

# **MICROS Materials Control**

## eForms for Articles

**micros**<sup>®</sup>  
Materials Control

Product Version **8.7.30.39.1457**

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# Introduction

When ordering certain articles a number of details sometimes must be provided. A good example might be a business card. The manufacturer knows about the layouts, etc. but needs to have the details, like name, position, phone, email.

For such items usually always an additional document/email was necessary.

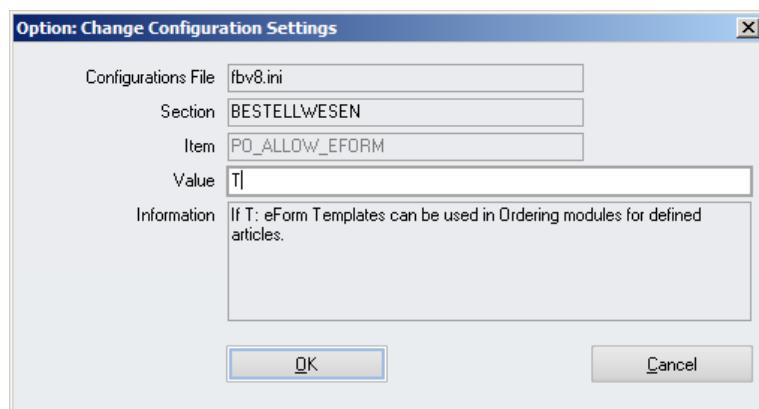
To avoid such Materials Control now offers eForms linked to stock articles. These e-Forms are (in short words) customizable additional fields to be filled at ordering.

This function affects the modules Purchase Orders, Order Requests and Requisitioning in the Materials Control Thick Client.

## Configuration

### Feature Activation

The functionality itself needs to be activated in the configuration through a parameter in the section [BESTELLWESEN]:



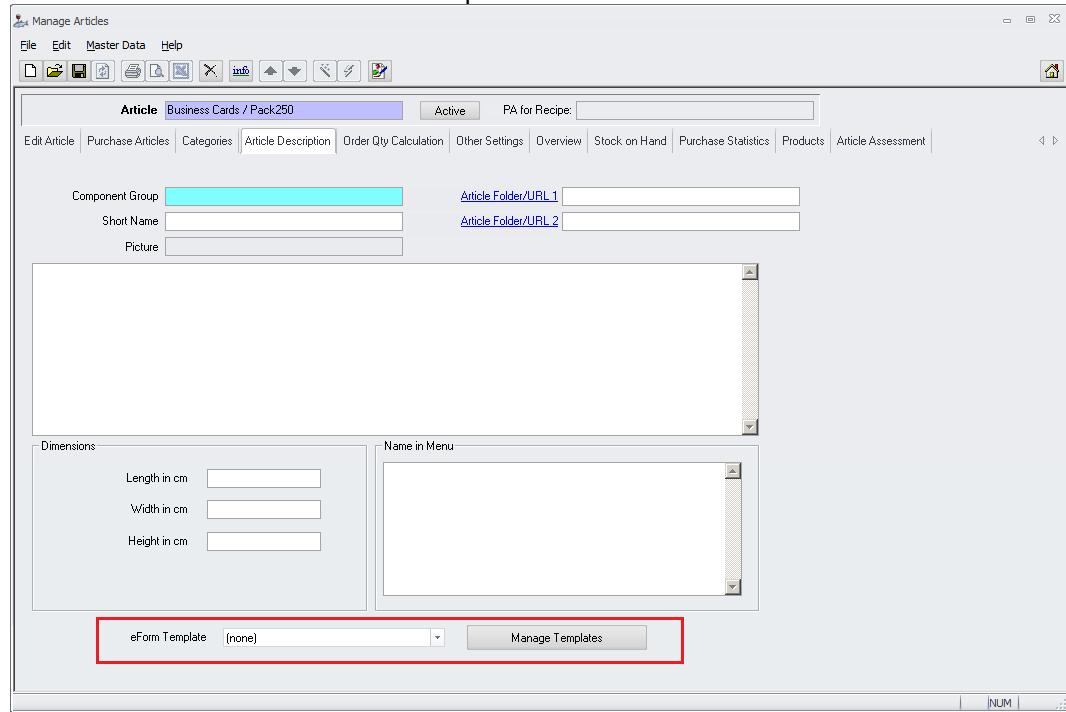
This parameter needs to be set to T to activate ...

- ... the availability in the Article Setup
- ... the handling in the Order modules

## eForm Definition

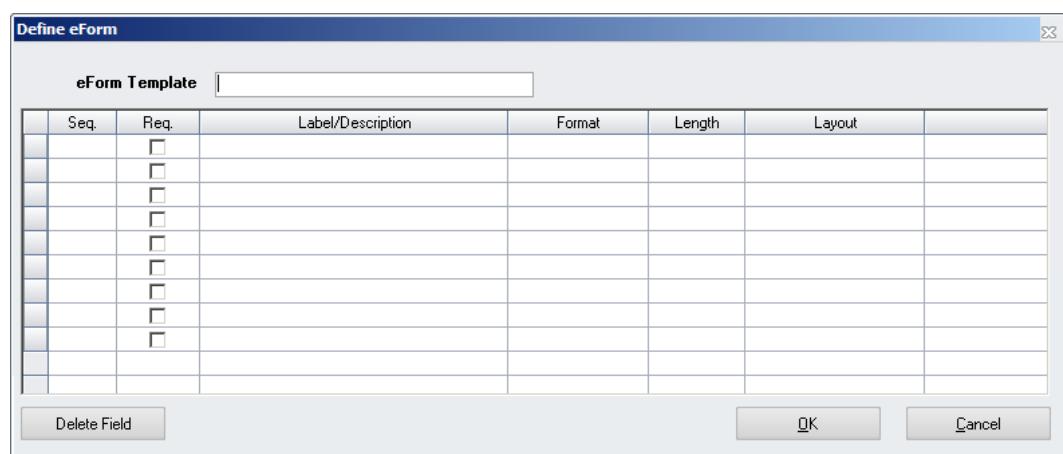
Go to Master Data > Articles and select any article which might require additional data at ordering. This document will use Business Cards as example as here mostly additional details are required.

Please switch to the tab “Article Description”:



At the bottom of this tab now the eForm selector is visible.

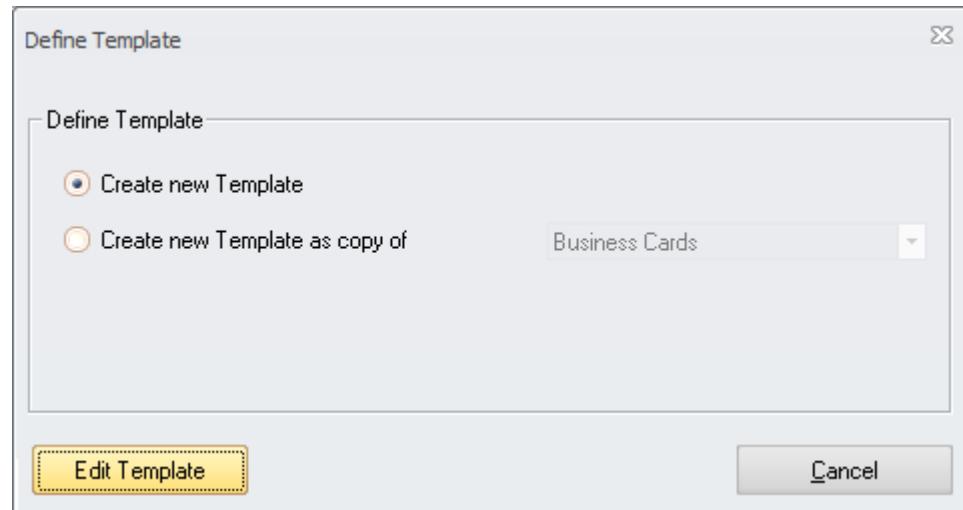
Now click on the button “Manage Templates”:



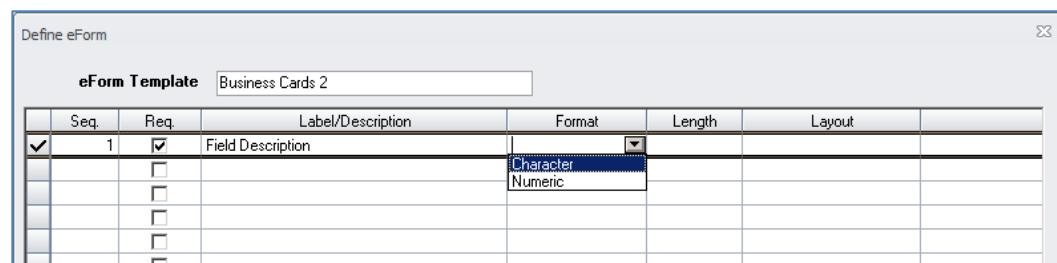
The system now shows the template definition screen.

Here the first eForm template can be created.

Once the first eForm is created the system will show the following dialog when clicking on “Manage Templates” and the eForm Template selector shows “(none)”.



This screen allows either creating a blank new template or using an existing template as base for the new template.



The eForm allows up to 20 defined fields.

**Field Options:**

- Seq. Sequential Numbering for the fields (required).
- Req. Mark this check box to declare a field as required/mandatory. Mandatory fields will be shown **bold**, optional fields will be shown non-bold.

Define eForm

eForm Template Business Cards

Seq	Req	Label/Description
1	<input checked="" type="checkbox"/>	First Name
2	<input checked="" type="checkbox"/>	Last Name
3	<input checked="" type="checkbox"/>	Title Line 1
4	<input type="checkbox"/>	Title Line 2
5	<input checked="" type="checkbox"/>	Company Name
6	<input checked="" type="checkbox"/>	Company Street
7	<input checked="" type="checkbox"/>	Company City Zip Code
8	<input checked="" type="checkbox"/>	Company City
9	<input checked="" type="checkbox"/>	Company Country
10	<input checked="" type="checkbox"/>	e Mail
11	<input checked="" type="checkbox"/>	Www
12	<input checked="" type="checkbox"/>	Telephone
13	<input checked="" type="checkbox"/>	Direct
14	<input checked="" type="checkbox"/>	Fax
15	<input checked="" type="checkbox"/>	Mobile
	<input type="checkbox"/>	

Edit eForm

First Name (30/1XXXXXXXXXXXXXXXXXXXXXX)

Last Name (30/1XXXXXXXXXXXXXXXXXXXXXX)

Title Line 1 (60/1XXXXXXXXXXXXXXXXXXXXXX)

Title Line 2 (60/1XXXXXXXXXXXXXXXXXXXXXX)

Company Name (30/AAAAAA:AAAAAA AaaA)

Company Street (30/1XXXXXXXXXXXXXXXXXXXXXX)

Company City Zip Code (30/99999)

Company City (30/1XXXXXXXXXXXXXXXXXXXXXX)

Company Country (50/AAAAAAAAAAAAAAAAAAAAAA)

e Mail (50/aaaaaaaaaaaaaaaaaaaaaaaa@aaaaaa.aaa)

[Delete Field](#)

- Label/Description Enter the name for the field.
- Format Select the format for the field.  
Character: alphabetic characters and digits are allowed.  
Numeric: digits only are allowed.
- Length Define the maximum length for the field.
- Layout Define the fixed layout for the field. This allows e.g. formatting phone numbers.  
Allowed values:
 

X	any character
!	any character, uppercase
a	alphabetic characters
A	alphabetic characters, uppercase
9	digits 0-9
n	alphanumeric characters
N	alphanumeric characters, uppercase

Examples:

Define eForm

eForm Template: Business Cards

Seq.	Req.	Label/Description	Format	Length	Layout
1	<input checked="" type="checkbox"/>	First Name	Character	30	!XXXXXXXXXXXXXXXXXXXXXXXXXXXX
2	<input checked="" type="checkbox"/>	Last Name	Character	30	!XXXXXXXXXXXXXXXXXXXXXXXXXXXX
3	<input checked="" type="checkbox"/>	Title Line 1	Character	60	!XXXXXXXXXXXXXXXXXXXXXXXXXXXX
4	<input type="checkbox"/>	Title Line 2	Character	60	!XXXXXXXXXXXXXXXXXXXXXXXXXXXX
5	<input checked="" type="checkbox"/>	Company Name	Character	30	AAAAAA-AAAAAA AaaA
6	<input checked="" type="checkbox"/>	Company Street	Character	30	!XXXXXXXXXXXXXXXXXXXXXXXXXXXX
7	<input checked="" type="checkbox"/>	Company City Zip Code	Character	30	99999
8	<input checked="" type="checkbox"/>	Company City	Character	30	!XXXXXXXXXXXXXXXXXXXXXXXXXXXX
9	<input checked="" type="checkbox"/>	Company Country	Character	50	AAAAAAAAAAAAAAAAAAAAAAAAAAAA
10	<input checked="" type="checkbox"/>	e Mail	Character	50	aaaaaaaaaaaaaaaa@aaaaaa.aaa
11	<input checked="" type="checkbox"/>	Www	Character	50	www.aaaaaa-aaaaaaa.net
12	<input checked="" type="checkbox"/>	Telephone	Character	30	+99 (0) 9999 999 -9
13	<input checked="" type="checkbox"/>	Direct	Character	30	+99 (0) 9999 999 -99
14	<input checked="" type="checkbox"/>	Fax	Character	30	+99 (0) 9999 999 -99
15	<input checked="" type="checkbox"/>	Mobile	Character	30	+99 (0) 99 99 99 999
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

Sequence 1: !XXXXXXXXXXXXXXXXXXXXXXXXXXXX

This field will be shown as first in the list and is mandatory. It will allow any alphabetic character and any digit. But the first character must be in uppercase! The maximum length will be 30.

Sequence 4:

!XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXX

This field will be shown as fourth in the list and it is optional. It will allow any alphabetic character and any digit. But the first character must be in uppercase! The maximum length will be 60.

Sequence 5: AAAA-AAAAAA AaaA

This field contains data in three blocks. It will allow alphabetic characters only. If the user e.g. tries to enter a number, the system will simply not accept it.

Between the first and the second block the system will add a “-“ (minus) automatically.

Between the second and the third block the system will add a “ “ (blank) automatically.

Any character entered in the first block will be converted to uppercase automatically. Any character entered in the second block will be converted to uppercase automatically.

The first and the fourth character in the third block will be converted to uppercase automatically.

Enter “microsfideliogmbh” and the system will convert it to “MICROS-FIDELIO GmbH”.

**Sequence 7: 99999**

This field was defined with a length of 30, but the field mask shows 99999. It will allow five numeric characters only. If the user e.g. tries to enter an alphabetic character, the system will simply not accept it.

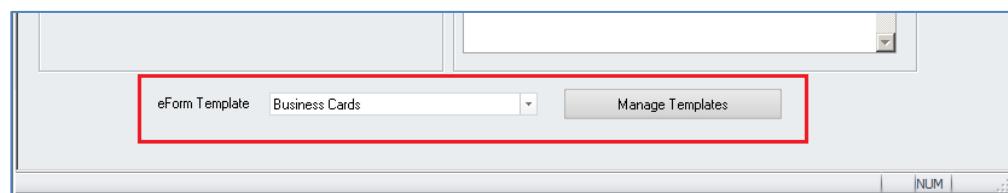
This will be a format for e.g. a German Zip Code.

**Sequence 11: www.aaaaaaa-aaaaaaaa.net**

This field consists of four blocks. The first block is set by the system when starting to edit this field. "www." will be defined as first four characters. Now one block with six characters, numbers or alphabetic, any case can be entered. After these six chars the system will add a "-" (minus) automatically. Now the user can enter again seven characters, numbers or alphabetic, any case. At the end the system will complete the entry with ".net".

This will be the perfect layout for "microsfidelio" to be converted to [www.microsfidelio.net](http://www.microsfidelio.net).

Click OK to save the template. Back in the Article screen please save again the article record.



Now the just created/edited eForm template is stored with the article. On click on "Manage Templates" the system will now show the linked eForm for editing.

Once the template is assigned, the handling in the order modules will be changed. This affects Purchase Orders, Order Requests and Requisitions.

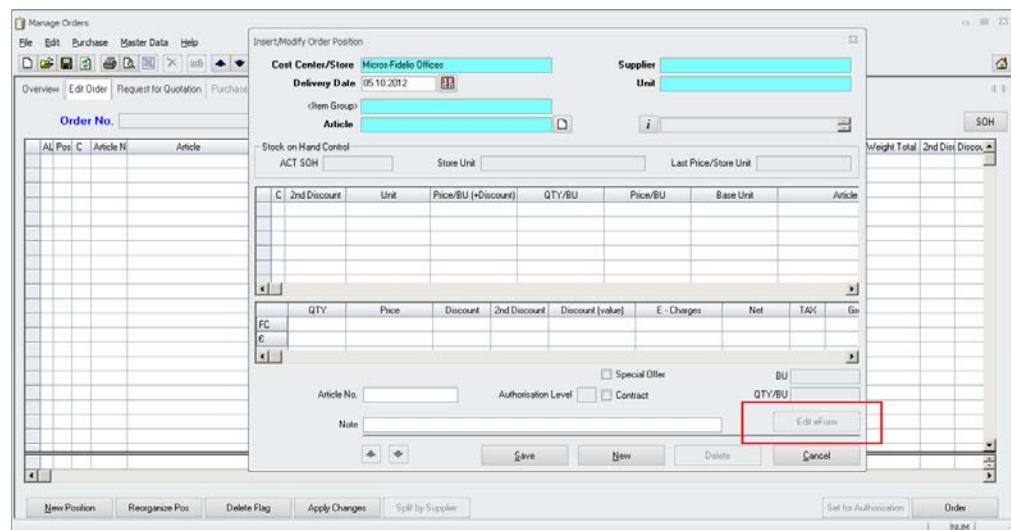
# Using eForms in Documents

## Order Documents

The following chapter will describe the handling of articles with assigned eForms in the modules Purchase Orders, Order Requests and Requisitioning.

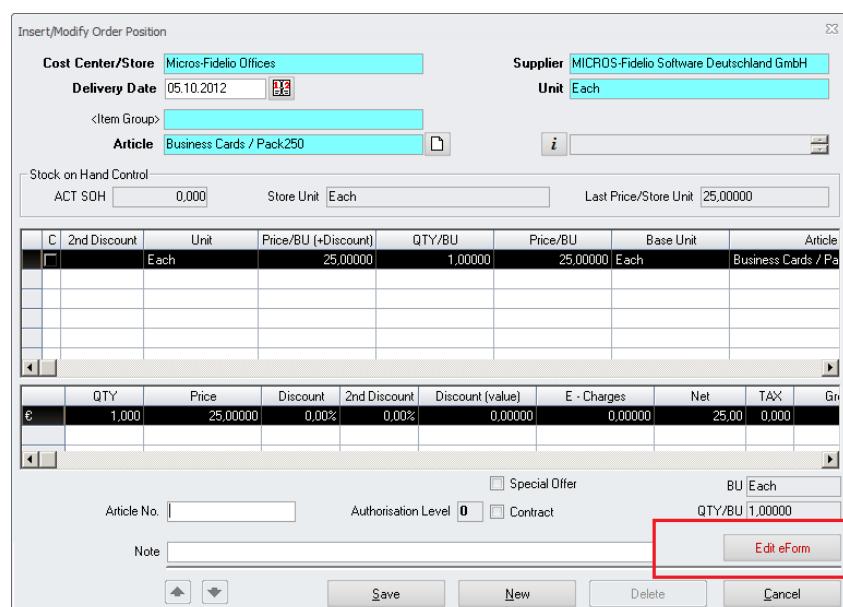
Since the behaviour is the same in all three modules, the usual Purchase Order will be used as example.

- Create a new order document and click on the button “New Position”:



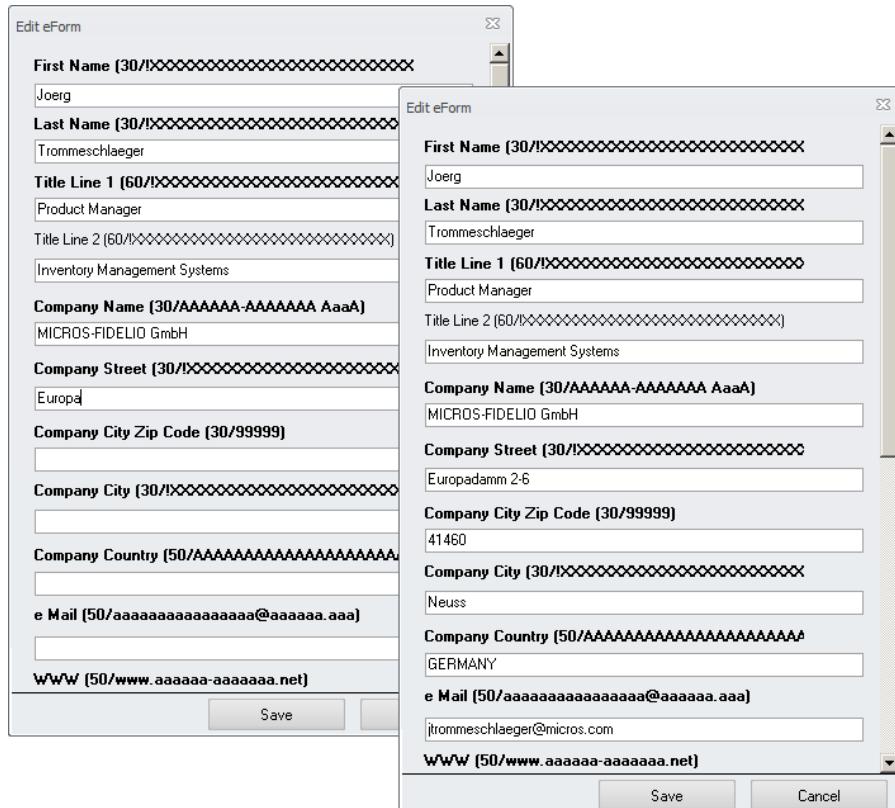
- Here the button “Edit eForm” is visible, but inactive. It will become active only if a valid article was selected.

Select the sample from above “Business Cards...” ....



... and the button is active with red text.

- Click on this button to call the eForm dialog.



The image shows two overlapping 'Edit eForm' dialog boxes. Both boxes contain the following fields:

- First Name (30/!XXXXXXXXXXXXXXXXXXXXXX) - Value: Joerg
- Last Name (30/!XXXXXXXXXXXXXXXXXXXXXX) - Value: Trommeschlaeger
- Title Line 1 (60/!XXXXXXXXXXXXXXXXXXXXXX) - Value: Product Manager
- Title Line 2 (60/!XXXXXXXXXXXXXXXXXXXXXX) - Value: Inventory Management Systems
- Company Name (30/AAAAAA-AAAAAA AaaA) - Value: MICROS-FIDELIO GmbH
- Company Street (30/!XXXXXXXXXXXXXXXXXXXXXX) - Value: Europa
- Company City Zip Code (30/99999) - Value:
- Company City (30/!XXXXXXXXXXXXXXXXXXXXXX) - Value:
- Company Country (50/AAAAAAAAAAAAAAAAAAAA) - Value:
- e Mail (50/aaaaaaaaaaaaaaaa@aaaaaa.aaa) - Value:
- WWW (50/www.aaaaaa-aaaaaa.net) - Value:

The left dialog box has a 'Save' button at the bottom, and the right dialog box has a 'Cancel' button at the bottom.

- The user now has could enter the required details. Once all fields are filled, click "Save" to close this dialog and return to the article order detail screen.
- At processing the document, the system checks if all mandatory eForm fields are filled. In case of missing details the following message is shown:



- On the print outs (Purchase Order, Preview Reports, etc. ...) now also the eForm data could be shown.

Preview - D:\Program Files\MC 720\qrp\_eng\C\_QUIT2.QRP

File View Print

Order: i12-01912

Customer No.: Order Date: 04.10.2012 13:14

**Delivery Date: 05.10.2012**  
**Delivery Loc.: 990 Micros-Fidelio Offices**

Article	QTY	Unit	Price	Total
Business Cards / Pack250	1,00	Each	25,00	25,00
<b>Weight/Unit: 1,000</b>				
<b>e-Form Details:</b> First Name: Joerg Last Name: Trommeschlaeger Title Line 1: Product Manager Title Line 2: Inventory Management Systems Company Name: MICROS-FIDELIO GmbH Company Street: Europadamm 2-6 Company City Zip Code: 41460 Company City: Neuss Company Country: GERMANY e Mail: jtrommeschlaeger@micros.com WWW: www.micros-fidelio.net Telephone: +49 (0) 2131 137-0 Direct: +49 (0) 2131 137-666 Fax: +49 (0) 2131 137-702 Mobile: +49 (0) 170 33 20 810				
<b>Weight/Total: 1,000</b>				
<b>Total for Micros-Fidelio Offices:</b> 25,00				
<b>Total for 05.10.2012:</b> 25,00				

Preview - D:\Program Files\MC 720\qrp\_eng\C\_BESTLOGO.QRP

File View Print

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MICROS-Fidelio Software Deutschland GmbH  
MICROS-Fidelio Software Deutschland GmbH  
Europadamm 2-6  
41460 Neuss  
GERMANY  
Fax: 02131 / 137 777

Phone: 02131 / 137 0  
Email: jtrommeschlaeger@micros.com

**Purchase Order No : Ord-2012-10-04-0061** Order Date: Thursday, 04.10.2012  
Time: 13:15

Ordered by: admin  
Printed by: SystemAdministrator  
SystemAdministrator Email: jtrommeschlaeger@micros.com Phone: +49 2131 1370  
SystemAdministrator Fax: +49 2131 137702

**Order Reference No.:**  
**Delivery Date: Friday, 05.10.2012**

Store: 990 Micros-Fidelio Offices  
Location Name: Maxhöfstr.52  
Location City: 12345 Muc  
Location Country: DE

**PO Open (not received)**

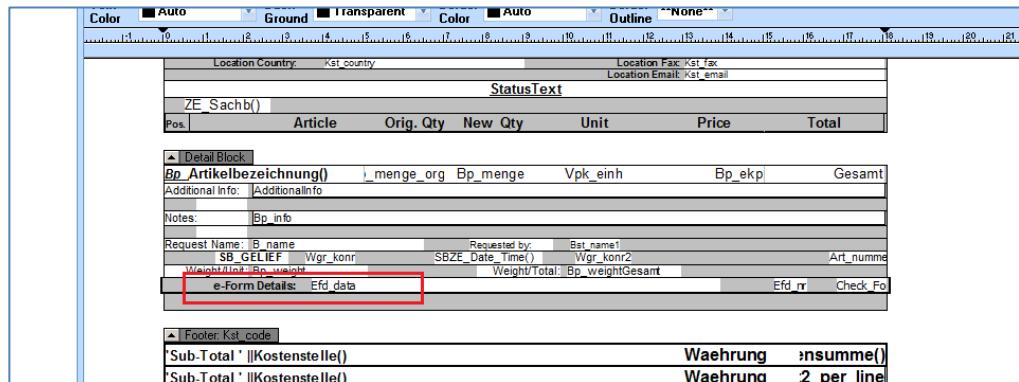
Pos	Article	Qty	Unit	Price	Total
1	Business Cards / Pack250	1,00	Each	25,00	25,00
Request Name: i12-01912 Weight/Unit: 1,000 Weight/Total: 1,000					
<b>e-Form Details:</b> First Name: Joerg Last Name: Trommeschlaeger Title Line 1: Product Manager Title Line 2: Inventory Management Systems Company Name: MICROS-FIDELIO GmbH Company Street: Europadamm 2-6 Company City Zip Code: 41460 Company City: Neuss Company Country: GERMANY e Mail: jtrommeschlaeger@micros.com WWW: www.micros-fidelio.net Telephone: +49 (0) 2131 137-0 Direct: +49 (0) 2131 137-666 Fax: +49 (0) 2131 137-702 Mobile: +49 (0) 170 33 20 810					

Purchase Order No : Ord-2012-10-04-0061  
N.B. To be authorised by General Manager or Financial Cont.

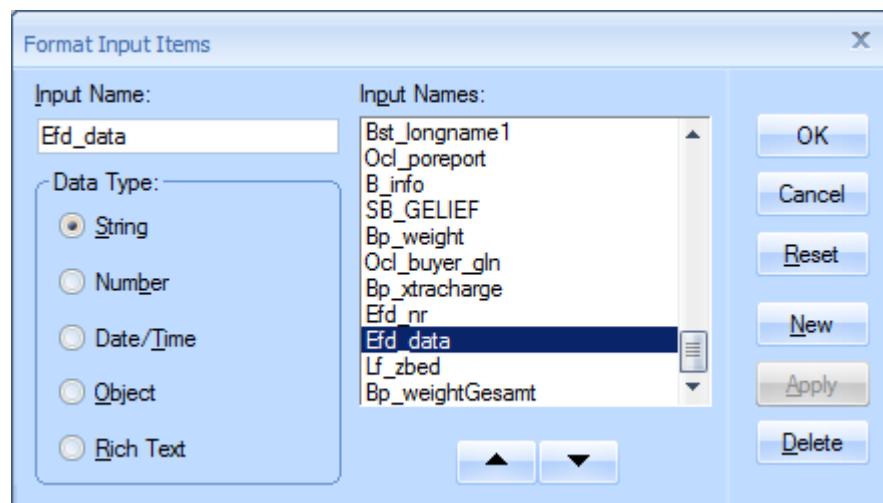
Page 1 of 2

In order to do this the default template used on site should be adjusted.

- 1) Create a copy of the standard order template, named as C\_{template\_name}.QRP  
The system will use this one instead in the future. The standard template will be overwritten with each further update.
- 2) Open the report template (C\_\*) with your Unify/Gupta Report Builder 6.0



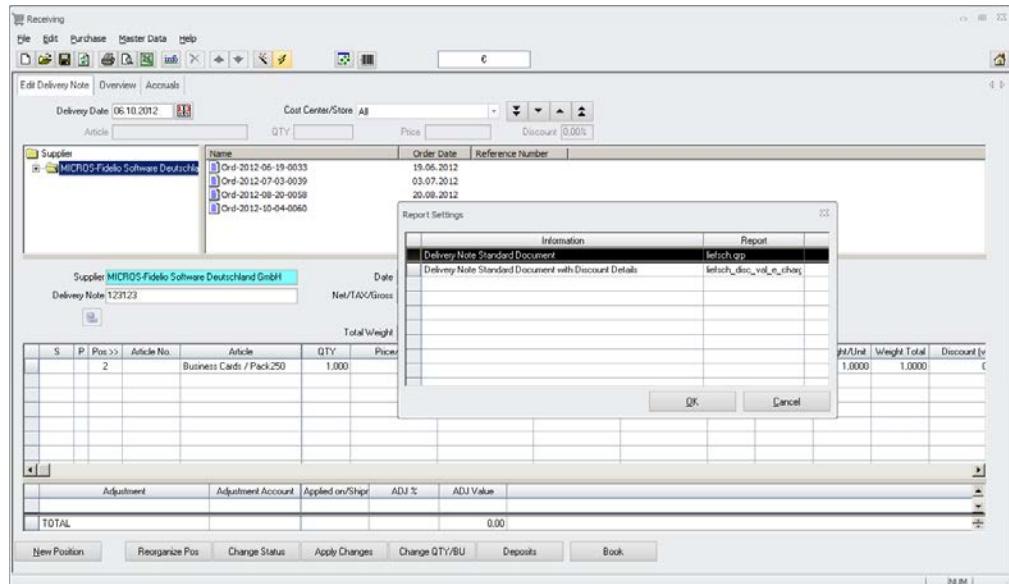
- 3) Add (if not already existing) the new input item Efd\_data shown as below to the item tree on the left and then add this new field to the detail block of the report layout.



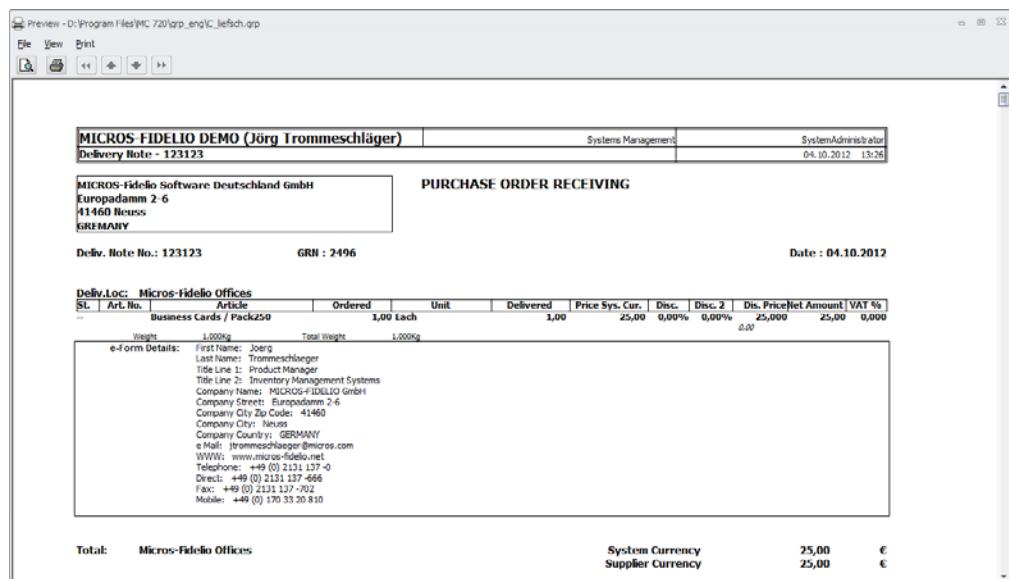
## Receiving Documents

Also in the Receiving module the eForm details are visible if entered in Ordering before.

- Select the delivery note and move it to the detail grid.
- Save the document and then press the preview button:



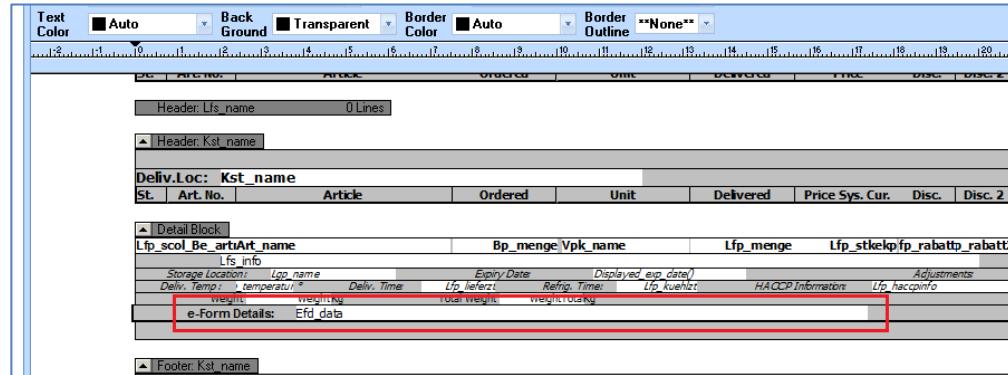
- Select the delivery note report template and click OK:



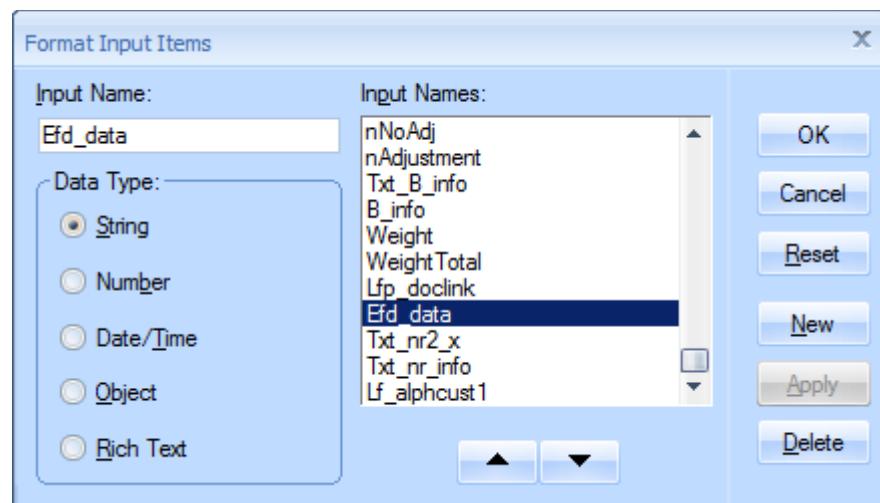
On the print out now also eForm data could be shown.

In order to do this the default template used on site should be adjusted.

- 4) Create a copy of the standard template LIEFSCH.QRP, named as C\_LIEFSCH.QRP  
The system will use this one instead in the future. The standard template LIEFSCH.QRP will be overwritten with each further update.
- 5) Open the report template (C\_\*) with your Unify/Gupta Report Builder 6.0



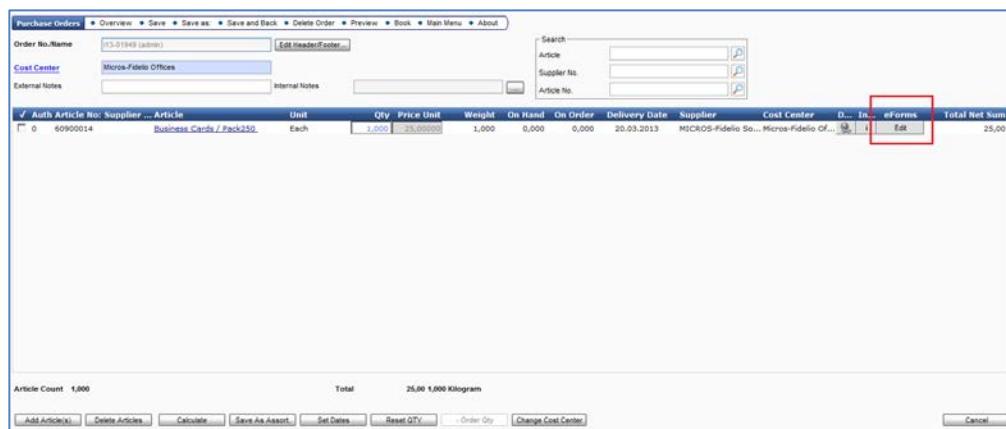
- 6) Add (if not already existing) the new input item Efd\_data shown as below to the item tree on the left and then add this new field to the detail block of the report layout.



## MCweb

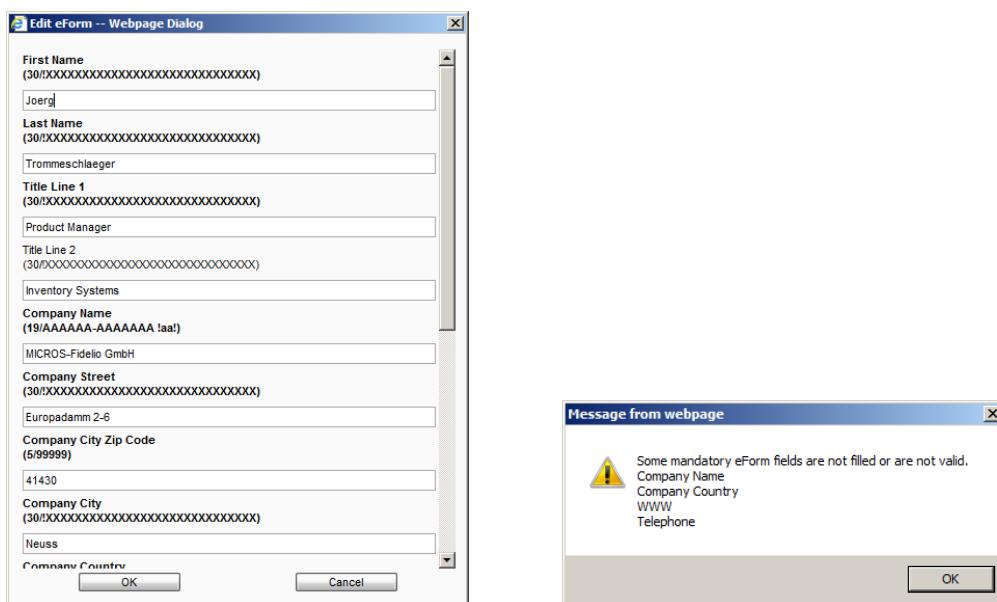
The above described functionality is also available in MCweb in version 8.7.30.xx and higher.

eForms attached to specific articles now also could be filled in the MCweb Ordering module.



The screenshot shows the MCweb Purchase Orders interface. At the top, there's a navigation bar with links like Overview, Save, Save as, Save and Back, Delete Order, Preview, Book, Main Menu, and About. Below that, there are fields for Order No. Name (53-1949 (admin)), Cost Center (Micro-Fidelio Offices), and External Notes (Internal Notes). A search bar is also present. The main area is a grid of articles. The first article in the grid has a red box around its 'eForms' button in the header. The grid columns include Article No., Supplier, Article, Unit, Qty, Price Unit, Weight, On Hand, On Order, Delivery Date, Supplier, Cost Center, and Total Net Sum. At the bottom of the grid, there are buttons for Add Article(s), Delete Articles, Calculate, Save As Assort., Set Dates, Reset QTY, Order Qty, Change Cost Center, and Cancel.

When adding articles with assigned eForms to the order, a new button is shown at the right end of the grid. Click this button to fill the eForm template:



The left screenshot shows the 'Edit eForm -- Webpage Dialog' window. It contains a list of fields with placeholder data: First Name (Joerg), Last Name (Trommeschlaeger), Title Line 1 (Product Manager), Title Line 2 (Inventory Systems), Company Name (MICROS-Fidelio GmbH), Company Street (Europadamm 2-6), Company City Zip Code (41430), Company City (Neuss), and Company Country (Germany). There are 'OK' and 'Cancel' buttons at the bottom. The right screenshot shows a 'Message from webpage' dialog box with a warning icon. It says: 'Some mandatory eForm fields are not filled or are not valid. Company Name, Company Country, WWW, Telephone'. There is an 'OK' button at the bottom.

Similar to the thick client the system also will check the entered data against the template definitions.

The entered details are shown on the PO template as well.

http://172.28.100.218/mcweb730/Common/Forms/popupPrintOut.aspx?BO=DelegateSys.ApplicationClasse - Window

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Materials Control

Supplier		Delivery Address					
<b>MICROS-Fidelio Software Deutschland GmbH</b> Europadamm 2-6 41460 Neuss GERMANY		<b>Micros-Fidelio Offices</b> Maxhofstr.52 12345 Muc					
Customer Number		PO No.	Ord-2013-03-19-0002				
Order Date	19.03.2013	Supplier	MICROS-Fidelio Software Deutschland				
Order placed at	19.03.2013 14:21	Fax	02131 / 137 777				
Orderer	SystemAdministrator	Telephone	02131 / 137 0				
		Information					
Delivery Date		20.03.2013					
Article No.	Supplier No.	Article	Qty	Unit	Price	Total	
60900014		Business Cards / Pack250	1,00	Each	25,00	25,00	
e-Form Details: First Name: Joerg Last Name: Trommeschlaeger Title Line 1: Product Manager Title Line 2: Inventory Systems Company Name: MICROS-FIDELIO GmbH Company Street: Europadamm 2-8 Company City Zip Code: 41430 Company City: Neuss Company Country: GERMANY e Mail: jtro WWW: www.micros-fidelio.net Telephone: +49 (0) 2131 137 -0 Direct: +49 (0) 2131 137 -666 Fax: +49 (0) 2131 137 -702 Mobile: +49 (0) 170 33 20 810							
						Total	25,00

In the module Receiving the eForm details can be reviewed in the document preview:

http://172.28.100.218/mcweb730/Common/Forms/popupPrintOut.aspx?BO=DelegateSys.ApplicationClasse - Windo...

micros® Materials Control	FB0730	SystemAdministrator 19.03.2013 14:24																																																	
Receiving																																																			
Supplier : MICROS-Fidelio Software Deutschland Delivery Date : 19.03.2013 Del. Note : RCV00010 Status : Saved																																																			
<table border="1"> <thead> <tr> <th>PO No.</th> <th>Supplier No.</th> <th>Article</th> <th>Unit</th> <th>Qty</th> <th>Price</th> <th>Discount (%)</th> <th>Net</th> <th>TAX(%)</th> <th>TAX</th> <th>Gross</th> <th>Delivery Loc.</th> </tr> </thead> <tbody> <tr> <td>One-2013-03-19-0002</td> <td></td> <td>Business Cards / Pack250</td> <td>Each</td> <td>1,00</td> <td>25,00</td> <td>0,00</td> <td>25,00</td> <td>0,00</td> <td>0,00</td> <td>25,00</td> <td>Micro-Fidelio Offices</td> </tr> <tr> <td colspan="12">e-Form Detail</td> </tr> <tr> <td colspan="12">           First Name: Joerg            Last Name: Trommeschlaeger            Title: Product Manager            Title Line 2: Inventory Systems            Company Name: MICROS-FIDELIO GmbH            Company Address: Europadamm 2-6            Company City: Neuss            Company Zip: 41460            Company Country: GERMANY            e-Mail: jro@micro-fidelio.net            Web: www.micro-fidelio.net            Telephone: +49 (0) 2131 137 -0            Direct: +49 (0) 2131 137 -666            Fax: +49 (0) 2131 137 -702            Mobile: +49 (0) 170 33 20 810         </td> </tr> </tbody> </table>				PO No.	Supplier No.	Article	Unit	Qty	Price	Discount (%)	Net	TAX(%)	TAX	Gross	Delivery Loc.	One-2013-03-19-0002		Business Cards / Pack250	Each	1,00	25,00	0,00	25,00	0,00	0,00	25,00	Micro-Fidelio Offices	e-Form Detail												First Name: Joerg Last Name: Trommeschlaeger Title: Product Manager Title Line 2: Inventory Systems Company Name: MICROS-FIDELIO GmbH Company Address: Europadamm 2-6 Company City: Neuss Company Zip: 41460 Company Country: GERMANY e-Mail: jro@micro-fidelio.net Web: www.micro-fidelio.net Telephone: +49 (0) 2131 137 -0 Direct: +49 (0) 2131 137 -666 Fax: +49 (0) 2131 137 -702 Mobile: +49 (0) 170 33 20 810											
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