

# eXpand Setup Instructions



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## Purpose

This document describes the setup and installation instructions for the OPSoftware eXpand product line. These are standalone products designed to install on your workstation computer and communicate with your DDMS database through the network.

## Before You Begin

Make sure you have completed the Common Setup Instructions before performing these steps. If you do not complete the Common Setup Instructions on the computer you are using, then eXpand will not work properly!

Make sure the ePower CD is in your CD drive.

## Installing the Products

Choose Start – Run and then browse. Browse to your CD drive and double click the eXpand folder. Double click one of the folders containing the following products:

### ***LL:***

Laundry list wizard provides a simple to use graphical interface to your DDMS laundry list database. Using laundry list wizard, you can easily arrange items within groups, add items to groups, and arrange groups.

### ***SDM:***

Sales data mine imports your sales journal files into an industry standard Microsoft Access database. Using the sales data mine enhanced format you can easily create reports containing complete sales information all from a single database.

## Starting Setup:

Double click the SETUP.EXE program located in the desired product folder and then choose OK to start the setup.

### ***System Files Out of Date:***

If setup complains that your system files are out of date, then choose OK to let setup update your system files to the latest versions from Microsoft. You will need to re-boot your computer and start setup again to continue.

### ***Install the Program:***

Choose the location to install the program and then click the large button to begin the installation. Follow the on-screen instructions to complete the installation.

### ***Do You Want to Keep Newer File:***

If setup reports that a file being copied is newer and do you want to keep the newer file, always choose yes. **Never replace a newer file with one from an installation program!**

## Using the Software

After the installation completes, choose Start – Programs – OPSoftware and select the program you want to use.

## Using Laundry List Wizard:

When Laundry List Wizard starts in normal mode, the following screen is displayed. You may receive an evaluation notification screen until you register. Choose to continue in evaluation mode to display the laundry list wizard main screen:



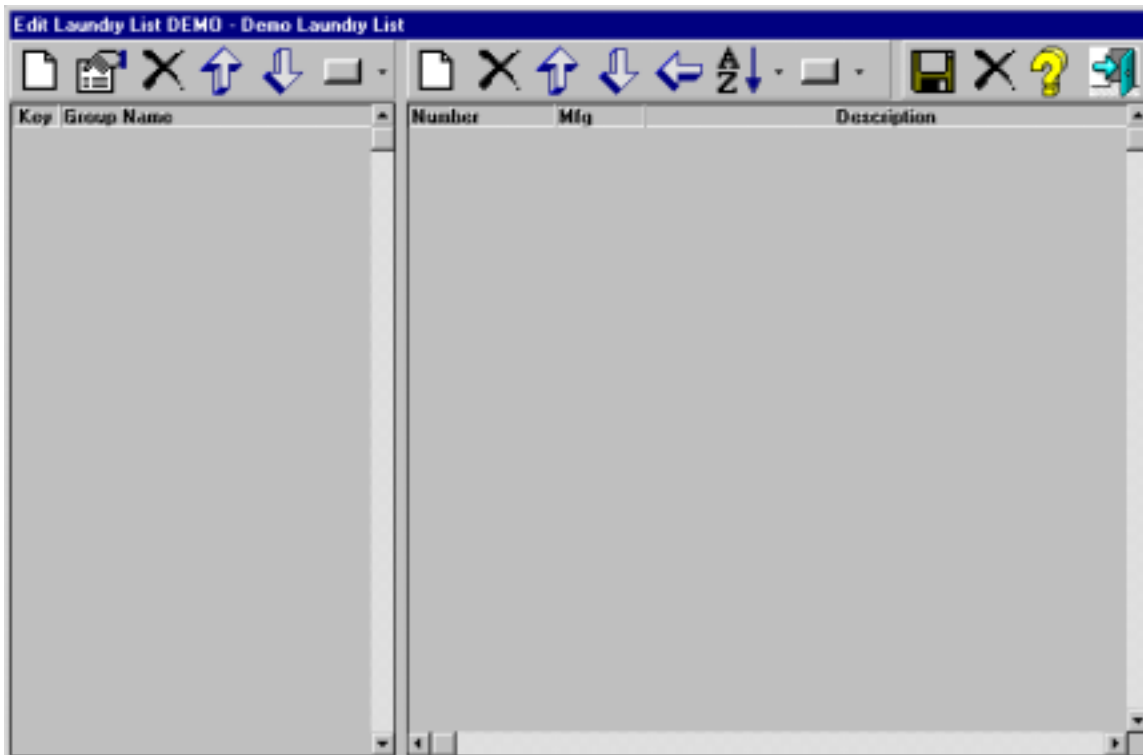
Laundry list wizard works from a local database for editing purposes. When you open an existing laundry list from your DDMS, laundry list wizard always copies the laundry list to its local working database. Only if you tell laundry list wizard to update your DDMS will these local changes be posted back to your DDMS.

Choose the Create a new laundry list in the local working database and click next to begin our walk through.



Type “demo” in the name box and then type “Demo Laundry List” in the description box. Even though you can enter more than four characters in a laundry list name, DDMS cannot use laundry list names longer than four characters. Case does not matter to laundry list wizard. All entries are converted to the correct case for the operation being performed.

Click next to create the laundry list in the local working database and display the main editing screen:



## Laundry List Edit Screen Group control Buttons from left to right:

Add new group, Edit existing group, Delete group, Move group sequence up, Move group sequence down.

## Item Control Buttons from left to right:

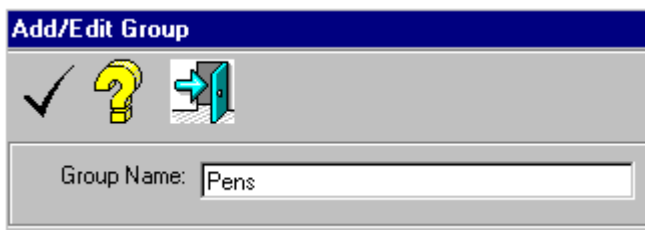
Add new item to group, Delete item from group, Move item sequence up, Move item sequence down, Move item(s) to another group, change the sort of items to Description, Item number, Manufacturer prefix, Class code, Department code, or SIC code.

## Laundry List Control Buttons from left to right:

Save laundry list, Delete laundry list from local database, Show Help on this screen, Exit laundry list maintenance.

## Adding a new group:

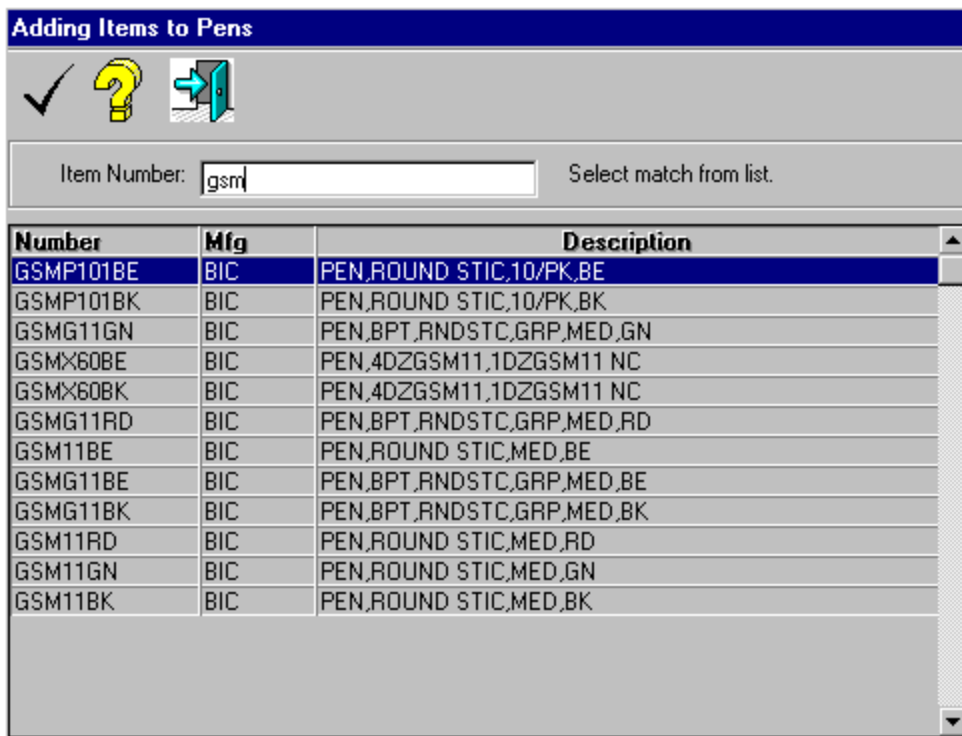
Click the add new group button to create a group in our laundry list:



Type pens and click the check mark button to add the group.

## Adding items to groups:

Make sure that the group that you want to add items to is selected. Click the group to select it. Click the add new item button to add an item to our new group:



Number	Mfg	Description
GSMP101BE	BIC	PEN_ROUND STIC,10/PK,BE
GSMP101BK	BIC	PEN_ROUND STIC,10/PK,BK
GSMG11GN	BIC	PEN,BPT,RNDSTC,GRP,MED,GN
GSMX60BE	BIC	PEN,4DZGSM11,1DZGSM11 NC
GSMX60BK	BIC	PEN,4DZGSM11,1DZGSM11 NC
GSMG11RD	BIC	PEN,BPT,RNDSTC,GRP,MED,RD
GSM11BE	BIC	PEN_ROUND STIC,MED,BE
GSMG11BE	BIC	PEN,BPT,RNDSTC,GRP,MED,BE
GSMG11BK	BIC	PEN,BPT,RNDSTC,GRP,MED,BK
GSM11RD	BIC	PEN_ROUND STIC,MED,RD
GSM11GN	BIC	PEN_ROUND STIC,MED,GN
GSM11BK	BIC	PEN_ROUND STIC,MED,BK

Type all or part of an item number and press enter. Matching items will be shown in the list. Click the item you want to add, or use the keyboard up and down arrow keys to move through the list. When the desired item is selected, press the Enter key to add the item to the list:

Adding Items to Pens

✓ ? →

Item Number:  [Item Added!](#)

Click the exit button to return to the main edit screen.

## Saving your laundry list:

Click the save button (diskette icon) to save our demo laundry list. The save laundry list screen will appear:



Click the next button to continue saving your laundry list.



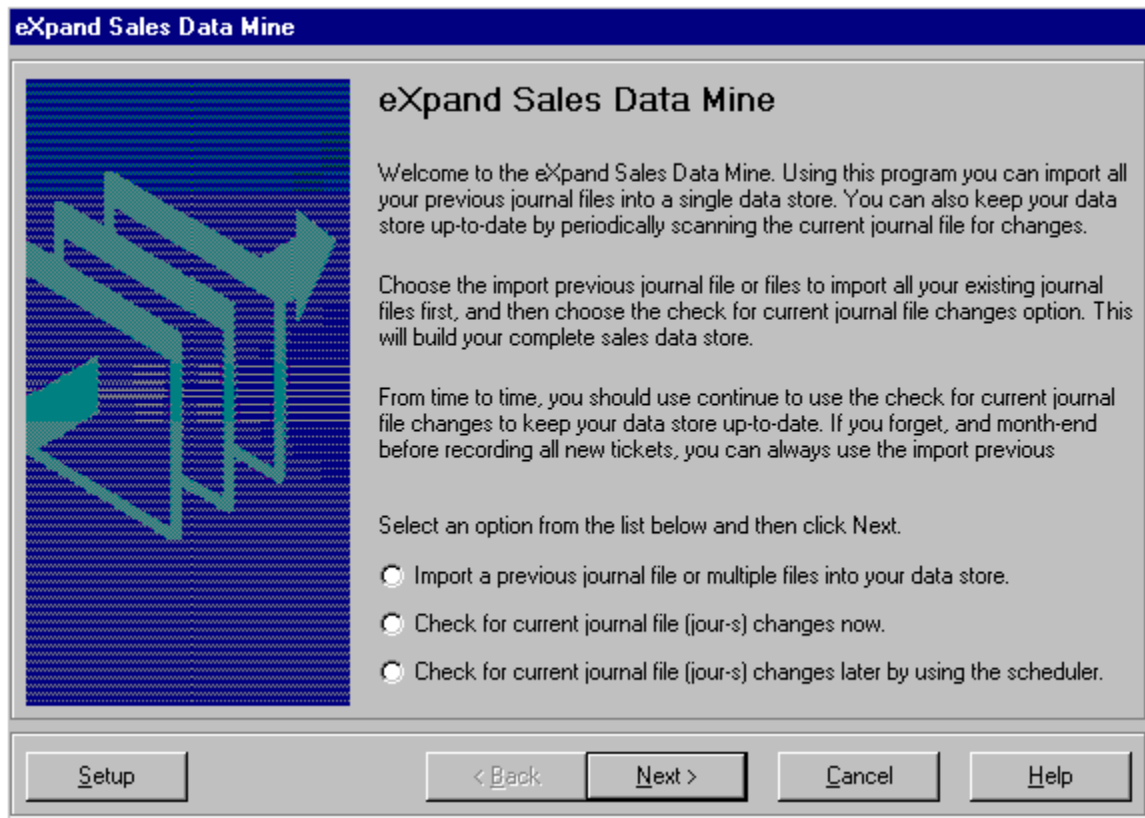
You will be given the opportunity to change the name and description of your laundry list before saving. Type a new name or description, and then click next to continue.



Important! If this is the first laundry list you have saved, then you should have a current backup of your inventory unit. All the files laundry list editor updates are contained on your DDMS inventory volume unit. Laundry list editor is now ready to update your DDMS files. Click finish to begin saving your laundry list.

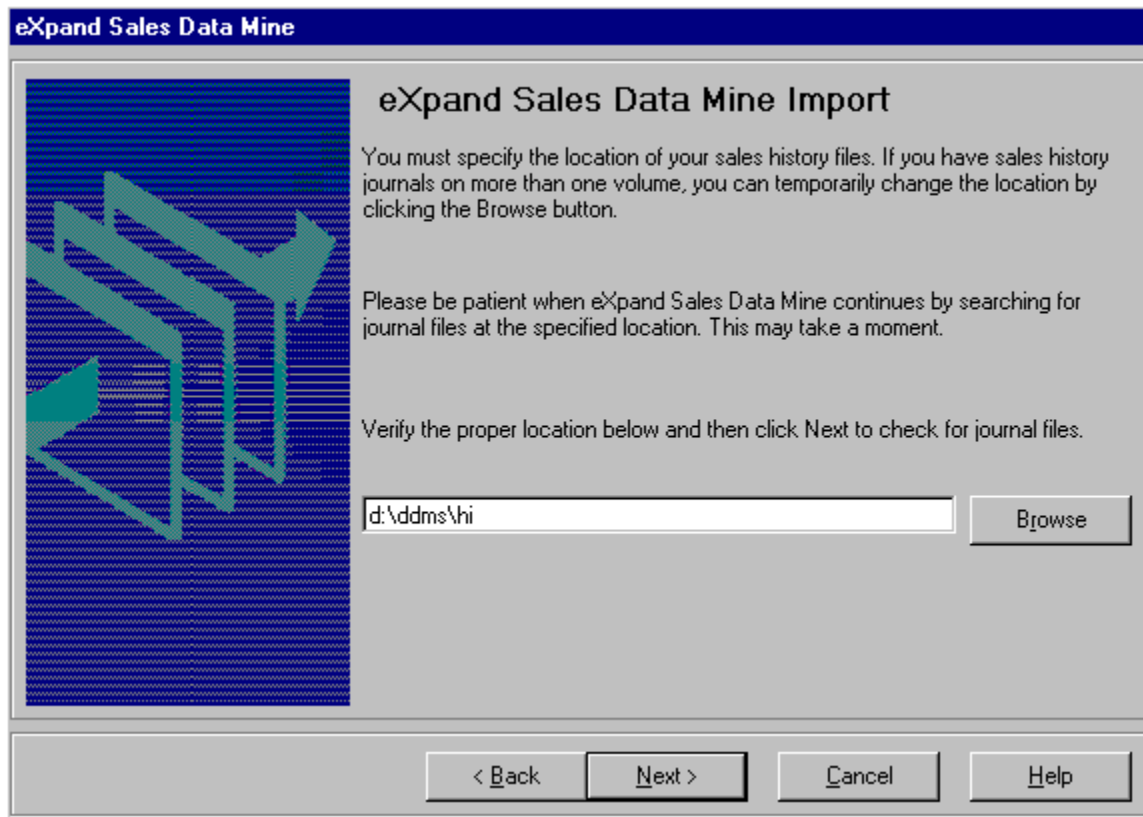
## Using Sales Data Mine:

When you start Sales Data Mine, the main screen is shown:



When you first install Sales Data Mine, you should choose the import a previous journal file or multiple files option and click next. This will import your existing sales data into the common data store.

## Select the history journal location:



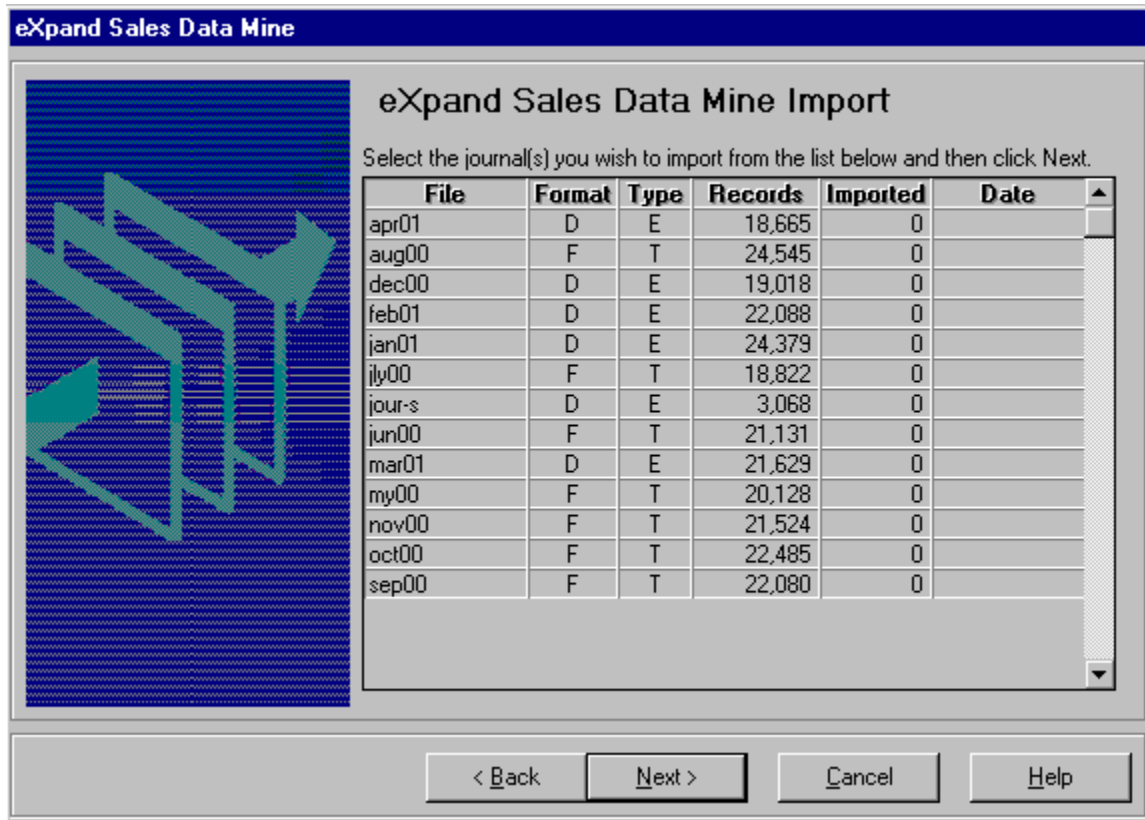
You must select the location containing the journal files you want to import. You may have journal files located on many different units. Use the browse button to locate one of these journal files and then double click any one of the files. You can then select from any other journal files located on the same volume.

Make sure the location is set and then click the next button for Sales Data Mine to build a listing of journal files contained at this location.

A screen will be displayed while sales data mine searches for journal files at the specified location.

## Select the files to import:

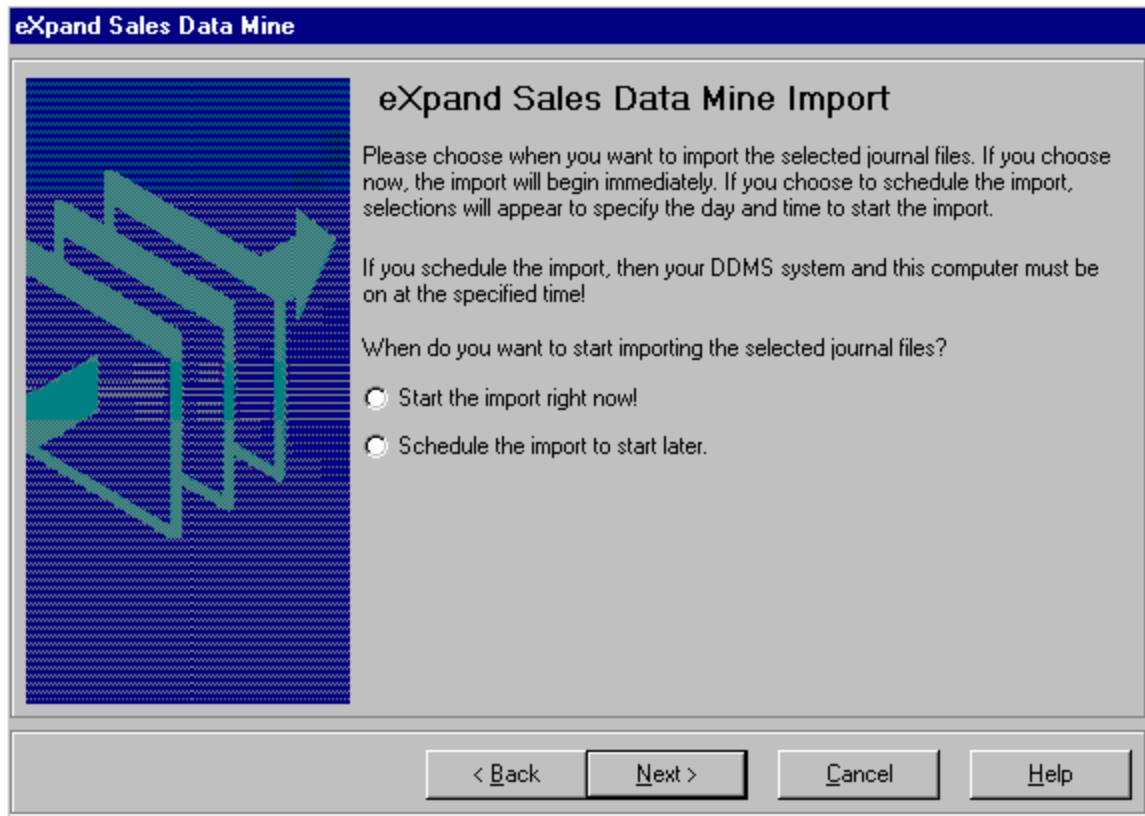
When the list of journal files appears, select one, or multiple journal files from the list. To select multiple files, hold down the CTRL key while clicking the files:



Choose the files to import and then click next to continue.

## Import now, or later using the scheduler:

You can begin the import of journal files right away, or import the files later:



Choose an option and click next.

## Using the data, writing reports:

You can use Microsoft Access directly to view and report on your sales data. You can also use other graphical report writers such as Crystal Reports. Contained on this CD in the DOC folder is an Excel workbook containing the file descriptions for sales data mine.