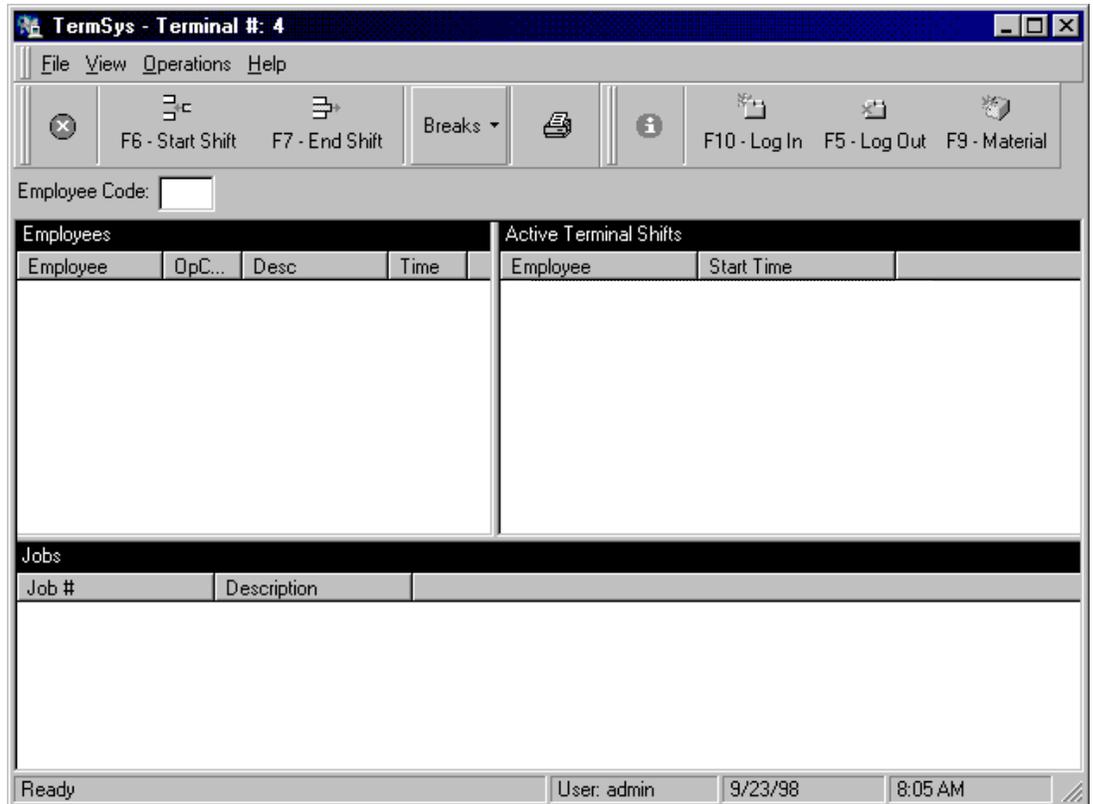


Millennium TermSys



By GraphiTech Computer Systems

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Overview

What's Inside

The Millennium TermSys Shop Control System is a State-of-the-Art, Windows95/98/NT compatible program designed to be run on a networked computer and to provide for real time data collection of both materials and labor. It is interfaced to GraphiTech's Job Costing Module and may be further interfaced to modules such as Estimating, Inventory, etc.

Collection Screen

The data is collected through the use of bar code readers, keyboard entry, or both. The screen that is used to collect the data may be minimized when not in use in order to provide unencumbered access to other applications. In order to gain access to the program after being minimized, click on the TermSys Name Bar on the Status Line in order to regain focus.

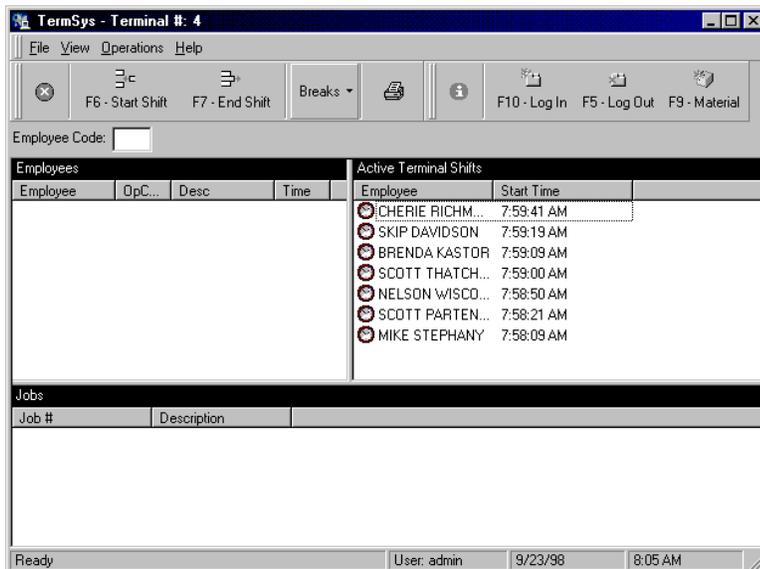


Figure 1. TermSys Start Shift Data Collection Screen

TermSys Station

The PC required for use with Millennium TermSys may be minimally configured as follows:

- 133 MHz Pentium
- 16 MB of Ram
- 1 GB Hard Drive.

This workstation may be used for other applications as well.

Network

Various networks may be used with TermSys. These include Novell, NT, and others, all of which must support Win95/98/NT.

Data Modes

The system can be set to either Database Mode or Compatible Mode. Both modes store received and processed data into a relational database model. However, if your network is running in Compatible Mode, the data is also processed using the old format from the MS-DOS version of TermSys. If you are using other MS-DOS GraphiTech products like Job Costing, KeySys, Estimator, etc., it is suggested you run in Compatible Mode.

The disadvantage of Compatible Mode is speed. TermSys will save processed data twice in Compatible Mode. If you do not have any other MS-DOS versions of GraphiTech products or modules, it is strongly suggested to set the mode to Database Mode for improved efficiency, reliability and speed.

Please call GraphiTech Technical Support at **800-634-TECH** for further assistance on selecting the appropriate mode.

Installing Millennium TermSys

To load *Millennium TermSys*, insert the CD into your drive and close the door. If the CD includes other programs from GraphiTech, you will be presented with a menu of items from which to select your choice. If the CD contains only one application, it will start the loading process automatically. If it does not load however, click **START** followed by RUN. Type the drive letter followed by the word SETUP (for example **D:SETUP**) and hit the enter key. If you have a sound card, then a short melody will be heard prior to the start up screen. After reading the short Welcome, click **Next**. Note: you can also click on the **Back** button to step back to the previous screen. Also at any time you can click the **Cancel** button to terminate the installation.

The following should clarify the screens you will encounter during the installation process. Please follow these steps.

License Agreement

After reading the License Agreement, click I Agree. This is a standard license agreement except that it provides a broader definition of where and how you may use the software.

About Your Company

If the box shown is empty, please enter your company name. Click on the Next button to proceed.

Destination Folder

Here you will want to provide the location of the Millennium Folder, which is the location to be used for the programs. It is assumed that you are operating under Windows 95/98/NT, thus long filenames are used for default entries. In fact, the computer you are installing this program into must have a Windows 95/98/NT operating system. The destination folder may however, be limited to 8 characters if you desire. Once such name would be Millenia.

This screen also identifies the amount of free space available and the amount of space after installation. If this number is small or negative, you should not install until after freeing up additional space. Click Next to continue.

Data Folder

If you are using a stand-alone computer, then the data folder will remain on your C: drive as shown in the text box. If you are operating on a network, then you must identify the drive of your network. If desired, you may click the browse button in order to select the network drive. In either case, the Destination folder must be identified as created above. Click Next to continue.

Sample Files

Not recommended if you already have live data. Accept the default No, and click Next. If you wish to use sample files with TermSys, then select the appropriate option followed by Next. If you select Yes, then a screen will display asking for the sample folder where you want to copy these sample files. Select the desired folder as in the previous steps.

Program Folder

This will specify the program folder name where you want the application icons to reside when you click the Windows Start button on the Windows taskbar. This is normally your Station's Hard Drive, and NOT the Network Drive.

The default name for the Program Folder will appear at the top of the list box (GraphiTech MILLENNIUM). It is recommended to have the box checked which allows an icon to be created also on the desktop. Click Next to proceed.

Ready to Install

Simply click the Start button and Millennium TermSys will install itself.

Installation Complete

Once all data has been loaded, click Finish to view the Readme File. Once this is complete, you will need to re-boot the computer when the installation so indicates. If you experience some other problem, try re-booting also.

Technical Support

If you need further assistance, please call our technical support hotline at 800-634-TECH. Or visit our web site at www.graphitech.com for the latest news, updates, questions and answers.

Running Millennium TermSys

The Icon.

After installation, an icon is placed on the desktop. To run the program, double click the icon.

Update

If this is an update, the program will select the first available terminal number that is open unless you have already assigned a specific terminal number to this station. If this is the first installation, you will be asked about several data directories, followed by assignment of Terminal #1.

First Time Running Program.

The first window that appears when running the program initially is the Welcome screen. Click Next to continue. The second window identifies the Operation Mode you will be using with TermSys. If you will be using the program with the DOS version of Estimating or will be using any DOS files from previous versions, then you will select the compatible mode. If this is a clean installation, which has never had any DOS files in use previously, then you would choose the Database Only Mode.

The screen shot shown in Figure 2 identifies the two choices you have when running Millennium TermSys for the first time.

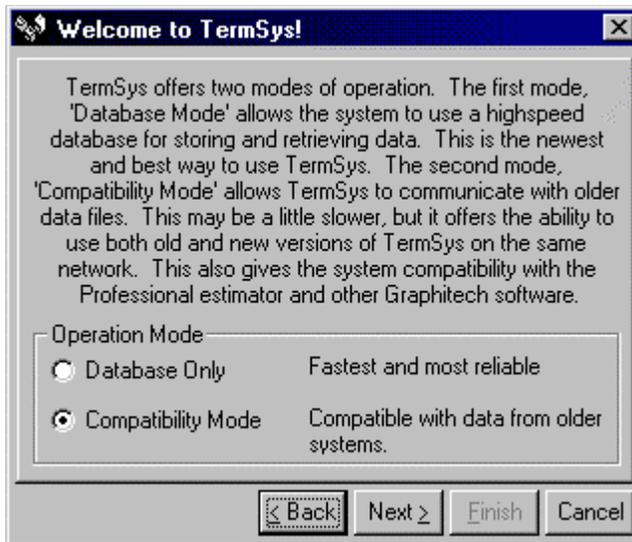


Figure 2 Compatibility Selections

After pressing Next, the screen shown in Figure 3 appears. Here you may click the Data Sensor button to have the program automatically select the appropriate data directories for you.

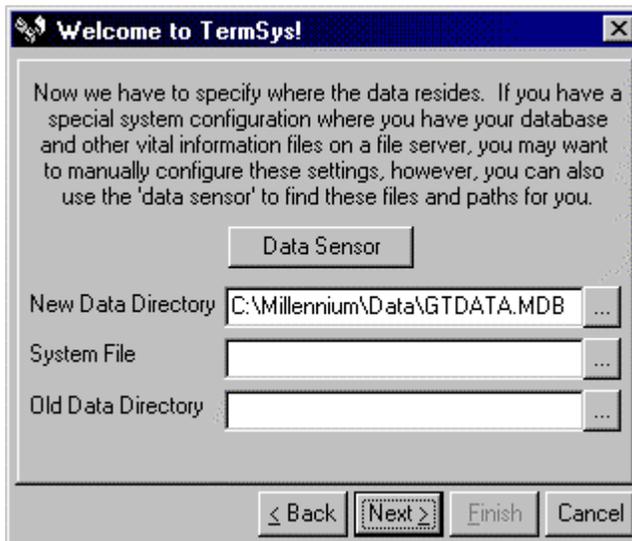


Figure 3 Selecting Data Sensor

Figure 4 illustrates how the Data Sensor appears after clicking the button. By clicking OK, the data that was found is loaded to the screen shown in Figure 3. Once the data paths are filled out, click Next.

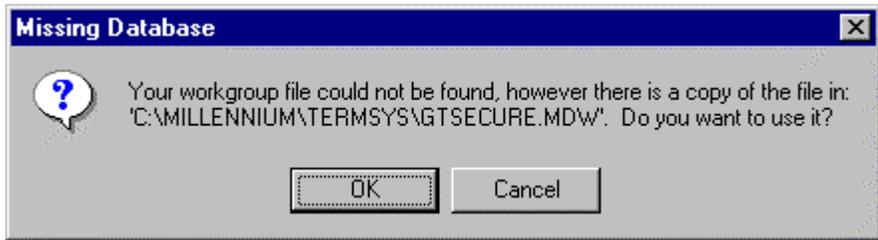


Figure 4 Data Sensor Response.

The timers that are shown in Figure 5 should be left as set unless directed by GraphiTech to change them. Now click the Finish button.

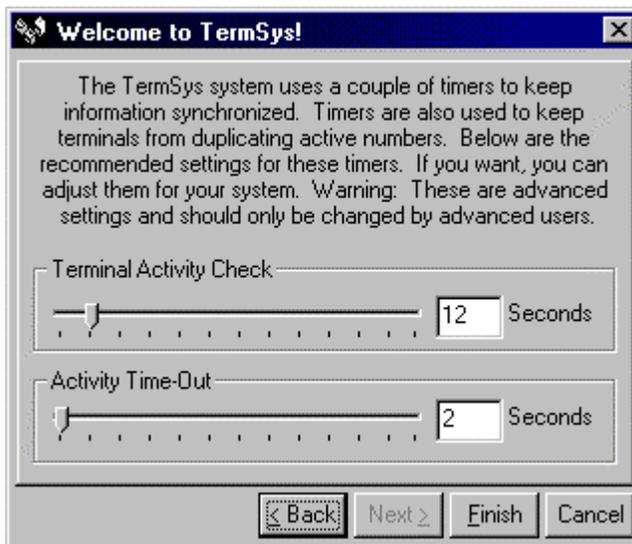


Figure 5 TermSys Timers

Logging Into Millennium TermSys

During normal running of the program and following the first run, Figure 6 will appear which requires a security account and password. If you enter the word admin for the security account, then no password is required. Note that all passwords are entered once access to the program has occurred.



Figure 6 Login

Millennium Splash Screen

Once the security account and password have been entered, the splash screen shown in Figure 7 will appear showing the status of the data being loaded.

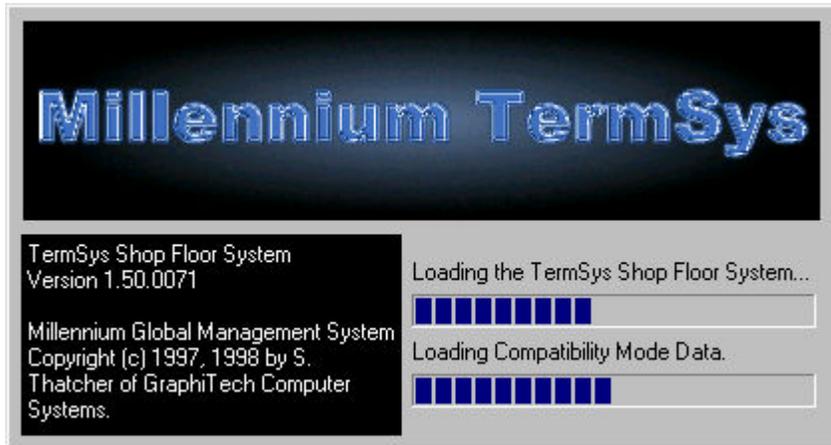


Figure 7 Splash Screen

TermSys Data Entry

What is a Data Entry Screen

All Terminals used with TermSys are connected via the network. Any data which has been entered by the employee is first placed into a temporary file on the server which provides for rapid data recovery in the event of a power failure. When the employee logs out of a job, the data is converted from temporary to permanent status and is then placed in both daily activity and specific job files.

The TermSys Shop Floor Data Collection System permits the employee to establish when they arrived at the plant, what jobs they worked on, when they went to lunch, what materials were used in the job, how many breaks they took and when they went home for the day. In addition, they may review their logged status at any time by requesting a payroll period print-out of activity for a day, week, month or any other period. See Figure 8.

The screenshot shows the 'TERMSYS REPORTS' dialog box. The 'Group by' section has 'Daily Shift' selected. The 'Destination' section has 'Preview Window' selected. The 'Dates' section shows 'Today' in the dropdown and '10/14/1998' in the text boxes. The 'Empl No:' dropdown is set to '<All>'. The 'Job No:' list box is open, showing a list of job numbers and names. The 'Order By' section has the 'Empl' checkbox unchecked. The 'Include Breaks' checkbox is checked. The 'Run' and 'Cancel' buttons are at the bottom right.

Figure 8. Employee Activity

Configuration

As mentioned previously, the TermSys Shop Floor Data Collection System may be set up on any computer which is networked and is minimally configured with a Pentium 133 MHz, 16 MB of RAM and at least 1GB of disk space. In previous versions of TermSys, it was required that you use a dedicated workstation for TermSys. Now, however, TermSys may be minimized while you work on other projects. In other words, it is now a true multi-tasking program with its ability to perform the work of two or more computers. For example, you may wish to have TermSys running in the background while you are also providing estimates.

In addition, you may at times wish to provide Shift Reports, Employee Payroll data on demand or even a Variance Analysis, all at the same time! To access TermSys for logging purposes, simply click on the TermSys menu bar located on the taskbar .

Function Keys

Various Function Keys are used to simplify the process of entering data. In fact, we have employed much of the previous Dos functionality in order to provide ease of use.

F6 - Start Shift

As shown in Figure 1, the employee will generally log into the system for the first time by hitting the function key F6. This will cause a request for the employee number which may either be scanned or entered manually.

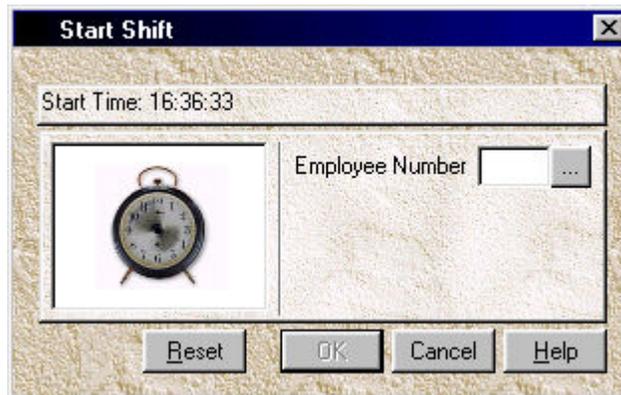


Figure 9. Start Shift Sub Screen

Most employees will generally start their shift in this manner. There is, however, a second method for starting a shift. If the employee knows which job they will be starting, they may scan or enter their employee number before hitting F6.

If the program determines that they have not yet started their shift, then the Start Shift data will appear without showing the screen in Figure 2. In addition, the job data will appear on the left side of the screen as well as Shift data on the upper right.

F10 - Log In Screen

The Log In screen shown in Figure 10 appears when the employee hits F10 or enters their 2-digit employee code. Once the log in screen appears, the employee enters or scans the Employee Number (if not already showing), their Job Number, the Department number and finally the Operation Number for their activity.



Figure 10. Log In Screen for Department and Operations

The Log-In Screen contains three dots to the right of each cell. These are used to obtain a list of the data available for that cell. To view the employee list for example, click on the three dots and the list will appear, allowing you to select the employee using a mouse rather than keying or scanning the employee number. Selection is made by double clicking the employee name or single clicking the name and then clicking OK. See Figure 11 for an example of how the employee list box appears.

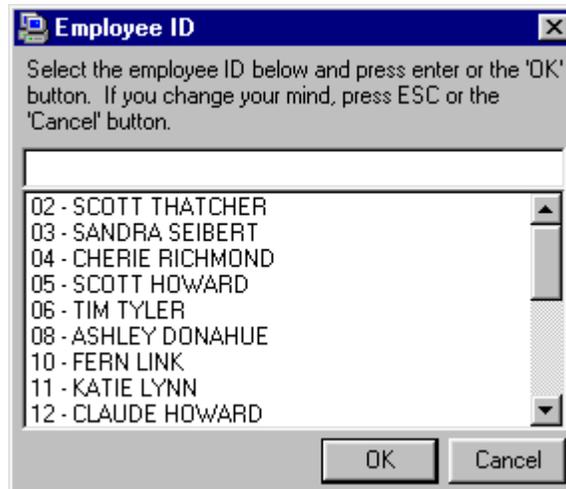


Figure 11. Employee Log In Window

After the employee completes the last entry, the data appears in the left window as shown by Figure 12.

Employee	OpC...	Desc	Time
MIKE STE...	02002	Art-Hand Ru	08:19

Figure 12. Employee Log-In Window

F9 - Materials Window

When an employee wishes to add materials to the job they are working on, they hit F9. That will bring up the window shown in Figure 13.



Figure 13. Materials Entry

Note that three of the selections in Figure 13 contain ellipses (three dots) that indicate a list of data available for that cell. To access the list data, click on the ellipses.

F2 - Lunch Break

When the employee is ready to go to lunch or dinner, they may hit F2. A request will be made for them to log out all jobs if they are currently logged into any. The Lunch screen is shown in Figure 14.



Figure 14. Lunch Screen.

F3 - Break

The break screen appears similar to the lunch screen as shown in Figure 15. All breaks however are payable whereas lunch or dinners are not payable with regards to payroll.

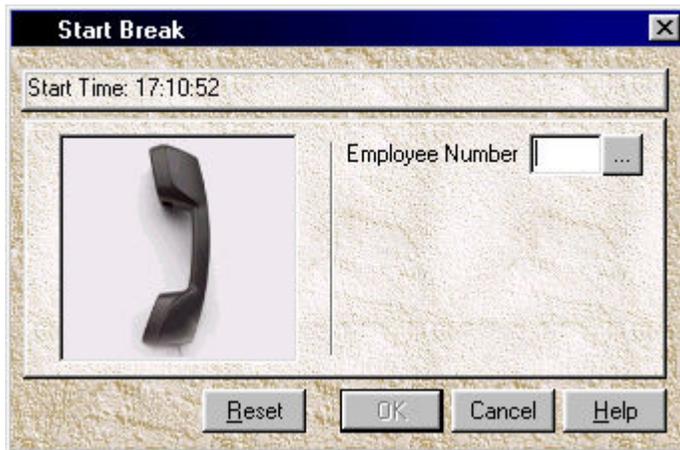


Figure 15. Breaks

F5 - Log Out

There are several methods for logging an employee out of their current activity. The easiest method is for the employee to scan or enter their employee number and the screen shown in Figure 16 will appear. In all cases it is customary for the employee

to log out before logging into any additional jobs. Even though the request is made to log out of a job, this refers equally to logging out of any activity, even if you plan to remain logged into the same job you are logging out of. In this example, either hit enter or click the log out button. If the employee plans to work on more than one job at a time, they would then hit the close button in order to continue logging into more than one activity.

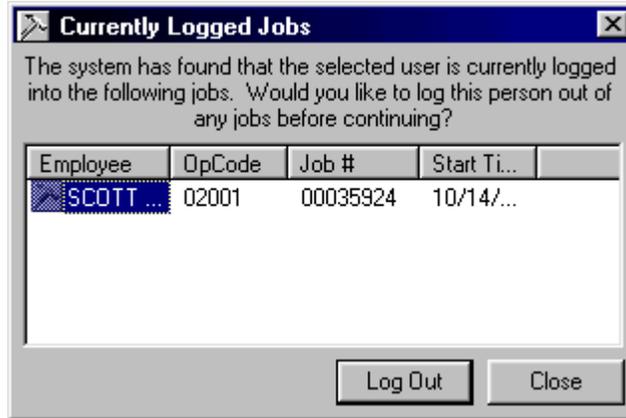


Figure 16. Automatic Log Out from Previous Activity.

The next method involves hitting function key F5 and results in the screen shown in Figure 17. This method requires more information on the part of the employee since they will need to know the job and the activity they were logged into previously. If the employee is logged into more than one or two jobs and/or activities, then they may prefer to log out using this method since it is more direct.

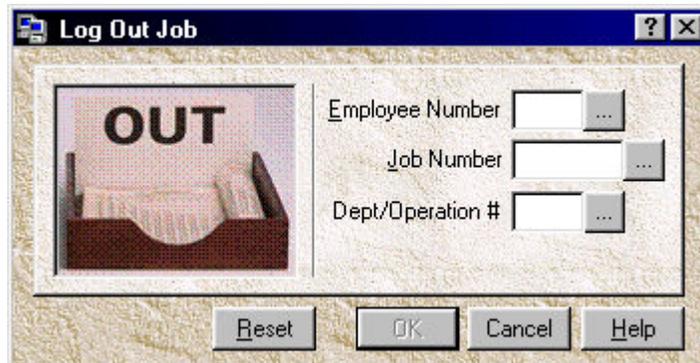


Figure 17. Specific Log Out

F7 - End of Shift

At the end of the day, the employee will hit the F7 key in order to end their shift. See Figure 18 below. If the employee is still logged into some jobs after they enter their employee number then the program will automatically log that employee out of all current jobs, and then end their shift.

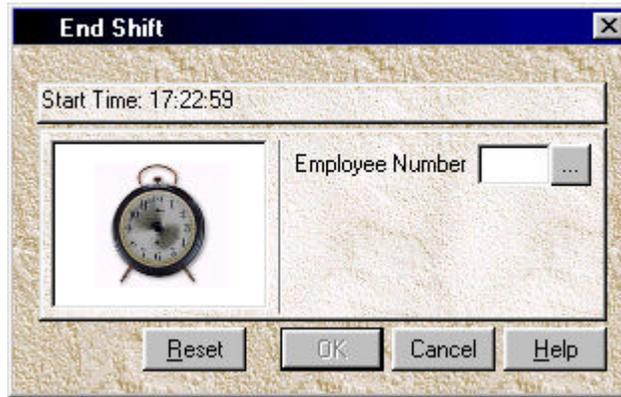


Figure 18. End Shift

TermSys Toolbar



Figure 19. TermSys Tool Bar

Along the top of the TermSys Data Entry Screen is the Toolbar. The same actions as specified above are further described on this toolbar. Some additional functions are as follows:

1. **Close TermSys.** This may also be accomplished by clicking the Windows control box (the gray box with an X in the upper right side of TermSys). A third method to use would be to press Alt-F4. All of these methods will result in a request for the exit password. Note that you will be requested to log-out all employees if you exit TermSys.
2. **Printer Icon.** This control is used to identify payroll data on demand. If an employee wishes to know the status of their day, week, month, etc., then this report will tell them the number of hours they have been logged in for the respective periods of time. Provides excellent feedback to the employee.
3. **Help Screen.** Identifies system parameters and in addition breaks up your day with a short musical introduction. This area also provides information on Registration of your Millennium TermSys as well as System Information. A full help index with cross references is included.

TermSys Summary Settings

Displays the current hardware and communication settings for Millennium TermSys.

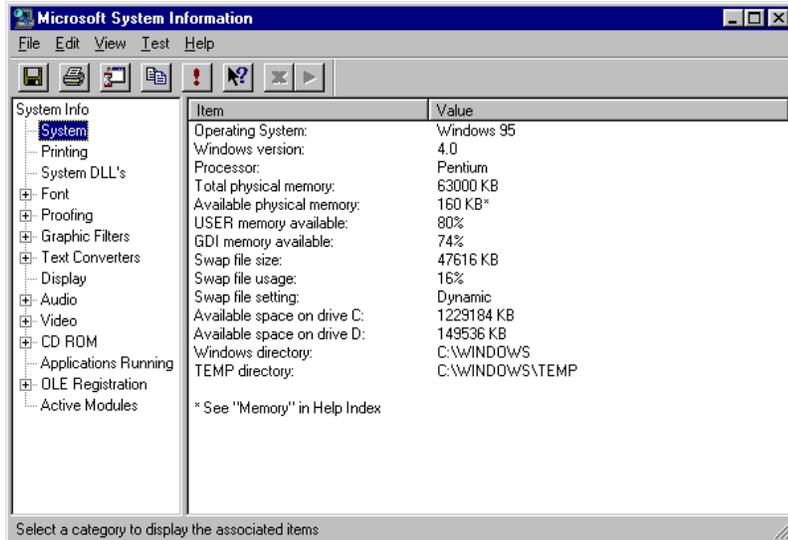


Figure 20. TermSys Summary Settings

Glossary of Terms

Taskbar

The command line, usually found at the bottom of the screen, that identifies minimized programs, Start Command, plus other instant access programs.

Data Folder

The location of all data associated with the Millennium series of programs. This is usually the Server.

Destination Folder

The location for all Executables, usually found on the local drive of the station.

Compatible Mode

Means for providing both Database and DOS based data structures.

Focus

Identifying a specific Window or Application by clicking on that window.

Data Sensor

A means by which the program locates and identifies the required directories and data files.

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