



Materials Manager Lite™ User Manual



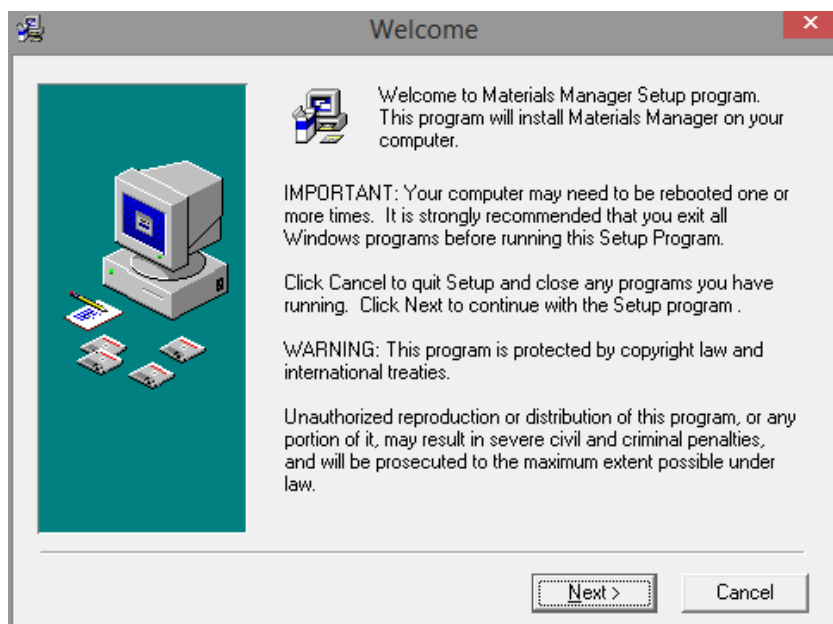
Materials Manager Lite™ User Manual

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Getting Started

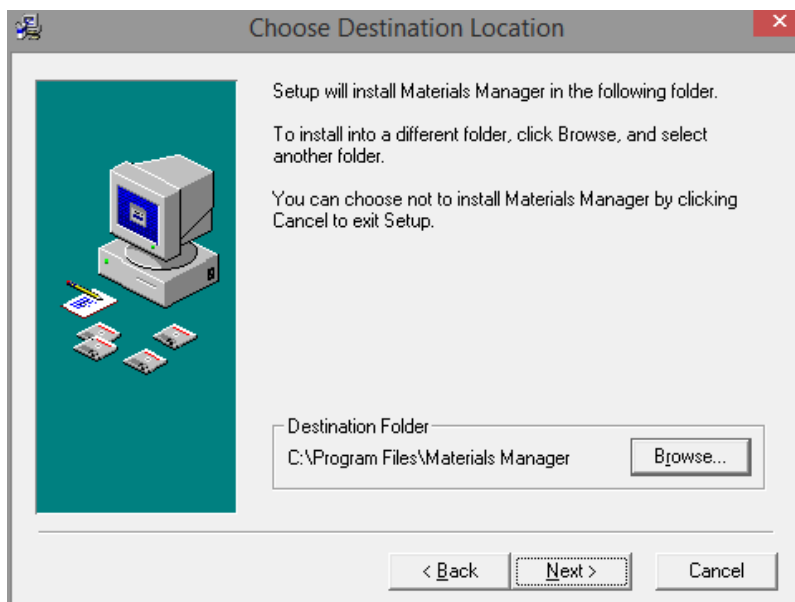
Installing Materials Manager Lite™

After clicking on the executable to start the installation, you will be prompted with a “Welcome to Materials Manager™ Setup” wizard. Click the **Next** button to continue.

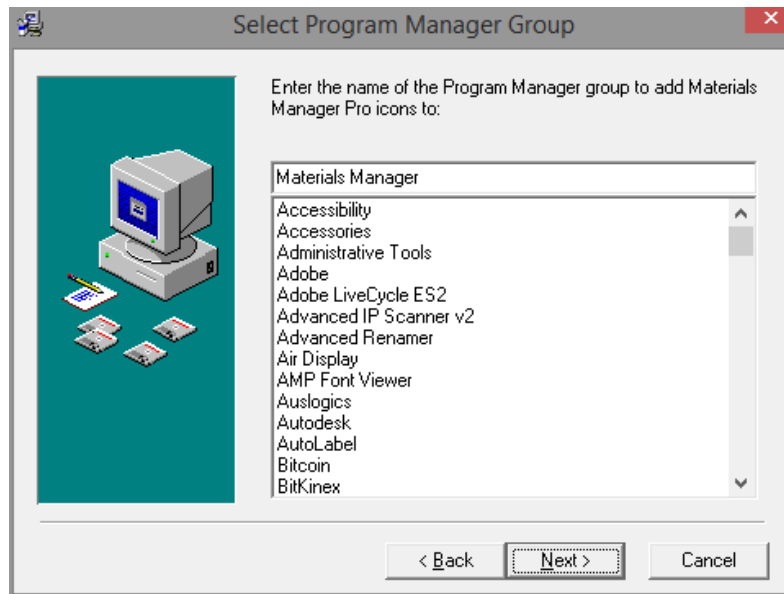


After clicking next, you are presented with the option to choose an installation directory. We recommend the default provided location.

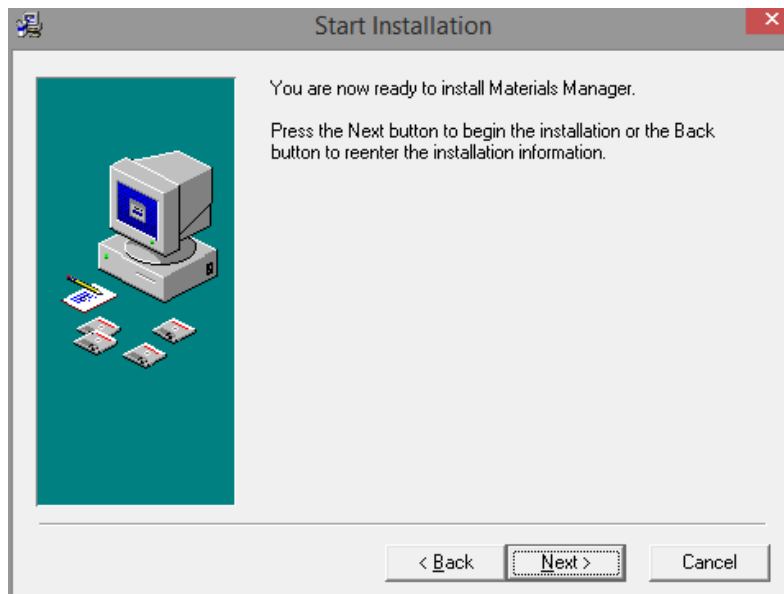
****64 bit PC's will install to Program Files (x86) by default****



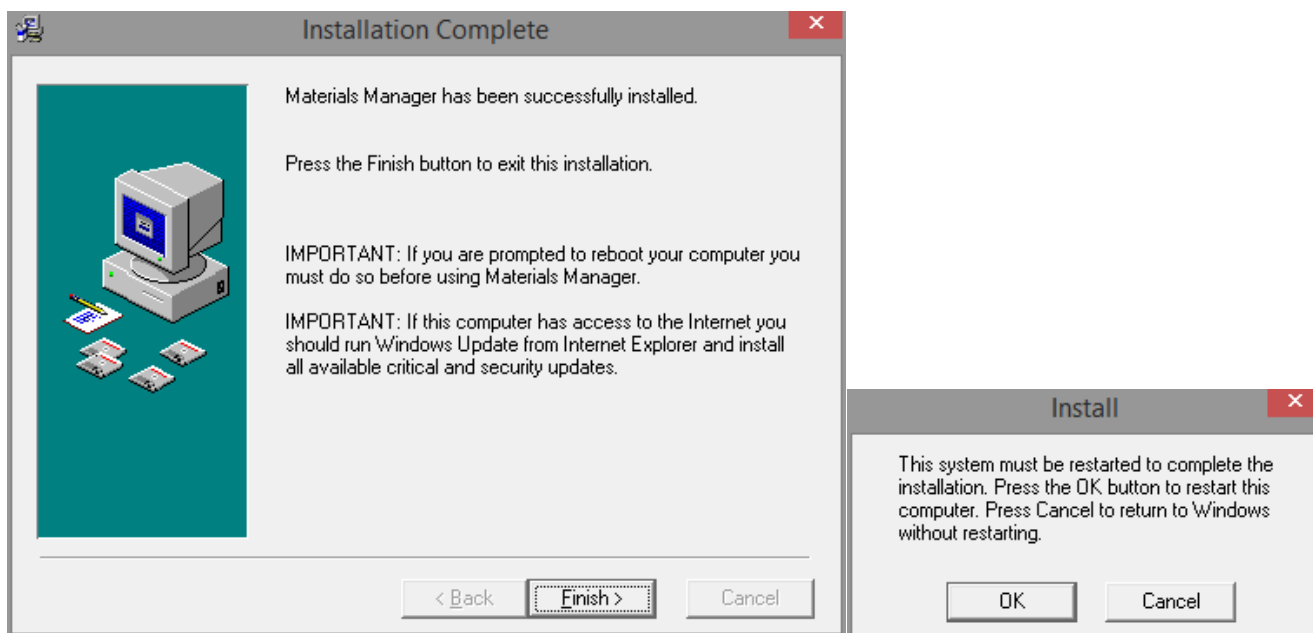
Here you are prompted with the option to select a Program Manager Group, again, the defaults provided are recommended.



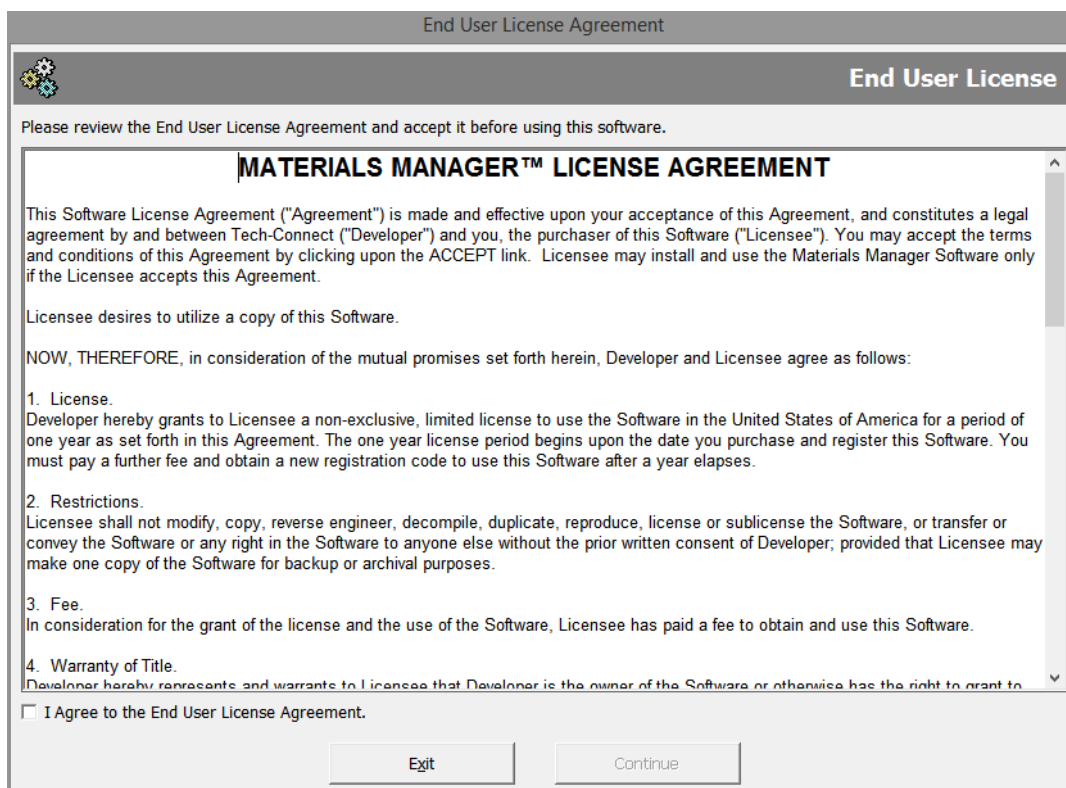
Click the **Next** button upon to perform the installation.



After installation is complete, click the **Finish** button. You will be prompted to restart your PC.



Upon opening Materials Manager Lite™ for the first time, you will be prompted to review and accept the Materials Manager™ License Agreement. After reviewing the license terms, if you agree, click the checkbox at the bottom left indicating so, and then click **Continue**.



Registering Materials Manager Lite™

By default, Materials Manager Lite™ installs as a 30 day fully functional demo. To use Materials Manager Lite™ beyond this 30 day period you will need to purchase an annually renewable registration. Provide the following information to your jobber to be submitted to ClipLizard Systems® for the registration process.

****The information you provide is what will be printed on your Invoices****

Registration Information:

Company Name:

Street Address:

City:

State:

Zip/Postal:

Phone:

*Fax:

*Email:

(* Fields optional)

You will then receive a registration in similar format with an Expiration Date and Registration Key at the bottom. This key will need to be entered into Materials Manager Lite™ to unlock the software.

To enter your new registration go to **Tools** then **Registration**.

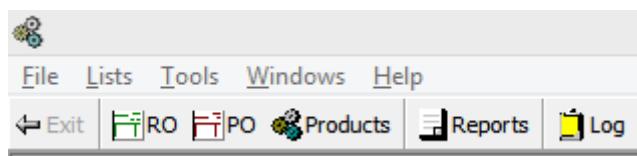
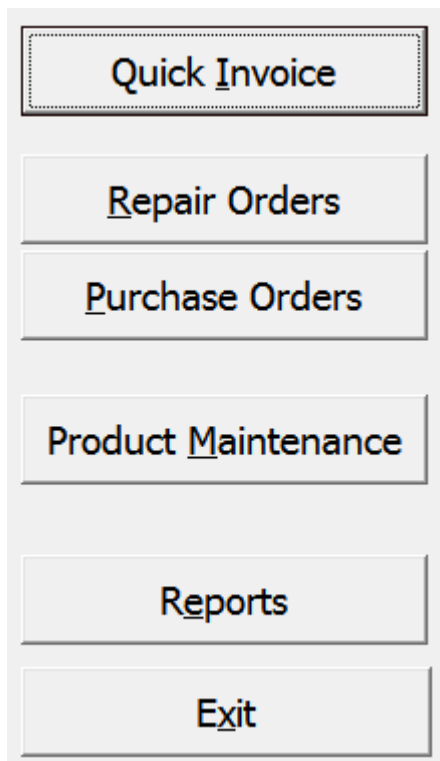
The screenshot shows the Materials Manager Lite software interface. The 'Tools' menu is open, and 'Registration...' is selected. The 'Registration' dialog box is displayed, containing the following fields and text:

- Registration** (Title bar)
- Please enter your company information and registration key EXACTLY as provided. If the information was provided in an email, you can copy the individual fields to this window.
- Company Name:
- Street Address:
- City:
- State/Country:
- Zip/Postal:
- Phone:
- Fax:
- Email Address:
- Registration Key:
- Current Status: Licensed - Thank You
- Buttons: Exit, Save Registration

Enter your registration **exactly** as it is sent to you in the registration window then click **Save Registration**. The Registration Key will be hidden after registration is saved.

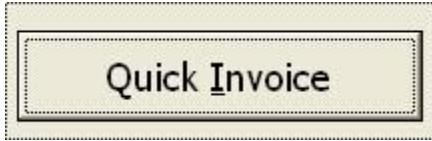
Navigating Materials Manager Lite™

When you first enter the Materials Manager Lite™ software, you will notice options on the main menu and the tool bar.



Navigating the Main Menu

The **Quick Invoice** button gives technician's an easy way to quickly enter a repair order.



The **Repair Orders** button allows for technicians to manage multiple repair orders and to create new repair orders from an easy to use interface.



The **Purchase Orders** button allows for the creating new purchase orders.



The **Product Maintenance** button allows you to manage existing products or to create new products.



The **Reports** button gives you access to reports

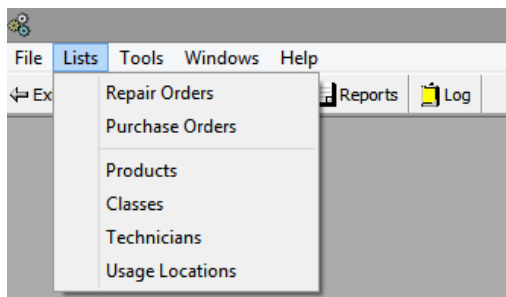


The **Exit** button exits the software.

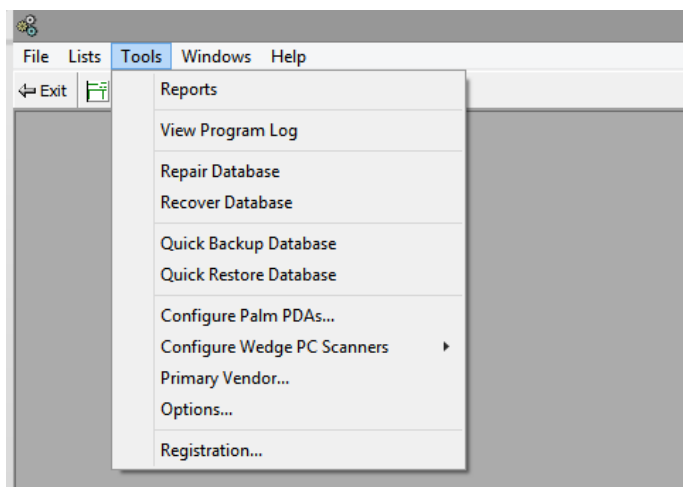


Navigating the Toolbar

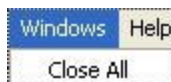
The **Lists** menu allows you to manage Repair Orders, Purchase Orders, Products, Classes, Technicians, and Usage Locations.



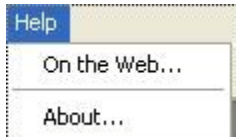
The **Tools** menu allows you to view Reports, Program Log, Repair or Recovery of the database, perform a Quick Backup or Restore of the database, to Configure Scanners, manage system options or update your Registration.



The **Windows** menu allows you to close all open windows



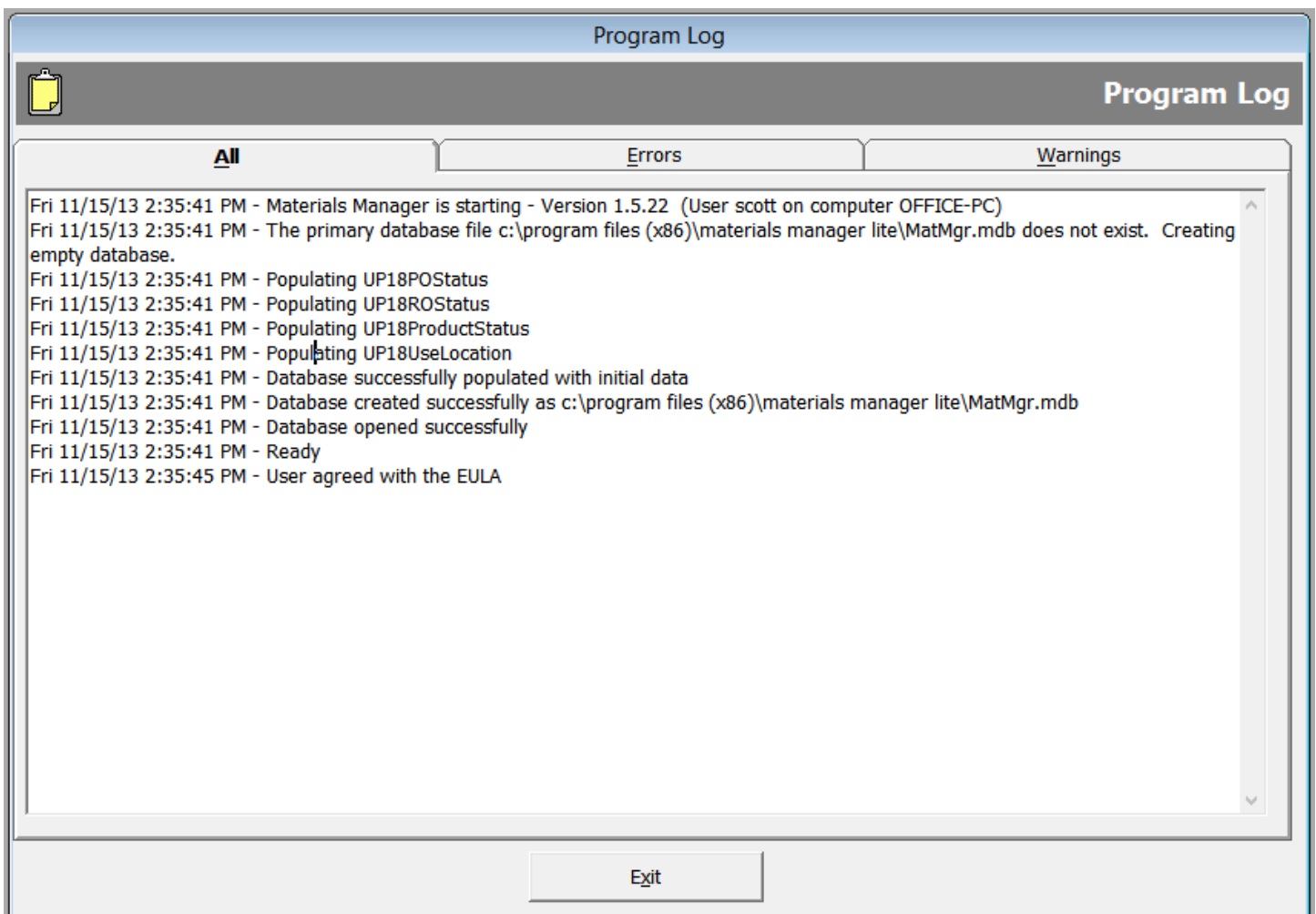
The **Help** menu allows you to find additional help on the Web or view information about the software and your company.



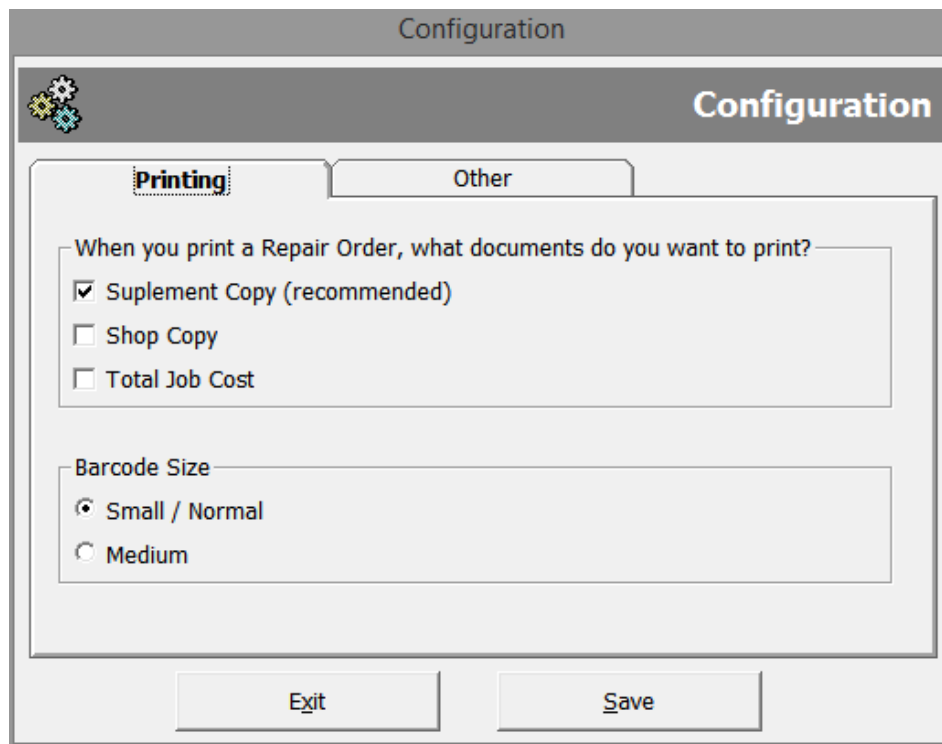
The **About** section will show you the current version of the software



Viewing the **Program Log** will provide an abundance of useful information about the system including Errors and Warnings. Errors and Warnings can be useful in troubleshooting if an error does occur.



The **Options** window allows you to set various systems options.



When printing a Repair Order, this section give you the choice of who copies you wish to print.

Supplement Copy:

- Default copy printed.
- Printed as "Job Ticket/Invoice"
- Provides Items used, Qty, Description, Technician ID, Location Used, List Price and Extended Price.

Shop Copy:

- For internal use
- Printed as "Shop Copy"
- Provides Items used, Qty, Description, Technician ID, Location Used, **Cost** and Extended **Cost**.

Total Job Cost:

- Typically used as an extra copy for internal records
- Printed as "Job Cost"
- Provides same information as Supplement Copy above.

Barcode Size

Effects how barcodes are printed on labels and at the bottom of Invoices. Small/Normal is default and typically recommended.

Extended Logging (Other Tab)

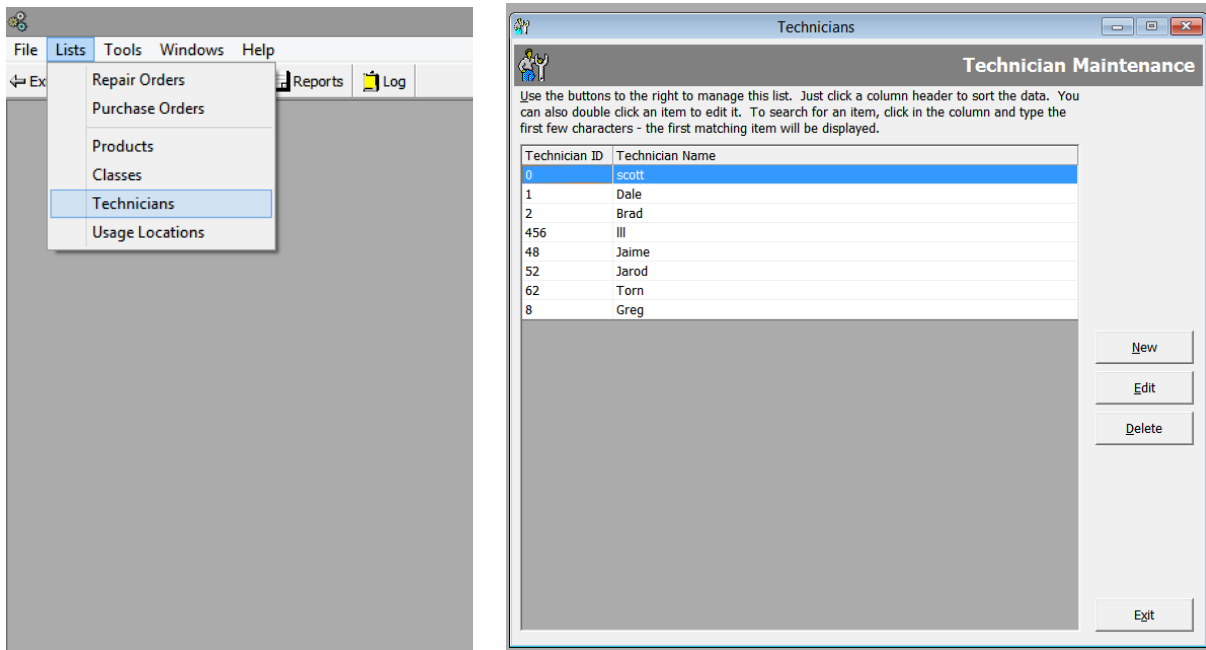
Provides more detail in the Program Log for diagnostic purposes. Disabled by default but useful for troubleshooting.

Managing Materials Manager™

Managing Technicians

All major functions of Materials Manager Lite™ require a login by the technician performing the function.

To add a technician, go to **Lists** and **Technicians**.



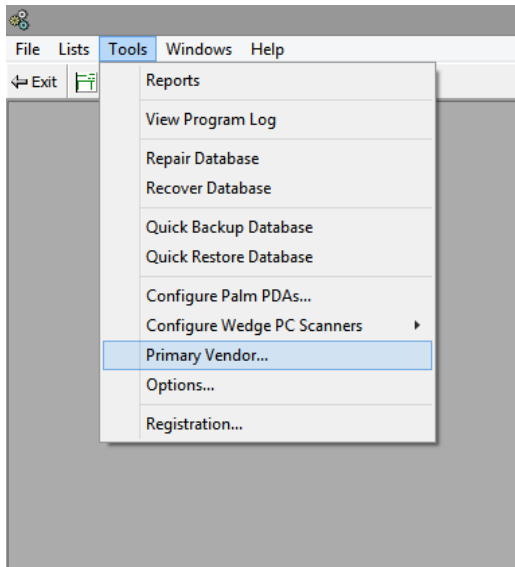
Click on **New** or **Edit** to change an existing Technician.

The image shows a window titled 'Technician' with a subtitle 'Technician Add'. It has a 'Mode: Add' label. Below this are two text input fields: 'Technician ID' and 'Description'. At the bottom are two buttons: 'Exit' and 'Save'.

The Technician ID should be a number, and the Description the name of the technician or department.

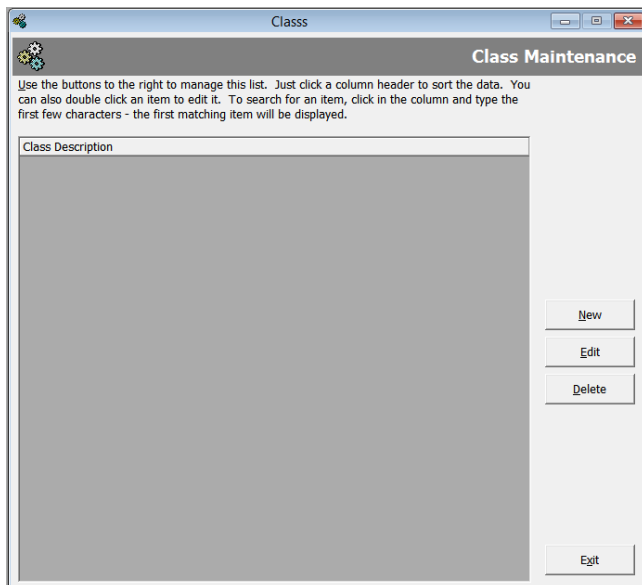
Setting Your Primary Vendor

To set your Primary Vendor, click on **Tools**, then **Primary Vendor**. Enter your vendor's information and click **Save**.

A screenshot of the 'Primary Vendor' form. The form has a title bar 'Primary Vendor' and a subtitle 'Primary Vendor'. Below the subtitle is a text area with instructions: 'Please enter the company and address information for the primary vendor for orders placed in this program. This will be the address that prints on Repair and Purchase Orders.' The form contains several input fields: 'Company Name' (with 'Not yet set.'), 'Street Address' (with 'See Options -> Primary Vendor'), 'City' (with 'pull down menu option.'), 'State/Country', 'Zip/Postal', 'Phone', 'Fax', and 'Email Address'. At the bottom are 'Exit' and 'Save' buttons.

Managing Classes

Classes are essentially containers that products are placed into and are used to aid in reporting product usage. To manage product classes, click on **Lists, Classes**.



Enter a name for the new product class and click **Save**.

A screenshot of the 'Class Add' window. The window has a title bar 'Class' and a subtitle 'Class Add'. Below the subtitle is a text area with 'Mode: Add'. The main area is a text field labeled 'Class Description'. At the bottom are 'Exit' and 'Save' buttons.

Managing Products

To manage products, click on the **Product Maintenance** button from the main menu.

Product Maintenance

The Product Maintenance main menu appears. From here, you can create new parts, edit existing parts, delete parts, and duplicate parts. You can also print labels or import existing products

The screenshot shows a software window titled "Products" with a sub-header "Product Maintenance". Below the header is a text box for "Filter Products" with the label "Description or Phrase:". To the right of the text box are two buttons: "Clear Filter" and "Apply Filter". Below the text box are three radio buttons labeled "Billable", "Non Bill", and "All", with "All" selected. To the right of the filter section is a vertical stack of buttons: "New", "Edit", "Delete", "Duplicate", "Find", "Select All", "Select None", "Print Labels", "Import", and "Exit". The main area of the window contains a table with the following columns: Product ID, Product Name, Print, Barcode, Vendor, and Status. The table lists 19 products, all named "Hood Clip" and with a status of "Active". The first product (ID 10001) is highlighted in blue.

Product ID	Product Name	Print	Barcode	Vendor	Status
10001	Hood Clip	<input checked="" type="checkbox"/>	711809400006	CLIPLIZARD	Active
10002	Hood Clip	<input type="checkbox"/>	711809400013	CLIPLIZARD	Active
10003	Hood Clip	<input type="checkbox"/>	711809400020	CLIPLIZARD	Active
10004	Hood Clip	<input type="checkbox"/>	711809400037	CLIPLIZARD	Active
10005	Hood Clip	<input type="checkbox"/>	711809400044	CLIPLIZARD	Active
10006	Hood Clip	<input type="checkbox"/>	711809400051	CLIPLIZARD	Active
10007	Hood Clip	<input type="checkbox"/>	711809400068	CLIPLIZARD	Active
10008	Hood Clip	<input type="checkbox"/>	711809400075	CLIPLIZARD	Active
10009	Hood Clip	<input type="checkbox"/>	711809400082	CLIPLIZARD	Active
10010	Hood Clip	<input type="checkbox"/>	711809400099	CLIPLIZARD	Active
10011	Hood Clip	<input type="checkbox"/>	711809400105	CLIPLIZARD	Active
10012	Hood Clip	<input type="checkbox"/>	711809400112	CLIPLIZARD	Active
10013	Hood Clip	<input type="checkbox"/>	711809400129	CLIPLIZARD	Active
10014	Hood Clip	<input type="checkbox"/>	844104014736	CLIPLIZARD	Active
10015	Hood Clip	<input type="checkbox"/>	844104016297	CLIPLIZARD	Active
10016	Hood Clip	<input type="checkbox"/>	844104016303	CLIPLIZARD	Active
10017	Hood Clip	<input type="checkbox"/>	844104016358	CLIPLIZARD	Active
10018	Hood Clip	<input type="checkbox"/>	844104019182	CLIPLIZARD	Active
10019	Hood Clip	<input type="checkbox"/>	844104019199	CLIPLIZARD	Active

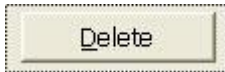
The **New** button creates a new part.



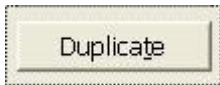
The **Edit** button edits an existing part.



The **Delete** button will delete a part.



The **Duplicate** button creates a duplicate part. You will still be required to assign a unique part ID.



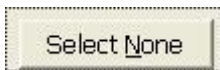
The **Find** button allows you to enter a search phrase for parts.



The **Select All** button selects all parts.



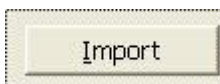
The **Select None** button deselects all parts



The **Print Labels** button will walk you through printing barcode labels for inventory control



The **Import** button allows you to import products into the database. This should only be done by a trained Materials Manager technician.



Add / Edit / Duplicate Parts

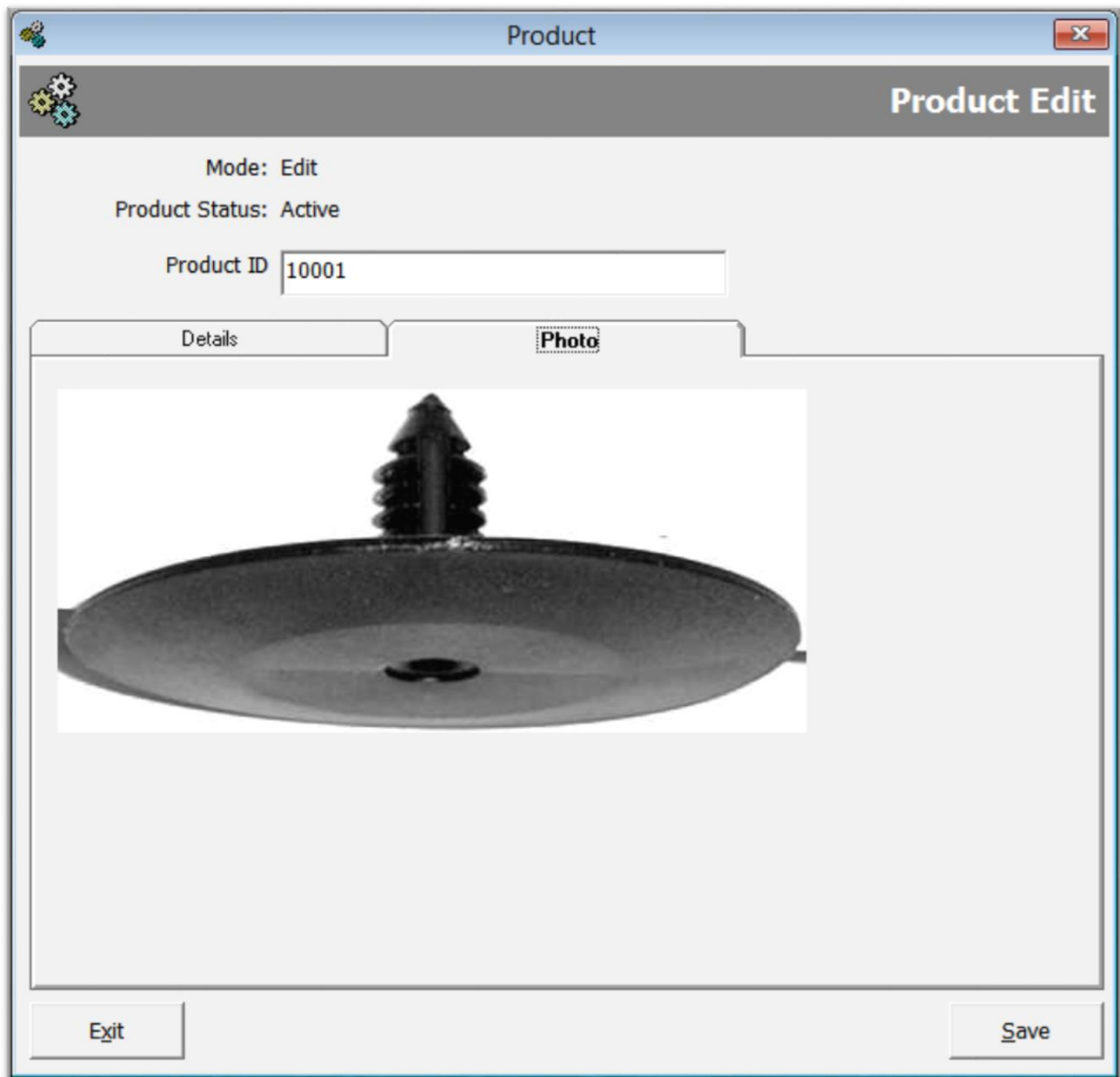
Click the **Add** to add a new product or click **Edit** to edit an existing product.

The Summary window will have the Product Name, Barcode, List Price, and will allow you to select if the part is Billable. For an item to print on an invoice, it must be marked **Billable**.

The screenshot shows a software window titled "Product" with a subtitle "Product Edit". The window contains the following fields and controls:

- Mode:** Edit
- Product Status:** Active
- Product ID:** 10001
- Details** (selected tab) and **Photo** (inactive tab)
- Product Name:** Hood Clip
- Barcode:** 711809400006
- Vendor:** CLIPLIZARD
- Reorder** section:
 - Unit:** PK
 - Quantity:** 25.00
- Pricing** section:
 - Cost \$:** 0.2160
 - List \$:** 1.68
- Class:** FASTENER (dropdown menu)
- Billable:** ☒
- Buttons:** Exit, Save

The photo window will display a photo of the product if available.



Product images are located in the Materials Manager™ folder, in a folder called Pictures. To add images of your own products the image name must be the same as the Product ID with a p at the beginning. Images must be jpg.

Example: Product 10001 = p10001.jpg

Importing Products

Materials Manager Lite™ has an Import feature allowing the addition of a large number of items through one process rather than one at a time.

File Layout

Using your preferred spreadsheet application (Microsoft Excel pictured) layout your columns as seen below.

Product ID	Product Name	Barcode	Manufacturer	Reorder Unit	Reorder Qty	Cost	List Price	Class	Billable
Product #	Description - Includes Manufacturer and basic information	84410401430	CLIPLIZARD	Each/Pack #		\$	\$	FASTENER	0/1

Column Order:

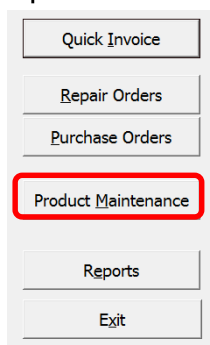
1. Product ID
2. Product Name
3. Barcode
4. Manufacturer
5. Reorder Unit (EA, PK, BX.....)
6. Reorder Quantity (How many items in Reorder Unit?)
7. Cost
8. List
9. Class
10. Billable Status (1=Yes, 0=No)

If you are entering these column titles into the spreadsheet, be sure to remove them before saving the file for import.

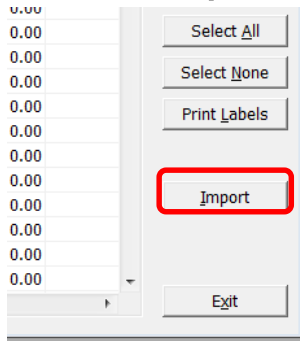
Once you have completed your import file in the spreadsheet and removed the column headers, save the file as a Tab Delimited Text file.

Product Import Procedure

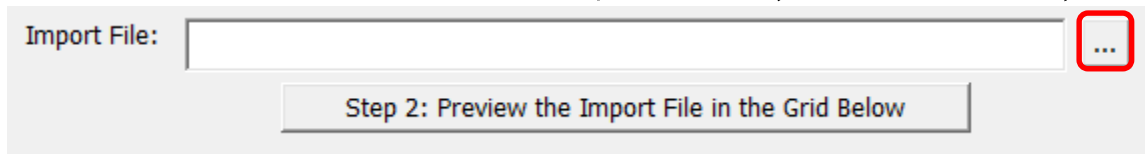
1. Open Materials Manager™ and click on Product Maintenance



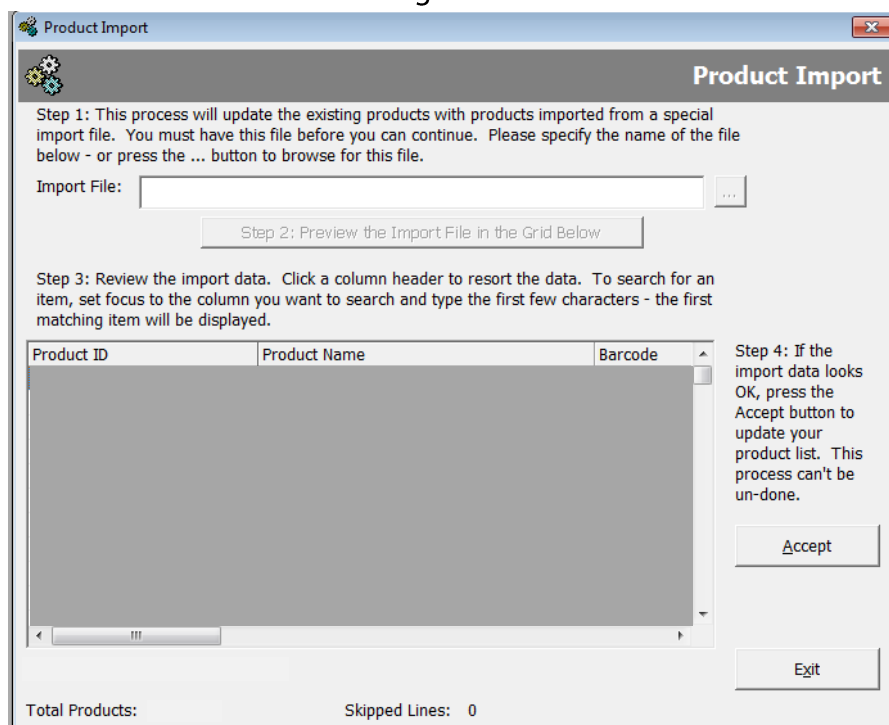
2. Click on the **Import** button



3. Click on the ... button to select the file to import. The file you need is a .txt file (yourfile.txt)



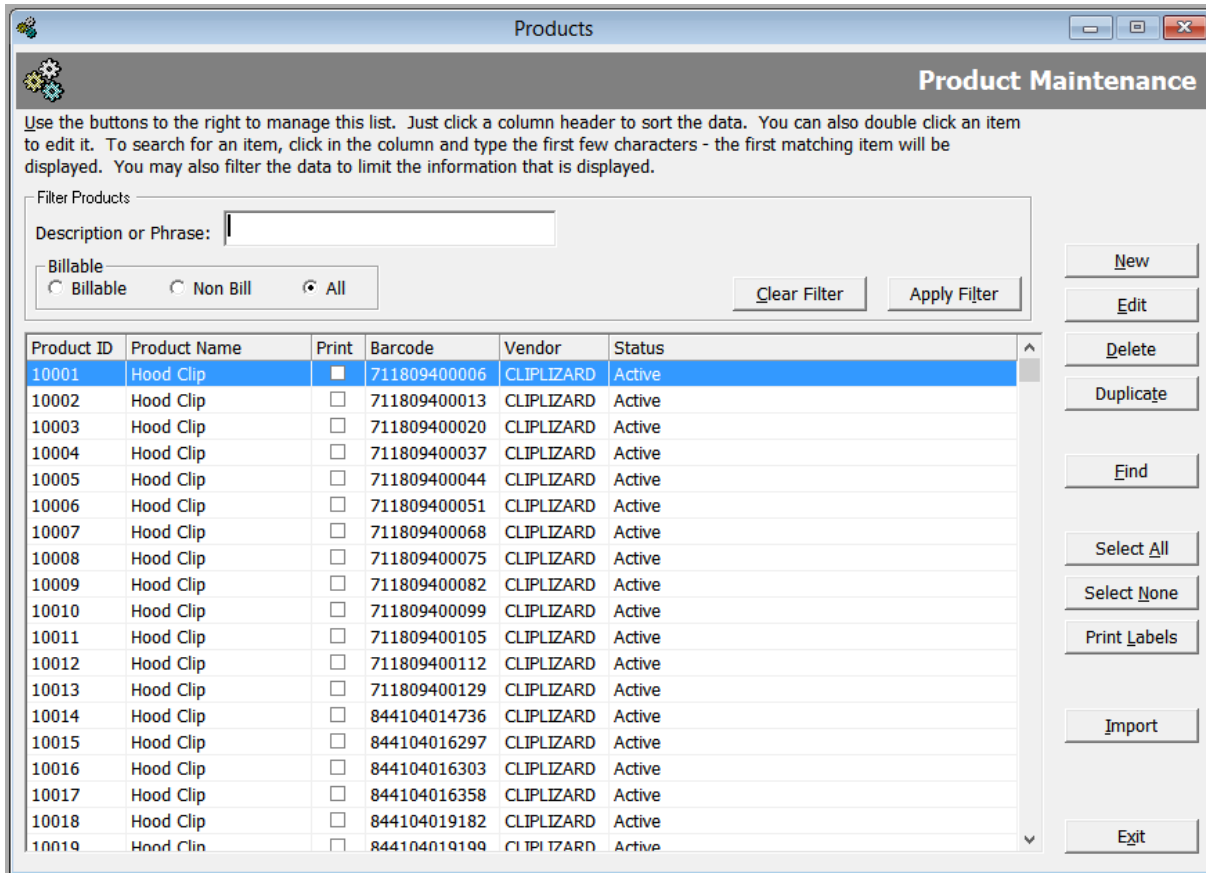
4. Once you have selected your file, click the **Step 2** button to preview the data. You should see something similar to this.



5. Once this process is complete, you will be returned to the Main Menu.

Printing Labels

Start by selecting the parts you want to include to print on the labels. If you would like to print all products, press the **Select All** button.

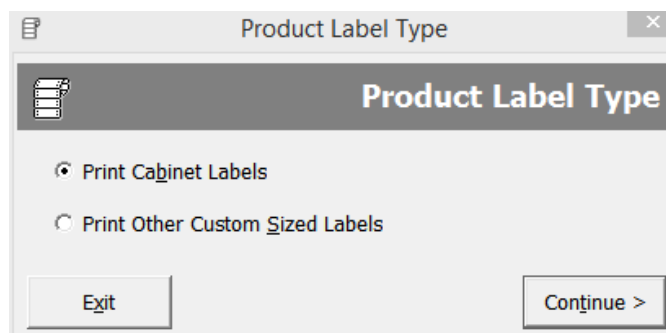


The screenshot shows the 'Product Maintenance' window. It features a table with columns: Product ID, Product Name, Print, Barcode, Vendor, and Status. The first row is selected. To the right of the table is a vertical stack of buttons: New, Edit, Delete, Duplicate, Find, Select All, Select None, Print Labels, Import, and Exit. The 'Print Labels' button is highlighted.

Product ID	Product Name	Print	Barcode	Vendor	Status
10001	Hood Clip	<input checked="" type="checkbox"/>	711809400006	CLIPLIZARD	Active
10002	Hood Clip	<input type="checkbox"/>	711809400013	CLIPLIZARD	Active
10003	Hood Clip	<input type="checkbox"/>	711809400020	CLIPLIZARD	Active
10004	Hood Clip	<input type="checkbox"/>	711809400037	CLIPLIZARD	Active
10005	Hood Clip	<input type="checkbox"/>	711809400044	CLIPLIZARD	Active
10006	Hood Clip	<input type="checkbox"/>	711809400051	CLIPLIZARD	Active
10007	Hood Clip	<input type="checkbox"/>	711809400068	CLIPLIZARD	Active
10008	Hood Clip	<input type="checkbox"/>	711809400075	CLIPLIZARD	Active
10009	Hood Clip	<input type="checkbox"/>	711809400082	CLIPLIZARD	Active
10010	Hood Clip	<input type="checkbox"/>	711809400099	CLIPLIZARD	Active
10011	Hood Clip	<input type="checkbox"/>	711809400105	CLIPLIZARD	Active
10012	Hood Clip	<input type="checkbox"/>	711809400112	CLIPLIZARD	Active
10013	Hood Clip	<input type="checkbox"/>	711809400129	CLIPLIZARD	Active
10014	Hood Clip	<input type="checkbox"/>	844104014736	CLIPLIZARD	Active
10015	Hood Clip	<input type="checkbox"/>	844104016297	CLIPLIZARD	Active
10016	Hood Clip	<input type="checkbox"/>	844104016303	CLIPLIZARD	Active
10017	Hood Clip	<input type="checkbox"/>	844104016358	CLIPLIZARD	Active
10018	Hood Clip	<input type="checkbox"/>	844104019182	CLIPLIZARD	Active
10019	Hood Clip	<input type="checkbox"/>	844104019199	CLIPLIZARD	Active

Click on the **Print Labels** button

Select to print Cabinet Labels or others from a custom label size. Click on the **Continue** button.



The screenshot shows the 'Product Label Type' dialog box. It has two radio buttons: 'Print Cabinet Labels' (selected) and 'Print Other Custom Sized Labels'. At the bottom are 'Exit' and 'Continue >' buttons.

Select how many copies of the labels to print and how many labels to skip should you be reusing a sheet of labels with missing labels.. Select which fields to print. If you have not loaded pictures for your products, deselect the Pictures option. Click on the **Preview** button to continue.

Cabinet Label Setup

Cabinet Label Setup

Label Format

Default -- Default Product Labels

Page Info

Top Margin:0.5

Bottom Margin:0.5

Left Margin:0.375

Right Margin:0.375

Label Info

Label Height:1.5

Label Width:2.5

Vert:0.2

Horiz:0.125

Columns per page:3

The labels will preview on screen so that you can compare the printout with your label paper before printing. The counter at the top of the preview window will show the number of label sheets you will need for the items selected to be printed. On the print preview window you can choose to print only a single page to verify that the labels are formatted properly.

Label Settings

Labels to Print:1

Labels to Skip:0

Fields to Print

☒ Description

☒ Item #

☒ Picture

☐ Price

☒ Barcode

☒ Colored Usage

Exit

Preview

If the Colored Usage option is selected you will be prompted to select a date range. Materials Manager Lite™ will analyze the selected product’s usage over that time period and assign a colored bar to indicate that item’s usage level. It does take time for the Colored Usage option to gather enough information about products that you use to be effective, so if the items you are printing are new, unselect this option.

Select Date Range

Select Date Range

Start Date

11/1/2013

End Date

11/30/2013

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

To

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Exit

All Dates

Select

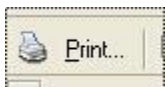
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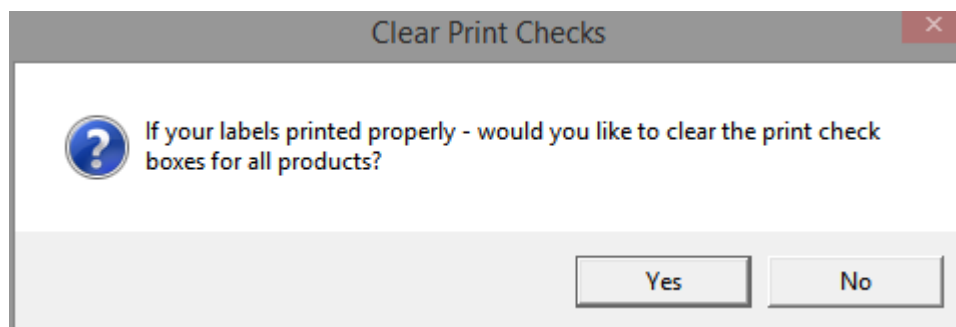
A print preview of the labels is provided. The **X** represents no usage data for that product.



Click on the **Print** button to finalize printing your cabinet labels.

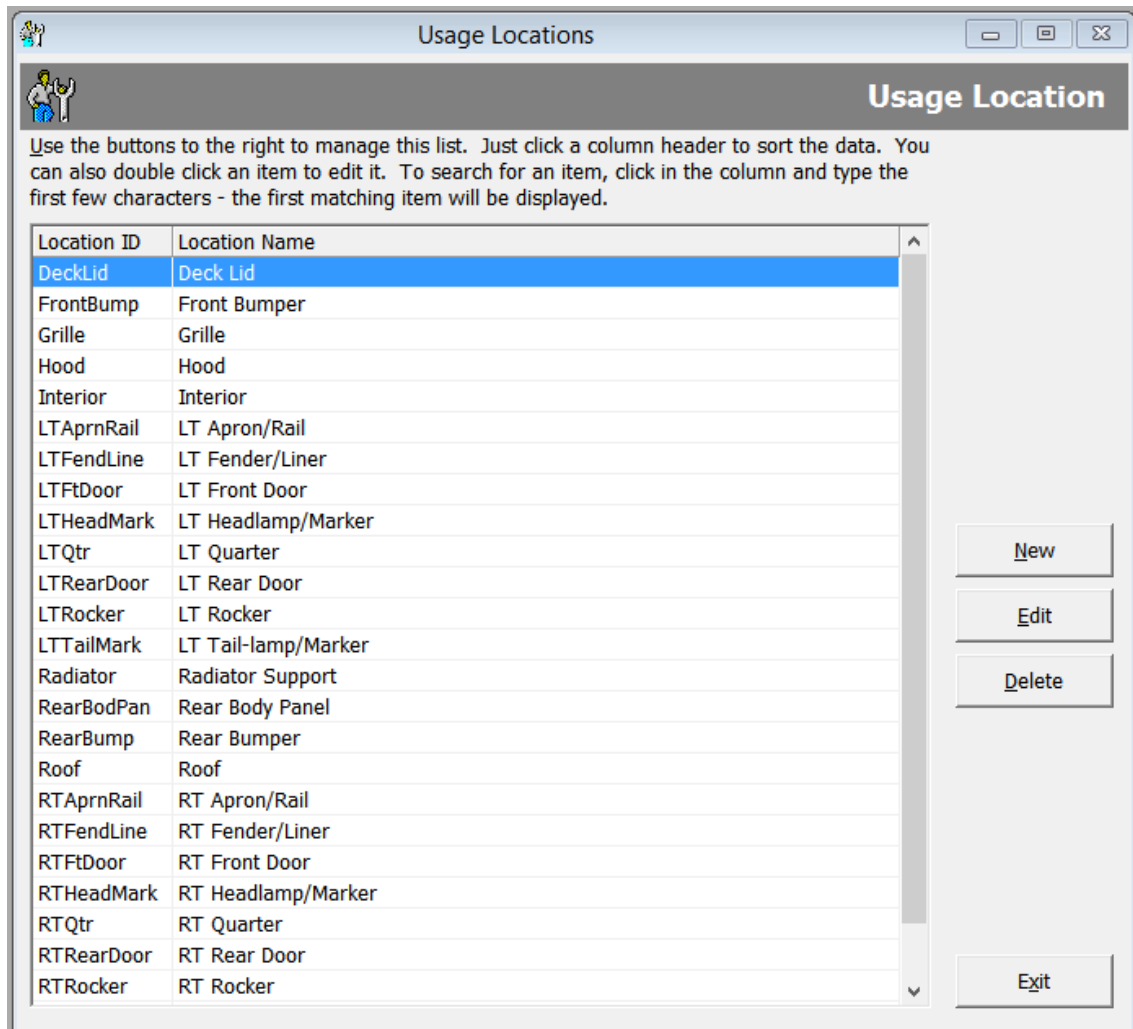


After printing the labels, click on the **Close** button. You will be prompted to clear the print checkboxes from the product maintenance screen. Select **Yes** if your labels printed correctly and you do not need to print them again.

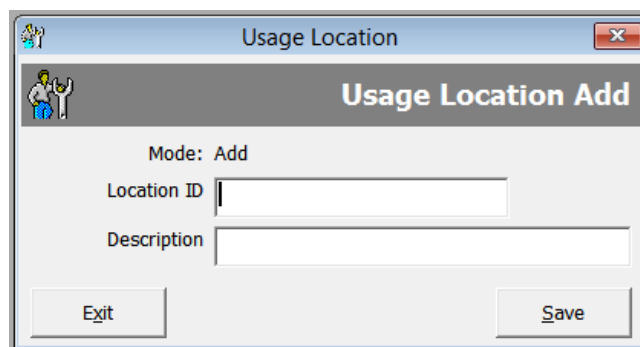


Managing Usage Locations

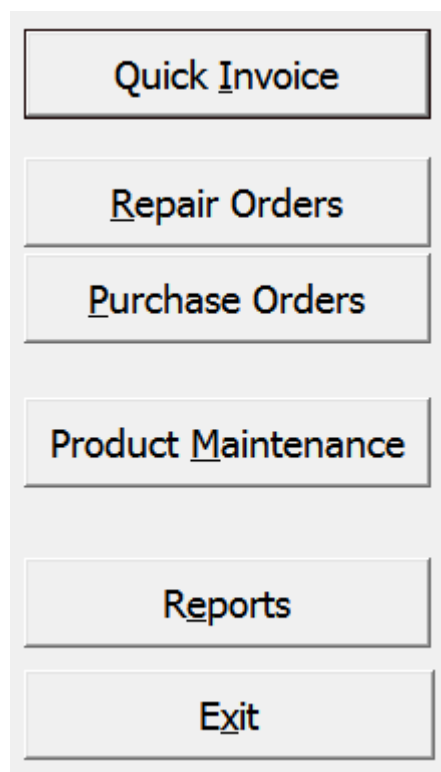
To manage Usage Locations, click on **Lists, Usage Locations**. From the Usage Location window, you will see a pre-populated list of usage locations being synced from the server. You cannot edit or delete these locations. To create a new usage location, click on the **New** button.



Type in the Location ID and Description and click the **Save** button to save the new usage location.



The Main Menu

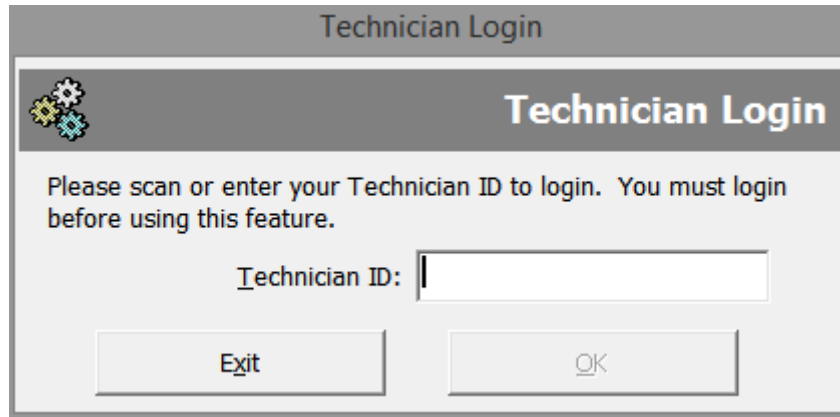


Repair Orders

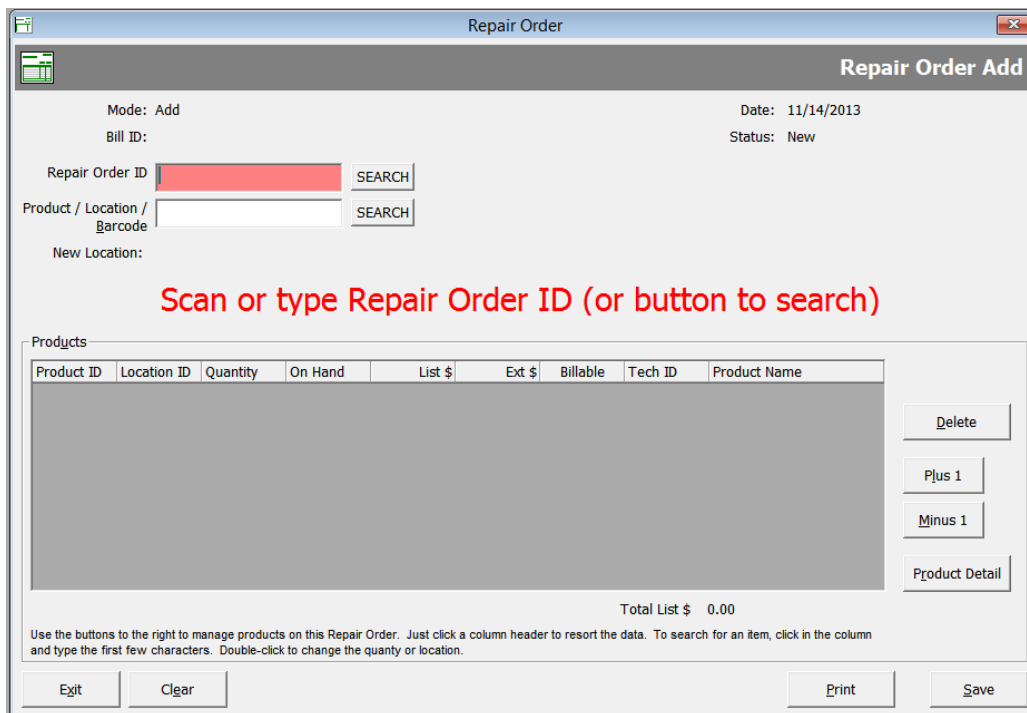
To create a new Repair Order, click on the **Quick Invoice** button from the main menu.



Type in your technician ID

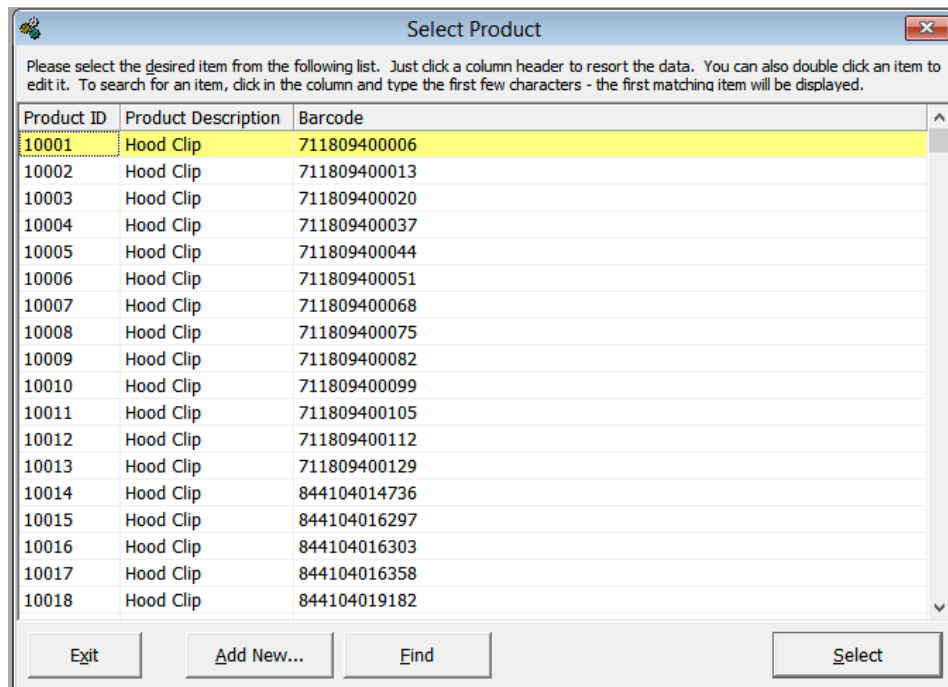
A dialog box titled "Technician Login" with a gear icon. It contains a message: "Please scan or enter your Technician ID to login. You must login before using this feature." Below the message is a text input field labeled "Technician ID:". At the bottom are two buttons: "Exit" and "OK".

Scan, Type, or **SEARCH** for the Repair Order ID.

A window titled "Repair Order" with a sub-header "Repair Order Add". It displays "Mode: Add", "Date: 11/14/2013", "Bill ID:", and "Status: New". There are input fields for "Repair Order ID" (highlighted in red) and "Product / Location / Barcode", each with a "SEARCH" button. A red text overlay says "Scan or type Repair Order ID (or button to search)". Below is a table with columns: Product ID, Location ID, Quantity, On Hand, List \$, Ext \$, Billable, Tech ID, Product Name. To the right of the table are buttons: "Delete", "Plus 1", "Minus 1", and "Product Detail". At the bottom right, it says "Total List \$ 0.00". A footer note explains how to use the buttons. At the very bottom are "Exit", "Clear", "Print", and "Save" buttons.

The Product / Location / Barcode field is a multipurpose field used for adding products, setting a usage location for that product, or for scanning the barcodes of either. Type or enter your product ID first, then select the usage location.

Next, Scan, type, or **SEARCH** for the product ID(s) that you want to add to the repair order.

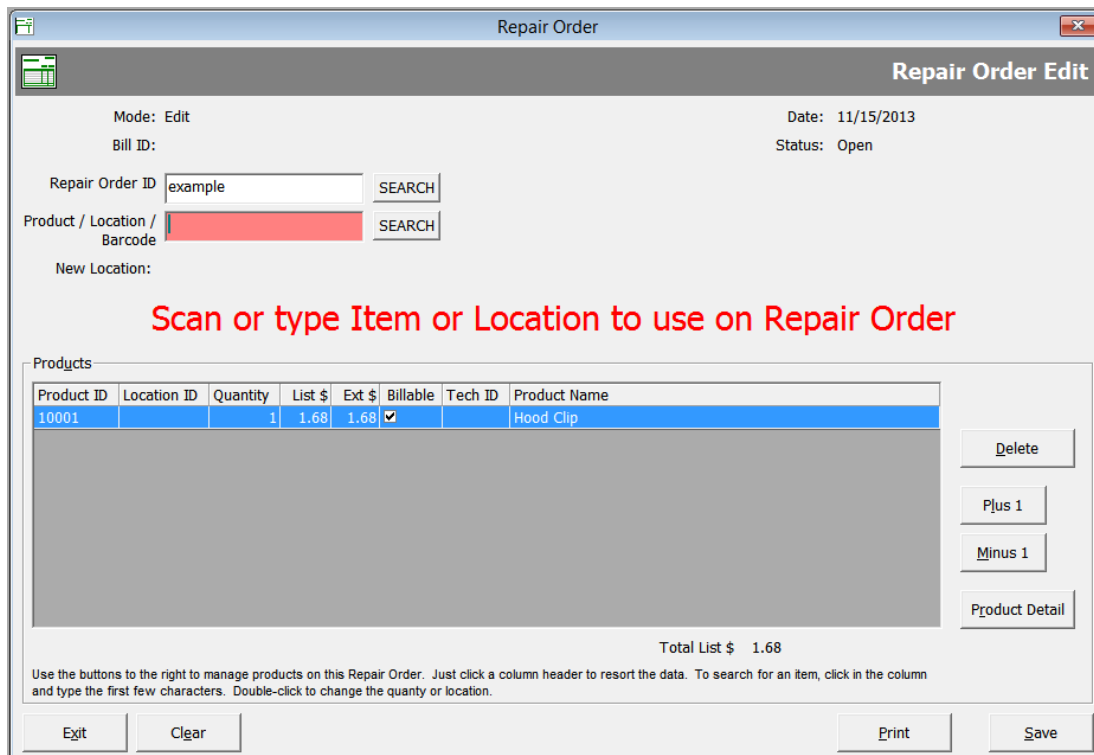


The 'Select Product' dialog box contains a table with the following data:

Product ID	Product Description	Barcode
10001	Hood Clip	711809400006
10002	Hood Clip	711809400013
10003	Hood Clip	711809400020
10004	Hood Clip	711809400037
10005	Hood Clip	711809400044
10006	Hood Clip	711809400051
10007	Hood Clip	711809400068
10008	Hood Clip	711809400075
10009	Hood Clip	711809400082
10010	Hood Clip	711809400099
10011	Hood Clip	711809400105
10012	Hood Clip	711809400112
10013	Hood Clip	711809400129
10014	Hood Clip	844104014736
10015	Hood Clip	844104016297
10016	Hood Clip	844104016303
10017	Hood Clip	844104016358
10018	Hood Clip	844104019182

Buttons at the bottom: Exit, Add New..., Find, Select.

Once you are finished adding the part(s) necessary for the repair order;



The 'Repair Order Edit' window shows the following details:

- Mode: Edit
- Date: 11/15/2013
- Bill ID:
- Status: Open
- Repair Order ID: example
- Product / Location / Barcode: (redacted)
- New Location:

Scan or type Item or Location to use on Repair Order

Products

Product ID	Location ID	Quantity	List \$	Ext \$	Billable	Tech ID	Product Name
10001		1	1.68	1.68	<input checked="" type="checkbox"/>		Hood Clip

Buttons on the right: Delete, Plus 1, Minus 1, Product Detail.

Total List \$ 1.68

Use the buttons to the right to manage products on this Repair Order. Just click a column header to resort the data. To search for an item, click in the column and type the first few characters. Double-click to change the quantity or location.

Buttons at the bottom: Exit, Clear, Print, Save.

Click on the **Plus 1**, **Minus 1**, or double click on the product to adjust the quantity needed for the repair order. If you have printed the Barcode Quantity Scan Sheet from the **Reports** module, scan the number on that sheet to set the quantity.

Repair Order Product Quantity

RO Edit Product

Product: Nylon Push Clip

Quantity

Usage Location

Minus 1

Plus 1

Lookup

Exit

Save

From here, you can also click on the **Lookup** button to search the list of Usage Locations and select the location the part was, or will be used.

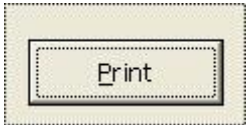
Select Usage Location

Please select the desired item from the following list. Just click a column header to resort the data. You can also double click an item to edit it. To search for an item, click in the column and type the first few characters - the first matching item will be displayed.

Location ID	Location Name
DeckLid	Deck Lid
FrontBump	Front Bumper
Grille	Grille
Hood	Hood
Interior	Interior
LTAprnRail	LT Apron/Rail
LTFendLine	LT Fender/Liner
LTFTDoor	LT Front Door
LTHeadMark	LT Headlamp/Marker
LTQtr	LT Quarter
LTRearDoor	LT Rear Door
LTRocker	LT Rocker
LTTailMark	LT Tail-lamp/Marker
Radiator	Radiator Support
RearBodPan	Rear Body Panel
RearBump	Rear Bumper
Roof	Roof
RTAprnRail	RT Apron/Rail

ExitFindSelect

After finalizing the part(s), quantities, and usage locations, click the **Save** button to save the repair order. If no more edits are required on the repair order and it is ready to be finalized, click on the **Print** button to print the repair order. The Repair Order cannot be edited after printing.



The printed Job Ticket / Invoice

Tim Testing data 123 Main Fishers IN 46037 888-888*8888 Fax: 480-275-3048			Job Ticket/Invoice			
			Repair Order ID: 5551212 Bill ID: 7 Repair Order Date: 11/23/2009 9:27:18 AM			
			Status: Printed			
Item	Qty	Description	Tech ID	Location	List	Extended
BD00673	1	HOOKIT II DISC 6IN P400C	TKW	RearBump	12.95	\$ 12.95
BD00675	1	HOOKIT II 6"DA P320 GRIT	TKW	RTFTDoor	12.95	\$ 12.95
Total:						\$ 25.90

Repair Orders

To manage repair orders, click on the **Repair Orders** button from the main menu.

Repair Orders

The Repair Orders main menu appears. From here, you can view open orders, printed orders, or all. You can create new repair orders, edit existing open Repair Orders, or reprint a Repair Order. A Repair Order can only be deleted if all products are removed first. Printed Repair Orders cannot be deleted.

Repair ID	Bill ID	Date	Status	Total List
12	0	11/14/2013	Open	0.51

Use the buttons to the right to manage this list. Just click a column header to sort the data. You can also double click an item to edit it. To search for an item, click in the column and type the first few characters - the first matching item will be displayed.

Status
☒ Open
☐ Printed
☐ All

New
Edit
Delete
Print
Exit

****Printed repair orders cannot be edited or deleted****

Repair ID	Bill ID	Date	Status	Total List
123456	1	10/21/2009	Printed	181.30
556677	3	11/9/2009	Printed	25.90
77676	2	10/21/2009	Printed	38.85

Use the buttons to the right to manage this list. Just click a column header to sort the data. You can also double click an item to edit it. To search for an item, click in the column and type the first few characters - the first matching item will be displayed.

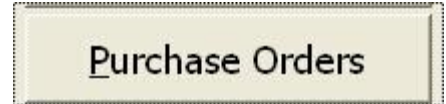
Status
☐ Open
☒ Printed
☐ All

New
Edit
Delete
Print
Exit

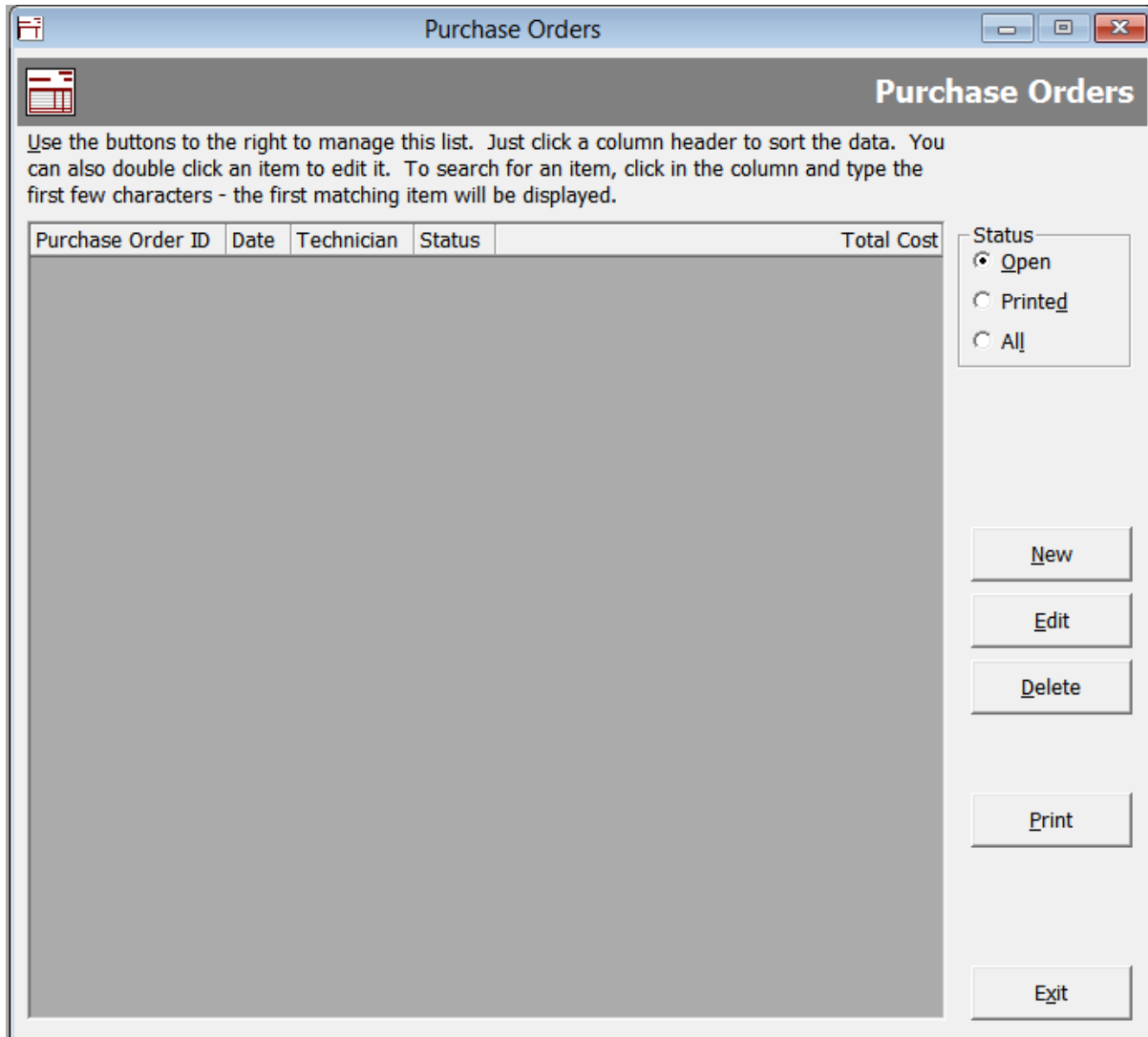
To create a new repair order or edit an existing repair order, view the section “Quick Invoice (Repair Order)”

Purchase Orders

To manage Purchase Orders, click on the **Purchase Orders** button from the main menu.



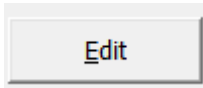
The Purchase Orders window appears. From here, you can view Open, or Printed Purchase Orders.



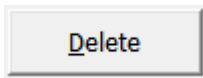
The **New** button generates a new purchase order.



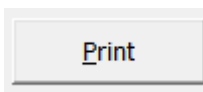
The **Edit** button will edit an existing purchase order that is still in the open phase.



The **Delete** button allows you to delete a purchase order that is still in the open phase.

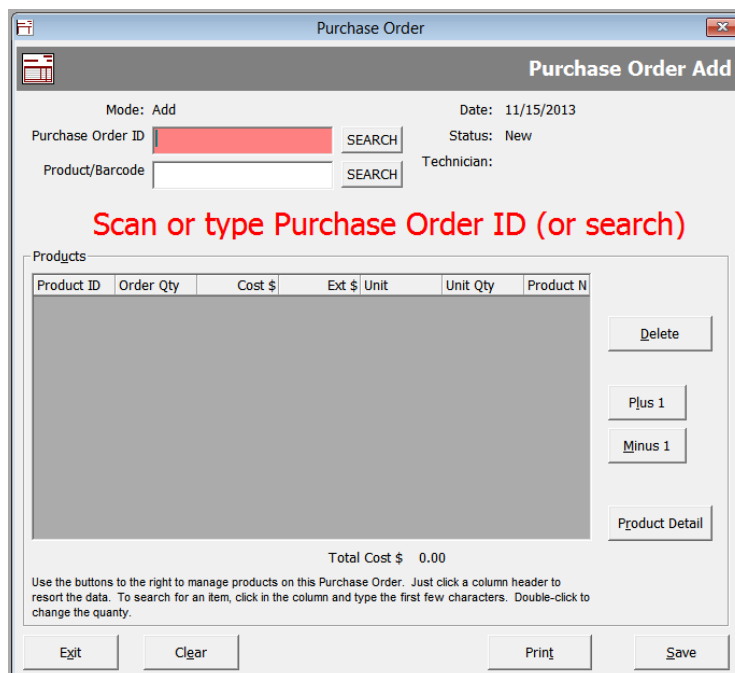


The **Print** button takes a purchase order currently in the open phase and finalizes and prints the purchase order.



New Order

Click on the **New** button to create a new order

A screenshot of a software window titled "Purchase Order". The window has a menu bar with a "File" icon and a title bar with standard window controls. The main area is titled "Purchase Order Add". It contains a "Mode: Add" label, a "Date: 11/15/2013" label, and a "Status: New" label. There are two input fields: "Purchase Order ID" (with a red background) and "Product/Barcode", each followed by a "SEARCH" button. Below these is a red text prompt: "Scan or type Purchase Order ID (or search)". A table titled "Products" is shown with columns: "Product ID", "Order Qty", "Cost \$", "Ext \$", "Unit", "Unit Qty", and "Product N". The table is currently empty. To the right of the table are buttons for "Delete", "Plus 1", "Minus 1", and "Product Detail". At the bottom of the table area, it says "Total Cost \$ 0.00". A small text box at the bottom provides instructions: "Use the buttons to the right to manage products on this Purchase Order. Just click a column header to resort the data. To search for an item, click in the column and type the first few characters. Double-click to change the quantity." At the very bottom of the window are four buttons: "Exit", "Clear", "Print", and "Save".

Enter in a Purchase Order ID and press Enter.

Scan, Type, or **SEARCH** for part(s) you would like to order. Double click on the parts, or press the **Select** button to add the item(s) to the order.

Select Product

Please select the desired item from the following list. Just click a column header to resort the data. You can also double click an item to edit it. To search for an item, click in the column and type the first few characters - the first matching item will be displayed.

Product ID	Product Description	Barcode
AES26112	1/8 STUBBY DRILL BITS	AES26112
AMRTM27	50MM HI TRIM MASK TAPE ROLL	AMRTM27
AST1721	SPOT WELD DRILL BITS, 8MM	AST1721
AST32	PINSTRIPES REMOVAL KIT	AST32
AST400E	TAN PIN-STRIPES REMOVAL PAD	AST400E
AST557003	500LBS PORTABLE WORK STAND	AST557003
ASTASMS2	MASKING STATION -TREE TYPE	ASTASMS2
ATD16800P	WATERBRNE 2-DRYER GUNS W/STAND	ATD16800P
ATD5019	ROTARY PUMP PLASTIC	ATD5019
ATD8209	3/8 X 25 AIR HOSE	ATD8209
ATD8210	3/8 X 50 AIR HOSE	ATD8210
ATD9204	1/8IN TITANIUM DRILL BITS	ATD9204
BK7821077	20 A MAXI-FUSE	BK 7821077
BK7821078	30A MAXI-FUSE	BK 7821078
BK7821079	40 A MAXI-FUSE	BK 7821079
BK7821085	50 A MAXI-FUSE	BK 7821085
BK7821086	60A MAXI-FUSE	BK 7821086
BK7821104	3A ATC FUSE	BK 7821104

Exit

Add New...

Find

Select

Select the **Product Detail** button if you would like additional information about the part you have selected.



Adjust the quantities to order by double clicking the *Qty to Order* field.

Purchase Order Product Quantity

PO Product Quantity

Product: Hood Clip

Unit: PK

Unit Qty: 25.

Order Quantity

Minus 1

Plus 1

Exit

Save

If you would like to save the order but not finalize, click the **Save** button. If you are ready to finalize the order, click the **Print** button. The **Clear** button will clear the window but it does not clear the Purchase Order.

Exit

Clear

Print

Save

To edit an open Purchase Order you can double click on the Purchase Order or click on it and click **Edit**.

Purchase Orders

Use the buttons to the right to manage this list. Just click a column header to sort the data. You can also double click an item to edit it. To search for an item, click in the column and type the first few characters - the first matching item will be displayed.

Purchase Order ID	Date	Technician	Status	Total Cost
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Status

☒ Open

☐ Printed

☐ All

New

Edit

Delete

Print

Exit

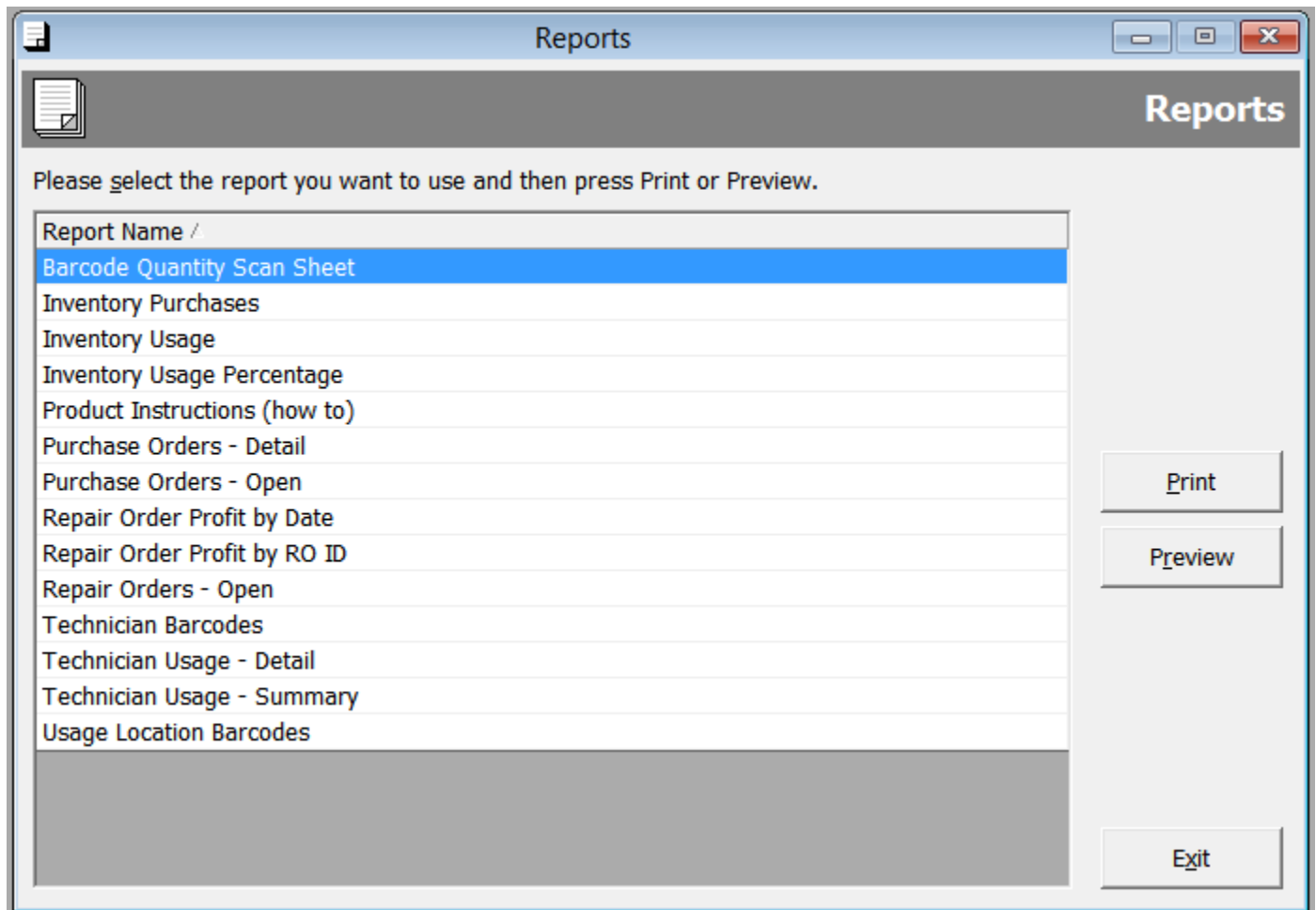
****Only open Purchase Orders can be edited****

Reports

To view Reports, click on the **Reports** button from the main menu.

Reports

The Reports window appears. From here, you can print or preview one of the many reports included in Materials Manager Lite™.



Tim Testing data

123 Main

Fishers IN 46037

888-888*8888

11/23/2009

Inventory Purchases

Date Range: 1/1/1900 - 1/1/2200

Product ID	Product Name	Vendor ID	Class	Qty	Cost	Extended
BD00673	HOOKIT II DISC 6IN P400C	PPG	PAINT	1	1,309.50	1,309.50
BD00675	HOOKIT II 6""DA P320 GRIT	PPG	PAINT	1	1,309.50	1,309.50
BD00677	HOOKIT II DISC 6IN P240C	PPG	PAINT	1	1,309.50	1,309.50
BD00679	HOOKIT II DISC 6IN P180C	PPG	PAINT	2	2,619.00	2,619.00
BD00707	IMP HOOKIT II 3""DISC	PPG	PAINT	101	2,530.00	127,765.00

Networking

Many shops have more than one PC and benefit from the ability to access Materials Manager Lite™ data from the shop in the office. This allows your technicians to focus on the vehicle and your office personnel on the paperwork. Your technicians scan out the products that they are using on their workstation and you print the invoice from yours. Because Materials Manager Lite™ is licensed on a site level, you can install it on all of the PC's within your location using the same registration information so you can ensure consistency in your printed invoices and purchase orders. Since all PC's are sharing the same data, maintenance of products and other items can be managed from any Materials Manager Lite™ networked PC.

Requirements:

Network: 100 BaseT (Wireless N possible for client PC's only. Do not attempt to use a wireless host.)

Windows File and Printer Sharing enabled and passed through firewalls

Host Preparation

On the host machine:

- Install Materials Manager Lite™
- Register Materials Manager Lite™
- Share the C:\Program Files\Materials Manager™ directory (or appropriate install directory)
 - Do ensure that all users have read/write access to this share for proper operation

Client Preparation

On the client machine:

- Install Materials Manager Lite™
- Register Materials Manager Lite™
- Close Materials Manager Lite™
- Map a network drive to the shared directory on the host PC.
- Open the Materials Manager.ini found in the local Materials Manager™ installation directory.
Common default paths below.
 - C:\Program Files\Materials Manager\Materials Manager.ini
 - C:\Program Files (x86)\Materials Manager\Materials Manager.ini
 - C:\Users\%USERNAME%\AppData\Local\Program Files\Materials Manager\Materials Manager.ini
 - C:\Users\%USERNAME%\AppData\Local\Program Files (x86)\Materials Manager\Materials Manager.ini
- Modify the line "**Database File=C:\Program Files\Materials Manager\MatMgr.mdb**" replacing C:\Program Files with your mapped drive letter.
- Save your changes and run Materials Manager Lite™

Common issues with networking Materials Manager Lite™ generally involve firewall or security settings. We recommend you have your IT person or firm setup the networking if possible to ensure best results.

Our support department can assist with troubleshooting issues related to Materials Manager Lite™ networking but due to liability concerns will not make configuration changes to your network.

Support Information

For support of Materials Manager™ please contact:

Email: support@cliplizard.com

Website: www.cliplizard.com

ClipLizard Systems, LLC®.
226 State Highway 43
Spencer, IN 47460

Phone: 812-714-8050