

GraphiTech's

Millennium Digital Estimating

GraphiTech's Millennium Digital Estimator

File Edit Actions Reports Maintenance Help

Millennium Digital Estimating

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Basic Information
Customer & Phone: 800-634-8324
Job Description: 14 total sigs, 8 Full Color Signatures, 4 Black Only plus 1-4/1 (partial full color w some B&W) and 1 Blank Sheet. 3-hole drill plus cut press sheet in half. Customer requests that blank sheet collated at back.
Estimated By: sdt
Sect No 1 of 1

Run Options
☒ Sheetwise
☐ W&T

Job Type
☒ Flat Sheet
☐ Booklet

Mode Selections
☐ New Quote ☒ Retrieve Quote
☐ New Job ☐ Retrieve Job

Layout
☒ Portrait
☐ Landscape

Speed: 2500 ☐ Res ☒ Color ☒ Notes
☒ MU ☒ BW ☒ Saved TimeOnEst 00:04:28

Press #1 Information
5. Full Color 9x12 (Color)

Stock, Sizes and Pricing
0003-20# Bond White Mountie, 11x17 3.00

OnHand
3.00

Bindery
Fold, Baum-1
Stapler-36
Gathering-43 14
Drilling-4 3
Cutting-33 1

Setups

Cell Descriptions - Click Here to Add Notes
When selecting the Finished Sheet Size, remember that this is the size of the sheet or booklet delivered to the customer. Always try to use shorter dimension first. Certain bindery operations, such as folding (uses the length) or padding (uses the width), in determining their speed of operation. The first number shown in the

Verification Count 1st Quantity
Press Clicks 2000
Press Stk Count 1400
Inventory Count 700

Total Runs & Sheets
Runs 20 Sheets 14

Imaging
Preflight \$ 10 Rip \$ 0
Imaging \$ 0 Add'l \$ 5
Design \$ 0 MarkUp 30
☐ Margin ☒ Percent

Quote Number: 00022144 Job Number: Start Date: 03/08/17 Due Date: 03/14/17

By GraphiTech Computer Systems

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Contents

Installation	1
Loading Digital Estimating.....	1
Load/Install from Download or Installation Media	1
Possible Changes to File Structure	1
First Start	2
Setting Path.....	3
Default Bindery	4
License Code	4
Default Imaging.....	5
Default Worksheet.....	5
Quick Start	6
Performing a Quick Estimate using the Help Guide	6
Retrieving A Quote.....	6
Your First Quote.....	7
Fundamentals	9
The Worksheet.....	9
Main Estimating Screen is Called the Worksheet	9
Context Sensitive Help	10
Customer Selection.....	10
Sheetwise or W&T	10
Job Type (Flat Sheet or Booklet).....	10
Estimated By	10
Job Description.....	11
Mode Selections	11
Layout.....	11
Icon Selections.....	11
Select the Press.....	13
Selecting Number of Originals (Signatures).....	14
Quantities.....	14
Selecting Quantities.....	15
File Maintenance & Optional Maintenance Items	15
Stock, Sizes and Pricing	15
Up, Out and On.....	16
Sides or Pages.....	17
Verification Count 1 st Quantity	17
Total Runs & Sheets	18
Duplex Adjustment.....	18
Price Adjusted by Up.....	18
Bindery	19
Cell Descriptions and Production Notes.....	19
Imaging.....	20

Section Number (Optional)	20
File Structure	21
Creating a Digital Press	21
Setting Up your Digital Press	23
Correcting Matrix Errors	25
First Estimate	27
Retrieving a Quote.....	27
Search for a specific Job or Quote.....	28
The Cloud	30
License.....	31
Glossary of Terms	46
Index	49

Installation

Loading Digital Estimating

Once you have installed GraphiTech's Digital Print Estimating software, you will almost be ready to run the program and start estimating.

But before you start, there are just a few things we need to consider before actually starting to perform estimates.

1. First, we'll just **load/install** the program.
2. Then we'll look at what **changes** may need to be made with the file structure.
3. Next we will **start** the program for the first time.
4. Next, we'll look at the **fundamentals** of using the program.
5. Finally we will review several estimates and their reports.

Load/Install from Download or Installation Media

1. Double-Click Setup.exe
2. Select all the Defaults
3. Answer YES if asked to keep existing files.
4. Reboot after installation

Possible Changes to File Structure

The GraphiTech Digital Estimator may be run as a stand-alone program or one that integrates to the database created for your Millennium Professional Estimating program. Both of these methods rely on the use of the Access Database called GTDATA.MDB.

Stand-Alone

The Stand-Alone version may be used as soon as it is installed but the network version is disabled during demonstration use. Once the Network Option is enabled, you may setup the full network version of the program. In addition, the Default Bindery must be set up once you start to change your bindery operations. If you also

have the Professional Estimator or the OE/Estimate Program, you may wish to set up the path to use a common database but for now, you are ready to go.

Integrated to Order Entry

If this method is used, simply go to the "File" menu at the top left of the Worksheet and select Path. Change the path to the appropriate area (usually \Millennium\Data), and you will be asked if you want to have your Digital database transferred to that directory. Generally you will need to answer YES. Please note however, until you have enabled the Network Option, this feature will be unavailable to you.

First Start

After you have installed the Digital Estimator, you will see the program located under your Programs as GraphiTech Digital Estimator (for Windows Vista or Win7) or under the GraphiTech folder if in Windows 10.



Figure 1

The Icon may be transferred to your desktop by dragging or copying. When you double-click the Icon or select the program called "GraphiTech Digital Estimating" from your "Program" list, the first screen that appears is shown in Figure 1 below.

The Splash Screen shown above can be eliminated from subsequent startups by selecting the drop down menu called "File" on the main estimating page and clicking on the "Hide" portion of the "Show or Hide Flash Screen" listing. See Figure 2.

Note that you may also show the "Welcome" screen again should you need to look up some additional information or should you want it to not

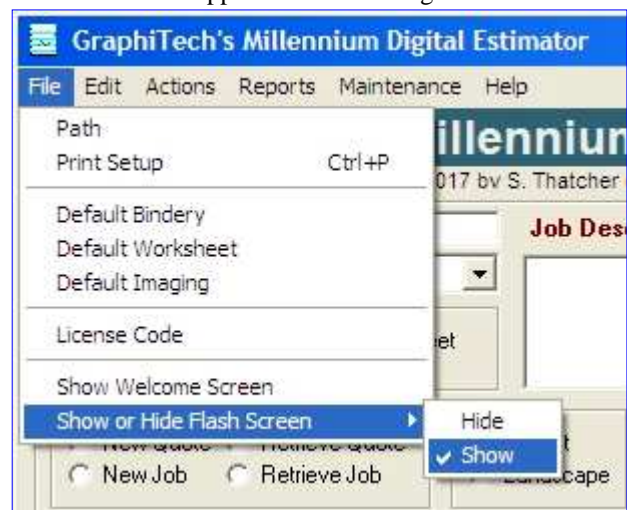


Figure 2

appear anymore by simply clicking the box in lower left. See Figure 3 and note the box on the bottom left.

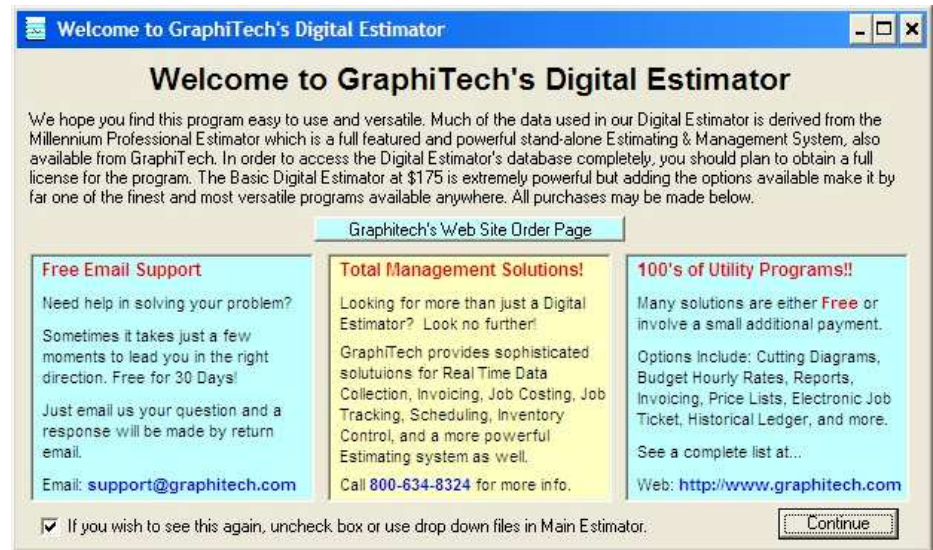


Figure 3

Note that Figure 2 also provides access to a new Data Path, Printer Set Up, Default data for the "Worksheet", "Bindery Items" and "Imaging" plus getting your License Code.

Setting Path

If you change the Path (Only available if Network Option Enabled), you will be asked if you want to copy the GTDIGITAL.MDB to the folder specified (usually \Millennium\Data folder) as shown in Figure 4.

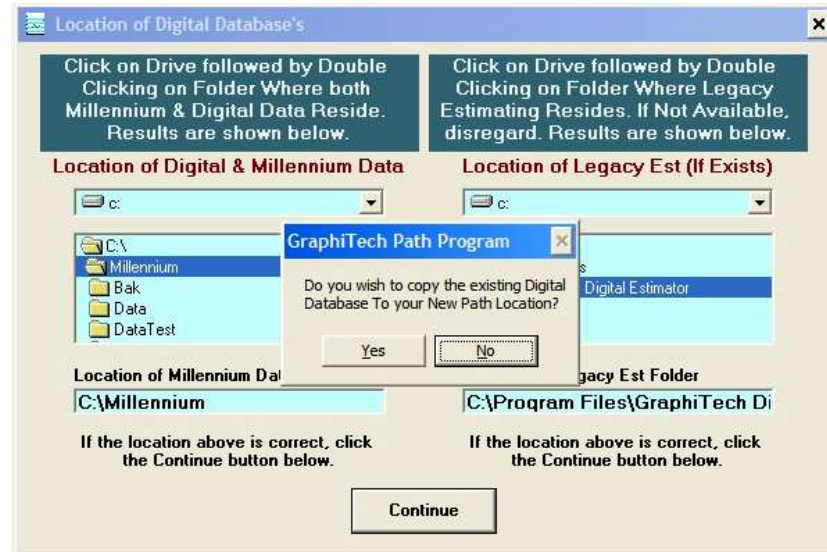


Figure 4

Default Bindery

The result of changing the Path will also require you to re-examine your Default Bindery data. Since you may be changing from the stand-alone database to your Millennium database, the default bindery information may be different and may need to be changed. See Figure 5 below.

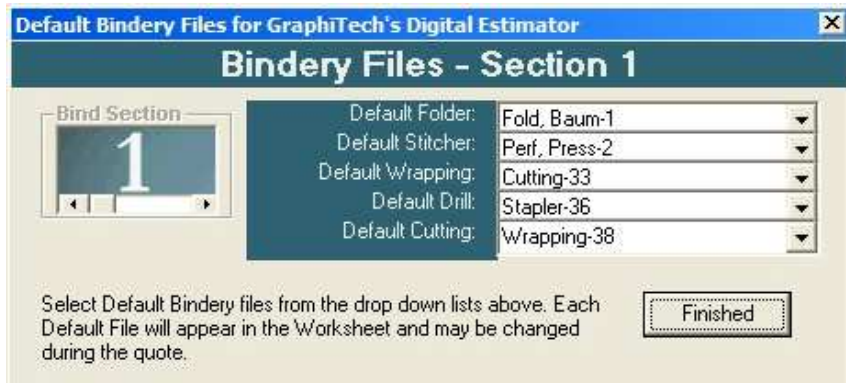


Figure 5

License Code

The License screen shown in Figure 6 will permit unlimited use of the program (Except for the Network) for a limited amount of time. Once you are familiar with the options shown along with the capabilities of the Basic Digital Estimator, you should then request your password for whatever options you have selected.

You have approximately 200 quotes available (and you will be given a countdown to let you know how close you are to the end of the demo period).

At any time during the demo, you may obtain a license for the options desired.

Simply select either all or some of the options shown. An Invoice Amount will



Figure 6

appear letting you know what the cost of the options will be. If you have previously purchased any options, the Invoice Amount will be only that additional cost above what you have already purchased.

Once you have decided on the options you want, click on the "Get Key Code" button and a series of numbers will appear in 2 or 3 of the boxes.

Call GraphiTech at 800-634-8324. Give the Key Code to the person answering the phone. They will send you an email invoice allowing you to make a payment immediately through PayPal or by using your credit card.

Once payment has been made, you will be given the Password that unlocks your program for the options you have selected.

In general, each option is \$100, except for the Network Enabled option which is \$300.

Default Imaging

This simply allows you to have certain items appear in the worksheet as defaults.

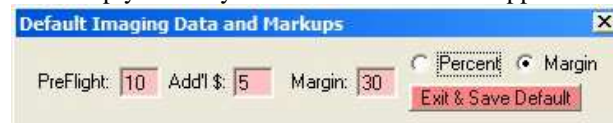


Figure 7

Default Worksheet

In general, you should set up the Default Worksheet with the least amount of populated data. That way, each time you erase the Worksheet, it returns to the Default Status and you won't need to be eliminating items from the Worksheet.



Figure 7A

Quick Start

Performing a Quick Estimate using the Help Guide

Retrieving A Quote

So let's get started with the Digital Estimator by retrieving a quote and obtaining a price for the job. First, load the Digital Estimator so that you have the Worksheet in View as show in Figure 8 below.

Figure 8

The Menu Bar at the top of the screen contains Help. Click it now and select "Help with First Estimate."

As you can see, there are 2 help screens associated with this screen. The top one describes how to retrieve a quote. If you look at Figure 9 & 10, the numbers shown in the help screen are illustrated in the Icon Toolbar.

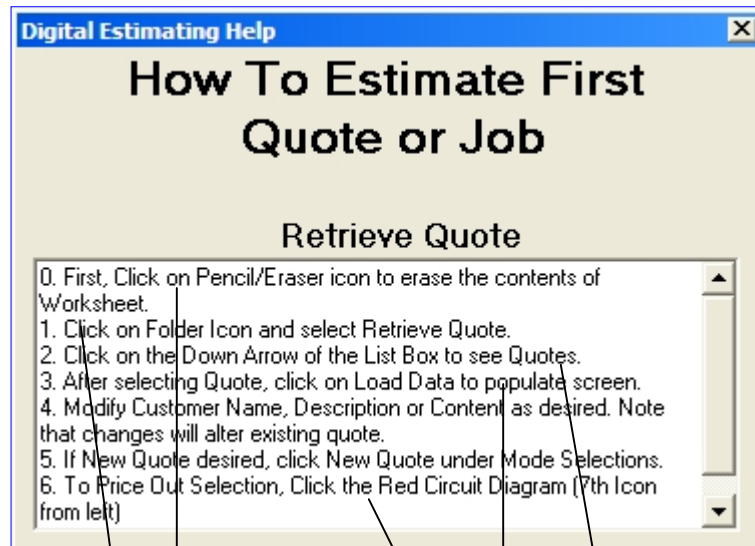


Figure 9



Figure 10

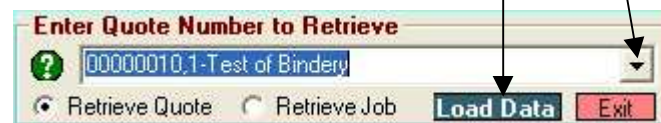


Figure 11

Line Items 0 and 1 are simple enough. Just touch the eraser icon and then click on the folder. In Figure 11, you simply click on the down list to see all the quotes (Note the ? Question Mark in Figure 11 which will take you to a search screen that permits a global lookup of description, sizes, etc).

Once the data has been loaded you can then make any changes to the quote, press the RED Circuit Diagram and you have an instant quote.

Once prices are showing, you can then pull up any of the reports (except for Work Order and Delivery Ticket since these require a Job Number).

Your First Quote

The bottom half of the "Help with your First Estimate" contains instructions for your First Quote. See Figure 12.

As in the first example, you will want to click on the eraser to eliminate any items that might be carried over from a previous quote.

Note that it is very unlikely that you will have extraneous data however, the only sure way for the program to know you are starting a new quote, is by clicking on the eraser.

Item Number 1 states that you will want to fill out the Customer Selection process as well as the description. See Figure 8.

Now since you do not have any actual customers loaded at the moment, you could either select from the drop down list one of the customers that are in the list or you can simply type in the name of your customer. (Note that typing in the name of a customer is temporary and does not load it to the customer file).

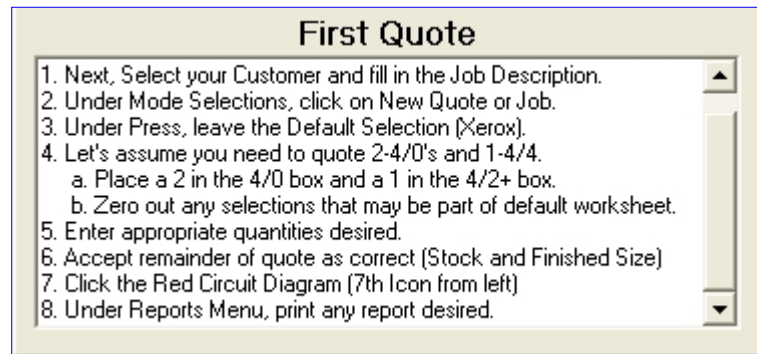



Figure 12

The Job Description may be entered next. Up to 255 characters are available in this section. If you wish to use the AI (Artificial Intelligence) button,  then click on the help menu later and learn what commands may be entered into the description that will help in automatically filling out the worksheet.

Item 2 of Figure 12 now states for you to look at the Mode Selections (See Figure A - Mode Selections) and select new quote or job. This will assign the next quote or job number to your quote.

Item 3 says to currently leave the Default Press (Xerox) although you can obviously choose any press you desire once we've gone over how to build the presses.

In Item 4, this example suggests that the customer has requested a quote for 2 different sheets that are printed 4 color on one side only and another sheet that is printed 4 colors both sides. You are then instructed how to do this in 4a and 4b above. If any other quantities are showing in the various signatures other than 2-4/0 and 1-4/2+, be sure to zero them out.

Item 5 asks you to enter up to three quantities desired.

For now, we'll assume the balance of the items are correct and we'll quote the job by pressing the Red Circuit Diagram described in Line 7.

Note: Whenever you click the Quote Button (Red Circuit Icon), your quote or job is saved (assuming prices appear in the time cost summary screen lower left) Also, remember that a red light will appear next to the word "Saved" if the quote or job has actually been saved.

Now let's review components of the Worksheet itself.

Fundamentals

The Worksheet

Now let's take a look at the Worksheet itself which is where all your estimating will be done.

Although it may look slightly intimidating at first, you will find that having all the information about a job immediately in front of you makes estimating and job creation a snap.

Let's get started.

Main Estimating Screen is Called the Worksheet

The main estimating screen shown below (Figure 13) provides an incredible amount

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File Edit Actions Reports Maintenance Help

Millennium Digital Estimating
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Basic Information
Customer & Phone: 800-634-8324
GraphiTech Computer Systems
Run Options: ☒ Sheetwise ☐ W&T
Job Type: ☒ Flat Sheet ☐ Booklet
Mode Selections: ☐ New Quote ☒ Retrieve Quote ☐ New Job ☐ Retrieve Job
Layout: ☒ Portrait ☐ Landscape
Speed: 2500 ☐ Res ☒ Color ☐ Notes ☐ MU ☒ BW ☐ Saved
TimeOnEst 00:04:28

Job Description
Estimated By: sdt
14 total sigs. 8 Full Color Signatures, 4 Black Only plus 1-4/1 (partial full color w some B&W) and 1 Blank Sheet. 3-hole drill plus cut press sheet in half. Customer requests that blank sheet collated at back.

Press #1 Information
5. Full Color 9x12 (Color)
of Orig B&W Color & B&W
Carb Parts 1/0 2 4/0 4 4/1 1
1 1/1 2 4/2+ 4 0/0 1
Quantities: 100 200 1000 # Out 2 # Up 1 # On 1 Sides 2

Stock, Sizes and Pricing
0003-20# Bond White Mountie, 11x17 3.00
Stock Size 11x17 Press 8.5x11
Bleed Size Finished 8.5x11
1 Ctn 13.95 2 Ctn 13.95 3 Ctn 13.95

Bindery
Fold, Baum-1
Stapler-36
Gathering-43 14
Drilling-4 3
Cutting-33 1

Cell Descriptions - Click Here to Add Notes
When selecting the Finished Sheet Size, remember that this is the size of the sheet or booklet delivered to the customer. Always try to use shorter dimension first. Certain bindery operations, such as folding (uses the length) or padding (uses the width), in determining their speed of operation. The first number shown in the

Verification Count 1st Quantity
Press Clicks 2000
Press Stk Count 1400
Inventory Count 700
Total Runs & Sheets
Runs 20 Sheets 14

Imaging
PreFlight \$ 10 Rip \$ 0
Imaging \$ 0 Add'l \$ 5
Design \$ 0 MarkUp 30
☐ Margin ☒ Percent

Quote Number: 00022144 Job Number: Start Date: 03/08/17 Due Date: 03/14/17

Figure 13

of information as well as versatility in estimating. Later on we will examine where the data for the estimate is coming from but for now, let's look only at various portions of the Worksheet as well as producing that first estimate.

Context Sensitive Help

Note in Figure 13 the blue box identified as Cell Descriptions. Each item in the worksheet contains a full description of what that item is and how it applies to the estimate. If you don't understand what an entry box is for, please read the Cell Descriptions first to get a better understanding of its function.

Customer Selection

We need to identify the customer. This can be done using the drop down list of customers or we can simply type in the name of the customer and phone if they are new.

Sheetwise or W&T

We stated above that we are running Sheetwise but what does that mean exactly. Well, it just means that each sheet passing through the equipment is printed only one time, either front, back or both sides.

A W&T means that it passes through the press one time, is turned or rotated and run through again. On Offset or other presses, this saved plates, makeready and Ripping time while allowing for the running of 2 up. With most Document type presses, you will seldom, if ever, need to select a W&T, since most document presses can print both sides simultaneously.

Job Type (Flat Sheet or Booklet)

Note that the difference between running booklets or flat sheets is significant, especially if your press sheet is say 11x17 and the delivered finished sheet is 8.5x11. But more on that later. For now, we plan to use the Flat Sheet mode.

Figure 14

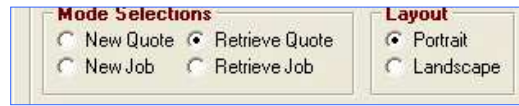
Estimated By

If desired, you may enter your initials to indicate that you are the estimator for this quote or job. It basically provides an audit trail for all entries between the quote and the final job. Multiple initials may be entered.

Job Description

The Job Description allows for up to 255 characters that will appear on all printed forms including Work Order, Quotation Sheet, Delivery Ticket, etc.

Mode Selections



In Figure 15, you just need to indicate if this will be a New Quote or Job or a Retrieved Quote or Job.

Figure 15

Layout

This selection is descriptive only and is used to identify how the sheet will appear when printed.

Icon Selections

Note in Figure 7 a series of Icons from which you may choose. The far right side contains two of the many printed reports while the left side has to do with the job or quote as well as some additional items as explained below.

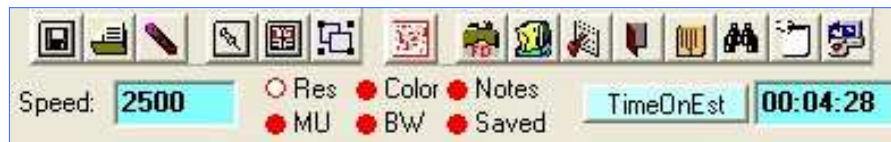







Figure 16

 **Save Quote or Job.** This Icon allows the user to save the Worksheet. You must have a Quote or Job Number assigned, a Customer and a Description before you can save the Worksheet. When you produce a quote with pricing, the Worksheet will automatically be saved. Note in Figure 7 the red dot labeled **Saved**. This will illuminate when the job has been saved.

 **Retrieve Quote or Job.** When pressed, a window appears that allows you to select either a quote or job to retrieve, along with a drop down list of the type retrieved and load command and exit command. Once the quote or job is found and selected from the drop down list, simply click load to have it completely fill out the worksheet.

 **Erase.** By pressing this Icon, you erase the contents of the Worksheet. If the job has been saved, it remains saved. An erased worksheet will cause the Default worksheet to be loaded. The Default worksheet can be found under the "File" menu.

 **Reload Digital Presses.** This Icon will re-load the Digital Presses. This must be done if you have added presses at the Digital Matrix Icon shown below.

 **Due Date.** Here you can reset the due date and select the amount of days between each department (provides days between start and due date).



Display and Print Layouts (Optional). By clicking this Icon, a complete layout of the job is shown, both on the Press Sheet as well as on the Parent (or Inventory) sheet.



Quote Button. This is the most used Icon of them all. This will immediately display all of the pricing and production data for the job. Many of the reports require that the quote or job be priced out before they can display the relevant information.



Multi-Part Pricing Grid. If you are performing a multi-part quote or job, this icon will bring up a screen that shows the individual prices for each part of the job, up to nine.



Price List Generator (Optional). Depending on the version you are working with, this optional item will allow you to create a price list catalog of various products.



Historical Ledger (Optional). Another option is the Historical Ledger. If you also have the Invoicing Module, then every invoice created will also generate a ledger posting for that customer. Should you need to see what any previous price was for a particular job, simply click the icon, select the customer and a complete list of all jobs will be displayed.



Digital Matrix. This Icon will provide you with GraphiTech's Digital WorkPlace where a complete table may be created identifying the "Click Rate" for each of your Digital Presses. See Digital Matrix WorkPlace below.



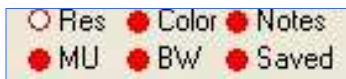
Legend. This will display a color legend that is used within the Worksheet.



Invoicing & Posting to Historical Ledger (Optional). This is the smaller Invoicing program (compared to the Millennium Invoicing/QuickBooks Interface sold separately). It provides employees with a tracking invoice as well as populating the Historical Ledger database. Up to nine parts of a job can be instantly accessed and populate the invoice along with line item amounts, freight and tax.



Electronic Job Ticket (Optional). If you have enabled the Network Portion of this program, the Electronic Job Ticket allows your employees to bring up on their computer screens an exact reprint of the Job Ticket along with Job Description, PrePress Notes, Press Production, Vendor Notes and Bindery Notes. In addition, each employee may add to these notes in order to maintain a complete history of any AA's, phone calls, machine down time, etc.



Status Buttons. These buttons are not accessible (except for notes) but are for information only. **Res** is reserved for later use. **Color** indicates that a color quote is underway. **BW** indicates that the quote contains **B&W** production. **MU** indicates that a Markup has been entered. **Notes** indicates that you have entered Hidden Production Notes. This button description may be pressed to

actually enter the notes. The note may also be entered by clicking a drop down menu or by clicking the label above the "Cell Descriptions".

Speed:

Speed. This simply shows the speed of the equipment. It is strictly for information and plays no part in the estimate itself, but may, in some cases, be used to determine time on a job for scheduling purposes.

TimeOnEst

Time on the Estimate. Should you need to record the amount of time you spend on an estimate, simply click this button and while you are estimating or doing anything else, the timer will keep track of the time you spent on the job.

Figure 17

The next grouping we need to look at is the actual Job as it is entered into the Digital Estimator.

Select the Press

This is simply a matter of selecting which of the different Digital presses you have available. There are three different presses loaded as Default Presses. One is a Full Color 9x12 press, the second one is a B&W 8.5x11 press and a final selection called a Xerox (Color). It is significant that we identify presses as either B&W or Color because a Color Press will allow you to print a back side in Black at a percentage of the cost of the front (Color) side as well as printing the second side in color as a percentage of the cost of the first side.

Figure 18

For a B&W press, you may want to charge as much for the back as you do the front in which case, you will have a percentage of 100 loaded for efficiency. See figure 18 which has been taken from the Digital Matrix Press Selection area.

However, if we had a Color Press (see Figure 19), note how we resolve the costs of a second side in B&W as well as the costs of printing a second side in Color.

When you select a Color Press, you may price out both B&W as well as Color since a Full Color Digital press can easily handle both. But since there is much less toner used, you may be able to price it fairly accurately as a B&W press for those areas where you would normally print it on a B&W press. Remember that this is an estimating tool however. It does not reflect how you actually *will* print the job, only

how much the job will cost. This is said because many times you are charged on a per click basis for any paper that passes through the press, thus in reality, you may not *actually* be able to print the job on the same press.

Figure 19

Selecting Number of Originals (Signatures)

Just below the Press is where you would enter the number of full press sheets printed either one side or two and the number of colors per side as designated using the slash "/" delimiter. For example a press sheet printed 4 colors on one side and only 3 colors on the back side would be marked as 4/2+ because the back side could have anywhere between 2-4 colors but would still be considered as full color as far as the click rate is concerned.

Different Press Originals: In the example shown above (Figure 13), we show 14 different press originals which are printed on both sides, printed on one side and even one not printed at all (0/0).

The customer shows us these originals or describes them to us as two sheets printed 1 side in black ink (1/0), 2 sheets that are printed in black ink on both sides (1/1), 4 sheets to be printed on one side in color (4/0), 4 additional sheets to be printed on both sides in full color (4/2+), one sheet that is to be printed full color on the front and black only on the back side (4/1), and finally one sheet with no printing at all (0/0). This latter may be used by the customer as a scratch sheet at the back of the booklet for notes or for some other reason.

Carbonless Forms (Parts): If you will be printing Carbonless forms, then either select the stock as carbonless and the Parts Box will show the number of parts, or enter the number of parts in the area shown above. If you do enter a number greater than 1 in the parts box but are not using a Carbonless stock, you will receive a Warning. It is up to you to change the parts to a valid number after the warning.

By using Parts, this will allow you to accurately estimate multi-part carbonless sets without having to determine total number of sheets. You simply enter the number of sets delivered to the customer in the Quantity area.

Quantities

There are up to three quantities available and they almost ALWAYS represents the quantity delivered to the customer and, in sets as well. For example if you were asked to print 100 sets of 3-part carbonless, you would simply enter 100 in the quantity area. The same is true if you have 14 originals as in the example above and the customer wants 100 sets. You would still enter only 100 in the quantity area. The Time/Cost summary screen that appears after a quote will display both on screen and in printed form all of the details of these different quantities, including the number of finished and press sheets required.

Selecting Quantities



display which will allow you to select the desired quantity.

Many reports require that you specify a single quantity, such as the WorkOrder, Delivery Ticket, Invoice, etc. As a result, when selecting those types of reports, you will see this

File Maintenance & Optional Maintenance Items

File Maintenance requires that you enter the password (11111) and then select the item you wish to review. During the

Demo period, there are several areas that are optional and may be accessed only if you have purchased them.

Optional Items are Stock & Bindery therefore these items are available only during the demo period or if you have purchased them.



The Stock File contains up to 99 stocks as the default although up to 9,999 may be entered. The sample stocks may be modified as desired by clicking on the Modify Stock (Figure 9) after entering the Password code shown. In addition, should you decide you don't want to purchase the optional stock program, you may select one of the stocks shown in the worksheet and modify the price by simply clicking on the pricing box that shows "1 Ctn." (see Figure 4) and entering a new price. If you tab out of that box, all three of the price categories will automatically change to your new price and will be shown in red to indicate a user modification that is different than

Figure 20

the file. To change the other carton pricing levels to a different value, just place your cursor in the second box and change that price followed by changing the third box of the Worksheet.

All of the other items shown are part of the Basic Digital Estimator.

Stock, Sizes and Pricing

Up to 99 stocks are provided in the sample database. These may be modified as desired by clicking on the Maintenance Menu. In addition, you may select one of the stocks shown and modify the price in the worksheet only by clicking on the pricing box that shows "1 Ctn." and entering a new price. If you hit enter after changing the price, all three of the price categories will automatically change to your new price and be shown in red to indicate a user modification that is different than the file. To change the other carton pricing levels, just place your cursor in the second box and change that price followed by the third box.

Selecting Stock: Once you've selected the stock, the Caliper and Size of stock will fill out and a calculation of the number Up and Out will occur.

There are several methods used to select stock. First of course, is to select a stock that is closest to that desired by your customer. However, in many cases, a house stock is used that may or may not, contain any cost associated with it.

Some companies build into their click rate the cost of the stock, which results in a cost of \$0 in the worksheet. Although this may sound reasonable, it is suggested that this not be done. And the reason is that as prices for stock change, it is more difficult to change the lookup tables for your click rate than it is to simply change the cost of the stock. In addition, if the customer asks you for blank sheets, you would wind up giving them away at no cost if you had no charge for stock.

Parent Sizes (Stock): The Stock Size will be filled out automatically as soon as you select the stock. This is called the **Parent Size** or sometimes referred to as **PARS** or **Stock Size**.

On Hand: To the right of the Stock Selection window is the On Hand category. Here you can see at a glance if you have enough paper in house to complete the job., The amount shown is in Thousands. An amount that shows 23.7 would be 23,700 sheets of stock.

Caliper: The caliper of the stock is its thickness in inches. For example, most bonds and offsets have a caliper of 0.004 inches while an index may have a caliper of 0.008. This value is automatically loaded when you select a stock.

Caliper is also used in determining the exact rate of cutting, wrapping, or any bindery operation that adjusts its unit rate because of thickness.

Finished Size: The Finished Size Sheet or FSS is the size that is delivered to the customer. See Cell Description for a complete definition.

Press Size: The Press Size Sheet or PSS is the size of the sheet that passes through the press.

Bleed Size: The Bleed Size is used whenever you need to incorporate an image that exceeds the dimensions delivered to the customer (Finished Size). When this size is used, all calculations to determine Up revert to the Bleed Size rather than the Finished Size.

Ctn Prices: The dollar values showing next to 1 Ctn, 2 Ctn and 3 Ctn are defined as the cost per thousand of stock based on a consumption of their respective carton levels. If the quantity estimated was 5,000 11x17 Finished Sheets and a carton consisted of 2500 sheets of 11x17, then the pricing would be based on the 2 Carton level.

Up, Out and On

Up refers to the number of Finished Sheets that can be cut from the Press Sheet. If the customer is requesting 1000 8.5x11 finished pieces, and we elect to print them using a press sheet of 11x17, then Up will automatically be 2 unless we either change it or use a Bleed Size. Another place that you can change it would be through the Layout Program identified above or by simply entering the desired number Up.

Out refers to the number of Press Sheets that can be cut from the Parent or Inventory Sheet. If the Inventory Sheet is 17x22 and the Press Sheet is 11x17, then we will be able to cut 2 out of the Inventory sheet, thus Out would equal 2. Both of these calculations are automatic.

On represents the number of items on a press sheet that are Different. For example, in the Up example, we have 2-8.5x11's that can be placed on the 11x17 press sheet. Usually, these 2 finished pieces are identical, thus we only need to print 500 press sheets to obtain 1000 finished sheets. If however, the customer gave us two different 8.5x11 forms and we elect to run then 2 up, then On will be equal to 2 as well, since we will now have 2 Different Forms On the Press Sheet. This would then mean that we now need to run 1000 sheets through the press to obtain 1000 of each of the forms.

Remember however that the Signatures or Press Originals will still only be 1 (based on this example).

Sides or Pages

The number of sides will generally be automatically determined as you enter the number of signatures (originals) and Sides will be displayed when we are running this job in Flat Sheet production.

If we are running the job as a Booklet, then Sides will be displayed as Pages. Pages are calculated based on the number of signatures (Originals) and the number of Finished Forms on a Press Sheet. When in Booklet Mode, Up will be 1 and On will be 1 and the same quantity of Press Sheets are required as Quantity of Finished items.

Verification Count 1st Quantity

In order to obtain some type of verification based on the quantity, up, out and on that has been entered, a quick calculation is done by the program that displays, without waste, the exact quantity of Press Clicks, Press Stock Count and Inventory Count based on the first quantity. If everything has been entered correctly and you agree with the values shown, then you can be confident that the resulting price will be correct.

Verification Count 1st Quantity	
Press Clicks	2000
Press Stk Count	1400
Inventory Count	700
Total Runs & Sheets	
Runs	20
Sheets	14

Figure 21

For example, if your customer asks for 100 of 2-5.5x8.5 originals 1/1, and you decide to run them on a press sheet of 8.5x11 using a stock size of 11x17, we would see 2 out, 2 up, 1 on and 2 sides which would result in 400 Press Clicks**, 100 press sheets being used and 50 inventory or Parent Sheets. This results in 100 finished 5.5x8.5 sheets of each original.

400 Press Clicks is because we have the **Duplex Adjustment checked (see below) which means that the sheet will create 2 clicks every time it passes through the press because it is printing on both sides. If in fact, the **Duplex Adjustment** were not checked, then the Press Clicks would drop to 200. In this example, the UP adjustment is also not checked.

What do you suppose the Verification Count would look like if we decided to print both originals on the 8.5x11, rather than just 2 up as shown above? In other words we decide to make On equal to 2 rather than 1. Is that all we would need to do?

Well, if you forgot to change the Original Count from 2 to 1, then you would see 800 Press Clicks, 200 Press Stk Count and 100 Inventory Count. Why? Because the program now thinks you are running 2 different 5.5x8.5's on the Press Sheet. But you also indicated that you have 2 press originals of 8.5x11 (which is not true). By changing the Originals to 1, you then get 400 Press Clicks, 100 Press Stk Count and 50 Inventory as it should be. This is really much too advanced for this introduction, so for now, we'll go back to the basics of 2 Originals, 2 out, 2 up and 1 on with Duplex Checked.

Generally, you will not need to be concerned with the values of Out, Up, and On because these items are automatically calculated. But because there are always instances where one will need to make a change to any calculated value, we have made these areas capable of being changed by the user. But generally, Don't.

Total Runs & Sheets

Getting back to our original estimate (Figure 13 and Figure 21) of 14 signatures (Press Originals), the total runs shows 20 and total Press Sheets show 14. This is fairly easy to check. For sheets, just count the number showing in each box of the # of Orig to get total sheets because the sheets are not concerned with being front, back, both or none. They are simply a straight count of all the sheets. Runs on the other hand will require a little more thought. Here we need to look at each signature and multiply by sides. For example, we have 2-1/0 and 2-1/1 which represent 2*1

side + 2 * 2 Sides which equals equals 6. Do this for each column of sigs and you wind up with 21. What happened? We only show 20 in the Verification area.

Duplex Adjustment

If you have the Duplex Adjustment Box checked, then your pricing for any Duplexed job will be based on how you have setup the Press in the Digital Matrix.

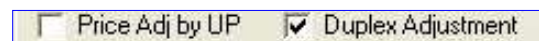


Figure 22

For example, let's assume you have the box checked. What will happen when you actually price out a duplexed (2-sided) job? The program will look to see what the user has identified as the percentage for a second side and apply it to the price. In addition, it will also make the Press Clicks equal to 2 for each 2-sided signature run through the press.

Now what if you have left it un-checked? The program will then assume that all signatures, whether duplexed or simplex are to be run as though they were simple one-sided jobs (Simplex). The second side is not costing anything. And there would only be one press click per signature run through the press.

Price Adjusted by Up

We generally recommend that you leave the Up Adjustment unchecked. The reason is explained here. If your customer asks for 10,000 of 1 original of 8.5x11 printed 1 side, you could run it through the press resulting in 10,000 press clicks. If you decide to run them 2 up on an 11x17 press sheet, you would only need 5,000 press clicks and of course only 5000 stk count. Now normally, the stock would automatically adjust itself for the larger press sheet but because some Digital click rates are based on sheet size, you would be charged the same 10,000 clicks, even though it only ran

5,000 through the press! Thus we don't normally want to reduce the clicks by checking the Up Adjustment since we would probably lose money doing so. Thus leave it unchecked unless your equipment is different than most.

Bindery

Bindery consists of 5 items with each of these five selectable from a list of your existing bindery functions. Normally, a default set of five are set as the beginning point for every new estimate but with a drop down selection of additional bindery operations, each quote can be, literally unique when it comes to bindery. Figure 23 and 24 show the selection process and the quoted result of the bindery area.

Bindery #1	Setups
Fold, Baum-1	1
Stapler-36	2
Padding-3	
Drilling-4	3
Cutting-33	1

Figure 23

Bindery #1	Qty1 Cost
Fold, Baum-1	\$7.71
Stapler-36	\$10.88
Padding-3	
Drilling-4	\$5.22
Cutting-33	\$3.94

Figure 24

If you own the Millennium Order Entry/Estimator, you are able to modify these bindery operations to exactly fit the type of equipment and environment in which you are working. Although using the Digital File Maintenance area permits quite a bit of latitude in developing your own bindery files and costs.

For example, most of these bindery operations contain provisions for creating setup time, setup waste, running waste, additional setup, variable speed and spoilage factors plus much more. For our purposes however, it is easier to set some of these bindery operations equivalent to in-line or table-top equipment with no setups and no spoilages (not realistic but it is consistent with how many of today's estimates are calculated). Later on, as you become familiar with your spoilage rates, you can change the values to reflect a more real life operation.

Cell Descriptions and Production Notes

Cell Descriptions: Each time you arrive at a specific spot on the Worksheet (in this example we are looking at the Press Sheet Size), the Cell Description changes so that you have a full and complete description of what an entry in that area should consist of (see Figure 25). Many times, as in this example, it is important how you enter the data.

Cell DescriptionsClick Here to Add Notes

When selecting the Press Sheet Size, remember that this is the size of the sheet passing through the press. Always try to use shorter dimension first. Certain bindery operations, such as folding (uses the length) or padding (uses the width) in

Figure 25

Production Notes

By clicking on the heading above the Cell Descriptions called "Click Here to Add Notes", you will be able to provide a variety of comments aimed primarily at the

production of the job. The only people who will see this information are you and your production staff when they read the Work Order.

Imaging

Pre-Press Costs: The Imaging area as shown in Figure 13 and Figure 26 contains 5 additional dollar amounts, each of which can be incorporated as a default value.



The 'Imaging' dialog box contains the following fields and values:

Field	Value
PreFlight \$	10
Rip \$	
Imaging \$	
Add'l \$	5
Design \$	
Margin	30

At the bottom, there are two radio buttons: 'Margin' (selected) and 'Percent'.

Figure 26

You might, for example, always charge \$5 (in the Additional \$ Box) for any job to cover administrative costs.

Margin or Mark-Up: In this box, you can specify either a Mark-Up or the Margin you wish to achieve for the final price. You do need to check one of the radio buttons to have the amount shown be a Mark-Up or a Margin. In the example shown, the amount in the box appears as a Margin.

The difference between a mark-up percent and a margin is as follows:

A Mark-Up Percent is applied to the final cost by multiplying the final cost times One plus the Mark-Up percent divided by 100 (to obtain a fraction).

A Margin is applied to the final price (note the subtle difference). It is determined by taking the Mark-Up and Dividing it by the Total Selling Price.

Let's say you wish to make \$30 on a \$100 transaction. In terms of a Percent Mark-Up this would amount to 30%. The Margin would be, however, only 23% because the Margin is calculated based on the Price, i.e., $30/(100+30) * 100 = 23$.

Section Number (Optional)




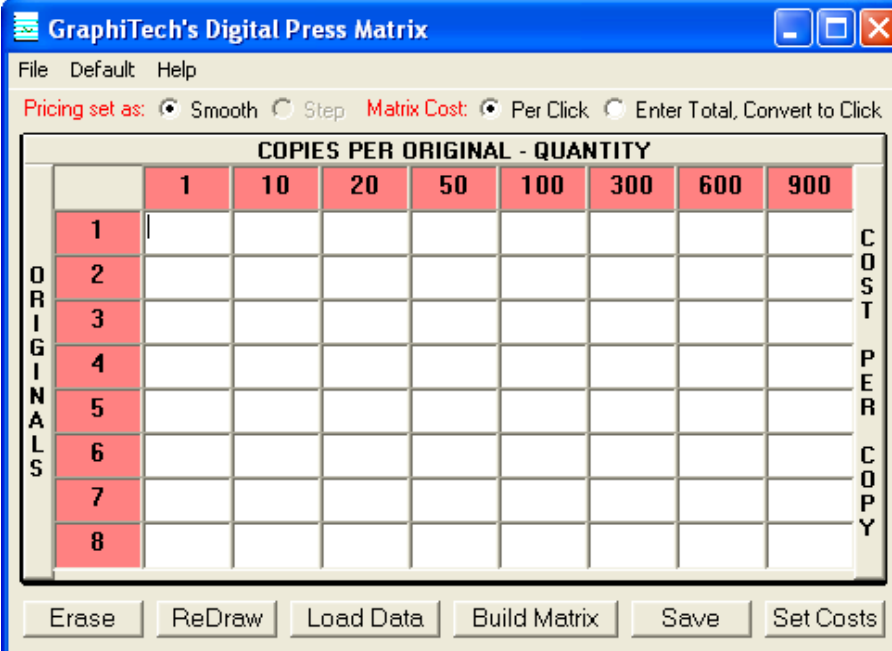
Figure 27

Your Digital Estimator is capable of creating up to 9 different estimates involving different stock, presses, etc. Once you finish a section of the job, press the right arrow and you will be asked if this is a new part. Answer Yes. If New, a new part number will show and allow you to and fill out the Worksheet. If you answer No, it will search for the saved job and display it, allowing you to make changes, if it exists.

File Structure

Creating a Digital Press

Password: The Digital Press Icon shown under Figure 16  will display the following after entering the correct password (11111)



The image shows a software window titled "GraphiTech's Digital Press Matrix". It has a menu bar with "File", "Default", and "Help". Below the menu bar, there are two groups of radio buttons: "Pricing set as:" with options "Smooth" (selected) and "Step", and "Matrix Cost:" with options "Per Click" (selected) and "Enter Total, Convert to Click". The main area is a table titled "COPIES PER ORIGINAL - QUANTITY". The table has 8 rows labeled "ORIGINALS" (1-8) and 8 columns labeled "COPIES PER ORIGINAL - QUANTITY" (1, 10, 20, 50, 100, 300, 600, 900). The table is currently empty. At the bottom of the window, there are six buttons: "Erase", "ReDraw", "Load Data", "Build Matrix", "Save", and "Set Costs".

	1	10	20	50	100	300	600	900
1								
2								
3								
4								
5								
6								
7								
8								

Figure 28

Setting up a Digital Press is often difficult because it's hard to determine what your costs are.

GraphiTech does have a stand-alone BHR program that can help in determining costs but in general, a Digital Press requires pricing that enables you to be competitive within your geographic area.

It is significant that we identify presses as either B&W or Color because a B&W press will allow you to print a back side at any percentage of the cost of the front side. In other words, you may want to charge as much for the back as you do the front in which case, you will have a percentage of 100 loaded for efficiency. See figure 29 below, which has been taken from the Digital Matrix Press Selection area.

Digital Equipment Information

Enter \$/Hour: 1150 Sales Code: 100 % Eff 2nd Side: 90

Press Speed: 7000 Press Name: Full Service 8.5x11 ☒ B&W ☐ Color

Running Waste %: Fixed Waste (Shts): OK Close

Figure 29

Note that in this case, we have specified that the back side is to be printed at 90% of the front. Thus if we have selected signatures in the quote that are to be B&W complete (No Color), then we would choose a B&W Digital Press and the costs or prices would be reflected based on that Digital Matrix.

However, if we had a Color Press (see Figure 30), Note how we resolve the costs of a second side in B&W as well as the costs of printing a second side in Color.

Digital Equipment Information

Enter \$/Hour: 250 Sales Code: 100 % Eff 2nd Side: 96 % Eff B&W: 10

Press Speed: 2500 Press Name: Full Color 9x12 ☐ B&W ☒ Color

Running Waste %: Fixed Waste (Shts): OK Close

Figure 30

When you select a Color Press, you may price out both B&W as well as Color since a Full Color Digital press can easily handle both. But since there is much less toner used, you may be able to price it fairly accurately as a B&W press for those areas where you would normally print it on a B&W press. Remember that this is an estimating tool however. It does not reflect how you actually *will* print the job, only how much the job will cost. This is said because many times you are charged on a per click basis for any paper that passes through the press, thus in reality, you could not *actually* print the job on the same press.

Now returning back to the Worksheet.

Competition sets the price: Let's say that you have examined the area and determined that the pricing for color copies ranges from \$1.25 per copy to \$.38 per copy. Quite a spread and that's for just a single copy.

As long as you are not below your click costs and can expect a reasonable profit, you have a great deal of latitude in how you price your product.

Eliminate Walk-In Traffic: You can elect to start your pricing high and eliminate all walk-in traffic yet retain your volume customers by pricing higher volumes at lower per click prices. This way you have priced yourself in line with all the other shops except that you have now maintained your high volume prices at a reasonable rate.

Bring in Walk-In Traffic: By starting your pricing at a low rate, you will assure yourself of getting as much walk-in traffic as possible and if you also keep the rate even lower for high volume customers, you're assured of keeping these as well.

Franklin Catalog Pricing: Should you subscribe to the Franklin Catalog pricing guide, it is very easy to enter the values you find there for your Digital Press. But be warned that these price guidelines may not fit your geographic area and may need to be adjusted.

Setting Up your Digital Press

Using the **Build Matrix for Auto Pricing**: Using the Build Matrix Button will enable Auto-Price as shown in Figure 31.

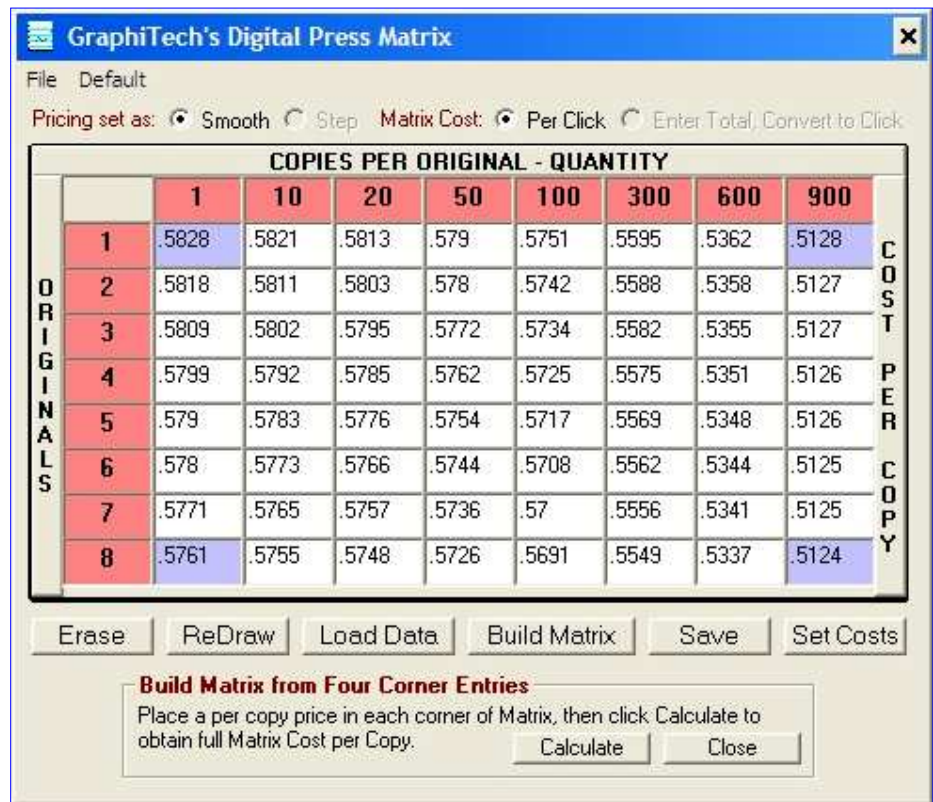


Figure 31

Tab Between Corners: Each corner is highlighted and will allow you to only tab between each of them individually. You will not be entering any other cells as you tab through this special area. Simply tab between each of the Four Corners until your focus is on the Calculate Button, then click it to obtain the full pricing that is shown in Figure 31.

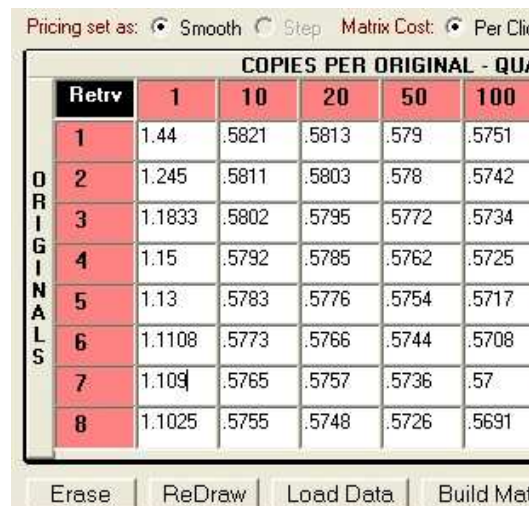


Figure 32

Changing the Initial Pricing:

Suppose you want to change the initial pricing to reflect a slightly higher initial price. Simply save the grid and fill out the remainder of the Digital Press information, retrieve it and make the changes similar to that shown in Figure 32.

If we had started with the higher prices to begin with, then the Matrix would have had fairly high prices until we reached the 900 quantity. In the example shown in Figure 32, we can now start out high and come down rapidly as we approach 10 copies.

Figure 33 below shows how a Color Press has been entered using a Franklin Catalog pricing guide. Each cell was entered manually and when the "Save Button" was pressed, the remainder of the information was requested.

Cost per Hour: This simply reflects the cost per hour of the equipment but does not in any way reflect how prices are determined. It may however, reflect actual press time in one of the printouts.

Press Speed: Another area in which the actual price is not effected but the time for performing the operation will be.

Sales Code: This is used to determine how an invoice is distributed. The actual invoice itself may be modified as to the distribution code, so this is considered the Default Sales Code.

Press Name: Use as short a name as possible since many of the print outs may need to truncate the name if it is too long

% Eff 2nd Side: This simply means that the second side of a duplexed sheet will be charged a percentage of the first side. This also may be negated depending on the checked value of the Worksheet (See Figure 13).

% Eff B&W: If you will be printing color on one side and B&W on the back side, then the two efficiencies will be multiplied together to determine the price. If the B&W is a Simplex, then it will be charged at the percentage shown.



		COPIES PER ORIGINAL - QUANTITY								
		1	10	20	50	100	300	600	900	
ORIGINALS	1	1.44	.5821	.5813	.579	.5751	.5595	.5362	.5128	COST PER COPY
	2	1.245	.5811	.5803	.578	.5742	.5588	.5358	.5127	
	3	1.1833	.5802	.5795	.5772	.5734	.5582	.5355	.5127	
	4	1.15	.5792	.5785	.5762	.5725	.5575	.5351	.5126	
	5	1.13	.5783	.5776	.5754	.5717	.5569	.5348	.5126	
	6	1.1108	.5773	.5766	.5744	.5708	.5562	.5344	.5125	
	7	1.109	.5764	.5756	.5735	.5699	.5555	.534	.5124	
	8	1.1025	.5755	.5748	.5726	.5691	.5549	.5337	.5124	

Figure 33

Note that the above values can not be obtained simply by using the 4 corner approach. The above example was actually started using the 4-corner method but then modified by the user.

Look at the following Matrix which is part of the example database.

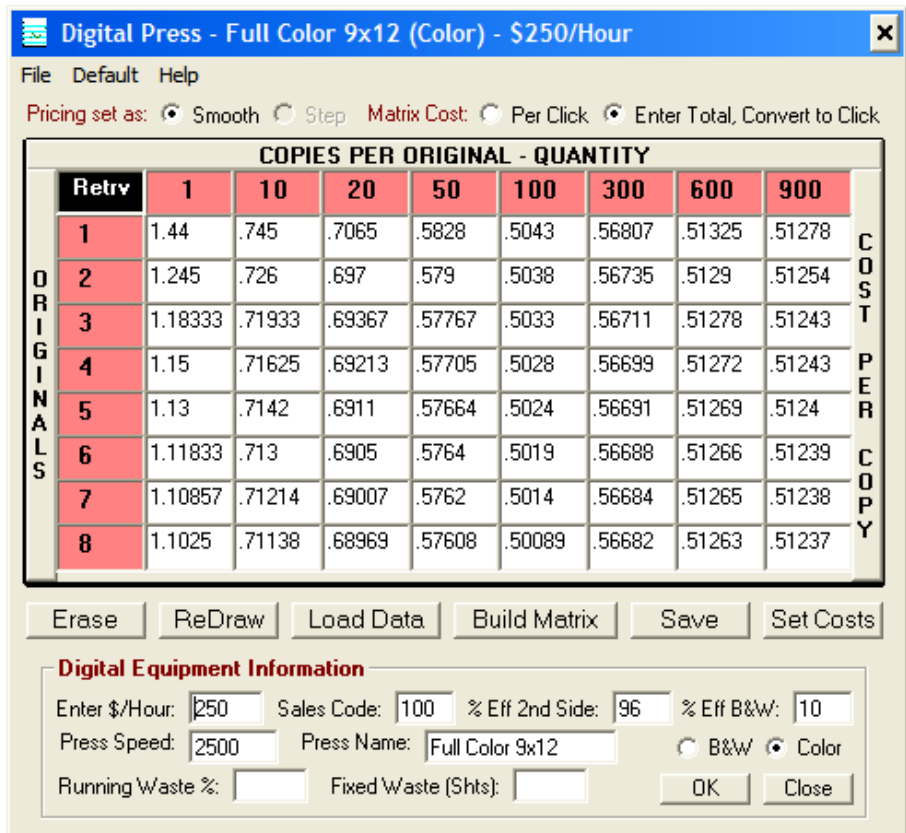


Figure 34

Correcting Matrix Errors

Caution must be employed when modifying the data because errors can occur such as may be found in the Color press contained in the attached database (see Figure 34). See if you can spot the flaw in that Matrix.

Have you spotted it? Look at the Column under 100. Note that the per click price is less than that of the 300 column. To remedy this situation, you must manually correct the Matrix by building a table on your own that contains the prices shown in the corners of the 50 and 300 corners. Use any quantities in between as long as 100 is one of the quantities. See Figure 35.

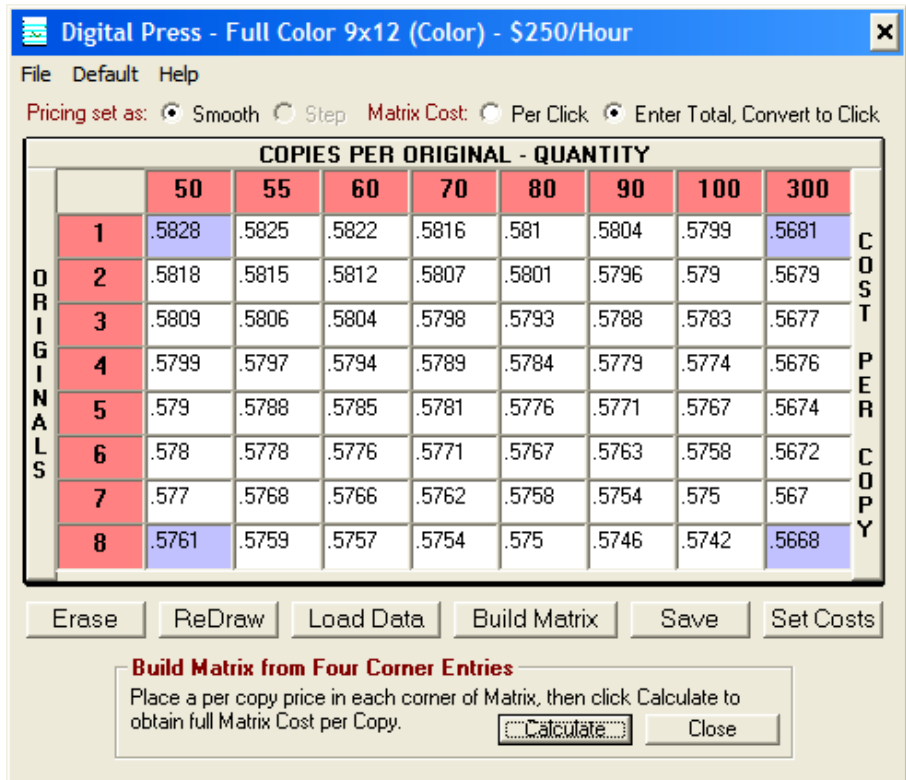


Figure 35

Now simply transcribe those values under the 100 column to your existing database and you will have corrected the error.

When finished either delete the matrix you've created or, if you copied the values down first, simply erase it without saving. Then reload the default X & Y coordinates by opening the existing Full Color 9x12 and then select Default menu and save Coordinates. This will overwrite any coordinates that may have taken the place of your existing values.

But remember that creating the Matrix is as easy as setting the 4 corners using the Build Matrix button. And those 4 corners can be as simple as a fixed click rate of, say \$0.12 per copy. So don't worry too much about all the details above, just remember that the capability is there if you need it.

First Estimate

For this exercise, we will be using the Default values found during the initial installation as well as one of the existing quotes. All of the Default values within the GTDATA.MDB and GTDIGITAL.MDB databases are found in the Application Folder (usually in the Program Files Folder under the title of "GraphiTech Digital Estimator". For Windows7 and Windows 10, the location is: \Program Files (x86)\GraphiTech Digital Estimator.

Retrieving a Quote

As shown in Figure 36, we are going to click on the Retrieve Quote Icon (small folder) which will bring up the Retrieve Quote Selection Box shown in Figure 24. Note that you could also click on the Retrieve Quote in the Mode Selection screen.

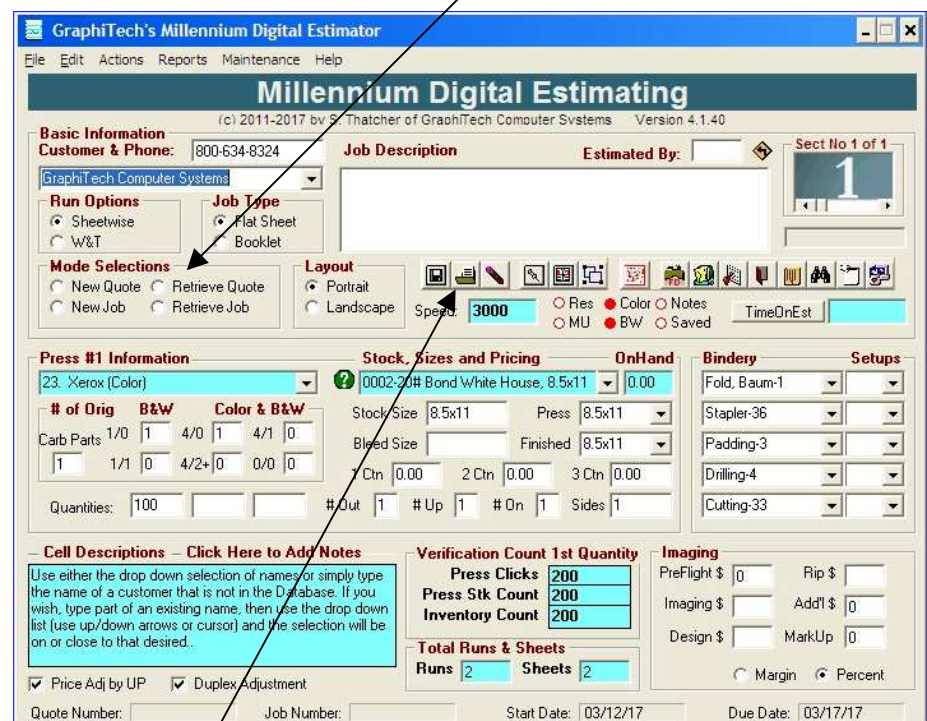


Figure 36 – Retrieve Folder

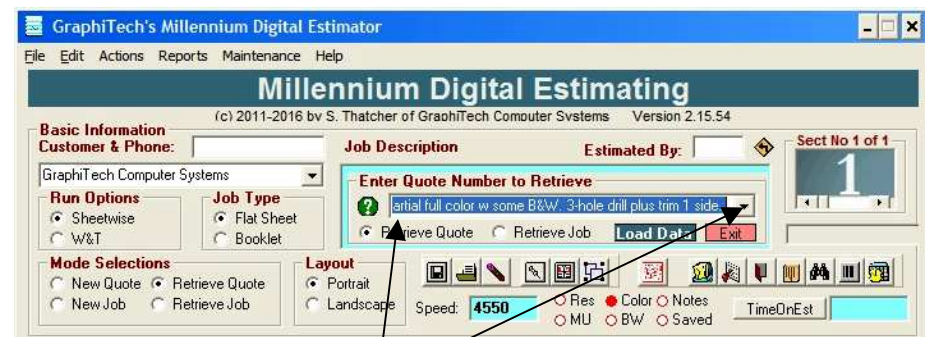

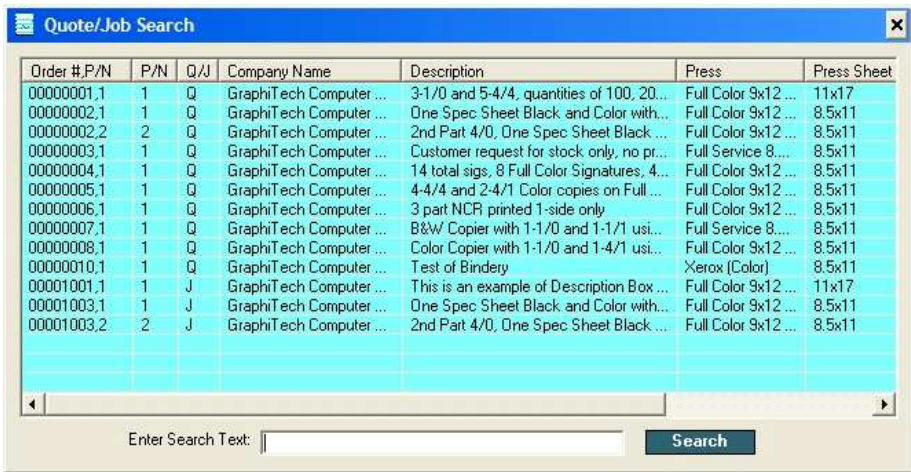


Figure 37 – Quote Selection Box

Once we click on Retrieve Quote, we can review the drop down list of quotes and simply click on the one desired.

Search for a specific Job or Quote

You may have noticed the small  to the left of the Quote Selection Box. If this is pressed, you will be shown a screen similar to the one in Figure 38 that allows you to search for a specific type of job or quote. If you just hit the search key alone, then everything in the file will be shown. If you just want a Quote or Job to be shown, try entering just the letter Q or J.



Order #	P/N	P/N	Q/J	Company Name	Description	Press	Press Sheet
00000001	1	1	Q	GraphiTech Computer ...	3-1/0 and 5-4/4, quantities of 100, 20...	Full Color 9x12 ...	11x17
00000002	1	1	Q	GraphiTech Computer ...	One Spec Sheet Black and Color with...	Full Color 9x12 ...	8.5x11
00000002	2	2	Q	GraphiTech Computer ...	2nd Part 4/0, One Spec Sheet Black ...	Full Color 9x12 ...	8.5x11
00000003	1	1	Q	GraphiTech Computer ...	Customer request for stock only, no pr...	Full Service 8....	8.5x11
00000004	1	1	Q	GraphiTech Computer ...	14 total sigs, 8 Full Color Signatures, 4...	Full Color 9x12 ...	8.5x11
00000005	1	1	Q	GraphiTech Computer ...	4-4/4 and 2-4/1 Color copies on Full ...	Full Color 9x12 ...	8.5x11
00000006	1	1	Q	GraphiTech Computer ...	3 part NCR printed 1-side only	Full Color 9x12 ...	8.5x11
00000007	1	1	Q	GraphiTech Computer ...	B&W Copier with 1-1/0 and 1-1/1 usi...	Full Service 8....	8.5x11
00000008	1	1	Q	GraphiTech Computer ...	Color Copier with 1-1/0 and 1-4/1 usi...	Full Color 9x12 ...	8.5x11
00000010	1	1	Q	GraphiTech Computer ...	Test of Bindery	Xerox (Color)	8.5x11
00001001	1	1	J	GraphiTech Computer ...	This is an example of Description Box ...	Full Color 9x12 ...	11x17
00001003	1	1	J	GraphiTech Computer ...	One Spec Sheet Black and Color with...	Full Color 9x12 ...	8.5x11
00001003	2	2	J	GraphiTech Computer ...	2nd Part 4/0, One Spec Sheet Black ...	Full Color 9x12 ...	8.5x11

Figure 35 – Quote/Job Search

Once you select an item in the list above, it is transferred to the Quote Selection Box of Figure 37 where you can then click on the Load button. All the data for the estimate is then transferred to the Worksheet.

A New Job or Quote

Should this be a New Job or Quote using the existing data of the Retrieved Item, you can click on the New Quote or New Job button which will assign a new number and allow the item to be stored in a new record of the Database. Then simply click on the RED Quote button shown here to obtain pricing.



Changes to the Job or Quote

If all that was needed was to make changes to the item retrieved, then change whatever values are required, re-quote it by pressing the RED quote button and all new values will then be saved in place of the older ones.

Using the Drop Down Quote Listing

After clicking on the radio button identified as Retrieve Quote in Figure 37, we are able to view a complete listing of all quotes, with the most recent ones at the top of the list.

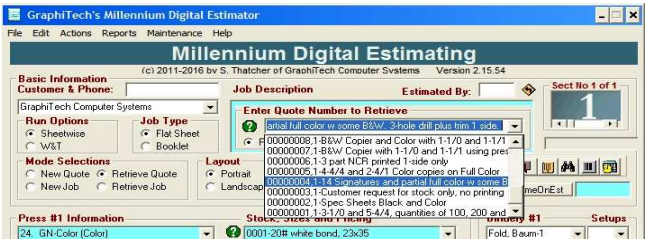


Figure 39

Figure 39 illustrates how the drop down list appears. Once the quote is found, just click to select it and then click on the load data command shown in Figure 37.

Now that the quote has been selected and the "Load Data" command clicked, the Worksheet will re-populate with the data appropriate to the quote desired as shown in Figure 40. Should changes to the quote be necessary, it is a simple procedure to change whatever cells are required.

GraphiTech's Millennium Digital Estimator
File Edit Actions Reports Maintenance Help

Millennium Digital Estimating
(c) 2011-2017 by S. Thatcher of GraphiTech Computer Systems Version 4.1.41

Basic Information
Customer & Phone: 800-634-8324
GraphiTech Computer Systems
Run Options: ☒ Sheetwise ☐ W&T
Job Type: ☒ Flat Sheet ☐ Booklet
Mode Selections: ☐ New Quote ☒ Retrieve Quote ☐ New Job ☐ Retrieve Job
Layout: ☒ Portrait ☐ Landscape
Speed: 2500 ☐ Res ☒ Color ☐ Notes ☐ MU ☒ B&W ☐ Saved
TimeOnEst:
Sect No 1 of 1

Job Description
14 total sigs, 8 Full Color Signatures, 4 Black Only plus 1-4/1 (partial full color w some B&W) and 1 Blank Sheet. 3-hole drill plus cut press sheet in half.

Press #1 Information
5. Full Color 9x12 (Color)
of Orig B&W Color & B&W
Carb Parts 1/0 2 4/0 4 4/1 1
1 1/1 2 4/2+ 4 0/0 1
Quantities: 100 200 1000 # Out 2 # Up 1 # On 1 Sides 2

Stock, Sizes and Pricing
0003-20# Bond White Mountie, 11x17 0.00
Stock Size 11x17 Press 8.5x11
Bleed Size Finished 8.5x11
1 Ctn 13.95 2 Ctn 13.95 3 Ctn 13.95

Bindery
Fold, Baum-1 1
Stapler-36 2
Padding-3
Drilling-4 3
Cutting-33 1

Cell Descriptions - Click Here to Add Notes
Enter the number of Originals that are 2-sided and in color on one side and B&W on the other side. In other words, the number of 4/1's or 3/1's or 2/1's for this job. These will be charged on the basis of a multiple click rate.

Verification Count 1st Quantity
Press Clicks 2000
Press Stk Count 1400
Inventory Count 700
Total Runs & Sheets
Runs 20 Sheets 14

Imaging
PreFlight \$ 10 Rip \$ 0
Imaging \$ 0 Add'l \$ 5
Design \$ 0 MarkUp 30
☐ Margin ☒ Percent

Price Adj by UP ☐ Duplex Adjustment ☒
Quote Number: 00000004 Job Number: Start Date: 07/09/11 Due Date: 07/11/11

Figure 40 – the Retrieved Quote

If no other changes are required and we wish to obtain pricing for this quote, simply press the RED Quote button as shown here.

GraphiTech's Millennium Digital Estimator
File Edit Actions Reports Maintenance Help

Millennium Digital Estimating
(c) 2011-2017 by S. Thatcher of GraphiTech Computer Systems Version 4.1.41

Basic Information
Customer & Phone: 800-634-8324
GraphiTech Computer Systems
Run Options: ☒ Sheetwise ☐ W&T
Job Type: ☒ Flat Sheet ☐ Booklet
Mode Selections: ☐ New Quote ☒ Retrieve Quote ☐ New Job ☐ Retrieve Job
Layout: ☒ Portrait ☐ Landscape
Speed: 2500 ☐ Res ☒ Color ☐ Notes ☐ MU ☒ B&W ☐ Saved
TimeOnEst:
Sect No 1 of 1

Job Description
14 total sigs, 8 Full Color Signatures, 4 Black Only plus 1-4/1 (partial full color w some B&W) and 1 Blank Sheet. 3-hole drill plus cut press sheet in half.

Press #1 Information
5. Full Color 9x12 (Color)
of Orig B&W Color & B&W
Carb Parts 1/0 2 4/0 4 4/1 1
1 1/1 2 4/2+ 4 0/0 1
Quantities: 100 200 1000 # Out 2 # Up 1 # On 1 Sides 2

Stock, Sizes and Pricing
0003-20# Bond White Mountie, 11x17 0.00
Stock Size 11x17 Press 8.5x11
Bleed Size Finished 8.5x11
1 Ctn 13.95 2 Ctn 13.95 3 Ctn 13.95

Bindery
Fold, Baum-1 \$9.90
Stapler-36 \$10.88
Padding-3
Drilling-4 \$7.16
Cutting-33 \$4.53

Cell Descriptions - Click Here to Add Notes
Enter the number of Originals that are 2-sided and in color on one side and B&W on the other side. In other words, the number of 4/1's or 3/1's or 2/1's for this job. These will be charged on the basis of a multiple click rate.

Verification Count 1st Quantity
Press Clicks 2000
Press Stk Count 1400
Inventory Count 700
Total Runs & Sheets
Runs 20 Sheets 14

Imaging
PreFlight \$ 10 Rip \$ 0
Imaging \$ 0 Add'l \$ 5
Design \$ 0 MarkUp 30
☐ Margin ☒ Percent

Price Adj by UP ☐ Duplex Adjustment ☒
Quote Number: 00000004 Job Number: Start Date: 07/09/11 Due Date: 07/11/11

Item Description	100	200	1000
Retail Selling Price:	\$955.56	\$1979.47	\$9324.49
Cost of Job:	\$735.05	\$1522.67	\$7172.68
Cost for Simplex Color:	\$200.36	\$427.12	\$2049.60
Cost for Duplexed Color:	\$392.71	\$837.16	\$4017.22
Cost for Simplex B&W:	\$10.02	\$21.36	\$102.48
Cost for Duplexed B&W:	\$19.64	\$41.86	\$200.86
Cost for Color & B&W Combo:	\$55.10	\$117.46	\$563.64

Figure 41 – Quoted Worksheet

The result of pressing the quote button is shown in Figure 41.

Note that the bottom left contains a scrollable listing of all the pricing information, as well as details regarding the costs for every signature, including total costs for bindery and stock.

Also note on the far right side, the bindery costs are shown for the first quantity only. These costs allow you to quickly determine if there are any potential problems with the quote.

If you would like to go to GraphiTech's Web Page, simply click on the Help Menu and select "GraphiTech's Web Order Page". You will be taken to our Millennium Digital Catalog which identifies the Digital Options and Products that are available at this time.

The Cloud

Please note that the Digital Estimator, Professional Estimator and TermSys are currently available as Cloud Based products in addition to our Enterprise solutions as shown here. They may be run on Apple, Android and Windows tablets as well as Windows 7 and 10 from any location.

The procedure for placing our products in the cloud is really simple. You purchase the license for use of the product desired. Install it on your local server along with any options you desire. We then perform a setup process to place the product in the cloud along with the number of users that will actually be using the Digital Estimator as well as any other products.

Each module placed in the cloud requires a one-time setup cost and a per user cost per month and requires a one year commitment.

To give you an approximate idea of cost, here is a typical breakdown.

Full License for the Digital Estimator (Including Network)	\$1475.00
Setup Cost for Digital Estimator in the Cloud	\$325.00
Per User Cost per Month	\$75.00
=====	
Total Initial Payment for Cloud (incl. 2 monthly payments)	\$475.00
License fee for Digital Estimator (unlimited users on server)	\$1475.00

If your company will require 3 users for example, change the monthly charge to \$225 per month rather than \$75 per month and also chage the Initial Payment to \$625.00.

Users of the cloud based product may transfer data from the cloud based system to their local server based system on a periodic basis, as desired.

License

The GraphiTech Millennium Digital Estimator retails for \$175 and is a Basic Estimating product. There are 9 options that may be added to the Basic price which, if all are selected, would increase the price to \$1475. The Basic Digital Estimator contains all the functionality needed to provide an extremely robust estimating system but should the consumer want even more capability, the optional enhancements offered simply increase the Digital Estimator's functionality.

Here then is how the License appears (See Figure Below) and it shows which items are options. In general, all options are \$100 additional except for the Network option which is \$300. If the Network option is chosen you may run the program on as many computers as desired using a single database location.

The License Screens from left to right indicate various levels of functionality.

On the left is the Basic License which includes virtually everything needed to perform quick and accurate estimates.

The middle license illustrates a typical installation that also adds B indery, stock inventory and full reports such as Job Ticket, Delivery Ticket, Bids, etc.

The last License illustrates a full installation that includes all of the

The figure displays three screenshots of the 'GraphiTech's Digital Estimator Options' dialog box, illustrating different levels of functionality available for the software. Each screenshot shows a list of options with checkboxes, a 'Get Key Code' button, and a 'Current Cost' field.

Left Screenshot (Basic License): Shows the Basic License configuration. The 'Current Cost' is \$175.00. The 'Invoice Amt' is \$175.00. The 'Add or Delete All' section has 'Select All' selected. The 'Get Key Code' button is highlighted. The 'Key Code' and 'Password' fields are empty.

Middle Screenshot (Typical Installation): Shows a typical installation configuration. The 'Current Cost' is \$475.00. The 'Invoice Amt' is \$475.00. The 'Add or Delete All' section has 'Select All' selected. The 'Get Key Code' button is highlighted. The 'Key Code' and 'Password' fields are empty.

Right Screenshot (Full Installation): Shows a full installation configuration. The 'Current Cost' is \$1,475.00. The 'Invoice Amt' is \$1,475.00. The 'Add or Delete All' section has 'Select All' selected. The 'Get Key Code' button is highlighted. The 'Key Code' and 'Password' fields are empty.

The options listed in each screenshot are:

- ☒ Digital Estimator
- ☐ Create/Access Stock
- ☐ Access Reports
- ☐ Access Bindery
- ☐ Artificial Intelligence
- ☐ Cutting Layouts
- ☐ Multi-Part Pricing
- ☐ Price List Generator
- ☐ Electronic JobTkt
- ☐ Invoice/HisLedgr
- ☐ Front Desk Estimator
- ☐ Network Enabled

options available for the Digital Estimator. In general, this install would include items that are not normally part of an estimating program such as a Price List Generator or a Front Desk Estimator. Also includes items such as Multi-Part & Multi-User Network plus Invoicing, Historical Ledger, Artificial Intelligence, Electronic Job Ticket and detailed Cutting & Layout Diagrams.

Simply Click on the "Get Key Code" and call 800-634-8324 to obtain your Password for outstanding Estimating capability.

Printed Reports (Optional)

The Menu item identified as "Reports" provides the following:

- Printed Worksheet
- Printed WorkOrder/Pick Slip**
- Printed Job Ticket**
- Printed Time/Cost Summary
- Printed Bid (Quote) for up to 9 Parts
- On-Screen and Printed Cutting Diagrams
- Printed Delivery Ticket for up to 9 Parts**

***These reports require that the user have a Job Number assigned and a specific quantity selected prior to printing the report.*

Layouts and Cutting Diagrams

This example was used to show the type of cutting diagram that can be created using only the information within the Worksheet. Although in this case, a finished size of 2x3.5 (business card size) using an 11x17 press sheet and a 23x35 parent sheet, were used rather than the sizes shown previously.

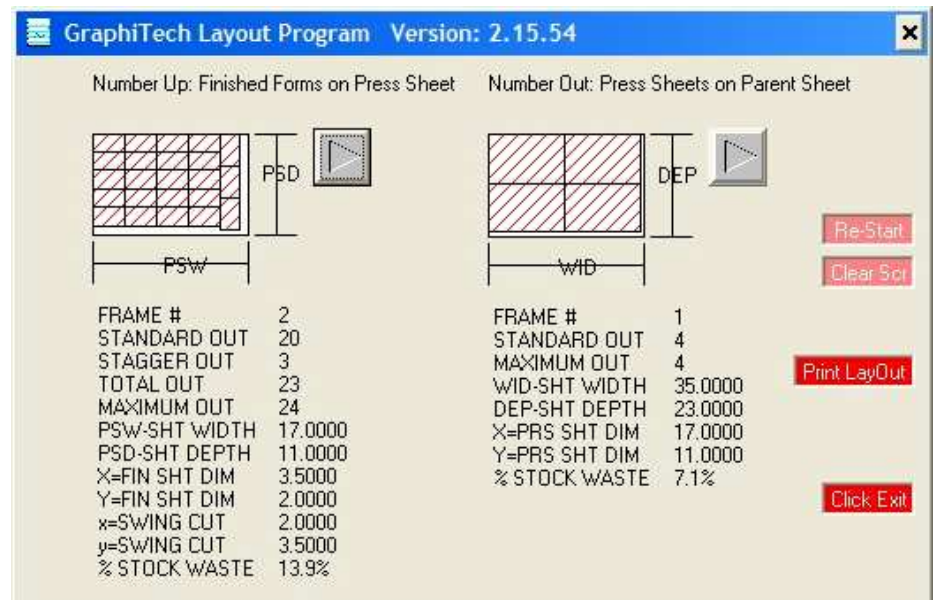


Figure 42

Quotation (showing multiple parts)

<u>Alpha Engineering</u> Suite 212 4174 Larch Ave West Palm Beach, FL 33401 Phone: 561-622.4327 Email: scott@graphitech.com Web: www.graphitech.com	Quotation		
Date: 05/11/2016			
Quotation No: 00000004			
GraphiTech Computer Systems Suite 212 4174 Larch Ave West Palm Beach, FL 33401	Phone No: 624-2215		
Job Description - Section No: 1	100	200	300
14 Signatures and partial full color w some B&W. 3-hole drill, stitch and collate plus cut inventory sheet to size. Customer requests one blank sheet collated at back of booklet.	\$1081.32	\$2103.27	\$3112.16
Job Description - Section No: 2	1000	1500	2000
4/0 #9 Envelope w/ Corporate Logo.	\$698.26	\$1037.63	\$1377.01
<small>This estimate includes all operations and materials to complete the work as specified above, based on our understanding of the specifications provided to our estimating department. Please note that all sales are subject to the "Standard Terms of Sale" set forth on the reverse side of this form. All orders require a minimum 50% down payment, with the remaining balance due upon partial or full delivery of the product unless credit arrangements have previously been agreed upon. We appreciate the opportunity to provide this product to you.</small>			
Accepted by GraphiTech Computer Systems: _____			
Date: _____			

Figure 43

[illegible]

34 • File Structure

Work Order / Pick Slip







Short Form Work Order / Pick Slip			
 00001006		Wednesday, May 11, 2016	
Job No: 00001006 Acct Name: GraphiTech Computer Systems Phone: 624-2215 Stock: 0003-20# Bond White Mountie, 11x17, Caliper = 0.004 Layout: Portrait	Sect No: 1 Colors: B&W and Color Sides: 2	Date: 07/09/11 Due: 07/11/11 Job Type: Sheetwise	Press: Full Color 9x12 (Color) Up/On/Out: 1 / 1 / 2 Production: Sheet Mode Finish Sht: 8.5x11 Press Sht: 8.5x11
Job Description: 14 Signatures and partial full color w some B&W. 3-hole drill, stitch and collate plus cut inventory sheet to size. Customer requests one blank sheet collated at back of booklet.		Production Notes: Carol: Contact Bill at GraphiTech and let them know when they can come by to sign off booklet. Give them about an hour lead time.....John: Don't forget that blank sheet at back.	
Item:	Quantity:	Description:	Sheet Size:
Order:	300	Sets, Finished and Trimmed; Delivered to Customer	8.5x11
Sheets:	4200	Total Sheet Count; Finished and Trimmed	8.5x11
Run:	4200	Press Sheets, cut 2 Out of Parent, 1 Up.	8.5x11
Pull	2100	0003-20# Bond White Mountie, 11x17, Parent Sheets	11x17
 0003 Inventory Number		 2100 Pull Qty	
*** FOLD OR CUT HERE AND ATTACH TO SKID TO RESERVE FOR THIS JOB ***			
 0003 Inventory	 00001006 Job Number	 2100 Pull Qty	
00001006			

Figure 45

Job Ticket (Both Production and Non-Production)




DIGITAL PRODUCTION JOB TICKET													
 0003 Inventory			 00001006 Job Number			 2100 Pull Qty							
Job No:		00001006		Sect No:		1		Date:		07/09/11			
Acct Name:		GraphiTech Computer Systems		Due:		07/11/11		Press:		Full Color 9x12 (Color			
Phone:		624-2215		Colors:		B&W and Color		Up/On/Out:		1 / 1 / 2			
Stock:		0003-20# Bond White Mountie, 11x17, Caliper = 0.004		Production:		Sheet Mode		Finish Sht:		8.5x11			
Layout:		Portrait		Sides:		2		Press Sht:		8.5x11			
Job Description:						Production Notes:							
14 Signatures and partial full color w some B&W. 3-hole drill, stitch and collate plus cut inventory sheet to size. Customer requests one blank sheet collated at back of booklet.						Carol: Contact Bill at GraphiTech and let them know when they can come by to sign off booklet. Give them about an hour lead time.....John: Don't forget that blank sheet at back.							
Production Quantities													
Item:	Quantity:	Description:								Sheet Size:			
Order:	300	Sets, Finished and Trimmed; Delivered to Customer								8.5x11			
Sheets:	4200	Total Sheet Count; Finished and Trimmed								8.5x11			
Run:	4200	Press Sheets, cut 2 Out of Parent, 1 Up.								8.5x11			
Pull:	2100	0003-20# Bond White Mountie, 11x17, Parent Sheets								11x17			
Pre-Press													
Pre-Flight:		Ripping:		Imaging:		Design:		Add'l Cost:					
X								X					
Stock Required													
Stock #:	Description:			Stock Size:	Weight/M:	Caliper:	Parts:	Color:					
0003	20# Bond White Mountie			11x17	10	0.004	1	WHITE					
Press Information													
Press:	Order:	Runs:	Sigs:	1/0:	1/1:	4/0:	4/4:	4/1:	0/0:	Up:	On:	Out:	Sides:
Full Color 8x12 (Col	300	20	14	2	2	4	4	1	1	1	1	2	2
Bindery Operations													
Bindery Name:		Percent:	Quantity:	Setups:	Passes:	Rate:	Size:						
Fold, Baum-1		100	4200	14	1	13000	8.5x11						
Drilling-4		100	4200	2	1	18000	8.5x11						
Stapler-36		100	4200	3	1	1400	8.5x11						
Wrapping-38		100	4200	1	1	60	8.5x11						
00001006													

Figure 46

Note that a non-production Job Ticket does not contain Bar Codes or large Job Number on the ticket. Some companies prefer to have a Job Ticket that can be used prior to actually getting the job and one that may even be delivered to the customer with the quotation.

Printed Time/Cost Summary

Digital Print Operations Time/Cost Summary					
Quote No:	D0000004	Sect No:	1	Date:	07/09/11
Acct Name:	GraphiTech Computer Systems			Due:	07/11/11
Phone:	624-2215	Colors:	B&W and Color	Press:	Full Color 9x12 (Color)
Stock:	0003-20# Bond White Mounds, 11x17, Caliper = 0.004			Side/Up/On:	2 / 1 / 1
Desc:	14 Signatures and partial full color w some B&W. 3-hole drill, stitch and c			Production:	Sheet Mode
				PSS/FSS:	8.5x11 / 8.5x11
				Layout:	Portrait
Pre-Press Summary			Bindery Summary (Qty=100)		
Item:	Cost		Item:	SetUp	Time
Pre-Flight Cost:	\$10.00		MBColator-35:	14	\$13.14
Ripping Cost:	\$0.00		Stapler-36:	2	\$5.39
Imaging Cost:	\$0.00		Padding-3:	0	\$0.00
Design Cost:	\$0.00		Drilling-4:	3	\$7.16
Additional Dollar Cost:	\$5.00		Cutting-33:	1	\$4.32
Press Summary					
Item:	100	200	300		
Retail Selling Price of Job:	\$972.60	\$1,898.86	\$2,825.06		
Total Cost of Job:	\$748.16	\$1,460.66	\$2,173.12		
Press Cost for Simplex Color:	\$204.96	\$409.92	\$614.88		
Press Cost for Duplex Color:	\$401.72	\$803.44	\$1,205.16		
Press Cost for Simplex B&W:	\$10.25	\$20.50	\$30.74		
Press Cost for Duplex B&W:	\$20.09	\$40.17	\$60.26		
Press Cost for Color/BW Combo:	\$56.36	\$112.73	\$169.09		
Cost of Full Bindery:	\$30.01	\$39.37	\$48.69		
Cost for Stock:	\$9.77	\$19.53	\$29.30		
Cost for Pre-Flight:	\$10.00	\$10.00	\$10.00		
Cost for Imaging:	\$0.00	\$0.00	\$0.00		
Cost for Design:	\$0.00	\$0.00	\$0.00		
Cost for Ripping:	\$0.00	\$0.00	\$0.00		
Cost for Additional Items:	\$5.00	\$5.00	\$5.00		
Total Press Time:	000:31	001:02	001:34		
Total Bindery Time:	001:04	001:24	001:45		
Additional Thousand Retail:	—	—	—		
Additional Thousand Cost:	—	—	—		
Click Cost per Side:	\$0.37	\$0.37	\$0.36		
Number of Sides:	2	2	2		
Overall % Markup:	30	30	30		
Overall % Gross Margin:	23	23	23		
Effective Impressions/Hr:	2500	2500	2500		
Finished Sheets Delivered:	1400	2800	4200		
Press Sheets Delivered (uncut):	1400	2800	4200		
Inventory Sheets to Order:	700	1400	2100		
Printed Press Sheets (Color):	900	1800	2700		
Printed Press Sides (Color):	1300	2600	3900		
Printed Press Sheets (B&W):	400	800	1200		
Printed Press Sides (B&W):	700	1400	2100		
Press Sheet Clicks:	1300	2600	3900		
Press Side Clicks:	2000	4000	6000		
Departmental Markups(%)	Click MU	Bind MU	Stock MU	Other MU	Outside MU
Markups Are Not Used:					

Figure 47

The Time Cost Summary provides extremely detailed information about the quoted job. In fact, you should be able to use the printout to determine immediately if any portion of the quote has any incorrect values.

Printed Worksheet

The Worksheet is often printed in order to have a detailed record of the input used to obtain the prices shown. Although the user certainly can retrieve a previous job or quote in order to review it, it is sometimes preferable to have a printed copy. The Worksheet shown contains a partial screen shot of the actual priced out portion.

GraphiTech's Millennium Digital Estimator

File Edit Actions Reports Maintenance Help

Millennium Digital Estimating

(c) 2011-2016 by S. Thatcher of GraphiTech Computer Systems Version 2.15.54

Basic Information

Customer & Phone: 624-2215

GraphiTech Computer Systems

Run Options

☒ Sheetwise

☐ W&T

Job Type

☒ Flat Sheet

☐ Booklet

Mode Selections

☐ New Quote

☒ Retrieve Quote

☐ New Job

☐ Retrieve Job

Layout

☒ Portrait

☐ Landscape

Speed: 2500

☐ Res

☒ Color

☐ Notes

☒ MU

☒ B/W

☒ Saved

TimeOnEst

Job Description

Estimated By: sdt

Sect No 1 of 1

14 Signatures and partial full color w some B&W, 3-hole drill, stitch and collate plus cut inventory sheet to size. Customer requests one blank sheet collated at back of booklet.

Press #1 Information

5. Full Color 9x12 (Color)

Stock, Sizes and Pricing

0003-20# Bond White Mountie, 11x17

Size of Stock: 11x17

Caliper: 0.004

Finished: 8.5x11

Press: 8.5x11

1 Ctn: 13.95

2 Ctn: 13.95

4 Ctn: 13.95

Quantities: 100

200

300

Out: 2

Up: 1

On: 1

Sides: 2

Bindery #1

Setups

MBColator-35

14

Stapler-36

2

Padding-3

Drilling-4

3

Cutting-33

1

Cell Descriptions - Click Here to Add Notes

When selecting the Finished Sheet Size, remember that this is the size of the sheet or booklet delivered to the customer. Always try to use shorter dimension first. Certain bindery operations, such as folding (uses the length) or padding (uses the width), in determining their speed of operation. The first number shown in the

Verification Count 1st Quantity

Press Clicks: 2000

Press Stk Count: 1400

Inventory Count: 700

Total Runs & Sheets

Runs: 20

Sheets: 14

Imaging

PreFlight \$: 10

Rip \$: 0

Imaging \$: 0

Add'l \$: 5

Design \$: 0

MarkUp: 30

☐ Margin

☒ Percent

Quote Number: 00000004

Job Number:

Start Date: 07/09/11

Due Date: 07/11/11

Figure 48

Item Description	100	200	300
Retail Selling Price:	\$1081.32	\$2103.27	\$3112.16
Cost of Job:	\$831.78	\$1617.90	\$2393.97
Cost for Simplex Color:	\$229.68	\$456.40	\$680.16
Cost for Duplexed Color:	\$450.17	\$894.54	\$1333.11
Cost for Simplex B&W:	\$11.48	\$22.82	\$34.01
Cost for Duplexed B&W:	\$22.51	\$44.73	\$66.66
Cost for Color & B/W Combo:	\$63.16	\$125.51	\$187.04

Imaging

PreFlight \$: 10

Rip \$: 0

Imaging \$: 0

Add'l \$: 5

Design \$: 0

MarkUp: 30

☐ Margin

☒ Percent


Quote Number: 00000004

Job Number:

Start Date: 07/09/11

Due Date: 07/11/11

Figure 49


GraphiTech's Millennium Invoicing

File Tools

Millennium Stand-Alone Invoice

Job: 00001003-2nd Part 4/0, One Spec Shee
Search For Job:
Return






Bill To: Select...
GraphiTech Computer Systems
4174 Larch Avenue
Palm Beach Gardens, FL 33418

Identify Ship To Interface
Ship To's Customers
Ship To: (Cust Database) Select...
GraphiTech Computer Systems
4174 Larch Avenue
Palm Beach Gardens, FL 33418

PO #	Invoice #	Invoice Date	Sales Representative	Job #
T55107F	2733	03/13/17	Johnny Topnotch	00001003
Product Code	Ship Via	Terms	Due Date	
02-Letterheads	Courier	2% 10 Net 30	03/23/17	

Quantity	Shipped	Unit	Item Description	Dist	Tx	Unit Price	Extended
1	100		Letterheads 2/0 reflex blue antique vellum	501	N	96.71	96.71
2	100		Matching envelopes #10	501	N	74.22	74.22
3	200		Sheets blank paper	501	N	15.00	15.00
4							
5							
6							
7							
8							
9							
10							

☒ Post Invoice When Printed

Sub Total	Freight	Tax	Amount Due
\$185.93	\$0.00	\$0.00	\$185.93

Millennium Accounting Interface
QuickBooks Database Infinity None

Invoice
PrePrinted Formatted

Comment Selection

Sales Tax @ 0%. Tax Authority: None

GraphiTech Computer Systems

INVOICE

SHIP TO:
GraphiTech Computer Systems
4174 Larch Avenue
Palm Beach Gardens, FL 33418

[illegible]

Figure 51

File Structure • 39

Price List

The Price List Generator is capable of printing any number of items for use by counter personnel to price out jobs rapidly. It uses the files contained in the database of saved quotes and jobs although it can certainly use quotes that were created specifically for the purpose of creating a price list.

Here is an example of how the Price List Catalog sheet appears when printed. The sample shows pricing for a 3-part NCR job with drilling and padding.

GraphiTech's

MILLENNIUM

Global Management System

PRICE LIST GENERATOR

Identify Quote or Job Selection

00000006-1Q - 3 part NCR printed 1-side only

Selection Description

Stock: 3/P-11 ncr p/c rv blk Finished Size: 8.5x11

Description: 3 part NCR printed 1-side only, drill 3 hole standard and pad.
☐ Quote
☐ Job
☒ Both

Binderies: Padding, Drilling 3 hole

Categories: Carbonless Quote/Job: 00000006

Catalog Pricing Parameters

Start Quantity: 100 Jump by: 25
2nd Quantity: 500 Jump by: 100
3rd Quantity: 2000 Jump by: 500
Final Quantity: 5000 Calculating:

Round Price: ☐ Up ☐ Down ☒ None ☐ 0.25 ☐ 1.00
Print Report in: ☐ Courier ☒ Times Roman ☐ Sans Serif
☐ Show Calculated Prices Before Printing Save Specs

Calculate Price Sheet Exit

Counter Price Book

Ref #: Q-00000006
Date: 03/13/17
Time: 11:52:50 AM

Description

drill 3 hole standard and pad.

Bindery

padding, drilling 3 hole

Pricing is Not Rounded

Quantity	Price	Quantity	Price
100	\$110.26	800	\$602.27
125	\$129.31	900	\$674.08
150	\$147.68	1,000	\$745.88
175	\$165.28	1,100	\$817.66
200	\$182.23	1,200	\$889.44
225	\$198.48	1,300	\$961.19
250	\$213.91	1,400	\$1,032.95
275	\$228.73	1,500	\$1,104.69
300	\$242.84	1,600	\$1,176.42
325	\$260.83	1,700	\$1,248.15
350	\$278.82	1,800	\$1,319.87
375	\$296.80	1,900	\$1,391.59
400	\$314.79	2,000	\$1,463.31
425	\$332.77	2,500	\$1,821.84
450	\$350.74	3,000	\$2,180.39
475	\$368.72	3,500	\$2,539.27
500	\$386.70	4,000	\$2,898.15
600	\$458.58	4,500	\$3,257.03
700	\$530.43	5,000	\$3,615.91

Figure 51

Electronic Job Ticket

Employees can call up this job from any computer on the network or the cloud and enter notes or review instructions for any of the four departments shown. In addition, should changes be needed or other comments be made, they can always be found by reviewing the Electronic Job Ticket.

The screenshot shows a web application window titled "GraphiTech's Millennium Electronic Job Ticket". The main heading is "Electronic Job Ticket" with a copyright notice "(c) 2015-2017 by S. Thatcher of GraphiTech Computer Systems".

Select Offset Jobs: A dropdown menu is shown with a "Search Offset" button next to it.

Active Digital Job: A dropdown menu displays "1-00001004, 14 total sigs, 8 Full Color Signatures, 4 Black Only plus 1-4/1 (partial full color w some B&W)" with a "Search Digital" button next to it.

Customer Information: Fields for Customer Name (GraphiTech Computer Systems), Phone (800-634-8324), Address, City, State, and Zip are present.

Job Description: A text box contains the job details: "14 total sigs, 8 Full Color Signatures, 4 Black Only plus 1-4/1 (partial full color w some B&W) and 1 Blank Sheet. 3-hole drill plus cut press sheet in half."

Pre-Press Notes: A text box contains the note: "Rip Job as soon as you get image from Alpha. Note: Friday 7/10. Image was not correct. Call Alpha and get new one ASAP!!!!"

Press Production Notes: A text box contains the note: "Phil. Please call customer when finished in Bindery so they can pick up ASAP. Ask Sandy to put invoice in Job Ticket after job is printed."

Vendor Notes: A text box contains the note: "Tom. Would you check with Alpha Imaging to be sure we get the layout by Friday?"

Bindery Notes: A text box contains the note: "Finished Bindery. Called Cherie as GraphiTech and she is going to be here at 2 pm"

At the bottom, there are two buttons: "Post Changes" and "Exit. Changes Made".

Figure 52

Historical Ledger & Top Customers

The Historical Ledger program provides a history of every invoice created for that customer. If you print an invoice after creating a job, then you will be asked if you want to post to the Historical Ledger.

Here is how the Historical Ledger program looks followed by the Top Customers listing

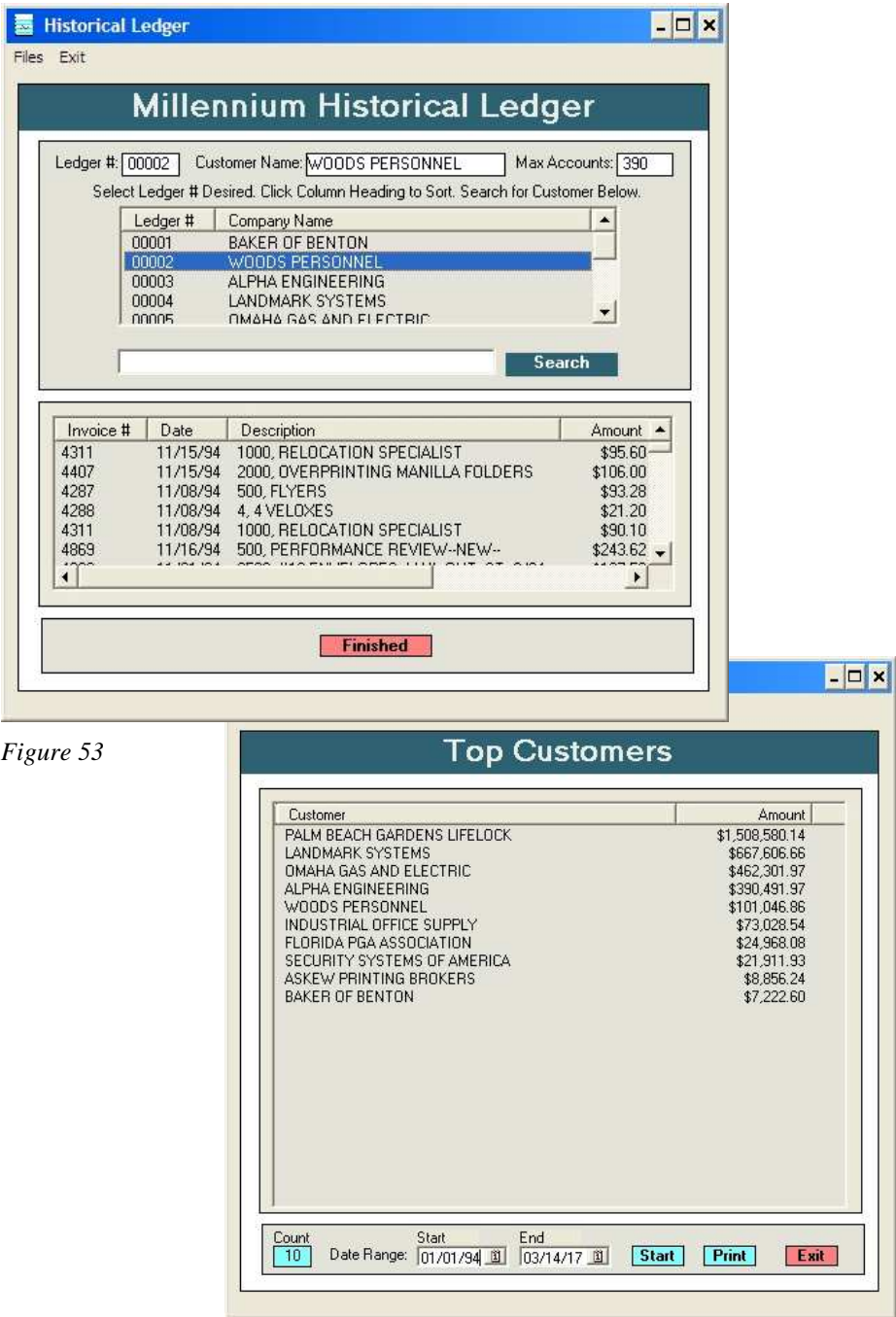


Figure 53

Figure 54

Front Desk Estimator

This optional program is used to provide Front Counter Personnel with a means to rapidly create estimates without the tedium of trying to enter all of the data or of attempting to search through the massive number of stored quotes and jobs.

Creating Categories:

Before using the Front Desk Estimator you need to create Categories. These can be any of your most popular items. Figure 55 shows typical entries for the Categories.

Creating Products:

Products are created using the screen shown in Figure 56. For every category there can be an unlimited number of products.



Figure 55

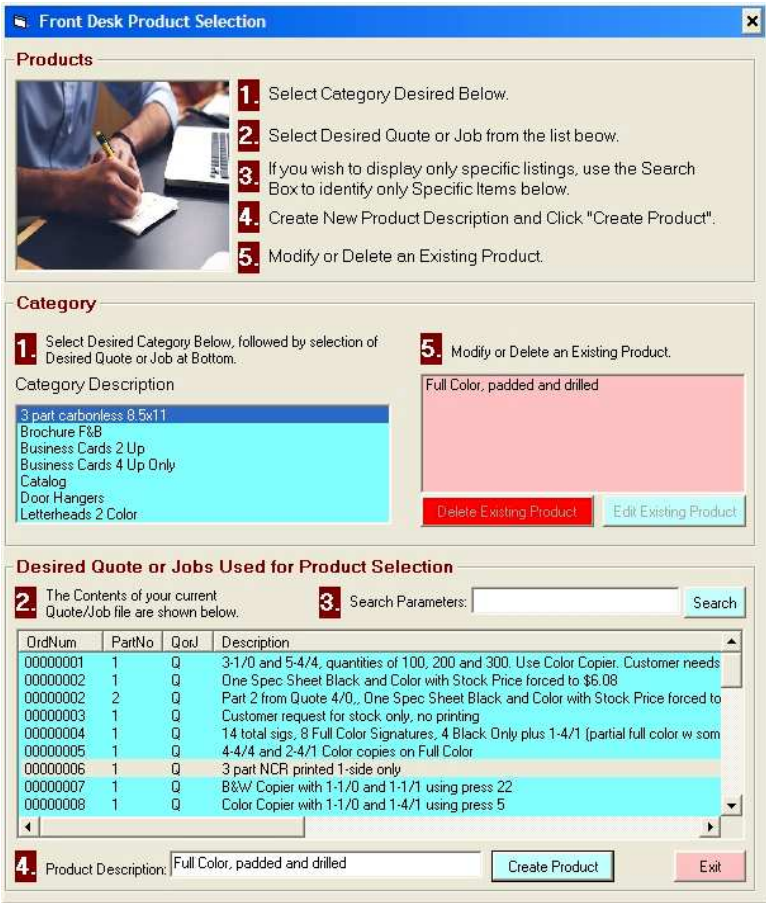


Figure 56

Creating a New Quote or Job using Front Desk

Once you have your categories and products created sufficiently, you can then start using the Front Desk Estimator to actually create meaningful quotes.

Using Figure 57, simply select the desired Category along with the appropriate Product and you are immediately taken to the Worksheet with the selected quote ready for editing, or creating of a new quote or job.

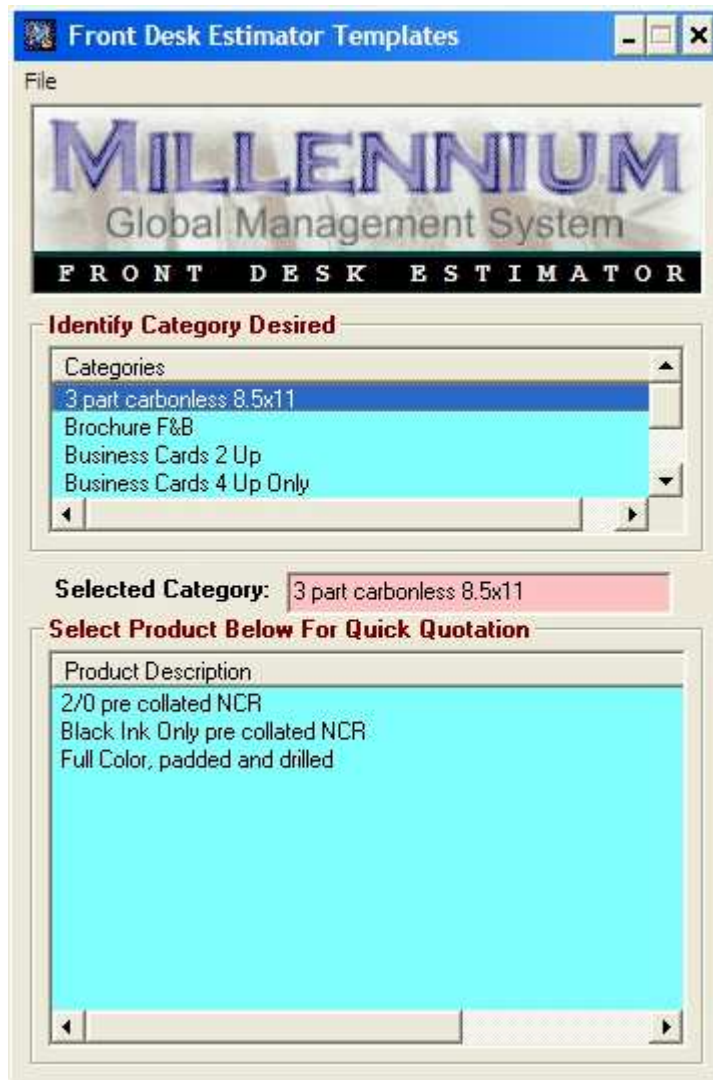


Figure 57

Artificial Intelligence (AI)

The small AI button will allow you to enter certain parameters into the description and cause those specific words to be parsed into populating the Worksheet.



This particular program is constantly being updated with new words and phrases to allow the estimator to be able to simply describe the job and have the entire worksheet filled out.

Another aspect of this button is its ability to determine the best press for any particular job, although this capability is in progress.

Glossary of Terms

Build Matrix

A method that involves entering the Four Corners of the price matrix and then clicking the calculate button to fully populate the Matrix.

Margin

A Margin is applied to the final price (note the subtle difference). It is determined by taking the Mark-Up and Dividing it by the Total Selling Price

Mark-Up

A Mark-Up Percent is applied to the final cost by multiplying the final cost times One plus the Mark-Up percent divided by 100 (to obtain a fraction).

Matrix

A Lookup Table that consists of dual linear curves in which both the Quantity and Number of Originals are used to determine the cost.

On

On represents the number of items on a press sheet that are Different.

Out

Out refers to the number of Press Sheets that can be cut from the Parent or Inventory Sheet.

Signatures

Signatures are basically an original that is to be printed. It can be 1 or 2-sided, W&T or Sheetwise. It is not a quantity but represents the item that is to be printed.

Up

Up refers to the number of Finished Sheets that can be cut from the Press Sheet.

Index

A

AI 8
Artificial Intelligence 8

B

Bindery 1–4, 1–4, 1–4, 1–4, 12, 15–16, 15–16, 15–16,
15–16, 19
Booklet 10, 14, 17
Build Matrix 23, 26

C

Caliper 16
Carbonless Forms (Parts) 14
Categories 15
Cell Descriptions 10, 13, 16, 19, 24
Changing the Initial Pricing 23
Color Press 13
Context Sensitive Help 10
Correcting Matrix Errors 25
Cost per Hour 24
Creating a Digital Press 21
Ctn Prices 16
Customer 7–8, 10–12, 10–12, 10–12, 10, 7–8, 11, 14–
16, 14–16, 14–16, 18

D

Default Bindery 1, 4
Default Imaging 5
Default Worksheet 5, 11
Delivery Ticket 15
Delivery Ticket 7, 11, 15
Different Press Originals 14
Digital Matrix 11, 13, 18, 21
Display and Print Layouts 12
Due Date 11
Duplex 18

E

Eff 2nd Side 24
Eff B&W 24
Electronic Job Ticket 12
Erase 5, 11, 26
Estimated By 10
Existing Database 26

F

Finished Size 16
First Estimate 6–7, 10

H

Help Guide 6
Help with First Quote 31
Help with your First Estimate 7
Historical Ledger 12

I

Icon Selections 11
Imaging 3, 5, 20
Installation 1

J

Job Description 11
Job Ticket 12

L

Legend 12
Loading Digital Estimating 1

M

Margin 20
Mark-Up 20
Matrix 11–16, 20–26
Mode Selections 11

O

On 1–3, 10–20, 23–25
Out 11, 15, 18, 22, 23

P

Password 21
Pages 17
Per Click Data Entry 1–2, 5, 6–8, 11–14, 16, 18
Press in Use 11
Press Name 24
Press Speed 24

Print Layouts 12
Production Notes 12, 19

Q

Quantities 14, 25
Quote 10–16, 19, 31

R

Reload Digital Presses 11
Retrieve Quote 11

S

Sales Code 24
Sample Database 15
Save Quote 11
Select the Press 13
Setting Up your Digital Press 23
Sheet or Book Mode 10
Sheetwise 10
Sides 17
Signatures 16–20
Speed 13, 19, 24
Splash Screen 2
Status Buttons 12
Stock Selection 15

T

Time on the Estimate 13

U

Up 2, 10–11, 20–23

W

W&T 10
Worksheet 3, 9, 11, 16–20, 16–20, 24