NorthClark Computing, Inc.

Buyer's Workbench
Administrator Guide

Web and Desktop Applications
for Manfact by Epicor

December 2, 2006

NorthClark Computing, Inc.

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Buyer's Workbench System Administration

NorthClark's *Buyer's Workbench* and web based *Supplier Portal* are designed to improve communication between Buyers and Suppliers, and streamline the process of obtaining quotes for parts and custom engineered components. The Buyer's Workbench is a *Windows* based desktop application that may be used to view, create, and modify Purchase Requisitions, Requests for Quote (RFQ), and Purchase Orders (PO) in your Manfact system.

The Buyers Workbench (BWB) Administration Module is used to select options and enter information to support the Buyers Workbench Application. Information includes:

- ❑ Custom Field Parameters

- ❑ The Network Path for the BWB Data Store

- ❑ List of Legal and Informative Supplier Documents

- ❑ Definition of Purchase Requisition Hold Codes

- ❑ Buyer Names and Email Addresses

- ❑ Supplier Performance Reporting Parameters (QCD)

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Important Note

Information updated by this procedure is stored in the ELF.TABLE file in the MRPISYS account. Therefore, this information is applicable to all Manfact data accounts. The parameters you enter here will apply to your live account as well as any test environments.

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Custom Fields for PO, Requisition and RFQ

Use the screen below to add custom fields for Purchase Order, Requisition, POQ and RFQ files used by the Buyers Workbench Application. Your custom fields will appear on the appropriate screens within the Buyers Workbench application. Please see the Buyers Workbench User Guide for more information.

Warning!

The entries you make in this screen identify the field locations where custom and standard data will be stored in your Manfact system. Incorrect entries could produce unpredictable results and have the potential for irreparable damage to the data in your Manfact system.

Please contact NorthClark Computing, Inc. if you need assistance with this setup procedure.

You may also use this screen to modify the attributes of standard Manfact fields including the prompt name, field length and assigning default data. Additionally, you may define a list of valid entries that can be presented to the user as a drop-down list during data entry.

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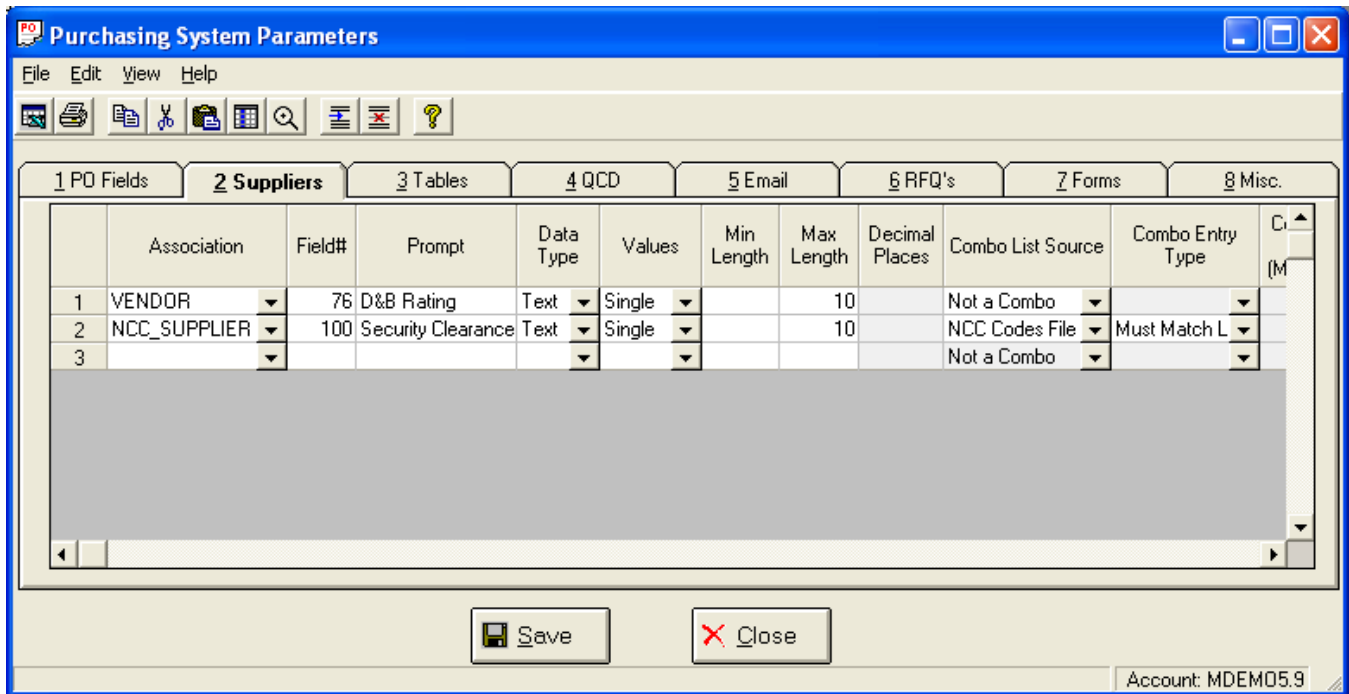
Column Definitions:

Association: PO Fields Display	Use the pull-down menu to select the file /association for the field you wish to add. The choices provided are:
	
	    ❑ Header
	    ❑ Line Item

PO Field #	Enter the physical location in the PO file where data is stored. Be sure to refer to the file dictionary for this information - **it is NOT the same as the prompt numbers displayed in Manfact data entry screens.**
POREQ Field #	Enter the physical location in the POREQ file where data is stored. Be sure to refer to the file dictionary for this information **- it is NOT the same as the prompt numbers displayed in Manfact data entry screens.**
POQ Field #	Enter the physical location in the POQ file where data is stored. Be sure to refer to the file dictionary for this information **- it is NOT the same as the prompt numbers displayed in Manfact data entry screens.**
RFQ Field #	Enter the physical location in the RFQ file where data is stored. Be sure to refer to the file dictionary for this information **- it is NOT the same as the prompt numbers displayed in Manfact data entry screens.**
Prompt	The system will read the Manfact dictionary for the specified file and field number, and display the description. This will be the prompt that the user sees during data entry. You may change it if desired.
Data Type	Set the data type for this field from the pull-down menu: **Number**: This option will require numeric input. **Text**: Allows all alphanumeric characters. **Date**: Requires the user to enter a valid date. **Checkbox**: User is presented with a graphical checkbox for simple yes/no entries. Data is stored in Manfact as "Y" or "N" only. **Notes**: Free-form unlimited lines of text with word wrapping.
Values	Select Single for items with one-line entries or Multiple for items that will use a PopUp Window Entry for multi-line entries.
Min Length	The minimum amount of data that may be entered by the user.
Max Length	The maximum allowable length of user-entry.

Decimal Places	Number of decimal places allowed for numeric entries.
Combo List Source	Select from one of the options below if you would like to provide the user with a drop-down list from which to select valid entries:
	Manual List – You will type the list of valid entries in the "Combo List" column.
	Multi-Valued Field – You will identify a specific field, in a specific record, in a specific file (usually a Table record), where the list of valid entries is stored.
	Select ID's From File – You will identify a specific file, where the Identifier of each record in the file is a valid entry on your list.
	NCC_CODES File – You will be using NorthClark's NCC_CODES file to create the list of valid entries.
Combo Entry Type	This selection determines whether the items on your list are to be used for validation purpose:
	Any Entry OK – User may select from the list, or type any desired value.
	Must Match List – Only item included on the drop-down list are valid.
Manual Combo List	If you selected *Manual List* as your *Combo List Source*, enter the list of valid entries here.
Combo Source File	If you selected *Multi-Valued Field* or *Select ID's From File* as your *Combo List Source*, enter name of the file where the list is located.
NCC_CODES Type	The NCC_CodesAdmin program may be used to define codes used by various NorthClark applications. If you selected *NCC_CODES File* as your *Combo List Source*, select one of the following options: ❑ Buyer ❑ Part Category ❑ Part Type ❑ Planner
Combo Source Record Id	If you selected *Multi-Valued Field* as your *Combo List Source*, enter the identifier of the record in *Combo Source File* where the list is located.
Combo Source Field Number	If you selected *Multi-Valued Field* as your *Combo List Source*, enter the field number in *Combo Source File* where the list is located.

Combo Source Description Field#	If you selected ***Multi-Valued Field*** or ***Select ID's From File*** as your ***Combo List Source***, enter the field number where the Description to be used in the drop-down list is located. If blank, the Code will be displayed.
Word Field Code	For Header fields only, you may optionally enter the name of a *Word Field Code* that has been included in your *Word Document Template*. This allows you to add your custom fields to the Purchase Order and/or Request for Quote documents. See *Tab #7 – Forms* for information on how to add Line Item fields to the body of the PO or RFQ.
Default Entry From	During data entry, it may be useful to have the system provide a default value for your custom field. The default entry may be obtained from any one of the following sources: ***Specify Value*** – You will enter a specific default value at the Default Field#/Value prompt. ***Current Date*** – Obviously, the prompt must be a date field. ***Parts File*** – Manfact's PARTS Master File. ***PARTS Vendor Dataset*** – The Vendor information stored in Manfact's PARTS Master File.
Default Field#/Value	If you chose ***Specify Value*** at the ***Default Entry From*** prompt, enter the text that will be used as the default during Purchase Order entry. If you chose ***Parts File*** or ***PARTS Vendor Dataset***, enter the field number here.
Default Value Conversion	A conversion code to be applied to the default data when it is read from the Manfact database. Examples include: ❑ Date ❑ MD2 ❑ MD4

Custom Field Definition for Supplier Files

Use the screen below to add custom fields for the Supplier (Vendor) files used by the Buyers Workbench Application.

The custom field definitions for the **Suppliers** Display are identical to those for **PO Fields** display, except as noted here.

Column Definitions:

Association	You may add custom fields to the Manfact VENDOR file or the NorthClark NCC_SUPPLIER file.
Field #	Enter the physical location in the VENDOR or NCC_SUPPLIER file where data is stored. Be sure to refer to the file dictionary for this information - **it is NOT the same as the prompt numbers displayed in Manfact data entry screens.**

Please refer to the *Custom Fields for PO, Requisition and RFQ* topic for definitions of remaining columns.

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Tables

Use this screen to enter the location of the BWB Data Store, lists of supplier related documents you wish to manage, Buyer Codes and Names, and Requisition Hold Codes.

Enter the Data Store Path. The BWB Data Store serves as a central repository that may be accessed from both the Buyer's Workbench and the Supplier Portal web site. It is used as a directory on the network to identify where various electronic documents are stored. Be sure to use *universal naming conventions* so the folder will be accessible to all users of the Buyer's Workbench. Some of the documents included in the Data Store are Purchase Orders and RFQs (Word or Acrobat files), Drawings and other attachments, and Legal & Informative Documents.

Enter any Company Documents that may reside in the BWB Data Store. Many companies find it necessary to track various documents that must be provided to Suppliers. In some cases, these documents must be signed and returned to the Company. Enter a list of Documents you wish to track within the Buyers Workbench. Buyers will have the opportunity to enter the date each document was signed for each Supplier. If the Supplier Portal is installed, you may make these Documents available for download from the web site.

Enter Requisition Hold Codes and their associated description. These codes may then be used in the BWB application for placing a Requisition on hold.

Enter a list of your Buyers and their email addresses. This information will be used in the BWB application for validating Buyer Id, various selections and sort routines and as descriptive information associated with the ID code.

QCD – Quality, Cost and Delivery

Use this screen to enter parameters for storing and calculating Supplier Performance information. Statistics are gathered to measure each Supplier's Quality, Cost, and Delivery (QCD) performance. The NorthClark solution enhances Manfact's Vendor Performance module with the following features:

- ❑ 12 month trend analysis for individual and composite performance ratings
- ❑ Delivery Ratings based on a sliding scale
- ❑ Integration with NorthClark's *Non Conforming Corrective Action Notice (NCCAN)* application
- ❑ Reporting by Part Category as of a user-specified date
- ❑ Performance graphs are displayed on the BWB and the Supplier Portal web site
- ❑ Supplier Messaging notifies Suppliers when Delivery and/or Quality expectations are not met.

Target Ratings - Enter the Target Ratings for each of the categories Quality, Delivery and Price. These target ratings will be used to report information on Supplier performance to the target.

Months of QCD History - Enter the number of months of QCD History that you wish to store in the NCC_QCD file.

Delivery Rating Scale - The application allows the user to define a sliding scale for "late" deliveries. Deliveries that are 2 days late can have a different rating impact than deliveries that are 3 days late. Enter the number of days late and the associated weighted percent rating to give for delivery.

Enable Supplier Performance Messages - Supplier Messaging notifies Suppliers when Delivery or Quality expectations are not met. Click the Early/Late Receipts checkbox to send a message when a Receipt Date is outside acceptable tolerances. Click the NCCAN Disposition checkbox to notify the Supplier regarding the disposition of a Non-Conforming / Corrective Action Notice (NCCAN).

Supplier Messages are written to the *NCC_QCD_MSGS* file when you run the *NCCQCD.UPD* process to update Supplier Performance statistics. The *NCC_QCDMsgs* program is used to generate email messages and actually send these notifications to Suppliers.

Automatically Send Messages if Not Approved Within X Hours – Supplier Performance Messages will remain in a queue for a period of time before being transmitted to the Supplier. This gives the Buyer an opportunity to review messages before they are sent out. Once reviewed and approved, the message will be sent in the next batch of messages transmitted by the *NCC_QCDMsgs* program. In this example, if the Buyer does not approve the message within 48 hours, it will be sent anyway.

Never Create a Message for a Transaction that is More Than X Days Old – The parameter prevents sending messages that are too stale to be useful.

Delete Supplier Messages that are More Than X Days Old – Records in the **NCC_QCD_MSGS** file will be automatically deleted when they older than the number of days specified here. Note, make sure this value is greater than the ***Never Create a Message for a Transaction that is More Than X Days Old*** value, otherwise the system may send the same message more than once.

Email

Electronic Purchase Order and Request for Quote Documents may be created using the Buyer's Workbench, and stored in the BWB Data Store. This screen is used to enter the various parameters for sending Email documents to the supplier. For more information regarding creating and emailing PO or RFQ documents, please see the *Buyers Workbench User Guide*.
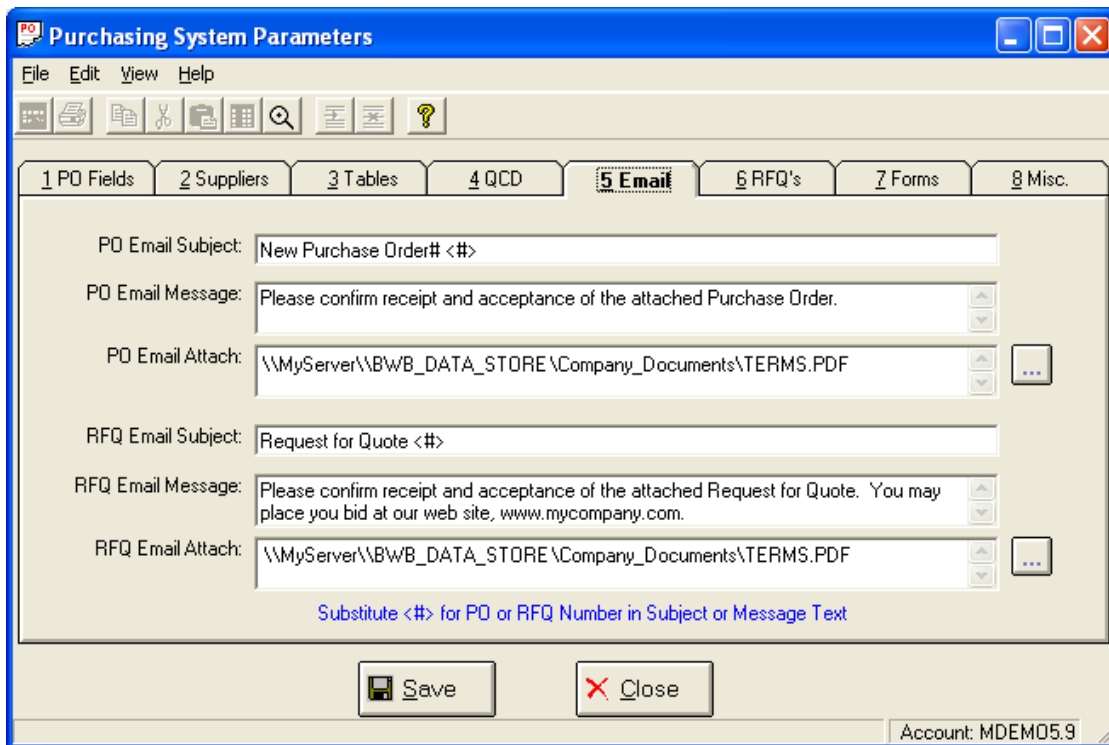
PO or RFQ Email Subject - Enter the Default Subject Line for the Email. To display the PO or RFQ Number in the Subject line, include <#> in the text. This information can be modified before sending in the BWB application.

PO or RFQ Email Message - Enter the Default Message that you wish to include in the Email. This information can be modified before sending the email in the BWB application.

PO or RFQ Email Attachment - If you have a document that you wish to include on every email transmission (e.g., Terms and Conditions), enter the location of that document. This will serve as a default value in the BWB application. Be sure to use *universal naming conventions* so the file will be accessible to all users of the Buyer's Workbench.

RFQ's

When the RFQ bidding process is complete and an award is made to a given supplier, the BWB application allows the automatic sending of regret notices to suppliers who did not win the bid. This display allows the user to create a default regret notice that can be emailed to the suppliers at the conclusion of the bidding process. This display also allows the user to enter default setting for the bidding type that is commonly used during the RFQ process.
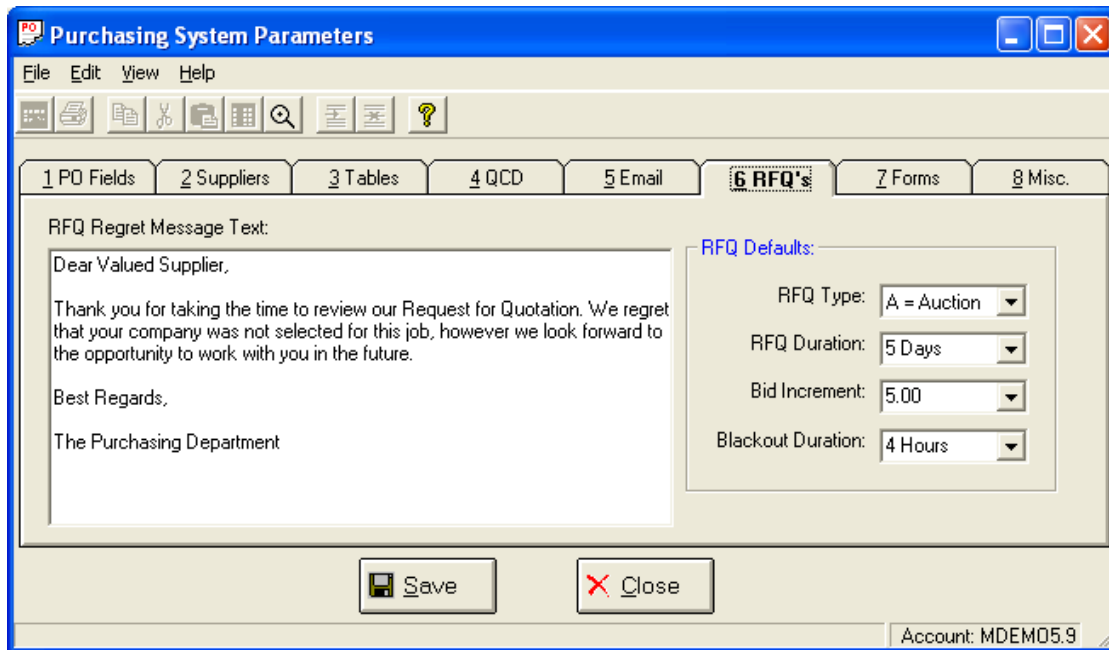
RFQ Regret Message Text - Enter the default text message that will be included in the Regret Notice.

RFQ Type - Defines whether the bidding on the RFQ will be by a Sealed Bid or by an Reverse-Auction.

RFQ Duration - The length of time that the RFQ will be open for bidding. A list of common lengths has been provided, but you may enter any desired duration.

Bid Increment - Minimum allowable bid increment (for auctions only).

Black Out Duration - This is the amount of time where bidding information will not be available for view by Supplier Portal users.

Forms

The Buyer's Workbench may be used to create electronic Purchase Orders and Request for Quote documents. The PO or RFQ is initially created as a Microsoft Word™ document, and may optionally be converted to a PDF file. Note, you must install Adobe Acrobat™ on each BWB users P.C. if you wish to create PDF files.

The format of the document is dictated by a Microsoft Word™ *Template*, along with a variety of settings you can control through the Buyer's Workbench Administration procedure. Standard templates are delivered as part of the NorthClark solution, and may be modified to include your company's logo, color choices, and other preferences. The default templates, PO.DOT and RFQ.DOT, can be found in the application path where the Buyer's Workbench application has been installed.

Fields that do not repeat (often referred to as "Header" fields), such as the Purchase Order Number or Vendor Code, are defined in the Template using *Word Field Codes* that have been embedded in the template (this concept is similar to creating Word templates for mail merge applications). You may change the location where data is printed on the form by moving the appropriate Field Code on the template.

The rows of data that make up the body of the document are loaded into the Template as a *Word Table*. You control the content and order the information is printed using this screen:

Note that the list of available fields includes all of the columns displayed in the Buyer's Workbench, including any custom fields you may have defined on the ***PO Fields*** tab.

Column Definitions for Forms:

Print?	Select or deselect the column to determine if the item will print on the PO or RFQ.
Description	Description of the field that will be printed on the PO or RFQ
Caption	Enter the User Defined caption to assign to the data being printed. (optional entry)
Col #	Enter the column number where the data will be printed on the PO or RFQ form.
Spacing	Select the spacing for multiple lines being printed. Available options include none, single, double.
Parse on Char	For fields containing multiple values of information, identify the character that separates the data within the field. For example: The field for Schedule Date and Quantity is maintained on the file as Schedule Date*Quantity. You would select the *Parse on Char* as *.
Parse Value Pos	Enter the position of the portion of the parsed field that contains the data you wish to print. In the example above the Schedule Date would be *Parse Value Pos* 1 and the Quantity would be Value 2.

Move Up / Move Down – You may rearrange the sequence of items printed by selecting the row and clicking on the ***Move Up*** or ***Move Down*** button. This will move the row to the selected position.

Reset All – Returns all fields to their original default values.

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Miscellaneous Options
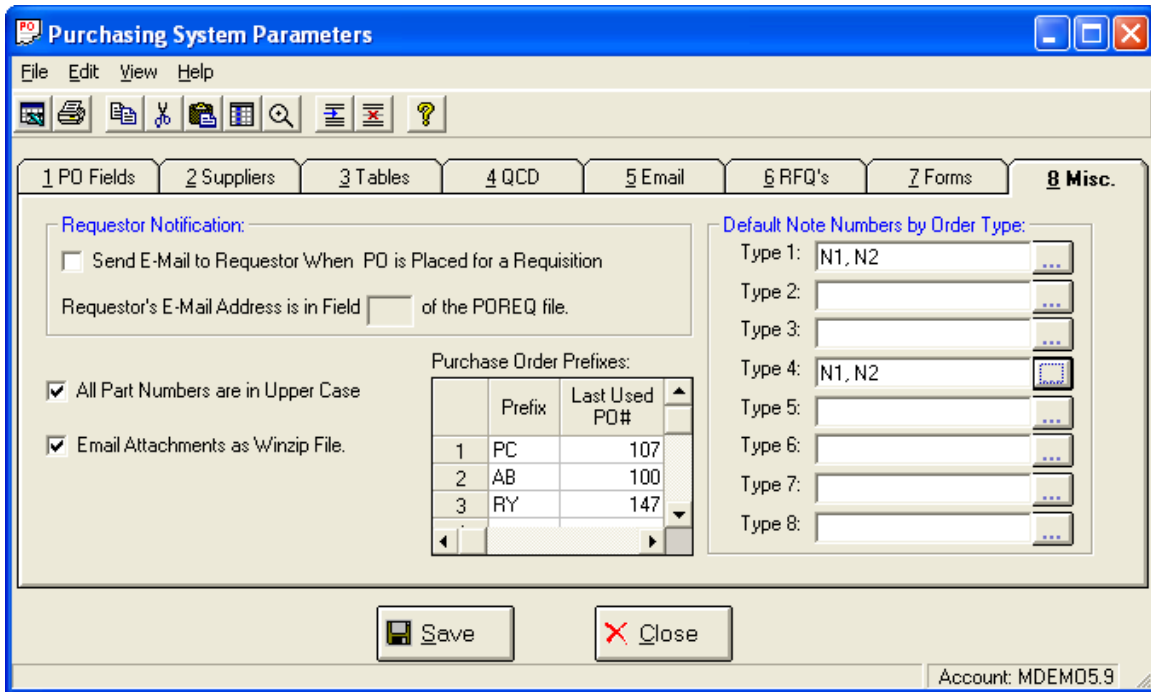
Send an email to Requestor when PO is placed for requisition - The Buyers Workbench Module can automatically send an email to the Requestor when their purchase order is placed for Requisition.

Requestor's email address is in field number (enter field #) of the POREQ File - Use this field to enter the location of the Requestor's email address.

Note: This refers to the location in the POREQ File. If you need assistance in this setup, please contact NorthClark Computing.

Require All Part Numbers to be in Upper Case - When this option is selected, all entries at Part Number prompts will be automatically converted to capital letters.

Email Attachments as WinZip File - When this option is selected, all attachments will be converted to WinZip files before sending. To use this feature, you must install version 8.0 or higher of the WinZip software on each client computer or terminal server. You will also need to download the WinZip Command Line Support Add-On from their web site: www.winzip.com.

Default Note Numbers by Order Type - This option may be used to enter default note numbers that will be used on purchase orders. Click the search button next to the prompt to select Note Numbers from a list.

Purchase Order Prefixes – There are three methods for assigning Purchase Order Numbers:

Manually Assigned by the User: Purchase Order numbering is controlled outside the system.

Manfact System Assigned Sequential Numbers: A sequential number will be assigned by the Manfact system when the PO is filed. Use Manfact's TABLE.LIID procedure to enabled this option.

NorthClark System Assigned Sequential Numbers with a Prefix: A list of valid Prefixes is defined using the *BWB Administration* program. During Purchase Order entry, the user selects a prefix, and the NorthClark system assigns the next number for that prefix. Note, to use this option, Manfact's TABLE.LIID procedure must be used to <u>disable</u> Manfact's auto-number feature.

Manfact Setup Requirements

Installation and Security Tips

For ease of installation, it is recommended that each NorthClark application be run for the first time by someone who has system administrator privileges on the server, and has a Manfact security level of "5". This person should have the authority to compile programs, create files and edit VOC entries. This will allow the application to automatically create or install the necessary supporting files and software components.

*Security Requirements***:**

Access to this routine is governed by the Manfact security system. To enable this application, the System Administrator must add the NCC_BWBAdmin command to the appropriate security table (please refer to the Manfact documentation for more information on setting up security tables).

The first time a NorthClark application is executed, a VOC entry is created in the Manfact account. This record must be present before updating security tables. If the user's security privileges do not permit this, the System Administrator may create it manually. For example:

ED VOC NCC_BWBADMIN

0001: S

0002: RUN NCCVB NCC_BWBADMIN

Manfact Subroutines

The first time a NorthClark application is executed, the necessary subroutines are automatically installed in the BPCUST file in the Manfact account. If the user's security privileges do not permit this, the application will not start.

Manfact Branch Menus

You may elect to setup any NorthClark application so it may be launched from a Manfact "Branch" menu. The following steps are necessary to enable this feature:

❑ The NCCVB program must be installed in the BPCUST file in the Manfact account. This program can be found under Program Files in the NCC_UV directory on any P.C. where a NorthClark application has been installed.

❑ Use the CCP command to compile the NCCVB program and create the necessary VOC entry.

❑ A VOC entry must exist for the application. Please refer to the *Installation and Security Tip*s topic for more information.

❑ Use the Manfact SD.N procedure to create or update the Branch menu for the desired ELF procedure. The menu name must be the same as the procedure name, followed by "&B". For example, the Branch menu for the PARTS.ALL procedure is called "PARTS.ALL&B". The following illustrates the entries required to add NorthClark's Part Number Search Query to a branch menu using the SD.N entry screen:
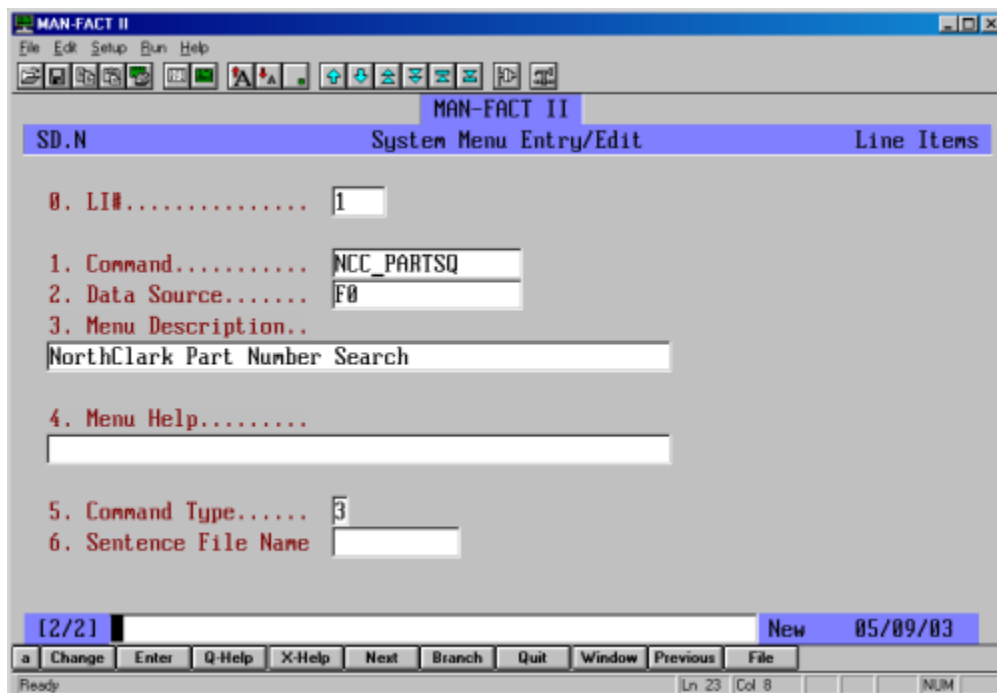
General Information

BWB Data Store

The Buyer's Workbench Data Store is a directory on the network where various electronic documents are stored. These documents include:

- ❑ Electronic Purchase Order and Requests for Quote Documents (Word and Acrobat files)
- ❑ Drawings and other attachments
- ❑ Legal & Informative Documents

The BWB Data Store serves as a central repository that may be accessed from both the Buyer's Workbench and the Supplier Portal web site. The root folder, or the entrance to the data store, is defined using the Ncc_BWBAdmin routine. Within the BWB Data Store, sub-folders are used to organize the data.

Document Type	Format	Definition
PO Document	PO_nnn_ccc.doc PO_nnn_ccc.pdf	Work Document (.doc) or Adobe Acrobat (.pdf) file, where *nnn* is the PO Number, and *ccc* is the Change Level.
RFQ Document	RFQ_nnn_sss.doc RFQ_nnn_sss.pdf	Work Document (.doc) or Adobe Acrobat (.pdf) file, where *nnn* is the RFQ number and *sss* is the Supplier Id.
Drawing Attachment	xxx.tif xxx Thumb.jpg xxx 11X17.jpg	When the Buyer attaches a .TIF file, the system automatically converts it to .JPG format in two sizes. A small (thumb) version for display on screens, and a larger size for printing on 11x17 paper.
Other Attachments	User Defined	Any other attachments linked to the PO or RFQ using the Buyer's Workbench, including Word documents, Excel files, etc., are stored in the appropriate PO or RFQ folder within the BWB Data Store.
Company Documents	xxx.pdf	This Company Documents folder includes a variety of legal and informative documents that may be viewed and/or downloaded from the Supplier Portal web site. These are typically Adobe Acrobat (.pdf) files.

Supplier Performance Measurement

Quality, Cost, and Delivery Ratings

The Manfact Vendor Performance module rates suppliers based on Quality, Delivery, and Cost. The Buyer's Workbench Application has enhanced this procedure as follows:

❑ The system supports entry of Non-Conforming Corrective Action Notices (NCCAN's) for parts that are used "as-is". Note, the NCCAN entry procedure is an optional module available from NorthClark Computing, Inc.

❑ Statistics are summarized, by month for past 12 months, for efficient access from the Buyer's Workbench and the Supplier Portal.

Delivery performance may be based on a sliding scale.

Supplier Weighting Criteria:

Supplier Performance Weighting factors are defined in the Manfact system using the TABLE.VP entry procedure. These factors are entered as a percentage and must total 100 as in the following example:

Service Performance Weight	33.33
Quality Performance Weight	33.34
Price Performance Weight	33.33
TOTAL	100.00

Quality

"Bad" units are identified based on returns (REC.DM) and NCCAN reports.

Quality Rating = Number of Good Units / Total Units Received

Delivery

The Manfact system categorizes each receipt as either early, on time, or late. The system has been enhanced to measure late receipts on a sliding scale such that a receipt that is 2 days late has less of an impact on a Supplier's performance rating than a receipt that is 10 days late. The impact of each late receipt is user-defined as illustrated in the following example:

	Days Late	Rating
Delivery #1	0	100
Delivery #2	2	90
Delivery #3	3	60
TOTAL		250

Delivery Rating = 250 / 3 = 83%

The parameters used for this calculation are entered using the Buyer's Workbench Administration procedure.

Ranking Bids Using Composite Q+D Rating

The Composite Q+D rating is a combination of the Quality and Delivery ratings. The weighting factors may be changed using the Manfact TABLE.VP procedure.

	Rating	Weight	Result
Quality	.96	.5	.48
Delivery	.80	.5	.40
TOTAL			.88

When ranking bids, BWB uses 1 year of QCD data

NCCQCD.UPD - Updating the QCD Files

The NorthClark Quality Cost and Delivery Performance (NCC_QCD) file is used to summarize Manfact Vendor Performance (VPTRANS) records to facilitate graphing of Quality Cost and Delivery (QCD) information on the Buyer's Workbench and on the Supplier Portal web site.

To update the file with the latest statistics, NCCQCD.UPD must be run periodically from Manfact. This procedure is typically run on a nightly basis, but can be run as often as desired to ensure up-to-date information.

The procedure prompts for: *Enter the Earliest Transaction Date to Process*. Transactions prior to the specified date will be excluded from the summary.

The procedure relies on information from Manfact's VPTRANS file. NCCQCD.UPD will execute Manfact's VPTRANS01 procedure automatically to ensure the information is current.

Printing a Spreadsheet

Below is a sample of the screen that will appear when you select the **Print** option. Be sure to click on the spreadsheet you wish to print before choosing the Print option.
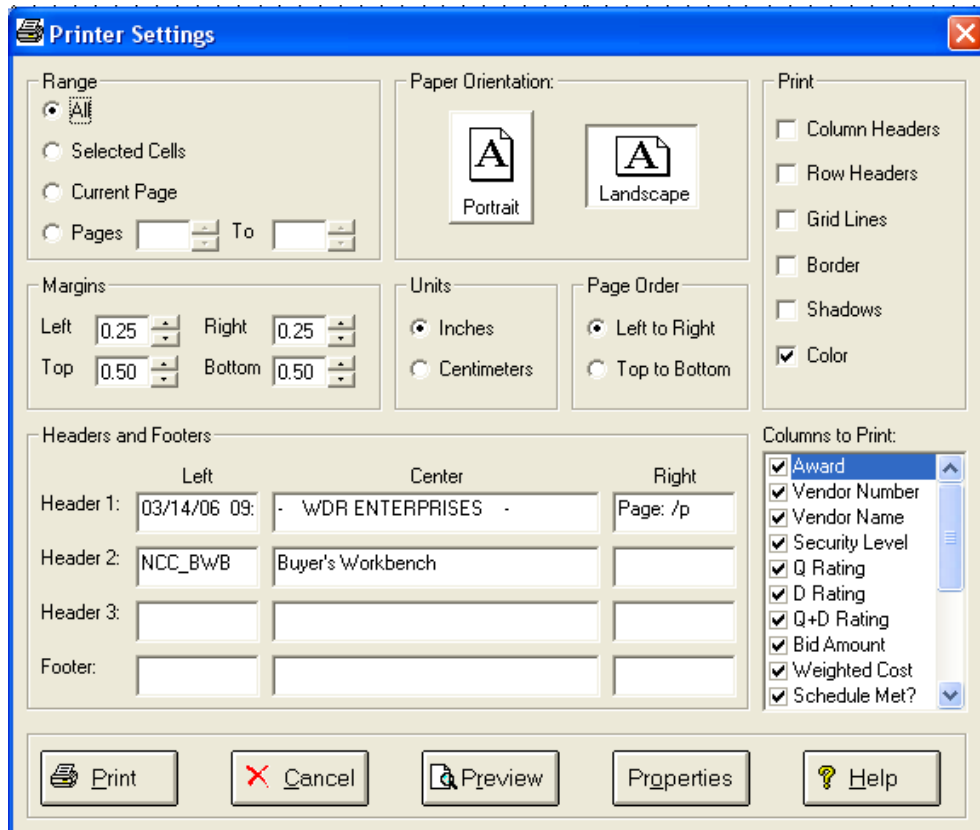
Range - Selecting a Print Range: You may choose to print the entire spreadsheet (all), selected cells (those that you have highlighted on the current screen), the current page (only the rows that are currently visible on your screen), or a range of page numbers.

Orientation - Portrait or Landscape: You may print your report in portrait mode (normal) or landscape mode (sideways). Printing in landscape mode will allow you to fit more columns of information on your report.

Margins - Report Margins: You can make your report more attractive by setting the top, bottom, left, and right margins. Reduce the left and right margins if you need to fit more columns on the report.

Units - Inches or Centimeters? Are the margins you entered expressed in inches or centimeters?

Page Order: If your report is too wide, it may span multiple pages. When this occurs, do you want the report printed from top to bottom or left to right?

What Do You Want to Print? You can customize the appearance of your report by printing (or not printing) column headers, row headers, grid lines, borders, shadow, and color.

Headers and Footers: Your report may have up to three lines for the heading, and one line for the footer. The system initially displays a default heading, which you may modify if desired.
Tip: Use /p to designate a page number.

Which Columns Do You Want to Print? The columns that are available for printing are listed. Select the columns you wish to include on your report.

Importing Data from Excel

This screen below is displayed when you choose the option to Import data from a Microsoft Excel spreadsheet, a tab-delimited text file, or a comma-separated text file. The data will be imported to the current active spreadsheet, so be sure to click on the desired spreadsheet before choosing this option.

Import File Name: Enter the path for the file that you wish to import. You may browse the files by clicking on the button next to the text box.

Header Rows: Enter the number of rows at the beginning of the file that are not to be imported

Import File Type: Select the type of file that you are importing

Data Mapping: Enter the Column Number or Letter where data resides on the Excel file.

Import Data: Click OK to begin the import procedure.

Exporting a Spreadsheet to Excel

Below is a sample of the screen that will appear when you select the **Export to Excel** option. This will export the current active spreadsheet, so be sure to click on the spreadsheet you wish to print before choosing the Export option.
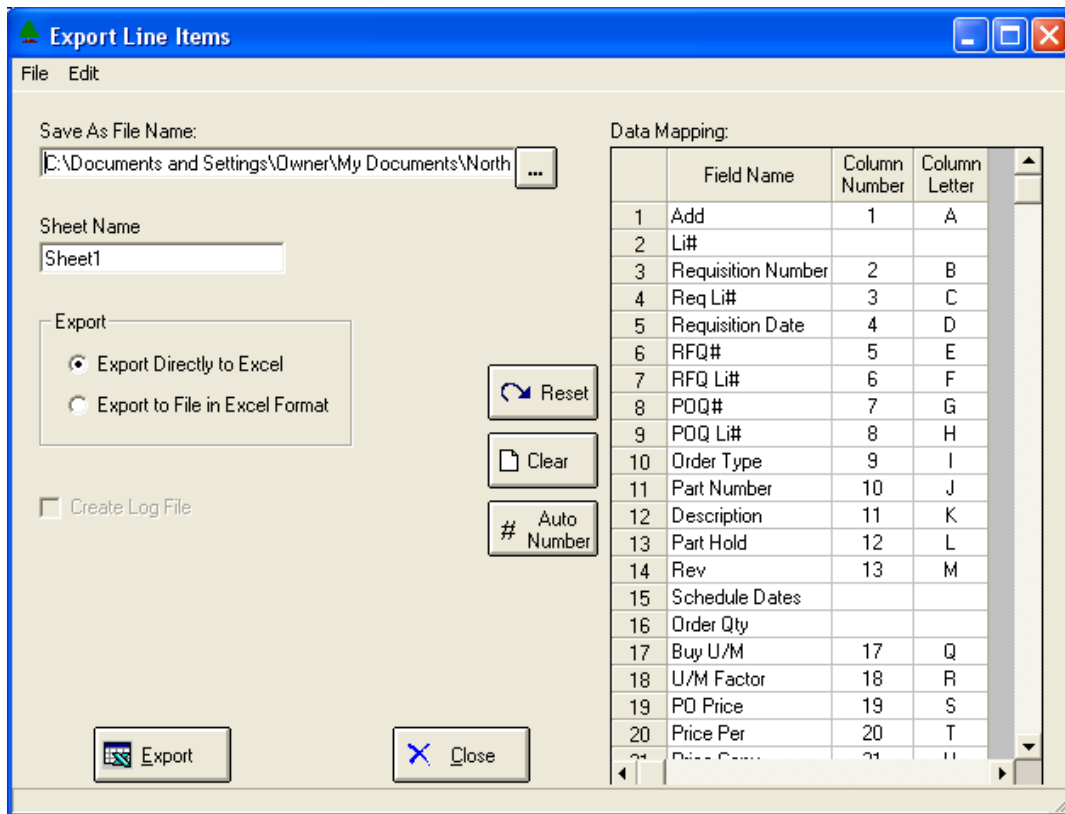
Save As File Name: Enter the pathname of the file you wish to create. You may browse the files by clicking the button to locate the drive and folder where the file will be stored.

Sheet Name: Enter the Excel sheet name to create. This will automatically default to Sheet1.

Export to Excel or to a File? You may export the contents of the display directly to Excel, or you may choose to create a file in Excel format.

Create a Log File? Select this option to create a log file. The log file contains error messages and other information about how your Excel file was created. The name of the log file is "CreateExcelFile.log", and it will be stored in the same folder as your spreadsheet.

Data Mapping: You may move data to alternate columns by changing the column number or letter. You may also remove a column by removing the row that contains the column information you do not wish to export.

Export Button: After all required information has been entered, click this button to export your data to Microsoft Excel.

Editing Features

Copy, Cut, Paste and Fill

You may use the standard Windows Copy, Cut, and Paste features to copy data to the Windows clipboard, or to paste data from the clipboard into a cell.

To copy data, hold down the left mouse button and highlight one or more cells, then choose *Copy*. There are multiple ways to enter this command:

1. From the *Edit* menu choose *Copy*.

2. Click the **Right Mouse** button, then choose *Copy* from the pop-up menu.

3. Click the corresponding icon on the toolbar.

4. Hold down the **Ctrl** key and type the letter **C** (**Ctrl-C**).

You can use the Cut command (Ctrl-X) and the Paste command (Ctrl-V) in similar fashion.

To copy the contents of an entire row, click once on the row header (the number displayed on the left side of the first cell), and then choose *Copy*. Now click on the row header that you want to copy the data to and choose *Paste*.

If you want to update several cells with the same value, highlight all of the cells you wish to update then choose **Fill Cells**. This command will update each cell with the current information from the clipboard.

Zoom

This feature allows you to view, print and/or edit the expanded contents of a field. It is especially useful for multi-line information such as notes and long descriptions.

❑ You may "Zoom in" on any selected item by selecting Zoom from the Edit Menu, clicking the magnifying glass on the toolbar, or selecting Zoom from the right click menu.

❑ The Column Name will appear in the Title Bar with "Edit" or "View". You may edit the field when it is allowed.   Click *OK* when finished, or *Cancel* to revert to the original data.

❑ To print the selected item, click on the printer icon and the information will be sent to your local printer.

Locked fields may be viewed but not modified using the Zoom Feature. If the field is locked, *View* will appear in the Title Bar, and there will only be a single command button labeled *Done*.