Volume

1

H&W TOOL COMPANY, INC.

Developed by Mathetes Consulting Group

H&W Tool Database User Guide

MATHETES CONSULTING GROUP

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Chapter

1

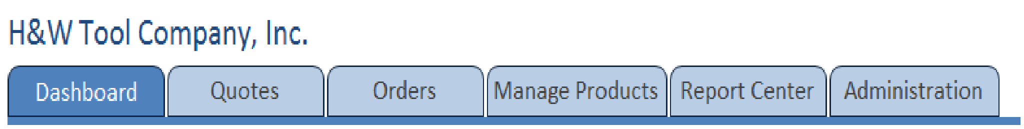
Welcome & Introduction

Welcome to the H&W Tool Database User Guide. The purpose of this guide is to provide some basic information to a new user on how to use the database.

This guide is organized by chapters related to the major sections of the main page of the database. This guide will provide explanations of the data fields in each of the - forms, as well as step-by-step instructions on how to complete the tasks associated with each form.

Database Organization

The H&W Tool database is organized like a simple webpage. The main page includes several navigational tabs that take you to other pages within the database.



Dashboard

The Dashboard page is the first thing you see when you open up the database. It provides several sub forms to allow you to track important information at-a-glance. Included on the dashboard is a report that provides a graphical representation of the product sales by category. Additionally, the Dashboard provides Quick Links to common tasks within the new database, such as adding a new Customer, Quote or Order. The Dashboard should include the most critical information that is being tracked on a daily basis and can be modified to show something different, upon request.

Quotes

The Quotes page is the place you will input the quote information from your customers. This section allows you to identify the "products" or activities that you will be doing for your customers and to track and order them separately. The new quote form allows you to View, Print, Email, Save as PDF the Quote. There are additional tabs on the Quote page that provide a list of quotes by status and a list of quotes by customers.

Orders

The Orders page allows you to place a release order for a customer based on the information included in the Quote so there should be no need to re-key information when creating a new order. The New Order page allows you to select the "Products" that you previously entered during the Quote entry and the release just the amount you want. In addition, the New Order page provides a tab to include Order Tracking information such as Order Prerequisite data (PO Received, Write-up Received, Blue Print Received, etc.) and Payments/Shipping data (Invoice #, Invoice Date, Paid Date, Paid Number, Target Delivery Date, Actual Delivery Date and Delivery Variance). The New Order page provides a tab to provide shipping information for shipping locations different from the Customers address. The Orders page also provides two tabs that allow you to see Order Details and an Order List.

Manage Products

The Manage Products page provides a much different functionality than you had in your previous database. A "Product" (as used in this database) relates to an activity line item for a particular customer order number. By setting up each line item as a separate product, it allows you to track the various line items documented in a quote on an individual basis. When release orders come in Office Personnel will be able to quickly determine whether there is enough inventory on hand to support the order. The Manage Products page provides several tabs that allow you to add Products, view Product Details, track Product Inventory, and view Purchase Order information (i.e. the dates when new inventory was ordered from the Customer).

Report Center

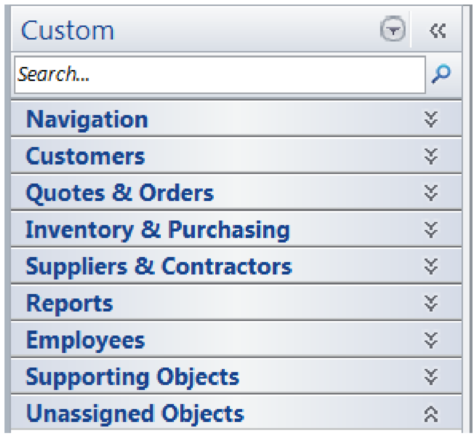
The Report Center page provides a one-click view of the various reports within the database. The reports contained in the database now are very generic in nature and provide only very basic information on the products, sales and contact information of various stakeholders. This page can be modified to include reports that are used on a weekly or monthly basis.

Administration

The Administration page contains the tabs for all the administrative type of activities necessary to maintain the database. It includes Customer Details, Subcontractor Details, Supplier Details, and Employee Details. In its current state, much of the data for each of these audiences is missing and need to be filled in at some point by the Office Personnel. The Employee Detail tab not only includes personal and job information for each employee, it also provides a form to capture Employee Review information and Employee Hours.

Navigation Pane

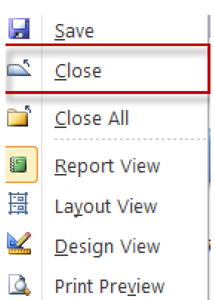
The Navigation Pane is found on the left side of the database and should be minimized when it is first opened. This is similar to the old database that showed the tables, queries, forms, and reports.



I have established a Custom sort for all the objects within the database. It is sorted by function. As you can see the different groupings are: Navigation, Customers, Quotes & Orders, Inventory & Purchasing, Suppliers & Contractors, Reports, Employees, Supporting Objects, and Unassigned Objects. With the navigation elements contained in the database, you should not have to really have to utilize the Navigation Pane much.

Tabs

Occasionally objects in the database will open in separate "windows" and show up as tabs.



You should be able to have multiple tabs open at the same time (unless it is programmed to close when something else opens). Tabs can be closed by clicking on them and then clicking on the "X" on the right side of the pane. You can also right click and choose the close tab icon.

The following chapters in this guide will provide step-by-step instructions on how to perform the tasks for each of the functions contained in the database.

Chapter 2

Quotes

The Quotes Navigation Form is made up of three separate tabs or subforms: 1) Quote Tab, 2) Quote List by Status Tab, and 3) Quotes by Customers Tab. Each of these tabs provides a different view of the data related to quotes. This chapter will provide an overview of each tab, an explanation of the data within the tab, and any "how-to" information related to the quote process.

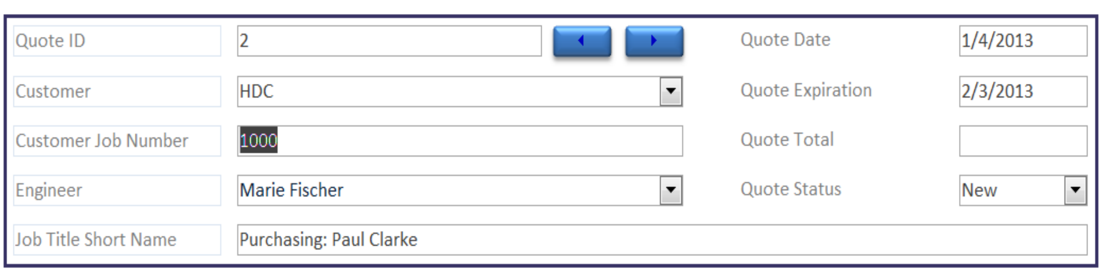
Quote Tab

As mentioned previously, the Quote Tab is the form that is used to create a new quote into the database. In this section, I will provide an overview of the different parts of the quote form including the data definitions of the fields within the form and a "how-to" on creating a new quote.

Quote Tab Overview

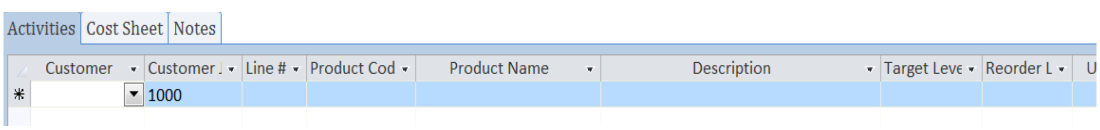
Command Bar – The Command bar shows the quote number and provides commands to help facilitate the quote creation process.

- *Save* - Saves the quote
- *View Quote* – Allows you to view the quote that will go to the customer. The Quote report allows you to Print, Email, Save as PDF, and Close the report.
- *Add New Quote* – Begins a new record in the Quote form.



Basic Quote Information – This section provide basic information about the quote being produced.

- *Quote ID* – This is a system-generated auto number to show a unique Quote ID.
- *Customer* – This is a drop down field that will allow you to choose from a list of customers found in your Customer table.
- *Customer Job Number* – This field is the Customer's internal job number that they are asking you quote on.
- *Engineer* – This is a drop down field that allows you to select the Engineer that you are working with to develop this quote.
- *Job Title Short Name* – This field is a short name or description of the job you will be performing for the customer. Formerly known as "short description" field.
- *Quote Date* – This is the date of the quote. This field will automatically default to today's date.
- *Quote Expiration* – This field should auto populate based on the value put in the Quote Date field. It is programmed to show +30 days from the Quote Date.
- *Quote Total* – The quote total will auto populate once all the fields in the quote form (including the cost sheet sub form) are completed.
- *Quote Status* – The Quote Status field shows the status of the quote. This allows you to track whether a quote was submitted to a customer, approved or declined by the customer, and/or expired.



Quote Details Section – This section is really the guts of the quote itself. It includes an Activities tab, Cost Sheet tab, and a Notes tab.

Activities Tab – The activities tab is one of the most critical parts of the entire database. The Activities tab is used to create "Products" or activities that H&W Tool will be performing and/or delivering to their customer. It is very important that the correct data be provided in each field of this table.

- *Customer* – This is a drop down field allowing you to select the Customer you are quoting.
- *Customer Job Number* – This field should auto populate based on the information provided in the top section of the form.
- *Line #* - This is the line item number of the activity that you are quoting on.

- *Product Code* – The Product Code field must be manually entered. It is a concatenation of the Customer Job # and the Line # fields (i.e. 1000-1). This is the most critical field in this table as it allows tracking and management of a particular line item.

- *Product Name* – The Product Name is a drop down box of the operational activity that will be performed in the line item.

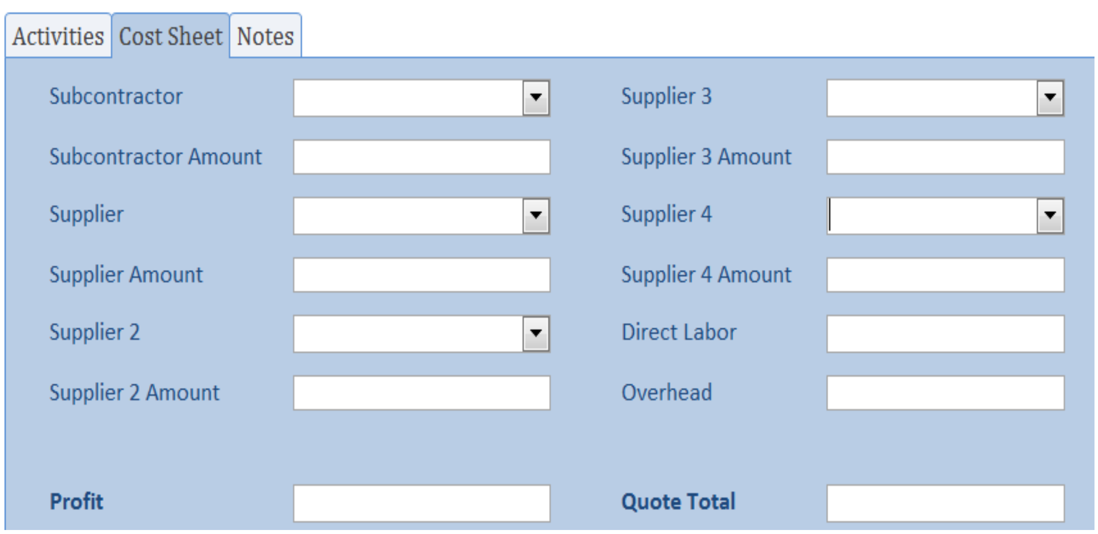
- *Description* – The Description field is a menu field that allows for as much explanatory text as necessary to explain the details of the actual activity. This field functions the same way as the description field in the previous database only it should not include the line items within this field.

- *Target Level* – The Target Level field is the amount of the Product the customer is ordering. This is the total number of pieces the customer is asking you to quote on. This field is also important because it helps the office personnel to be able to track current inventory of a particular product.

- *Reorder Level* – The Reorder Level is a flag field used by the system to alert office personal when a particular product needs to be order. If the current inventory gets below the number indicated in this field office personnel should receive an email notifying them to contact the customer to determine whether a reorder is necessary.

- *Unit Price* – The Unit Price is for one unit of the given Product. The Unit Price will be multiplied by the Target Level to determine the Extended Cost of the Product.

- *Attachment* – The Attachment field is a repository for any attachments associated with this line item (i.e. Write-up, Model, or Blue Print)



Cost Sheet Tab – The Cost Sheet Tab provides a sheet to account for the costs associated with completing the order. These costs will be part of the equation used to calculate the Quote Total.

- *Subcontractor* – The Subcontractor field is a drop down field that allows you to choose from a list of subcontractors that perform a specific scope of work on behalf of H&W Tool Company Inc.

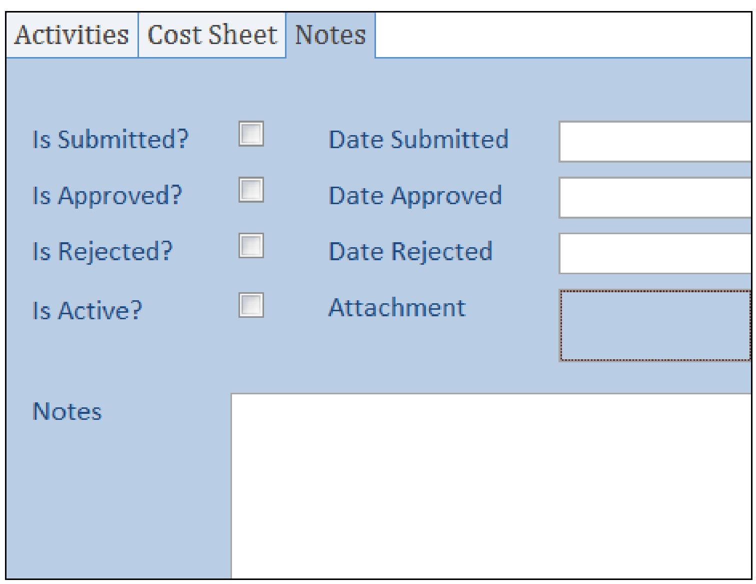
- *Supplier* – The Supplier field is a drop down field that allows you to choose from a list of Suppliers that provide a particular product or part that H&W Tool will need in order to complete the Order. There are multiple fields for this data as there may be multiple Suppliers for a given Order.

- *Direct Labor* – The Direct Labor field captures all the direct labor costs associated with the completing the order as a whole.

- *Profit* – The Profit field is a fill-in field that captures the profit that will be gained from this order.

- *Quote Total* – The Quote Total field accounts for the costs and profit associated with producing a specific order. The Quote Total field should populate the Quote Total field in the Basic Quote Information section.

Notes Tab – The Notes tab collects information associated with managing a particular quote.



- *Is Submitted?* – This is a yes/no checkbox that indicates whether a quote has been submitted to the Customer.

- *Date Submitted* – This is the date that the quote was submitted to Customer.
- *Is Approved?* – This is a yes/no checkbox that indicates whether a quote has been approved by the Customer.
- *Date Approved* – This is the date that the quote was approved by the Customer.
- *Is Rejected?* - This is a yes/no checkbox that indicates whether a quote has been rejected by the Customer.
- *Date Rejected* – This is the date that the quote was rejected by the Customer.
- *Is Active?* - This is a yes/no checkbox that indicates whether a quote has an active order associated with it.
- *Attachments* – This field allows for storing any attachments, including email requests, etc., associated with the quote.
- *Notes* – This is a memo field allowing for documentation of any conversations had with the customer about the order or whether modifications of the quote are required, etc.

Creating a New Quote

1. Select "Add New Quote" link.
2. Tab to "Customer" field and select desired Customer from drop-down list.
3. Tab to "Customer Job Number" field and enter data.
4. Tab to "Engineer" drop down field and select desired Engineer from list.
5. Tab to "Job Title Short Name" and enter a short title of the job that is being done for the Customer.
6. Tab to "Quote Date" field and select the date from the date picker (NOTE: Todays date should be the default value).
7. Tab to "Quote Expiration" field and validate the default date (Auto-populated to be Quote Date + 30 days).
8. Tab to "Quote Status", select "New" in the drop-down box.
9. Click into Activities Tab and complete the cells within the tab (noting the data definitions mentioned above); click either tab or enter on your keyboard to move to the next line.

10. Continue step 9 until all line items have been added.
11. Click on Cost Sheet Tab and fill in all data fields.
12. Click on Notes Tab and add any relevant data in the fields there.
13. Scroll to the top of the page and select "Save".
14. Click on "View Quote" link to view the quote for accuracy.
15. Select "Print", "Email", or "Save as PDF" as desired.

Quote List by Status Tab

New | Submitted | Approved | Rejected | Expired

Quote ID	Quote Date	Customer	Short Description	Job Total
1	3/14/2012	Howmet Hampton Casting	Ram edm I/B CV & CC A/F freckle from LE and O/B TE side of A/F	$9,900.00
2	1/4/2013	HDC	Purchasing: Paul Clarke	
(New)				

The Quote List by Status Tab provides a list of all the quotes broken out by status. In order for this view to work properly, the status of the quotes must be kept current. The status of a quote should be updated as soon as any action is taken on the quote (i.e. submitted to customer, approved, declined, etc.)

This view provides basic information related to the total quote. The Quote ID field contains a hyperlink that opens the quote in report view in order to review the total quote.

Quotes by Customer Tab

Howmet Hampton Casting

QuoteID	QuoteDate	StatusText	ShortDesc	Quote Expiration
1	3/14/2012	New	Ram edm I/B CV & CC A/F freckle from LE and O/B TE side of A/F	
(New)				

The Quotes by Customer Tab provides a view of all the quotes entered for a particular Customer. Again, the hyperlink Quote ID allows for opening the quote report for viewing.

Chapter 3

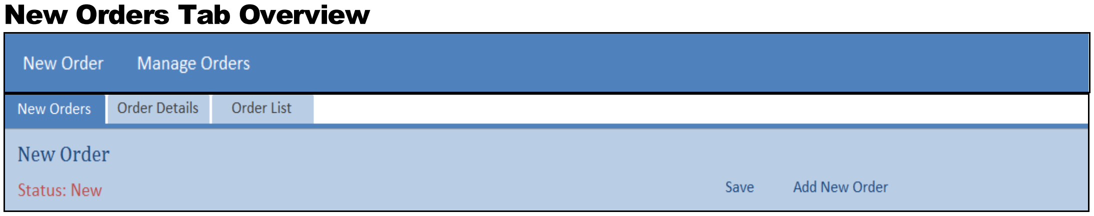
Orders

The Orders Navigation Form is made up of three separate tabs or subforms: 1) New Orders Tab, 2) Order Details Tab, and 3) Order List Tab. Each of these tabs provides a different view of the data related to orders. This chapter will provide an overview of each tab, an explanation of the data within the tab, and any "how-to" information related to the order process.

New Orders Tab

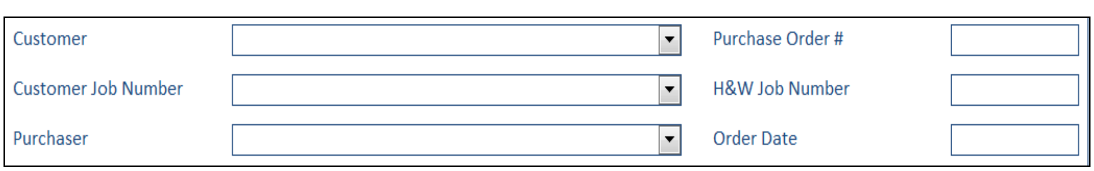
As the name indicates, the New Orders Tab is the form that is used to enter new orders into the database. This form supplies the data entered in the quote form so there is no additional keying necessary. I will provide an overview of the different parts of the New Orders form including the data definitions of the fields within the form and a "how-to" on creating a new order.

New Orders Tab Overview



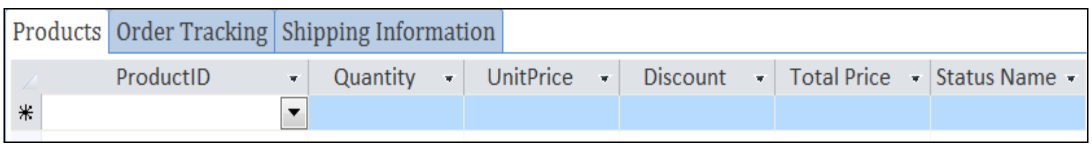
Command Bar – The Command bar shows the order number (NOTE: Shows as New Order until an order number has been given), the status of the order and provides commands to help facilitate the order creation process.

- *New Order* – Opens the form with a new record.
- *Manage Orders* – Opens the Order Details form to allow for management of various data elements related to a particular order.
- *Save* – Saves the current order.
- *Add New Order* – Opens a new record on the Order form.



Basic Order Information – This section provides basic information about the order:

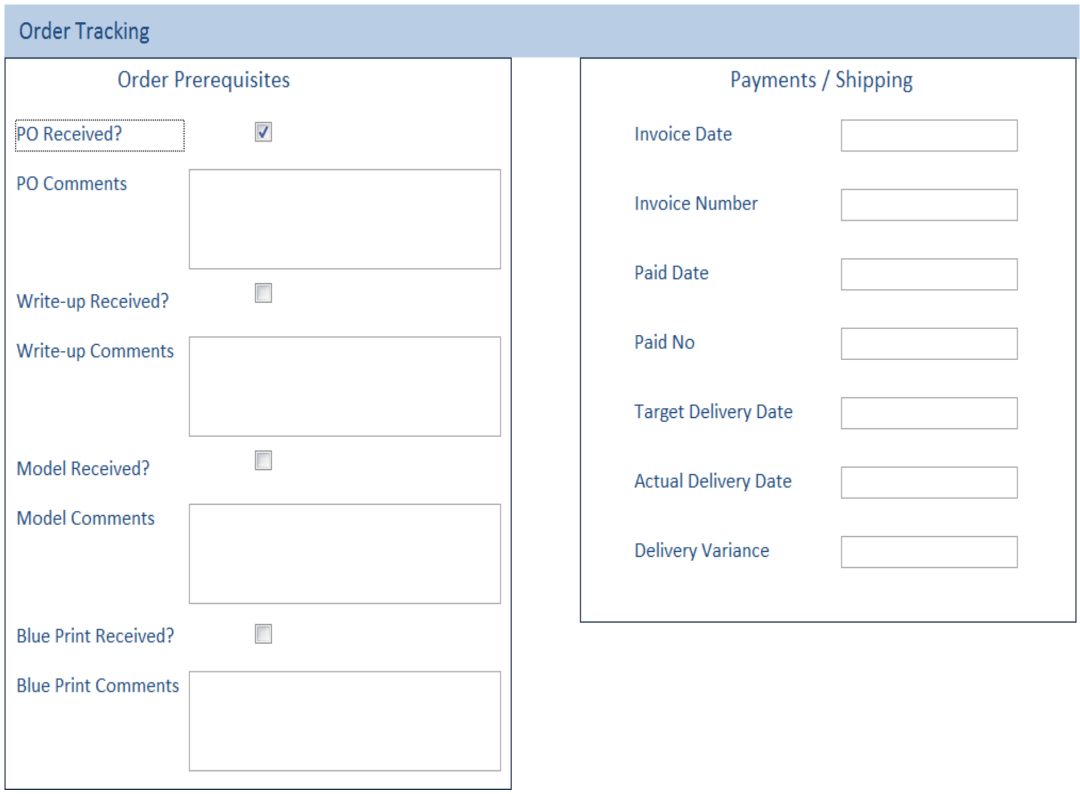
- *Customer* – This is a drop-down box that allows you to select the appropriate customer.
- *Customer Job Number* – This is a drop-down box that allows you to select from a list of values that were previously entered during the quote process.
- *Purchaser* – This is a drop-down box that allows you to select a Purchaser from a list.
- *Purchase Order #* - This is a data entry field that allows you to type in the Customer's Purchase Order # associated with this release.
- *H&W Job #* - This field allows you to enter the H&W Job # that will be referenced for this order.
- *Order Date* – This field will allow you to pick a particular date from a date picker, however, the default date will be the current date.



Order Details Section – Just as the Quote Details section was the guts of the quote process, this section is the guts of the order process. It includes a Products tab, Order Tracking tab, and a Shipping Information tab.

Products Tab – The products on the Order form equates to the Activities Tab on the Quote form. The Products datasheet provides the following information:

- *Product ID* – This is a drop-down box that allows you to select a specific Product from a list of Product IDs entered during the quote process.
- *Quantity* – This is the total quantity of the particular Product.
- *Unit Price* – This field will automatically return the Unit Price of the Product ID that is selected based on the values that were entered during the quote process.
- *Discount* – This is a fill in field to allow a discount on a particular Product.
- *Total Price* – This field is auto-calculated based on the values of the other fields and returns the extended price of the Product.
- *Status Name* – This is a drop-down box that allows you to select a value from a list (New, Invoiced, Shipped, Closed) to show the status of the product ordered.



Order Tracking Tab – The Order Tracking tab is made up of two sections: 1) the Order Prerequisites Section and 2) the Payments/Shipping Section.

The Order Prerequisites Section includes the following fields:

- *PO Received?* – This is a Yes/No check box that shows whether a PO has been received from the Customer.
- *PO Comments* – This is a memo box that provides a space to capture any comments or notes regarding the PO.
- *Write-up Received?* – This is a Yes/No check box that shows whether the write-up has been received from the Customer.
- *Write-up Comments* – This memo field provides a space to capture any comments or notes related to the write-up.
- *Model Received?* – This is a Yes/No check box that shows whether a model has been received from the Customer.

- *Model Comments* – This memo field provides a space to capture any comments or notes related to the model.

- *Blue Print Received?* – This is a Yes/No check box that shows whether the blue print has been received from the Customer.

- *Blue Print Comments* – This memo field provides a space to capture any comments or notes related to the blue prints.

The Payments/Shipping Section includes the following fields:

- *Invoice Date* – This field is a date picker field that allows you to select the date when the order was invoiced.

- *Invoice Number* – This field captures the Invoice number.

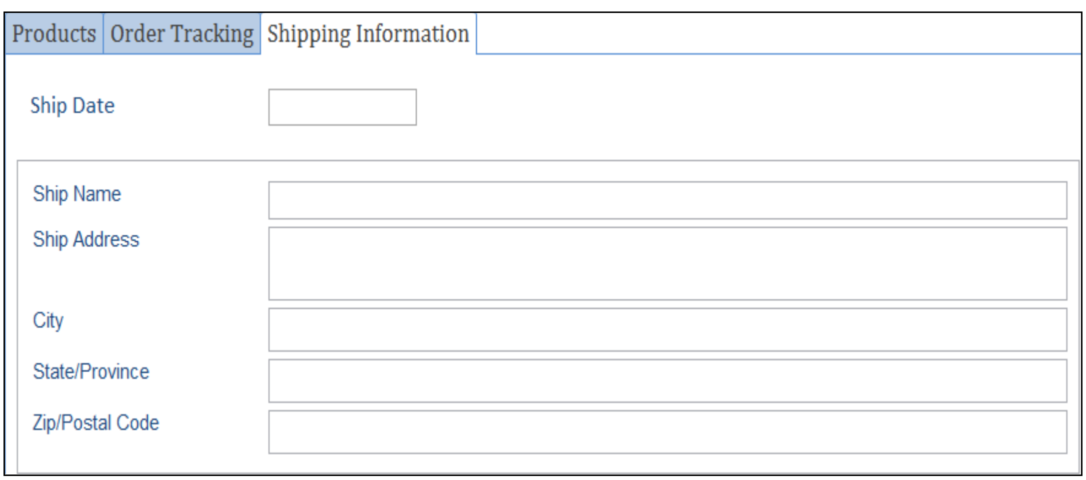
- *Paid Date* – This field is a data picker field that allows you to select the date when the invoice was paid.

- *Paid No* – This field captures the amount that was paid.

- *Target Delivery Date* – This is a date picer field that allows you to select the target delivery date.

- *Actual Delivery Date* – This is a date picer field that allows you to select the actual delivery date.

- *Delivery Variance* – This is a calculated field that shows the difference between the Target Delivery Date and the Actual Delivery Date.

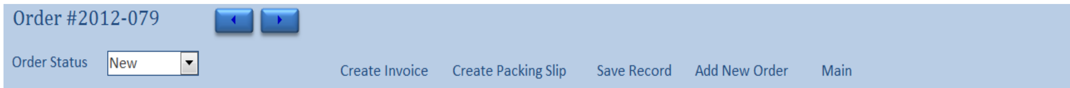


Shipping Information Tab – The Shipping Information tab captures the Ship To information for the Order as the Ship To address may be different from the Customer location. It includes the following fields:

- *Ship Date*
- *Ship Name*
- *Ship Address*
- *City*
- *State/Province*
- *Zip/Postal Code*

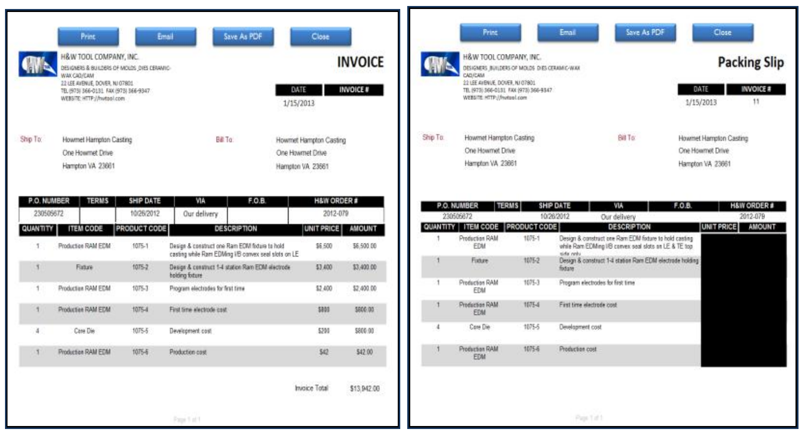
Creating a New Order

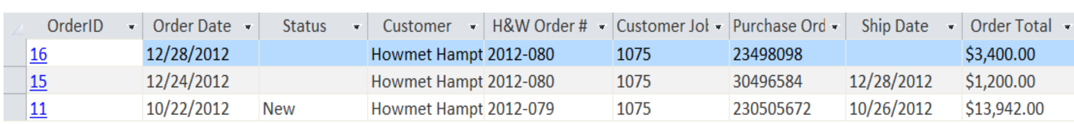
1. The New Order tab should present as an empty form, but if it doesn't, click on the link "Add New Order".
2. In the "Customer" field and select desired Customer from drop-down list.
3. Tab to "Customer Job Number" field and select the desired Customer Job Number from the drop-down list.
4. Tab to "Purchaser" drop down field and select desired Purchaser from list.
5. Tab to "Purchase Order Number" and enter the Customer's Purchase Order Number.
6. Tab to "H&W Job Number" field and enter the next H&W Job Number.
7. Tab to "Order Date" field and select the date from the date-picker that the order is being place. (NOTE: The default date is set for Today).
8. Click into Products Tab and complete the cells within the tab (noting the data definitions mentioned above); click either tab or enter on your keyboard to move to the next line.
9. Continue step 8 until all line items have been added.
10. Click on Order Tracking Tab and fill in all data fields.
11. Click on Shipping Information Tab and add any relevant data in the fields there.
12. Scroll to the top of the page and select "Save".



Order Details Tab

The Orders Details Tab is the form that is used to view and manage orders in the database. This form allows you to browse through all the orders that have been placed and to take some action on them, such as change the order status, create an invoice, create a packing slip.





OrderID	Order Date	Status	Customer	H&W Order #	Customer Jol	Purchase Ord	Ship Date	Order Total
16	12/28/2012		Howmet Hampt	2012-080	1075	23498098		$3,400.00
15	12/24/2012		Howmet Hampt	2012-080	1075	30496584	12/28/2012	$1,200.00
11	10/22/2012	New	Howmet Hampt	2012-079	1075	230505672	10/26/2012	$13,942.00

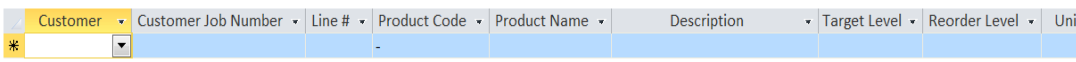
Order List Tab

The Order List Tab provides a datasheet view of critical fields within the Order. The Order ID field contains the hyperlink functionality that will bring up the order in the Order Details form.

Chapter 4

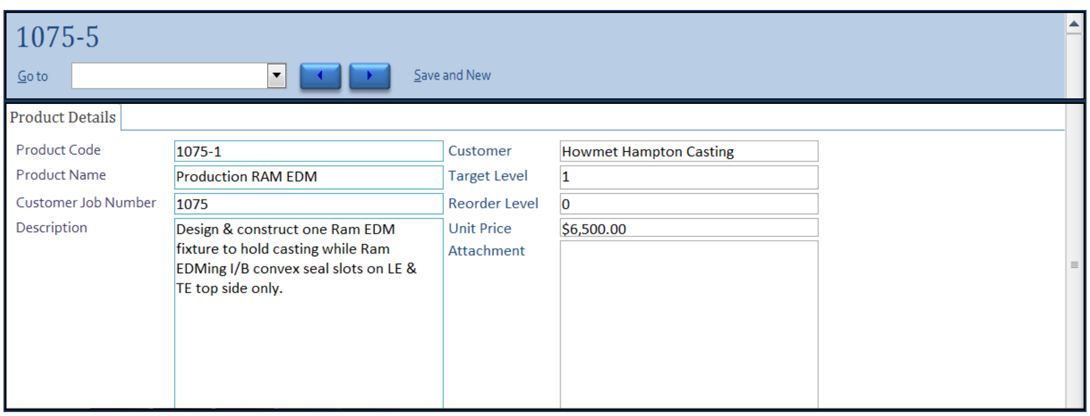
Manage Products

The Manage Products Navigation Form is made up of five separate tabs or subforms: 1) Products Tab, 2) Products Details Tab, 3) Inventory List Tab, 4) Product Transactions, and 5) Purchase Order Details. Each of these tabs provides a different view of the data related to quotes. This chapter will provide an overview of each tab, an explanation of the data within the tab, and any "how-to" information related to the managing products process.



Products Tab

The Products Tab is the form that is used to enter new products into the database. This form provides the same functionality that the Activities form provided for on the Quotes page.



Product Details Tab

As the name suggests, the Product Details Tab provides more detailed information related to specific products. The top of the form allows for searching from a list of products within the drop-down box or browsing by using the back/forward command buttons. The Product Details tab is a read-only form providing viewable data related to the product.

Inventory List

Add Product Main

Product Code	Product	Target Level	Qty Available	Qty Sold	Qty Added	Reorder Level
1075-1	Design & construct one Ram EDM fixture to hc	1		0	0	0
1075-2	Design & construct 1-4 station Ram EDM elect	1		0	0	0
1075-3	Program electrodes for first time	1		0	0	0
1075-4	First time electrode cost	1		0	0	0
1075-5	Development cost	8		0	0	0
1075-6	Production cost	1		0	0	0
1000-				0	0	

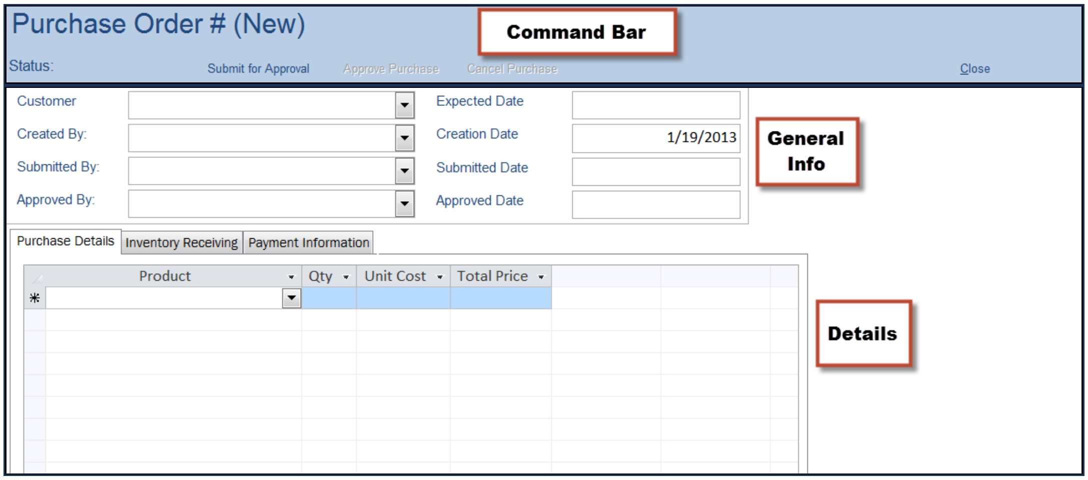
Inventory List Tab

The Inventory List tab provides a summary view of all the products within the inventory and shows relative data related to the targets, quantities available, quantities sold, quantities added, and whether they have reached the reorder level. This form allows Office Personnel to track and manage products.

OrderDate	Transaction	Company Name	Quantity	Product Code
12/28/2012	Purchase	Howmet Hampton Casting	1	1075-2
12/28/2012	Sale	Howmet Hampton Casting	1	1075-2
12/24/2012	Purchase	Howmet Hampton Casting	6	1075-5
12/24/2012	Sale	Howmet Hampton Casting	6	1075-5
10/22/2012	Purchase	Howmet Hampton Casting	1	1075-1
10/22/2012	Sale	Howmet Hampton Casting	1	1075-1
10/22/2012	Purchase	Howmet Hampton Casting	1	1075-2
10/22/2012	Sale	Howmet Hampton Casting	1	1075-2
10/22/2012	Purchase	Howmet Hampton Casting	1	1075-3
10/22/2012	Sale	Howmet Hampton Casting	1	1075-3
10/22/2012	Purchase	Howmet Hampton Casting	1	1075-4
10/22/2012	Sale	Howmet Hampton Casting	1	1075-4
10/22/2012	Purchase	Howmet Hampton Casting	4	1075-5
10/22/2012	Sale	Howmet Hampton Casting	4	1075-5
10/22/2012	Purchase	Howmet Hampton Casting	1	1075-6
10/22/2012	Sale	Howmet Hampton Casting	1	1075-6

Product Transaction Tab

The Product Transaction Tab is a datasheet view that shows the transactions that have taken place on a particular product. The "Sale" Transaction indicates the quantity of a particular product that has been released to a customer against their blanket order (Quote). The "Purchase" transaction indicates when the Customer has been contacted and agreed to "purchase" or include additional product to their original order.



Purchase Order Details Tab

The Purchase Order Details Tab contains the form for creating Purchase Orders or orders for a specific product within your inventory. This form is used to track the additional product "purchases" for clients and add them to the current inventory. The form is organized into three sections: 1) Command Bar, 2) General Information, and 3) Details.

Command Bar – The Command Bar provides the Purchase Order # and the status of the Purchase Order. Additionally, it provides command links: "Submit for Approval" that will allow you to send an email directly to the Customer's Purchaser for approval to add more product to the inventory; "Approve Purchase" that will allow you to complete the fields in the General section related to approval and when it was approved; "Cancel Purchase" that will allow you to cancel a Purchase Order.

General Information – This section captures information about the Purchase Order. It contains the following fields:

- *Customer* – This is a drop-down box that allows you to pick a particular Customer from a list.
- *Expected Date* – This is a date picker field that allows you to choose the date that the product inventory will be available for the Customer.
- *Created By* – This is a drop-down field of Office Personnel and indicates who created the Purchase Order.
- *Creation Date* – This is a date picker field that shows the date that the Purchase Order was created. The default date for this field is Today's date.
- *Submitted By* – This is a drop-down field of Office Personnel that indicates who actually submitted the Purchase Order request to the Customer.

- *Submitted Date* – This date picker field allows you to select a particular date when the Purchase Order request was submitted to the Customer.

- *Approved By* – This is a drop-down field of all Purchasers and represents the Purchase who has signed-off on the additional product inventory.

- *Approved Date* – This date picker field allows you to select the date that approval was received for a Purchase Order.

Details Section – This section has three different tabs that provide information on the Product, Inventory, and Payment.

- *Product Details Tab* – The Product Details tab provides a drop-down box of current products in the inventory, the quantity that is being added to the current inventory, the unit cost of the products, and the total extended cost of the product.

- *Inventory Receiving* Tab – The Inventory Receiving tab is the place where the purchased product is added to the current inventory. It has field for the product, quantity, date received, and add to inventory. The Date Received field indicates when the product is available to be added to the inventory.

- *Payment Information Tab* – The Payment Information Tab is available to capture information about payment information.

Chapter

5

Report Center