Printed Documentation WaspNest Inventory

Table Of Contents

Getting Started 1

Using/Viewing the About Screen: 3

Main Window 5

Update License Screen 9

Checking for Software Updates 11

Item Stock Level List Screen 13

Searching for Information 15

- Find Screen 15
- Advanced Find 17

Administration Menu 21

Company Information Screen 23

- Entering Multiple Address Types: 24
- Deleting an Address Type: 25

Backing up the Database 26

Restore the Database 27

Options Screen 28

- Accessing the Options Screen: 28
- Automatic Customer Number: 29
- Automatic Item Numbers: 29
- Automatic New: 30
- Automatic Notification of Low Order Items: 30
- Decimal Places: 30
- Check for Software Updates: 31
- Close New Form: 31
- Edit Field Names: 31

Max Row Count: 32

Show Warning Messages: 32

SQL Server Backup Location: 32

Archiving Transactions....33

Editing Field Names....34

Resetting Field Names to their Default Values: 36

Using Custom Fields....37

Importing Into the Database....40

Tips for Importing Data: 40

How to Import Data: 41

Required Import Fields: 45

Handling Import Errors: 45

Notes on Importing Inventory: 45

Exporting to a Text File....47

Related Data Fields 51

Import Specifics 53

Auditing Your Inventory....62

Audit Flow Overview: 62

Beginning the Audit: 63

Using the Audit Screen: 64

Reviewing the Not Counted Items Report: 67

Reconciling the Counts: 67

Reviewing the Remainder of the Audit Reports: 69

Ending the Audit: 69

Creating a New Site 70

Creating New Customers 71

Creating New Items 74

Creating New Locations 83

Creating New Manufacturers 86

Creating New Suppliers 89

Editing Items 93

Editing Sites 94

Editing Locations (or a Site and Location) 95

Edit Customer 96

Edit Supplier 97

Editing Manufacturers 98

Adding Notes 99

Working with Lists 100

- Item List Example 111
- Inventory List Example 112
- Site List Example 113
- Location List Example 114
- Customer List Example 115
- Manufacturer List 116
- Supplier List 117
- Transaction List Example 118

Inventory Menu 119

- Manually Adding Inventory 121
- Removing Inventory 125
- Moving Inventory 128
- Adjusting Inventory Amounts 131

Labels Menu 135

Report Selection 136

Report Viewer 138

Glossary.....141

Index.....143

Getting Started

WaspNest Inventory is easy-to-use software that allows you to quickly setup the system. We recommend that you read the Glossary topic before beginning so you are familiar with a few key terms that are used through the system and this help file. While setup is quick and easy, we have made it even faster by providing you the steps, in order, you should take to begin entering information into the software.

Follow the steps below to begin populating your database. Click on the links below to go to that topic for detail information completing each step.

1. **Enter Company Information -** First, you should enter your company's information (Administration > Company Info). On the **Company Information** screen you will enter your company's name and any addresses needed for receiving, shipping, corporate correspondence, etc. The company name you enter on this screen will appear on all reports and in the title bar of WaspNest Inventory.

2. **Define Your Site and Define Locations -** Now you are ready to enter your site and locations into the database. Locations are the areas into which you will be assigning inventory, while the Site contains the various locations. In other words, the Site is a collection of Locations.

   A location is typically shorthand for a physical place such as a shelf in your warehouse. Commonly used conventions include Location codes like this:

   01 02 05 (for Row #, Shelf #, Bin #)

   A distribution business, for example, typically places inventory at a specific location in one or more warehouses. In WaspNest Inventory, you can define one Site containing at least one Location. For instance, you might setup your site as Warehouse 1 containing Locations Shelf 1, Shelf 2 and Shelf 3.

   Setting up your locations now will allow you to just pick a Location from a list when you begin adding inventory later. It is possible, however, to define Locations as you add inventory. If you would prefer to do this, skip to Step 5 - Defining Suppliers.

   If you already have location information contained in another database, you may want to use WaspNest Inventory's Import function rather than manually entering in this information. For more information on importing locations, please refer to the topic **Importing Into the Database.**

3. **Creating Location Labels -** If you have defined more than one Location, at this point you can use the integrated Wasp Labeler to print barcode Location labels for each Location and affix them to each warehouse bin, fleet vehicle, etc.

4. **Defining Suppliers -** Suppliers are those businesses or individuals from which you will be obtaining your inventory. Your business might require that each Item in your inventory have an associated supplier. You can have one supplier or many providing you with inventory.

   If you already have supplier information contained in another database, you may want to use the Import function rather than manually entering in this information. For more information on importing locations, please refer to the topic **Importing Into the Database.**

5. **Printing the Supplier Report -** Now that you have entered all of your Suppliers, you might want to print and review the Supplier Report to make sure all the information was entered correctly.

6. **Defining Items -** All inventory is based on an Item that contains general information about the item, such as manufacturer, suppliers, a description and unit of measure information. Items are created by you and represent the actual material or good that you will have in your inventory. The item is not part of your inventory until you add quantity to it and specify a location for it. For example, you might create an Item entry for Mouse - Wireless. Then you can add inventory, or quantity, to that item at a specific location.

   On the Create New Item screen, you can assign the item to multiple locations and even designate one location as the primary location for this item. The primary location will the pre-populate the screen when removing and adding this item.

   If you already have item information contained in another database, you may want to use the Import function rather than manually entering in this information. For more information on importing locations, please refer to the topic **Importing Into the Database.**

7. **Creating Item Labels -** You can now use the integrated Wasp Labeler to print your Item labels.

8. **Adding Inventory -** Now that your items have been created, you are ready to add inventory, or quantity to those items. Adding inventory is often referred to as receiving inventory. You can think of this step as stocking the program with the inventory that is in your warehouse.

   When you are adding inventory, you will complete fields specific to your inventory such as Location, Quantity, and Cost. Each time you add inventory for an Item, the transaction is stored separately in the software allowing for multiple Locations and cost averaging.

   If you already have inventory information contained in another database, you may want to use the Import function rather than manually entering in this information. For more information on importing locations, please refer to the topic **Importing Into the Database.**

   Congratulations! You are now on your way to populating your inventory database. To add more Items to your database, just return to Step 4 to setup your new Item, then Add your inventory for that Item.

9. **Printing the Inventory Location Report -** Printing the Inventory Location Report will allow you to check that your inventory has been entered correctly.

10. After you have added your inventory you are ready to begin using the software. Now you can setup your mobile devices, if needed, and begin keeping track of your inventory.

About the About Screen

The **About Screen** allows you to view your license agreement and provides program version details

Using/Viewing the About Screen:

1. From the **Main Window**, click **Help** > **About**. The **About** screen appears.

   This screen displays your version and basic license information.

2. Click the **View License Agreement** button to view additional licenses and your mobile device licenses. Below is an example of the **License Agreement** screen:

3. Click **Print** to print the license agreement. Click **Close** to close this screen and return to the **About** screen.

Main Window

The **Main Window** is divided into four sections:

Section A: Toolbar

Section B: Left-Hand Navigation

Section C: Main Functions

Section D: Context-Sensitive Menu

Below is an example of the **Main Window**:

Note: The Receive/Pick and Mobility icons do not apply to WaspNest Inventory.

Section A: Toolbar

The toolbar provides access to the following functions:

File Menu:

- **Exit** - Exits the system.

Tools Menu:

- **Options** - Accesses the Options screen where you can customize how certain aspects of the software behave.
- **Archive Transactions** - Allows you to store older data in an archive.
- **Reset All Field Names** - This option resets any field names you have customized through the Edit Field Names function.

Help Menu:

- **Contents/Index/Search** - Accesses this help file.
- **Update Licenses** - Allows you to update your existing license(s).
- **Check for Updates** - When this option is selected, the system will search for updates to the software and alert you if any exist. You can then download the updates at your convenience. the software automatically searches for updates at start up. This option allows you to manually search for updates at other times. Checking for Updates requires internet access.

Section B: Left-Hand Navigation

This software contains a menu on the left side of the **Main Window** that provides access to the following features:

- **New** - Displays a menu of all **Create New** screens (Customer, Locations, Items, etc.). Select which type of data you want to create from the menu.
- **Lists** - Displays a menu of all **Lists** in the system. Select the List you want to view from the menu. For detailed information on using the list screens, please refer to the topic **Working with Lists**.
- **Find** - Displays a menu of data options from which to search (Customer, Locations, etc.) Select which type of data you want to search. A **Find** screen appears allowing you to quickly search for information.
- **Labels** - Displays a menu of labels you can print. Printing Labels utilizes the Labeler software that come bundled with your program. For detailed instructions on using the Labeler software, please refer to the Labeler help file (accessible through the Labeler software).

Section C: Main Functions

This section displays the primary functions of this software. To access any of these functions:

1. Click on an icon. A menu of options for that function appears at the bottom of the screen (section D - described below).
2. Click on an icon in the menu to access that function.

Available menu options are:

Administration - This option provides access to basic administrative functions such as adding users to the system, maintaining user security profiles, backing up and/or restoring the database, importing/exporting information and maintaining your company information.

Inventory - This option provides access to the inventory features of the software. From this menu you can add or remove inventory, move inventory from one location to another, adjust inventory amounts and audit all inventory in your system.

Reports - This option opens the Reports window allowing you to select from a wide range of available reports.

Mobility - This option does not apply to WaspNest Inventory.

Pick/Receive This option does not apply to WaspNest Inventory.

Section D: Context-Sensitive Menus

The bottom of the **Main Window** will display a menu based on the selection you make from the **Main Functions** icons.

Note: Security does not apply to WaspNest Inventory.

Examples:

Administration Menu

Inventory Menu

Note: Security does not apply to WaspNest Inventory.

Reports Menu

This icon opens the **Select Report** screen. For more information on the **Select Report** screen, please refer to the topic **Selecting Reports**.

Update License Screen

The **Update License** screen allows you to enter a regular License Key to upgrade from the Demo version. You can also view the install serial number and activation code information.

Updating License(s):

1. From the **Main Window**, click **Help** > **Update License**. The **Update License** screen appears.

2. If the program has not yet been activated, you will be prompted to enter an Activation Code now.

Click on the registration link that appears above the serial number and then complete the information on the Wasp support page. An email will be sent back to you that contains the Activation Code. Type this code back into the **Activation Code** field, then click **OK** to activate the program.

If the program has been activated, the following screen appears:

3. Enter a new Serial Number to add additional features such as additional mobile device licenses.

4. Click **OK** or click **Cancel** to exit without updating. Exit and restart the software to use the new key.

If you use this form to upgrade from the Demo version to a Licensed version of this software, the License Key you enter here will be displayed on the **About** screen.

Checking for Software Updates

By default, the software will check for updates to the application every 15 calendar days at startup. The system will notify you if a more recent version is available. You can then access the **Updates** website and download the latest version. This ensures you are always working with the most up-to-date version available to you. **This feature is turned on by default.**

WaspNest Inventory must be installed on a machine with Internet access to check for updates.

You can turn off the automatic check and perform periodic manual checks, or leave the option on and perform a manual check, if desired.

This topic discusses:

Disabling the Automatic Version Check Feature

Performing a Manual Check

Disabling the Automatic Version Check Feature:

1. From the **Main Window**, select **Tools** > **Options**. The **Options** screen appears:

2. Highlight the **Check for Software Updates** option and deselect the **Yes** checkbox.

3. Click **OK** to save your changes and to **Close** the **Options** screen. The option is now disabled. You can manually check for updates as needed.

Performing a Manual Check:

From the **Main Window**, click **Help** > **Check for Updates**.

The system will automatically check for a newer version and notify you if one is available. This procedure can be performed at any time.

Item Stock Level List Screen

The software can automatically notify you of under-stocked items, broken down by location. By enabling the **Automatic Notification of Low Order Item** on the **Options** screen, the software will display the **Item Stock Level List** when you first start up the system. This screen contains items that have a **Quantity** value equal to or less than the **Reorder Quantity** value set for that item and location on the **Location** tab of the **Create New** or **Edit Item** screen. For more information on enabling and disabling this option, please refer to the **Options Screen** topic.

In order for items to appear on this screen, a **Reorder Quantity** must be entered on the **Location** tab of the **Create New Item** screen or, after the item is created, on the **Edit Item** screen.

Below is an example of the Item Stock Level List:

Item Number	Location	Quantity	Min. Stock Level	Max. Stock Level	Reorder Level	Description
1 No Trackby	Site 1, LOC4	0.0000	10.0000	50.0000	10.0000	1 No Trackby
1 No Trackby	Site 1, LOC5	0.0000	10.0000	50.0000	10.0000	1 No Trackby
1 No Trackby	Site 2, Loc 1	0.0000	10.0000	50.0000	10.0000	1 No Trackby
2 No Trackby/Req	Site 1, Loc 1	7.0000	10.0000	50.0000	10.0000	2 No Trackby/Req
2 No Trackby/Req	Site 1, LOC4	0.0000	10.0000	50.0000	10.0000	2 No Trackby/Req
2 No Trackby/Req	Site 1, LOC5	0.0000	10.0000	50.0000	10.0000	2 No Trackby/Req
2 No Trackby/Req	Site 2, Loc 1	0.0000	10.0000	50.0000	10.0000	2 No Trackby/Req
3 All/All	Site 1, Loc 1	1.0000	10.0000	50.0000	10.0000	3 All/All
3 All/All	Site 1, LOC4	0.0000	10.0000	50.0000	10.0000	3 All/All
3 All/All	Site 1, LOC5	0.0000	10.0000	50.0000	10.0000	3 All/All
3 All/All	Site 2, Loc 1	0.0000	10.0000	50.0000	10.0000	3 All/All
4 Serial	Site 1, Loc 1	-2.0000	10.0000	50.0000	10.0000	4 Trackby Serial

Click the **View Report** button at the bottom of the screen to display the **Reorder Report**.

Item Reorder by Location Report

Item Number: 1 No Trackby
Description: 1 No Trackby

Site: Location	Total Available	Min Stock Level	Max Stock Level	Reorder Qty
Site 1: LOC4	0.00	10.00	50.00	10.00
Site 1: LOC5	0.00	10.00	50.00	10.00
Site 2: Loc 1	0.00	10.00	50.00	10.00
Total:	0.00			30.00

Item Number: 2 No Trackby/Req
Description: 2 No Trackby/Req

Site: Location	Total Available	Min Stock Level	Max Stock Level	Reorder Qty
Site 1: Loc 1	7.00	10.00	50.00	10.00
Site 1: LOC4	0.00	10.00	50.00	10.00
Site 1: LOC5	0.00	10.00	50.00	10.00
Site 2: Loc 1	0.00	10.00	50.00	10.00
Total:	7.00			40.00

Item Number: 3 All/All
Description: 3 All/All

Site: Location	Total Available	Min Stock Level	Max Stock Level	Reorder Qty
Site 1: Loc 1	1.00	10.00	50.00	10.00
Site 1: LOC4	0.00	10.00	50.00	10.00
Site 1: LOC5	0.00	10.00	50.00	10.00
Site 2: Loc 1	0.00	10.00	50.00	10.00
Total:	1.00			40.00

Item Number: 4 Serial
Description: 4 Trackby Serial

Site: Location	Total Available	Min Stock Level	Max Stock Level	Reorder Qty
Site 1: Loc 1	-2.00	10.00	50.00	10.00
Site 1: LOC4	1.00	10.00	50.00	10.00
Site 1: LOC5	0.00	10.00	50.00	10.00
Site 2: Loc 1	0.00	10.00	50.00	10.00
Total:	-1.00			40.00

7/18/2007 Page 1 of 3

You can use this report to aid you in creating purchase orders for the under-stocked items.

Searching for Information

Find Screen

The **Find** screen allows you to easily search for information within the Inventory Control database. You can limit your search to a specific *table* in the database, field or even a value within a field on the **Find** screen.

Searching for Information:

1. From the **Main Window**, select the **Find** icon. A menu of tables from which to search appears.

2. Select what you want to search for by clicking on an option in the **Find** menu. In this example we are going to search for **Customers**.

   You can also access this screen by clicking the **Filter** button at the top of the **List** screens.

   Note: If the table you select (**Customers**, **Manufacturers**, **Items**, etc.) contains over 1000 pieces of data, you will automatically be taken to the Advanced Find screen. For further information on the **Advanced Find** screen, please refer to the **Advanced Find** topic.

3. The **Find** screen contains three fields:

   - **Table** is used to select the table you want to search.
   - **Field** is used to select the field in the listed table to be searched.
   - **Value** is the information for which you are searching.

   Selecting the **Whole Word Only** checkbox will search the selected table based upon the your entire entry in the **Value** field. Partial matches will be excluded from the search results.

Selecting the **Find All** checkbox disables the **Field** and **Value** fields. The search results will display all of the records from the table selected in Search.

You can click the **Advanced** button to go to the **Advanced Find** screen which provides you with more search options.

4. Click the **Find** button to start the search. When the search is complete, a list will appear displaying all the records that match your criteria.

All searches are case insensitive.

Your most recent **Find** criteria are saved and will automatically be loaded the next time you access the **Find** screen.

Examples:

For these examples, assume that the Customer table is made up of three records containing one field, called FirstName. The values in this field are Fred, Frederick, and Sam.

Example	Table	Field	Value	Whole Word Only Option	Find All Option	Search Result
1	Customer	FirstName	Fred	Off	Off	2 records: Fred; Frederick
2	Customer	FirstName	Fred	On	Off	1 record: Fred
3	Customer	FirstName	Mike	Off	On	3 records: Fred; Frederick; Sam

Advanced Find

The **Advanced Find** screen allows you to search a table in the database using multiple values and logical expressions. This screen is useful when the table you are searching contains a lot of data by allowing you to enter several parameters by which to filter your search.

When you use this screen, you will construct a filter, which limits the information you are searching for to certain parameters.

Using the Advanced Find Screen:

1. From the **Main Window**, click the **Find** icon. A menu of tables from which to search appears.

2. Select what you want to search for by clicking on an option in the **Find** menu. In this example we are going to search for **Customers**.

   Note: If the table you select (**Customers**, **Manufacturers**, **Items**, etc.) contains over 1000 pieces of data, you will automatically be taken to the Advanced Find screen. For further information on the **Advanced Find** screen, please refer to the **Advanced Find** topic.

   If you are not automatically taken to the **Advanced Find** screen, the **Find** screen will appear.

3. Select the **Advanced** button on the **Find** screen. The **Advanced Find** screen appears.

The **Advanced Find** screen consists of seven input fields and a **Filter Expression** panel that displays the resulting filter as you build it. These fields are described below:

- **Table** is used to select the table you want to search.
- **Parenthesis** (open and close) can be used to control the order in which criteria will be processed. The inner most pair of parentheses in any filter expression are

evaluated first.

- **Field** is used to select the field in the listed table to be searched.

- **Operator** is a comparison operator used to evaluate an expression.

Comparison Operator	Meaning
=	**equal**
<>	**not equal**
>=	**greater than or equal**
>	**greater than**
<=	**less than or equal**
<	**less than**
Like	**is similar to value**
Not Like	**is not similar to value**
Is Null	**no value**
Is Not Null	**any value**

- **Like** and **Not Like** are used for text pattern matching. They can only be used with plain text fields, not with dates. The following characters, used within the text value, have a special meaning for the Like and Not Like operators:

LIKE Operator	Meaning	Examples
_ (underscore)	**matches any single character**	LIKE '_-inch' matches '2-inch', '3-inch', etc.
%	**matches zero or more characters of any value**	LIKE 'Eric W%' matches 'Eric White', 'Eric Williams', etc.
\	**Escapes the special characters** (gives them their normal meaning)	LIKE '\%' matches '%' LIKE '\\' matches a single '\'

- **Value** is the information you are searching for. (This may included special characters for the Like or Not Like operators).

- **Logical** is a Boolean operator that combines one or more filter expressions into a single logical group:

Boolean Operator	Meaning
AND	**gives you the intersection of two conditions**
OR	**gives you the union of two conditions**

4. Enter the desired values for the seven **Advanced Find** fields to construct a filter fragment. For example, assume you make the following selections:

   Table - Customer
   Field - Address 1
   Operator - =
   Value - 2205 Anywhere Road

   The **Customer** table will be searched for any instance of **2205 Anywhere Road** appearing in the **Address 1** field.

5. Click the **Add** button after building each filter fragment. The filter will appear in the **Filter Expression** list as shown in the example below:

6. The **Move Up** and **Move Down** buttons allow you to move a filter fragment toward the top or toward the bottom of the list, respectively. To reposition a filter fragment in the **Filter Expression** panel, click on it, then click either the **Move Up** or **Move Down** button.

   You may edit a filter fragment by first selecting the fragment in the **Filter Expression** list. The values of the filter fragment populate the seven input fields. Update any of these fields, then click **Replace** to update the selected filter fragment in the **Filter Expression** list.

7. Click the **Check** button to check the syntax of the **Filter Expression**.

8. Click the **Find** button to start the search process. When complete, a list will be displayed showing all the records that match your criteria.

   All searches are case insensitive.

   To search for a specific date, build your filter expression to include a time range of 12:00am to 11:59pm for the given date. For example, the filter expression Date >=

12/25/02 12:00am to 12/25/02 11:59pm will return all records that have the date 12/25/02.

9. Click the **Simplified** button to revert to the standard Find screen.

Administration Menu

The **Administration Menu** groups tasks such as creating/editing your company information, Importing/Exporting functions and maintaining security settings into one place.

To Access the Administration Menu:

1. From the **Main Window**, click the **Administration** icon. The **Administration Menu** appears at the bottom of the screen.

2. Click on any of the **Administration Menu** icons to go to that function. Detailed descriptions of the options found on the **Administration Menu** are provided below:

   - **Company Info** - The **Company Information** screen allows you to enter or update your company information such as address, phone and email. The Company Name you enter on this screen will be used as the "header" for the software and will appear on all reports and pre-defined labels. The information on the Company Information screen should be filled out first when you are initially setting up the software. For detailed information on this screen, please refer to the **Company Information Screen** topic.

   - **Security** - This option is not available in WaspNest Inventory. The **Security Privileges** screen allows users set up as Administrators to add users to the system, set user privileges, and delete users. For detailed information on this screen, please refer to the **Security Privileges** topic.

   - **Import/Export** - **Import/Export** allows you to import data into the database from an file or export data to an external file. Importing data from an external text or .csv file is a quick way to setup your software. For detailed information on

Importing, please refer to **Importing Into the Database**. For detailed information on Exporting, please refer to **Exporting to a Text File**.

- **Backup/Restore** - The **Backup** and **Restore** functions allow you to quickly backup your entire inventory database or restore the database as of the last backup. Backing up your database regular is critical to maintaining your business continuity in the event of a system failure. If you backup regularly, you can easily restore the database and minimize disruption to your business. For detailed information on these functions please refer to the **Backup Database** topic or the **Restore Database** topic.

Company Information Screen

The **Company Information** screen allows you to enter or update information about your business. The name entered in the **Company Name** field on this screen is used as the application header as well as the header for all reports and pre-defined labels. The information on this screen should be completed first when setting up your software.

This topic covers:

Entering Company Information

Entering Multiple Address Types

Deleting an Address Type

Entering Company Information:

1. From the **Main Window**, click the **Administration** icon. The **Administration Menu** appears at the bottom of the screen.

2. On the **Administration Menu**, click the **Company Info** icon. The **Company Information** screen appears.

3. Type in the requested information. The **Company Name** field is mandatory; all other fields on this screen are optional.

4. Click **OK** to save your changes.

Entering Multiple Address Types:

This software provides you with the ability to enter a Billing Address, Receiving Address and/or Shipping Address for your company and to create new address types as well. You can enter an address for each site that might have inventory shipped to it from purchase orders. To enter multiple address, follow the steps below:

1. On the **Company Information** screen, enter your company name. Select what type of address you will be entering from the **Address Type** drop down menu, or type in a new address type. For example, you could enter Warehouse 1 in the **Address Type** field.

2. If you entered a new address type, a confirmation message will appear verifying that you want to add it to the database. Select **Yes** on this message to save the new address type. The new entry will now appear in the **Address Type** drop down menu on all screens on which you can enter multiple address types (Create/Edit Suppliers, Create/Edit Customers, Create/Edit Manufacturers).

3. Enter the remainder of the address information, then click **OK**. You will be returned to the **Administration Menu**.

4. Click the **Company Info** icon again. The **Company Information** screen will reappear populated with the information you just entered.

5. Select a different address type of the **Address Type** drop down menu, or enter a new one. The address lines (Address 1 and 2, City, State, Postal Code and Country) will clear while all other company information will remain on the screen.

6. Enter the new address information, then click **OK**. Repeat these steps for each address type.

Deleting an Address Type:

You can delete one or more addresses for your company by following the steps below. The delete button is only enabled when you have selected one of the address types you entered. It is not enabled when one of the standard address types (Corporate, Receiving, etc.) is selected.

1. On the **Company Information** screen, select the address type you want to delete by choosing from the **Address Type** drop down menu.

2. Click the **Delete** button. A confirmation screen will appear.

3. Select **Yes** on the confirmation screen to delete the information for the selected **Address Type**.

Backing up the Database

Backing up your database is an important maintenance step that should be performed on a regular basis. Having a current backup helps to minimize data loss in the case of a system shut down or power failure. If you do experience a catastrophic system failure of some kind, having a current backup ensures you can quickly restore the most recent database. For information on restoring your database, please refer to the **Restoring the Database** topic.

Note: Each time you **Audit** your inventory, a backup file is automatically created with the date/time included in the file name. For more information on performing an **Audit**, please refer to the **Auditing Your Inventory** topic.

Backing Up Your Database:

1. From the **Main Window**, click the **Administration** icon. The **Administration Menu** appears at the bottom of the screen.

2. On the **Administration Menu**, click **Backup**. The **Backup Database** screen appears.

3. Enter a name for this backup in the **Backup File** field, or you can click **Browse** to search for a file (if you want to replace an existing backup, for instance). It is a good idea to specify a name that will help you select the right backup file later if you need to restore the database. Adding the date in the file name is a good way to know which file is the latest.

   By default, the backup file is written to:

   C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup

   Use the **Browse** button to select a different location.

4. Click **OK** to backup the database.

Restore the Database

Then software allows you to quickly restore a backup database. This is usually used when there has been some type of catastrophic system loss and allows you to minimize downtime in your business by restoring the last saved database.

You can also restore over an existing database, but keep in mind that restoring erases all data currently in your database and replaces it with the data in the backup, including all inventory, users and items. If there is a chance you will want to recover transactions that have been entered since the backup was done, it is a good idea to backup again before restoring. Save the backup to a different file name than the one you are about to restore.

Restoring Your Database:

1. From the **Main Window**, click the **Administration** icon. The **Administration** menu appears at the bottom of the screen.

2. On the **Administration** menu, click **Restore**. The **Restore Database** screen appears.

3. Enter the location and name of the backup in the **Restore From File** field, or you can click **Browse** to search for a file

   By default, backup files are located in:

   C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup

4. Click **OK** to perform the database restore.

Options Screen

The **Options** screen is where you can turn off and on some automatic processes for inventory functions and control how the software performs in certain situations.

This topic covers the following:

Accessing the Options Screen

Inventory Options

Automatic Customer Number

Automatic Item Numbers

Automatic New

Automatic Notification of Low Order Items

Decimal Places

Support Options

Check for Software Updates

Close New Form

Edit Field Names

Max Row Count

Show Warning Messages

SQL Server Backup Location

Accessing the Options Screen:

From the **Main Window**, select **Tools** > **Options**. The **Options** screen appears.

Automatic Customer Number:

This options allows you to enable automatic generation of a **Customer Number** when you are creating new customers.

An automatically generated **Customer Number** will always be 1 greater than the value of the largest customer number currently in your database.

If you are using alphabetic or alphanumeric values as **Customer Numbers**, the **Automatic Customer Number** option will still generate a numeric **Customer Number**, beginning with a value of 1, if it does not exist already.

Automatic Item Numbers:

This options allows you to enable automatic generation of an **Item Number** when you are creating a new item or when duplicating an existing item from the **Item List**.

An automatically generated **Item Number** will always be 1 greater than the value of the largest **Item Numbe**r currently in your database.

If you are using alphabetic or alphanumeric values as **Item Numbers**, the **Automatic Item Number** option will still generate a numeric **Item Number**, beginning with a value of 1, if it does not exist already.

Automatic New:

This option enables the automatic opening the New screen when an entered value (Item Number, for example) is not in the database.

When the **Automatic New** option is enabled:

> The **Create New Item** screen is opened if an unknown **Item Number** is entered on the **Add Inventory, Create New Purchase Order** or **Create New Pick Order** screen.
>
> The **Create New Location** screen is opened if an unknown **Location** is entered on the **Add Inventory** screen or in the **To Location** field of the **Move Inventory** screen.
>
> The **Create New Supplier** screen will be opened if an unknown **Supplier** is entered on the **Add Inventory** or **Create New Purchase Order** screen.
>
> The **Create New Customer** screen will be opened if an unknown **Customer** is entered on the **Remove Inventory, Create New Pick Order** or **Check-Out Inventory** screens.

When the **Automatic New** option is disabled:

> A prompt will ask you if you want to continue to the appropriate **Create New** screen. Sometimes, when data input has a high error rate, this is more desirable as it allows the user to verify the number entered.

Automatic Notification of Low Order Items:

When this option is enabled, the software will notify you if the **Item Stock Level List** contains items that have a **Quantity** value equal to or less than the **Min. Stock Level** value set for that item and location on the **Create New Item** or screen/**Location** tab. This notification appears for the location level only. This notification will appear immediately after logging in to the software.

Decimal Places:

This option allows you to set the number of decimal places to display in numeric fields where this is possible.

All values entered in numeric fields are stored to the number of **Decimal Places** allowed by this option at the time you entered the value, but screens and reports will always display numeric values to the number of Decimal Places *currently* allowed by this option.

If the number of decimal places currently allowed by this option is *greater than* the number of decimal places allowed when a value was stored, the value will be displayed with trailing zeros. For example, if a value of 25.5 was stored when Decimal Places was set to 1, it will be displayed as 25.500 if Decimal Places is later set to 3.

If the number of decimal places currently allowed is *less than* the number of decimal places allowed when a value was stored, the value, as displayed, will be rounded. For example, if a value of 25.5 was stored when Decimal Places was set to 1, it will be displayed as 26 if Decimal places is later set to 0. (Values rounded for display at the currently specified number of Decimal Places will retain their original number of decimal places as stored in the database.)

Enter a value within the range **0** through **4**.

Check for Software Updates:

When this option is enabled, the system will automatically search for a newer version of the software when you log on to the system. If a new version is found, you will receive a notification and can then go to the Wasp website to download the new version.

This option is enabled when the **Yes** checkbox is selected. This option is enabled by default. You can disable the option by deselecting the checkbox. Manual checks can still be performed (via the **Help** menu). For more information on manually checking for updates, please refer to **Checking for Software Updates**.

Close New Form:

When this option is turned on, the **Create New** screen is automatically closed each time a new record is created.

When this option is disabled, upon clicking the **Save** button on the **Create New** screen, the entry will be saved, the screen will remain open with the fields cleared, ready for another entry. Clicking the **Close** button will exit the **Create New** screen.

When this option is enabled, upon clicking the **OK** button on the **Create New** screen, the screen will close automatically. Clicking the **Cancel** button on the **Create New** screen will exit the form without saving any entry made.

It might be desirable to turn this option off when first entering data, for speed, then turn it on later to avoid confusion when using it infrequently.

Edit Field Names:

When this option is enabled, users can edit the names of some labels and tool tips in the software. You might want to change a field name if your business calls one of the functions or

fields something different than the default values. Or, you might want to change the tool tip if you want to give special instructions to your users.

For detailed instructions on how to edit fields once this option is enabled, please refer to the **Editing Field Names** topic.

Max Row Count:

This option allows you to specify the maximum number of rows to be displayed on most lists. The number of rows can be limited to improve performance. If you notice that it takes more than a few seconds for your list screens to appear you can reduce the number of rows to speed this up.

A value of **0** indicates all rows should be displayed.

Values between **1** and **99** are invalid.

100 is the smallest maximum that can be specified.

Show Warning Messages:

This option allows you to enable or disable the display of warning messages.

SQL Server Backup Location:

This option is useful if you have your database installed on a different PC/Server than where you are running the software.

Enter an existing directory on the PC/Server where the SQL database is installed (this is where you installed the database during the initial installation process). Make sure the user who will be performing the backups (Administration Menu > Backup) has permission to the database.

If a location is not entered, the Microsoft SQL Server backup directory will be used to store backups. This is where the system will look for backup files when you try to restore the database as well.

If you specify a folder and SQL Server does not have rights to write to that folder, you will receive an error message and the backup will fail. It is your responsibility to give SQL Server the proper rights to write the backup in the specified folder.

For information on how to give permissions to a folder, please refer to **Wasp Technical Support, Knowledge Base and Downloads** on the internet.

By default, if you do not have a remote connection to your database, the backup folder is:
C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup

Archiving Transactions

The **Archive Transaction** feature allows you to archive inactive transactions prior to a specified date. This date defaults to the value specified when you enabled this option on the **Options** screen. For more information on enabling this option, please refer to the **Options Screen** topic.

Only inactive transactions are eligible for archive. These are transactions that no longer impact the current inventory. For instance, if you added a quantity of 10 to a specific item number and all of those have since been removed, the initial add transaction is inactive and will be archived if it occurred before the date specified.

Archiving is useful to keep your database running quickly by storing unused information.

Archiving Transactions:

1. From the **Main Window**, click **Tools** > **Archive Transactions**. The **Archive Transactions** screen appears.

2. Set the **Transaction Date** to the date before which inactive transactions will be archived, or leave it at the default date.

3. Click **OK** to archive the selected inactive transactions or click **Cancel** to close the screen without archiving any data.

4. If desired, you can run the **Transaction History (Archived) Report** to review the archived transactions.

Editing Field Names

When the **Edit Field Names** option is enabled on the **Options** screen, users setup with **Administrative Privileges** on the **Security** screen can edit some field and function names. For more information on the **Options** screen, please refer to the **Options Screen** topic. For more information on the setting security privileges, please refer to the Security Privileges topic.

Editing Field Names is useful if your business calls one of the functions or fields something different than the default values, or you might want to change the **Tool Tip** (the text that appears when you hover the cursor over a field) if you want to give special instructions to your users.

Please see the **Using Custom Fields** topic for additional information about customizing this software.

This topic discusses

Editing Field Names

Resetting Field Names to their Default Values

How to Edit Field Names:

1. When this option is enabled several field names throughout the program will appear in recessed boxes, as seen below. **Note:** The **Check-In** and **Check-Out** options are disabled for WaspNest Inventory users.

Click on a recessed label, such as **Add**. The **Customize Field** screen appears:

2. You can change the text of the **Label** (or field name) and that field's associated **Tool Tip** or click **Set to Default** to reset the field and tool tip to its original name.

   Note: Some fields allow the you to edit the tool tip and not the label itself. This is because some label names must remain fixed due to internal constraints.

   The **Form** field is disabled, as shown above, for labels throughout the program except for some of the labels on the **Create New Item** screen. The **Form** field for these few labels on the **Create New Item** screen permit you to specify different tool tips for different Inventory screens like Add, Remove, etc. The same label is used for each, but the tool tips can be unique.

   For example, in the screen shot below, we are customizing the **Item Number** label on the **Create New Item** screen. Here, the **Form** field is enabled and **Item** has been selected from the drop down list.

   The custom **Label** value, "Stock #:" that we entered will appear on all screens instead of the default **Label** value, "**Item Number**", and the custom **Tool Tip** value, "**Enter Stock # in this field. Stock # must be unique**.", will appear on all screens as well (instead of the original Tool tip).

   Next we change the **Form** value from **Item (**the default Form value shown above) to **Inventory_Transactions**, as seen in the drop down list below.

   Now the custom **Label**, "**Stock #**", will continue to appear on all screens instead of the

default **Label** value, "**Item Number**", but the custom **Tool Tip** will only be displayed where this field occurs within all of the Inventory transactions.

The scope of the custom **Tool Tip** for this field could be narrowed further by selecting a single Inventory transaction, such as **Remove** from the **Form** drop down list.

3. Now select if you want this field to be **Visible** and/or **Required**.

   De-selecting the **Visible** option completely removes the field from the forms where it occurs. This can be used to streamline data input operations by removing the distraction of unused fields. (The label will still be visible while the Edit Labels option is turned on.)

   Selecting the **Required** option makes data entry mandatory for transactions that use the field being customized. The **Visible** option will be grayed-out when the **Required** option is selected (Required fields must be visible).

   Some customizable fields must be both visible and required for the software to perform correctly. In this case, the **Visible** and **Required** checkboxes will be disabled.

4. Click **OK** to save your changes.

Resetting Field Names to their Default Values:

You can quickly restore the default values for all editable fields by following the instructions below.

1. From the **Main Window**, click **Tools** > **Reset All Field Names**.

   A message appears asking if you want to reset all field names to their default values.

2. Select **Yes** on the message. All field names you have changed will return to their original values.

Note: The **Reset All Field Names** option on the **Tools** menu is disabled if the **Edit Field Names** option is disabled on the **Options** screen.

Using Custom Fields

The **Custom Texts** and **Custom Numbers and Dates** tabs can be found on each of the following screens:

Create New Customer

Create New Manufacturer

Create New Item

Create New Location

Create New Supplier.

Note: The **Edit Field Names** option on the **Options** screen must be enabled in order to enter custom text, numbers and dates. For more information on the Options screen, please refer to the **Options Screen** topic. Below is an example of the **Custom Texts** tab found on the screens mentioned above:

Note: The fields seen above are not visible when the **Edit Field Names** option is turned off and no customizations have been applied.

Custom Numbers fields will accept values ranging from -999999999999999.9999 to 999999999999999.9999.

Custom Dates will be displayed in the same format as found elsewhere in the product: "day of the week, month dd, ccyy"

Example:

Here, with the **Edit Field Names** option enabled, we have clicked on the **Custom Text 1** label (on the **Custom Texts** tab of the **Create New Customer** screen) to edit it. The **Form** field is grayed-out because this label only occurs on the **Customer** screen.

Click **OK** to save the customization or **Cancel** to abort.

When the **Edit Field Names** option is subsequently disabled, the **Customer Screen/Custom Texts** tab appear as shown below:

This field will also be seen in the **Edit Customer** screen.

Importing Into the Database

Import allows you to bring data into the program's database from external sources such as .CSV or .TXT files. This allows you to quickly add information to your database rather than having to manually add it when you are initially setting up your software.

Data must be imported into the database in the following order:

1. **Locations**
2. **Suppliers**
3. **Manufacturers**
4. **Customers**
5. **Items**
6. **Inventory**

This topic covers:

Tips for Importing Data

How to Import Data

Required Fields

Handling Import Errors

Notes on Importing Inventory

Tips for Importing Data:

- Do not attempt to use **Import** to modify existing records.
- Imported data will be truncated if field lengths exceed those within the program's database. Data Types and Sizes for each Table that can receive data via Import are documented in the **Database Properties** topic.
- If your data normally resides in a different data format, you must first use your existing database software's **File > Export** or **File > Save As** function to translate the data to a .csv or .txt file.
- You must strip out all currency symbols, including (but not limited to) these examples: $, ¢, ¥, £, §, or ¤, if you are about to import them into a numeric field, such as Cost, List Price, etc. They are permissible in text fields.
- Commas, sometimes used as "thousands" separators, should be removed from numeric fields.
- Commas are permissible in text fields only when residing within a pair of double quotes, which will cause them to be treated as normal text, not as field delimiters.
- If you intend to import data to all available tables, make sure you import in the order specified above. It is also a good idea to review the information found in the **Related Data Fields** topic before proceeding with importing information.

How to Import Data:

In the example below, we will show how to import *Locations*. The steps are the same for importing all other types of information.

1. From the **Main Window**, click the **Administration** icon. The **Administration Menu** appears at the bottom of the screen.

2. On the **Administration Menu**, click **Import**. The **Import Wizard/Step 1: Origination and Destination Data** screen will appear.

3. Enter the location and file name of the file you want to import, or click the **...** button located to the right of the **Import File** field to search for a file. Then select the table to which you want to import data from the **To table** drop down menu.

4. Click **Next** when you are ready to proceed. The **Step 2: Field Delimiter** screen appears.

Delimiters are used to separate the data items in a database (the columns in the database table) when transporting the database to another application. For example, a comma-separated values file (CSV file) is one in which each value in the cells of a table row is delimited by and separated from the next value by a comma. The beginning of a row is indicated by a new line character.

5. Specify the field **Delimiter** used in the file from which you are importing data. This will always be a comma for .csv files, but any of the characters shown in the list box can be used with .txt files.

   The preview window at the bottom of the screen will show you if your selected Delimiter is correct by displaying each column the system finds in your file when using that Delimiter. If all the data is in one column of the preview pane, you have not selected the right Delimiter.

   Select the **First row contains column headings** option only if the first record of the file you are importing does not contain actual data. Import cannot remove subtotals, section headers, or any other records within the file that do not match the format of the actual data records. These must be removed before you attempt the import.

6. Click **Next** when you are ready to proceed. The **Step 3: Field Mapping** screen appears.

The **Field Mapping** screen allows you to associate columns which occur within your imported data file and corresponding fields within the table into which data will be written. Depending on the contents of your original database, not every column in your imported data needs to be mapped to a corresponding field in the program. The object is to bring over at least the required fields and any others that may be of use.

Note: If the **First Row Contains Column Heading** checkbox was checked in Step 2, the Import Wizard automatically compares the import file's **Import Data Column** heading to the **Map To** column heading. If a match is found, the Import Wizard populates the Field Mapping Import Data Column and Map To values. You may change the mapping for any column if necessary.

Special Note for Importing Items: When importing into the Item table, there are seven Map To fields which allow you to use the Import Data Columns for the purpose of enabling or disabling the *Item To Be Tracked By* or *Require the user to fill out* options found on the **Create New Item** and **Edit Item** screens. For more information on these options, please refer to the **Create New Item** topic.

Tracked By or Required Option is Enabled For This Record	Tracked By or Required Option is Disabled For This Record
True	False
T	F
Yes	No
0	1

These values are case-insensitive, but they are the only values allowed. Anything else will be rejected by Import. The default value is False.

The **Map To** fields, to which data columns containing these True/False values can be mapped, are named as follows in the Map To drop list:

- **Date Code (Track by?)**
- **Lot (Track by?)**
- **Pallet (Track by?)**
- **Serial Number (Track by?)**
- **Customer (Required ?)**
- **PO (Required ?)**
- **Supplier (Required ?)**

If, for example, you wanted every item being imported to be tracked by Serial Number, you could create a new column in your source data that contains the word "yes" in every cell of that column. If you chose to name this column TrackSer in your source data, you would then map from the TrackSer column to the Serial Number (Track by?) field.

You could just as easily edit this TrackSer column to turn on Serial Number tracking for some items and not others, by specifying values of "yes" or "no", as necessary. In either case, when you import the items, mapping your TrackSer column to the Serial Number (Track by?) field will correctly set the Tracked By Serial Number option for each item being imported. This negates the need to manually edit each imported item's Item To Be Tracked By Serial Number option after importing the items.

True/False, T/F, Yes/No or 0/1 columns can be added to your source data for any or all of the seven Map To fields shown above, so that the Tracked By and Required options are set for each item at the time of import.

Each record added to an Auto Generated Number field takes the maximum number present in its column and increments this value by 1. For an import, if the Employee table already has an ID field value that is equal to 100 and the Import Wizard recognized that your import file contains a value in a mapped column that is equal to or less than 100, it will present you with a Default Value of the first import record. All subsequent imported records will increment this value by 1. If this condition does not exist, the import will proceed with the values included in the import delimited text file.

7. Click **Finish** when you are done mapping all the desired fields to the table. A confirmation screen will appear that the data has been imported. You can verify the import by going to the List screen (Main Window > Lists) and viewing the list for that type of information. For example, if you just imported Locations, view the Locations List to verify the new information is there.

Required Import Fields:

All tables have some required fields that must be mapped. These are listed below:

Table	Required Fields
Location	Location, Site
Supplier	Supplier Code
Manufacturer	Name
Customer	Customer Number
Item	Item Number
Inventory	Item Number, Quantity, Site and Location

Example: Site and Location are required fields for importing Locations. If you fail to map columns for the Location table's required fields, you will receive this prompt:

Handling Import Errors:

If any of the information you just imported contains errors, a message will appear when you click the **Finish** button telling you to check the error report. Click **OK** on this message to view the Error report.

It is not uncommon to get an error like this when duplicates occur in your source data. Duplicate errors can be ignored and the Import can be considered to have completed successfully. For other error types, find the records that are in error; fix them; make a new import file (.txt or .csv) containing only these records and do another Import. Alternatively, you can enter these records manually.

Notes on Importing Inventory:

The steps for importing inventory are the same as those listed above; however, there is some important information to be aware of when you are importing inventory:

- Importing data into the Inventory table is optional. It is equivalent to manually adding inventory at the PC. Quantity and Location data, imported along with an Item Number, increases Item quantities in the database. You cannot remove inventory by importing negative quantities.

- The value specified in the **Select Site** screen/**From Site** field can impact the Locations into which imported Inventory information will be recorded. When something other than <all> is specified as your From site, imported inventory will be put into Locations at the specified From Site. If you have varying Site information you wish to import along with the Location and Quantity data for each Item Number, you must make sure the From Site is set to <all> in Select Site before importing data into the Inventory table. For further information on the Select Site screen, please see the Select Site topic.

- **Item Number**, **Quantity**, **Site** and **Location** are *all* required fields for Importing into the Inventory table. If, while importing Inventory data, a previously unknown value for either **Item Number, Site, Location, or Supplier Code** is read, a new Item Number, Site, Location or Supplier Code will *not* be created using the new value. Instead, the Inventory record being imported will be *rejected*. Negative values for **Quantity** can also cause an Inventory record to be rejected.

- If one or more *Tracked By* or *Require the user to fill out* options are enabled for the Item Number specified in an Inventory record that fails to supply that information, the record will be rejected. For more information on these options, please refer to the **Create New Item** topic.

Exporting to a Text File

This software allows you to create text files containing data from one or more fields within each of the program's tables. For example, if you want to create a text file of all of the manufacturers in your database, the **Export** function allows you to quickly do this.

Data types and sizes for each table from which data can be exported are documented in the **Database Properties** topic.

How to Export Data:

1. From the **Main Window**, click the **Administration** icon. The **Administration Menu** appears at the bottom of the screen.

2. On the **Administration Menu**, click **Export**. The **Export Wizard/Step 1: Origination and Destination Data** screen appears.

3. Select the table from which you want to export from the **Export Table** drop down menu. Then select the file to which you want to export the data. Here, the Supplier table has been selected for import to an external file named Suppliers.csv (a comma separated values file). Export also supports creation of .TXT files.

4. Click **Next** to continue. The **Step 2: Export Field Selection** screen appears.

The **Export Field Selection** screen allows you to select which of the **Fields available** in the table you have chosen to pull data from will be exported to the specified file.

To select a field, highlight a listing in the **Fields available** window, then click the > button to add it to the **Fields selected** box.

Click the >> button to add *all* of the available fields to the **Fields selected** box.

After adding one or more fields to the **Fields selected** box, you can use the < or << buttons to return fields to the **Fields available** box.

The graphic below displays this screen with all **Fields** available selected.

5. When you are finished selecting all the fields you want to use, click the **Up** or **Down** buttons to sequence the fields in the desired order. This is the order they will appear in your exported file. The **Preview** window at the bottom of the screen displays how your file will look.

6. Click **Next** to continue. The **Step 3: Destination File Format** screen appears.

The **Destination File Format** screen allows you to specify the Field Delimiter of choice and whether or not to **Include field names on first row**.

Delimiters are used to separate the data items in a database (the columns in the database table) when transporting the database to another application. For example, a comma-separated values file(CSV file) is one in which each value in the cells of a table row is delimited by and separated from the next value by a comma. The beginning of a row is indicated by a new line character.

If the file name you specified in Step 1 uses the extension .CSV, you must specify **<Comma>** as your field delimiter (the default). If you specified a file name with the extension of .TXT in Step 1, you may use any of the field delimiters available in the drop list (as long as the chosen character does not occur within the data itself.)

7. Click the **Finish** button to perform the export. On completion, you'll receive a confirmation screen stating your export was successful.

   You can confirm the export by opening and reviewing the .csv or .txt file you specified in Step 1.

   Exports can be performed from any of the program's tables: Location, Supplier, Manufacturer, Item, Customer or Inventory.

Related Data Fields

Location Table	Supplier Table	Manufacturer Table	Item Table	Inventory Table
Site				Site
Location				Location
	Supplier Code		Supplier Code	Supplier Code
		Name	Manufacturer	
			Item Number	Item Number

The chart above shows the related data fields that exist within the database tables. The chart should be interpreted from left to right:

- If you will be importing data into both the **Location** table and the **Inventory** table:

  The same *values* that reside within the Import Data Columns you choose to map to the Location table's **Site** and **Location** fields must also occur within the Import Data Columns you choose to map to the Inventory table's Site and Location fields. The actual Import file used for the Location import does not have to be used for the Inventory import. It's the Site and Location *values* themselves which must be the same in both Imports to create the proper connections between the Location and Inventory tables.

  If, while importing Inventory data, a previously unknown Site or Location value is read, a new Site and/or Location will be created using the new value; the Inventory record being imported will not be associated with an existing Site and Location.

- If you will be importing data into the **Supplier** table and the **Item** table (or into the Supplier table and both the Item and **Inventory** tables):

  The same *values* that reside within the Import Data Columns you choose to map to the Supplier table's **Supplier Code** field must also occur within the Import Data Columns you choose to map to the Item or Inventory table's Supplier Code field. The actual Import file used for the Supplier import does not have to be used for the Item or Inventory import. It's the Supplier Code *values* themselves which must be the same in both Imports (or in all three Imports) to create the proper connections between the Supplier and Item tables (or between the Supplier, Item and Inventory tables).

  If, while importing Item data, a previously unknown Supplier Code value is read, a new Supplier Code will be created using the new value; the Item record being imported will not be associated with an existing Supplier Code.

  If, while importing Inventory data, a previously unknown Supplier Code value is read, a new Supplier Code will *not* be created using the new value; the Inventory record being imported will be *rejected*.

- If you will be importing data into both the **Manufacturer** table and the **Item** table:

The same *values* that reside within the Import Data Columns you choose to map to the Manufacturer table's **Name** field must also occur within the Import Data Columns you choose to map to the Item table's **Manufacturer** field. The actual Import file used for the Manufacturer import does not have to be used for the Item import. It's the Name and Manufacturer *values* themselves which must be the same in both Imports to create the proper connections between the Manufacturer and Item tables.

If, while importing Item data, a previously unknown Manufacturer value is read, a new Manufacturer will be created using the new value; the Item record being imported will not be associated with an existing Manufacturer.

- If you will be importing data into both the **Item** table and the **Inventory** table:

The same *values* that reside within the Import Data Columns you choose to map to the Item table's **Item Number's** field must also occur within the Import Data Columns you choose to map to the Inventory table's Item Number field. The actual Import file used for the Item import does not have to be used for the Inventory import. It's the Item Number *values* themselves which must be the same in both Imports to create the proper connections between the Item and Inventory tables.

If, while importing Inventory data, a previously unknown value for either **Item Number, Site, Location, or Supplier Code** is read, a new Item Number, Site, Location or Supplier Code will *not* be created using the new value; the Inventory record being imported will be *rejected*. Negative values for **Quantity** can also cause an Inventory record to be rejected. These errors will be listed in the Import-Export Error Report.

These same relationships apply when using Create New Location, Create New Supplier, Create New Manufacturer, Create New Item or Add Inventory.

The Customer table's fields are not related to fields within any of the other tables.

Import Specifics

This topic lists all **Field Names**, **Data Types** and **Sizes** for the fields that can be imported.

The import wizard contained in this software can automatically map the columns in your import files to the correct column in the database. To do this, however, the column header must match one that the wizard is looking for and the data type must be correct. Below is the header and data type the import wizard is expecting. Modify your .csv or .txt file with the correct column header to simply the import process. The order in which your columns are arranged in your file does not matter. You can also find a .csv file with the header and one row of sample data on the installation cd that came with this product.

The imported file formats discussed in this topic are:

Customer

Inventory

Item

Location

Manufacturer

Supplier

Data Type Definitions are listed after the Table Properties.

Customer Import Format:

Column Header	Data Type	Size (Precision, Scale)
Address 1	varchar	100
Address 2	varchar	100
Cell No	varchar	20
City	varchar	50
Company Name	varchar	50
Country	varchar	50
Custom Date 1	datetime	
Custom Date 2	datetime	
Custom Date 3	datetime	
Custom Date 4	datetime	
Custom Date 5	datetime	
Custom Number 1	decimal	9(15,4)
Custom Number 2	decimal	9(15,4)
Custom Number 3	decimal	9(15,4)

Custom Number 4	decimal	9(15,4)
Custom Number 5	decimal	9(15,4)
Custom Text 1	varchar	100
Custom Text 2	varchar	100
Custom Text 3	varchar	100
Custom Text 4	varchar	100
Custom Text 5	varchar	100
Custom Text 6	varchar	100
Custom Text 7	varchar	100
Custom Text 8	varchar	100
Custom Text 9	varchar	100
Custom Text 10	varchar	100
Customer No.	varchar	30
Date Added	datetime	
Department	varchar	20
Email	varchar	250
FAX	varchar	20
Home Phone	varchar	20
Name	varchar	100
Notes	varchar	255
Phone	varchar	20
Cell Phone	varchar	20
Customer Billing Address 1	varchar	100
Customer Billing Address 2	varchar	100
Customer Billing City	varchar	50
Customer Billing State	varchar	50
Customer Billing Postal Code	varchar	10
Customer Billing Country	varchar	50
Customer Billing Mail Drop	varchar	20

Inventory Import Format:

Field Name	Data Type	Size (Precision, Scale)
Date Acquired	datetime	8
Date Code	varchar	25
Item Description	varchar	255
Item Number	varchar	30
Location	varchar	30
Lot	varchar	25
Pallet	varchar	25

PO	varchar	25
Quantity	decimal	9(18,4)
Serial Number	varchar	25
Site	varchar	255
Supplier Code	varchar	30

Item Import Format:

Field Name	Data Type	Size (Precision, Scale)
Alt Item Number	varchar	30
Category	varchar	255
Checkout Length	int	4
Cost	money	8
Custom Date 1	datetime	8
Custom Date 2	datetime	8
Custom Date 3	datetime	8
Custom Date 4	datetime	8
Custom Date 5	datetime	8
Custom Number 1	decimal	9(15,4)
Custom Number 2	decimal	9(15,4)
Custom Number 3	decimal	9(15,4)
Custom Number 4	decimal	9(15,4)
Custom Number 5	decimal	9(15,4)
Custom Text 1	varchar	100
Custom Text 2	varchar	100
Custom Text 3	varchar	100
Custom Text 4	varchar	100
Custom Text 5	varchar	100
Custom Text 6	varchar	100
Custom Text 7	varchar	100
Custom Text 8	varchar	100
Custom Text 9	varchar	100
Custom Text 10	varchar	100
Customer (Required ?)	char	1
Date Code (Track By?)	char	1
Description	varchar	255
Dimension Unit	varchar	50
File Reference	varchar	255
Height	varchar	50
Item Number	varchar	30
Length	varchar	50
List Price	money	8
Lot (Track By?)	char	1
Manager	varchar	50
Manufacturer	varchar	50

Max Stock Level	decimal	9(15,4)
Min Stock Level	decimal	9(15,4)
Notes	varchar	255
Pallet (Track By?)	char	1
PO (Required?)	char	1
Reorder Qty	decimal	9(15,4)
Sale Price	money	8
Serial Number (Track By?)	char	1
Supplier (Required?)	char	1
Supplier Code	varchar	30
Supplier Name	varchar	50
Unit of Measure	varchar	10
Weight	varchar	50
Weight Unit	varchar	50
Width	varchar	50

Location Table Properties:

Field Name	Data Type	Size (Precision, Scale)
Custom Date 1	datetime	8
Custom Date 2	datetime	8
Custom Date 3	datetime	8
Custom Date 4	datetime	8
Custom Date 5	datetime	8
Custom Number 1	decimal	9(15,4)
Custom Number 2	decimal	9(15,4)
Custom Number 3	decimal	9(15,4)
Custom Number 4	decimal	9(15,4)
Custom Number 5	decimal	9(15,4)
Custom Text 1	varchar	100
Custom Text 2	varchar	100
Custom Text 3	varchar	100
Custom Text 4	varchar	100
Custom Text 5	varchar	100
Custom Text 6	varchar	100
Custom Text 7	varchar	100
Custom Text 8	varchar	100
Custom Text 9	varchar	100
Custom Text 10	varchar	100
Default?	char	1
Description	varchar	255
Location	varchar	30
Notes	varchar	255
Site	varchar	255

Manufacturer Table Properties:

Field Name	Data Type	Size (Precision, Scale)
Address 1	varchar	100
Address 2	varchar	100
City	varchar	50
Contact Cell No	varchar	20
Contact Ext.	varchar	10
Contact FAX	varchar	20
Contact Name	varchar	50
Contact Phone	varchar	20
Country	varchar	50
Custom Date 1	datetime	8
Custom Date 2	datetime	8
Custom Date 3	datetime	8
Custom Date 4	datetime	8
Custom Date 5	datetime	8
Custom Number 1	decimal	9(15,4)
Custom Number 2	decimal	9(15,4)
Custom Number 3	decimal	9(15,4)
Custom Number 4	decimal	9(15,4)
Custom Number 5	decimal	9(15,4)
Custom Text 1	varchar	100
Custom Text 2	varchar	100
Custom Text 3	varchar	100
Custom Text 4	varchar	100
Custom Text 5	varchar	100
Custom Text 6	varchar	100
Custom Text 7	varchar	100
Custom Text 8	varchar	100
Custom Text 9	varchar	100
Custom Text 10	varchar	100
Email	varchar	250
Extension	varchar	10
FAX	varchar	20
Mail Stop	varchar	20
Name	varchar	50
Notes	varchar	255
Phone	varchar	20
Postal Code	varchar	10
State	varchar	50
Web Site	varchar	255

Supplier Table Properties:

Field Name	Data Type	Size (Precision, Scale)
Address 1	varchar	100
Address 2	varchar	100
City	varchar	50
Contact Cell No	varchar	20
Contact Ext.	varchar	10
Contact FAX	varchar	20
Contact Name	varchar	50
Contact Phone	varchar	20
Country	varchar	50
Custom Date 1	datetime	8
Custom Date 2	datetime	8
Custom Date 3	datetime	8
Custom Date 4	datetime	8
Custom Date 5	datetime	8
Custom Number 1	decimal	9(15,4)
Custom Number 2	decimal	9(15,4)
Custom Number 3	decimal	9(15,4)
Custom Number 4	decimal	9(15,4)
Custom Number 5	decimal	9(15,4)
Custom Text 1	varchar	100
Custom Text 2	varchar	100
Custom Text 3	varchar	100
Custom Text 4	varchar	100
Custom Text 5	varchar	100
Custom Text 6	varchar	100
Custom Text 7	varchar	100
Custom Text 8	varchar	100
Custom Text 9	varchar	100
Custom Text 10	varchar	100
Email	varchar	250
Extension	varchar	10
FAX	varchar	20
Mail Stop	varchar	20
Name	varchar	50
Notes	varchar	255
Phone	varchar	20
Postal Code	varchar	10
State	varchar	50
Supplier Code	varchar	30
Web Site	varchar	255

Data Type Definitions:

The maximum sizes permitted by the data types defined below are greater than the field lengths used in the database. Refer to the sizes given in the tables above to avoid truncation when using Import.

Any field defined to the tables above that has a length of only one character expects only two possible values: "T" or "F" (uppercase). "T" represents "True" or "On", "F" represents "False" or "Off". For example, The **Customer (Required ?)** field in the Item Table, is defined as "Char" with a Size of "1". If you want to enable the **Require user to fill out** option for the Item record being imported, supply a value of "T".

char Fixed-length non-Unicode character data with a maximum length of 8,000 characters.

datetime Date and time data from January 1, 1753, through December 31, 9999, with an accuracy of three-hundredths of a second, or 3.33 milliseconds.

Valid Alphabetic datetime Formats for Microsoft® SQL Server™ 2000 date data (characters enclosed in brackets are optional):

Apr[il] [15][,] 1996 -- (mdy)

Apr[il] 15[,] [19]96 -- (mdy)

Apr[il] 1996 [15] -- (mdy)

[15] Apr[il][,] 1996 -- (dmy)

15 Apr[il][,][19]96 -- (dmy)

15 [19]96 apr[il] -- (dmy)

[15] 1996 apr[il] -- (dmy)

1996 APR[IL] [15] -- (ymd)

1996 [15] APR[IL] -- (ymd)

Suggestion: To avoid ambiguity, use four-digit years.

If the day is missing, the first day of the month is supplied.

Any of the alphabetic datetime formats shown above may be used *-as long as-* the format you select conforms to the year, month and date sequence exhibited by the Long Date format in effect on your PC. This can be found at:

Start > Settings > Control Panel > Regional Options > Date tab > Long Date format

For example, if your Long Date format, as shown in Regional Options is **dddd, MMMM dd, yyyy** (Friday, June 27, 2003), you can use any of the **mdy** alphabetic formats shown above, but you *can not* use any of the **dmy** or **ymd** formats.

Valid Numeric datetime Formats for Microsoft® SQL Server™ 2000 (characters enclosed in brackets are optional):

number separator number separator number [time] [time]

[0]4/15/[19]96 -- (mdy)

[0]4-15-[19]96 -- (mdy)

[0]4.15.[19]96 -- (mdy)

[04]/[19]96/15 -- (myd)

15/[0]4/[19]96 -- (dmy)

15/[19]96/[0]4 -- (dym)

[19]96/15/[0]4 -- (ydm)

[19]96/[04]/15 -- (ymd)

Slash marks (/), hyphens (-), or periods (.) may be used as separators.

Any of the numeric datetime formats shown above may be used *-as long as-* the format you select conforms to the year, month and date sequence exhibited by the Short Date format in effect on your PC. This can be found at:

Start > Settings > Control Panel > Regional Options > Date tab > Short Date format

For example, if your Short Date format, as shown in Regional Options is **M/d/yyyy (**6/27/2003), you can use any of the **mdy** numeric formats shown above, but you *can not* use any of the **dmy**, **ydm**, **ymd**, **myd**, or **dym** formats.

decimal Fixed precision and scale numeric data from -10^38 +1 through 10^38 -1.

Precision specifies the maximum *total number of decimal digits* that can be stored, both to the left and to the right of the decimal point.

Scale specifies the maximum number of decimal digits that can be stored *to the right of the decimal point*.

Size is the number of storage bytes consumed internally - this value should be ignored when determining whether or not a decimal value will be truncated - use Precision and Scale instead, to make this assessment. Size can and should be used for all other Data Types.

int Integer (whole number) data from -2^63 (-9223372036854775808) through 2^63-1 (9223372036854775807).

money Monetary data values from -2^63 (-922,337,203,685,477.5808) through 2^63 - 1 (+922,337,203,685,477.5807), with accuracy to a ten-thousandth of a monetary unit.

This data type is limited to a maximum of four decimal points. Use a period to separate partial monetary units, like cents, from whole monetary units. For example, **2.15** specifies **2 dollars and 15 cents**.

Comma separators are not allowed.

varchar Variable-length non-Unicode data with a maximum of 8,000 characters.

Auditing Your Inventory

As many business owners know, keeping accurate counts of inventory is a critical part of maintaining a well-run business. For instance, if an inventory item is listed in the system as having met its reorder point, but the quantity in the system is based on an inaccurate count, your business could end up wasting money on reordering inventory that was not in danger of being depleted. On the other hand, if your system lists plenty of inventory for an item that is actually at or below the reorder point, you could be faced with too little stock on hand to fulfill orders, creating a costly back-order situation. Many business owners also know that getting accurate counts can be a time-consuming task.

With these issues in mind, WaspNest Inventory was designed with a built-in audit mode that allows you to conveniently conduct audits at the PC and on one or more mobile devices while preventing access to such features as Remove and Add so that you can be assured you are getting accurate count comparisons.

Audit Mode allows you to check the counts of all your inventory while disabling the Add, Remove, Move, and Adjust features to make sure inventory counts in the system do not change while you are performing the audit. **Audit Mode** features a simple **Audit** screen that allows you to enter your counts for inventory in each location and compares these to the counts already in the system. You can then view the **Complete Audit** screen to review any discrepancies between your counts and what was in the system. At the click of a button you can reconcile the counts or you can select certain transactions to accept or reject. This software also comes equipped with several **Audit Reports** that allow you to review a variety of information at-a-glance.

The topics listed below are included in this section. It is best to review these topics in order as they outline the flow of performing an audit.

1. **Audit Flow Overview**
2. **Beginning the Audit**
3. **Using the Audit Screen**
4. **Reviewing the Not Counted Items Report**
5. **Reconciling Your Counts on the Complete Audit screen**
6. **Reviewing the Remainder of the Audit Reports**
7. **Ending the Audit**

Audit Flow Overview:

The audit process in this software is broken into 7 steps:

1. Create a pre-audit backup of your database.
2. Start the **Audit Mode** on the PC.
3. Use the **Audit** screen to enter counts.
4. Review the **Items Not Counted Report**.
5. Reconcile your counts entered in the **Audit** screen against the counts that were in the system.
6. Review the remainder of the **Audit Reports**.
7. End the **Audit Mode**.

Beginning the Audit:

1. On the **Main Window**, click the **Inventory** icon. The **Inventory** menu appears at the bottom of the screen.

2. On the **Inventory** menu, click the **Audit** icon. The following confirmation message appears:

3. Click **Yes** to begin the audit.

4. Select **OK** on the **Backup Reminder** message to go to the **Backup** screen and create the backup now. We recommend you create the backup file with a name similar to the following:

   Pre-Audit-yyyy-mm-dd-hh-mm-ss.bkp

   This backup of your database can be restored later, if necessary, but you will lose any transactions completed since that backup. For more information on creating backups, please refer to the **Backing Up the Database** topic.

   Select **No** to begin the audit without creating a backup (this is not recommended).

   The screen will prominently display a message that **Audit Mode** is active and most of the **Inventory** menu will be disabled. An example of the **Inventory** menu with **Audit Mode** activated is displayed below:

5. Now you can begin entering counts manually on the PC or on the mobile devices via the **Audit** screen. For information on using the **Audit** screen on the mobile device, please refer to the

---

Using the Audit Screen:

Now that you have started the **Audit Mode** on the PC you can begin your counts.

To enter your counts on the PC:

1. On the **Inventory** menu, click the **Audit** icon (this is the same icon you clicked to begin the **Audit Mode**). The **Audit** screen appears:

Note: To prevent fields from clearing, click the pushpin button located to the right of the field you want to lock. This is helpful when you have to perform multiple Adds at one Location, for example. Pushpins can be used to lock the values in all but one required field so that a scanner can be used to rapidly add inventory just by repeatedly scanning barcodes into that field. (The **Add** button does not have to clicked between each scan to post these add transactions to the **Pending Transaction List**.)

Clicking the button will unlock the field.

2. **Complete the Item fields:** Enter the **Item Number** of the item you want to audit. To enter an **Item Number**, you can type or scan the value into the field, or you can use the drop down list to see the first 10 items in the database, select **<more>** on the drop down list to see all items in the **Item List**. You cannot create a new item during an audit.

   Entering an **Item Number** populates the **Item Number** field as well as the **Description** field and enables the following fields:

   - **Location**
   - **Quantity** (unless the item is **Tracked By Serial Number -** Set on the **Add** or **Edit Item** screens, which fixes the Quantity to a value of 0 or 1)
   - Any of the associated **Tracked By** fields: **Serial Number**, **Date Code**, **Lot** or **Pallet** (Set on the **Add** or **Edit Item** screens). A **Tracked By** field is enabled or disabled at the time the item is created.

Below is an example of the **Audit** screen enabled:

3. **Enter a Transaction Code (optional):** This field allows you to type in a value or select a previously-entered code that describes the transaction.

4. **Enter Notes (optional):** This field allows you to add and store additional information that describes the transaction.

5. After you have entered all information on the screen, click the **Audit** button. The audit transaction will be added to the **Pending Transaction List.**

   The **Audit** button is not enabled until a valid value is entered in the **Item Number** field and the **Location** field.

6. After reviewing the **Pending Transaction List**, click **Remove** to delete any selected transactions or click **Remove All** to delete all the records listed, then click the **OK** button to post the remaining audit transactions to your database.

   Audit's pending transactions are handled differently than other inventory transactions. All pending transactions are listed (those just added as well as those previously added.) They do not go away until they are reconciled or removed from the list.

7. Repeat these steps for each item for which you want to update quantity. After you have finished updating quantity for all audited items (and downloaded any audit data from the mobile devices, if used) you are ready to review the **Not Counted Items Report**.

Reviewing the Not Counted Items Report:

This software contains several audit reports that allow you to review count and discrepancy information. Most of these reports are useful for review after the audit is completed and are discussed later in this topic. The **Not Counted Items Report**, however, should be reviewed before you reconcile your counts. This report lists any items for which quantity was not entered into the system either through the **Audit** screen on the PC. By reviewing this report, you can quickly determine if any items were missed during the audit.

To View the Not Counted Items Report:

1. Click the **Reports** icon in the main functions section of the **Main Window**. The **Reports Selection** screen appears displaying all **Audit** reports.

2. Highlight the **Not Counted Items Report** and click **OK** or just double-click the report. The report opens in the **Report Viewer**. For more information on viewing reports, please refer to the **Report Viewer** topic.

3. Review the report and add counts for any items that were missed. After you have entered any additional quantities into the system, you are ready to reconcile your counts.

Reconciling the Counts:

The next step in the audit process is to reconcile your counts against those that were already in the system. You can view this screen and reconcile as you go along, or you can wait until all counts are entered and reconcile once before ending the audit.

To Reconcile:

1. On the **Inventory Menu** (in **Audit Mode**), click the **Reconcile/End** icon. The **Complete Audit** screen appears:

This screen lists all audit transactions and includes the following columns:

- **Item Number**
- **Current Quantity** - This is the quantity that was listed for this item in the system prior to the audit.
- **Audited Quantity** - This is the quantity that you entered for this item on the **Audit** screen. You can update this field on the **Complete Audit** screen by selecting the field and typing in a new number or by using the up or down arrow buttons next to the field.
- **Location** - The location you selected for this item on the **Audit** screen.
- **Serial Number, Lot, Pallet** - These appear populated only if this item is tracked by one or more of these fields.

2. Select from the **Action** column what action you want to take with the selected item. Your options are:
   - **Audited Qty** - Selecting this option means the system will keep the audited quantity you entered for this item on the Audit screen.
   - **Current Qty** - Selecting this option means the system will keep the quantity that was listed in the system prior to the audit.
   - **Ignore Record** - When the audit is ended, no action will be taken on this record. Quantity amounts will stay the same for this item. The system will behave as though this item was not audited. The item will not appear on any audit reports.

     You must remove those items you mark as **Ignore Record** from the **Pending Transaction List** tab on the **Audit** screen before you can end the audit.

3. After you have selected an action for all items on the list, click the **OK** button to post the transactions to your database. You are now ready to end the audit.

Reviewing the Remainder of the Audit Reports:

This software contains several audit reports that allow you to review a variety of information. Available reports are:

- **Accepted Audit Discrepancies Report**
- **Accepted Audit Result Report**
- **Audit History by Audit Date**
- **Audit History by Item Number**
- **Not Counted Item Report**
- **Unreconciled Audit Discrepancies**
- **Unreconciled Audit Report**

These reports are accessed by click the **Reports** icon on the **Main Window**. The reports are viewed in the **Reports Viewer**. For more information on viewing reports, please refer to the **Report Viewer** topic.

Ending the Audit:

The last step in the audit process is to end the **Audit Mode** session on your PC so all features are enabled. To do this:

1. On the **Inventory** menu (in **Audit Mode**), click the **Reconcile/End** icon.

   If you have not reconciled all transactions on the **Complete Audit** screen (including removing any records marked as **Ignore Record** from the **Audit** screen/**Pending Transactions List** tab), the **Complete Audit** screen will appear. For information on using this screen, please refer to the **Reconciling the Counts** topic, above.

   If you have reconciled all transactions, the following message will appear:

2. Click **Yes** on the message screen to end the audit. The system will go back into regular mode and you will have access to all features on the Inventory menu.

Creating a New Site

You can only have one site in WaspNest Inventory.

Creating New Customers

The **Create New Customer** screen allows you to add a new customer to your database. When you are setting up your software for the first time, you may want to import your customers rather than adding them one at a time through this screen. For information on importing information into your database, please refer to the **Import Into Database** topic.

Adding a Customer:

1. From the **Main Window**, select **New** > **Customer**.

   OR

   From the **Main Window**, select **Lists** > **Customer**. On the **Customer List**, select the **New** icon.

   The **Create New Customer** screen appears:

   Note: This screen is opened automatically when **Checking Out** or **Checking In** inventory and a new customer name is entered.

2. Type in the customer information. The **Customer No.** and **Address Type** fields are required; all other fields are optional.

   If you have the **Automatic Customer Numbers** option selected on the **Options** screen, the **Customer No.** field will appear populated with the next number in the sequence. For further information on this option, please refer to the **Options Screen** topic.

   The software provides you with the ability to enter a Billing Address, Receiving Address and/or Shipping Address for your customers. To enter multiple address, follow the steps below:

   a. On the **Company Information** screen, enter your company name. Select what type of address you will be entering from the **Address Type** drop down menu.

   b. Enter the remainder of the address information, then click **OK**. You will be returned to the **Administration Menu**.

   c. Click the **Company Info** icon again. The **Company Information** screen will reappear populated with the information you just entered.

   d. Select a different address type of the **Address Type** drop down menu. The address lines (Address 1 and 2, City, State, Postal Code and Country) will clear while all other company information will remain on the screen.

   e. Enter the new address information, then click **OK**. Repeat these steps for each address type.

3. When you have finished entering data in the **General Information** tab, click the **Additional Information** tab (this tab is optional).

The **Additional Information** tab provides optional fields where you can record the customer's **Phone**, **Extension**, **Fax**, **Cell No.**, **Home No.** and **Email**. In addition, you can create notes on this customer on this tab by clicking the **Add Notes** button.

4. For information about the **Custom Texts** and **Custom Numbers and Dates** tabs, see Using Custom Fields.

5. When you have finished adding information, click the **OK/Save** button. The system behaves differently at this point depending on your settings on the **Options** screen.

    - When the **Close New Form** option is turned *off:* Click **Save** to commit your entry or click **Close** to exit the form.
    - When the **Close New Form** option is turned *on:* Click **OK** to commit your entry and exit the form or **Cancel** to exit the form without saving your entry.

For more information about setting the **Close New Form** option on the **Options** screen, please refer to the **Options Screen** topic.

Creating New Items

The **Create New Item** screen allows you to add a new Item to your database.

An **Item** records information about each product you expect to have in inventory.

When you are setting up your software for the first time, you may want to import your items rather than adding them one at a time through this screen. For information on importing information into your database, please refer to the **Import Into Database** topic.

This topic discusses:

Accessing the Create New Items Screen

General Information Tab

Location Settings Tab

Additional Information Tab

Manage Suppliers Tab

Custom Texts/Custom Numbers and Dates Tab

Saving the New Item

Accessing the Create New Items Screen:

1. From the **Main Window**, select **New** > **Item**.

   OR

   From the **Main Window**, select **Lists** > **Item**. On the **Item List**, select the **New** icon.

   The **Create New Item** screen appears:

General Information Tab:

The General Information tab is where you will enter the basic information about the item. Please see the screen shot above for an example of this tab.

Input the appropriate information in the fields provided:

- **Item Number** is a required field. The **Item Number** is often available on a barcode label already attached to the item. This allows you to scan or manually enter the number from each item as it comes in. Item numbers cannot exceed 20 digits.

  Do not use a description as the item number. You should enter a numeric value in the **Item Number** field. A description of the item can be entered in the **Description** field.

  The **Item Number** is often the UPC code or SKU number of an inventory item. Using an existing barcode for Item Number allows you to scan or manually enter the number from each Item as it comes in without having to print and affix your own barcode inventory item labels.

  Automatic Item Numbers: If you have the **Automatic Item Numbers** option

selected on the **Options** screen, the **Customer No.** field will appear populated with the next number in the sequence. For further information on the this option, please refer to the **Options Screen** topic.

- **Category:** When a new **Category** value is typed into the field, you will receive a message asking if you want to save it as a new Category.
- **Checkout Length s**pecifies the default period, in days, that this **Item** can be checked out to a customer.
- When a new **Manufacturer** is typed into the Manufacturer field, you will receive a message asking if you want to save the value as a new Manufacturer.
- The **Track By** section does not apply to WaspNest Inventory.

- **Automatic Serial Numbers:** This feature does not apply to WaspNest Inventory.
- The **Require the user to fill out** section does not apply to WaspNest Inventory.
- **Cost** specifies the amount paid to get this item into inventory.
- **Average Cost** is a calculated value that averages the costs paid for the current Quantity.

  If you have 20 quantity of this item at cost 10.00

  and add another 30 quantity at cost 8.00,

  Average Cost = ((20 x 10.00) + (30 x 8.00)) / 50 = 8.80

  If you later remove 5 of the cost 10.00 items,

  Average Cost = ((15 x 10.00) + (30 x 8.00)) / 45 = 8.67

  When calculating Average Cost, the software *does not* include records that have an average cost of zero. When you run an Inventory Cost Report, the software *does* include zero cost quantities when calculating Total Cost.

- **List Price** specifies a manufacturer's list price for an item.
- **Sale Price** specifies the price at which you sell an item.
- **Min Stock Level** specifies the minimum stock level you wish to maintain.
- **Max Stock Level** specifies the maximum stock level you wish to maintain.
- **Reorder Qty** specifies the quantity at which you want to reorder inventory.

  Note: The **Minimum Stock Level**, **Maximum Stock Level** and **Reorder Quantity** fields found on this tab represent these levels at the item level only, meaning these are the stock levels for this item throughout all locations. If you want to maintain these levels by location, you can do so on the **Location Settings**

tab (described below).

- The **Total Available** counter is the sum of Total Checked-Out and Total In-House.
- The **Total Checked-Out** counter is the quantity of this item that is currently Checked-Out.
- The **Total In-House** counter is the Total Available less the Total Checked-Out.
- The **Total On Order** counter is the quantity of this item that is currently included on an active Pick Order.

Location Settings Tab:

When you have completed the **General Information** tab, click the **Location Settings** tab. This tab allows you to enter all locations where this item will be in inventory and to designate a primary location. You can assign items to more than one location. This tab uses the List functionality for grouping, ordering, filtering and deleting.

Complete the fields on this screen as described below:

- **Primary Location** - Select this checkbox if this will be the primary location at this site for this item. A primary location can be selected for each **Site** you

have setup in the system. When you select a primary location, when you **Receive** quantities of that item from a purchase order, they will automatically be assigned to that location. Also, when you **Pick** quantities of that item for pick orders, they will automatically be removed from that location. You can change these locations when picking and receiving if necessary. In addition, the primary location will appear in any location fields (on the **Add** inventory screen, for example), however; you can change the location, if needed.

Only one primary location can be selected per site.

- **Site and Location** - Click in the box and select a **Site** and **Location** from the drop down list. Only sites and locations you have previously selected will appear in this list. Select **More** to view the **Site** or **Location List**. You can also select **New Location** or **New Site** to access the **Create New** screen. These represent the site and the location where the inventory will reside.

- **Quantity** - This number is populated from the Inventory for this item. This number displays how many of this item is currently in stock at the selected site and location.

- **Max Stock Level** - Enter the maximum number of this item that you want to have in stock for the selected site and location. This number can be 0 or a positive number, negative numbers are not allowed.

- **Min Stock Level** - Enter the minimum number of this item that you want to have in stock for the selected Site and Location. This number can be 0 or a positive number, negative numbers are not allowed.

- **Reorder Qnty** - Enter the number at which you want to reorder this item for the selected **Site** and **Location**. You can set an option in the software so that the system warns you at login of any inventory items that have hit their reorder quantity. For further information on setting this option, please refer to the **Options Screen** topic.

After you have completed all fields, hit ENTER to begin a new line. Your screen will look similar to the following after hitting ENTER:

Additional Information Tab:

When you have finished entering information on the Location Settings tab, click the **Additional** tab. The **Additional Information** tab provides optional fields where other information about the Item can be recorded. An example of this tab is shown below:

Complete the fields on this tab as described below:

- **Stocking Unit** is the portion by which the quantity will be tracked. At the item level, this should be "Eaches", meaning you should enter how you want each item of this type to be measured. (Examples: bag, barrel, basket, block, bottle, box, carton, container, drum, gallon, jar, pack, package, pallet, section, tub, vial, etc.)

  You will have the opportunity on the **Managing Suppliers** tab to enter the Order Unit used by the supplier for shipping purposes (Box, Pallet, Lot, etc.). The Order Unit will be used when creating **Purchase Orders** rather than the "Eaches" UOM that is entered on this tab. Please see the **Managing Suppliers Tab** section, below.

- **Dimension Unit** is the increment to be used for Length, Width and Height. (Examples: inch, foot, yard, millimeter, centimeter, meter, etc.)

- **Length** is the length of one Unit of Measure expressed in Dimension Units.

- **Width** is the width of one Unit of Measure expressed in Dimension Units.

- **Height** is the height of one Unit of Measure expressed in Dimension Units.
- **Weight Unit** is the increment to be used for mass. (Examples: ounce, pound, ton, milligram, gram, kilogram, metric ton, etc.)
- **Weight** is the mass of one Unit of Measure expressed in Weight Units.
- **Manager** is used to record the name of someone who manages this inventory item.
- **File Reference** is used to record the path to a relevant file that might be an image file, documentation, specifications, etc. This field does not function as a hyperlink. It's just a static field where a filename or path and filename can be recorded.
- **Add Notes** allows you to record any additional information.

Manage Suppliers Tab:

This tab allows you to identify which suppliers you will use for this item and enter detailed supplier information, such as unit of measure. WaspNest Inventory users can enter only one supplier for each item.

Adding Suppliers to an Item:

To use this tab you must first select suppliers for this item in the **Supplier** window. To do this:

a. Click the **New** button at the bottom of the list. The fields to the right of the **Supplier** window are enabled.

b. Select a **Supplier Code** from the drop down list. You can also select **New Supplier** from the list to create a new supplier.

c. Enter the SKU number for this item in the **Supplier Item SKU** field.

d. Enter the description of this item given by the supplier in the **Supplier Item Description** field.

e. Enter the number of days lead time the supplier needs to process orders for this item in the **Lead Time** (in days) field. The lead time is the time from the requisition date to the delivery date. For example, if you need the item by the 15th of the month and the supplier requires 5 days to deliver the order, you would enter 5 here to ensure the order is sent to the supplier timely.

f. The **Status** field displays the supplier's current status (Active or Inactive). You can change the status by making a new selection from the drop down menu.

g. You can make this the default supplier for this item by checking the **Make this the default Supplier while ordering this item** checkbox (**Pro and Enterprise versions only**). When this is selected, this supplier will automatically populate purchase orders for this item. You can change the supplier on the purchase order, if needed.

h. Any notes entered for this supplier will appear in the **Notes** section.

i. You can enter the supplier's unit of measure settings in the **Order Unit Settings** window (**Pro and Enterprise versions only**). This is the unit used by the supplier when shipping this item. This may be box, pallet, etc. This is different from the "Eaches" stocking unit you entered on the **Additional** tab. For example, you may have entered "jar" for the stocking unit on the **Additional** tab, but the supplier may ship the item in boxes containing 10 jars. When creating purchase orders, you would want to specify the Order Unit as box rather then jar (or you could end up with 100 boxes of jars rather than 100 jars).

j. When you are done entering supplier information, click the **Custom Texts** or **Custom Numbers and Dates** tab (these tabs are optional).

Deleting Suppliers from an Item:

a. Highlight the supplier you want to delete from this item in the **Supplier** window.

b. Click the **Delete** button.

Custom Text and Custom Numbers and Dates Tab:

For information about the **Custom Texts** and **Custom Numbers and Dates** tabs, see Using Custom Fields.

Saving the New Item:

When you have finished adding information, click the **OK/Save** button. The system behaves differently at this point depending on your settings on the **Options** screen.

- When the **Close New Form** option is turned *off:* Click **Save** to commit your entry or click **Close** to exit the form.

- When the **Close New Form** option is turned *on:* Click **OK** to commit your entry and exit the form or **Cancel** to exit the form without saving your entry.

  For more information about the **Options** screen, please refer to the **Options Screen** topic.

Creating New Locations

The **Create New Location** screen allows you to add a new Location to an existing Site or a new Location to a new Site. Locations are places within a Site where inventory resides. The site is usually a building, but it might also be a fleet vehicle, with one more bins that can be defined as inventory Locations within that vehicle. For example, a site might be setup as Building 1 with a location of Supply Closet.

A location is typically shorthand for a physical place such as a shelf in your warehouse. Commonly used conventions include Location codes like this:

01 02 05 (for Row #, Shelf #, Bin #)

When you are setting up your software for the first time, you may want to import your locations rather than adding them one at a time through this screen. For information on importing information into your database, please refer to the **Import Into Database** topic.

Adding Locations:

1. From the **Main Window**, click **New** > **Location**.

   OR

   From the **Main Window**, click **Lists** > **Location**. Then click the **New** icon on the **Location List**.

   The **Create New Location** screen will appear.

2. Select a site from the **Site** drop down menu, then enter the name of your new **Location**. The **Site** and **Location** fields are both required.

   You can type in the name of a new site in the **Site** field. A message will appear asking if you want to add it to your database. Select **Yes** to add it. The **Create New Site** screen will appear allowing you to setup the new site. Complete this screen, the click **OK** to return to the **Create New Location** screen. For detailed information on entering a new site, please refer to the **Creating a New Site** topic.

   Description allows you to enter a description of the Location. This is useful when the Location value is vague (For example, Location "A7B2" could be described as "Aisle 7 Bin 2").

   Click the **Add Notes** button to add additional information to this record.

3. For information about the **Custom Texts** and **Custom Numbers and Dates** tabs, see Using Custom Fields.

4. When you have finished adding information, click the **OK/Save** button. The system behaves differently at this point depending on your settings on the **Options** screen.
   - When the **Close New Form** option is turned *off:* Click **Save** to commit your entry or click **Close** to exit the form.

- When the **Close New Form** option is turned *on:* Click **OK** to commit your entry and exit the form or **Cancel** to exit the form without saving your entry.

  For more information about the **Options** screen, please refer to the **Options Screen** topic.

Creating New Manufacturers

The **Create New Manufacturer** screen allows you to add a new Manufacturer to your database. A Manufacturer is typically the company or organization that creates an item you will inventory. If a Manufacturer is also your Supplier for an Item, it is best to setup the company in the software as both a Manufacturer and a Supplier.

When you are setting up your software for the first time, you may want to import your manufacturers rather than adding them one at a time through this screen. For information on importing information into your database, please refer to the **Import Into Database** topic.

Adding a New Manufacturer:

1. From the **Main Window**, click **New** > **Manufacturer**.

   OR

   From the **Main Window**, click **Lists** > **Manufacturer**. Then click the **New** icon on the **Manufacturer List**.

   The **Create New Manufacturer** screen will appear.

   Note: This screen is opened automatically from the **Create New Item** screen when a new manufacturer name is entered.

2. Enter information on this screen as needed. The **Name** and **Address Type** fields are required, all other fields are optional.

   The software provides you with the ability to enter a Billing Address, Receiving Address and/or Shipping Address for your manufacturers. To enter multiple address, follow the steps below:

   a. On the **Company Information** screen, enter your company name. Select what type of address you will be entering from the **Address Type** drop down menu.

   b. Enter the remainder of the address information, then click **OK**. You will be returned to the **Administration Menu**.

   c. Click the **Company Info** icon again. The **Company Information** screen will reappear populated with the information you just entered.

   d. Select a different address type of the **Address Type** drop down menu. The address lines (Address 1 and 2, City, State, Postal Code and Country) will clear while all other company information will remain on the screen.

   e. Enter the new address information, then click **OK**. Repeat these steps for each address type.

3. When you have finished entering data in the **General Information** tab, click the **Additional** tab (this tab is optional).

The **Additional** tab provides optional fields where you can record the manufacturer's **Phone**, **Extension**, **Fax**, **Cell No.**, **Home No.** and **Email**. In addition, you can create notes on this manufacturer on this tab by clicking the **Add Notes** button.

4. For information about the **Custom Texts** and **Custom Numbers and Dates** tabs, see Using Custom Fields.

5. When you have finished adding information, click the **OK/Save** button. The system behaves differently at this point depending on your settings on the **Options** screen.

    - When the **Close New Form** option is turned *off:* Click **Save** to commit your entry or click **Close** to exit the form.
    - When the **Close New Form** option is turned *on:* Click **OK** to commit your entry and exit the form or **Cancel** to exit the form without saving your entry.

      For more information about the **Options** screen, please refer to the **Options Screen** topic.

Creating New Suppliers

The **Create New Supplier** screen allows you to add a new supplier to your database. A supplier is typically the company or organization from which you obtain an Item you will inventory. If a manufacturer is also your supplier for an Item, it is best to add the company in the software as both a Manufacturer and a Supplier.

When you are setting up your software for the first time, you may want to import your suppliers rather than adding them one at a time through this screen. For information on importing information into your database, please refer to the **Import Into Database** topic.

Adding New Suppliers:

1. From the **Main Window**, click **New** > **Suppliers**.

   OR

   From the **Main Window**, click **Lists** > **Suppliers**. Then click the **New** icon on the **Supplier List**.

   The **Create New Supplier** screen will appear.

2. Enter information on this screen as needed. The **Supplier Code** and **Address Type** fields are required, all other fields are optional. **Supplier Codes** cannot exceed 25 digits.

   The software provides you with the ability to enter a Billing Address, Receiving Address and/or Shipping Address for your suppliers. To enter multiple address, follow the steps below:

   a. On the **Company Information** screen, enter your company name. Select what type of address you will be entering from the **Address Type** drop down menu.

   b. Enter the remainder of the address information, then click **OK**. You will be returned to the **Administration Menu**.

   c. Click the **Company Info** icon again. The **Company Information** screen will reappear populated with the information you just entered.

   d. Select a different address type of the **Address Type** drop down menu. The address lines (Address 1 and 2, City, State, Postal Code and Country) will clear while all other company information will remain on the screen.

   e. Enter the new address information, then click **OK**. Repeat these steps for each address type.

3. When you have finished entering data in the **General Information** tab, click the **Additional Information** tab (this tab is optional).

The **Additional Information** tab provides optional fields where you can record the manufacturer's **Phone**, **Extension**, **Fax**, **Cell No.**, **Home No.** and **Email**. In addition, you can create notes on this manufacturer on this tab by clicking the **Add Notes** button.

4. For information about the **Custom Texts** and **Custom Numbers and Dates** tabs, see Using Custom Fields.

5. When you have finished adding information, click the **OK/Save** button. The system behaves differently at this point depending on your settings on the **Options** screen.

    - When the **Close New Form** option is turned *off:* Click **Save** to commit your entry or click **Close** to exit the form.

    - When the **Close New Form** option is turned *on:* Click **OK** to commit your entry and exit the form or **Cancel** to exit the form without saving your entry.

      For more information about the **Options** screen, please refer to the **Options Screen** topic.

If a supplier with the same **Supplier Code** is found, the message below will appear when you try to save.

Enter a different **Supplier Code** to continue.

Editing Items

The **Edit Items** screen allows you to modify an existing customer. This screen is accessed from the **Item List** by highlighting an item in the list, then clicking the **Edit** button on the toolbar. For more information on using the List screens, see the **Working with Lists** topic.

The **Edit Items** screen is identical to the **New Item** screen, except all the information previously entered for the item appears on the screen. You can change any of this information. For information on using each tab of the screen, please refer to the **Create New Item** topic.

Editing Sites

The **Edit Site** screen allows you to modify an existing site. This screen is accessed from the **Site List** by highlighting a site in the list, then clicking the **Edit** button on the toolbar. For more information on using the List screens, see the **Working with Lists** topic.

The **Edit Site** screen is identical to the **New Site** screen, except all the information previously entered for the site appears on the screen. You can change any of this information. For information on using each tab of the screen, please refer to the **Create New Site** topic.

Editing Locations (or a Site and Location)

The **Edit Location** screen allows you to modify an existing location. This screen is accessed from the **Location List** by highlighting an location in the list, then clicking the **Edit** button on the toolbar. For more information on using the List screens, see the **Working with Lists** topic.

The **Edit Location** screen is identical to the **New Location** screen, except all the information previously entered for the location appears on the screen. You can change any of this information. For information on using each tab of the screen, please refer to the **Create New Location** topic.

Edit Customer

The **Edit Customer** screen allows you to modify an existing customer. This screen is accessed from the **Customer List** by highlighting a customer in the list, then clicking the **Edit** button on the toolbar. For more information on using the **List** screens, see the **Working with Lists** topic.

The **Edit Customer** screen is identical to the **New Customer** screen, except all the information previously entered for the customer appears on the screen. You can change any of this information. For information on using each tab of the screen, please refer to the **Create New Customers** topic.

Edit Supplier

The **Edit Supplier** screen allows you to modify an existing supplier. This screen is accessed from the **Supplier List** by highlighting a supplier in the list, then clicking the **Edit** button on the toolbar. For more information on using the List screens, see the **Working with Lists** topic.

The **Edit Supplier** screen is identical to the **New Supplier** screen, except all the information previously entered for the supplier appears on the screen. You can change any of this information. For information on using each tab of the screen, please refer to the **Create New Supplier** topic.

Editing Manufacturers

The **Edit Manufacturer** screen allows you to modify an existing manufacturer. This screen is accessed from the **Manufacturer List** by highlighting a manufacturer in the list, then clicking the **Edit** button on the toolbar. For more information on using the List screens, see the **Working with Lists** topic.

The **Edit Manufacturer** screen is identical to the **New Manufacturer** screen, except all the information previously entered for the manufacturer appears on the screen. You can change any of this information. For information on using each tab of the screen, please refer to the **Create New Customers** topic.

Adding Notes

Several screens in the software provide the option to add notes to the record. Clicking on the **Add Note** button allows you to associate any comments you may have with the record you are creating or editing. This is useful to keep comments associated with the record.

Enter your notes in the text box, then click **OK** to save and exit.

Notes are displayed along with the date/time it was entered and the user name of the user who added it.

Working with Lists

This software contains easy to use List screens that allow you to view and access a variety of information quickly. Screens that use the list view are Customer, Manufacturer, Item, Location, Site, Supplier, Inventory, and Transaction. Each of these screens can be accessed by clicking the Lists Icon on the Main Window.

Note: These screens all function the same; however, individual options may vary for each screen. This topic covers how to use all possible functions available on the list screens. Keep in mind that not all list screens contain all functions mentioned here.

Below is an example of the basic list screen layout. This is an example of the **Inventory List**. This screen can be divided into three sections (labeled A through C in the example below):

A. Toolbar

B. Contents List

C. Buttons

In addition to these menus there are also "Context-Sensitive Menus" that appear when you right-click on certain areas of the screen. These provide another way to access many of the functions available in the toolbar. These types of menus are also discussed later in this section. **Note:** The **Check In/Out** functions do not apply to WaspNest Inventory.

Quick Links:

Click a link below to jump to that section of the topic:

Section A: Toolbar

Section B: Contents List

Section C: Buttons

"Context-Sensitive Menus"

Section A: Toolbar

Note: The **Check In/Out** functions do not apply to WaspNest Inventory.

The toolbar at the top of the list screen provides quick access to a variety of functions and also allows you to customize how the information on the list is displayed. Each of these functions is described below:

Button	Description
Filter	Filter access the Find screen allowing you to quickly lookup information. For more information on the Find screen, please see **Searching for Information**.
Toggle	The **Toggle** button is enabled after you have used the Filter feature to limit the list to certain information. Click the **Toggle** button to view all listings again. For instance, if you have filtered your **Item List** to display only items with Monitor in the description field, you can click the **Toggle** button to display all items on the list again. Click **Toggle** again and the list will again be filtered by your selection.
Move Inventory	***(Applies to the Location and Inventory List screens only.)*** Highlight a listing, then click the **Move** button. The Move screen allows you to move inventory quantity for an item from one Location to another. When you create an item, you can add which locations it may be. When you then add inventory (quantity) to the item, you select in which location that quantity will reside. The Move function allows you to move that inventory from the originally assigned location to another. By moving inventory in the software, you can easily keep accurate records of where all of your inventory is currently located. For more information, please refer to the **Moving Inventory** topic.
Add Inventory	***(Applies to the Item and Inventory List screens only.)*** Highlight a listing, then click the **Add Inventory** button, or just click the button to access the **Add** screen. The Add screen allows you to manually add quantity to items already entered into your database. Inventory is the amount or quantity of a particular item. Items must first be imported or entered on the **Create New Item** screen (by selecting **Lists** > **Item List** > **New**) before you can add quantity to it. For more information, please refer to the **Adding Inventory** topic.
Remove Inventory	***(Applies to the Item and Inventory List screens only.)*** Highlight a listing, then click the **Remove** button, or just click the button to access the **Remove** screen. The **Remove Inventory** screen allows you to remove quantity from any item in the database. For more information, please refer to the **Removing Inventory** topic.
Edit	Highlight a listing on the screen, then click the **Edit** button. The **Edit** screen appears allowing you to update and change information.
New	Accesses the **New** screen allowing you to enter a new Customer, Item, Manufacturer, Site, Supplier, Purchase Order or Pick Order.
Duplicate	Highlight a listing, then click the **Duplicate** button. The **New** screen appears with all fields populated with the information from the listing you copied.
Export to File	Export allows you to export the entire list to a comma-delimited text file. ***What is a comma-delimited file?*** *This is a type of data format in which each piece of data is separated by a comma. This is a popular format for transferring data from one application to another, because most database systems are able to import and export comma-delimited data.* *For example, data pulled from a database and represented in comma-delimited format looks something like the following. Each column value is separated by a comma from the next column's value and each row starts a new line:* *Adams, Jane, 46, female, New York* *Doe, John, 32, male, California*

Jones, Sam, 13, male, Texas

Smith, Mary, 64, female, Louisiana

When data is represented in comma-delimited format they also are referred to as comma-separated values, abbreviated CSV.

When the **Export** button is selected, a screen appears allowing you to specify where the exported data will be saved on your computer. An example of the **Export** screen is shown below:

Make sure you save this to a location you can remember. You must also choose a name for your file on this screen. After you have made your selections, click **Save** to export your data.

A confirmation message will appear when your data has been successfully exported by the system.

Print	Print allows you to print the list. When this button is selected, a standard **Page Setup** screen appears allowing you to enter margins. An example of this screen is shown below:

Click the **OK** button on the **Page Setup** screen to print the list. The list will print to your default printer.

Group By

The list screens provide you with the capability of "grouping" the displayed information so you can view data in a way that is most easy-to-read for you. You can have one group, two groups, or many groups depending on how you want to view your information. For instance, if you want all inventory on the Inventory List to be displayed grouped by location, you can quickly set this up.

To see the grouping options, click the **Group By** button. The top of the list screen expands to display the group selections as shown below:

Creating Groups

To create a new group, click on a column header, then drag it to the space indicated on the screen. For example, if you want to group information by Location, click on the Location column header and drag it to the indicated space.

The screen now lists Site as one of your groups and the assets are grouped according to what Site they are assigned.

You can create additional groups to further organize your information by continuing to drag and drop column headers.

By default, the groups list information in ascending order (Location 001, Location 002, etc.). You can change this to descending order by clicking on the group name. Notice that after you click on the group name, the arrow next to the name is now pointing in the opposite direction and the information on the screen is reorganized.

Deleting Groups

If you no longer want to display information in a particular group you can easily ungroup the data. For instance, if you have created a group for Location but now wish to remove it, you can do so by clicking on the group name and dragging it down into the column header section. Let go of your cursor anywhere in the column header section and the group disappears.

The information contained in that group still appears on the display screen, but it is no longer

grouped together.

Drag a column header here to group by that column.

Item Number	Item Desc...	Site	Loca...	Quantity	Oldes...	Latest...	Pallet	Lot	PO	Date Code	Supplier Code	Min Stock Level	Max Stock Level	Re
5	Item All Tr...	Site 1	Loc 2	1.00	6/18/2...	6/18/20...	pal	lot		dc	1	25.00	250.00	
7	no track	Site 1	Loc 1	1.00	6/18/2...	6/18/20...					1	20.00	100.00	
7	no track	Site 1	LOC5	1.00	6/18/2...	6/18/20...						20.00	100.00	
7	no track	Site 1	Loc 1	3.00	6/18/2...	6/18/20...			po...		1	20.00	100.00	

Hidden Columns

Hidden Columns - The list allows you to hide columns by right-clicking on a column label and selecting Hide Column. This enables you to hide information you do not usually need.

You can view the columns you have hidden by right clicking on any column and selecting Show Hidden Columns. A pop-up screen similar to the one below appears listing all columns that are not currently visible.

You can return these columns to the full **List** screen by double-clicking on a listing in the **Hidden Columns** screen and dragging it back to the column labels section on the **List** screen.

Section B: Contents List

The contents list displays all data related to the selected list. For example, if you selected Inventory, all Inventory entered in the system will display here, if you selected Manufactures, all manufacturers will display here, etc.

Item Number	Item Description	Site	Location	Quantity	Oldest D...	Latest Da...	Pallet	Lot	PO	Date Code	Supplier Code
1		Tesr	Loc1	20.00	5/21/2007	5/21/2007		12	1		Harry Winston
100	Item tracked by Everything	A	11	-3.00			12	12	11	12	
100	Item tracked by Everything	Dock	CV	1.00			12	12		12	
100	Item tracked by Everything	Dock	LOC 1	1.00			12	12		12	
100	Item tracked by Everything	A	11	1.00	1/1/2002	1/1/2002	12	12	10	12	
100	Item tracked by Everything	A	11	1.00	1/1/2002	1/1/2002	12	12	10	12	
100	Item tracked by Everything	A	11	1.00	1/1/2002	1/1/2002	12	12	10	12	
100	Item tracked by Everything	A	11	1.00	1/1/2002	1/1/2002	12	12	10	12	
100	Item tracked by Everything	A	11	1.00	1/1/2002	1/1/2002	12	12	10	12	
100	Item tracked by Everything	A	11	1.00	1/1/2002	1/1/2002	12	12	10	12	
100	Item tracked by Everything	A	11	1.00	1/1/2002	1/1/2002	12	12	10	12	
100002	Hamster - Fingerprint Reader "inch"	A	20	21.00							
100002	Hamster - Fingerprint Reader "inch"	A	A-ff	1.00							
100002	Hamster - Fingerprint Reader "inch"	A	A-L11	11.00							
100002	Hamster - Fingerprint Reader "inch"	A	A-L22	5.00							
100002	Hamster - Fingerprint Reader "inch"	Dock	New	18.00	2/22/2007	3/23/2007					
100002	Hamster - Fingerprint Reader "inch"	Dock	New	1.00	3/5/2007	3/5/2007			po1234		deBoulle
100002	Hamster - Fingerprint Reader "inch"	RRR	RRR1	10.00	3/5/2007	3/5/2007					
100002	Hamster - Fingerprint Reader "inch"	Dock	YY	1.00	3/23/2007	3/23/2007					
100002	Hamster - Fingerprint Reader "inch"	Dock	L 2	55.00	5/22/2007	5/22/2007			10		100
100002	Hamster - Fingerprint Reader "inch"	A	20	999999...	5/22/2007	5/22/2007					100
100002	Hamster - Fingerprint Reader "inch"	A	A-ff	10.00	5/23/2007	5/23/2007					100
100002a	Hamster - Fingerprint Reader "inch"	A	A-L11	1.00						5/5/2007	
100002a	Hamster - Fingerprint Reader "inch"	Rest	LOC1	20.00						5/5/2007	
100002a	Hamster - Fingerprint Reader "inch"	WillYouEx...	LocLonge...	22.00						5/5/2007	
100002a	Hamster - Fingerprint Reader "inch"	WH	L10	3.00	5/22/2007	5/22/2007			30	5/5/2007	100
100022	Hamster - Fingerprint Reader "inch"	A	A-Loc1	12.00	2/22/2007	2/22/2007					
100022a	Hamster - Fingerprint Reader "inch"	A	A-Loc3	41.00	5/22/2007	5/22/2007					150
100022a	Hamster - Fingerprint Reader "inch"	Dock	KK	10.00	5/22/2007	5/22/2007					

Record: 1 Of 65

B

Sorting Columns: Most of the columns that appear in the lists can be sorted ascending or descending. The columns sort ascending by default. To change the sort order, click on the column heading. An arrow will appear next to the column name to let you know in which direction the information is sorted. The example below shows the Last Name column sorted Ascending.

Selecting a Listing: You can quickly scroll through the listings using the buttons directly below the contents list. Keep in mind that you can also use the **Filter** button to limit the items that appear in the list (see Section A: Toolbars, above). The list screens can display up to 1000 lines of information at a time. If your list contains more than 1000 items, you must create a filter to show the items not on the list.

Click on a listing to highlight it, then click the button that accesses the desired function. For example, if you want to edit Item 10002, use your mouse to click on that listing in your **Item List**, then click the **Edit** button.

Arranging Columns: You can arrange the columns in the list into any order you wish. To change the order, click on a column heading and drag it somewhere else on the list. For

example, if you want to make **Location** the first column in your **Inventory List**, click on the **Location** column heading and drag it to the first column in the list as shown below:

After you drop the column into its new position, the list will reorganize with the **Group** information appearing first:

Loca...	Item Number	Item Desc...	Site	Quantity	Oldes...	Latest...	Pallet	Lot	PO	Date Code	Supplier Code	Min Stock Level	Max Stock Level	Re
Loc 2	5	Item All Tr...	Site 1	1.00	6/18/2...	6/18/20...	pal	lot		dc	1	25.00	250.00	
Loc 1	7	no track	Site 1	1.00	6/18/2...	6/18/20...					1	20.00	100.00	
LOC5	7	no track	Site 1	1.00	6/18/2...	6/18/20...						20.00	100.00	
Loc 1	7	no track	Site 1	3.00	6/18/2...	6/18/20...			po...		1	20.00	100.00	

Section C: Buttons

This section contains the following buttons:

Help (F1) - Click this button (or hit the F1 key on your keyboard) to access this help document.

Close - Click this button to close the List. Keep in mind when closing the list that your groups and column settings will be retained.

Context-Sensitive Menus:

The software provides you with a toolbar for quick access to various list features and, in addition, many of these features can also be accessed via "context-sensitive menus". By right-clicking on a column heading, a list of available features appears, as shown below (Note that not all options shown below are available on all screens):

Any changes you make to the list via this menu will be retained when the screen is closed and re-opened.

This menu allows you to:

Sort ASC - Select this option to sort the column in ascending order (A through Z or 1 through 10, etc.).

Sort DESC - Select this option to sort the column in descending order (Z through A or 10 through 1, etc.).

Group By this Column - Select this option to group the screen by the selected column. Please see Section A - Toolbar above for more information on grouping.

Show Grouping - Select this option to show the groups selected for this list screen. Please see Section A - Toolbar above for more information on grouping.

Hide Columns - The list allows you to hide columns by right-clicking on a column label and selecting Hide Column. This enables you to hide information you do not usually need. When you hide a column, it will remain hidden until you manually return it to the List screen by following the instructions below.

Show Hidden Columns - You can quickly view the columns you have hidden by right clicking on any column and selecting Show Hidden Columns (or by clicking the Show Hidden button). A pop-up screen similar to the one below appears listing all columns that are not currently visible.

You can return these columns to the full **List** screen by clicking on a listing in the **Hidden Columns** screen and dragging it back to the column labels section on the **List** screen.

Item List Example

The **Item List** displays all items you have entered in the system. Below is an example of this screen:

Inventoried...	Item Number	Description	Total Availab...	Total Checked-O...	Total In-House	On Order	Committed	Cost	Averag...	List Price	Sale Price	Lo
F	1	Non-Inventory2 ...	0.00	0.00	0.00			12.00	0.00	20.00	20.00	F
T	10	TrackBy DateCod...	0.00	0.00	0.00		5.00	12.00	0.00	20.00	20.00	F
T	1234567890...	No TrackBy Item ...	205.00	0.00	205.00	69.70	5.00	12.00	10.00	20.00	20.00	F
F	2	Non-Inventory2 ...	0.00	0.00	0.00			12.00	0.00	20.00	20.00	F
T	2234567890...	TrackBy All Item...	49.00	0.00	49.00	6.92		12.00	11.00	20.00	20.00	T
F	3	Non-Inventory2 ...	0.00	0.00	0.00			12.00	0.00	20.00	20.00	F
T	3234567890...	TrackBy Serial #...	2.00	2.00	0.00			12.00	0.00	20.00	20.00	F
F	4	Non-Inventory2 ...	0.00	0.00	0.00			12.00	0.00	20.00	20.00	F
T	4234567890...	TrackBy Lot T...	100.00	0.00	100.00			12.00	0.00	20.00	20.00	T
F	5	Non-Inventory2 ...	0.00	0.00	0.00			12.00	0.00	20.00	20.00	F
T	5234567890...	TrackBy DateCod...	200.00	0.00	200.00			12.00	12.00	20.00	20.00	F
T	6	TrackBy DateCod...	0.00	0.00	0.00			12.00	0.00	20.00	20.00	F
T	6234567890...	TrackBy Pallet ...	75.00	0.00	75.00	5.00	5.00	12.00	10.00	20.00	20.00	F
T	7	TrackBy DateCod...	50.00	0.00	50.00			12.00	0.00	20.00	20.00	F
F	7234567890...	Non-Inventory ...	0.00	0.00	0.00			12.00	0.00	20.00	20.00	F
T	8	TrackBy DateCod...	0.00	0.00	0.00			12.00	0.00	20.00	20.00	F
F	8234567890...	Non-Inventory2 ...	0.00	0.00	0.00			12.00	0.00	20.00	20.00	F
T	9	TrackBy DateCod...	0.00	0.00	0.00			12.00	0.00	20.00	20.00	F

The **Item List** window allows you to **Edit**, create **New**, **Copy**, **Delete**, **Show**, **Filter**, **Export** or **Print** the list of **Items**. For detailed information regarding each of these options, refer to the **Working with Lists** topic.

Inventory List Example

The **Inventory List** displays all items that have inventory (quantity) in the software. Inventory is the amount or quantity of a particular item. Items must first be imported or entered on the **Add Item** screen before you can add quantity to it. The **Check In** and **Check Out** feature does not apply to WaspNest Inventory.

Item Number	Item Description	Site	Location	Quantity	Oldest D...	Latest Da...	Pallet	Lot	PO	Date Code	Supplier Code
1		Tesr	Loc1	20.00	5/21/2007	5/21/2007		12	1		Harry Winston
100	Item tracked by Everything	A	11	-3.00			12	12	11	12	
100	Item tracked by Everything	Dock	CV	1.00			12	12		12	
100	Item tracked by Everything	Dock	LOC 1	1.00			12	12		12	
100	Item tracked by Everything	A	11	1.00	1/1/2002	1/1/2002	12	12	10	12	
100	Item tracked by Everything	A	11	1.00	1/1/2002	1/1/2002	12	12	10	12	
100	Item tracked by Everything	A	11	1.00	1/1/2002	1/1/2002	12	12	10	12	
100	Item tracked by Everything	A	11	1.00	1/1/2002	1/1/2002	12	12	10	12	
100	Item tracked by Everything	A	11	1.00	1/1/2002	1/1/2002	12	12	10	12	
100	Item tracked by Everything	A	11	1.00	1/1/2002	1/1/2002	12	12	10	12	
100	Item tracked by Everything	A	11	1.00	1/1/2002	1/1/2002	12	12	10	12	
100002	Hamster - Fingerprint Reader "inch"	A	20	21.00							
100002	Hamster - Fingerprint Reader "inch"	A	A-ff	1.00							
100002	Hamster - Fingerprint Reader "inch"	A	A-L11	11.00							
100002	Hamster - Fingerprint Reader "inch"	A	A-L22	5.00							
100002	Hamster - Fingerprint Reader "inch"	Dock	New	18.00	2/22/2007	3/23/2007					
100002	Hamster - Fingerprint Reader "inch"	Dock	New	1.00	3/5/2007	3/5/2007			po1234		deBoulle
100002	Hamster - Fingerprint Reader "inch"	RRR	RRR1	10.00	3/5/2007	3/5/2007					
100002	Hamster - Fingerprint Reader "inch"	Dock	YY	1.00	3/23/2007	3/23/2007					
100002	Hamster - Fingerprint Reader "inch"	Dock	L 2	55.00	5/22/2007	5/22/2007			10		100
100002	Hamster - Fingerprint Reader "inch"	A	20	999999...	5/22/2007	5/22/2007					100
100002	Hamster - Fingerprint Reader "inch"	A	A-ff	10.00	5/23/2007	5/23/2007					100
100002a	Hamster - Fingerprint Reader "inch"	A	A-L11	1.00						5/5/2007	
100002a	Hamster - Fingerprint Reader "inch"	Rest	LOC1	20.00						5/5/2007	
100002a	Hamster - Fingerprint Reader "inch"	WillYouEx...	LocLonge...	22.00						5/5/2007	
100002a	Hamster - Fingerprint Reader "inch"	WH	L10	3.00	5/22/2007	5/22/2007			30	5/5/2007	100
100022	Hamster - Fingerprint Reader "inch"	A	A-Loc1	12.00	2/22/2007	2/22/2007					
100022a	Hamster - Fingerprint Reader "inch"	A	A-Loc3	41.00	5/22/2007	5/22/2007					150
100022a	Hamster - Fingerprint Reader "inch"	Dock	KK	10.00	5/22/2007	5/22/2007					

The **Inventory List** allows you to **Edit**, create **New**, **Copy**, **Delete**, **Show**, **Filter**, **Export** or **Print** a list of Inventory. For detailed information regarding each of these options, refer to the **Working with Lists** topic.

Site List Example

The **Site List** displays all sites you have setup in the system. **Note:** WaspNest Inventory only allows you to have one site.

The **Site List** window allows you to **Edit**, create **New**, **Copy**, **Delete**, **Show**, **Filter**, **Export** or **Print** the list of **Sites**. For detailed information regarding each of these options, refer to the **Working with Lists** topic.

Location List Example

The **Location List** displays all locations you have setup in your system. Below is an example of the **Location List**:

The **Location List** window allows you to **Edit**, create **New**, **Copy**, **Delete**, **Show**, **Filter**, **Export** or **Print** the list of **Locations**. For detailed information regarding each of these options, refer to the **Working with Lists** topic.

Customer List Example

The **Customer List** displays all customers you have setup in the software. A customer is any person or entity to whom you receive inventory. **Note:** The **Check Out** feature is disabled for WaspNest Inventory users.

The **Customer List** window allows you to **Edit**, create **New**, **Copy**, **Delete**, **Show**, **Filter**, **Export** or **Print** the list of **Customers**. For detailed information regarding each of these options, refer to the **Working with Lists** topic.

Manufacturer List

The **Manufacturer List** displays all manufacturers you have setup in the system.

The **Manufacturer List** window allows you to **Edit**, create **New**, **Copy**, **Delete**, **Show**, **Filter**, **Export** or **Print** the list of **Manufacturers**. For detailed information regarding each of these options, refer to the **Working with Lists** topic.

Supplier List

The **Supplier List** displays all suppliers you have setup in the system.

The **Supplier List** window allows you to **Edit**, create **New**, **Copy**, **Delete**, **Show**, **Filter**, **Export** or **Print** the list of **Suppliers**. For detailed information regarding each of these options, refer to the **Working with Lists** topic.

Transaction List Example

The **Transaction List** displays all transactions (add, move, remove, etc.) that have occurred in the system along with the date of the transactions and the user who performed them. Below is an example of the **Transaction List**:

Trans Date	Trans Type	Item Number	Item Description	Quantity	Entry Date	Date Acquired	Cost	Serial Number	Date Code	Pallet
5/29/2007	Add	400008	2	0.00	5/29/2007	5/29/2007	1000.00			
5/29/2007	Add	400008	2	0.00	5/29/2007	5/29/2007	1000.00			
5/29/2007	Add	400008	2	0.00	5/29/2007	5/29/2007	1000.00			
5/29/2007	Add	400008	2	0.00	5/29/2007	5/29/2007	1000.00			
5/29/2007	Add	400008	2	0.00	5/29/2007	5/29/2007	1000.00			
5/29/2007	Add	400008	2	1000.00	5/29/2007	5/29/2007	1000.00			
5/29/2007	Add	400008	2	1000.00	5/29/2007	5/29/2007	1000.00			
5/29/2007	Add	400008	2	1000.00	5/29/2007	5/29/2007	1000.00			
5/29/2007	Add	400008	2	1000.00	5/29/2007	5/29/2007	1000.00			
5/29/2007	Add	400008	2	1000.00	5/29/2007	5/29/2007	1000.00			
5/29/2007	Add	400003		5.00	5/29/2007	5/29/2007	500.00			
5/29/2007	Add	400003		15.00	5/29/2007	5/29/2007	500.00			
5/29/2007	Add	400003		1.00	5/29/2007	5/29/2007	500.00			
5/29/2007	Add	400003		100.00	5/29/2007	5/29/2007	500.00			
5/29/2007	Add	400003		1.00	5/29/2007	5/29/2007	500.00			
5/29/2007	Add	400003		1.00	5/29/2007	5/29/2007	500.00			
5/29/2007	Add	400003		1.00	5/29/2007	5/29/2007	500.00			
5/29/2007	Add	400003		1.00	5/29/2007	5/29/2007	500.00			
5/29/2007	Add	400003		200.00	5/29/2007	5/29/2007	500.00			
5/29/2007	Add	400003		1.00	5/29/2007	5/29/2007	500.00			
5/29/2007	Add	400003		200.00	5/29/2007	5/29/2007	500.00			
5/29/2007	Add	400003		200.00	5/29/2007	5/29/2007	500.00			
5/29/2007	Add	400003		200.00	5/29/2007	5/29/2007	500.00			
5/28/2007	Add	JDS100	Test SN	1.00	5/28/2007	5/28/2007	200.00	100000006		
5/28/2007	Add	JDS100	Test SN	1.00	5/28/2007	5/28/2007	200.00	10000005		
5/28/2007	Add	JDS100	Test SN	1.00	5/28/2007	5/28/2007	200.00	100000004		
5/28/2007	Add	JDS100	Test SN	1.00	5/28/2007	5/28/2007	200.00	100000003		
5/28/2007	Add	JDS100	Test SN	1.00	5/28/2007	5/28/2007	200.00	10000002		
5/28/2007	Add	JDS100	Test SN	1.00	5/28/2007	5/28/2007	200.00	10000001		
5/25/2007	Remove	2	FRED	2.00	5/25/2007		0.00			

The **Transaction List** window allows you to **Filter**, **Export** or **Print** the list of **Transactions**. For detailed information regarding each of these options, refer to the **Working with Lists** topic.

Keep in mind that the list screens only display a maximum of 1000 rows. If the dates for which you are looking are not shown in the list, use the Filter function to display the records you need.

Inventory Menu

The **Inventory Menu** groups tasks such as Adding/Removing, Moving, Checking In/Out, Adjusting and Auditing inventory into one place. The Checking In/Out feature does not apply to WaspNest Inventory.

To Access the Inventory Menu:

1. From the **Main Window**, click the **Inventory** icon. The **Inventory Menu** appears at the bottom of the screen.

Click on any of the **Inventory Menu** icons to go to that function. Detailed descriptions of the options found on the **Inventory Menu** are provided below:

- **Add** - The **Add** screen allows you to add inventory (quantity) to an item at a specified location. This allows you to "manually" add quantity to an item rather than receiving the inventory through a fulfilled **Purchase Order**. For more information on adding inventory, please refer to the **Adding Inventory** topic. For more information on receiving inventory, please refer to the **Receiving Inventory** topic.

- **Remove** - The **Remove** screen allows you to remove inventory (quantity) from an item at a specified location. This allows you to "manually" remove quantity from an item rather than removing it through a pick order. For more information on removing inventory, please refer to the **Removing Inventory** topic. For more information on pick orders, please refer to the **Creating Pick Orders** topic.

- **Move** - The **Move** screen allows you to move inventory for an item from one **Location** to another. When you add inventory (quantity) to an item, you select in which location that quantity will reside. The **Move** function allows you to move that inventory from the originally assigned location to another. By moving inventory in the software, you can easily keep accurate records of where all of your inventory is currently located. For more information on the **Move** screen, please refer to the **Moving Inventory** topic.

- **Check-In** - The **Check-In** screen allows you to check-in, or make available, inventory that has previously been **Checked-Out** to one or more customers. While checking in does not actually add inventory to an item, it does free up that inventory to be checked-out to another customer, if needed, or to be included in a pick order. For more information on the **Check-In** screen, please refer to the **Checking In Inventory** topic.

- **Check-Out** - The **Check-Out** screen allows you to check-out, or assign, inventory to a customer for a specified length of time. For more information on the **Check-Out** screen, please refer to the Checking Out Inventory topic.
- **Adjust** - The **Adjust** screen allows you to modify the quantity of existing items. **Adjust** is like a "mini" **Audit** and will update the quantity using FIFO (First In First Out) to make the total equal to the quantity you enter here. The **Adjust** function is useful if too much or too little quantity is accidentally entered for an item (on a mobile device, for example), inventory is lost, found, broken, etc. and you need to quickly correct the quantity for that item. **Adjusting** is different from an **Audit** in that the **Audit** function makes other functions of the software, such as adding inventory, unavailable to ensure inventory is not added or removed while you are doing the counts. All features are still available when adjusting inventory. For more information on the **Adjust** screen, please refer to the **Adjusting Inventory** topic.

- **Audit** - This icon starts the **Audit Mode** of the software. **Audit Mode** allows you to check the counts of all your inventory while disabling other features, such as add and remove, to make sure inventory counts in the system do not change while you are performing the audit. If you are using mobile devices, you can use them simultaneously with the PC to perform an audit. For more information on Auditing, please refer to the **Auditing Your Inventory** topic.

Manually Adding Inventory

The **Add Inventory** screen allows you to manually add quantity to items already entered into your database. Inventory is the amount or quantity of a particular item. Items must first be imported or entered on the **Add Item** screen before you can add quantity to it.

Manually Adding Inventory:

1. From the **Main Window**, click on the **Inventory** icon. The **Inventory** menu appears at the bottom of the screen.

2. On the **Inventory** menu, click **Add Inventory**. The **Add Inventory** screen appears.

OR

1. From the **Main Window**, select **Lists** > **Item**. The **Item List** appears.

2. On the **Item List**, highlight an item in the grid, then click the **Add** icon.

Note: To prevent fields from clearing, click the pushpin button located to the right of the field you want to lock. This is helpful when you have to perform multiple Adds at one Location, for example.

Clicking the button will unlock the field.

3. Complete the **Item** fields: Enter the **Item Number** of the item to which you want to add inventory (if you accessed this screen from the **Item List**, this field will already be populated). To enter an **Item Number**, you can type or scan the value into the field, or you can use the drop down list to see the first 10 items in the database, select **<more>** on the drop down list to see all items in the Item List or you can create a new item.

   Entering an **Item Number** populates the **Item Number** field as well as the **Description** field and enables the following fields:

   - **Location**
   - **Quantity** (unless the item is **Tracked By Serial Number -** Set on the **Add** or **Edit Item** screens, which fixes the Quantity to a value of 1)
   - **Cost**
   - **Date Acquired**
   - The **Track By** fields are not available in WaspNest Inventory.

   Below is an example of the screen with the fields enabled:

   You can use the drop down list of any enabled field to select an existing value for that field or select **<New>** from the **Item Number**, **Location** or **Supplier** drop down lists to open the **Create New Item**, **Create New Location** or **Create New Supplier** screens.

   Note: If the **Automatic New** option is enabled on the **Options** screen, the **Create New Item**, **Create New Location** or **Create New Supplier** screens will be opened automatically if an unknown **Item Number**, **Location**, or **Supplier** is entered. If the **Automatic New** option is turned off when an unknown **Item Number**, **Location** or **Supplier** is entered, a prompt will ask if you want to use the **Create New** screen. For more information on enabling and disabling the **Automatic New** option, please refer to the **Options** screen topic.

   The **No. of Labels** field determines the number of item labels that will be printed when the transaction is completed if the **Print** checkbox is selected. The **No. of Labels** value defaults to the **Quantity** value but can be modified. The maximum number of labels for this field is 1000. The item label used for this function is named AddTransactionItemLabel.lab and can be modified through the **Labels** interface.

4. As mentioned above, the **Track By** fields are not available in WaspNest Inventory.

5. Complete the rest of the screen: If a **Supplier** and/or **Ref #** is required for this item, you can enter it now. Similar to Tracked By fields, the requirement that one or more of these fields be filled out is established at the time the item was entered on the **Create New Item** screen and can be edited on the **Edit Item** screen.

   The **Ref #** drop down list displays the last ten **Ref #s** used. The **<More>** option of the **Ref #** drop down list displays all **Ref #s** with active quantity.

   The **Supplier** drop down list displays the last ten suppliers used. The **<More>** option of the **Supplier** drop down list displays all suppliers that can be chosen (active suppliers).

   The **No. of Labels** field determines the number of item labels that will be printed if the **Print** checkbox is checked. The value in this field defaults to the **Quantity** field value.

   The **Notes** field allows you to add and store additional information that describes the transaction.

6. When you have finished entering information, click the **Add** button to post the transaction to the **Pending Transaction List**. All fields on the **Add Inventory** screen will be cleared and all but the **Item Number** field will be disabled. You can either select another item to be added to the **Pending Transaction List** or you can click **Commit** to submit the transaction(s).

   The **Add** button will not be enabled until all required information is entered in the appropriate fields. The **Commit** button will not be enabled until at least one **Add** is posted to the **Pending Transaction List**.

At any time, you can review the **Pending Transaction List** and remove any transactions

that were entered in error.

7. Click **Commit** to submit the transaction(s) to your database.

8. If the **Print** checkbox is checked, the **Print Options** screen will display.

From the **Print Options** screen, you can select the following print items:

- **Receipt**: this option prints a receipt that describes the add transactions.
- **Labels**: this option prints item labels for the items that are being added. The number of labels printed for a given item are determined by the **No. of Labels** field displayed in the **Data tab**. The file used to print this label is named AddTransactionItemLabel.lab and can be customized through the **Labels** feature.
- **Load Tickets**: this option prints a label that includes the Date Added, Item Number, Item Description, and Quantity for a given add transaction. Load tickets are helpful for enforcing First In First Out (FIFO) removal of inventory from its storage location. By examining the Load Ticket placed on the inventory package, warehouse personnel are able to compare the Date Added value for stored inventory and select the oldest inventory package thereby complying to FIFO rules.

9. Click **OK** to submit the transaction(s) to your database.

Removing Inventory

The **Remove Inventory** screen allows you to remove quantity from any item in the database. This can be considered the same as shipping inventory. You can designate which customer this inventory was shipped to on this screen. Inventory is the amount or quantity of a particular item. Items must first be imported or entered on the **Add Item** screen before you can add quantity or remove quantity.

The Remove function uses FIFO (First in First Out) to determine what inventory is removed first. If you Add 5 of Item 123 to Location Bin 1, for example, then another 5 come in on another day, you will have ten of that item. When you later remove 3 of Item 123, the first set of 5 will be subtracted from inventory before the second set.

Removing Inventory from an Item:

1. From the **Main Window**, click the **Inventory** icon. The **Inventory** menu appears at the bottom of the screen.

2. On the **Inventory** menu, click the **Remove** icon. The **Remove** screen appears.

OR

1. From the **Main Window**, select **Lists** > **Item**. The **Item List** appears.

2. On the **Item List**, highlight an item in the grid, then click the **Remove** icon.

To prevent fields from clearing, click the Pushpin button located to the right of the field you want to lock for subsequent transactions. This is helpful when you have to perform multiple removes at one Location, for example. Pushpins can be used to lock the values in all but one required field so that a scanner can be used to rapidly remove

inventory just by repeatedly scanning barcodes into that field. (The **Remove** button does not have to clicked between each scan to post these remove transactions to the Pending Transaction List.)

Clicking the button will unlock the field.

3. **Complete the Item fields:** Enter the **Item Number** of the item from which you want to remove inventory. To enter an **Item Number**, you can type or scan the value into the field, or you can use the drop down list to select an existing item from the first 10 Items shown there, or select **<more>** to select an Item from the **Item List**. You can only **Remove** quantity from items with quantity greater than 0. The **Item Number** list on this screen will not display or accept numbers that do not have quantity.

   Entering an **Item Number** populates the **Item Number** field as well as the **Description** field and enables the following fields:

   - **Quantity** (unless the item is **Tracked By Serial Number -** Set on the **Add** or **Edit Item** screens, which fixes the Quantity to a value of 1).
   - **Location**
   - **Any of the associated Tracked By fields: Note:** The **Track By** fields do not apply to WaspNest Inventory.
   - **Customer**
   - **Notes**

Below is an example of the **Remove** screen with the fields enabled:

You can use the drop down list of any enabled field to select an existing value for that field.

Note: If the **Automatic New** option is enabled on the **Options** screen, the **Create New Customer** screen will be opened automatically if an unknown **Customer** is entered. If the **Automatic New** option is turned off when an unknown **Customer** is entered, a prompt will

ask if you want to use the Create New screen. For more information on the enabling and disabling the Automatic New option, please refer to the **Options** screen topic.

4. **Complete the Track By fields: Note:** The **Track By** fields do not apply to WaspNest Inventory.

5. **Enter the Customer:** Select a **Customer** from the drop down list. Select **<New>** from the **Customer** drop list to open the **Create New Customer** screen.

   The **Notes** field allows you to add and store additional information that describes the transaction.

6. After you have completed entering the information, click the **Remove** button to add the transaction to the **Pending Transaction List**. All fields on the **Remove** screen will be cleared and all but the **Item Number** field will be disabled. You can either select another item to be removed or you can click **Commit** on the **Pending Transaction List** to submit the transaction(s).

   The **Remove** button will not be enabled until all required information is entered in the appropriate fields. The **Commit** button will not be enabled until at least one **Remove** is posted to the **Pending Transaction List**.

   At any time, you can review the **Pending Transaction List** and remove any transactions that were entered in error.

7. Check the **Print Receipt** option to print a receipt when the transactions are committed.

8. Click **Commit** to submit the transaction(s) to your database.

Moving Inventory

The **Move Inventory** screen allows you to move inventory quantity for an item from one Location to another. When you create an item, you can add which locations it may be. When you then add inventory (quantity) to the item, you select in which location that quantity will reside. The Move function allows you to move that inventory from the originally assigned location to another. By moving inventory in the software, you can easily keep accurate records of where all of your inventory is currently located.

You can only move inventory that is listed in the system as having a quantity greater than 0 (quantity is added on the Add Inventory screen or when Receiving inventory.)

Note: The **Track By** section does not apply to WaspNest Inventory.

Moving Inventory to a Different Location:

1. From the **Main Window**, click the **Inventory** icon. The **Inventory** menu appears at the bottom of the screen.

2. On the **Inventory** menu, click **Move**. The **Move** screen appears.

OR

1. From the **Main Window**, select **Lists** > **Item**. The **Item List** appears.

2. Highlight the item for which you want to move inventory, then click the **Move** icon. The **Move** screen appears.

To prevent fields from clearing, click the Pushpin button located to the right of the field you want to lock for subsequent transactions. This is helpful when you have to perform multiple removes at one Location, for example. Pushpins can be used to lock the values in all but one required field so that a scanner can be used to rapidly remove inventory just by repeatedly scanning barcodes into that field. (The **Move** button does not have to clicked between each scan to post these remove transactions to the Pending Transaction List.)

Clicking the button will unlock the field.

3. **Complete the Item Fields:** To **Move** inventory, first enter the **Item Number** of the item you want to move. To enter an **Item Number**, you can type or scan the value into the field, or you can use the drop down list to select an existing item from the 10 items shown or use **<more>** to select an item from the **Item List**.

   When you enter an item number, the **Item Number** field is populated as well as the Description and the following fields are enabled:

   - **From Location** (filtered by Site)
   - **Quantity** (unless the item is Tracked By serial number, then the quantity defaults to 1 and cannot be changed),
   - **To Location**
   - **Notes**

Below is an example of the **Move** screen with the fields enabled:

You can use the drop down list of any enabled field to select an existing value for that field. The **To Location** field is not enabled until the **From Location** information is entered.

Note: If the **Automatic New** option is enabled on the **Options** screen, the **Create New Location** screen will be opened automatically if an unknown **Location** is entered. If the

Automatic New option is turned off when an unknown **Location** is entered, a prompt will ask if you want to use the Create New screen. For more information on the enabling and disabling the Automatic New option, please refer to the **Options** screen topic.

4. **Complete the Track By fields: Note:** Security does not apply to WaspNest Inventory.

5. **Enter where you want the inventory moved:** Choose the **To Location** (where the Inventory is being moved).

   The **Notes** field allows you to add and store additional information that describes the transaction.

6. After you have entered the information on the screen, click the **Move** button to add the transaction to the **Pending Transaction List**. All fields on the screen will be cleared and all but the **Item Number** field will be disabled. You can either select another item to be added to **Pending Transaction List** or you can click **Commit** on the Pending Transaction List to submit the transaction(s).

   The **Move** button will not be enabled until all required information is entered in the appropriate fields. The **Commit** button will not be enabled until at least one move is posted to the **Pending Transaction List**.

   At any time, you can review the **Pending Transaction List** and remove any transactions that were entered in error.

7. Check the **Print Receipt** option to print a receipt when the transactions are **Committed**.

8. Click **Commit** to submit the transaction(s) to your database.

Adjusting Inventory Amounts

The **Adjust Inventory** screen allows you to modify the quantity (inventory amount) of existing items. **Adjust** is like a "mini" Audit and will update the quantity using FIFO (First In First Out) to make the total equal to the quantity you enter here. The **Adjust** function is useful if too much or too little quantity is accidentally entered for an item (on a mobile device, for example), inventory is lost, found, broken, etc. and you need to quickly correct the quantity for that item. Adjusting is different from an Audit in that the Audit function makes other functions of the software, such as adding inventory, unavailable to ensure inventory is not added or removed while you are doing the counts. All features are still available when adjusting inventory.

Note: An item tracked by **Serial Number** which has been **Checked-Out** cannot be **Adjusted**.

This topic covers:

Adjusting Inventory

Duplicate Serial Numbers Warning

Adjusting Inventory:

1. From the **Main Window**, click the **Inventory** icon. The **Inventory** menu appears at the bottom of the screen.

2. On the **Inventory** menu, click the **Adjust** icon. The **Adjust** screen appears.

Note: To prevent fields from clearing, click the pushpin button located to the right of the field you want to lock. This is helpful when you have to perform multiple Adds at one

Location, for example.

Clicking the button will unlock the field.

3. **Complete the Item fields:** To input an **Item Number**, you can type or scan the value into the field, or you can use the drop down list to select an existing item from the **Item List**.

   You can use the drop down list of any enabled field to select an existing value for that field.

   Entering an item number populates the **Item Number** field as well as the **Description** and enables the following fields:

   - **Location** - filtered by **Site**.
   - **Quantity**
   - **Any of the associated Track By fields:** Any of the associated Track By fields: Serial Number, Date Code, Lot or Pallet. A Tracked By field is enabled or disabled at the time the Item is created.

   Below is an example of the screen with the fields enabled:

Selecting a **Reason** from the drop down list allows you to track why this adjustment is being made. The **Reason** also determines if the quantity is positive or negative for **By Difference** adjusts.

When to select the By Counts or By Difference check boxes:

By Count indicates that the **Quantity** you are entering is the total count of that item at the specified **Location**. For instance, if the software shows that you have 3 of Item A at Location 1, but you have counted 5, you should enter 5.

By Difference indicates that the **Quantity** you are entering is the change you want to see in the Quantity for that Item at that Location. For instance, if you just damaged 2 of Item A at Location 1, you can enter 2, set the **Reason** to **Breakage (-)**, and the total will be adjusted downward by 2.

4. **Complete the Track By fields:** The **Track By** fields are enabled based on the Item Number you enter. If there are no Track Bys set for the selected item, these fields will be disabled. **Track By** fields are enabled or disabled at the time the item is entered on the **Create New Item** screen or when editing an item on the **Edit Item** screen.

   When an item is tracked by **Serial Number**, 0 and 1 are the only valid values for **Quantity**.

5. **Enter the Quantity:** After you have specified the **Item**, **Location** and **Track Bys**, you should input the total **Quantity** you are adding to the item.

6. **Enter the Transaction Code:** This field allows you to type a new or select a previously committed code that describes the transaction. Transaction Codes can be any code your business assigns to certain types of adjustment transactions. Assigning these codes can help you with reporting as each type of adjustment can (breakage, return, etc.) can be given it's own code. This software does not contain any preset codes. This gives you the opportunity to assign a code that best suits your needs, and allows for the entry of codes you already use in your business for these types of transactions.

7. **Enter Notes (Optional):** The **Notes** field allows you to add and store additional information that describes the transaction.

8. Click the **Adjust** button to add the transaction to the **Pending Transaction List**. All fields on the screen will be cleared and all but the **Item Number** field will be disabled. You can either select another item to Adjust or you can click **Commit** on the **Pending Transaction List** to submit the transaction(s).

   The **Adjust** button will not be enabled until all required information is entered in the appropriate fields. The **Commit** button will not be enabled until at least one transaction is posted to the **Pending Transaction List**.

At any time, you can review the **Pending Transaction List** and remove any transactions that were entered in error using the **Remove** or **Remove All** buttons.

9. Check the **Print Receipt** option to print a receipt when the transactions are posted.

10. Click **Commit** to submit the transaction(s) to your database.

Labels Menu

The **Labels** menu provides access to pre-built labels contained in the software or allows you to create new labels.

Accessing Labels:

1. On the **Main Window**, click **Labels**. The **Labels** screen appears:

2. To edit or print a label that appears in the **Label** list, highlight the item then click the **OK** button or double-click the label name. This will start the **Wasp Labeler** application with the selected label loaded.

   Selecting **<Create New Label>** will open Wasp Labeler with a blank label template.

   Selecting **<Browse To Other Labels>** lets you select the .LAB file you want to open by browsing your drives.

   When saving new labels you've created with Wasp Labeler, they will be listed with the default labels shown above if you save your new .LAB files in the folder called .\Labels under the folder where you installed this product. If you are unsure where this is, just use the Windows Find (or Search) command to locate the folder containing the file WaspNestInventory.exe, then save your .LAB files in the .\Labels folder beneath it.

For more information or help on the Wasp Labeler software click on Help within Wasp Labeler.

Report Selection

This software comes with many built-in reports to help you maintain your inventory.

Selecting a Report:

1. From the **Main Window**, click the **Reports** icon. The **Reports** screen appears:

2. Highlight the desired report, then click the **OK** button, or double-click on the report name. The report opens in the Report Viewer. For more information on viewing reports, please refer to the **Report Viewer** topic.

Selecting **<Browse To Other Reports>** lets you select the .RPT file you want to open by browsing your drives.

Note: If you use Crystal Reports™ (not included with Inventory Control) to create custom reports, they will be listed with the default reports shown above if you save your new .RPT files in the folder called Reports under the folder where you installed Inventory Control. If you are unsure where this is, just use the Windows Find (or Search) command to locate the folder containing the file **WaspNestInventory.exe**, then save your .RPT files in the Reports folder beneath it.

Report Viewer

The **Report Viewer** presents reports in an interactive environment that permits keyword searches, printing and export to Adobe Acrobat® Reader™ (.pdf), Microsoft® Excel (.xls), Microsoft® Word (.doc) or Rich Text Format (.rtf) files.

The Report Viewer is accessed by selecting a report name from the Report Selection screen.

The Status Bar in this example reports the current page being viewed, the total number of pages and the current zoom factor.

The left panel shows the report tree that shows how the report is organized and allows you to chose specific nodes.

The **ReportViewer Tool Bar** provides the following functions:

Go to First Page takes you to the beginning of the report.

Go to Previous Page

Go to Next Page

Go to Last Page takes you to the end of the report.

Print Report launches the Print dialog.

Refresh updates the report with current data.

Export Report allows you to save the report as your choice of any of the following formats:

Adobe Acrobat® Reader™ (.pdf file)

Microsoft® Excel (.xls file)

Microsoft® Word (.doc file)

or Rich Text Format (.rtf file)

Toggle Group Tree OFF/ON - When this is turned off, it will increase the width of the Report display by turning off the Group Tree area at the left of the ReportViewer screen. When it is on, it will restore the Group Tree display at the left of the ReportViewer screen - the default display.

Zoom allows you to scale the Report display via a drop list of percentages:

Search allows you to find all occurrences of a specified keyword within the displayed Report:

Specify a keyword and click **Find Next** to find the next occurrence.

Filter allows you to create filters for the selected report using the Report Filter Setup dialog.

Once a filter has been applied, the filter criteria will be displayed to the right of the **Filter** tool in the toolbar.

Depending on the number of transactions in your database, the Report you have selected, and the performance of your PC, ReportViewer can remain blank for quite some time while it access the database and dynamically builds the Report for display.

Glossary

Adjust - This term refers to adjusting the quantity of inventory at a specified location. **Adjust** is like a "mini" Audit and will update the quantity using FIFO (First In First Out) to make the total equal to the quantity you enter here. The **Adjust** function is useful if too much or too little quantity is accidentally entered for an item (on a mobile device, for example), inventory is lost, found, broken, etc. and you need to quickly correct the quantity for that item. Adjusting is different from an Audit in that the Audit function makes other functions of the software, such as adding inventory, unavailable to ensure inventory is not added or removed while you are doing the counts. All features are still available when adjusting inventory.

Archive - The **Archive Transaction** feature allows you to archive inactive transactions prior to a specified date. Archiving old information keeps your database running quickly and efficiently.

Audit - Auditing your inventory means you are counting the inventory you actually have on hand and comparing that number with what is listed in the software. This allows you to ensure you have actual counts in the system. **Audit Mode** allows you to check the counts of all your inventory while disabling the Add, Remove, Move, Adjust, Check-In and Check-Out features to make sure inventory counts in the system do not change while you are performing the audit. If you are using mobile devices, you can use them simultaneously with the PC to perform an audit by downloading the database in audit mode to each device. **Audit Mode** features a simple **Audit** screen that allows you to enter your counts for inventory in each location and compares these to the counts already in the system. You can then view the **Complete Audit** screen to review any discrepancies between your counts and what was in the system. At the click of a button you can reconcile the counts or you can select certain transactions to accept or reject. This software also comes equipped with several **Audit Reports** that allow you to review a variety of information at-a-glance.

Check-In - This feature does not apply to WaspNest Inventory. Check-in inventory means you are returning inventory that has been "checked-out", or assigned, to customer back into your on-hand inventory.

Check-Out - This feature does not apply to WaspNest Inventory. InventoryControl gives you the ability to check-out, or assign, inventory to a customer for a specified (or open-ended) amount of time. This removes the inventory from your on-hand amounts until it is checked back in. Items that are checked-out cannot be permanently removed from your inventory until they are checked back in.

FIFO - An abbreviation for first-in, first-out, FIFO is a method employed in accounting for the identification and valuation of the inventory of a business. This is the inventory method the system uses when adjusting or removing inventory. FIFO assumes that the first goods added are the first removed.

Inventory - Inventory is the amount or quantity you have of a particular item.

Item - Items represent the actual material or good that you will have in your inventory. For example, you might create an Item entry for Mouse - Wireless. Then you can add inventory, or quantity, to that item. If you are using the Enterprise or Professional version of this software, you can also create items that are non-inventory. This is useful if you need to create an item for marketing pamphlets, counter displays or anything you need to have, but for which you don't need to track quantity.

Location - Locations are contained with a Site and represent the place where inventory is kept. A location is typically shorthand for a physical place such as a shelf in your warehouse. Commonly used conventions include Location codes like this:

01 02 05 (for Row #, Shelf #, Bin #)

Another example would be to create Site labeled Warehouse 1 containing a Locations labeled Bin1 and Bin 2.

Move - The Move function allows you to move inventory from one location to another.

Order Unit - This is the supplier's unit of measure used when ordering an item. This may be box, pallet, etc. This is different from the "Eaches" stocking unit. For example, "jar" may be the stocking unit, but the supplier may ship the item in boxes containing 10 jars.

Site - The Site is a broad term containing one or more Locations. Inventory is assigned to the locations within the site. For example, you might create a Site labeled Warehouse 1 containing a Locations labeled Bin 1 and Bin 2.

Stocking Unit - This is the portion by which an item's quantity will be tracked. This unit represents "Eaches", meaning how you want each item of this type to be measured. (Examples: bag, barrel, basket, block, bottle, box, carton, container, drum, gallon, jar, pack, package, pallet, section, tub, vial, etc.) You can designate a different stocking unit for each item in your system, if desired.

Track By - This feature does not apply to WaspNest Inventory. This software allows you to track your inventory by several fields, if desired. Track By options are: Serial Numbers, Lot, Date Code and/or Pallet. Tracking allows you to follow the movements of inventory from receiving, adjusting, moving, checking out, etc.

It is important that you determine how you want to track each Item. Typically, small Items that are all the same may not need to have any Tracked Bys selected. Items such as printers may need to be tracked by Serial Number, so returns and maintenance can be properly tracked. Medical supplies or food may need to be tracked by Date Code and/or Lot.

Transaction Code (TransCode) - Transaction Codes can be any code your business assigns to certain types of Adjustment transactions. Assigning these codes can help you with reporting as each type of adjustment (breakage, return, etc.) can be given it's own code. This software does not contain any preset codes to give you the opportunity to assign a code that best suits your needs, and to allow the entry of codes you already use in your business for these types of transactions. Transaction codes are entered on the **Adjust** screen.

Index

A

About Screen 3

Add - Customer.....71

Add - Item 74

Add - Manufacturer 86

Add - New Location.....83

Add - New Supplier 89

Add Inventory.....111, 121

Add Notes 99

Adding Sites.....70

Address - Company - Deleting 23

Address Types - Deleting.....23

Address Types - Entering Multiple 23

Addresses - Company - Editing 23

Adjust.....131

Adjust Inventory 131

Adjust Screen - Duplicate Serial Numbers Warning.....131

Administration Menu 21

Administration View 21

Advanced Find 17

Allow Negative Quantities on Mobile Devices Option 28

Archive.....33

Archive Transactions 33

Audit.....62

Audit - Ending Audit Mode 62

Audit - Starting Audit Mode 62

Audit Counts - Reconciling.....62

Audit Mode.....62

Audit Mode Active 62

Audit Overview.....62

Audit Reports 62

Audit Screen 62

Automatic Customer Numbers Option.....28

Automatic Item Numbers Option 28

Automatic New Option 28

Automatic Notification of Low Order Items Option 28

Automatic Notification of Under-Stocked items .13

Automatically Check for Software Updates 11

Average Cost 74

B

Backup 26

Backup Database.....26

Backup Location - Designating for SQL Server.28

Beginning an Audit 62

Bkp file 26

Boolean Operator.....17

Browse To Other Labels 135

Browse To Other Reports 136

C

Category 74

Check for Software Updates - Automatic 11

Check for Software Updates - Manual 11

Check for Software Updates Option.....28

Column Names 53

Commit 121, 125

Company Address 23

Company Information - Deleting 23

Company Information - Editing.....23

Company Information Screen 23

Comparison Operator 17

Create New Customer 71

Create New Item 74

Create New Label 135

Create New Location 83

Create New Manufacturer.....86

Create New Supplier.....89

Creating Sites 70

Crystal Reports 136

Custom Dates 37

Custom Numbers.....37

Custom Texts.....37

Customer - Adding.....71

Customer - Entering Multiple Addresses.....71

Customer List.....115

Customers - Editing 96

Customers - Exporting 47

Customers - Importing 40

Customing Tool Tips 34

Customizing Field Names 34

D

Data Types.....53

Database - Archiving Inactive Transactions 33

Database - Restoring 27

Database Properties 53

Decimal Places Option.....28

Default Values - Resetting Field Names To 34

Delete.....111

Delete - Company Address 23

Delete - Company Information 23

Delete Record 111

Delimiter.....40

Delimiters - Export.....47

Designating Backup Location.....28

Destination List - Email 28

Dimension Unit.....74

Duplicate Record.....111

Duplicate Supplier Codes.....89

E

Edit - Company Information 23

Edit Field Names Option 28

Edit Items 93

Edit Manufacturer.....98

Edit Notes 99

Edit Record 111

Edit Site 94

Editing Customers.....96

Editing Field Names.....34

Editing Locations.....95

Editing Suppliers.....97

Editing Tool Tips 34

Enable Filter.....111

Errors - Import.....40

Export 47

Export Wizard 47

F

Field Mapping 40

Field Names - Editing Option 28

Fields - Customizing/Editing Names Of 34

Fields - Resetting to Default Values.....34

FIFO.....125

Filter Expression 17

Filter Records.....111

Filtering - List Screens 100

Filtering Reports.....138

Find.....15

Find All Option 15

Find button.....15

G

Getting Started.....141

Grouping - List screens.....100

I

Import.....40

Import Into Database.....40

Import Wizard.....40

Import-Export Error Report.....40

Importing Data - How To 40

Imports Errors - Handling 40

Inactive Transactions - Archiving 33

Inventory - Adding 121

Inventory - Adjust Quantity.....131

Inventory - Exporting.....47

Inventory - Importing 40

Inventory - Moving.....128

Inventory - Removing.....125

Inventory List - Grouping, Sorting, Filtering.....100

Inventory List Example.....112

Inventory Menu 119

Item 111

Item - Creating new.....74

Item List 111

Item List - Grouping, Sorting, Filtering.....100

Item List Toolbar 111

Item Stock Level List.....13

Item To Be Tracked By 74

Items - Editing 93

Items - Exporting.....47

Items - Importing 40

Items - moving inventory 128

L

LAB file 135

Label Selection 135

Labels 135

License Key 3, 9

Licenses Screen 3

LIKE Operator 17

List Screens - Grouping 100

List Screens - Working With 100

Lists - Customer 115

Lists - Inventory List Example 112

Lists - Location List Example 114

Lists - Manufacturer List Example 116

Lists - Site List Example 113

Lists - Supplier List Example 117

Lists - Transaction List Example 118

Location - Create New 83

Location List Example 114

Locations - Editing 95

Locations - Exporting 47

Locations - Importing 40

Locations - Managing by Item 74

Locations - moving inventory to/from 128

Low Quantity Notification 13

M

Main Window 5

Manually Add Suppliers 89

Manually Adding a Customer 71

Manually Adding Inventory 121

Manually Adding Manufacturers 86

Manually Check for Software Updates 11

Manually Removing Inventory 125

Manufacturer List Example 116

Manufacturers - Adding Multiple Address 86

Manufacturers - Adding New 86

Manufacturers - Editing 98

Manufacturers - Exporting 47

Manufacturers - Importing 40

Map To 40

Max Row Count Option 28

Max Stock Level 74

Menus - Administration 21

Menus - Inventory 119

Min Stock Level 74

Move Inventory 111, 128

Multiple Addresses - Manufacturers 86

N

New Location 83

O

Options Screen 28

P

Pending Transaction List 121, 125

Pre-Audit 62

Print Receipt 121

Pushpin button 121, 125

Q

Quantity - Adjust 131

R

Reconciling Your Audit Counts 62

Remove 125

Remove Filter.....111

Remove Inventory.....111, 125

Re-order Notification 13

Re-order Report 13

Report 136

Report List.....136

Report Selection 136

Report Viewer 138

Reports - Re-order Report 13

Reports- Audit Reports 62

Reports- Filtering 138

ReportViewer Tool Bar.....138

Resetting Field Names to Default Values 34

Restore 27

RPT file 136

S

Scale 53

Screens - Company Information 23

Search 15, 136

Serial Number - Viewing Software Serial Number 9

Setting Options.....28

Show Warning Messages Option 28

Site 70, 94

Site - Adding 70

Site List Example 113

Sorting - List Screens 100

SQL Server Backup Location 28

Status Bar 5

Supplier - Adding.....89

Supplier List Example 117

Suppliers - Editing 97

Suppliers - Exporting 47

Suppliers - Importing 40

Suppliers - Managing by Item 74

T

Tool Tips - Customizing/Editing.....34

Tool Tips - Resetting to Default Values.....34

Tracked By 74

Transaction List Example 118

Transactions - Archiving Inactive 33

U

Unit Of Measure 74

Update License 9

Updates - Check for Software Updates.....11

Using Custom Fields 37

V

Viewing Reports.....138

W

Wasp Labeler.....135

Working with Lists 100