

Reading Room Installation and Setup Procedures

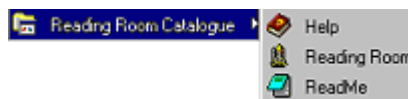
1. Installation

1.1 CD

Load the program by starting up your PC, and then insert the installation CD (provided on request for a small post/packaging fee) when Windows has fully loaded. The set-up program will automatically start and the software will then commence its installation process. Accept all the default prompts on each screen until it confirms completion and terminates. Please note the following

- You shouldn't have any other application open (except perhaps windows explorer) when you load the CD to install the application.
- You may need to reboot at the end of the application installation to complete the registration process (it will tell you if this is needed).

To run the program, click on the '*Start/Programs/Reading Room Catalogue*' buttons, and select the '*Reading Room*' option. This will start the program Launcher that will enable you to access the application.



1.2 Website download (7 diskette sized files)

- a) Download all seven zip files needed to install the application from the www.cs4u.biz website. If you do not have the (windows) pkunzip utility on your PC, you will need to obtain a copy from the PKWARE website (http://www.pkware.com/products/free_eval.html) - note that a link to this website is provided on the application download page for your convenience.
- b) Unzip the contents of each of these zip files into a single folder (e.g. c:\temp) on your computer – note that the first zip file contains multiple files, and all subsequent ones hold only a single file. If you are using windows explorer, just double click each zip file in turn to activate PKWARE's unzip utility.
- c) Once they all have been unzipped within a single folder, run the setup.exe application file to start the installation process - the simplest way of doing this is to double click this application file from within Windows explorer.
- d) As all the unzipped setup files reside in a single folder, the installation process should complete uninterrupted (ie no prompts). If the system does prompt you to load setup disk2 (an operating system dependency), then each zip files unzipped contents will need to be copied to a floppy disk and the installation process re-started.

1.3 Administrator Mode

If you are installing the Reading Room Catalogue on either a Windows XP or Windows 2000 operating system, then you will need log in and install the application as an administrator - only then will you be able to successfully setup multiple users who can all access the program under their respective logins. You will also need to review the security settings on the installation folder and all of its contents (i.e. sub folders and files) to ensure public access is granted to all application users.

c:\Program Files\TRM Consulting Services\Reading Room Catalogue

Reading Room Installation and Setup Procedures

2. Environment

2.1 Screen size


The screen area on your PC must be set to a minimum of 800 x 600 to ensure all application windows are fully viewable.

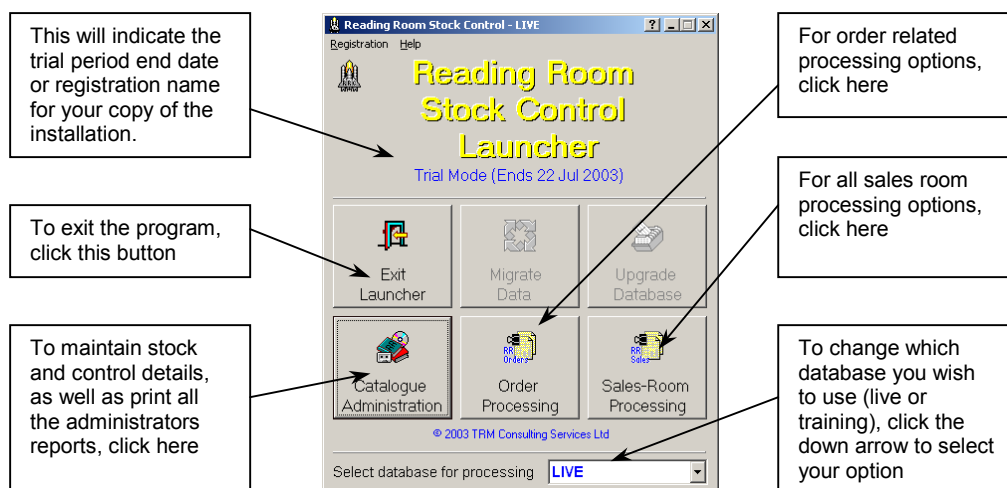
2.2 Printing and print preview

All reports that are generated within the application are first displayed in a preview window. This gives you the flexibility to review the contents of individual pages before committing the report to paper, as well as selectively print designated pages if required.



Reading Room Installation and Setup Procedures

3. Launching the application

Clicking on the Reading Room launch icon  will start the launcher module from which all processing options can be activated. The screen looks as follows



Notes

- Selection of any of the processing options will prompt you to enter a login name (and password). Valid options on installation are admin (catalogue administration), orders (order processing functions) and sales (sales-room processing functions). These can be changed or added to in the catalogue administration module (see below), and a users own password (initially created to be the same as their login name) can be changed by that user in any of the processing modules they are permitted to access.
- Order and sales processing modules come up with a similar large button menu layout for option selection (hover the mouse pointer over the required option to display a yellow descriptive tooltip of what that option does). The Catalogue Administration module appears in a 'book' (ie catalogue) format where you click on the side tabs to access the required page or pages. Note that the administrators reports page has several sub-pages of reporting options available.
- The training version of the database that is supplied on installation has lots of sample sales and orders that can be used to try out the reporting and cash till processing options, full details of which can be found in the application help file. This help can be viewed by selecting the help icon  on the start-up menu, or from within the application by clicking the help  toolbar button or keying the standard windows help key (F1).

Reading Room Installation and Setup Procedures

4. Control Data

4.1 Set Church details and Control settings

The title, postal address, telephone, fax, email and web address (if applicable) and VAT registration number can be set within the administration module. This reference information is used when printing order and sales details, so should be reviewed for accuracy once entered.

Note

If the Church is registered for VAT there is a legal requirement to print the VAT registration number on all sales invoices. Conversely, this entry should be left blank if the church is not VAT registered, as certain sales reports will include additional VAT related column details if something is entered here.

4.2 Price Rounding

Converting prices from US\$ currency is neither simple nor straightforward, especially when the impact of Duty and VAT (as well as VAT on Duty) on selective items is considered. To avoid the laborious process of ensuring stock price consistency across hundreds of items, this program automatically implements a consistent price conversion policy when calculating local currency amounts. Options allow currency prices to be rounded up, down or to the nearest amount (directional setting) of 1, 5, 10 or 25 currency units (e.g. pence in the UK).

Note

- The default setting is for amounts to be rounded to the nearer 5 units, which can be easily modified
- Prices calculated using this policy can be manually adjusted on an individual stock item basis if required

4.3 Stock Valuation

A valuation of Reading Room stock is normally carried out at on an annual basis at the Churches year-end, and can be conducted on either a replacement (Cost Price plus Duty and VAT) or Sale Price (usually less a percentage) basis - usually determined by the churches treasurer or accountant. To facilitate this choice, choose the relevant option by clicking the required button. Also note that for comparison purposes it is possible to conduct a stock take valuation on both a Cost Price basis and a Sale price basis by changing the setting after creating the first valuation.

4.4 Reading Room Account details

The Account and J numbers used by the Reading Room and the CSPS are entered here, and are used when printing out the order details.

4.5 Tax labels

These titles or descriptions (e.g. VAT and Duty) are displayed on screen or in reports wherever appropriate, and allow one to customise the application to country specific terminology.

Reading Room Installation and Setup Procedures

4.6 The Handling Charge percentage

This is a rough estimate of the impact that shipping and handling charges will have on any individual stock item, and is used solely as a guide when making price comparisons on the stock page of the administration module.

4.7 Cost Price valuation Percentage

When undertaking a Cost Price Stock Take valuation, the majority (if not all) of the non-stock items will have a zero cost price (as they can no longer be ordered from the CSPA). To accurately reflect the value of these stock items and avoid the manual setting of their prices, it is possible to preset a percentage figure (e.g. 80% of the sales price) that can be used to determine an estimated stock value for that item.

Reading Room Installation and Setup Procedures



5. Stock Prices and Quantities



5.1 Review current stock prices

There are three prices held against each stock item

- a) **Sale Price** - The price that the Reading Room will sell the stock item (the amount is shown in local currency)
- b) **RR Cost** - This is the price charged to Reading Rooms by the supplier when ordering new items (the amount is shown in the currency of the supplier - US\$ for CSPA stock items)
- c) **Retail Price** - This is the current recommended Retail Price given by the supplier (in US\$ for CSPA stock items)

To obtain a complete hard copy listing of all stock items and their current price settings, go to the Stock page (administrators module) and click on the

printer icon  to print a report, or the Excel export button  if you want to store the report details in an Excel spreadsheet (note that only if you have Excel installed on your PC will this option be activated). On the Reporting Requirements screen select the relevant data items you want to include in the report (e.g. Catalogue Number, Stock item description and characteristic plus the Retail, Purchase [RR Cost] and Sale prices) then click on the print or export buttons (as appropriate) to generate your report.

To change one or more of these prices manually is then a simple matter of selecting that item in the catalogue list treeview and directly keying in the new values as appropriate. If many items need to be changed, you may prefer to export the prices of all the required stock items to a text file (via the export icon ) , edit that file manually, then re-import the updated prices data (via the import icon ) . Full details of the export and import functions may be found in the accompanying help file.

5.2 Set Initial Stock Quantities

There are three quantities that need to be set for each stock item.

- a) **Quantity in stock** – This is the number of items currently held in stock that are available for sale.
- b) **Re-order quantity** – This is the quantity that is usually ordered when stocks are low. To minimise the handling and postage costs incurred when placing orders, frequently sold items should have a higher value set than infrequent items.
- c) **Re-order level** – This is the lowest quantity-in-stock figure considered acceptable for the short-term sales needs of the Reading Room. Should the available quantity for any item drop below this figure, then this event will be used to report on and simplify the ordering process to replenish depleted stocks.

The initial stock quantity values for all stock items on installation of the application are zero for the live database, and set to various other values for the training database. Setting these 'live' values accurately is vital if you wish

Reading Room Installation and Setup Procedures

to efficiently use the stock management facilities within the Sales and Orders processing modules, as orders by default increment stock-in-hand quantities and sales decrement them. The simplest way to proceed is to treat this initialisation process as if it were an annual stock-take, and literally count and enter all the relevant quantities for each stock item. To facilitate the counting process, it is recommended that the database stock items (and their three current quantity settings) be exported and then printed out. The correct stock figures can then be written on the report as time permits, and then re-keyed into the exported file for each stock item. Once the exported file has been fully updated, then it can be re-imported in one single simple process

Notes

- If there are stock items in your Reading Room which are not listed in the database, these will all need to be individually entered – see the help file for details on how to do this.
- Re-order quantities and levels are only applicable to current catalogue stock items, so can be left at their zero figures for all non-catalogue items.
- The export file is tab separated text data, which can be loaded into a spreadsheet for updating and reporting purposes.

5.3 Set Standing Order items and quantities

You can set which periodical stock items, and the associated quantities to be ordered for that item, from within the Orders processing module - the frequency of the automated ordering is dictated by the frequency of its publication (Sentinels are weekly, Journals monthly etc) and its cover date (Sentinels on Mondays, Monitors on Saturdays etc).

Whenever a user accesses the application, any non-existent orders that are required within the following two weeks are automatically generated, with each order being for a single stock item.

Notes

- If no one accesses the application for over a two week period then it is likely that some standing orders will not be generated as only future orders (based on the system date of your PC) are created. You could, in this instance, either manually enter the orders that were missed in the normal way, or temporarily turn back the system date on the PC before entering and exiting the application to force their generation.
- If you wish to temporarily stop the automatic order generation for any single item, then simply set the associated quantity to zero. To permanently stop an items order generation, simply delete that item from the list – it can easily be reinstated at a later date if required.

Reading Room Installation and Setup Procedures

6. Assign Frequent Use Stock Item Indicators

If a stock item is one that has a high turnover (ie it is regularly ordered and sold), then this item should be flagged as a frequently used stock item on the stock page of the administration module. As it can be almost impossible to determine a precise list of such items, it is best to make some initial guesses and then review these 'guesstimates' periodically - use the stock turnover reports to guide you on this.

Frequently Used Stock

By checking this box you will ensure that the stock item will appear in the frequently used stock list for both sales and order placement - an aide to quickly identify your required stock.

Reading Room Installation and Setup Procedures

7. Review Currency, Tax and Duty Rate settings

All currency, duty and tax rates are maintained and assigned from within the applications administration module. In most cases the values held remain static, though periodically the exchange rate used for ordering stock will be adjusted by the CSPS.

- a) All exchange rates within the application are maintained by clicking the



button. The relevant rate is then linked to each supplier from within the supplier maintenance screen, and thence is applied individually to all stock items that are ordered from that supplier.

- b) Tax rates are maintained by clicking the



the button. These rates are then assigned individually to each stock item by selecting the desired rate from a drop down list of currently set rates.

At the release date (September 2003), the following UK rates were current

Rate Description	Rate	Comment
Supplier	1\$ = £0.63	Effective 1 st August 2003
Tax	17.5%	Standard VAT rate
Duty	3.5%	Diskettes, Videos, Cassettes and non software CDs
Duty	0.6%	Calendars, Cards and Posters
Duty	1.0%	Wooden jigsaw puzzles
Duty	2.7%	Metal (steel) markers
Duty	Zero rated	Book/Video, Book/Cassette and CD based software

Notes


- The titles used for the tax (ie VAT) and duty (ie Duty) rates are assigned on the control page of the administration module
- You can have multiple tax and duty rates, although only one of each can ever be assigned to a single stock item at any one time. By assigning mnemonic titles to each rate in the maintenance screen, it makes it easier to select and assign the relevant rate to each individual stock item.

Reading Room Installation and Setup Procedures

8. Setup Database Users (Live and Training)

When the Reading Room Stock Control application is first installed, there are three default users (**admin**, **orders** and **sales**) that have been set up to access the three distinct processing modules (Administration, Orders and Sales-Room respectively) in both the training and live databases. Each of these modules has associated with it a unique access role, and a user must be specifically assigned that role to be able to access that module (see user roles below). It is also normal for one user to be assigned multiple roles – for example, the administration user **admin** has been given default access to all three modules, whilst the **orders** and **sales** users are only allowed access to the Orders and Sales-Room modules respectively.



Click on the user maintenance button  in the administrator's module to maintain each individual user and their assigned roles. Note that a user's role assignment can be changed at any time, and the removal of a user (or the negating of all their assigned roles) will prohibit them from accessing any of the processing modules.

Notes

- The default passwords assigned to each user are initially set to be the same as their name (ie admin for **admin**, orders for **orders** and sales for **sales**). *It is highly recommended that these passwords, particularly the one for the **admin** administrator, be changed as soon as possible (to a memorable word or phrase that you find easy to recall) once this application is installed on your computer.*
- Names and passwords are not case sensitive
- If a user forgets their password, an administrator (ie a user with an administrator role assigned to them) can easily reset it to their login name – the user can then re-login and re-personalise their password as appropriate.
- The LIVE and TRAINING databases have their own distinct set of users and role assignments, though initially both have identical settings.
- An administration user cannot rescind their own access rights to the administration module.

8.1 User roles

a) Administrator

An individual with this role can access the administrators module, which allows full and unrestricted access to the management of individual stock details plus the ability to adjust, where needed, control information (i.e. Church Title, address and contact details). An administrator can also generate financial and stock movement reports, do stock-take valuations, maintain user lists and other reference items such as tax rates and supplier details, as well as import/export stock data and manage the database backups.

b) Orders

This role allows the user to access the order processing module. Certain rights in this module, such as order deletion or maintenance of the popup shortcut lists, are restricted to those with administrator rights purely as a safeguard for database integrity.

Reading Room Installation and Setup Procedures

c) Sales

This role allows the user to access the sales-room processing module. Certain rights in this module, such as sales deletion or maintenance of the popup shortcut lists, are also restricted to those with administrator rights, again as a safeguard for database integrity.


8.2 Suggested user naming conventions

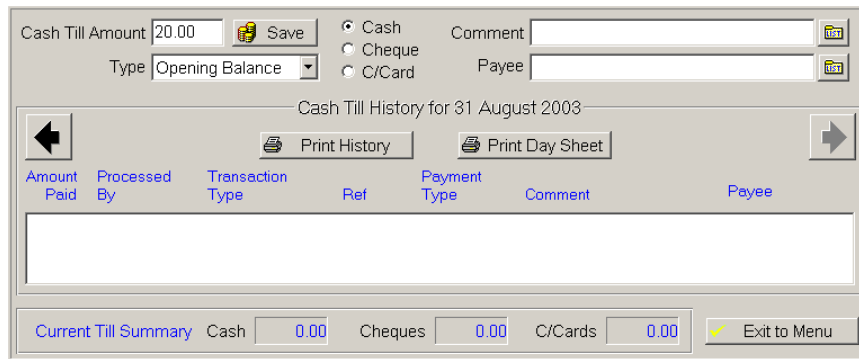
Setting up new users for each database is quite straight forward, though consideration should be given to an appropriate (and consistent) naming convention for each users login name. As the number of alphanumeric characters that can be used is 15, it is possible to use first names, though this can be confusing if several individuals share a common name. Also, as the user has to key in this name to access the application, it is beneficial to keep it as short as possible. On balance, therefore, it is recommended that the user's initials be used, inserting a middle initial whenever needed to ensure uniqueness.

As the training database is distinctly separate from the live database in both data and user configurations, it is considered best practice to set up different training user names from those of the live database. This ensures that a user never logs into the incorrect database, as well as allowing an easily identifiable migration path from trainee status to that of a 'live' user. As all cash till and order/sale processing activities log the name of the originator of the change, it would therefore be quite easy to identify the database source purely by the names of the users involved. As the training database should also be available to all the experienced 'live' users (they may wish to experiment with little used functionality or refresh their expertise without fear of damaging live data) then a standard list of users and passwords should be created (eg **TA** for training-admin, **TO** for training-orders and **TS** for training-sales). If more than one of each class of training user is required, then it is simply a matter of appending sequential numbers to these users (e.g. **TA1**, **TA2** etc).

Reading Room Installation and Setup Procedures

9. Set initial Stock Till Balance

Enter the Sales-Room processing module and select (click) the Maintain Daily Cash Till menu button  to display the following screen.



Amount Paid	Processed By	Transaction Type	Ref	Payment Type	Comment	Payee
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Current Till Summary Cash 0.00 Cheques 0.00 C/Cards 0.00 Exit to Menu

- Enter the cash till amount (e.g. 20.00) that you want for your starting balance, and click the Cash radio button (assuming the amount is in cash) if this is not already set.
- Click on the Type drop down list and select the "Opening Balance" option
- Click on the save button to save this entry – the details just entered will then be displayed in the history area in confirmation of the save.
- Click the Exit to Menu button to return to the main menu screen.

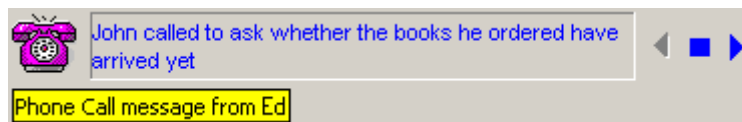
Note


If your opening balance also includes some cheques and/or credit card slips, then these amounts should be entered separately from those of cash entries. In this way the current balance in cash, cheques and credit card slips will be accurately maintained.

Reading Room Installation and Setup Procedures

10. User Messaging

Messages can be created and broadcast from all three application modules (Administration, Orders and Sales-Room), so that each user will receive their own message once they have logged in from the Launcher window.



To create a new message, click on the bell icon  to bring up the message maintenance screen, an example of which is shown below

A screenshot of a dialog box titled "Add New Message". The "From" field contains "admin". The "Type" dropdown menu is set to "Reminder" and has a yellow bell icon next to it. The "To" field is a list box with checkboxes next to the following items: admin, ao, as, orders, os, and sales. The "sales" item is selected and highlighted in blue. To the right of the list box are "Select All" and "Clear All" buttons. The "Message" text area contains the text "Next RR committee meeting is on this coming Saturday morning at 10:00AM". On the right side of the dialog box are "Save" and "Cancel" buttons.

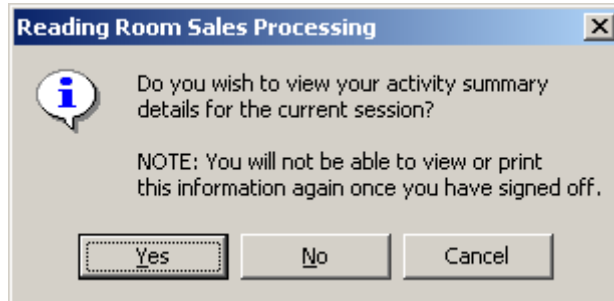
Notes

- Messages are database specific, so sending a message from the TRAINING database will not reach a user who is accessing the LIVE database, and vice versa.
- A user can be sent messages by anyone designated as a user of the application. These messages can be browsed through sequentially using the forward/back blue arrows (the display sequence is determined by the date/time the message was sent, with the oldest message appearing first), which become inactive (greyed) once you reach the last/first stored message.
- Hovering the mouse over the message type icon will tell you who the originator of the message was.
- Messages flash on/off several times to gain your attention when the selected processing module is first loaded.
- To delete your message, click the blue square button and confirm the deletion at the confirmation prompt. When deleting messages, only your personal copy is deleted – if the message was broadcast to many users, then each of these users must individually delete their own copy of the message to fully clear it from the system.

Reading Room Installation and Setup Procedures

11. Audit Trail reporting (Session Logs)

At the end of a Sale-Room or Orders processing session, you will be prompted to print an audit trail showing all changes that were made by you during the current session.



If you

- a) are unsure of the changes you have made,
- b) would like to keep a copy on file of your activity, or
- c) have made some possible errors which you want looked at and corrected by the administrator,

then select the 'Yes' option. This will enable you to preview and optionally print this audit trail log. Clicking 'No' will cause you to exit the application without viewing or printing this report, and clicking 'Cancel' will enable you to resume processing from where you left off.

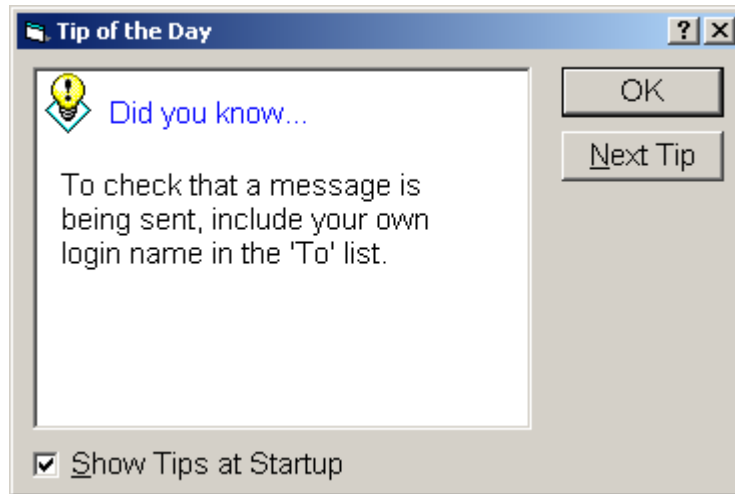
Note

Once you exit from the application you do not get another opportunity to view or print this log, as the current sessions contents are immediately purged on exiting the relevant module.

Reading Room Installation and Setup Procedures

12. Tip of the day

When you first start the application launcher, a tip of the day screen is displayed (see example below)



The text for the currently displayed tip of the day is stored in a text file called **tipofday.txt**, located in the application folder where all the database and program executables are located.

viz

c:\Program Files\TRM Consulting Services\Reading Room Catalogue

To add your own tips, load this file into Notepad and simply append your required tip - note that each tip must reside on its own line to be displayed in this tip window.

Notes

- To view the next tip, click the 'Next Tip' button to display it in the tip window. Note that once all stored tips have been displayed they will automatically be recycled.
- If you don't want to display this tip window on startup, uncheck the 'Show Tips at Startup' box and click the OK button.
- You can reactivate the tips window at any time via the help menu option on the Launcher screen.