust the shortages to order more items for stock, use different stock levels to check against, and so on. Some of these additional functions will be dealt with later on, but for now all we need to consider is the list of shortage items. As you can see from the picture, this is a list of those stock items you will need to buy if you want to build the job (i.e. the mix of products) you have chosen.

Part Number	Description	Supplier	Supplier Part Number	Shortage	Qty to Order	X	O	A
M3BY16	M3 by 16mm	MILSPEC	JY24B	16.00	20.00			
M3NUT	M3 Nut	MILSPEC	JD61R	16.00	20.00			

In the case of our newly created job, you should see that we are short of just 16 nuts and bolts. In our stock table, the stock records for these two items actually specify a pack quantity of 10, so we will need to order 20 of each even though we only need 16 for this job. This too is shown on the shortages form.

## Reserving stock and placing orders

Up to this point we haven't made any permanent changes to stock information. We have gone through a process of planning, possibly revising the plan in the light of cost and revising the orders in the light of availability from suppliers.

Once you are sure that you want to press on with actually putting the job into production, the next step is to 'reserve' or ' earmark' the ex-stock items so they don't get used by anyone else, and to place orders on your

suppliers for the shortage items. To carry out this step, press the **Allocate** button.



This dialog gives you a chance to change your mind, and to set dates for delivery. You should always be absolutely certain that you are working on the job you expect, and that you are ready to proceed.

However, we are sure this is the right job and we can continue with allocation of stock and placing of purchase orders, so just click the **Proceed** button. If your jobs form is not open, open it again (from the **Production** menu or the main toolbar), and you'll see that your new job has changed status, and is now "Allocated and Awaiting Orders".

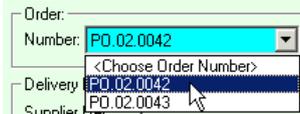
We can check which orders we are waiting for, by choosing **Outstanding Purchase Orders** from the **Stores** menu. Here we can see our newly placed orders at the end of the list.

Order Date	Order Number	Part Number	On Order	Received	Type	Supplier	Job Number
25-Jan-2002	PO.02.0042	32/0.2W-HITE	2.00	0.00	P	MILSPEC	KIT020003
25-Jan-2002	PO.02.0042	FP44X	1.00	0.00	P	MILSPEC	KIT020003
25-Jan-2002	PO.02.0042	JR76H	1.00	0.00	P	MILSPEC	KIT020003
25-Jan-2002	PO.02.0042	KB4	1.00	0.00	P	MILSPEC	KIT020003
25-Jan-2002	PO.02.0042	M3BY16	10.00	0.00	P	MILSPEC	KIT020003
25-Jan-2002	PO.02.0042	M3NUT	10.00	0.00	P	MILSPEC	KIT020003
25-Jan-2002	PO.02.0042	SA2403	1.00	0.00	P	MILSPEC	KIT020003
25-Jan-2002	PO.02.0042	SA2404	1.00	0.00	P	MILSPEC	KIT020003
06-Feb-2002	PO.02.0043	M3BY16	20.00	0.00	P	MILSPEC	KIT020005
06-Feb-2002	PO.02.0043	M3NUT	20.00	0.00	P	MILSPEC	KIT020005

## Goods in

Following the general flow of the production sequence, we will now imagine that some time has passed, and we are now ready to book in the orders we are waiting for, so that we can get on with building our products.

From the **Stores** menu, choose **Goods In**, or click on the **Goods In** button on the main toolbar. The Goods In form will open, initially showing the first outstanding purchase order and the outstanding items from it. Drop down the list of order numbers in the top left of the form, and select the first order from the list.



*Tip:* Once again, if you are not sure which order you need to choose, simply press the space bar to open the Record Selector, and you'll see all the details you'll need to help you choose the right one (including supplier, job number and the date the order was placed).

The grid is refreshed to show the items outstanding on this order. In the **Reference** field, enter the delivery note number from the supplier's delivery note. This will be useful later on if you need to track an item back to a particular delivery, so it is worth taking the time to enter the right information now. As we don't actually have a delivery note, just enter something like "DN442". Similarly, the **Date Received** defaults to today's date, but can be changed if you need to – perhaps if you are booking in something that arrived 'after hours' the day before.

Now we need to tell the program how many items we have actually received. Press **Receive ALL Items** to book in the entire order, at which point you should see the value in the 'Received' column change from zero as we accept the outstanding amounts.

Next we will book in the other order (for our new job). Drop down the list of purchase order numbers, and choose the last order number. When you are asked if you want to save 'goods in information', press **Yes**. The first order we booked in is now saved in the database and the items on the second order (our nuts and bolts) are shown.

Normally you would expect to process all the items from an order on the same delivery, but we are going to see what happens if you only receive part of an order (Stockit can cater for both partial (under-) deliveries and over-deliveries).

Select the row for our "M3NUT" items, and press **Receive Selected Item**. A dialog enabling details of the received item to be specified will be displayed with the outstanding quantity already set as the quantity to be received. Press **OK** on the 'details' dialog, as we don't need to change the amount received to be any different to what we are expecting.

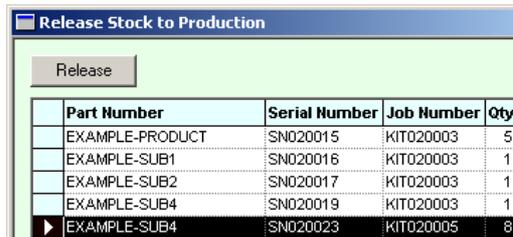
Finally, commit the changes to the database by pressing **Save Changes**.

*Note: Most of the forms in Stockit work directly on the underlying database tables, changing information one record at a time as you make your changes. Some, however, need to collect a set of information before it can be committed to the database, which is what the goods in form does. This allows a goods-in session to be cancelled without committing to the items specified as received simply by closing the goods-in form without saving.*

## Releasing stock to production

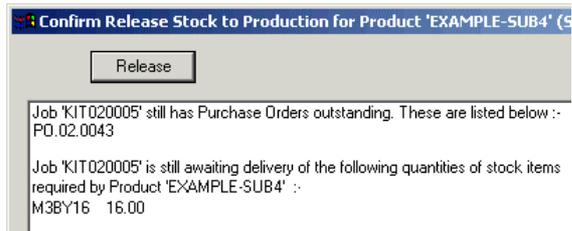
We are now ready to try moving our job along to the next stage in the production sequence. You can close the forms you've currently got open if you wish, or just leave them open.

Although some goods are outstanding (the "M3BY16" screws), we will attempt to release the product to production anyway. From the **Production** menu, choose **Release to Production**.



Part Number	Serial Number	Job Number	Qty
EXAMPLE-PRODUCT	SN020015	KIT020003	5
EXAMPLE-SUB1	SN020016	KIT020003	1
EXAMPLE-SUB2	SN020017	KIT020003	1
EXAMPLE-SUB4	SN020019	KIT020003	1
EXAMPLE-SUB4	SN020023	KIT020005	8

Select the record for our EXAMPLE-SUB4 in KIT020005, and press **Release**. A small report dialog opens up, showing you that our job still has some purchase order items outstanding. The report can be resized if you cannot see all the information.



Job 'KIT020005' still has Purchase Orders outstanding. These are listed below :-  
 PO.02.0043

Job 'KIT020005' is still awaiting delivery of the following quantities of stock items required by Product 'EXAMPLE-SUB4' :-  
 M3BY16 16.00

If we wanted, we could release the product anyway, allowing production to start without being delayed by the lack of these items. The stock levels may go negative until the delivery comes in, but the figures will all balance again once the items are booked through goods in.

However, we'll keep things simple for now, so press **Cancel**, go back to the **Goods In** form and accept delivery of the final outstanding item, then come back to the **Release Stock** form and release our product once

again. The message in the report dialog will then tell us that our product is now ready for release to production, so press the **Release** button.

## Work in progress

From the **Production** menu, choose **Work In Progress**. The form that opens now shows you the status of all products that have been released to production but are not yet complete.

Part Number	Description	Qty	Job Number	Serial Number	Job Created	Stock Released	Sub
EXAMPLE-SUB3	Switch assem	1	KIT020003	SN020018	24-Jan-2002	31-Jan-2002	S
EXAMPLE-SUB5	Speed Control	1	KIT020003	SN020020	24-Jan-2002	31-Jan-2002	S
EXAMPLE-SUB4	terminal Block	8	KIT020005	SN020023	06-Feb-2002	06-Feb-2002	

As you can see, there are several batches of products listed as being 'work in progress'. The last one is the batch we have been working on.

Let us assume that our batch of products has now been built (and of course tested!); select the record in the grid and press **Complete**. The dialog that now appears allows you to confirm that this is the batch you want to complete.

Confirm work in progress completed for Product 'EXAMPLE-SUB4' (SN020023) in Job: 'K...'

Date Completed: 06/02/02

Add completed Product(s) to Stock:

Product 'EXAMPLE-SUB4' (Serial No: SN020023) in Job 'KIT020005' is ready to be completed.

**Date Completed** is set to today's date by default but you can change this if you wish. You also have the option of adding the completed products to stock, which we will do by leaving this checkbox set and pressing **OK**.

The 'confirm' dialog closes, and our batch of products disappears from the list of work in progress. We have now successfully taken a job right through the production cycle.

Look at the stock form to see that the **Current Stock** quantity has increased by the amount we've just completed.

## Review

In this chapter we looked at the following:

- Setting up your company information

- The basics of entering stock records
- Creating a parts list
- Finding out where components are used
- An overview of the production sequence
- Creating a production job
- Taking that job through the production sequence

This is the end of the tutorial section of the manual. The following chapters provide more in-depth information on using each area or feature of Stockit.

## Chapter 6. Setting Up Your Own Database

### Introduction

Having worked through the “Quick Guide” and the “Tutorial Guide” in chapters 4 and 5, you should now have a good idea of the way that Stockit works.

Stockit is a very flexible program, so it is usually possible to carry out a particular operation or sequence of operations in many different ways. The next section of the manual (up to chapter 12) will help you understand more about each area of the product.

### Database Structure

Stockit uses a Microsoft Access database, driven by the Microsoft Jet database engine. All the necessary components of the database engine are installed onto your system by Setup when you install Stockit, you don't need an actual copy of the Microsoft Access application to run Stockit.

### Overview

As with other databases, the data within the Stockit database is held in 'tables', each table having a number of records in the same format or layout. For example, there is a 'stock' table holding stock component records, a 'suppliers' table holding your supplier information, and so on. These tables may be mentioned in various places throughout the documentation.

Each piece of information within a table record is called a 'field'. Each field has properties such as type, size, and whether or not a value is required.

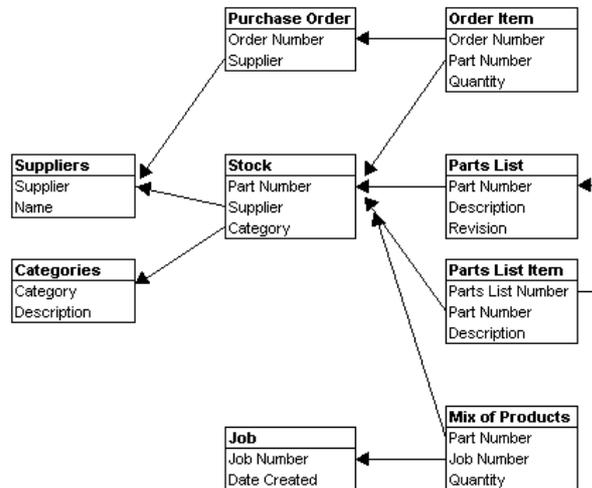
### Relationships

There are relationships defined within the database that specify the links between fields in different tables. For example, a stock record has a supplier field, which references the supplier name field in the supplier table. This relationship means that a stock record must contain the name of a supplier that exists in the supplier table.

In this way, the integrity of your data is maintained for you - you cannot accidentally delete a supplier record that needs to be used by a stock item. Similarly, if you change the part number of a stock item, all references to that stock item change their part number too, ensuring continued consistency of your information.

## Diagram

The diagram below gives a very simplified overview of the main tables in the database, some of the fields in those tables, and some of the relationships between the fields. The full database definition (or 'schema') is of course more complex than can be shown here, but this diagram should give you some idea of how the system fits together.



## Sequence to follow entering your data

We recommend a 'bottom up' approach to building your database, starting at the lower levels and moving up only when all the necessary lower-level data is in place.

Although Stockit can also cater for a more 'piecemeal' approach of adding lower-level records only when the higher-level ones need them, adopting the sequence shown below will avoid you doing too much 'hopping around'.

---

*Note:* Before you start, don't forget to switch back to the 'main' database if you are still using the tutorial.

---

1. Enter data about all the suppliers that you intend to use.
2. Enter all the categories of components: these are used to group similar components for ease of reference.
3. Enter your stock components: this is the 'master list' of every single type of component used in your manufacturing process or held in your stores.

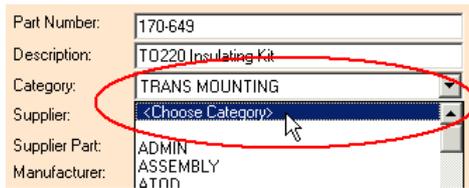
4. Enter the parts list for each assembly.
5. Enter the parts list for each top-level product.

Finally, don't forget that you can press **F1** at any time to get online help about the current option or feature.

## The record selector

The **Record Selector** is available in many places throughout Stockit, as an aid to choosing items from other tables while adding or editing information.

The most common place that the record selector is available is from any drop-down list that includes an entry like **<Choose Supplier>**. The record selector can be opened by selecting this entry from the drop-down list, or by pressing the space bar on the keyboard. The example below shows this entry for the category field on a stock item.



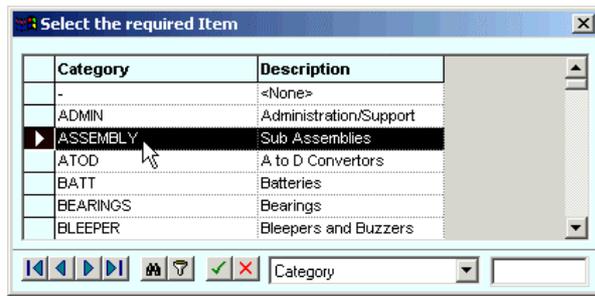
The screenshot shows a form with the following fields:

Part Number:	170-649
Description:	T0220 Insulating Kit
Category:	TRANS MOUNTING
Supplier:	<Choose Category>
Supplier Part:	ADMIN
Manufacturer:	ASSEMBLY ATTN

A red oval highlights the 'Supplier:' field, which contains the text '<Choose Category>'. A mouse cursor is pointing at this field.

When you choose this item, the record selector form opens. As with the other forms in Stockit, this form is resizable (by dragging the edge or the corner of the window with the cursor), but because it is there to help you select the right record for a specific purpose you cannot switch away from the record selector to another form. Instead it behaves like a popup 'dialog' window, so you will stay 'locked' onto the record selector form until you choose an item or cancel.

The same controls for finding and filtering records are available here as on other forms, on the navigation bar at the foot of the record selector form. To choose an item, select the item on the grid and either press **Enter** on the keyboard or click on the 'tick' button on the navigation bar.



The grid on the record selector can be customised as with other forms, by right clicking on the grid with the mouse and choosing **Customise Grid**.

## Suppliers

### Where suppliers are used

Suppliers are used by stock items, to specify the supplier for each one. They are also used by stock 'alternates', which are used to specify alternate sources for a stock item.

### Key fields

Field	Required	Unique
Supplier	Y	Y
(Others)	N	N

### Adding suppliers

From the **Stores** menu, choose **Suppliers**. To start with, the suppliers table will have only two entries. The first is called "-", which is there for you to use for any component that doesn't have a supplier assigned. The second is "FACTORY", that you would use to indicate that you supply or manufacture the component yourself.

Most of the fields on the form are self-explanatory. The 'Supplier' is the name by which you will reference this supplier from other records in the database (such as stock items). The 'Full Name' is the company name of the supplier, that will appear (along with their address) on documents such as purchase orders.

New suppliers are added by pressing **Insert** on the keyboard, or the **Add** button on the form's navigation bar.



Fill in the details for the first supplier you are adding, and then press **Enter** to save the details and start adding the next one. Repeat this process until you have added all your suppliers, then press **Esc** to stop adding any more.

If you have several very similar supplier records to add (perhaps you buy from the same supplier in different locations), you can press the **Copy** button on the navigation bar to start a new record by copying all the values (apart from the supplier name) from the record currently selected in the grid.

## Deleting suppliers

If you want to remove a supplier, simply find the supplier you wish to delete, and click on the **Delete** button on the navigation bar (or press the **Delete** key on the keyboard).

Before the supplier is removed, the database is checked for any references to that supplier, and if any exist (for example if there are stock items using this supplier) you will be informed that this supplier cannot be removed. The integrity of your database is thus maintained, helping you avoid errors.

## Supplier usage information

Later on, once you have added stock items and started placing purchase orders, you may find the two buttons at the foot of the suppliers form useful.

### Products supplied

Clicking on the **Products** button will open the stock form, primed to show only those stock items you buy from the supplier currently selected on the supplier form.

### Supplier purchase history

Clicking on the **History** button will open a supplier history form, showing you a range of information about the items purchased from the supplier currently selected on the supplier form. This includes value of items purchased, order and delivery dates, and a total purchase value. You can even use the Filter dialog to view selected purchase records, perhaps to show the amount purchased from them in the last month.

## Stock categories

### Where categories are used

Categories are used in stock records, and are simply there to help you group similar stock items together. Stockit places no particular meaning on any category name.

For example, you may want to assign a category "PRODUCT" to all your top-level parts lists, "ASSEMBLY" to your sub-assemblies, and so on. You could then use the Filter dialog when viewing stock items to selectively view items having a particular category.

### Key fields

Field	Required	Unique
Category	Y	Y
(Others)	N	N

### Adding categories

New stock categories are added in the same way as suppliers. From the **Stores** menu, choose **Categories**, or click on the **Categories** button on the main toolbar. As with suppliers, a form appears that allows you to add new records, amend any existing records, and delete unwanted categories.

As with suppliers, checks are made before Stockit will let you delete a category. A category that is in use by a stock item cannot be deleted.

## Stock components

At this step, you can enter all the components used within your organisation. Alternatively, if you want to introduce the system gradually, you could add only those stock items needed for the first parts list you are going to enter, and build up your stock table that way.

### Where stock items are used

Stock items are used by a variety of other database records, including parts lists, purchase orders and production jobs. The stock table is like the 'hub' of your Stockit database, and it is here that you would probably spend most of the time needed to prepare your Stockit database for use.

### Key fields

Field	Required	Unique
Part Number	Y	Y
Supplier Part	Y	N

Supplier	Y	N
Category	Y	N
(Others)	N	N

## Part numbers

Each stock item can have three “part numbers”. The first, the ‘Part Number’ itself, is your internal or company part number uniquely identifying the stock item. This is the value used to reference the stock record from other records in the database, and should be the one you would naturally expect to use to find parts in the database.

The ‘Supplier Part’ is the part number (or order code) that your supplier would use for this stock item. This may be the same as your part number, but it needs to be the order code that your supplier would understand, as it is the code that is printed out on purchase orders. This field is not constrained to be unique, in case different suppliers happen to use the same order number, but it should be unique within the context of an individual supplier, otherwise it may lead to ambiguity when ordering from that supplier.

The ‘Manuf. Part’ is an optional field that you can use to hold the original manufacturers part number if you wish. This will appear on purchase orders if you choose to use them in their ‘landscape’ format.

When you create a new stock component, the part number you enter will initially be automatically copied to the supplier and manufacturer part numbers. You may then change these if you wish.

## Quantities and units

A stock record contains a number of quantity and unit fields that specify how the item is measured, purchased and used.

The ‘Pack Qty’ allows you to specify items that are purchased in pre-packaged quantities. This quantity, combined with the ‘Unit Cost’, will yield the ‘Pack Cost’, which is calculated whenever Stockit needs it.

Leave the Pack Qty as the default value of zero if the stock item is not purchased in packs. If you enter a Pack Qty, then leave the Unit Cost as zero (or click the **Calculator** button alongside the Unit Cost field), a small dialog appears where you can enter the Pack Cost and have Stockit calculate the Unit Cost for you.

The screenshot shows a software interface for stock management. A dialog box titled "Calculation of Unit Cost" is open, asking the user to "Enter the Pack Quantity Cost: 0.73" and stating "and the Unit Cost will be calculated for you." The background form has the following fields: "Pack Qty:" with value 5, "Unit Cost:" with value 0.1500, "Qty Units:" with a dropdown set to "ea", and "Stock Levels:" section with "Current Stock:", "Minimum Level:", "Replenish Level:", and "Min Order Qty:" all set to 0.00. There is also a "Unit Cost" field with a value of 0.73 and an "OK" button.

The 'Qty Units' can also be specified, which is the units in which the stock item is measured. Many will use 'ea' (meaning 'each'), but other units are also available (and you can enter your own units if you need to).

Using these fields in combination allows you to specify a variety of packaging and usage types. For example, bolts may be supplied in boxes of 250 at a cost of £11.75 per box. From this information, Stockit can calculate that each bolt costs £0.047. These bolts will be purchased in boxes of 250 but used singly.

In the same way a product may use 20ml of cleaning fluid that is purchased in 40 litre drums, or cable can be purchased in 100m reels and used by the centimetre.

## Stock levels

Several stock levels are available in a stock record, some of which are optional.

'Current Stock' is the existing stock level, so if you are entering a new stock item for existing stock you already hold, you can enter the current quantity here.

Where component supply is known to be unpredictable, or there are significant lead times on supply, 'Minimum Level' allows you to specify a quantity of stock that you wish to maintain 'in hand'. The **Replenish Stock** option on the **Stores** menu can be used at any time to check the stock levels against these minima and automatically generate the 'shopping list' of items needed to re-stock. If you don't need a minimum level for a particular stock item, leave this field as zero.

'Replenish Level' is used in conjunction with 'Minimum Level'. When generating stock replenishment orders, the **Replenish Stock** option will order enough to raise the stock to the given Replenish Level. For example, you could specify a Minimum Level of 10, and a Replenish Level of 40. If the stock level then fell to 5, carrying out a stock replenishment would order 35 items to give you the necessary "buffer" stock. If you don't specify a Replenish Level, then only enough will be ordered to take the stock just above the Minimum Level. This might be the right thing to do, perhaps you only use this part infrequently, or it's too expensive to hold large amounts.

'Min Order Qty' is used to specify the minimum amount of this item you need to order when placing an order with your supplier. This may be because the supplier insists on a minimum order quantity, or might be used for example if you want to take advantage of a price break on bulk ordering. The item may be sold in packs of 10, but buying 100 at a time may be cheaper per item, so you could specify a minimum order quantity of 100 to make sure you get the best price.

The final three quantities on the stock form ('On Order', and the two production quantities 'Allocated' and 'On Order') would not normally be adjusted 'by hand'. These quantities show you the amounts on order from suppliers or allocated (ear-marked, or reserved) for production, and are modified by Stockit itself when placing purchase orders, booking goods in, or processing production jobs.

Allocated stock is usually physically still in stores, but is held for a specific production run, preventing it being further allocated. For stock items that are available in 'unrestricted quantities' (see "Items available in unrestricted quantities" below), the Allocated amount shows the amount of that item expected to be used for all 'pending' production jobs.

## Notes and options

The 'Location' field allows you to specify the physical location of this stock item in stores. You can specify this in any way that you like. The most important usage for the location of stock items is on picking lists, to help your stores staff pick the necessary parts for production or despatch. Stockit also provides a 'Bin Labels' report allowing you to print off labels showing stores location for stock items that can be attached to the actual storage bins.

Each stock item can also have up to 255 characters of 'free form' notes added, for whatever additional information you need to hold.

There is also a group of optional settings or 'flags' that can be set for a stock item. 'Unrestricted Quantities' is described below under "Items available in unrestricted quantities".

Stockit will set the 'Item Has Parts List' option automatically when a parts list is created for the stock item. If the stock item does have a parts list, you can set the 'Auto-Expand' option to indicate that this item is a sub-assembly that you will always want to build, and will thus be automatically "expanded" when calculating shortages (see "" on page ).

The issue of parts lists and how they relate to products, assemblies and sub-assemblies is dealt with separately (see "Products and assemblies" on page 99).

The final two options allow you to specify that the particular stock item is obsolete, and whether it has a limited shelf life. Attempting to add an

obsolete item to a parts list will warn you that you are trying to use a stock item that has been discontinued.

### Custom fields

Three 'custom' fields are provided, for you to add additional items of information to your stock records. These fields are initially called User1, User2 and User3, but you can set the name of the field by clicking on the button with the field name on it and entering the new name.

It is important to note that the name you use for these fields will apply to all stock records; you cannot have one record with its custom fields called A, B and C and another record with them called Time, Price and Open. Changing the name for one record changes it for all, so you should think about what you are going to use these fields for before you start entering data into them.

---

*Note: Due to the way that some of the mapping is done between the database tables and the user interface, the field name for these fields may in some cases appear as "Custom\_User1" etc.*

---

As with any other fields, you can add them to the columns displayed in the grid on the stock form, using the **Customise Grid** option that is accessed by clicking in the grid with the right mouse button.

### Items available in unrestricted quantities

Setting the 'Unrestricted Quantities' option for a stock item allows you to specify that this item can be used in production without requiring stock to be held or purchase orders to be placed.

The most common use for this is to add stock items for 'times', with the units set to minutes. By adding a quantity of such a stock item to your parts list, you can factor in how much it costs you in build time, test time, and so on.

At any given time, the 'Allocated' field for such items will reflect the amount of the item that is currently committed to production.

You could also use this setting for any stock items that you want to keep outside of the Stockit's inventory control. You might perhaps have a component that you acquire in bulk from another part of your organisation, so you wouldn't need Stockit to raise purchase orders to buy it.

---

*Note: It is important to realise that stock items with 'Unrestricted Quantities' set will not appear in shortages, and stock levels of these item will not be maintained by Stockit.*

---

## Alternative suppliers

### Where alternative suppliers are used

Alternative suppliers are used by stock items, to specify a list of alternative suppliers for a particular stock item. One of these (the one shown at the top of the list in the stock alternates form) is the preferred supplier, which is the one shown as the actual supplier on the stock form.

### Key fields

Field	Required	Unique
Part Number (cannot edit this field)	Y	N
Supplier	Y	N
Supplier Part	Y	N
(Others)	N	N

### Adding alternate suppliers

From the **Stores** menu, choose **Stock**, and then select the stock item for which you need to specify alternate suppliers. Now, click on the **Alternative Suppliers** button to open the stock alternates form for this part number.

Press the **Add (+)** button on the alternate form's navigation bar. The Part Number field will not be editable, as you are specifying alternate suppliers for one specific part.

Choose the supplier from the drop-down list, or use the record selector to help you find the right one.

Enter the supplier part number, and the manufacturer name and part number if you wish.

Finally, enter the units and unit cost to use when purchasing the stock item from this supplier, and press **Save** on the navigation bar (or **Enter** on the keyboard to save this alternate and start adding another).

#### Changing the preferred supplier

The information for the preferred supplier is shown in the first row of the grid. To make a different record the preferred supplier, select that record in the grid and press the **Set Preferred** button. You can also re-order the rows in the grid by dragging the left-most cell of the selected row to the desired position. Dragging it to the top of the grid will make it the preferred supplier.

As you change the preferred supplier, the information for the corresponding stock item on the stock form will update to show the new supplier, manufacturer and cost details.

---

*Note: The information for the preferred supplier is taken from the stock form, and cannot be edited on the alternates form.*

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## Chapter 7. Purchasing

### Reference numbers

Purchase orders are all numbered, using a numbering scheme that you can control. Each number has an optional prefix, a number that is automatically incremented for each new purchase order, and an optional suffix.

Once a purchase order has been created, the order number assigned to that purchase order doesn't change. You can cancel a placed purchase order, but you cannot make it disappear from the database. This ensures that a record of all activity is maintained, and avoids gaps in the numbers.

### How orders are numbered

Purchase orders are referenced within Stockit using the purchase order number described above. Each purchase order may also have a supplier's reference number. You may be given this number, for example, when you actually place the order with the supplier. This number may be the one that appears on delivery notes, so you will need to add it to the purchase order as soon as you know what the number is.

### Ordering stock items

Orders for production jobs are raised automatically as part of the production process, as you will have seen if you have been following the tutorial in Chapter 5.

The procedure for raising non-production orders for stock is really very simple. The first stage is to build up a "shopping list" of items you want to buy, and the second – that is done for you at the press of a button – is to collate all these order items into the necessary number of purchase orders to place with your suppliers.

Along the way you can request quotes to get up-to-date prices, adjust order quantities, add and remove items from your shopping list, until you are ready to commit to placing the orders.

The orders you create in this way are 'non-production orders', as they are not tied to any production job. Orders may also be placed for out-of-stock items required for production - see "Allocating stock and placing orders" on page 111 for details on placing production orders.

## Entering purchase order items

From the **Stores** menu, choose **Enter Purchase Order Items**. The form that opens shows the list of items that are already in the 'shopping list' ready to be ordered (if any). You will then be able to add the items you need to purchase.

### Adding parts to the shopping list

To add a new item to the 'shopping list', click on the **Add (+)** button on the form's navigation bar, or press the **Insert** key. Next, you will need to choose the part number of the item you wish to purchase.

You can either choose the part number from the drop-down list (by dropping the list and picking it), or from the **Record Selector** (by pressing the space bar or selecting the <Choose Part Number> entry from the drop-down list).

The record selector may be useful for example if you know the description of the part you need to buy, but not its part number. The record selector grid can be customised to show the stock table fields you need to see, in the order you want to use:

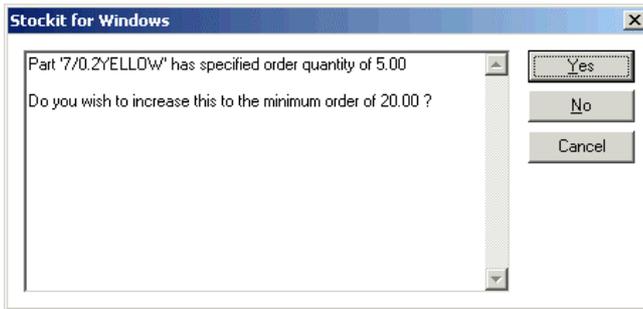
Part Number	Description	Supplier	Category	Supplier Part	Unit Cost	Stock
170-649	TO220 Insulating Kit	DTP	TRANS MO	170-649	0.08	0.00
2002-001-100	10A Thermal Trip	DTP	THERMAL	106-865	2.48	0.00
236-305	1.6mm OD Low tempe	DTP	HEATSHRI	236-305	0.93	0.00
236-330	4.8mm low temperatur	DTP	HEATSHRI	236-330	0.97	0.00
26908PSL	Diecast Box	DTP	CASE	26908PSL	3.37	0.00
26MB5B	25A 50V Bridge Recti	DTP	RECTIFIER	273-478	1.56	0.00
3035H	3/8 solder Type Spad	MACROH	CONNECTO	3035H	0.15	0.00

Choose the required part from the grid, and press **Enter** or click on the 'tick' button. The record selector will close and the selected part number will be selected for you from the drop-down list.

**Ordered, pack and minimum quantities**

Now enter the quantity you wish to buy. If the stock record specifies a pack quantity and you haven't specified a multiple of the pack size, you will be reminded and given the option to round up the quantity to order to order the next complete pack. If you have specified a minimum order quantity in the stock record, this too will be taken into account.

In the example below, our stock item for yellow wire has a pack quantity of 10, and a minimum order quantity of 15. When we attempted to order 5, this has been rounded up to the next complete pack that is at or above the minimum order quantity. In this case we are prompted to order 20 (2 complete packs).



You still have the option of over-riding this if you need to, although of course your supplier may not be able to send exactly the quantity you asked for!

**Scheduling deliveries**

Each order item can have a 'Required Date' specified. This makes the resulting order into a "scheduled order", with the necessary date

appearing on the order form, so that your supplier knows when to deliver the goods.

As you change the Required Date for order items on the Enter Order Items form, the necessary adjustments will be made to the purchase orders, including merging two orders if they now have the same supplier and date, or splitting into two orders if items on the order are now needed on different dates.

You can also change dates on a complete order form by clicking **View Order Form** and changing the date there (see “Editing the order forms” below). This will change the date for all order items on that order. It will not, however, merge this order with another if you happen to change the whole order date to the same as another order.

Another field available on the order form itself is ‘Expected Date’. You can use this to put in the date when your supplier has said they expect to deliver the goods to you. This optional field is only for your information.

As a stock item may only appear once in the ‘shopping list’ at any given time, if you wish to order a quantity of a particular item but split the delivery over a series of dates you must use the **Item Notes** facility described below to specify the items’ delivery requirements.

### Completing the shopping list

Continue adding to the shopping list until you have specified all the items you wish to buy. As you add or adjust each order item, Stockit automatically assigns it to the correct purchase order against the correct supplier.

Before you actually place the orders, you can preview the resulting order form on which a particular order item appears, by pressing **View Order Form**. This will open the order form, complete with supplier details and all the items you are about to order from that supplier.

You can also request quotes from your suppliers, by pressing **Quotes** and printing off the quote forms that are produced. When your supplier responds to your request for a quote, you can make the necessary adjustments, perhaps changing order quantities or removing items they can no longer supply.

### Editing the order forms

Certain fields on an order form can be edited, by choosing an item on the order from the list on the Enter Order Items form and pressing **View Order Form**. The order form appears almost as it will when printed, with a row of buttons along the top to allow you to modify fields on the order.

To modify one of the editable fields, click on the appropriate button and then enter the required information.

Changing one of the date fields will display a popup 'date bar' to help you choose the right date.

Clicking on **Item Notes** will 'open up' a notes field below every item on the order; enter notes against those items that need them by clicking in the relevant notes box, then when you click on a different part of the order form the empty notes boxes will disappear.

---

*Tip:* You may not know all the information before you place the order (Supplier Ref, for example), but you will still be able to access the order form from the Outstanding Orders form or the Purchase Order History to change this value even after the orders have been placed.

---

## Placing the orders

The final stage in preparing your non-production purchase orders is to actually commit to ordering the items you have chosen.

Click on **Place All These Items As Orders**. A small dialog appears, showing you what is about to happen, and giving you the chance to cancel.

There is also an option at the foot of this dialog that indicates whether or not you want the order forms to be opened for viewing once they have been placed. If you have already done everything you want to do with the orders, including printing them off, you may want to clear this checkbox.

If you are now sure that you are ready to place your orders, click **Proceed**. The status of the purchase orders will now be moved from 'Unprocessed' to 'Placed'. Once at this stage, you can only back out by cancelling orders or order items, you cannot remove the actual orders from the system completely once you have placed them.

---

*Note: Existing/old purchase orders may be displayed and printed at any time individually from the **Outstanding Orders** form or the **Purchase Order History** or as a group via the **Reports** option .*

---

## Replenishing stock levels

Preparing your stock records with the necessary information, and using the option to 'Replenish Stock' can automate the process of placing non-production orders for stock.

### Fields needed in a stock record

To use the automated stock replenishment feature, you will need to prepare your stock records with the necessary quantity information to allow the appropriate checks to be made and the right quantities to be ordered. The Replenishment feature uses two fields in a stock record:

- **Minimum Level:** this is the level used to 'trigger' the need to replenish stock of this item. If the current stock level is below the minimum level, more stock needs to be ordered. Stock records with this value set to zero will be ignored for replenishment purposes.
- **Replenish Level:** this is the level to which the stock must be raised when placing orders during the replenishment process. If this value is set to zero, the Minimum Level is used instead.

---

*Note: Pack Qty and Min Order Qty will also be taken into account if these differ from the Replenish Level*

---

### How the required quantity is calculated

When scanning the stock table for stock items that need ordering, any item with a non-zero Minimum Level is checked.

The projected stock is calculated as:

$$[\text{current stock}] - [\text{stock allocated to production}] + [\text{stock on order}]$$

This takes into account stock that is already earmarked for production (and is therefore not truly 'available'), and any quantity already on non-production orders. This gives a figure for what the stock level will be once outstanding orders are received and current production is under way.

If this projected figure is less than the specified Minimum Level, then additional stock needs to be ordered. The required level is calculated as:

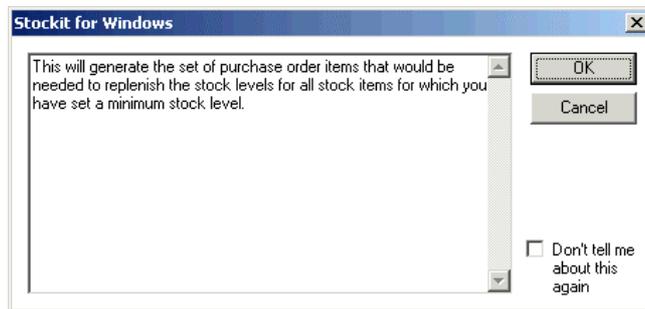
$$[\text{required minimum}] - [\text{projected stock}]$$

The 'required minimum' amount is either the Replenish Level, or the Minimum Level if no Replenish Level is specified.

Finally, any rounding-up necessary to fit with pack quantities and minimum order quantities is done, to give a final required amount.

## Using stock replenishment

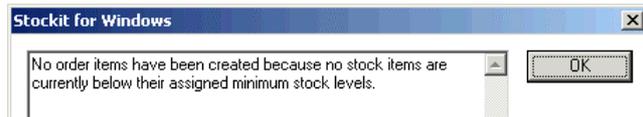
To use the replenishment feature, choose **Replenish Stock** from the **Stores** menu. If this is the first time you have run this option, you will be shown a short description of what this option is about to do.



Set the checkbox if you don't want to see this message again, and press **OK**.

The stock table is scanned, checking current, projected and minimum stock levels. All the necessary purchase order items that are needed to replenish stock are added to the 'shopping list', and the Enter Purchase Order Items form is displayed. You are then able to modify these items as described above under "Entering purchase order items".

If no orders need to be placed to replenish stock, a message appears to tell you this. If your shopping list already had items on it that you were preparing to order, it might otherwise be quite difficult to know whether stock replenishment had found anything that needed ordering.



*Note:* Stock replenishment can also be included as part of the production ordering process. See “How shortage amounts are calculated” on page 108 for details.

## Booking in deliveries

Deliveries are booked in using one of the two "Goods In" options, both of which are available on the **Stores** menu:

- **Goods In** is used to book in deliveries you are receiving as a result of purchase orders you have placed.
- **Goods In (Non Order)** is used to book in items received from other sources. This might include transfers of stock from other sites, or additional stock found during a stock check.

### Order-based Goods In

From the **Stores** menu, choose **Goods In**, or click on the **Goods In** button on the main window toolbar.

Part Number	Supplier Part	Description	Qty Ordered	Qty Outstanding	Received	Unit
20X101-5005	299-755	Intensity protected	10.00	10.00	0.00	ea

As this form is intended for receipt of deliveries of ordered items, the form is arranged to work with one purchase order at a time. The relevant purchase order should be selected from the Order Number drop-down list. If you only have limited information available, perhaps because the delivery note doesn't specify your order number, press the space bar to open the record selector. This will show you more details about each purchase order, to allow you to select the right one.

*Note:* This option can also be accessed through the **Outstanding Order Items** form, in which case the correct order will be pre-selected for you.

### Delivery reference

Every delivery that is booked in must have a delivery reference. This is used to track items in production back to the purchase order and delivery on which they were received.

The delivery reference should be entered in the 'Reference' field. Existing delivery references are presented in a drop-down list from which you can select a suitable value if you've used this reference already. The list also contains the value "None" if you have no reference to put in.

---

*Note: If you have set all the 'received' amounts, but the 'save' buttons are not enabled, the most likely reason is that you have not entered a delivery reference.*

---

### Amounts received

To receive a complete order in one go, press the **Receive ALL Items** button. This will set the 'Received' amount for all outstanding items to the quantity outstanding, effectively preparing the list to complete the order.

To receive individual order items, select the item in the grid and press the **Receive Selected Item** button, or double-click on the item in the grid with the left mouse button. This will open a dialog that allows you to enter details of the item you are receiving.



The screenshot shows a dialog box titled "Enter details of Stock Item received". It contains the following fields and controls:

- Part Number: BUK101-50GS
- Supplier: DTP
- Suppliers Part Number: 259-755
- Quantity (ea):
  - Ordered: 10.00
  - Outstanding: 10.00
  - Received: 10.00
- Unit Cost: 2.9000 GBP ea
- Buttons: OK, Cancel

This dialog will default to receiving the currently outstanding amount. You can adjust this amount as necessary if you haven't actually received that amount.

If only some of the items on the order are outstanding, you can switch the records shown on the grid between all the order items and only those still outstanding by clicking on the **Show Outstanding Items Only** button. (The text on this button changes to **Show All Order Items** when you click on it).

### Partial and over-deliveries

If you are only receiving part of an order, or the quantities are not exactly as per the original order, there are several ways of doing this. If most of the delivery is correct you could receive all the items, then adjust the quantities received for those few items that are missing or incorrect.

Alternatively, if you are booking in just a few items, receive each one individually and enter the amount of each item being received.

When receiving over-deliveries on production orders, the amount required for the production job will be used to satisfy the allocated quantity, and the remainder will simply go into stock.

### Entering goods in costs

As well as entering quantities, you can also enter a new unit cost of the item (if it is shown on the delivery paperwork). This cost can be used later to update the costs in your stock records to reflect recent purchase prices (see "Updating stock prices" on page 117).

Alongside the cost field is a **Calculator** button that opens the small calculator dialog allowing you to enter pack cost and pack quantity and have Stockit calculate the new unit cost for you.

Calculate Quantities & Costs	
Quantity (ea)	Cost (GBP)
Num of Packs: 10.00	Total Cost: 29.0000
Pack Qty: 1.00	Pack Cost: 2.9000
Unit Qty: 10.00	Unit Cost: 2.9000
OK	Cancel

### Saving the changes

The Goods In form works by collecting all the information about the delivery you are receiving, then committing it to the database only when you are finished with that delivery.

When you have finished booking in a delivery for one purchase order, you can save the information by pressing the **Save Changes** button or the **Save** button on the form's navigation bar.

Alternatively, if you have more deliveries to book in, choosing a different purchase order from the order number drop-down list will prompt you to confirm saving changes for the current one.

## Non order-based Goods In

From the **Stores** menu, choose **Goods In (Non Order)**.

As this form is intended for receipt of deliveries of 'random' items, the form is arranged to work on a part number basis. Choose the part number of the item you are booking in, using the record selector if necessary to help you identify the correct item.

As with order-based goods in, all deliveries will need a reference. Unless you specify one (even if its just "None"), the Save buttons will not be enabled.

Also in line with the order-based goods in, you can enter a unit cost that can be used later to update stock prices.

Once you are certain the the items details entered are correct, press the **Save** button to commit the Goods-In to the database. The **Save** button will once again become 'greyed out' to show that the Goods-In action has been done. The dialog will remain displayed to allow another item to be booked in.

## Booking items out from stock

The **Goods Out** option on the **Stores** menu allows you to book stock items out from stores for whatever need arises. You might for example

need to replace damaged parts, or you could be transferring quantities of stock to another site, or booking them out temporarily for some purpose.

Choose the part number of the item you are booking out, using the record selector if necessary to help you identify the correct item. The current stock level for the chosen item is retrieved from the stock table and shown on the form.

Enter the quantity to be removed from stock. Stockit will let you book out more than there is in stock (perhaps you know that there is an order due in today), but it will warn you first.

It is also recommended that you enter a reference to help you identify the reason for the removal on stock movement reports (although this is optional).

Once you are certain the the items details entered are correct, press the **Book Out** button to commit the Goods-Out to the database. The **Book Out** button will once again become 'greyed out' to show that the Goods-Out action has been done and the **Qty Available** will be adjusted to reflect the reduced amount. The dialog will remain displayed to allow another item to be booked out.

## Making stock adjustments

Stock adjustments may be necessary for a variety of reasons, but are most often needed after carrying out a stock check. Some of your stock items may not be showing the correct values for available stock, perhaps due to wastage with items you have to measure out, or because some items are damaged.

The simplest way to adjust stock levels is to use the main stock form itself. From the **Stores** menu choose **Stock**. If you have carried out a stock check using the 'Parts By Location' report, it may help you to sort the stock form's grid into location order (by double-clicking with the left mouse button on the heading of the Location column) and work through

the stock in the same order as the report. Alternatively you can use the Finder box on the navigation bar to jump to the right part each time. You may also find it useful to drag the **Stock** column (which shows the current stock level for each item in the grid) from its default column position to a position further to the left next to the part number column so it is more easily visible.

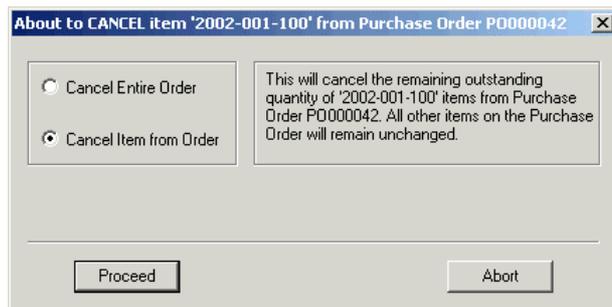
When you have selected the part you wish to adjust, press **Enter** to start editing. Select the 'Current Stock' field and adjust the amount as necessary. Press **Enter** again to finish editing, then move to the next item to be adjusted and press **Enter** to edit the 'Current Stock' field for that item, and so on. You might find it easiest to use the arrow keys on the keyboard to move through the records until you arrive at the right one, or use the search dialog to jump directly to the required record.

All stock level changes are recorded automatically as goods in or goods out records, with 'Adjustment' shown as the reference.

## Cancelling orders and order items

Although you are reminded to be sure that your purchase orders are correct before they are actually 'placed', there are always going to be occasional problems that mean your orders need to be altered. Perhaps the supplier no longer stocks the item you've asked for, or they are out of stock and you can't wait for stocks to become available.

To cancel a complete purchase order or individual order items, choose **Outstanding Purchase Orders** from the **Stores** menu. On the Outstanding Order Items form that opens, choose the order item in question, then press the **Cancel Order** button.



You can either cancel an individual item from an order, or an entire order. If there is only one item on the order then only the entire order may be cancelled. If the order has already had some items delivered, the **Cancel Entire Order** option changes to **Cancel ALL remaining Items from Order**.

If you are sure that the selected option is what you wish to do, press the **Proceed** button.

For cancelled items, the 'quantity outstanding' will be reset to zero, the 'quantity on order' will be reduced by the cancelled amount and a note will be added to the item on the purchase order recording the amount cancelled and the date. The order itself will remain 'in the system' however if all remaining items are cancelled it will be moved to a 'Completed' status.

If an entire order is cancelled all of its order items are effectively taken 'out of the system' and the order itself is moved to a 'Cancelled' status. The order will remain in the **Purchase Order History** as a cancelled order where the original order details are accessible by double-clicking on the order in question. A note will have been added to the order recording the date it was cancelled.

As orders or their items are cancelled they will be removed from the list of outstanding order items. If the order has been placed to satisfy shortages on a production job, cancelling order items will create a 'shortfall' that will need to be satisfied from stock on a non-production order before production of that job can be completed.

## Chapter 8. Parts Lists

### What is a parts list

A Parts List is a collection of items (stock items, lines of text and blank lines) that go together to form another item. You can create a part list for example to define a set of components you use to build a product in your workshop, or to specify a list of items that your customers could buy as a 'kit' for their own use.

Every parts list has a stock item to go with it. The stock item defines the supplier (usually this is set to "FACTORY" to show that you 'supply' the item yourself from the constituent components), as well as being the place where information such as stock levels and costs for the completed unit are held.

### Products and assemblies

A parts list is just a collection of items, as we have already described. As well as defining a complete product that you might build, they can also be used to define the components and instructions needed to build part of that product, or an "assembly". The parts list for the product would then reference the stock item for the assembly as one of the items within it. This ability to reference one parts list from inside another is called "nesting". There are no limits to the depth of this nesting, the only constraint is that Stockit won't let you add an item to a parts list if that item already appears "higher up" the nested set of parts lists.

Stockit makes no particular distinction between products and assemblies, other than our recommendation that you assign them to different categories when creating the parts lists for them. This allows you to change the way you use assemblies and products without having to make any changes within the Stockit database. The assignment to particular categories will simply help you "narrow down" the search when you come to use the parts lists.

### Creating a parts list

#### Starting the parts list

A parts list is created from the parts list form. From the **Stores** menu choose **Parts Lists**, or click on the Parts Lists button on the main toolbar. Press the **Insert** key, or click on the **Add** button on the parts lists form's navigation bar.

When you have completed the overall parts list details, saving them by clicking on the **Save** button on the navigation bar that will also open the newly created parts list itself, ready for you to add items to it.

### Editing the new parts list

If you have followed the tutorial section of this guide, you will know that the parts list form is divided into two areas.

The top area shows the overall information for the whole parts list. The following fields within this area are editable: Description, Notes, Revision, and Date Costed.

In the area below this, each line of the form will show an item from the parts list once some items have been added. When items are added, they are inserted above the currently selected row on the form, or above the first row on the form if no 'item' row is currently selected. At the end of the form is a single line across the width of the form; selecting this row before adding items will add them above this line, i.e. at the end of the form.

### Adding stock components

Stock items are added by clicking on the **Add Stock Component** button on the navigation bar, or pressing the Insert key.



The record selector is then used to select the required stock item. As stock items are chosen from the record selector, the description is copied from the stock item to the parts list item. Once added, however, the description is freely editable, allowing you to make minor adjustments to the description for this particular instance of the stock item.

The stock item referenced by a particular parts list item can be changed, by double-clicking on it with the left mouse button, or by selecting it and pressing the **Edit** (pencil) button on the form's navigation bar.

The quantity will default to 1 if you leave it blank. This will be done when the parts list is saved.

### **Adding text items**

Text items (including blank lines) can be added by clicking on the **Add Text** button on the navigation bar. The text for these items can be freely edited by directly editing the text on the form.

### **Removing items**

Items can be removed from the parts list simply by selecting them on the form and pressing the **Delete** key on the keyboard or clicking on the **Delete (X)** button on the form's navigation bar.

### **Not-fitted parts**

Parts lists can also include items that are 'not fitted'. You might want to do this, for example, if you have a particular part that is used to test the assembly you are building, but is not actually built into it.

To specify an item as 'not fitted', simply enter zero for the quantity. You could edit the description to include 'not fitted' if you wish.

### **Reference identifiers**

The 'Ref' field of a parts list item can be used to specify the identifying name of the particular item on the board. This could be used for example to identify individual components on a printed circuit board, but you can use it for whatever you need.

## **Finding out where components are used**

Once you have more than just a few parts lists, it quickly gets very difficult to remember where particular stock items are used within those parts lists. Use the option **Where Components Used** on the **Reports** menu to scan the database for component usage in parts lists.

The screenshot shows a dialog box titled "Where Components Are Used". It has a close button in the top right corner. The main area is divided into two sections by radio buttons. The first section, "This Part Number", is selected and contains a dropdown menu with "170-649" selected. The second section, "Where", is unselected and contains a dropdown menu with "Whole Field" selected and a text input field with "170-649". To the right of these sections are three buttons: "Find", "Close", and "Close Output". There is also an "Indirectly Used" checkbox which is unchecked.

You can either search the database using a single complete part number, or by selecting the **Where** button you can match part numbers using a range of criteria.

To carry out the search, press **Find**. The results are displayed on-screen in a report form. Each search is opened in a new report, so each time you press **Find** you will get a new report form. To close all the currently open reports, press the **Close Output** button.

If the **Indirectly Used** box is checked, the report will show not only each parts list that uses the part(s) you are searching for, but also any parts lists that use *those* parts lists, and so on up the levels.

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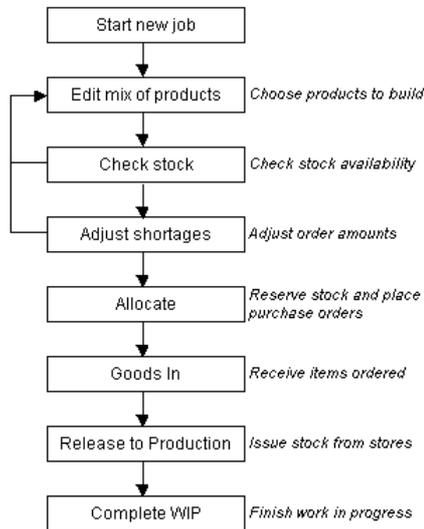
*Note:* Depending on the size and complexity of your database, searching for 'indirect usage' can be a slow process as it searches through all the parts lists and their contents.

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## Chapter 9. Production

### The production sequence

The diagram below shows you the basic production sequence. Of course, depending on how many changes you make along the way, whether you request supplier quotes, and so on, you may well take a slightly different 'path' through parts of this sequence.



### Order tracking

Before looking at how to use the production features, it is worth mentioning at this point the Order Tracking features built in to Stockit.

Order Tracking works by keeping track of the purchase orders against which, the stock items used in production, were received. This allows the program to keep you informed about the status of orders and deliveries for individual jobs and products and also allows the stock items used in those jobs and products to be traced back to the appropriate purchase order. Both items ordered specifically for a job and items used ex-stock can be tracked back to the originating purchase order. In addition to tracking purchase orders for stock items, this feature also tracks any sub-products that are built as part of the production job, tying these to the products into which they are incorporated by means of a unique individual serial number. So a complete thread of traceability is maintained through the complete product hierarchy.

The purchase order details of stock items and the serial numbers of sub-products are displayed on the **Assembly Lists** that are available for the products and sub-products that are built by a production job.

## Order tracking options

Stockit provides two alternative levels of order tracking; default or the more detailed 'Track Orders on Individual Products' which is set via the Options tab in the **Options** dialogue available from the **Tools** menu.

### Default Tracking

With the default tracking, the whole quantity of a particular type of product in a job is treated as a 'batch', therefore products can be traced to the the purchase orders that were used for the batch of products of which they were part. If a job is building only a single product this will give the same degree of traceability as the second level of tracking.

In addition to traceability, the level of order tracking used affects how the products within a production job are progressed through the production cycle. With the default tracking, products and sub-products will be moved through 'releasing to production' and 'completing work in progress' in batches, one for of each type of products or sub-products. Each batch will be assigned a unique serial number.

### Track Orders on Individual Products

If this option is set, each individual product (and indeed sub-product) within a job is treated as a separate item, therefore each stock item used on each product or sub-product can be traced to the exact purchase order against which it was delivered. Also, each product and sub-product is progressed through 'releasing to production' and 'completing work in progress' as individual items each with its own individual serial number.

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*Note: It is recommended that you do not set Track Orders on Individual Products unless you really do need the individual tracking. With this setting enabled, the amount of data that needs to be stored in the database will increase, perhaps significantly if you build large quantities of items, and is thus likely to affect the performance of the system.*

---

## Creating a production new job

There are several ways of creating new production jobs. From the **File** menu, choose **New**, then select **Production Job** from the list of items displayed and press **OK**. This will display the 'jobs' form, primed ready to start entering the new job information.

Alternatively, if you already have the jobs form open, simply click on the **Add (+)** button on the form's navigation bar to start adding the new job.

Additionally, a new job can be created by copying an existing one. From the **Production** menu, choose **Jobs**. Select the job you wish to copy, and then click on the **Copy** button on the job form's navigation bar. The new job will be created by copying the details from the selected one, including its 'Mix of Products'.

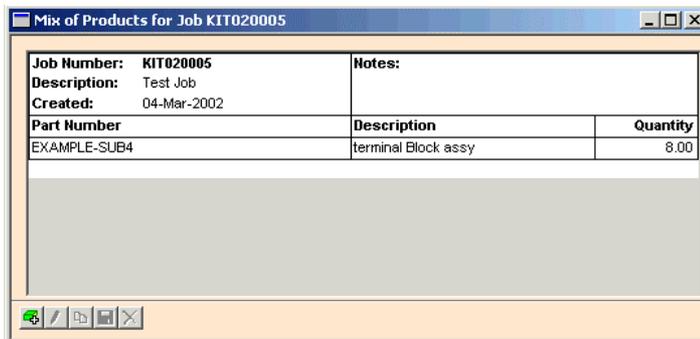
Once you have finished entering the overall job details, click on the **Save** button on the navigation bar and the job will be saved. The Mix of Products form for the new job will then be automatically opened ready for you to specify the product(s) to be built with this job.

## Editing the mix of products

The mix of products will list the products (and/or assemblies) that you plan to build for a job. To choose your mix of products, simply add the required quantities of each parts list to the mix of products form.

To add an item to the mix, press the **Insert** key to open the **Record Selector** to choose from the available parts lists. Find the parts list you wish to use, and then press **Enter** to add this to the mix. Then type in the quantity you wish to build, and again press **Enter**.

The record selector will open again ready for you to add the next item. Continue choosing parts lists to add to your mix until you have all the items you need, then press **Esc** to cancel the record selector dialog.



Job Number: KIT020005		Notes:
Description: Test Job		
Created: 04-Mar-2002		
Part Number	Description	Quantity
EXAMPLE-SUB4	terminal Block assy	8.00

If you need to remove an item from the mix, simply select the required item and click the **Delete (X)** button on the mix form's navigation bar.

Quantities can be changed simply by clicking on the existing quantity and editing the value. Similarly, if you want to change one of the items to reference a different parts list, double-clicking on the part number will open the record selector to allow you to choose a different parts list.

When you have all the items you need in your mix of products, click on the **Save** button to save the changes, and close the mix of products form.

## The active job

Stockit allows you to create multiple production jobs even at the planning stage. You can have as many jobs as you wish at any stage of the production cycle. This said, many of the production options need to operate on a single job at a time. This job is known as the 'active job'. The active job is shown at the right-hand end of the status bar. To change the active job, open the jobs form (if not already open) by selecting **Jobs** from the **Production** menu, then simply select the required job in the grid on the form.

If you drop down the **Production** menu, you can see the options that use the active job listed in the middle block of the menu, under the active job number.

The active job only applies to your copy of the program. Changing your active job doesn't affect anyone else, and doesn't change anything in the database. The database is only changed when you carry out actual operations using the active job.

## Job and Product status

At any time the current status of a production job may be checked from the **Jobs** form where it is displayed in the **Job Status** column. The **Jobs** form is available from the **Production** menu. The possible values for the job status are:-

- Created
- Trial Kit
- Allocated and Awaiting Orders
- Allocated
- In Production
- Completed
- Cancelled

The products being built by a given production job also have status that reflects the position of that particular product or batch of products (or sub-products) in the production process. The product status may be checked at any time in the **Production History**, also available from the **Production** menu, where it is displayed in the **Production Status** column. The possible values for the product status are:-

- Checking Stock
- Stock Allocated
- In Production

- Completed
- Cancelled

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*Note: Where a production job contains multiple products (and/or sub-products) which are at different stages of production, the job status will reflect the least advanced of the products.*

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## Checking stock implications

Before moving a job forward from planning to production, the availability of the required stock needs to be checked. In fact, this is perhaps the most important stage in the production cycle, as the ability to test the requirements of the job against available stock allows you to perform 'what if' predictions as part of your production planning. You might for example want to adjust the mix of products until the quantities planned fit with the available stock, or until the overall cost fits with your requirements.

Once you have edited, saved and closed the mix of products for the job, click on the **Check Stock** button on the jobs form or the main window toolbar, or choose **Check Stock** from the **Production** menu.

The parts list for each item in the mix of products is used to create a list of stock items needed for the job. The quantities of any stock item used in more than one parts list in the mix of products will be consolidated, so that any one stock item only appears once in the list of required items. Any parts list marked as 'auto expand' will be expanded and the stock items it contains added to the list, rather than simply adding the parts list as a single stock item. The auto expand facility operates hierarchically such that any auto expand parts list referenced within another auto expand parts list will also be auto expanded to its constituent stock items.

The quantities required for each stock item is then checked against the available stock, and any shortage is noted. These shortages are shown in the shortages form. Each job has its own list of shortages, and you can have several jobs at this initial 'trial kit' stage in the production cycle. This does allow you to plan several jobs at once, or even try several different production scenerios simultaneously, although some care is required if you are doing this because each 'planned' job at this 'trial kit' stage takes no account of the requirements of the other jobs also having 'created' or 'trial kit' status (see **Shortages re-checked** below).

### The shortages form

The shortages form for a job shows the currently calculated list of shortages for the job. This takes into account available stock, which is the quantity currently in stock less any amount already earmarked for

other production jobs, but does not automatically assume that items already on non-production orders are available for production.

### Review shortages

If you have already checked the stock implications of a job the **Check Stock** option changes to **Review Shortages**. Using this option will simply re-display the existing shortages list for the job. This allows any adjustments that may have been made to the shortages to be preserved even if the shortages form is closed and re-opened later. Shortages are only re-calculated if you explicitly choose to do so, or if you change any of the shortages options that necessitate a recalculation (such as **Expand**), or if changes in the database would render the shortages incorrect (such as when the mix of products had been modified).

### How shortage amounts are calculated

The drop-down list in the top part of the shortages form shows how the shortages are calculated from the list of stock items required for the job. To change the method, drop down the list and choose the required setting. When a new setting is chosen, any existing shortages are discarded and the shortages are re-calculated according to the new setting.



**Check against zero stock levels** : the required quantity of each stock item is compared to the current quantity in stock. Any deficit is reported as a shortage for that item.

**Check against min stock levels** : any **Minimum Level** defined for a stock item is excluded when considering the current quantity in stock. The minimum amount is assumed to be a 'buffer' stock that is not available for production. This is the default setting.

**Check against min and replenish all** : this calculates shortages using the same method as **Check against min stock levels**, but also includes any item whose stock level has fallen below the defined **Minimum Level** regardless of whether or not it is needed by this production job. This setting provides a means of replenishing stock at the same time as generating production orders. (Also see the section on 'Replenishing stock levels' under the chapter on Purchasing) **Ignore current stock levels**: this will generate a complete set of shortages for exactly the required quantities of each stock item in the job, regardless of the current stock levels. This setting may be useful when used in conjunction with the 'Pre-ordering for production jobs' feature described later in this chapter.

## Expanding parts lists

Parts lists are stock items like any other, so they can appear in the list of shortages just like individual components. Parts lists are identified in the shortage form by an **X** in the column that is also headed **X**, to indicate that these are 'expandable' items.

If you want to build the shortage item represented by the parts list as part of your production job, you can expand the parts list to its constituent items and include those items themselves in the shortage calculations.

As we mentioned in the section on 'Checking stock implications' parts lists whose stock items are marked as 'auto expand' will be automatically expanded. Those not marked as 'auto expand' may still be manually expanded from the shortages form.

To do this, select the appropriate shortage item in the list, and click **Expand** (or double-click the left mouse button on the shortage item). The parts list will be removed from the shortages, expanded to its list of items, and the shortages for those items calculated and added into the existing set of shortages.

If you wish, you can expand all the parts lists in one go, by pressing the **Expand All** button. Each one of the expandable items in turn is expanded and the shortages calculated or adjusted. This option operates hierarchically such that any parts list referenced by another parts list will also be expanded to its constituent stock items. When this option has completed, the shortages will contain only the non-parts list stock items.

You should also be aware that the cost shown at the top of the shortages form could decrease when you expand parts lists, as any 'unrestricted' items (build time etc) are taken out.

## Outstanding non-production orders

The shortage calculation doesn't take into account any outstanding non-production orders, only the currently available stock.

However, as a guideline to stock that may be available in the required timescale, any shortage item that is also an outstanding purchase order item is marked with **O** in the column also headed **O**.

Double-clicking in this column will open the Outstanding Order Items form, showing you the quantities that are expected for this item, and any required or expected delivery dates. Note that this may include purchase orders from other production jobs if those orders include a amount not specifically for that job, perhaps because the item had to be ordered in a specific pack size.

You may decide that you can reduce your production shortage amount and use some of the non-production stock for your production job when it arrives.

If you do this, Stockit will help you to keep everything 'in line', by recording the fact that there is a 'shortfall' between the amount ordered for the job, and the amount required. This shortfall will then be 'satisfied' by automatically allocating non-production stock as it is received through goods in.

## Adjusting shortages

Although the **Check Stock** option calculates the amounts to be ordered for the various stock items needed for your production job, it may sometimes be necessary to make some adjustments to the resulting figures.

The amounts calculated for ordering will take into account any minimum order quantities and pack quantities, but you might wish for example to increase the order amounts to cater for intended future production. You may also know that a particular item is out of stock with your usual supplier and so wish to specify an alternative supplier for that item.

Click on the **Adjust Shortages** button on the shortages form or the main window toolbar, or choose **Adjust Shortages** from the **Production** menu.

Part Number	Supplier	Shortage
CO14BLACK	MACROHARD	1.66
CO14RED	MACROHARD	0.01
M3BY16	MILSPEC	2.00
M3NUT	MILSPEC	2.00

On this form, select the shortage item to be edited in the grid and click the Edit button on the form's control bar or press <Enter>. Alternatively, double-click the item. You may then edit the 'Qty to Order' for the shortage item (including setting it to zero), and specify an alternative supplier by selecting from the Supplier drop down list, or choosing one using the record selector. You can also add new items to the list of shortages by clicking on the **Add (+)** button on the navigation bar and choosing the required item using the record selector.

Existing shortage items can not be deleted but using the **Delete (X)** button will set the 'Qty to Order' to zero indicating that none of the item is to be ordered.

### Item Notes

Notes for individual shortage items may be added using the Notes field on the Adjust Shortages form. These notes will be carried forward on to the purchase orders generated when the job is allocated and could be

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used to specify information such as special delivery details on a item by item basis.

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*Tip: These notes should not be added until you are sure about the make up of the shortages as re-calculating, either explicitly or implicitly, will cause all adjustments including these notes to be discarded.*

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## Recalculating shortages

Shortages can be re-calculated at any time. For example if you know the prices of a number of stock items have been changed, this might affect the overall cost of your production job.

To recalculate the shortages for a production job, first make sure the job you want to work on is the 'active job' (shown on the right-hand end of the status bar). Then click on the **Recalculate** button on the shortages form.

### **Current shortages discarded**

It is important to realise that when re-calculating shortages, the current shortage list is cleared before being re-built from the original mix of products.

Any changes you have made since the original shortages were calculated (including expanding parts lists, or adjusting shortage amounts or suppliers) will be lost when the new list of shortages is re-calculated.

## Requesting supplier quotes

Before committing to placing orders and reserving ex-stock items, you may need to request up-to-date prices from your suppliers. From the Shortages form, click on **Quotes**. This will create a set of supplier quotes for all the current shortage items, which you can then print off and send to your suppliers.

## Allocating stock and placing orders

Once you have decided to commit to building the production job, the next stage is to allocate the necessary ex-stock items and place orders on your suppliers for the shortages.

Up to this point, no stock levels will have been changed and no orders placed, so you are free to go back and modify the mix of products, re-calculate or adjust shortages, or indeed to cancel the entire job if you've changed your mind about building it at all

Once allocated, you may still cancel the job and any placed purchase orders, but these will stay on record as having been placed and then cancelled.

From the **Production** menu choose **Allocate Stock/Orders** (or click the **Allocate** button on the main window toolbar or the shortages form).

### Shortages re-checked

Before the allocation can take place, the shortages for the job are re-checked, to make sure that stock items that were available when the shortages were generated are still available.

If some items that were being used ex-stock that are no longer available in the required quantities, a message will appear to tell you this, and you will need to go back to the shortages form and review or rectify the situation.

### Confirming the allocation

Job Number: KIT020004

WARNING: About to Allocate Stock and Orders for this job.

This will allocate available stock required by the Planned Production and enter all shortages as being ON ORDER.

You should be ABSOLUTELY SURE that this is correct before proceeding.

For Purchase Orders generated:

Required Date:

Expected Date:

Proceed Cancel

Committing a production job using Allocate sets off a number of database changes, so you are asked to confirm that it is okay to do so by clicking on the **Proceed** button.

If you are not sure, and you need to review the mix of products or other information, press **Cancel** to close the dialog without further action.

### Purchase order dates

If you wish, you can specify the 'Required Date' and/or 'Expected Date' to be put on the purchase orders as they are generated. The 'Required Date' is how you tell your supplier the date by which you need these

items delivered, and the 'Expected Date' is used for your information to record the date when the order is expected to be delivered.

If you don't want either of these dates on the purchase orders generated, leave these fields blank. You can always set them afterwards on an order-by-order basis if you need to.

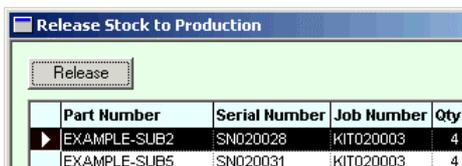
## Booking in deliveries

Deliveries for your production purchase orders are booked in using the **Goods In** option on the **Stores** menu, as described in "Order-based Goods In" on page 92.

## Releasing stock to production

The next stage in the production cycle is to issue the necessary stock items from stores to be used in the production of the product(s) in the job.

From the **Production** menu, choose **Release to Production**. The form that opens will show you a list of the products from jobs that have been allocated, but have not yet been released.



Part Number	Serial Number	Job Number	Qty
EXAMPLE-SUB2	SNO20028	KIT020003	4
EXAMPLE-SUB5	SNO20031	KIT020003	4

Select the product you wish to release to production, and click the **Release** button. The status of any purchase orders for the job is checked, to see if there are any production orders still to be delivered. Outstanding order items relevant to the product being released will be individually reported as will any still outstanding 'shortfall' quantities that were intended to be satisfied by pending non-production orders when the shortages were adjusted.

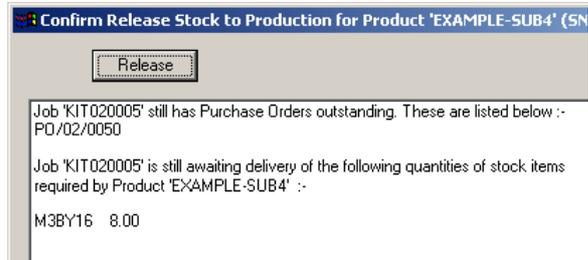
If the product has 'sub-products', i.e. parts lists that were expanded while checking stock implications (including 'auto expand' items), the status of those sub-products is also checked and any still to be completed will be reported.

A check is also made at this point that the amount of items actually in stock at this point is sufficient to meet the quantity allocated to the product to be released. It is possible that the actual stock level may have diminished since allocation, perhaps due to a stock take adjustment or a unplanned withdraw of stock through **Goods Out**.

If all the necessary items have been delivered, completed or were already and are still available in stock, the message that appears will tell you that this item is ready to be released. You can then press **Release** to continue, or **Cancel** if you have changed your mind.

**Releasing before all stock is available**

If there are outstanding purchase order items against this job or product, then the message that appears will tell you what is still outstanding.



You can still choose to release to production anyway, as you might for example be able to start building the product, and not be delayed by the lack of some parts that will only be needed right at the end of the build process. Stockit can't work this out for you, but it will let you use your judgement on whether or not to continue.

If you do choose to continue by pressing the **Release** button, you may find that current stock levels of some stock items have negative values until the expected deliveries are actually received through goods in.

**Work in progress**

The products currently 'in production' are termed 'work in progress'. Once a product is released to production, as far as Stockit is concerned it becomes 'work in progress' even if you haven't actually started physically building it yet.

Choosing **Work in Progress** from the **Production** menu will display a form showing all the products currently in production. This form shows you the job and serial numbers of each product, the quantity being built, and the relevant dates. An **S** in the **Sub** column indicates that the item is a 'sub-product' that is being built to go into another product being built in the same job.

Work In Progress								
Complete								
	Part Number	Description	Qty	Job Number	Serial Num	Job Created	Stock Releas	Sub
▶	EXAMPLE-SUB1	Bridge Asse	4	KIT020003	SNO20027	22-Jan-2002	01-Mar-2002	
	EXAMPLE-SUB3	Switch asse	4	KIT020003	SNO20029	22-Jan-2002	01-Mar-2002	
	EXAMPLE-SUB4	terminal Block	4	KIT020003	SNO20030	22-Jan-2002	01-Mar-2002	
	EXAMPLE-PCB	Speed Contro	4	KIT020003	SNO20032	22-Jan-2002	01-Mar-2002	S

## Completing a job

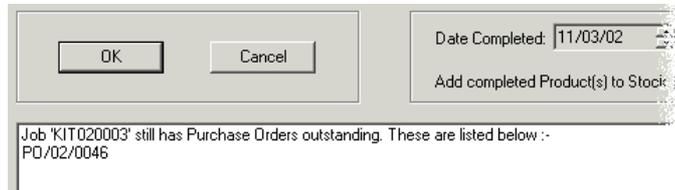
When you complete a batch of products corresponding to one of the rows on the Work in Progress form, select the row and click on the **Complete** button. Stockit will check whether or not all relevant outstanding order items have been received and whether all relevant sub-products have been completed.

A small report dialog appears to allowing you to confirm completion:



The completion date has an initial value of today's date, but you can change this if you wish. You can also choose whether or not the completed items should be added to stock. If the item to be completed is a sub-product, the option to add the completed product to stock will not be available as the sub-product will be incorporated into one of the other products in the job.

If there are outstanding orders or sub-products, the report dialog gives you information about what is still outstanding:



## Cancelling a job

A job can be cancelled at any stage before stock has been released to production. From the **Production** menu choose **Jobs**, select the job you wish to cancel, and press the **Delete (X)** button on the form's navigation bar.

If the status of the selected job allows it to be cancelled, a confirmation dialog that appears will warn you what is about to happen, and give you the opportunity to change your mind by pressing **Abort**, or confirm the job cancellation by pressing **Proceed**.



You may have already placed orders against this production job, or indeed may have received some or all of those orders into stock. Stockit takes care of this for you by ‘unhooking’ those purchase orders from the cancelled job, effectively allowing the received items to become available as if they had been ordered on a non-production order.

Ex-stock items that had been reserved for the job by allocation will be un-allocated, freeing them up for use by other future jobs.

The job itself will remain in the **Production History** as a ‘cancelled’ job.

## Pre-ordering for production jobs

As well as placing ‘true’ production orders for a job, it is also possible to generate the set of order items required for a job and place non-production orders instead. You may want to use this option if you need to pre-order items on long lead times, well ahead of when they would actually be required for production.

The **Pre Order for Job** option on the **Stores** menu takes the list of shortages for the active job, and generates the corresponding list of non-production order items.

This option may be most useful when used in conjunction with the ‘Ignore current stock levels setting’ on the shortages form.

## Chapter 10. Finances

### Updating stock prices

Stock prices can be updated directly in the stock form, or by using prices set for items received through goods in.

### Updating unit cost on stock form

For occasional changes to unit costs, it may be sufficient to update them directly through the stock form itself.

From the **Stores** menu choose **Stock**. Find the stock item for which you need to modify the cost, click on the **Edit** ('pencil') tool on the form's navigation bar (or press **Enter** on the keyboard), and simply change the unit cost on the form and press **Save** (or **Enter** again) to save.

### Updating through Goods In records

From time to time you may wish to update your prices across a range of stock items to more closely reflect the current buying price of these items. This can be done by applying prices set in your goods in records.

Before applying the goods in costs, clearly these need to be set up. You can either do this at the time the goods are booked in, or as a 'batch' operation across a set of goods in records, or a combination of the two.

#### Setting costs when booking goods in

When booking items in through goods in, the 'goods in details' dialog provides you with a box you can use to enter the cost (if this is shown on the delivery paperwork).

Enter details of Stock Item received

Part Number: 1.5AFT

Supplier: DUG

Suppliers Part Number: M4920

Quantity (EA)

Ordered: 1.00

Outstanding: 1.00

Received: 1.00

Unit Cost: 2.1000 EA

OK

Cancel

This will need to be done for each item received, so clearly it depends on the availability of the information on the paperwork, the time available to fill in this information on the dialog, and indeed whether or not you want your goods in department even seeing the cost information.

### Setting costs after booking goods in

It may be more appropriate to set up the costs as a separate task, perhaps by one of your accounts staff, rather than at the time the goods are actually booked in. You may also only have this information to hand once the supplier invoice has arrived.

From the **Financial** menu, choose **Set Goods In Costs**. The form that opens will show you a complete list of all goods in items in the database. You can use the normal 'filter' tool to reduce this to a more recent list if you wish (by choosing 'Date Received' 'Greater Than' the required date).

Goods In Costs

Part Number: 35TWSS47M0611

Order Number: PO/02/0040

Job Number: KIT020001

Unit Cost: 0.0700 GBP EA

Part Number	Qty R	Cost	Date Re
35TWSS47M0611	24.00	0.07	15-Feb-
2002-001-100	5.00	2.48	15-Feb-
RSCA701-VB-9-G	5.00	0.74	15-Feb-
26MB5B	8.00	1.56	15-Feb-
TLBR5410	4.00	0.58	15-Feb-
CO14BLACK	10.00	0.35	15-Feb-
CO14BLUE	8.00	0.35	15-Feb-

Part Number

You can now use this form to update the prices as necessary from your source information. Find the goods in item you wish to change, and press **Enter** on the keyboard or the **Edit** (pencil) button on the navigation bar to start editing. Enter the new unit cost, and press **Enter** again to finish.

The 'calculator' button alongside the unit cost field will open the calculator dialog to help you calculate unit cost from pack cost and quantity.

## Applying goods in costs

Regardless of how the goods in costs are set, to apply them to the stock table (or review what would be changes would be made if you did apply them), choose **Update Stock Prices From Goods In Costs** from the **Financial** menu.

The dialog that opens provides you with a number of options controlling how the costs should be updated.

The first part of the dialog allows you to include all goods in records, or only those recently received.

The calculation that is done to arrive at the new Unit Cost is also controllable, using the three options in the middle of the dialog. The first two options use a 'weighted average', the last will simply use the maximum unit price it finds.

The last area of the dialog allows you to control what is shown in the report that is generated.

To produce a report of the price changes that would be done, click the **Preview Price Changes** button. This generates a report listing all the price changes that would be applied, but doesn't actually apply those changes. This allows you to check for example that no typing errors have been made in entering goods in costs.

The example report below shows that the prices of three of our stock items would be updated, and also shows you how much the price will change.

Before +After 'Update Stock Costs'				
Part Number	Comment	Before	After	Variance
3035H	Change in unit cost 2 priced records	1.5600	1.5800	0.0200
7A.2RED	Change in unit cost 2 priced records	0.0700	0.0720	0.0020
CX18U	Change in unit cost 1 priced record	0.3500	0.3550	0.0050

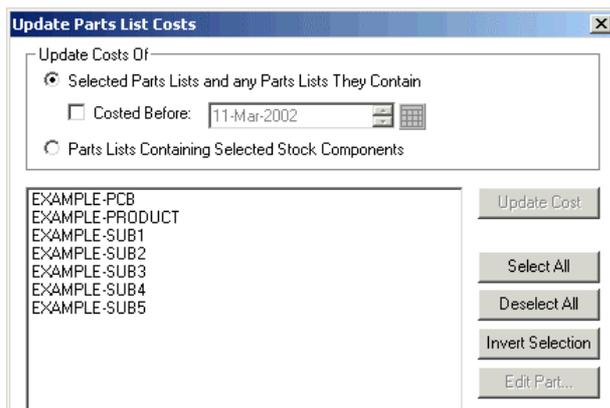
*Note:* Although the report appears 'behind' the dialog, you can click in the report and scroll or resize it to see all the information.

When you are ready to commit to applying the price changes, click on the **Update Prices** button to change the actual stock record prices.

## Updating parts list prices

The cost of a parts list is held in the corresponding stock record. Although individual parts lists can be re-costed while editing the actual parts list contents, if you have even a relatively small number of parts lists then this would be a time-consuming operation. To automate this task, there is a separate option that deals with updating the cost for parts lists.

From the **Financial** menu, choose **Update Parts List Costs**. The dialog that opens should provide you with the tools you need to re-calculate the cost of any or all of your parts lists.



The upper part of the dialog allows you to specify how to choose the parts lists to be updated.

When set to 'Selected Parts Lists', the list box shows a list of all parts lists in the database. Use this mode to update the costs of particular parts lists (or indeed all of them).

When set to 'Parts Lists Containing', the list box shows stock items that are not themselves parts lists. Use this mode to update the cost of any parts lists that might be affected by changes in particular stock items. For example, if you change the price of a single stock item, there is no real need to re-cost all parts lists, so by choosing this mode and selecting only that stock item from the list, only those parts lists that contain the stock item will be updated (along with any that in turn contain *those* parts lists, and so on).

Depending on the size and complexity of your database, you may well find that it is just as easy to select all parts lists and update the costs of them all in one go, as this is usually such a quick operation that there is no point taking time to make select complex combinations of parts to be updated.

When you have chosen the mode you wish to work in, and selected the items to be re-costed or used, click **Update Cost** to update the affected parts list costs in the stock table.

## Listing the cost of parts lists

The **Report Parts List Costs** option on the **Financial** menu is a shortcut to the Parts List Costings report. You can choose to filter the report based on part number, category or unit cost (as described in "Pattern matching" on page 124), then the report is displayed on the screen.

Parts List Costings			
Part Number	Description	Cost	Date
EXAMPLE-PCB	Speed Controller PCB	21.5340	12-Feb-2002
EXAMPLE-PRODUCT	Speed Controller Unit	79.3370	12-Feb-2002
EXAMPLE-SUB1	Speed controller bridge assembly	3.4334	12-Feb-2002
EXAMPLE-SUB2	FET controller	4.5156	12-Feb-2002
EXAMPLE-SUB3	Switch Assembly	2.0242	12-Feb-2002
EXAMPLE-SUB4	Terminal Block assembly	1.8685	12-Feb-2002
EXAMPLE-SUB5	Speed Control PCB with LEDs & Cables	24.8795	12-Feb-2002

The report shows the parts lists in the database, together with their cost as currently calculated, and when that cost was last updated.

## Stock valuation

The stock valuation report allows you to quickly find an approximate value for the stock you are currently holding. This might be needed for example if you are completing your end-of-year accounts and require a value for your current stock.

From the **Financial** menu, choose **Stock Valuation**. The report that opens will list the values of items held in stock (including those already allocated to production), items already in use in production (work in progress), and also the value of outstanding purchase order items.

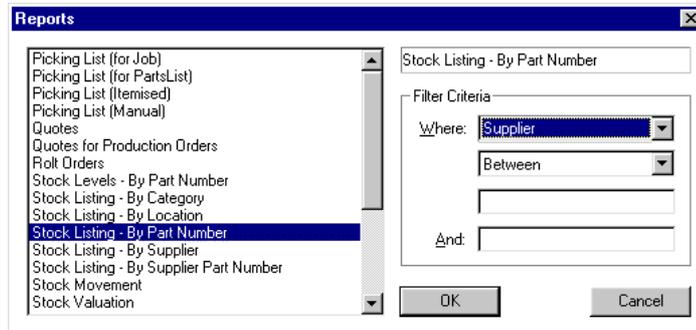
The value of stock is calculated on a 'replacement cost' basis, using the unit cost of each stock item as the current buying-in cost of that item. It does not take account of historical value of stock previously bought at lower prices.

## Chapter 11. Reports

### The Reports dialog

#### Choosing a report

The **Reports** dialog is opened by choosing **More Reports** from the **Reports** menu. Some of these reports are also available directly from the **Reports** menu itself, in which case only the right-hand part of this dialog will be displayed.



Choose a report by clicking on its name in the list of reports at the left-hand side of the dialog.

#### Selecting data to be included

On the right-hand part of the dialog (which will be the only part displayed if a report was chosen directly from the **Reports** menu), a set of controls allows you to selectively choose data to be included in the report. You can apply various filter criteria to the data, based on the field shown in the 'Where' drop-down list. The fields available in this list will depend on the report you have chosen, as the list will only show fields relevant to that particular report.

If you want to display a complete report containing all the relevant data from the database, then the criteria fields should be left blank. (The setting in the 'Where' drop-down list is only used if there are values in the box (or boxes) below).

From the 'Where' drop-down list, choose the field on which you want to filter the information.

Filter Criteria

Where: Supplier

- Description
- Location
- Part Number
- Supplier

Having chosen the field on which you want to filter, the second drop-down list allows you to choose how to actually filter the values found in that field. You can choose one of the following settings:

- Between - the chosen field is between two values.
- Like - the chosen field matches a range of values based on a 'pattern' (see below).
- Is - the chosen field is exactly a particular value.
- Greater Than - the chosen field is greater than a particular value.
- Less Than - the chosen field is less than a particular value.

Depending on the setting you choose, you will need to enter one or two values in the boxes provided. 'Between' requires two values, whereas the others require one. In the example shown below, we have chosen to include all records where the Supplier is between A and F.

Filter Criteria

Where: Supplier

Between

A

And: F

### Pattern matching

When you choose 'Like' from the drop-down list of settings, the value you enter in the edit box can include "wildcard" characters. These allow you to match a range of values that fit a particular pattern. Two wildcard characters are recognised, \* and ?. Some examples of wildcard patterns are shown here:

Pattern	Matches all records where:
AX*	first two letters are AX, followed by any number of characters (including none).
A?2	first letter is A, second is any single character, last is 2.
*PP*	letters PP appear as a pair, with zero or more characters before and/or after.

## Viewing and printing

When you have chosen the filter criteria you wish to apply (if any), the report can be viewed on-screen by pressing **OK**.

If there are no suitable records in the database, or none matching the criteria you have selected, a message appears telling you there are 'No records to display'.

If there are some records to include in the report, it will appear on the screen. If you want to see what it will look like when printed, choose **Print Preview** from the **File** menu. To print it out, simply choose **Print** from the **File** menu, and print using the standard Windows Print dialog that appears.

## Available reports

### Stores

Labels - "bin" labels for marking items in stores. Includes pre-formatted report to fit Avery standard labels.

Movement - two reports covering stock inputs and stock movements.

Parts list - parts list forms.

Picking list for parts list - stores picking list for picking items needed to build a parts list.

Stock by category - stock items sorted by their category.

Stock by location - stock items sorted by their physical location.

Stock by part number - stock items sorted by their part number.

Stock by supplier - stock items sorted by their supplier name.

Stock by supplier part number - stock items sorted by their supplier part number.

Stock levels by part number - current stock levels, sorted by part number.

Suppliers - supplier records.

### Orders

Orders - order forms.

Outstanding orders - order items currently outstanding.

Order history - current and old purchase orders.

Request for quote - request quote for non-production order.

## Production

Assembly list - two styles of manufacturing assembly lists.

Mix of products - listing mix of products for production jobs

Picking list - picking lists for products or jobs in two different styles.

Request for quote - request quote for production order.

Awaiting Non-Production – details stock items not on production order currently being awaited by production jobs.

## Financial

Stock valuation - value of stock in hand, on order and in production.

Stock price update variance - "before and after" report of stock price changes.

## Chapter 12. Advanced Tasks

### Backing up the database

Stockit includes an integrated backup and restore facility for increased security. The common saying “time is money” is very relevant when you think of how much time it would take to re-enter all your stock information from scratch – even if you actually had all the information you needed.

### Adding Stockit database to your own backup

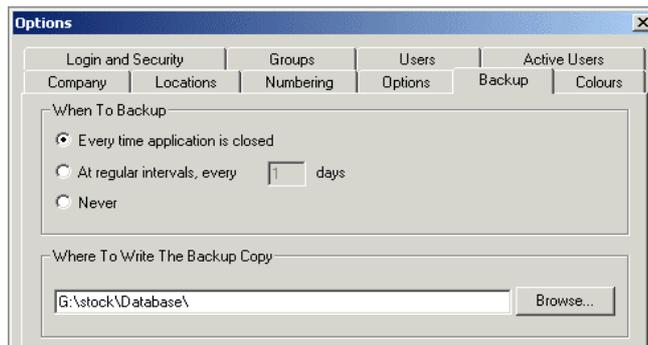
If you already have a scheme in place for backing up your work for your other software, you should add the Stockit database file into this backup. All the Stockit information is held in the single database file, so you will only need to make a backup copy of that one file.

### Using automated backup

If you don't already have a backup scheme (which you should seriously consider setting up), or if you want a ‘belt and braces’ setup, Stockit includes the ability to take an automatic copy of the database file for you according to various settings.

#### Setting automated backup options

The frequency and destination for automated backups is controlled by settings on the **Backup** page of the **Options** dialog, which is in turn accessed from the **Tools** menu.



The setting for the backup interval is stored in the database itself, so that everyone using the database follows the same rules for how often it should be backed up.

The location is stored in the system registry on each computer, allowing the backup to be written to the most appropriate place according to which computer Stockit is running on.

#### **When does the backup happen?**

The database is backed up according to the settings in the 'When To Backup' section of this dialog. It is recommended that you only use the setting 'Never' if you are making your own backup copy.

As you quit the application and close the database, the backup settings are checked to see if a backup should be attempted. If set to happen 'at intervals', the date of the last backup is also checked. If a backup is needed, you are prompted to confirm that a backup should be done.

If you are running in a multi-user configuration, an automated backup will only take place if the program can gain 'exclusive' access to the database.

#### **Where does the backup go?**

The backup copy of the database file has the same name as the database you are backing up, with the words "Backup copy of " added at the start of the name.

The folder in which the backup file should be stored is specified on the Options dialog page. This could be the same folder as the database file itself, or (perhaps a better option) a folder on another computer in case your computer hardware fails.

## **Restoring the database**

Sometimes it might be necessary to restore a backup copy of the database. Doing this will 'wind the clock back' to the point at which the backup copy was done. Any changes made to the database since the backup would then be lost, so you should only restore an earlier copy of the database if you are really sure that this is what you want to do.

If you should ever need to reload a backup copy of the database for any reason, there are two methods or procedures for doing this.

#### **Restoring using Stockit**

If you are running Stockit, you can select **Restore** from the **Tools** menu, browse to the saved copy of the database file, and restore it "over the top" of the existing database file.

Stockit will need close any forms that you have open before the Restore can take place, so that the existing database file can be closed before it is overwritten.

If you are running in a multi-user configuration and there are two or more people logged into the database then Restore will not operate. You will see a warning message that Stockit was unable to gain 'exclusive access' to the database file. You will need to get the other user(s) to close their copies of Stockit before you can use Restore.

### Restoring outside Stockit

Although it is in theory possible to restore the database outside Stockit's control, this should really be avoided. You should instead use the Restore option provided for that purpose within the Stockit program.

It is actually possible to overwrite a database file that is still in use by other instances of the Stockit program, potentially causing them to quit unexpectedly or even to cause data corruption.

## Moving the database

The name of the database file that your copy of Stockit uses is defined on the **Locations** page of the **Options** dialog, which can be accessed through the **Tools** menu.

### Making a copy of the database

The first step in moving the database is to copy the existing file to the new location.

To do this, you can either use the **Backup** option on the **Tools** menu to save a copy, or you can use the Windows Explorer to copy the database file itself.

The first method is the one we recommend, as it makes sure that you have 'exclusive' access to the database, preventing any possible loss of information that might otherwise happen if there were several people still writing to the database file when you copied it. You should only take a 'file copy' of the database if you are sure no one is using it at the time.

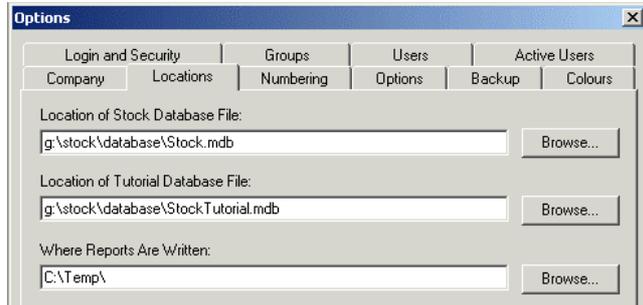
### Switching to a different database

Once you have made a copy of the database, you will need to switch your copy of Stockit to use the new file. The database path that you need to change is defined on the **Locations** page of the **Options** dialog.

There are two database locations on this dialog. The first is for the main or 'real' database that you use for 'live' stock information. The other is for the tutorial database that you can use to learn how to use Stockit or to try out features without affecting your main database.

*Note:* If you are running a demonstration copy of Stockit, this will only access the Tutorial database.

To change your copy of Stockit to read a different database file, click on the **Browse** button alongside the current database name.



Use the standard Windows file browser to locate the database file you want to use instead of the current one, and press **Open**. When you press **Apply** or **OK** on the Options dialog itself, the current database and any open dialogs and forms may be closed, and the new database opened.

*Note:* Tutorial and Main databases are not interchangeable. If you browse for a main database and choose a tutorial database file, Stockit will report an error and ask you to try a different file.

## Importing data

### Stockit / Stockit Professional

Importing data from Stockit DOS-based products (Stockit and Stockit Professional) is described in “Importing the data” on page 138.

### Stockwin

Importing data from Stockwin is described in “Importing the data” on page 139.

### Other systems

Data can be imported from other systems using files known as “comma-separated value” or “CSV” files. These are text files present the data as lines of information, usually one line per record with each field on the line separated by a comma.

Data can be imported in this way into the Stock, Suppliers and Categories tables of a Stockit database. From the **File** menu, choose **Import**, then **Import Wizard**. Press **Next** to move to the page called ‘Type of Data’ and select “Comma Separated (CSV) File”.

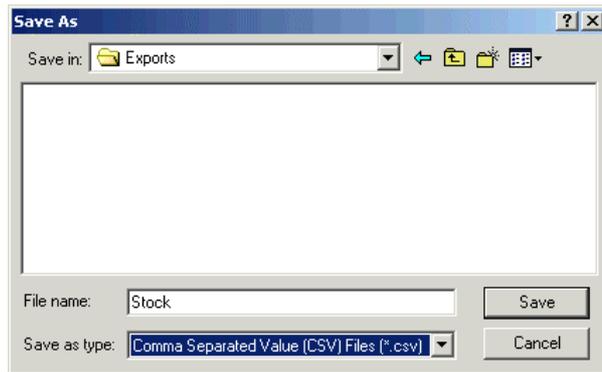
The following pages of the Import Wizard then allow you to choose the file to import, and also database table into which the file should be imported together with a mapping of fields in the import file to fields in the database table.

For more details on exactly how to use this feature, open the Import Wizard and then press **F1** to access the relevant online help pages.

## Exporting data

### Comma-Separated Value (CSV)

Any form that contains a grid can be exported to a comma separated (CSV) file. From the **File** menu choose **Save As**, and then choose CSV Files from the drop-down list 'Save as type'.



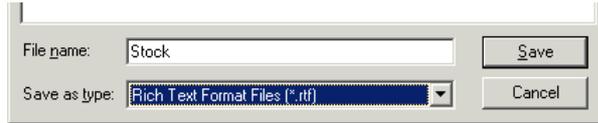
All the currently visible columns of the grid will be exported as fields on each record in the file, so you can control what items you export by using the **Customise Grid** option to hide or display the necessary fields.

See "" below for options that apply to exported CSV files.

### Rich Text Format (RTF)

Any form that contains a grid (including 'paper-style' forms such as purchase orders) can be exported as a Rich Text Format (RTF) file. This file, which should be readable in many word processing applications, should give a good representation of the on-screen appearance of the grid or form.

As with CSV output, use **Save As** on the **File** menu, and choose 'Rich Text Format' as the output type.



## Options for exported files

On the **Options** dialog (accessed from the **Tools** menu), the **Options** page has some settings that apply to exported files.

### Output field names

When exporting tables as CSV files for import into other applications, it is generally a good idea to include the field names as the first line in the exported file. This might help the 'receiving' application to interpret the file correctly, or simply help you understand which column is which. Some tables (stock items, for example) have a number of fields that would otherwise be indistinguishable (e.g. many 'quantity' values).

If you are exporting data to be modified and then re-loaded into Stockit using the Import Wizard, including field names should allow Stockit to map the fields in your re-imported file onto the corresponding database table fields automatically.

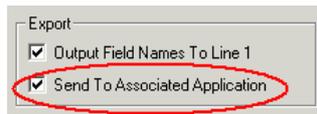


Set this switch to output field names. Clear it to leave them out and only write 'data' records to the output file. Field names are written to the first line of the output file as text items enclosed in double quotes.

This option only applies to CSV files.

### Send to application

You have the option of opening the exported file in the associated application for this type of file (if your system has one defined). For example, exporting an RTF file could launch Microsoft Word if installed as the default application for this type of file.



If no application is set up to handle the type of file you are exporting, setting this switch has no effect.

## Chapter 13. Networking and Multi-user Configuration

### Supported networks

Stockit uses the Microsoft Jet database engine that only requires 'standard' file access to the database file. Any network that allows file sharing from normal Windows applications should be suitable for use with Stockit.

### Networking overview

#### Database and software

Program and database files should be installed in shared folders that are accessible to all network users who will need to run Stockit. All these users will also need read/write access to the database folder. If they only have read access, Stockit will ask if you want to make the database file writeable each time the application is started, which of course it will not be able to do.

#### Users and groups

Each person who needs to use Stockit should be given a username and password. Some usernames could be 'generic', for example if there is a single computer in despatch that is used by several people then the username could be 'despatch'. The only restriction is that any username cannot be logged into the database more than once.

The procedures for creating user and group names is described in "User configuration" on page 135.

#### Locking

To allow true multi-user operation, Stockit uses several levels of "locking" to control access to different areas of the database and avoid conflicts between users attempting to modify the same data.

This is all done without any specific action required by the user, except in the occasional case where you try and access something that is locked by someone else. In this case you generally have the opportunity to 'retry' (in case the required resource is only briefly locked and is now available) or to 'cancel' the action you were trying to carry out.

Although the locking is carried out without needing any action from the user, the various 'levels' of locking are described below so that you can

understand the implications of any lock conflicts that might happen from time to time.

#### **Database lock**

The 'highest' level of lock is the entire database. Few operations require 'exclusive' access to the database, generally only those that have a widespread effect on the database file. These include **Backup**, **Restore**, converting from an earlier database format, and the **Maintenance** tools.

#### **Table lock**

A few operations need to work on entire database tables, but these are kept to a minimum to avoid unnecessary disruption to other database users.

#### **Object lock**

Operations on production jobs, purchase orders and parts lists generally lock the 'containing' object (the job, order or parts list) for the duration of their operation.

#### **Record lock**

Every time any changes are written back to a database that is not already locked, the particular record that is being changed is locked to prevent multiple concurrent 'writes'.

#### **Avoiding lock conflicts**

To avoid possible lock conflicts, where you could prevent other users from accessing parts of the database by keeping hold of locked resources for too long, it is recommended that you don't keep the following open for longer than necessary:

- Parts Lists
- Mix of Products
- Purchase Orders

#### **Recovering from 'stuck' locks**

It is possible that for some reason an item remains locked when it should have been released. Refer to "Locking" in the "Trouble Shooting" section on page 143 for details on how to recover from this situation.

## **Installation**

Multi-user installation is described in full in "Installing for multi-user operation" on page 22.

## User configuration

Stockit controls multi-user access to the database with user names that you (or your administrator) set up in the database itself. Some names are built into the database as shipped, but you can add others as you need them.

Each user has a user name and password, and also belongs to a 'group'. Each group has a set of 'permissions' listing what areas of the application or database they can access.

If you are running a single-user configuration, it is still a good idea to keep your program (and database) password-protected.

All user configuration is done through the **Options** dialog on the **Tools** menu.

## Groups

Groups are used to group together users who all need the same access permissions to the database. You can either use the built-in groups (modifying their permissions as necessary), or create your own.

## Users

Each user who needs to log into Stockit should have a user name. This will allow you to more easily track which users are currently logged into the system at any one time (see "Active Users" below). As with groups, there are some built-in users already in the database when first installed. You can use those users if you want, or create your own.

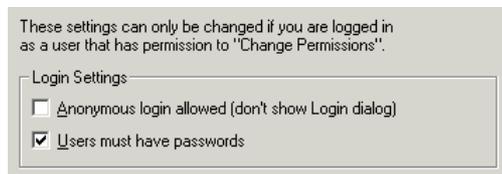
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*Note: The 'admin' user cannot be removed, to prevent you getting 'locked out' accidentally by having no users with administrator permissions.*

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## Login options

Various login options are available on the **Login and Security** page of the **Options** dialog.



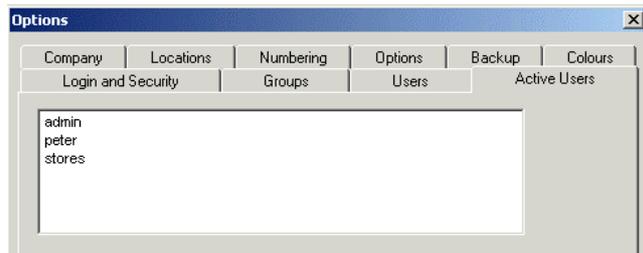
If running in a multi-user configuration, the checkbox 'Anonymous Login' should be cleared. If this option is set, then the first user starting the program will automatically be logged into the database as user "admin". Second and subsequent users will then be unable to access the database.

Depending on how secure you wish your system to be, passwords are optional in Stockit. You can have user names for each of your users so that you know who is logged in at any time, but you can if you wish allow them to log in without specifying a password.

## Active Users

You can find out which users are currently logged into the database at any time by choosing **Options** from the **Tools** menu, and selecting the **Active Users** page on the options dialog.

This list shows you the user name of all users currently logged into the database. You might need this information, for example, if you need to upgrade the system, restore a previous version of the database, or carry out any other administrative task that requires 'exclusive' access to the database. Knowing who's logged in will help you get everyone to log out!



## Chapter 14. Upgrading Your Existing System

This chapter covers upgrades from earlier Number One Systems stock control products, Stockit and Stockit Professional DOS, and Stockwin. It also provides information on upgrading an existing Stockit for Windows installation (see "Updating an existing installation" on page 140).

### General points

The main decision that you will need to take when importing your Stockit DOS or Stockwin database into Stockit is 'how much to import'. Although Stockit can import virtually all of the information from the earlier products, not all the tables can necessarily be "re-built" in their original form.

The most important point to consider, is whether or not you really want your new Stockit database loaded up with historical purchase and production information, or whether you just want to work with your current information.

The best method will depend on individual circumstances, whether or not you are actually running 'live' production jobs through the old system, and so on.

We recommend that where possible you use your current software to finish 'live' production jobs and purchase orders, and only import your stores information into Stockit. These can happen in parallel if necessary, as you can always re-import later on to update stock levels once all your outstanding deliveries have been booked in and any current work in progress is completed. This is the sequence that is documented in the step-by-step procedures outlined below.

### Stockit (DOS) users

This section will help users of the Stockit and Stockit Professional DOS-based products move their existing stock databases to Stockit for Windows. In this section, it is important to remember that "Stockit" means "Stockit for Windows", and "Stockit DOS" refers to the Stockit or Stockit Professional DOS-based products.

### Preparation

Although Stockit won't modify any of your existing Stockit DOS files, it is a sensible precaution - as with any software - to take a full backup of your current data files before starting.

## Key differences

Stock - there is no differentiation in Stockit between products, sub-products, assemblies and sub-assemblies.

Production - Stockit largely follows the production principles of Stockit Professional rather than Stockit DOS. If you are not sure of the implications of this, please refer to your Stockit DOS manual.

## Importing the data

The steps below outline the recommended procedure for importing your data. If your requirements are different to those described here, the Import Wizard has a variety of options to allow you to adjust the way that the import process operates.

1. From the **File** menu, choose **Import**, then Stockit DOS or StockPro (both use the same import process).
2. Click **Yes** if prompted about closing open forms.
3. When the Import Wizard starts, click **Next**.
4. Choose 'Complete Stockit/Stockit Professional Database', and click **Next**.
5. Specify the location of your database and parts list files. Use the "..." buttons if necessary to browse to the correct location. Click **Next** when the settings are correct.
6. Choose 'Selected Records', set the checkbox for 'Stores', clear the other checkboxes, and click **Next**.
7. Set the checkboxes 'Create Report', 'View Report', and 'Only if Errors'. If you wish to include a list of records imported in the import report, set the checkboxes for 'Added Records' and 'Updated Records'. Change the name or location of the report file if you wish. Click **Next**.
8. Choose 'Empty Database First', clear the checkbox 'Zero stock levels' and click **Next**.
9. Click **Finish** to finish entering settings and start the import process.
10. When the import process has finished, the report will open if there are errors. If no errors occurred, proceed to step 13.
11. If there were errors, review the report and decide whether they need to be fixed. If they can be ignored, click **Keep Import Results** and proceed to step 13.

12. Click **Cancel Import**, return to your Stockit DOS program to fix the errors, and re-start the import at step 1.
13. From the **Tools** menu, choose **Backup**. Enter 'Import Results' as the file name to which the backup should be written, and press **Save**.
14. Copy the backup file to floppy disk or your normal backup medium and store in a safe place.

## Stockwin users

This section will help users of the Stockwin Windows-based product move their existing stock databases to Stockit for Windows.

### Preparation

Although Stockit won't modify any of your existing Stockwin files, it is a sensible precaution - as with any software - to take a full backup of your current data files before starting.

### Key differences

Stock - there is no differentiation in Stockit between products, sub-products, assemblies and sub-assemblies.

### Importing the data

The steps below outline the recommended procedure for importing your data. If your requirements are different to those described here, the Import Wizard has a variety of options to allow you to adjust the way that the import process operates.

1. From the **File** menu, choose **Import**, then Stockwin.
2. Click **Yes** if prompted about closing open forms.
3. When the Import Wizard starts, click **Next**.
4. Choose 'Complete Stockwin Database', and click **Next**.
5. Specify the location of your database, orders, production and parts list files. Use the "..." buttons if necessary to browse to the correct location. Click **Next** when the settings are correct.
6. Choose 'Selected Records', set the checkbox for 'Stores', clear the other checkboxes, and click **Next**.
7. Set the checkboxes 'Create Report', 'View Report', and 'Only if Errors'. If you wish to include a list of records imported in the import report, set the checkboxes for 'Added Records' and 'Updated

Records'. Change the name or location of the report file if you wish. Click **Next**.

8. Choose 'Empty Database First', clear the checkbox 'Zero stock levels' and click Next.
9. Click Finish to finish entering settings and start the import process.
10. When the import process has finished, the report will open if there are errors. If no errors occurred, proceed to step 13.
11. If there were errors, review the report and decide whether they need to be fixed. If they can be ignored, click **Keep Import Results** and proceed to step 13.
12. Click **Cancel Import**, return to your Stockwin program to fix the errors, and re-start the import at step 1.
13. From the **Tools** menu, choose **Backup**. Enter 'Import Results' as the file name to which the backup should be written, and press **Save**.
14. Copy the backup file to floppy disk or your normal backup medium and store in a safe place.

## Updating an existing installation

If you already have Stockit for Windows installed, updating is very simple, regardless of whether you are running in a single-user or multi-user configuration.

The step-by-step procedure is shown here:

1. If running in a multi-user configuration, get all the other users to close the Stockit application.
2. From the **File** menu, choose **Backup** and take a backup copy of your current Stockit database. If you follow this update procedure then you will not lose any database information, but this is a sensible precaution anyway when updating any software product.
3. Insert your latest Stockit CD.
4. From the opening screen, choose **Stockit for Windows** (as you did when you first installed the product) and press **Enter**.
5. Follow the steps of the Setup Wizard until you reach the **Installation Type** page, when you should select 'Single/First User'.
6. Continue to the next page of the Setup Wizard, the **Select Components** page. At this page, turn off the checkbox for 'Database'. The rest of the items should be left checked, so that the program and online help files can be updated.

7. If you do accidentally leave the 'Database' checkbox set, you will be reminded in a later step that a database file already exists and asked to confirm over-writing it.
8. Continue with the rest of the Setup Wizard to complete the installation.
9. When installation is complete, start the application and log in as a user with 'permission to maintain the database'. As you log in, you may see a "progress" message box appear on the screen for a short while as any necessary amendments to the structure of your database are carried out.
10. Use the **Backup** option to take another backup of the up-to-date version of your database. Use a different file name to the one you saved in step 2.
11. Your new version of Stockit is now ready to use!



## Chapter 15. Trouble-shooting

### Installation

There are generally very few problems with installation, but some of the possible issues are listed below.

- **Application still running:** you will need to close down any copies of Stockit that are still running. You cannot install the software or database when these are still in use.
- **Microsoft “Jet” database engine in use:** Stockit uses this database engine as the means of interacting with the database file itself. If any other applications such as Microsoft Access are currently running, the Stockit Setup program may not be able to install or update necessary system files.

### Logging in

If some part of the software has failed for any reason, causing the Stockit application to quit without closing ‘normally’, then your user name will be left marked as ‘logged in’ in the database. This situation can be fixed as follows:

If running in a multi-user configuration, all users need to log out or quit the Stockit application.

From the **Start** menu on your Windows taskbar, choose **Programs**, then **Stockit for Windows**, and finally **Stockit for Windows (Recover)**.

Once the login dialog appears, you can log in as normal and resume working.

### Locking

As described in the section “Locking” on page 133, it is possible that for some reason an item remains locked when it should have been released. The procedure for recovering from this is the same as described in the previous section “Logging in”.



## Appendix A. Glossary

### Glossary of terms

**Assemblies** – These are anything which require a parts list in their own right. It may be a product or sub-product (which could call up components, sub-products and sub-assemblies); it may be a sub-assembly that could call up sub-products, sub-assemblies and components, or it may be a specially made component that - although brought in as a single item - requires a parts list to properly define it.

**Assembly List** - information for assembling the product; it is also used to provide a guide to the location of components of the same type.

**Backup** - the term applied to the process of taking a complete copy of a defined quantity of data. In the case of Stockit this would be the complete stock database. This 'copy' is normally stored separately from the original as a precaution against hardware failure, equipment theft, or other accidental loss or damage. The process of recovering the information from this copy is known as Restoring.

**Category** - a name or label that is used to identify stock items that are of a similar type or otherwise belong together in the same 'group'.

**Components** - standard parts that are bought in and used without further work or modification.

**Database** – a disk file containing information that is organised in a structured fashion, usually with relationships between areas of the data.

**Description** – a name that is used to best describe an item in the database. Where two stock items have a very similar part number, a concise description could be all that really makes it possible to easily identify which is which.

**Job** - a batch of assemblies or products that are handled or grouped together.

**MDI** – Multiple Document Interface - the ability to view and access many forms or windows within the main application window.

**Minimum Level** – This is the lowest level that the stock item is allow to go to until it must be re-ordered from the supplier.

**Non-Production Order** - a purchase order placed on a supplier, where the order has not been generated to satisfy a production shortage.

**Part Number** - a name that uniquely identifies a stock item.

**Parts List** - a collection of items that documents the design of a product or assembly, and defines all the parts used.

**Picking List** - a listing used to collect from stores all the components that are needed for a particular task.

**Restore** - see Backup.

**Trial Kitting** – checking stock implications for a planned production job, to see which stock items (if any) are not available from stock.

**Tree Structure** – a diagrammatic representation of the way parts lists are nested one inside another.

**Unplanned Issues** – stock items that need to be booked out from stores for unforeseen reasons (such as replacement of damaged components).

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