AP MODULE
MELTiT Training Manual 4.02v
By: Tim Harms

2009

This manual will cover the user interface and function of the AP module. For further assistance please contact you Database MELTiT service representative.

AP Module

1. With the AP module you can quickly and easily order and receive inventory items.
2. Using the settings tab, set up the way you would like to view your screens just like the My Views module. The look and feel is exactly the same.
3. To set up a new vendor is easy.
4. Select new vendor and fill in the blanks
5. General information,
6. Account information
7. and terms.
8. to create a purchase order, simply highlight a vendor, right click, and create a new PO.
9. There are two ways to populate the fields.
10. the first is to go into the inventory catalog and search for what is needed.
11. Double click the item, and this item will appear in the purchase order.
12. The other option is to use the user defined inventory grids.
13. These grids can be set up user by user, or globally.
14. Spending a little time to set these up is well worth it especially for commonly ordered items.
15. Simply go to the grid you've set up, click the items you wish to order, and they appear on the PO.
16. Note the number in the lower right hand corner of each box.
17. These are the quantity on hand numbers
18. Change quantities, select a couple of dates, and that's it.
19. Right click and print it.
20. To receive a PO, right click, and receive it. If quantities are good, auto fill, and hit OK.
21. If the quantities are not correct, put in the proper quantities and hit OK.
22. Once a PO is received, inventory is automatically populated.
23. we'l...

AR MODULE

MELTiT Training Manual 4.02v
By: Tim Harms

2009

This manual will cover the user interface and function of the AR module. For further assistance please contact you Database MELTiT service representative.

AR Module

1. The Accounts Receivable Section contains the tools to create deposits and to produce the numbers needed for your general ledger.

2. To manage deposits, simply choose the payment tab and the deposit screen appears.

3. (11/14/2006)Any deposit ever made from the system may be viewed.

4. To make a deposit, click new deposit

5. Selecting a customer will bring up all of their outstanding invoices.

6. Type in the item amount paid in the payment column

7. Click save and new to make another deposit entry

8. (3197.69) Typing in an amount will also bring up a customers outstanding invoices.

9. If discounts apply right click and edit invoice

10. Click the Apply discount button

11. Click the Calculate discount button and enter the amount of the check.

12. Click OK and the software will recalculate all totals for this invoice

13. When all entries for this deposit have been made, click save and close

14. Put a pre-printed deposit slip into your printer and print deposit

15. If you find you have made an error, edit the deposit and re-print it.

16. The check for overdue invoices will bring up finance charge list of current invoices and it's selections

17. The commissions reports tab will bring up a date range box for reporting commissions.

18. Simply select the dates and print it.

19. A detailed commission report for each employee is produced

20. The aging summary also lets you select what date to report to.

21. A detailed report of receivables is produced

22. The sales tax report also is selected by date range.

23. This report lists all paid up Invoices and their tax amounts

24. The report will also list all tax authorities and the amounts

25. as well as all of the tax codes and their amounts.

26. The Trx's released to production report is a nice tool to see how sales are going.

27. we'll...

COMPONENT MAP

MELTiT Training Manual 4.02v
By: Tim Harms

2009

This manual will cover the user interface and function of the Component Map module. For further assistance please contact you Database MELTiT service representative.

COMPONENT MAP

1. In this section we will briefly cover the software components that make up the Component Track system.Component Track itself is the main program for management use, and some production functions. Component track may be used stand alone.
2. The sub components of Component Track begin with a TS. This is simply short for Track service
3. TsServer coordinates all of the data collection terminals and Time terminals with the Main Database. This component should run all of the time. If it stops running for any reason, all other components continue to collect data and will automatically upload their data when TsServer is re-launched.
4. TsTime is the Main Time clock terminal.   This tool can run on any computer or multiple computers. It also controls the buzzers using the soundcard output and your choice of .wav files.
5. TsTerm is the main data collection tool for production floor use.
6. Multiple instances may be run on any computer to save on hardware costs.
7. TsDesignTime may be run on any machine as well. This tool can be used to track design, engineering, sales calls, etc...
8. TsAdministrator is a production office tool and mimics all of the TsTerminals on the production floor. Multiple instances may be run for easier viewing and arranging of the shop floor terminals.
9. This will conclude the component overview

DEPLOYMENT
MELTiT Training Manual 4.02v
By: Tim Harms

2009

This manual will cover the user interface and function of the Deployment module. For further assistance please contact you Database MELTiT service representative.

DEPLOYMENT

1. Rolling out this system does not need to be done all at once, and it doesn't matter what time of year you wish to rollout the system. Here is a suggested procedure that will have you up and running smoothly, and collecting good data quickly.

2. IT information. For this system it is highly suggested to have a server grade computer, as fast as possible, with lots of memory. (4 gigs or so). Terminal services is highly recommended. This is an indispensable tool for software maintenance, troubleshooting, help, software upgrades, etc... Citrix is also a great tool to put on top of terminal services, especially for running remote locations. Have enough licenses on the machine for all end users of the Component Track software. Time Clocks and Floor stations, and design time users do not count, unless you decide to use thin clients which is not suggested. Regular computers will keep collecting data in the case of a server failure. Hard IP everything in the system, and keep a list handy. Hard IP the Cameras as well. Strip down the floor stations and Time clock terminals to the bare minimum. Disable Internet explorer, e-mail, virus software, automatic updates, etc.. Doing so will deter users from playing around on these machines. Turn off Internet time and automatic time change functions. TsServer is in charge of the time. XP is suggested minimum so upgrades, etc.. may be handled from the Remote Desktop feature in Windows .

3. First, map out how many production floor stations you will need, and during the rest of the deployment start setting them up. Set up IP Cameras anywhere you

like if you wish.   It is best to point cameras away from doors and windows to avoid big white spots when they are open.

4. Install TsServer and Component Track on the server. The database is best kept on this machine. Don't forget a backup scenario!

5. Start running TsServer. One session only. TsServer needs to run all of the time. This is best run from the console of the server chosen for the system. If you are running Terminal Services, it can be run from any session. Production Manager session is good for easy maintenance of refreshing employee list, etc... If they shut down their machines, choose "Disconnect" from the shut down screen. The Terminal Services session will leave the program running on the server. Choosing Log Off will kill the session.

6. Install a computer for the main time clock. Install TsTimeClient on this machine, and do settings

7. Settings and Database – IT person, backup, etc..., facility

8. Time, employees, commissions, buzzers, shifts. Start doing payroll.

9. Set up sales tax authorities and codes.

10. Set up Inventory and cross reference table

11. A/P, initial purchase orders. start populating inventory

12. Start importing, work orders, shipping tickets, Invoices, deposits.

13. Production – TsAdmin - start the batch process, data collection.

14. Shipping

FILE SETUP
MELTiT Training Manual 4.02v
By: Tim Harms

2009

This manual will cover the user interface and function of the File setup. For further assistance please contact you Database MELTiT service representative.

FILE SETUP

1. The file menu is where most global defaults are set.
2. Database locations, file locations and more.
3. Items under this tab are rarely used after initial setup.
4. One useful tab though is the switch user tab.
5. This allows an administrator to access all functions very easily at any station without having to log off, log on, etc..
6. This will conclude this Overview of the file menu.

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INTRODUCTION
MELTiT Training Manual 4.02v
By: Tim Harms

meltit

Welcome to MELTiT A Management and production tracking solution for the manufacturing industry. This manual will cover the user interface and function of the software in simple modules. For further assistance please contact you Database MELTiT service representative.

FILE SETUP

1. What is Component Track?

    a. This product is as an activity based labor cost and fully featured management solution primarily designed for custom manufacturing operations. (10)

    b. Integrated within is all A/R, A/P, Inventory control, Payroll, and dispatch functions. (10)

    c. Seamless labor data collection with zero impact on employee productivity. This is one of the main features that this product provides. (10)

    d. Clear, concise reporting of bid versus actual labor costs, and bid versus actual material costs. (

    e. At the completion of an order, not at the end of the month, we can ask ourselves - Bottom line, did we make any money?

2. How do we do it?

    a. Let's go through a typical order in a manufacturing environment. We will use a Roof and Floor Truss manufacturer as our example.

    b. A customer walks in the door with a blueprint and asks for a price on this job.

    c. The customer's job is immediately entered in as a transaction that can be tracked from this point on through payment.

d. The job is now assigned to a designer to be bid. A third party design/engineering software tool is used to produce the initial quote. At this point we have our bid labor and material costs.

e. Once the bid has been accepted, the transaction becomes a work order, and we're done with the 3rd party design software.

f.   This work order now starts it's journey through the manufacturing process.

   i. Like items are batched together so they can be manufactured together.

   ii. Batch phase sheets and product identification labels are now produced.

   iii. Batch phases are assigned to production floor workstations.

   iv. Production floor personnel do their duties as laid out for them, all touch and go.

   v. When all items are completed, this work order gets put on a truck, and shipped.

   vi. We now can generate accurate Job Cost reports.

g. This work order now get invoiced.

   i. Once the check comes in, and the deposit slip is created, it's off to the bank. We're done!

3. Here is a quick recap of a day in the life of the typical flow of a Job through this system.

4. Everything can be tracked from the moment a customer walks in the door,

5. Through the design phase,

6. From the time it becomes an order,

7. and prepared for production,

8. and all supporting documents produced.

9. Everything is seamlessly tracked through each production phase of the operation such as picking, cutting, and building.
10. Easy, automatic, hands free and paper free data collection to accurately determine the cost of
11. the finished product, and then finally
12. it hits the road
13. (stop here for now) Choose other topics from the menu to see in more detail the real power of this system.

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JOB COST
MELTiT Training Manual 4.02v
By: Tim Harms

meltit

2009

This manual will cover the user interface and function of the Job Cost module. For further assistance please contact you Database MELTiT service representative.

JOB COST

1. (10/16/2006) (scrunch screen)

2. The Job Cost Menu is where shifts and employees are checked for accuracy.

3. Any discrepancies may be tended to here to assure accurate Job Cost data.

4. We'll pick a shift,

5. And check for errors.

6. Now we'll review the shift.

7. and review employees.

8. (sep188) This basically is a quick reference showing an employee map of where they were and when.

LIST MENU
MELTiT Training Manual 4.02v
By: Tim Harms

This manual will cover the user interface and function of the Lists Menu module. For further assistance please contact you Database MELTiT service representative.

JOB COST

1. We will take a brief look at each of the functions under the lists menu.

2. Most everything listed here are user defined definitions and defaults.

3. Here is a shortcut to the employee list.

4. All functions here, are the same as described under the Time overview

5. The facilities list is where facilities and or divisions are set up.

6. c

7. General facility information,

8. Company Logos,

9. initial transaction numbering scenarios,

10. and default pay periods, are set up here.

11. The Equipment list is where equipment and stations are defined. These definitions will be associated with other parts of the system, such as shipping, Production floor stations, and inventory count locations.

12. c

13. c

14. Use the phases menu to define anything you may want to track

15. c

16. Give it a label and description, and define how the time gets applied, and it's ready to use.

17. Phase manufacturing groups is the tool where you combine phases to create a production scenario.

18. c

19. Even single items may have their own phase groups

20. To automatically relieve inventory after a particular phase is complete, add those inventory items here.

21. Customer types are labels for reporting and statistic reasons.

22. c

23. Define invoice payment terms here.

24. There is no limit on the number of these.

25. One of these may be used as the customer default. To override the customer default, select one when creating a new transaction.

26. Give it a name and define the terms. COD, prepay, and no charge selections **(arrows)** will put a watermark on the forms you choose.

27. the Sales Tax Authorities tab is where all those little taxing districts that seem to abound are defined

28. c

29. Use the Sales tax codes tool to combine the authorities.

30. This way only one code is needed per transaction.

31. Just like invoice terms, one of these may be chosen as a customer default . (The sales tax report will generate automatically from all of these definitions.)

32. Phone labels are used for customer, and employee contact information.

33. c

34. The Job inventory cross reference table is for importing reasons to match up the inventory items from the design software to the inventory items within this product. When a job is being imported, this screen will pop up automatically if a foreign item is introduced. Once an item is cross referenced it will not be prompted for again.

35. c

36. Permission screen is where the software permissions are set up. You can set up these groups rather than having to go through each and every item for an individual employee. Assign their permission level in their employee file.

37. c

38. c

39. We will conclude this overview of the lists menu

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MONTH END
MELTiT Training Manual 4.02v
By: Tim Harms

meltit

2009

This manual will cover the user interface and function of the Month End module. For further assistance please contact you Database MELTiT service representative.

MONTH END

1. Update Job Costing through end of Month – Do not Job Cost until the rest of month end is finished

2. Final Deposits through end of month

3. Invoices through end of month

4. A/P Receivers through end of month/no more til month end done.

5. Work Order Statuses

6. Inventory

    a. Move inventory items into correct categories

    b. Physical count, input and post

    c. On Hand Report, double check against counts

    d. Reports

        i. Components built by period

        ii. WO inventory by status

7. A/R Reports

    a. Commissions, if applicable

    b. Aging

    c. Sales Tax

8. Resume Job Cost updating and PO receivers

MY VIEWS

MELTiT Training Manual 4.02v

By: Tim Harms

2009

This manual will cover the user interface and function of the My Views module. For further assistance please contact you Database MELTiT service representative.

MY VIEWS

1. The my views tab is where everything really starts to happen. It is an extremely powerful tool.

2. It is used for importing jobs from 3rd party software,

3. maintaining customers,

4. creating work orders,

5. producing invoices,

6. generating job cost data,

7. and much, much more.

8. All of the views are totally user customizable, the way you prefer to see them, and you can have as many as you want

9. Click on one of your pre-defined tabs, and your information is quickly retrieved. No fishing through a bunch of menus.

PRODUCTION
MELTiT Training Manual 4.02v
By: Tim Harms

2009

This manual will cover the user interface and function of the Production module. For further assistance please contact you Database MELTiT service representative.

PRODUCTION

1. The production menu contains the tools used to execute most production functions.
2. The work order status screen contains all active work orders in their various stages of production.
3. Statuses move automatically from Released,
4. to In Production,
5. to Production Complete.
6. Once work orders are completely delivered, they disappear from here altogether.
7. The Released status contains work orders that are waiting to be processed for production.
8. The Hold status flags these work orders as on hold and remain here until physically dragged to another status.
9. The Start Production status is an optional bucket for individual use. For instance, management may drag work orders from released, or from hold, into this bucket to let others know these are the work orders for the day, etc...
10. The In Production status contains work orders that have production activity against them.
11. The production complete status lists work orders that have all production items satisfied.
12. Schedule to ship status is also a user optional bucket. Any Work Order from any status may be dragged into here. This status may be used by dispatch for example.
13. The shipped status lists work orders that are shipped but not yet invoiced.
14. The completed status is used for maintenance reasons to move work orders out of any status for any reason. For instance if a work order is cancelled but has some form of data trail, it can be dragged into here and will not appear again.
15. Clicking in the gray area above any column will define the ascending order of what is listed below. Helps to narrow the search for a particular work order.
16. (wo 33285) Once a work order is selected to be processed, the next step is to batch it to prepare it for the shop floor terminals. More than one work order may be selected to be built together.
17. Once selected, click the batching button and select ok.
18. The list of production items now appears.

19. To break the list apart to make smaller batches, items to be built together, simply select the items, right click, and create a new batch.
20.
21. To change the build order, simply tap the ordering button. Re-order the items by clicking on them in the order you wish for them to appear. When finished, tap it again and go on. This will now be the order that the items will appear on the production floor terminals, and on all supporting documents.
22. Push the OK button and our batches are now created.
23. Note we now have our phases created for each production phase. Picking,
24. Cutting,
25. and Setup/build.
26. Select the batches you wish to print, and print them.
27. Note the inventory items needed are also listed on these sheets.(Arrows)
28. Push the Labels button to produce product identification labels. This work order is now ready. We'll switch to the Administrator screen to assign these batches to the production floor stations.
29. This is a view of the administrator screen. This tool shows a real time view of the actual terminals on the production floor.
30. Note the fresh batches we have just created. (Arrows) There are two options here. First option, from this screen, batches can be dragged and dropped to the station of preference.
31. The other option is from the production floor, they may be physically tapped in by the employee.
32. This is a view of an actual production floor station. At this point, they simply highlight the batch, tap the start batch button, and the clock starts running. As components are built, they tap the finished button and go on to the next one. When all components are completed, this batch is stopped, and it's on to the next one.
33. The production batch list is another tool to easily find a batch number for printing individual batch sheets and labels.
34. Simply start typing in a number you wish to locate and that batch will appear. This is a handy tool for quickly reprinting a damaged label or batch sheet.
35. The Truck Load manager is where shipments are started and ended.
36. Pick a vehicle, and build a load.
37. A load can consist of a single Work Order, multiple work orders, partial work orders or a combination of any of the these.
38. Drivers simply select the load, print it,
39. and start it. When they return
40. they end it and answer the questions.
41. This tool was designed for touch screen use as well so Drivers can operate from their own terminal.
42. Shipping labor is now applied to the Work Order.

43. The Picking manufacture screen can be used to substitute one inventory material for another. This screen is best suited for larger more expensive items rather than items that are used in high quantity.
44. (po 1672) The Receive PO menu item may be used to receive shipments by personnel other than purchasing agents.
45. Locate the PO you wish to receive.
46. Tap the receive shipment button.
47. This purchase order now appears
48. If everything matches, tap the auto fill quantities button
49. and press OK Inventory automatically populates at this point.
50. Print the purchase Order receiver if you wish,
51. and send to purchasing department to let them know it's been received.
52. We will now conclude this overview of the Production menu functions.

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TIME FUNCTION
MELTiT Training Manual 4.02v
By: Tim Harms

meltit

2009

This manual will cover the user interface and function of the Time Function module. For further assistance please contact you Database MELTiT service representative.

TIME FUNCTION

1. The Time tab directs you to the Shift Punch Manager screen.

2. From this screen, all time clock, shift, payroll and employee functions are easily maintained.

3. For payroll and job costing reasons it is best practice to maintain accurate shift punches on a constant basis. Select a shift to maintain.

4. All employees associated with that shift are listed.

5. Clicking in the gray area on a column will list the items below in ascending order.

6. Note the red & black dots. These indicate that these employees did not fall within the parameters of their shift. They were early, late, etc.. The black dot indicates that it has been reviewed.

7. Employee times may be listed by a particular shift as shown here, or by the day, and also by who's here.

8. All shift functions are completely automatic. Shifts create themselves when an employee punches in.

9. The employee tab lists either active employees,

10. or all employees. ~~It is a good idea to never delete an employee, as this will affect job cost reporting~~.

11. Selecting an employee from this view will list their individual history as well.

12. To add, or edit and employee is just a right click away.

13. The general tab lists basic information such as name, address and phone contact information.

14. For commissioned employees, you can define their default commission rates here. From the inventory catalogs, an entire category may be defined, or even individual items may be defined.
15. The Job costing tab defines the facility the employee is associated with, and whether or not this employee is a Job cost employee or not. A default job phase description may also be assigned here. The default JCTerm and sign-in behavior pull-downs may be used and work together. If your operation has personnel that work at the same place most of the time, you can have it automatically log them into their stations when they punch in.
16. The login tab is for the use of access to the software, and to assign their permission level.
17. Shift assignment, message group definition and clock rounding fall under the time clock tab. Everything is completely user definable, and can be done on a per employee basis.
18. The hire dates and pay tab defines exactly that. Note the tax markup field. This field is a percentage over and above their base rate. It is used for job cost purposes to really reflect what your operation is paying for this employee.
19. The Accruals tab is for adding vacation rules,
20. sick day rules, etc. They may be incremental or fixed, and are totally user customizable.
21. SPLIT MOVIE HERE
22. From the reports tab, printing payroll reports and other information is a snap, and at any interval you wish.
23. The basic Payroll report lists hours worked and rates for each employee.
24. The payroll detail report is an expanded view of the payroll report.
25. The shift punch report shows even more detail on a per employee basis.
26. The Accrual report shows accrued and remaining vacation, sick day accumulations, etc...

27. Use the anniversary report to quickly find hire dates and pay rates.
28. Under the properties tab, all shift, break, buzzer, and physical time clock functions are attended to.
29. Time shifts are user defined shifts for any and all shifts that your operation uses. Punch in and out times,
30. break times and buzzer controls are defined here. If a buzzer control has zero minutes (arrow), it will just play the .wav file and will not affect payroll or job costing.
31. Time schedules, are a mixture of the time shifts.
32. If your operation has an unusual shift, the default can be set up here.
33. Time Clocks maintenance is for visual purposes.
34. You may put custom defaults here for what you would like to see on your time clock screen
35. Time clock Message groups are exactly that. Customize punch-ins, punch-outs, etc.. You may have as many as you want and even assign them to a specific employee. These messages will appear on the time clock as employees punch in and out.
36. We will conclude this expanded overview of the time functions group.

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TsDesign Time
MELTiT Training Manual 4.02v
By: Tim Harms

2009

This manual will cover the user interface and function of the TsDesign Time module. For further assistance please contact you Database MELTiT service representative.

TsDesign Time

1. DesignTime is a tool used to track phases such as design, engineering, drafting, sales calls, etc.., on local computers

2. Install this tool on any employees computer, and they can punch in and out, and send messages quickly to other stations.

3. Employees, hourly or salary must be punched in, to be able to track time on a project.

4. To use this tool, simply find the Transaction, Quote, or work order number of the project being worked on

5. To find   a number, either scroll and select, (33383) or simply type in the number.

6. Select the type of phase, click the start button, and the clock starts running.

7. When finished, click the Stop button, and the clock stops.

8. All time logged will be applied to the selected transaction and will apply to Job Costing, no matter how many times it is started and stopped.

9. Design time does not need to be running all of the time. It only needs to be running to clock in and out, and to stop and start jobs.

10.   **Setup Movie**

11. To setup and use DesignTime, start in comp track

12. Go to Lists, equipment.

13. Right click select new equipment

14. pick the facility,

15. Select scanner for type,

16. Give it a label,

17. and a description.

18. Click OK

19. Repeat for all stations you would like to have DesignTime for.

20. Bring up TsServer.

21. Tap the settings button to bring up all options

22. Click the TSTerm tab, and edit terminal list

23. Right click and add workstation

24. Name this workstation

25. enter a description

26. use the pulldown to associate this workstation with the piece of equipment you've created.

27. Repeat for all other stations.

28. OK, Close, minimize TsServer

29. Bring up the employee list, and select the employee to add to Job Costing.

30. Go to the Job Costing tab

31. Select the facility this person works at,

32. and their default phase.

33. Make the Default JCTerm the station that you've just created.

34. Set their sign in behavior to Sign in to default Jcterm and when the employee launches designtime everything is set up for them

35. Install and Launch Designtime on the client computer

36. Click on the wrench to maintain settings.

37. The hostname or ip address field either needs to be the name or the Ipaddress of the computer that runs TsServer. You may need to contact your IT person for this information

38. Use the employee pulldown to select the employee working on this machine.

39. Click OK, and it's all set up.

40. Keep in mind that these settings get saved, so if another employee assigns themselves to this machine for any reason, be sure they change the settings back. The name is always listed here.

41.   Transaction Information Movie

42. Design time needs a transaction, quote, or a work order to work from

43. To create a transaction without importing a job, do the following

44. Go to my views and create a new transaction

45. Select Quote for the trx type

46. pick the facility

47. Select a customer

48. And put in a plan and model if you wish.

49. Terms must also have an entry to be able to save any type of transaction.

50. Click OK

51. Print a file folder label if you wish, and send it to the design department

52. To turn this quote into a work order, simply bring it back up, select work order for trx type.

53. right click on the job pull down menu and change job

54. This activates the pull down to allow you to select a job that has been designed to be imported.

55. Click OK to save

56. Change to a Work Order view, and open the new work order.

57. Refresh, and it's ready for production.