

MOD FORM 640 MANAGER V3



USER GUIDE

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OVERVIEW

MOD 640 Management is produced using Microsoft Access and is compatible with all versions from Access 2000 onwards.

Because it is a member of the Microsoft Office family it integrates well with Excel. It can also import data from any other software packages able to generate data in Comma Delimited format (CSV).

It is also easy to customise to suite your particular requirements.

There are a number of processes involved.

The first step is to enter MOD Form 640 data into the software. The second step is to print the 640 form. The form is sent off with the goods to be packed and shipped to the customer. When the goods are received by the end user the Brown Copy is signed by the customer and returned so that the prices can be printed onto it. A number of Browns are batched together and a MOD AG Form 175 is printed which lists each. A batch of AG Form 175's is then summarised onto a form DAB 10, which is effectively the invoice. This is sent, with the priced Browns, to the MOD Bill Payment Agency for payment.

Finally, there may be a need to collect performance data showing how long it took to complete each step and, finally, to produce a report showing the value of goods processed over a given period.

The software will handle each step, marking the item as '**complete**' once the DAB 10 has been printed. Items will be marked as '**open**' until then.

Installing the Software

Insert the Installation CD in your CD ROM drive and wait for it to auto run. Click Install to commence installation. The software and manual etc. will be copied into a folder called c:\MOD640ii.

To run, open My Computer, navigate to c:\MOD640ii and click on the icon called MOD640.MDB.

If you intend installing the software on more than one workstation then refer to the Administration Section for details on linking the 'Front End' and Data File.

You will also need to install the EasyBarCode software, which is included in the distribution. To do this unzip the EZBAR32.zip file to a temporary folder on your hard drive and double click the setup.exe file.

ENTERING DATA

The Main Screen has a number of tabs.

The screenshot displays the MOD 640 Manager v 3 interface. At the top, there's a search bar and the text 'EVALUATION VERSION ONLY'. Below this, there are three tabs: 'Order Line', 'P2P & MOD Labels', and 'Serial Numbers'. The main form contains several input fields: 'Order No.' (241014), 'Order Date' (18/02/2010), 'Delivery To' (HMS BANGOR), 'Contract No.' (ABCDE1/1234), 'Part No.' (CH10237), 'Price' (£1.75), 'DofQ' (1), 'Description' (BOLT), 'Order Qty' (2), 'NSN' (E036 2910 99 201 9941), and 'Vote No.' (DJA000). There are also buttons for 'Remember', 'Paste Previous', 'Print this Record on to 640', 'Print 640s by Order No', and 'Print 640s by Del/Address'. A table at the bottom shows columns for 'Qty Despt', '640 No', 'Advice Note', 'Invoice No', 'Variable Text', 'Despatched', 'Brown Printed', 'Form 175 Printed', and 'DAB 10 Printed'. The bottom navigation bar includes buttons for 'New Record', 'Print Advice Note', 'Record List View', 'MOD 640 Record', 'Paperwork History', and 'Reports Menu'.

To enter data into the software you click on the New Record button on the bottom left of the screen, the form will clear so you can start typing the data in.

The first field is the Order No. Field and will usually be your own internal order number. Enter the Order Date, Delivery address and Contract No. If there is going to be more than one item on the MOD 640, click on the Remember button and complete the remaining fields. When you come to enter the second and subsequent records, press the Paste Previous button to automatically complete the Order No section.

The Part No field.

Click on the Down Arrow alongside the field for a drop down list of Parts. If the Part is not in the list you can add it by clicking on the Add/Edit Button. For a full list of Part No's click on the List button. You may find it easier to add Parts using this screen. You can also generate the Part No. list by importing it from another software package, such as your accounts package. When you select the Part No the Description, Contract Item No, Price, Unit Qty etc. fields will be automatically populated.

The Delivery Address field.

Click on the Down Arrow to select an address from the drop down list. You can also add a new address by clicking on the Add/Edit button.

The Quantity Boxes

Complete the Qty This Despatch and the Order Qty. The Qty Previously Despatched box will automatically be updated when the MOD 640 is printed. If this is the last consignment for the order then tick the Complete? box.

PRINTING MOD 640'S

The MoD640 Forms issued FOC by the MoD are carbonless multipart sets and need to be printed using a Dot Matrix printer. However, you can pay yourself for A4 single colour coded sheets printed, suitable for printing using a laser printer or network printer.

If you decide to print using a laser printer, rather than a dot matrix printer, then click on the Administration button and take out the tick 'Print Using a Dot Matrix Printer' box.

You can either print single-line 640s or multi-line 640s.

To print a single-line 'one-off' MOD 640 for the current item simply click on 'Print This 640' button. You will be prompted for the number of the 640 that you will be printing onto. Once the 640 has been printed the software will update the current item with the 640 number.

You can also consolidate items by your Order Number (the usual option) or by the Delivery Address.

Consolidating by Order Number.....

If you want to consolidate all items on one order onto a 640 then click on 'Print 640S By Order No' button. To view a particular order number, type number into the drop down box. To pick the records for printing on the MOD640, put a tick along side the item and enter the Despatch Quantity.

Pick	Qty this Despatch	Order Qty	Qty Previously Despatched	Delivery Address	Part Number	Description	Order Number
<input type="checkbox"/>	0		0	FSL LOGISTIC DEPARTMENT	CV70724/1	TACHOMETER	243633
<input type="checkbox"/>	0	3	0	FSL LOGISTIC DEPARTMENT	CV70724/1	TACHOMETER	243633

To select all, click the 'Pick All' button.

Once the Line Order and Despatch Quantity have been set click the Print 640s button.

The following window will be displayed:-

Enter 640 No

Next 640 No. to print.... 790535

Enter Advice Note...

Enter Invoice No...

Variable Text:-

Note: There is only room on a 640 for 5 individual parts/items.
Each line of variable text will reduce the space available for items

Ex Works Final Delivery under Contract

Preview 640 Print 640

IMPORTANT NOTE: Up to eight line items can be printed on to each 640. However, if you include Variable Text, or the description goes over one line, then that number available will be reduced. This version will NOT automatically generate a second 640 so if there are more than 8 line items going to the same delivery address un-tick the ninth and above. Once the 640 has been printed re-tick the ninth and above and print them.

Consolidating by Delivery Address.....

If you have a batch of items for the same delivery address enter them all in separately and when they have all been entered click on the "Print 640's by Del Addr's" button to print a 640. A list of all the 640s that are currently open will be displayed.

The screenshot shows the 'Navistar MOD 640 Manager - [640s by DelID : Form]' window. The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help, Adobe PDF), a search bar, and a 'Print 640s by Delivery Address' button. Below this is a table with columns: Pick, PrintOrder, Qty, Des, Order No, Del Addr, Description, NSN, Part No, and Date Raised. The table contains 14 rows of data, with the first two rows having '0' in the 'Qty' column and the remaining 12 rows having '1'. The 'Del Addr' for all rows is 'DSDA ASHCHURCH'. The 'Description' column contains various vehicle and component details. The 'NSN' column contains 'VEHICLE REGISTRATION' for several rows. The 'Part No' column contains various alphanumeric codes like 'MS3al', 'MS3ad', 'MS4-53f', etc. The 'Date Raised' column shows dates from 29/07/2009 to 09/10/2009. At the bottom of the window, there are navigation controls (Record: 1 of 14) and a toolbar with buttons: 'Pick All', 'Reset Pick', 'Reset 640', 'Print 640 \$', 'Print 640 £', and a refresh icon. Below the toolbar, there is another set of navigation controls (Record: 1 of 535).

Pick	PrintOrder	Qty	Des	Order No	Del Addr	Description	NSN	Part No	Date Raised
<input type="checkbox"/>		0		NAV0002	DSDA ASHCHURCH	HUSKY PATROL BASE VEHICLE TO PRODUCTION STANDARD (DYTECNA UPFIT)	VEHICLE REGISTRATION	MS3al	29/07/2009
<input type="checkbox"/>		0		NAV0002	DSDA ASHCHURCH	HUSKY PATROL BASE VEHICLE TO PRODUCTION STANDARD	VEHICLE REGISTRATION	MS3ad	29/07/2009
<input type="checkbox"/>		1		NAV0033	DSDA ASHCHURCH	SUPPLY & FIT SOLAR HEAT LOAD REDUCTION KITS FOR HUSKY		MS4-53f	18/09/2009
<input type="checkbox"/>		1		NAV0033	DSDA ASHCHURCH	FREIGHT - PER UNIT (INBOUND AND OUTBOUND)		MS4-53cd	18/09/2009
<input type="checkbox"/>		1		NAV0033	DSDA ASHCHURCH	LESS: NRE/ITP PER VEHICLE ALLOCATION		MS4-53a1	18/09/2009
<input type="checkbox"/>		1		NAV0033	DSDA ASHCHURCH	HUSKY PATROL BASE VEHICLE TO PRODUCTION STANDARD	VEHICLE REGISTRATION	MS4-53ad	18/09/2009
<input type="checkbox"/>		1		NAV0070	DSDA ASHCHURCH	HUSKY PATROL BASE VEHICLE TO PRODUCTION STANDARD	VEHICLE REGISTRATION	MS4-53ad	27/09/2009
<input checked="" type="checkbox"/>	1	1		NAV0072	DSDA ASHCHURCH	FREIGHT - PER UNIT (INBOUND AND OUTBOUND - LOCAL UK)		MS4-53cl	09/10/2009
<input checked="" type="checkbox"/>	2	1		NAV0072	DSDA ASHCHURCH	HUSKY PATROL INTEGRATED VEHICLE TO THEATRE ENTRY STANDARD	VEHICLE REGISTRATION	MS4-53b	09/10/2009
<input checked="" type="checkbox"/>	3	1		NAV0072	DSDA ASHCHURCH	HUSKY PATROL BASE VEHICLE TO PRODUCTION STANDARD (DYTECNA UPFIT)	VEHICLE REGISTRATION	MS4-53al	09/10/2009
<input checked="" type="checkbox"/>	4	1		NAV0072	DSDA ASHCHURCH	SUPPLY & FIT SOLAR HEAT LOAD REDUCTION KITS FOR HUSKY		MS4-53f	09/10/2009
<input checked="" type="checkbox"/>	5	1		NAV0072	DSDA ASHCHURCH	FREIGHT - PER UNIT (INBOUND AND OUTBOUND)		MS4-53cd	09/10/2009
<input checked="" type="checkbox"/>	6	1		NAV0072	DSDA ASHCHURCH	LESS: NRE/ITP PER VEHICLE ALLOCATION		MS4-53a1	09/10/2009
<input checked="" type="checkbox"/>	7	1		NAV0072	DSDA ASHCHURCH	HUSKY PATROL BASE VEHICLE TO PRODUCTION STANDARD	VEHICLE REGISTRATION	MS4-53ad	09/10/2009

Printing

Select the delivery address from the drop down box. The records which are not complete will be displayed. Click each Pick Box to select records to be included or click on the Pick All Button. The records which already display a 640 No are records where the order quantity has not yet been met. Once you have picked the items to be included on the MoD640 click on the Print 640 button.

Next 640 No. to print.... 790535

Enter Advice Note...

Enter Invoice No...

Variable Text:-

Note: There is only room on a 640 for 5 individual parts/items.
Each line of variable text will reduce the space available for items

Ex Works Final Delivery under Contract

Preview 640 Print 640

Check that the MoD640 number is correct, enter the Advice Note and Invoice Number (if known) and press Print 640 button. Once the 640 has been printed the Print 640 tick box is automatically un-ticked. To re-print a 640 re-tick the box/s and click the print button again.

Note: The Next 640 No box will increment automatically when the 640 is printed. However, if there is a printer problem and a copy is void or you have a new batch of 640s you will need to manually type the 640 number in the box.

Once the DAB 10 has been printed and the order quantity has been met, the record will be marked as 'complete' and the item will no longer appear in the list.

IMPORTANT NOTE: Up to eight line items can be printed on to each 640. However, if you include Variable Text, or the description goes over one line, then that number available will be reduced. This version will NOT automatically generate a second 640 so if there are more than 8 line items going to the same delivery address un-tick the ninth and above. Once the 640 has been printed re-tick the ninth and above and print them.

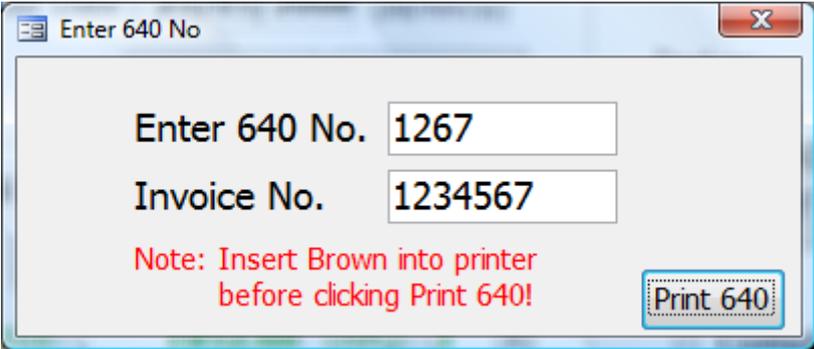
Serial Number Schedules

Because there is not enough room or facility on the 640 to include Serial Numbers this software prints serial numbers onto a separate sheet of paper which can be attached to the MOD Form 640. The sheets are formatted to print onto A4 paper, using either a laser or inkjet printer. See the section "Setting up your Printers" for details on configuring you printers.

Print Prices on to Brown Copies....

Some users only print the prices on to the Brown copy once the goods have been received by the customer and the Receipt Section has been completed and signed. The Brown copy is then returned to the supplier for the prices to be printed and for it to be forwarded on to the MOD for payment. This is done so that no one in the supply chain knows what prices are being charged.

To do so, put the MOD640 into the printer and click the Print Prices on 640 Button on the main screen. The following window will be displayed. Enter the MOD 640 number and your Invoice Number and click on Print 640 button



Enter 640 No. 1267

Invoice No. 1234567

Note: Insert Brown into printer
before clicking Print 640!

Print 640

See the section on Setting Up your Printers to see how to configure the printer for printing the prices on the Brown copy.

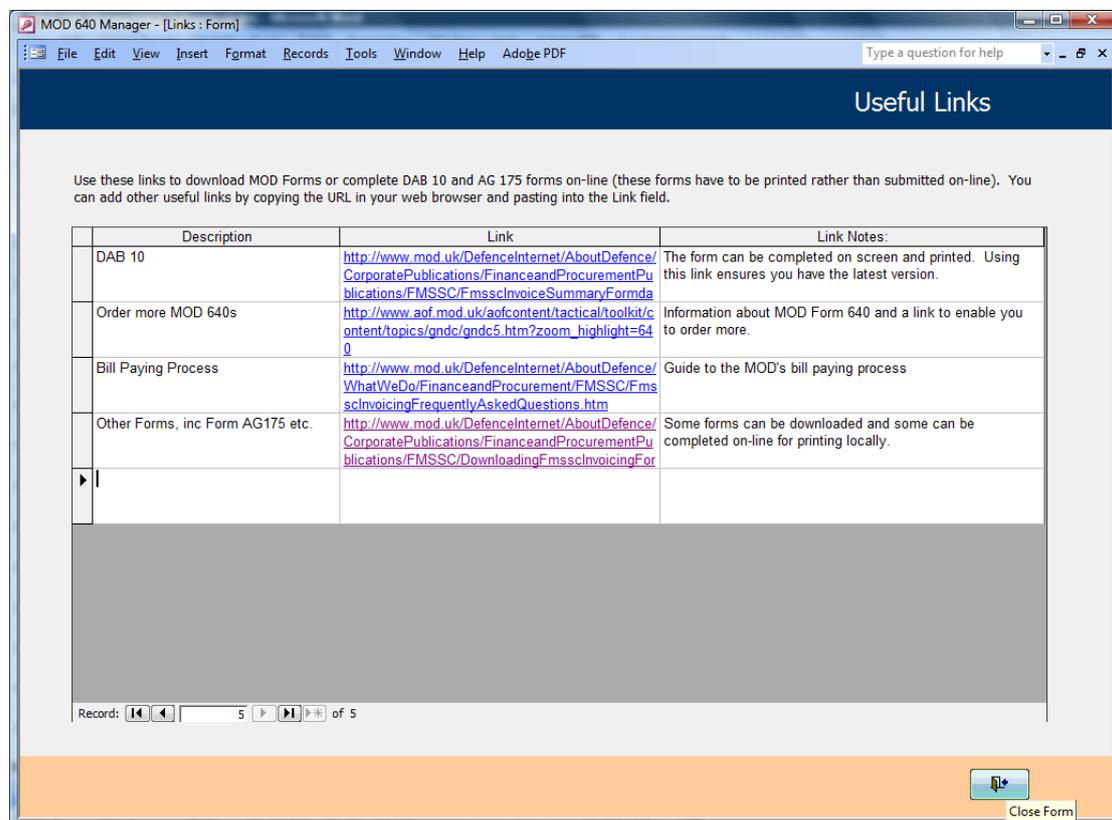
Printing DAB 10s and AG Forms 175

The forms can be printed from either of the two previous forms, as well as the buttons from the main screen.

There are two ways to produce AG 175 and DAB 10 forms. The main way is to use the buttons of the main screen etc. to print a form directly from the software. This is the simplest and most efficient and is the way we recommend.

However, you will have to ask the Bill Payments Agency to approve the form prior to using it. The Bill payment Agency will only approve forms submitted by contractors, not by software developers, so we have been unable to get 'blanket' approval.

The second way to complete the forms is to select the Useful Links button on the main screen and manually complete a AG175 or DAB 10. This is the most time consuming approach and should only be used if the other method is unavailable.



MOD 640 Manager - [Links : Form]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

Useful Links

Use these links to download MOD Forms or complete DAB 10 and AG 175 forms on-line (these forms have to be printed rather than submitted on-line). You can add other useful links by copying the URL in your web browser and pasting into the Link field.

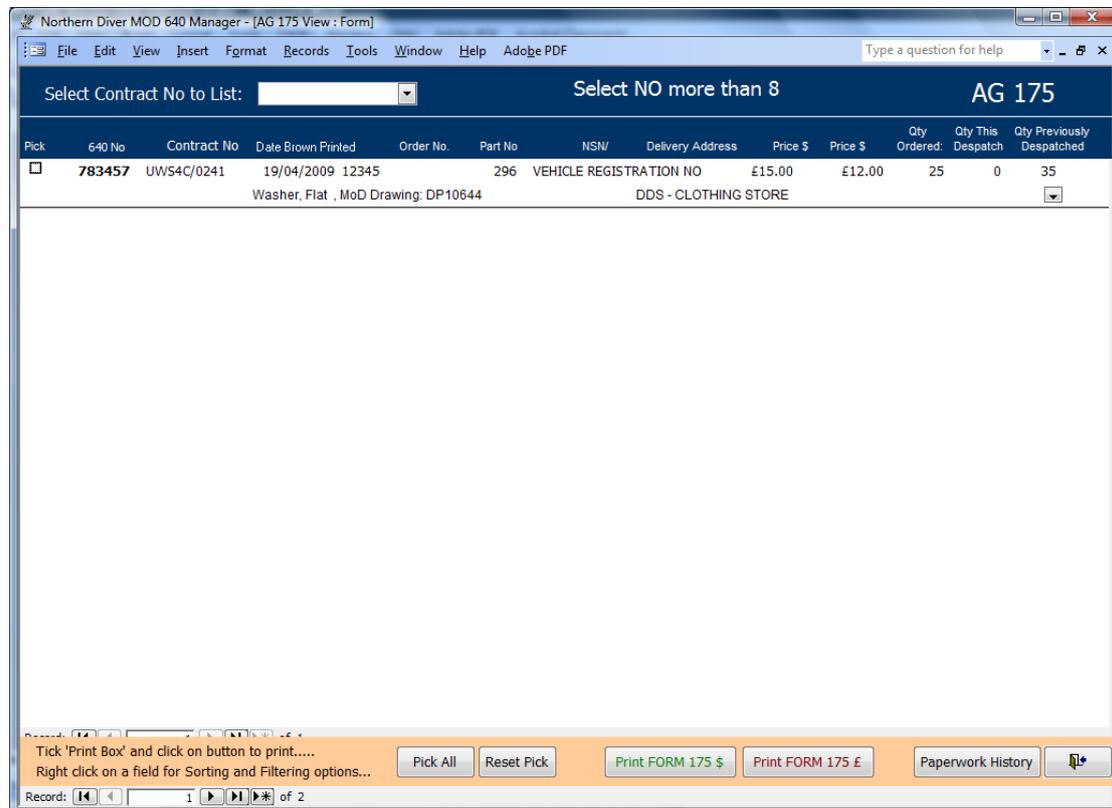
Description	Link	Link Notes:
DAB 10	http://www.mod.uk/DefenceInternet/AboutDefence/CorporatePublications/FinanceandProcurementPublications/FMSSC/FmssclnvoiceSummary/Formda	The form can be completed on screen and printed. Using this link ensures you have the latest version.
Order more MOD 640s	http://www.aof.mod.uk/aofcontent/tactical/toolkit/content/topics/gndc/gndc5.htm?zoom_highlight=640	Information about MOD Form 640 and a link to enable you to order more.
Bill Paying Process	http://www.mod.uk/DefenceInternet/AboutDefence/WhatWeDo/FinanceandProcurement/FMSSC/FmssclnvoicingFrequentlyAskedQuestions.htm	Guide to the MOD's bill paying process
Other Forms, inc Form AG175 etc.	http://www.mod.uk/DefenceInternet/AboutDefence/CorporatePublications/FinanceandProcurementPublications/FMSSC/DownloadingFmssclnvoicingFor	Some forms can be downloaded and some can be completed on-line for printing locally.

Record: 1 5 of 5

Close Form

Print AG 175 and DAB 10 – via the software

Click on the Print AG175 button on the main screen.



Pick the items you want to include or click Pick All button to select the records to include on the AG 175 and then click on the Print Form AG 175 button. Multi-line MOD 640s will be consolidated together when printed.

The DAB 10 form enables you to consolidate all items sold under a contract onto one form. The DAB 10 form works similar to the form for printing AG 175.

P2P LABELS

The MoD are gradually moving over to electronic ordering and payment, known as P2P. This removes the need for MoD640 forms. Under this system the P2P Label is the prime document.

This software has been amended to print the A5 P2P labels. Following requests from users, we have formatted it to print two up on A4 landscape paper as they frequently need two or more labels per consignment. You will need to purchase A4 plain paper '2 up crack back' label paper.



This screen also enables you to print MOD bar code labels using a TEC or Zebra label printer.

MOD Bar Code labels are 72mm wide and 150mm long.

The 640 MOD software comes with EZBAR Bar Code software, which will need to be installed if you plan to print MOD bar code labels.

SETTING UP YOUR PRINTERS

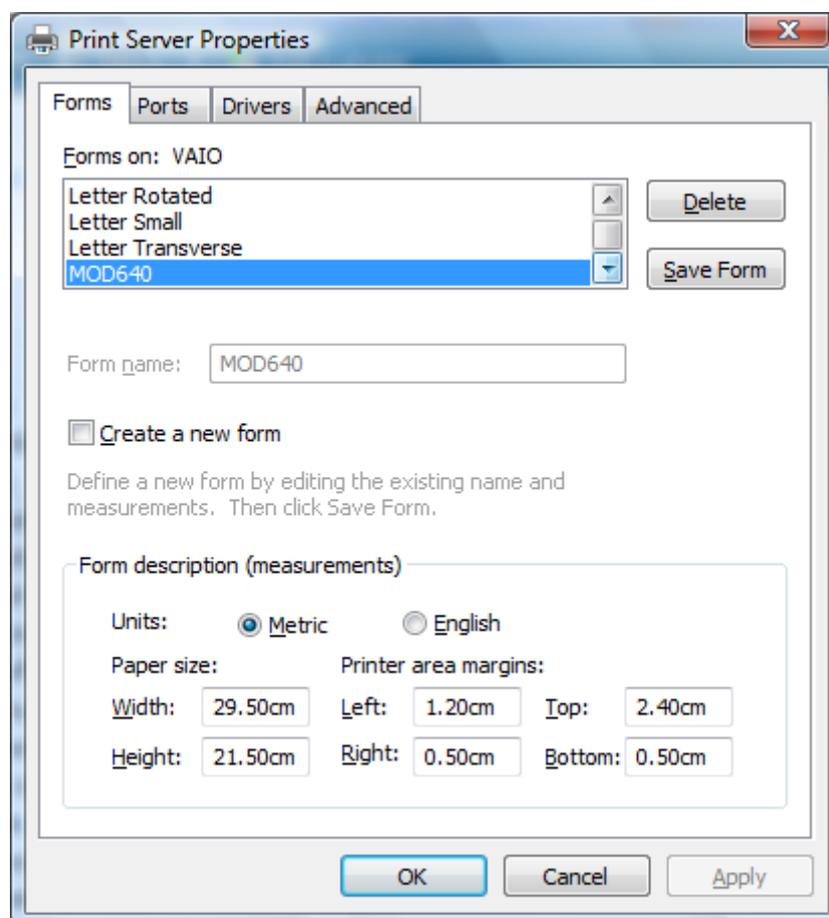
You will typically need to set-up two printers, a wide carriage dot matrix printer for printing the MOD 640s and a laser or inkjet printer to print Serial Number Schedules, AG 175 and DAB forms and the various reports which this software produces. You may also have to set-up Zebra or TEC label printers to print the MOD Bar Code label.

Setting up a Dot Matrix Printer

Setting up a Dot Matrix printer to print the 640's can be complicated and fraught with problems. However, if you follow the following instructions EXACTLY then you should have no problem.

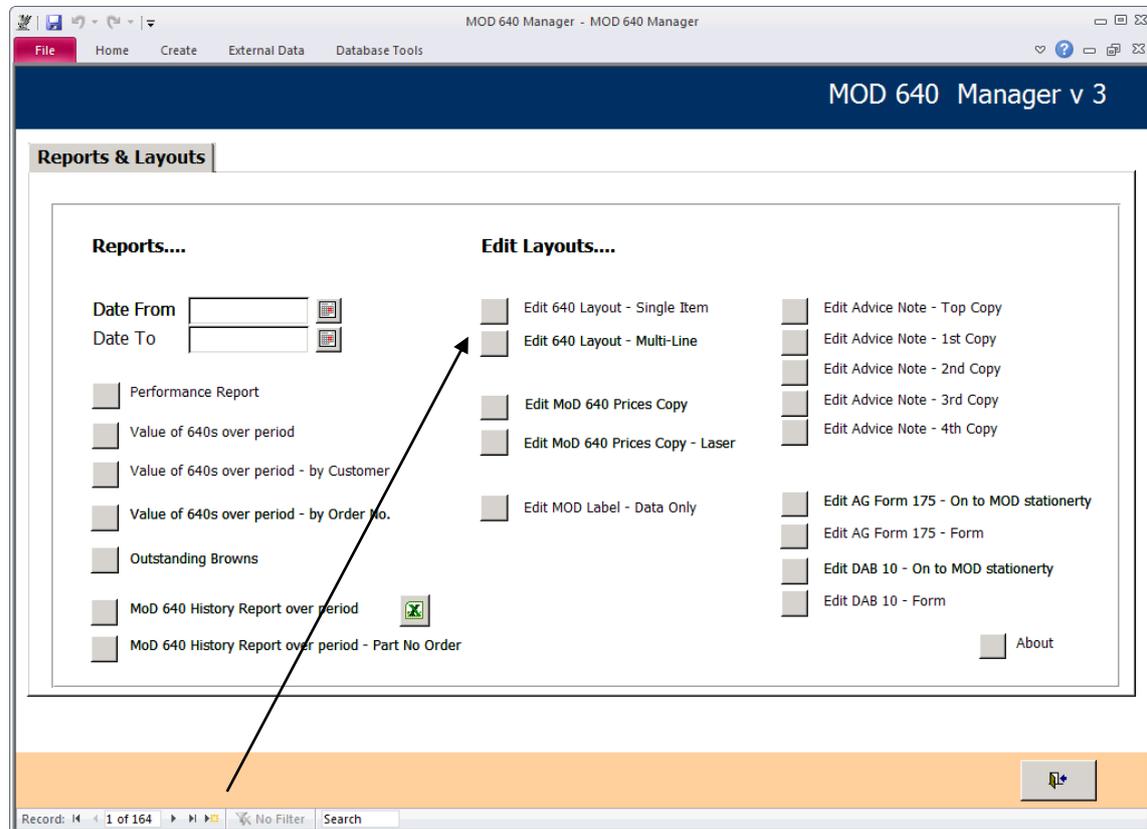
The first step is to create a new MOD640 Form which your dot matrix printers will use:-

To do this in XP, open Printers, click on File and then on Server Properties and on New. If you are using Vista, open Printers and right click anywhere in the window, select Run as Administrator and then Server Properties. In both cases the following window will be displayed:-



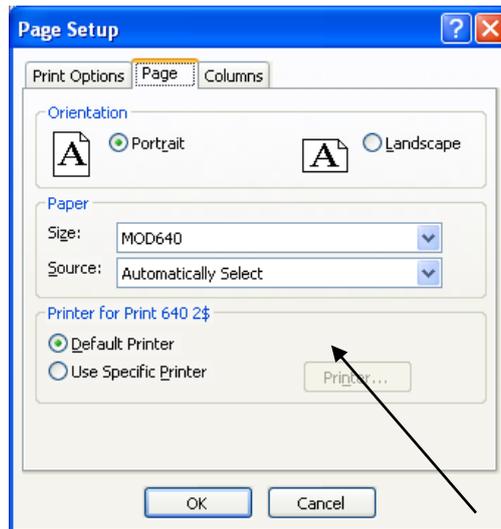
Tick the 'Create a new form' box and type in MOD640 as the form name. Then set the width, height and margins as the above example. Then click Save Form button and exit.

Next we need to setup the individual forms. Therefore, open the MOD640 software and click on the Reports Menu button.

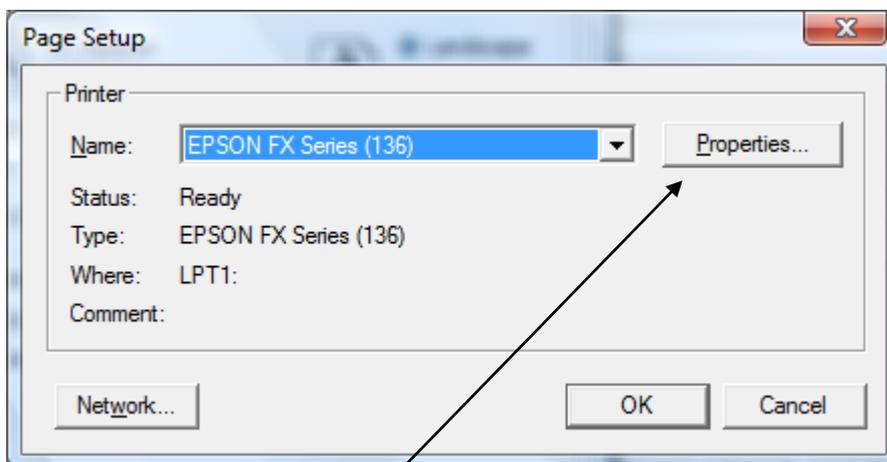


There are four MOD640 reports that need to be set-up. Click the button alongside each and then complete the following steps. IT IS IMPORTANT THAT YOU FOLLOW THE STEPS EXACTLY FOR EACH ONE.

Once the form is displayed in design mode, select File, Page set-up from the main toolbar and click on the Page Tab.

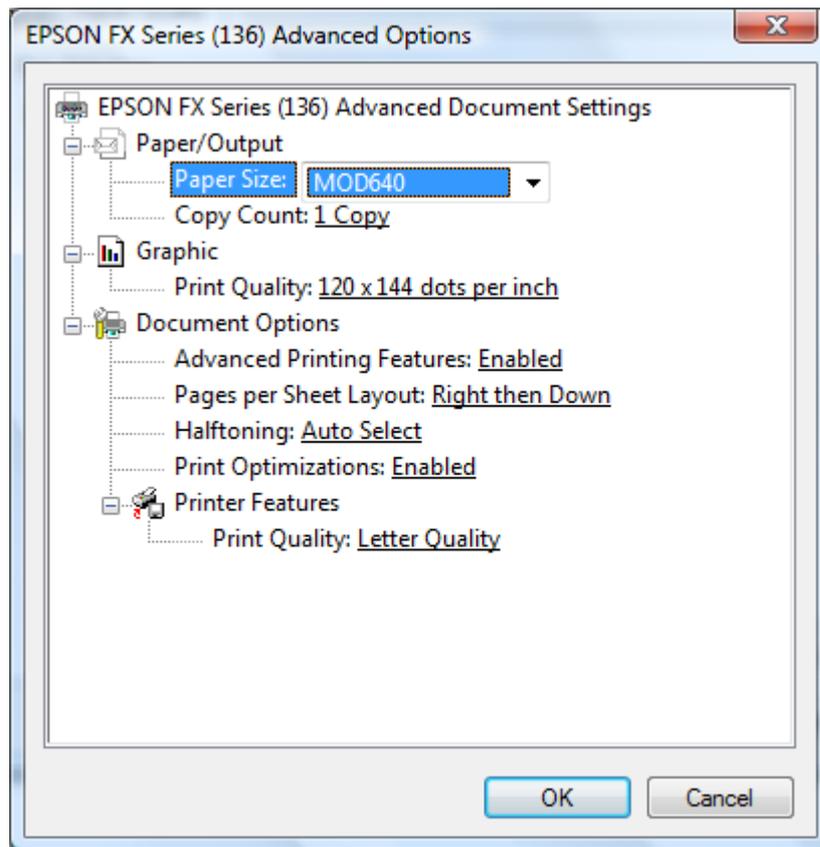


Firstly, select the Use Specific Printer and click on the Printer button and select your printer from the drop down list.



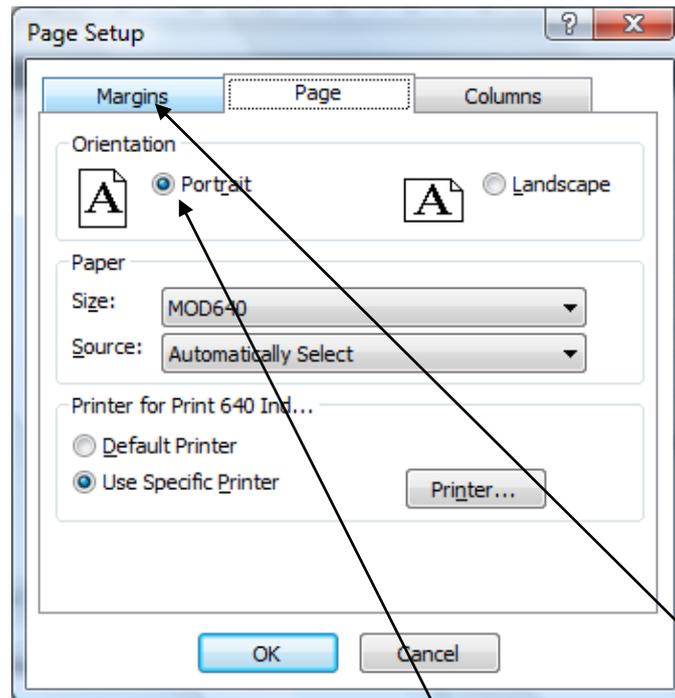
Then click on Properties Tab.

Different printers will display a different design for the next screen so you make have to search through buttons and tabs to find a similar screen to the one below.

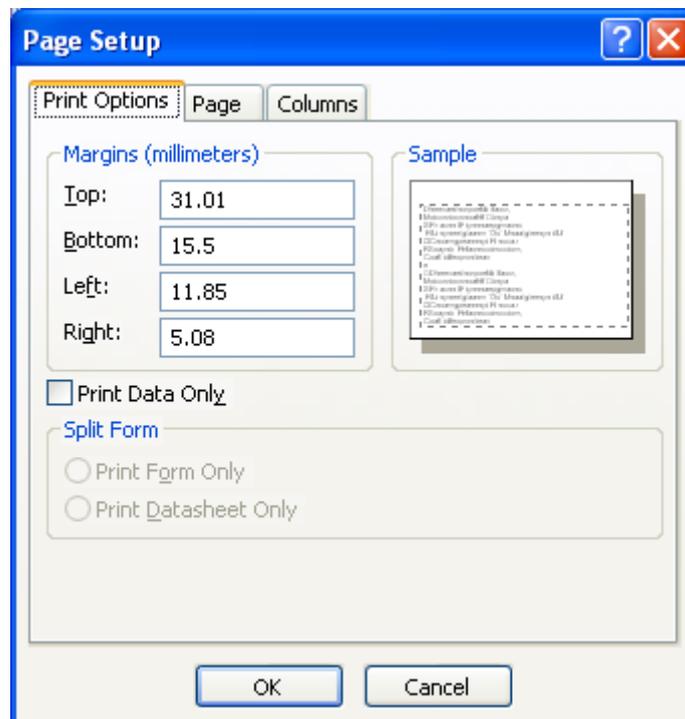


Change the paper size to MOD640 and press OK twice (or so) until you return to the Page Set-up window.

The window should look like the example below.



Make sure that the form Orientation is set to **Portrait** and click on the Margins tab.
NOTE: The MOD640 is physically landscape but you **MUST** not set the printer to print in landscape mode.



The correct margins should be displayed if not you should change them as follows:-

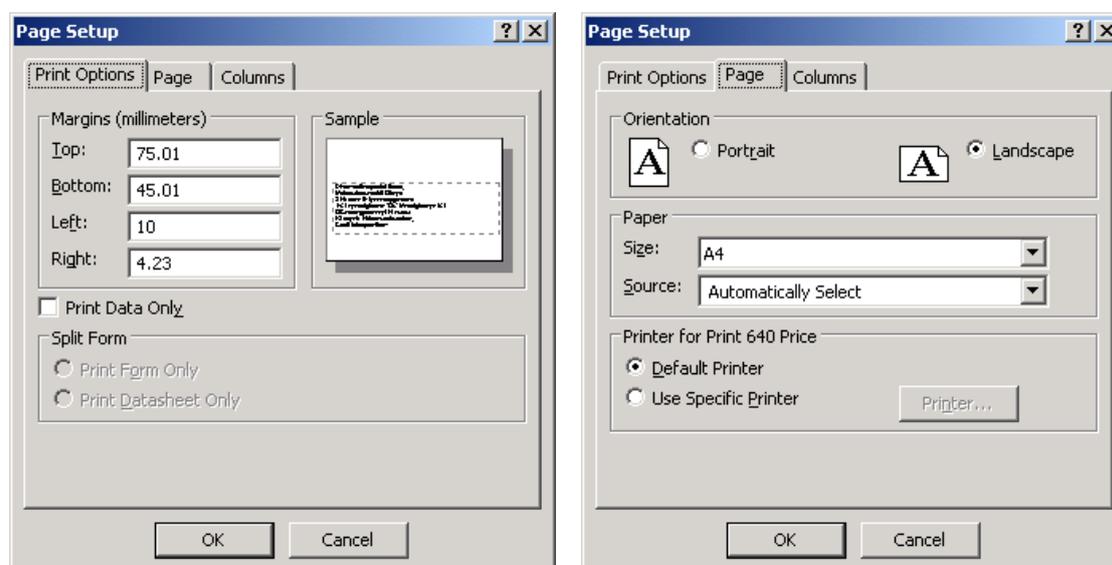
Top 31.01mm
Left 11.85mm
Right 5mm
Bottom 15.5mm

Then click OK. This will close the window and return you to the MOD 640 report layout design screen. Select File/Save to save the changes.

THIS PROCESS NEEDS TO BE REPEATED FOR EACH OF THE FOUR MOD 640 REPORTS!

Setting up printer to print prices onto the Brown Copy....

You can either print the prices on to the Brown copy using a Dot Matrix or Laser printer. If you plan to use a Dot Matrix printer the margins etc. are the same as above. However, if you plan to use a Laser printer the margin settings are as follows:-



Troubleshooting Dot Matrix Printing

If you find that the printer starts to print incorrectly, for example printing across more than one page, it could be that Access has lost its Page Size settings. In that case you only need to open the Reports Menu and click on Edit Layouts, select the particular report that isn't working correctly and check the Paper Size option in the File/Page Layout screen.

Setting Up a Laser/Inkjet Printer

Generally, this is easy and simply requires that you make the Laser or Inkjet printer your default printer. The reports etc. which are all formatted to print A4 Portrait, using the default printer and generally, you should not need to change it.

However, if you have made the Dot Matrix printer your default printer (maybe you use it with other software) then you will need to set each report individually to print

to the specific laser or inkjet printer. Select File/Print Page Setup from the main toolbar, then the Page tab and then on the Printer Tab. Select the desired printer from the drop down menu.

Setting Up Zebra or TEC Bar Code Printers

Follow the manufacturers instructions for installing the printers.

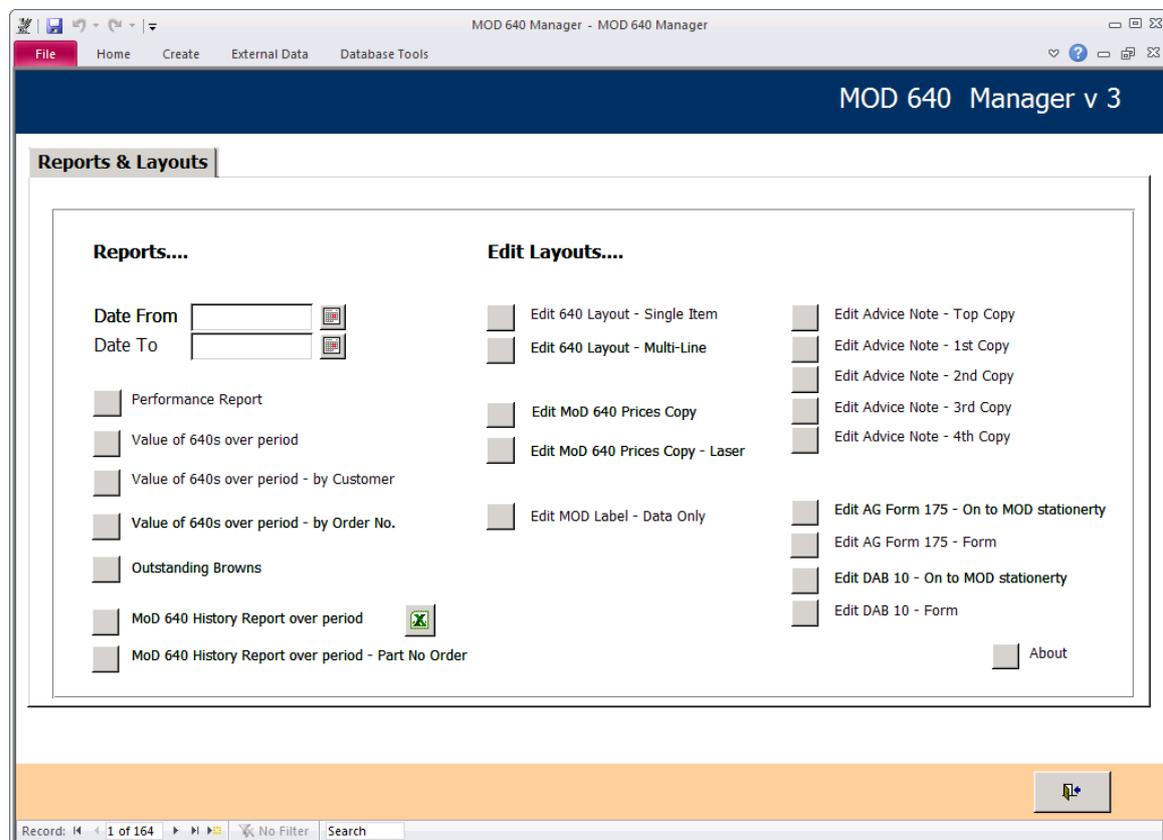
Create a new label size within the Printer Driver software 72mm wide by 150mm long and call it MODLabel.

Open the MOD 640 software and select Report Menu then click on button alongside MOD Bar Code Label. This will display the bar code label in design mod.

Click on File/Page set-up and as with setting up a Dot Matrix printer, select Specific Printer and select your printer from the drop down list. Click on the Properties Button and select the MODLabel from the page size drop down. Click OK until you get back to the main Page Setup screen. Make sure the margins are no more than 2mm all the way round.

Close Page Setup window and then save the form design.

PRINTING REPORTS



Click on Reports Menu button on the main screen.

There are five standard reports. The Performance report shows how long it took to process each stage of a job, giving an average turn a round figure at the end.

The three value reports detail the value of jobs processed in the given period.

The Outstanding Browns report shows Browns which that not be returned for the prices to be printed on them.

Editing Layouts

This manual is not intended to be a detailed guide to Access and in particular producing reports in Access. You should buy one of the excellent guides on Access, such as the Idiots Guide for Access or Access for Beginners.

This feature does, however, enable you to amend the layout and the underlying queries which power the reports. For example, you may need to adjust the position of fields etc. so that it lines up correctly using your printer.

ADMINISTRATION

The Administration Tab enables you to set-up common data, such as the Contract No/s, Packet Stamp Record and Company Details etc.

Administration - MOD 640 Manager

File Home Create External Data Database Tools Datasheet

Administration

Contract Nos....

Contract No
TKSYS1/3236
TKSYS1/3236

Defaults....

Contract Code (for AG175) 61002 02

Type of Currency: UK Pounds

Contractors Code: 61002 02

VAT Rate: 17.50%

640 Prefix: Don't forget to change the prefix when you get a new batch of 640s

Password Protect Database

Print using a Dot Matrix Printer

Print Serial No Sheets

Vote Codes...

Vote Code
DJA000
DJA001
02K12301
02K12311
02K12232
02K12660
02K12660

Record: 1 of 8

Packer/Stamp Record....

First Name	Surname	Initials	Ref No
	N/A		

Record: 1 of 1

Company Details....

Company: Perkins Engines Co Ltd

Addr1: Perkins PDC

Addr2: Frank Perkins Way

Addr3: Manchester

Addr4: M44 5PP

Addr5: Angela Pennington - 0161 776 50

Email: customerservices@perkins.com

Tel: 01617765002

Fax: 01617765139

VAT No: GB661546137

Re-link Front End and Data File

Import New Price File

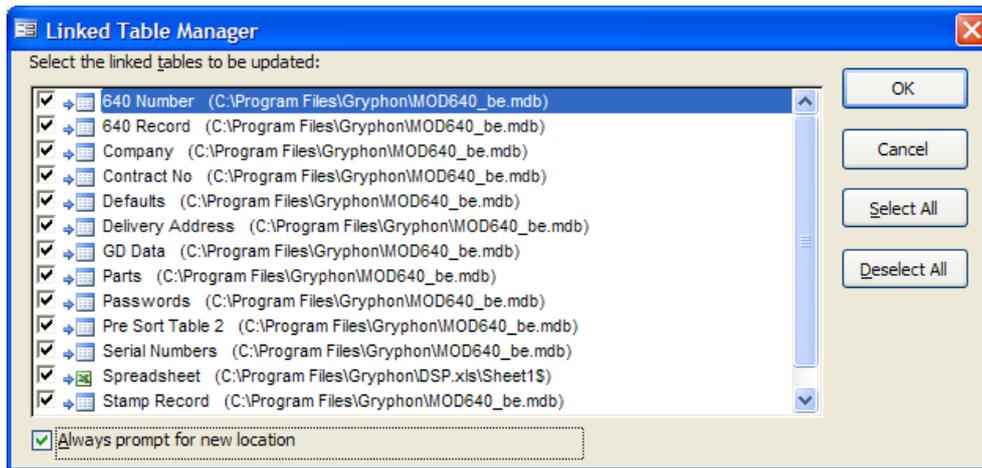
Re-linking Front End and Data File

The software is in two parts, the 'Front End' and the 'Data File'. If you install the software onto one PC using the Installation routine then the two files are automatically linked and you need do nothing.

However, you can copy the front end onto a number of PCs and use them all at the same time (remember you must buy a licence for each PC). The Data File can be copied onto a central server or a workgroup computer. Re-linking the files tells the Front End where to look for the Data File.

Please Note: You can install the Front End on up to 10 PCs and having them all linking into one Data File. Performance will begin to degrade once you exceed that number.

To re-link the files, click on the Re-link button and the following window will be displayed.



Click on Select All button, followed by 'Always prompt for new location', and then click on OK. This will display a File Open window. Navigate to the location of the data file and click OK. Microsoft Access will then re-link the tables.

You can generally do this on one workstation and then copy the re-linked Front End onto each workstation PC without having to do so again.

IMPORTING FROM A SPREADSHEET

Because Microsoft Access is a part of the Microsoft Office group of products it does enable you to import data from Excel and Outlook very easily indeed. Access will also import from a wide variety of other software packages, particularly those that export in CSV, e.g. comma separated values, format.

We have deigned a simple process for importing data from an Excel spreadsheet. A Template is included in the package, DSPTemp.xlt, and can be found in the c:\MOD640II folder. You could, for example, export from SAP into Excel, tidy the data up manually and then import it into MOD 640 Manager.

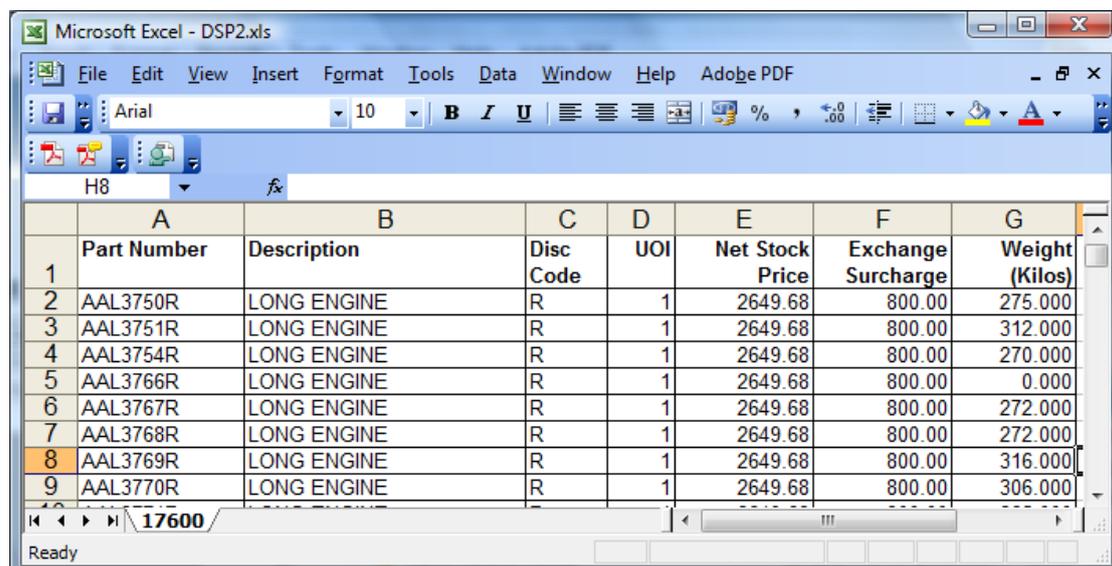
If you are importing from Excel the first row must contain the field names. So that Access knows what data to put where, the field names MUST be identical to those shown in the Excel Template file. If they are not, then they will not import correctly!

Once you have the Spreadsheet properly formatted copy it to the c:\MOD640II folder and click on the Import from Spreadsheet button on the Administration Tab

If you want to import directly from any other package send a sample export file, together with a field name list IN THE ORDER THEY APPEAR, to bob.steadman@gryphoncomputers.com and we will customise MOD 640 Manager to do so. There will be a small charge for this service.

IMPORTING FROM A PARTS FILE

You can import your parts file into MOD640 to save having to retype parts data each time. We have setup MOD640 Admin to import the parts file from an Excel Spreadsheet:-



	A	B	C	D	E	F	G
1	Part Number	Description	Disc Code	UOI	Net Stock Price	Exchange Surcharge	Weight (Kilos)
2	AAL3750R	LONG ENGINE	R	1	2649.68	800.00	275.000
3	AAL3751R	LONG ENGINE	R	1	2649.68	800.00	312.000
4	AAL3754R	LONG ENGINE	R	1	2649.68	800.00	270.000
5	AAL3766R	LONG ENGINE	R	1	2649.68	800.00	0.000
6	AAL3767R	LONG ENGINE	R	1	2649.68	800.00	272.000
7	AAL3768R	LONG ENGINE	R	1	2649.68	800.00	272.000
8	AAL3769R	LONG ENGINE	R	1	2649.68	800.00	316.000
9	AAL3770R	LONG ENGINE	R	1	2649.68	800.00	306.000

Your database system should be able to output the parts file in Excel Spreadsheet format or in CSV (comma separated value) format (which Excel can open).

You can, of course, name the Excel file and the worksheet whatever you like. However, to reduce effort, save the output file as DSP2.xls and name the worksheet as 17600.

If you use our recommended file names etc. all you will have to do is save the file into the c:\MOD640II folder. However, if you want to use a different name you will have to use the table re-linking utility (Administration Screen) to re-link the Access software to the spreadsheet.

Appendix 1

INSTRUCTIONS FOR LOADING PAPER

To load and eject paper into the print.....

The printer will automatically load the paper to the correct position for printing. Simply load the paper into the tractor guides and press the 'Load/Eject' button.

To eject the paper, simply press the 'Load/Eject' button this will take the paper to the tractor guides position ready for the guides to unclipped etc.

Printing an MOD 640

Once a MOD 640 has been printed press the 'Tear Off/Bin' button. This will move the paper up to the correct position for tearing it off. Tear off the MOD 640 (you may have to turn the feed roller wheel a couple of turns to do this).

Once you have torn off the MOD 640 press the 'Tear Off/Bin' button again - that will return the paper to the correct place for printing the next MOD 640.

ALWAYS DO THIS BEFORE EACH MOD 640 IS PRINTED TO ENSURE THE PAPER IS POSITIONED IN THE CORRECT PLACE.