

*DDMS Does  
Windows:  
An Introduction*

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## Old and New

DDMS' new graphical software gives you the ease of use you expect in a Windows application, together with the power and versatility you expect from your DDMS system.

*TBL stands for The Business Language. It's the programming language that DDMS uses to write text-based software. The TBL version of the software is the familiar text-based software you use now.*

### Sharing Files

The NT graphical version uses the same files as the TBL version. You can have some people working in graphical screens, and others working in TBL screens, and *they share and update the same set of files.*

Figure 1 shows some of the files that both graphical and TBL versions of the DDMS system share. If you're familiar with DDMS file names, you'll recognize the names you see here.

### The DDMS Graphical Menu

The DDMS Graphical Menu, shown in Figure 2, shows what's available graphically in Version 4. Notice that the four principal databases are included:

- Customer
- Item
- Vendor
- Salesperson.

In addition, three other databases are available from the Databases drop-down menu: Aliases, Multiple Bins, and Laundry List.

Name	Size	Type
chartindex.dbf	162KB	DBF File
chartindex.key	1KB	KEY File
C-index.cdx	55KB	CDX File
C-index.dbf	94KB	DBF File
c-index.key	1KB	KEY File
c-info.cdx	3KB	CDX File
c-info.dbf	1KB	DBF File
c-info.key	1KB	KEY File
c-jansan.cdx	5KB	CDX File
c-jansan.dbf	4KB	DBF File
c-jansan.key	1KB	KEY File
c-manifest.cdx	4KB	CDX File
c-manifest.dbf	6KB	DBF File
c-manifest.key	1KB	KEY File
c-master.cdx	68KB	CDX File
c-master.dbf	82KB	DBF File
c-master.key	1KB	KEY File
c-msales.cdx	14KB	CDX File
c-msales.dbf	80KB	DBF File
c-msales.key	1KB	KEY File

**Figure 1: NT Graphical and TBL Versions Share the Same Files.**

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Two applications are available:

- Commercial Order Entry
- Order History (like inquiring in the (G) screen, but much more powerful).

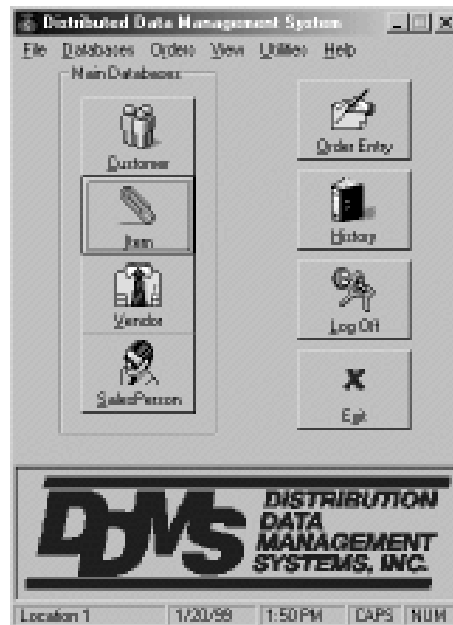
Building the system in a Windows environment lets us offer you a number of advantages over the TBL version:

- The system will be easier to learn. It will use the familiar Windows point-and-click interface. There will be no hidden codes to memorize: all features appear on buttons or menus.
- You can have several windows open at once, and the system will automatically open the appropriate record. If you're creating an order for the ABC Company, for example, and open the customer database, it automatically displays the ABC Company's record.

If you just placed item 123 on their order, and open the item database, the system displays 123's item record.

- The system remembers the record you had open last. Suppose you quit the NT Graphical session we just described. When you reopen the item database, item 123 will be displayed, since it was the last record you used. Similarly, the record for the ABC Company will appear when you next open the customer database.

**Figure 2: The Graphical Master Menu.**



This feature also works for different users: the system remembers the last records you used, and if someone else logs on to the same machine, it will also remember the last records that person used.

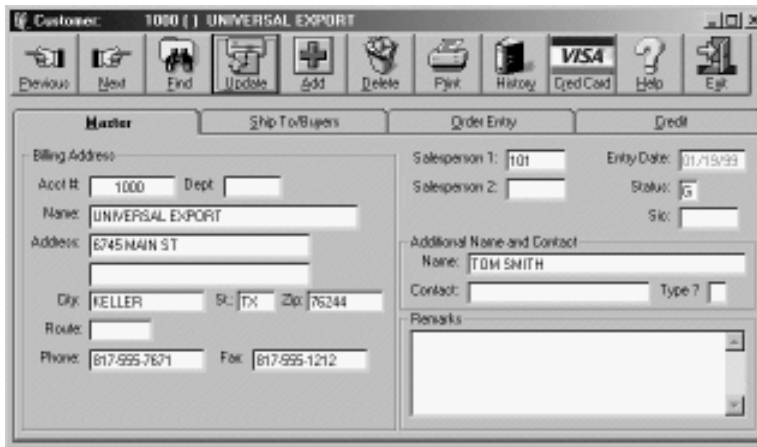
- Context-sensitive help will make it easier and faster to find the information you need.

## Customer Database

The customer database is similar to the (A) screen and its subscreens. It includes basic customer records, sales history, usage, and service quality. The Graphical and TBL versions both update the same files, so any changes you make in one version will also appear in the other.

Figure 3 shows a customer database record created in the Graphical version; Figure 4 shows the new record displayed in the TBL version.

**Figure 3: A Customer Record Created in the Graphical Version.**



**Figure 4: The Same Record in the TBL Version.**

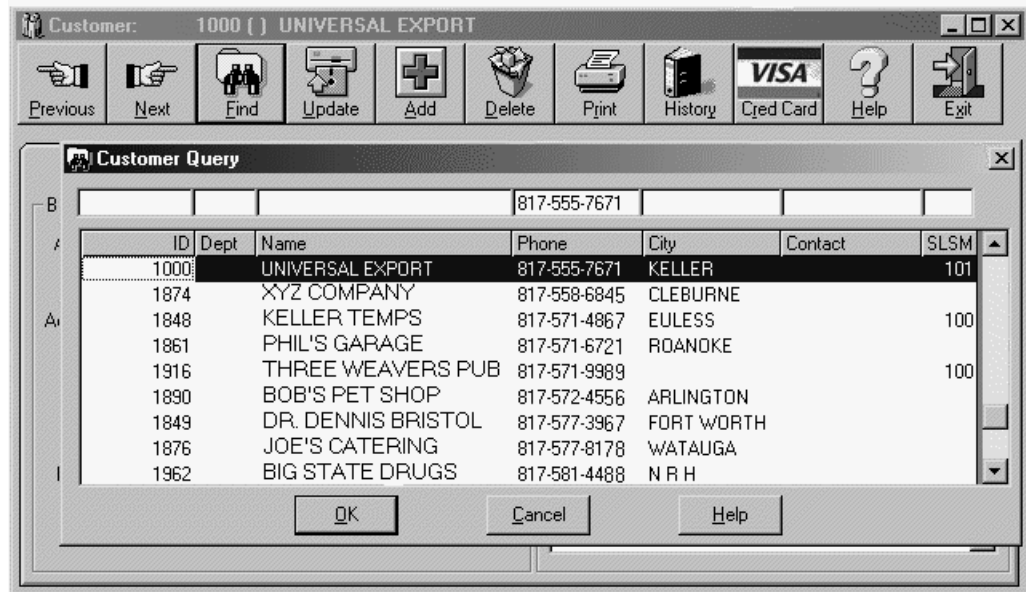


## Looking Up Records

You have more options when retrieving customer records in the Graphical version. In addition to searching for records by name, account number and department, you can search by phone number, city, contact, and salesperson.

To search, click the Find button. Type the search term you want to use in the appropriate box and press Enter. In Figure 5, we're searching by phone number. Notice that the customer records are now sorted by phone number. The system resorts by whatever search term you use, making it much easier to find the record you need.

**Figure 5:**  
Searching for a  
Customer  
Record by  
Phone Number



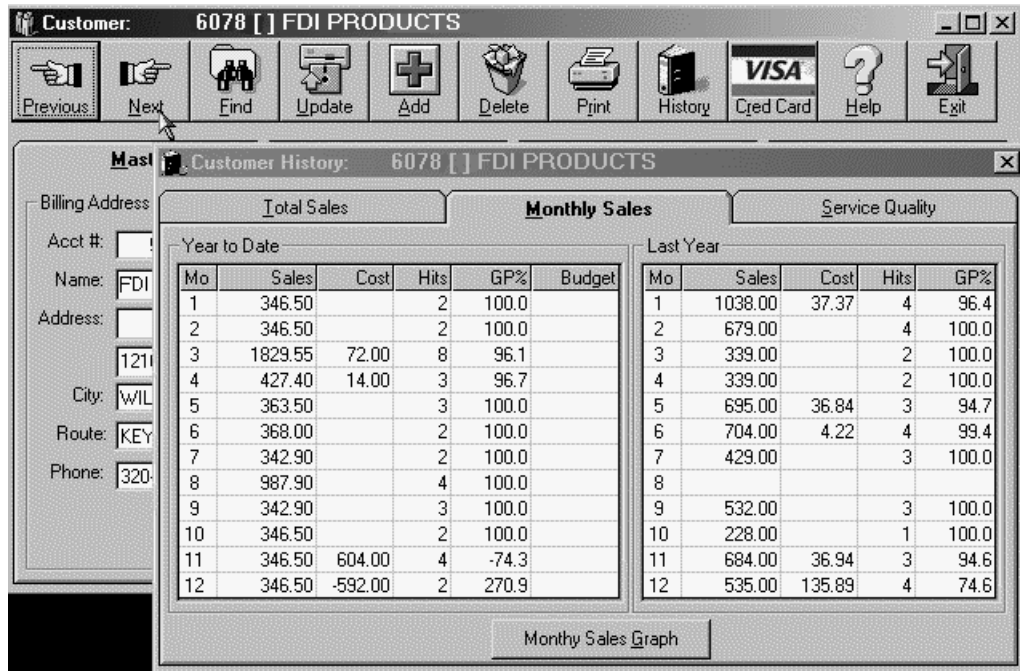
## Customer History

You can view customer history by clicking the History button. The system displays the History window, which includes customer history, sales history, and service quality information. (On the TBL version, this information appears in the (AH), (AS), and (AQ) screens, respectively.)

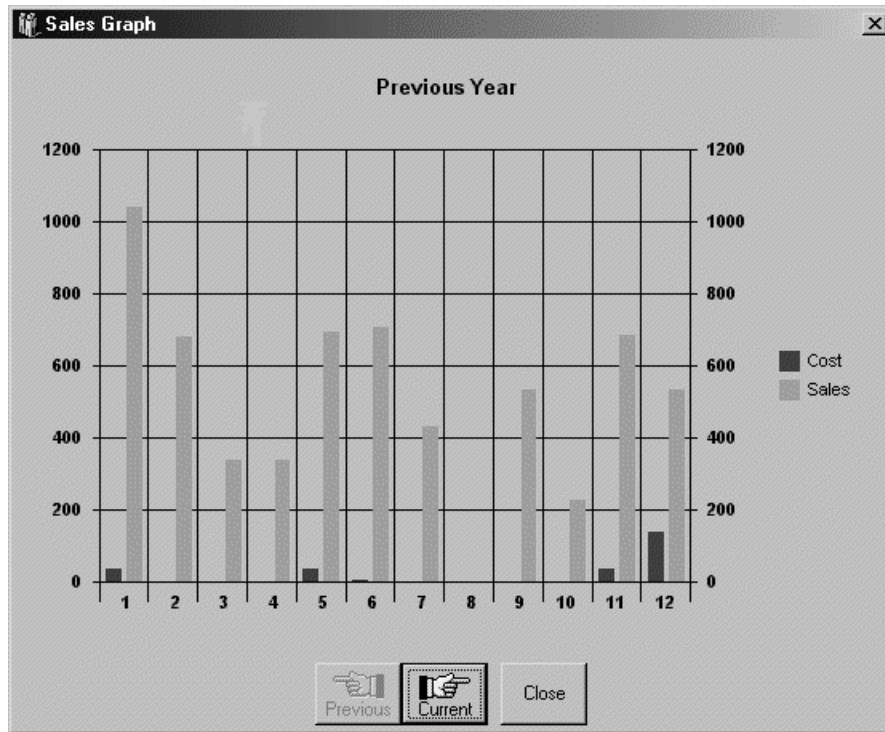
**Note:** You view different types of history by clicking the tabs. Clicking the Service Quality tab displays service quality information, for example. These tabs are used throughout the Graphical version.

Figure 6 shows sales history, like that found in the (AS) screen. Note that the customer's name and account number appear on the title bar of the History window, and also on the title bar of the Customer window behind it. To view another customer's history, click the Next or Previous buttons on the Customer window. This causes both the History and Customer windows to display other records.

**Figure 6:  
Viewing  
Customer Sales  
History**



**Figure 7: A  
Graph of the  
Previous Year's  
Sales History**



To view a graph of the sales history, click the Monthly Sales Graph button, which is shown at the bottom of Figure 6. The system displays a graph like that in Figure 7. (This figure shows last year's history; you can also view the current year's history by click the Current button.)

## Item Database

The Item database, shown in Figure 8, displays inventory records. It includes information about multiple units of measure and multiple vendors.

It's much easier to view multiple vendors in the Graphical version. To view multiple vendor information, click the Vendor tab. Each vendor you have a record for is listed on the screen, as shown in Figure 9. To view a particular vendor record, click its name.

*You can change records while the History Window is open by clicking the Previous and Next buttons, or by using the Find button.*

The Item database includes item history, which you can view by clicking the History button. Item history includes the totals you can see in the (EH) screen on the TBL version, and it also includes item usage and multiple bin information.

Multiple bin information includes totals for each location, as you can see in Figure 10.

The Graphical version of the Item database also lets you view pictures of items from national wholesalers. You view these by clicking the Picture button in the Item window.

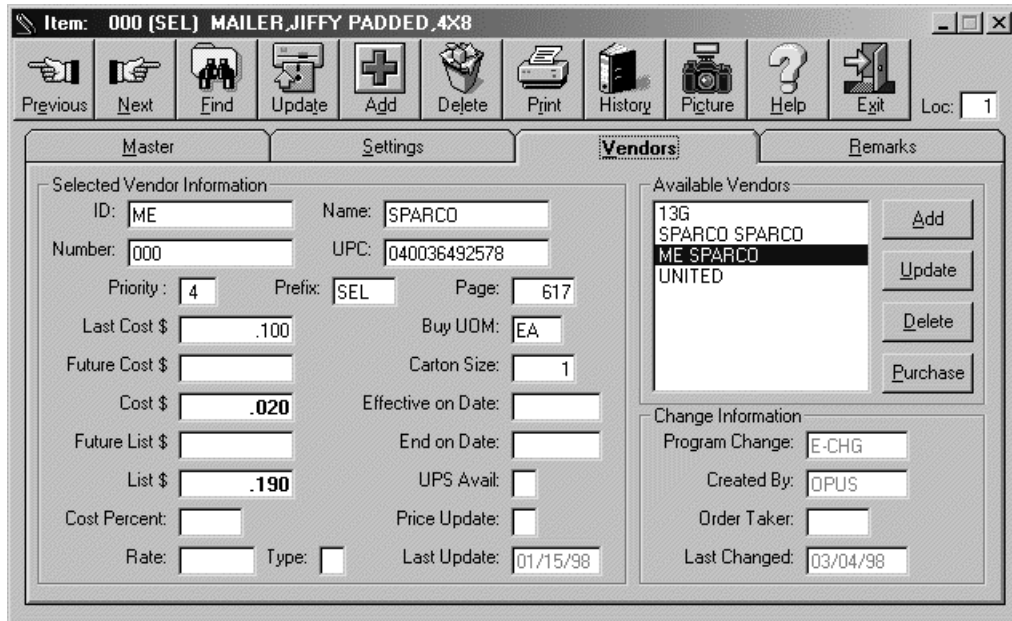
**Figure 8: The Item Database**

The screenshot shows a software window titled "Item: 000 [SEL] MAILER\_JIFFY PADDED\_4X8". The window has a toolbar with icons for Previous, Next, Find, Update, Add, Delete, Print, History, Picture, Help, and Exit. Below the toolbar are tabs for Master, Settings, Vendors, and Remarks. The "Master" tab is active, showing the following fields:

- General Information:** Number: 000, Company: SEL, Description: MAILER\_JIFFY PADDED\_4X8, UPC Code: 040036492578, Extended Number: 000, GL Dept: 1, Class: N, Sell UOM: EA, Cost \$: .110, List \$: .190.
- Details:** SIC Code: MH, Price File #: 500024, Serial: , Weight: , Lead Time: , Kit: , Multiple Bin: , Hours: , Price By: .
- Current Vendors:** Mfg: 13G, Primary Vendor: SPARCO SP, Purchasing Vendor: ME SPARCO.
- Categories:** 1  2  3  4 .
- Units of Measure:**

Unit	Quantity	Unit	Quantity
	0		0
BX	12		0
BX	12		0
	0		0
- Multiple or Information?**  M

**Figure 9: The Vendors Tab Shows Multiple Vendor Information.**

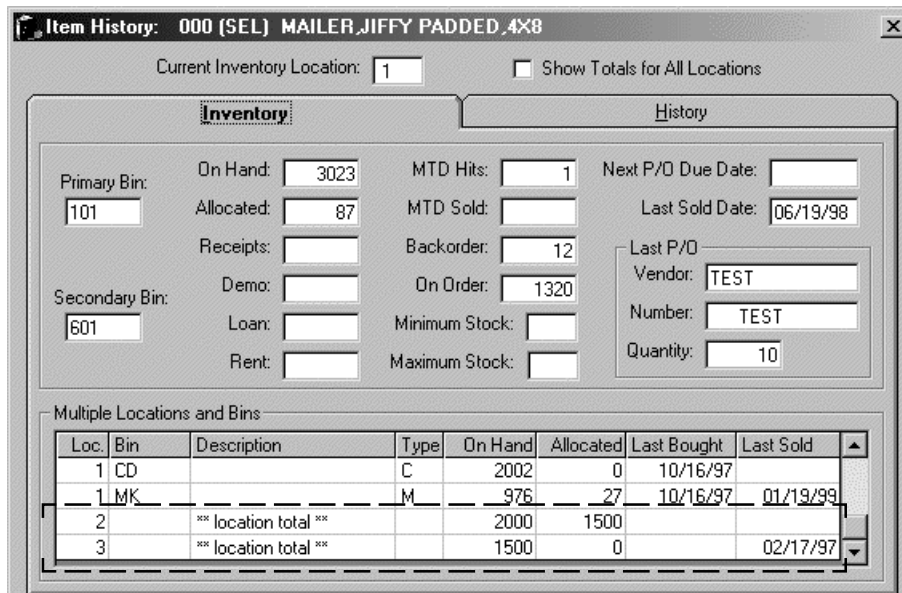


## Finding Item Records

You search for items like you search for customer records:

- 1 Click the Find button.
- 2 Type the search term you want to use in the appropriate box. You can search by item number and company, description, UPC number, vendor name, vendor number, and page number.

**Figure 10: The Item History Window Includes Totals for Each Location.**



3 Press Enter.

After you specify a search term and press Enter, the system displays the first record that matches your search term. It sorts the remaining item records by your search term, and displays those records that come after the one you specified. In Figure 11, for example, we're searching by item number, and specified number 4690. The item records that follow 4690 appear below it.

**Figure 11:**  
Searching for an  
Item Record.

Number	Co.	Description	UPC	Vendor	Vendor #	Page	Price	UM
4690	BON	BOARD,CHLK 11X17 OAK BLK		SPARCO	4690		8.300	EA
46901	ATAP	PORTFOLIO,5'ZIP,SOFT,BY	012722469010	UNITED	46901	338	190.000	EA
46901	DEN	PAD,EASEL,27X34		UNITED	46901	000	25.500	EA
46902	ATAP	PORTFOLIO,5'ZIP,SOFT,TN	012722469027	UNITED	46902	338	190.000	EA
46903	DEN	PAD,EASEL,27X34,GRID		UNITED	46903	000	25.500	EA
46906	NEWI	ORGANIZER,DESK,REGEN,BK	018421469061	UNITED	46906	467	3.820	EA
46907	UPR	ENVELOPE,CLSP,12X15,5,BN		UNIT-DEL	46907		32.650	BX
4691	BDY	FILE_CARD,4X6X9,GY		UNIT-DEL	4691		23.500	EA
46911	ATAP	PORTFOLIO,SOFT SIDE,BY	012722469119	UNITED	46911	341	170.000	EA

## Vendor Database

The Vendor database displays basic vendor information, and also includes vendor aliases and the parameters for electronic invoicing. See Figure 12.

**Figure 12:**  
The  
Vendor  
Database

**Vendor: ACC - ACCO**

Previous Next Find Update Add Delete Print Inv Parm Ven Alias Help Exit

**Master** RemitTo/Settings Account Status

Billing Address

Vendor #: ACC

Name: ACCO

Address: 123 MAIN

City: FORT WORTH St: Zip:

Phone: Fax:

Code: D G/L #

Discount % Terms: 7 Net Terms:

Contact:

Acct #:

Trade Discount Information

DATA BINDERS/RPT COVERS/CLIPS

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*These instructions for adding and changing vendor records also apply to the other graphical databases.*

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## Adding a Vendor Record

To add a new vendor record, follow these steps:

- 1 Click the Add button.
- 2 Type information in each field you want to complete.
- 3 To enter additional information, click the appropriate tab. To enter a remittance address, for example, click the Remit To/Settings tab.
- 4 Save your new record by clicking the Update button.

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**Note:** Clicking another tab does *not* save the information under the previous tab. You must click Update to save a record.

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## Changing a Vendor Record

To change a vendor record:

- 1 Retrieve the record you want to change. You can do this in two ways:
  - Click the Previous and Next buttons to display records in turn.
  - Click the Find button, and search for the record you want. This feature works like the Find buttons in the other databases. You can search by vendor number or vendor name. You can also search by phone number, city, and contact name.

- 2 To change an empty field, click in it, and type the information.

To change the existing information in a field, double-click it so that the field is highlighted. Type the new information.

- 3 Save your changes by clicking the Update button.

## Salesperson Database

The salesperson database includes the information displayed in the (HY) screen on the TBL version. It also includes price check parameters, allowable functions, and remote order entry parameters. See Figure 13.

You can search for salesperson records by using the Find button, like you do with other graphical databases. In addition to searching by salesperson number and name, you can search by phone number, city, and remote ID.

## Commercial Order Entry

The Graphical version of commercial order entry does not have every feature that's currently available in the TBL version. It lets you create orders, but you

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must change and verify them through the TBL version. However, graphical order entry does offer some advantages over the TBL version:

- It does not include any hidden features: if you can do it, there will be a button, menu item, or prompt for it. Graphical order entry is much easier to learn.
- You have more ways to look up customers and items.
- You have more information at your fingertips when placing items on an order. You can see on-hand quantities for all locations at a glance, for example. You can also see multiple vendor information.

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*The order in which these steps are listed is simply a suggestion. You can complete order entry fields in any order that suits you.*

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### Creating an Order

The following steps briefly describe how to create an order. You'll see when you try it that placing a graphical order is simple, and doesn't require much practice or training.

### Beginning the Order

- 1 Click the Order Entry button on the Graphical Master Menu.
- 2 Click the Customer button, and select your customer record. You do this in the same way you do when working in the Customer database.

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**Figure 13: The Salesperson Database**

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The screenshot shows a window titled "Salesperson : 811 - FRED JONES". The window has a menu bar with icons for Previous, Next, Find, Update, Add, Delete, Print, Functions, Help, and Exit. Below the menu bar are four tabs: Master, Price Check, Remote Order, and Additional/WinOrder. The Master tab is active and contains a form for general information and a history table.

**General Information**

SalesPerson #: 811

Name: FRED JONES

Address: 123 WEST PEARSON

City: KELLER St: TX

Zip: 76244 District:

Phone: 817-422-8899

Password: FRED

Restrict O/E Inquiry:  (Furniture)

**History**

	Month	Year	Last Year
Sales	1200.00	3489.00	67895.00
Cost	800.00	3012.00	58679.00
Margin			
Gross %			

**Figure 14: The Order Entry Window**

### Setting Order Information

The following steps are only necessary if you need to change the default settings.

- 3 Click the Order Type button at the bottom of the screen. (See Figure 14.) Select an order type (pay code) by clicking it.
- 4 Change or enter a shipping address, if necessary. You can click the Ship To button to retrieve an existing shipping address record, or type the correct address.
- 5 Enter a P/O number in the Purchase Order field.
- 6 Change the default salesperson, if necessary, by clicking the button to the right of the Salesperson field, and selecting the correct salesperson.

### Placing Items on the Order

- 7 Click the Item button. The system displays the Item Query Window. Select an item in the same way you do when working in the Item database. Click OK.

*The Settings button works like the PRICING special in the TBL version of order entry.*

- 8 The Item Confirmation Window appears, which contains extensive information about the item, including cost, pricing, on-hand quantities for each bin and location, and multiple vendor information. See Figure 15.

**Step 1:** To change the order quantity, type the correct number. (The order quantity field is highlighted when the Item Confirmation Window appears.)

**Figure 15: The Item Confirmation Window Lets You Specify Order Quantity and Pricing**

**Confirm Item: 05660 AVE (LABEL\_LASER,1X2-5/6,CLEAR)**

Ship Qty: 5    Unit of Measure: BX of 1    Min Order #: 5    [OK]

Order Qty: 5    Extended \$: 244.58    Contract:    [Cancel]

Sell Price \$: 48.916    List \$: 51.490    Max Disc %: 55    [Help]

Pricing Type: Column 1    Pricing Cost \$: 31.880    Net Item: N    [Settings]

Discount %:    Average Cost \$: 31.880    Department: 1

Gross Profit %: 34.83    Margin \$: 17.036    Commission: 1    [Item]

Extended Desc.:    Prefix: AVE

Qty	Percent	Price	Loc	Bin	OnHand	OnOrder	B/O	Page	Vendor
5	5.0000	48.916	1	C	138	0	0		AVERY
10	7.5000	47.628	1	A111	8	0	0	686	SPARCO
15	10.0000	46.341	1	A112	130	0	0	47	UNITED

**Step 2:** To change cost, pricing, discount, or gross profit for this item, click the field to highlight it, and enter the correct number.

To set pricing for this item and all subsequent items on this order, click the Settings button. Change any necessary fields, such as discount or gross profit percentage.

**Step 3:** Place the item on the order by clicking OK.

**Step 4:** If you need to enter comments that apply to this particular item, click the Comments button at the top of the window. Enter text in the Item box, indicate whether your comments apply to the order or the P/O, and click OK.

- 9 The Item Query Window appears again, so you can place additional items on the order.

### Adding Comments (AAA and ZZZ Specials)

- 10 If you want to add explanatory text to the beginning or end of the order, click the Comments button.
- 11 Type your comments in the appropriate box, and click OK.

### Completing the Order

- 12 When you're finished adding items and comments, click the End button at the top of the window.

**Figure 16:**  
Ending the  
Order

The screenshot shows the 'End Order' window with the following details:

Ordered	Shipped
SubTotal \$ 244.58	SubTotal \$ 0.00
Discount \$ 12.87	Discount \$ 0.00
Tax \$ 12.23	Tax \$ 0.00
Total \$ 256.81	Total \$ 0.00

Buttons: End, Hold, Continue, Help

Ending Order Status:

- Invoice
- 6
- 8
- 4

Fax Order to Customer?

Printing:

- Ticket: Printer:  Format:
- Label: Printer:  Format:
- Don't Print ?
- Copies:

End Line:

Label Line:

- 13** Complete the End Order Window, shown in Figure 16, and click OK to complete the order. The parameters you have set for this terminal in the (L1) Terminal and Tickets Parameters screen supply defaults for some of the fields in this screen, such as ticket status, whether it prints or goes to a batch, and ticket printer and format.

## Order History

The Order History application lets you review information about orders. It is much more powerful and flexible than inquiring on orders through the (G) screen in the TBL version.

Order History lets you see order information that you would have to print reports to see in the TBL version.

When using Order History, you can start your search by specifying the customer or the item. You use the same query windows that you use when working in the Customer and Item databases.

When searching for orders, you can limit by pay code and order status.

You can find orders using any of the following:

- Location
- Customer account number
- Customer department
- Invoice number
- Customer P/O number
- Order writer (this can also be salesperson, verifier, or order packer).

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You can view information about each invoice under the Invoice tab. To see more information about a particular invoice, click the invoice to highlight it, and then click the Display Details button.

Other tabs provide additional information: you can see details about an individual line item, item usage, and last sold information.