
***i* -Global System**

System Management Module User Manual

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i-Global Solutions Limited



i-Global System

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Contents	<u>Page</u>
<i>About This Manual</i>	<i>iv</i>
<i>Conventions Used in This Manual</i>	<i>v</i>
1 System Overview	1-1
1.1 Workspace Components	1-2
1.2 Operation Modes of the System	1-8
2 System Login, Logout	2-1
2.1 System Login	2-1
2.2 System Logout	2-2
3 Master File	3-1
3.1 Company Master	3-1
3.2 Department Master	3-2
3.3 Warehouse Master	3-3
3.4 Transaction Code Master	3-4
3.5 Action Code Master	3-6
3.6 Global Process Setup.....	3-7
3.7 BOM Cost Update.....	3-8
3.8 Config BOM Cost Update.....	3-9
3.9 Estimate Production Lead Time	3-10
3.10 System Folder Control	3-11
3.11 Background Program Setup	3-12
3.12 Account Config File.....	3-13

3.13	Load File Setup	3-14
3.14	Email Alert Master	3-15
3.15	Email Alert Group Master	3-16
3.16	Email Alert Group Assignment	3-17
3.17	Rules Masters (Example: P/O Rules Master)	3-18
3.18	Formula Master	3-19
3.19	Download Catalog Data	3-21
3.20	System Label Master	3-21
3.21	Load Display Category	3-21
3.22	Mail Alert	3-21
4	<i>Conversion Tat</i>	4-21
4.1	Currency Master	4-21
4.2	Exchange Rate Table	4-21
4.3	UOM Master	4-21
4.4	Unit Conversion Table	4-21
5	<i>System Security</i>	5-21
5.1	User Master	5-21
5.2	Change User Password	5-21
5.3	User Group Master	5-21
5.4	Program Master	5-21
5.5	Program Group Master	5-21
5.6	Program Group Assignment	5-21
5.7	User Access Right Master	5-21

5.8	Group Access Right Master	5-21
5.9	User Access Right Copy.....	5-21
5.10	User Group Tab Access Right Master	5-21
5.11	Folder Management	5-21
5.12	Folder Access Right	5-21
6	<i>System Setup</i>	6-21
6.1	Global Parameter.....	6-21
6.2	Product Parameter	6-21
6.3	Sales Parameter	6-21
6.4	Material Parameter	6-21
6.5	Purchase Parameter	6-21
6.6	Production Parameter	6-21
6.7	Subcontract Parameter	6-21
6.8	Inventory Parameter	6-21
6.9	ABC Classification	6-21
6.10	Desktop Manager	6-21
6.11	User Profile	6-21
6.12	User Prefix	6-21
6.13	Default Prefix Setting.....	6-21
7	<i>System Label</i>	7-21
8	<i>System Report</i>	8-21

About This Manual

This manual has been developed to guide you through the System Management Module of *i*-Global System with comprehensive, step-by-step method of instruction. This manual was designed in a modular format for the purpose of grouping major topics, and placing emphasis on key product features.

This manual is organized as follows:


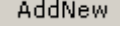
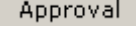

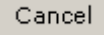
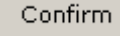
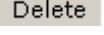
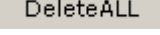

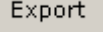


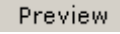
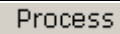
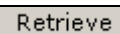
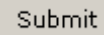

Section	Description
Chapter 1	System Overview: Overviews on the System Management Module.
Chapter 2	System Login: Provides Login and Language selection procedures for the Login process.
Chapter 3	Master File: Describes how to set up the master files of the System Management Module.
Chapter 4	Conversion Table: Describe how to set up the master files which can be used for all modules.
Chapter 5	System Security: Shows how to set User and/or Group System Access Authorization rights.
Chapter 6	System Setup: Show how to set the system parameters of global, purchase, sales and Inventory, and Desktop Shortcut
Chapter 7	System Label: Show how to define the User-Defined Field Names in each function.
Chapter 8	System Report: Gives operational report generation for control and management purposes.

Conventions Used in This Manual

The following typeface conventions are used throughout this manual:

Bold	Bold text indicates an option to choose or text to type. It usually appears in numbered steps.
<i>Italics</i>	Words are italicized for emphasis or to draw your attention to a new term.
Action → Option Name	Whenever you see a reference to a menu option, the option is identified using the following notation: Menu Name → Option Name For example, “Type → Create”

Icon Function

Icon Name	Symbol	Function
Active Task		To show all active tasks opened in the system, current task is always on the top.
Add New		To add a new entry.
Approval		To approve a transaction process.
Cancel		To end current process.
Cancel		To cancel an entry.
Confirm		To confirm an entry.
Delete		To delete a record.
Delete All		To delete all records.
Enquiry		To begin an enquiry process.
Export		To export data into a specific format file.
Next		To next record.
Pop Up		To display the selection list.
Preview		To preview a retrieved data/report.
Process		To begin a process.
Retrieve		To retrieve a selected record.
Submit		To submit an entry.
Update		To update/amend a record.

1 System Overview

The System Management Module covers the operation details of how to setup and run the System in an effective manner. The core functions include assigning User Login ID, authorizing access rights and defining Number Prefix.

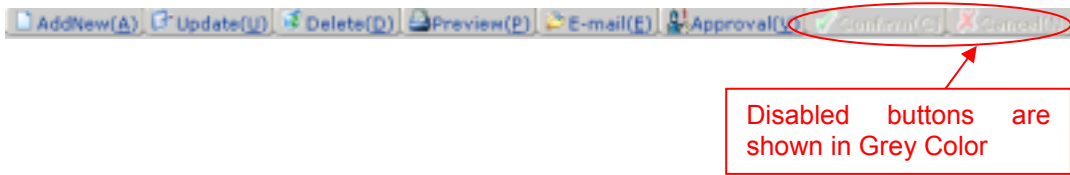
System Utilities, such as Desktop Manager and System Parameters, is used by System Administrator to tune the System in order to operate in the way that best suit the company and to achieve the goals of maximizing productivity and effectiveness.

1. Menu Bar



At Menu Bar, you can choose different functions by clicking the Function Name and then choose the screen that you want, or;

2. Control Panel



At Control Panel, there are buttons for you to control the activities and processes that you want to make. The characters of buttons are in grey color while the buttons are disabled.

The most popular ones are:

- AddNew** Button : Add a new entry.
- Update** Button : Update a specific record and selection.
- Delete** Button : Delete an existing record.
- Confirm** Button : Confirm and Save a change or an addition of entry.
- Cancel** Button : Cancel a change or an addition of entry.

Others include:

- Preview** Button : Preview reports or print out.
- Approval** Button : Approval for documents, eg. Sales Quotation, Sales Order

Functions***Update***

Steps:

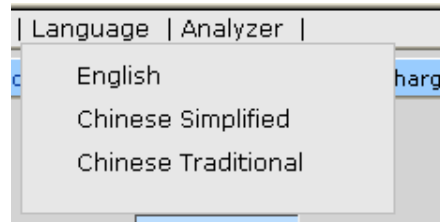
- 1) View/pick the *record* that you want to update
- 2) To Update an existing *record*, click the **Update** button→ Update the fields you want→ Click **Confirm** button.
- 3) To Cancel the changes, Click **Cancel** button.

Delete

Steps:

- 1) View the *record* that you want to delete
- 2) To delete an existing *record*, click the **Delete** button.
- 3) Click **Yes** button in the *Pop Up Message* to Confirm Delete, **No** button for Cancel the deletion.

3. Language Selector



At Language Selector, multi-languages are supported (English, Traditional and Simplified). You can choose the appropriate language as you like.

4. Search Engine



At Search Engine, you can select a specific Field from the Pull Down menu and type the search criteria to search a list of records.

Search records

Method 1:

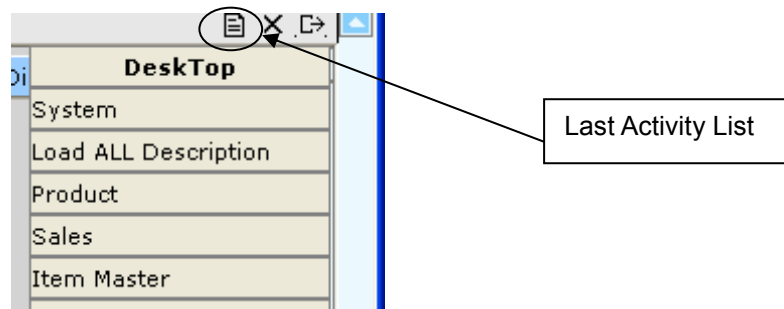
Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

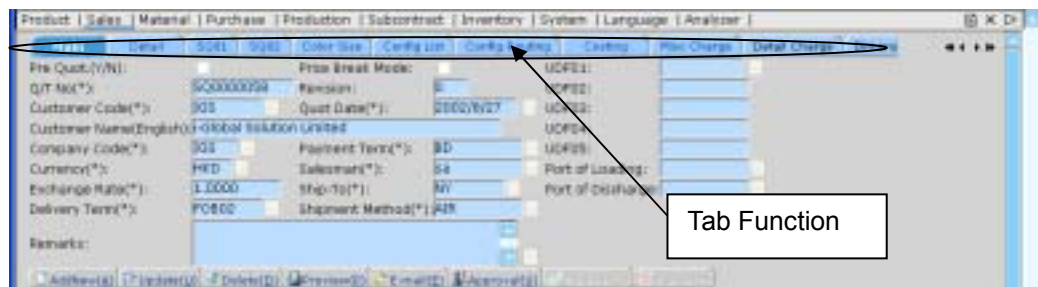
Method 2:

Step:

- 1) Click the **first page** button to find the records in the first page of the *Table*; or
- 2) Click the **previous page** button to find the record in the previous page of the *Table*; or
- 3) Click the **next page** button to find the record in the next page of the *Table*; or
- 4) Click the **last page** button to find the record in the last page of the *Table*.

5. Last Activity List

Last Activity List shows the screens that you have viewed and edited. It gives a way for you to look back the activities that you have done. Click the Pull Down Menu and view the history.

6. Tab Function

Information is divided under different Tab Functions. You can use Mouse to click the tab function or Press <Tab> buttons and <Enter> on your Keyboard to change the tab functions.

1.2 Operation Modes of the System

This section highlights the common operation procedures of the System.

A. Mouse Operation

Users can access the system by simply using the Mouse to select the Function.

B. Keyboard Operation

System Menu Operation

After the Login process users may use the <Alt> key to toggle to the System Menu then press the underlined character key for a Function.

Functional Screen Operation

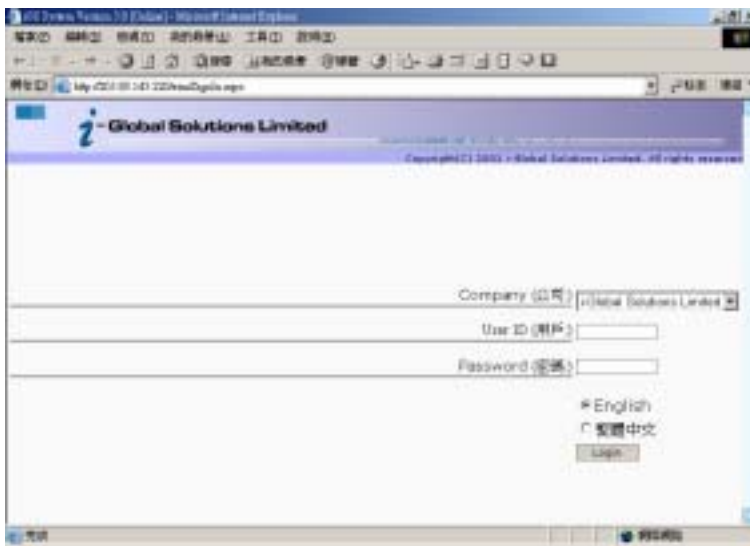
When a System function is selected, a Functional Screen will be displayed which allows the user to perform specific application functions. Users can use <Alt- character key in ()> to access the command Button. Click the Command Button “AddNew(A)” (or press <Alt-A>) to return the System into the Add Mode.

Examples:

Functions	Keys
AddNew(<u>A</u>)	<Alt-A>
Update(<u>U</u>)	<Alt-U>
Delete(<u>D</u>)	<Alt-D>
Confirm(<u>C</u>)	<Alt-C>
Cancel(<u>N</u>)	<Alt-N>

2 System Login, Logout

2.1 System Login




Steps:

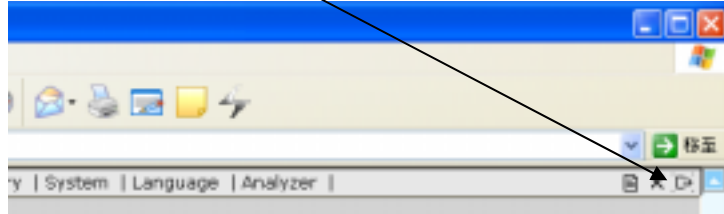
- 1) In **Windows Desktop**, double click **i-Global System**.
- 2) Type **User ID** and **Password** after the **i-Global System Login Screen** is displayed.
- 3) If required, select desired **Language**.
- 4) Click **Confirm** button to login to the System.

2.2 System Logout

When the Application System is finished, user may perform logout system to exit the system.

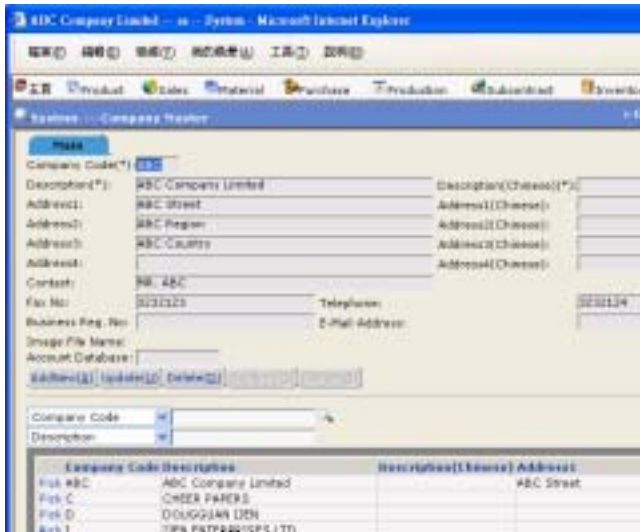
Steps:

- 1) At Menu Bar, Click  button to logout the system.



3 Master File

3.1 Company Master

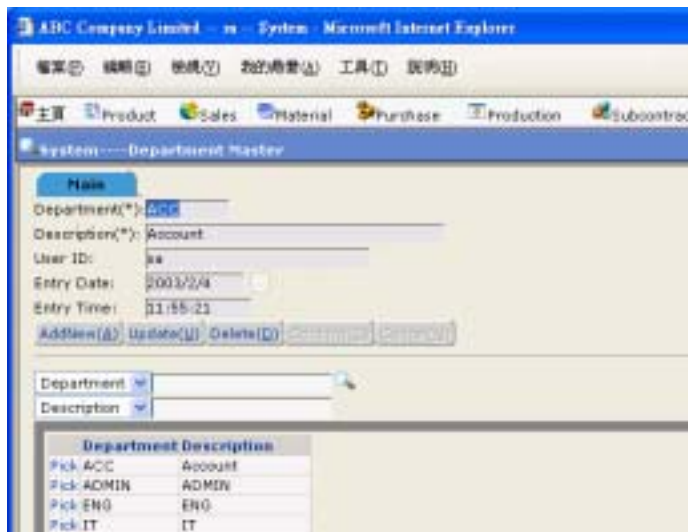


Create a new Company

Steps:

- 1) In **Master File**, click **Company Master**.
- 2) Click **AddNew** button.
- 3) Type **Company Code**, **Description**, **Address**, **Contact**, **Telephone No.**, **Fax No.**, **E-Mail Address** and **Business Reg. No.**
- 4) Click **Confirm** button to confirm the input.

3.2 Department Master

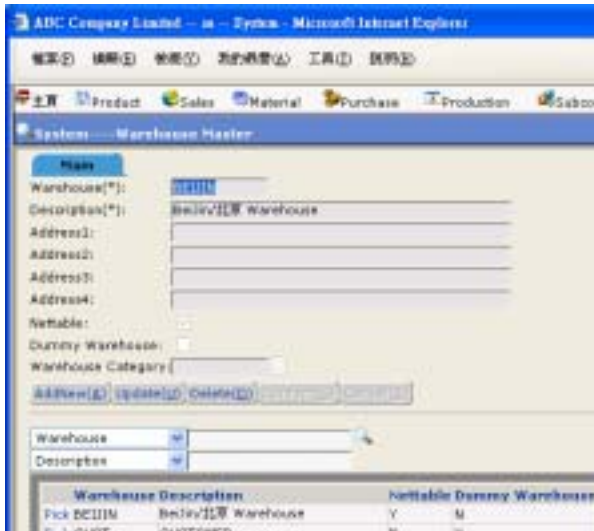


Create a new Department

Steps:

- 1) In **Master File**, click **Department Master**.
- 2) Click **AddNew** button.
- 3) Type **Department** and **Description**.
- 4) Click **Confirm** button.

3.3 Warehouse Master

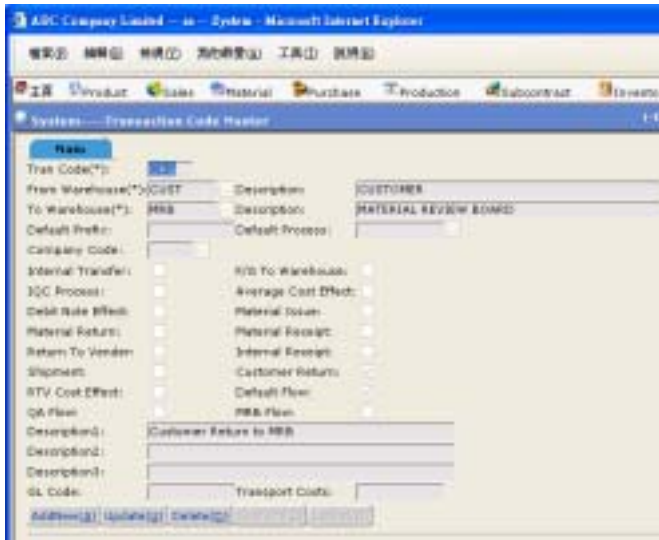


Create a new Warehouse

Steps:

- 1) In **Master File**, click **Warehouse Master**.
- 2) Click **AddNew** button.
- 3) Type **Warehouse, Description** and **Address**.
- 4) Input necessary information.
- 5) Click **Confirm** button to confirm the input.

3.4 Transaction Code Master



Transaction Code Maintenance allows you to define types of inventory transactions. You can customize inventory transactions by designating the characteristics that you want the transaction to have. Transaction effect is a complex process.



Before defining inventory transactions, become familiar with the *reserved transaction codes*.

- These reserved codes are pre-set in the system. If you use applications or products requiring these reserved codes, review each code using Transaction Code Maintenance to verify desired default settings.
- We recommend that you do not override reserved transaction types. If you do not require a reserved transaction code, you can define a code with whatever transaction effect you desire.

Transaction Code Maintenance allows you to define customized inventory transactions to meet specific business needs. Create entries that determine each transaction characteristic.

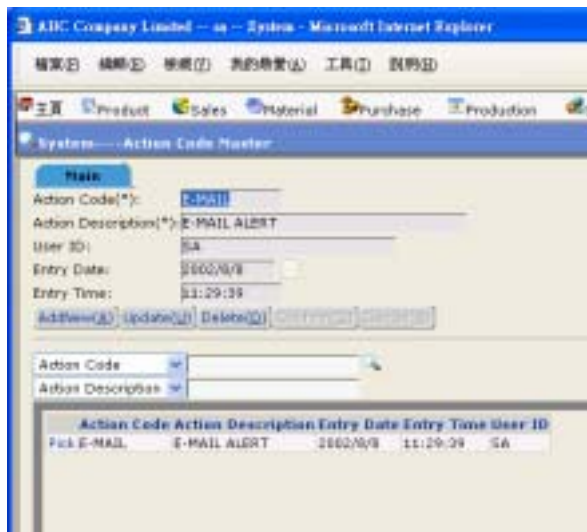
Create a new Transaction Code

Steps:

- 1) In **Master File**, click **Transaction Code Master**.
- 2) Click **AddNew** button.
- 3) Type **Transaction Code**.
- 4) Click the **Pop Up** button  from the **From Warehouse** field to browse the **Warehouse ID** → double click the **Warehouse ID** you want to choose.
- 5) Click the **Pop Up** button  from the **To Warehouse** field to browse the **Warehouse ID** → double click the **Warehouse ID** you want to choose.
- 6) Check the following check box(es) if applicable:

<input type="checkbox"/> Internal Transfer	<input type="checkbox"/> F/G To Warehouse
<input type="checkbox"/> IQC Process	<input type="checkbox"/> Average Cost Effect
<input type="checkbox"/> Debit Note Effect	<input type="checkbox"/> Material Issue
<input type="checkbox"/> Material Return	<input type="checkbox"/> Material Receipt
<input type="checkbox"/> Return To Vendor	<input type="checkbox"/> Internal Receipt
<input type="checkbox"/> Shipment	<input type="checkbox"/> Customer Return
<input type="checkbox"/> RTV Cost Effect	
- 7) Type **Description, GL Code** and **Transport Costs**.
- 8) Click **Confirm** button to confirm the input.

3.5 Action Code Master

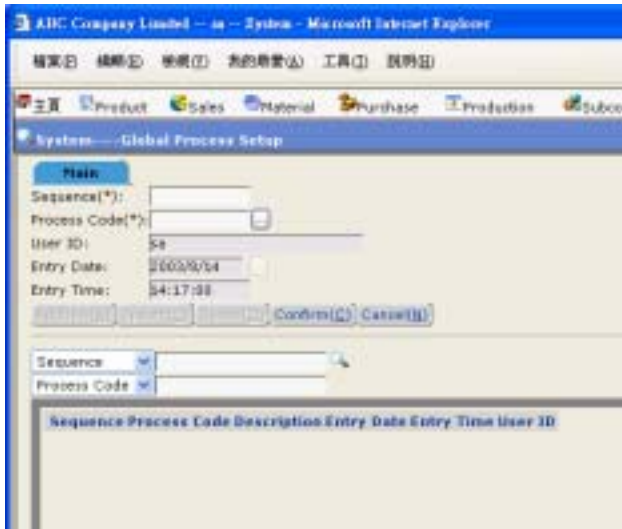


Create a new Action Code

Steps:

- 1) In **Master File**, click **Action Code Master**.
- 2) Click **AddNew** button.
- 3) Type **Action Code**, **Action Description**.
- 4) Click **Confirm** button to confirm the input.

3.6 Global Process Setup



The screenshot shows a web browser window titled "ABC Company Limited - System - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The main content area displays the "Global Process Setup" page. At the top, there is a navigation bar with buttons for "Home", "Product", "Sales", "Material", "Purchase", "Production", and "Subcontract". Below this, the "Global Process Setup" page has a "Main" section with the following fields and buttons:

- Sequence(*):
- Process Code(*):
- User ID:
- Entry Date:
- Entry Time:
- Buttons: , ,

Below the form, there are two dropdown menus for "Sequence" and "Process Code". At the bottom, a table header is visible with columns: Sequence, Process Code, Description, Entry Date, Entry Time, and User ID.

Create a new Sequence

Steps:

- 1) In **Master File**, click **Global Process Setup**.
- 2) Click **AddNew** button.
- 3) Type **Sequence** and select the **Process Code**.
- 4) Click **Confirm** button to confirm the input.

3.7 BOM Cost Update

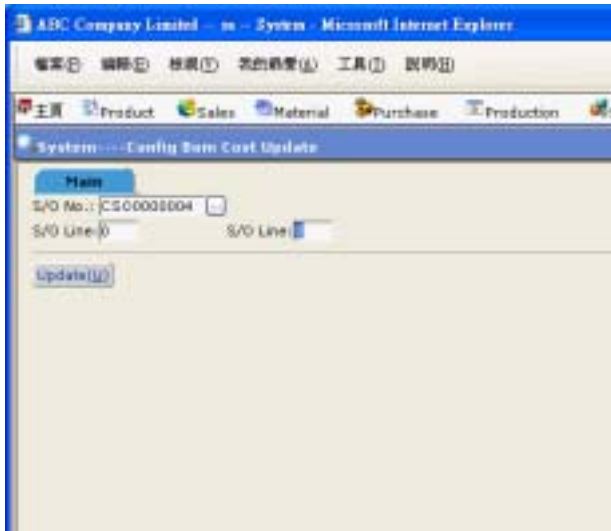


Update the BOM Costing

Steps:

- 1) In **Master File**, click **BOM Cost Update**.
- 2) Select the range of **Item No.**
- 3) Click **Update** button to confirm the input.

3.8 Config BOM Cost Update

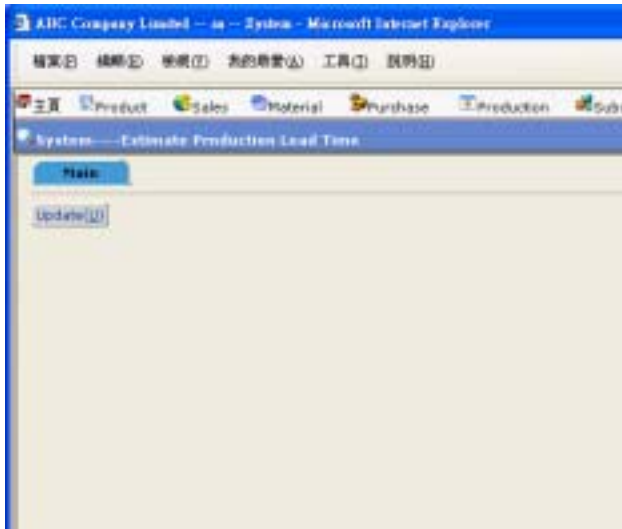


Update the Config BOM Cost

Steps:

- 1) In **Master File**, click **Config BOM Cost Update**.
- 2) Select **S/O No.**, **S/O Line** that you want to update the Config BOM Cost.
- 3) Click **Update** button to update the Config BOM Cost.

3.9 Estimate Production Lead Time



Calculate Estimate Production Lead Time

Steps:

- 1) In **Master File**, click **Estimate Production Lead Time**.
- 2) Click **Update** button to update estimate production lead time.

3.11 Background Program Setup

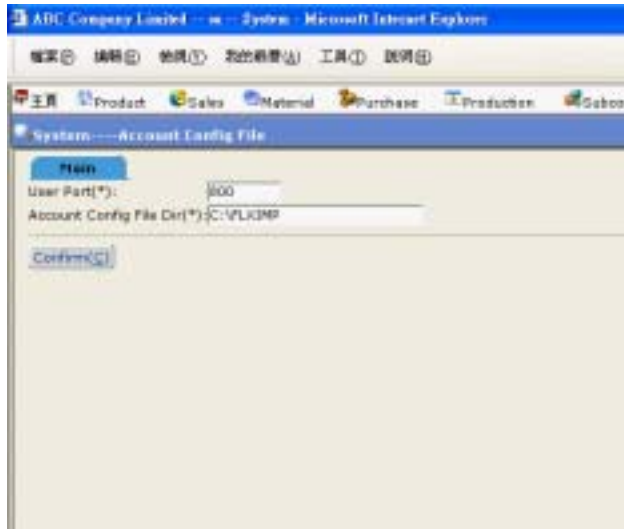


Create a new thread

Steps:

- 1) In **Master File**, click **Background Program Setup**.
- 2) Click **AddNew** button.
- 3) Type **Thread Code**, **Thread Name**, **Remarks**, **Sleep Time** and **Process Program**.
- 4) Click **Confirm** button to confirm the input.

3.12 Account Config File



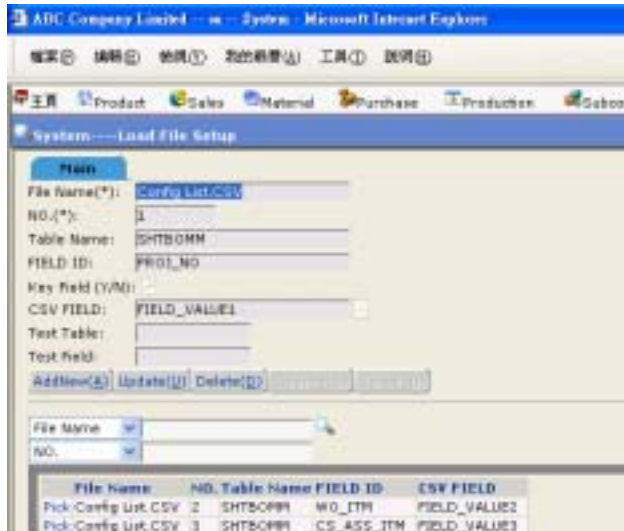
Create a new Warehouse

Steps:

- 1) In **Master File**, click **Account Config File**.
- 2) Click **AddNew** button.
- 3) Type **User Port** and **Account Config File Dir** that the file will configured at
- 4) Click **Confirm** button to confirm the input.

3.13 Load File Setup

Load File Setup is used to setup the structure of load file which data is imported or exported from the system.

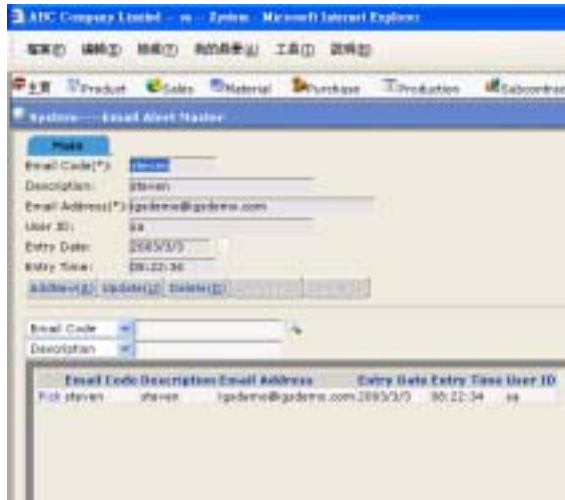


Load File Setup

Steps:

- 1) In **Master File**, click **Load File Setup**.
- 2) Click **AddNew** button.
- 3) Type **File Name**, **NO.** of the field.
- 4) Give a **Table Name**, and **Field ID** of the data.
- 5) If the Field ID is a key field, select the box **Key Field (Y/N)**
- 6) Select **CSV Field**.
- 7) Click **Confirm** button to confirm the input.
- 8) Note: To add other Field ID under the same File Name and Table Name, input the same File Name and Table Name for another Field ID.

3.14 Email Alert Master



Create a new Email

Steps:

- 1) In **Master File**, click **Email Alert Master**.
- 2) Click **AddNew** button.
- 3) Type **Email Code**, **Description**, and **Email Address** for the new Email.
- 4) Click **Confirm** button.

3.15 Email Alert Group Master

The screenshot shows the 'Email Alert Group Master' form with the following fields and values:

- Email Alert Group Code(*)**: PO_GRP
- Description(*)**: PO Shipment Alert Group
- Mail Subject(*)**: Shipment Alert
- Mail Detail** (Expanded):
 - PO No.**: #PO_NO#
 - Product Name**: ZTRM_NAME#
 - Model No.**: #ITEM_NO#
- Mail Remarks**: Please Refer to the PO
- Mail From(*)**: jgndemo@igademo.com
- User ID**: SA
- Entry Date**: 2003/3/3
- Entry Time**: 14:41:26

Buttons: AddNew, Update, Delete

Email Alert Group Code	Description	Entry Date	Entry Time	User ID
POV_PO_GRP	PO Shipment Alert Group	2003/3/3	14:41:26	SA
POV_SO_GRP	PO Pre Production Group	2003/3/3	08:23:54	SA
POV_USA_TTM	USA Designer Team A	2002/9/24	10:51:50	SA

Create a new Email Group

Steps:

- 1) In **Master File**, click **Email Alert Group Master**.
- 2) Click **AddNew** button.
- 3) Type **Email Alert Group Code, Description, and Mail Subject**.
- 4) Click the icon and select or Enter the **Mail Detail** and **Mail Remarks** for the new Email Alert Group. You can set the standardized mail detail and remarks in *Remark Master*.
- 5) Input **Mail From** of the email address that the email alert will send from.
- 6) Click **Confirm** button.

3.16 Email Alert Group Assignment



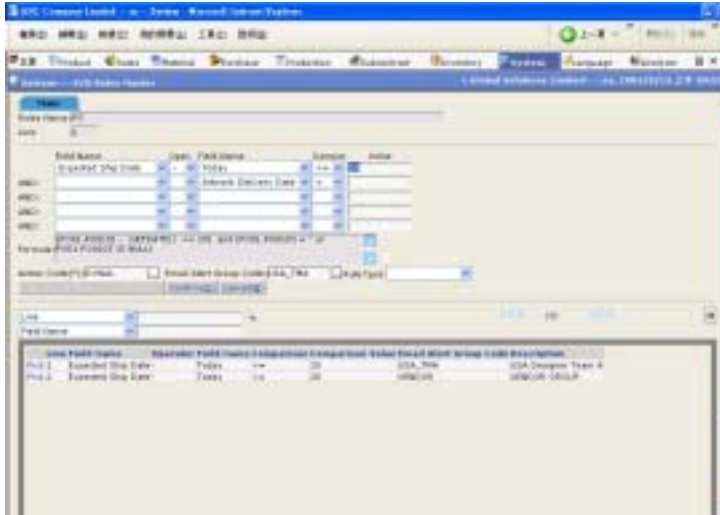
Create a new Email Alert Group Assignment

Steps:

- 1) In **Master File**, click **Email Alert Group Assignment**.
- 2) Click **AddNew** button.
- 3) Select **Email Alert Group Code**, and **Email Code** that you want to assign to the email alert group.
- 4) Click **Confirm** button.

3.17 Rules Masters (Example: P/O Rules Master)

Rules Masters are setup for the email alert group. You can define different rules for alerting different email alert groups. There are P/O Rules Master, S/O Rules Master, D/O Rules Master, Invoice Rules Master, and L/C Rules Master.



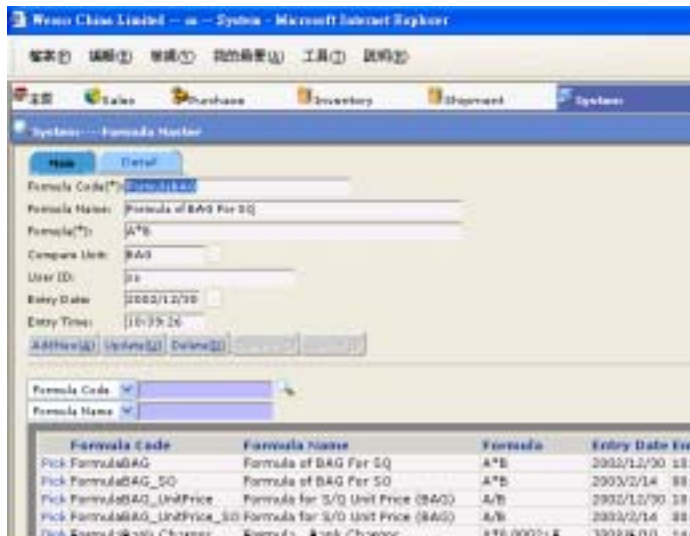
Example: Create a new rule in P/O Rules Master

Steps:

- 1) In **Master File**, click **P/O Rules Master**
- 2) Click **AddNew** button.
- 3) Select **Field Names**.
- 4) If you want to compare two fields, input **Oper.**, and another **Field Name** which you want to compare with.
- 5) Input **Compar.** and **Values** of the result.
- 6) Select the **Action Code** “E-MAIL” and the **Email Alert Group Code** that the rule will alert in case that criteria is matched, and the **Rule Type**.
- 7) Click **Confirm** button.

3.18 Formula Master

Formula Master is setup for calculation of User-Defined Field.

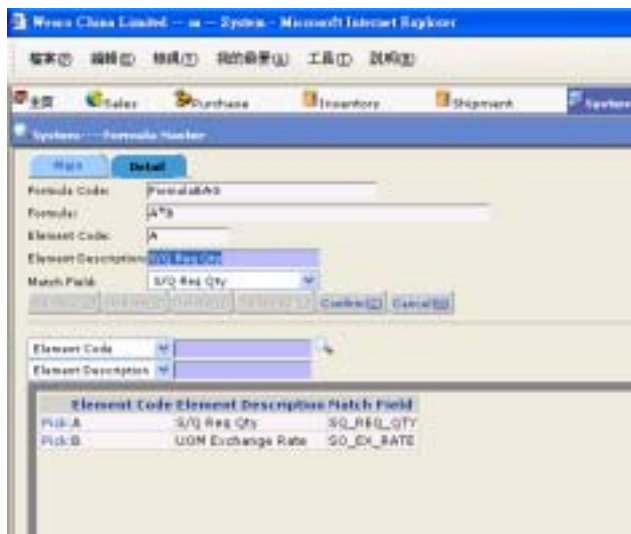


Create a new formula

Steps:

- 1) In **Master File**, click **Formula Master**
- 2) Click **AddNew** button.
- 3) Type **Formula Code**, **Formula Name**, and **Formula**.
- 4) Select **Compare Unit**.
- 5) Click **Confirm** button.

Create or Update elements of the formula



Steps:

- 1) In **Master File**, click **Formula Master**
- 2) From the *Browser*, **Pick** the *Formula Code* of the formula that you want to update the details. (You can search the Formula Code in the Browser using Search Engine)
- 3) Go to **Detail Tab**.
- 4) Click **AddNew** button.
- 5) Type **Element Code**, **Element Description**, and the **Match Field** which the *Element* represents to.
- 6) Click **Confirm** button.

3.19 Download Catalog Data

Together with using i-Builder, you can download the product data from the Catalog built by i-Builder.



To Download the data from Catalog

Steps:

- 1) In **Master File**, click **Download Catalog Data**.
- 2) Select the box, **Download Catalog Data**.
- 3) Click **Confirm** button.

3.20 System Label Master

In System Label Master, you can setup the descriptions of the labels in the system. (Normally, System Label Master is setup by our R & D Team before system delivery).



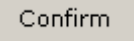
Add a new Label Code

- 1) In **Master File** →click **System Label Master**→Click **Add New**.
- 2) Input **Label Code, Hot Key, English Description, Chinese Description** or **Simplified Chinese**.
- 3) Click **Confirm** button to confirm the input.

Update a Label

Steps:

- 1) In **Master File** →click **System Label Master**.
- 2) Type **Label Code, Hot Key, English Description, Chinese Description** or **Simplified Chinese** to search the record name you want to change.
- 3) Click **Pick** to choose the record you want to update→ Click **Update** button.

- 4) Change the **English Description**, **Chinese Description** or **Simplified Chinese** of the record in the box.
- 5) Click  button to confirm the input.
- 6) To the **System Label** → **Load all the label** → Click **Confirm** button.

3.21 Load Display Category



Load Display category

Steps:

- 1) In **Master File**, click **Load Display Category**.
- 2) Browser the **Load File**.
- 3) Click **Confirm** button.

3.22 Mail Alert

In Mail Alert, you can run the process of email alert. The system will search for any conditions matched with rules and send email alert automatically to corresponding groups of users.

To Run the mail alert

Steps:

- 1) In **Master File**, click **Mail Alert**.
- 2) Click **Process** button.

4 Conversion Tat

4.1 Currency Master

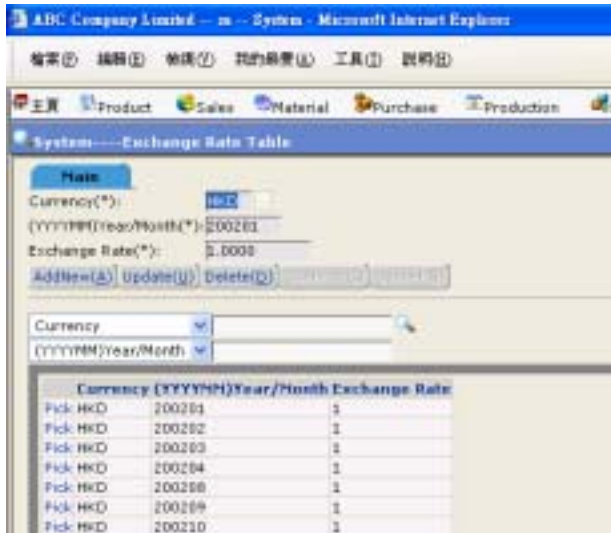


Create a new Currency

Steps:

- 1) In **Conversion Table**, click **Currency Master**.
- 2) Click **AddNew** button.
- 3) Type **Currency**, **Exchange Rate** and **Description**.
- 4) Click **Confirm** button.

4.2 Exchange Rate Table

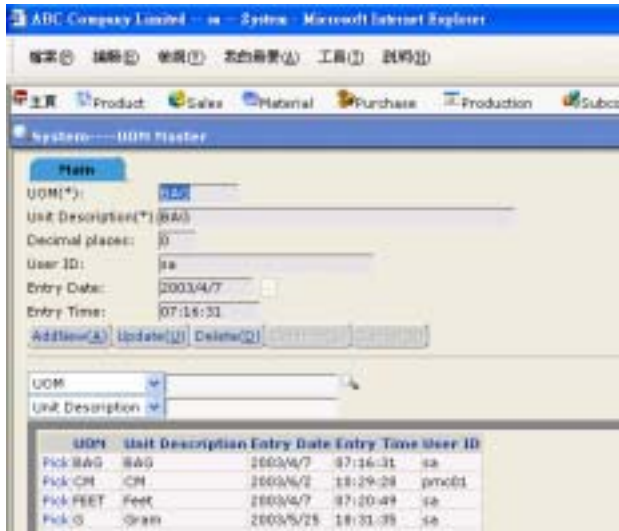


Create a new Exchange-Rate

Steps:

- 1) In **Conversion Table**, click **Exchange-Rate Table**.
- 2) Click **AddNew** button.
- 3) Select the **Currency**, and type **Year/Month** and **Exchange Rate**.
- 4) Click **Confirm** button to confirm the input.

4.3 UOM Master

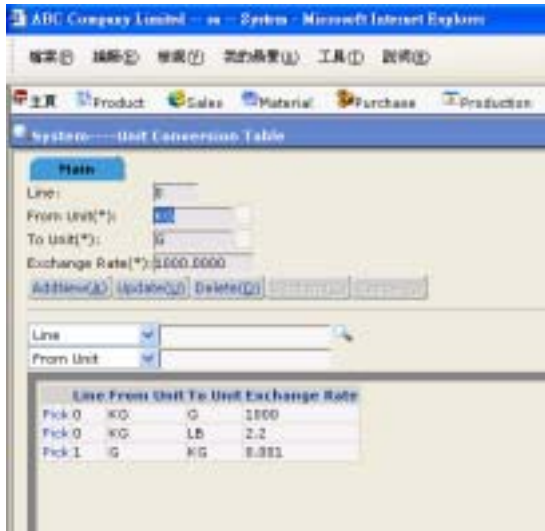


Create a new UOM

Steps:



- 1) In **Conversion Table**, click **UOM Master**.
- 2) Click **AddNew** button.
- 3) Type the **UOM** and **Description**.
- 4) Click **Confirm** button to confirm the input.

4.4 Unit Conversion Table



Create a new Exchange Rate

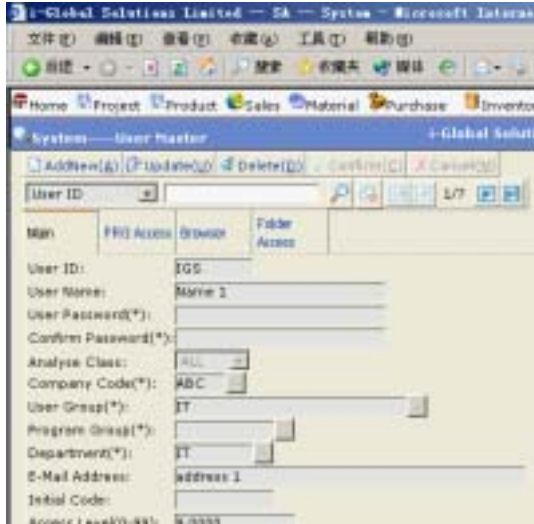
Steps:

- 1) In **Master File**, click **Unit Conversion Table**.
- 2) Click **AddNew** button.
- 3) Click the **Pop Up** button  from the **From Unit** field → double click the **UOM** you want to choose.
- 4) Click the **Pop Up** button  from the **To Unit** field → double click the **UOM** you want to choose.
- 5) Type a new **Exchange Rate**.
- 6) Click **Confirm** button to confirm the input.

5 System Security




5.1 User Master

a) Main



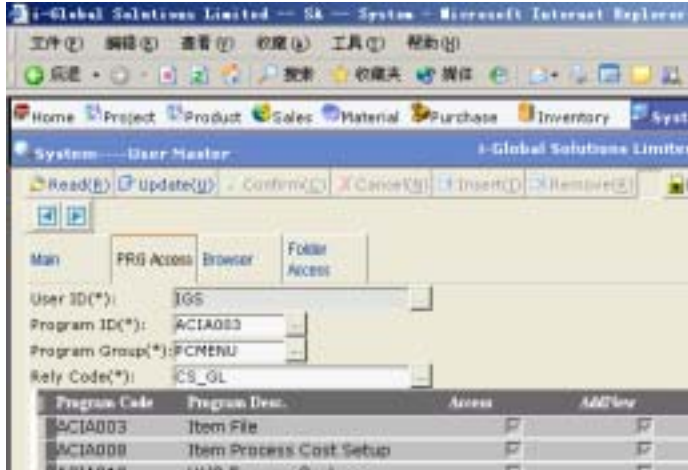
Create a new User

Steps:

- 1) In **Security Setting**, click **User Master**.
- 2) Click **AddNew** button.
- 3) Type **User ID**, **User Name**, **User Password**, and **Confirm Password**.
- 4) Choose the **Analyses Class** as "ALL".
- 5) Click the **Pop Up** button  from the **Company Code** field → double click the **Company Code** you want to choose.
- 6) Click the **Pop Up** button  from the **Group** field → double click the **Group** you want to specify.
- 7) Click the **Pop Up** button  from the **Department** field → double click the **Department**.
- 8) Type the **Email Address**, **Access Level (0-9)** and **SQL Limit (0=ALL)**.

- 9) If the user is the system administrator, select the box, **Admin(Y/N)**.
- 10) Select **Default Language** from the Pull Down Menu. →Click **Confirm** button.

b) PRG Access

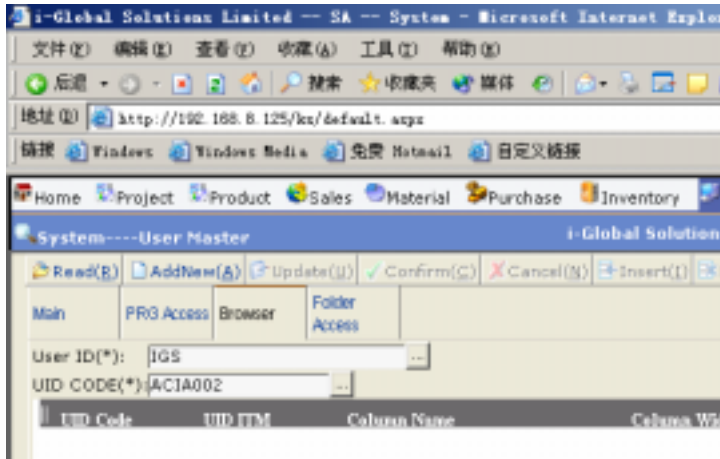


Update a User's PRG Access

Steps:

- 1) In **User Master** tab, → click PRG Access.
- 2) Click the **Pop Up** button **...** to choose the **User ID, Program ID, Program Group and Rely Code** → Click **Read**.
- 3) The data will be auto-generated.
- 4) Click **Update** button, and amend the program Code.
- 5) You can tick the appropriate boxes for permitting the PRG access right(**Access, AddNew, Approval(Y/N), Delete**)
- 6) Click **Confirm** button to confirm the input.

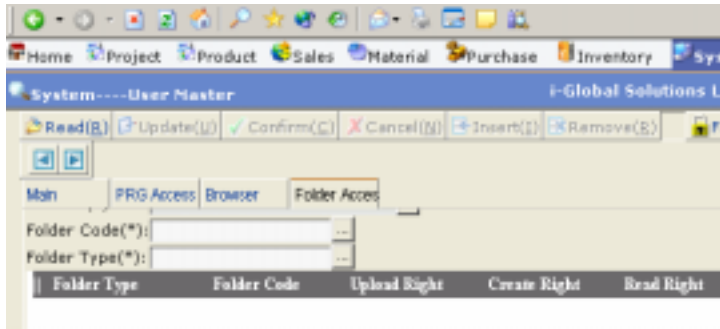
c) Browser



Update the Browser in User Master

Steps:

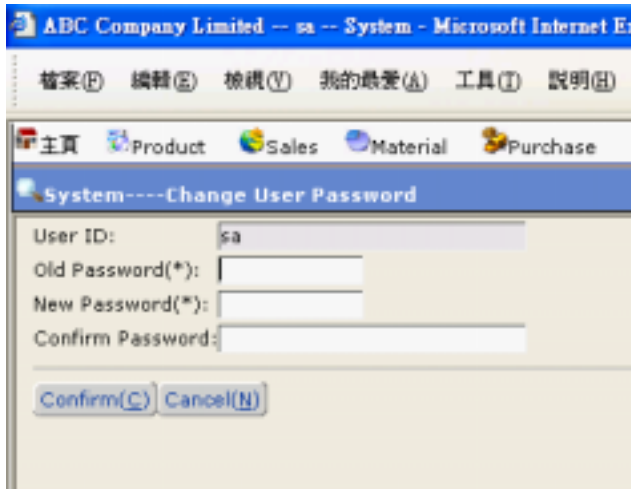
- 1) In **User Master** tab, → click **Browser**..
- 2) Click the **Pop Up** button to choose the **User ID, UID Code**→ Click **Read**.
- 3) The data will be auto-generated.
- 4) Click **Update** button, and amend the data.
- 5) Click button to confirm the input.

d) Folder Access***Update a Folder Access right in User Master***

Steps:

- 1) In **User Master** tab, → click **Browser..**
- 2) Click the **Pop Up** button to choose the **User ID, Folder Code, Folder Type** → Click **Read**.
- 3) The data will be auto-generated.
- 4) Click **Update** button, and amend the data.
- 5) Choose the Folder Type and tick the appropriate boxes for permitting the Folder access right(**Upload Right , Create Right, Delete Right**) for the User.
- 6) Click button to confirm the input.

5.2 Change User Password

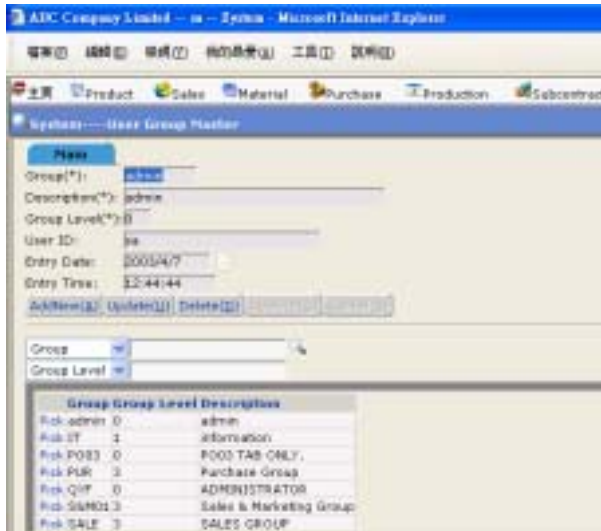


To change a User Password

Steps:

- 1) In **Security Setting**, click **Change User Password**.
- 2) Type **Old User Password** → press **Tab**.
- 3) Type **New User Password** → press **Tab**.
- 4) Type **Confirm Password** (MUST BE the same as *New User Password*) again for verification then click **Confirm** button.

5.3 User Group Master



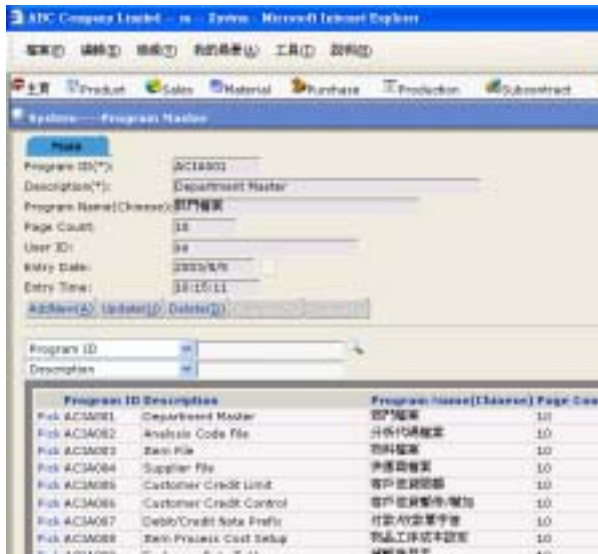
Create a new User Group

Steps:

- 1) In **Security Setting**, click **User Group Master**.
- 2) Click **AddNew** button.
- 3) Type **Group** and **Description** of the new *User Group*
- 4) Type the **Group Level** for the *new User Group* → click **Confirm** button.

5.4 Program Master

(Program Master is usually default set by R & D Team)

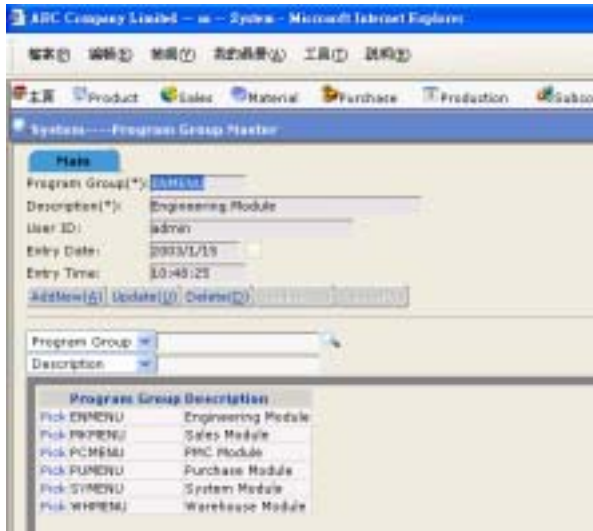


Create a new Program ID

Steps:

- 1) In **Security Setting**, click **Program Master**.
- 2) Click **AddNew** button.
- 3) Type **Program ID** and **Description** of the new *Program*
- 4) Enter the **Page Count** of the number of records shown in the program page.
- 5) Click **Confirm** button.

5.5 Program Group Master

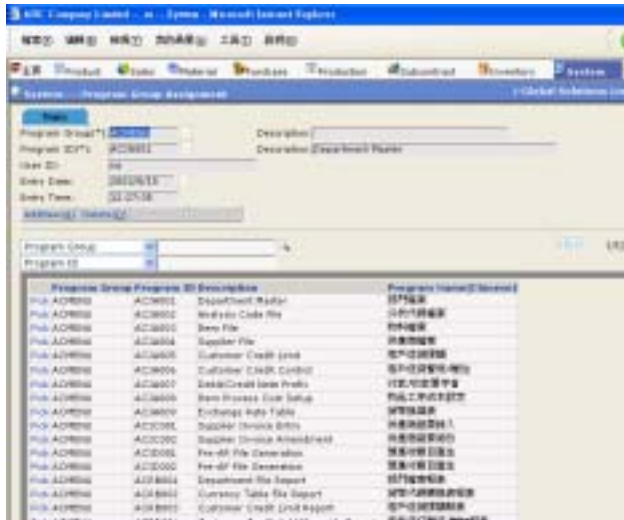


Create a new Program Group

Steps:

- 1) In **Security Setting**, click **Program Group Master**.
- 2) Click **AddNew** button.
- 3) Type **Program Group** and **Description** of the new *Program Group*
- 4) Click **Confirm** button.

5.6 Program Group Assignment



Create a new Program Group Assignment

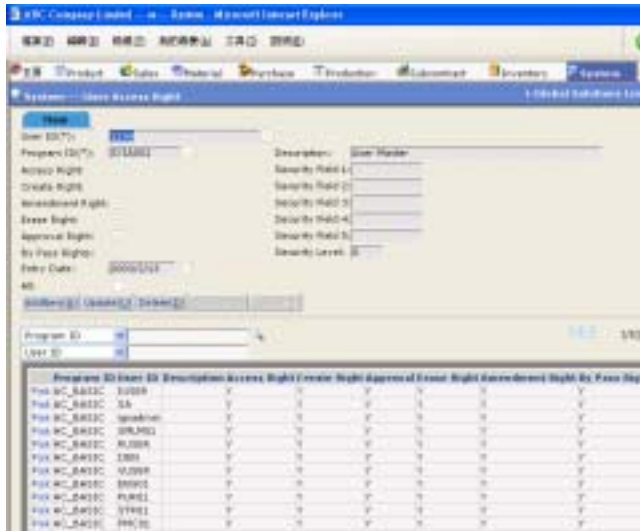
Steps:

- 1) In **Security Setting**, click **Program Group Assignment**.
- 2) Click **AddNew** button.
- 3) Type **Program Group** and **Program ID** that you want to assign to the *Program Group* → click **Confirm** button.

Search a Program ID

Refer to Chapter 1.1 – Search Engine.

5.7 User Access Right Master




To assign User Access Right to a User ID

Steps:

- 1) In **Master File**, click **User Access Right Master**.
- 2) Click **AddNew** button.
- 3) Choose **User ID** and **Program ID** that you want to set the access right to the user.
- 4) Tick the following check box(es) to assign *Access Right* to *User ID*:

- Save
- AddNew
- Update
- Delete
- Approval
- By Pass (while some specific data can be seen)
- All (for selecting all Access Rights)

- 5) **Access, Create, Amendment, Erase and/or By Pass, Approval.**
- 6) Input the security levels of each right.
- 7) Click  button.

5.8 Group Access Right Master

Sometimes you can assign a Group Access Right to a group of programs with the same access right for all Program IDs in the same Program Group.



To assign a Group Access Right to User ID

Steps:

- 1) In **Security Setting**, click **Group Access Right Master**.
- 2) Click **AddNew** button.
- 3) Type **User ID** and **Program Group**.
- 4) Tick the following check box(es) to assign *Access Right* to *User ID*:

Save	<input type="checkbox"/>
AddNew	<input type="checkbox"/>
Update	<input type="checkbox"/>
Delete	<input type="checkbox"/>
Approval	<input type="checkbox"/>
By Pass	<input type="checkbox"/> (while some specific data can be seen)

All (for selecting all Access Rights)

Access, Create, Amendment, Erase and/or Approval.



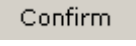
5) Click **Confirm** button.

5.9 User Access Right Copy

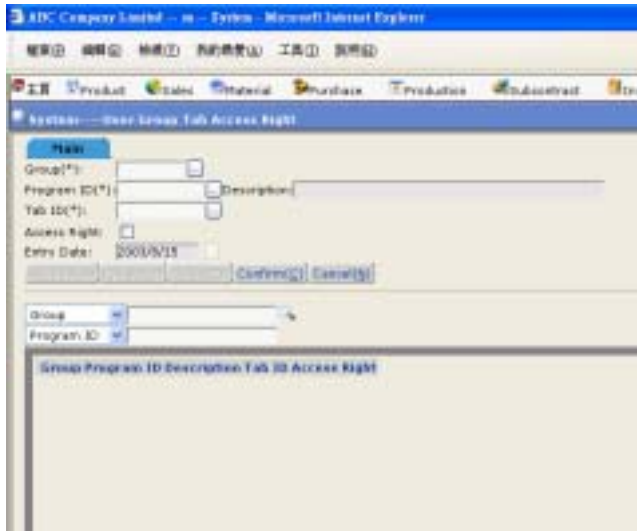


To copy a User Access Right to another User

Steps:




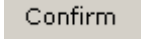
- 1) In **Security Setting**, click **Access Right Copy**.
- 2) Click the **Pop Up** button  from the **User (From)** field → double click the **User ID** you want to copy from.
- 3) Click the **Pop Up** button  from the **User (To)** field → double click the **User ID** you want to copy to.
- 4) Select the security level of each access right.
- 5) Click  **Confirm** button.

5.10 User Group Tab Access Right Master

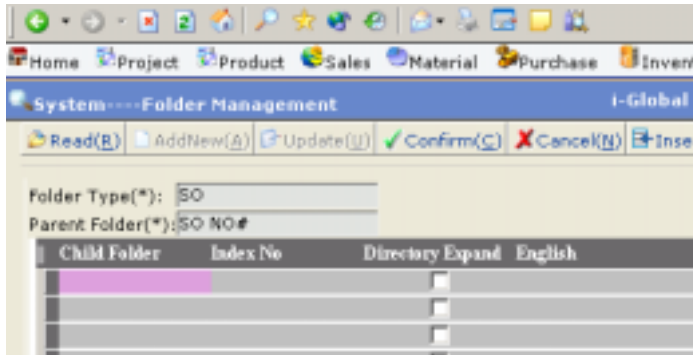


Set a user group access right to a specific Tab

Steps:

- 1) In **System Security**, click **User Group Tab Access Right Master**.
- 2) Click the **Pop Up** button  from the **Group** field → double click the **User Group** you want to choose.
- 3) Click the **Pop Up** button  from the **Program ID** field → double click the **Program ID** you want to choose the Tab as.
- 4) Click the **Pop Up** button  from the **Tab ID** field → double click the **Tab ID** you want to choose the Tab as.
- 5) For allowing the *User Group* to access the *Tab*, select the box **Access Right**. If not, do not select the box.
- 6) Click  button.

5.11 Folder Management

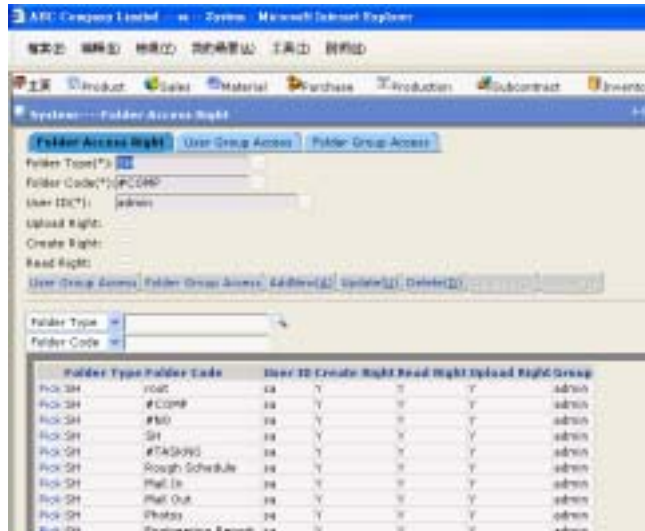


Create a new Folder

Steps:

- 1) In **System Security**, click **Folder Management**.
- 2) Enter the **Folder Type**, **Parent Folder**.
- 3) Click the blank ,when it change to another color, enter **Child Folder**, **Index No**, **English**, **Traditional Chinese**, **Simplified Chinese** descriptions.
- 4) If the folder can expand and create other folders under it, select the box **Directory Expand**.
- 5) Click **Confirm** button.
- 6) Note: To assign the Folder Access right to users, go to *System* → *Folder Access Right*.

5.12 Folder Access Right



Assign folder access right to a user

Steps:

- 1) In **System Security**, click **Folder Access Right**.
- 2) Select **Folder Type** and **Folder Code** (Parent Folder / Child Folder), and the **User ID** of the user that you want to assign the folder access right.
- 3) Select the Access Right: **Upload Right, Create Right, Read Right**. (To assign all rights to the user, select **All** box)
- 4) Click **Confirm** button.

Assign folder access right to a group of users

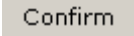
Steps:

- 1) In **System Security**, click **Folder Access Right**.
- 2) Click the **User Group Access** button.
- 3) Select **Folder Type** and **Folder Code** (Parent Folder / Child Folder), and the **User Group** of the user that you want to assign the folder access right.

- 4) Select the Access Right: **Upload Right, Create Right, Read Right.**
- 5) Click  button.

Assign folder access right to a group of users

Steps:

- 1) In **System Security**, click **Folder Access Right** .
- 2) Click the **Folder Group Access** button.
- 3) Select **Folder Group** and the **User ID** of the user that you want to assign the folder access right.
- 4) Select the Access Right: **Upload Right, Create Right, Read Right.**
- 5) Click  button.

6 System Setup

6.1 Global Parameter

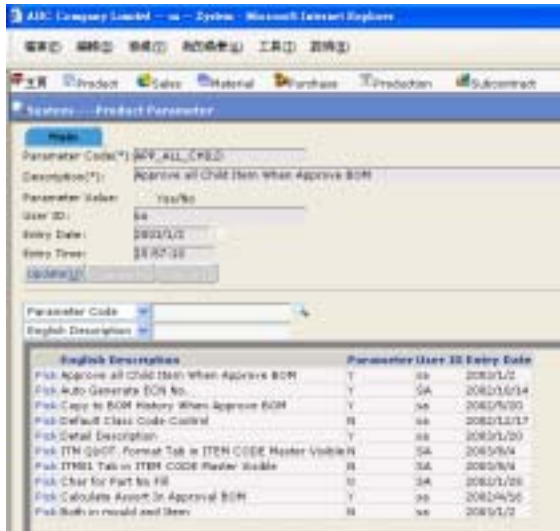


Update a Global Parameter

Steps:

- 1) In **Master File**, click **Global Parameter**.
- 2) To Update an existing *Global Parameter*, click the **Pick** button on the left of the **Parameter** you want to update.
- 3) Click **Update** button → Update the **Parameter Value**.
- 4) Click **Confirm** button to confirm the Update.

6.2 Product Parameter

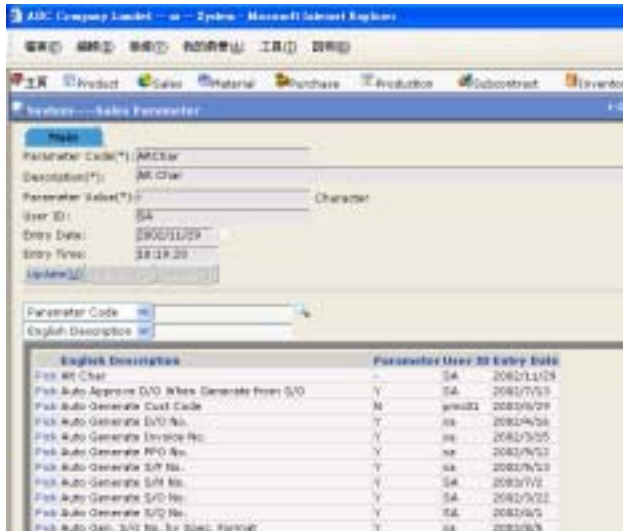


Update a Product Parameter

Steps:

- 1) In **Master File**, click **Product Parameter**.
- 2) To Update an existing *Product Parameter*, click the **Pick** button on the left of the **Parameter** you want to update.
- 3) Click **Update** button.
- 4) To enable the parameter, select the box **Parameter Value**. To disable the parameter, leave the box blank.
- 5) Click **Confirm** button to confirm the update.

6.3 Sales Parameter

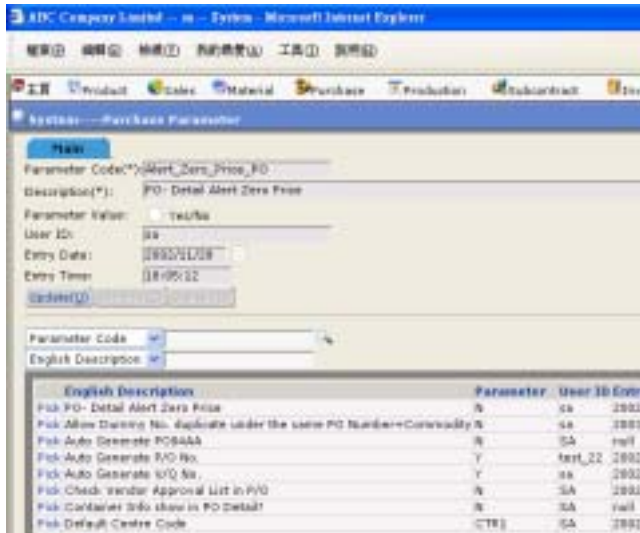


Update a Sales Parameter

Steps:

- 1) In **Master File**, click **Sales Parameter**.
- 2) To Update an existing *Sales Parameter*, click the **Pick** button on the left of the **Parameter** you want to update.
- 3) Click **Update** button.
- 4) To enable the parameter, select the box **Parameter Value**. To disable the parameter, leave the box blank.
- 5) Click **Confirm** button to confirm the update.

6.5 Purchase Parameter

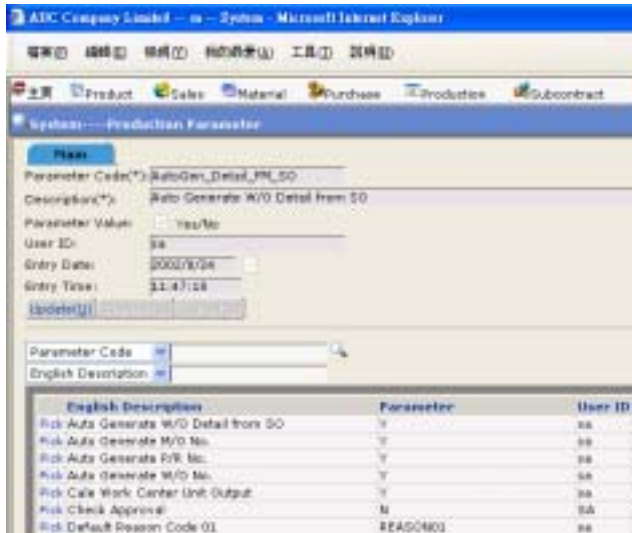


Update a Purchase Parameter

Steps:

- 1) In **Master File**, click **Purchase Parameter**.
- 2) To Update an existing *Purchase Parameter*, click the **Pick** button on the left of the **Parameter** you want to update.
- 3) Click **Update** button.
- 4) To enable the parameter, select the box **Parameter Value**. To disable the parameter, leave the box blank.
- 5) Click **Confirm** button to confirm the update.

6.6 Production Parameter

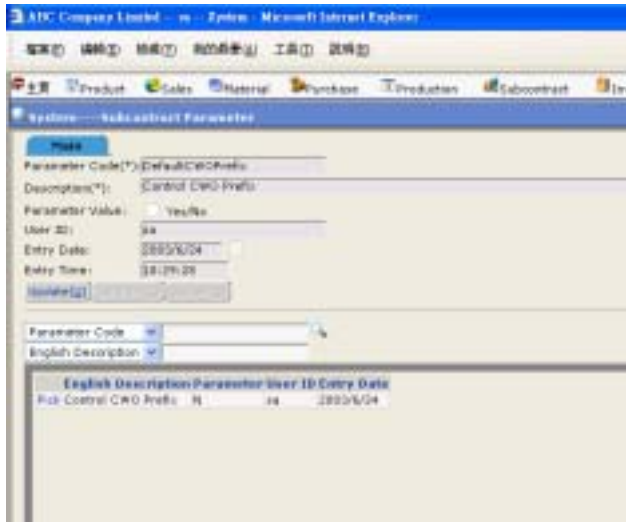


Update a Production Parameter

Steps:

- 1) In **Master File**, click **Production Parameter**.
- 2) To Update an existing *Production Parameter*, click the **Pick** button on the left of the **Parameter** you want to update.
- 3) Click **Update** button.
- 4) To enable the parameter, select the box **Parameter Value**. To disable the parameter, leave the box blank.
- 5) Click **Confirm** button to confirm the update.

6.7 Subcontract Parameter

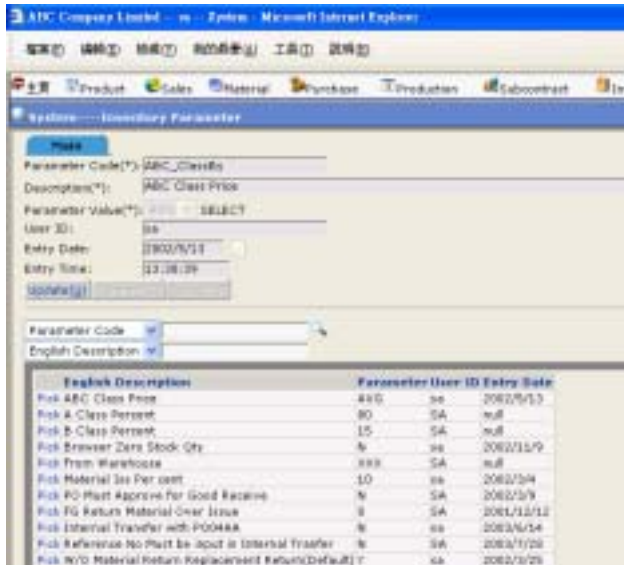


Update a Subcontract Parameter

Steps:

- 1) In **Master File**, click **Subcontract Parameter**.
- 2) To Update an existing *Subcontract Parameter*, click the **Pick** button on the left of the **Parameter** you want to update.
- 3) Click **Update** button.
- 4) To enable the parameter, select the box **Parameter Value**. To disable the parameter, leave the box blank.
- 5) Click **Confirm** button to confirm the update.

6.8 Inventory Parameter

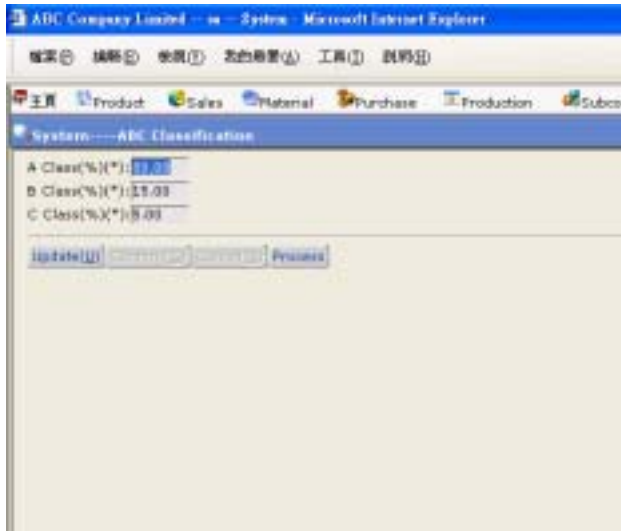


Update an Inventory Parameter

Steps:

- 1) In **Master File**, click **Inventory Parameter**.
- 2) To Update an existing *Inventory Parameter*, click the **Pick** button on the left of the **Parameter** you want to update.
- 3) Click **Update** button.
- 4) To enable the parameter, select the box **Parameter Value**. To disable the parameter, leave the box blank.
- 5) Click **Confirm** button to confirm the update.

6.9 ABC Classification



Update ABC Classification




Steps:

- 1) In **Master File**, click **ABC Classification**.
- 2) Click **Update** button.
- 3) To Update an existing *ABC Classes*, type the new values into each class, **A Class(%)(*)**, **B Class(%)(*)**, **C Class(%)(*)**.
- 4) Click **Confirm** button to confirm the update.

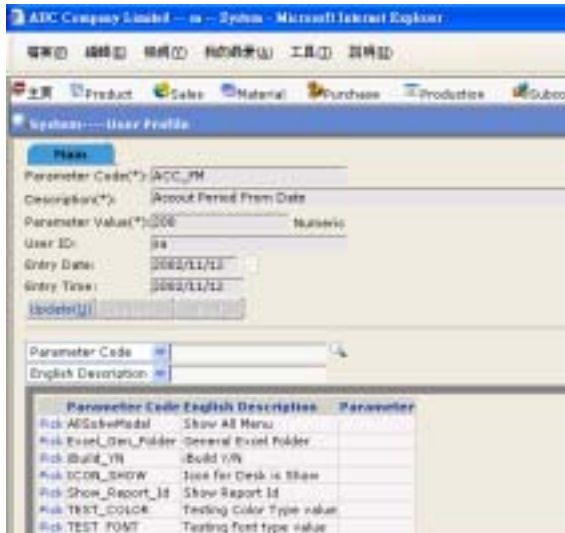
6.10 Desktop Manager

Create a new Desktop Shortcut

Steps:

- 1) In **System Parameter**, click **Desktop Manager**.
- 2) Click **AddNew** button.
- 3) Click the **Pop Up** button  from the **Rely** field → double click the **Menu Code** you want to choose
- 4) Click the **Pop Up** button  from the **Program ID** field → double click the **Program ID** you want to choose
- 5) Click the **Pop Up** button  from the **Location** field → double click the **Module Location** you want to choose
- 6) Optionally, click the **Browse** button to choose the **Image File Name**.
- 7) Click **Confirm** button.

6.11 User Profile



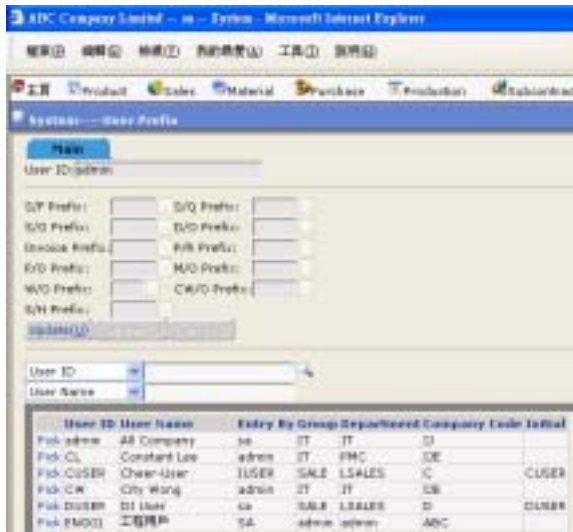
To Update User Profile

Steps:

- 1) In **System Parameter**, click **User Profile**.
- 2) To Update a *Parameter*, click the **Pick** button on the left of the **Parameter** you want to update in the *Browser*.
- 3) Click **Update** button.
- 4) Edit the parameter value.
- 5) Click **Confirm** button.

6.12 User Prefix

In User Prefix, you can setup the different default prefix of each function for different users.



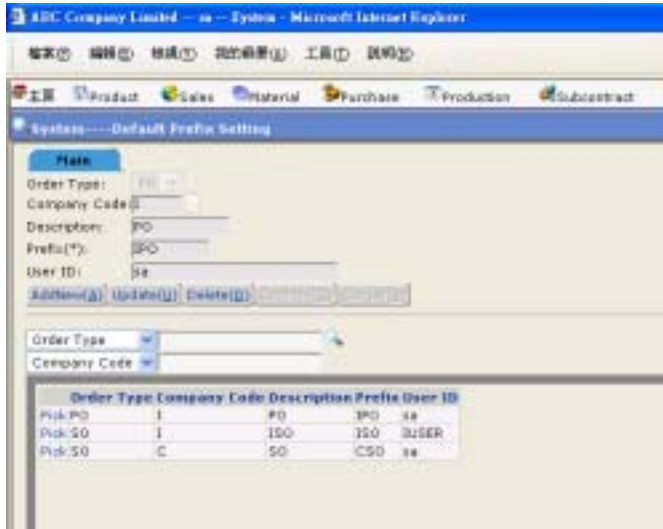
To Update User Default Prefix

Steps:

- 1) In **System Parameter**, click **User Prefix**.
- 2) **Pick** the *User ID* that you want to update the default prefix from the *Browser*.
- 3) Click **Update** button.
- 4) Select each default prefix (Note: You must firstly setup each prefix master before setup user default prefix here.)
- 5) Click **Confirm** button.

6.13 Default Prefix Setting

In Default Prefix Setting, you can setup the default prefix for each function shown in the system once users need to select. Note that without setting up user prefix, all users under the same company code will see the default prefix as you have setup here.



Create a Default Prefix

Steps:

- 1) In **System Parameter**, click **Default Prefix Setting**.
- 2) Click **AddNew** button.
- 3) Select the **Order Type** from the *Pull Down Menu*.
- 4) Click the **Pop Up** button **...** from the **Company Code** field → double click the **Company Code** of the users.
- 5) Input the **Description** and default **Prefix**.
- 6) Click **Confirm** button.

7 System Label

In System Label, you can set the user-defined tab names and field names of several functions.

System Label Functions	Descriptions
Item Master user-Defined Field Customer Master User-Defined Field Customer Product User-Defined Field Vendor Master User-Defined Field Cost User-Defined Field S/Q User-Defined Field S/O User-Defined Field D/O User-Defined Field Invoice User-Defined Field P/O User-Defined Field L/C User-Defined Field	Defining the user-defined Tab names and field names in each master and maintenance.
All Header Master User-Defined Field	Defining the user-defined fields in the <i>Main Tab</i> of each master and maintenance

8 System Report

All the reports in the System Management Module can be:

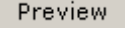
1. Enquired
2. Retrieved
3. Previewed
4. Text Searched
5. Printed/Faxed/E-mailed
6. Exported

The following are the list of reports in the System Management Module:

- a) User List
- b) Program File List
- c) Company List
- d) Program List
- e) Program Group List
- f) Warehouse List
- g) Inventory Transaction Code List

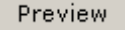
a) User List

Steps:

- 1) In **Report**, click **User List**.
- 2) Type **From/To User Id**.
- 3) Click  button to preview and/or print the report.

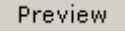
b) Program File List

Steps:

- 1) In **Report**, click **Program File List**.
- 2) Type **From/To Program ID**.
- 3) Type **From/To User ID**.
- 4) Click  button to preview and/or print the report.

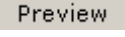
c) Company List

Steps:

- 1) In **Report**, click **Company List**.
- 2) Type **From/To Company Code**.
- 3) Click  button to preview and/or print the report.

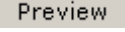
d) Program List

Steps:

- 1) In **Report**, click **Program List**.
- 2) Type **From/To Program ID**.
- 3) Click  button to preview and/or print the report.

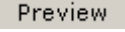
e) Program Group List

Steps:

- 1) In **Report**, click **Program Group List**.
- 2) Type **From/To Program Group**.
- 3) Click  button to preview and/or print the report.

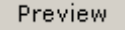
f) Warehouse List

Steps:

- 1) In **Report**, click **Warehouse List**.
- 2) Type **From/To Warehouse**.
- 3) Click  button to preview and/or print the report.

g) Inventory Transaction Code List

Steps:

- 1) In **Report**, click **Inventory TransCode List**.
- 2) Type **From Warehouse/To Warehouse**.
- 3) Type **To Warehouse/To Warehouse**.
- 4) Click  button to preview and/or print the report.