LABEL TRAXX

Demo MANUAL

Welcome to the demo version of **Label Traxx™** job tracking software for the flexographic printing industry. This demo has been provided to you for use in your company to track jobs from Estimating to Order Processing to Accounting and Job Tracking. Feel free to install the demo on as many computers as you would like, for demonstration purposes. You will have access on the managerial level to all parts of the program for thirty days with this demo copy. If you decide to purchase the software, you will then be given a live version; we can assist you with transferring data from your current system into Label Traxx™.

The basic system requirements are listed below:

Macintosh OS 10

512 MB RAM

Windows NT 4.0/2000/XP

512 MB RAM

All Platforms: 17” Color Monitor - 1028 x 768 screen resolution - 60 MB hard disk space.

Installation For Macintosh

Place CD into the CD-ROM drive. Double click on Label Traxx™ CD Icon on your desktop. Drag and drop Label Traxx™ Demo folder on your hard drive. It’s as easy as that! When you want to use Label Traxx™, double click on hard drive icon, double click on Label Traxx™ folder and double click on Label Traxx™ icon. Or just create an alias to the Label Traxx™ application on your desktop.

Do **NOT** attempt to work off of the CD, since you will not be able to save any data.

Installation For Windows

Place CD in the CD-ROM drive. Double click on My Computer icon. Double click on CD drive icon. Double click on LabelDemo.exe icon. The installer will load and you can follow the on-screen instructions to install the demo. You can then launch the program from the Label Demo shortcut created on your desktop.

IMPORTANT: Do **NOT** attempt to work off the CD. You will not be able to save any data! If your first attempt at installing the demo isn’t successful, do **NOT** reinstall. This will cause your demo to expire. Do **NOT** change the company name or address found in Constants. It will inactivate modules. Call **Tailored Solutions, 414-774-9997**, for further instructions.

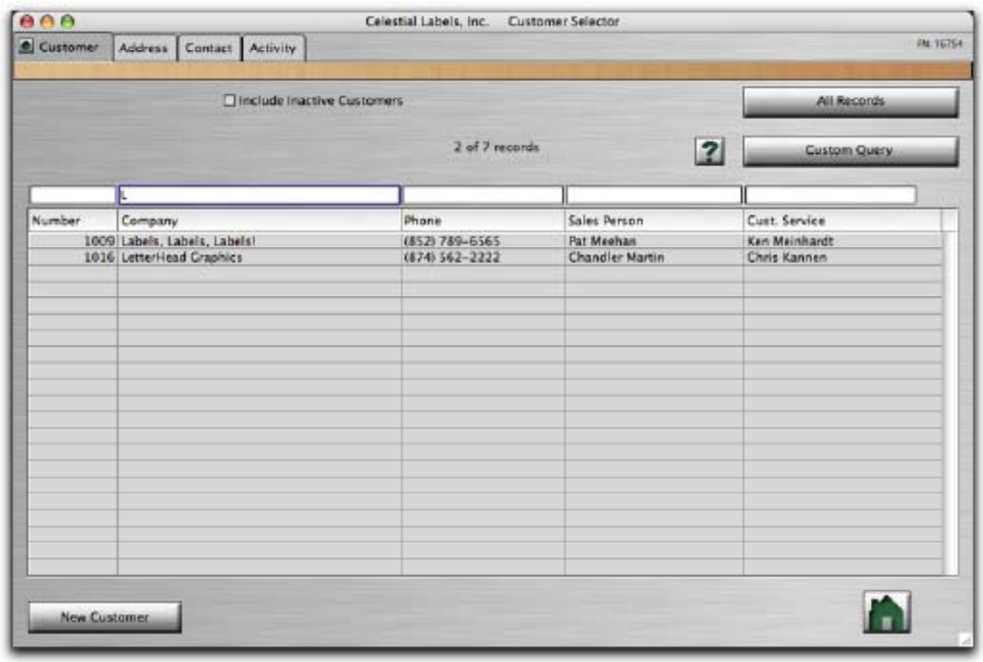
Label Traxx™ Navigation Tips

Once you start the program, the first dialog box that appears is Log In Request.

Since you are working in the demo version, just click on the Demo button and you will launch into the Table of Contents for Label Traxx™. From this screen you can access all areas of the program.

To move in Label Traxx™, you can click on the Tabs at the top of the page for Production, Accounting, Quality Control and Setup. The current tab will be highlighted with a small box. Click on any button on the Table of Contents page to move to a Selector Screen.

In most Selector Screens, you will have the option to select All Records, a Custom Query, a date range or simply go to the blank fields above the various columns and start typing your selection. For example, by typing an "L" above the Customer column, all Customers starting with L will appear. A wild card character (@) positioned around the value you type in will pull all selections containing that value.



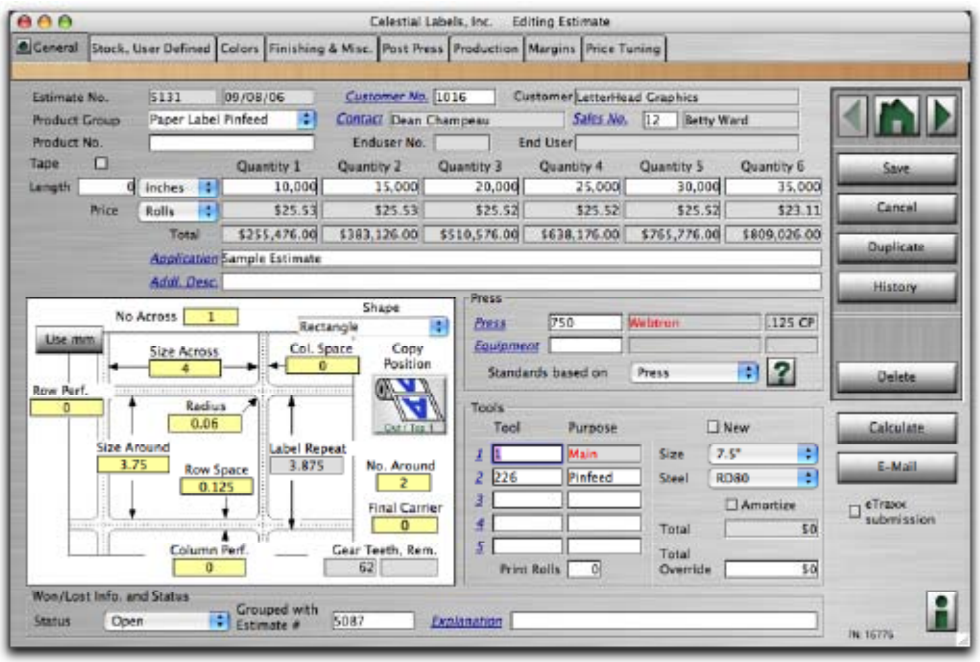
Once you have found the record(s) you wish to work with, you can double click on one of them to drill down to its details. Navigation within individual records follows the same scheme of moving from page to page by selecting the various tabs and drilling down to another level of detail by double clicking in tables.

Label Traxx™ is based on a graphical user interface, which gives you point and click ability throughout the program. The tab key allows you to move logically between fields on a page. On Windows machines, be careful not to hit the Enter key inadvertently, since it will save the record and move you back to the Selector screen.

There are three other important navigational tools when using Label Traxx™:

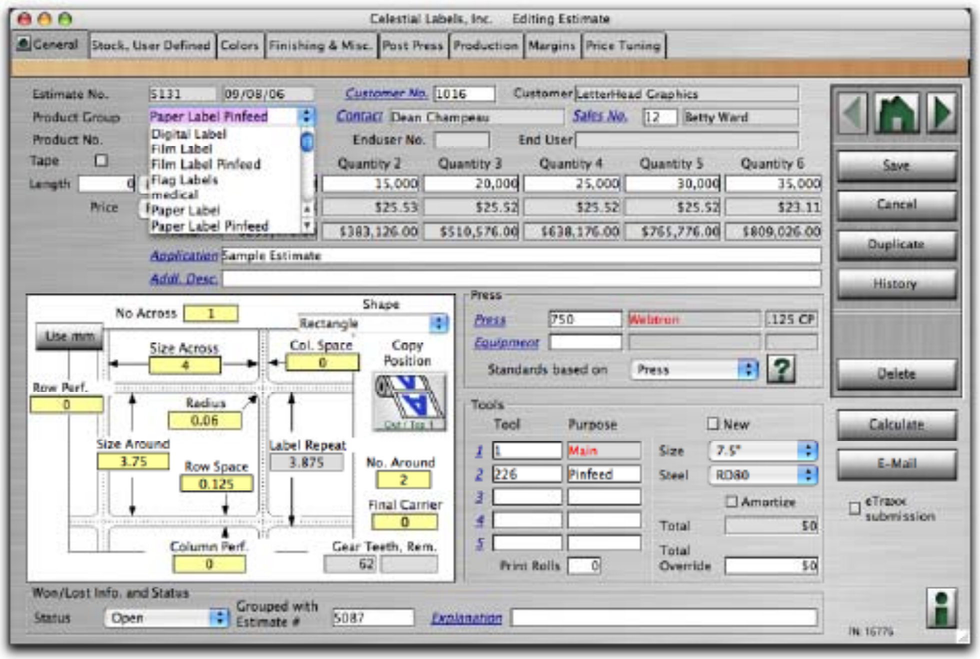
Italicized Searches

Throughout the program, you will find ***blue italicized***, <u>underlined</u> words and numbers. By clicking on these, a search window will pop up giving you the selections to choose. These areas will have type-ahead fields, which give you the ability to search as in the Selector screens. Other options may also be available, such as adding new records, creating quick phrases, etc.



Self Building Pop-up Menus

Whenever you see a drop-down box next to a field, it is an indication that you can create a self-building pop-up menu. Simply click in the empty field and enter the text you would like to add to the list. Hit the tab key on your keyboard. Follow the on screen prompts to add, delete or modify items on list. They will become a part of that menu.



Adding/Deleting Records in Tables

When creating records, many areas that allow you to create a table of multiple values will have a + or - sign to the right side. To add a record, click on the + sign, and to delete, click on the - sign.

For the purposes of this demo, sample data has been entered throughout the program. If you wish to use the program for the length of the demo as a tool to run live jobs, you may need to modify values. We recommend you run through the program with the sample data at first to get a feel for the program. If you wish to change anything once you are finished, and it is not covered in this booklet, please call Technical Support at Tailored Solutions at 414-774- 9997.

Estimate Screens

From the Table of Contents, click the Estimate button. Once on the Selector screen, click the All button at the top of the page to display all estimates. When all estimates appear on screen, choose any one of them and double click it.

Although this is the General Page of the Estimate screen, it displays buttons on the side of the screen that are constant in appearance and function throughout the program.

Arrow Buttons allow you to move either forward or backward through records in the program, and the "Home"  button in the middle of the two, if clicked, returns you to the Home Page.

Save will save any changes made to this record. When you have made any alterations or completed an estimate, click the Save button.

Cancel, if selected will remove all changes to the record, and will return you to the Selector screen.

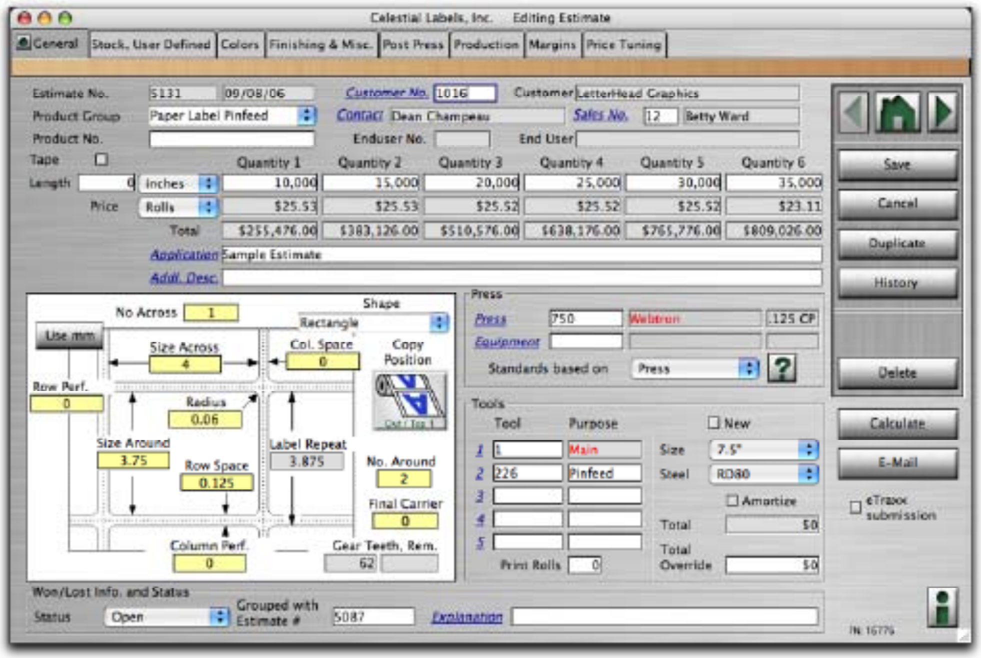
Duplicate assigns a new estimate number to a job being re-run, or a job requiring minor changes to the estimate. All information will transfer to the estimate, but it will be assigned a new estimate number. This option is best used when estimating different print versions for customer stock and color combinations.

History is a record of all those that touched this record. It also records any significant changes.

Delete completely erases the record you are working with. If you accidentally hit this key, you will still have the option of canceling the process when the dialog box comes up on screen asking if you are sure you wish to delete this record. Once you delete the record, you will notice that you also delete the estimate number, which will not be used again.

Gives user methods to quickly scroll through records and duplicate items. It reduces entry time and improves your response time to customers.

The General Page of the Estimate section is the starting point to create estimates, or to view estimates already generated. If you are using demo data to view this screen for the first time, the appropriate blanks will already be filled in.



Designed by a flexo printer to meet the unique needs of the market. Estimating takes you logically through the set up of a job to accurately capture your costs. Accurate estimates give you the ability to maximize profits on all jobs.

At the top of the screen, the Estimate Number field will say "New" until it is saved and automatically assigned a number. The Date is automatic. Select the Customer Number or use the italicized pop-up by clicking on the words "Customer No" to determine the customer you are seeking. The Customer name appears. Do the same for the Contact field. If the customer you have selected is a Distributor, the End user fields will enable, and from the italicized pop-up menu, select the proper number.

Using the tab key, move to the Product Group field. Choose from the pop-up the selection that best describes this job. This field is defined by you and is designed to aid in market analysis. If it's not available, utilize the self-building pop-up menu feature.

If you are aware of a Product Number/ID that the customer will use for this item, enter that value. If you are doing a Tape estimate, click the Tape check box. When you are doing a Tape Estimate, enter the amount of materials used in the Length Field, then indicate how to measure it by choosing from the pop-up menu beside the field. Also, fill in the quantity by roll. If not doing tape, simply ignore this section.

For label estimating, fill in the quantity and from the Price selection, choose either Per M, Ea., Lot, Roll, Pack, MSI or MSQ.

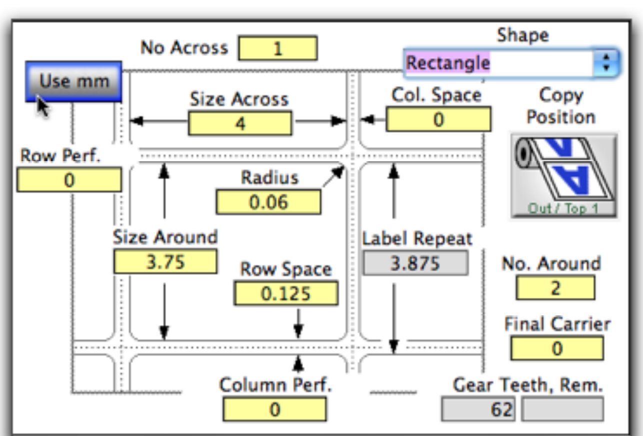
By continuing to tab through the fields, you will next go to the Application fields, which allow you to type in brief descriptions of the product you are estimating. Select the Press. Again, by clicking on the word "Press", the selection is viewed. Label Traxx supports flexographic, hot stamp, digital and flat bed screen presses. The estimate that follows is based on flexo presses.

For those estimates requiring a second press pass, offline diecutting, thermal printing or the like, select the process by clicking on the word "Equipment". You may select from the drop down whether the main tool will be on the press or second piece of equipment.

Next, choose Tooling from the italicized tool number button (the small type size in this area is hard to see, but those numbers are italicized). This will launch you into a field from which you can indicate a tolerance and then search for a tool within the width, height and tolerance level. If you can save your customers money by telling them the size of the tools you have on hand, rather than having them purchase a new die, chances are good that they will change their art to match the tool size. When the tool has been selected by double clicking the proper record, the diagram to the left of the information will fill in.

Quick access to information like die selection, allow you to stand out in customer support.

Depending on your location, Label Traxx will be native in either imperial units or metric units of measurement. A simple tool is available for conversion to the opposite type of measurement. Click on the button found on the tool diagram on the first page of the Estimate.

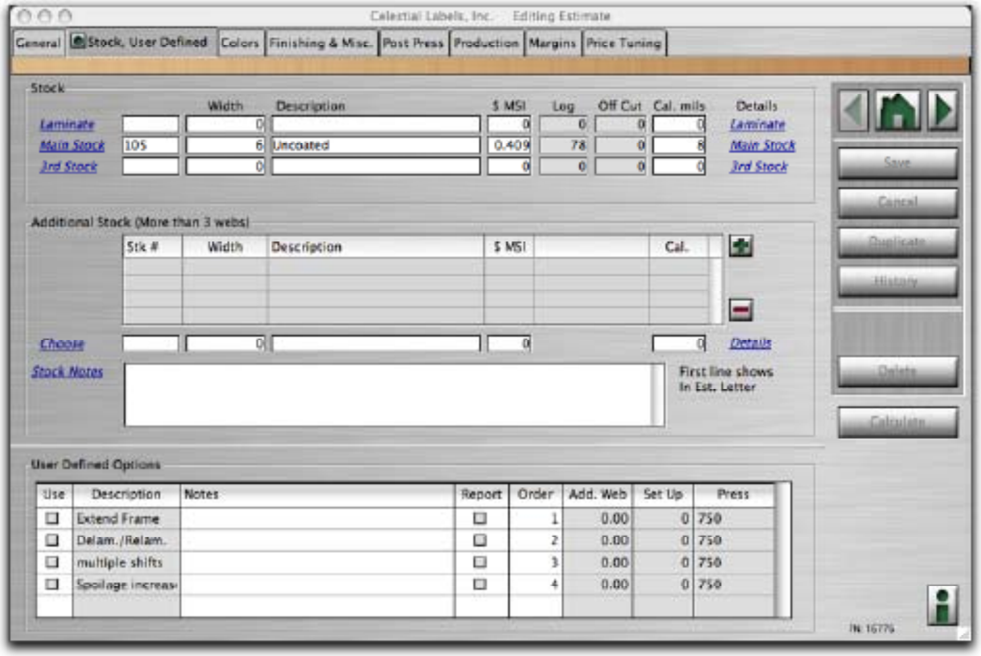


A pop-up screen will appear:

Enter the label dimensions in millimeters. Be sure to review rounding to ensure converted decimal places are appropriate. Click the Convert button to view the label dimensions in inches. Make adjustments to figures that don't convert clearly. Then, click the Paste button to save the results to the input form.

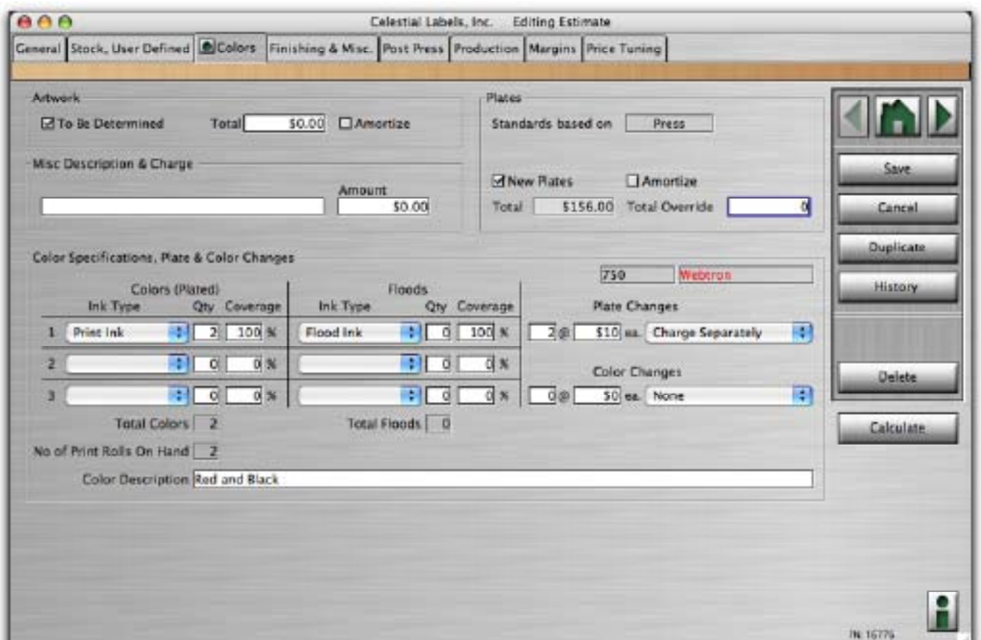
If a new tool needs to be ordered for this job, the information below the tooling fields will indicate this. Label Traxx™ will automatically calculate new tool costs. To move to the next page, click on the tab at the top called Stock, User Defined.

Stock is the section where all information regarding each kind of stock that will be used in job production is noted. Again, these are italicized pop-up menus that can be used to search for a stock. Stock selections are to the left of the table; stock availability details can be accessed at the right of the screen. Unlimited webs can be included. The first three webs are the top of the screen (Laminate, Main Stock, Third Stock). Additional webs are added by clicking the Add (+) button and searching by clicking the italicized "Choose".



User-Defined options can also be added based on the press you choose. There are unlimited options, plus notes entered by the estimator will ultimately carry to the product specifications.

Move to the Colors tab.

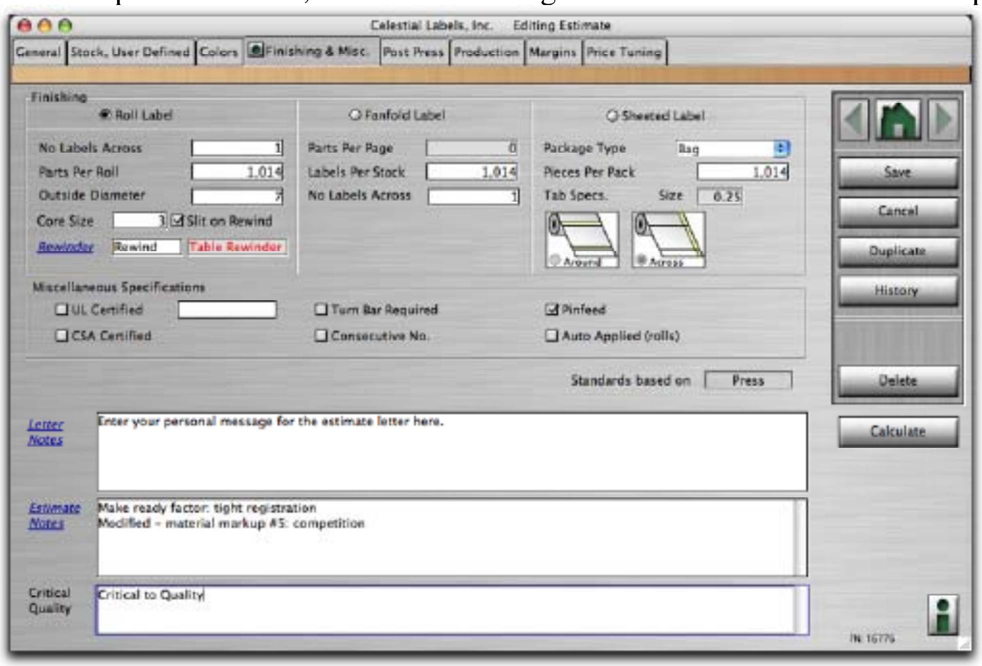


***I**nformation on inventory, basic plate charges, etc. is readily available by simple clicks. Allows users to make educated decisions without leaving the estimate or opening multiple layers of windows.*

Artwork costs should be entered in the Artwork field (if available) or click the To Be Determined box so it is checked. Next is the Plates section. Plate costs will be calculated by checking the New Plates box. You can also enter a plate cost in the total override field. For either of these sections, you may choose to amortize by clicking the box. Finally, any miscellaneous charges are entered. A description field defines the charge.

In the Color Specifications, Plate & Color Change area, ink information is first entered. Up to 3 different ink types can be recognized for both the print and flood or coating inks. Identify the quantity of each ink type and the approximate percentage of ink coverage. Their is an error checking device, if too many colors are entered for the kind of press specified, a message appears on screen alerting you. The Color Description is enterable text that will appear on the Estimate Letter. Next, enter the plate and color change information, along with how you wish it to be charged for each. Select from the pop-up menu.

On the top of the screen, click the Finishing & Misc tab to move to the next page.



On the top part of the screen, enter the Finishing information for the job depending on how the job is to be finished. Only enter information in the section where it needs to go and leave the other areas blank. Be sure to select the proper radio button.

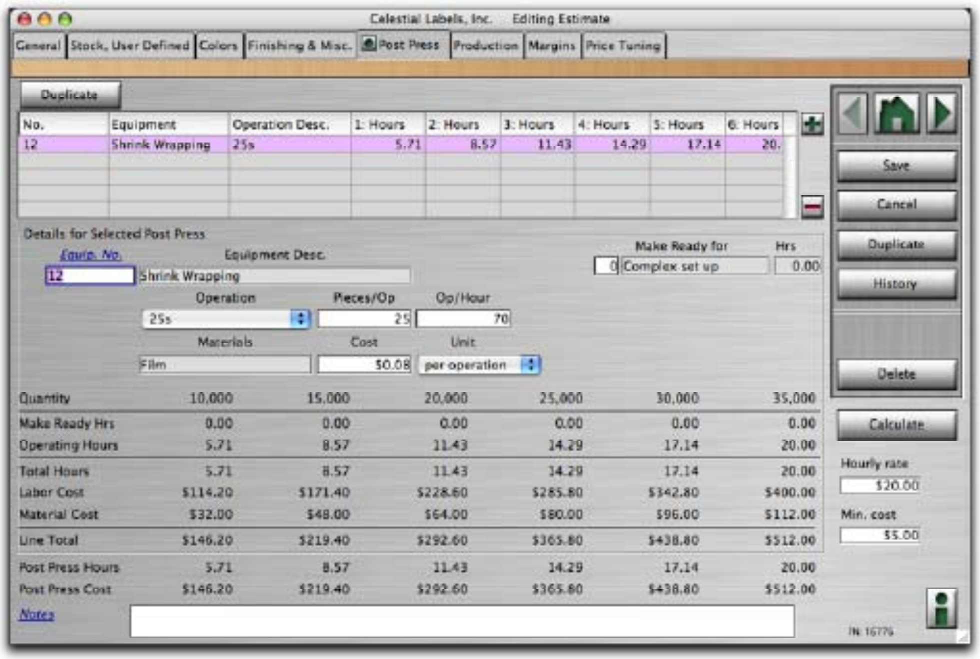
In the Misc Specifications section indicate the special requirements of the job. These include UL or CSA certified jobs, jobs where a turnbar is required, consecutive numbered jobs, jobs where pinfeeding is required, or if the produced labels will be automatically applied from rolls at the final destination. Check the appropriate boxes.

The Letter Notes screen is a text field. A standard message is created in the system setup. Special messages specific to this estimate should be entered that clarify the estimate for the customer.

The Estimate Notes field is another text field. Additional notes are entered that recognize issues or operations that apply to this estimate that vary from standards.

The Critical Quality field may contain engineering details known at the time of the Estimate. Any information will copy to the Product record when created.

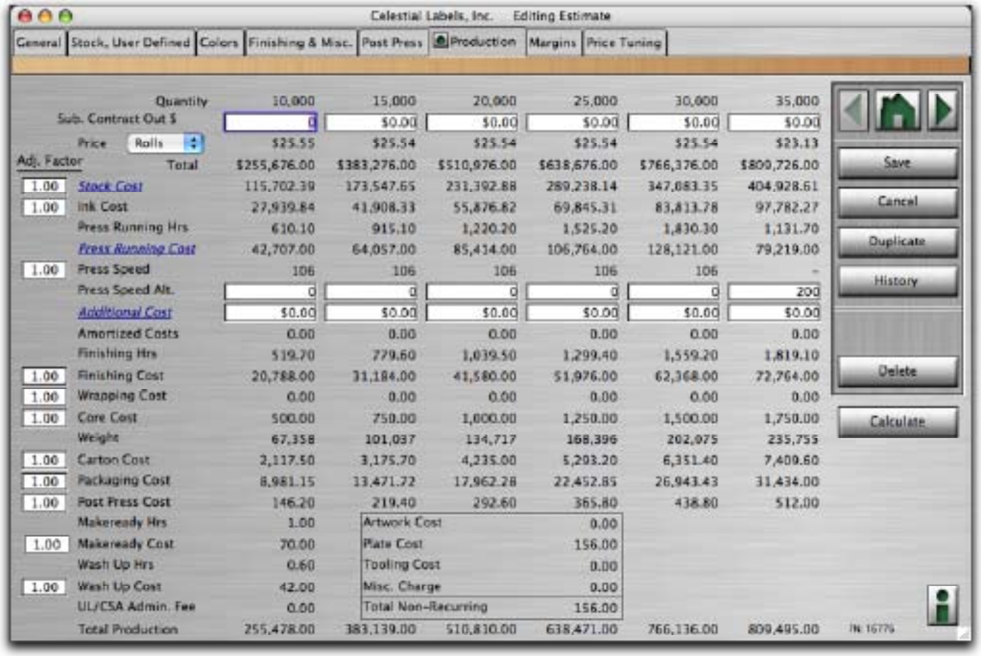
Click the Post Press tab to move to the next page.



This page allows you to add any operations that occur after the job is off press. Use this for shrink wrapping, padding sheets, thermal imprinting, tag stringing, inspection and more.

Click the Add button to include a new Post Press operation. Enter the Equipment number "12" to add a shrink wrap operation. If you want to select other operations, simply click on Equip. No. above to bring up the options. Select the operation pop up "250s" to shrink wrap this job in sets of 250"s. You also have the option of including a Make Ready or editing any of the standards for this operation by changing values in the white enterable areas. Click the calculate buttton to see the breakdown of cost for this operation on the lower portion of the screen.

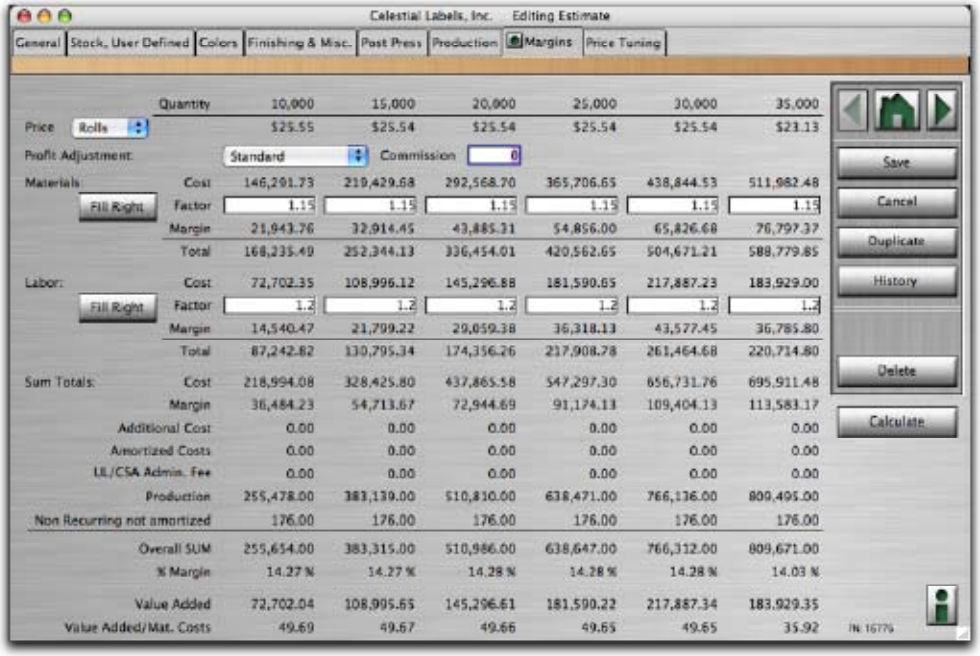
On the top of the screen, click the Production tab and the Production page will appear on screen.



The Production page is designed to give a cost breakdown of each estimate as it goes through the shop. It can be printed out and reviewed by management if necessary. Additional production adjustments can be entered on this page. To the left of the fields, there are small blanks that have 1.00 entered in them. This is the adjustment factor for this section, and it is a modifiable field. If you wish to adjust the factors, click in the field and enter the percentage adjustment factor you wish to see in the field. Click the Calculate button and the screen will recalculate according to the new values.

At a glance you have the ability to review all production costs and hours. Adjusting estimates by degree of difficulty is easily done while retaining reasons for internal accountability.

Click the Margins button on the right side of the screen and the Estimate Margins screen appears.

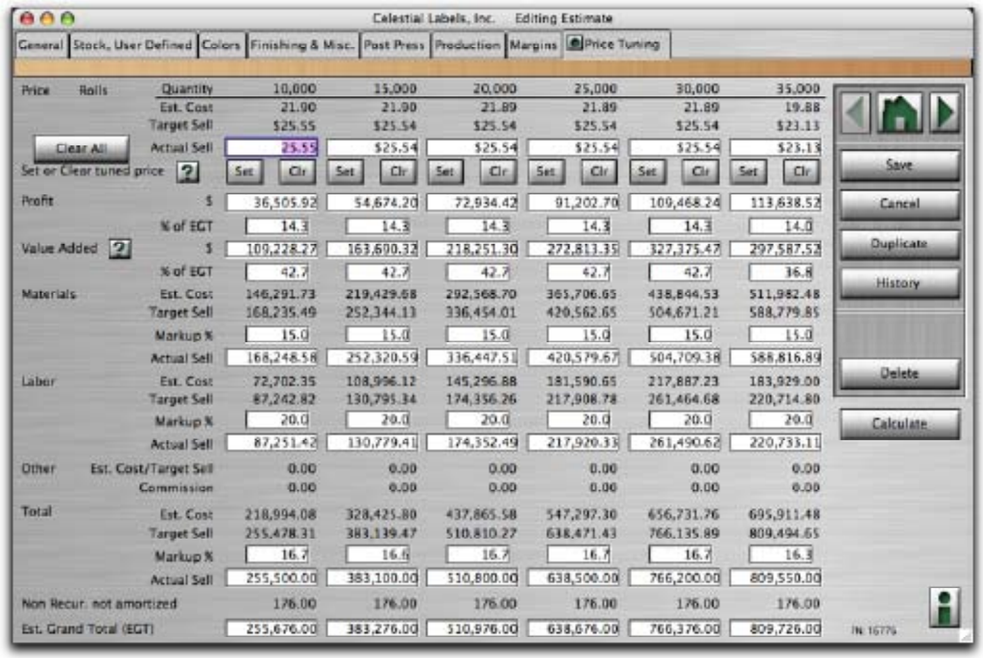


This screen allows you to adjust the mark up of materials and/or labor for this job. Depending on the quantity of labels produced you can have different mark up factors.

In the Profit Adjust section of the screen, indicate how the estimate should be marked up, select from the pop up. Again, you can define these mark ups to fit your own pricing structure. Defaults can be set in the Customer record, so that they automatically appear when estimating for that customer. If you select customer, be sure to indicate the customer mark up values on the screen in the same field. If you decided to custom alter the profit adjustment, you will be prompted with a screen asking for a reason why. This assures everyone in the company understands why the special mark up has been applied to this job.

With all the values of the estimate previously entered on the preceding screens, click the Calculate button in the right corner of the screen. Label Traxx™ will display calculated values for each of the listed requirements.

Note: If you are viewing a locked estimate, the Calculate button will not appear on screen. A locked estimate is one that was generated before costs changed in the system. The estimate is locked to prevent a discrepancy between you and the company for whom the estimate was generated.



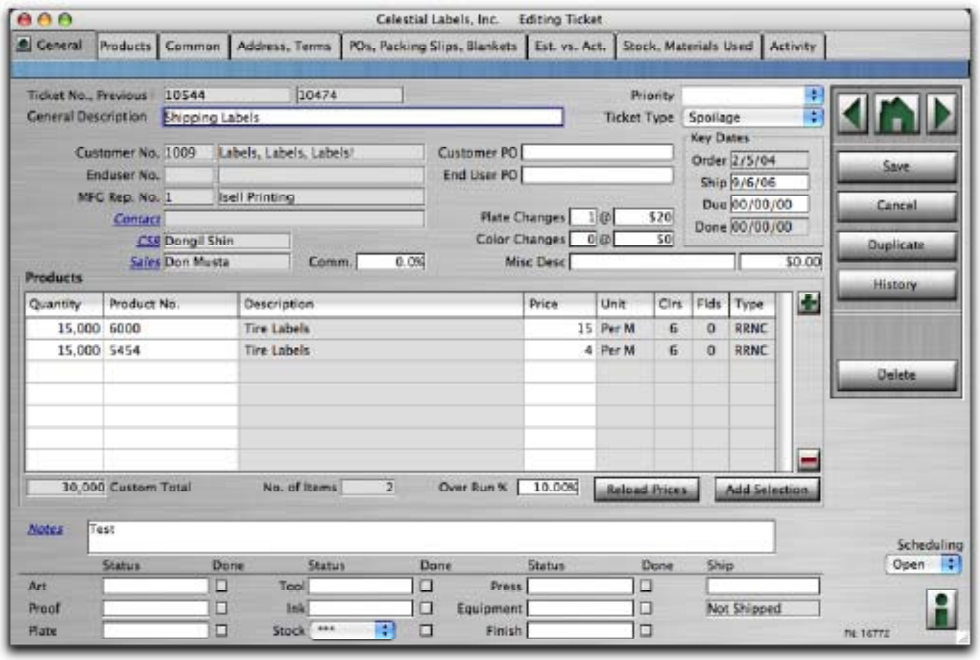
With competition getting tougher you need to know your costs and details of pricing more than ever. The final tab, Price Tuning, allows you to manipulate values in any of the “white” fields to vary from the Target Sell Price established in this estimate. Modifications in Sell Price will display the ripple effect on gross profit, value added and other indicators. Modifications can be made in all 6 quantities. By clicking the Set button in modified columns, the new pricing structure will be saved for the Estimate letter and ultimately for the specifications on the produced product.

Finally, under the Reports pull down menu at the top of the screen, choose to either print the estimate letter, the estimate detail reports, or the estimate margins report. Put your company letterhead in the printer if you wish to print the letter on it. The optional SuperReport writer allows you to create your own formats.

> ***Reports and letters are easily printed from the system without opening up another application. This preserves your data integrity.***

Tickets Screens

When a customer has given the approval to turn an estimate into an order, a job ticket must be created. To do so, go to the Table of Contents screen and click the Tickets button. For quick entry from an existing estimate, click on the Quick Ticket option. Enter the information shown. Remember to click on the blue italicized words to pull up searches. Click on Convert button to complete the quick entry process. To review an existing ticket, at the Selector screen, click on All Records and choose an existing ticket to revew.

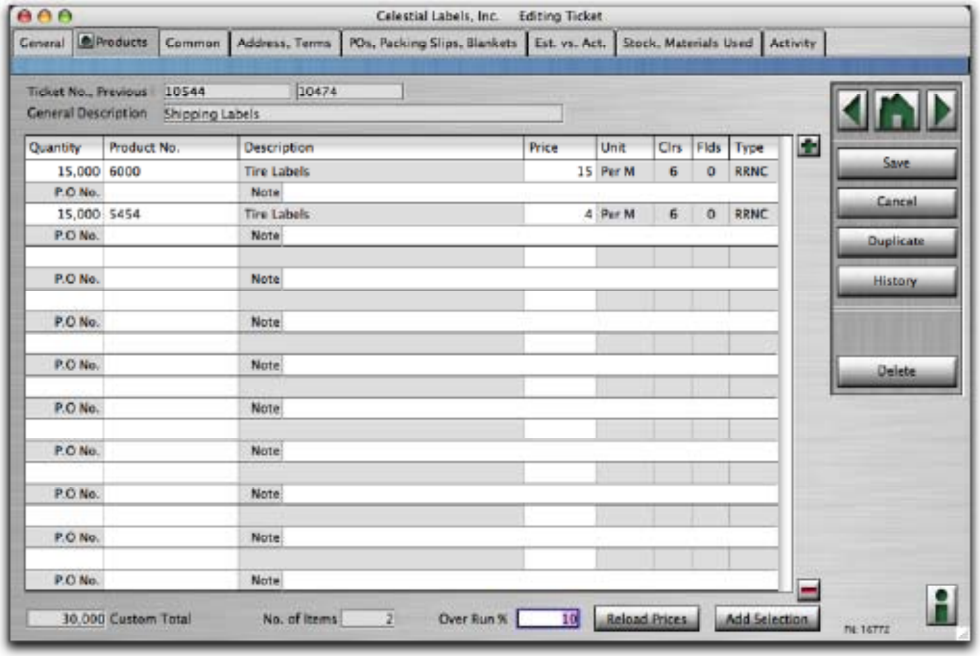


Most of the information on this page fills out automatically, and is relatively self-explanatory. The drop down on the right under the general information consists of three ticket choices. Specify the kind of job you are entering; a live Job, an R&D job, or a Spoilage job. This information will transfer to the reports section and will be used at a later date to help you get a better idea of the kinds of jobs that move through your shop. You can specify multiple items on each ticket as long as the only differences are color and copy changes. For more information on converting estimated items to the ticket, contact Tailored solutions at 414-774-9997. With a few clicks an estimate can be converted to a job or an existing ticket can be duplicated.

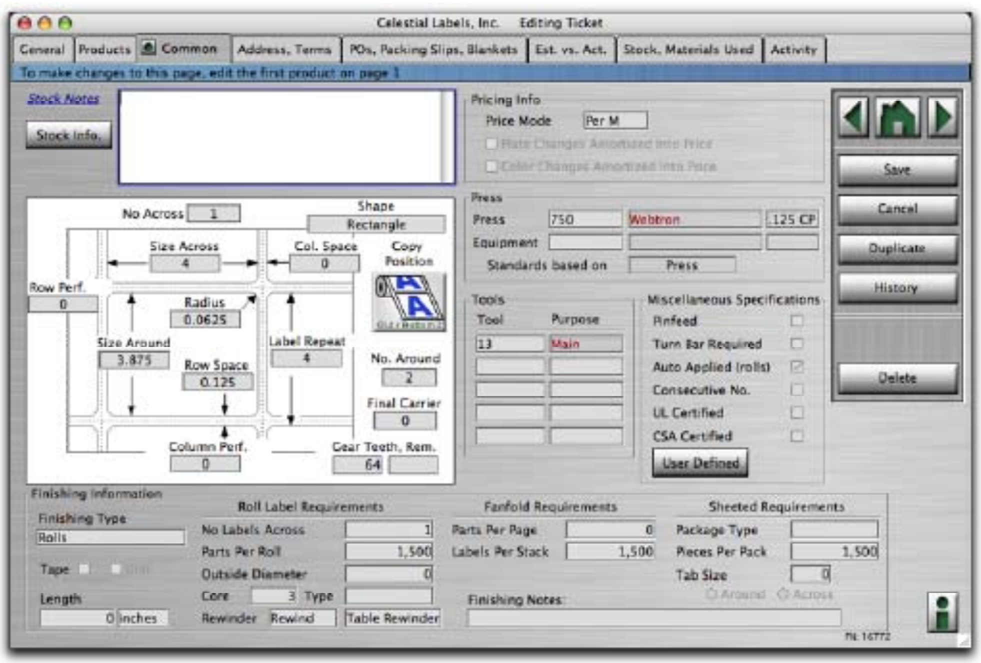
Label Traxx allows you to group items on a ticket that would run together on a press. It simplifies your scheduling and reduces overall production costs.

The Status boxes at the very bottom of the screen should be checked to indicate where in the production process each part of the job is. This will help later in job scheduling. With real time data collection activated, this area will be automatically updated.

There are eight pages to the ticket screen. The Products tab will allow you to enter multiple purchase orders tied to each item and additional notes.

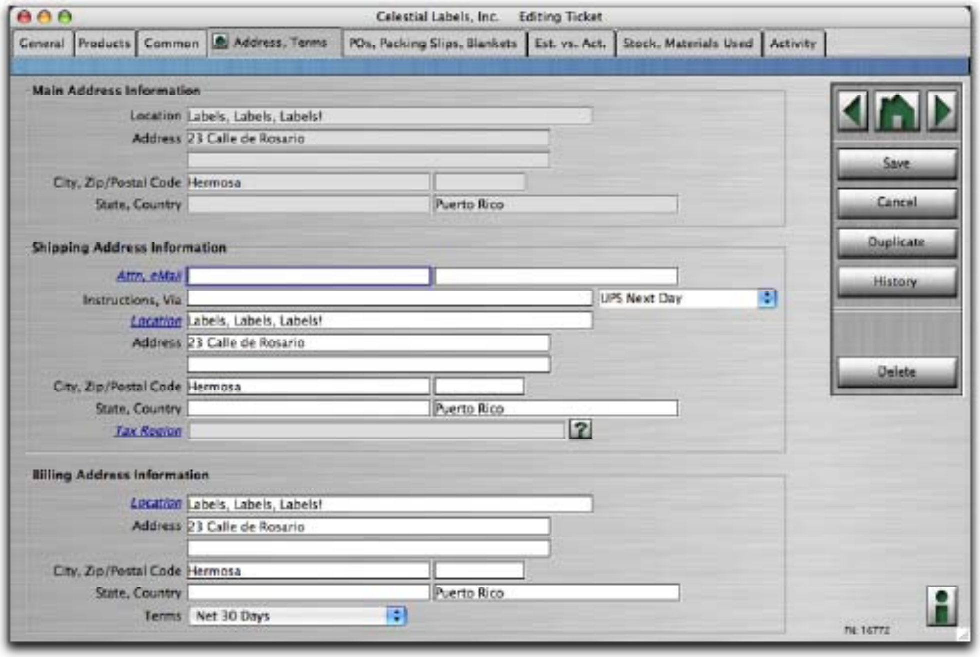


Next, go to the top of the page and click the tab to access the Common page.



At the top of the screen, you are informed that no changes are allowed. This is a view only screen. You must be on the General page in order to change the values here. This screen directly reflects the information entered in the product records.

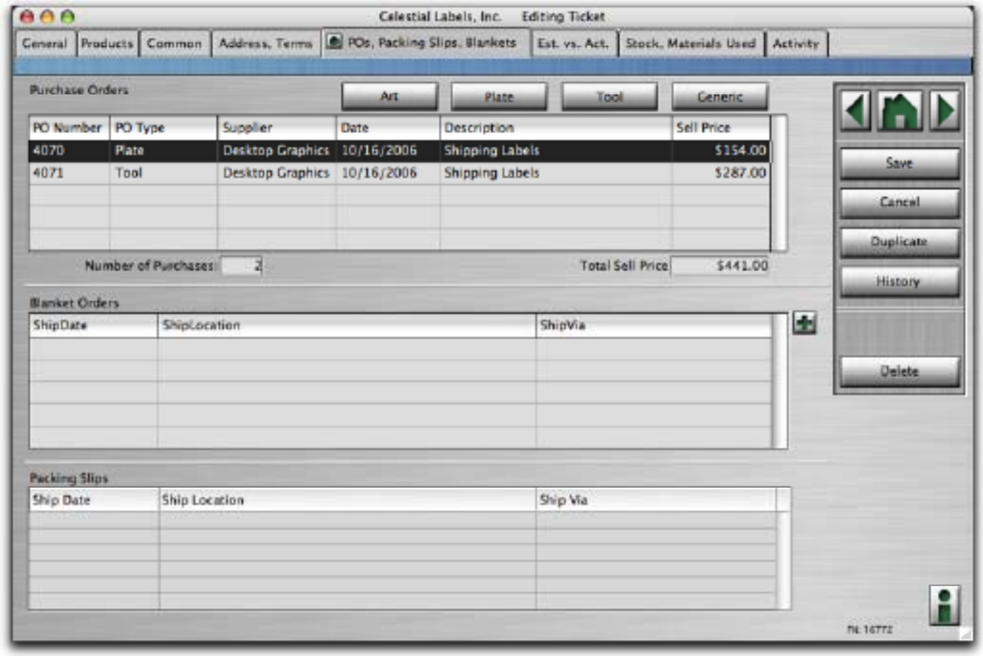
The next page of the Ticket screen is the Address, Terms page.



First specify the different addresses, if necessary, for each different part of the shipping process. For example, a product and a bill might ship to two separate addresses. The Main address is the address that is used for the main address of your customer. If the Shipping or the Billing Address changes from the Main address, indicate the differences here. When you specify where to ship a job, this becomes important. Use the italicized text at the top of each section to allow a choice menu to pop-up on screen.

At the bottom of this screen, you will see the Terms box. Click on the arrow to choose from the list of terms.

The next tab is the POs, Packing Slips, Blankets tab.



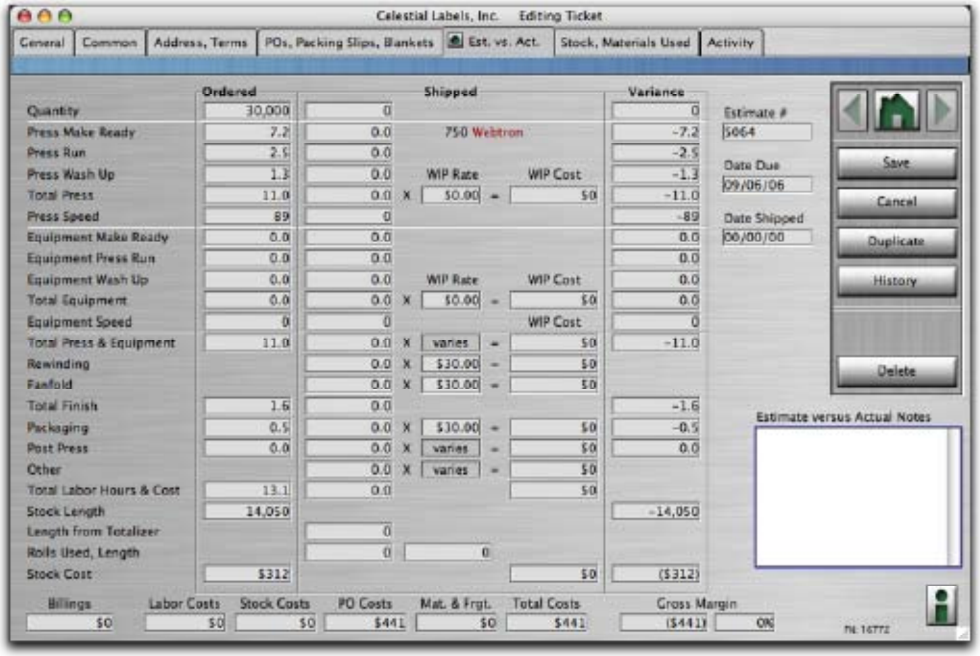
The top section of the screen is for creating purchase orders. Any Artwork, Plates, Generic items and/or Tools that need to be purchased to produce the items on the ticket should be noted here. Click on one of the buttons to create that type of purchase order.

The center section of the screen displays a list of all blanket orders in your shop. Blanket orders are used to ship a job to multiple locations on different days.

The bottom section of the screen reflects any packing slips generated within this ticket.

Label Traxx Tickets capture all history from purchase of tooling to shipping history. Customer Service can easily view information for quick response to customers and Accounting captures all costs related to a job.

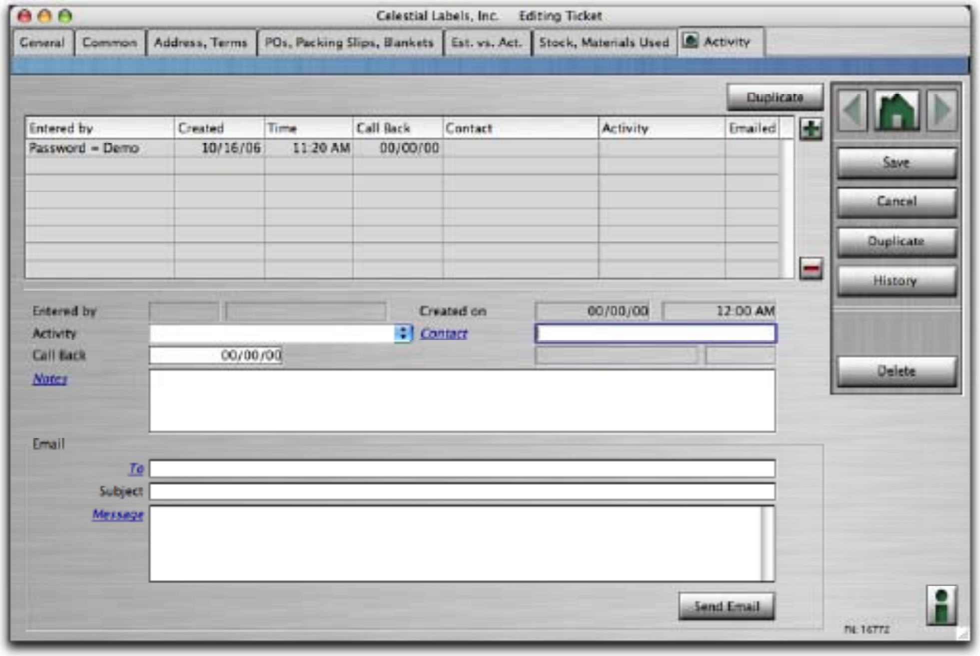
The sixth tab at the top is Est vs Act, which translates to Estimate vs Actual costs on a job.



Clicking this tab launches you into a screen where the Ordered and Shipped values are displayed for various parts of the job, and a Variance field is displayed, showing the actual differences in costs. Actual costs are captured from the shop floor. The next tab displays roll stock and other inventory items used on the job.

Management has a valuable tool to evaluate jobs and make decisions to maximize productivity

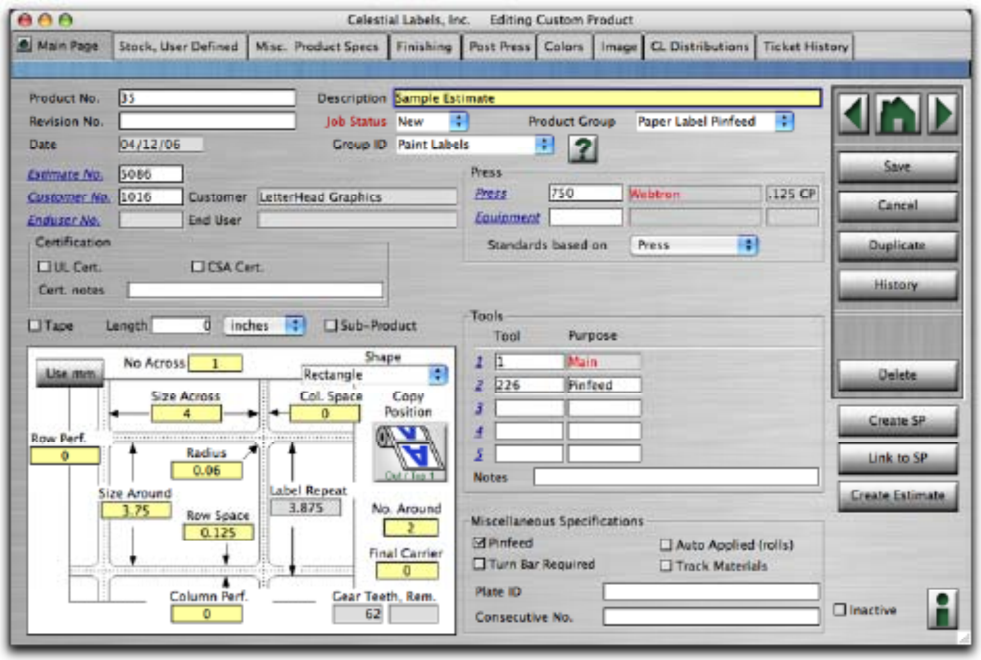
The final tab allows you to record notes or emails tied to this job. Call back reminders may also be set.



When you are done with any of these screens, click on the "Home"  on the right side of the screen to return to the Home Page

Custom Products Screens

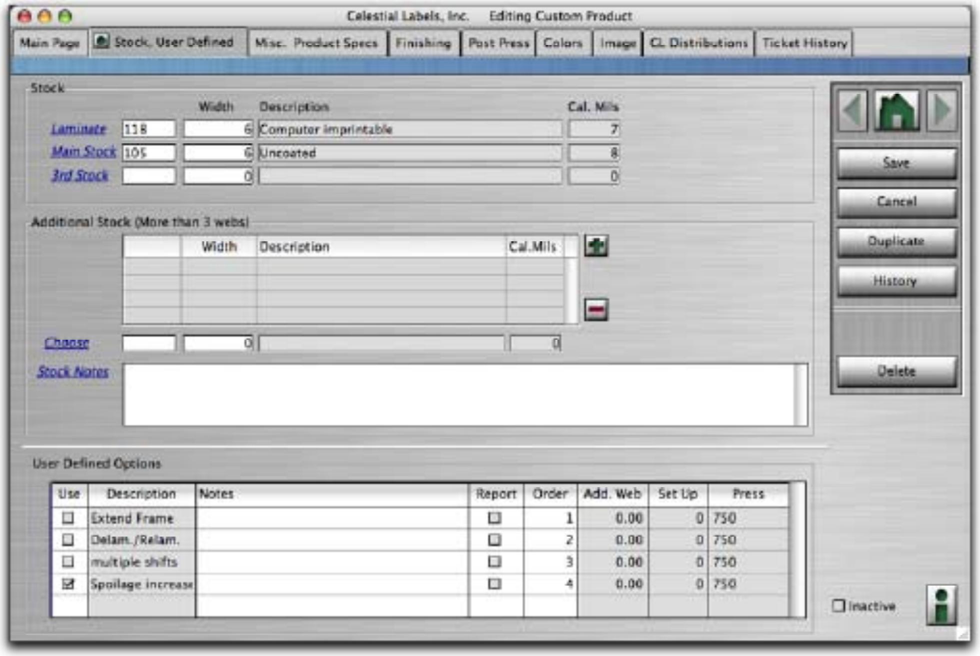
If you click the Custom Products button on the Production Home Page, then click the New Custom Product button on the Selector screen, you will be launched into a new product record.

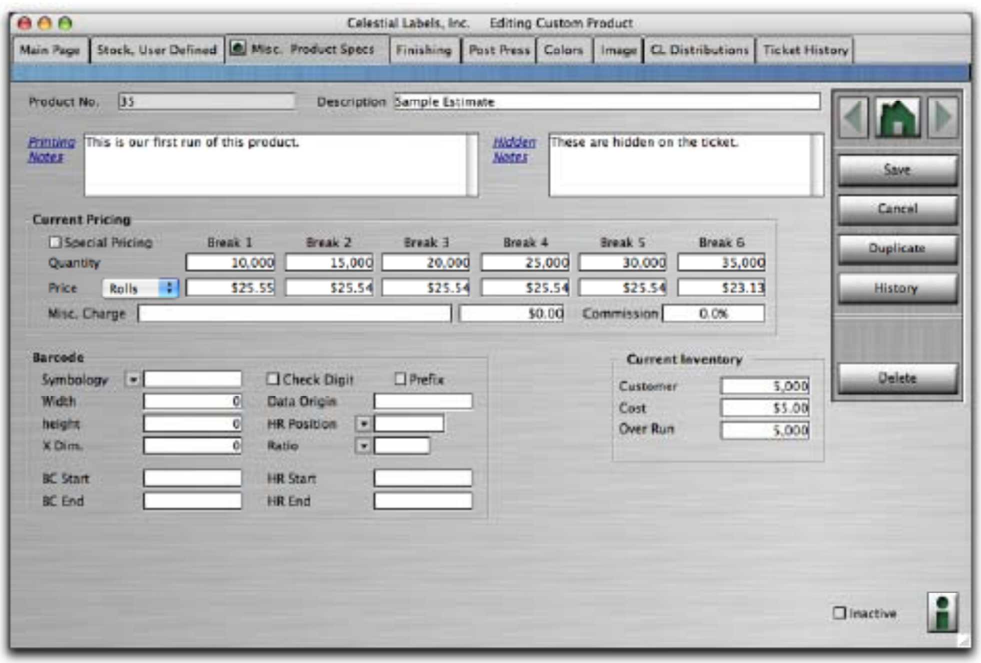


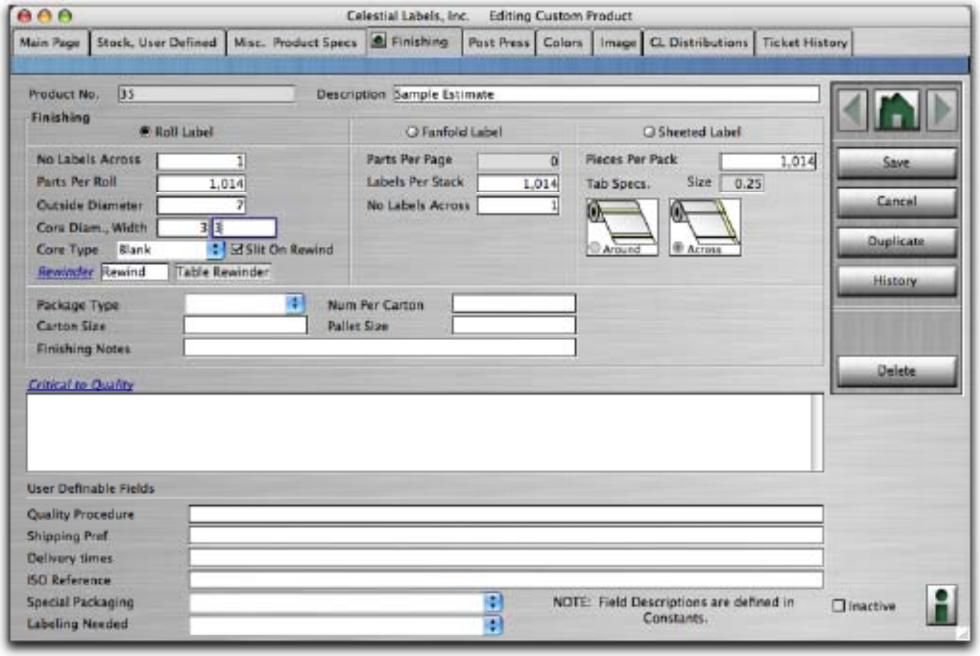
Specifications on each unique label are maintained. You capture printing details to assure errors are not perpetuated.

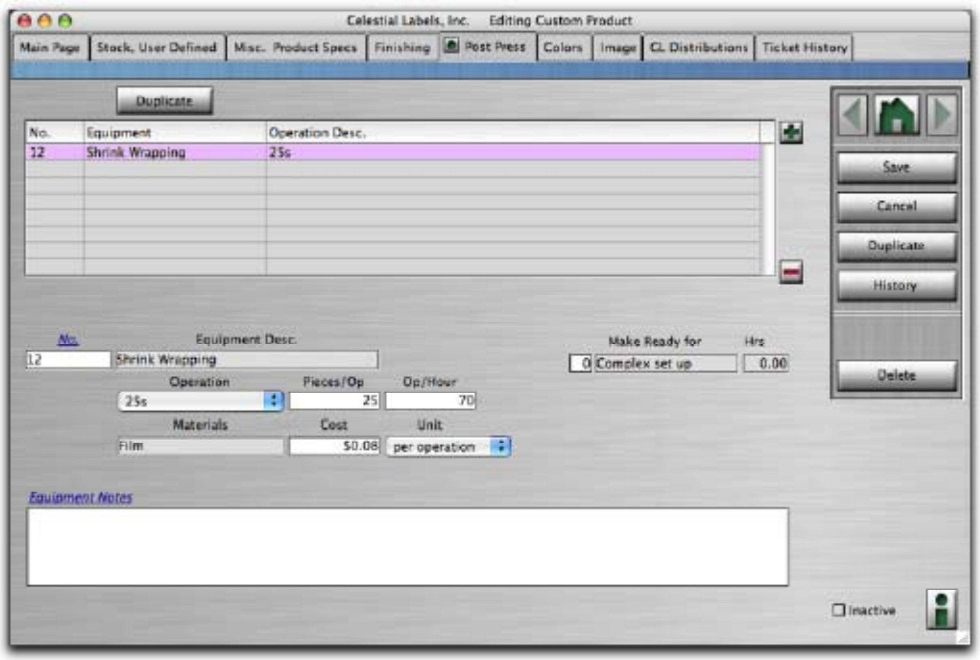
A product record is created for every label produced by your shop for your customers. Enter the information starting on the main page or enter an estimate number to transfer details over from an estimate, then move to the next by clicking on the tab at the top of the screen.

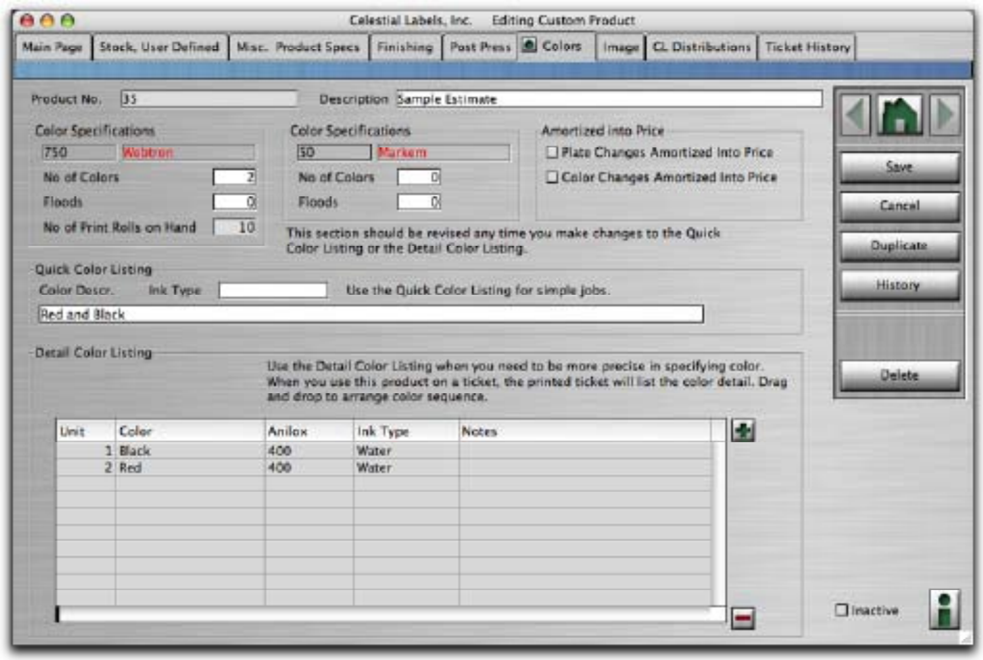
The Stock, User Defined page is shown next.



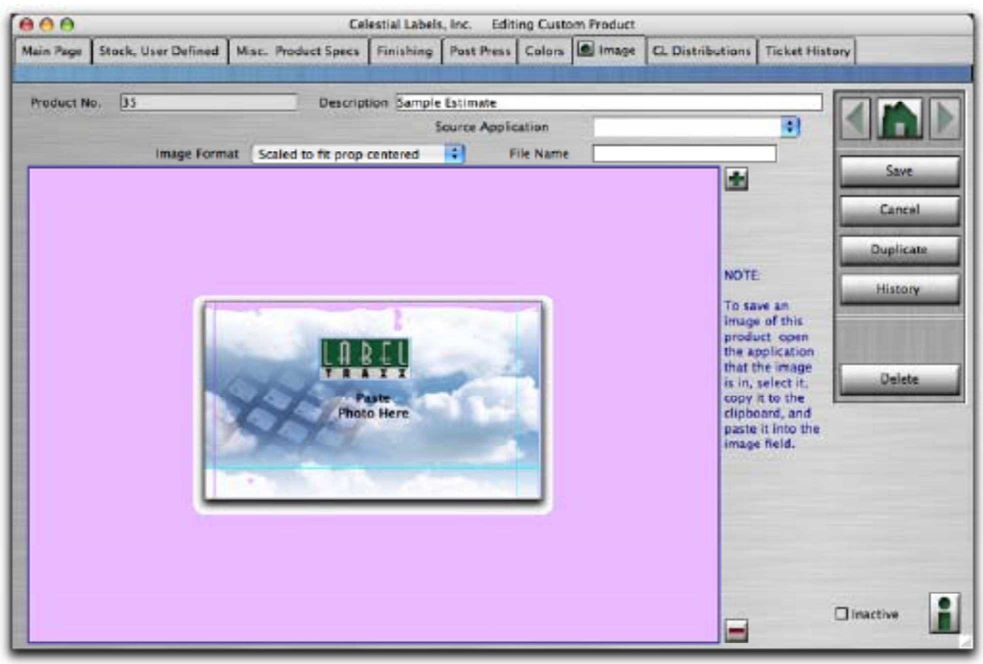



Celestial Labels, Inc. Editing Custom Product
Main Page
Stock, User Defined
Misc. Product Specs
Finishing
Post Press
Colors
Image
CL Distributions
Ticket History
Product No. 35
Description Sample Estimate
Finishing
Roll Label
Fanfold Label
Sheeted Label
No Labels Across 1
Parts Per Roll 1,014
Outside Diameter 7
Core Diam., Width 3 1
Core Type Blank
Slit On Rewind
Rewinder Rewind Table Rewinder
Parts Per Page 0
Labels Per Stack 1,014
No Labels Across 1
Pieces Per Pack 1,014
Tab Specs. Size 0.25
Around
Across
Package Type
Num Per Carton
Carton Size
Pallet Size
Finishing Notes
Critical to Quality
User Definable Fields
Quality Procedure
Shipping Pref
Delivery times
ISO Reference
Special Packaging
Labeling Needed
NOTE: Field Descriptions are defined in Constants.
Inactive
Save
Cancel
Duplicate
History
Delete

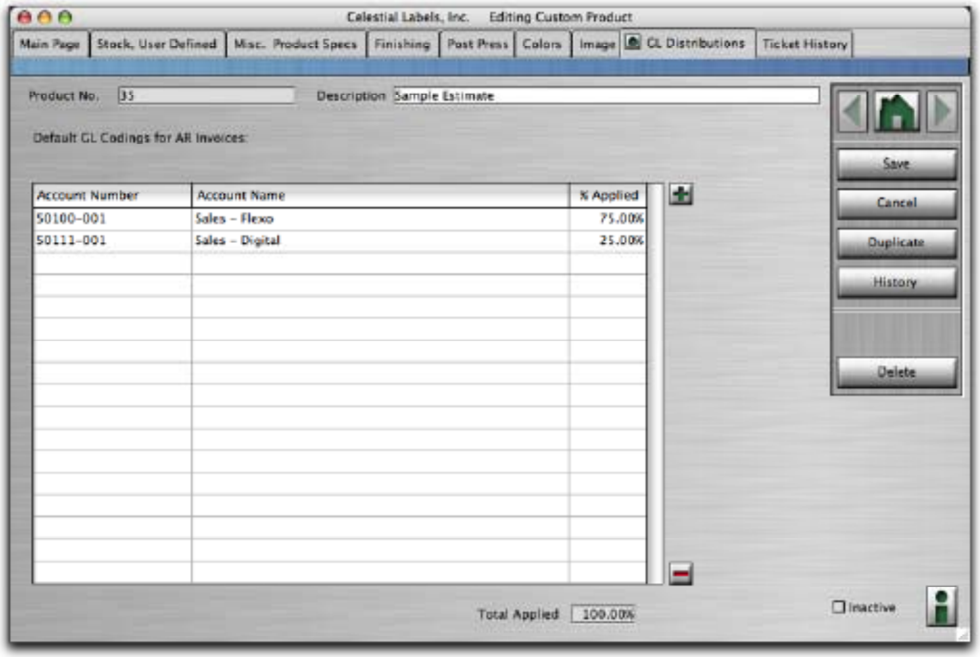

Celestial Labels, Inc. Editing Custom Product
Main Page
Stock, User Defined
Misc. Product Specs
Finishing
Post Press
Colors
Image
CL Distributions
Ticket History
Duplicate
No.
Equipment
Operation Desc.
12
Shrink Wrapping
25s
No.
Equipment Desc.
12
Shrink Wrapping
Make Ready for
Hrs
0
Complex set up
0.00
Operation
Pieces/Op
Op/Hour
25s
25
70
Materials
Cost
Unit
Film
$0.08
per operation
Equipment Notes
Inactive
Save
Cancel
Duplicate
History
Delete



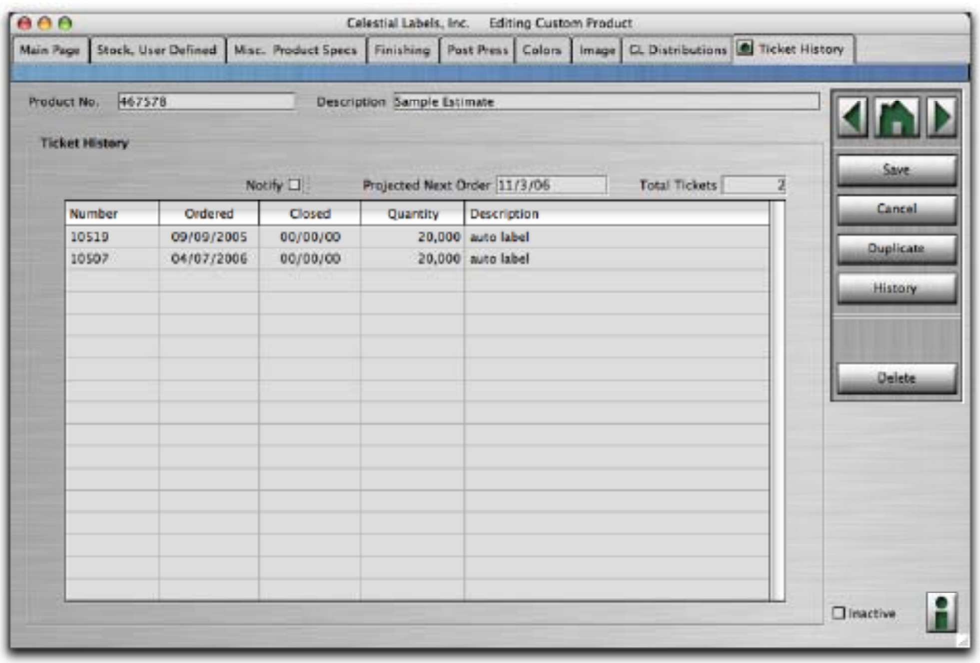
The Colors screen allows you to define simple color listings or display complex details by press station.



Label Traxx allows you the level of detail to meet your customers demands and insure accurate repeat order.



Label Traxx allows you the flexibility of setting distributions defaults at the product level.

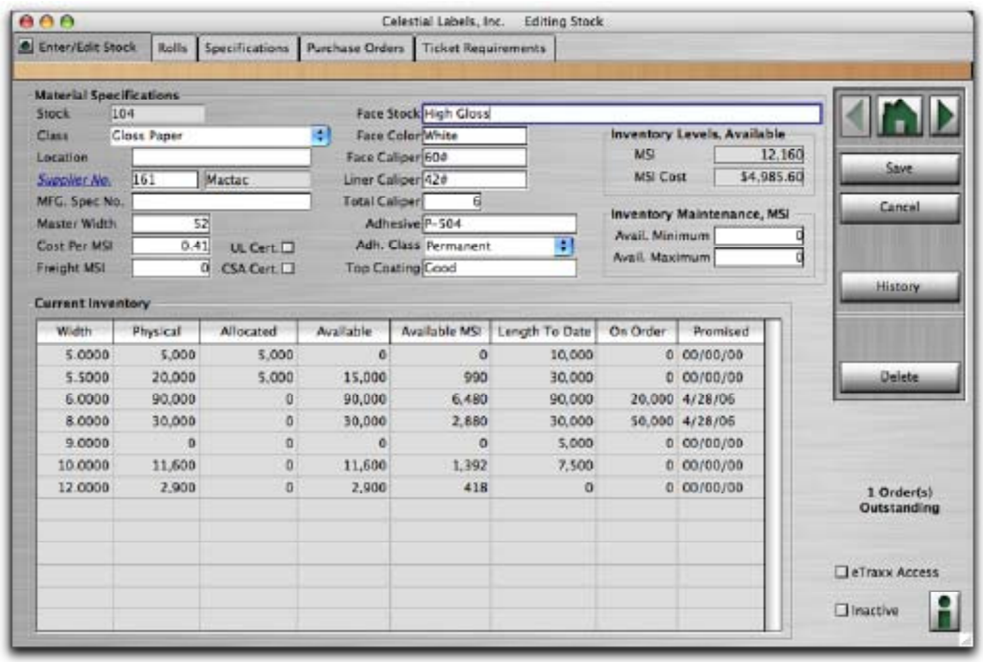


A history is maintained for each rerun of this label. A projected reorder date is also calculated and notification can be indicated. When you finish reviewing all your information on this page, click "Home" to save the record and return to the Home Page.

Stock Construction Screen

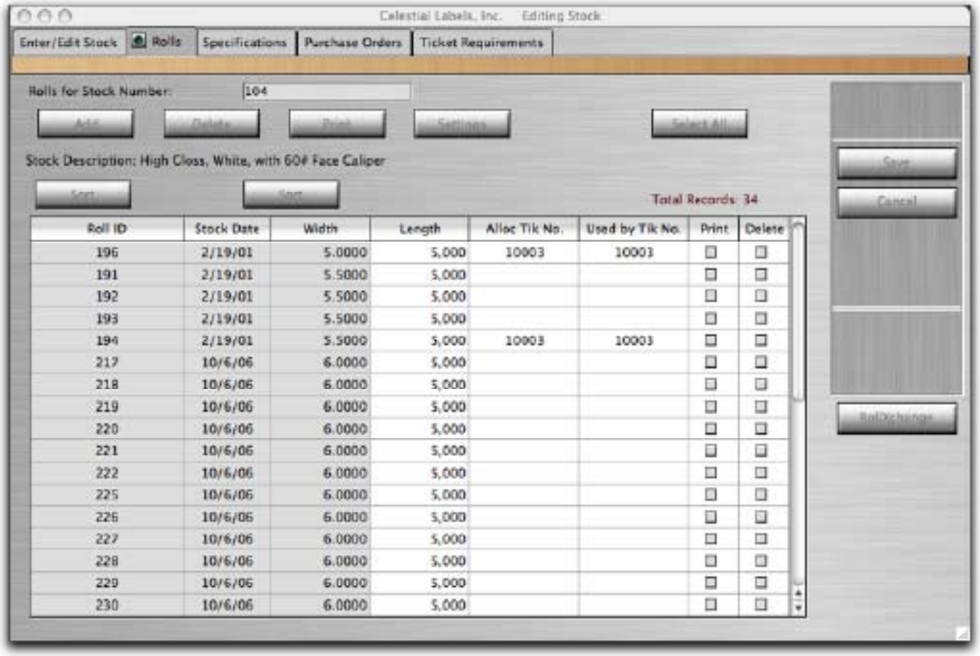
Click the Stock Construction button on the Home Page to enter information regarding stock in your shop. The Stock selector screen appears. Click the New button in the lower left corner of the screen and the following Material Specifications screen appears or simply review an existing record:

Label Traxx gives you the tools to manage your stock inventory from ordering to actual physical inventories. Companies reduce time and improve accuracy.



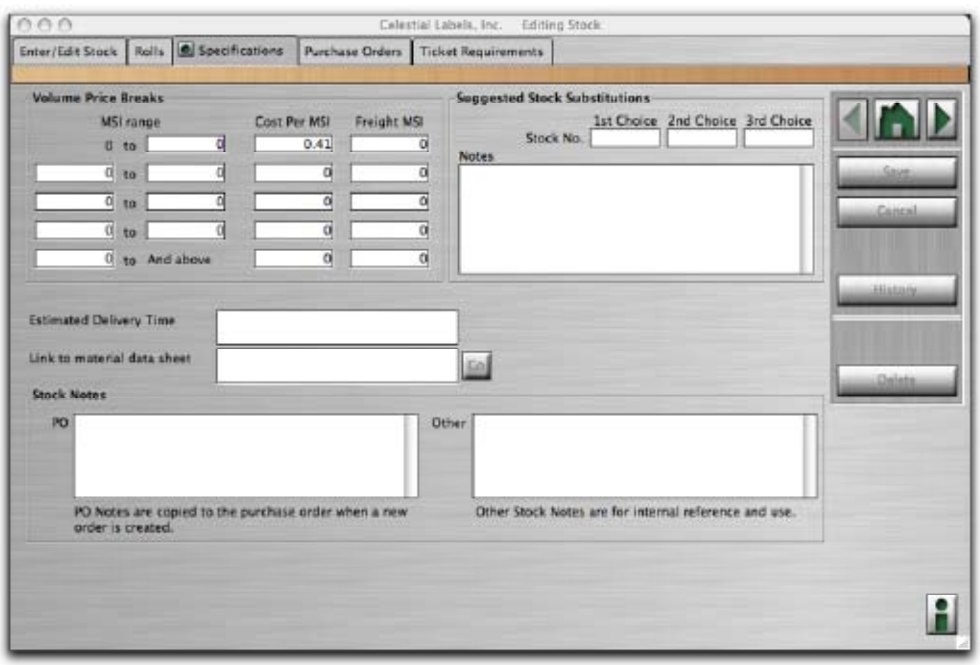
Enter the information for the stock that you have specified with the Stock Number at the top of the screen. Roll widths will be indicated in the middle of the screen. Slitting requests can be made by double clicking on widths shown in the scrolling menu.

If you are reviewing information for Roll Tracking, click the Rolls tab on the top of the screen. The following screen appears:

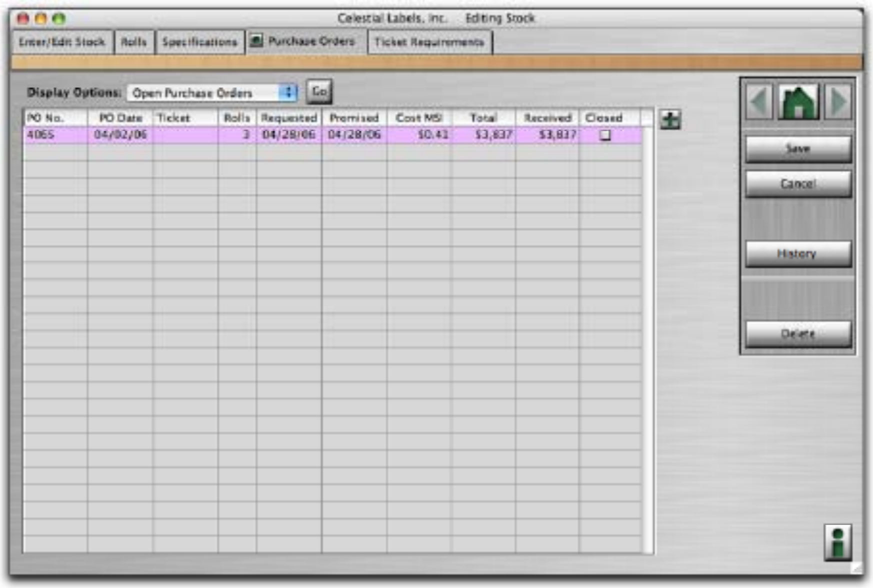


As you enter and delete rolls from inventory, this screen will display all activity. To print out stock labels, you may click the print box by the item you wish to print and hit Settings to set your printer preferences and print.

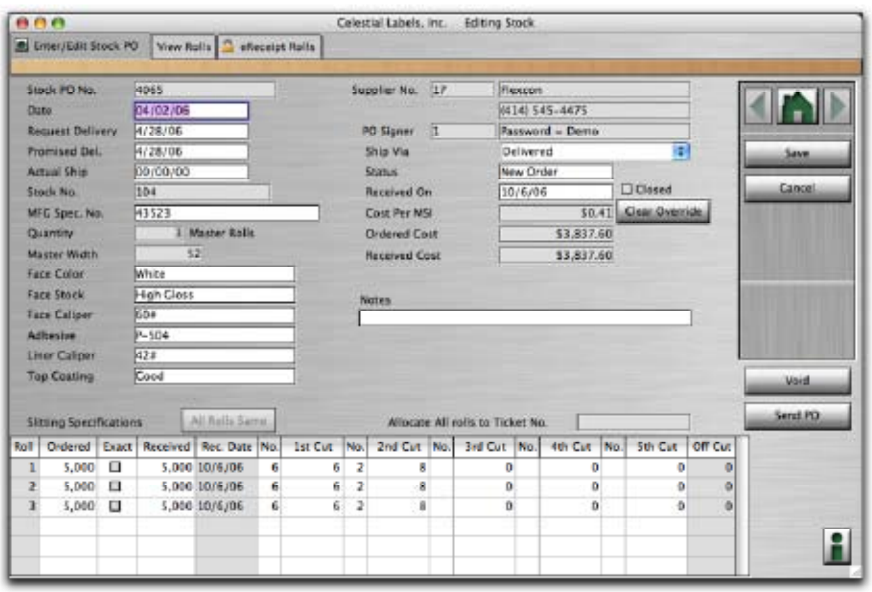
The next tab, Specifications allows you to record volume price breaks, substitute stocks, delivery information and links to Vendor Data Sheets that are online.



The Purchase Order tab allows you to view stock on order or to place an order.



Stock Purchase Order screen: Designed specifically for roll stock.



If you are adding stock to the existing inventory click the button. Again, you will be launched into a Purchase Order. When you are finished adding the necessary information, click the Save button and you will return to the first stock screen.

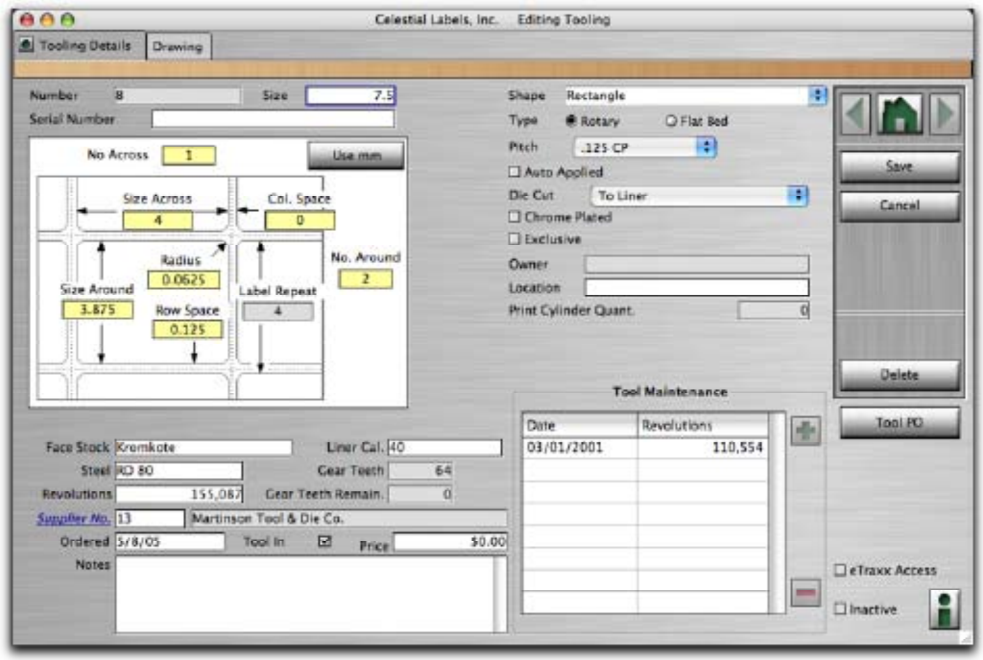
Note the eReceipt tab and Send PO button. This feature allows you to electronically send purchase orders to Fasson, Raflatac, Green Bay Packaging and MACtac, receive order and shipping confirmations and take delivery of bar-coded rolls with unique Label Traxx identification. See your roll stock representative for more details.

The final tab allows you to view all open ticket requirements for this stock.

When you are done entering information to the Stock section, return to the Home Page.

Tooling Screen

A record for each Tool in your shop should be created in this section.



Enter the details of the tool in the screen, and be sure to remember to fill in the mock up label to facilitate quotes when this tool is specified. Clicking on the Drawing tab at the top will bring you to a screen where you can paste in a drawing of a tool from another application and save it as a new tool in Label Traxx.

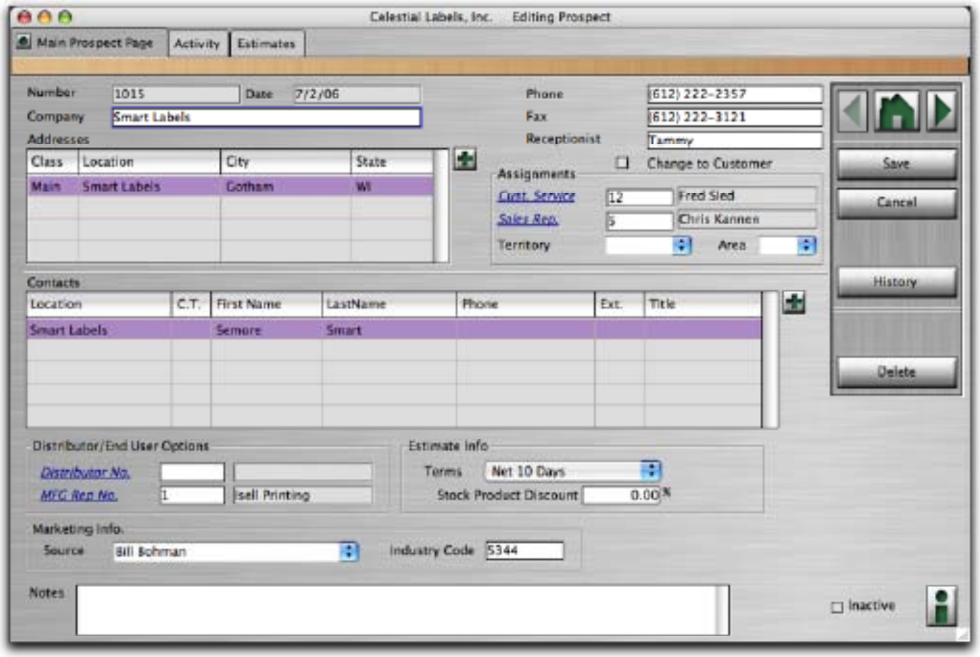
When purchasing new tooling in Label Traxx this record will be automatically generated.

When you have finished, save the record by clicking the Save button and return to the Home Page.

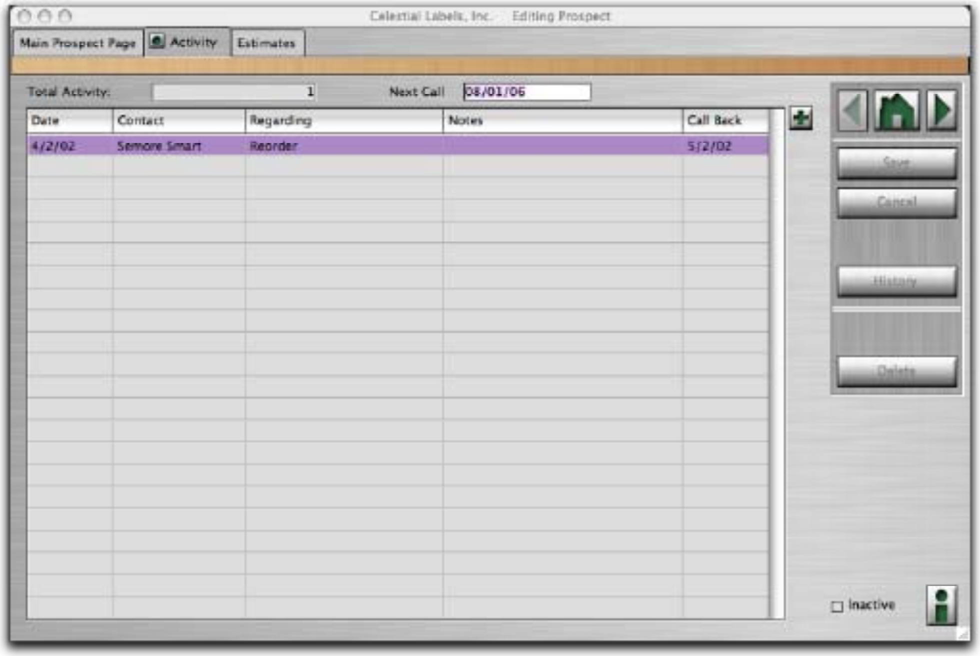
Complete tooling information is easily accessible with great detail down to the number of revolutions this too has experienced.

Prospects Screen

The Prospects screen should be used primarily by sales representatives in your shop to record information about companies they are prospecting. Enter the basic information on the first screen of the prospect record.



On the top of the screen, click the Activity tab.



Activity screen - Salespeople can record calls and set call back dates.

Enter a record of the contact you have had with this prospect by clicking the  sign. An activity screen will pop up. Work your way through it and save the record when you are done.

The next tab on the top of the screen, Estimates, will display a list of each time you have generated an estimate for this prospect. This is a convenient way to track how many estimates you have generated as opposed to how many jobs you have won.

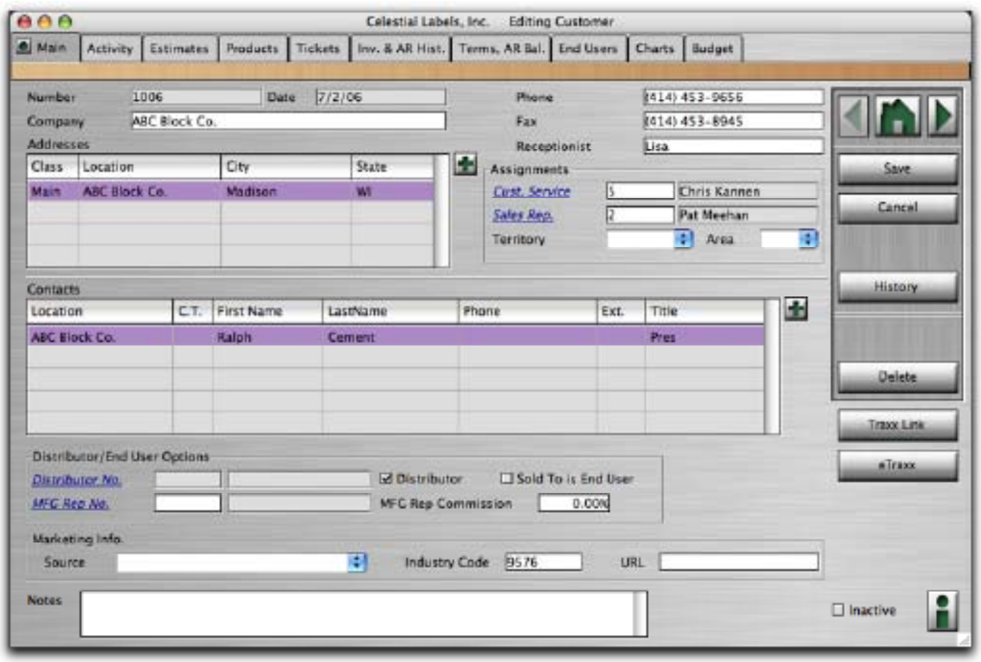
When you have finished, return to the Home page.

Customers Screen

There are two ways to convert a prospect into a customer. First, you can click the Change To Customer button near the top of the Prospect screen and the process will happen automatically.

Or, you can select the Customers button on the Production page of the Home Page and enter the information by clicking the New button on the Selector screen.

The Customer record is almost identical to the Prospect record. Notice that the tabs on the top of the screen are more numerous because of expanded options. The Activity and the Estimates pages remain the same.



Product History

The Products tab launches you into the Product History section of the customer record. This section allows the user to view all information regarding product history and predict when the next order will be necessary. You can view the complete quote, order, and invoice histories by clicking on individual products. This information can be printed and then used to generate repeat sales.

Ticket History

The Tickets tab moves you into the Ticket History section of the program. This screen displays the ticket, or order history of the customer.

Invoice & AR History

The Invoices tab leads you to the Invoice History screen, which displays a running list of invoices generated for this customer. It also summarizes the receivable history.

Terms & AR Balance

This tab allows you to record credit limits, terms, tax exempt information and gives a real time view of AR balances.

End Users

If you are producing jobs for a distributor, and they have asked you to ship directly to their customer, use the End User tab. This button launches the End User History screen. Click the View button in the upper left corner to view the end user activity for this customer.

Charts

This area allows you to chart this customer's history of estimates to sales dollars to gross profit dollars. Management can now quickly view the value of this customer to your company.

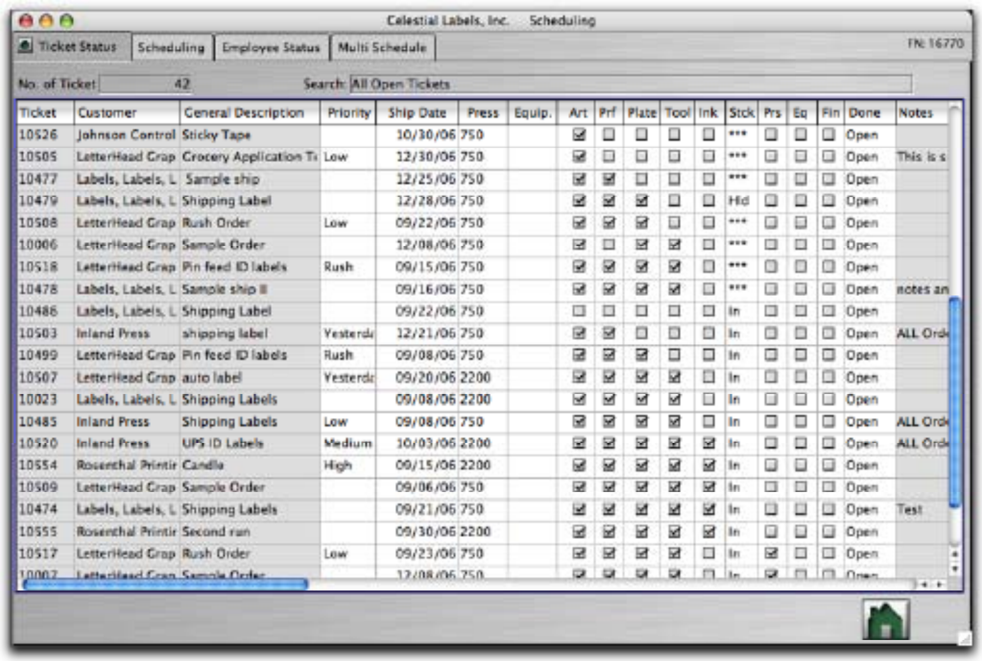
Budget

The Budget page allows you to set up Sales budgets for this customer. Prior year comparisons and variances are shown and may be reported in graph form through the Reports selection off the Task Bar.

When you are done, return to the Home Page.

Scheduling Screen

If you wish to check on the status of the live tickets in your shop and the production stage they are at, click on Scheduling. The first view is the Ticket Status tab. Use the Search and Sort options from the task bar at the top of the screen to choose the selection to populate the screen.



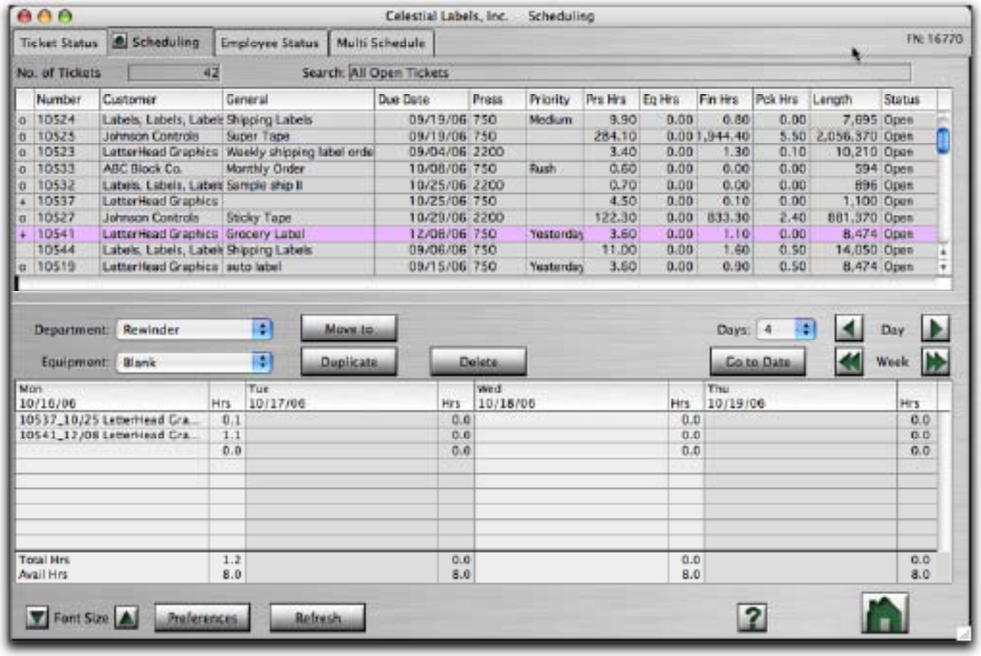
Ticket	Customer	General Description	Priority	Ship Date	Press	Equip.	Art	Prf	Plate	Tool	Ink	Stck	Prs	Eq	Fin	Done	Notes
10526	Johnson Control	Sticky Tape		10/30/06	750		☑	☐	☐	☐	☐	***	☐	☐	☐	Open	
10505	LetterHead Grap	Grocery Application Ta	Low	12/30/06	750		☑	☐	☐	☐	☐	***	☐	☐	☐	Open	This is s
10477	Labels, Labels, L	Sample ship		12/25/06	750		☑	☑	☐	☐	☐	***	☐	☐	☐	Open	
10479	Labels, Labels, L	Shipping Label		12/28/06	750		☑	☑	☑	☐	☐	Hld	☐	☐	☐	Open	
10508	LetterHead Grap	Rush Order	Low	09/22/06	750		☑	☑	☑	☐	☐	***	☐	☐	☐	Open	
10006	LetterHead Grap	Sample Order		12/08/06	750		☑	☐	☑	☑	☐	***	☐	☐	☐	Open	
10518	LetterHead Grap	Pin feed ID labels	Rush	09/15/06	750		☑	☑	☑	☑	☐	***	☐	☐	☐	Open	
10478	Labels, Labels, L	Sample ship II		09/16/06	750		☑	☑	☑	☑	☐	***	☐	☐	☐	Open	notes an
10486	Labels, Labels, L	Shipping Label		09/22/06	750		☐	☐	☐	☐	☐	In	☐	☐	☐	Open	
10503	Inland Press	shipping label	Yesterda	12/21/06	750		☑	☑	☐	☐	☐	In	☐	☐	☐	Open	ALL Ord
10499	LetterHead Grap	Pin feed ID labels	Rush	09/08/06	750		☑	☑	☑	☐	☐	In	☐	☐	☐	Open	
10507	LetterHead Grap	auto label	Yesterda	09/20/06	2200		☑	☑	☑	☑	☐	In	☐	☐	☐	Open	
10023	Labels, Labels, L	Shipping Labels		09/08/06	2200		☑	☑	☑	☑	☐	In	☐	☐	☐	Open	
10485	Inland Press	Shipping Labels	Low	09/08/06	750		☑	☑	☑	☑	☐	In	☐	☐	☐	Open	ALL Ord
10520	Inland Press	UPS ID Labels	Medium	10/03/06	2200		☑	☑	☑	☑	☑	In	☐	☐	☐	Open	ALL Ord
10554	Rosenthal Printir	Candle	High	09/15/06	2200		☑	☑	☑	☑	☑	In	☐	☐	☐	Open	
10509	LetterHead Grap	Sample Order		09/06/06	750		☑	☑	☑	☑	☑	In	☐	☐	☐	Open	
10474	Labels, Labels, L	Shipping Labels		09/21/06	750		☑	☑	☑	☑	☑	In	☐	☐	☐	Open	Test
10555	Rosenthal Printir	Second run		09/30/06	2200		☑	☑	☑	☑	☑	In	☐	☐	☐	Open	
10517	LetterHead Grap	Rush Order	Low	09/23/06	750		☑	☑	☑	☑	☐	In	☑	☐	☐	Open	

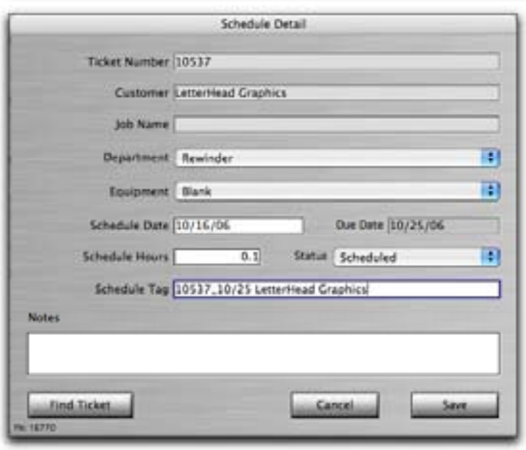
From the Report menu at the top of the screen, you can view a variety of schedules and create your own custom schedule report.

Ticket Status - View all the current jobs in your shop and their status.

Drag & Drop Scheduling

Select the Scheduling tab at the top of the Ticket Status screen to view the drag and drop scheduling system.





Experience scheduling that matches the need for fast-paced changes common in flexo.

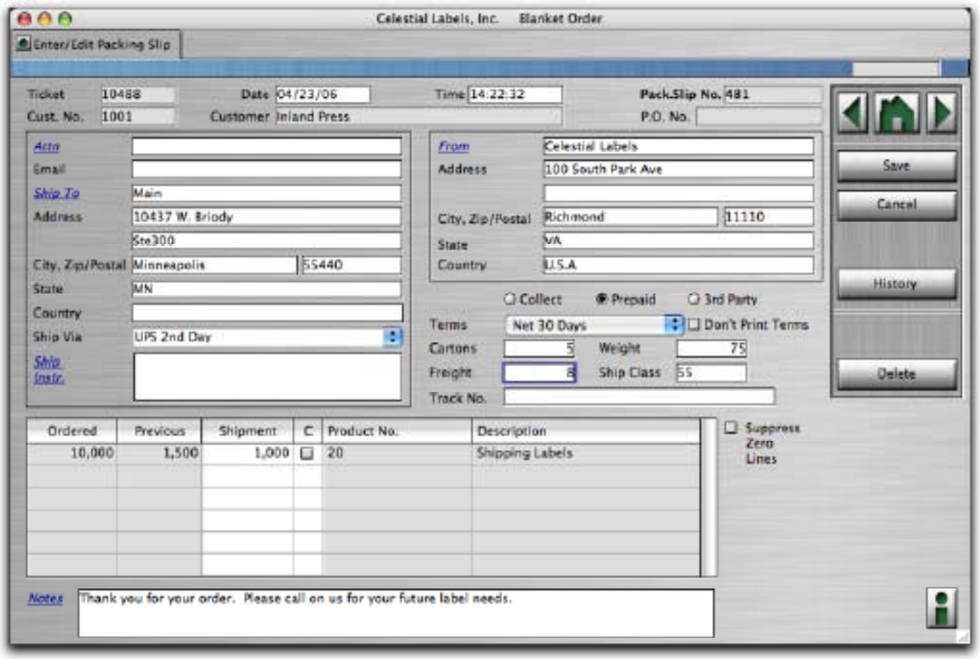
The top portion of this screen will list the current Ticket like the Ticket Status screen from the previous page. You can use any of the search and sort menus. Mid-screen you may select a Department and/or Equipment and Label Traxx will load the schedule. Click on a Ticket at the top and drag it to any day of the week below. To re-arrange any tickets within a day, click and drag. By double clicking on items in the lower schedule, you can view and edit information. Work through those dialogs.

By clicking through the remaining tabs, you can view the status of employees clocked into jobs and a multiple press schedule. To view the multiple presses, first select the Department and Group.

When you are done, click the button in the right corner of the screen to return to the Home Page.

Packing Slip Screen

To create a packing slip without being in a job ticket, click the Packing Slip button. Click the New button in the left corner to generate packing slips. You will receive a prompt asking you to enter a job number before proceeding. After entering one, you will enter the Packing slip section. Enter necessary information.



Once all information is entered, select Packing Slips from the Report menu. You will be launched into the print dialog box. Follow the screens through to generate a printout.

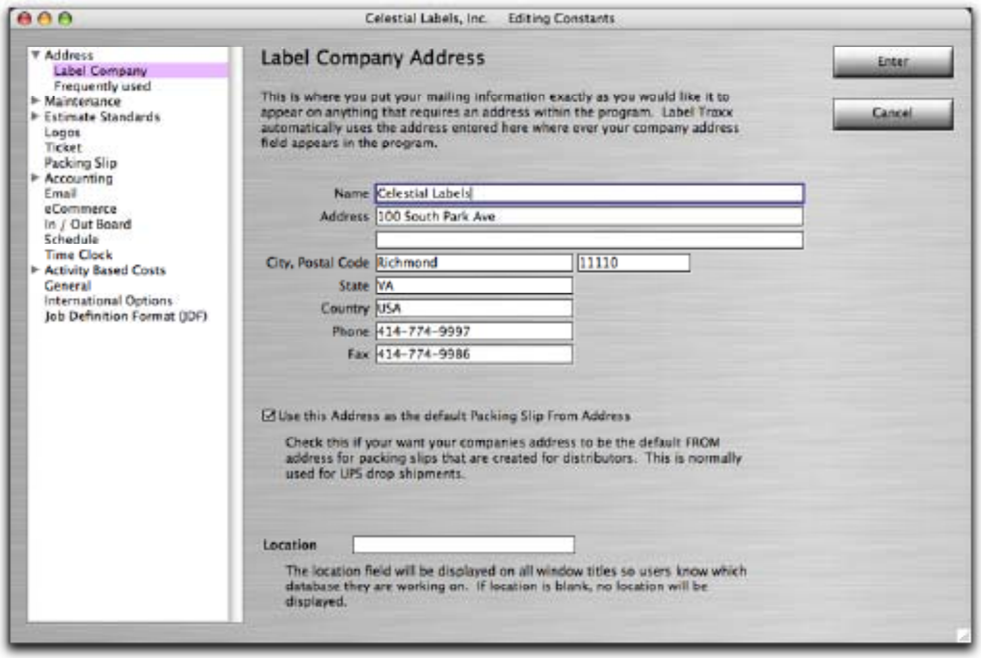
If you wish to customize the packing slip labels, this is possible by going to the Reports menu and clicking and dragging to the Shipping Labels option.

Thermal labels can be printed for shipping, carton, and cores. Print them on demand in your shipping department in the formats that your custmer requests.

When you are done, return to the Home Page.

Constants Screen

To use the demo copy in an actual setting, you must go to the Set Up tab and enter your shop details in the buttons that appear on this page. First, click on the Constants button. Because this demo version of the software has values entered, you will be asked to confirm if you really want to change the existing values before you move into the actual screen. Click OK and launch the screen.



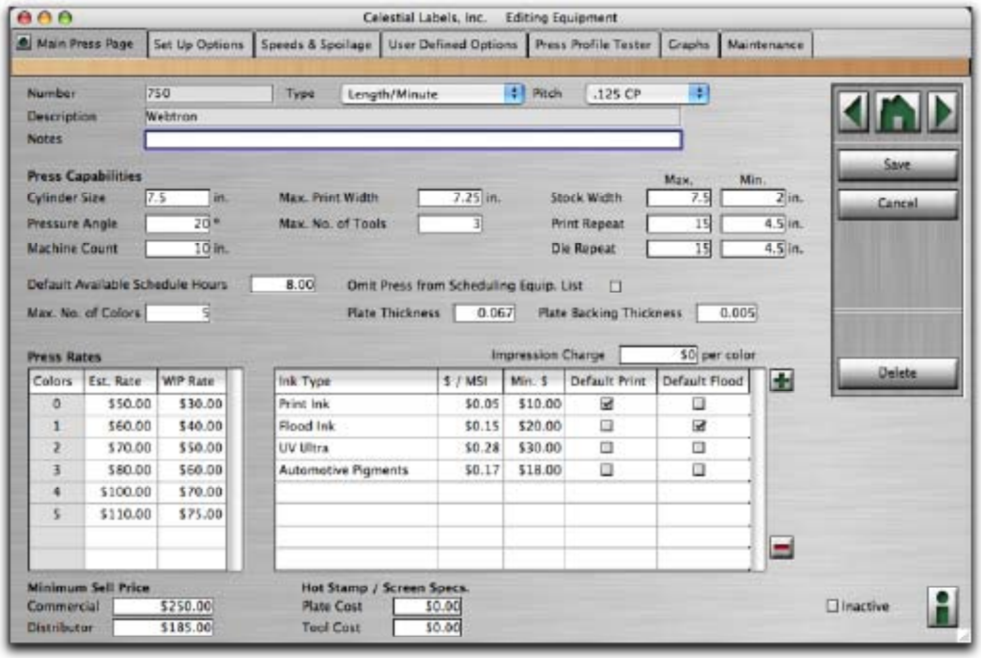
The side bar will show the various options that may be set up for your company. Click on each area in the side bar to view the specifics of that area. Descriptive notes are included on each page to further explain the purpose and type of information that needs to be included.

DO NOT change the company name and address. It will inactivate the demo.

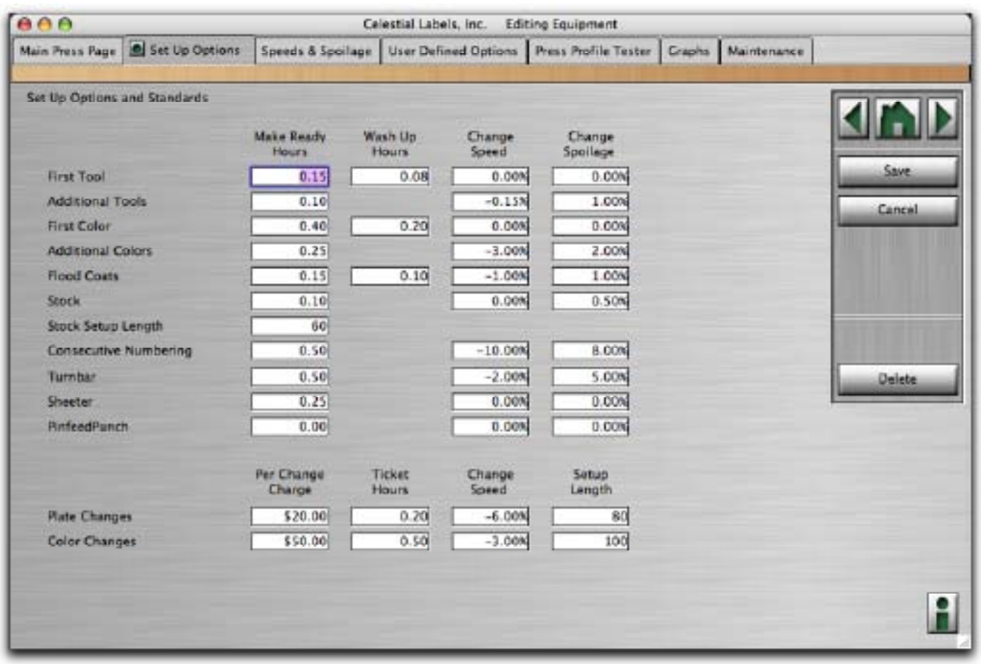
Label Traxx is customized by you to fit your company. Changes do not require extensive time or money.

Equipment Screen

A record for each piece of Equipment in your shop should be created in this section. Click New in the left corner of the Selector screen.

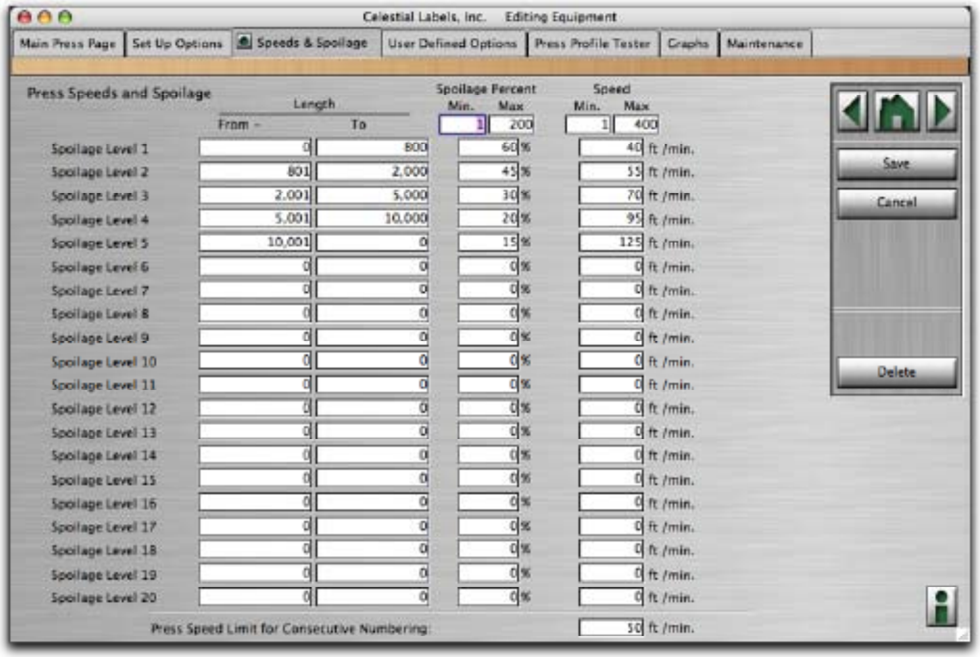


Enter the Equipment number in the first blank on the screen. When you have entered all the constant values for this piece of equipment on this screen, click the Set up Options on the top of the screen.



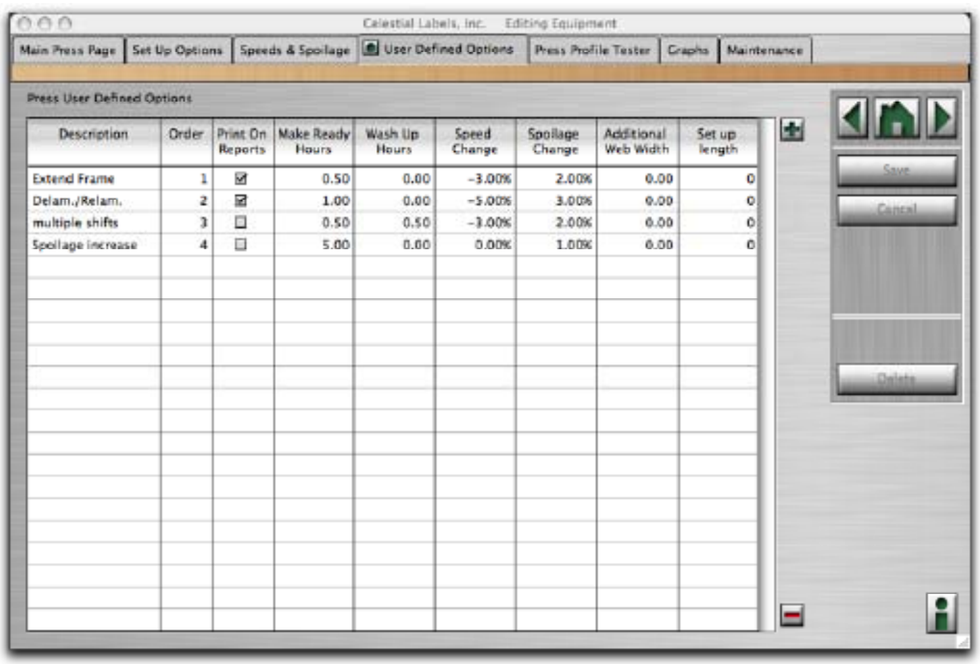
Here you will set the standards for Make Ready and Wash Up hours for the equipment pieces. You can make percentage adjustments to the standard running speeds and spoilage (waste) for these operations.

Next, move to the Speeds & Spoilage area.



This launches a screen where there is a place to record 20 individual spoilage percentages and press speeds for this piece of machinery based on run length.

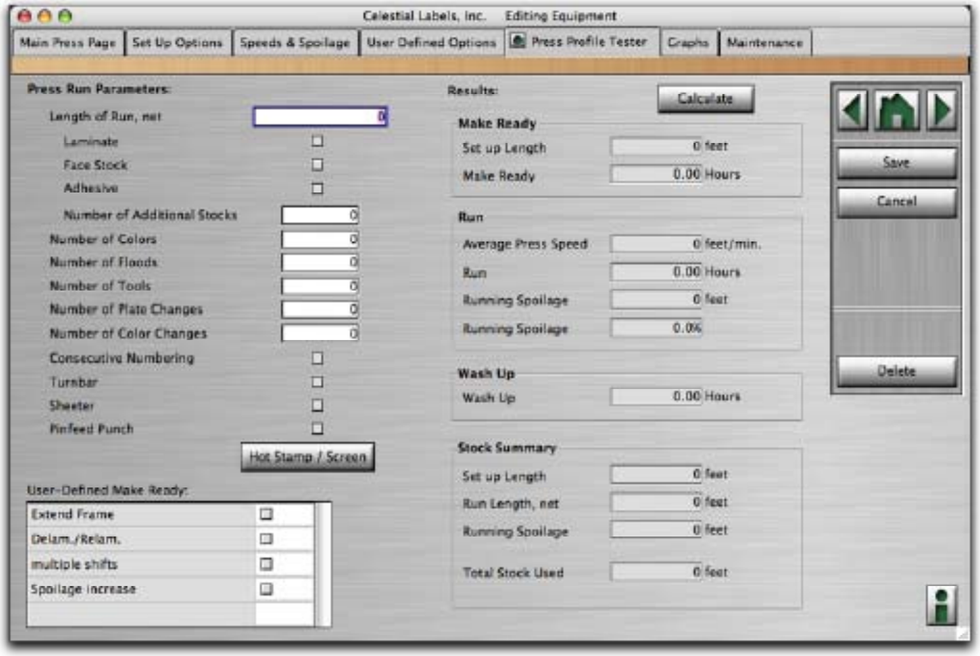
Move to the User Defined Options Tab.



Each press may have special attachments, materials, printing methods, etc. that will result in additional make ready time or adjustments in press running speed, waste factors or web width. The unlimited user defined area allows you to set up standards for these specialties.

Equipment

Next, choose the Press Profiler tab.

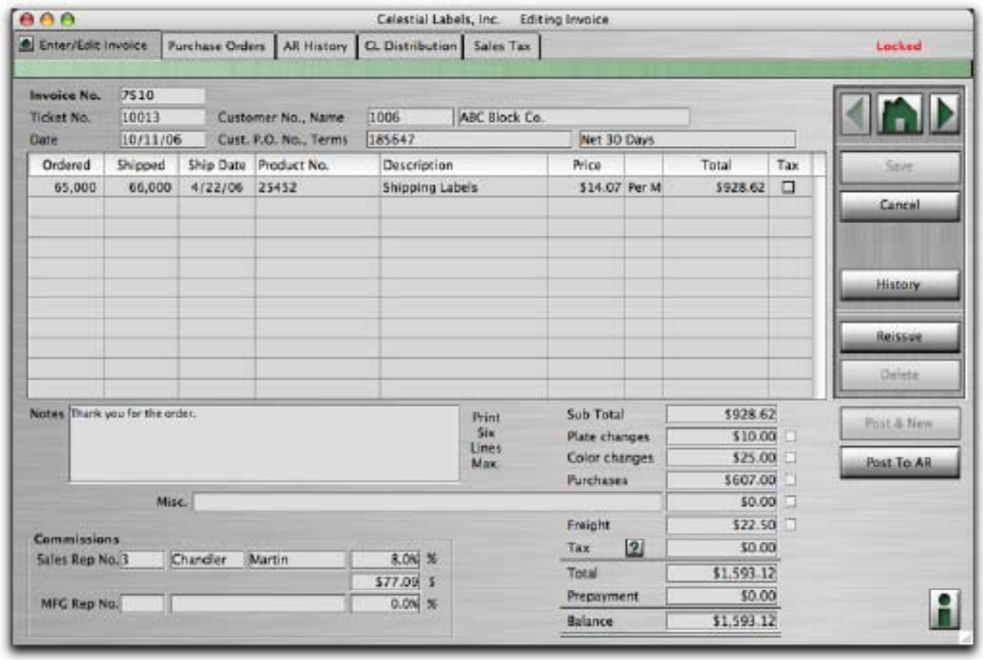


We included this page in the Label Traxx program so you could enter test data before you use the standards for estimating jobs. This enables you to be certain that the data entered is within normal parameters for the operation. Enter in as many scenarios as you wish, hitting the Calculate button to compute the numbers.

The remaining tabs allow you to chart various metrics for this piece of equipment. Maintenance records can also be stored. Click the Home Page button to return.

Accounts Receivable Invoice Screen

If you wish to generate an invoice, or check on an invoice that has already been generated, click the AR Invoices button.



When you have selected a ticket from the first screen, click the Purchase Orders tab on the top of the screen. A record of the Purchase orders for this particular job will appear, so you can verify any information recorded here.

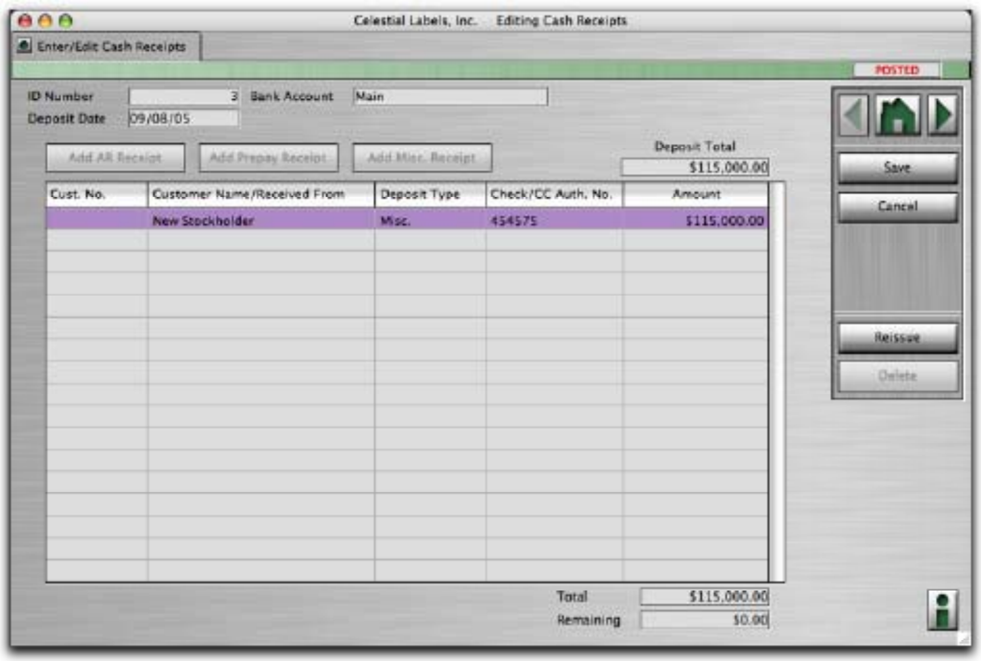
Click the Payments tab to bring up a list of payments made against this invoice. Click the Sales Tax tab to review or change Sales Tax information.

You may save this record or print the record. Once printed, the invoice posts in real time to Accounts Receivable Aging and the General Ledger. To return to the Table of Contents, click the Home Page icon.

Integration captures all the job information so that invoicing is simple yet thorough.

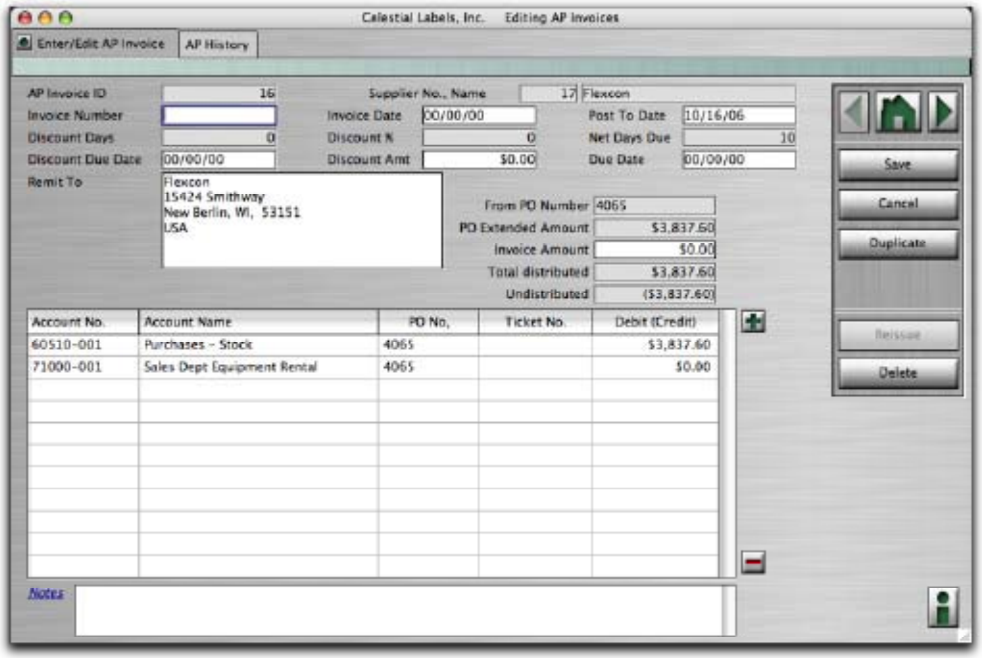
Cash Receipts Screen

To record individual payments that have been entered toward an invoice, click the New Receipt button from the selector screen of the Cash Receipt button.



Confirm the deposit date and then the total of the deposit. Click Add to enter each check received and apply them to existing AR balances, miscellaneous or prepayments. Click enter and the receipts will automatically be posted. Return to the Home Page.

Accounts Payable Invoices Screen



Assuming that most purchases are made through the Label Traxx purchasing system, you will rarely need to enter an AP Invoice by hand. In most cases, once an invoice is received, you will merely search by purchase order number for open or Non-Posted AP Invoices and complete the record.

The AP PO Extended amount is calculated based on the total received for the given receiving event and the unit prices in the purchase order. If the supplier in question has general ledger defaults, then the invoice amount is distributed based on those defaults.

Enter the invoice number, invoice date and invoice amount. If the invoice does not match the PO Extended amount, you will need to adjust the distribution in the lower portion of the screen.

Once the undistributed amount is zero, it is possible to save the invoice. The invoice will be posted to Accounts Payable and the General Ledger at this time.

No need to search for receiving information to process vendor invoices. Label Traxx creates the AP invoice when the PO is received.

Financial Statement Builder

Create financial statements - Know your companies financial stats at any time.

Label Traxx has a very powerful tool to build common financial statements. The Financial Statement editor allows you to name each statement and define the reference or statement date. The next time you print this statement, you simply change the statement date and all the time periods defined in the common reporting will change accordingly.

The statement type is defined in the pull down menu as: balance sheet, income statement, job cost income statement or job cost gross profit. Individual profit centers can be reported separately or in combination. Click on the italicized pop-up for Profit Centers to view the options in this demo. Rounding methods and level of detail are selected by clicking on the appropriate radio button.

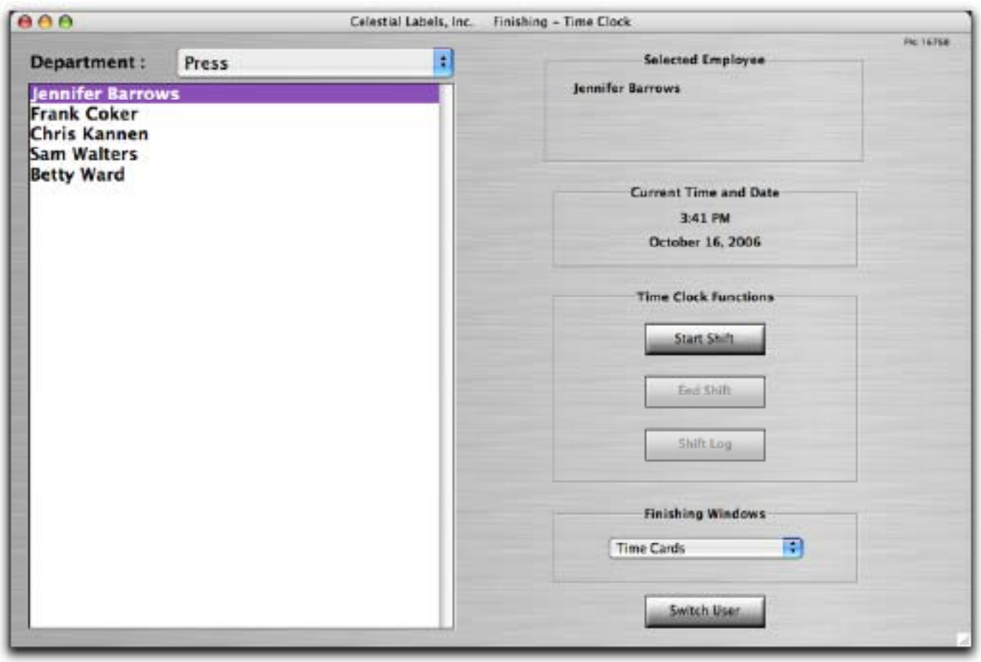
Each financial statement has four columns available to print. Each column has the option to print percentages. For income statements, the percentages reported are percent of Sales. For balance sheets, the percentages are percent of total assets. Income statements alone have the option to identify periods to report. Choose from the pull down list. The Column Date is keyed against the Statement Date at the top of the screen. If you wished to report four years of data with the current year as 2006, the Statement Date would be 1/31/06. The Column Date would be 1/31/06, 1/31/05, 1/31/04 and 1/31/03 respectively.

Click Save to save the report. Reopen the report selection to print.

Financial

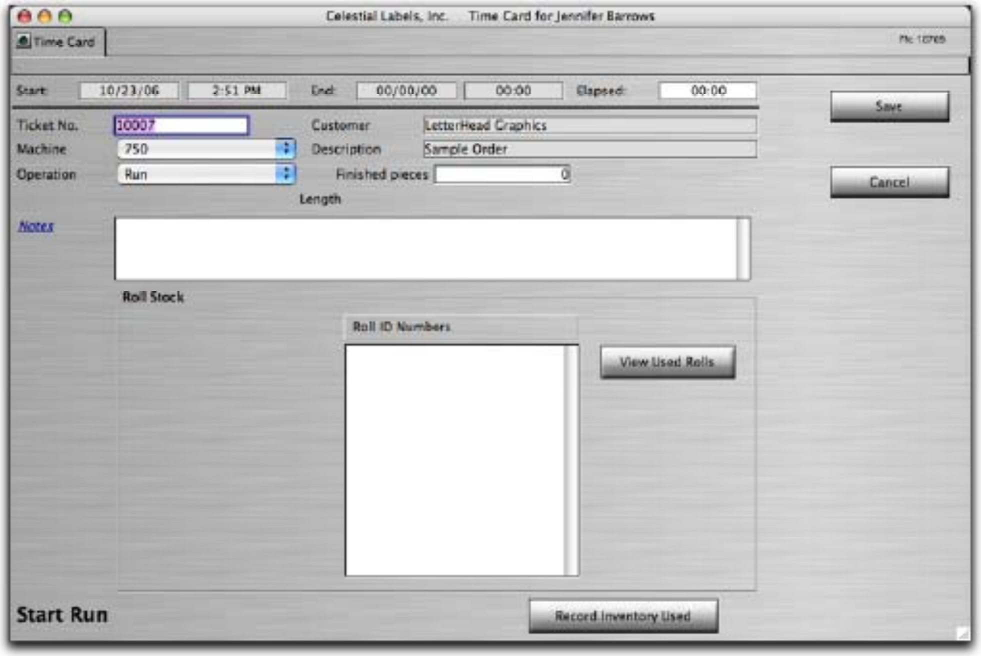
Time Collection

If you have logged on as a production person in your shop, the screen that you see is different from the screen front office and management people see. This is because the only thing production people need to be concerned with is logging in and out of jobs as they run them through the shop. To view the information entered here, go back to the Table of Contents, choose Switch User from the pop-up, click on theTime Card button and select Press as the department and Jennifer Barrows from the pop-up menus. When you are prompted for a password, enter "User". (Be sure to capitalize the "U".)



Data collection is designed with simplicity in mind. This assures your press and finishing people are on the jobs not on the computer screen.

If your shop will be using Label Traxx for data collection during production, have your staff enter job information using computers on the production floor. Production people should click their names and the Start Shift button. Once they are clocked in, they should double click their name and launch into the area where they actually record time.



Next, enter the Ticket Number from the printout of the ticket that is attached to the job. From the Operation pull-down menu, they select the operation they are performing. To simplify entry for press operators, Label Traxx will automatically move the operations from Make Ready, to Run, to Wash Up. Others move from operation to operation in the pull-down menu and when they are done, they enter any special notes that need mention and move to another production ticket. The information gathered from this section can be printed out in various reports to give you job costs and payroll for production staff.

Record roll stock used.

Roll stock can be scanned in using bar code readers. This charges the stock to the job and relieves the inventory. Each roll record is marked with the job number and date used for traceability in future reports.

Record other inventory used.

Other inventory items can be charged by clicking the Record Inventory Used button. This will charge this item to the job and relieve inventory. Use this for items, such as cores or cartons.

Data collection - Simple data entry screens for production.
Fast entry and rapid training are the results.

Stock Products Module

If you are using the software to track Stock Products (finished goods) in your shop these buttons will launch you into the areas indicated: Stock Products, Stock Product Estimates, Stock Product Tickets and Stock Product Ticket Stat.

Stock Products may be finished goods that you hold for customers or items that are available for general sale. These items can be linked to custom Products or identified as inventory items purchased from vendors. Within this module, you can create orders and picking lists, ship products, establish replenishment levels and provide histories.

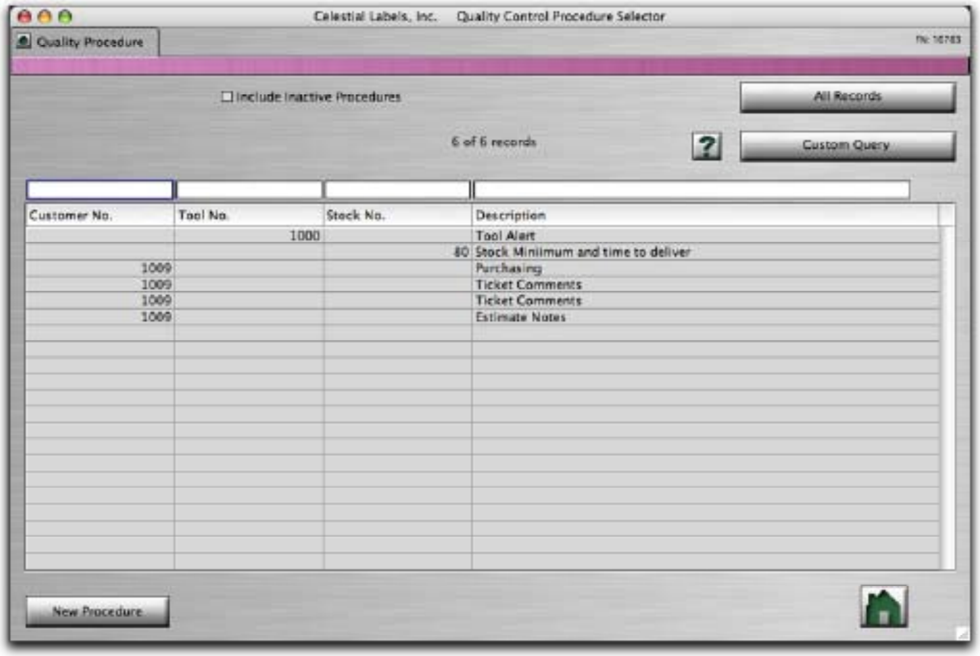
Designed for the company that sells off-the-shelf products. This module gives you the features to efficiently manage this side of your business.

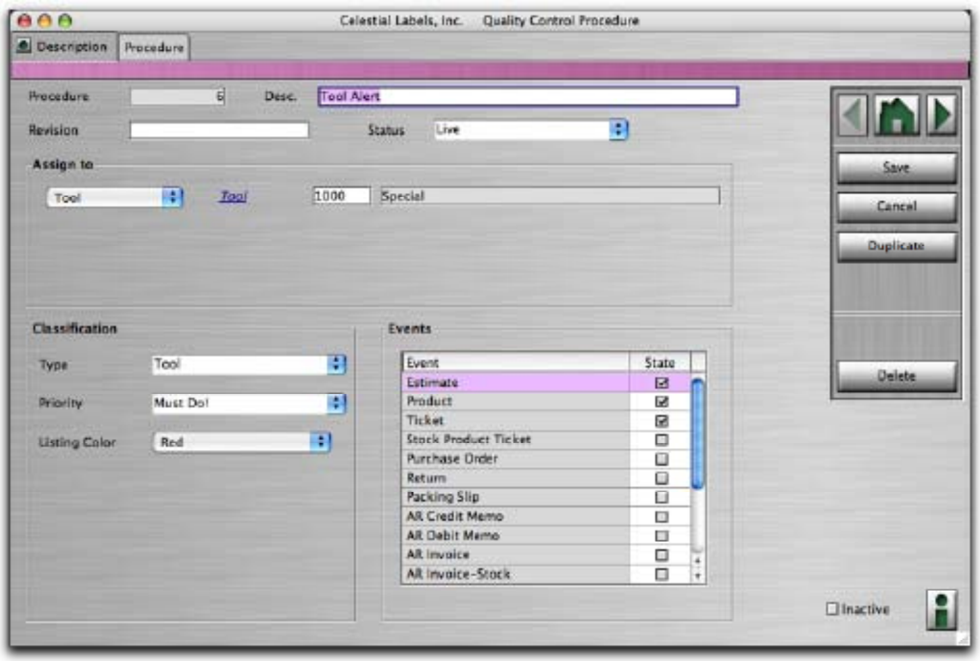
Quality Control Module

The Quality Control tab from the Table of Contents takes you to the varied features for setting quality procedures to tracking material returns, complaints and general documentation.

Quality Procedures

Click on the Quality Procedures button and the selector screen appears. Either search for a procedure, or add a new procedure by clicking on the New Quality Procedure button at the bottom of the screen.

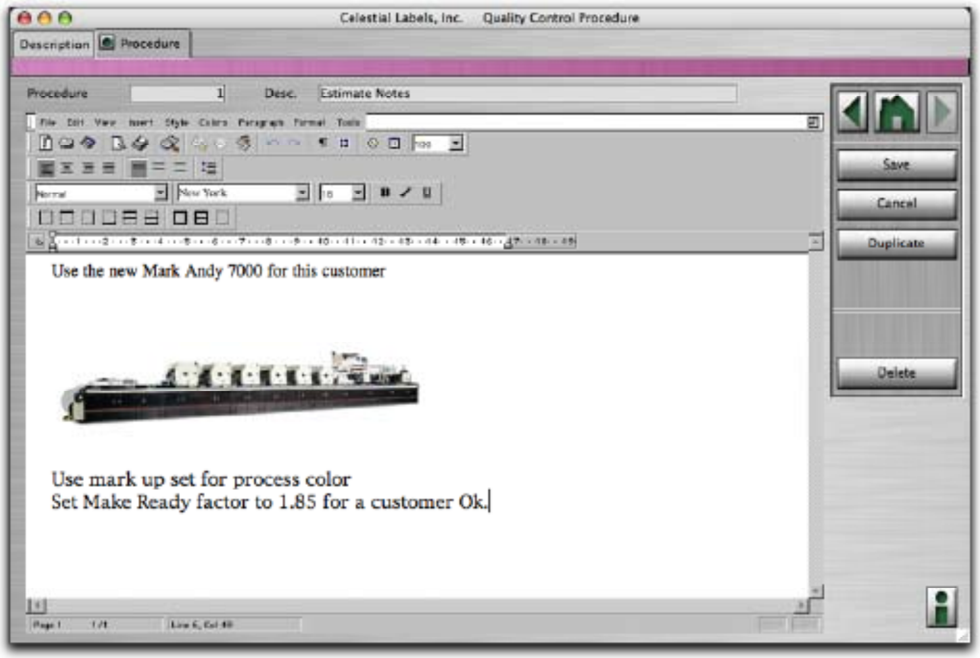




The Description screen allows you to give a brief description of the procedure. This procedure can be assigned to all customers, a specific customer or a specific product.

A classification can be added through the self-building pop-ups for Type and Priority. There are 10 color selections to choose from for additional highlighting.

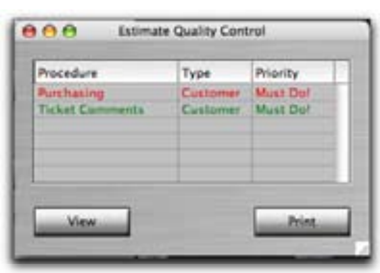
Finally, this procedure should be tied to an “event.” An event can range from opening an estimate to accepting a return. By clicking in the State column and clicking in the box that appears, you can activate this procedure with an event.



Enter the Project notes Product check lists or paste an image of a label.

The Procedure tab brings you to a word processing program, 4DWrite. You may format the procedure or documentation using this program. There is also an option to copy and paste from other word processor documents, such as Word.

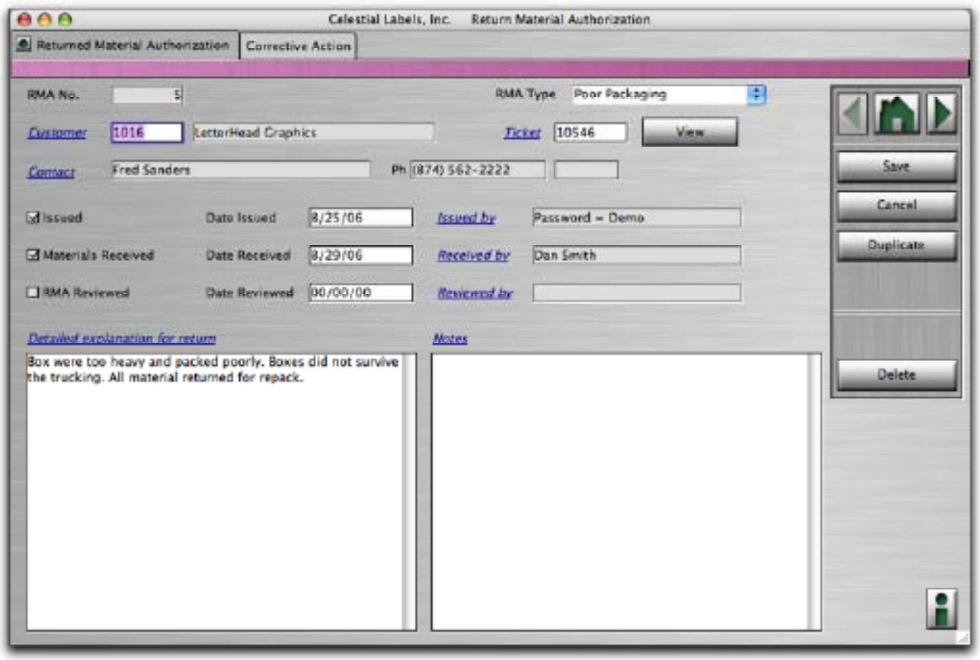
Now, whenever the particular event occurs related to this procedure, a floating window will appear:



By highlighting the procedure you wish to view in the window and clicking on View or Print. The document you stored in the Quality Procedures will either appear on screen or print for you.

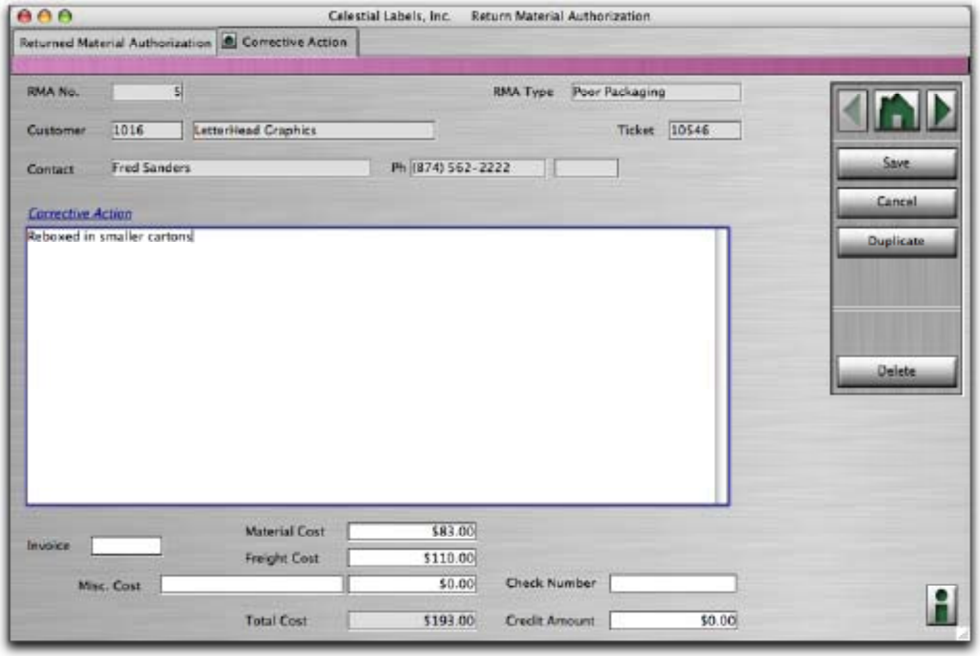
Return Material Authorization

Click on the Return Material button to view the selector screen for Return Material Authorization. Choose from one of the existing RMSs or create a new one.



Once again, you have an opportunity to define your RMA type in a self-building pop-up. You have serachabel fiels for customer, ticket and contact related to this return. As you step through the issuance and receiving process, each can be date stamped and employee identified. Explanations and other notes may also be recorded.

Record any label returns to your company and tie them authomatically to the job.



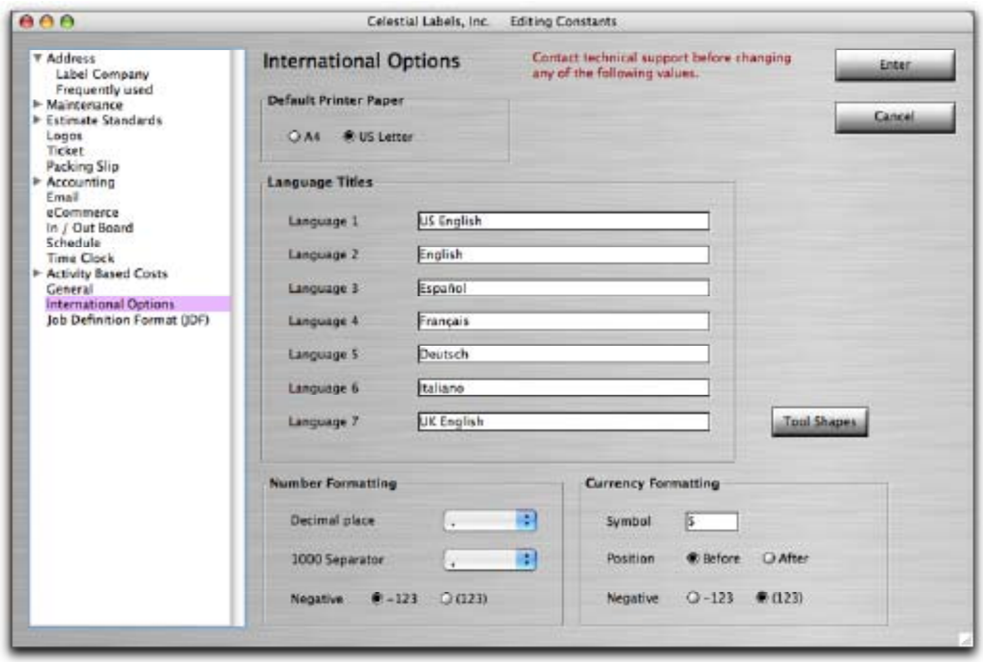
The Corrective Action tab takes you to a note field for corrective actions and allows you to tie in the invoice, credits and costs associated with this return. You may create your own reporting through Quick Reports for management. Similar methods are used for non-conforming material returns for vendors and for a general complain log.

The Documentation button allows you to store documentation for everything from ISO procedures to government-mandated information, such as Mateial Safety Data Sheets. By giving employees access to this area, this data is viewable at any time.

Again, when finished reviewing this module, click on any tab to return to any area you wish to view further.

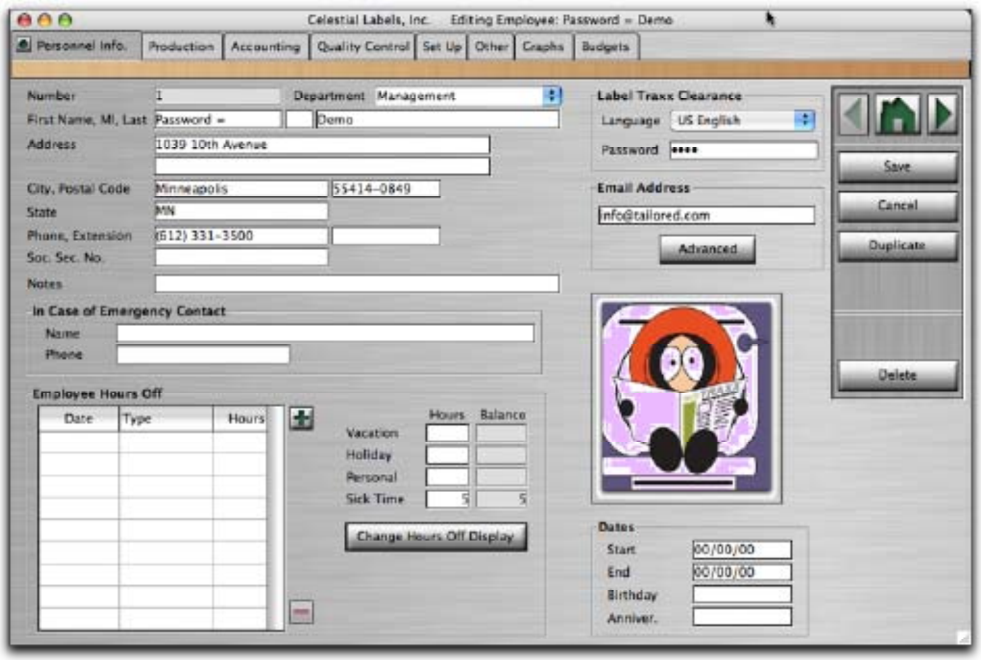
Language Conversion

Label Traxx allows you to set up your system to the language and currency of your company. Under the Set Up tab, first select Constants and go to International Options.

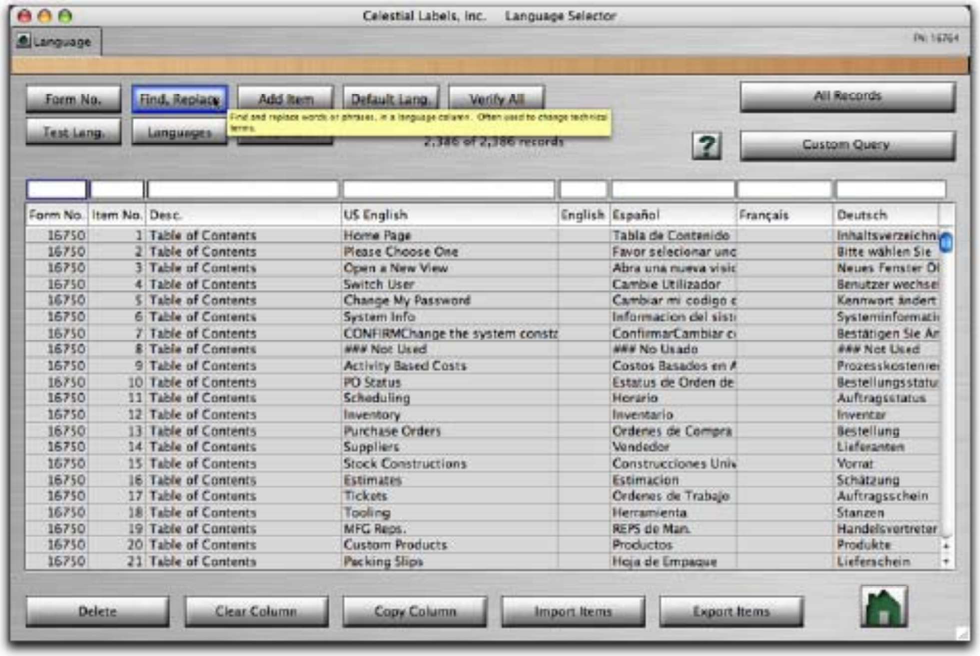


Up to seven (7) different languages can be added plus formatting styles. You can even add regional differences. When done, return to the Home Page.

These language Titles can be selected in the Employee Record as the default to use when that employee logs in to Label Traxx.



Next select the Language on the Set Up tab. Each screen of Label Traxx is identified with a Form Number usually found in the upper right hand corner. By Searching for a Form Number, all the items on that form will appear. Your preferred translation can be added for each item.



The Find, Replace feature allows you to quickly find and replace the same work or phrase (string) used in all areas of Label Traxx. This simple method allows you to customize phrases to mimic your company's internal terminology, thus expediting the implementation process.

Label Traxx™ Reports

Accounting Reports

If you select this option from the pull-down menu, a screen appears from which you can generate many different accounting reports. Click through the tabs to find reports from each area.

Trend Analysis Reports

The Customer and Press Trend Analysis reports can be accessed from the Reports pull down menu on any page of the Table of Contents. These reports allow you to select the type of information to print (sales dollars, etc.) by a wide selection of criteria. Management can then analyze trends in sales by market.

The Estimate Letter

To print an estimate letter, click the Estimate button on the Table of Contents and bring up an existing record utilizing one of the search methods. Under the Reports menu at the top of the screen, select Estimate Letter. You will launch into the printing dialog box. Place letterhead in printer, print estimate to send to customer.

The Estimate Group

To print Estimate Group, from the Table of Contents section of the program, select the Reports pull-down menu and choose Estimate Group. You will launch into the printing dialog box, and can print from here.

The Job Ticket

To generate a press ticket printout from the Table of Contents, go to the Tickets section, select the ticket for which you wish to print a job ticket, and go to the Reports pull-down menu at the top of the screen and select Print Job Ticket.

The Invoice Report

If you wish to generate a printout for an Invoice created in Label Traxx™, from the Table of Contents, click the AR Invoice button and launch into the Invoice screen. From the reports pull-down menu at the top of the screen, select Print Invoice.

What's Next

Basic information about Label Traxx is covered in this manual. We invite you to explore all of the feature. Label Traxx will run for thirty (30) days from the day you install it, and then expire. If you wish to purchase the software at any time during the demo phase, please call **Tailored Solutions** at **414-774-9997** and ask for the Sales Department. Likewise, if you are having any trouble at all using the demo, call the same number and ask for **Technical Support**.

Because Label Traxx and 4th Dimension utilize approximately 60 megabytes of memory on your hard drive, you should remove the software when you are finished using the demo for the last time. To remove Label Traxx, locate the Label Traxx demo folder on your Macintosh hard drive, drag it to the trash and empty the trash. For Windows, go to the Start menu and select Settings/Control Panel. Use Add/Remove Programs to find and remove Label Traxx.

We thank you for your interest. Please do not hesitate to call or email us with questions. We can also arrange more indepth demonstrations with our sales staff.

TAILORED SOLUTIONS

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