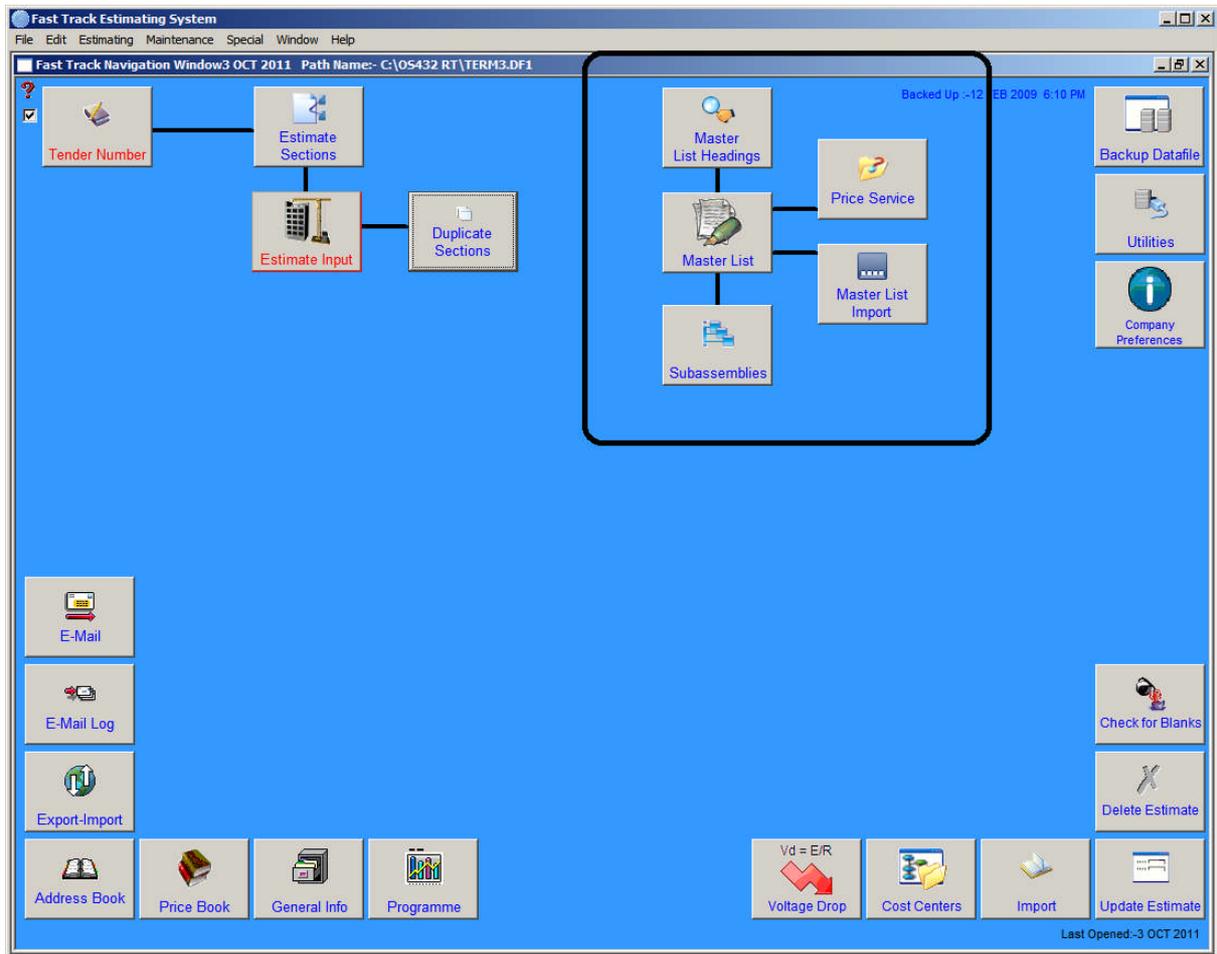


Section 8

Master list

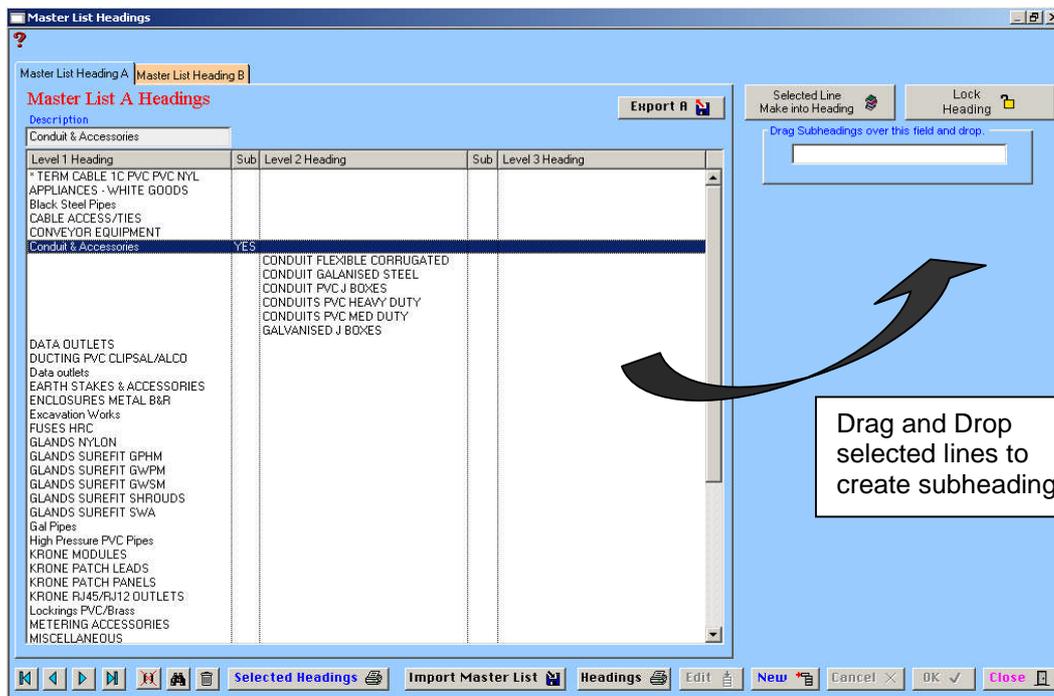


8.1 Master List Headings



Master List Headings are created so you can assign information in your “Master List” to a heading. The Master List Headings are created in the form of word Description to act as an index.

When a Master List heading is created then Master List records can be assigned to the heading so enabling quick finds to take place. The Master List Heading can be arranged into 3 levels, enabling the user to drill down into Tree List.



Click on the Master List Headings tab “A” or “B” to display the list in the Panels.

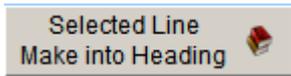
How it Works

All Master List Headings are by default assigned as Level 1.

To create Level 2 Master List heading you must select the record and then click on the button called “Selected Line Make into Heading”. You will notice a “YES” is now displayed in the “Sub” column, indicating this heading now has sub headings attached to it.

To attach other Master Heading records select the Heading then click the “Lock Heading” button. Now select the records to add to the locked heading as sub-headings, drag and drop them over the indicated field.

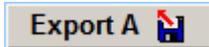
Creating Level 3 Headings is slightly different. To do this you first you need to select the Level 2 Heading you want to add further sub-headings to and then click on the “Selected Line Make into Heading” button, now you can lock the Level 2 Heading and proceed. Select the lines you want to add as Level 3 Headings, drag and drop them over the indicated field. Again you will notice a “YES” is now displayed in the “Sub” column indicating that Heading has more subheadings attached. Note: Double clicking on the Heading with attached sub-headings will compress or decompress them.



This button turns the selected line into a heading (as explain above)



This button locks the selected heading (as explained above)



This button exports the Master List "A" or "B", and all of its associated files, such as Master List Headings, Subassemblies and the Master List. When this data file is produced it can be exported to other estimators to save them maintaining their Master List or be used as a backup.

The files are exported into a folder called "TransportX" that is contained within the Omnis Studio folder (OSXXRT). The file produced is called "AMASTERLIST.DF1" for "A" and "BMASTERLIST.DF1" for "B". If there is an existing file in the "TransportX" folder with this file name then the old one is deleted and the new one is written.



To de-activate, highlight the red heading and click on this button this will turn off all compression of the selected heading.



Highlight required heading; proceed as in "Headings" above.



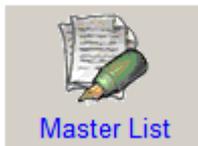
This button imports a Fast Track produced data file and imports the three (3) files necessary to make a Master List. The process prompts the user for a file, one of the above mentioned files and once located and selected the import process works out which file goes where and begins.



To print a complete report of a **Master List** item, click item to bring up destination screen, select destination and print report.

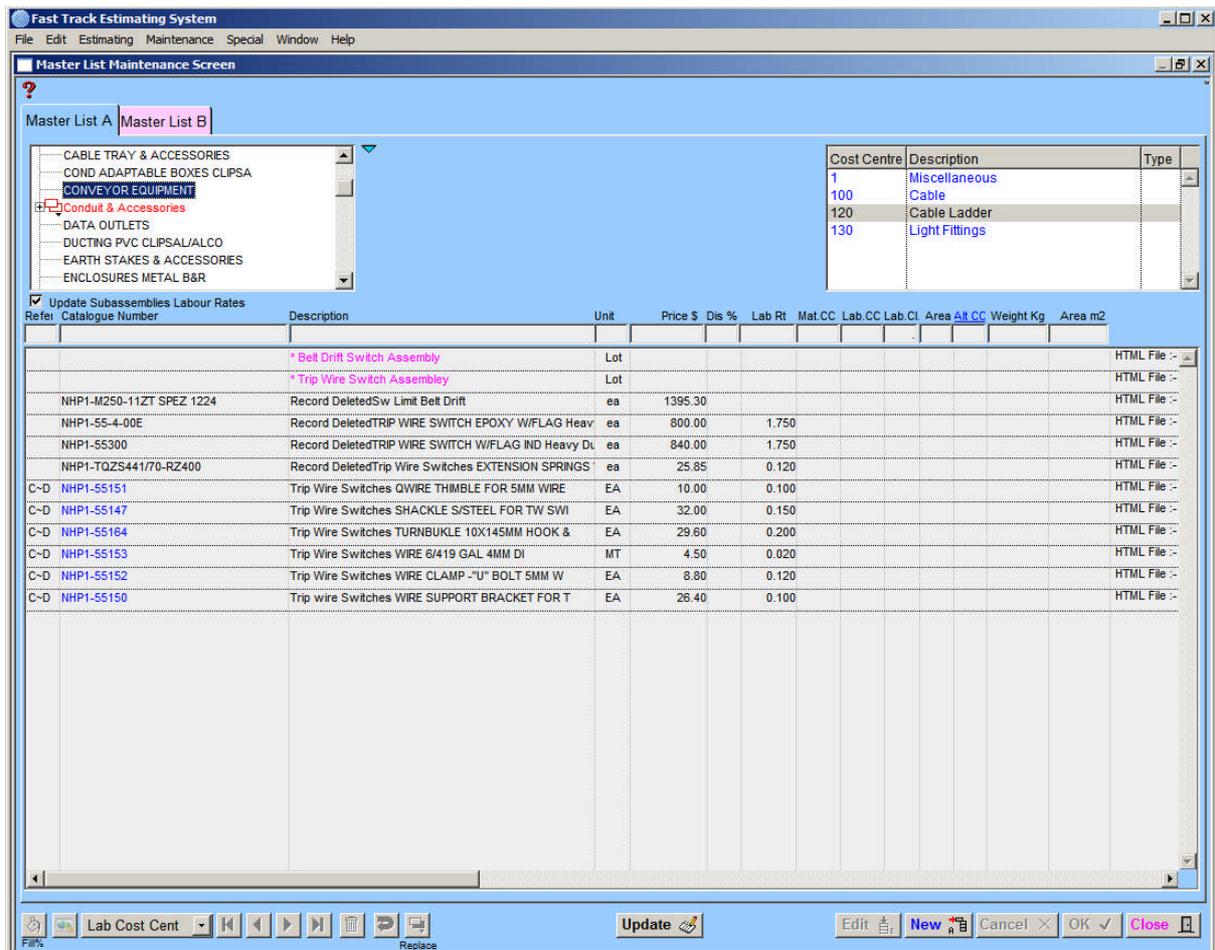
Note: That in the first part of the process the existing Master List files are deleted. The next part is reading and reindexing the information.

8.2 Master List



Click on the Master List headings to select list “A” or “B”. Click on the required item to highlight, the contents will appear in the description field below. The Master List works off a 3 level tree function. Some headings have a compressed subheading list. These headings are easily identifiable in **red** and have a little ‘+’ next to them. Click on the ‘+’ or double click on

the heading to expand the list, then click on the required item and the contents will be displayed in the description field. To collapse the subheading list simply click once on the ‘-’ or double click on the heading.



▼ To display the whole list, click on the down facing arrow. Once you have selected the item heading the list will retract back to normal, clicking on the arrow again will have the same result.

How it Works

The **Master List** allows you to add new and edit existing records. These records once added can be used in the subassemblies. When records are altered such as a discount, the system will go through the Master List and look for any other records with the same combined catalogue number and ask the user if they want to amend the discount of that record as well. The system will also amend the discounts in the subassemblies. The A and B Master List are not connected in any of the above processes.

The **Cost Centre** list field has drag and drop facilities. To add or edit Cost Centres to your **Master List**, first highlight the items that require a Cost Centre, then go to the Cost Centre

list field, hold the mouse button down on the Cost Centre required, the cursor is in the shape of a hand, now drag over the top of the Master List whilst holding the button down and you will see a black outline of the field appear, simply drop (release button), the procedure edits all the selected values to the new value.

The **Cost Centre** menus (*Mat CC* = Material Cost Center, *LabCl* = Labour Class Cost Center, & *Alt CC* = Alternative Cost Center) are a new addition in this version and have the same functionality throughout the programme. Please refer to Section 7.2.

To add to or edit your Cost Centres *refer to section 8.4*

 Changes the applied % to Material Cost or Discount. Highlight items to be altered and click above button. A “**Group Change**” screen appears, select “**Discount**” or “**Material**”, enter amount and click “**OK**”. When a price rise occurs in a product group you can change a percentage increase over a group of products.

HTML Information File

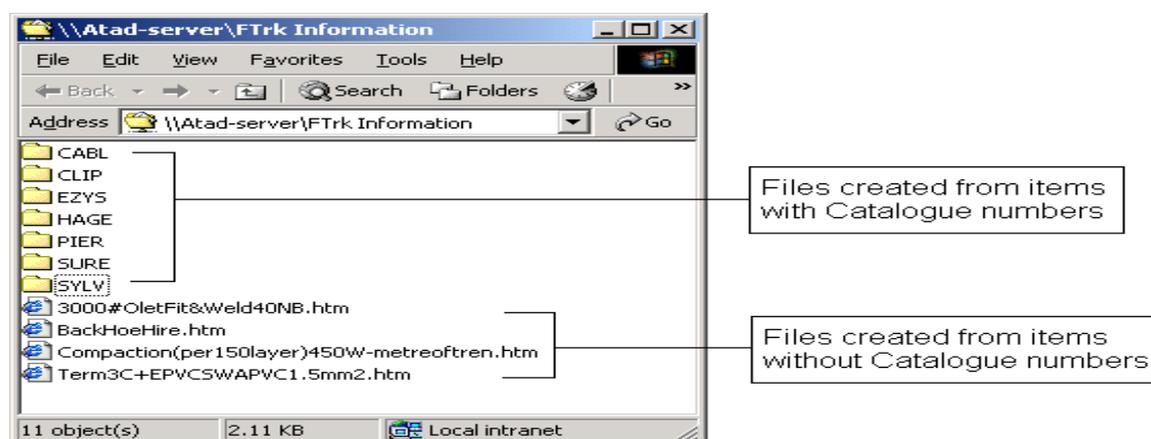
This function allows you to attach information such as comments or graphics to items in the Master List which can be viewed by any internet browser. You need to create a file destination where this information will be stored and accessed from. See Section 9.7 **Company Details** for further details on where to set the file destination.

In the Master List window highlight the item required and click the HTML Information button. This will open a splash window for you to type in the relevant information. Click “**OK**” button when complete.

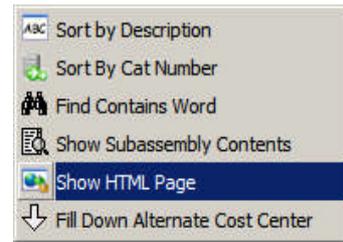
By sliding the horizontal bar at the bottom of the screen you will see the pathname created to show the location of the HTML file. The path name has been derived from the information contained in the catalogue number. A folder will be created for the name of the Vendor and the file will be saved into that folder with the catalogue number as the file name. This information will reside in the designated HTML Information folder. See Section 9.7.



If an item does not have a catalogue number it will use the description as the file name and store the file in the designated HTML information folder.



To view the HTML information once you have created it highlight the relevant line and do a right mouse click. A menu will appear giving you the following options, click on 'Show HTML Page'.



The file will be opened and viewed by your preferred internet browser, e.g., Internet Explorer or Netscape etc. These files can be edited and linked to other documents, files, photos etc through any Word applications capable of editing HTML documents.

Management of information is essential if working with a network.

As files are created, the Master Lists should be exported and imported into the relevant systems so all users are accessing the same information.



Select the required lines in the Master List and then click on the "Labour Cost Centre" button, this will expand so you can select a Labour Cost Centre, this will then be applied to the selected lines. These Labour Cost Centres will then be applied automatically to any Master List records entered into the Estimate.

Note: The Labour Cost Centres can be altered in the 'Estimate Input See-All' window.



Delete

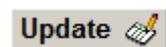
Highlight item to be deleted, a warning, "**Delete current record. Are you sure?**", appears, click "**Yes**" to delete.



Reverses description in field e.g. highlight on field reading "**enclosure standard pole 5**", click button, field will now read "**5 pole standard enclosure**".



Click on the Replace button and a screen will appear asking for the word to find and the replacement word, the program will find the words in the selected lines and replace.



Update all items in both Master Lists and the subassemblies from Smart Price data file.

8.3 Sub-Assemblies



Sub-Assemblies are other records that can be attached to Master List records, so when the Master List record is written to the Estimate the attached records are automatically read as well.

This, for example, is used when a Cable Termination 4C+E PVC PVC is entered, the pre-selected glands, crimp lugs and lock rings are read in. This saves looking up charts and other cumbersome activities in the estimating process.

The screenshot shows the 'Subassemblies' window in the 'Fast Track Estimating System'. The 'Master List B' is active, and the selected item is '*Cable Term 1 Core PVC PVC 185mm2'. The sub-assemblies list is as follows:

Catalogue Number	Description	Unit	Price \$	Dis%	Lab Rt	Mat.CC	Lab.CC	Lab.Cl	C.D.	Alt.CC	Wgt Kg	Area m2
*Cable Term 1 Core PVC PVC 4mm2	Lot	0.01	0.010									
*Cable Term 1 Core PVC PVC 6mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 10mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 16mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 25mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 35mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 50mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 70mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 95mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 120mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 150mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 185mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 240mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 300mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 400mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 500mm2	Lot	0.01	0.001									
*Cable Term 1 Core PVC PVC 630mm2	Lot	0.01	0.001									

Catalogue Number	Description	Unit	Qty	Price \$	Dis%	Lab Rt	Mat.CC	Lab.CC	Lab.Cl	Area	Alt.CC	Wgt Kg	Area m2
CABL-CAL185-12	Cu Lug 185mm2 Cable 12mm Stud	ea	2,000	33.92		0.840							
CABL-CT200ID/INT	Cable Identification Tie 200*4.6 Nat	ea	2,000	0.23		0.100							
SURE-SURNG40	Glands Nylon Series 40 mm	ea	2,000	10.00		0.480							
SURE-SHR-5B	Gland Acc Black Shrouds Size 5	ea		5.20		0.012							
CLIP-260/40GY	Conduit Acc Rigid PVC Lock Ring 40mm	EA	1,000	3.36		0.020							

Extended Totals :- 91.66 2.86

How to add Sub-Assemblies

This is all carried out in the above window, a step by step guide of how to do this follows:

Step 1

Select the item from the “**Master List**” that you require attaching the sub-assemblies to and click on “**Lock**” this should change to “**Unlock**”. The item from the “**Master List**” will remain in the top record bar across the top to remind you what you are adding sub-assemblies to. If there are any sub-assemblies already attached they would already be displayed in the bottom list field.

Step 2

You can now attach sub-assemblies to the locked item from the “**Master List**” or do a manual entry by clicking on the now active button “**New**”. Type in your description or click on

an item from your “Master List”, then enter in the other details such as Quantities, Discounts and Labour Rates. Press the “**OK**” button and the item should be transferred to the bottom display list.

Repeat the process if required.

The user can attach almost infinite amounts of sub-assemblies to a “**Master List**” record.

Step 3

When you have finished attaching sub-assemblies to the “**Master List**” record, click on the button “**Unlock**”, this unlocks the record.

If you require seeing if there are any items attached to the “**Master List**” record, double click on a Master List record and the “Sub-Assemblies” will be displayed in the sub-assemblies list field.

The items displayed in sub-assemblies, for example, would be brackets and labels etc, as mentioned previously.

The program will enter the “Sub-Assemblies” automatically into the estimate complete with the optional multiplication factor. If the “Sub-assemblies” are not needed they can be deleted or edited like any other record, this feature can save the user time.

Rule 1

If the record has sub-assemblies attached and you try to modify catalogue numbers or descriptions, access will be denied. If the Master List item has sub-assemblies attached and you delete the item this will also eliminate the sub-assemblies attached to that “Master List” record.

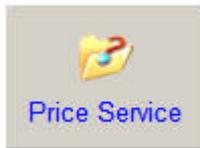
Rule 2

The item must be in the “Master List” or a manual entry.

TIPS

- When attaching items from the “Master List”, the items should be tied to the Price File Maintenance System, so pricing is updated automatically.
- When you are adding “Sub-Assemblies” to items in the “Master List”, for example, a 20 Core + Earth 1.5mm² Cable Termination, set it up by creating a new “Master List Heading” called “Terminations Control Cables”. Then create all the control cable sizes etc, 6 core to 50 core 1.5mm², however when you are creating the various sizes use a “ * ” at the start of the description, that way it will not be flagged up when you run the “Check Estimate” procedure.
- You can add into the description codes, such as “+ Sub A”, so when you are adding records to your estimate you will know you’re getting more than one record added to the estimate.

8.4 Price Service



'Price Service' function helps you to create your own master list using information from the price book. Information stored in the "Price Book", can be entered directly into the active Estimate from the display list. Items are entered into the Estimate mostly in units of 1, except where stated in the unit field.

stated in the unit field. Items can be found via the three drop down lists, "Manufactures", "Index" and "Vendors", or by using the "Search Type" function. The type of search can be specified in the drop down list.

By clicking on the Headed Lists (Catalogue No, Description, Price etc) you can sort in ascending or descending order in the various columns.

Catalogue No	Description	Unit	Trade Price\$	Pkg	Bulk Price\$	Ret Price\$	Dis%	Date	WUnit	Wgt	Comment
CLIP-265GT1	Adaptable Box Acc GASKET SeaLING 265/1	EA	2.52	0	0.00	3.47	0.00	1 SEP 2011		0.00	
CLIP-265GT4	Adaptable Box Acc GASKET SeaLING 265/4	EA	5.92	0	0.00	8.14	0.00	1 SEP 2011		0.00	
CLIP-265GT7	Adaptable Box Acc GASKET SeaLING 265/7	EA	12.34	0	0.00	16.97	0.00	1 SEP 2011		0.00	
SEM-3TX0025	Adaptable Box Acc BASEPLATE 250x350x20	ea	38.00	0	0.00	0.00	0.00	1 JUN 2001		0.00	Discount Code B
SEM-3TX0026	Adaptable Box Acc BASEPLATE 350x450x20	ea	48.00	0	0.00	0.00	0.00	1 JUN 2001		0.00	Discount Code B
SEM-3TX0027	Adaptable Box Acc BASE PLATE 450x550x20	ea	60.00	0	0.00	0.00	0.00	1 JUN 2001		0.00	Discount Code B
SEM-3TX0121	Adaptable Box Acc B/PLATE G/BOND 150x150x2 F...	ea	7.00	0	0.00	0.00	0.00	1 JUN 2001		0.00	Discount Code Z
SEM-3TX0123	Adaptable Box Acc B/PLATE G/BOND 331x220x2 F...	ea	12.00	0	0.00	0.00	0.00	1 JUN 2001		0.00	Discount Code Z
ATCO-89001849	Junction Box D500 D500A/B-SP01	ea	8.40	0	0.00	0.00	0.00	1 NOV 2001		0.00	
ATCO-09000433	Junction Box D501 D500	ea	0.43	0	0.00	0.00	0.00	1 NOV 2001		0.00	
ATCO-09000434	Junction Box D502 D500A	ea	0.37	0	0.00	0.00	0.00	1 NOV 2001		0.00	
ATCO-09000435	Junction Box D503 D500B	ea	0.67	0	0.00	0.00	0.00	1 NOV 2001		0.00	
ATCO-09000436	Junction Box D504 EKLF	ea	0.16	0	0.00	0.00	0.00	1 NOV 2001		0.00	
ATCO-89001803	Junction Box D505 EK2/3EPPA	ea	0.76	0	0.00	0.00	0.00	1 NOV 2001		0.00	
ATCO-89002213	Junction Box D508 29.301.3715.00	ea	3.50	0	0.00	0.00	0.00	1 NOV 2001		0.00	
WED-1277200000	Enclosure POK1 Polyester	ea	3.78	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-1277300000	Enclosure POK2 Polyester	ea	4.86	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-1277400000	Enclosure POK3 Polyester	ea	5.85	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-1277500000	Enclosure POK4 Polyester	ea	7.11	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-1277600000	Enclosure POK5 Polyester	ea	9.23	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-1277700000	Enclosure POK6 Polyester	ea	12.29	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-1277800000	Enclosure POK7 Polyester	ea	15.80	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-1565400000	Enclosure POK31 Polyester	ea	7.56	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-1565410000	Enclosure POK51 Polyester	ea	10.13	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-1565420000	Enclosure POK8 Polyester	ea	20.34	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-1565430000	Enclosure POK9 Polyester	ea	26.15	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-1565440000	Enclosure POK10 Polyester	ea	33.17	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-9510470000	Enclosure POK91 Polyester	ea	36.59	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-9510510000	Enclosure POK32 Polyester	ea	7.92	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-9510520000	Enclosure POK71 Polyester	ea	26.51	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-9510530000	Enclosure POK11 Polyester	ea	26.69	0	0.00	0.00	0.00	1 JAN 2009		0.00	
WED-9510540000	Enclosure POK12 Polyester	ea	36.86	0	0.00	0.00	0.00	1 JAN 2009		0.00	
CLIP-265/1GY	BOX ADAPTABLE 77X77X54MM	EA	26.99	0	0.00	37.11	0.00	1 SEP 2011		0.00	
CLIP-265/1EO	BOX ADAPTABLE 77X77X54MM	EA	29.69	0	0.00	40.82	0.00	1 SEP 2011		0.00	
CLIP-265/3GY	BOX ADAPTABLE 108X108X76MM	EA	36.75	0	0.00	50.53	0.00	1 SEP 2011		0.00	
CLIP-265/3EO	BOX ADAPTABLE 108X108X76MM	EA	40.43	0	0.00	55.59	0.00	1 SEP 2011		0.00	
CLIP-265/4GY	BOX ADAPTABLE 163X108X81MM	EA	65.62	0	0.00	90.23	0.00	1 SEP 2011		0.00	
CLIP-265/4EO	BOX ADAPTABLE 163X108X81MM	EA	72.16	0	0.00	99.25	0.00	1 SEP 2011		0.00	

Search Type: Catalogue No Exact Match Catalogue No Near Match Description Contains Vendor + Cat No Near Match Vendor + Description Contains

Find

How it Works

In this window you are able to add new items to your **Master List A** and **B**. The source of your pricing data can be from three (3) different sources. (See Smart Price manual for a more detailed explanation).

The most frequently used way to add any information to your **Master List A** or **B** is to use the **Index** drop down list. Master List A is selected by default and the hardest part is to find the items that are required. The other way to add information is by using the **Vendors** and **Manufacturers** drop down lists.

By selecting a line in the three (3) drop down lists and double clicking on the line, the programme will install all of the contents of the associated line. The selection is usually in the order found in the data file. The order can be changed as the **Headed List** fields have active headers, this means by clicking on the words describing the columns contents, the sort order can be changed, for example, Catalogue Number or Description order.

Vendors & Manufacturers

Some important things to remember are the concept of the data structure and the difference between a “**Vendor**” and a “**Manufacturer**”.

The Vendor supplies data to Copious Data for the inclusion in the Price List, they can have various Manufacturers that they act as representatives or agents for. There is the possibility that the same product contained in the database may be marketed by two different Vendors that have the same Manufacturer Code.

Search Types

To find by Catalogue Number click “**Search Type**”, a dialogue box will appear, then select the search type. Enter the Catalogue Number into the field and “**OK**”.

Depending what search procedure was used the results are displayed in the main table. Further clarification of searches follows:-

“Catalogue No. Exact Match”

By pre-selecting a Manufacturer this will then put the prefix in automatically otherwise you will have to enter the entire prefix, you can use the table as a guide to do this.

“Catalogue No. Near Match”

The search procedure finds the closest match, for example, if you entered the value “1” as the search value, it would initiate the search by looking for all the catalogue numbers that contain 1. This would be an unsatisfactory search as it would take some time to produce and would display a multitude of unwanted records. It is best to refine the search criteria by entering as much of the catalogue number as possible.

“Description Contains”

The search procedure is similar to the “Catalogue No. Near Match”, with exception that it works in the “Description” field instead of the catalogue number. For example, if you entered the word “GLASS” as the search value, it would initiate the search by looking for all the descriptions that contain the word “GLASS”. All of these records would then be displayed. The search function is case sensitive so you could try “GLASS” or “Glass”.

The Main List field is constructed using “Headed List Fields”, this enables sorts to be initiated when some of the headers defining the columns are clicked upon.

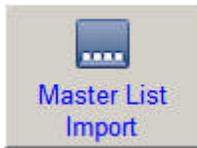
“Vendor + Cat No. Near Match”

As above but refines the search to the selected Vendors items only.

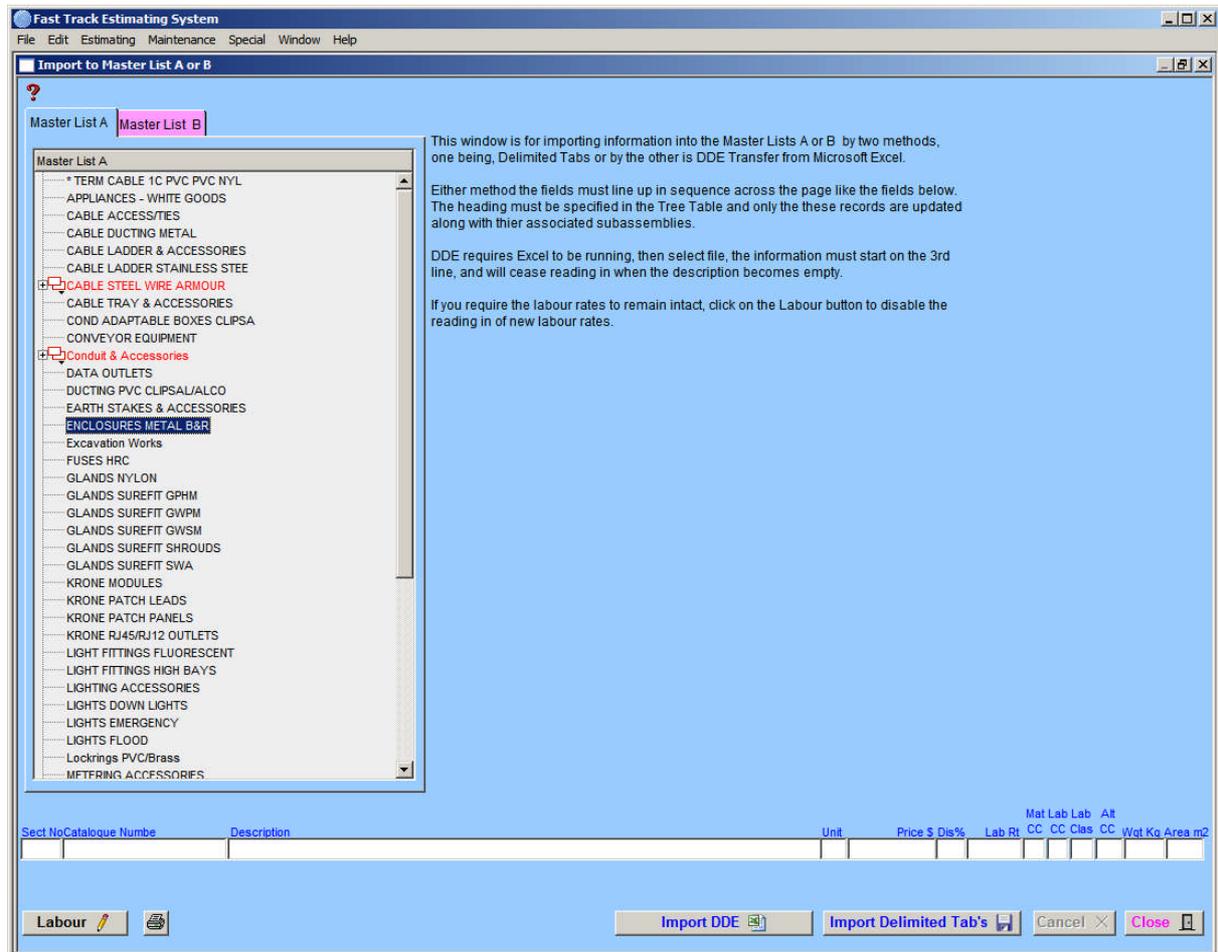
“Vendor + Description Contains”

As above but refines the search to the selected Vendors items only.

8.5 Master List Import



This window is used to import information into the Master List A or B by two methods; one is by Delimited Tabs and the other by DDE Transfer from Microsoft Excel.



Import DDE

When importing data using DDE method, the excel spreadsheet should be formatted as the fields displayed in the screen above. The heading must be specified in the Tree Table and only those records are updated along with their associated subassemblies. The procedure works by checking if the catalogue number exists. If the catalogue number exists, it updates the data and if it does not exist, it adds a new entry. During the procedure the dates are recorded. At the end of the procedure you will be asked a question: "Do you want to delete all unmodified records?" your answer should be "yes". This stops an accumulation of useless data.

DDE requires Excel to be running. Click on the Import DDE button and select the required file. Data in the excel spreadsheet must start on the 3rd line. If the description field is empty the system will stop reading and the subsequent data will not be imported.

Import Delimited Tab's 

When importing data using Delimited Tab's method, the fields must line up in sequence across the page like the fields displayed in the screen above. The heading must be specified in the Tree Table and only those records are updated along with their associated subassemblies.

Labour 

Labour rates can be formed only if prices are to be updated. If the field value equals = zero, the labour rates will be deleted.

Labour 

If you require the labour rates to remain intact, click on the Labour button. This will disable importation of the labour rates.

Notes